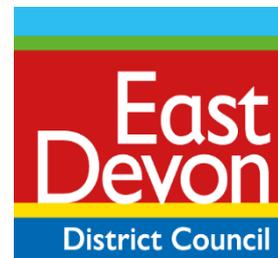


**Agenda for consultative meeting of the  
Community Grant Panel  
Tuesday, 31st August, 2021, 10.00 am**



**Members of Community Grant Panel**

Councillors J Bailey, D Key, J Loudoun, H Parr, G Pook,  
V Ranger and J Rowland (Chair)

East Devon District Council  
Blackdown House  
Border Road  
Heathpark Industrial Estate  
Honiton  
EX14 1EJ

DX 48808 HONITON

Tel: 01404 515616

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

**Venue:** online via zoom

**Contact:** Debbie Meakin [dmeakin@eastdevon.gov.uk](mailto:dmeakin@eastdevon.gov.uk)

(or group number 01395 517546)

19 August 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/UCmNHQruge3LVl4hcgRnbwBw>

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-public-meetings/#article-content>

Between 27<sup>th</sup> July 2021 to 17<sup>th</sup> January 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from a consultative meeting can be found here – <https://eastdevon.gov.uk/council-and-democracy/senior-officer-decision-notice/>

1 Public Speaking

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

2 Minutes of the previous meeting held on 22 July 2021 (Pages 3 - 4)

3 Apologies

4 Declarations of Interest

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 or 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.

**Applications for recommendation to Senior Officer for decision:**

- 7 Branscombe Pavilion application (Pages 5 - 26)
- 8 Lympstone Village Hall application (Pages 27 - 52)
- 9 Northleigh Village Hall application (Pages 53 - 69)
- 10 Offwell Sports and Social Club application (Pages 70 - 92)

[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 zoom on 22 July 2021****Attendance list at end of document**

The meeting started at 10.03 am and ended at 11.00 am

**54 Public Speaking**

There were no members of the public that wished to speak.

**55 Minutes of the previous meeting**

The minutes of the previous meeting held on the 23 March 2021 were confirmed as a true record.

**56 Declarations of Interest**

Cllr Jess Bailey; Minute 59; Personal: Member of West Hill Parish Council, and Devon County Councillor.

Cllr John Loudoun; Minute 59; Personal: Involved in saving a village pub approximately five years prior; and Member of Sidmouth Town Council.

Cllr Geoff Pook; Minute 59; Personal: Member of Beer Parish Council.

**57 Matters of Urgency**

There were no matters of urgency.

**58 Confidential or exempt items**

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

**59 Community Buildings Fund**

The Panel received a report outlining options to consider in refining the eligibility criteria for the Community Buildings Fund. Any changes to eligibility that the Panel felt should be recommended would have impact on budget and therefore needed to be taken into account in the budget setting process later in the year for the 2022/23 budget.

The Panel considered the merits and implications of including:

- All community buildings within town areas
- Community buildings in town areas but outside of the town boundary
- All community pubs.

Discussion included:

- The scheme provided relatively small amounts but were valued by local schemes where funding couldn't be sourced from the local town or parish council;
- Being mindful of any increase in budget in relation to the ongoing budget situation;
- Concern in expanding those eligible to apply, as that may mean stretching the existing fund too thinly;

- Sympathy for small communities, including churches, who struggled to get financial support; but care in opening up the fund to cover such anomalies as set out in the report;
- The current budget had not been increased in line with inflation for many years;
- The current community buildings fund criteria asked if the applicant had approached the local town or parish council for funding – in some cases such funding was not available or supported by the local parish;
- Opening up the eligibility to include community pubs and those community buildings in town areas but outside of the town itself, meant that a possible additional seven projects could be included;
- Taking into account the lack of inflation applied and the additional projects that widening the eligibility could permit as discussed by the panel, the panel reached an indicative budget figure for 2022/2023 as £35k.

The wider issue of supporting local community buildings that were available to the public to use was discussed, in terms of the proposals for the community asset transfer procedure. Many Panel members agreed that debate needed to take place on how public assets could be supported in terms of capital funding from the Council, but this discussion fell outside of the remit of the Panel. The Chair and Cllr Pook agreed to take this issue to the Asset Management Forum Chair to pursue further.

**RECOMMENDED to Cabinet:**

1. that the Community Buildings Fund eligibility criteria be extended to include:
  - a. Community buildings within town council areas, but outside of the town itself and in a separate village;
  - b. All community pubs.
2. to recommend to Council that the budget for the Community Buildings Fund be increased to £35k for the financial year 2022/2023.

**Attendance List**

**Councillors present:**

J Rowland (Chair)  
J Bailey  
J Loudoun  
H Parr  
G Pook

**Officers in attendance:**

Jamie Buckley, Community Engagement and Funding Officer  
Debbie Meakin, Democratic Services Officer

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

**Name of Group: Branscombe Pavilion**

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
<b>Project Eligibility</b>		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'? 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 a significant amount of money in reserves, they are keeping some of this to replace the heating system in the hall itself when it fails. They have three quotes for the building supplies, the labour will be donated. Currently don't have planning permission.

# FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	2
Comments: There is also Branscombe Village Hall near the proposed site for the Pavilion, this is very well used by a wide variety of groups. The majority of use of the Pavilion will be by the Cricket Club for their 20 home matches each year and training, although others will use it sometimes including the school and the wider community would be able to hire it, with it providing a smaller and more affordable meeting / class option. The main use would appear to be for a changing rooms and toilets for multiple outdoor sports activities, whereas this fund can only really take into account the uses of the building itself.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	2
Comments: The current Pavilion building is an old shed, which does need improving. The current shed doesn't have changing facilities or toilets. There is also a very well used village hall in Branscombe, which is the main community building. The main use would appear to be for a changing rooms and toilets for multiple outdoor sports activities, whereas this fund can only take into account the uses of the building itself. There would be some use of the kitchen and lounge area by other groups.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	4
Comments: The cricket club have developed the project. The Village Hall are supportive, and the project has been developed with the school. They posted the project on Facebook and had numerous supportive messages.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	3
Comments: The project is well planned. However, a planning application has been submitted, but no decision has been made as yet. This decision is due on 30 August.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	2
Comments: They have £5,000 of funding in from an external grants provider and are contributing £10,000 themselves. The parish council has not contributed. There is a £5,464 shortfall, which they are hoping to raise from local residents and groups but haven't yet.			
<b>Total Score:</b>		<b>25</b>	13

## ASSESSOR Comments:

They don't know whether they have planning permission yet. They have a shortfall of £5,464. The main use of the Pavilion would be to provide changing rooms and shower facilities for outdoor sports, whereas this fund is more about use of the community buildings themselves.

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Branscombe Pavilion

Branscombe want to renew and improve the pavilion building in the village. Although this would greatly increase the use of the field, we can't take this into account. We can only take into account the uses of the building. The majority of use will be by the Cricket Club, although others will use it sometimes including the school. There is a well used village hall within Branscombe as well. This Pavilion could provide a smaller, more affordable meeting space, but would mainly be used for its changing room and toilets.

Although the hall would be left with significantly over a years running costs in reserve, they have plans to spend this on renewing the heating system in the village hall when it fails. They don't have planning permission, we would need to ensure that they have planning permission before saying we'll give them a grant. Also, they still have to raise £5,464 towards the project, which they're hoping to raise locally.

Total Project Cost:

£28,464

Award Requested

£5,000

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£5,464

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Hall contribution	£10,000	Y
Parish council	Have not asked	
Grant:		
From locals	£3,000	Y
Freddie Green Charitable Foundation	£5,000	Y
<b>Total (if we give our grant)</b>	<b>£23,000</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	2
2. Need for proposed works	2
3. Local support	4
4. Planning of project	3
5. Funding package	2
<b>TOTAL SCORE:</b>	<b>13</b>

Assessment Summary:

# East Devon District Council

## Community Building Fund Application Form

### 2019 / 2020

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

**IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you.**

#### Data Protection

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

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: <http://eastdevon.gov.uk/privacy>

SNAP Surveys Ltd Privacy Policy: <https://www.snapsurveys.com/survey-software/privacy-policy-uk>

#### Eligibility checklist

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

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

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

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

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

## **A - Your contact details**

**3 Name of your community building:**

Branscombe Village Hall Sports Pavilion

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

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

Branscombe

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?

300776

### 9 Is your governing document a....

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

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

- Named trustees  
 Parish Council  
 Official Custodian for Charities

### 11 Is your community building:

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

### 12 Are there any restrictive covenants in your governing document?

- Yes  
 No - please move onto question 13

#### If yes, please specify:

## **C - About your project**

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

The only existing community building is the main Branscombe Village Hall. The new building will replace an ageing prefabricated shed on the playing fields behind the Village Hall. The existing structure is, unfortunately, reaching the end of its life, showing significant signs of aging with part of the foundations sinking, the base of the walls rotting and much expenditure needed on the roof, exterior decking and handrails. Whilst used regularly by the Cricket Club, the nature of the existing building meant that it was rarely used by other local groups, meaning the playing field is also very much underutilised. We have therefore designed a new, multi-purpose Pavilion that not only meets the needs of the Cricket Club, but is also suitable for use by a large number of local groups.

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

The Cricket Club currently uses the old, existing shed for matches and practice approximately 30 times a year. It is also used on major Village Events such as the Harvest Fair or Bonfire night. The new building will be suitable to be used by a much larger range of organisations, meaning the playing fields will be used more regularly:

- The School - sports, lessons or other outdoor learning opportunities
- Local Playgroups
- Local Social Groups
- Local Youth Cricket Teams, e.g. Devon and East Devon Under 10-U14
- Tennis Clubs or competitions
- Five a side Football Clubs, goalposts already exist
- Netball Club
- Harvest Fair
- Bonfire Night
- Children's Birthday Parties etc
- Social bookings from external parties

### **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 build a multi-purpose use Community Sports Pavilion on Branscombe Playing Fields behind the Village Hall.

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

The Village Hall has recently invested large sums in providing wonderful community facilities to the Village residents and visitors including Tennis Courts and a Playground. However, the extensive playing fields remain underutilised, largely as a result of a lack of changing facilities. We want to encourage local people, especially young people, to use the playing fields more often. Unfortunately this is not possible with the current dilapidated shed. A new, modern Pavilion, with changing rooms, a WC and a large lounge area and kitchen will encourage a much wider group of organisations to use the playing fields. It is expected that Branscombe Village School will use it regularly to encourage more physical activity and also as an outside classroom. We have also had enquiries from individuals excited by the project and looking to start a Village Tennis Club, Netball Club (using the Tennis Courts) and a Five - a Side Football Club once the project is completed. The field is also a wonderful, beautiful, calm place for many other local groups to meet and enjoy.

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

The whole Village has been consulted through the Branscombe Facebook Group and Parish Magazine with only highly favourable comments. The Parish Council unanimously support the project.

**18 Has planning approval been given?**

- Yes- Planning application reference: \_\_\_\_\_
- Not required
- No- If no, why not:  
Application currently awaiting decision: 21/1852/FUL

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

- Yes
- Not required
- No- If no, why not:  
Will be once planning has been approved.

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

We hope to commence work mid September, making the building watertight in 4 weeks. We will then fit out the interior over the winter, with completion by March 2022.

## 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 20249

Adaptation/ repair work

Fixtures and fittings 2000

Car park

Other (please specify below)

Professional Architect Fees 2825

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations 890

VAT

Inflation/ contingency 2500

**Total Cost 28464**

**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 10000

Grant from Parish Council- is this confirmed?

Other (please specify below and send evidence where possible) 13464

£5,000 received from Freddie Green Charitable Foundation. £8,464 to be raised from local individuals. £3000 so far pledged.

Total 28464

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

Geoff Pook - "This looks like a fine project that I will be happy to support."

## Section F- Checklist

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

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

#### Optional documents to send us:

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

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

**Post:** Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

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

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

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

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



### 27 Signature of applicant:



### 28 Date:

28/07/21

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

## **Branscombe Pavilion application**

### **Additional questions and answers**

- 1. It looks as though your annual running costs are around the £24,000 level and your general reserves (excluding those earmarked for future hall renovations) are £57,592. This would mean you have two years running costs in reserve? We do prefer the halls we fund to have one years running costs in reserve. Do you have any input / comments on this please?**

The Village Hall Committee are holding cash reserves to ensure the ageing heating systems could be quickly replaced should they fail. Discussions are currently on-going in respect of combining their replacement with a new air conditioning / air filtration system. It is hoped that this would restore the confidence of hall users in these new, Covid times and ensure good circulation and air quality without having to open hall windows, thereby reducing noise disturbance late at night to local residents. The reserves will also obviously reduce by £10,000 once the build commences, the amount of the Village Hall's contribution to the project. Whilst fully supportive of the project, the Village Hall Committee do not feel it is prudent to contribute any more than this given the potential high cost of replacing the heating systems. It was initially hoped that this contribution, along with private individual donations would be sufficient to complete the project but the recent near-doubling of building materials cost means there is now a significant shortfall. We are therefore highly reliant on this contribution from The EDDC Community Buildings Fund to ensure the project can go ahead.

- 2. Have you spoken to the local school, local playgroups etc? Is there a proven need / evidence for this new community building in addition to the current village hall? Please note we can't take into account increased use of the outside space, just the building itself. We would need to take into account whether your project would take sustainability / income away from the village hall itself.**

Please find attached a letter from the Co-Chair of Governors for the local school Federation. The pavilion was conceived as a multi-purpose community facility with the school at the forefront of these considerations and it has been designed in collaboration with them to ensure its suitability. The letter clearly shows the school's enthusiasm for the project and their intention to use the facility regularly. It gives them so many options and benefits that currently are not available to them with the existing hall. We strongly believe that the facility is much needed to provide a better, more varied educational experience for the children of the Village. It is expected that the new facility will perfectly compliment the existing Village Hall, providing a smaller, less expensive venue that will encourage a large number of local groups and individuals to use these community facilities that previously were not available therefore increasing revenues and sustainability of the Village Hall facilities as a whole.

- 3. We cannot take much account of how the project would increase the amount of use of the playing field, we would take a lot more account of how the project makes the community building itself more sustainable within its four walls. Please could you tell us a bit more about how the inside of the community building would potentially be used, how regularly and by whom?**

Along with the school, Branscombe Cricket Club will be the main users of the facility. The Club hosts approximately 20 home matches every year and in addition meet for practice evenings every week during the summer. The pavilion will give the Club essential changing and WC facilities that are sadly missing with the existing, ageing prefab and will enable the club to host post-match teas on the field.

**4. We do still need three quotes for the elements of the project that are parts of the cost, although the labour is voluntary (which is amazing!). Please could you provide three quotes for the building supplies etc.**

Please find attached additional quotations for building materials. It looks like we may be able to make a few savings by using a number of suppliers, although the Bradford's quote includes the required higher specification cladding compared to the other quotes.

**5. When do you expect the planning application to be decided on?**

The application (21/1852/FUL) was submitted on 5th July. Applications are usually processed within 6-8 weeks and therefore a decision is expected by 30th August. There has been an overwhelmingly positive community response to the plans with no objections whatsoever and therefore it is hoped that there will be no delays in receiving planning approval. It is hoped to commence construction on Monday 20<sup>th</sup> September as we need to get the building weatherproof before winter.

**6. Who owns the land where the Pavilion would be put? Do you have their permission? Who would own / be responsible for the building?**

The land is owned by the Village Hall Committee and the project has the full support of the Committee. The Village Hall Committee will own the new building with the Cricket Club responsible for its on-going maintenance.

**7. Would the building be open to anyone in the community to hire out very regularly? Any groups?**

The building will most definitely be open to anyone in the community to hire out. Its proximity to the playing field makes it an ideal venue for children's parties. In addition, over the years there have been some people who wanted to use the hall for exercise classes (Pilates / yoga) but to pay to hire the hall for a half day eventually proved too expensive for the small number of people who would attend in a small village. It is hoped that if the pavilion were available to hire on a different basis (e.g. hourly rate) then the smaller space would be enough for these groups and the fee would be more reasonable. We understand that the yoga group liked to be on the field if possible but needed the hall if the weather was bad. We have also had confirmation from a Village resident of their intention to set up a Village Tennis Club with weekly club meetings (please see attached letter) once the facility is open. We have also received informal inquiries concerning the setting up of Netball and Five-a-Side Football Clubs, neither of which would be possible without the changing, catering and entertaining facilities of the building.

**8. As I guess the cricket club will be one of the main users, are there any fees to join the club? Can anyone in the whole community join if they wish to?**

The Cricket Club is open to anyone and there is just a £20 per annum playing subscription. The Club is actively seeking new players and welcome new social members with a nominal £5 per annum subscription. Over the years at least a dozen local children have been coached and played with us, the vast majority of whom have gone on to play League Cricket at Seaton CC or other local Cricket Clubs and we would love to do the same for any other local children interested in taking up cricket.

**9. Did you ask the parish council whether they would be willing to give you a grant towards the project? If so, what was their response?**

We have not asked the Parish Council for a grant towards the project.

## Facebook Post to advertise the project to the community

The Village Hall, in partnership with Branscombe Cricket Club, have applied for planning permission to redevelop the facilities located on the playing fields behind the Village Hall.

The existing structure is, unfortunately, reaching the end of its life, showing significant signs of aging with part of the foundations sinking, the base of the walls rotting and much expenditure needed on the roof, exterior decking and handrails.

Whilst used regularly by the Cricket Club, the nature of the existing building meant that it was rarely used by other local groups, meaning the playing field is also very much underutilised.

We have therefore designed a new, multi-purpose Pavilion that not only meets the needs of the Cricket Club, but is also suitable for use by a large number of local groups.

It is hoped that the new Pavilion would be regularly used by:

- The School - sports, lessons or other outdoor learning opportunities
- Local Playgroups
- Local Social Groups
- Local Youth Cricket Teams, e.g. Devon and East Devon Under 10-U14
- Tennis Clubs or competitions
- Harvest Fair
- Bonfire Night
- Children's Birthday Parties etc
- Social bookings from external parties

The plans include a large central seating area, a kitchen/bar with serving area, and a large, private changing room that can be sub-divided into two rooms when necessary. It also includes a compostable WC and a covered veranda with planting at the front. The structure is approximately 12.5m x 8m and the plans show its position in relation to the existing Pavilion and maintenance sheds.

We think the Pavilion will significantly improve the appearance of the field and will be a fantastic new facility for the Village, significantly increasing the use of the playing field.

The Pavilion has been designed by a local architect and will be built by a local builder, with all additional labour, as well as all planning and preparation time provided free by the Cricket Club. The builder has very kindly agreed to provide his time free of charge.

Such an impressive structure, unfortunately, comes at a cost, especially with building materials significantly increasing in price since the project was conceived. We have so far managed, through some very generous donations, to secure around 60% of the necessary funding. We are therefore seeking further donations from local individuals to help us complete the project. Donations can be anonymous or can be recognised on a plaque attached to the building and will qualify for Gift Aid, meaning higher rate tax payers will receive tax relief on their donations.

We really hope you like the plans and if you are able to contribute to this fantastic new Village Facility, we would be very grateful to hear from you.

12 August 2021

To whom it may concern,

**Branscombe Tennis Club**

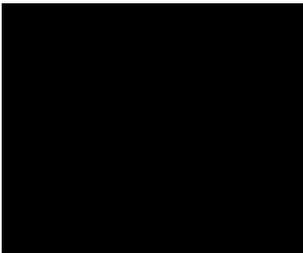
I confirm that it is my intention to set up a Tennis Club once the new Sports Pavilion is built on the playing fields behind Branscombe Village Hall.

The Tennis Club will meet weekly and will be open to all residents of Branscombe and neighbouring areas. Whilst there is an excellent tennis court behind the Village Hall, it has previously been impossible to bring local players together due to the lack of facilities, in particularly the absence of changing rooms.

The new pavilion will give us a fantastic place to meet and the kitchen area will allow us to provide refreshments after matches and whilst waiting to play.

We are very excited about the new facilities.

Yours sincerely



15<sup>th</sup> August 2021

To whom it may concern,

## Letter from Branscombe Primary School

As the Co-Chair of Governors for the Jubilee with Pebblebed Federation (comprising Branscombe, Broadhembury, Farway, Littleham and Woodbury Salterton Church of England Primary Schools) I am writing to express our support for the planning application (21/1852/FUL) to replace existing sports prefab with sports pavilion at Branscombe Village Hall and to explain the importance of the development to our school community.

Branscombe C of E Primary School is a small rural school located within the village of Branscombe and within walking distance of the village hall. Many years ago, through collaboration with the National Trust and the village hall committee, and recognising the importance of the facilities at the village hall, there was a safe pedestrian path installed between the school and the village hall. The school is on a small site, with a small, sloping, concrete playground. The playground is not large enough for ball sports or running games of any description. There is a small field adjacent to the school which is rented from the National Trust. Approximately  $\frac{1}{4}$  of this field is an allotment and the remainder of the field houses a "trim trail" activity structure. This field is also on a significant slope. Due to the nature of the school grounds, most physical education teaching takes place on the village hall site, either within the village hall, on the tennis / netball court or on the field. The school sports day takes place on the field.

Branscombe C of E Primary School is part of a federation of 5 primary schools and one of the benefits of the federation is that children from small schools can come together to gain the benefits of working in larger groups. Over the years since this federation has been in place, the Branscombe village hall and field have been a wonderful resource where children from some or all the schools can come together. In this way the school has used the field to have a federation sports day and to run a football club which would otherwise have been impossible. On these occasions, parent groups have been called upon to provide gazebo sun / rain shelters and to ferry refreshments from the village hall.

The proposed sports pavilion will provide excellent facilities for the school / schools to use for sports events. There is a changing area which was not available in the previous sports prefab and kitchen facilities that would allow access to make refreshments for events. The addition of a composting WC would make the school use of the field and pavilion much easier, as currently the WCs are located away from the field and through a busy car park and therefore children need to be grouped, monitored and accompanied to use these public facilities.

One of the benefits of a rural primary school is that a lot of learning can take place outside and the primary school curriculum contains many links to the local area. The new pavilion will provide a classroom base that can be used by groups that are out and about and learning in their local area. The communal space can be used as a classroom and the fact that there are kitchen and WC facilities located here means that the pavilion can be used for a whole day and not just for a couple of hours. One of the schools in the federation – Littleham C of E Primary School is in an urban area, and we can see the potential for bringing groups, from here to Branscombe, to support some of the curriculum topics that are better supported in our rural environment.

In the past the village hall has provided a safe space for school to continue when there have been emergency building works required or when building works at the school have overrun. On these occasions the village hall have been unable to take any other bookings as, for safeguarding reasons, it would be inappropriate to have shared usage of the village hall with the children in situ. Therefore, having the sports pavilion available will allow much more flexible use of all facilities for many different user groups.

Due to the nature of our small rural community, what was the village pre school is now an Early Years setting within the school itself; taking children from just 2 years of age. At this age, children are encouraged to be out and about in their environment, playing and learning at the same time. The sports pavilion will provide an excellent space with all the facilities required for these young children.

At times the school have been approached by freelance providers of before or after school groups, such as sport or drama groups. As we have no school playing field or hall, we have been unable to help host these. However, the sports pavilion may provide the ideal location for such groups and would provide additional opportunities for our young people to engage in activities and provide families with wrap around care options that are so often required but generally only available through larger school set ups.

Although we all hope that we are coming to an end of Covid restrictions, the past 18 months has seen us having to segregate groups and form bubbles within our school environment, and for some time it was actually impossible to have all children at school, due to the restrictions around groups and social distancing. To overcome some of these difficulties some outdoor space around the school was utilised for classes but this was difficult. Should such restrictions be required again, the sports pavilion could provide an excellent site for an additional make shift classroom which would allow us to keep more children in full time education.

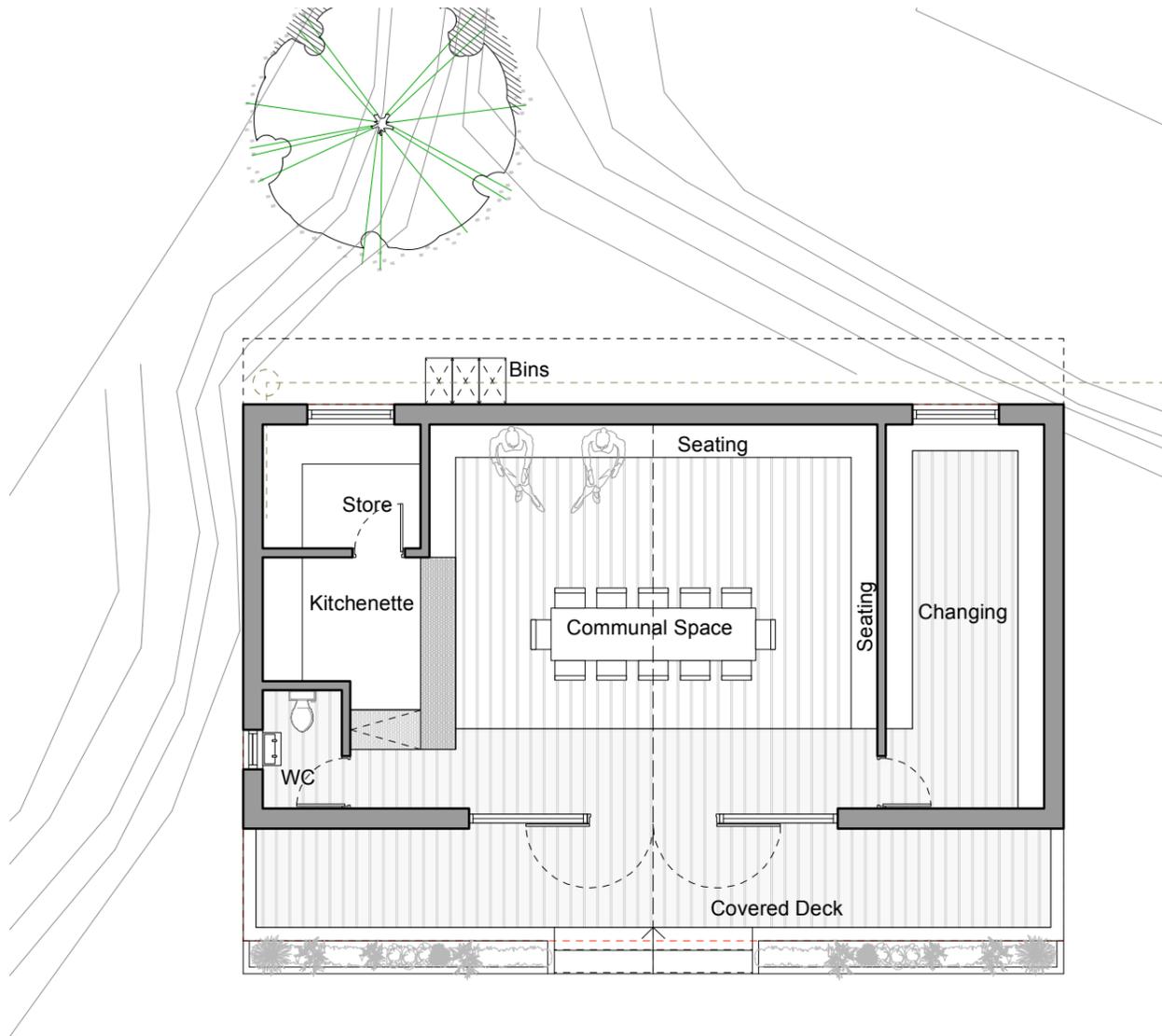
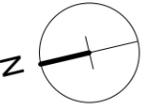
In our opinion this sports pavilion will be a huge asset, not only to our village school but also to our federation of five schools and to the community as a whole.



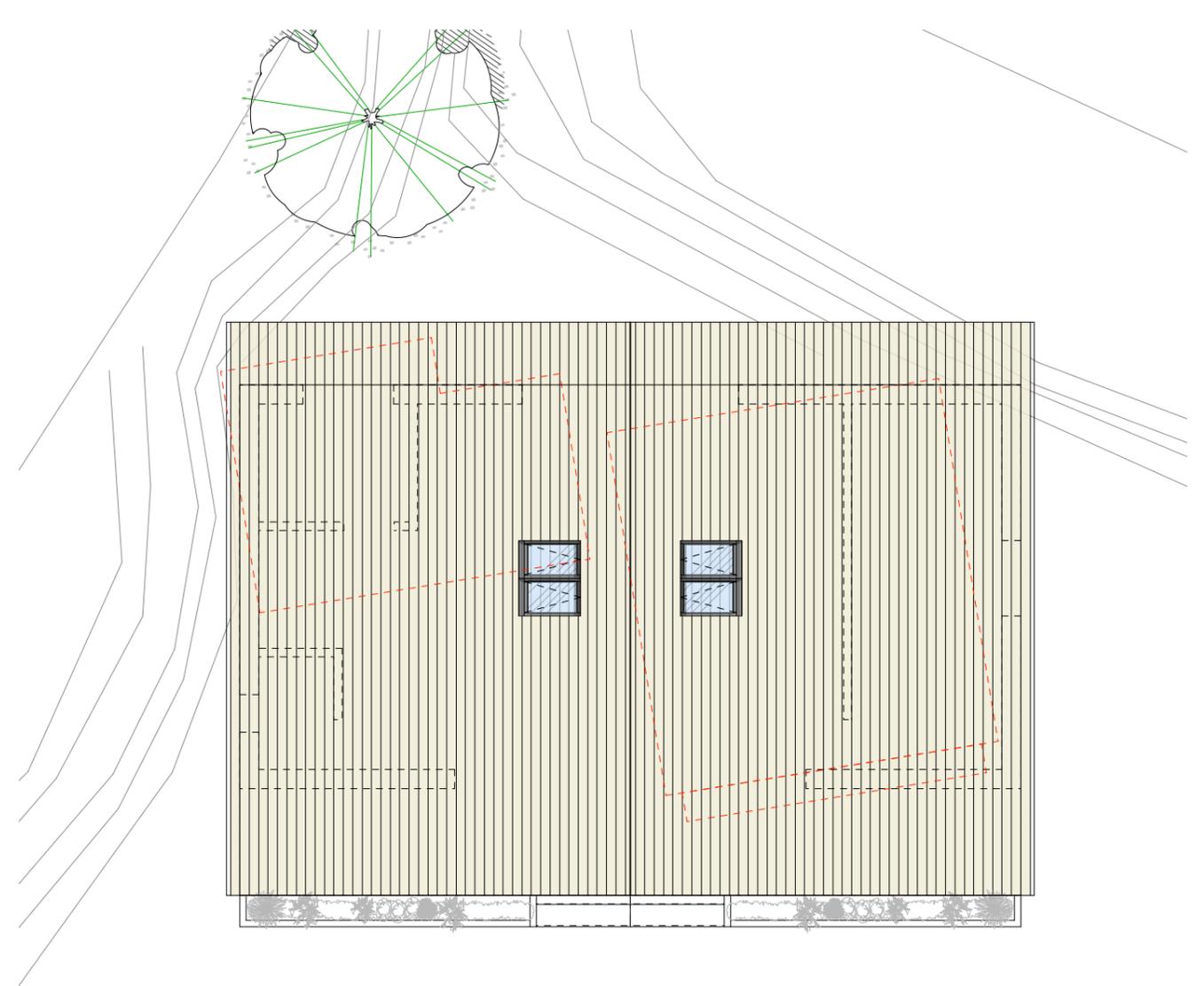
Jubilee with Pebblebed Federation

**The existing Pavilion:**





**Ground Floor Plan** (as proposed)  
 1:100



**Roof Floor Plan** (as proposed)  
 1:100



Revision	by	date	suffix
<b>Replacement Cricket Pavilion, Branscombe.</b>			
<b>Mr G Shorthouse</b>			
<b>Floor Plans as proposed</b>			
Scale:	1:100 @ A3	Drawing:	<b>2021_03</b>
Date:	April 2021		
<b>GROUP EMMETT DESIGN ARCHITECTS</b>			
higher slade farm sheildon near horilton devon ex144qs			01404841254 07896017642 info@groupemmettdesign.co.uk

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

**Name of Group:** Lympstone Village Hall

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?	X	
<b>Project Eligibility</b>		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'? 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 obtained three quotes for every part of the project, and clearly explained who they have selected each product / service. They have £28,179 in general reserves, and it's reasonable to assume annual running costs are expected to be £40,000. The Lympstone Village Hall has just changed to become a CIO.

# FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	5
Comments: The hall is the only large hireable community building in the village now that the Methodist church has closed. There is a youth hut, which is only suitable for small groups. It provides a space for a wide variety of activities. In normal times the hall is very busy with both the main hall and function room being used by multiple groups throughout the day, most of the time.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	2
Comments: Audio / visual project. The current projector is used regularly, 10 years old, functionality is limited and it's low quality. Replacing the above stage lighting with LED lighting - They are used regularly. It's very old, heat generating and uses a lot of power. Some cabling is degrading and spares are becoming increasingly difficult to find. Installing electric screen in the function room – the room is used regularly. They've got a projector but no screen			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	5
Comments: The village hall is run by a board of trustees that includes 8 nominated by the hall's user groups. They all agreed with these projects. Detailed conversations have then been had with users to agree the specifications.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	5
Comments: Very well planned, with three quotations provided for each element of this audio / visual project. Know exactly what they want to do.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	5
Comments: All other funding is in place. The hall is contributing £2,500, parish council £1,683 then the user groups of the hall have pledged £2,550. This is a fantastic spread of donations.			
<b>Total Score:</b>		<b>25</b>	22

## ASSESSOR Comments:

This hall is very important for residents of the parish, it's used all the time. Although the project isn't to do with the structure of the hall, it significantly impacts the usability of the hall for a lot of the user groups. Users have been involved in deciding on and developing the project.

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Lympstone Village Hall

The only other community building in Lympstone is a small youth hut, so this very well used hall is very important for the rural local community. Although the project isn't to do with the structure of the hall, it impacts the usability of the hall for a lot of user groups. Users have been involved in deciding on and developing the project. Although the hall would be left with over a years running costs in reserve, due to the ongoing pandemic I feel that this is prudent financial planning. There is a contribution from the parish council and financial contributions from the user groups, which is something we rarely see.

Total Project Cost:

£7,700

Award Requested

£3,364

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	£2,500	Y
Parish council	£1,683	Y
Grant:		
Pledges from user groups	£2,550	
<b>Total (if we give our grant)</b>	<b>£10,097</b>	

Priority Scoring:

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

Assessment Summary:

# East Devon District Council

## Community Building Fund Application Form

### 2019 / 2020

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

**IMPORTANT-** If your application is incomplete by the deadline, it will not be assessed and will be returned to you.

#### Data Protection

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

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

#### Eligibility checklist

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

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

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

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

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

## **A - Your contact details**

**3 Name of your community building:**

Lympstone Village Hall

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

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

Lympstone

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?

1187640

### 9 Is your governing document a....

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

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

- Named trustees  
 Parish Council  
 Official Custodian for Charities

### 11 Is your community building:

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

### 12 Are there any restrictive covenants in your governing document?

- Yes  
 No - please move onto question 13

#### If yes, please specify:

## C - About your project

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

The Village Hall provides the only large hireable community building in the village now that the Methodist Church has closed. The Youth Hut on Candy's Field is available to hire but is only suitable for small exercise classes, children's parties or similar.

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

The Village Hall is run for the benefits of the residents of Lympstone. It provides space for a whole range of activities from extra space for the Primary School every day during term time, Village Productions, Village Events such as the Art Show and Garden Club Annual Show, Film Shows, Clubs and Society Talks and Events, Art and Craft Group Classes, Exercise Classes, Children's Parties, Special Events & Weddings. Outside of Covid restrictions we are a very busy hall with our Main Hall and Function Room being used by multiple groups throughout the day, most of the time.

### 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.**

We are applying to EDDC to part fund electrical equipment replacement in the hall which has three elements:  
**REPLACE THE MAIN HALL CEILING PROJECTOR**

The Main Hall Projector is regularly used in normal circumstances for talks, films, Village meetings and presentations by a number of groups and organisations including the school. The current projector is c. 10 years old, not a high spec and functionality is limited i.e. most adjustments require someone climbing the Zarges! Technology has moved on and there is an opportunity to install an upgraded projector housed in a secure cage with remote control only. It will offer a plug and play solution. The quality would be suitable for use by the Film Society who currently have to set up their own projector on a shelf for every production. **TO REPLACE THE ABOVE STAGE LIGHTING WITH LED LIGHTING UNITS:** The above stage lights are used for many productions during the year, in normal circumstances. This includes School Productions, Lympstone Players Pantomimes and other productions, Lympstone Entertainments events, VATS Productions and one-off hire events. The above stage lighting is a very old installation, heat generating and uses a lot of power. It was not upgraded at the same time as the other Main Hall lighting c.10 years ago. Some cabling is degrading and needing repair on annual inspections. Spares will become increasingly difficult to obtain. LED lighting will not only significantly reduce energy consumption and provide greater flexibility it will mean those on the stage will not have a huge heat source above them. **INSTALL AN ELECTRIC SCREEN IN THE FUNCTION ROOM** The Function Room is used for many talks, meetings and presentations throughout the year under normal circumstances. We have just installed for the first time, a high grade ceiling mounted projector so that users do

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

The Board of Trustees have undertaken a complete review of the Hall facilities and introduced an ambitious programme of future works including maintenance, upgrades and installations that will allow us to provide a better service to our community, much of which will be wholly funded from our reserve capital. This is following on from other improvements that have significantly enhanced our facility: complete replacement of the audio system throughout the hall, installation of a projector in the Function Room (hirers previously supplied their own), remote controlled motorised screen in the Main Hall and refurbishment of the patio area to provide new seating. During this consultation, all projects were scored using eight criteria to help us prioritise our programme of improvements: 1. Benefit to existing and new user groups 2. Health & safety issue 3. Ease of completion 4. Cost 5. Estimated longevity 6. Impact on facilities during works 7. Impact on fixed and maintenance costs 8. Simplifies day to day operations The electrical works project scored highly and was identified as a high priority need. The new projector will: • Provide a high-grade image that fills the screen • Be safe to operate with remote control functionality – no climbing ladders! • Be easy to operate • Be installed within a secure cage so that it is protected and less likely to be damaged The new above stage lighting will: • Replace the degrading cabling that needs regular maintenance and replacement • Provide a better lighting solution • Cost less to run • Use LED technology with a life expectancy of 10,000 hours + • Not generate heat - so we won't toast the performers! The new Function Room Screen will: • Be operated by remote control not requiring any physical strength • Be easy to use • Provide a proper flat surface for a better image which will also fill the screen • Be located to remove the Health and Safety issue

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

The Village Hall is run by a Board of Trustees that includes 8 Trustees who are nominated by key Village organisations: Lympstone Parish Council, Lympstone Entertainments, Lympstone Players, Lympstone Film Society, Lympstone Tennis Club, Lympstone Community Hub, Lympstone History Society, Lympstone Art Group, Lympstone Garden Club. All but two Trustees were present at the meeting where this project was unanimously approved. Detailed conversations have taken place with key users to agree specification including representatives from Lympstone Players, Lympstone Entertainments, Lympstone History Society, Lympstone Art Group, Lympstone Garden Club and Lympstone Film Society. Lympstone Film Society are particularly pleased with the prospect of a permanently installed projector of appropriate quality to project films as it removes the

**18 Has planning approval been given?**

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

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

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

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

As soon as possible after funding is approved. Installation times: Projector 1 day, Lighting 2 days, Screen ½ day

## 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	£8307.92
Car park	
Other (please specify below)	£125.00
Installation of Projector	
Professional Architect Fees	
Professional Surveyor Fees	
Professional Solicitor Fees	
Disability access audit	
Safety planning supervisor	
Planning application/ Building Regulations	
VAT	£1661.58
Inflation/ contingency	
<b>Total Cost</b>	<b>£10094.50</b>

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

### 23 Match Funding (£)

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

Grant you are requesting from EDDC £3364

Your contribution £2500

Grant from Parish Council- is this confirmed? £1683

Yes

Other (please specify below and send evidence where possible) £2550

Lympstone History Society (Pledge) £50.00  
Lympstone Players (Pledge) £1,000.00  
Lympstone Film Society (Pledge) £1,000.00  
Lympstone Entertainments (Pledge) £500.00

Total £10097

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

Cllr Ben Ingham Dear Carrie, "I am in full support of your plans to replace and upgrade the LVH electrical equipment and application for funding from EDDC. Best wishes - Ben Ingham" "Cllr Geoff Jung I fully support this application for a grant for Lympstone Parish Hall" I can forward emails if required

## Section F- Checklist

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

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

#### Optional documents to send us:

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

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

**Post:** Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

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

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

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

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



### 27 Signature of applicant:



### 28 Date:

27 July 2021

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

**Lympstone Village Hall**

**Charitable Incorporated Organisation**

**Charity Number 1187640**

**Report and Financial Statements  
for the period 28 January 2020 to 31 March 2021**

**LYMPSTONE VILLAGE HALL CIO**  
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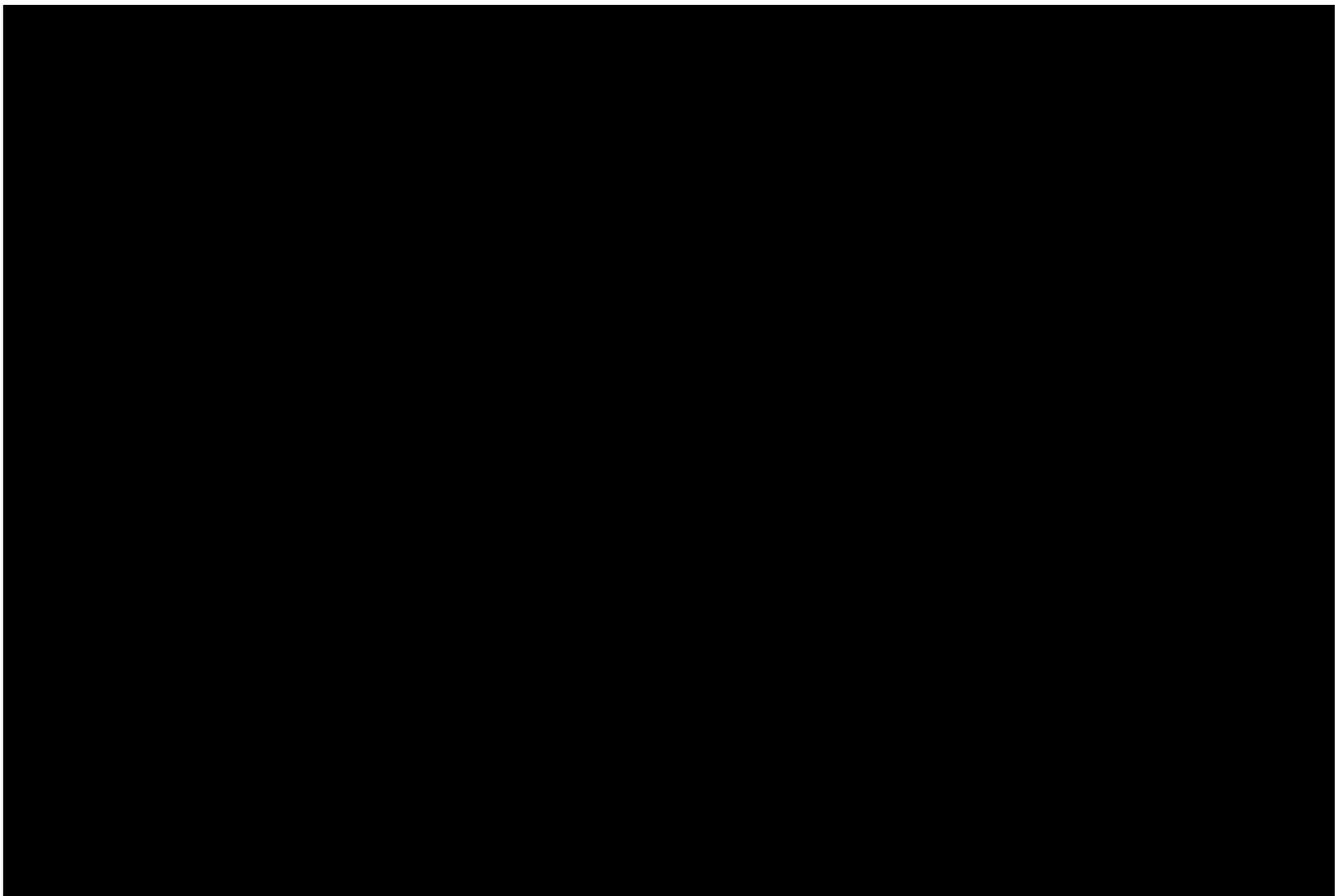
**Report and Financial Statements  
for the period 28 January 2020 to 31 March 2021**

**Lympstone Village Hall CIO  
Charity Number 1187640**

**Charity Information**

---

**Charity Address:** School Hill  
Lympstone  
Exmouth  
EX8 5JY



**LYMPSTONE VILLAGE HALL CIO**  
**TRUSTEES' REPORT**  
**FOR THE 14 MONTH PERIOD ENDING 31 MARCH 2021**

**LYMPSTONE VILLAGE HALL CIO**

Trustee Report for the period 28 January 2020 to 31 March 2021

[REDACTED]

I am delighted to report the creation of the new charity, a CIO that I'm sure will be well placed to seize the opportunities that exist to improve the provision of services to the Lympstone community.

The first period of any new charity has a necessary focus on governance, processes and procedures, and this work was largely completed by the CIO in the period, giving a firm basis for future activity. In particular, a detailed Policies and Procedures document was written, including Data Protection, Complaints, Environmental and Ethical Policies. Alongside, two handbooks have been created that fully detail the Maintenance and Operational requirements of managing the premises.

We expect the hall to play a significant and leading role in restarting community life, especially as the last year has seen the closure of the village Methodist Hall; we expect to accommodate additional users and uses. We have started considering enhancements to the hall facilities to support this.

At the time of writing (Easter 2021) it remains unclear how government restrictions will shape the return to normal activity, but we have taken steps, in management and practicalities, to "prepare for all eventualities".

**Structure and Governance**

The Trustees are pleased to present their first Report and Financial Statements of the new Charitable Incorporated Organisation, charity number 1187640. The Charity, which is now some ninety years old, has retained its previous name but changed the legal structure to allow the organisation to deliver charitable services under contract, and protect the personal liability of the Trustees.

Since inauguration, the Charity has appointed five new Trustees, strengthening the set of skills and experiences of the Board as a whole. In addition, the Charity retained eight of the Trustees who served on the old Charity's Village Hall Management Team, providing valuable continuity. Trustees comprise both appointed individuals, and those nominated by user bodies.

The Board of Trustees are supported by a Premises and a Bookings Manager. The team is completed by a part-time Cleaner and Bookings Support Officer.

**Objectives and Activities**

The Charity owns and manages Lympstone Village Hall, forming the centre of village activities. The Hall consists of a single storey complex containing three letting rooms: a Main hall, a Function room, and a Committee room, in addition to a licensed bar and kitchen.

The complex is used by a wide range of village organisations for social, educational, artistic, and entertainment purposes. It is also used by semi-commercial organisations, for example for exercise and keep fit classes. The Hall also hosts wedding ceremonies and receptions, and family parties.

The CIO continues to focus on its central purpose of providing high quality meeting and event spaces for the Lympstone community. It has been frustrating that delivery of this has been heavily affected by coronavirus, with government restrictions closing the hall for more than half the year.

**Achievements and Performance**

In common with many other village halls in England, the period from 24 March 2020 to 31 March 2021 has been a difficult one. The Charity has relied on significant C-19 grants to replace lost income during the periods of lockdown. One example is the impact on weddings - no ceremonies or receptions took place during this period, reducing normal income by an estimated £5,000 to £6,000.

Our contractors [REDACTED] have worked hard and well to keep the hall at readiness for the return of normality, and to handle the uncertainties and extra work with our hirers.

Despite these challenges, the Charity remains in a strong financial position as the UK "road map" to recovery from the C-19 pandemic unrolls.

### **Charity's Policy on Reserves**

The Charity's reserves policy is to maintain a minimum sum of £30,000 for general running costs and other commitments up to 9 months. In addition, the Trustees have approved the allocation of an additional £20,000 for future hall development projects.

### **2020/21 Unrestricted Funds**

	£
General running costs up to 9 months	30,000
Project development costs	20,000
<b>Total</b>	<b>£50,000</b>
<i>Ratio of Reserves to normal Annual Operating Expendit</i>	125%

**LYMPSTONE VILLAGE HALL CIO**  
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the trustees' report and the financial statements in

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
  
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 11/7/21..... and signed on its behalf by:



Trustee

**LYMPSTONE VILLAGE HALL CIO**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LYMPSTONE VILLAGE HALL CIO**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 6 to 11.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of Lympstone Village Hall you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of Lympstone Village Hall's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

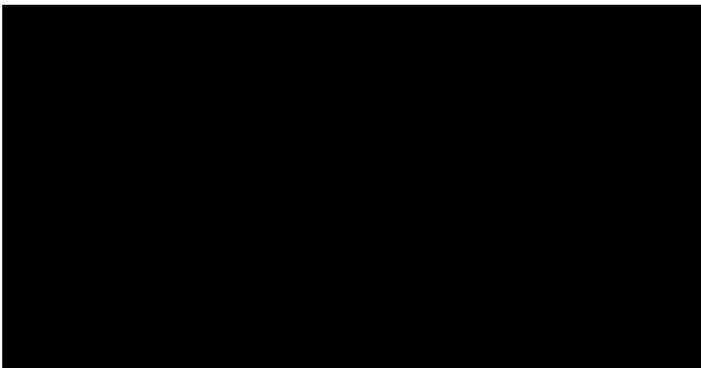
**Independent examiner's statement**

Since Lympstone Village Hall CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in

- 1 accounting records were not kept in respect of Lympstone Village Hall as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 22<sup>nd</sup> July 2021

**LYMPSTONE VILLAGE HALL CIO**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE 14 MONTH PERIOD ENDING 31 MARCH 2021**

14 Months Ending 31 March 2021

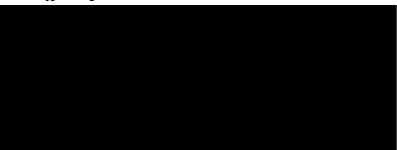
	Notes	Unrestricted £	Restricted £	Total £
<b>INCOME &amp; ENDOWMENTS FROM;</b>				
Donations and Grants	2	11,263	-	11,263
Charitable Activities	3	17,784	-	17,784
Other Trading Activities		-	-	-
Donation from Lymestone Village Hall		641,596	-	641,596
Interest Income		194	-	194
<b>TOTAL INCOME &amp; ENDOWMENTS</b>		<b>670,837</b>	<b>-</b>	<b>670,837</b>
<b>EXPENDITURE ON;</b>				
Generating Funds	4	23,220	-	23,220
Charitable Activities	5	600	-	600
<b>TOTAL EXPENDITURE</b>		<b>23,820</b>	<b>-</b>	<b>23,820</b>
<b>NET INCOME BEFORE TRANSFERS</b>		<b>647,017</b>	<b>-</b>	<b>647,017</b>
Gross Transfers between funds		-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>647,017</b>	<b>-</b>	<b>647,017</b>
<b>TOTAL FUNDS BROUGHT FORWARDS</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDS CARRIED FORWARDS</b>	15	<b>647,017</b>	<b>-</b>	<b>647,017</b>

All activities derive from continuing operations  
The notes on pages 7 to 9 form part of the financial statements

**LYMPSTONE VILLAGE HALL CIO**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Notes	31-Mar 2021 £
<b>FIXED ASSETS</b>		
Tangible Assets	11	598,838
		<u>598,838</u>
<b>CURRENT ASSETS</b>		
Debtors	12	538
Cash at bank and in hand		51,520
		<u>52,058</u>
<b>CREDITORS</b>		
Amounts falling due within one year	13	3,879
		<u>48,179</u>
<b>NET CURRENT ASSETS</b>		
Creditors falling due after more than one year	13	-
		<u>647,017</u>
<b>NET ASSETS</b>		
		<u>647,017</u>
<b>FUNDS</b>		
Unrestricted income fund	15	647,017
Restricted funds		-
		<u>647,017</u>
<b>TOTAL FUNDS</b>		
		<u>647,017</u>

These accounts were approved by the board of trustees and authorised for issue on  
 ..... and signed on their behalf by:

1/7/21  


The notes on pages 7 to 9 form part of these accounts

**LYMPSTONE VILLAGE HALL CIO**  
**NOTES TO THE ACCOUNTS**  
**FOR THE 14 MONTH PERIOD ENDING 31 MARCH 2021**

**1 Accounting Policies**

**Statement of Compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The Charity was formed as a CIO on 28 January 2020, and commenced charitable activities on 1 July 2020. These accounts show the Charity's activities for the operational 9 months ended 31 March 2021. On 30 June 2020, the operations, assets and liabilities were transferred from the previous Lympstone Village Hall Charity registered under Charity Number 269342.

**Going Concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

**Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

**Donations and Legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

**Donations of gifts, services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Donations of gifts, services and facilities include seconded employees, IT software and office space. Seconded staff's services are provided free of charge to the charity and the cost of their salary is incurred by a third party. IT software and office space are included at their estimate market value when donated.

**Grants Receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**Deferred Income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

**Resources Expended**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

**Tangible Fixed Assets**

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation is provided on tangible fixed assets at the following annual rates in order to write off each asset over its estimated useful life:

Freehold land and buildings	Not depreciated
Fixtures, Fittings and Equipment	20%, 10% or 5% per annum straight line

### Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables.

### Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Trade Creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

### Funds

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the Charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## 2 Income from Donations and Grants

	Unrestricted	Restricted	Total Funds
	Funds	Funds	2021
	£	£	£
Monetary Donation from Lympstone WI	125	-	125
Monetary Donation from Lympstone Film Society	500	-	500
Grants from East Devon District Council	10,638	-	10,638
	<b>11,263</b>	<b>-</b>	<b>11,263</b>

## 3 Income from Charitable Activities

Hire of Hall to Devon County Council (Lympstone Primary School)	9,750	-	9,750
Hire of Hall to other users	4,879	-	4,879
Feed in Tariff - Solar Panels	1,738	-	1,738
Other Income from Charitable Activities	1,417	-	1,417
	<b>17,784</b>	<b>-</b>	<b>17,784</b>

## 4 Generating Funds

	Activities	Support	Total Costs
	Undertaken	Costs	2021
	Directly		
	£	£	£
Contractors' Fees	10,050	-	10,050
Other Costs	-	13,170	13,170
	<b>10,050</b>	<b>13,170</b>	<b>23,220</b>

## 5 Expenditure on Charitable Activities

### Governance

Independent Examination Fees	600	0	600
	<b>600</b>	<b>0</b>	<b>600</b>

6 **Allocation of Support Costs**

	<i>Method of Apportionment</i>	<b>Generating Funds</b>	<b>Charitable Activities</b>	<b>Governance</b>	<b>Total Funds 2021</b>
		£	£	£	£
Covid 19 preparation	<i>Usage</i>	1,208	-	-	1,208
General expenses	<i>Usage</i>	264	-	-	264
Depreciation	<i>Usage</i>	4,267	-	-	4,267
Electricity and gas	<i>Usage</i>	1,334	-	-	1,334
Premises maintenance	<i>Usage</i>	2,441	-	-	2,441
Premises insurance	<i>Usage</i>	1,310	-	-	1,310
Licences	<i>Usage</i>	543	-	-	543
Marketing, IT and website development	<i>Usage</i>	177	-	-	177
Postage, printing and stationery	<i>Usage</i>	63	-	-	63
Refuse collection	<i>Usage</i>	237	-	-	237
Subscriptions	<i>Usage</i>	606	-	-	606
Telephone and internet	<i>Usage</i>	228	-	-	228
Water and sewerage rates	<i>Usage</i>	492	-	-	492
		<b>13,170</b>	<b>-</b>	<b>-</b>	<b>13,170</b>

7 **Trustees Remuneration & Benefits**

During the period no trustees received any remuneration.

During the period no trustees have received any reimbursed expenses or any other benefits from the charity.

There were no related party transactions with trustees in the year

8 **Independent Examination**

The independent examiner will be paid £600, including VAT, to examine these accounts

9 **Staff Costs**

	<b>2021</b>	<b>2020</b>
	£	£
Wages & Salaries	-	-
Employers National Insurance (100% allowance)	-	-
Employer Pension Contributions	-	-
	<b>-</b>	<b>-</b>

The average number of employees during the period was £nil

No employee received remuneration of over £60,000

The total employee benefits of the key management personnel of the charity were nil

10 **Taxation**

The charity is a registered charity and is therefore exempt from taxation.

11 **Tangible Fixed Assets**

	<b>Freehold buildings</b>	<b>Fixtures, Fittings and Equipment</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
As at 28 January 2020	-	-	-
Additions	-	9,726	9,726
Disposals (refridgerator purchased in 2011)	-	(252)	(252)
Transferred from Lympstone Village Hall	580,660	47,639	628,299
As at 31 March 2021	<b>580,660</b>	<b>57,113</b>	<b>637,773</b>
<b>Depreciation</b>			
As at 28 January 2020	-	-	-
Charge for the 14 month period	-	4,267	4,267
Disposals (refridgerator purchased in 2011)	-	(252)	(252)
Transferred from Lympstone Village Hall	-	34,920	34,920
As at 31 March 2021	-	<b>38,935</b>	<b>38,935</b>
<b>Net Book Value</b>			
As at 28 January 2020	-	-	-
As at 31 March 2021	<b>580,660</b>	<b>18,178</b>	<b>598,838</b>

<b>12</b>	<b>Debtors</b>		<b>2021</b>
			<b>£</b>
	Hall Hire		267
	Prepayments		271
			<u>538</u>
<b>13</b>	<b>Creditors</b>		<b>2021</b>
			<b>£</b>
	Accruals		600
	Wedding Deposits Received in Advance		3,279
			<u>3,879</u>
	Amounts falling due after one year	-	-
		<u>-</u>	<u>-</u>
<b>14</b>	<b>Financial commitments and guarantees</b>		

The total amount of financial commitments not included in the balance sheet is £nil.

<b>15</b>	<b>Funds</b>					
		<b>Opening Balance 28-Jan-20</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers</b>	<b>Closing Balance 31-Mar-21</b>
		£	£	£	£	£
	<b>Unrestricted Funds</b>					
	<b>General Unrestricted Funds</b>	-	670,837	23,820	(618,838)	28,179
	<b>Designated Unrestricted Funds</b>					
	Fixed Asset Fund				598,838	598,838
	Project Development Fund				20,000	20,000
		<u>-</u>	<u>-</u>	<u>-</u>	<u>618,838</u>	<u>618,838</u>
	<b>Total Unrestricted Funds</b>	<u>-</u>	<u>670,837</u>	<u>23,820</u>	<u>-</u>	<u>647,017</u>
	<b>Total Restricted Funds</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Funds</b>	<u>-</u>	<u>670,837</u>	<u>23,820</u>	<u>-</u>	<u>647,017</u>

All assets and liabilities as shown on the balance sheet are unrestricted.

**16 Controlling entity**  
The charity is controlled by the Board of Trustees, supported by a Management Team

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

**Name of Group:** Northleigh Village Hall

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
<b>Project Eligibility</b>		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'? 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 will be spending £4,980 on this project. However, this still leaves them with more than a years running costs in reserve, but they have explained that they are trying to be financially prudent and keep more of their reserves, due to the extreme uncertainties around the pandemic. There are only two quotes, because it was difficult to get people to quote during the pandemic, they have had the two quotes checked by an engineer.

# FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	5
Comments: There are no other community buildings within the parish. The nearest alternative community building is ?? The hall is in frequent use in normal times.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	3
Comments: The car park surface is 30+ years old and is beginning to fail and subside, the binding of the tarmac has gone. The hall is in frequent use in normal times, serving a community who are significantly elderly and experience mobility issues, so having a flat, safe, easy to use car park is important. Although the project isn't integral to the structure of the hall, it is very important for the people that use it.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	5
Comments: There are many messages of support from the groups that hire the hall regularly.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	5
Comments: Well planned, with two quotations provided and the advice of an engineer sought. Know exactly what they want to do.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	5
Comments: All other funding is in place, the remainder of the money would come from the hall itself and £200 from the parish council.			
<b>Total Score:</b>		<b>25</b>	23
ASSESSOR Comments: This hall is vital for residents of the parish. Although the project isn't to do with the structure of the hall, it significantly impacts the usability of the hall. There are messages of support from the community.			

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Northleigh Village Hall

There are no other community buildings within Northleigh, so the hall is vital for the rural local community. Although the project isn't to do with the structure of the hall, it significantly impacts the usability of the hall. There are several messages of support from the users of the hall, which is in use regularly in normal times. Although the hall would be left with over a years running costs in reserve, due to the ongoing pandemic I feel that this is prudent financial planning. There is a contribution from the parish council.

Total Project Cost:

£7,700

Award Requested

£2,590

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	£4,980	Y
Parish council	£200	Y
Grant:		
None		
<b>Total (if we give our grant)</b>	<b>£7,700</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	5
2. Need for proposed works	3
3. Local support	5
4. Planning of project	5
5. Funding package	5
<b>TOTAL SCORE:</b>	<b>23</b>

Assessment Summary:

# East Devon District Council

## Community Building Fund Application Form

### 2019 / 2020

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

**IMPORTANT-** If your application is incomplete by the deadline, it will not be assessed and will be returned to you.

#### Data Protection

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

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

#### Eligibility checklist

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

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

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

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

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

## **A - Your contact details**

**3 Name of your community building:**

Northleigh Village Hall

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

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

Northleigh 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?

203606

### 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.**

None

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

4 days a week during summer, 6 days a week during winter. Art Group - weekly Monday afternoon, Pilates Class- weekly Monday evening, Film Club - monthly Tuesday evening, Parish Council - monthly Tuesday evening, Short Matt Bowls - weekly Friday evening, Norley Nosh (community lunch event)- monthly Wednesday lunch time, Quiz Night - monthly Wednesday evening Sept. to May, Valley Troupers (drama group)- weekly Thursday evening Sept to spring production and Sunday lunch time bar open- weekly.

**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.**

We are undertaking a project to refurbish the Hall car Park. The current surface has been down for 30 + years and is beginning to fail, but more significantly there is some subsidence in a major area which is requiring attention. We obtained quotations from two reliable local contractors which were checked out for us by a retired senior engineer from SW highways who negotiated on our behalf to ensure we were comparing like with like and that the technical specification was fit for purpose. The best estimated cost is £7770 inc VAT. Although we benefitted from the Government's Covid support which covered the total loss of income for over a year. To meet this cost in full would leave the Hall funds very low. In view of the many uncertainties still with us the committee is reluctant to proceed. The provision of a grant covering a third of the cost would give us a valuable financial cushion.

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

The Hall is in frequent use and serving a scattered community, many of whom are elderly and a significant number experience difficulty with mobility. It is essential to maintain a safe and easy to use car park. Failure to deal with the problems of the existing surface will lead to further and more severe deterioration which may well effect access to the hall for some members of the community.

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

Visual evidence of subsidence and inspection of surface area with surfacing contractors. We have also taken advice from an experienced highways engineer.

**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?**

Before the winter. The work is expected to be completed within a week

## D - Project costs and match funding

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

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

### 22 Project costs (£)

Purchase of land

Purchase of building

Construction work

Adaptation/ repair work

Fixtures and fittings

Car park 6475

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT 1295

Inflation/ contingency

**Total Cost 7770**

**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 2590

Your contribution 4980

Grant from Parish Council- is this confirmed? 200

yes

Other (please specify below and send evidence where possible)

Total 7770

Shortfall nil

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

From Councillor Paul Arnott "As ward councillor and as leader of the district council I can confirm that Northleigh Village Hall plays a vital role in the community, hosting a range of activities from exercise classes, art groups and short mat bowls to film nights and civic and private functions. The car park is overdue making good, and I consider this to be a very worthy application." From Councillor Helen Parr "Northleigh Village Hall is an excellent facility. Over the years I have regularly attended events and meetings in the hall which is beautifully maintained, and very well used, as is the most convenient car park adjacent. The car park surface is in need of maintenance and I support this application by the Village Hall Committee for funding to help with the costs of repairs which would otherwise leave the Village Hall funds very low and be unaffordable."

## Section F- Checklist

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

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

#### Optional documents to send us:

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

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

**Post:** Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

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

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

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

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



### 27 Signature of applicant:

[Redacted signature]

### 28 Date:

29/06/2021

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

## Northleigh Village Hall Car Park 29<sup>th</sup> June 2021



Left: General view of Hall and Car Park.

Below: Area of significant failure, including some subsidence.

Bottom right: View of area more typical of the surface of the Car Park. The 'binding' of the tarmac has gone which is to be expected on a surface that has been down for over thirty years.



Northleigh Village Hall  
Refurbishment of Car Park to Village Hall Project 2021  
Messages of support from activities using the Village Hall

**Northleigh Parish Council**

*Chairman of Northleigh Parish Council)*

Northleigh parish council would like to support the village hall in the application for a grant to resurface the car park.

As a council we regularly use the hall and car park for our meetings.

We would like to make a contribution of £200 towards the cost of resurfacing the car park.

**Art Group**

It is important to the members of the Art Group, the majority of whom are elderly, to have easy access for cars when attending. Few live within walking distance and all have to bring their equipment and materials with them to the classes.

**Film Club**

The Film Club at Northleigh Village Hall is well supported from Northleigh residents and people from neighbouring Villages. This can result in a lot of cars in the car park mainly in the winter months when it's dark.

Although there is outside lighting the poor condition of the car park surface is something that needs to be addressed as a matter of urgency.

**Norly Nosh (Community Lunch Activity)**

On behalf of the Norly Nosh group I would like to confirm our support for the project to resurface the carpark. Although we haven't been able to run this year we look forward to welcoming our community back to our monthly lunch. It would really help access to the hall if the surface could be improved as we do cater for some elderly and less mobile residents, an even surface would make getting in and out much safer.

Many thanks

**Valley Troupers (Drama Group)**

The Valley Troupers drama group meet at Northleigh Village Hall from September until April. The members come for a wide area and so the car park is well used, mainly during the dark! The performances take place over three nights with the audience coming from far and wide and on those nights there is the necessity for a lot of parking. It is essential that the surface of the car park is in good order to maximise space and to prevent tripping over rough areas or potholes. The Hall is well maintained but the car park in its present condition is rather unsightly and could potentially be a safety hazard.

**Pilates Class**

I run the Pilates class in Northleigh village hall on a Monday evening and I think my clients will benefit from the resurfacing of the carpark.

Some of my clients are elderly and find the surface difficult to walk across to get to the hall.

It would be of benefit to everyone as the road is very uneven, even driving on and off feels unsafe as the cars bump up and down upon arrival and departure.

Please give this matter consideration to make it safer for everyone who uses the much needed hall.

**NORTHLEIGH VILLAGE HALL**

**Income & Expenditure Account for the Year Ended 31st December 2020**

**Statement of funds and assets as at 31st December 2020**

2019		2020
£	£	£
<b>INCOME</b>		
200.00	Art	£150.00
4859.68	Bar	£839.50
67.85	Books	£32.11
563.24	Bowls	£120.00
1151.50	Drama	£0.00
311.00	Film Club	£65.00
3301.25	Fundraising	£175.50
1085.00	Hall Hire	£370.00
0.00	Norley Nosh	£100.00
275.25	Sundry	£10,000.92
		<hr/>
	11814.77	11853.03
<b>EXPENDITURE</b>		
3040.67	Bar	£742.40
623.69	Cleaning	£318.70
63.58	Drama	£270.00
1047.61	Electricity, Water, Fire	£902.72
939.45	Food	£81.21
542.99	Insurance	£558.86
258.62	New Equipment	£95.99
1049.86	New Work	£0.00
770.56	Oil	£161.75
295.86	Performing Rights	£0.00
2296.47	Repairs & General Expenses	£3,935.60
180.21	Stationery	£0.00
724.25	Sundry	£603.80
		<hr/>
	11833.82	7671.03
	-19.05	<b>Excess of income/(expenditure)</b>
	12469.86	4182.00
	<hr/>	<hr/>
	12450.81	12450.81
	<b>Balance as at 31st</b>	
	<b>December</b>	<b>16632.81</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>ASSETS</b>		
31/12/2019		31/12/2020
8652.96	Current Account	12138.32
43.22	Deposit Account	43.22
2939.83	Building Fund Account	3941.04
60.00	Bar Float	£100.00
11696.01	Total bank and cash	16222.58
754.80	Bar stocks	410.23
		<hr/>
12450.81	<b>Total Assets</b>	16632.81
		<hr/> <hr/>

Bar purchases per books

£397.83

Add: Decrease in stocks

£344.57

£742.40

The decrease in stocks is due to lockdowns.

**Name of Group: Offwell Sports and Social Club**

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?		X
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
<b>Project Eligibility</b>		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'? 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 12 years remaining on the lease, although a new lease for 50 years is being drawn up and has been sent to solicitors and has been agreed between all parties. The remaining two thirds of the cost all comes from the hall itself, it would be better if there was some other funding as well, especially from the parish council. They've applied for parish council funding but won't hear back yet. Although the hall would be left with over a years running costs in reserve, due to the ongoing pandemic I feel that this is prudent financial planning.

# FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	2
Comments: The village hall is next to the Offwell Sports and Social Club. The village hall is used by the school most days, dance groups, weddings, funeral wakes and events like bazaars, quiz nights, bingos etc so is the main community building in Offwell. The social club is much smaller so is used when a smaller venue is required, including the parish council monthly meeting, the Church use if for their coffee mornings as only a few attend and is just the right size, small group of ladies do Pilates in the skittle alley, tea parties, childrens parties.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	2
Comments: They have a veranda, which is attached to the club. It is becoming rotten and contains asbestos so they are looking to replace it. It hasn't been deemed as dangerous. The veranda will be used by fish and chip and Thai customers, Church Coffee Morning, fund raising like cream teas etc, Pilates can go out there for their classes when hot and the skittle alley opens on to it so will be good for the skittlers to sit out there when waiting for their turn especially when both alleys are used which will be 24 skittlers plus spectators. Sometimes the veranda will be used in conjunction with the hall. When assessing the application we have to disregard the uses that aren't in conjunction with the hall itself.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	4
Comments: Several emails of community support have been received, two from organisations.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	5
Comments: Well planned, with three quotations provided. Know exactly what they want to do.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	4
Comments: All other funding is in place, the remainder of the money would come from the hall itself. They have applied for £1,000 from the parish council but won't know if this has been successful until September.			
<b>Total Score:</b>		<b>25</b>	17

## ASSESSOR Comments:

There is a larger and more well used village hall next door. The project is for a veranda, which will sometimes be used in conjunction with the hall. The project and funding package are well planned.

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Offwell Sports and Social Club

Offwell Sports and Social Club isn't the only community building in Offwell. The larger and well used village hall is next door. However, the sports and social club provides a less well used, smaller venue for smaller events. The project is for a replacement outside veranda as the current one is rotting and contains asbestos. This will infrequently be used in conjunction with the hall (which makes it eligible for this fund, we have to disregard uses that aren't in conjunction with the hall itself). The project is well planned and the funding package is suitable. If Members wish to approve the application, I would strongly suggest a condition would have to be added that the grant wouldn't be able to be offered until the new 50 year lease is signed off.

Total Project Cost:	Award Requested	Recommendation
£7,500	£2,500	£

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	£5,000	Y
	Parish council	£1,000	Applied for, result unkonwn. If gained the hall will reduce their contribution by £1,000.
	Grant:		
	None		
	<b>Total (if we give our grant)</b>	<b>£8,500</b>	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	2
2. Need for proposed works	2
3. Local support	4
4. Planning of project	5
5. Funding package	4
<b>TOTAL SCORE:</b>	<b>17</b>

Assessment Summary:

# East Devon District Council

## Community Building Fund Application Form

### 2019 / 2020

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

**IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you.**

#### Data Protection

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

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: <http://eastdevon.gov.uk/privacy>

SNAP Surveys Ltd Privacy Policy: <https://www.snapsurveys.com/survey-software/privacy-policy-uk>

#### Eligibility checklist

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

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

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

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

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

## **A - Your contact details**

**3 Name of your community building:**

Offwell Sports and Social Club

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

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

Offwell,

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:

### 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 new lease for 50  
yrs being drawn up

### 12 Are there any restrictive covenants in your governing document?

- Yes
- No - please move onto question 13

If yes, please specify:

## **C - About your project**

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

The Village Hall is beside of our club, club is for villagers and the sports people and the skittle alley.

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

Open Wed, Frid, Sat and Sun lunch times, sports people and club members of the village. Also Parish Council hold their meetings, Pilates and for childrens parties.

**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 remove the old veranda which is asbestos and rotten and replace with new and larger to the end of the patio.

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

More user friendly for the club members and users, will make sitting outside much better and sheltered, would have been ideal with the Covid, children can play there when skittle alley is in use with teams and is very close to the new play park, which is going in shortly.

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

Everyone has been wanting to do this for a long time, we have contacted three local builders and have got estimates, all of the same frame of mind especially as it is at present containing a lot of asbestos.

**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?**

Would like to start before the autumn and should take about 3 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 £7,500.00p

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** £7,500.00p

**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 £2,500.00p

Your contribution £5.000.00p

Grant from Parish Council- is this confirmed? 00

no

Other (please specify below and send evidence where possible)

Total £7,500.00p

Shortfall £2,500.00p

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

Have contacted Helen Parr to get a statement from her, will forward on as soon as I have received it. Will send all information etc to you via post.

## Section F- Checklist

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

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

#### Optional documents to send us:

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

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

**Post:** Jamie Buckley, Engagement and Funding Officer, East Devon District Council, Knowle, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

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

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

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

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



### 27 Signature of applicant:

[Redacted signature]

Will send all information by post.

### 28 Date:

128/07/21

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

# Offwell Sports and Social Club

## Answers to queries

- Please could you tell us exactly what stage the new 50 year lease is at?

The stage of the 50 year lease, this has been agreed by all parties and will by next week be with the solicitor.

- Would the new veranda be physically attached to the building itself?

The veranda at present is attached to the club and continues in slate from the roof, the bottom layer of slates will be removed and the new roof will be attached

As now to the club.

- Due to the asbestos and rotten wood, is it currently unusable? Have you been advised that it is dangerous?

No it has not been deemed as dangerous, just we know it is rotten when we have painted it and also know it is made of asbestos.

- Did you approach any other grants providers, or the parish council to see if they would contribute to your project? The Councillors on the panel do prefer to see a contribution, however small, from the parish council. If you approached the parish council, what was their response?

I have been waiting for two weeks for a funding form from the Parish Council, had it today and filled it out and sent it back, have requested £1,000.00p, don't hold out much hope as our PC don't often give out grants. They have not got a meeting until mid August and will not come back with an answer until the Sept meeting.

- Please could you outline the difference between the village hall and the sports and social club? What kind of groups use each? What does the sports and social club provide over and above what the village hall can provide?

The difference between the hall and the club is that the village hall is a lovely hall but very large and the acoustics are dreadful, it is used by the school most days, dance groups, weddings, funeral wakes and events like bazaars, quiz nights, bingos etc. The social club is much smaller, even with the skittle alley adjoined, often used for meetings, including the parish council monthly meeting, the Church use it for their coffee mornings as only a few attend and is just the right size, small group of ladies do Pilates in the skittle alley, tea parties, and lots of childrens parties, especially as it opens out onto the patio and then very close to the play area. The hall as I say is a lovely building but is much too large for small events, also costs a lot to heat and chairs and tables have to be put out each time used.

- Can anyone hire the sports and social club? Is it open for anyone in the community to use / open for any groups to hire or do people have to be members of the club to use it? What are the membership charges?

Anyone can hire the sports and social club, also the skittle alley (jubilee room). You have to be a club member to have the bar or I can obtain a tens license if necessary. There is a small charge for the hire depending what it is used for, club members get a small discount anyway. The membership charges are £10 per year, but this year we dropped them to £5 as

we were closed so much. Next year we intend to increase them to probably £15.00 per person.

- You say in your application that it's open Weds, Fri, Sat and Sunday lunchtimes for sports people and club members of the village. What happens during those times? What happens to the hall at other times? How regularly is it hired out to the local community?

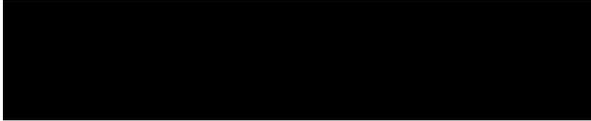
The club is open on Wed for football practise and skittles, skittles on Fridays (double alley) usually both alleys used, Saturday for fish and chips once a month, Thai take away once a month, and Sunday lunch times for just a lunch time drink, this is something new and is very popular. Each time the club is open we also have the bar open as it is club members that are there, ie skittlers, footballers villagers, we allow people in as guests 4 times then they have to become members, which works very well. I can't tell you much about who hires the hall apart from above, lots of people from outside hire the hall for various events.

- Besides being used for club members to sit outside and for children to play under, are there any other purposes you could foresee the veranda being used for?

The veranda will be used by fish and chip and Thai customers, Church Coffee Morning, fund raising like cream teas etc, the school will use it for the children using the playing field to put their coats and drinks on, the footballers will be able to watch the football when wet, Mums who collect the children from the school use the one now for sitting after school and having a chat and watching the children playing on the field or in the play park, they also have picnics, it will be used on our Annual Firework night, we usually get a local firm to put up scaffolding to stand under, so this will be brilliant. Pilates can go out there for their classes when hot and the skittle alley opens on to it so will be good for the skittlers to sit out there when waiting for their turn especially when both alleys are used which will be 24 skittlers plus spectators. This new veranda will be greatly used, and much appreciated.

Please attached the photos of the outside of the club under the old veranda, (only two photos) the size of it as it is at the moment is 48ft x 5ft and will hopefully be 48ft x 15ft, which will make such a difference.

Regards

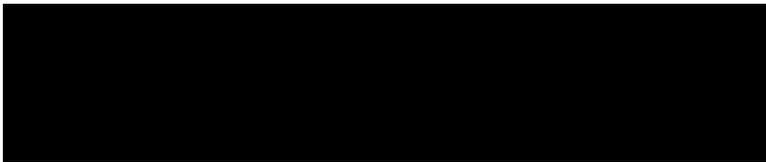


## Offwell Sports and Social Club Emails of support



██████████ would just like to say what an enjoyable evening we had at the social club relaxing outside with friends. The idea of a lovely new big verandah sounds great and a very useful addition to draw folk into the club. It would allow guests to enjoy the beautiful surrounding scenery and parents would be able to keep a watchful eye on their offspring in the play park. I think people are particularly mindful of the current situation and would appreciate the chance to socialise outside. It would also encourage games like Pétanque to be played and enjoyed. Sounds great fun . ██████████

Sent from my iPad

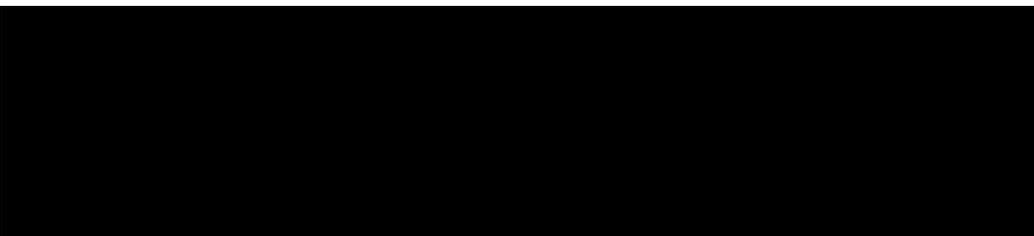


To whom it may concern

Offwell School fully supports the proposed new veranda at Offwell Club house. This will be very useful for an undercover area for spectators (parents) at our sporting events held on the field. It will also be very useful in providing shelter for when our parents are watching their children play at the playpark.



Regards



I was very excited to hear we are able to apply for a veranda to be installed above the patio area outside the club house. With the recent pandemic a lot of people are still very worried about gathering inside contained area's and as you well know the football season is primarily wet season! A dry outside space will certainly make people more comfortable especially some of the elder generation who else may hesitate to come and get involved.

Having a dry outside space would do wonders for us as a club. As well as providing a great viewing point for the supports in poor weather it will also provide space for the teams to socialise after the games.

Getting teams to stay after the match is very Important to us as a club because it allows to run a raffle and various other competitions to raise money. As you well know our football club is run entirely by volunteers and has no real form of earning so things like this are super important to us.

Keep me up to date with any news of progress.

Kind Regards



### **Statement from Cllr Helen Parr**

*I write in support of the Offwell Sports and Social Club Grant Application to replace and extend the roof over the Sports and Social Club veranda.*

*The roof has been in place for about 50 years. It does not cover all the patio, contains asbestos, and is now beyond repair.*

*The club is used by many local organisations and club members, and the veranda area provides much used extra outdoor seating.*

*The club has the majority of the money it needs to fund this project, but cannot fund all the cost as it needs to keep some monies in its reserves, which have been depleted by Corona Lockdowns.*

If possible you should get letters of support from as many user organisations as possible.

You should also have the support of Offwell Parish Council.

Best wishes,  
Helen

Councillor Helen Parr

**OFFWELL SPORTS AND SOCIAL CLUB**

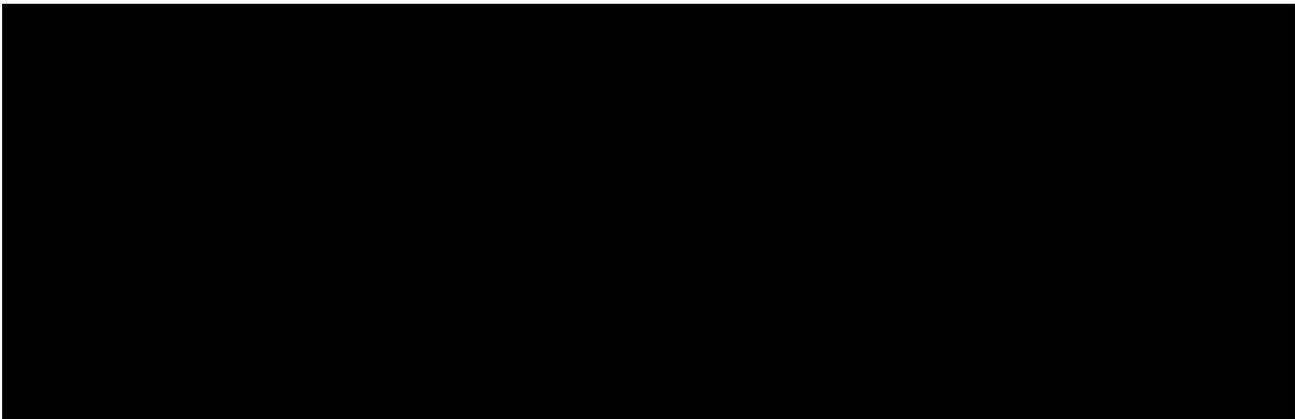
**Profit and Loss Account for the year ending 31<sup>st</sup> December 2020**

	£	£
<b>Income</b>		
Bar Sales		7,967.25
Bar stock as 01.01.2019	2,207.92	
Add: Bar Purchases	6,522.32	
Less: Stock held as at 31.12.2020	(1,845.22)	
Cost of Sales		6,885.02
Subscriptions	525.00	
Miscellaneous Income	0.00	
Interest received	9.80	534.80
<b>Gross Profit</b>		<b>1,617.03</b>
<b>Less Expenditure</b>		
Rent	3,500.00	
Alarm Maintenance	552.00	
Club & Pavilion Expenses	2,801.11	
Donations – Playground	500.00	
Licenses	292.81	
Gratuity Payments	650.00	
Bank Charges	0.00	
Miscellaneous Payments	85.74	8,381.66
<b>Net Profit/(Loss)</b>		<b>(6,764.63)</b>

**OFFWELL SPORTS AND SOCIAL CLUB**

**Receipts and Payments for the year ended 31<sup>st</sup> December 2020**

<b>Payments</b>	<b>2020</b>	<b>2019</b>
Tolchards Purchases    13,945.78		
Other Bar Purchases    2,561.37	16,507.15	16,507.15
Rent	3,500.00	3,500.00
Equipment Maintenance	906.12	906.12
Club & Pavilion Expenses	603.40	603.40
Licences	415.59	415.59
Gratuity Payments	650.00	650.00
Miscellaneous Payments	176.10	176.10
Bank Charges	20.00	20.00
Cash at Bank	8,173.27	8,173.27
Cash in Hand	-	-
Business Reserve Account	3,268.27	3,268.27
Furniture Account	7,804.26	7,804.26
	<b>42,024.16</b>	<b>42,024.16</b>



**OFFWELL SPORTS AND SOCIAL CLUB**

**Receipts and Payments for the year ended 31<sup>st</sup> December 2020**

<b>Receipts</b>	2020	2019
Current Account as at 31.12.2019	8,173.27	3,129.46
Cash in Hand	-	136.88
Business Reserve as at 31.12.2019	3,268.27	4,624.88
Furniture Funds as at 31.12.2019	7,804.26	7,788.67
Bar Sales	7,967.25	24,100.24
Subscriptions	525.00	855.00
Bank Interest Received	9.80	22.28
Miscellaneous	-	1,366.75
	<b>27,747.85</b>	42,024.16

<b><u>Financial Position</u></b>	2020	2019
Cash at Bank		
Cash in Hand	-	-
Current Account	1,761.54	8,173.27
Business Reserve Account	3,271.17	3,268.27
Furniture Account	7,811.16	7,804.26
Floats		
Petty Cash	150.00	150.00
Valuation of Bar Stock	1,845.22	2,207.92
	<b>14,839.09</b>	21,603.72

**OFFWELL SPORTS AND SOCIAL CLUB**  
**BALANCE SHEET AS AT 31<sup>ST</sup> DECEMBER 2020**

Reserves as at 31.12.2019	21,603.72	Bar Stock	1,845.22
Surplus/(Deficit) of Income Over Expenditure	( 6,764.63)	Current Account	1,761.54
		Cash In Hand	-
		Reserve Account	3,271.17
		Furniture Account	7,811.16 <i>X</i>
		Floats	150.00
	----- 14,839.09 =====		----- 14,839.09 =====

**Auditors Certificate**

I certify that I have audited the books and records of Offwell Sports and Social Club for the year ending 31<sup>st</sup> December 2020, and that, subject to the attached notes, the above Accounts are in accordance with the books, records and information supplied.

To the best of my knowledge and belief, the above accounts give a true and fair view of the financial position of the Club as at 31<sup>st</sup> December 2020.

Dated: 1st March 2021



## OFFWELL SPORTS AND SOCIAL CLUB

### Notes to accompany the Accounts for the year ending 31<sup>st</sup> December 2020

1. The bar gross profit shows a margin of 14%

#### 2020 Performance Review

##### INCOME

	2020 £	2019 £	2018 £	2017 £
1. Bar Sales	7,967.25	24,100.24	18,102.59	18,775.91
Gross Profit	1,082.23	7,649.23	7,195.23	6,146.60
Gross Margin	14%	32%	40%	33%
2. Subscriptions	525.00	855.00	590.00	940.00

##### EXPENDITURE

Due to COVID trading restrictions, it is difficult to comment on expenditure as most of the expenditure is that of general overheads, but there were additional expenditure incurred as premises were closed, and the management took advantage of the closure and employed the redecoration of the Club House.

##### BANK ACCOUNTS

	2020 £	2019 £	2018 £	2017 £
Current Account	1,761.54	8,173.27	3,129.46	3,808.36
Cash In Hand (banked January)		-	136.88	
Reserve Account	3,271.17	3,268.27	4,624.88	3,936.72
Furniture Account	7,811.16	7,804.26	7,788.67	6,224.91
Total Bank Balances	12,843.87	19,245.80	15,679.89	13,969.99

An decrease of £6,401.93

##### Conclusion

The Club has been fortunate during the COVID trading restrictions, to have had bank reserves to cover the general overheads. Whilst for the first time in several years, the Club made a loss of £6,764.63, this was inevitable with restricted trading.