

# Agenda for Community Fund Panel

## Monday 20 February 2017, 10.00am



**Venue:** Room 1, Knowle, Sidmouth, EX10 8HL

[View directions](#)

**Contact:** [Chris Lane](#), 01395 517544 (or group number 01395 517546): Issued 10 February 2017

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[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)

- 1 [Public speaking](#)
- 2 Minutes for 7 November 2016 (pages 3-5)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – none identified
- 6 Confidential/exempt items – there are no items which officers recommend should be dealt with in this way.

### Part A Matters for Decision

#### 7 **Community Building Fund Guidance Notes 2015/16** (pages 6 - 10)

Would Members please note that the fund has £22,250 available for 2016/2017. To date the panel has only allocated £2,741. This leaves £19,509 unallocated. Any leftover unallocated funding is taken back into main council budgets.

#### 8 **Peek Hall** (pages 11 – 26) Background Information

#### 9 **Clyst Hydon Village Hall** (pages 27 - 46) Background Information

#### 10 **Woodbury Village Hall** (pages 47 – 68) Background Information

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[Decision making and equalities](#)

# EAST DEVON DISTRICT COUNCIL

## Report of a Meeting of the Community Fund Panel held at Knowle, Sidmouth on 7 November 2016

Present: Councillors:  
Matthew Booth  
Paul Carter  
David Key  
Ian Thomas

Also present: Jamie Buckley, Engagement and Funding Officer  
Chris Lane, Democratic Services Officer  
Donna Best, Principal Estates Surveyor  
Richard Cohen, Deputy Chief Executive  
Philip Ellis, Torbay Development Agency

Apologies: Matthew Coppell  
Douglas Hull

The meeting started at 10.00am and ended at 11.40am.

- 1 Notes of Meeting held on 9 May 2016  
The notes of the meeting held on 9 May 2016 were accepted as a true record.
- 2 Background papers  
The Community Building Funding Guidance Notes and application form had been included with the agenda papers and were noted.
- 3 Consideration of applications received for Community Building Fund  
The Engagement and Funding Officer had applied the Community Council of Devon scoring system for guidance and to help summarise the background details of the applications.

The Panel was asked to consider:

- The importance of the project
- Whether match funding arrangements were in place
- What the works would mean for the hall/community shop and its users
- The current stage of the project
- Whether three quotations had been submitted as part of the application and, if not, the reasons given.

Members of the Panel were advised that there was £22,250 available to cover both of the requests for funding made at the meeting and other forthcoming requests for funding. If this amount was not spent on suitable projects then it would be subsumed into the Council's General Fund.

- 4 Consideration of applications received

a) <b>Applications recommended for approval</b>	<b>EDDC recommended contribution</b>
Upton Pyne Village Hall –	<b>£2,741</b>

Refurbishment of village hall kitchen.	
Newton Poppleford Village Hall – replace kitchen and make kitchen bigger.	Members noted that there was quite a significant shortfall in funding and that Newton Poppleford Village Hall was not ready to proceed. It was therefore agreed that the Panel be mindful to support the application for £5,000, subject to other funding being available later in the financial year and the work being ready to proceed.

- 5 Rent support Grant guidance notes  
Members received the application guidance document which had been designed to help sports and social clubs apply for a Rent Support Grant (RSG).
- 6 Rent Support evaluation manual  
Members received the Rent Support Grant Evaluation Manual.
- 7 Consideration of applications received for Rent Support Grant(RSG)  
Members received details of overall applications for RSG from 7 sport clubs. This scheme had been introduced by the Council as part of its commitment to making the subsidy to tenants transparent. The applications brought to the Panel reflect the outcomes of the first application of a new procedure. Cllr Thomas as chair of the Panel was concerned not only to consider the individual RSG proposals but firstly to reflect on the outcomes of the RSG scheme and lessons to be learnt. Having considered the procedures and outcomes of the agreed scheme, Councillor Ian Thomas expressed concern that;
- a) The Rent Support Grant system is excessively bureaucratic, for both Council and clubs. Having undergone the process on the first tranche of Council tenants the detail of the process now seems disproportionate to the level of potential award.
  - b) Cllr Thomas was concerned that the development cost of the scheme and that to the Council of its administration, was excessively high.
  - c) There are different capabilities between the smaller and larger clubs in terms of their capacity to deal with the Council as landlord and manage new financial arrangements.

Councillor Thomas recognised the excellent work completed by officers in assisting the Panel's evaluation of the first round of applications. In the light of experience of this first round, Cllr Thomas was concerned that the process needed to be more focused and proportionate in terms of administration and cost to operate when compared to the outcome in terms of changes in rent levels and RSG awards.

Richard Cohen, Deputy Chief Executive reminded members that the RSG scheme had been agreed by Cabinet with the intention of putting all tenants onto market rents, while introducing the RSG scheme to continue financial support to sports and activity club tenants in a fair and transparent way.

Officers informed the Panel that since signing their Heads of Terms, Budleigh Salterton Football Club had re-opened negotiations over their rent review, and so were no longer eligible for their application to be assessed. This was because they could not be considered unless the Council know what their rent will be.

(Councillor Matthew Booth declared a personal interest in the application from The Port Royal Club, Sidmouth)

- RECOMMENDED: **1.** that in the cases of Exmouth Rugby Football Club, Honiton Rugby Football Club, Withycombe Rugby Football Club, and Port Royal, no Rent Support Grant be given. The Panel felt there was not enough of an identifiable need for a grant to mitigate a modest rent increase. It also felt clubs were substantial, with the amount paid for the facilities a modest percentage of overall turnover.
- 2.** that Mountbatten Park Sports and Social Club, Seaton Bowling Club and 5<sup>th</sup> Exmouth St Andrews Sea Scout Group should receive a Rent Support Grant equivalent to 20% of the total increase in new rent over existing rent being applied in each of the next five years. This would mean that full new lease rentals would effectively not be payable until year 6.
- 3.** that Asset Management Forum consider the outcomes of the first round of RSG and make recommendations on the scheme's future.

# East Devon District Council Community Building Funding Guidance Notes 2016



**Please read the guidance notes thoroughly before completing the application form**

## **The Community Building Fund- An Introduction**

Each year East Devon District Council allocates a sum of money to be given in grants for community buildings in Parish Council areas.

Always ensure you have the most up to date version of the guidance notes and application form before applying to us.

## **Who can apply?**

- This grants scheme is open to all multi-use community buildings within Parish Council areas covered by East Devon District Council. Community shops in Parish Council areas can also apply.
- Community buildings and community shops that are within an area covered by a Town Council are not eligible to apply. So if your community building or community shop is in an area covered by Budleigh Salterton Town Council, Exmouth Town Council, Ottery St Mary Town Council, Axminster Town Council, Seaton Town Council, Honiton Town Council, Sidmouth Town Council you cannot apply.
- Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and / or managed by the community.
- You must have permission from all the relevant bodies to carry out the project before you apply. For example, if the Parish Council owns the building then you must have their permission before you apply.

## **How much can you apply for?**

Grants are available of between £1,500 and £5,000, but we will only contribute up to 1/3 of total project costs. Total project costs cannot exceed £750,000.

Match funding should make up 2/3 of the total project costs, this should include a contribution from your Parish Council.

We pay grants upon receipt of valid invoices and receipts. If the organisation paying for the project is VAT registered so is able to claim back VAT, you must only claim for the net amount (total amount minus VAT).

## **What projects are eligible for a grant?**

Grants are available for capital projects only (not to help with running costs, routine repair or maintenance).

### **What we will fund**

- Providing a new/ replacement building
- Serious structural defects i.e. roof and walls
- Adapting the building for disabled access
- Kitchen refits
- Modernising/ improving outdated facilities
- Environmental/ green projects e.g. solar panels, ground source heating, wind turbines etc

### **What we will not fund**

- Single use buildings e.g. sport club or church
- New curtains or carpets
- Ground works
- Removable items such as kitchen appliances, crockery, chairs and tables
- Community buildings outside of EDDC boundaries
- Community buildings in Town Council areas

### **When to apply?**

Closing dates for applications are Friday 29 July 2016 and Friday 25 November 2016 (please bear in mind that there is only limited funding available so if all is granted in July there will be no funding available in November). Any applications received after the deadline will be deferred until the next round. Once the deadline is reached there is a critical timescale, so incomplete applications will not be assessed and will be returned to the applicant.

**Please ensure that your match funding is in place before applying to us. As a general rule this grants scheme operates as a final funder. Please be aware that other organisations and authorities may have different timescales for their grants schemes.**

### **How to apply?**

1. Read through all of the guidance notes to ensure your application is eligible. Early contact with EDDC will ensure feedback for your application.
2. Fill in the application form using the guidance notes to complete the questions. Make sure to attach all the documents specified in the application form otherwise your application will be returned to you as incomplete.
3. Submit your application before the deadline. Do not leave applying until the last minute.

### **How will we assess your application?**

Once the deadline has passed all applications undergo an eligibility check. If we find that your application is incomplete we will not proceed any further. This could include an incomplete form, missing documentation or ineligibility against our criteria i.e. match funding.

Once your application has passed its eligibility check, all eligible application forms will be presented to the EDDC Community Fund Panel of Councillors for decision.

The whole process takes approximately 10 weeks. You will be notified in writing whether your application has been successful or not. Successful applicants will receive a grant offer letter and form which must be completed within 3 months to secure the grant.

**For further information:**

Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle,  
Station Road, SIDMOUTH, EX10 8HL Email: [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)  
Telephone: 01395 517569

**How to complete the application form**

Please read the guidance notes thoroughly before completing the application form

**A - Your contact details**

The majority of this section is self explanatory but please note

3	The main contact will be the person contacted on all issues regarding the grant application
6	If you have applied to the EDDC Community Buildings Grants Scheme within the last two years and been unsuccessful within the last two years then you can re-apply. If you have received an EDDC Community Buildings Grants within the last two years, you are not eligible to submit another bid until after this period.

**B - The legal status and management of your community building**

The community building must be multi-use (minimum of three separate user groups), with open community access, and owned and/ or managed by the community.

9	Your community building should be a charity governed by a trust deed based on either the Charity Commission approved village hall or community centre model trusts. Whatever form of governing document is used by your hall, it must be enclosed with your application.
10	The holding/ custodian trustees are distinct from your management committee which runs the community building. Their details should be laid out in your governing document.
11	The community building must be freehold or with a remaining lease of 28 years or more.

**C - About your project**

13	Outline what is involved in your project. What do you intend to do?
14	Outline what impact the project will have for your users and the community
15	All projects are required to provide evidence of need for the project. Letters of support from user groups and partners would be appropriate for most projects. For a new building, a big extension or big refurbishment project we will expect you to have reviewed the present and likely future needs of the community, undertaking a consultation exercise such as a survey or community consultation, and to have held public meetings or exhibitions.
16 17	Applicants must make sure that they obtain planning and building regulation approvals where these are required.
18	You should not start working on a project until you have received a written offer of a grant from EDDC. Starting work before this could make your application ineligible. EDDC would expect funded projects to be completed and grant money claimed within a year of the grant offer.

**D - Project costs and match funding**



19	<p>Grants are not available for land purchase alone, this must form part of an overall plan to build a hall within a reasonable timescale. When land or buildings are being purchased grants will not be awarded on a price higher than that recommended by the District Valuer.</p> <p>A grant cannot be awarded to cover costs already incurred, or contracted for, except where fees have been paid for professional services in connection with a project which is awarded a grant.</p>
20	<p>Complete the match funding table with appropriate amounts from each funder, state whether or not it has been confirmed and a date when this has or will happen. Any letters from funders confirming their grants should also be enclosed with the application.</p> <p>Your contribution- This should include any funds from your reserves, local fundraising and donations.</p> <p>Grant from EDDC- Grants are available of between £1,500 and £5,000, but we will only contribute up to 1/3 of total project costs.</p> <p>Grants are discretionary. Each application is considered on its merits and an offer is dependent on the amount of money available from EDDC in any one year and on a number of factors used to assess your application. The total amount of funding requested usually exceeds the amount available and so even sound projects will sometimes have to be turned down.</p> <p>The shortfall is the difference between your total costs and your total match funding including the grant requested from EDDC. You have to make clear how you will be addressing this difference. The same applies for funding which has not yet been approved. This grant scheme will only fund applications with the majority of their match funding in place. To be considered an application should have a shortfall and/ or unconfirmed funds of no more than 15% of the total cost up to a maximum of £20,000.</p>

**E - Your Finances**

Please enclose a copy of your latest annual accounts. We encourage community buildings to follow good practice and generate reserves to meet the costs of unforeseen costs and emergencies. If you are holding significant reserves which are not allocated for specific purposes please explain why you are not contributing more to this project. If you are in deficit please explain how you are addressing this and the longer term sustainability of your community building.

**F - East Devon District Councillor comments**

Please ensure you include comments about your project from your East Devon District Ward Councillor(s). If you don't know who your EDDC Councillor is you can find out online here: [www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/](http://www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/)

**G - Application Checklist**

Essential Documents- Please ensure that the essential documents listed are enclosed with the application. If these documents are not received by the deadline, your application will not be assessed.

Optional Documents- These are a number of items which are optional for inclusion. Only enclose additional documents if they support or provide evidence for your application.

**For more information**

Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle,  
Station Road, SIDMOUTH, EX10 8HL

Email: [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)

Telephone: 01395 517569

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Peek Hall, Combyne Rousdon

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
<b>Project Eligibility</b>		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'?		X
Is the grant requested no larger than £5 000 ?	X	
Is the overall project no larger than £750 000?	X	
a. Is the grant requested no larger than 1/3 of the overall project costs?	X	
b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery	X	
Do funding gained and cost of project match?		X

**ASSESSOR Comments:**

Have about a year and a half's running costs in the bank, made a loss of £724.63 last year. Only two quotes, very different, they have accepted the lower quote and have added a 10% contingency. Parish Council is contributing a third.

# FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0, Maximum score for each = 5

	ITEM	Max. Score	Score Given
1	To what extent is the hall, itself, needed by the local community?	5	4
Comments: There are no other community buildings in Combyne Rousdon. The hall is used fairly regularly but could be used more often.			
2	To what extent are the works needed?	5	5
Comments: The floor is now dangerous for certain activities and is a health and safety hazard. If works were completed then hall would become more sustainable. Flooring companies and carpenters have said it needs replacing.			
3	To what extent has the project been developed with community support?	5	4
Comments: Parish Council is supportive. Hall Management Committee are supportive. Someone who wants to hire the hall said the floor was unsuitable, still used by other users. District Councillor is supportive.			
4	How well is the project planned (including works, advice and disability access)?	5	4
Comments: Two quotes obtained. Is a listed buildings and are seeking pre-app advice.			
5	How realistic is the funding package?	5	5
Comments: They have £1,675 from the parish council. They are putting in £1,675 themselves, when they have over a years running costs in reserve. They are putting in a contingency.			
<b>Total Score:</b>		<b>25</b>	<b>22</b>

**ASSESSOR Comments:**  
 Funding package is good. Fixing the floor would make it safer and more sustainable. Only two quotes.

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Peek Hall, Combpyne Rousdon

Current floor in hall area is at the end of its life, becoming a health and safety hazard. The hall is used by various user groups, could be used more. Is the only community hall in Combpyne Rousdon Parish council is supportive and will contribute a third, hall are contributing the other third. District Councillor is supportive. Have two quotes. If a new floor is put in it would mean more people could use it.

<b>Total Project Cost:</b>	<b>Award Requested</b>	<b>Recommendation</b>
£6,200	£1,675	£

Funding Package:

Unconfirmed Funds:

£ 0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Parish Council	£1,675	£1,500 promised, remaining £175 unconfirmed
Fundraising	£0	
Hall contribution	£2,850	(includes £1,200 contingency)
Grant:	£0	
<b>Total (if we give our grant)</b>	<b>£6,200</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	4
2. Need for proposed works	5
3. Local support	4
4. Planning of project	4
5. Funding package	5
<b>TOTAL SCORE:</b>	<b>22</b>

Assessment Summary:



# East Devon District Council Community Building Fund Application Form 2016



Please read the guidance notes thoroughly before completing the application form.

**IMPORTANT** - If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and all supporting documentation has been attached before submitting your application.

## A - Your contact details

1 Name of your community building:

PEEK HALL ROUSDON

2 What Parish is your community building in?  
Community buildings in Town Council areas are not eligible.

COMBYNE - ROUSDON

Ensure you put your official contact details below and not your personal ones where this is different. The contact details below will be made public as part of the agenda and minutes of the decision making meeting. Please see question 22 for further information.

3 Main contacts name, position on the Committee, and address (including postcode):

MARY HANSELL (SECRETARY)  
SHAPWICK COURT  
ROUSDON DT7 3XU

4 Main contacts phone number:

01297 444141

5 Main contacts e-mail (IN BLOCK CAPITALS):

MARY.BUCK @HOTMAIL.CO.UK

6 Have you made any applications for, or been awarded, funding through East Devon District Councils Community Buildings Grants Scheme in the last two years?

Yes  No

If yes, please give details:

[Empty box for details]

7 Do you have permission from the relevant bodies to carry out this project?  
For example if the Parish Council own the building then you need to have their permission.

Yes  No - if no, you are not eligible for this funding.

**B - The legal status and management of your community building**

8 Are you a registered charity?

Yes  No

If yes, what is your number?

266665

9 Is your governing document a....

Trust Deed  Lease  Conveyance  
 Other (please specify)  Charity Commission Scheme

10 In whom is the property vested? E.g. who are the holding/ custodian trustees?

Named trustees  Parish Council  Official Custodian for Charities

11 Is your community building:

Freehold  Leasehold- please tell us how many years remain on the lease:

12 Are there any restrictive covenants in your governing document?

Yes  No

If yes, please specify:

**C - About your project**

13 What is your project?

TO REPLACE THE FLOOR IN THE PARISH HALL



14 Why do you want to carry out this project, why is it needed and what difference will it make?

THE CURRENT FLOOR IS MANY DECADES OLD AND HAS BEEN REPAIRED ON NUMEROUS OCCASIONS. IT IS NOW BEYOND REPAIR AND BECOMING UNUSABLE. ADDITIONALLY THE FLOOR IS NOW A TRIP HAZARD AND PRESENTING A POTENTIAL HEALTH AND SAFETY ISSUE

15 How do you know this work is needed? Who and how have you consulted?

FLOORING COMPANIES AND CARPENTERS HAVE BEEN CONSULTED. THEY HAVE ADVISED THE FLOOR NOW NEEDS TO BE REPLACED

16 Has planning approval been given?

- Yes- Planning application reference: \_\_\_\_\_
- Not required
- No- If no, why not:

WE WILL BE SUBMITTING LISTED BUILDING CONSENT & ARE SEEKING PRE-APPLICATION ADVICE CURRENTLY

17 Has building regulation approval been given?

- Yes
- Not required
- No- If no, why not:

18 When do you intend to start this project and how long is work likely to take?

AS SOON AS FUNDING IS AVAILABLE, THE WORK SHOULD TAKE LESS THAN ONE WEEK

**D - Project costs and match funding**

**19 Project costs (£)**

Purchase of land .....	/
Purchase of building .....	/
Construction work .....	/
Adaptation/ repair work .....	/
Fixtures and fittings .....	/
Car park .....	/
Other (please specify below) .....	£5,000

**LABOUR & MATERIALS COST TO LAY NEW FLOOR . QUOTE £4,800**

**PLUS EXPECTED £200  
~~£~~ ADDITIONAL COSTS**

Professional Architect Fees .....	
Professional Surveyor Fees .....	
Professional Solicitor Fees .....	
Disability access audit .....	
Safety planning supervisor .....	
Planning application/ Building Regulations .....	
VAT .....	
Inflation/ contingency .....	£1,200
Total Cost .....	£6,200

**ONLY IF REQUIRED  
& WILL BE DRAWN  
DOWN FROM ~~PARISH~~  
COUNCIL/HALL CTTEE**

**Please enclose copies of quotations for the project, we would expect quotations from a minimum of three companies.**

**20 Match Funding (£)**

Grant you are requesting from EDDC .....	<del>£1,675</del> £1,675
Your contribution .....	<del>£1,675</del> £2,850
Grant from Parish Council - is this confirmed? .....	£1,675

**YES PC MEETING NOV '16**

Other (please specify below) .....

Total .....	£6,200
Shortfall .....	£0

## E - Your finances

Please attach your most recent set of approved annual accounts

## F - East Devon District Councillor comments

- 21 Please ask your East Devon District Council Ward Member(s) for their comments on your project and write their name(s) and comment(s) in below:  
If you don't know who your EDDC Councillor is you can find out online here:  
[www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/](http://www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/)

*See attached*

## Section F- Checklist

### Application checklist:

- Copy of governing document
- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Copy of most recent set of approved annual accounts

### Optional documents for inclusion:

- Photographs, specifications and drawings
- Extract from your Parish Plan
- Evidence from consultation e.g. letters of support from users
- Other

- 22 Please tick below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is legally classed as confidential or protected under the Data Protection Act it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.

Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>

If you don't tick this box your application can't go forward.

23 Signature of applicant:


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24 Date

23/11/16
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Please complete and return this application form to:  
Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road,  
Sidmouth, EX10 8HL  
E-mail: [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)  
Phone: 01395 517569

## Extra information, Peek Hall

- **Please could you let me know whether there are other buildings for community use in Rousdon?**

There are no other public community buildings in Combpyne Rousdon

- **Please give me some information about how regularly the hall is used and who by? This will show councillors how much the hall is needed.**

The Hall is the venue for the Annual Produce Show, Harvest Supper, one off parties and events and also is used regularly by all village organisations (Wednesday group, Produce association, Parochial Church Council and Social Club). There is a weekly spinning group and until now the main Hall has been used as a games room (pool, table tennis and table football) during school Summer Holidays. The floor is now so dangerous that this is no longer possible and we have recently had to refuse hire for a weekly children's dance class due to the floor splinters. The dance teacher has said she would really like to use our Hall if the floor was safer but as the floor is now we are having to reduce hire because anything involving children ( who may take their shoes off ) is too risky. (Please note this is a different dance teacher to the one I (EB) Refers to below, i.e. we have had two dance organisations decline to use the hall.

- **What do you think hall bookings will go up as a result of replacing the floor? If so, why?**

Yes, with a new floor the hall can be a potential location for exercise groups, dance groups etc bringing these valuable activities to the parish instead of parishioners having to travel further afield for healthy activities.

- **Have any of the users of the hall complained about the state of the floor? If so, do you have any evidence of this, for example e-mails?**

I myself (EB) have direct evidence. I showed the hall to a dance instructor looking for a location for weekly dance classes, he liked the hall and location but the state of the floor unfortunately meant the hall was not suitable for dance classes. This was a verbal discussion.

- **Have the hall management committee agreed that this work is needed?**

Yes

- **Which part of the building is the floor you will be replacing in? Or is it all of it?**

The main hall, the meeting room was carpeted some period ago and the social club area (bar) does not require it.

- **Do you have any further details on the listed building consent? Any further information from your pre-application advice? As I am guessing what they state is required may change the cost significantly?**

This is currently in flight, we have an experienced planning professional on the Parish Council who does not foresee any issues

- **Does the £6,200 cost include VAT? Is the hall VAT registered? Can you claim VAT back? If so we would remove the VAT from the project costs from the amount you can apply for.**

The quote we intend to accept does not include VAT, the £6,200 includes a contingency figure of £1,200, we fully expect the cost to come in around the £5,000 mark which is why we are only seeking £1,675 as a grant

- **Please could you send us confirmation that the parish council have agreed to contribute £1,675? A copy of the Minutes where this was discussed and agreed would be fine.**

Yes, this is minuted in the November meeting minutes, here <https://combpynerosdon.files.wordpress.com/2015/12/2016-11-minutes.pdf> Item 10 iv. As you will see this only has a figure of £1,500 agreed, I realised we did not have any contingency built in and changed the figures myself, I will get this agreed at the January meeting (January 9th) and forward you the link to the relevant minutes on the days immediately after the meeting

Peek Hall is a multi-use building at the core of the Combyne-Rousdon community, operated through a Management Committee on modest budgets. Year ending March 2016 showed a deficit of £725, primarily due to electricity charges, refurbishing the committee room and repairs to the bell tower.

The project proposal is for the replacement of the hall floor. The floor has reach the end of its life and been the subject of repeated repairs over many years. The management committee is concerned that there is an increasing danger the floor presents a potential health and safety hazard to hall users.

The proposal does not require planning approval, but an application for listed building consent based on pre-app advice.

The project budget is £5,000, with a contingency of £1,200. A grant of one third of the capital sum required is sought as the final element to allow the project to proceed. The other two thirds have been committed, in equal measure, by Combyne-Rousdon Parish Council and Peek Hall Management Committee.

The proposal meets the requirements of the Community Building Fund and has my full support.

Ian M. Thomas

Ward Member

25<sup>th</sup> November 2016

**Jamie Buckley**

---

**From:** combpynerousdon [combpynerousdon.clerk@gmail.com]  
**Sent:** 30 December 2016 08:57  
**To:** Eddie Brown  
**Subject:** FW: Estimate for Hall flooring

**From:** [REDACTED]  
**Sent:** wednesday, November 23, 2016 8:40 AM  
**To:** [REDACTED]  
**Subject:** Estimate for Hall flooring

# A D Young General Building Services

6 Peek Mead, Rousdon, Lyme Regis DT7 3XW

Tel: 01297 444755 or 07880658378

## ESTIMATE

Peek Hall Management

Committee Peek Hall

Rousdon. DT7 3XW

RE: Replacement of floor in main hall area

**My estimate to complete the work is:**

November 22nd 2016

**£4800.00**

My estimate includes:

The removal of all the existing floor boards; replacement of joists where required; and supply and fix new, slow grown, kiln dried Scandinavian redwood tongue & groove floor boards. A quadrant bead may be required around the edge to finish.

This estimate also includes sanding and sealing of the new floor.

All estimates are valid for a period of 3 months from the date of the estimate. If you have any questions please contact me on the numbers above.

I would be grateful if you confirm whether you would like me to complete this work as soon as possible so that I can schedule my work accordingly.

Kind regards,

[REDACTED]



# TOTAL FLOOR CARE

Email: [Info@totalfloorcare.com](mailto:Info@totalfloorcare.com)

Tel: 01278 671185

## QUOTATION

Date	Quotation No.
07/12/15	TFCQ9457

Contact	[REDACTED]
Project	Hall Floor

Combpyne Rousdon Village Hall (The Peek Hall)  
ROUSDON  
Lyme Regis, Devon DT7 3XW

Contact: [REDACTED]

Phone: 01297 442574

Mobile:

Thank you for inviting us to quote for the refurbishment work on the floor area as detailed, we have pleasure in providing the following.

Qty	Description	Unit Price	Ext. Price
1	To supply and fit a Junckers Solid Wood Flooring 2 Strip 3700mm length Beech Sylvasport Premium  Silk Matt Lacquer 22mm x 129mm  Multifoam 75m2 5mm thick 129.1mm Green 1 hole dips	£6,250.00	£6,250.00
1	New skirting	£350.00	£350.00
		SubTotal	£8,600.00
		Delivery	£0.00
		Vat	£1,320.00
		<b>TOTAL</b>	<b>£7,920.00</b>

### \*\*IMPORTANT INFORMATION\*\*

Refuse generated on site that is specific to this estimate, will be packaged in a suitable & professional manner, in order that the client may assume responsibility for the disposal thereof.

All areas should be CLEAR & READY for sanding the floor.

The equipment we use is 240v, please ensure that this is readily available.

Total Floor Care is the trading name of Total Floor Care (Bridgwater) Ltd,  
Jamsey Barton, Merridge Hill, Spaxton, Bridgwater, Somerset. TA5 1QW  
Company Reg No. 8603956 VAT Reg No. 168 4287 72 E-Mail: [info@totalfloorcare.com](mailto:info@totalfloorcare.com)  
Bank Details: Nat West: Account No. 79097707 - Sort Code: 60 03 27

## COMBPYNE-ROUSDON PEEK HALL MANAGEMENT COMMITTEE

Statement of Accounts for Year ended 31st March 2016

<u>14/15</u>	<u>RECEIPTS</u>	<u>£2015/16</u>	<u>£14/15</u>	<u>PAYMENTS</u>	<u>£2015/16</u>
1040 Social Club Hire		1040.00		1885 EON - Electricity	2465.24
1222 Other Hire of Hall		1181.00		119 South West Water	128.94
1158 Social Club Electricity		1091.06		841 Insurance - Norris & Fisher	887.58
208 Social Club Hire of Skittle Alley		208.00		307 Fire Extinguishers - Dart	37.44
114 Hire of Tables, etc		77.00		110 Performing Rights Society	111.60
Bell Tower Repairs - Parish Council		671.00		Electrical check - SJ Barton	48.00
616 Jumble Sales (5) Net		826.18		50 Devon Ass Community Buildings	0.00
228 Car Boot Sales		0.00		135 A D Young Minor Repairs	300.00
144 Tia McGraff Concert		117.00		Bell Tower Repairs - MGR Roofing	671.00
222 Bank Holiday Breakfast		128.00		Refurbishing - Committee Room	1,032.41
55 Social Club for PRS		55.80		Main Hall - lights & paint	360.58
280 General donations		108.30		37 Data projector	100.00
100 Parish Council Grant		0.00		Step ladder	88.00
3 Deposit Account Interest		2.82			
		<u>5506.16</u>			
Excess of Payments over Receipts		<u><del>724.63</del></u>			
		<u>6230.79</u>			<u>6230.79</u>

### BALANCE SHEET

	<u>31.3.15</u>	<u>31.3.16</u>
Opening Balance	9497.39	9851.68
Bank Treasurer's Account	4201.65	3474.20
Bank Deposit Account	5648.16	5850.98
Total at Bank	<u>9849.81</u>	<u>9125.18</u>
Cash in Hand	1.77	1.77
Closing Balance	<u>9851.58</u>	<u>9126.96</u>
Receipts & Payts Gain/Loss	354.19	(724.63)
Debtors C/F (3)	24.00	30.00
Year Gain/Loss	<u>378.19</u>	<u>(694.63)</u>

Independent Examiner

31 May 2016

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Clyst Hydon Village Hall

## Application Eligibility

Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	

## Group Eligibility

Criteria	Yes	No
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?	X	

## Project Eligibility

Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	

## Costs Eligibility

Are there 3 quotes or a 'bill of quantities'?		X
Is the grant requested no larger than £5 000 ?	X	
Is the overall project no larger than £750 000?	X	
a. Is the grant requested no larger than 1/3 of the overall project costs?	X	
b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery	X	
Do funding gained and cost of project match?	X	

### ASSESSOR Comments:

Less than a year's running costs in reserve. Looks like only two full quotes.

# FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0, Maximum score for each = 5

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	4
<p>Comments: There are no other community buildings in Clyst Hydon. The hall is used fairly regularly but could be used more often.</p>			
2	<b>To what extent are the works needed?</b>	<b>5</b>	3
<p>Comments: The flat roof is leaking which has affected the plasterboard ceiling and made storage of stage, tables etc difficult. The roof is on a store to the rear of the hall. The roof repair will prevent the hall falling into disrepair.</p>			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	4
<p>Comments: Parish Council is supportive. Hall Management Committee are supportive. District Councillor is supportive The youth club are unable to use the storage room to use their table tennis table. No evidence of other use support.</p>			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	4
<p>Comments: Two quotes obtained. Person running the project is a retired maintenance surveyor and builder.</p>			
5	<b>How realistic is the funding package?</b>	<b>5</b>	5
<p>Comments: Applying for a third from us. Have a third of their own funding and then a third from the parish council.</p>			
<b>Total Score:</b>		<b>25</b>	20

## ASSESSOR Comments:

Funding is all there. Flat roof of storage area is leaking which will affect the hall itself in the longer term, currently only affects storage.

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Clyst Hydon Village Hall

Water is leaking through the flat roof into the storage area at Clyst Hydon Village Hall. This could affect the hall further if it continues and currently means the youth club can't store their equipment and the stage and tables have to be covered with plastic sheeting. The hall is used by some user groups and is the only community building in the village. Parish council is supportive. Have two quotes. Have under a year's running costs in reserve. Other funding is coming from the hall itself and the parish council.

Total Project Cost:

£4,674.80

Award Requested

£1,558.27

Recommendation

£

Funding Package:

Unconfirmed Funds:

£ 0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Parish Council	£1,588.27	Yes
Fundraising	£0	
Hall contribution	£1,588.27	Yes
Grant:		
<b>Total (if we give our grant)</b>	<b>£4,674.80</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	4
2. Need for proposed works	3
3. Local support	4
4. Planning of project	4
5. Funding package	5
<b>TOTAL SCORE:</b>	<b>20</b>

Assessment Summary:



# East Devon District Council

## Community Building Fund Application Form

### 2016

Please read the guidance notes thoroughly before completing the application form.

**IMPORTANT-** If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and all supporting documentation has been attached before submitting your application.

#### A - Your contact details

1 Name of your community building:

Clyst Hydon Village Hall

2 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Clyst Hydon.

Ensure you put your official contact details below and not your personal ones where this is different. The contact details below will be made public as part of the agenda and minutes of the decision making meeting. Please see question 22 for further information.

3 Main contacts name, position on the Committee, and address (including postcode):

Cllr. Barry Thrussell. Fundraiser. Little Orchard, Aunk, Clyst Hydon, Cullompton, EX15 2NH.

4 Main contacts phone number:

07976387403

5 Main contacts e-mail (IN BLOCK CAPITALS):

BARRYTHRUSSELL@HOTMAIL.CO.UK

6 Have you made any applications for, or been awarded, funding through East Devon District Councils Community Buildings Grants Scheme in the last two years?

Yes

No

If yes, please give details:

7 Do you have permission from the relevant bodies to carry out this project?

For example if the Parish Council own the building then you need to have their permission.

Yes

No - if no, you are not eligible for this funding.

## B - The legal status and management of your community building

8 Are you a registered charity?

- Yes  No

If yes, what is your number?

263576

9 Is your governing document a....

- Trust Deed  Lease  Conveyance  
 Other (please specify)  Charity Commission Scheme

Articles of association

10 In whom is the property vested? E.g. who are the holding/ custodian trustees?

- Named trustees  Parish Council  Official Custodian for Charities

11 Is your community building:

- Freehold  Leasehold- please tell us how many years remain on the lease:

12 Are there any restrictive covenants in your governing document?

- Yes  No

If yes, please specify:



## C - About your project

### 13 What is your project?

To strip off existing covering on Flat roof and rotted decking, replace decking and three layers of felt heat bonded. Take down water logged plasterboard ceiling, de-nail joists fix new plasterboard and plaster ceiling, then when dry apply two coats of white emulsion paint.

### 14 Why do you want to carry out this project, why is it needed and what difference will it make?

At present we have an ingress of rain water which has affected the plasterboard ceiling and made storage of the stage and other items impossible unless covered with plastic sheeting.

### 15 How do you know this work is needed? Who and how have you consulted?

Being a retired Builder, Site Manager, and Maintenance Surveyor, I have found that the flat roof is in need of redecking and the felt renewed, the ceiling needs replacing with new plasterboards with a skim plaster finish, then painted. to prevent further damage.

### 16 Has planning approval been given?

- Yes- Planning application reference: \_\_\_\_\_
- Not required
- No- If no, why not:

**17 Has building regulation approval been given?**

- Yes
- Not required
- No- If no, why not:

**18 When do you intend to start this project and how long is work likely to take?**

As soon as we have all funding in place, the Village Hall has pledged a third as have the Parish Council.

## D - Project costs and match funding

19

### Project costs (£)

Purchase of land

Purchase of building

Construction work

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT

Inflation/ contingency

Total Cost

Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies.

~~4050.pounds~~ £3,596

~~800.pounds~~  
£719-20  
£359-60  
~~4800.pounds~~ £4,674-80

20

### Match Funding (£)

Grant you are requesting from EDDC

Your contribution

Grant from Parish Council- is this confirmed?

Other (please specify below)

~~1620.pounds.~~ £1,558.27

~~1620.pounds.~~ £1,558.27

~~1620.pounds.~~ £1,558.27

Total

4860.pounds.

Shortfall

**Please send your most recent set of approved annual accounts to us**

## Section F- Checklist

### Application checklist:

- Copy of governing document
- Quotes for project costs
- Details of offers/ grants from any other funder/ organisation
- Copy of most recent set of approved annual accounts

### Optional documents for inclusion:

- Photographs, specifications and drawings
- Extract from your Parish Plan
- Evidence from consultation e.g. letters of support from users
- Other

Please send all accompanying information by post or by e-mail to us:

**Post:** Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

**E-mail:** [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)

- 22** Please click in the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is legally classed as confidential or protected under the Data Protection Act it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.

Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>

**If you don't tick this box your application can't go forward.**



- 23** Signature of applicant:

Barry Thrussell.

- 24** Date:

18th.November 2016

**Please complete this application form in full and click on the 'submit' button below to send your answers to us**

## F - East Devon District Councillor comments

**21** Please ask your East Devon District Council Ward Member(s) for their comments on your project and write their name(s) and comment(s) in below:

If you don't know who your EDDC Councillor is you can find out online here:  
[www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/](http://www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/)

Cllr Peter Bowden. will be in touch with Jamie Buckley. direct.

## Extra information – Clyst Hydon Village Hall

- Please could you let me know whether there are other buildings for community use in Clyst Hydon?

The Village Hall is the only community building in the village.

- Please give me some information about how regularly the hall is used and who by? This will show councillors how much the hall is needed.

Parish Council meetings, Private parties, wedding receptions, the W.I. use it for their meetings, The village youth club use the hall to meet in. The hall is used regularly, by the W.I. Parish Council, the village youth club, and in the summer by Clyst Hydon school, this is excluding private hire, Villages in action and slide shows.

- What do you think the impact will be of replacing the roof? For example, do you think hall bookings will go up? Will stop the hall falling into further disrepair?

The roof repair will prevent the hall falling into disrepair.

- Have any of the users of the hall complained about the state of the roof?

The Youth club are unable to use the storage room to store their table tennis table,

- Have the hall management committee agreed that this work is needed?

The person who signed the letter from the P.C. is also a member of the management committee who all agree that the roof needs repair urgently.

- Which part of the flat roof does the building cover? Is it the full building or just part of it?

The roof is a store at the rear of the hall, where we store the stage and tables which are used for shows and functions.

- Is the hall VAT registered? Can you claim VAT back? If so we would remove the VAT from the project costs from the amount you can apply for.

The hall is not V.A.T. registered, but as the P.C. will be acting as broker for the repairs and paying towards them the P.C. will claim the V.A.T. back.

- Quotes for the project costs:

The application figure was in based on a couple of verbal quotes. please find corrected figures below.

➤	Replace the felt and decking to the roof as per written quote.	2850-00.
➤	To replace the plasterboard and plaster the ceiling as quote.	596-00.
➤	Supply paint and apply verbal quote	150-00.
➤	Contingency 10%	359-60

Total ex VAT.	3955.60.
Total inc. VAT	4746.72

No copy of governing document



# PREMIER ROOFING CONTRACTORS LIMITED

Exwick Road, Exwick,  
Exeter EX4 2BJ  
Tel: 01392 274064 Fax: 01392 250484



Certificate Supplier No. 0864  
ISO 9001:2008

Barry Thrussel  
Little Orchard  
Aunk  
CLYST HYDON  
Devon EX15 2NH

MF/RJH/Z337

3 October 2016

Dear Sir

**Re: Clyst Hydon Village Hall - Rear Store**

Further to your recent enquiry, we have the pleasure of submitting our quotation as follows:

(1)

Strip defective felt and any defective deck and dispose of waste.  
Replace with OSB3 18 mm decking.  
Supply and fix three layers High Performance Felt system with mineral surface.

**All in the sum of: £1,526.00 (+VAT)**

(2)

Cost for all deck, will replace what needs doing when felt is stripped and adjust price.

**All in the sum of: £520.80 (+VAT)**

(3)

Extra to Note: The Facias are in poor condition. We would be able to offer a quotation for replacement facias if required.

Assuring you of our prompt and careful attention at all times.

Yours faithfully

Branches at:

Andover  
Hampshire

V.A.T. Number 568 9751 71

Reading  
Berkshire

40

Freephone No.  
0800 7831833

Company Registration No. 3555830



# PREMIER ROOFING CONTRACTORS LIMITED



Exwick Road, Exwick,  
Exeter EX4 2BJ  
Tel: 01392 274064 Fax: 01392 250484

Certificate Supplier No. 0864  
ISO 9001:2008

MF/RJH/Z337A

Barry Thrussel  
Little Orchard  
Aunk  
CLYST HYDON  
EXETER  
EX15 2NH

17 October 2016

Dear Sir

**Re: Clyst Hydon Village Hall - Rear Store- Fascias**

Further to your recent enquiry, we have the pleasure of submitting our quotation as follows:

Strip defective timber fascias and guttering.  
Replace with new UPVC fascias and guttering

**All in the Sum of £493.63 (+VAT)**

Assuring you of our prompt and careful attention at all times.

Yours faithfully



**Branches at:**

Andover  
Hampshire  
V.A.T. Number 568 9751 71

Reading  
Berkshire

**Freephone 1  
0800 78318**

Company Registration No. 35558

# Steve Marles & Sons Ltd. Plastering Contractor

---

2 Belle Vue Cottages  
Fenny Bridges  
Honiton  
Devon  
EX14 3BJ

Tei: (01404) 850196  
Mobile: (07971) 439990

7<sup>th</sup> December 2016

## Estimate

### Mr B. Thrussell

Little Orchard, Clyst Hydon, Nr Cullompton EX15 2NH

Ref: village hall

- Take down ceiling to store room (water damage)
- Replace with 12.5 plasterboard & scim
- Dispose of existing plasterboard via skip

Labour & materials £596.00  
**Subject to VAT at 20%**



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Tel: Exeter (01392) 466525

VAT. Reg No. 141 5283 89

Mr B Thrussell  
Little Orchard  
Aunk  
Clyst Hydon  
EX15 2NH

Dear Mr Thrusell,

We thank you for your enquiry with regard to roof renewal of Clyst Hydon village hall and now have pleasure in submitting our quotation as follows.

1. Strip roof of defective felt and roof deck.
2. Supply and fit 18mm exterior, structural plywood.
3. Supply and fit a heavy duty 3 layer let roof covering consisting of
  - A. Loose layered perforated underlay.
  - B. Heavy duty underlay heat welded to underlay.
  - C. Heavy duty mineral surface cap sheet and perimeter details.
4. Clear site of any remaining debris.

Cost £2850.00

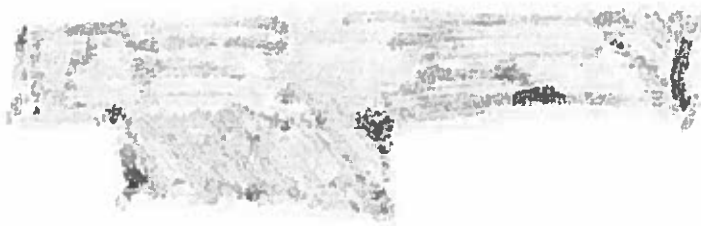
Vat £570.00

Total £3420.00

Terms

The specification above carries a twenty year guarantee on labour and materials.

Kind regards,



## Independent examiner's report to the trustees of Clyst Hydon Village Hall

I report on the accounts of the Playgroup for the year ended 31<sup>st</sup> December 2015

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

[Redacted signature block]

## Clyst Hydon Village Hall Income & Expenditure Account

	2015	2014
<b>Income</b>		
Hire	3870.00	4432.50
Fundraising/Draws/Dinner	1513.92	985.40
Donations	0.00	865.00
100 club subs	444.00	630.00
Villages in action	1293.50	1708.26
Misc	726.00	50.00
	<u>7847.42</u>	<u>8671.16</u>
 <b>Expenditure</b>		
Wages (caretaker)	██████████	██████████
Hall Insurance	908.00	855.40
Maintenance/repairs	963.40	1753.95
Electricity	825.23	636.30
Water	172.65	164.13
Gas	935.00	675.00
Window Cleaner	72.00	72.00
Cleaning materials	98.09	168.54
Affiliation fees / licenses	295.89	222.85
Treasurer / secretary expenses	0.00	0.00
Shows & special events	1721.63	646.84
Special projects	0.00	541.95
Sundries	45.47	38.78
Donations	0.00	0.00
100 club prizes	300.00	270.00
Bank Charges	0.00	0.00
Villages in action	928.01	1272.87
Advertising (CHN)	0.00	0.00
	<u>7925.37</u>	<u>8038.61</u>
 <b>Profit (loss)</b>	 <u><u>-77.95</u></u>	 <u><u>632.55</u></u>
 opening bank bal	 6979.11	
Closing bank bal	6901.16	
Diff	-77.95	
	0.00	

**BALANCES**

	31/12/2015	31/12/2014
Lloyds TSB Bank C/A	6901.16	6979.11
Lloyds TSB Bank Extension A/c	<u>5535.43</u>	<u>5535.43</u>
	12436.59	12514.54
<b>Increase/decrease in Balances</b>	<b><u><u>-77.95</u></u></b>	

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Woodbury Village Hall

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
<b>Project Eligibility</b>		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'?	X	
Is the grant requested no larger than £5 000 ?	X	
Is the overall project no larger than £750 000?	X	
a. Is the grant requested no larger than 1/3 of the overall project costs?	X	
b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery	X	
Do funding gained and cost of project match?		X

## ASSESSOR Comments:

Have about two years running costs in the bank. Hall is paying £4,233, parish council paying £1,000. Shortfall £500 which they expect to raise in the summer.

# FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0, Maximum score for each = 5

	ITEM	Max. Score	Score Given
1	To what extent is the hall, itself, needed by the local community?	5	5
Comments: The hall is the only venue for large gatherings in Woodbury. There are the smaller church rooms but that's very small. The main hall is used 70+ hours a week by a wide variety of users.			
2	To what extent are the works needed?	5	2
Comments: Exterior paintwork is falling off cladding, is very visible. Cracks at windows allowing moisture to penetrate. Directors have carried out a detailed in house survey identified areas of concern and drawn up a plan of works. If hall looks more attractive it could attract more hirers.			
3	To what extent has the project been developed with community support?	5	2
Comments: Parish Council is supportive. Residents have complained, not users. Hall is on a residential road so is clearly visible.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Three quotes obtained. Directors have carried out a detailed in house survey identified areas of concern and drawn up a plan of works.			
5	How realistic is the funding package?	5	4
Comments: They have £1,000 from the parish council. They are putting in £4,233 themselves, when they have two years running costs in reserve. They are £500 short but state this will be gained from a summer jumble sale.			
<b>Total Score:</b>		<b>25</b>	<b>18</b>

## ASSESSOR Comments:

Funding package and planning of the project is good. Users have not complained, residents have. Is currently a problem when looking at the outside of the building and is an aesthetic issue mainly. However damp is starting to get in through the cracks.



# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Woodbury Village Hall

The hall is very well used by various user groups. Exterior paintwork is falling off cladding, is very visible. Cracks at windows allowing moisture to penetrate. Directors have carried out a detailed in house survey identified areas of concern and drawn up a plan of works. If hall looks more attractive it could attract more hirers. Users have not complained, residents have. Parish council is supportive. Have three quotes. There is a £500 shortfall which they are planning to raise from their summer jumble sale, which last year raised £600. At the time these accounts were submitted they had about two years running costs in reserve.

Total Project Cost:

£8,533

Award Requested

£2,800

Recommendation

£

Funding Package:

Unconfirmed Funds:

£ 0

Shortfall:

£500

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Parish Council	£1,000	
Fundraising	£0	
Hall contribution	£4,233	
Grant:		
<b>Total (if we give our grant)</b>	<b>£8,033</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	5
2. Need for proposed works	2
3. Local support	2
4. Planning of project	5
5. Funding package	4
<b>TOTAL SCORE:</b>	<b>18</b>

Assessment Summary:

# East Devon District Council Community Building Fund Application Form 2016

Please read the guidance notes thoroughly before completing the application form.

**IMPORTANT-** If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and all supporting documentation has been attached before submitting your application.

## A - Your contact details

- 1 Name of your community building:

Woodbury Village Hall

- 2 What Parish is your community building in?  
Community buildings in Town Council areas are not eligible.

Woodbury

**Ensure you put your official contact details below and not your personal ones where this is different. The contact details below will be made public as part of the agenda and minutes of the decision making meeting. Please see question 22 for further information.**

- 3 Main contacts name, position on the Committee, and address (including postcode):

Mr Pat Browne  
5 Escott Cottages  
Woodbury

FX 5 INT

- 4 Main contacts phone number:

01395232805

- 5 Main contacts e-mail (IN BLOCK CAPITALS):

RUTHANDPATB@AOL.COM

- 6 Have you made any applications for, or been awarded, funding through East Devon District Councils Community Buildings Grants Scheme in the last two years?

Yes

No

If yes, please give details:

Sent £5000 for kitchen etc on 24/09/2014 just over 2 years ago.

- 7 Do you have permission from the relevant bodies to carry out this project? For example if the Parish Council own the building then you need to have their permission.

Yes

No - if no, you are not eligible for this funding.



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# East Devon District Council Community Building Fund Application Form 2016

## C - About your project

13 What is your project?

Redecorating, the cladding with Plasticiser paint. Repair cracks to masonry and at windows, then whole rough cast brick work to be repainted.

14 Why do you want to carry out this project, why is it needed and what difference will it make?

The exterior paint work is in poor condition, falling off the cladding close to the roof. the cracks at the windows are opening allowing moisture to penetrate.  
The Hall is now well used by local groups and individuals for private functions, if we are to continue to attract 'customers' the building must look attractive.

15 How do you know this work is needed? Who and how have you consulted?

Anyone passing will be aware of the poor condition of the paintwork, the hall is in a prominent position in the village. The Directors have carried out a detailed in house survey, identifying areas of concern and have drawn a document on scope of work required for quotations from decorators.

16 Has planning approval been given?

- Yes- Planning application reference: \_\_\_\_\_
- Not required
- No- If no, why not:

17 Has building regulation approval been given?

Yes

Not required

No- If no, why not:

18 When do you intend to start this project and how long is work likely to take?



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# East Devon District Council Community Building Fund Application Form 2016

## B - The legal status and management of your community building

8 Are you a registered charity?

Yes

No

If yes, what is your number?

1155239

9 Is your governing document a....

Trust Deed

Other (please specify)

Lease

Charity Commission Scheme

Conveyance

Articles of Association

10 In whom is the property vested? E.g. who are the holding/ custodian trustees?

Named trustees

Parish Council

Official Custodian for Charities

11 Is your community building:



Freehold



Leasehold- please tell us how many years remain on the lease:

12 Are there any restrictive covenants in your governing document?



Yes



No

If yes, please specify:



← Back

↺ Reset

Next →

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# East Devon District Council Community Building Fund Application Form 2016

## D - Project costs and match funding

19 Project costs (£)

Purchase of land	<input type="text"/>
Purchase of building	<input type="text"/>
Construction work	<input type="text"/>
Adaptation/ repair work	£ 8533
Fixtures and fittings	<input type="text"/>
Car park	<input type="text"/>
Other (please specify below)	<input type="text"/>

Professional Architect Fees	<input type="text"/>
Professional Surveyor Fees	<input type="text"/>
Professional Solicitor Fees	<input type="text"/>
Disability access audit	<input type="text"/>
Safety planning supervisor	<input type="text"/>
Planning application/ Building Regulations	<input type="text"/>
VAT	<input type="text"/>
Inflation/ contingency	<input type="text"/>
Total Cost	£ 8533

Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies.



20 Match Funding (£)

Grant you are requesting from EDDC

Your contribution

Grant from Parish Council- is this confirmed?

Other (please specify below)

Match Funding (£)

Total

Shortfall

*- Hoped to be raised by Spring jumble sale, usually fetches £600*

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# East Devon District Council Community Building Fund Application Form 2016

## F - East Devon District Councillor comments

21 Please ask your East Devon District Council Ward Member(s) for their comments on your project and write their name(s) and comment(s) in below:

If you don't know who your EDDC Councillor is you can find out online here: [www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/](http://www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/)

I am in full support of  
Woodbury Village Hall  
receiving an EDDC grant.

[REDACTED]

(Woodbury-Lynstone Ward Member  
BEN INGHAM)

# East Devon District Council

## Community Building Fund Application Form 2016

### Section F- Checklist

Application checklist:

- Copy of governing document ✓
- Quotes for project costs (summary)
- Details of offers/ grants from any other funder/ organisation *none*
- Copy of most recent set of approved annual accounts ✓

Optional documents for inclusion:

- Photographs, specifications and drawings
- Extract from your Parish Plan
- Evidence from consultation e.g. letters of support from users
- Other

Please send all accompanying information by post or by e-mail to us:

**Post:** Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

**E-mail:** [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)

- 22 Please click in the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is legally classed as confidential or protected under the Data Protection Act it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published. Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>  
If you don't tick this box your application can't go forward.



- 23 Signature of applicant:

[Redacted]

24 Date:

16 / 11 / 16

Please complete this application form in full and click on the 'submit' button below to send your answers to us



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## Extra information – Woodbury Village Hall

- **Please could you let me know whether there are other buildings for community use in Woodbury? If so, please explain why is this hall needed as well?**

Woodbury VH is the only community hall in the village of Woodbury, there are smaller halls in Woodbury Salterton and Exton, and there is the small Church Rooms in Woodbury. However Woodbury VH is the only venue for large gatherings and the only one capable of having a badminton court.

- **Please give me some information about how regularly the hall is used and who by? This will show councillors how much the hall is needed.**

The main hall is in continual use some 70 hours per week, the smaller Du Buisson Room is well used some 40 hours per week, and the Royal British Legion Room ( a meeting room some 15 hours per week. I have copied the November Calendar for the main hall, but full details of all bookings are on the web site [www.woodburyvillagehall.org.uk](http://www.woodburyvillagehall.org.uk). The users range from 2 to 92 years of age. The pre School are in every week day, Dance groups, every week, 3 badminton groups, short mat bowls. Exmouth and Woodbury Bridge, dog training, aerobics, WI, history society. Full drama with the Follies, and WILT. The hall is not let out for regular bookings on Friday Saturday or Sunday to enable local residents and groups to book parties, dances etc

- **Does the £8,533 cost include VAT? Is the hall VAT registered? Can you claim VAT back? If so we would remove the VAT from the project costs from the amount you can apply for.**

The Hall is not VAT registered, the quotation for exterior painting does not include VAT.

- **Have any of the users of the hall complained about the state of the outside of the hall? If so, do you have any evidence of this, for example e-mails?**

The regular users have not complained, but local residents have done so. The Hall is in a residential road, next to the Village Car Park and is visible to many people. The neighbouring public toilets have recently been painted showing up the village Hall in comparison. The photo shows the cladding peeling on the upper walls. Photos to follow separately.

- **Please could you send us confirmation that the parish council have agreed to contribute £1,500? A copy of the Minutes where this was discussed and agreed would be fine or just an e-mail from them.**

The application to the Parish council was for £1500, however due to other worthy applicants, the Village Hall has been awarded a grant of £1000 as in attached letter. We hope that there will be increased income from lettings next year, already our letting income exceeds general expenditure, thus we are confident that we can bridge the gap. However we have held a jumble sale in the spring in previous years which has raised in excess of £600, thus if we are fortunate to be awarded an East Devon Community fund grant, we will definitely proceed with the exterior painting.

Company	Cladding		Stone work		Notes	TOTAL COST
	Cost	Material	Cost	Material		
Isca Decorating Co. Ltd.	£2,728	1 undercoat and 2/3 top coat.	£1,956	"Crown" paints.	De-grease with industrial cleaner & prepare. No Scaffolding requested - was discussed	£4,684
Oak Property Restoration	£3,650	"Plasticiser" paint to be used - but unspecified manufacturer. Finish unspecified.	£4,883	Unspecified manufacturer. Finish unspecified.	No Scaffolding requested - was discussed.	£8,533
Simon Santucci Decorators	£6,900	Specified "Crown" paint system, includes primer to exposed cladding and 2 coat finish.	£5,760	No Manufacturer specified, but would probably be "Crown" as he seems to have a reliance on them to assist with technical issues.	Includes initial power wash. Simon was the only Contractor to "bring in" Technical support ("Crown"). No scaffolding requested - was discussed.	£12,660
South West Painters and Decorators	£1,800	"Gloss Weathershield". I specified similar finish to present, this is clearly not gloss!	£2,800	"Weathershield"	Plus Scaffolding.	£4,600

**Refurbishment to Exterior of Woodbury Village Hall,  
Flower Street, Woodbury, EX5 1LX**

**Scope of Work Required.**

- A) Cladding to front and both sides of building ONLY – up to but NOT including cladding fascia boards:
- 1) Abrade and dress, where necessary.
  - 2) Finish with “plasticiser” paint – colour to be decided on.
- B) Rough cast covered brick work – front and rear as well as both sides.
- 1) Remove all signage and small notice board from building – but NOT the large double door notice board. Make good all fixing holes – see 7).
  - 2) Tidy up rendering around building – there are numerous poorly repaired “cracks” which require refinishing properly.
  - 3) Remove wood block to left of front doors.
  - 4) Finish with suitable masonry paint – colour to be decided on.
  - 5) Paint wood fascia board behind guttering – both sides of building – high performance exterior paint in same colour (brown) to a satin finish.
  - 6) All exterior (4) wooden doors and apertures – prepare and paint/varnish – to same colours – satin finish.  
Locations: - Main sliding double doors – varnish.  
- One left side of building towards rear – paint.  
- Two at rear of building towards steps – paint.
  - 7) Abrade, dress and paint hand-rails by main entrance steps – NOT the one attached to building.
  - 8) Before re-attaching signage please consult as some repositioning will be required.
  - 9) UPVC cladding to 3 sills on left side of building.

Note:

1. Please quote separately for A) and B).
2. Please detail how cladding will be prepared.
3. Please detail how paint to be applied to cladding.

**Woodbury Village Hall Budget 2016**

Possible expenditure	Estimate	Actual Cost	in bank	paid out Month	note
Reserve	£ 12,000.00	£ -	£ 12,000.00		
Sound and projection	£ 21,000.00	-£ 11,847.80	£ 9,152.20	Sep	to pay
Defibrillator	£ 1,100.00	-£ 1,095.00	£ 5.00	Feb	
Chairs/tables	£ 7,650.00	-£ 7,627.79	£ 22.21	Feb + Sep+Oct	all paid
<b>Exterior painting/reladding</b>	<b>£ 3,500.00</b>		<b>£ 3,500.00</b>		<b>to pay</b>
Interior painting	£ 2,500.00		£ 2,500.00		to pay
Curtains/covering	£ 1,000.00	-£ 664.45	£ 335.55	Aug	all paid
Exterior lighting	£ 480.00	-£ 480.00	£ -	Apr	all paid
Lighting replacement	£ 6,000.00	-£ 5,102.40	£ 897.60	Aug	to pay
legal costs for transfer of land	£ 1,800.00	-£ 1,020.00	£ 780.00	June	to pay
Ceiling reduction in Du Buisson	£ 750.00	-£ 777.60	-£ 27.60	Aug	all paid
	<b>£ 57,780.00</b>	<b>-£ 28,615.04</b>	<b>£ 29,164.96</b>		



Woodbury Village Hall	1155239	
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Receipts and payments accounts

Charity Commission	For the period from	01/01/2015	To	31/12/2015	
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Lettings	17,940	-	-	17,940	15,428
Fund Raising	234	-	-	234	4,516
Way Leaves	16	-	-	16	15
legacy	15,737	-	-	15,737	-
grant	-	1,250	-	1,250	49,303
piano appeal	-	750	-	750	150
interest on deposit accs	34	-	-	34	56
<b>A1 Sub total</b> (Gross income for the Annual Return)	<b>33,961</b>	<b>2,000</b>	<b>-</b>	<b>35,961</b>	<b>69,468</b>
<b>A2 Asset and investment sales</b> (see tables 1 and 2 in section 7 of the guidance).					
		-	-	-	-
		-	-	-	-
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>33,961</b>	<b>2,000</b>	<b>-</b>	<b>35,961</b>	<b>69,468</b>
<b>A3 Payments</b>					
Cost of fund raising events	-	-	-	-	527
Utilities	3,394	-	-	3,394	2,858
Insurance and licences	1,283	-	-	1,283	1,523
Caretaking	4,685	-	-	4,685	5,304
Materials	1,292	-	-	1,292	441
Maintenance on building	2,488	-	-	2,488	679
Secretarial/advertising	278	-	-	278	202
piano	740	900	-	1,640	
Development plan	382	-	-	382	
Limited company legal work	3,571	-	-	3,571	1,234
Development building	-	4,723	-	4,723	68,577
Telephone and broadband	657	-	-	657	539
<b>A3 Sub total</b>	<b>18,770</b>	<b>5,623</b>	<b>-</b>	<b>24,393</b>	<b>81,884</b>
<b>A4 Asset and investment purchases</b> (see tables 1 and 2 in section 7 of the guidance)					
	-	-	-	-	-
	-	-	-	-	-
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,770</b>	<b>5,623</b>	<b>-</b>	<b>24,393</b>	<b>81,884</b>
<b>Net of receipts/(payments)</b>	<b>15,191</b>	<b>- 3,623</b>	<b>-</b>	<b>11,568</b>	<b>- 12,416</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>23,744</b>	<b>4,873</b>	<b>-</b>	<b>28,617</b>	<b>41,033</b>
<b>Cash funds this year end</b>	<b>38,935</b>	<b>1,250</b>	<b>-</b>	<b>40,185</b>	<b>28,617</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B1 Cash funds	Current account	1,231	-	-	1,231	2,197
	Business call account	32,312	1,250	-	33,562	21,053
	COIF charities deposit	5,391	-	-	5,391	5,367
	<b>Total cash funds</b>	<b>38,934</b>	<b>1,250</b>	<b>-</b>	<b>40,184</b>	<b>28,617</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B2 Other monetary assets	None	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
				<b>Total</b>	<b>-</b>	<b>-</b>

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B3 Investment assets	None		-	-	-
			-	-	-
			-	-	-
		<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B4 Assets retained for the charity's own use	Building	Unrestricted	-	722,400	649,100
	Contents	Unrestricted	-	20,700	18,200
			-	-	-
			-	-	-
		<b>Total</b>	<b>-</b>	<b>743,100</b>	<b>667,300</b>

Categories	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
B5 Liabilities	None			-	-
				-	-
				-	-
		<b>Total</b>		<b>-</b>	<b>-</b>

Signed by one or two trustees on behalf of all the trustees

Signature


Print Name


Date of approval


**Notes**  
**Breakdown of restricted funds**

Receipts	piano	sound & projection	building development	Total restricted funds	total last year
Donations	750			750	150
Grants		1250		1250	49303
<b>Total</b>	<b>750</b>	<b>1250</b>		<b>2000</b>	<b>49453</b>
<b>Payments</b>					
Payments for assets	900		4723	5623	44580



	13	14	15	16	17	18	19
8:30am Water colour workshop - Matthew Palmer	8:15am Pre School	9am Pre-School	8:15am Pre School	9am Pre School	8:15am Pre School	10am Advanced Dog Training	
4pm Dance class - Perratt	1:30pm Exmouth Bridge	10am Badminton - Tuesday	4:30pm Dance class - Perratt	10am Ladies' Badminton	1:30pm Exmouth Bridge	4:30pm Dance practice - Sandercock	
8pm Dance practice - Young	5:30pm Dance practice - Lennox	1:30pm Exmouth Bridge	6:45pm Dog training	12:30pm Api projector system	6pm Dance practice - Lennox		
	6:30pm Body Blast	5:30pm Dance practice - Lennox		6:30pm Woodturners	7pm Dance practice - Lewis		
	8pm Badminton	7pm Short Mat BOWls					
7:30am Follies Lighting and Dress Rehearsal	8:15am Pre School	9am Pre-School	8:15am Pre School	9am Pre School	9am Follies Retainer	9am Follies retainer	
6:30pm Dance class - Perratt	1:30pm Exmouth Bridge	10am Badminton Tuesday	4:30pm Dance class - Perratt	10am Ladies' Badminton	3:30pm Follies Performance	6pm Follies Performance	
8pm Dance Practice - Young	6:30pm Body Blast	1:30pm Exmouth Bridge	6:30pm Follies rehearsal	3:30pm Follies Performance			
	8pm Badminton	7pm Short Mat BOWls					
11am Dance Practice - Latham	8:15am Pre School	9am Pre-School	8:15am Pre School	9am Pre School	8:15am Pre School	7:45am Craft Fair- Hann	
4pm Dance class - Perratt	1:30pm Exmouth Bridge	10am Badminton Tuesday	4:30pm Dance class - Perratt	10am Ladies' Badminton	1:30pm Exmouth Bridge	4:30pm Hall Cleaning	
8pm Dance Practice - Young	6:30pm Body Blast	1:30pm Exmouth Bridge	6:45pm Dog training	12:30pm Projector Installation	6pm Dance Practice - Sandercock	5pm Party - McDonald	
	8pm Badminton	5:45pm Dance Bridge	7pm Short Mat				