

Agenda for Community Fund Panel

Monday 13 August 2018, 10.00am



Venue: Committee Room, Knowle, Sidmouth, EX10 8HL
[View directions](#)

Contact: [Chris Lane](#), 01395 517544 (or group number 01395 517546): Issued 1 August 2018

East Devon District Council
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- 1 [Public speaking](#)
- 2 Minutes for 18 January 2018 (pages 2-3)
- 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 **Guidance notes for the Community Building Fund** (pages 4 – 7)
- 8 **Monkton Village Hall** (pages 8 – 34)
- 9 **Stockland Victory Hall** (pages 35 - 54)
- 10 **Uplyme Village Hall** (pages 55 - 91)

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If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

[Decision making and equalities](#)

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Community Fund Panel held at Knowle, Sidmouth on 18 January 2018

Present: Councillors:
David Key (in the Chair)
Geoff Jung
Marianne Rixson

Also present: Jamie Buckley, Engagement and Funding Officer
Chris Lane, Democratic Services Officer

Apologies: Councillors Paul Carter
Douglas Hull
Ian Thomas

The meeting started at 10:00am and ended at 10.10am.

*6 Election of Chairman

RESOLVED that Councillor David Key be elected Chairman of the Panel for the meeting.

*7 Notes of Meeting held on 8 August 2017

The notes of the meeting held on 8 August 2017 were accepted as a true record.

*8 Declaration of interest

Councillor Geoff Jung

Minutes 10

Disclosable Pecuniary Interest – Member of Woodbury Parish Council

*9 Background papers

The Community Building Funding Guidance Notes and application form had been attached for Member's information. Jamie Buckley, Community Engagement and Funding Officer circulated a revised Community Building Fund Application Form with two additional questions added.

RESOLVED that the revised application form with two additional questions be agreed.

10 Consideration of applications received.

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 the draft 2018/18 budget included £21,750 for the Community Buildings Fund.

a) Applications recommended for approval	EDDC recommended contribution
Woodbury Village Hall–new disabled access, ramp and porch with electric doors and alterations to interior to provide wider doors.	<p>£5,000</p> <p>The Panel were concerned that the application was incomplete in that the application for £25,000 funding had not been confirmed as being successful and further information was required. They deferred the application for demonstration of match funding to give delegated authority to the Chairman in consultation with the Engagement and Funding Officer to approve, subject to other members being notified by email.</p>
Newton Poppleford Pavilion – Extension and kitchen refurbishment to be housed in the extension.	<p>£5,000</p>

East Devon District Council

Community Building Funding

Guidance Notes

2018



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
-) Routine maintenance such as re-painting.

When to apply?

Closing dates for applications are 5pm on Friday 29 June 2018 and 5pm on Friday 11 January 2019 (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 January). 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 us 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 8 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
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
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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

17	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.
18 19	Applicants must make sure that they obtain planning and building regulation approvals where these are required.
20	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	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
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	<p>the District Valuer. 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>
23	<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. Your contribution- This should include any funds from your reserves, local fundraising and donations. 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. 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. 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 vast majority of their match funding in place and prefer to fund schemes with all their other funding in place.</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/

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

Telephone: 01395 517569

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Monkton 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:

Have a balance of £14,661, but they are contributing £10,000 to this project. Hall is run by and subsumed by the Parish Council.

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	3
Comments: The hall is used somewhat regularly, with skittles meetings fortnightly and then seasonal events and birthday parties. It's the only community building in the area. Would be used more if it is fixed.			
2	To what extent are the works needed?	5	5
Comments: There are severe issues with the hall, including the rear wall, leaky roof, electrical re-wire, damp issues and no disabled toilet.			
3	To what extent has the project been developed with community support?	5	5
Comments: Have had a lot of comments from the community asking when the village hall will be usable again. Is not currently watertight and the kitchen and toilet areas are unusable. Was mentioned in the Neighbourhood Plan.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: They have four quotations but vastly different quotations, have queried. Unsure whether this will correct all the issues.			
5	How realistic is the funding package?	5	4
Comments: The parish council/hall is contributing the majority. There is a slight concern that more works than expected could be required at which point could the hall run out of money.			
Total Score:		25	22

ASSESSOR Comments:

There are no other halls, this one is used infrequently but has the potential to be used more if it's fixed. Is currently pretty much unusable at the moment. Slight concerns about whether this will be enough to keep the hall going and would there be any hidden costs but a contingency of 10% has been added.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Monkton Village Hall

The hall is run by the Parish Council. The hall is used somewhat infrequently and is in a very bad state of repair. The kitchen and toilets are unusable and there are significant damp issues. They have quotations. The hall would be used for longer periods if there were toilets and a kitchen that could be used and features in their Neighbourhood Plan.

Total Project Cost:	Award Requested	Recommendation
£15,895	£5,000	£

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 / Hall	£9,895	Yes
Fundraising	£0	
Grant:		
Tesco Bags of Help	£1,000	Yes
Total (if we give our grant)	£15,895	

Priority Scoring:

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

Assessment Summary:

East Devon District Council Community Building Fund Application Form 2018

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.

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online:<http://eastdevon.gov.uk/privacy>
SNAP Surveys Ltd Privacy Policy:<https://www.snapsurveys.com/survey-software/privacy-policy-uk>

A - Your contact details

1 Name of your community building:

Monkton Village Hall

2 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Monkton

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 unless exempt under data protection legislation and policies. Please see question 26 for further information.

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

[REDACTED]

4 Main contacts phone number:

[REDACTED]

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

[REDACTED]

6 Have you been awarded funding through our Community Buildings Grants scheme in the last two years?

- Yes - if yes, you aren't eligible for this funding
 No

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 - please move onto question 9

If yes, what is your number?

204868

9 Is your governing document a....

- Trust Deed
 Conveyance
 Lease
 Charity Commission Scheme
 Other - please write in below:

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 - please move onto question 13

If yes, please specify:

C - About your project

13 Are there any other community buildings in the parish? If so, please tell us what they are and explain why the community building you are applying on behalf of is needed as well as the others.

No, no other buildings

14 Please explain how regularly is your community building used and who uses it?

Throughout the skittles season it is used fortnightly for matches. Harvest supper Summer fair Christmas bingo Christmas Eve jolly Children's birthday parties Once required works are done the hall can be used far more - it is currently in a very poor state of repair

15 What is your project?

Please check the rules to make sure your project is eligible. In particular we can't fund routine maintenance and repair costs.

Leaking roof Severe structural problems with rear wall (resulting in cracks/vegetation/damp/mouldy walls/floors and ceilings to toilets and kitchen, fittings and units are not usable currently as a result) Disabled toilet area is required (none currently) Electrical re-wire (currently unsafe as extremely dated)

JB question - How sure are you that the extensive project will solve all the issues and you will not meet any unexpected and significant costs?

Monkton response: The work will be managed with someone from the Parish (various volunteers) on site daily to ensure communications lines are open and issues are known as they happen (if they happen). I am hopeful that should any unexpected issues arise we will be able to cover them in another area should costs be kept to the minimum.

Yes, I am sure the work can be done for £15000. It will be very well managed and the builders all genuinely seem to want to see the best for the hall and local community.

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

The village hall is the only community building in Monkton, it is vital to the cohesion of the village. Following our Neighbourhood Plan work we continue to meet as a community and the village hall is a central meeting place. Our parish council meetings are currently held in a licenced property and we would like to hold them in the village hall (but these required works need to be completed).

The hall will definitely be used more regularly once the work is carried out, the events we hold now are well attended but we are conscious that the events be for relatively short periods of time - so that people are less likely to need the toilet. They really are in a terrible state as you can see from the photos. We also cook elsewhere and bring the food in rather than use the kitchen. Just to be able to have use of these areas will be incredible and give confidence to those wishing to rent/use the hall that it is fit for purpose and safe.

The hall is proposed to be listed as an Asset of Community Value in the Neighbourhood Plan.

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

Raised via our neighbourhood plan work and all the local people, when attending our functions, often ask when the hall will be watertight (roof) and the toilet/kitchen areas usable. Currently we prepare food in our own kitchens and remove all crockery/cutlery and run it through our dishwashers prior to using in the hall. .

18 Has planning approval been given?

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

19 Has building regulation approval been given?

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

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

as soon as possible. 3 months

D - Project costs and match funding

21 Can you claim the VAT back on any of your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

22 Project costs (£)

Purchase of land

Purchase of building

Construction work

Adaptation/ repair work **£14,450**

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 **£1,445.00**

Total Cost **£15,895.00**

Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies. If you don't send quotations you won't be eligible for the funding.

I've been working to a spend of £15,000 in total to ensure everything is captured. Regarding which contractor/s we will use, the electrician (K Tech), K Peters and Ben Thornton were all very pro-village hall use and priced accordingly I believe. The K Peters and Ben Thornton quotes include electrical requirements but as they will be outsourcing this I would prefer to use K Tech Electrical (having met the man, local and grew up using the hall apparently), I did discuss this with the various builders that quoted and all were happy to deduct monies accordingly.

If you are asking me to state a figure other than £15k I will state £14,450 (K Peters, but would rather go with the £15k figure to include slippage).

23 Match Funding (£)

We do prefer to be final funder, please make sure you have at least the vast majority of your funding in place before applying

Grant you are requesting from EDDC 5000

Your contribution £9,895

Grant from Parish Council- is this confirmed? Tesco Bags of Help - £1,000 confirmed

Other (please specify below and send evidence where possible) 0

Total £15,895

Shortfall 0

E - Your finances

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

JB query - Are there separate accounts for the village hall as opposed to the parish council? Is there a way of working how much the hall itself costs a year and what its expenses are?

Monkton answer - Regarding accounts, it all falls within the Parish Council as the Councillors are the trustees. Running costs for the hall including insurance/applicable certification/bills are circa £600 per year and are covered by the various fund raising events we hold each year.

F - East Devon District Councillor comments

24 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/

Councillor David Key - David suggested we apply to you for this 'much needed grant that will help the village no end and give us back the safe use of the village hall'.

Section F- Checklist

25 Please check that you have included / sent the following with your application:

- Copy of governing document
- Details of offers / grants from any other funder / organisation
- A minimum of 3 quotes for total project costs
- Copy of most recent set of approved annual accounts

Optional documents to send us:

- 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

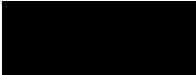
26 Please click in the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. This will be 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.



27 Signature of applicant:



28 Date:

27/06/2018

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

Monkton Village Hall photos







Sealed 26th May 1961.

1649
61

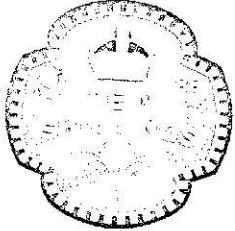
County - Devon.
Place - Monkton.
Charity - Monkton Village Hall.

Stamp 10s.

E.
131,440 Pt IV.

Order for vesting in Official
Custodian for Charities.

CHARITY COMMISSION.



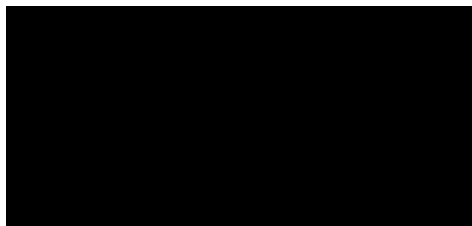
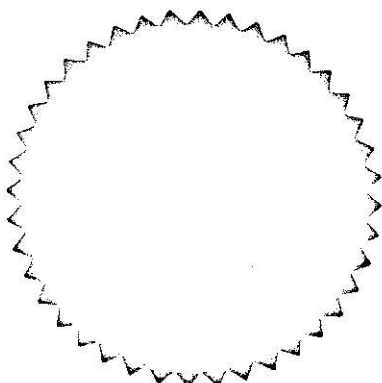
In the matter of the Charity called the Monkton Village
Hall, at Monkton, in the County of Devon, comprised
in a conveyance dated the 5th April 1961; and
In the matter of the Charities Act, 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES DO HEREBY
ORDER that the land specified in the schedule hereto shall vest
forthwith in the Official Custodian for Charities for all the
estate and interest therein belonging to or held in trust for the
Charity.

SCHEDULE.

Land part of the land numbered 149 on the Ordnance Survey
map (1904 edition) situate in the Parish of Monkton in the
County of Devon having a frontage on the north to the road
leading from Monkton to Taunton with the buildings thereon known
as the Monkton Village Hall being the property comprised in a
conveyance dated the 5th April 1961 made between Arthur Thomas
and two others of the one part and Tom Martimer and another of
the other part.

Sealed by Order of the Commissioners this 26th day
of May 1961.



[24. 5. 61.]

317



THORNTON ELECTRICAL SERVICES

07535 981353
thorntonelectrical@yahoo.com



Monkton Village Hall
Honiton
Devon

3rd July 2018

ESTIMATE NUMBER: BJT EST 1718-1110

Supply and fit as follows

- Replace two external fire doors
- Rewire eight twin socket outlets within main hall
- Remove all plant growth and defective ceiling in store near gates and toilet, tank walls and re board ceiling
- Remove all white ware within gents toilets, remove plaster and render to a height of 1.6 meters on external walls, apply tanking slurry, re render, plaster board ceiling, plaster.
- Remove all white wear in ladies toilets remove plaster and apply tanking slurry to 1.6 meters, alter toilet cubicles to accommodate disabled toilet, make good all walls, re board and plaster ceiling
- Refit new white wear in toilets including urinals and disabled toilet
- Remove existing kitchen and applying tanking flurries to walls from floor to ceiling, re plaster and decorate with two coats of dulux emulsion
- Supply and fit new kitchen, re using existing range cooker and comprising of six base units and six wall units, doors and worktop
- Re wire main hall lighting and install new LED light fittings
- Remove and restore existing guttering in front of property, make good gable fascia's and decorate with external grade paint
- Supply and fit new UPVC fascia's over existing wooden facias
- Alter existing radiator plumbing an connect to customer supplied electric board
- Remove and replace any defective roof tiles to front dormer, re ridge and rectify leak.

TOTAL AMOUNT INCLUDING MATERIALS & LABOUR

£13,920.00



K. Peters Building Co.

As for the attached template

my costs including labour will

all come in at £14,450 Incl.
(no vat)

23.5.18

Moxton Village Hall

Exterior - fascia boards / drain pipes repairs?

Toilet / lean to Area:

damp walls, floors, ceilings

new door to exterior x 2

new tiles / ~~fit~~ new fittings? ✓ = tanking +
re plastering

Kitchen: rear wall damp/mouldy - tanking +
ceiling mouldy (re plastering) ^{re plaster}
fitting of new cupboards + removal of
old (new kitchen value up to £1000)

Roof: leak to front + centre

broken + ~~missing~~ missing tiles - replace broken tiles
+ re lead where ^{applied}

Old Kitchen Area (to left when walking in building)

hole in ceiling caused by roof leak,

remove old ~~unit~~ ₂₅ unit + make good all
walls etc

Electrical works

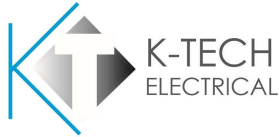
re-wire of hall

move 6 x sockets to lower level &
make good

Remove old electric heaters.

fit new boiler (electric, supplied for).

change lighting - main hall & toilets



K-Tech Electrical (SW) Limited
5 Le Marchant Close
Dunkeswell
Devon
EX14 4XD

Monkton Village Hall
Monkton
Devon

It was lovely to meet you last night and to find that there are still people trying to preserve parts of the rural community that I found so important myself while growing up in Upottery. I would love to support this project so as I mentioned I would be more than happy to supply all materials at cost price and work a slightly reduced hourly rate of £25p/h.

I understand what you are trying to achieve with the hall and I would like to think that if we are careful we can keep the costs down, reusing all of the electrical system that proves to be of satisfactory condition and bringing what is not up to the relevant standard in way that is sympathetic to the hall while ensuring that we allow for future modifications and uses. Part of this would be wiring the emergency lights onto a separate circuit so this can be left on while the rest of the hall is switched off, preserving the batteries in the emergency lights that are damaged when left discharged.

It is going to be hard to put an exact price on the full scope of works due to the fact that we don't know what we will find until we start. This is not an uncommon situation for me as I look after the electrical installation at Escot House. When undertaking additions or upgrades there I find it best to put in a worst-case scenario price and think of this as an upper limit, with me doing my best to keep below that price. With the village hall in mind I would estimate that the materials needed should not exceed £700 and the labour, at worst, taking 2 full weeks of my time not exceed £2000. If at any point during the works it looks as if these limits are going to be breached then I would suggest a meeting is called to discuss ways to negate the rise in costs. In actual fact it may be wise to schedule a meeting after the first day on site to confirm what has been found and confirm that you are happy with a proposed plan moving forward.

As I am not VAT registered there is no VAT to pay.

After the work is complete all relevant certificates will be issued and notifications to the local building control will be made.

If you have any questions or queries please feel free to get in touch.

Kind Regards

[Redacted signature]

Smaller authority name: MONKTON PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>29 June 2018</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p><u>Monkton Clerk @ yahoo.co.uk</u></p> <p>commencing on (c) <u>Monday 2nd July 4 June 2018</u></p> <p>and ending on (d) <u>Friday 10th August 13 July 2018</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><u>[Redacted]</u></p> <p>5. This announcement is made by (e) <u>[Redacted]</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and dress/telephone number/ email dress, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		"Yes" means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

This Annual Governance Statement is approved by this authority and recorded as minute reference:

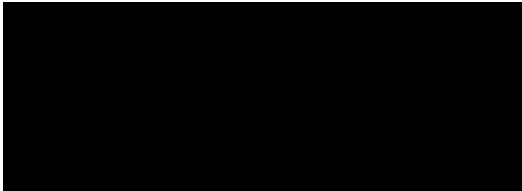
11a

dated 17/5/18

Signed by the Chairman and Clerk of the meeting where approval

Chairman

Clerk



Annual Internal Audit Report 2017/18

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14-05-18

Signature of person who carried out the internal audit

Date

14-05-18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2017/18 for

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	10390	12068	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	5500	5500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4102	1802	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2138	2100	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	5786	2609	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	12068	14661	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	12068	14661	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	—	—	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2018

and recorded as minute reference:

11a

Explanation of variances – pro forma

Name [REDACTED] **Monkton** smaller **PARISH COUNCIL** authority:

County area (local councils and parish meetings only:

- Please provide full explanations, including numerical values,** for the following:
- variances of more than 15% between totals for individual boxes (except variances of less than £200);
 - a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	5500	5500	—	—	
Box 3 Total other receipts	4102	1802	2300	56%	NEIGHBOURHOOD PLAN GRANT £2750
Box 4 Staff costs	2138	2100	38	—	
Box 5 Loan interest/ capital repayments	—	—	—	—	
Box 6 All other payments	5786	2609	3177	54%	NEIGHBOURHOOD PLAN EXPENDITURE
Box 9 Total fixed assets & long term investments & assets	—	—	—	—	
Box 10 Total borrowings	—	—	—	—	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: £10000 FOR PLANNED IMPROVEMENTS TO VILLAGE HALL £ 3000 FOR SECTION 137 AID OTHER EXPENDITURE - IC ELECTION COSTS.				

Bank reconciliation – pro forma

Name of smaller authority: MUNKTON PARISH COUNCIL

County area (local councils and parish meetings only): EDDC

Financial year ending 31 March 2018

Prepared by [REDACTED] (Name and role)

Date _____

	£	£
Balance per bank statements as at 31 March 2018:	_____	14661
Petty cash float (if applicable)		—
Less: any un-presented cheques at 31 March 2018		—

Add: any un-banked cash at 31 March 2018		—

Net balances as at 31 March 2018 (Box 8)		<u>14661</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)		12068
Add: Receipts in the year		7302
Less: Payments in the year		4709
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>14661</u>

(See [example](#) for guidance if required)

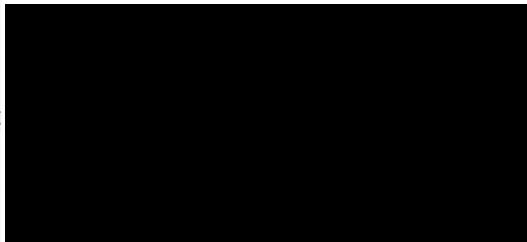
ITEMS OVER £100

2017-2018

Date	Pavee	Description	Net Amount
2.5.17	[REDACTED]	Parishes Together F Notice Board	336.00
24.7.17	[REDACTED]	Employee Costs	525.15
29.9.17	[REDACTED]	Employee Costs	525.15
22.11.17	Allied Westminster	V Hall Insurance	371.44
16.12.17	[REDACTED]	Employee Costs	525.15
5.3.18	[REDACTED]	Employee Costs	525.15
5.3.18	DCC	Wordpress Course	100.00
7.3.18	Vector 7	Website**	175.00
26.3.18	Village Hall re Hire	Neighbourhood plan**	475.00
26.3.18	Vector 7	Website**	175.00

* Money Received from Transparency Code Fund, not precep

**Money Received from Neighbourhood Plan Grant



FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Stockland Victory 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:

They have significant reserves, however, most of this is already designated to other projects.

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 used regularly for a wide variety of activities and events. Is the only community hall in the village.			
2	To what extent are the works needed?	5	3
Comments: Replacing existing cladding on the front of the building with maintenance free composite material. Structural issues would occur in time if it was left as is.			
3	To what extent has the project been developed with community support?	5	2
Comments: Project came from the hall maintenance man. No comments from hirers themselves, but users have commented on the poor state.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Well planned, although not much to plan, with three quotations.			
5	How realistic is the funding package?	5	4
Comments: They have all the other funding they need. The remaining funding is from the hall itself who have slightly over a year's running costs in reserve. No contribution from other funders or the parish council.			
Total Score:		25	19

ASSESSOR Comments:

Not essential at the moment and they've not knowingly lost any bookings because of the issues they are looking to fix.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Stockland Victory Hall

The hall is well used by various user groups and is the only hall in the village. Project is to replace a section of the cladding on the outside of the hall as it is rotten. It'll be replaced with a composite material that doesn't need maintenance. This will help it look better so will attract more hirers and last longer.

Total Project Cost:

£5,544

Award Requested

£1,848

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	£0	
Fundraising	£0	
Hall contribution	£3,696	Yes
Grant:		
None	£0	
Total (if we give our grant)	£5,544	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	5
2. Need for proposed works	3
3. Local support	2
4. Planning of project	5
5. Funding package	4
TOTAL SCORE:	19

Assessment Summary:

East Devon District Council Community Building Fund Application Form 2018

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.

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online:<http://eastdevon.gov.uk/privacy>
SNAP Surveys Ltd Privacy Policy:<https://www.snapsurveys.com/survey-software/privacy-policy-uk>

A - Your contact details

1 Name of your community building:

Stockland Victory Hall

2 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Stockland

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 unless exempt under data protection legislation and policies. Please see question 26 for further information.

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

[REDACTED]

4 Main contacts phone number:

[REDACTED]

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

[REDACTED]

6 Have you been awarded funding through our Community Buildings Grants scheme in the last two years?

- Yes - if yes, you aren't eligible for this funding
 No

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 - please move onto question 9

If yes, what is your number?

300977

9 Is your governing document a....

- Trust Deed
 Conveyance
 Lease
 Charity Commission Scheme
 Other - please write in below:

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 - please move onto question 13

If yes, please specify:

C - About your project

13 Are there any other community buildings in the parish? If so, please tell us what they are and explain why the community building you are applying on behalf of is needed as well as the others.

The Victory Hall is currently the only community building in the parish.

14 Please explain how regularly is your community building used and who uses it?

The Victory Hall is used throughout the year by a wide range of community organisations and events including. Pre-school 4 days per week Mother and Toddler Group (weekly) Stockland Cricket Club (seasonal) Stockland Tennis Club Stockland Primary Academy Stockland Womens Activity Group (monthly) Stockland Gardening Club Keep Fit Classes (weekly) Stockland Parish Council Meeting (monthly) Community social events such as fish and chip nights (monthly) theatre nights the Stockland Market and Jumble Sales Stockland Fair (annually) Hired to third parties for social and fundraising events, parties, wakes and wedding receptions Public meetings Victory Hall is a designated voting station It is planned to open a youth club later this year

15 What is your project?

Please check the rules to make sure your project is eligible. In particular we can't fund routine maintenance and repair costs.

The project is to replace the existing wooden cladding on the front of the building with a maintenance free composite type of material.

JB query - What issues will occur if the cladding is left as it is? Are there any structural issues that could occur?

Stockland answer - We have been advised by the contractor we use for maintenance that the existing wooden cladding is rotting in a number of places and paint peeling, even though substantial repairs were undertaken just a few years ago. If it were left in its present format, water ingress is inevitable and that area of the building is of single skin construction, i.e., only the cladding with a plywood backing, rendering it vulnerable to weather and water damage. This is why we believe replacing it at this time with maintenance free cladding is the correct course of action, structurally to protect the building and to minimise ongoing maintenance costs.

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

This project is part of a larger programme of improvements to the Victory Hall and designed to make it an attractive place to use for a wide variety of events. Our aim is to improve facilities for the community and increase revenue from external sources to ensure that the hall is on a strong financial footing for the future. This will be achieved by upgrading the building to a high standard and include new showers and bar and the addition of a community room. We aim to make the Victory Hall the venue of choice for wedding receptions and a wide range of social events. The first phase of this work and subject of this application is the replacement of the wooden cladding on the front of the building this is the part of the building seen first by visitors and prospective hirers. The wooden cladding has been repaired and painted in the last 3 years but the direct sun and rain has resulted in a further deterioration by rot and damaged paintwork. We have been advised by our regular painter and decorator that replacing the wooden cladding with a maintenance free composite type cladding material is the most sensible and lasting solution. This work will improve the appearance of the building and also in the longer term reduce maintenance costs.

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

The existing cladding is rotten in places having only recently been repaired and repainted. The southern aspect of this part of the hall exposes it to full sun and south westerly rain throughout the year. Gordon Bass painter and decorator who undertakes all painting work at the Victory Hall has recommended the replacement of the wooden cladding with a maintenance free material as the most appropriate solution to the recurring deterioration of the existing cladding.

18 H

Many users of the hall have commented on the appearance and poor state of the cladding, particularly given that it had only, fairly recently, been repaired and repainted. I am unaware of any hirers commenting, however, as this is the front of the building and the entrance used by anybody hiring the hall, it cannot have gone unnoticed and may have cost us hiring opportunities, particularly functions, parties and wedding receptions upon which we rely for the majority of our income.

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

19 Has building regulation approval been given?

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

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

Estimated two weeks work to be undertaken late summer 2018

JB query - Q20. We wouldn't be able to let you know if your application has been successful until the end of August. Which means you wouldn't be able to start work until September at the earliest. Please could you confirm that this timescale would be ok for you.

Stockland answer - We have now appointed a contractor and it was hoped that we would be able to start this work during August and whilst the pre-school was on holiday. However, this has not been confirmed and in the event that the work could not be start, the next window of time it could commence would be late September. Regardless of the start date, payment would not become due until at least September, so I can confirm that this timescale is ok.

D - Project costs and match funding

21 Can you claim the VAT back on any of your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

22 Project costs (£)

Purchase of land

Purchase of building

Construction work

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)

£5,544.00

removal of a old cladding and supply and fitting of new cladding

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT

Inflation/ contingency

£5,544.00

Total Cost

Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies. If you don't send quotations you won't be eligible for the funding.

23 Match Funding (£)

We do prefer to be final funder, please make sure you have at least the vast majority of your funding in place before applying

Grant you are requesting from EDDC **£1,848**

Your contribution **£3,696**

Grant from Parish Council- is this confirmed? 0

None

Other (please specify below and send evidence where possible) 0

Total **£5,544**

Shortfall 0

JB query - Q23. Did you ask Stockland Parish Council if they would contribute any funding? Are they contributing to any of your other projects?

Stockland answer - We did not make any application to Stockland Parish Council as we are aware that they have insufficient funds of their own to contribute to projects other than those that fall within their own responsibility.

E - Your finances

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

F - East Devon District Councillor comments

24 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/

Ward member - Councillor David Key Comment - 'I would support the application'

Section F- Checklist

25 Please check that you have included / sent the following with your application:

- Copy of governing document
- Details of offers / grants from any other funder / organisation
- A minimum of 3 quotes for total project costs
- Copy of most recent set of approved annual accounts

Optional documents to send us:

- 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

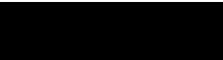
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Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>

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



27 Signature of applicant:



28 Date:

25/06/2018

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

Photos of Stockland Victory Hall



STOCKLAND VICTORY HALL - STATEMENT OF ACCOUNTS: 30 SEPTEMBER 2017

Receipts:	£	£	Expenditure:	£	£
Income		32,549.55	Expenditure		20,441.53
Interest on accounts:					
Deposit	17.83				
CAF	0.26	18.09			
CAF Donations		117.00			
CAF Give as you live		12.61	Surplus for the year		12,255.72
Total		32,697.25	Total		32,697.25

BALANCE SHEET

	£		£	£	£	£	£
Balance brought forward	35,620.61	Balances at Bank:	Reserves	Designated	Restricted	Balance	
		Current Account	4,638.05			4,638.05	
Surplus for the year	12,255.72	Deposit Account	16,184.11	21,,156.75	5,261.76	42,602.62	
		CAF Account	535.66			535.66	
		Cash Float	100.00			100.00	
		Totals:	21,457.82	21,156.75	5,261.76	47,876.33	
		Balance carried forward					47,876.33
Total	47,876.33	Total					47,876.33

	Signature	Print Name	Date of Approval
Signed by two Trustees on behalf of all of the Trustees			

STOCKLAND VICTORY HALL ACCOUNTS TO 30 SEPTEMBER 2017
RECEIPTS AND PAYMENTS

Heading	2017			2016	Variance (£)
	Income (£)	Expenditure (£)	Contribution (£)	Contribution (£)	
Rent:					
Tennis Club	80.00		80.00	80.00	0.00
Preschool	1,860.00		1,860.00	1,860.00	0.00
W. Power Wayleave	11.22		11.22	11.22	0.00
Hall Hire:					
Bookings	9,183.25	16.70	9,166.55	4,599.50	4,567.05
Preschool	4,590.00		4,590.00	4,995.00	-405.00
Cricket	200.00		200.00	180.00	20.00
Other Hire	12.00		12.00	164.50	-152.50
Fundraising:					
Markets	1,624.64	89.41	1,535.23	1,508.97	26.26
Christmas Lunch	1,976.97	1,168.99	807.98	1,007.21	-199.23
100 Club	980.00	470.00	510.00	590.00	-80.00
Other Events	5,948.69	2,423.09	3,525.60	4,375.12	-849.52
Donations:					
General purposes	972.18		972.18	50.00	922.18
Specific purposes	2,000.00		2,000.00	3,750.00	-1,750.00
Costs:					
Cleaner		2,785.00	-2,785.00	-2,760.00	-25.00
Cleaning materials		475.17	-475.17	-439.17	-36.00
Insurance		1,184.61	-1,184.61	-1,141.86	-42.75
Repairs		3,466.58	-3,466.58	-1,852.46	-1,614.12
PRS		159.40	-159.40	-161.68	2.28
Advertising		663.37	-663.37	-250.25	-413.12
Licence		70.00	-70.00	-70.00	0.00
Improvements		3,283.28	-3,283.28	-10,376.36	7,093.08
Committee		262.82	-262.82	-112.52	-150.30
Utilities					
Electricity		1,103.62	-1,103.62	-1,239.06	135.44
Water		525.49	-525.49	-464.35	-61.14
Wood Pellets		1,856.02	-1,856.02	-2,930.00	1,073.98
Telecoms		437.98	-437.98	0.00	-437.98
RHI	3,110.60		3,110.60	2,981.50	129.10
TOTALS	32,549.55	20,441.53	12,108.02	4,355.31	7,752.71

Signed by two Trustees on behalf of all Trustees	Signature	Print Name	Date

JB Query - Councillors prefer to fund village halls with less than a year's running costs in reserve. In your accounts it looks like you have £47,876.33 in reserves but £21,156.75 is designated, please could you just explain what this is designated for?

Stockland's answer - The designated fund is firstly a contingency to enable us to continue to run the hall for one year should most sources of income be lost. The cost to run the hall for a year is approximately £14,000. Secondly, this fund contains savings towards replacing the existing wood pellet boiler at some point in the future. The approximate cost of replacement is £28,000.

Of the remaining funds, £3,500 was a donation and ring fenced for a new bar and cannot be used for anything else. We have also already committed to other expenditure totalling approximately £7,000 and remaining funds will be used towards costs of the re-furbishment which I outlined in my application and, as yet, un-costed repairs/replacement for part of the roof.



QUOTE

Bill Gilmour-White

Date
15 Jun 2018
Ward & Masters Carpentry
Limited
38 Musket Road
Newton Abbot
Devon
TQ12 6SB

Expiry
15 Jul 2018

Quote Number
QU-576

Reference
Cladding Stockland village
Hall

VAT Number
205289514

Description	Quantity	Unit Price	VAT	Amount GBP
Remove and dispose of old cladding and battens.	1.00	310.00	20%	310.00
Install breathable membrane to complete gable end. Fix 38mmx50mm vertical battens. Trim complete including starter, venting, window, corner and stop end trims. Clad complete with Cedral lap CO5 Grey to complete manufactures specification. Build new boxing over pipe out of cladding. Based on 40 m2	1.00	3,800.00	20%	3,800.00
Scaffold	1.00	300.00	20%	300.00
Fit aluminium fascia to top. (supplied by customer)	1.00	210.00	20%	210.00
To comply with air flow requirements from the manufacturer we will have to pack this off by 10 mm from the front. I have phoned Marley Cedral rep and this is his recommendation.				
Price includes all labour and materials Price is subject to site visit and measure. Price does not include any works to substructure				
All work will be carried out in and clean and safe manner, whilst always ensuring the highest of standards.				
Subtotal				4,620.00
TOTAL VAT 20%				924.00
TOTAL GBP				5,544.00

Company Registration No: 9430385. Registered Office: 38 Musket Road, Newton Abbot, Devon, TQ12 6SB.

AT THE TOP

RIDGE ROOFING & SCAFFOLDING SERVICES LTD

Director: Stephen Watts

FOR BOTH QUALITY & PRICE



Office Address:
Compound 3,
Airfield Industrial Estate,
Marcus Road, Dunkeswell
Honiton, Devon EX14 4LB

Office: (01404) 891813
Mobile: 07789 555685
Email: stephen.wattsrr@gmail.com
Website: www.ridge-roofing.co.uk

Company Reg No. 07461326
VAT Reg No. 122287924

Quote

FAO: [REDACTED]

Date: 19/06/2018
Our Ref: 1906/5

Quote form Stockland Village Hall.

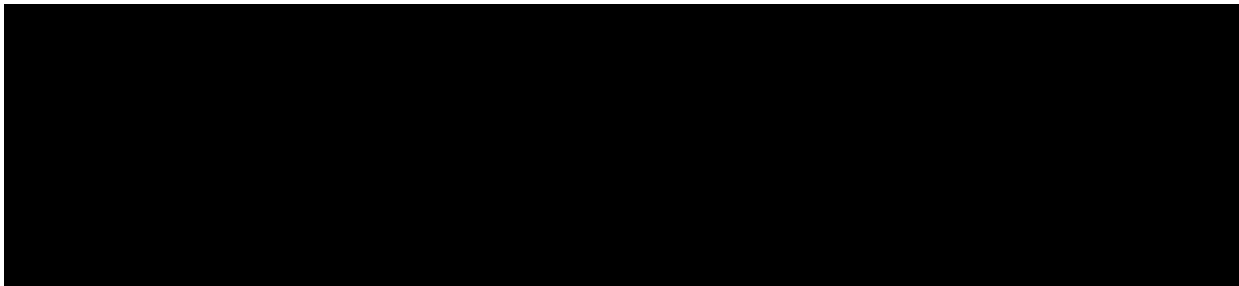
Work consists of:

1. Remove existing timber cladding.
2. Supply and fit 38x50mm counter battens.
3. Supply and fit all necessary window and door trims.
4. Supply and fit Cedral lap Co5 grey.
5. Build new box over existing pipe work to the front.
6. All fitted to manufacturer's instructions and creating an air void.

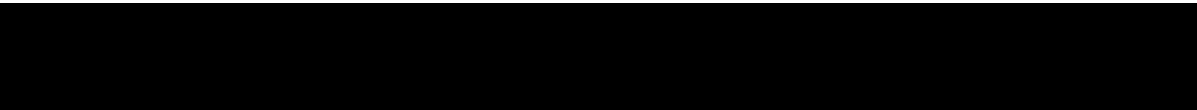
Cost

£4,800.00 + VAT

Quote valid for 30 days. All debris to be cleared away at the end of each working day and working hours will be between 8am – 5.30pm. No radios will be permitted on site.



Private individuals as below:



Full Public Liability Insurance



AT THE TOP

RIDGE ROOFING

& SCAFFOLDING SERVICES LTD



FOR BOTH QUALITY & PRICE

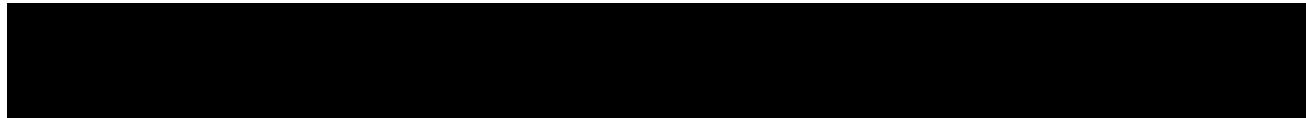


Director: Stephen Watts

Office Address:
Compound 3,
Airfield Industrial Estate,
Marcus Road, Dunkeswell
Honiton, Devon EX14 4LB

Office: (01404) 891813
Mobile: 07789 555685
Email: stephen.wattsrr@gmail.com
Website: www.ridge-roofing.co.uk

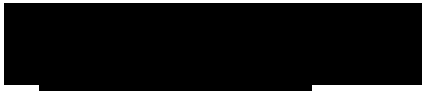
Company Reg No. 07461326
VAT Reg No. 122287924



Any more queries, please do not hesitate to contact me, regards



Yours sincerely



Ridge Roofing Ltd

Full Public Liability Insurance





14/05/2018

Stockland Village Hall
 Stockland
 EX14 9EF

ESTIMATE

Works to be completed:-

- Remove old timber cladding to front elevation of hall
- Install Breather membrane
- Install new batten at 400 centers (50year guarantee)
- Install new Marley Cedral boards and trims as needed
- Remove all waste
- Including scaffolding

Materials and Labour	£2190.78
Labour	£1150
scaffolding	£90
Waste removal	£120
Total	£3550.78
VAT	£710.15
Total	£4260.93

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Uplyme 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:

They have significantly more than a year's running costs in reserve, however this is as advised by the Charities Commission due to them only just getting back on their feet financially.

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	3
Comments: The hall is used regularly for a wide variety of activities and events 7 days a week. There are three other community buildings within the village but none provide the same facilities.			
2	To what extent are the works needed?	5	4
Comments: Works to update a very outdated kitchen, will make the hall more sustainable as people are cancelling and not making bookings due to the state of the kitchen.			
3	To what extent has the project been developed with community support?	5	5
Comments: Have had comments from a lot of hirers and potential hirers about the state of the kitchen which is why they're doing this project.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Well planned, although not much to plan, with three quotations for each stage of the works.			
5	How realistic is the funding package?	5	5
Comments: They have all the other funds in place. Hall is contributing the majority, they have significantly more than a year's running costs in reserve. Parish Council contribution is confirmed.			
Total Score:		25	22

ASSESSOR Comments:

There are other halls in the village, but the kitchen seriously needs updating in this one.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Uplyme Village Hall

The hall is well used by various user groups. It is one of a few halls in the village but they provide something a bit different. The funding would be for kitchen improvements to make the hall more sustainable as hirers were not booking and cancelling due to the state of the kitchen. This includes new appliances and flooring. They have significantly more than a year's running costs in reserve but this is as advised by the Charities Commission.

Total Project Cost:

£5,625.18

Award Requested

£1,875.06

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	£250	Yes
Fundraising	£0	
Hall contribution	£3,500.12	Yes
Grant:		
None	£0	
Total (if we give our grant)	£5,625.18	

Priority Scoring:

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

Assessment Summary:

East Devon District Council Community Building Fund Application Form 2018

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.

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online:<http://eastdevon.gov.uk/privacy>
SNAP Surveys Ltd Privacy Policy:<https://www.snapsurveys.com/survey-software/privacy-policy-uk>

A - Your contact details

1 Name of your community building:

Uplyme Village Hall

2 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Uplyme

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 unless exempt under data protection legislation and policies. Please see question 26 for further information.

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

[REDACTED]

4 Main contacts phone number:

[REDACTED]

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

[REDACTED]

6 Have you been awarded funding through our Community Buildings Grants scheme in the last two years?

- Yes - if yes, you aren't eligible for this funding
 No

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 - please move onto question 9

If yes, what is your number?

245888

9 Is your governing document a....

- Trust Deed
 Conveyance
 Lease
 Charity Commission Scheme
 Other - please write in below:

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 - please move onto question 13

If yes, please specify:

C - About your project

13 Are there any other community buildings in the parish? If so, please tell us what they are and explain why the community building you are applying on behalf of is needed as well as the others.

There are a few additional community buildings within our parish. The Scouts hut, the Cricket club and The Parish Church, however the village hall is situated at the heart of the community and is able to offer facilities that the other community buildings are unable to.

14 Please explain how regularly is your community building used and who uses it?

The Uplyme Village Hall is used by a variety of people 7 days a week. From individual parishioners for events such as birthdays and weddings, to locally ran groups such as Brownies, Short mat Bowls and the Horticultural society. Not forgetting its the home of Uplyme preschool, who occupy the hall up to 5 days a week.

15 What is your project?

Please check the rules to make sure your project is eligible. In particular we can't fund routine maintenance and repair costs.

The Old village hall was replaced with the current hall in 1994 after a monumental fundraising effort by local people. Our project is to completely refurbish the Village Hall kitchen. After being nearly 25 years old the kitchen has now become tired and as in need of attention and modernisation. In order to do this we need a new floor, new appliances, repaint and retile etc.

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

We want to carry out this project because the kitchen is in serious need of updating! We have had comments from lots of our recurring bookings regarding the state of our current kitchen and we have also had potential wedding bookings and local groups turn down or cancel their bookings due to the current kitchen facilities/lack of. The Hall committee strongly feel that the refurbished kitchen will make a tremendous difference to our hall and hopefully encourage more bookings, including weddings, which will help to make us more financially stable and ensure the sustainability of the hall for many years to come.

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

We have spoken to many of the hall users and potential hirers who have all said the kitchen is desperately in need of refurbishment/modernisation. After 25 years it has taken its toll on the floor especially and it is starting to lift and peel away at the edges, which if not addressed relatively quickly could become potential become a hazard. Several of the appliances no longer work and in this day and age its imperative that we have a dishwasher.

18 Has planning approval been given?

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

19 Has building regulation approval been given?

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

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

August 2018 - Due to serval groups being off for the summer holidays.

JB query - Q20. As mentioned in the guidance notes for the fund, we will not be able to confirm if you have been successful until about 8 weeks after the closing date. This takes us through to the end of August. You have stated in Q20 that you wish to do the works in August 2018. However, we can't fund projects where work has already started. Please could you confirm whether you will wait to start the project until you've heard from us about the outcome of the application?

Uplyme answer - As mentioned on the phone i spoke with councillor Ian Thomas regarding this after one of our parish council meetings, before i submitted the application. The work is scheduled to be carried out week commencing the 21st of August as its the only time we have been able to close the hall for a week without any financial loss. This is due to children being off school, classes and meetings (such as parish council) postponed for summer. He said you would of already of reached a decision by then so it wouldn't of been an issue.

D - Project costs and match funding

21 Can you claim the VAT back on any of your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

22 Project costs (£)

Purchase of land	0
Purchase of building	0
Construction work	0
Adaptation/ repair work	1934.34
Fixtures and fittings	£2,753.31
Car park	0
Other (please specify below)	

Accepting Catering Appliance quotation, but removing consumables e.g. dishwasher detergent.

Professional Architect Fees	0
Professional Surveyor Fees	0
Professional Solicitor Fees	0
Disability access audit	0
Safety planning supervisor	0
Planning application/ Building Regulations	0
VAT	£937.53
Inflation/ contingency	0

Total Cost £5,625.18

Please send us copies of quotations for the project, we would expect quotations from a minimum of three companies. If you don't send quotations you won't be eligible for the funding.

23 Match Funding (£)

We do prefer to be final funder, please make sure you have at least the vast majority of your funding in place before applying

Grant you are requesting from EDDC £1,875.06

Your contribution £3,500.12

Grant from Parish Council- is this confirmed? 250

yes

Other (please specify below and send evidence where possible)

Total £5,625.18

Shortfall £0

E - Your finances

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

F - East Devon District Councillor comments

24 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/

I am pleased to support the proposal for a new kitchen and associated capital works for Uplyme Village Hall. This is a strong project which presents a compelling case, in closely matching the Council's criteria for award under Community Building Fund objectives. Best regards, Ian Cllr Ian Thomas Leader - East Devon District Council Ward Member - Trinity since 2009

Section F- Checklist

25 Please check that you have included / sent the following with your application:

- Copy of governing document
- Details of offers / grants from any other funder / organisation
- A minimum of 3 quotes for total project costs
- Copy of most recent set of approved annual accounts

Optional documents to send us:

- 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

26 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 classed as confidential or protected under data protection legislation and policies 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.



27 Signature of applicant:



28 Date:

19/06/18

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

[REDACTED]
Clerk to Uplyme Parish Council

[REDACTED]
Email: clerk@uplymeparishcouncil.org



Councillor B Turner
[REDACTED]

15/06/2018

S137 Grant Funding – Village Hall

Dear Councillor Turner

On behalf of Uplyme Parish Council, we would like to confirm that the committee have approved £250.00, S137 grant funding towards the Uplyme village hall to enable them to apply for the community buildings fund.

The Council would like to congratulate you on your efforts of the funding you have generated so far towards this worthy cause for the community.

This has been officially recorded in the Uplyme Parish Council June 2018 minutes under unique reference 18/157.

Please let me know when you want the BACS to be processed and where to.

Yours sincerely

[REDACTED]
Clerk to Uplyme Parish Council

[REDACTED]
Monday-Thursday 9am-5pm

[REDACTED]
email: clerk@uplymeparishcouncil.org
web site: <http://www.uplymeparishcouncil.org/>

Fourth Way, Avonmouth,
BS11 8TB
VAT No: 974 8030 00:
WEEE: CK00465/PRO:

Tel: 0845 111 0284
Cust Services Tel: 0845 111 0281
Fax: 0845 143 5555

Quotation Number: 50608394
Quotation Date: 12/03/2018
Customer Account: 0005964836
Customer Contact: [REDACTED]
Customer Ref: [REDACTED]

SALES QUOTATION

Invoice To:
Uplyme Village Hall
Moss Lea Pound Lane
Uplyme
LYME REGIS
Dorset
DT7 3TT
UK

Ship To:
Uplyme Village Hall
Moss Lea Pound Lane
Uplyme
LYME REGIS
Dorset
DT7 3TT
UK

Rep - [REDACTED]
simon.garrett@nisbets.co.uk
Please be aware additional charges may apply to specific products and delivery destinations.
Please contact us for further details.

Page 1 of 5

PRODUCT	DESCRIPTION	PRICING
---------	-------------	---------

GU027-13AM



Item 1 of 9

Classeq D500 Dishwasher 360 Plates/Hr.Gravity Drain.13A

Save time and energy with the Classeq D500 Commercial Dishwasher. Offering an impressive capacity of 18 dinner plates per 3 minute load, you can rely on this dishwasher to perform in cafés, restaurants, care homes and more. Designed to be easy and effective to operate, the washer features simple two-button controls to ensure sparklingly clean results are effortless. The self-cleaning and drain down program maximise hygiene, whilst robust double-skinned door construction reduce running costs as well as operational

Unit Price 1,310.84
Qty Required 1
Line Price 1,310.84
Vat Rate 20.0%

Product Statistics

Dimensions: 845(H) x 550(W) x 605(D)mm.
Warranty: 1 Year Parts & Labour.
Installation: Y.
Material: Stainless Steel.
Output: 2.85kW.
Plug fitted: Yes.
Power Type: Electric.
Supplier Model Number: D500 - 13A.
Temperature Range: 55°C to 82°C.
Voltage: 220-230V.
Warranty: 2 Years Parts & Labour.
Weight: 44 kg.

Product Data

3 minute wash cycles.
User friendly 2-button digital controls.
Solid and reliable commercial construction.
Simple and accessible to clean and service.
Basket size 500x500mm.
Double skinned door reduces heat loss and noise.
Built-in chemical dosing pumps.
Time saving self-clean and drain down cycle.
Made in Britain.
1 flat basket, 1 plate basket and 8 compartment cutlery basket included.
Delivery Time : 2-3 days.
5-7 days.

PRODUCT	DESCRIPTION	PRICING
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U907

Vogue Stainless Steel Sink Double Drainer 1500mm Size: 900(H) x 1500(W) x 600(D)mm. Dual draining boards

Stainless steel sink supplied with stand and shelf. Includes waste kit (AC771).

Product Statistics

*Dimensions: 900(H) x 1500(W) x 600(D)mm.
Dimensions - external: 1000(W) x 600(D)mm.
Dimensions - internal: 250mm deep bowl.
Material: 304 Stainless Steel.
Weight: 42.56kg.*

Product Data

*Galvanised steel under shelf.
Includes stand, shelf and waste kit (AC771).
Delivered flat packed for easy assembly.
Taps sold separately: Y770.
60mm upstand.
Please note this item exceeds 30kg and as such our carrier may require assistance at point of delivery.*

Unit Price	343.99
Qty Required	1
Line Price	343.99
Vat Rate	20.0%

Item 2 of 9



G461

Vogue Basin Pillar Lever Taps 1/2" high neck pillar sink taps.

These WRAS approved pillar lever taps from Vogue feature a sleek design with a 90 degree turn.

Product Statistics

*Box quantity: 2.
Dimensions: 215(H) x 95(W) x 95(D)mm.
Finish - external: Polished stainless steel.
Weight: 1.20kg.*

Product Data

*Separate hot and cold taps.
Sleek design.
90° turn.*

Unit Price	27.99
Qty Required	1
Line Price	27.99
Vat Rate	20.0%

Item 3 of 9



GC590

70mm Stand Pipe For 250mm Deep Sink For 250mm deep sinks with 70mm sink holes

Stand Pipe/Strainer for practical management of waste and water. Prevents solid waste from entering drains and the stand pipe is removable to empty water.

Product Statistics

*Dimensions: 315(H) x 80(W) x 80(D)mm.
Warranty: 1 Year Parts & Labour.
Warranty: 1 Year Parts & Labour.
Warranty RBD: 1 Year Parts & Labour.
Weight: 0.43kg.*

Product Data

*Universal with other 70mm/80mm flanged sinks.
Brass back nut for extra support on waste.
Blue standpipe will not damage the base of the sink if dropped.
Blue standpipe detectable in water.
1.5" waste for standard plumbing.*

Unit Price	23.99
Qty Required	1
Line Price	23.99
Vat Rate	20.0%

Item 4 of 9

PRODUCT	DESCRIPTION	PRICING
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Classeq Warewasher Stand BWS500 Suitable for G500, G500 Duo, D500 and D500 Duo

Classeq Warewasher Stand is compatible with Classeq warewashing machines, offering a stable, reliable and safe stand for your glass and dishwashing machines. Raising the warewasher off the ground allows for a more hygienic environment, creating space underneath the unit so you can clean all areas on your kitchen. This stand also fits Classeq ECO 2, DUO 2, DUO 400 and Hydro 500 models.

Unit Price	69.59
Qty Required	1
Line Price	69.59
Vat Rate	20.0%

Product Statistics

Dimensions: 440(H) x 545(W) x 535(D)mm.
 Weight: 5kg.

Product Data

Coated steel construction.
 Model: BWS500.
 Rubber feet.
 Compatible with G500, G500 Duo, D500, D500 Duo.
 Also compatible with Classeq ECO 2, DUO 2, DUO 400 and Hydro 500 models.



Jantex Pro Dishwasher Detergent 5 Litre Contents: 1 x 5Ltr. Advanced formula

The 5 litre container of Dishwasher Detergent from Jantex Pro is a highly concentrated liquid detergent that cuts through grease and grime to give your crockery, pots and pans a professionally clean finish. An advanced formula ensures that even the toughest of stains and dirt are easily removed, with an added descaler that helps prevent the build up of limescale and calcium, helping to preserve the life of your dishwasher.

Unit Price	7.19
Qty Required	1
Line Price	7.19
Vat Rate	20.0%

Product Statistics

Capacity: 5Ltr.
 Dimensions: 280(H) x 130(W)mm.
 Weight: 5.25kg.

Product Data

Removes the heaviest of soiling.
 Low foaming liquid designed for machine dishwashers.
 Suitable for use in both hard and soft water areas.
 For professional use only.
 Helps prevent buildup of limescale and calcium.



Jantex Pro Dishwasher Rinse Aid 5 Litre Contents: 1 x 5Ltr. Advanced formula

Keep your cookware, utensils, cutlery and crockery in prime condition with the powerful Jantex Pro Dishwasher Rinse Aid. The highly concentrated formula features a super wetting agent that reduces the surface tension of the water to ensure a top quality clean in any automatic dishwashing machine. The advanced formula leaves leaves crockery and cookware streak free and allows for rapid drying times, making it the ideal solution for busy commercial kitchens.

Unit Price	7.19
Qty Required	1
Line Price	7.19
Vat Rate	20.0%

Product Statistics

Capacity: 5Ltr.
 Dimensions: 280(H) x 130(W)mm.
 Weight: 5.25kg.

Product Data

Added to final rinse stage of dishwasher cycle ensures rapid drying of crockery to a streak-free finish.
 Contains anti-scaling agents preventing build up of scale.

PRODUCT	DESCRIPTION	PRICING
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Buffalo 6 Burner Natural Gas Oven Range Natural gas.6 Burners.Power:45.6kW

The 2/1 Gastronorm compatible stainless steel Buffalo 6 Burner Natural Gas Range with heavy cast iron pan supports comes with a range of features and is renowned for being great value for money. This oven range features four robust shelf positions with a safety stop to avoid accidentally removing shelves, a removable vitreous enamelled oven lining for easy cleaning and double skinned open-out doors, allowing excellent heat retention and easy oven access. The hob is removable to provide access for cleaning and

Unit Price	848.92
Qty Required	1
Line Price	848.92
Vat Rate	20.0%

Product Statistics

Capacity: 180Ltr.
 Dimensions: 900(H) x 900(W) x 805(D)mm.
 Dimensions - internal: 505(H)x 655(W)x 530(D)mm.
 Warranty: 1 Year.
 Installation: Y.
 Material: Grade 304 stainless steel body with cast iron pan supports.
 Power Type: 45.6kW, 155,578Btu (6.1kW burners, 9kW oven).
 Temperature Range: 145°C to 290°C.
 Warranty: 2 Years.
 Warranty RBD: 2 Years.
 Weight: 117kg.

Product Data

R 3/4" BSP female gas connection.
 Supplied with 2 adjustable shelves.
 Castors supplied as standard.
 Delivery Time : 48 hours.
 48 hours.



Rowlett Premier 6 Slot Toaster 6 Slots. Colour: Stainless Steel. Power: 3kW

Achieve toasting perfection with the prestigious 6ATS-151 Rowlett Premier Six Slot Commercial Toaster. Designed and hand crafted in the UK for reliability and performance, the toaster ensures the entirety of the bread is cooked to a golden brown finish. Precise timer control helps the toaster to produce consistent results every time, whilst the pop-up lever allows you to monitor the cooking process. The strong stainless steel construction makes the toaster easy to clean and use - perfect for use in cafés, hospital wards,

Unit Price	127.99
Qty Required	1
Line Price	127.99
Vat Rate	20.0%

Product Statistics

Dimensions: 225(H) x 460(W) x 210(D)mm.
 Warranty: 1 Year (Machine) & (Element).
 Material: Stainless Steel.
 Output: 3kW.
 Plug fitted: Yes.
 Power Type: 3kW.
 Supplier Model Number: 6ATS-151.
 Voltage: 230V.
 Warranty: 2 Years (Machine) & 1 Year (Element).
 Warranty RBD: 2 Years (Machine) & 1 Year (Element).
 Weight: 7.6kg.

Product Data

Handmade in UK.
 Attractive polished Stainless steel construction.
 6 Slot.
 Variable timer.
 "Power on" neon indicator.
 Removable crumb tray.
 Slot dimensions: 135(H) x 19.5(D) x 140(W)mm.
 7 Elements For Complete Set (5x AJ007 + 2x AJ006).

This quotation is valid for 30 days from Quotation Date above.

All goods sold under our Terms and Conditions . A copy of our Terms and Conditions are available on request.

Total Catalogue Price	3,437.41
Your Total Savings	669.72
Your Total Price	2,767.69

Goods (£)	2,767.69
Carriage (£)	0.00
Discounts	0.00
VAT (£)	553.53
Total (£)	3,321.22

To make a payment by bank transfer/BACS please use the following details



Please use our Quotation Number as your payment reference.

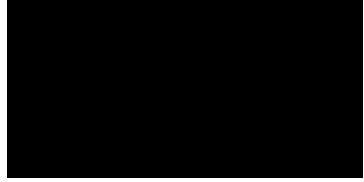


Catering Appliance SUPERSTORE

JJ Martin (Catering Appliance Superstore) Ltd
Beck House, Murley Moss Business Park
Oxenholme Road, Kendal, Cumbria, UK, LA9 7RL
Registered Company No 8292604 | VAT No 179 5051 41
tel: 0333 800 1000 | email: quotes@catering-appliance.com

Delivery address:

Your contact details:




Quote Ref No: 12842



Date: 15/06/2018

Expiry Date: 29/06/2018


Quote Provided By: Katie Woods

Good Morning, Thank you for your recent quote request, please see attached discounts applied. If you would like to discuss this further or would like to convert to an official order, please do not hesitate to contact me.


Item	Description	Quantity	Unit Price	Total						
 U907	Vogue U907 1500mm Single Sink Unit & Double Drainer <table border="1"> <tr> <td>Width (External)</td> <td>1500mm</td> </tr> <tr> <td>Height (External)</td> <td>960mm</td> </tr> <tr> <td>Depth (External)</td> <td>600mm</td> </tr> </table>	Width (External)	1500mm	Height (External)	960mm	Depth (External)	600mm	1	£278.11	£278.11
Width (External)	1500mm									
Height (External)	960mm									
Depth (External)	600mm									

Item	Description	Quantity	Unit Price	Total								
 D500	Classeq D500 (H750M) 500mm 18 Plate Dishwasher - Gravity Drain - P_GU027  Specification Manual <table border="1"> <tr> <td>Warranty</td> <td>Manufacturers 1 year parts & labour</td> </tr> <tr> <td>Width (External)</td> <td>550mm</td> </tr> <tr> <td>Height (External)</td> <td>830mm</td> </tr> <tr> <td>Depth (External)</td> <td>605mm</td> </tr> </table>	Warranty	Manufacturers 1 year parts & labour	Width (External)	550mm	Height (External)	830mm	Depth (External)	605mm	1	£1,267.00	£1,267.00
Warranty	Manufacturers 1 year parts & labour											
Width (External)	550mm											
Height (External)	830mm											
Depth (External)	605mm											


Item	Description	Quantity	Unit Price	Total
 SS500-D	Claseq SS500-D Stainless Steel Stand For G500/G500DUO/D500 & D500DUO Width (External) 575mm Height (External) 400mm Depth (External) 580mm	1	£157.00	£157.00


Item	Description	Quantity	Unit Price	Total
 G461	Vogue G461 Basin Pillar Lever Taps Width (External) 95mm Height (External) 215mm Depth (External) 95mm	1	£28.28	£28.28

Item	Description	Quantity	Unit Price	Total
 GC590	Non Branded GC590 Stand Pipes/Strainers Warranty Manufacturers 1 year parts & labour	1	£24.00	£24.00

Item	Description	Quantity	Unit Price	Total
 GM981	Jantex Pro Dishwasher Detergent 5Ltr - GM981 Capacity 5 ltr	1	£8.00	£8.00

Item	Description	Quantity	Unit Price	Total
 GM982	Jantex Pro Dishwasher Rinse Aid 5Ltr - GM982 Capacity 5 ltr	1	£8.00	£8.00

Item	Description	Quantity	Unit Price	Total
 CE371-N	Buffalo CE371-N 6 Burner Natural Gas Oven Range	1	£1,075.00	£1,075.00
	Capacity	180 ltr		
	Warranty	Manufacturers 2 years parts & labour		
	Width (External)	900mm		
	Height (External)	900mm		
	Depth (External)	805mm		
	Gas Type	Natural Gas		
	Power Type	Natural Gas		

Item	Description	Quantity	Unit Price	Total
 DA206	Rowlett Rutland Premier DA206 6 Slot Toaster - 6ATS-151	1	£125.00	£125.00
	Warranty	Manufacturers 2 years machine & 1 year element warranty		

All sales are subject to JJ Martin (Catering Appliance Superstore) Ltd's Terms and Conditions available on our website at <https://www.catering-appliance.com/terms>

If you would like to accept the quote, simply reply to the email with "I accept this quote".

If you would rather confirm this quote over the phone or ask any further questions, feel free to get in touch.

Kind regards,

Katie Woods

quotes@catering-appliance.com

0333 800 1000

Subtotal: **£2,970.39**

Delivery: **£0.00**

VAT: **£594.07**

Total: **£3,564.46**

Important Information

For larger items the chosen delivery address must be accessible by an 18 ton lorry, please contact us if you have difficult access.

Delivery will be to kerbside only unless prior arrangements have been made. The delivery person/driver may at his/her discretion assist with delivering the Goods to a location within the premises nominated by the Customer, at Customer's sole risk.

Please inspect your goods as soon as delivered, failure to check the goods and document any damage with the driver, may result in a claim for damage being rejected. Signing unexamined is not acceptable! If the driver is unwilling to wait, please sign the item(s) as damaged.

A 25% restocking fee of the items value will be charged if delivery fails due to any of the points above, or if the product is returned and is not faulty.



Please note once an order has been placed and despatched the restocking fee will still apply.


SALES QUOTATION




 Lyme Road
 Uplyme
 Lyme Regis
 Devon
 DT7 3UY

Quotation Number: 5899973
Quotation Date: 11/06/2018
Customer Account: NEW
Customer Ref: Uplyme Village Hall

Page 1 of 3

Stock Code	Description	Pack Size	Unit	Qty	Net	VAT
 WRDC0500	Claseq Dishwasher D500 with Gravity Drain On 13amp, Hotwater feed recommended. FEATURES Claseq under counter 500mm x 500mm Dishwasher, holds 18 dinner plates, 3 minute wash cycle, simple two button controls, built in chemical pumps, dual wash filter system, self clean and drain down program, double skinned door and temperature interlock. FEATURES 500mm x 500mm basket Dual wash filter system Built-in chemical pumps Temperature interlock - guarantees hot rinse Energy saving standby mode Assisted self-clean Removable basket guides Noise reducing double skinned door 3/4" BSP water connection 2 bar water pressure required (max 6 bar) Rinse Water Consumption 3.25 Litres per cycle 55°C degree wash 82°C degree rinse Size: 550mm (W) x 605mm (D) x 830mm (H) Power: 220-240V / 1N~ / 50Hz / 28Amps Warranty: 1 Year Parts Labour	Each	£1455.00	1	£1455.00	£291.00
 WRIT0102	Steel coated stand for G/D500/DUO Size: 535mm (W) x 545mm (D) x 440mm (H) Warranty: 1 Year Parts and Labour	Each	£78.00	1	£78.00	£15.60

Stock Code	Description	Pack Size	Unit	Qty	Net	VAT
 WRWT0012	<p>Classeq 12 Litre Manual Water Softener Manual Softener Cylinder type Stainless Steel Construction Flexible hose fitted No electrical supply required Compatible with the Eco1, Eco2, Duo2, Hydro 400 & Duo 400 models Typical softening capacity: 1800 Litres Salt not included Size: 180mm (W) x 180mm (D) x 520mm (H) Warranty: 1 Year Manufacturers</p>	Each	£75.00	1	£75.00	£15.00
WRIT0033	<p>S/S Single Bowl Sink 1500mm (W) x 650mm (D) Sink Position : Left [£0.00] Bowl Size : 610 x 450 x 300 [£0.00] Taps : No [£0.00] ***Does not include taps*** Please select from either high neck pillar, lever arm or mixer taps. All these are available as related items on this product page Top constructed From 1.5 mm - 304 grade stainless steel Frame constructed From 30 mm square - 430 grade stainless steel Undershelf constructed from 1.2 mm - 430 grade stainless steel Adjustable die cast flanged feet Inclusive of 50 mm (H) x 15 mm (D) upstand Bowl: pressed 304 grade stainless steel, please select from the options of bowl sizes when placing your order No assembly required, this unit comes fully welded The standard configuration of this sink is a left hand bowl with a right handed drainer. Please select the sink position when placing your order at no extra cost If you require any variations or to discuss the options available, please feel free to call our heavy equipment specialists Size: 1500mm (W) x 650mm (D) x 900mm (H)</p>	Each	£425.00	1	£425.00	£85.00

Stock Code	Description	Pack Size	Unit	Qty	Net	VAT
 WRFG2101	Falcon 6 Burner Oven Unit G3101 On Castors Gas Option : Natural Gas [£0.00] Splash Plate And Plateshelf : No [£0.00] FEATURES: Energy efficient, high performance 5.8kW burners Semi-sealed, pressed stainless steel hob Individual cast iron pan supports on open top units Vitreous enamelled oven chamber Wide oven temperature range of 120 - 270°C Piezo Ignition to oven Oven has five shelf positions for two shelf cooking Supplied with two shelves 2/1 gastronorm compatible All gas appliances should be fitted by a qualified commercial catering 'GasSafe' engineer under a gas interlocked canopy Size: 900mm (W) x 770mm (D) x 890mm (H) Power: 42.6kW / 147,000btu/hr Warranty: 2 Years Manufacturers Parts & Labour	Each	£1190.00	1	£1190.00	£238.00
 WCST6000	Commercial 6 Slot Toaster - 220V	Each	£70.00	1	£70.00	£14.00

****Important Notice****

Unless otherwise agreed, all items are based on 'Tail-Gate' Delivery only, and no provision is made for delivering appliances into your premises.

Please check all access dimensions before ordering.

Deliveries will be made between 8 am and 6 pm, Monday to Friday.

You must check all good before signing, and denote any defects on the delivery note.

Please verify ALL services before ordering (Electric/Gas/Water/Drainage).

Restocking Fees applies for goods ordered in error, please see our Terms and Conditions.

Any Gas appliances must be compliant with all Gas Safe regulations (Gas Interlocking etc.).

Any installation, unless otherwise agreed, is on the basis of ALL services being live and suitably terminated to within one meter, on a clear ground floor site at pavement level, free of all other trades during normal business hours.

All installations are subject to site survey

If in doubt, please call our equipment support team.

Goods	£3293.00
Carriage	£0.00
VAT	£658.60
Total	£3951.60

7-9 Harbour Road, Seaton, EX12 2LX
 Tel: 01297 21214
 seaton@jksfloorings.co.uk



Branches at :-

18 East Reach, Taunton
 14 New Street, Honiton
 127 Winner Street, Paignton
 Station Yard, Cownhayne Lane, Colyton

www.jksfloorings.co.uk

██████████
 Uplyme Village Hall
 Lyme Rd
 Uplyme Village Hall
 DT7 3UY

March 9, 2018

Estimate
 S - UPLYME 1

Thank you for your kind and valued enquiry. We now have pleasure in estimating as follows: --

Quantity	Description	Unit Price	Total
----------	-------------	------------	-------

To supply and fit safety flooring to the kitchen

Using 'Polysafe Standard - colour to be selected' £ 1,857.14

To include latex, (floor smoothing underlayment) & primer

To also include strip-up & disposal of existing floor covering

Floorings to be hot welded & laid according to the manufacturers instructions.
 Coved formed up the wall 100mm & capped

Door trimming - if required would be an additional £13.29 plus VAT
 per door (standard internal doors only)

NB . If you wish to proceed please return a Deposit of £1100.00 quoting the above reference

Estimate is valid for one month from the date of issue	Sub Total	£ 1,857.14
Invoice terms are payment by return please E&OE	VAT @ 20%	£ 371.43
Lloyds Bank, Sort Code 30-90-37, Account number 01566857.	TOTAL	£ 2,228.57

Please inform us by email of any payments sent direct to Lloyds TSB.

All cheques to be made payable to 'JKS Floorings Ltd', using your invoice number/surname as a reference

7-9 Harbour Road, Seaton, EX12 2LX
 Tel: 01297 21214
 seaton@jksfloorings.co.uk



Branches at :-

18 East Reach, Taunton
 14 New Street, Honiton
 127 Winner Street, Paignton
 Station Yard, Cownhayne Lane, Colyton

www.jksfloorings.co.uk

Ms C McCarthy
 Uplyme Village Hall
 Lyme Rd
 Uplyme Village Hall
 DT7 3UY

March 9, 2018

Estimate
 S - UPLYME 2

Thank you for your kind and valued enquiry. We now have pleasure in estimating as follows: --

Quantity	Description	Unit Price	Total
----------	-------------	------------	-------

To supply and fit safety flooring to the kitchen

Using ' Altro Walkway - colour to be selected' £ 1,934.34

To include latex, (floor smoothing underlayment) & primer

To also include strip-up & disposal of existing floor covering

Floorings to be hot welded & laid according to the manufacturers instructions.
 Coved formed up the wall 100mm & capped

Door trimming - if required would be an additional £13.29 plus VAT
 per door (standard internal doors only)

NB . If you wish to proceed please return a Deposit of £1150.00 quoting the above reference

Estimate is valid for one month from the date of issue	Sub Total	£ 1,934.34
Invoice terms are payment by return please E&OE	VAT @ 20%	£ 386.87
Lloyds Bank, Sort Code 30-90-37, Account number 01566857.	TOTAL	£ 2,321.21

Please inform us by email of any payments sent direct to Lloyds TSB.

All cheques to be made payable to 'JKS Floorings Ltd', using your invoice number/surname as a reference



Flooring the South-West
www.allfloorings.co.uk

All Floors

Head Office
Pride House
23 Clover Drive
Cullompton
Devon
EX15 1SR
Tel. 01884 – 33811
Exeter office 01392 - 963811
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- ❖ Laminate
- ❖ Hardwood
- ❖ Karndean / LVT
- ❖ Safety Flooring
- ❖ Wet room floors
- ❖ Floor Preparation
- ❖ Floor sanding

15th June 2018

Uplyme Village Hall
Lyme Road
Uplyme
DT7 3UY

For the attention of [REDACTED]

Dear [REDACTED]

Please see attached specifications and quotations for the flooring in the kitchen at the Village Hall in Uplyme.

As discussed, the quotations both presume the kitchen has been stripped of furnishings prior to arrival, that the bottom row of tiles has been removed before we begin and the area where the cap/tile strips will be fitted smoothed in readiness, if necessary.

The dates you would require – w/c 20/8 or possibly the week before – has available fitting space as I write, but as it tends to be a busy time the more notice you can give me the better.

The Proviso on the attached is standard practice and merely covers any unforeseen circumstances arising. I would not anticipate that on this occasion, but you never know what you might find! If there are any remaining queries, please let me know and in the meantime, I look forward to hearing from you.

Yours sincerely

[REDACTED]

Specifications and quotations – Uplyme Village Hall, Uplyme, DT7 3UY.

Areas covered – kitchen and a storage cupboard area at either end of the room.

To uplift and dispose of the existing flooring, coving and capping.

To latex screed the floor to smooth and seal old adhesive residues, using Arditex NA.

To supply and lay cove former.

To supply and fit QCT1 rigid, white, capping strips where the wall is to be tiled.

To supply and fit QCC1 black capping strips beneath the server units.

To supply and lay either Altro Walkway safety flooring or Polysafe Standard, with welded joints and fully adhered on pressure sensitive adhesive.

To supply and apply clear silicon sealant where required, but certainly around the skirting in each cupboard and to the outside door frame.

A – Altro Walkway – total cost £1690 + v.a.t.

B – Polysafe Standard – total cost £1595 + v.a.t.

Proviso.

Both quotations presume no further repairs are required. If, upon uplift, we discover items requiring further attention or repairs we would aim to inform you and agree any further action. Any additional work undertaken or materials used would be agreed and invoiced in addition.

Suggestion – it may be an idea to remove the black pvc skirting and coved areas when the tiles are removed, simply because when doing so, on occasion, damage is caused to the coved areas which would need to be rectified before we can fit the new floor.

UPLYME VILLAGE HALL
CHARITY REGISTRATION NUMBER 245888

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2017

STATEMENTS OF INCOME AND EXPENDITURE

This statement shows the total income and expenditure for the year ended 31 March 2017. It is prepared in accordance with the provisions of the Charities Act 2006 and the Charities (Accounts and Reporting) Regulations 2008.

I have prepared this statement on the basis of the information provided to me by the trustees and the accounts prepared for the year ended 31 March 2017. I have not audited the accounts and I do not give any guarantee as to their accuracy. Contents

Accountant/ Independent Examiner's Report

Income & Expenditure Accounts

Balance Sheet Analysis

Treasurer's Statement/ Certificate

Mr. Larkin Morgan

Address:

Uplyme Village Hall

Launceston

Cornwall

PL15 2NF

UPLYME VILLAGE HALL

CHARITY REGISTRATION NUMBER 245888

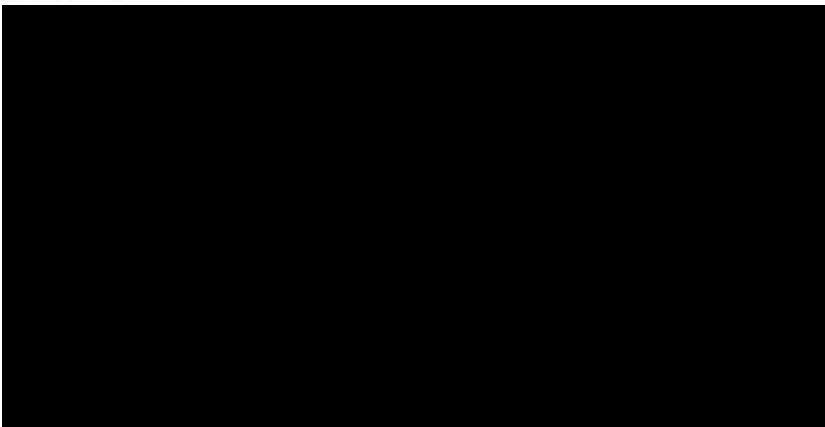
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2017

ACCOUNTANT'S / INDEPENDENT EXAMINER'S REPORT

This is to certify that I have checked the attached Income & Expenditure Accounts and Balance Sheet for the year ended 31 March 2017.

I have not carried out an audit as the charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (The Charities Act) and I am satisfied that the Accounts are in accordance with the books, records and explanations presented to me.

Date: 10/8/17



UPLYME VILLAGE HALL

	CHARITY REGISTRATION NUMBER 245888				
	INCOME AND EXPENDITURE ACCOUNT				
	FOR THE YEAR ENDED 31 MARCH 2017				
		<u>2017</u>		<u>2016</u>	
	£	£	£	£	
INCOME					
<u>Fundraising Events</u>					
Village Fete	800		1,700		
Jumble Sales	-		814		
Village Hall Fundraising	1,543		3,497		
Lottery Grant	-		10,000		
Council locality Grant	1,000		-		
Hall Dances	1,615		1,587		
Donations	715		138		
Insurance Payment	3,298		-		
Sundry Receipts	112		-		
		9,082		17,736	
<u>Trading Activities</u>					
Hall Bookings		22,593		17,851	
<u>Investment Income</u>					
Bank Interest		4		4	
		31,679.61		35,591	
EXPENDITURE					
<u>Directly Related to the objects of the Village Hall</u>					
Cleaner, Caretaker & Cleaning	3,312		3,331		
Gas & Electric	3,129		1,679		
Water	1,830		636		
Insurance	860		870		
Garden & Grounds Maintenance	2,129		1,911		
Repairs & Maintenance	3,548		3,638		
Car Park White Lining	-		200		
New Stage Curtains	-		405		
Canopy	-		12,244		
Gifts	33		-		
Replacement Shutters	3,348		-		
Sundry	187				
<u>Management & Administration</u>					
Manager	5,320		4,790		
Audit & Legal Fees	-		719		
Entertainment & Liquor Licence	516		200		
Performing Rights	-		336		
Advertising	-		-		

	CHARITY REGISTRATION NUMBER 245888				
Telephone & Internet		348			352
Postage, Stationery & Sundries		60			98
Reimbursements & deposit refunds		1,094			-
		_____			_____
			25,714.18		31,409
		_____			_____
NET INCOME OVER EXPENDITURE FOR YEAR		5,965.43			4,182
		=====			=====

JB Query - Councillors prefer to fund community buildings that have less than a year's running costs in reserves. Your expenditure in your accounts shows your expenses are between £4,000 and £6,000 a year. You have over £20,000 in reserves. Do you have any plans for these reserves, or have I misunderstood?

Uplyme answer - It was understood from the charity commissions that due to being a charity we needed to have enough reserves in our account to cover running costs for up to 2 years and enough to cover all redundancies. As explained on the phone the hall was in financial difficulties and faced possible closure a few years ago. We are hopeful that we have managed to turn this around in the last year or two, after some fantastic fundraising and local grants.

UPLYME VILLAGE HALL

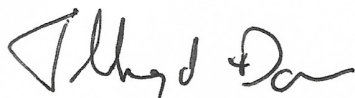
	CHARITY REGISTRATION NUMBER 245888					
	BALANCE SHEET					
	FOR THE YEAR ENDED 31 MARCH 2017					
		<u>2017</u>		<u>2016</u>		
		£		£		
Bank Accounts						
Current Account - ending 1009		9,125		6,501		
Deposit Account - ending 5921		10,934		7,633		
Bank Account Total		20,059		14,134		
Cash Account		48		8		
Total Assets		20,107		14,142		
Current Liabilities		0		0		
Total Liabilities		0		0		
NET ASSETS		20,107		14,142		
Financed by:						
Brought forward balance from 1 April 2016		14,142		9,960		
Excess Income during the Year		5,965		4,182		
Total as at 31 March 2017		20,107		14,142		
Debtors - raised & awaiting payment		2324.63		2347.50		

UPLYME VILLAGE HALL
CHARITY REGISTRATION NUMBER 245888

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2017

TREASURER'S STATEMENT/CERTIFICATE

I approve these Financial Statements and confirm that I have made available all relevant accounting records and information to facilitate their preparation.



MR JON LLOYD-DAVIES
Uplyme Village Hall Treasurer

Date: 2/8/17

Address: Beech House
Woodhouse Lane
Uplyme
Lyme Regis
DT7 3SQ