

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: West Hill British Legion 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.		
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'? Q23	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:

There are only 5 years on the lease, which is very short and we wouldn't normally fund. However, this is explained in the application form.

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	2
Comments: West Hill has a Village Hall and a Church. The village hall is quite a large venue and does not have a drinks licence. At the Legion Club they can provide facilities for smaller events and are open seven days per week. The Church is not suitable for many social events. The main use is by the British Legion and its members but the hall is used by a wide variety of other groups regularly, as well as being available for private hire. Membership of the British Legion is open to anyone.			
2	To what extent are the works needed?	5	4
Comments: They have recently constructed a bigger kitchen, tripling the size of the old kitchen. They now need to equip the kitchen with up to date appliances. Beforehand, the kitchen could only be used to keep food warm. This project will make the hall more sustainable and provide a usable kitchen. There is no pub in West Hill and this would also allow them to serve food to residents during the week.			
3	To what extent has the project been developed with community support?	5	5
Comments: All stakeholders are very supportive of these plans. The new kitchen was decided upon by the committee after requests for it from users.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Well planned, with three quotations. Know exactly what they want to do.			
5	How realistic is the funding package?	5	5
Comments: All other funding is in place, the remainder of the money would come from the hall itself and from a grant.			
Total Score:		25	21

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Royal British Legion Hall – West Hill

The West Hill British Legion Hall wants to fit out its new bigger kitchen. This will enable the Legion, groups that meet there and other hirers to prepare and cook food on the premises, which wasn't possible before. This will make the hall more sustainable and be of benefit to the community. There are other community buildings within West Hill. The project will mainly benefit the British Legion members but a wide variety of other community groups do use the hall regularly, and the hall is used for private hire. They have all the other funding they need, including a grant from the parish council.

Total Project Cost:	Award Requested	Recommendation
£15,862.56	£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>
Hall contribution	£9,862.56	Y
Parish council	£1,000	Y
Other grants:		
None		
Total (if we give our grant)	£15,862.56	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	2
2. Need for proposed works	4
3. Local support	5
4. Planning of project	5
5. Funding package	5
TOTAL SCORE:	21

Assessment Summary:

East Devon District Council

Community Building Fund Application Form

2019 / 2020

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>

Eligibility checklist

1 Please answer the following questions. If you answer 'No' to any of them your project isn't eligible for this funding.

If your answer is 'No' to any of these and still submit an application, your application will not be considered and will be returned to you.

	Yes	No	Does not apply
Does your total project cost between £4,500 and £750,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your application to us for between £1,500 and £5,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have the vast majority of your match funding from other sources in place?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in an area not covered by a town council?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in East Devon?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the application is for a community building, is it used by a minimum of three separate and distinct user groups?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have permission from all the relevant organisations and people to carry out the project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project a capital project for non-removable items (not to help with running costs, routine repair or maintenance nor removable items such as chairs and crockery)? Please refer to guidance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

2 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

A - Your contact details

3 Name of your community building:

Royal British Legion Club West Hill

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

West Hill

The contact details below will be removed before the application is made public as part of the agenda and minutes of the decision making meeting. Please see section F and the start of the questionnaire for further information.

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

[REDACTED]

6 Main contacts phone number:

[REDACTED]

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

[REDACTED]

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?

9 Is your governing document a....

- Trust Deed
- Conveyance
- Lease
- Charity Commission Scheme
- Other - please write in below:
Royal British Legion Club Rules and Regulations

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:
5years

12 Are there any restrictive covenants in your governing document?

- Yes
- No - please move onto question 13

If yes, please specify:

The Property is owned by the Royal British Legion Charity under a Trust Arrangement. Under this arrangement, the Local Legion Branch are the Trustees and the Property is held in Perpetuity for the purposes of Recreation & Social Intercourse for members resident in West Hill or the surrounding district. The Royal British Legion Club is wholly affiliated to the Legion, indeed you must be a Member of the Legion in order to become a member of the Club (Note Membership is available to all). The Club leases the premises from the Legion (since 1950) and the Lease is renewed every 15years. I think the renewal gives the RBL a chance to renegotiate the rent. The renewal is automatic since the terms of the Trust are Explicit.

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.

West Hill has a Village Hall and a Church. The village hall is quite a large venue and does not have a drinks license. At the Legion Club we can provide facilities for smaller events and we are open seven days per week. We employ bar staff and provide a venue for a number of Village Societies and Clubs. The Church is not suitable for many Social events nor is used as such.

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

The Legion Club is open seven evenings per week and also on Sunday lunch times. We open the building during the day for all sorts of events. The RBL Club has 273 members at present and is growing. There are no restrictions on Membership, all are welcome. The Club House is the only licensed social venue in the Village We host many Social events including film & Opera nights, skittles breakfasts, dances, dinner theatres, quizzes, casino nights, Christmas Carols etc. The Annual Poppy Appeal is organised from the Club House. We also cater for Weddings, Wakes and Parties. The following societies regularly use the facility :- RBL Branch, West Hill school PTFA, St Michaels Church. The West Hill Women's Group, Rotary club, Skittle teams, Euchre club Film club, Quarry action group, Village fete committee, Honiton walking group, Kings school staff committee Ottery St Mary twinning association, Ottery St Mary walking group West Hill Dads, West Hill Mums, Hospice Care, the West Hill Wayfarer's Club, Ottery Free Wheelers & the National Trust. We are particularly keen to ensure our Club Facilities are available to anyone in the Village who wishes to use them, young or old, disabled or healthy!.

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.

As part of our ongoing Modernisation of the facilities at the Legion Club, we have recently completed a large extension to our Kitchen, tripling the old kitchen in size. We were lucky to secure a Grant for the Building Work from the Armed Forces Covenant Trust. We now need to equip the kitchen with up to date hygienic kitchen appliances, cooker, dishwasher, freezer etc. This is what the EDDC Building Fund will help with.

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

We wish to extend the use of our local facility by adding the capacity to undertake in house catering for events in our Clubhouse. Currently, for function which involve food, all the cooking is done off site and merely kept warm in the Kitchen before serving. Our village lacks any daytime social centre serving coffee or food (there is no pub) and we wish to make this facility available to all. Our intention is to commence serving food at the weekends at first and then extend to specific evenings as demand rises. We have received interest about opening for morning coffee which would provide an excellent social gathering place for villagers to meet, something that is missing in West Hill at present.

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

We have consulted with nearly all of our Stakeholders, including the various Clubs and Societies mentioned above, all of whom have endorsed our plans whole heartedly. The popularity of our quarterly Big Breakfast mornings indicates the need for such a venue. We find that folks sit and chat for long periods well after finishing their Breakfasts!

18 Has planning approval been given?

- Yes- Planning application reference: _____
- Not required
- No- If no, why not:
Planning was required and provided for the Building Work which is now complete

19 Has building regulation approval been given?

- Yes
- Not required
- No- If no, why not:
As above Building Regs were approved for the Building work, now complete.

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

We would like to commence purchasing equipment asap depending on the success of this application

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 £13218.8

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 £2643.76

Inflation/ contingency

Total Cost £15862.56

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 £5000

Your contribution £9862.56

Grant from Parish Council- is this confirmed? £1000.00

Yes Received

Other (please specify below and send evidence where possible)

Total £15,862.56

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/

To whom it may concern, I confirm that as the EDDC ward member for West Hill and Aylesbeare I fully support the grant application for £5000 from the Royal British Legion Club. The club has carried out significant upgrades within recent years including to the roof and the car park, and I am very pleased to see the kitchen is now being upgraded as this will enhance the RBL's offering to the whole community. I have attended many events at the RBL over the years and the club is welcoming to all. We are lucky to have such an excellent and pro-active group within our community which really makes a difference to the people who live here. Cllr Jess Bailey

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 / Neighbourhood 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, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

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:

3 November 2020

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

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Financial Statements for the Year Ended 30 September 2020

for

Royal British Legion Club (West Hill) Limited

originals

Financial Statements for the Year Ended 30 September 2020

for

Royal British Legion Club (West Hill) Limited

Royal British Legion Club (West Hill) Limited

Profit and loss account for the year ended 30 September 2020

	Note	2020 £	2019 £
Income		55,851	89,739
Cost of sales		<u>36,139</u>	<u>51,499</u>
Gross Profit		19,712	38,240
Administrative Expenses		<u>23,409</u>	<u>63,888</u>
Operating profit		(3,697)	(25,648)
Interest receivable		10	30
Other income		<u>10,369</u>	<u>11,100</u>
Profit/loss on ordinary activities before taxation	2	<u>6,682</u>	<u>(14,518)</u>

The notes on pages 3 to 5 form an integral part of these financial statements.

Royal British Legion Club (West Hill) Limited

Balance sheet as at 30 September 2020

	Note	2020		2019	
		£	£	£	£
Fixed assets					
Tangible assets	5		10,696		9,445
Current assets					
Stocks	6	2,874		2,480	
Debtors	7	1,592		1,689	
Cash at bank and in hand	8	<u>12,017</u>		<u>6,868</u>	
		16,483		11,037	
Creditors: amounts falling due within one year	9		<u>1,374</u>		<u>1,351</u>
			<u>15,109</u>		<u>9,686</u>
Total assets less current liabilities:			<u>25,805</u>		<u>19,131</u>
Capital and reserves					
Share capital			157		165
Profit and loss account			<u>25,648</u>		<u>18,966</u>
Members' funds	12		<u>25,805</u>		<u>19,131</u>

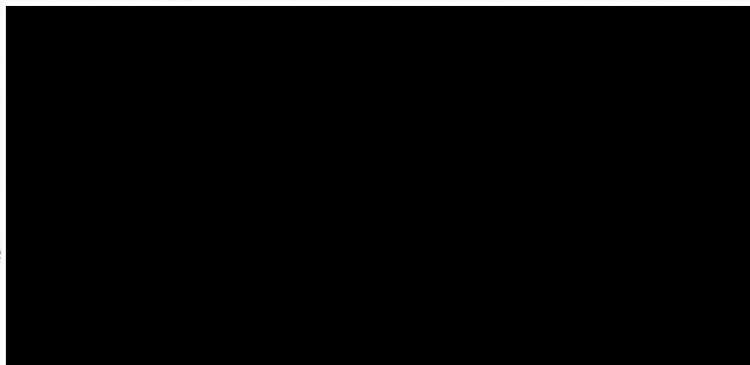
The notes on pages 3 to 5 form an integral part of these financial statements.

The financial statements were approved by the committee on

Chairman

Secretary

Committee



Royal British Legion Club (West Hill) Limited

Notes to the accounts for the year ended 30 September 2020

1 Accounting policies

The financial statements have been prepared under the historical cost convention.

Income

Income represents monies received from bar sales, entertainment functions and sundry other club activities.

Tangible fixed assets and depreciation

Depreciation is provided on equipment at the rate of 15% and 25% per annum on the reducing balance basis.

Stocks

Stocks are valued at the lower of cost and net realisable value.

Taxation

The club is treated for corporation tax purposes as being mutually trading and is not liable for UK corporation tax on its trading profits. Subject to certain conditions, its investment income is also exempt from tax.

2 Profit/loss on ordinary activities before taxation

	2020	2019
	£	£
Profit/loss on ordinary activities before taxation is stated after charging:		
Depreciation for year	1,258	1,634
Rent paid on leasehold property	2,888	3,850

3 Taxation

	£	£
Tax on investment income		
Charge for the year	=	=

4 Staff costs

	£	£
Wages and salaries	<u>7,376</u>	<u>12,558</u>

Royal British Legion Club (West Hill) Limited

Notes to the accounts for the year ended 30 September 2020

	2020	2019
	£	£
5 Tangible fixed assets		
Equipment		
Net book value at 1 October 2019	9,445	11,079
Additions	2,509	-
Depreciation	<u>(1,258)</u>	<u>(1,634)</u>
Net book value at 30 September 2020	<u>10,696</u>	<u>9,445</u>
6 Stocks		
	£	£
Bar stocks	<u>2,874</u>	<u>2,480</u>
7 Debtors		
	£	£
Prepayments	<u>1,592</u>	<u>1,689</u>
8 Cash at bank and in hand		
	£	£
Bank accounts	11,527	6,224
Cash in hand	-	-
Cash floats	<u>490</u>	<u>644</u>
	<u>12,017</u>	<u>6,868</u>
9 Creditors: amounts falling due within one year		
	£	£
Trade creditors	-	1
Sundry creditors	-	-
Accrued expenses	<u>1,374</u>	<u>1,350</u>
	<u>1,374</u>	<u>1,351</u>
11 Operating lease commitments		

The club occupies its premises under a lease that expires on 31 March 2023.
The annual rent is £3,850

Royal British Legion Club (West Hill) Limited
Notes to the accounts for the year ended 30 September 2020

	2020	2019
	£	£
12 Reconciliation of movements in members' funds		
Members' funds brought forward	19,131	33,649
Plus shares issued	8	-
Less shares cancelled	(16)	-
Profit/loss for the year	<u>6,682</u>	<u>(14,518)</u>
Members' funds carried forward	<u>25,805</u>	<u>19,131</u>

Accountant's report on the unaudited financial statements
for the year ended 30 September 2020
Royal British Legion Club (West Hill) Limited

To the officers of Royal British Legion Club (West Hill) Limited

You are responsible for the preparation of the financial statements for the year ended 30 September 2020, set out on pages 1 to 5, and you consider that the club is exempt from an audit under section 4A of the Friendly and Industrial Provident Societies Act 1968. In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.



Wheeler
Chartered Accountants,
Business Advisers and Tax Consultants
6 Providence Court
Pynes Hill
Exeter
Devon
EX2 5JL

Dated: 6/11/20

Royal British Legion Club (West Hill)
Limited

Trading and Profit and Loss Account
for the Year Ended 30 September 2020

	30.9.20		30.9.19	
	£	£	£	£
Turnover				
Bar takings	51,275		68,021	
Entertainment income	2,094		3,962	
Billiard room takings	105		244	
Donations for use of club	1,255		3,919	
Donations for car park repairs	-		13,112	
Subscriptions	1,106		481	
Leavers' shares cancelled	16		-	
	<u> </u>	55,851	<u> </u>	89,739
Cost of sales				
Opening bar stock	2,480		5,500	
Purchases	28,259		34,227	
Bar staff wages	7,376		12,558	
Entertainment expenses	898		1,694	
	<u> </u>		<u> </u>	
Closing bar stock	39,013		53,979	
	(2,874)		(2,480)	
	<u> </u>	36,139	<u> </u>	51,499
GROSS PROFIT		19,712		38,240
Other income				
Sundry receipts	369		-	
Government grants	10,000		11,100	
Deposit account interest	10		30	
	<u> </u>	10,379	<u> </u>	11,130
		30,091		49,370
Expenditure				
Rent	2,888		3,850	
Rates and water	720		702	
Insurance	1,428		1,364	
Light and heat	4,822		3,947	
Repairs to property and equipment	4,890		41,331	
Rent and maintenance of burglar alarm	-		828	
Garden maintenance	953		827	
Telephone	921		1,070	
Post and stationery	17		-	
Advertising	155		-	
Cleaning services & materials	2,846		3,298	
Bar and club licence	211		1,909	
TV licence	157		154	
Sundry expenses	43		1,086	
Accountancy	1,374		1,326	
	<u> </u>	21,425	<u> </u>	61,692
Carried forward		8,666		(12,322)

This page does not form part of the statutory financial statements

Royal British Legion Club (West Hill)
Limited

Trading and Profit and Loss Account
for the Year Ended 30 September 2020

	30.9.20		30.9.19	
	£	£	£	£
Brought forward		8,666		(12,322)
Finance costs				
Bank charges		726		562
		<u>7,940</u>		<u>(12,884)</u>
Depreciation				
Fixtures and fittings		1,258		1,634
		<u>6,682</u>		<u>(14,518)</u>
NET PROFIT/(LOSS)		<u><u>6,682</u></u>		<u><u>(14,518)</u></u>

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Royal British Legion Club (West Hill)
Limited

Trading and Profit and Loss Account
for the Year Ended 30 September 2020

	30.9.20		30.9.19	
	£	£	£	£
Brought forward		8,666		(12,322)
Finance costs				
Bank charges		726		562
		<u>7,940</u>		<u>(12,884)</u>
Depreciation				
Fixtures and fittings		1,258		1,634
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NET PROFIT/(LOSS)		<u><u>6,682</u></u>		<u><u>(14,518)</u></u>

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