

**Agenda for Community Grant Panel
Tuesday, 26th January, 2021, 10.00 am**



Members of Community Grant Panel

Councillors J Bailey, D Key, J Loudoun, H Parr, G Pook
and J Rowland (Chairman)

East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ
DX 48808 HONITON
Tel: 01404 515616

Venue: Online via the zoom app

Contact: Wendy Harris Democratic Services Officer Tel:
01395 517542

www.eastdevon.gov.uk

(or group number 01395 517546)

Date Issued: Tuesday, 12 January 2021

**Important - this meeting will be conducted online and recorded by Zoom only.
Please do not attend Blackdown House.**

Members are asked to follow the [Protocol for Remote Meetings](#)

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LVI4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-virtual-public-meetings/#article-content>

A guide to the [rules of the Community Building Fund is available online](#).

1 Public Speaking

Information on [public speaking is available online](#)

2 Minutes of the previous meeting (Pages 3 - 4)

Minutes of the Community Grant Panel minutes dated 5 October 2020.

3 Apologies

4 Declaration of Interests

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#).

5 Matters of urgency

Information on [matters of urgency](#) is available online.

6 Confidential/exempt items

To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way.

7 Amount of money available (Page 5)

Applications for consideration

8 West Hill British Legion (Pages 6 - 29)

9 Exton Village Hall (Pages 30 - 44)

10 Colyford Memorial Hall (Pages 45 - 58)

11 Newton Poppleford Pavilion (Pages 59 - 72)

12 Beer Football Club (Pages 73 - 88)

13 Current rules of the Community Building Fund (Pages 89 - 90)

[Decision making and equalities](#)

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Community Grant Panel held at Online via the zoom app. on 5 October 2020****Attendance list at end of document**

The meeting started at 10.00 am and ended at 10.30 am

27 **Public speaking**

There were no members of the public wishing to speak.

28 **Minutes of previous meeting**

The minutes of the meeting held on 1 September 2020 were agreed as a true record.

30 **Declarations of Interest**

Cllr David Key declared an interest in Minute 14 below as he was Ward Member for Awliscombe parish.

31 **Matters of urgency****Information on matters of urgency is available online**

There were no matters of urgency.

32 **Confidential/exempt items**

There were no items that officers recommended should be dealt with requiring exclusion of the public or press.

33 **Decision on Community Buildings Grant application from Payhembury Village Hall for £5,000**

Jamie Buckley, Engagement & Funding Officer reported that Payhembury Village Hall had applied for a grant of £5,000 for kitchen improvements. Members noted that the village hall was very well used by a wide variety of community groups and other organisations, it was the only community hall available in the village. They wished to put in a new kitchen with appliances and new storage. The work was needed and had been asked for by users and the local community. They had obtained three quotes and the rest of the money (£11,100) was coming from the village hall itself but they were seeking small amounts of funding from the parish council and others to offset the contribution as it uses £1,100 of their emergency fund.

RESOLVED that Payhembury Village Halls application for £5,000 be granted.

34 **Decision on Community Buildings Grant application from Awliscombe Village Hall for £5,000**

Jamie Buckley, Engagement & Funding Officer reported that Awliscombe Village Hall had applied for a grant of £5,000 from the Community Buildings Fund. The village hall is very well used by a wide variety of community groups and other organisations and seems integral to the local community. They want to upgrade the ladies and gents toilets, replace fibre board ceilings with improvements to lighting and create a large storage cupboard. The works are needed to bring the hall into the modern age and help it become even more sustainable. The works were well planned and they have all their other funding in place, most of which is coming from the hall themselves but the Parish Council have also promised a donation.

35 **RESOLVED** that Awliscombe Village Halls application for £5,000 be granted
Information Contained in applications

.....
Members discussed the level of information they would wish to see in future applications out before the Panel

RESOLVED that level of information provided in future applications should be at the officers discretion but should include – completed application form, priority assessment, first stage eligibility check, abbreviated set of accounts and summary sheet for committee

Attendance List

Councillors present:

- J Bailey
- D Key
- H Parr
- G Pook
- J Rowland (Chairman)

Officers in attendance:

- Jamie Buckley, Community Engagement and Funding Officer
- Wendy Harris, Democratic Services Officer
- Christopher Lane, Democratic Services Officer

Councillor apologies:

- J Loudoun
- P Millar

Chairman

Date:

Money available 2020 / 2021

There was £22,250 in the Community Buildings Fund pot for 2020 / 2021.

At the Community Grants Panel meeting in October 2020 the panel decided to use £2,383 from the 2020 / 2021 pot to help fully fund two worthy applications from 2019 / 2020. Decisions on these two applications had been significantly delayed, mainly due to Coronavirus.

This means there is now £19,867 in the pot for 2020 / 2021.

Up until now since 2008 there have always been two closing dates per financial year for the Community Buildings Fund, enabling timely funding for projects that arise throughout the year. This is the first closing date within 2020 / 2021, again due to Coronavirus delays. Another closing date is provisionally planned for March 2021 if there is any funding remaining.

The applications being considered for this closing date are:

- Newton Poppleford Pavilion, asking for £2,000
- Beer Albion Football Club, asking for £4,633
- Colyford Memorial Hall, asking for £4,611.68
- Exton Village Hall, asking for £2,567.76
- West Hill British Legion Hall, asking for £5,000

To fund all of these projects would take £18,812.47, and there wouldn't be a second closing date within 2020 / 2021. We are aware of at least one community building that has a project and is hoping to come in for the second funding round. Councillors on the panel may wish to consider not funding all the projects, as this is a competitive fund, so as to allow a second funding round.

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

originals

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>

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>

This page does not form part of the statutory financial statements

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	To what extent is the hall, itself, needed by the local community?	5	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	To what extent are the works needed?	5	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	To what extent has the project been developed with community support?	5	5
Comments: They know the work is needed due to feedback from users.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Well planned, with several quotations provided. Know exactly what they want to do.			
5	How realistic is the funding package?	5	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.			
Total Score:		25	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		
Total (if we give our grant)	£7,703.28	

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
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:

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
Total Cost	7703.28

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/

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

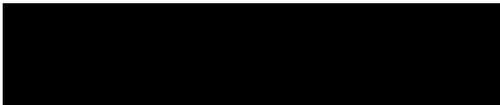
26 Please click in the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. This will be 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
INCOME		
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>
Total Income:	11,835.50	7,114.99

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>
	4,728.62	11,566.23
Surplus/(deficit) for the period	7,106.88	-4,451.24

Notes to the accounts:

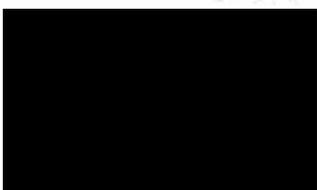
BALANCE SHEET

	31-Mar-20	31-Mar-19
Current Assets:		
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
Current Liabilities:		
Creditors	84.34	-150.47
Current Assets less Current Liabilities:	14,886.23	7,938.95
Accumulated fund:		
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	14,886.23	7,938.95

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	Gas
278.28	Electricity
284.01	Water
0.00	Insurance - Premises
878.09	Insurance - Liability
388.17	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
14,886.23	Carried forward

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Colyford Memorial 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 two years running costs in reserve. They will be spending £9,000 of their reserves on this project but this will still leave them with over a year's running costs in reserve. However, they have other projects planned for their reserves, and Coronavirus has had a financial impact. All of the other funding comes from the hall's reserves.

FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	To what extent is the hall, itself, needed by the local community?	5	4
Comments: There are several halls within Colyton which is very nearby. There are no other halls within Colyford itself. Under normal circumstances the hall is used on an almost daily basis by at least 7 groups, plus being used for private hire events.			
2	To what extent are the works needed?	5	5
Comments: The floor has had emergency repairs as it is now failing on a regular basis. It has got to the point where further remedial works will be extremely difficult / impossible.			
3	To what extent has the project been developed with community support?	5	2
Comments: Little evidence of it having been developed with the community. However, as it is a floor that has kept having patch repairs, users may well not have been impacted.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Well planned, with several quotations provided. Know exactly what they want to do.			
5	How realistic is the funding package?	5	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.			
Total Score:		25	20
ASSESSOR Comments:			

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Colyford Memorial Hall

There are several community buildings in Colyton, but this is the only one in Colyford itself. Under normal circumstances it is in nearly daily use by a wide variety of groups. The floor is failing on a regular basis and patch repairs are now extremely difficult, so they're looking to replace the floor. They have all the other funding in place, which is all coming from the hall itself. The repairs are well planned. They have a significant amount of money in reserve, but have other projects planned to use this, and Coronavirus is having a financial impact on their reserves.

Total Project Cost:

£13,835.04

Award Requested

£4,611.68

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>
Hall contribution	£9,223.36	Y
Parish council	None	
Grant:		
None		
Total (if we give our grant)	£13,835.04	

Priority Scoring:

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

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:

Colyford Memorial Hall

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Colyton

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?

300801

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.

St Johns Hall Colyton, Peace Memorial Hall Colyton, Reece Strawbridge Colyton, Feoffees Hall Colyton

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

The hall is used regularly, meaning that most days of the week there are activities and social events from the following groups, Colyford Short Mat Bowls Club, Colyford Camera Club, Garden Club, Seaton Hospital League of Friends , Line Dancing Group , Colyford Upholsterers ,Noah`s Ark Children`s Group. The hall is also used for party`s, weddings and community social gatherings.

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.

Replacement of the main hall area tongued and grooved floor

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

The hall was constructed in 1956. The original tongued and grooved floor boards are now failing on a regular basis due to footfall and regular hall activities over this time frame . The replacement process of the damaged floor boards means that the hall is out of use whilst the work is undertaken , and then returning the floor to become a safe area for our users again

The trustees of the Hall take pride in offering the best facilities available within the community , bearing this in mind ,we always try to be proactive when it comes to ensuring that the Hall is in good condition and provide seamless enjoyment to all our users. We were aware that there have been issues over the years with the floor , and addressed the remedial actions swiftly .

This process has now come to an end , we need to continue to be proactive and secure in the knowledge that we will continue to provide a quality venue for our community

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

The person that has been undertaking the repairs has advised the Halls Trustees that future issues and remedial action will be extremely difficult as there are no more areas of flooring that can be cannibalised to make the main areas of activity safe for users.

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?

We would like to proceed , and give instructions to our chosen supplier ASAP , allowing us to have all the floor replaced prior to FULL reopening of the Hall.

The hall has confirmed that work would not start until we've received back a signed offer letter from them if they are successful.

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 13,835.04

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT

Inflation/ contingency

Total Cost 13,835.04

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 4,611.68

Your contribution 9,223.36

Grant from Parish Council- is this confirmed? 0

Other (please specify below and send evidence where possible)

To date we have not approached the parish council , we felt that there are perhaps other funding projects they may be wanting to support bearing in mind the size of the parish and the many facilities they have to maintain that do not have the revenue earning opportunities that we have during “ normal “ social activity times.

Total 13,835.04

Shortfall 0

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

Question: I see you have about £50,000 in reserve and your annual expenditure is about £25,000. Although you are going to spend about £9,000 of this on the floor project, this still leaves you with significantly over a years running costs in reserve. Do you have any other plans for this reserve? Has it been eaten into due to Coronavirus restrictions?

Answer: There are two other projects that we have been considering and would need paying for, that is to:

- a) replace some of the window units
- b) re- render and replace plaster on rear exterior wall

we made a conscious decision that the floor was our priority for the safety of the Hall users .

Corona Virus has really affected the revenue stream for the Hall , we still have maintenance commitments to undertake during the course of each month, and some level of heating is being used to protect the integrity of the buildings fabric, which during the winter months will have a direct impact on the reserves that we have worked hard to generate over the past years .

Please note that hall users , and I qualify that by saying that the organisations that book from one year to the next have not received any refund , we have agreed with them to pro-rata a reduction in their fees when “ normal “ activities resume . This amount is approximately £8,000

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/

EDDC Ward Member - Mrs H Parr - Comments are listed below: Colyford Memorial Hall is an excellent facility. It is always enjoyable attending events in the hall which is beautifully maintained, and has a very pleasant atmosphere- it is therefore very well used. The hall floor has been in position since the early 1950s and been very thriftily repaired over the years by recycling floor boards. However it has come to the point when there are no longer enough floorboards to recycle from areas with less footfall, and the whole floor needs to be replaced. I support these efforts by the Trustees of the hall to maintain the high standard of the interior.

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:

November 18th 2020

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

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Newton Popleford Pavilion

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 only have just over a year's running costs in reserve.
 There are three quotes from two different companies.

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 Pavilion (and the adjoining playing field) are the primary sports and recreation facility in the parish and its service offering is unique in the village. There is also Newton Poppleford Village Hall - a traditional village / community hall, with a staged area, balcony but this has minimal parking. Harpford Village Hall - a small village hall with no on-site parking, and predominately used by the residents of Harpford "hamlet". St. Luke's Church Hall - a newly opened community facility, predominately for Church related groups, but open to other hirers. In normal circumstances the Pavilion is used by 20+ groups regularly, plus it is available for private hire, so it's well used.			
2	To what extent are the works needed?	5	4
Comments: The external windows, doors and some other woodwork needs replacing. Some of the woodwork is rotten and the door can no longer be fixed. This project would replace them with more secure and energy efficient UPVC equivalents, and make the Pavilion more sustainable as it would attract more hirers.			
3	To what extent has the project been developed with community support?	5	5
Comments: Hirers and potential hirers have complained about the aspects of the building that this project would improve.			
4	How well is the project planned (including works, advice and disability access)?	5	4
Comments: Well planned, with three quotations provided by two suppliers. 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 / parish council itself and a grant from DCC.			
Total Score:		25	21

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Newton Poppleford Pavilion

There are a few community buildings in the near vicinity but the Pavilion is still well used. Under normal circumstances it is in frequent use by a wide variety of groups. Hirers and potential hirers have complained about the windows, door and other woodwork, some of which is rotten. This project will help make the hall more energy efficient, secure and more sustainable. They have all the other funding in place, which includes a grant from DCC. They have three quotes from two suppliers and the work is well planned.

Total Project Cost:

£6,000

Award Requested

£2,000

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>
Hall / parish council contribution	£2,500	Y
Grant:		
DCC Locality Budgets	£1,500	Y
Total (if we give our grant)	£6,000	

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	4
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:

Newton Popleford Pavilion

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Newton Popleford and Harpford

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?

300848

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.

Newton Poppleford Village Hall - a traditional village / community hall, with a staged area, balcony. Minimal Parking and no sports capability. Harpford Village Hall - a small village hall with no on-site parking, and predominately used by the residents of Harpford "hamlet" St. Luke's Church Hall - a newly opened community facility, predominately for Church related groups, but open to other hirers. However, the Pavilion (and the adjoining playing field) are the primary sports and recreation facility in the parish and its service offering is unique and could not be replicated elsewhere to our knowledge.

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

Ignoring the elephant in the room, the CV19 pandemic, our facility was used by over 20 different groups on a regular basis; these included: Sidmouth Vikings FC, NP Youth Football, NP Cricket Club, Sidmouth Cricket Club, NP Tennis Club, NP Table Tennis Club, The NP Lunch Club, The Arts Society, The Tuesday Arts Group, 2 x dog training groups, 2 x playgroups, The ED Ramblers Assoc., Tap Happy Dance group, Sinclair Exercise group, Pebbleford WI, and multiple private hires for events such as parties, weddings, wakes, wine tasting, as well as drop-in surgeries for EDDC, DCC, local political groups, the EA, as well as hosting the meetings of the charity trustees and local consultation events. The playing fields are open to the local community at no charge, for sports, leisure and recreation, as well as hosting the MUGA (soon to be refurbished under S106/CIL).

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.

After significant internal refurbishment and redecoration in recent years, the only thing that lets the hall down (and reduces the eco-efficiency of the building) is the state of the external windows, doors and woodwork eg. fascias, soffits, cladding etc. A recent spate of ASB resulted in significant costs to the charity in replacing the primary frontage window in its entirety and the immediate impact in insulation and thermal efficiency was immediately evident. Our front door (wooden and well past it's sell-by-date) is almost unrepairable now, and has been "probed" by intruders and entry attempts made. We have now had to arrange CCTV to protect the building exterior and contents. Our project, for which we seek the funding, is the replacement - in one fell swoop - of all external wooden windows and doors, and the rotten, weathered external woodwork (and guttering) with uPVC equivalents, rosewood to exterior, white to interior. This will kill two birds with one stone; improve the overall appearance of the building (we have allocated funds for a complete external redecoration in the spring of 2021) but also a vast improvement in the energy rating of the building and a subsequent commensurate reduction in our energy costs, coupled with a hopeful satisfaction rating from users on aesthetic grounds, and consequential increased hire revenue (whenever we are allowed to re-open without restriction).

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

January - March 2021 ideally. Project needed as the existing windows, doors and woodwork are no longer economically repairable and are starting to cause significant maintenance charges and building defects due to water ingress etc. Please see 15 above for consequential rationale for need.

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

As Treasurer, and Secretary, I receive endless phone calls about cold & damp conditions, poor appearance, mould and water issues, and loss of "premium" bookings when prospective hirers visit for weddings, parties etc and are deterred by the external appearance and internal impact of the same.

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:
Any contractor used will be FENSA registered and will accord to all relevant regs.

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

Ideally, January - March 2021. Estimated (if done together) 2 weeks.

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	5800
Adaptation/ repair work	
Fixtures and fittings	
Car park	
Other (please specify below)	200
Making good (additional decorating)	
Professional Architect Fees	
Professional Surveyor Fees	
Professional Solicitor Fees	
Disability access audit	
Safety planning supervisor	
Planning application/ Building Regulations	
VAT	n/a
Inflation/ contingency	
Total Cost	6000

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 2000

Your contribution £2,500

The hall is run by the parish council, so this contribution is from the hall and parish council.

Grant from Parish Council- is this confirmed?

Other (please specify below and send evidence where possible)

Devon County Council's Locality Budgets are contributing £1,500

Total 6000

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/

Cllr. Val Ranger, NP&H ward, comment will follow under separate cover.

Dear Jamie

Apologies for my slow response in support of the above by Newton Poppleford and Harpford Parish Council.

I fully support this very worthy cause and the improvements will make a massive difference to the comfort of users year round and the security of the building. It will also help with savings energy bills.

The pavilion is widely used, apart from at the present time due to CV-19. Thus it is also the perfect time to get the work done without disruption to users.

I hope you will look favourably on this application.

Best wishes

Val

Val Ranger

Ward Councillor

Newton Poppleford and Harpford

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

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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:

01/10/2020

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

Newton Poppleford Playing Field Foundation (Reg. Char. 300848)						
Receipts & Payments Account for the Financial Year Ended 31st March 2020						
	Current Financial Year April 2019 to March 2020				2018/19	
	Unrestricted Funds	Designated Funds	Restricted Funds	Total	Total	
	£	£	£	£	£	
RECEIPTS						
Regular Hire Income	6,689				9,408	
Function Income	125				835	
Field Income	2,250				0	
Bank Interest	0				5	
Fundraising	2,096				9,950	
Grants received	2,822				0	
Other Receipts	200				2,850	
Charitable Donations	1,892					
Loans received	0				5,100	
VAT charged on sales	1,033				844	
VAT reclaimed from HMRC	0				11,272	
TOTAL RECEIPTS	17,107	0	0	17,107	40,264	
EXPENDITURE						
Utilities	1,950				2,146	
Building Maintenance	1,450				2,370	
Field Maintenance	2,308				2,784	
Cleaning	1,480				1,615	
Equipment / Consumables	327				449	
Insurance	393				382	
Building Refurbishment	500				45,900	
Admin.	366				83	
Event Costs					169	
Loan Repayments	425				3,400	
VAT paid on purchases	313				9,839	
VAT paid to HMRC	620				257	
Sub-total	10,133	0	0	0	69,394	
TOTAL PAYMENTS	10,133	0	0	10,133	69,394	
NET RECEIPTS-PAYMENTS	6,975	0	0	6,975	-29,130	
Movements in Funds for the Financial Year Ended 31st March 2020						
Cash Assets	Bt'Fwd at 01-04-19	Receipts 2019-20	Payments 2019-20	Interbank Transfers 2010-20	Cd'Fwd at 31-03-20	
Cash at Bank & in Hand						
Petty Cash	0	0	0	0	0	
Bank, Current Account (Co-op)	4,320	0	-768	-3,300	252	
Bank, Current Account (Lloyds)	415	17,245	-8,601	1,485	10,545	
Bank, Current Account (Starling)	0	0	-902	1,815	913	
	4,735	17,245	-10,271	0	11,709	
Fundraising / Capital Accounts	Bt'Fwd	Deposits	Withdrawals	Net Transfers	Cd'Fwd	
Bank, Current Account (Co-op)	0	0	0	0	0	
Bank, Deposit Account (Co-op)	5	0	0	0	5	
	5	0	0	0	5	
Total Cash Assets	4,740	17,245			11,714	
Comprising:						
General (Unrestricted) Fund	4,735	17,245	-10,271	0	11,709	
Total Unrestricted Funds	4,735				11,709	
Earmarked Funds						
Capital Accounts	5	0	0	0	5	
Total Earmarked Funds	5				5	
Total Funds	4,740	17,245	-10,271	0	11,714	
Statement of Assets & Liabilities as at 31st March 2020						
	Unrestricted Funds	Designated Funds	Restricted Funds	Total at 31-03-20		
Cash Assets	11,709	5	-	11,714		
Other Monetary Assets				0		
Investments Assets				0		
Assets Retained for Own Use	<i>All land and property held in Trust by Newton Poppleford and Harpford PC</i>			0		
Liabilities	1,275	(Loan o/s to NPHPC)		1,275		

Name of Group: Beer Albion Football Club

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.		
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		
Do funding gained and cost of project match?		

ASSESSOR Comments:
 Only 20 years left on the lease.
 They have chosen the cheapest quote which is from someone with strong links to the club, so they have offered free labour.
 They have more than a year's running costs in reserve, however, once the whole project is completed they will have about a years running costs in reserve.

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: Please note this assessment can only be done on the hall, and not the field. The hall is in use by the football club and its members for indoor meetings, socialising etc. although a few other clubs meet there occasionally e.g. monthly, and it is available for private hire, which happens occasionally. The football club has a large membership and occasionally runs events for the whole community utilising the building. There is also the Mariners Hall in Beer, which is a well-used indoor hall used by a wide range of community groups. Although the football club has a large membership, the viewing area project's benefit to multiple community groups will be significantly more limited than all other the projects funded by these grants.			
2	To what extent are the works needed?	5	1
Comments: The project is to create a viewing area to create a more welcoming experience to encourage more people to use the hall. It would be used mainly by football spectators, but also for Wedding and Christening photography, parents overseeing their children in the play park and for the community socialising events.			
3	To what extent has the project been developed with community support?	5	3
Comments: Several letters of support for the overall larger project (which also includes an extension, new kitchen and bar facilities – all being funded from elsewhere and work has already started) and the club itself from important community organisations. Football club members support the project. The overall project has community support, but little evidence of the viewing area project having community support.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Well planned, with several quotations provided. Know exactly what they want to do.			
5	How realistic is the funding package?	5	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. It's great value for money in that the labour would be free.			
Total Score:		25	15

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Beer Albion Football Clubhouse

The football clubhouse is very well used by the football club, and used occasionally by other community groups (e.g. for monthly meetings) and for private hire. There is another community building within Beer, the Mariners Hall. The project is to expand the football clubhouse facilities by making a viewing area which would mainly be used by football spectators but also occasionally by others, other hirers and for other larger community events. Although the football club is an important and large organisation within Beer, the benefit of the project to those outside of the football club would be limited. The project is for a viewing area, which itself is a project of limited benefit when compared to other projects funded previously. Several great letters of support for the wider project (including a kitchen, expanded bar space etc which can't be considered as part of this application as work has already started) and the club itself were received from important community organisations. They have 20 years left on their lease. The accepted quote would be including free labour.

Total Project Cost:

£13,900

Award Requested

£4,633

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>
Hall contribution	£9,267	
Parish council	None	
Grant:		
None		
Total (if we give our grant)	£13,900	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	2
2. Need for proposed works	1
3. Local support	3
4. Planning of project	5
5. Funding package	4
TOTAL SCORE:	15

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:

Beer Albion Football Club

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Beer 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] Press Officer

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:

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:

20

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.

Mariners Hall (Village Hall). Beer Albion Football Club has its own club house building situated on the village football ground. The Club is a not-for-profits community sports club which is well supported by the village community, and it provides a pleasurable experience for both players and supporters with a licensed bar and hot food on match days. Additionally, the Club hosts a range of social activities and services for the benefit of the whole village. Whilst the Mariners Hall can be solely used for indoor events, Beer Albion FC is able to provide a wide range of indoor and outdoor community activities for all age groups and particularly for families. Examples are; An impressive venue for the village football club which has two senior teams, a veterans team, a junior side and provides organised coaching facilities for adults and juniors. A clubhouse with licensed bar and kitchen, A large patio area which can be covered with a marquee if required, A children's playground, A large field with a football pitch and training pitch used not only for football but also available for large village gatherings such as the annual Beer Regatta Funday.

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

1. The ground with parking is open 24/7 and the outdoor facilities are always available to the whole community. All parents and children regularly use the children's play area and training pitch. 2. During the football season (August to May) on match days and training days: a) the club has home and away team changing rooms and showers for the players and separate facilities for the referee. b) For players and spectators, there is a licensed bar with comfortable seating. Hot refreshments are also provided from the kitchen. c) There are league matches every Saturday during the season plus midweek and junior and veteran's games on Sundays plus pre-season friendlies. Total matches per season estimated at 65. d) Matches are well supported and typically attract around 100 spectators and there can be as many as 300 for local derbies. e) In addition, there are weekly training sessions for juniors and adults when the club house facilities are available. 3. For Beer Coastguard training (approximately 10 times annually). 4. Annual Beer Regatta fund raising event (Family Fun day) attended by 1000 visitors. 5. Beer Angling Club Committee meetings and presentation evenings (approximately 12 times annually) 6. Beer Womens' Institute for afternoon tea (patio area and club house) - (Approximately 3 times annually) 7. Local Weddings and Christenings (Approximately 2 annually) 8. Local Birthday Parties, Funeral Wakes (Approximately 6 annually) 9. Quiz and Curry nights (3 annually) 10. Beer PTA for fund raising (approximately 2 events annually) 11. Scout camps use the field next door 2 or 3 times annually and the club provides them with water, electricity and shower and facilities from the clubhouse. 12. The Club also has a publicly accessible defibrillator 13. The field is used as an Air Ambulance/Coastguard helicopter landing site with night landing light.

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.

To construct an outside viewing platform for general social and match day use. The project requires funding for materials only. All labour is being provided voluntarily free of charge by local businesses and individual members of the local community.

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

In conjunction with an ongoing separate work programme to extend the Club pavilion and improve the catering, bar and clubhouse facilities therein, the provision of an attractive outside viewing platform will provide a more comfortable and welcoming social experience for the whole local community. This will help to encourage increased use of the Club by local community groups for fund raising events and meetings and increase usage of the facility for private functions. Specifically, the outside viewing platform will provide an enjoyable viewing experience for a variety of social activities as follows: For football spectators on match days, For Wedding and Christening photography, For parents overseeing their children in the play park For all community events described elsewhere in this application. More extensive and frequent use is anticipated by local community groups such as: Beer Primary School, Beer Angling Club, Beer WI, Beer Regatta Committee, Beer Action Group (Beer BAG), Puffins Play Group, and for social events such as: Local weddings, Christenings Birthday Parties Village Fund Raising events. In summary, The Club already plays a key role in the community by providing local recreation, leisure and emergency facilities. The improvements made possible by this project will ensure that the Club continues to remain financially viable for the health, well-being and enjoyment of the whole community.

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

Beer Albion Football Club plays a very important role in village life. Although the primary use is as a football club, providing a sporting outlet for players old and new and its considerable number of supporters, the club and its facilities are also utilised by the community as a whole for social events and other community activities. The Club has been the site for numerous charity fund raising events and enjoys the benefits of occasional hire for private functions Beer Albion Football Club celebrated its Centenary this year and is part of the fabric of Beer village and whilst it enjoys good support, the costs of running the club increase as legislation demands higher standards and patrons expect modern comfortable facilities. Continued development of the club is essential to attract members and users. This further enhancement will enable it to continue to provide facilities of the

18 Has planning approval been given?

- Yes- Planning application reference: _____
- Not required
- No- If no, why not:
Planning Application ref: 20/1306/FUL

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?

Spring 2021 - 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 13,900

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT

Inflation/ contingency

Total Cost 13,900

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 4633

Your contribution 9267

Grant from Parish Council- is this confirmed? unknown

Other (please specify below and send evidence where possible)

Re "Your contribution" above, the Club has reserves of £22,000 available

Total 13,900

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/

Please see Mr Pook's comments extracted from his letter of support dated 15th July (letter sent separately to you as Email attachment). "Beer Albion Football Club plays a very important role in village life. Although the primary use is as a football club, providing a sporting outlet for players and past players, the club and its facilities are also utilised by the community as a whole for community events. The club is the venue for village sporting events such as Regattas Robbies Races, it has been used for numerous charity fund raising events and enjoys the benefits of occasional hire for private functions Beer Albion Football Club is part of the fabric of Beer and whilst it enjoys good support, costs of running the club increase as legislation demands higher standards and patrons expect modern comfortable facilities. Continued development of the club is essential to attract members and users. The development proposed will enable it to provide facilities of the required standard and attract more revenue bearing events which ultimately will help the club to be self-sustaining into the future"

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:

31/12/2020

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

Beer Albion Football Club

Club Income and Expenditure Account for the year ended 31 May 2020

	£	£	2019
Income			
Match Fees		1,838	1,080
Bar Donations		7,000	5,432
Other Donations		1,010	2,292
Sponsorship		635	3,140
Gate Receipts		1,712	1,847
Teas/draw	3,057		3,117
Less: Expenditure	<u>- 2,421</u>		<u>- 2,547</u>
		636	
Players' Fines		750	740
Polo Shirt Sales	2,495		
Less: Expenditure	<u>- 3,082</u>		
		- 587	-
Training	-		685
Less: Expenditure	<u>- 757</u>		<u>- 1,614</u>
		- 757	
Annual Dinner	7,440		945
Less: Expenditure	<u>- 9,896</u>		<u>- 1,081</u>

	- 2,456	
Registration	1,445	1,300
Advertising Boards	410	705
Race Night	-	1,403
Mascot	660	-
Programme Advertising	930	-
EDDC Grant	10,000	-
Miscellaneous	1,483	20
Total Income	<u>24,709</u>	<u>17,464</u>
Expenditure		
Insurance	1,102	1,060
Ground Rent	800	800
Water	289	577
Building Repairs and Maintenance	705	1,488
Grounds Expenses	2,694	5,321
Laundry & Kit	2,047	1,918
Affiliation & Other fees incl Cup Entry	495	480
Lottery Licence	20	20
Player & Club Fines	550	810
Referees	1,002	1,327
Stationery & Postage	334	194
Advertising Boards	734	380

Donations, gifts & flowers	142	144
Programmes	1,013	-
Miscellaneous	729	1,222
Depreciation	2,172	2,538
Total Expenditure	<u>14,828</u>	<u>18,279</u>
Net Surplus (Deficit) for the year	<u><u>9,881</u></u>	<u><u>- 815</u></u>

A discussion about two of the current rules of the fund

1. Community buildings in town council areas aren't eligible

The rule that community buildings in town council areas can't apply has always been a rule of the fund. It has been regularly discussed and re-confirmed by the decision making panel over the years. Members of the new panel have recently expressed a wish to discuss it.

Factors to be considered include:

- **The amount of funding available**

There is only £22,250 a year available in the Community Buildings Fund. This is nearly always all given out every year to high scoring worthy applications under the current rules. If community buildings in town council areas were permitted to apply, as there are so many of them, I would recommend that a much larger amount of money would need to be made available. Especially as a lot of community buildings are using up their reserves during Coronavirus, so will be more in need of financial help.

- **Town councils versus parish councils**

Town councils receive a higher precept than parish councils, and often have funding in the form of grants available to their local communities. Town councils are usually more able to help fund community buildings in their areas, whereas parish councils are more likely to be unable to do the same.

- **Sustainability**

Community buildings in rural areas and villages may have less users, and so less income? They may be more in need of financial support to help them become sustainable. Alternatively in towns where there are a lot of community buildings, it may be that the users, although there are more, are spread more thinly.

- **Town council areas**

Some town council areas include villages. For example Ottery St Mary Town Council's area includes Alington and Tipton St John, and Sidmouth Town Council's area includes Sidbury and Sidford. Again, if villages in town council areas were included rather than all community buildings in towns as well, I would recommend that a larger amount of money would need to be made available.

2. Could community pubs be included

This grants scheme is open to all multi-use community buildings within Parish Council areas covered by East Devon District Council. Community buildings must be multi-use (minimum of three separate user groups), with open community access, and owned and / or managed by the community. Community shops can also apply. Members of the new panel have recently expressed a wish to discuss whether community pubs should be included.

A community pub is a pub that's owned and managed by the community themselves: <https://camra.org.uk/pubs-and-clubs/current-campaigns/save-your-local-pub/community-pub-ownership/> . There are very few examples of this in East Devon, including The Kings Arms in Stockland.

Factors to be considered include:

- **The amount of funding available**

There is only £22,250 a year available in the Community Buildings Fund. This is nearly always all given out every year to high scoring worthy applications under the current rules. If community pubs were permitted to apply, I would recommend that the amount of money made available should be increased slightly.