

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Exton 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'? 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:

They have about two years running costs in reserve. However, they will be spending £5,000 of their reserves on this project, have spent £5,000 on a different project and have had no income since April 2020.

All of the other funding comes from the hall's reserves.

There are three quotes.

# FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	4
Comments: There are no other halls within the village, although there are halls in neighbouring villages. 12 activity groups, under normal circumstances, use the hall on a regular basis. The hall is also available and used for private hire events.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	3
Comments: Currently, the hirers of the hall bring in their own audio equipment and twice a year the Drama Group set up performance equipment which requires running surface cables and a variety of audio connectivity. This presents a risk to the hall in terms of electrical compliance, health and safety and compared to other community halls in neighbouring villages their audio capability falls short. They're also aware of growing requests for a hearing loop. This would increase the sustainability of the hall.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	5
Comments: They know the work is needed due to feedback from users.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	5
Comments: Well planned, with several quotations provided. Know exactly what they want to do.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	4
Comments: All other funding is in place, the remainder of the money would come from the hall itself. Would prefer to see some funding from another source.			
<b>Total Score:</b>		<b>25</b>	21

ASSESSOR Comments:

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Exton Village Hall

This is the only community building in Exton itself, although there are halls in neighbouring villages. Under normal circumstances it is in frequent use by a wide variety of groups. Users have requested the audio and sound system with a hearing loop, it will help make the hall more suitable for all users and more sustainable. They have all the other funding in place, which is all coming from the hall itself. They have three quotes and the work is well planned.

Total Project Cost:

£7,703.28

Award Requested

£2,567.76

Recommendation

£

Funding Package:

Unconfirmed Funds:

£

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Hall contribution	£5,135.52	Y
Parish council	None	
Grant:		
None		
<b>Total (if we give our grant)</b>	<b>£7,703.28</b>	

Priority Scoring:

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

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:**

Exton Village Hall aka St Andrews Hall

**4 What Parish is your community building in?**

**Community buildings in Town Council areas are not eligible.**

Woodbury Parish

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?

1104463

### 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

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

Pre Covid 19 shutdown in March 2020, at least twelve activity groups used the hall on a regular basis. These include - Art, Tai Chi, Pilates, Drama, String Orchestra, Yoga, Youth Drama, Torbay & South Devon NHS Trust; Woodbury PC; Ladies Group, Garden Club, Myasthenia Group, Bridge and Church Group. In addition to the regular hirers as we have improved the facilities at the hall over a period of time, one off private users have increased; these include children's parties; post funeral gatherings, general meetings and charity events.

**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 installation of a fixed Audio and Sound System with Hearing Loop to facilitate all users requirements.

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

Currently, the hirers of the hall bring in their own audio equipment and twice a year the Drama Group set up performance equipment which requires running surface cables and a variety of audio connectivity. This presents a risk to the hall in terms of electrical compliance, health and safety and compared to other community halls in neighbouring villages our offering falls short when it comes to audio capability. We are also aware of the growing request for a hearing loop; although our activities cover a wide age spectrum, we do have users with diminished hearing and this capability would be most welcome.

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

Feedback from users. When bookings are made audio features in "bring your own" hirer communication. Occasionally a hirer discovers at the last minute we don't have a built in sound system and there is last minute panic. From the Trustees perspective, there is a control of risk element to the current arrangements.

**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?**

Preferably whilst the Hall is closed for the current lockdown; no more than two days including training

No work relating to this project has commenced. It is dependent on grant support funding.

## 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	0
Fixtures and fittings	5419.40
Car park	0
Other (please specify below)	1200.00
Hearing Loop	
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	1083.88
Inflation/ contingency	0
<b>Total Cost</b>	<b>7703.28</b>

**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 2567.76

Your contribution 5135.52

Grant from Parish Council- is this confirmed? 0

We only have a small grant allocation from Woodbury Parish Council for this year and we took the view that we have some funds to contribute to the overall cost of the project.

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

Total 7703.28

Shortfall 0

## E - Your finances

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

Question: Part of the assessment is whether you have more than a year's running costs in reserve. I see you have about £15,000 in reserve in 2019/2020 and your expenditure in 2019/2020 was about £5,000. Although you are going to spend some of this on the project, this still leaves you with over a years running costs in reserve. I see that £5,000 of this was grant income, has this now been spent?

Answer: Yes - we have spent the £5k grant on flood doors (Project spend £6,588 proof of expenditure attached) – we have had no income since April 2020.

## 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/](http://www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/)

From: Cllr Ben Ingham [mailto:BIngham@eastdevon.gov.uk] Sent: 09 November 2020 11:04 To:

Subject: Re: East Devon District Council Community Building Fund Application

I am in full support of your project. Best regards - Ben Ingham

## 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](mailto:jbuckley@eastdevon.gov.uk)

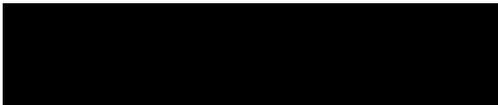
### 26 Please click in the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. This will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

9th November 2020

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

## Exton Village Hall (Devon) aka St Andrews Hall

### Financial Statement of Account

For the year ending 31 March 2020	2019/20	2018/19
<b>INCOME</b>		
Income - Hirings	5,968.00	6,101.20
Income - Private	857.00	678
Other Income - Donations	0.00	200
Bank Interest	5.39	4.85
Grants & Misc Income	5,000.00	30
Sundry Income	<u>5.11</u>	<u>100.94</u>
<b>Total Income:</b>	<b>11,835.50</b>	<b>7,114.99</b>

### EXPENDITURE

Gas	460.06	542.25
Electricity	226.28	247.14
Water	564.01	175.16
Insurance - Premises	0.00	0
Insurance - Liability	676.09	633.75
Repairs & Renewals	369.17	8,495.92
Fire Protection	107.64	98.65
Cleaner & Materials	749.16	507.94
Premises	239.99	102.52
Miscellaneous	20.50	15
AGM & Internal	0.00	0
Licensing checks	686.84	191.48
Furniture & fittings	0.00	0
Church Carpark fees	300.00	300
Postage & stationery	57.94	0
Promotional	0.00	0
Community Council	168.96	162.82
Heating system	0.00	0
Web Site	<u>101.98</u>	<u>93.6</u>
	<b>4,728.62</b>	<b>11,566.23</b>
<b>Surplus/(deficit) for the period</b>	<b>7,106.88</b>	<b>-4,451.24</b>

Notes to the accounts:

### BALANCE SHEET

	31-Mar-20	31-Mar-19
<b>Current Assets:</b>		
National Savings	679.53	674.14
Current account	14,258.45	6,968.38
Debtors	-36.00	70

Cash	<u>68.59</u>	<u>75.96</u>
	14,970.57	7,788.48
<b>Current Liabilities:</b>		
Creditors	84.34	-150.47
<b>Current Assets less Current Liabilities:</b>	<b>14,886.23</b>	<b>7,938.95</b>
<b>Accumulated fund:</b>		
Brought forward period	7,938.95	12,410.75
Surplus/(deficit) for the period:	7,106.88	-4,451.24
Previous Year Adj.	-159.60	-20.56
Carried Forward Account	<b>14,886.23</b>	<b>7,938.95</b>

**Accountant's Report**

I confirm that the foregoing Income and Expenditure account for the year ended 31st March 2020 and the Balance Sheet at that date have been properly drawn from the ledgers and records of Exton Village Hall (Devon) presented to me for the purposes of issuing this report



2nd May 2020

	460.08	
	202.28	Electricity
	264.01	Water
	0.00	Insurance - Premises
	878.09	Insurance - Liability
	328.17	Repairs & Renewals
	101.84	Fire Protection
	748.18	Cleaner & Materials
	328.98	Premises
	10.80	Miscellaneous
	0.00	AGM & Internal
	888.84	Outgoing checks
	0.00	Furniture & fittings
	300.00	Orchard Outpark fees
	87.94	Photocopy & stationery
	0.00	Professional
	188.88	Community Council
	0.00	Plant & Equipment
	<u>101.88</u>	<u>Web site</u>
	4,788.95	
	7,106.88	Surplus/(deficit) for the period
		Notes to the accounts
		<b>BALANCE SHEET</b>
		31-Mar-20
		Current Assets
	878.83	National Savings
	14,288.48	Current account
	-36.00	Debtors