

Agenda for New Homes Bonus Panel Tuesday, 19th March, 2019, 10.00 am

Members of New Homes Bonus Panel

Councillors: D Barrow (Chairman), M Allen, D Barratt, P Diviani,
S Grundy, D Hull, G Jung, C Pepper and T Wright

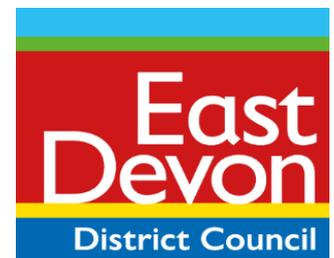
Venue: Clyst Room, Blackdown House, Honiton

Contact: Christopher Lane;

01395 517544; email: clane@eastdevon.gov.uk

(or group number 01395 517546)

Monday, 11 March 2019



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- 1 Apologies
- 2 Notes of previous meeting (Pages 3 - 4)
- 3 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 4 Communities Together Fund Rules (Pages 5 - 11)
- 5 Budleigh Food Event £2,687.28 (Pages 12 - 56)
- 6 Honiton transport to dementia support £4,000 (Pages 57 - 82)
- 7 Lympstone flood resilience project £7,700 (Pages 83 - 101)
- 8 Newton Poppleford air ambulance landing site £6,490.36 (Pages 102 - 124)
- 9 Ottery St Mary Dementia Action Alliance and outreach £10,390 (Pages 125 - 194)
- 10 Seaton Walkers leaflets and information £2,921.60 (Pages 195 - 215)
- 11 Stoke Canon footpath £1,960 (Pages 216 - 231)
- 12 Uplyme air ambulance landing site £2,783.02 (Pages 232 - 255)
- 13 Upottery playing fields footpath £6,250 (Pages 256 - 296)
- 14 West Hill football goals £1,581 (Pages 297 - 325)
- 15 Seaton Majorettes (Pages 326 - 344)

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

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

Members of the public exercising their right to speak during Public Question Time will be recorded.

[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the New Homes Bonus Panel held at
Knowle, Sidmouth on Thursday 25 October 2018

Present: Councillors:
Dean Barrow (Chairman)
David Barratt
Paul Diviani
Simon Grundy
Tom Wright

Also Present: Councillor Phil Twiss, Devon County Council

Apologies: Councillors:
Mike Allen
Douglas Hull
Geoff Jung
Christopher Pepper

Officers:
Ali Eastland, Locality Development Officer, DCC

Officers: Jamie Buckley, Community Engagement and Funding Officer
Chris Lane, Democratic Services Officer

The meeting started at 10:00am and finished at 10.45am.

- *1 Minutes
The notes of the previous meeting of the New Homes Bonus Panel held on 14 May 2018 were confirmed as a true record.
- *2 Declarations of interest
There were no declarations of interest.
- *3 Communities Together Fund Application Form and Guidance Notes for 2018/19
Members received the Communities Together Fund application form and guidance notes for 2018/19
- 4 Communities Together Draft Scoring Template
Members received the Communities Together Fund Draft Scoring Template for 2018/19 which was for discussion.
During discussion the following points were highlighted:
 -) There is £194.000 available in 2018/19, in addition there is £30,905.60, which is ring-fenced for Exmouth and this funding would be distributed by a 'Dragons Den' style event.
 -) In response to a question, it was confirmed that contributions in kind could be considered as match funding on a case by case basis.
 -) Crowdfund East Devon had been agreed by Council the previous evening.
 -) There is expected to be considerable interest in this year's round of funding, with a large number of applications for funding received.

-) There was the possibility of Devon County Council providing additional funding for schemes through their Community Chest on Crowdfund UK.

RECOMMENDED: that the draft scoring template as presented in the report be approved.

Communities Together Fund 2018 / 2018 / 2019



Rules

Communities Together Fund- An Introduction

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants through the Communities Together Fund. This fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Projects should benefit, enhance and make a difference to communities.

Projects are more likely to be funded if they involve organisations working together. This could include voluntary and community groups, clubs, town and parish councils, community interest companies or registered charities. All applicants must demonstrate how they have explored opportunities to work together with others on the proposed project.

Projects must benefit two or more town or parish council areas within Devon. For example, this could be factors such as residents of neighbouring parish attending your project, or the project being delivered in multiple locations in different parishes.

Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits. Although we will consider applications that include a small benefit to Exmouth as well as a larger benefit to two or more other town or parish councils, where there is a significant benefit to Exmouth or where Exmouth is the only beneficiary you must apply to the Exmouth fund through Exmouth Town Council.

The funding is available initially for this year only, there is no guarantee of it being available in future years.

How much can you apply for?

-) There is a total funding pot of about £195,000. This made up of £1.10 per elector in East Devon, plus the unallocated funding from the Parishes Together Fund which money was allocated to in the same way.
-) You can apply for a maximum of £30,000 and a minimum of £400.
-) A minimum of 20% of the total costs of your project must be funded from other sources. For example, for a project that costs £10,000 in

total, you can apply to this fund for a maximum of £8,000 and must have a minimum of £2,000 of the money to pay for the project from elsewhere. You should have at least the vast majority of your match funding in place before applying to us, preferably all of it.

-) If the organisation paying for the project is VAT registered and is able to claim back VAT, you must only apply and claim for the net amount (total amount minus VAT).
-) We'll pay grants upon receipt of invoices and receipts for the project as outlined in the application form unless you agree an exception with us in advance.
-) There is likely to be a lot of competition for the funding, so not all projects will be funded. Have a good think about how much you really need and what other funding you might be able to find from elsewhere.

Who can apply

Four types of organisations can apply:

- 1. Town and parish councils.** Your project must benefit two or more town or parish council areas in East Devon, excluding Exmouth who are managing their own funding. Each application must be submitted jointly by two or more parish or town councils with one application form submitted by a lead parish or town council. In addition you must make the relevant East Devon District Councillors aware of your project. To find out about which EDDC Ward Members cover your area:
<http://eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/>

The following can also apply, as long as they have a governing document, which needs to be sent with the application:

- 2. Charities registered with the Charities Commission.** You'll need to send in accounts from the previous financial year.
- 3. Properly constituted and regulated Community Interest Companies** registered with Companies House. You'll need to send in accounts from the previous financial year.
- 4. Voluntary and community groups and clubs** where someone like a town or a parish council has agreed in writing to be accountable for the project and the funding, and bankroll it. Please send evidence with your application. The accountable organisation will need to send in relevant documents.

Organisation types 2, 3 and 4 please note;

-) All projects must benefit two or more town or parish council areas. Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.

-) You must have the written support of at least one of the town and parish councils for the areas that would benefit from your project (not including Exmouth). You must send this in with your application. When you contact the relevant town or parish councils you must also contact the relevant East Devon District Council Ward Member(s) to let them know about your project, so for example if you are emailing the town or parish council then copy in the Ward Member.
To find out about town and parish council areas and how to contact them: http://www.eastdevon.gov.uk/parish_and_town_councils.htm
To find out about which EDDC Ward Members to contact: <http://eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/>

What we will fund

-) Projects that benefit two or more town or parish council areas within East Devon. For example, this could be factors such as residents of neighbouring parish attending your project, or the project being delivered in multiple locations in different parishes. Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits. Although we will consider applications that include a small benefit to Exmouth as well as a larger benefit to two or more other town or parish councils, where there the majority of the benefit is to Exmouth or where Exmouth is the only beneficiary you must apply to the Exmouth fund through Exmouth Town Council, which is not yet open to applications.
-) Projects that show communities working together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.
-) All applicants must show that they have explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project.
-) Grants are for both capital (one off costs of a permanent item, structure etc) and / or one off revenue costs (temporary items, events, start-up costs, costs of a time limited project etc.). Can include one off staff costs / time limited project staff costs.
-) All grant money awarded must realistically be able to be spent and claimed within 12 months of receiving your grant offer letter.

What we won't fund

-) Projects that only benefit one town or parish council area within East Devon.

-) Projects where there is a significant benefit to Exmouth or where Exmouth is the only beneficiary. In this case you must apply to the Exmouth fund through Exmouth Town Council.
-) Unsustainable projects. For example, projects that need to continue beyond the life of the funding but are unlikely to be able to.
-) Projects working with vulnerable people where there isn't a Safeguarding Policy and / or appropriately trained staff / volunteers.
-) Projects for organisations that have more than 12 months running costs in reserves.
-) Projects where planning permission is required but hasn't yet been given.
-) Funds can't be given to help pay off debts.
-) Projects that promote religion or politics.
-) On-going costs including staff costs or costs for the day to day running of an organisation, unless this is during a transition phase with documented evidence of how the project will become sustainable post transition.
-) Regular activity such as grass cutting, ditch and drainage work and other associated 'lengthsman' duties.
-) Projects that are the statutory obligation of another statutory organisation for example Devon County Council, the Church or the NHS.
-) Projects that will have already started before grant offers are made.
-) Repeat projects. You can't apply for funding for the same project twice, unless there is a compelling business case proving this will help the change to the project becoming sustainable. We also won't fund projects that have previously received funding from the Parishes Together Fund.
-) Funds can't be given to benefit individuals or private / for profit enterprises.
-) Projects that are eligible for East Devon District Council's Community Buildings Fund: <http://eastdevon.gov.uk/grants-and-funding/community-buildings-fund/>

What to include as part of your application

-) Please send us quotations, tender specifications and evidence of cost as outlined:
 - All projects that will cost under £5,000 must include at least one written quotation from a contractor (if using a contractor) / supplier.
 - If the total cost of your project is between £5,001 and £100,000 you must provide a minimum of three quotations. For projects

between £5,001 and £100,000 you must invite quotations using a written tender specification containing brief details of the project and asking for quotations to be submitted to you by a specified deadline. The same written tender specification must be sent to all organisations you're inviting to send you a quote. This is to ensure all organisations vying for the project have exactly the same information to use for their quotation.

- If the total cost of your project is over £100,000 you must use a formal tender process and a minimum of 4 suppliers must respond to a written tender specification. If you aren't sure what this involves please contact us.
 - If for some reason you can't submit the required number of quotations please send us information / evidence of why this isn't possible.
 - If your project doesn't involve any 3rd party quotations please give us as much detail as possible on how you reached your conclusion of costs.
-) If you are applying as a voluntary or community group, Community Interest Company or a registered charity you'll need to send us a copy of your governing document. You must also send us the previous year's accounts for your organisation, or evidence that another organisation such as a town or parish council will be accountable for and bank roll your project. Also send us a letter of support from at least one of the town and parish councils that your project will cover.
-) If your project involves work with vulnerable people then send us a copy of your safeguarding policy/policies and details of how any staff and volunteers are appropriately trained.
-) Please send supporting documents wherever possible. This could include things such as; details of offers/ grants from any other funder/ organization, photographs, specifications and drawings, extracts from your Parish Plan(s) or Neighbourhood Plan(s), evidence of consultation e.g. letters of support, evidence of need for your project.

When to apply?

The closing date for all applications is midnight on Wednesday 16 January 2019. Any applications received after this will not be taken forward and will be returned to you. The fund is confirmed for this year only. Decisions on applications will be made at the end of March 2019. This is a competitive fund, we don't expect to be able to fund all applications.

Once the deadline is reached incomplete applications will not be assessed.

How will we assess your application?

Once the deadline has passed all applications undergo an eligibility check. If your application is incomplete or ineligible we will not take it any further.

If we have any queries on your application we will send those queries to the main contact for the application by email. They will need to respond by the deadline given or we will not take your application any further.

Once your application has been passed as eligible it will be evaluated and presented to a group made up of EDDC Councillors (the New Homes Bonus Panel) and a Devon County Councillor, for a decision to be made.

The fund aims to support projects that are:

-) needed locally
-) of benefit to two or more parish / town council areas
-) supported by the local community
-) evidencing how they have explored opportunities to work with others
-) well thought out and planned
-) in receipt of the 20% of project costs from elsewhere

You will be told in writing around the end of March 2019 whether your grant application has been successful or not. Successful applicants will receive a grant offer letter which must be signed and sent back to us within one month.

All monies must be claimed within 12 months of receiving your grant offer letter.

Privacy statement / 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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

Further detail about our use of your personal information can be found in the relevant Data Protection Policy and 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>

Who do I contact?

If you have any queries or to send in your application form and supporting documents please use the following contact details:

Community Engagement and Funding Officer, East Devon District Council,
Knowle, Station Road, Sidmouth EX10 8HL

Phone (01395) 517569

E-mail jbuckley@eastdevon.gov.uk

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Budleigh Salterton Chamber of Commerce

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?	X	
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?		N/A
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?	X	
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	7
Comments: The need for more community events features in the Budleigh Neighbourhood Plan which involved the whole town. The Chambers of Commerce would work with the Lions to carry out the event. They are also working with the Town Council. May spark off further initiatives they want to work together on.			
2	Benefitting, enhancing and / or making a difference to communities.	5	4
Comments: It will bring communities together to celebrate local traders and produce as residents will be encouraged to shop locally for their food and drink. The selling of tickets and buying of food will encourage people to visit local organisations.			
3	The need for the project.	5	3
Comments: A need for such projects has been evidenced in the Neighbourhood Plan. Will bring communities together to celebrate. Could result in a similar project each year.			
4	How well is the project planned?	5	3
Comments: Project has quotations. There are also queries around the £20 per table cost, plus the cost of people bringing their own food. However, this £20 would be put towards running a similar event in subsequent years if successful. But what happens to these monies if a similar event isn't run in subsequent years?			
Total Score:		25	17

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Budleigh Salterton Chambers of Commerce

To celebrate the Raleigh 400 years centenary and in response to a request from members of the chambers of commerce to organise more social events they'd like to hold a community street party in Budleigh on 6 July 2019. They would invite residents from Budleigh, East Budleigh and Otterton. Residents would pay for a table and bring along food brought from local traders. There would be entertainment around a Raleigh theme.

Total Project Cost:

£3,359.10

Award Requested

£2,687.28

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>
Budleigh Chamber of Commerce	£671.82	Yes
Total (if we give our grant)	£	3,359.10

Priority Scoring:

ITEM	SCORE
1.	7
2.	4
3.	3
4.	3
TOTAL SCORE:	17

Assessment Summary:

East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

**Please read the guidance notes thoroughly before completing the application form.
All applications must be with us by midnight on Wednesday 16 January 2019.**

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Budleigh Salterton Chamber of Commerce. Budleigh Salterton Town council. Otterton Parish Council. East Budleigh Parish Council
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If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

[Redacted] []

3. Main contacts phone number:

[Redacted] []

4. Main contacts e-mail:

[Redacted] []

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

- A charity registered with the Charities Commission
- A Community Interest Company registered with Companies House
- A town or parish council

If the lead organisation is a registered charity, please put your charity number below:
If the lead organisation is a Community Interest Company please put your registration number below:

[]



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East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- accountable for the project and bankroll it?
- If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?
- If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?
- Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.



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East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

To celebrate the Raleigh 400 centenary and in response to a request from members of the Budleigh Salterton Chamber of Commerce for the Chamber to organise more social events, we would like to hold a community street party in Budleigh Salterton High Street and Fore Street on the evening of Saturday 6th July 2019 and invite the communities of Budleigh Salterton and neighbouring parishes, East Budleigh and Otterton to attend.

The event would be similar to "Nello's longest table" held in Topsham biennially, which is very popular and raises money for local projects and charity. Tables are charged at £20 for a table seating up to 6 people.

This is because if we don't get funding from you we will need to make sure we can cover costs and do another event next year if successful.

We propose to provide a 6 foot table and 6 chairs per table and take bookings for each table for family and friends to share a meal that they bring with them. We would encourage the food and drink to be bought locally both from Budleigh traders and the community shops in East Budleigh and Otterton to support local businesses. The pubs, restaurants and take aways may also want to get involved and provide carry out food for those who would rather not bring a picnic hamper and possibly put on extra entertainment.

The event provides a good opportunity for residents of Budleigh, East Budleigh and Otterton to socialise together and promotes good relations and engagement between the neighbouring communities.

We would offer some Elizabethan type entertainment to compliment the Raleigh theme.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project?

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

Although the Chamber of Commerce will be co-ordinating the event they would work alongside the Budleigh Salterton Lions to assist them with the logistics of table lay out, road closure, marshalling etc. (see email from Lions evidencing support)

The Budleigh Salterton Carnival Club may also wish to get involved, as they also have experience with road closures and large social gatherings. We have members of both groups on our Chamber of Commerce executive.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Following the disappointing cancellation of the Food and Drink Festival that was due to be held in April 2019 there is an opportunity to create an alternative event that will bring communities together to celebrate our wonderful local produce.

Making tickets available from the Budleigh TIC and from the Community Shops in East Budleigh and Otterton will encourage people to visit and support these valuable organisations

Requesting that people buy from traders on the High Street or community shop and not bring in food from outside supermarkets, embraces the ethos of 'Buy Local' that the Chamber of Commerce wishes to establish in the area.

Working together with neighbouring parishes may spark off further initiatives that will benefit the community as a whole.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

The results of a survey carried out by the Chamber of Commerce of its members indicated a desire for more networking and social events.

Clauses CLW14, CLW 15 and CLW4 of the Budleigh Salterton Neighbourhood Plan support the need for providing such community based projects

Letters have been received from the area Devon County councillor, an East Devon District Councillor and the Budleigh Salterton Town Council in support of this event.

(see evidence pack for details)

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

The proposed date for the street party is the 6 July 2019. Apart from a deposit for the table and chair hire, which would have to happen long before March in order to secure the booking, other costs can be met nearer the date. We will have to apply for road closure and possibly TENS before March but maybe able to defer payment until later. The Chamber of Commerce would cover these upfront costs.

13. How is your project sustainable?

Should be approximately 80 words

For example, Is it a one off event, will the money pay for buying some Items that will stay with the project, Is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

If successful, monies from table bookings will be used by the Chamber to help fund a similar event next year.



<< Back Reset Print responses Save responses Next >>



East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

Design of posters and flyers - £405
 Printing of flyers and posters - £159.10
 Road closure fee - £75
 Rolle car park closure - £420
 Entertainment (Cantiga) - £692
 Chair and table hire - £1,608

Total cost = £3,359.10

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the

Communities Together Fund:

£2,687.28

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

£671.82

Budleigh Salterton Chamber of Commerce

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

N/A

N/A

Total cost of project:

Shortfall (please specify below how this shortfall will be met):



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East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):

--	--

Date:

11 January 2019

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

**Please send accompanying information clearly labelled with your project details to:
Post: Community Engagement and Funding Officer, East Devon District Council, Knowle,
Station Road, Sidmouth, EX10 8HL
E-mail: jbuckley@eastdevon.gov.uk**



[<< Back](#)
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Budleigh Salterton Town Council
Council Offices, Station Road, Budleigh Salterton,
Devon, EX9 6RJ

Telephone 01395 442245
Town Clerk: Mrs J E Vanstone

Our Ref: JV/18.370/46
Date: 9 January 2019

Miss J Buckley
Community Engagement and Funding Officer
East Devon District Council
Council Offices
Knowle
Sidmouth

Dear Jamie

Application for Communities Together Funding – Budleigh Salterton Street Party

At a Meeting of the Town Council held on Monday 7 January 2019, Members discussed the proposed application by Budleigh Salterton Chamber of Commerce to the Communities Together Fund and I am pleased to advise they fully support the application.

They are fully aware of the struggles facing High Street traders and feel a community street party involving the residents of Budleigh Salterton, Otterton and East Budleigh would bring people into the town and enable local businesses to promote themselves. It could also be an opportunity for the local pubs and restaurants to put on extra events and for visitors and residents alike to get together.

Following the cancellation of the Food & Drink Festival (due to be held in April 2019), it is hoped this event will go some way to fill the void and Members wish the organisers every success.

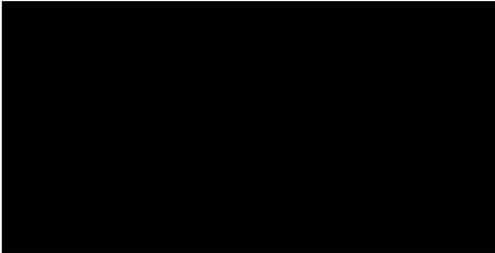
Yours sincerely



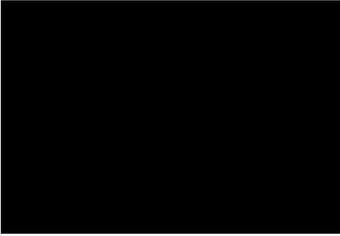
Town Clerk

EAST BUDLEIGH with BICTON PARISH COUNCIL

15 High Street
East Budleigh
Devon
EX9 7DY



VL/jml



14 January 2019

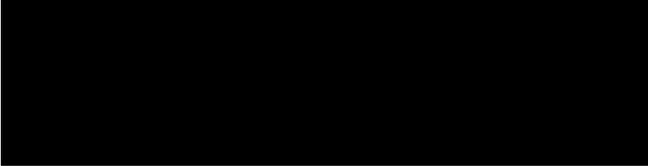
Dear 

Street Party, Budleigh Salterton – July 2019 – Communities Together

Thank you for your email which was passed on to our Chair and Vice Chair for discussion as it was too late to leave a decision until our next meeting on 22 January.

Councillor Lister (Chair) and Patsy Hayman (Vice Chair) are delighted to give their support on behalf of East Budleigh with Bicton Parish Council and hope to participate in the street party in July.

Yours sincerely



Clerk to the Parish Council
Tel 01395 445080
Email clerk@eastbudleigh-pc.org.uk

Dear [REDACTED]

To confirm that Otterton Parish Council are willing to participate in this event using its Parishes Together funding.

Kind regards.

[REDACTED]
Chairman
Otterton Parish Council



Virus-free. www.avast.com

From: [REDACTED]
Subject: Fwd: Communities Together Fund
Date: 10 January 2019 at 20:53

SH

Whoops!,,,,,

Sent from my iPad

Begin forwarded message:

From: [REDACTED]
Date: 10 January 2019 at 10:19:46 GMT
To: [REDACTED]
Subject: Communities Together Fund

Dear [REDACTED] having attended the recent Town Council meeting and heard the presentation regarding the above I wish, as your District Councillor, to fully support this initiative. I understand this will take place on Saturday 6th July in the High Street.

This event will not only generate a genuine sense of community, celebrating the final chapter of Raleigh 400 but should also benefit the local shopkeepers.

In my opinion this proposal admirably meets the criteria and objectives of the fund.

Having received unanimous support from the Town Council I hope your team's plans gather momentum resulting in a successful outcome

Best wishes

Steve Hall

Sent from my iPad

From "Christine Channon" (christine.channon@devon.gov.uk)
 To [REDACTED]
 Sent Monday, January 7, 2019 6:22 PM
 Subject RE: Communities together - street party

-  Home
-  Compose
-  Drafts
-  Recently Received
-  Recently Sent
-  Settings
-  Help
-  High contrast

[REDACTED]

As the local County Councillor I am writing to offer my support for your Communities Together Venture. In recent times, for various reasons, the High Street Shopping areas have been suffering a lack of trade , so anything we as a Community can do to support them is welcome. Hopefully this event will bring people to the town, the local businesses will use it as an opportunity to promote themselves and I suggest that the food shops and local community shops in East Budleigh and Otterton will see it as an opportunity to offer table hampers of local food.

It is also an opportunity for the local hostelries to consider what kind of extra events they put on that day to encourage their trade.

Unfortunately the Food and Drink Festival planned for Budleigh Salterton has now been cancelled so I think that your Street Party should fill the bill of improving the local economy.

Every good wish for the future

Christine

Christine Channon MA ARIC
 County Councillor for Exmouth/Budleigh Coastal Division

From: [REDACTED]

BUDLEIGH LIONS.

From:
Subject:
Date:
To:

PH

Hello

This email is to verify that the matter of the Street Party has been discussed at a meeting of Budleigh Salterton Lions and it was decided that the party would be supported in terms of helping in providing some assistance with manpower and helping with road closures.

Hoping this email is sufficient for your application

Budleigh Saltertons Lions Club.

[Sent from Yahoo Mail on Android](#)

Dear Men,

@

As you will see, needs something to back the Chamber application.

Can one of you kindly do this please? I think by Email will be OK & the fastest way, Helen can print it off.

Thanks so much.

Yours,

Dear

I'm putting together the evidence I need to support our application to EDDC for the street party. Can I have something from the Lions to say they will be involved and supporting the event please?

I need it by Weds latest!!

Kind regards

Date	04 January 2019
Entered By	EMMA

QUOTATION

Customer Name and Invoice Address [REDACTED]	Delivery Address Budleigh Salterton
--	---

Contact Name	[REDACTED]	Delivery Date:	Fri 05/07/2019
Telephone No.	[REDACTED]	Collection Date:	Sun 07/07/2019
Mobile No.	[REDACTED]	Date of Function	06/07/2019 - 06/07/2019

Qty	Reference	Description	Unit Price	Total
100	0918	Table 6' x 2'6	4.20	420.00
600	0903G	Burgundy fold flat	1.50	900.00

Goods	£1,320.00
Discount	
Delivery	£20.00
Sub Total	£1,340.00
V.A.T.	£268.00
Total	£1,608.00

This Quotation is valid for 30 days and subject to availability of equipment at the time of booking.

Should you wish to confirm this Quotation please contact the office. A 25% deposit will be required to confirm your order.

Unit 4
Langdon Business Park
Oil Mill Lane
Clyst St Mary
Near Exeter
EX5 1AF
Tel: 01392 252351

WELLBEING

9.29 Wellbeing is about feeling good and functioning well and comprises an individual's experience of their life; and a comparison of life circumstances with social norms and values.

Wellbeing:

- Adds years to life
- Improves recovery from illness
- Is associated with positive health behaviours in adults and children
- Is associated with broader positive outcomes
- Influences the wellbeing and mental health of those close to us
- Has implications for treatment decisions and costs
- Affects decisions about local services
- Can protect against developing illness
- May ultimately reduce the healthcare burden

COMMUNITY ACTION CLW14:

The Town should encourage and support community values and engagement. The town will look to support fundraising events and encourage the voluntary sector in partnership with local businesses and professionals to work together on community based projects on an ongoing basis.

Responsibility: BSTC, Voluntary Sector, Chamber of Commerce, Budleigh in Business

9.30 Mental illness accounts for 23% of all ill-health in England and affects more than one in four of the population at any time. Good mental health is linked to good physical health, education, employment, and reduced crime and antisocial behaviour. Budleigh Salterton should aim to improve the public uptake of wellbeing promotion programmes, and prioritise measures that have the greatest public impact to improving wellbeing.

COMMUNITY ACTION CLW15:

The Town will actively promote healthy lifestyles and family values with Health, Care and Well-being at the heart of the community.

Responsibility: Hospital Community Hub, BSTC, Budleigh Salterton Medical Centre, St Peter's Primary School, Churches, Youth Clubs

- 9.9 Over the years Budleigh Salterton has gained a reputation for hosting a number of Festivals which have not only been supported by residents but have also brought in many visitors to the town thus enhancing its reputation and adding to the footfall in the High St. The Literary, Music, Jazz and Food and Drink Festivals have become important events on the Town's calendar.
- 9.10 Fairlynch Museum and Arts Centre celebrates the heritage of Budleigh Salterton and the Lower Otter Valley. Run by volunteers and funded only by grants and donations, its education outreach programme benefits local schoolchildren and, as a tourist attraction, it welcomes around 6,000 visitors a year.
- 9.11 The Town is also blessed by many thriving clubs and societies which add greatly to the cultural and community life of the town. The Town's Lions Club organises the highly successful Gala Week which raises funds for charities and the Town's branch of the British Legion is particularly proactive in raising money with its annual poppy day appeal.

COMMUNITY ACTION CLW4:

The Neighbourhood Plan recognises and supports the contribution to the wellbeing of the community from the diverse range of:

- quality festivals spanning a wide range of interests
- clubs; groups; societies and cultural activities
- youth clubs (inc. cubs, brownies and guide groups)

Responsibility: BSTC, EDDC, DCC, Festival Committees, Club and Society Committees

- 9.12 Budleigh Salterton library is an essential community hub, used not only by residents of the town but also by residents of nearby villages. The library is well used, but it is not able to provide the range of services needed by the community because of the building's limited size. Redevelopment of the library is also constrained by the size of the current site.

COMMUNITY ACTION CLW5:

The Neighbourhood Plan supports initiatives to redevelop Budleigh Salterton Library on its present site. Should this option not prove feasible the Plan supports proposals to relocate the library should a suitable site and adequate funding become available. Any redevelopment should ideally consider provision of desk space, wi-fi facilities and casual meeting rooms for business use.

**Responsibility:
BSTC, EDDC, DCC, Friends of BS Library. Chamber of Commerce**

BUDLEIGH SALTERTON CHAMBER OF COMMERCE FEEDBACK FORM

BUSINESS NAME:



WOULD YOU LIKE THE C OF C TO ORGANISE MORE EVENTS ? YES / NO

WHAT TYPE OF EVENT WOULD YOU BE INTERESTED IN ATTENDING ?

SOCIAL / NETWORKING / TRAINING / GUEST SPEAKER

WOULD YOU PREFER TO BOOK TICKETS TO AN EVENT USING AN ONLINE MEDIUM SUCH AS EVENTBRITE? YES / NO

WOULD YOU LIKE A BUSINESS DIRECTORY WITH A LINK TO YOUR WEBSITE INCLUDED ON THE NEW UPDATED C OF C WEBSITE? YES / NO

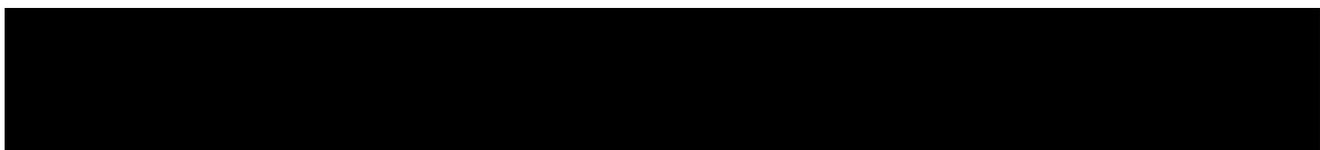
WOULD YOU BE PREFER TO PAY FOR THIS ENHANCED FACILITY AS AN ADDITIONAL EXTRA OR TO INCLUDE ALL MEMBERS AND INCREASE THE YEARLY MEMBERSHIP FEE SLIGHTLY TO COVER THE COST OF PROVIDING THIS SERVICE?

OPTIONAL EXTRA / ALL MEMBERS INCLUDED

WOULD YOU LIKE TO BE ABLE TO PAY YOUR MEMBERSHIP BY BACS, DIRECT DEBIT OR STANDING ORDER? YES / NO

ADDITIONAL COMMENTS:

Consider the social / networking meetings to be held in a business premise e.g The Feathers or Salterton Arms Dog+Dankey OR any large business premise.



SUDLEIGH SALTERTON CHAMBER OF COMMERCE FEEDBACK FORM

BUSINESS NAME:



WOULD YOU LIKE THE C OF C TO ORGANISE MORE EVENTS? YES NO

WHAT TYPE OF EVENT WOULD YOU BE INTERESTED IN ATTENDING?

SOCIAL NETWORKING TRAINING GUEST SPEAKER

WOULD YOU PREFER TO BOOK TICKETS TO AN EVENT USING AN ONLINE MEDIUM SUCH AS EVENTBRITE? YES NO

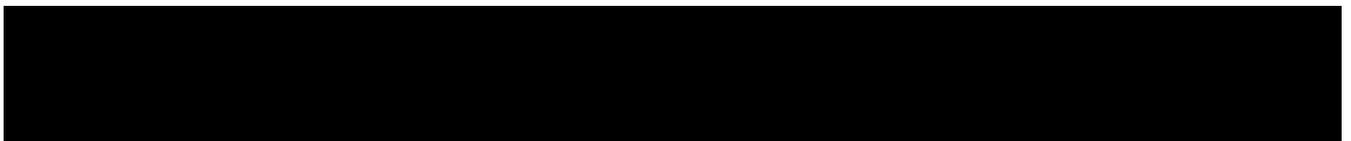
WOULD YOU LIKE A BUSINESS DIRECTORY WITH A LINK TO YOUR WEBSITE INCLUDED ON THE NEW UPDATED C OF C WEBSITE? YES NO

WOULD YOU PREFER TO PAY FOR THIS ENHANCED FACILITY AS AN ADDITIONAL EXTRA OR TO INCLUDE ALL MEMBERS AND INCREASE THE YEARLY MEMBERSHIP FEE SLIGHTLY TO COVER THE COST OF PROVIDING THIS SERVICE?

OPTIONAL EXTRA ALL MEMBERS INCLUDED

WOULD YOU LIKE TO BE ABLE TO PAY YOUR MEMBERSHIP BY BACS, DIRECT DEBIT OR STANDING ORDER? YES NO

ADDITIONAL COMMENTS:



BUDLEIGH SALTERTON CHAMBER OF COMMERCE STATEMENT OF ACCOUNTS Y/E 31 /E 31.3.2016

INCOME

GENERAL ACCOUNT

Subscriptions	1920.00
AGM/Bar + Raffle	114.00
Raffles	18.00
Bank Interest	
Donation BIB	2795.90
	<hr/>
	4847.90

LIGHTS ACCOUNT

Donations BSCT	650.00
BS Lions	400.00
NFT	2000.00
Coll Tins	188.58
Deficit	1123.76
	<hr/>
	4382.34

GALA WEEK

Tuesday Nostalgia Evening	689.42
Sunday Fun Run	452.00
	<hr/>
	1141.42

DINNER DANCE

Tickets (79)	2093.50
Raffle	266.00
	<hr/>
	2359.50

LATE NIGHT SHOPPING

Raffle/Barbecue	400.00
Donations Traders	96.46
" DCC	450.00
	946.46

TOTAL INCOME AND EXPENDITURE ON YEAR

INCOME	12633.86
	<hr/>
	£12,633.86

EXPENDITURE

Insurance	610.25
Admin Fees/Exps	650.00
Sponsorship	350.00
Donations	40.00
AGM Exps	50.00
Equipment	812.70
Stationery	31.76
Sundries	194.20
Website	1,020.00
Surplus	1,089.99
	4,847.90

Electric Boxes	3,298.98
Repairs/Maintenance	373.72
Festive Ltg	518.64
Sundries	171.00
	<hr/>
	4,362.34

BS Lions	10.00
Tuesday Nostalgia Evening	106.50
Sunday Fun Run	299.35
Surplus	725.57
	1,141.42

ED Golf Club	1,856.50
Disco/Sundries	180.85
Surplus	322.15
	2,359.50

Entertainment/	25.00
Sundries : Cosy Tpot	23.85
Surplus	897.61
	946.46

EXPENDITURE	10,623.30
TOTAL SURPLUS	1,910.56
	£12,633.86

ACCOUNT BALANCES

General	1088.99	Cash bf	4681.75
Lights	-1123.76	1.4.18	
Gala week	725.57	Current	<u>1910.56</u>
Dinner Dance	322.15		
Late Night	<u>897.61</u>		£6,592.31
Current surplus	£1,910.56	Bank	6560.09
		Cash	<u>32.22</u>
			£6,592.31

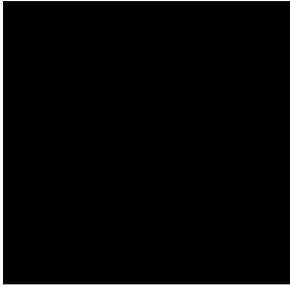
BANK ACCOUNT BALANCES

Current Deposit		Reserves	
Guide (reserve)			<u>£0.00</u>
Total	£0.00		
			<u>£0.00</u>

Net Current Assets

Bank balances

Opening balance
 Surplus/deficit on year
 Contingency reserves



bright blue C

graphic design and marketing
on-line | on-paper

www.brightbluec.co.uk

estimate

ref: Graphic design

1 March 2019

reference no:

2019 / 36

Budleigh community street party

- Design look and feel for the event
- Apply to designs for A4 poster S/S, DL flyer D/S
- Ticket design
- Printing [B&W] and trimming 100 tickets including perforated stubs

£315-£405





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Home / **Select quantity**

Please review your quantity



Vertical

Fold

No fold/Flyer

Size

A4

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Standard

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Glossy

See how your value adds up. The more you order, the lower your cost per piece and the more customers you can reach.

Quantity	Price per piece	Price
<input type="radio"/> 25	£1.59	£39.78
<input checked="" type="radio"/> 50	£0.94	£46.78
<input type="radio"/> 100	£0.67	£67.08
<input type="radio"/> 250	£0.29	£71.83
<input type="radio"/> 500	£0.15	£76.47
<input type="radio"/> 1000	£0.08	£80.96
<input type="radio"/> 1500	£0.07	£109.65

<input type="radio"/> 2000	£0.06	£126.52
<input type="radio"/> 2500	£0.06	£143.40
Recommended		
<input type="radio"/> 5000	£0.05	£243.89
<input type="radio"/> 10000	£0.05	£475.89

[Approve & Add to Basket](#)

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What we offer

- Our products
- Upload your designs
- Partner with us
- Reseller programme
- Popular searches
- Partner Specials

Our company

- About us
- Careers
- For investors
- For media
- Company details
- Webs
- Sustainability

Our policies

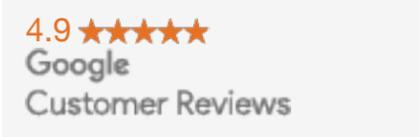
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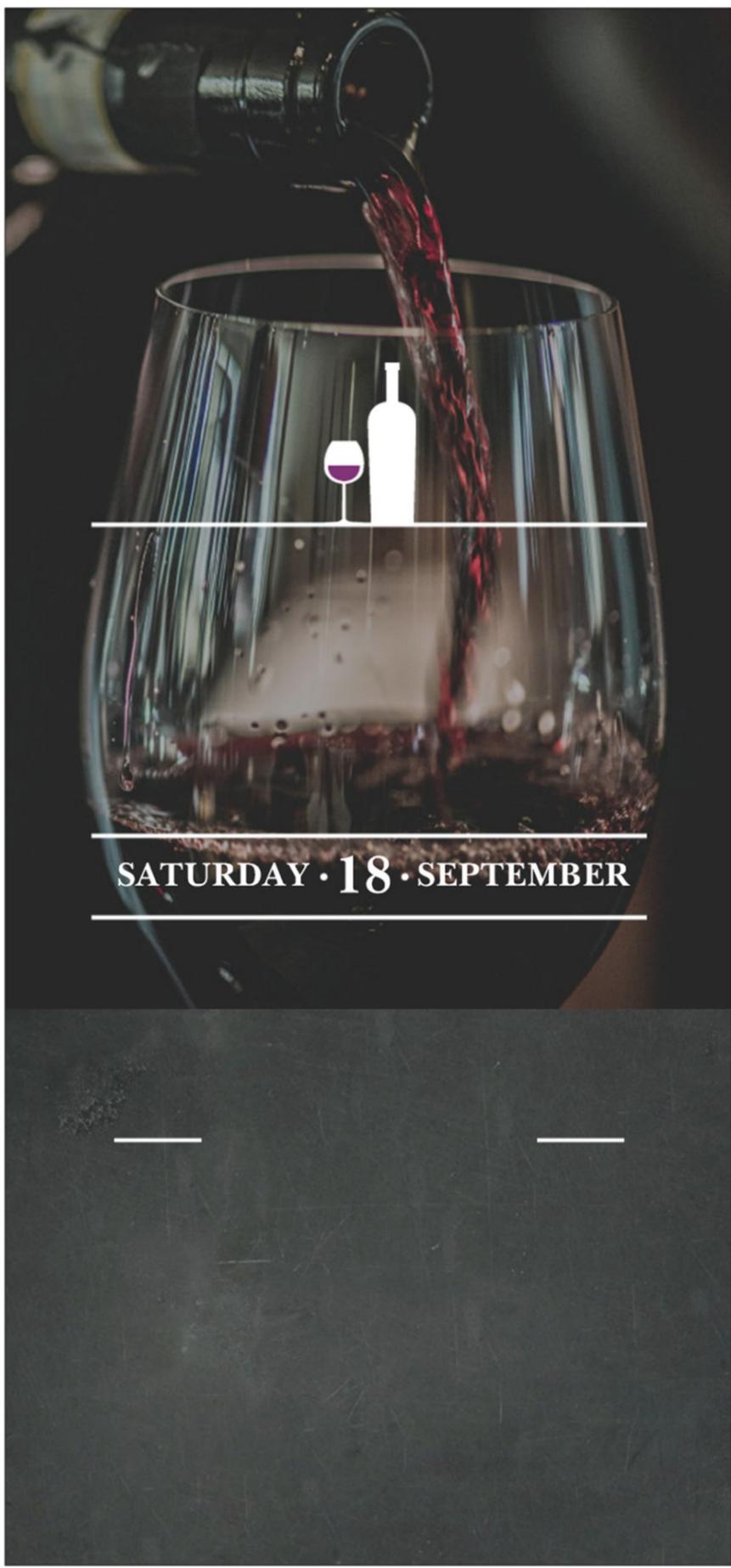


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<input type="radio"/> 100	£0.46	£46.48
<input type="radio"/> 250	£0.20	£49.91
<input type="radio"/> 500	£0.11	£53.30
<input type="radio"/> 1000	£0.06	£56.60
<input type="radio"/> 1500	£0.05	£76.25
<input type="radio"/> 2000	£0.04	£87.70
<input type="radio"/> 2500	£0.04	£99.09

Recommended

<input checked="" type="radio"/> 5000	£0.02	£113.32
<input type="radio"/> 10000	£0.02	£219.68
<input type="radio"/> 20000	£0.02	£415.24

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Available 06/07/2019 £629

[The Kings Waits](#)Medieval Musicians & Minstrels based in [Norfolk](#)Number of members: 2 5 stars - The Kings Waits are Highly Recommended [11 Customer Reviews](#)

Available 06/07/2019 £629

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The Kings Waits are a group of musicians specialising in medieval and renaissance music. Performing in both contemporary and authentic period costumes and playing between them over 40 different early instruments.

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Available 06/07/2019 £692

[Cantiga](#)

Medieval Musicians & Minstrels based in [Worcestershire](#)

Number of members: 3 5 stars - Cantiga are Highly Recommended [3 Customer Reviews](#)

Available 06/07/2019 £692

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Cantiga perform historic music and dance from Mediaeval, Tudor and English Civil War periods. Dressed in costume and playing authentic instruments of the day, Cantiga are a professional, friendly & unique act suitable for all ages!

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Available 06/07/2019 £1,006

[The Princes](#)

Medieval Musicians & Minstrels based in [London](#)

Number of members: 3 5 stars - The Princes are Highly Recommended [7 Customer Reviews](#)

Available 06/07/2019 £1,006

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With an Early Music repertoire ranging from Medieval through Renaissance to early Hanoverian, this eccentric 'Tudor power trio' will bring a rowdy peak to any party, festival or historical event!

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Available 06/07/2019 £453

[Historical Music](#)

Medieval Musician based in [West Yorkshire](#)

Number of members: 1 5 stars - Historical Music are Highly Recommended [2 Customer Reviews](#)

Available 06/07/2019 £453

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Leeds based, Medieval style performer Historical Music will be perfect for any traditional banquet, festival or wedding.

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Available 06/07/2019 £3,773 +VAT

[Mediaeval Baebes](#)

Medieval Musicians & Minstrels based in [London](#)

Number of members: 6 Highly Recommended

Available 06/07/2019 £3,773 +VAT

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The Mediaeval Baebes are an exquisite & highly acclaimed act who offer unique musical beauty & outstanding talent whilst singing in an impressive array of long-forgotten languages using both classical & mediaeval instruments. Christmas Songs Online

[Find more artists like Mediaeval Baebes](#)

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- **Need help finding the perfect Medieval Musician?**

If you would like help selecting the perfect Medieval Musician for your event, simply give us a call or submit the quick enquiry form below and one of our talented entertainment coordinators will be happy to assist.

[Make a Quick Enquiry](#)

01782 740839 [Make a Quick Enquiry](#)

9am-5.30pm Mon-Fri

My event details...

Event type:

TBC

Event date:

TBC

Event location:

TBC

My budget:

£ TBC

Enter your enquiry details...

Any questions?

My contact details...

My title

My first name:

My last name:

My email address:

Create a password:

My phone number:

e.g. 01782 740839

Best time to call you:

12:00

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Let's make sure you only get what you want from us! We only send emails now and then, so just tick what you'd like to stay in the loop on:

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Yes No

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Yes No

Latest news, info & services from Alive

Yes No

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Submit my enquiry



Available 06/07/2019 £1,384

[The Kings Minstrels](#)

Medieval Musicians & Minstrels based in [Edinburgh](#)

Number of members: 3 Highly Recommended

Available 06/07/2019 £1,384

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The King's Minstrels are a specialist medieval music ensemble based in Edinburgh, and have been performing for events, weddings and corporate functions since 2001

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If you like medieval musicians & minstrels you might also be interested in...



[Unique & Unusual Musicians](#)

5 stars

704 Customer Reviews

Budleigh Salterton & District Chamber of Commerce
FOUNDED 1907

OBJECTIVES AND RULES

1. Name

The name of the Association is the Budleigh Salterton & District Chamber of Commerce. It is hereinafter referred to as 'the Chamber'. 'The District' includes the town of Budleigh Salterton and the villages of East Budleigh, Otterton and Colaton Raleigh together with other smaller villages in the locality.

2. Objectives

The objectives for which the Chamber is established are:

- a) For the association of all business people, such as retailers, professional businesses, wholesalers and manufacturers.
- b) For the advancement and promotion of commerce and trade within Budleigh Salterton and District and to consider and promote all such lawful measures, plans and schemes as may be calculated to further, improve and secure the trading and commercial interests of the town of Budleigh Salterton and its neighbourhood.
- c) To borrow money or raise loans required for the purpose of the Chamber, upon such securities as may be determined.
- d) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Chamber may think necessary or convenient for the purpose of its business and to engage professional assistance and to remunerate any person or persons employed by the Chamber.
- e) To sell, improve, manage, develop, lease, mortgage, dispose of or otherwise deal with all or any part of the property of the Chamber.

- f) To create and foster a spirit of co-operation, goodwill, friendship and unity amongst the businesses of the town by meetings and discussions and other functions, and to organise social events for its Members.
- g) To promote the principles of fair trading.
- h) To subscribe to and support from the funds of the Chamber such local charitable institutions and objects as may be deemed worthy.
- i) To conduct business in a lawful manner as is incidental or conducive to the attainment of the above objectives.
- j) To become a member, partner or shareholder in any organisation, business enterprise or company where appropriate.
- k) To ensure and oversee the effective and efficient management by the directors and staff of the activities of Budleigh Salterton Information Centre Limited in keeping with that organisation's need to be financially self sufficient.

3. Membership

- a) Ordinary Membership of the Chamber shall be open to all individual persons or companies now or formally engaged in business in Budleigh Salterton and District, such membership having been approved by a majority of those present at an Executive Committee meeting. A membership is not transferable.

Associate Membership of the Chamber is open to individuals not presently engaged in business in Budleigh Salterton and District only by invitation of the Executive Committee and if approved by a majority of those present at an Executive Committee meeting. Associate membership is for one year only and needs to be reviewed and renewed each year by the Executive Committee.

- b) The Executive Committee shall have power to refuse an application for membership without assigning a reason.
- c) Any Member may be expelled from the Chamber if they have acted in such a way as to injure or discredit the Chamber, which will be done by way of a resolution of two thirds majority of Members of the Executive Committee. Such member shall be allowed to appeal against their expulsion to a General Meeting of the Chamber.

d) The Executive Committee shall be empowered to elect Honorary Members of the Chamber in recognition of past services to the Chamber and such Honorary Members shall not be liable to pay the subscription referred to in Rule 4 (a).

e) Every Member of the Chamber other than Honorary Members shall have one vote exercised by a show of hands or secret ballot.

4. Subscriptions

a) Every Member shall pay an annual subscription of such sum as the Chamber shall determine, and a paid up member/business may appoint one representative to vote at meetings of the Chamber. Associate and Honorary Members shall pay no subscription.

b) Any Member unable to attend the AGM will be entitled to lodge a signed proxy with another Member.

c) All subscriptions shall become due on the *first day of April* in each year and no Member shall be entitled to vote at any meetings unless the subscription has previously been paid.

5. Committees

a) The Executive Committee shall consist of 18 persons being the Officers, namely the Chairman, Vice Chairman, Treasurer, Secretary, Public Relations Officer and Membership Secretary, together with not more than 12 other Members including no more than 4 Associate Members at any one time. All Members of the Executive Committee shall have a single vote, with the Chairman having an additional casting vote in the event of a tie. The Officers shall be elected for a two year term and the Executive Members shall be elected for a three year term. Re-election is permissible without a gap period.

Nominations must be received in writing by the Secretary fourteen days prior to the Annual General Meeting, proposed and seconded by two paid up Members. Should there be any objection voiced by the Executive, then the Proposer should be given the opportunity to answer that objection. To qualify for nomination a Member must have attended at *least one General Meeting*.

At Executive and General Meetings five Members shall constitute a quorum.

Any Member, with the exception of Honorary Members, shall be eligible to stand for election.

b) At the discretion of the Executive Committee a President may be elected and may attend any Meeting.

c) The Executive Committee shall have the power to appoint such Sub-Committees as may be deemed desirable and to co-opt should the occasion so arise. Sub-Committees are required to report back to the Executive prior to making any financial commitment involving Chamber Funds.

d) In the event of a vacancy occurring in the Officers during the year it shall, if necessary, be filled by the Executive Committee, such appointment to be confirmed at the next General Meeting by a vote of a simple majority.

e) The Treasurer shall keep an account of all monies received and paid for and on behalf of the Chamber, and shall pay all accounts approved by the Committee. The Treasurer shall also present to the Members at the Annual Meeting a duly examined Statement of Accounts showing all financial transactions of the Chamber *made up to the 31st day of March in each year.*

f) The Secretary shall keep a record of the proceedings of the Chamber in a Minute Book to be kept for that purpose, and shall also keep a correct roll of Members. The records of the Chamber shall be kept open on due notice for inspections of Members at reasonable hours.

g) There shall be an Annual Meeting no later than *30th June* of each year, with twenty-one days notice to:

1. Elect Officers
2. Receive the Annual Report and Statement of Accounts
3. Elect the Executive Committee of the Chamber and other Committees as deemed necessary.
4. Elect independent Accountants and Legal Advisers
5. Consider any other business.

h) There shall be a *General Meeting of Members at least once per year*, and five voting Members shall form a quorum. The Executive Committee may convene a General Meeting of members to consider particular matters and, upon a requisition in writing of eight or more members, the

Secretary shall convene such a meeting to be held within twenty-one days of receipt of such a request.

i) In the absence of the Chairman from any meeting, the Vice- Chairman shall preside over the meeting. In the absence of the Vice- Chairman, the Executive Committee shall elect a Chairman to preside for that meeting.

j) Nothing in these Rules and Objectives shall prevent the payment in good faith of remuneration to any officers or servants of, or persons employed by the Chamber, or for any services actually rendered to the Chamber, provided such remuneration is authorised by the Executive Committee.

k) Any member of the Executive Committee who fails to attend three consecutive meetings will forfeit their place on the Executive unless substantial reasons for such absence can be shown.

6. Notices of Motion

a) Every Member of the Chamber has the right to submit a Notice of Motion in writing to the Secretary which shall be placed on the Agenda of the next meeting; provided that such notice has been received by the Secretary twenty one days before the date of the meeting.

b) No alterations shall be made in these Rules and Objectives except by a resolution duly passed by two-thirds of the members present voting at a General Meeting of Members. Twenty-one days notice in writing of any proposed alteration shall be given to all members. Decisions on matters of an urgent nature can be made by the Executive Committee.

c) A Notice may be served by the Chamber upon any Member either personally by leaving it at his/her business premises or by sending it through the post in a prepaid letter addressed to such Member at the business address or by electronic mail.

March 2017

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Honiton Dementia Action Alliance

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?		X
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?		N/A
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?	X	
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

They have over a years running costs but have explained why.

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	6
Comments: They're working with TRIP Community Transport, but are mainly commissioning them to provide the transport. They have support of several parish councils and will work with them to publicise the project. They are also talking to a similar project in Ottery to share best practice.			
2	Benefitting, enhancing and / or making a difference to communities.	5	4
Comments: Living with dementia can be isolating, particularly in rural communities. This would greatly benefit that group by giving them access to dementia support in Honiton once a week.			
3	The need for the project.	5	4
Comments: 1 in 3 people over 80 will have dementia. 1 in 3 of us will know someone with dementia. People in rural communities have difficulty accessing the support that could really help them.			
4	How well is the project planned?	5	5
Comments: Honiton Dementia Action Alliance have planned the project well, and it fits in with other work they're already doing successfully.			
Total Score:		25	19

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Honiton Dementia Action Alliance

They run dementia support in Honiton town. Their project is to pay TRIP community transport to collect people from surrounding villages and rural areas and bring them into Honiton to take part in the dementia support activities. They do know of people in rural areas that would come along if they could get to Honiton. If successful they would pay for it from their own fundraising in the future.

Total Project Cost:

£5,000 minimum

Award Requested

£4,000

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Honiton Dementia Action Alliance	£1,000 minimum	Yes
Total (if we give our grant)	£	5,000

Priority Scoring:

ITEM	SCORE
1.	6
2.	4
3.	4
4.	5
TOTAL SCORE:	19

Assessment Summary:

East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Honiton Dementia Action Alliance / Honiton Memory Cafe

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

3. Main contacts phone number:

--	--

4. Main contacts e-mail:

--	--

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

- | | | |
|---|---|---|
| <input type="checkbox"/> A charity registered with the Charities Commission | <input type="checkbox"/> A Community Interest Company registered with Companies House | <input type="checkbox"/> A town or parish council |
|---|---|---|

**If the lead organisation is a registered charity, please put your charity number below:
If the lead organisation is a Community Interest Company please put your registration number below:**

We are registered with the CC as a Small Charity XT27238
--

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

We are looking for some support to apply for a Communities Together Grant for people living with dementia in the more rural parts of the Honiton area to join in with and gain benefit from the range of socially supportive activities we offer. Honiton Dementia Action Alliance is a well established community group dedicated to improving the lives of people living with dementia in our community. In 2017 we were named by the Alzheimer's Society as the most Dementia Friendly Rural Community of the year. Much of our work is about helping people and families living with dementia access and feel included in all parts of community life. We have many aspects to our work including raising awareness and supporting groups businesses and organisations to be more inclusive of people living with dementia. A large part of our work is the setting up of and supporting dementia friendly social activities. Currently we run Honiton Memory Cafe, Honiton Dementia Friendly Ambling Group, a Nostalgic Dementia Friendly Cinema, a theatre group, a pub lunch group, an indoor bowling group and we are in the process of setting up a dementia friendly singing group. All of our activities are well attended and currently about 50 people who are touched by dementia in some way benefit from them. We are very aware however that the majority of our 'friends' live in or very near to Honiton and we are very keen to be an organisation that is inclusive to all who would benefit from joining in no matter where they live. A hugely important aspect to these activities is helping our friends to get to them from every part of our community especially the most rural spots and we do know of people living in villages and on farms who would come along if they could get to us. Transport therefore is an extremely important issue for us. We are lucky to have a community transport service TRIP but of course have to pay each time we use the mini bus or book a car £5000 would go a long way in helping people especially in the most rural parts of our community access all our dementia friendly services. This would enable us to hire the Trip bus and driver at least once a week for 12 months to pick people up from the villages and bring them to Honiton or where ever the activity of the day is being held. Honiton Memory Cafe currently helps to fund transport to our events from a central point in Honiton but this funding would enable us to bring people in from the villages to this central point. Honiton Memory Cafe will put forward the required 20%

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

We will be working with TRIP Community Transport to implement this project We will ask the Parish Councils to promote the project within their parishes to help us engage with people living with dementia in the more rural parts of our community

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Living with dementia is know to increase levels of loneliness and social isolation for those with the disease and for their families. Living in a rural community with poor transport links further compounds these problems. Well documented evidence shows us that being with others, having conversations and joining in stimulating activities all serves to help people with dementia and their carers lead more fulfilling lives Honiton Dementia Action Alliance/Honiton Memory Cafe is a well established group that works to provide social support and engagement for all people touched by dementia and to help them feel included and valued within the communities that they live.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

Honiton Memory Cafe and Honiton DAA supports about 50 people who are touched by dementia. They offer a range of volunteer led social activities that are enjoyed by all who attend. Our evidence is that the majority of these people all live in or very close to the town of Honiton. Statistically 1 in 3 people over the age of 80 will have some form of dementia [diagnosed or not] and 1 in 3 of us will know someone with dementia. We know there are people living with dementia in our rural communities and feel strongly that they should have access to and benefit from all of the actives we provide.

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

We will be working with TRIP Community Transport to set this up if we are successful with our application

13. How is your project sustainable?**Should be approximately 80 words**

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

We hope to run this project for 12 months and following that if it is successful will aim to cover the ongoing costs through our Honiton Memory Cafe and Honiton DAA general fund-raising activities.

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

Quote from TRIP is attached based on a weekly minibus and cars pick up in the rural areas around Honiton to bring people to a central point where Memory Cafe Actives are held usually, Honiton Methodist Church, The Beehive, Feniton Church and Awliscombe Village Hall. We recognise that at the beginning of the project the uptake will be less but anticipate it to build throughout the year with the help of Parish Councils identifying appropriate families that may benefit from this service. Honiton Memory Cafe can pay Trip direct or Trip could invoice EDCC whichever suits you best.

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

£4000

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

Honiton Memory Cafe will contribute
£1000

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

Total cost of project:

£5000

Shortfall (please specify below how this shortfall will be met):

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.

Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):

Date:

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

**Please send accompanying information clearly labelled with your project details to:
Post: Community Engagement and Funding Officer, East Devon District Council, Knowle,
Station Road, Sidmouth, EX10 8HL
E-mail: jbuckley@eastdevon.gov.uk**

1. Regarding our Memory Cafe reserves, sorry but I thought I mentioned that our current Memory Cafe Coordinator, a retired register nurse, has given notice that she will be standing down in 2020 after 10 years of giving her time in a voluntary capacity. We have been very lucky to have the benefit of her professional skills and experience in working with people with dementia.

We recognise to have someone of similar calibre, and as with any other memory cafes around the country, it is likely we will have to offer a part time paid post. We are currently working on needing £10,000 per annum from 2021 so are building up our reserves accordingly.

2. Trip have estimated £5000 for the project. We do not know at this stage what the take up will be but do not anticipate it being more, If it is we will use our reserves to top it up until further funds are raised. Numbers of people living with Dementia in our very rural locations will be small but they will live scattered around the villages and hamlets - we could be reaching about 10 to 15 more families initially. [experience shows that not all would want to come to all of our activities at once]

3. If the take up proves popular we will look to set up ongoing fundraising to keep the service going.

4.. All of our activities are for those with dementia and their carers. We specifically state we are run by volunteers and do not provide "care". Anyone whose dementia is at a stage that they require care or supervision is still welcome but must come with their own family member of carer. [This is the model for all memory cafes] No volunteers is ever alone with an individual but our Cafe Coordinator & Chairman have DBS checks. Trip drivers, Beehive volunteers and LED staff all have their own safeguarding policies to adhere to.

5. All of our volunteers receive an induction and access to relevant training provided by the Devon Memory Cafe Consortium of which we are a member. This includes, first aid, food hygiene and safe guarding. We have a safeguarding policy provided from the Alzheimer's Society's policy for volunteers. [see attached]. We also have an annual, updating and lunch for our volunteers. Some volunteers such as our walk leaders have additional training from LED leisure in "walk leading"

6. One of the key aims for Honiton DAA is to help people with dementia and their families to live better in their communities, to carry on engaging in the normal interests and activities they like to do in the knowledge that they are safe and valued, connected members of the community.

All of our activities reflect this so rather than set up very small groups in isolated communities our work is about offering a range of activities for people to dip into what appeals to them most. Some come to many of the activities and some are more selective according to their interest.

This funding request is to enable access for all who want to join in these community actives from Honiton and the surrounding villages. Whilst anyone is welcome to join in our activities [we do advertise them to neighbouring memory cafes so people living in OSM are quite welcome to attend] the transport we would be looking to provide through Trip would just be for anyone registered with a Honiton GP.

Our regular activities include;

Memory Cafe at The Methodist Chapel - twice a month

Nostalgic Dementia Friendly Cinema at The Beehive - monthly

Ambling Groups in partnership with LED leisure - monthly and we amble all around East Devon

Theatre Group usually about 4 times a year and in various locations including, the Beehive, Honiton Community College and Sidmouth Manor Pavilion

Indoor Short Mat bowling at Awliscombe Village Hall - 4 times a year

Pub lunch club in various pubs about 4 times a year

An annual summer day out - locations various

We are currently working with LED Leisure to trial Dementia Friendly Swimming sessions at Honiton swimming pool.

Finally to reiterate we are considered by the Charity Commission as a "small charity" and are registered also for gift aid. As our work has developed over the years and we may well be looking to imply a Memory Cafe Coordinator in the future we are being guided by Hannah Rennolds at Action East Devon to apply to become a CIO. Our draft governing document for the CIO is drawn up and we are close now to making the application. Our Aims & Objectives are attached below.

**Communities Together Fund Application 2019
Honiton Dementia Action Alliance/Honiton Memory Café**

Quote and Endorsements

Please find below –

Quote from TRIP

Endorsements from

Honiton TC

Buckerell PC

Combe Raleigh PG

Feniton PC

Gittisham PC



**Chairman
Honiton Dementia Action Alliance
Honiton memory Cafe**

From: [REDACTED] manager@tripcta.org>
Subject: Transport provision for Honiton Memory Cafe
Da [REDACTED]
[REDACTED]

Dear [REDACTED]
Referring to our discussions concerning TRIP providing accessible transport to people from the areas surrounding Honiton to enable them to attend Honiton Memory Café meetings and events on a regular basis. As mentioned, due to the uncertainty as to addresses for collection of passengers it is very difficult to give an exact quote but I estimate that to provide this service would cost a minimum of £5000 for a full year of transport. Transport provision would include all costs incurred including vehicle running costs and driver. I am assuming that it will start at a lower level for the first couple months but would expect demand to grow as word of the service spreads. As you are aware, all of our vehicles are easy access and wheelchair friendly and are of a suitable size to access the narrow lanes around our area.
Looking forward to continuing to work with the Honiton Memory Café.

[REDACTED]
TRIP Community Transport
29/31 New Street
Honiton
EX14 1HA
01404 46529
Registered Charity. 1082544
Providing transport and advice for East Devon

From: Town Clerk <TownClerk@honiton.gov.uk>

Subject: RE: Honiton Dementia Action Alliance - Communities Together Fund Application

Date: 10 January 2019 at 11:31:05 GMT

To: [REDACTED]

Dear [REDACTED]

There is no doubt that the Council would be very happy to support the furthering of this project in order to benefit the outlying parishes and communities.

If there is anything that you need from me in the future or that needs to be taken to members for their consideration please feel free to let me know.

I will inform the members of this application so that they are all aware of it.

Kind regards

[REDACTED]
[REDACTED]
Town Clerk
Honiton Town Council,
The Beehive
Dowell Street
Honiton
EX14 1LZ

01404 42957
towncouncil@honiton.gov.uk
www.honiton.gov.uk

From: [REDACTED]
Subject: Re: Honiton Memory Cafe/Communities Together Fund Application
Date: [REDACTED]

Hello [REDACTED]

Thank you for your e-mail regarding the proposed bid for Communities Together funding. Buckerell Parish Council discussed this bid at their last meeting on 14th November 2018, and agreed to fully support it.

Please therefore accept this response as evidence of our desire as a local Parish Council to see a successful bid for funding to support the work of the Dementia Action Alliance. We note that the bid addresses the problems of both the illness, and rural isolation which can of course make getting help and support for the condition more difficult. We are certain that both sufferers and carers throughout the area will benefit from this project.

I wish you success with the bid,
[REDACTED] (Parish Clerk - Buckerell)

From: [REDACTED]
Subject: Re: Honiton Memory Cafe/Communities Together Fund Application
Date: 8 January 2019 at 13:26:04 GMT
To: [REDACTED]

Dear [REDACTED]
I am so sorry not to have answered your first email.
Combe Raleigh Parish meeting held on 21st. November gave full support to Honiton Dementia Action Alliance in their application for a grant from the Communities Together Fund.
I am sure the people of Combe Raleigh will be very pleased to use the facility if the need arose.

[REDACTED]
From: [REDACTED] <fenitonpc@gmail.com>
Subject: Fwd: Honiton Dementia Action Alliance - Communities Together Fund Application
Date: 17 December 2018 at 11:29:25 GMT
To: [REDACTED]

Dear [REDACTED]
I am writing further to last weeks Feniton Parish Council meeting to confirm support for the Honiton Dementia Action Alliance - Communities Together Funding Application.

Should you require anything further than this e-mail then please do not hesitate to let me know.

Kind regards,

[REDACTED]
Clerk to Feniton Parish Council

From: [REDACTED]
Subject: Fw: Honiton Dementia Action Alliance - Communities Together Fund Application
Date: 10 December 2018 at 13:58:48 GMT
To: [REDACTED]
Re [REDACTED]

Dear [REDACTED] Gittisham parish councillors resolved at their meeting on 5th December to support this bid.

If you need anything more formal, please let me know.

Kind regards

 (clerk)



Honiton Memory Café (HMC) Financial report for Year 2017 -18

This report to be read in conjunction with the attached Year End Financial statement.

The accounts have yet to be certified by [REDACTED] f TRIP for nil cost.

Overall position 2017-18

The Accumulation Fund at the start of the year was	£18102.94
and from the activities accounted for (as shown in the Receipts & Payments)	
the Accumulation Fund grew by £4105 compared with a £3301 in 2016-17	
and now stands at	£22,208.22

The Accumulation Fund is represented by the following assets

Cash (petty cash held by the co-ordinator)	£ 82.93
Bank Account (current account with the Nat West)	£ 8,888.67
Stock (Disability aids at TRIP)	£ 236.62
12mth Deposit @ 1.3% with Shawbrook Bank	£13,000.00
Debtors (Income expected)	£ 00.00

The total assets	<u>£22,208.22</u>
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Summary

We are looking to fund expenditure in the region of 5k per annum.

Expenditure over past three years in range of £4k to £5k

Our expenditure is controlled well, perhaps slightly under reported through continued subsidy to some degree by trustees

Our net income over the past three years has been in in the range of £2k to £4k

Excluding individual donations of £1k or more received in a year our core income, all things being equal, is sufficient to maintain the Café, but without the capacity to add to reserves in any significant way

Our fund-raising capability may be a cause of concern if we have to meet our commitments over and above the £5k

Our existing 'reserve over and above fund' of £13k should continue to be increased as a basis of insurance for unforeseen events, with a target of £25k

A further payment should be made to the reserve in this calendar year, a figure for consideration might be £4,000

Comparison of Receipts /Income and Payments/Expenditure of HMC for Years 16/17 & 17/18

Social Events

Receipts / Income.

16/17 £0 Income received has have been set off against expenditure
17/18 £663 Christmas Dinner contributions

Payments/Expenditure

Year	<u>Transport</u>	<u>Events</u>	<u>Total</u>
16/17	£261	£ 971	£1,232
17/18	£537	£ 1735	£2,272

Fund Raising

Receipts / Income

16/17 £2,695 This figure is net of costs and shared distribution
17/18 £1,818 This figure is net of costs and shared distribution

Year	<u>Event</u>				<u>Total</u>
	Quiz x 2	Rotary Raffle	Tesco	Fun Run (5K)	
16/17	£1,165	£374	£442 (1)	£714	£2,695
17/18	£ 861	£217	£686 (2)	£ 55	£1,819
+/-	£ -304	£ - 157	£+244	£- 659	£ -876

Ambling

Receipts / Income

16/17 £ 72 Donation from LED for travel costs, 1 yr. advance payment
17/18 £ 0

Payments

17/18 £ 23 Total Draw down £42.65 (May'16 to Oct'17)

Admiral Nurse

Receipts / Income

17/18 £678 Income for Admiral Nurse cleared via Memory café re Alan Rowe (£264)
 Meridian Lodge Sidmouth (£307) and Fun Run (£107)

Payments

£991 £678 above transferred to Admiral Nurse campaign plus £313 (50% donations
 from Memory Café re Capon

Donations

Receipts / Income

17/18 **£5,585**

this figure is comprised of donations from,
Individuals -total of (£3306) from Giving Machine (£76), Café Members Table Pots- (£242) J Capon (£1125) M Lee (£200) Underdown Trust (£1500) Café members (£163)

Retail outlets – e.g. Budgens/Spar (£703, in 16/17 £651), Bartlett’s (£17), Crusty Cob (£51)

Groups – e.g. clubs and organisations Masons (£140) Feniton PCC (£221) Hon Music (£122) Feniton Weds Club (£25) Hon Golf Club (£1000)

Year	Individual	Inc 1 offs	Retail	Group	Total
15/16	£1803	£1000	£363	£712	£,2878
16/17	£2610	£1000	£766	£100	£3,476
17/18	£3306	£2600	£771	£1508 (1)*	£5,585

Gift Aid

16/17 £ 38

Re tax year gift aided donations 15/16 (£151 claim)

17/18 £ 75

Re tax year gift aided donations 16/17 (£300 claim)

Raffles

Receipts / Income.

16/17 £1,294

24 sessions at the Café gives an average of £54 per session

17/18 **£1,010**

24 sessions at the Café gives an average of £42 per session

Interest

£140, From Shawbrook Bank

Support Costs

Stationery & Printing

Payments / Expenditure

n

15/16 £ 213

16/17 **£ 114**

Diaries postage /stationery.

Rent & Insurance

inflationary increases 17/18 (£552) and 16/17 (£502)

Caretaking & Telephone

16/17 £ 415

17/18 **£ 395**

Reduction in telephony (£10) and caretaking (£10)

Volunteers

16/17 £ 365

17/18 £ 194

Reduction in travel re awards/conference

Subscriptions/Fees

16/17 £ 553

17/18 £ 398

No one off fees in year. 50% Cosmic website management, MC Consortium and new Wildwood

Petty Cash

The co-ordinator operates the petty cash. This gives the co-ordinator flexibility in managing the activities of the Café both on and off the premises at the Honiton United Church.

A book is maintained showing transactions and supported by receipts.

The transactions are reconciled quarterly and combined with other activity of the HMC for presentation in the overall accounts.

Summary of activity**Total****Cash Balance at start**

£ 102

Add Receipts

Donations

£ 242

Raffles

£1,010

£1252

Less Payments

Refreshments

£ 167

Cakes

£ 527

Sundries

£ 232

Caretaking support

£ 335

Phone Top up

£ 60

Printing & Stationery

£ 00

£1321

Surplus

£ 33

Plus

Cash from Bank

£ 50

Less

Cash to Bank

£ 0

Balance of Cash at 30.06.18**£ 83**

 Treasurer

Honiton Memory Café

12.08.17

Honiton Dementia Action Alliance

Safeguarding: what to do if you have a concern

What is safeguarding?

Everybody has the right to be safe no matter who they are or what their circumstances.

Safeguarding is about protecting individuals from abuse or neglect and we must ensure that we are doing all we can to protect members of our community.

Safeguarding is everyone's business.

This means if you hear or see something in your work as a volunteer or committee member with Honiton Dementia Action Alliance and the groups we run, including Honiton Memory Café, Honiton Memory Café Ambling Group and our Nostalgic Cinema, that concerns you in any way, you **must** ensure that the concern is followed up with the Coordinator of Honiton Memory Café or the Chairman

Equally if someone in one of our groups has raised a concern about someone else, then you **must** speak immediately to the Coordinator of Honiton Memory Café or the Chairman and they will speak to the person concerned. If necessary, they will follow it up with the Local Authority Safe Guarding Team

If it is an emergency or a crime, has allegedly, been committed report this immediately to the Memory Café Coordinator or the Chairman. If neither are available call 999 or 101 to report the crime

In the course of your voluntary work with Honiton Memory Café and other Honiton Dementia Action Alliance volunteer run groups you should never be in a position where you are alone with a someone who could be described as a vulnerable adult unless you have the relevant level of DBS checks - [an official check to see if someone has an undisclosed criminal record].

Honiton Dementia Action Alliance may ask you to undertake a DBS check if your role warrants it.

Remember safeguarding is about protecting the individuals we support including all the volunteers who join us in our work to help people in our community live better with dementia.

**Heather Penwarden Chairman Honiton Memory Café & Honiton Dementia Action Alliance
07966135442**

Min Rennolds Coordinator Honiton Memory Café 07789104601

Honiton Dementia Action Alliance

Aims & Objectives **April 2015**

History

Honiton Dementia Action Alliance steering group was formed on 12.1.2015 following an open meeting in the town that was well attended.

The steering group is made up of representatives from a number of organisations and community members committed to working towards transforming and improving the quality of those living with dementia and their carers in the Honiton Area. Where possible the steering group will also include a carer and a person living with dementia.

Broad Aims

Honiton Dementia Action Alliance is committed to helping people in our community to live better with dementia through developing greater awareness of the needs of people touched by dementia and by supporting dementia friendly initiatives such as Honiton Memory Cafe

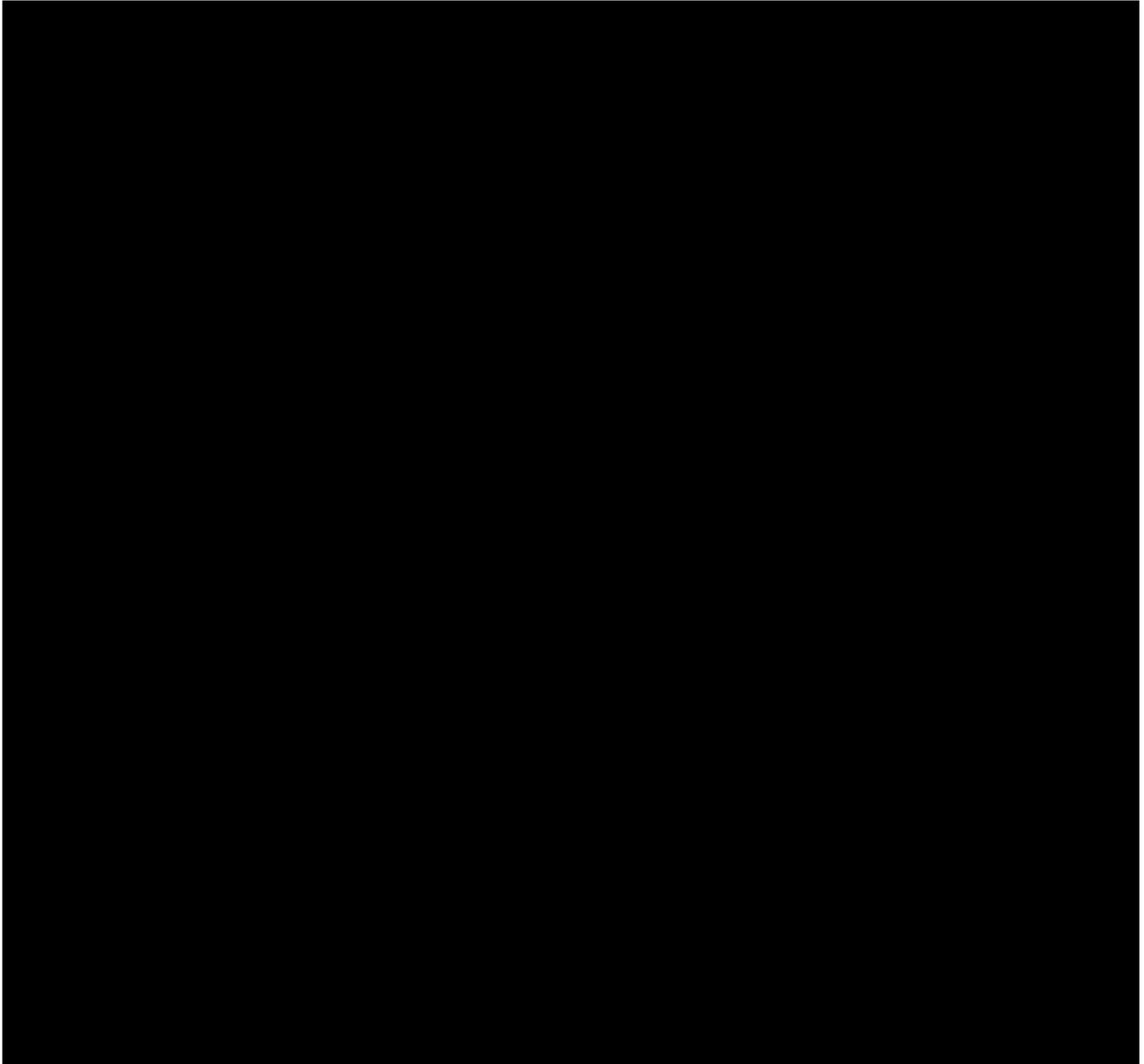
Aims and objectives of the Honiton DAA

- a) To develop Dementia Friendly Communities for people living with dementia, their carers and families, voluntary and statutory services, businesses and the wider community.
- b) To improve the lives of people with dementia and their families in the Honiton area, by developing greater awareness and understanding of dementia issues in our community and identifying any unmet need.
- c) To support dementia friendly volunteer led social groups including Honiton Memory Cafe
- c) To ensure that the voice of those living with dementia are included, valued and heard, and guide the Honiton Alliance work.
- d) To establish links with businesses, service providers and people living with dementia.
- e) To seek engagement from businesses and organisations in and around the Honiton area to encourage them to take action to improve and increase awareness of dementia
- f) To provide accessible information and training to shops, businesses and their staff.
- g) To establish and maintain effective and supportive dementia friendly communities through information sharing networks including a Website and social media platforms.
- h) To support fundraising activities that seek to improve the lives of people living with dementia in Honiton such as Honiton Memory Cafe the Admiral Nurse for Honiton Campaign
- i) To drive the development of new dementia friendly initiatives and then support the setting up and ongoing running of each initiative.

Financial Objectives

- i) Income to HDAA will be put to improving the lives of people living with dementia and their families in Honiton through raising awareness and supporting care services and social activities.
- ii) Bank accounts will require any 2 of 3 signatories
- iii) In event of HDAA ceasing to function any residue of funds will revert to Honiton Memory Café

Steering Group Members [2018]



FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Lympstone Parish Council

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?		N/A
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?		N/A
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?		N/A
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?		X
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

They don't have three quotations, but this is specialised works.

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	9
Comments: Lympstone Flood Resilience Group are working with other organisations and sharing lessons learnt with other communities nationwide. They're working with Woodbury Salterton Flood Resilience Group and all flood risk agencies and are in regular contact with various councillors. Engaged with the Devon Community Resilience Forum, West Country Rivers Trust, Environment Agency, other town and parish councils etc. They'll work closely with landowners and managers.			
2	Benefitting, enhancing and / or making a difference to communities.	5	5
Comments: Would facilitate the implementation of flood risk measures in Lympstone and Woodbury, bringing long term benefits to residents and businesses. The survey will act as a pilot to raise awareness and build expertise to support other communities within East Devon and elsewhere.			
3	The need for the project.	5	5
Comments: The findings of this pilot could save lives, homes and businesses etc. at a time when flooding is becoming a more significant issue. The need has been identified by DCC, EA, EDDC, parish county and district councillors.			
4	How well is the project planned?	5	5
Comments: Is well planned with the Environment Agency, West Country Rivers Trust etc.			
Total Score:		25	24

ASSESSOR Comments:
Only one quotation, but this is specialised works.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Lympstone Parish Council

Reducing flood risk in the Wotton Brook catchment in Lympstone and Woodbury. Finding out what can effectively reduce flood risk and then facilitating effective measures to reduce flood risk and provide valuable data. The Environment Agency is supportive. It will act as a pilot study to raise awareness and build expertise to support other communities.

Total Project Cost:

£10,000

Award Requested

£7,700

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>
Environment Agency (expert) – in kind	£2,300	Yes
Total (if we give our grant)	£	10,000

Priority Scoring:

ITEM	SCORE
1.	9
2.	5
3.	5
4.	5
TOTAL SCORE:	24

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Lympstone Parish Council; Woodbury Parish Council; Lympstone Flood Resilience Group

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

██████████ Parish Clerk, Lympstone Parish Council, ██████████
██████████

3. Main contacts phone number:

4. Main contacts e-mail:

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

- A charity registered with the Charities Commission A Community Interest Company registered with Companies House A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

This proposed project is a vital part of our community-led work to reduce flood risk in the Wotton Brook catchment in Lympstone and Woodbury (see map - Attachment 1). The aim is to conduct a robust survey of the soil type and structure in the catchment, and to identify remedial measures to reduce the flood risk. Our earlier work indicates that the contribution of runoff from the rural upper catchment to the flood risk is significant (see photos - Attachment 2), and observations and experience elsewhere suggest that soil structural degradation is a key factor, e.g., compacted soils caused by crop and stock management systems. Consequently, the project will facilitate the implementation of effective measures to reduce the flood risk, and provide valuable data for the ongoing hydraulic modelling. The Environment Agency is supporting the project - providing match funding as contribution in kind - since it will act as a pilot study to raise awareness and build expertise to support other communities (see letter - Attachment 3). The Agency's national soil management specialist, Dr Richard Smith, will provide guidance and technical support, and the survey work will be completed by Westcountry Rivers Trust (see quotation - Attachment 4). The Trust has already engaged positively with landowners and managers in the catchment (as part of earlier and ongoing work), and these good relationships are critical to the success of the project. Project oversight will be provided by a project steering group led by Lympstone Flood Resilience Group, and including representatives of the EA, DCC, EDDC, SWW, and Woodbury PC.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

The fundamental approach of Lympstone Flood Resilience Group is to work in partnership with other organisations and to share lessons learned with other communities. We are working directly with Woodbury Salterton Flood Resilience Group and all of the flood risk agencies, and we are in regular contact with the Parish, District and County Councillors. We are also engaged with other community groups through the Devon Community Resilience Forum. Moreover, the involvement of Westcountry Rivers Trust and the Environment Agency is key to the wider, long-term benefits of the project. One of the primary aims of the Westcountry Rivers Trust is to advance the understanding of community groups about water and the importance of a healthy, functioning environment, and the Environment Agency is keen to build local expertise in assessing soil structural degradation to support other community flood risk projects.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Our work to date on the flood risk in the Wotton Brook catchment indicates that the contribution of runoff from the rural upper catchment is significant (see photos in Attachment 2), and observations suggest that soil structural degradation is a key factor (e.g., compacted soils caused by crop and stock management systems). In order to identify effective remedial measures, we need to determine the extent and location of soil structural degradation. The proposed soil survey will therefore facilitate the implementation of measures to reduce the flood risk in Lympstone and Woodbury (bringing long-term benefits to residents and businesses). Moreover, working closely with the Environment Agency, the survey will act as a pilot study to raise awareness and build expertise to support other communities.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

The need for this project has been identified through extensive consultation with a range of people and organisations, including:

- Landowners and managers in the upper catchment;
- Residents (including discussion with many residents during a drop-in event on 18 December 2018).
- Environment Agency (see letter - Attachment 3);
- Devon County Council (see Attachment 3);
- East Devon District Council (see Attachment 3);
- Parish, district and county councillors.

The Environment Agency is particularly supportive since they recognise the need to raise awareness and build expertise to support other community flood risk projects.

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

If our application is successful, we intend to organise a start-up meeting upon confirmation of the funding. Depending on the weather and soil conditions, the main survey work will then be completed in either late Spring or the Autumn 2019 (the optimal time to conduct a soil survey is typically Oct to April). All work will be completed within 12 months of receipt of the grant offer letter.

13. How is your project sustainable?

Should be approximately 80 words Agenda page 91

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

Our whole approach is to ensure sustainability of the work. This includes working closely with landowners and managers who are critical to the implementation of remedial measures identified through the survey, and with the Environment Agency who will promote the implementation of similar methods in other catchments and communities. We will also share information and lessons learned from the project with other communities.

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

The total cost of the project is £10,000 ex. VAT (including £7,700 consultant's costs, and £2,300 as contribution in kind from the Environment Agency). We have arrived at this figure through consultation with the Environment Agency's national soil management specialist, and the Westcountry Rivers Trust. We have only included one written quote (Attachment 4 - from Westcountry Rivers Trust) due to the unique circumstances of the project, and we are aware that the total project cost is above the threshold for requiring three quotes. The reasons are as follows: (1) Westcountry Rivers Trust has already engaged with the landowners and managers in the upper catchment, and these relationships are critical to the success of the project, and (2) we were unable to identify other local consultants with appropriate expertise (Note: This is why the Environment Agency is keen to use the project as a pilot study). If further information is needed to justify the above, please contact [REDACTED] at Lympstone Flood Resilience Group

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

£7,700

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

£2,300

The match funding is coming from the Environment Agency as contribution in kind - see supporting letter (Attachment 3). The Environment Agency's national soil management specialist [REDACTED] will be providing guidance and technical support.

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

--

Total cost of project:

£10,000

Shortfall (please specify below how this shortfall will be met):

--

--

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):

Date:

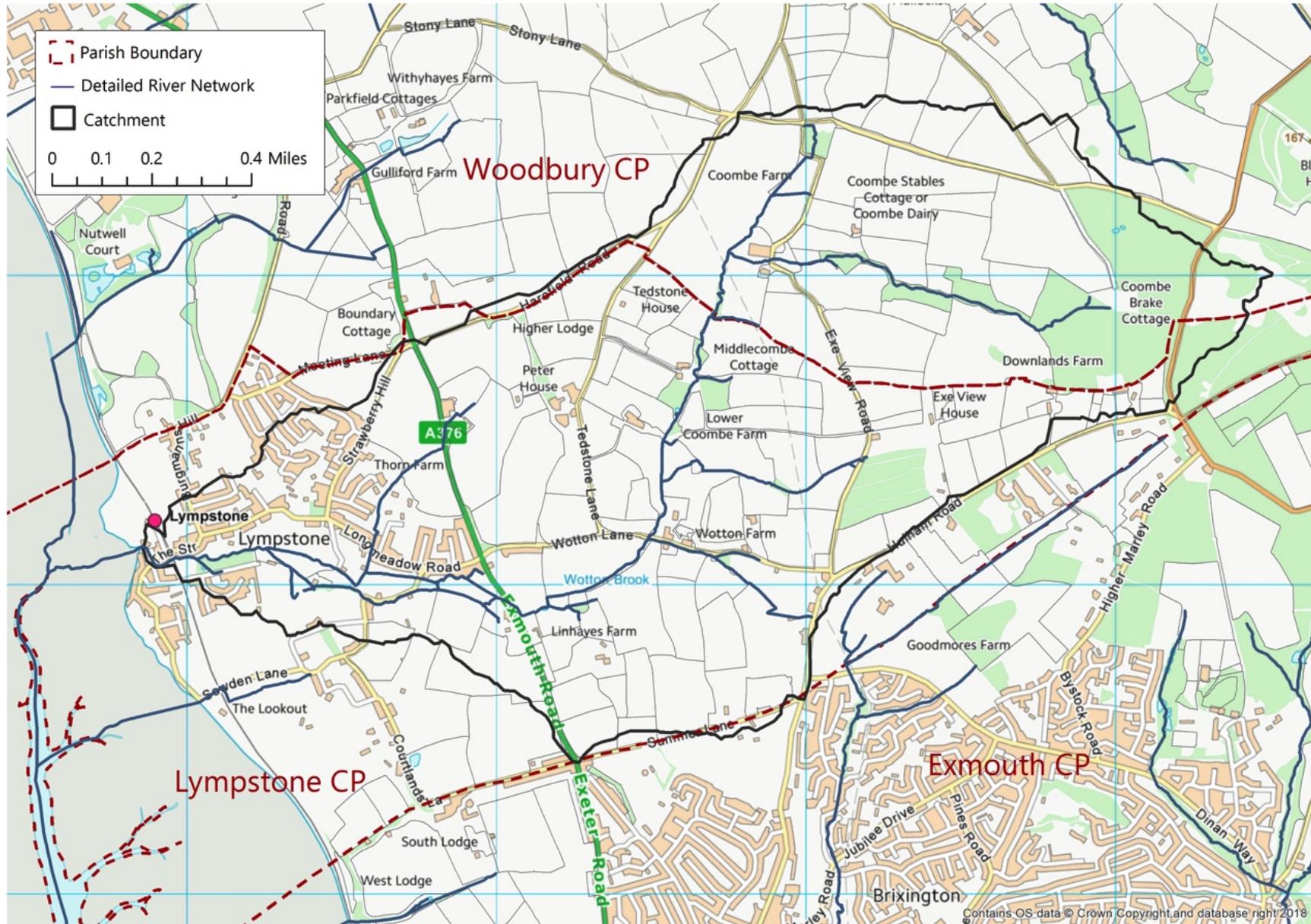
16 January 2019

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

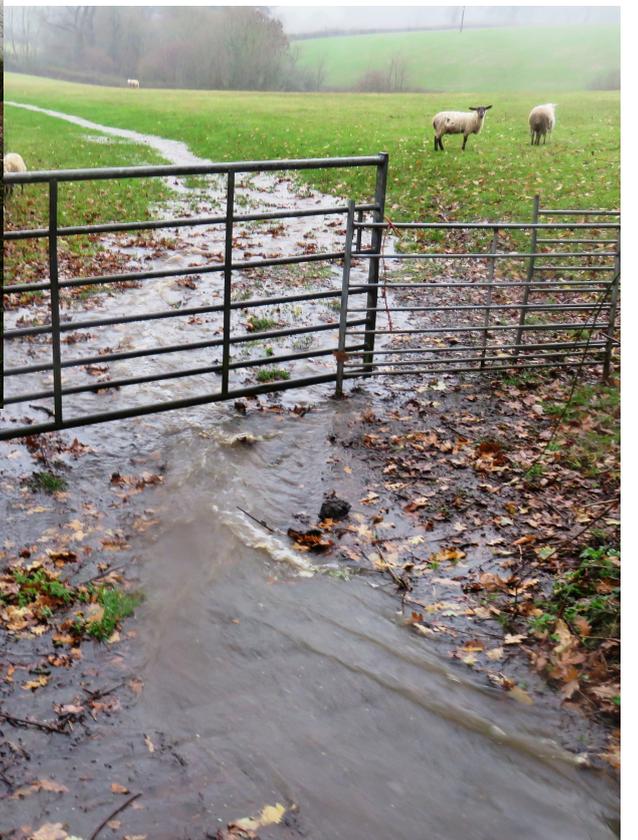
Please press on 'submit' below to send your completed form to us.

**Please send accompanying information clearly labelled with your project details to:
Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL
E-mail: jbuckley@eastdevon.gov.uk**

Attachment 1 – Map showing Wotton Brook catchment boundary and parish boundaries



Attachment 2 – Photos showing runoff from land in the Wotton Brook catchment



Our ref: LympstoneTD-01
Your ref: N/A
Date: 15/01/2019

[REDACTED]
Parish Clerk
Lympstone Parish Council

Dear [REDACTED]

Match funding and support for Wotton Brook catchment soil survey

We fully support this application for Communities Together Funding. If successful, the funding will be put to good use on an issue that not only helps Lympstone and Woodbury communities identify measures to remedy the flooding problems, but will also help us facilitate this sort of work in many other communities across Devon in the future. It is not our statutory responsibility but we recognise its importance to flood risk management and are, therefore, keen to promote a cost-effective approach.

Given the above, we propose to provide match funding of £2,300 (over 20% of the total project cost) as contribution in kind from our national soil management specialist [REDACTED]. [REDACTED] is a recognised expert on the impact of soil structure on flood risk. He will help steer the project and provide technical support.

Devon County Council and East Devon District Council also support this application. They are both partners in the Wotton Brook catchment flood risk management work, and members of the Project Steering Group.

We hope that the application is successful. Please feel free to contact me if you have any questions or require further information.

Yours faithfully,

[REDACTED]
Flood & Coastal Risk Senior Advisor



Westcountry
Rivers Trust

Rain-Charm House
Kyl Cober Parc
Stoke Climsland
Callington
Cornwall PL17 8PH
t: +44 (0)1579 372140
e: info@wrt.org.uk
www.wrt.org.uk

[REDACTED]
Parish Clerk
Lympstone Parish Council
Email: lympstonepc@gmail.com

Date: 15 January 2019

Dear [REDACTED]

Quotation for soil survey in Wotton Brook catchment

Following discussions with Lympstone Flood Resilience Group and the Environment Agency, we understand that the objectives of this survey are to:

- Support flood risk management in Lympstone and Woodbury parishes by determining the extent of soil structural degradation in the catchment (which enhances surface water runoff), and identifying appropriate remedial measures, and
- Act as a pilot study to (a) help raise awareness among other communities and organisations about the importance of assessing soil structural degradation, and (b) build expertise to facilitate the implementation of an effective survey methodology.

This will build on our previous and ongoing work in the Wotton Brook catchment (including engaging with landowners and managers), and involve working closely with the Environment Agency's national soil management specialist [REDACTED] who will be providing guidance and quality control.

Our proposed approach and time allocations are as follows:

1. Prepare for, and attend, a meeting with relevant representatives of Lympstone Flood Resilience Group, Woodbury Parish Council, and the Environment Agency to discuss and finalise the survey objectives, design and proposed outputs, and the plans for dissemination – **1 day**
2. Document the survey design and work programme – **1 day**
3. Meet with relevant landowners/managers to discuss the survey objectives and approach, and confirm their approval for access to the land – **1 day**
4. Conduct survey as planned – **10 days**
5. Review survey results – **2 days**
6. Meet with relevant landowners/managers (individually) to discuss the survey results – **2 days**
7. Prepare a final report to document the survey results, conclusions and recommendations, and the lessons learned (the latter to help promote the approach to other communities and organisations) – **4 days**
8. Present the survey report to the Steering Group and other key stakeholders, and agree next steps – **1 day**

Westcountry Rivers Trust charity no. 1135007 and company limited by guarantee registered in England and Wales, company no. 06545646
Registered office: Rain-Charm House, Kyl Cober Parc, Stoke Climsland, Callington, Cornwall PL17 8PH

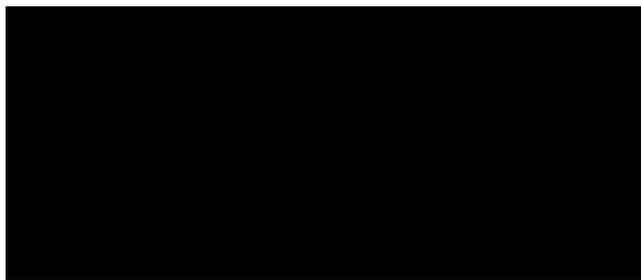
President: Michael Martin MBE Chairman of the Trust: Charles Huntington-Whiteley Chairman of the Board of Directors: Adam Fox-Edwards
Chief Executive: Dr Laurence Couldrick Trustees and Directors: Paul Arnott, Prof David Butler, The Lord Clinton, William Darwall, Sir Simon Day,
Andrew Gray, Graeme Hart, Sir David Hoare Bt, Jenny Ingham-Clark, Dr Keith Lancaster, Henry Llewellyn, The Hon Mrs George Lopes,
Richard Simpson, Andrew Southall, Dr Andy Torrance, William Wyldbore-Smith

t: +44 (0)1579 372140

www.wrt.org.uk



This would equate to 22 days at a day rate of £350 ex VAT. This rate includes travel and report materials, so the final figure would be **£ 7,700 ex VAT**.



Senior Farm Advisor
Westcountry Rivers Trust

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: **Newton Poppleford Playing Field Foundation**

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?	X	
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?		X
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

The DAAT has a preferred supplier and is providing the majority of the funding, which is why there's only one quotation.

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	7
Comments: Newton Poppleford Playing Field Foundation (a registered charity) and Newton Poppleford and Harpford Parish Council are working together with Devon Air Ambulance to set up a community Devon Air Ambulance night landing site. They will presumably then have to communicate once it's put in. The charity has been in touch with neighbouring parishes, community groups, sports clubs and County Councillors.			
2	Benefitting, enhancing and / or making a difference to communities.	5	5
Comments: Project is to make a night landing site for the air ambulance at Newton Poppleford, which could save lives. The air ambulance site offers access to the local community and neighbouring towns and villages as well as those travelling through the area. There is an arterial road that gets blocked if there is an accident making road ambulance access difficult.			
3	The need for the project.	5	5
Comments: Could save lives in the community. Enables the air ambulance to deliver a life saving service in the heart of the community. The road often gets blocked when there are accidents.			
4	How well is the project planned?	5	4
Comments: Is well planned with DAAT and the Parish Council. DAAT have put in many of these throughout East Devon so far. Only one quotation though.			
Total Score:		25	21

ASSESSOR Comments:
Only one quotation, but this is justified.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Newton Poppleford Playing Field Foundation

Newton Poppleford Parish Council, the Playing Field Foundation and the Devon Air Ambulance Trust are working together to put in a night landing site at the field. This would potentially enable the air ambulance to land at night to save lives in Newton Poppleford and surrounding towns and parishes.

Total Project Cost:

£6,490.36

Award Requested

£1,500

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>
DAAT LIBOR funding grant	£4,476	
DCC Locality Fund	£1,000	
NP Parish Council	£514	
Total (if we give our grant)	£	£6,490

Priority Scoring:

ITEM	SCORE
1.	7
2.	5
3.	5
4.	4
TOTAL SCORE:	21

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation has been attached before submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

NEWTON POPPLEHARD PLAYING FIELD FOUNDATION (in conjunction with NPTH Parish Council)

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

Client and Ref to NPTHPC, Treasurer to NPPRF.

3. Main contacts phone number:

[Redacted]

4. Main contacts e-mail:

[Redacted]

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

300848 - Newton Rottleford Playing Field Foundation

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, a registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* See accompanying docs. for reason

* See letter attached

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

The Newton Poppleford Playing Field Foundation has been approached by the Devon Air Ambulance Trust regarding the suitability of the playing field at Back Lane for the purposes of installing an illuminated night landing facility for the use of the Devon Air Ambulance helicopter during hours of darkness to provide air support for the parishes of Newton Poppleford and Harpford, and also Colaton Raleigh, in relation to their proximity to the main A3052 Sidmouth - Exeter Road which is regularly closed to traffic, and therefore ambulances, if and when there is a Road Traffic Incident on Four Elms Hill. The Charity, which is managed by the Parish Council, has given consent for their land to be used to host the site and for their community building (The Pavilion) to provide the electrical supplies to the lighting column. The Parish Council has resolved to support the project both in terms of administrative time and also financial assistance.

The grant, if awarded, will assist towards the costs of the materials required to install the lighting equipment and switchgear - the labour costs having been met by a DAAT grant via the LIBOR fines levy from Central Government.

The installation will allow the Air Ambulance to land almost immediately next to the A3052 whereupon patients from both parishes can be transferred to the helicopter via connecting B roads and taken directly to RDE Exeter for fast treatment. This installation may well make the difference between life and death for those patients.

Attached is a map showing (red dot) the location of our proposed site, green dot for the nearest in Sidford (3.5miles - 10 mins by car) and the blue dot indicates the top of Four Elms Hill which is the reason why a NP site is so important - an accident here cuts off all traffic from the east (Sidmouth) and thus ambulances can't get through.

The Sidford one is based at the Rugby Club and uses their existing floodlights to provide night-time illumination (like Axminster FC). The NP project would be complete installation from ground up.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

The charity has already been in contact with the Council, neighbouring parishes, community groups, sports clubs (including Sidmouth FC and CC), and our County Councillor to create a unified project which benefits all and excludes none. This project is seen by the Council as a continuation of our plan for more self-help in the parish and follows on from the recent defibrillator project which also received support from EDDC and DCC and which was greatly appreciated by the residents and visitors alike.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

As mentioned in 8 above, the parishes of NPH and CR both share an arterial road and this has, sadly, been the scene of a significant number of road traffic accidents in recent years (and fatalities) and there have been numerous occasions when, due to the narrow nature of the road through the parish, emergency vehicles have been unable to reach the scene due to traffic congestion. The creation of a night landing site will extend the ability of the DAAT to land their helicopter inside the parish boundary and respond more effectively; which they are currently unable to do once the hours of darkness fall due to aviation safety rules and regulations.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

Statistical evidence as to the recent spate of RTA's is available from both DCC and the Police and submissions to HATOC support this project. Council has been asked on multiple occasions to create a plan to minimise problems connected with this accident blackspot and whilst many solutions are outside the scope of the Parish Council, it - and the NPPFF charity - feel that this project will assist in mitigating the potential risks and affording a workable and time-tested solution to the issues as detailed above. Minutes of the Parish Council highlighting the matter are available online.

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you by the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

May to June 2019 subject to planning consent. Project duration: 6 weeks.

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

If project goes ahead, NPH Parish Council will underwrite the costs of repairs and maintenance via their annual budget, from precept or reserves. Funding for project will come from multiple sources incl. community fundraising.

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application, even with ditches and drainage projects

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

Entire cost of project is £6490.36 plus VAT

We are only able to provide a single quote as MAT Electrics are the preferred supplier for DAAT installs of the specialist equipment and excavations as they outline on the quote. This has been the case for all other NLS applications under the old, Parishes Together format.

16. Can you claim the VAT back on 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

17. Funding

You need to already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

1500

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

4476

£3476 DAAT LIBOR funding grant
£1000 DCC Locality Fund

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

—

Total cost of project:

6490

Shortfall (please specify below how this shortfall will be met):

514

Balance to be provided by Parish Council from general reserves or by community fundraising event

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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

Please check you have completed all of the information above.

You must include:

- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- If you are not a town or parish council you must include written support from at least one of the town and parish councils in the area your project will benefit. You must also have made your EDDC Ward Councillor aware of your project.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

19. Signature of applicant (or type name and this will be counted as a signature):

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20. Date:

16 JAN 2019

The closing date for applications is midnight on Wednesday 16 January 2019.

At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please send completed forms and accompanying information to:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

ii) Account opening with Lloyds was progressing and some additional signatures were required to take matters forward. Treasurer to action accordingly.

iii) VAT returns were all up to date and some slight adjustments were required as a result of the handover from Cllr. Zirker to Treasurer of the 2018-19 accounts as outlined in the notes schedule referred to in i) above.
 It was proposed by Chair, seconded by Cllr. Ranger, that NPPFF liaise with HMRC to arrange that the VAT return cycle be standardised with that of the NPPFF financial quarter ends ie. March, June, September and December. Resolved unanimously.
 Treasurer: please note and arrange accordingly.

It was further proposed by Chair, seconded by Cllr. Ranger, that the NPPFF accounting method revert back to cash accounting basis from the 01/04/2019, having been operated on an accrual and prepayment basis for the financial year 2018/19. Resolved unanimously.
 Treasurer: please note and arrange accordingly.

iv) After discussion, it was proposed by Chair, seconded by Cllr. Tillotson, that the Newton Popleford Tennis Club, a tenant of the NPPFF, be charged the sum of £200 per annum in respect of ground rent for the tennis courts at the south-eastern boundary of the playing field. This sum to be additional to the previously agreed pro-rata recharge of the NPPFF annual insurance premium covering the tennis court area. Resolved unanimously.
 Treasurer: please note and convey this decision and raise invoices to the Tennis Club accordingly.

v) After discussion, it was proposed by Chair, seconded by Cllr. Tillotson, that a charge of £61 per session be invoiced to the Newton Popleford Lunch Club for each event held; that sum being comprised of 4hrs x £9ph. (as adult community tariff) and an additional charge of £25 per hire for exclusive use of the kitchen facilities. Resolved unanimously.
 Treasurer/Chair: Please convey this decision to the Lunch Club organisers and invoice accordingly after each event.

With regards to the hire of the Pavilion on Christmas Day for the purposes of the Christmas Community Lunch, the Chair (as Chair of Council) suggested that a payment be made from her Chair's allowance to enable the hire of the venue to be paid by the Council, rather than by the Lunch Club themselves. This matter to be dealt with under NPHPC business to ensure clear distinction between the two groups.

vi) Treasurer provided a spreadsheet analysis (kindly provided by Cllr. Zirker) which showed the results of various approaches to utility companies and energy brokers for the Pavilion's gas and electricity supply for the next 3 years.
 Cllr. Kemp proposed, seconded by Cllr. Dalton, that Trustee Board choose Option 7, a deal direct with BUR energy consultancy over a 3 year period but delegate to the treasurer if a cheaper rate can be struck with Opus at the point of cancellation. Resolved unanimously.

vii) The matter of long-term field hire agreements was deferred until the next meeting as information was still being gathered from those users.

7. To consider proposal that playing field area be dedicated for use as a Night Landing Site (NLS) for DAAT in co-operation with NPHPC:
 It was proposed by Chair, seconded by Cllr. Dalton, that NPPFF give consent for the creation of a NLS incl. lighting installation and that, additionally, discussions begin with contractors to determine if some field enhancements can be included. Resolved unanimously. Secretary: Please co-ordinate with NPHPC re: funding.

Minutes of NPPFF Trustee Board held

(. ii)

Exact mins (allowed) 26/11/18 NPHAC (online)

18/146	<p>To consider proposals from Cavanna Homes for donation towards community projects in the parish: After discussion, it was proposed by Cllr. Burhop, seconded by Cllr. Tillotson, that this matter be deferred until the New Year until such time as the issues relating to the planning application at King Alfred Way (18/2608/OUT) had been determined, one way or the other. Resolved unanimously. Clerk: Please note and action accordingly.</p>	
18/147	<p>To consider offer from parishioner for a large Christmas tree for the parish: After discussion, it was proposed by Chair, seconded by Cllr. Walker, that the Council politely decline the offer on the grounds that no planning in terms of utility provision, siting and dressing was possible in such a short timeframe. Resolved unanimously. Clerk: Please note and please liaise with benefactor accordingly.</p>	
18/148	<p>To receive update on potential DAAT Night Landing Site project at the Playing Field: Clerk updated Council after recent NPPFF Trustee Meeting where approval was given in principle for the night landing site lighting equipment to be hosted on the Playing Field by the main gate (adj. to Tennis courts). Clerk also advised that Cllr. Wright (DCC) had kindly offered to make £1000 available to the project from her Locality Grant Award scheme, leaving a balance of circa £1800 to be funded elsewhere - £2800 available from DAAT themselves towards the overall project cost of approx. £5600. It was unanimously agreed that this is a worthwhile amenity for the entire parish and therefore it was proposed by Chair, seconded by Cllr. Burhop, that Clerk be delegated to seek a formal quotation from DAAT and their nominated contractor for provision of this equipment, together with written confirmation of their grant assistance package. Resolved unanimously. Clerk: Please note and action accordingly.</p>	
18/149	<p>To consider the recommendations of the Finance Committee for the Parish Council budget and precept demand for the forthcoming financial year 2019-20 as per their meeting held 13th November 2018, the minutes of which had previously been reviewed: Council considered the recommendations of the Fin.Comm. and the financial forecasts circulated by the RFO. Chair noted that previous increases in precept were not always well received at a time when residents own finances were under pressure. Cllr. Burhop, as Chair of Fin.Comm. advised that Council's reserves could sustain the forecasted deficit but that this position could not continue into the future without financial consequences to the Council, as it was being obliged to take on more and more responsibilities from the higher authorities. The costs of maintaining public toilets, two cemeteries and other public buildings were all raised. Cllr. Ranger outlined that the cost per annum proposed by the Fin.Comm was equivalent to £5 per year (the same as two cups of coffee) and that residents had expressed their delight at the improvements across the parish now that the Parish Council was taking on the duties from above. The recent installation of a defibrillator (and soon to be another) and the proposed Night Landing project above all required funding via Precept and that failure to seek funding now might result in service cuts in the future if capping were to be applied. (continued overleaf)</p>	

V

2i)

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

3 NOVEMBER 2000

the following

SCHEME

will govern the charity

known as

NEWTON POPPLEFORD PLAYING FIELD FOUNDATION (300848)

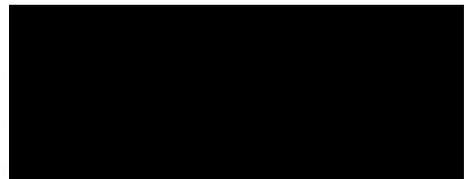
at

Newton Poppleford, Devon

Commissioners' References:

Sealing: W140(S)00

Case No: 148460



ASSISTANT COMMISSIONER

Case No: 148460 03/08/00

Version: 2.0

1. Definitions

In this scheme:

“the area of benefit” means the ecclesiastical parishes of Harpford and Newton Poppleford and surrounding area.

“the charity” means the charity identified at the beginning of this scheme.

“trustee” means the trustee of the charity.

ADMINISTRATION**2. Administration**

(1) The charity is to be administered in accordance with this scheme. This scheme replaces the scheme of 24 May 1961.

(2) The charity will be administered by the existing trustees until the end of the first annual general meeting held under this scheme. They must administer the charity in accordance with the provisions of this scheme.

3. Name of the charity

The name of the charity is Newton Poppleford Playing Field Foundation.

OBJECT**4. Object of the charity**

(1) The object of the charity is, in the interests of social welfare, to improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of a recreation ground. x

(2) The land identified in the schedule to this scheme must be retained by the trustee for use for the object of the charity. x

POWER OF THE TRUSTEE**5. Powers of the trustee**

In addition to any other powers which they have, the trustee may exercise the following powers in furtherance of the objects of the charity:

- (1) Power to make rules and regulations consistent with this scheme for the management of the charity. The rules may include the terms and conditions upon which the recreation ground may be used by persons or bodies other than the committee and the sum (if any) to be paid for such use.
- (2) Power to make bye laws consistent with this scheme for the management of charity.

TRUSTEE

6. **Trustee**

X Newton Poppleford and Harpford Parish Council is the trustee of the charity. X

CHARITY PROPERTY

7. **Transfer of property**

The title to the land described in the schedule to this scheme has been transferred to Newton Poppleford and Harpford Parish Council to be held in trust for the charity by a scheme dated 24 May 1961.

8. **Use of income and capital**

- (1) The trustee must first apply:
 - (a) the charity's income; and
 - (b) if the trustee think fit, expendable endowment
 in meeting the proper costs of administering the charity and of managing its assets (including the repair and insurance of its buildings).
- (2) After payment of these costs, the trustees must apply the remaining income in furthering the object of the charity.
- (3) The trustees may also apply expendable endowment for the object of the charity.

AMENDMENT OF SCHEME

9. **Power of amendment**

- (1) Subject to the provisions of this clause, the trustee may amend the provisions of this scheme.
- (2) Any amendment must be made by a resolution passed at a meeting of the trustee of which not less than 21 days' notice has been given. The notice of the meeting must include notice of the resolution, setting out the terms of the amendment proposed.

- (3) The trustee must not make any amendment which would:
 - (a) vary this clause;
 - (b) vary the definitions clause and clause 4 (the objects clause);
 - (c) confer a power to dissolve the charity.
- (4) The trustee must obtain the prior written approval of the Commissioners before making any amendment which would vary the name of the charity.
- (5) The trustee must:
 - (a) promptly send to the Commissioners a copy of any amendment made under this clause; and
 - (b) keep a copy of any such amendment with this scheme.

GENERAL PROVISIONS

10. Questions relating to the Scheme

The Commissioners may decide any question put to them concerning:

- (1) the interpretation of this scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.

SCHEDULE

X Land consisting of 2.85 hectares or thereabouts and the buildings thereon at Back Lane, Newton Poppleford, and Devon known as Newton Poppleford Playing Field. X

Newton Poppleford Playing Field Foundation (Reg. Char. 300848)

Receipts & Payments Account for the Financial Year Ended 31st March 2017						
	Current Financial Year April 2016 to March 2017				2015/16	
	Unrestricted Funds	Designated Funds	EarMarked Funds	Total	Total	
	£	£	£	£	£	
RECEIPTS						
Regular Hire Income	5,356			5,356	6,206	
Function Income	1,187			1,187	834	
Bank Interest	4			4	1	
Kitchen Fundraising			16,945	16,945	1,169	
Other Receipts				0	0	
TOTAL RECEIPTS	6,547		16,945	23,492	8,210	
EXPENDITURE						
Costs of Generating Funds						
Fundraising						
Support Costs						
Utilities	2,089			2,089	2,291	
Maintenance	2,189			2,189	2,011	
Cleaning	1,009			1,009	1,032	
Equipment	115			115	349	
Insurance	637			637	646	
Other	98			98	0	
Sub-total	6,137	0	0	6,137	6,329	
TOTAL PAYMENTS	6,137	0	0	6,137	6,329	
NET RECEIPTS-PAYMENTS	410	0	16,945	17,355	1,881	

Movements in Funds for the Financial Year Ended 31st March 2017					
	Bt'Fwd at 01-04-16	Receipts in Period	Payments in Period	Transfers in Period	Cd'Fwd at 31-03-17
Cash Assets					
Cash at Bank & in Hand					
Petty Cash					
Bank, Trading Current Account	1,913	6,547	-6,137		2,323
	1,913	6,547	-6,137	0	2,323
Fundraising / Capital Accounts					
Bank, Current Account	1,000	1,768			2,768
Bank, Deposit Account	0	15,177			15,177
	1,000	16,945			17,945
Total Cash Assets	2,913	23,492			20,268
Comprising:					
General (Unrestricted) Fund	1,913	6,547	-6,137	0	2,323
Total Unrestricted Funds	1,913	6,547	-6,137	0	2,323
Earmarked Funds					
Capital Projects	1,000	16,945	0	0	17,945
Total Earmarked Funds	1,000	16,945	0	0	17,945
Total Funds	2,913	23,492	-6,137		20,268

Statement of Assets & Liabilities as at 31st March 2017				
	Unrestricted Funds	Designated Funds	Restricted Funds	Total at 31-03-17
Cash Assets	2,323		17,945	20,268
Other Monetary Assets				0
Investments Assets				0
Assets Retained for Own Use	<i>All land and property held in Trust by Newton Poppleford and Harford PC</i>			0
Liabilities				0



M.A.T Electrics Limited
 Unit 10 Sandpiper Court
 Harrington Lane, Pinhoe
 Exeter EX4 8NS
 Tel: 01392 469472
 Fax: 01392 466721
 timj@matelectrics.co.uk

Our Ref: - Q15704/1/TJ

20th December 2018

Deal

Devon Air Ambulance Landing Site Lighting – Newton Poppleford Parish Council

Further to your enquiry regarding the above, we have pleasure in offering you our tender bid for the helipad lighting works as requested

The total costs of capital equipment & installation is: - £ 6,490.36 + VAT

This is based on the following:

- New 10m column and luminaire to suit site survey.
- New 120m SWA cable run, which includes 105Mtrs of excavation and that of the 10m column
- Provision of GSM controller within the Pavilion
- New /RCD/MCB for the power supply to GSM controller and new external circuit.
- All works are at field position identified, and within the Pavilion.
- GSM and lighting Demonstration.
- Provision of Completion Certificate.

Cost Breakdown

Excavation of trenching and base for Lighting Column	£ 1,625.00
10Mtr Bespoke Hinged Lighting Column, c/w floodlight bracket & Cut Out	£ 1,226.50
Derwent Rope for raising & lowering of the column	£ 45.00
2No 150Watt LED High Output Floodlights	£ 682.50
120Mtrs SWA Cable including Marker Tape, Cable Glands and Cleats	£ 315.02
GSM Switch/Power Pack/Relay/Aerial etc to form Control Unit	£ 519.77
Assorted Cables/Terminations/RCBO/DB & Electrical Items to connect	£ 225.00
Labour to Install, Test and attendance on whole installation	£ 1,851.57

The following costs can be removed from quote if independently installed*:

1.	Excavation Works only including base for column	£ 1,625.00
2.	Supply & Installation of SWA cable from switchroom to column*	£ 811.34
Total		£ 2,436.34

If Cable is to be supplied for others to Install, our costs for this is as follows;

3.	Supply only 120m SWA cable (5m at switchroom, 3.5m at column)	£ 265.22
----	---	----------

* N.B. Please note if you intend to use an independent contractor, you will be provided a detailed specification for installation of column, SWA cable etc. required to meet M.A.T. Electrics & helipad lighting requirements.

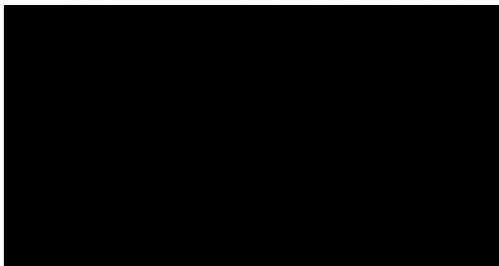
Exclusions

- It is presumed that the existing installation to be connected to, meets current wiring regulations.
- Any works that would require any changes would be outside of this scope of works.
- No other lighting control offered other than manual switching and the automatic control highlighted within the DAAT Specification.

All the above works to include for testing and certificating following completion

We trust the above prices are acceptable and we await your further instructions, and assure you of our very best attention at all times,

Yours Sincerely
For & on behalf of M.A.T. Electrics Ltd



Managing Director



N.Poppleford community landing site lighting quote - MAT Electrics

4 messages

Tue, Jan 8, 2019 at 1:58 PM

Hi [REDACTED]

I've attached the quote from MAT Electrics for the lighting at Newton Poppleford community landing site.

DAA will be able to cover the labour costs of £3,476.57 through a grant, the remaining capital items costing £3,013.79 would need to be funded by the community.

If you require any further information, please do not hesitate to get in touch. On a related note, can we chat next week about the installations at All Saints and Chardstock? Thank you.

Best wishes.

[REDACTED]
Community Landing Sites Development Officer

Office: 01392 466666

Mob: 07943 207673

W: www.daat.org



Devon Air Ambulance





Clerk NPH Parish Council <theclerk.nph@gmail.com>

DAAT Night Landing Site

Tue, Oct 30, 2018 at 4:51 PM

[REDACTED]

hi Paul, happy to contribute £1000.

kind regards

[REDACTED]

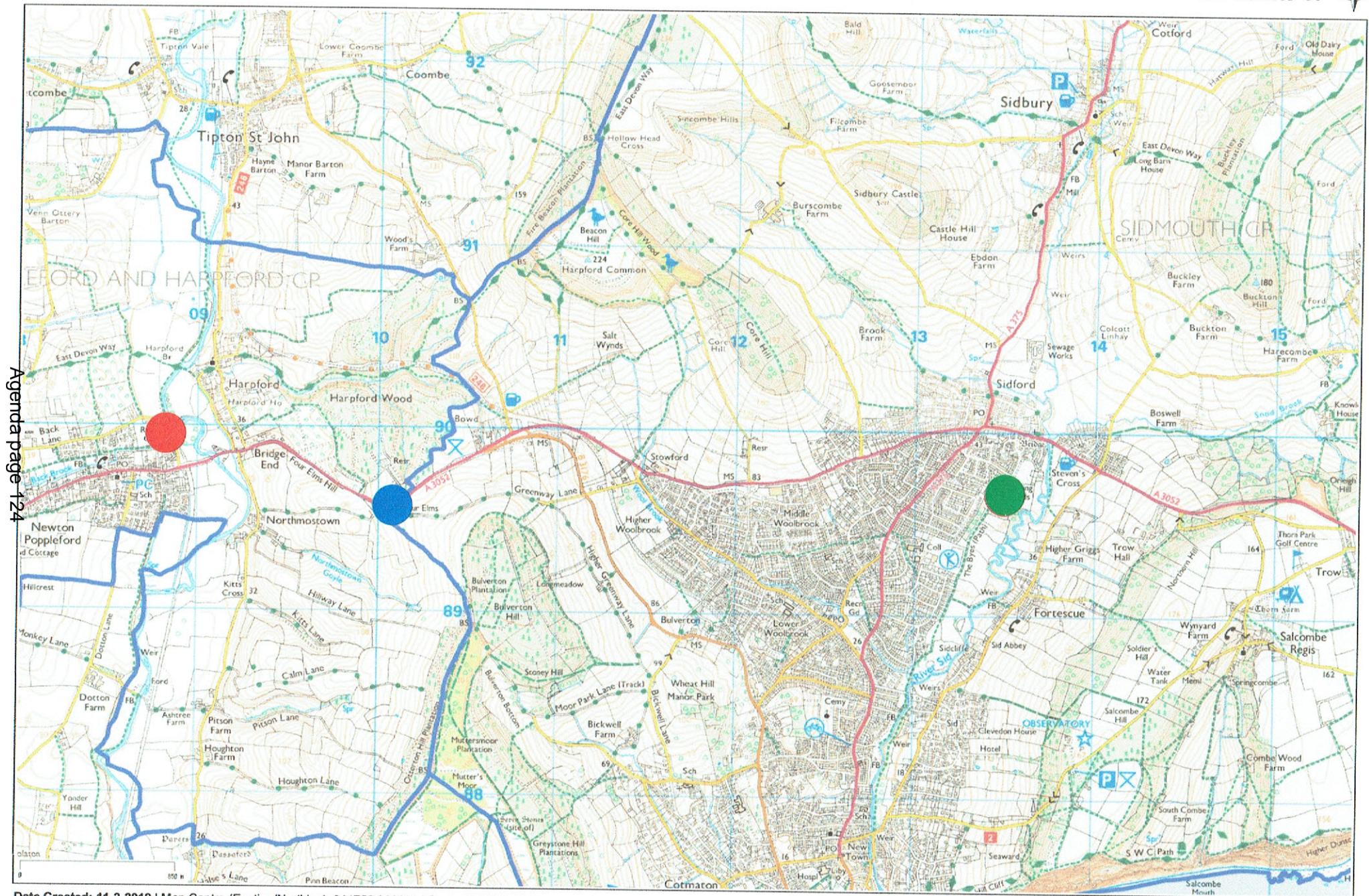
From: Clerk NPH Parish Council [mailto:theclerk.nph@gmail.com]

Sent: 29 October 2018 18:32

[REDACTED]

Subject: Fwd: DAAT Night Landing Site

[Quoted text hidden]



Agenda page 124

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Ottery Help Scheme

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?	X	
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?		N/A
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?		X
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

It looks like they have more than a year's running costs in reserve, but they have explained this.

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	8
Comments: They have already consulted and will work with many different organisations and businesses to support people with dementia in the area. They'll work with the Alzheimer's Society. They'll work with Honiton Dementia Action Alliance to share best practice.			
2	Benefitting, enhancing and / or making a difference to communities.	5	5
Comments: Living with dementia can be isolating, particularly in rural communities. Creating a dementia aware community will enable people with dementia and their carers to engage more. Holding memory cafes in village halls will enable more local support and support local village infrastructure.			
3	The need for the project.	5	4
Comments: East Devon has 9 th highest level of dementia out of 650. Ottery Help Scheme has consulted with different organisations and individuals, including local town and parish councils to discover the need.			
4	How well is the project planned?	5	5
Comments: Ottery Help Scheme have planned the project well, and it fits in with other work they're already doing successfully.			
Total Score:		25	22

ASSESSOR Comments:

Only one quotation as they feel they are uniquely placed to deliver this project.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Ottery Help Scheme

To set up a sustainable Dementia Action Alliance across the Ottery St Mary District and deliver roaming memory cafes in rural parishes around. They've been running a memory café in Ottery for several years already. Will involve working with a variety of local organisations and businesses.

Total Project Cost:

£13,200

Award Requested

£10,390

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>
Ottery and District League of Friends	£1,320	
Ottery Town Council	£500	
Otter Vale Rotary	£790	
Ottery Help Scheme	£200	
Total (if we give our grant)	£	13,200

Priority Scoring:

ITEM	SCORE
1.	8
2.	5
3.	4
4.	5
TOTAL SCORE:	22

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Ottery Help Scheme

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

Chief Officer, Ottery Help Scheme, T

3. Main contacts phone number:

4. Main contacts e-mail:

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

Reg charity number 1150898

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

The two aims of this project are: to set up a sustainable Dementia Action Alliance (DAA) across the Ottery St Mary district and deliver 'roaming' memory cafes in the surrounding rural parishes. There are 356 local DAAs across the country, the aim being to improve the daily lives of those living with dementia and their carers and families. Communities can play a large role in making this happen. The aims of this project will be to: • promote an inclusive and supportive dementia-friendly community • destigmatise and demystify dementia • include those living with dementia and their carers in the design and delivery of the project • enable those living with dementia to become more actively involved and integrated into their local communities. Ottery Help Scheme's Chief Officer will manage the project and their Community Co-ordinator will deliver it (both staff members have an extensive amount of experience in running community-based dementia projects). The project will involve: • setting up a steering group (including people living with dementia and their carers) • developing a plan to make Ottery and District dementia-friendly, to include seven action points to be identified by the steering group and the local community • running a series of dementia-friends sessions to local businesses, organisations and schools • setting up new 'roaming' memory cafes to address rural isolation, thereby enabling people living in local villages to more easily access this type of support • report back to the Alzheimer's Society (who manage the national programme of DAAs) on our chosen action points The grant will pay for: • the management and delivery of the project • the room hire of village halls • volunteer expenses • resources and marketing • contribution to Ottery Help Scheme's insurance, training and office-based overheads

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

In essence, the project is about galvanising the good-will of the local community and, therefore, will involve working with many different organisations and businesses. The Dementia Action Alliance will reach out, in particular, to local shops, cafes and community hubs such as the local library and GP surgeries, so that people living with dementia can be supported in their everyday lives. Ottery Help Scheme has consulted with local GPs, the Ottery and District Health and Care forum, the local library, local schools, the Silver Otter café, the Rowan and Linden Centre, to name a few. All consulted are keen to be involved in creating a Dementia Action Alliance and supporting its sustainability in the long-term.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Many of the surrounding towns in East Devon already have a DAA. Ottery St Mary and District could draw on the knowledge gained from these other DAAs to quickly establish and embed a DAA in our local area. Why is this needed? Many people living with dementia (and their carers) risk becoming socially isolated as they can feel embarrassed by some of the associated behaviours, often worrying to the point that they no longer feel able to engage with their local community. Creating a dementia-aware community, that is understanding and tolerant, will enable people living with dementia to lead much more active and engaged lives. By providing memory cafes in local villages, this project will also be tackling rural isolation issues. Holding the memory cafes in village halls will mean that the project will be financially supporting local infrastructure within villages, as well as enabling peer support networks to establish themselves and, hopefully, flourish.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

In terms of percentage of population living with dementia, Alzheimer's Research UK statistics show that the East Devon constituency is ranked as ninth highest out of 650. Ottery Help Scheme has consulted with a range of different organisations and individuals through meetings, telephone conversations, case studies and feedback sessions at volunteer coffee mornings. This process has included talking to local councils (Ottery St Mary, Buckerell, Feniton, Gittisham, West Hill, Aylesbeare and Talaton), the Rowan and Linden Day Care centre, the Coleridge Medical Centre, the Ottery and District Hospital League of Friends, carers and several of our current volunteers, who are constantly engaged in community-level conversations during our support group sessions and community transport runs.

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

We would like to start this project in April 2019 and complete it in April 2020.

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

We would aim to focus one of the Dementia Action Alliance's action points wholly on the issue of sustainability of the rural memory café project. We would go about this by identifying 'lead' volunteers in the local parishes who would take responsibility for keeping the memory cafes running after the project funding has ended (these volunteers will have undertaken free dementia-friends training during the year). We would also ask for a small donation from the memory cafe participants; this could cover room hire costs, enabling the project to become financially sustainable. Through its ongoing work in the local community, Ottery Help Scheme would be happy to

- Have you spoken to Honiton Dementia Action Alliance or other dementia action groups in the local area to learn about best practice and get support?

Yes, I have met with Heather Penwarden from Honiton DAA to discuss how we might share best practice and learning. Heather talked to me about the process of setting up a Dementia Action Alliance. She stated that the Honiton DAA and memory cafe has difficulty with reaching out to the rural areas and would be very keen for the Help Scheme to share our learning about the roaming memory café project, if we were to be successful. I have also consulted with Sue Moore, who set up the Tiverton Dementia Action Alliance.

- How many people do you anticipate being able to come to use your rural community dementia cafes?

We currently have over 350 people on our database who are living in rural areas. We would anticipate that we could attract around 15 - 20 people per memory café (this might include carers) and would aim to rotate the cafes during the year to reach the maximum amount of participants possible, potentially up to around 80 people on a regular basis.

- Looking at your accounts it looks like your reserves depleted from March 2017 to March 2018 by £62,915. Is there a reason for this?

The trustees of the Help Scheme agreed to commit funding to two projects in 2017/2018 using unexpected funds from a legacy. The money for these two projects was ring-fenced within the annual accounts to fund a local youth mental health project and to help set up a Home Services service (part of the Help Scheme).

- Looking at your accounts it looks like you may have more than a year's running costs in reserve? However, we are now nearly at the end of the following financial year so it may be the case that you no longer do? In the rules it states that we can't fund 'Projects for organisations that have more than 12 months running costs in reserves.' If you do, is there an explanation for this? For example, do you have plans for the reserves, has the charities commission recommended you hold more than 12 months running costs?

With the allocation of the funds mentioned above, the charity's reserves have been reduced to well below a year's running costs.

- As well as running roaming memory cafes, will there be memory cafes in Ottery itself?

We have been running the memory café in Ottery for several years and have a bank of experienced volunteers, resources and staff members that will inform the setting up, and running of, the rural memory café project.

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

The total cost for the whole project is £13,200. Ottery Help Scheme is uniquely placed to deliver this project, so here is the quote: Dementia- Friendly Co-ordinator costs: 15 hours per week; hourly rate £10; monthly cost £600; annual cost £7200 Chief Officer (management) costs: 2 hours per week; hourly rate £12.50; monthly cost £100; annual cost £1200 Room hire costs (village halls for memory cafes): 6 hours per month; hourly rate £10; monthly cost £60; annual cost £720 Volunteer expenses: Variable hours; monthly cost £100; annual cost £1200 Resources/marketing: Monthly cost £140; annual cost £1680 Contribution to accounts, insurance, resources/training: £1200 (10% of subtotal)

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities 10,390

Together Fund:

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for): 2810

 Ottery and District Hospital League of Friends £1320
 Ottery Town Council £500 Otter Vale Rotary £790 Ottery Help Scheme £200

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

Total cost of project: 13,200

Shortfall (please specify below how this shortfall will be met): 0

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):



Date:

16.1.19

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk



A Helping Hand When You Need It Most

01404 813041

Email: info@otteryhelpscheme.org.uk

www.otteryhelpscheme.org.uk

January 2019

Costings to deliver a year's project for the Communities Together fund:

Dementia- Friendly Co-ordinator costs:

15 hours per week; hourly rate £10; monthly cost £600; annual cost £7200

Chief Officer (management) costs:

2 hours per week; hourly rate £12.50; monthly cost £100; annual cost £1200

Room hire costs (village halls for memory cafes):

6 hours per month; hourly rate £10; monthly cost £60; annual cost £720

Volunteer expenses:

Variable hours; monthly cost £100; annual cost £1200

Resources/marketing:

Monthly cost £140; annual cost £1680

Contribution to Ottery Help Scheme's accounts, insurance, training, office resources:

£1200 (10% of subtotal)

Total: £13,200

21st November 2018



Ottery Help Scheme
The Station
Mill Street
Ottery St Mary
EX11 1AH

Dear Sir/Madam

Reference: Ottery St Mary Help Scheme and Future Funding

I would be very keen to continue supporting the Help Scheme and I think the idea of a mobile memory cafe would be greatly beneficial. I have at least 6 regular customers who come to our cafe of which all have memory problems/loss due to illness, so this service would be fantastic.

I have made customers aware of the scheme many times and any more services they offer can only benefit our aging community.

Kind Regards



The Silver Otter Manager



140





OTTERY ST MARY

Town Council

Christine McIntyre FCILEx PSLCC

Town Clerk

Council Offices
The Old Convent
8 Broad Street
Ottery St Mary
Devon EX11 1BZ

Telephone: 01404 812252

**Email: enquiries@otterystmary-tc.gov.uk
www.otterystmary-tc.gov.uk**

Jamie Buckley
Community Engagement and Funding Officer
East Devon District Council
The Knowle
Sidmouth
Devon
EX10 8HL

14th January 2019

Dear Jamie

**PROPOSED BID TO COMMUNITIES TOGETHER BY THE OTTERY HELP SCHEME FOR FUNDING FOR A DEMENTIA INITIATIVE - (DEMENTIA ACTION ALLIANCE ('ALLIANCE'))
LETTER OF SUPPORT FROM OTTERY ST MARY TOWN COUNCIL**

Please see below the resolution of this Town Council

***'COMMUNITIES TOGETHER • CONSIDERATION BY THE TOWN COUNCIL TO SUPPORT A PROPOSED BID BY THE HELP SCHEME FOR FUNDING FOR A DEMENTIA INITIATIVE
It was understood that the League of Friends was happy to support this bid and provide 10% match funding (£1350). After some discussion it was RESOLVED that the Council would also support the bid by providing £500 of match funding`***

The aforementioned resolution of the Council, is an endorsement of how important it believes the proposed Alliance would be to the community. It is also aware that many of the surrounding towns in East Devon already have Dementia Action Alliances and that there is a gap in the Ottery area for this type of support. This has been flagged up by the GPs who would welcome more community-based support.

Ottery is well equipped with support for people living with the later stages of dementia (the Rowan and Linden centre) but not for people who are in the early stages, or who have had a recent diagnosis of dementia. It is important to put in place as much community-based



OTTERY ST MARY

Town Council

Christine McIntyre FCILEx PSLCC

Town Clerk

Council Offices
The Old Convent
8 Broad Street
Ottery St Mary
Devon EX11 1BZ

Telephone: 01404 812252

Email: enquiries@otterystmary-tc.gov.uk

www.otterystmary-tc.gov.uk

support for people in the early stages of dementia, so that they feel empowered to continue their everyday lives. The Council is very keen to support this!

The project will bring together different elements of the community - shops, cafes, businesses, schools, charities, public services to give a show of support to those living with dementia and their carers.

As the project involves a training element (dementia friends sessions) to all of the above, the project has the potential to be sustainable beyond the year's funding, through the good will of the local community, encouraged by the Council, the Help Scheme, the library etc.

Finally, the Help Scheme is very well embedded in the town and therefore it is well placed to quickly gain the support of the community to engage with and support the project in the short and long term.

I trust you will look favourably to awarding the Help Scheme the funding it requires for such an essential, worthwhile and much needed service.

Yours sincerely



Christine McIntyre
TOWN CLERK



Please reply to:

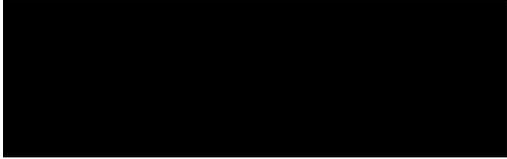
[REDACTED]
21 Claremont Field

Emily Lezzeri
Ottery Help Scheme

Dear Emily

I write to confirm our agreement to make funds if £790 available for the Dementia bid for Communities together .

Please keep us advised of Progress.





**Rowan and Linden Centre
Ottery St Mary Hospital**

Keegan Close
Ottery St Mary
Devon
EX11 1DN

Tel: 01404 816025

27/12/2018

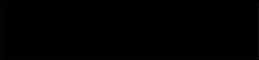
We are writing to support the Ottery Help Scheme's project proposal for creating roaming Memory Cafes in the Ottery St Mary area. As a service that supports people living with dementia we see how additional services can really help.

Social isolation is a very real problem for people with dementia and their carers. Many people who are diagnosed with dementia feel they can no longer maintain their activities and become isolated from their communities. Social isolation can in fact impact on their cognition and their dementia symptoms deteriorate more quickly compared to those who are able to maintain their social interactions. Memory Cafés can provide a safe and secure environment, allow people with dementia to socialise and allow their carers to access support from fellow carers and act as a signposting to other support services.

Creating Dementia Action Alliances and Dementia Friendly towns are also an essential element to supporting people with dementia. It has worked exceptionally well in other areas with local businesses learning more about dementia and how to offer support. Communities are vital in supporting people with dementia, indeed vital in supporting all older people. To develop a network of thoughtful, supportive and tolerant businesses and organisations will provide a vital link for all of the community.

The Community Health and Social Care team would be keen to support the Ottery St Mary Helpscheme with this initiative and it would provide a valuable provision to signpost many of our patients to and their carers, to help sustain any improvements made by health or social care interventions. So often, where we are able to make a difference whilst the patient or carer is engaged in our services, there is too often little community help to support them going forwards to sustain any improvements to their situation. The proposals made by the Helpscheme will enable a whole community approach to supporting the normal lives of our residents with memory difficulties and to allow them to feel comfortable to engage in their community through greater acceptance and understanding of dementia. We need community investment to do this and prevent affected individuals withdrawing from community interaction.

We welcome the address of Carers who provide an invaluable service to maintaining individuals with dementia to live independently for as long as possible. The memory cafes will extend the support for these people and allow for some respite and social interaction for themselves.


Matron, Rowan Assessment Unit


Health and Social Care Community Services Manager



Ottery St Mary Library
Silver Street
Ottery St Mary
Devon
EX11 1 DB

11th January 2018

Dear [REDACTED]

I am writing in order to support your project proposal for establishing a Dementia Friendly Community in Ottery St Mary.

The aims of your project strongly suit the aims of the library. We are very interested in any projects that support our community and enable local people to access the services that they need.

The library would love to be involved in your project. We could be a host venue for Memory Cafes or Dementia Friendly Training. We also stock a range of books on the subject.

We wholeheartedly support what you are trying to achieve with this new project and look forward to working with you should your funding bid be successful.

With thanks

[REDACTED]
Library Supervisor
Ottery St Mary Library

'For the Community that Cares'



**Ottery St Mary Hospital
League of Friends**

To: [REDACTED] Chief Officer, Ottery Help Scheme
From: [REDACTED] Ottery St Mary Hospital League of Friends
Subject: Dementia Action Alliance
Date: 17th December 2018

I am pleased to confirm our agreement to commit 50% i.e. £1,320 of the match funding required for the bid by Ottery Help Scheme to the Communities Together Fund, for dementia support.

We wish you success with the bid to establish a Dementia Action Alliance in the Ottery St Mary area.

For and on behalf of Ottery St Mary Hospital League of Friends,
[REDACTED]

by email

6th December 2018

[REDACTED]

Ottery St Mary and District Help Scheme
The Station,
Ottery St. Mary

Dear [REDACTED]

Re: Dementia Action Alliance

The Later Life Forum have become aware of your plans – and seeking funding support towards setting up a

Dementia Action Alliance

delivering roaming memory cafes to reach out to the villages
(alongside the memory café in Ottery that you currently run

and take this opportunity to congratulate you on this plan – and whilst unable to offer financial support as we, ourselves, are a non-funded volunteer group in the same area you will be covering – really glad that you are able to access the Parishes Together Fund.

It is especially important – as you have clearly realized – an are acting upon .. that services need to be brought out into the villages and near to people's home.

[REDACTED] eetings,

[REDACTED]

Co-ordinator
Ottery St. Mary and District Later Life Forum.

To whom this may concern,

I'm writing this email to you because the past few months my mum who has dementia has been using the local help scheme in Ottery St Mary.

We moved to Newton Poppleford nearly 2 years ago from Honiton and my mum lost touch with most of her friends so being involved with this support group I think has helped!

I think there could be more local support in the local community, specially for people with dementia and also the carers, as it is a good way to keep their minds and bodies active with the memory Cafe and exercise classes that my mum goes to when they are on.

With more support within the community it means that activities such as these can be ran more regularly, giving people with dementia a chance to talk and be around others in a similar situation as well as make friends. As well as this, more support would benefit carers as they would be able to run more activities and spend more individual time with people that may need support.

Kind Regards,

A solid black rectangular box used to redact the sender's name and contact information.

Hi [REDACTED]

Thank you for your email. I am writing to confirm that the GP Partners here have seen your papers and support you in your bid for funding to run the Dementia Action Alliance project. We wish you all the very best in securing the funding.

Yours sincerely

[REDACTED]

Practice Manager
Coleridge Medical Centre
Canaan Way
Ottery St Mary
Devon EX11 1EQ

[REDACTED]

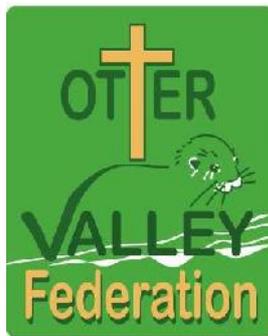
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Unless otherwise stated any views or opinions stated in this email are solely those of the author and do not necessarily represent the views of the Coleridge Medical Centre.

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Feniton Church of England
(VA) Primary School
Station Road
Feniton
Devon
EX14 3EA
Tel: 01404 850303
Email: admin@feniton.devon.sch.uk



Tipton St. John Church of England
(VA) Primary School
Tipton St. John
Sidmouth
Devon
EX10 0AG
Tel: 01404 812943
Email admin@tipton-stjohn.devon.sch.uk

Wednesday 12th December 2018

Dear [REDACTED]

Many thanks for getting in touch with me.

It was wonderful to hear about your vision for supporting people in the area who suffer with dementia. At Feniton Church of England Primary School we would be interested in supporting this project.

We encourage all of our children to live our vision of living life to the full and *Believing and Achieving Together to be the Best They Can Be*. We have established community champion projects to help each class focus on raising awareness and/or fundraising for a special cause. For example Year 2 hold a café to raise funds for the homeless in Exeter and St Petrocs. Our Year 5's are raising awareness of mental health and the Mind charity. In Reception Class this year we are inviting in a group of elderly people from Feniton to work and play alongside our 4/5 year olds.

Our Year 3's would be particularly interested in taking part in the Dementia Friendly Sessions that you mentioned. This presentation would be really helpful in helping the children to demystify the behaviours of dementia and it links with our school value of empathy.

Please keep in touch and let me know if our school can support in any way.

[REDACTED]
Head of School

[REDACTED]

[REDACTED]

thank you for your call.I was most interested to hear of your intentions to set up a scheme for the elderly people suffering from dementia in our area. I am a retired nurse on the general and psychiatric register .My interests during a long career in the NHS have always been involved with the care of the elderly.I nursed my wife, who was suffering from Alzeimers for the last four years of her life.Whilst I had support from a befriender I felt that there was something missing in the service which I feel can now be rectified with the help of some much needed funding. I am a regular attender of the Ottery and the Honiton Memory Cafe's,but I feel that there are many people in the surrounding villages who could benefit from a more local service,especially as there are many of us who do not drive anymore ,and therefore have difficulties getting to other places.

I therefore am willing to support any form of improvement in a vital service for the people of Ottery St.Mary and surrounding villages and I hope that your request for funding will be sucessful.

I hope this will suffice, and should you need any further information or help, please don't hesitate to contact me.

[REDACTED]

THE COLERIDGE MEDICAL CENTRE

CANAAN WAY • OTTERY ST MARY • DEVON EX11 1EQ

Telephone: 01404 814447 • Fax: 01404 816716 • e-mail: coleridgemedicalcentre@nhs.net

Our Ref: JN/jt

16 January 2019

TO WHOM IT MAY CONCERN

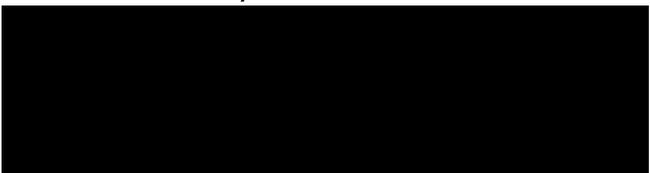
Dear Sir/Madam

Re:  Chief Officer Ottery Helpscheme.org.uk

We wholly support Emily and her team in their bid to get this operation funded. Ottery help scheme is an established and well regarded organisation in the town, well placed to expand their services into the sphere of dementia friendly services. This is much needed with an elderly demographic in Ottery St Mary and would enable us to deliver the quality and diversity of dementia care currently offered in surrounding towns. It would be seen as very supportive to the medical teams and elderly Mental Health Professionals locally who are currently unable to offer the range of services that are available elsewhere. They have clearly thought through the aims of their project, how these will be delivered and the League of Friends and Town Council have already demonstrated their approval. There is an unmet need in the town and surrounding villages and we would urge you to consider the helps schemes proposal as worthy of supporting.

With many thanks for your consideration from the Partners at Coleridge Medical Centre.

Yours faithfully


On behalf of the Partners

GP Partners:

Dr C J Dilley (GMC No: 2942195)
Dr E L Stuart (GMC No: 3545496)

Dr S J Kerr (GMC No: 3272749)
Dr N de Sousa (GMC No: 4173171)

Dr K J Gurney (GMC No: 3279076)
Dr J D Nelson (GMC: 3291807)

GPs:

Dr S Caswell (GMC No: 3332926)
Dr A B Werham (GMC No: 6144299)

Dr S Fletcher (GMC No: 4179249)
Dr L Knight (GMC No: 4407742)

Dr A Jones (GMC No: 7041862)

Registrars: Dr E Rejzl (GMC No: 7284208) Dr I Keeler (GMC No: 7285031)

Practice Manager: Mrs S H Stokes

Cllr Susan Bond

I am particularly delighted to support the Communities Together bid for funding for Ottery Help Scheme to set up a Dementia Action Alliance across the Ottery St Mary district and in particular delivery of roaming memory cafes.

Through a relative, I have seen at first hand the benefits of the memory cafe scheme and how the activities on offer can provide stimulation to those suffering dementia, but also much-needed support for their carers.

Given the ageing demographic in East Devon, this initiative will be strongly welcomed by the rural communities which stand to benefit. To bring the service to the heart of the rural communities will give confidence to those attending as they will be among 'friends'. After the first year of set up, I predict that communities will want to see this service continue.

I look forward to promoting the service in my ward.

Kind regards,

Susie Bond
District Councillor
Feniton & Buckerell ward
01404 850208
0771 222 7434

Roger Giles

I am delighted to be able to add my support to the excellent Ottery Help Scheme Communities Together bid. There have been a series of meetings, hosted by Ottery St Mary Town Council, with representatives of Aylesbeare, Feniton, Talaton and West Hill Parish Councils, which recognised the benefits of the scheme to residents of the communities that they represent. There was particular support for the very beneficial service to be provided within those communities, and also recognition that there would be financial and other benefits for the community halls in which the activities would take place.

Roger Giles

Ottery St Mary Town Councillor and East Devon District Councillor

Registration number: 08354771

Ottery Help Scheme

(A company limited by guarantee)

Annual Report and Unaudited Financial Statements

for the Year Ended 31 March 2018

Easterbrook Eaton Limited
Chartered Accountants
8 Jesu Street
Ottery St Mary
Devon
EX11 1EU

Ottery Help Scheme

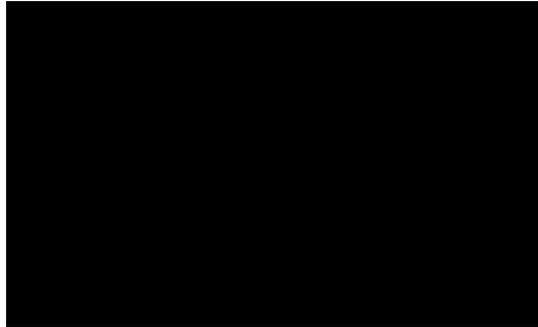
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Directors' Report	2
Accountants' Report	3
Profit and Loss Account	4
Statement of Comprehensive Income	5
Balance Sheet	6
Statement of Changes in Equity	7
Notes to the Financial Statements	8 to 10

Ottery Help Scheme

Company Information

Directors



Registered office

The Station
Mill Street
Ottery St Mary
Devon
EX11 1AH

Accountants

Easterbrook Eaton Limited
Chartered Accountants
8 Jesu Street
Ottery St Mary
Devon
EX11 1EU

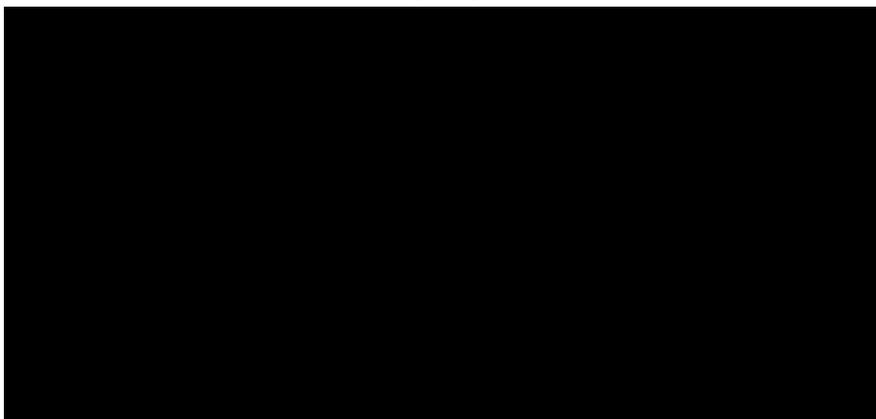
Ottery Help Scheme

Directors' Report for the Year Ended 31 March 2018

The directors present their report and the financial statements for the year ended 31 March 2018.

Directors of the company

The directors who held office during the year were as follows:



Principal activity

The principal activity of the company is other human health activities

Small companies provision statement

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Board on 22 October 2018 and signed on its behalf by:



**Chartered Accountants' Report to the Board of Directors on the Preparation of the
Unaudited Statutory Accounts of
Ottery Help Scheme
for the Year Ended 31 March 2018**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Ottery Help Scheme for the year ended 31 March 2018 as set out on pages 4 to 10 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the Board of Directors of Ottery Help Scheme, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of Ottery Help Scheme and state those matters that we have agreed to state to the Board of Directors of Ottery Help Scheme, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Ottery Help Scheme and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Ottery Help Scheme has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and loss of Ottery Help Scheme. You consider that Ottery Help Scheme is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Ottery Help Scheme. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

.....
Easterbrook Eaton Limited
Chartered Accountants
8 Jesu Street
Ottery St Mary
Devon
EX11 1EU
22 October 2018

Ottery Help Scheme

Profit and Loss Account for the Year Ended 31 March 2018

	Note	2018 £	2017 £
Turnover		87,853	99,112
Cost of sales		<u>(142,015)</u>	<u>(67,454)</u>
Gross (deficit)/surplus		(54,162)	31,658
Administrative expenses		<u>(10,318)</u>	<u>(13,181)</u>
Operating (deficit)/surplus		<u>(64,480)</u>	<u>18,477</u>
Other interest receivable and similar income		<u>1,565</u>	<u>768</u>
		<u>1,565</u>	<u>768</u>
(Deficit)/surplus before tax		<u>(62,915)</u>	<u>19,245</u>
(Deficit)/surplus for the financial year		<u><u>(62,915)</u></u>	<u><u>19,245</u></u>

The above results were derived from continuing operations.

The company has no recognised gains or losses for the year other than the results above.

The notes on pages 8 to 10 form an integral part of these financial statements.

Page 4

Ottery Help Scheme

Statement of Comprehensive Income for the Year Ended 31 March 2018

	2018 £	2017 £
(Deficit)/surplus for the year	<u>(62,915)</u>	<u>19,245</u>
Total comprehensive income for the year	<u><u>(62,915)</u></u>	<u><u>19,245</u></u>

The notes on pages 8 to 10 form an integral part of these financial statements.
Page 5

Ottery Help Scheme

(Registration number: 08354771) Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	3	1,387	1,734
Current assets			
Cash at bank and in hand		135,887	128,555
Creditors: Amounts falling due within one year	4	<u>(89,897)</u>	<u>(19,997)</u>
Net current assets		<u>45,990</u>	<u>108,558</u>
Net assets		<u>47,377</u>	<u>110,292</u>
Capital and reserves			
Profit and loss account		<u>47,377</u>	<u>110,292</u>
Total equity		<u>47,377</u>	<u>110,292</u>

For the financial year ending 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

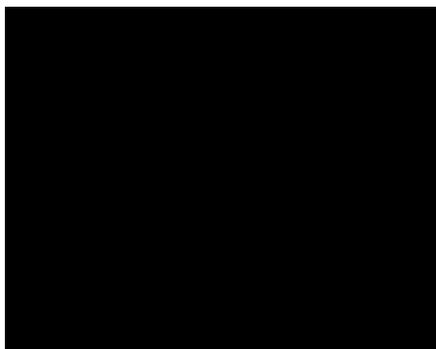
Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

These financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime and the option not to file the Profit and Loss Account has been taken.

Approved and authorised by the Board on 22 October 2018 and signed on its behalf by:



The notes on pages 8 to 10 form an integral part of these financial statements.
Page 6

Ottery Help Scheme

Statement of Changes in Equity for the Year Ended 31 March 2018

	Profit and loss account £	Total £
At 1 April 2017	110,292	110,292
Deficit for the year	<u>(62,915)</u>	<u>(62,915)</u>
Total comprehensive income	<u>(62,915)</u>	<u>(62,915)</u>
At 31 March 2018	<u><u>47,377</u></u>	<u><u>47,377</u></u>

The notes on pages 8 to 10 form an integral part of these financial statements.

Ottery Help Scheme

Notes to the Financial Statements for the Year Ended 31 March 2018

1 General information

The company is a company limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

The address of its registered office is:

The Station
Mill Street
Ottery St Mary
Devon
EX11 1AH

These financial statements were authorised for issue by the Board on 22 October 2018.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A - 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

Revenue recognition

Turnover comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the company's activities. Turnover is shown net of sales/value added tax, returns, rebates and discounts.

The company recognises revenue when:

The amount of revenue can be reliably measured;
it is probable that future economic benefits will flow to the entity;
and specific criteria have been met for each of the company's activities.

Tangible assets

Tangible assets are stated in the statement of financial position at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Office equipment	20% reducing balance basis

Ottery Help Scheme

Notes to the Financial Statements for the Year Ended 31 March 2018

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 company 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.

Leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to profit or loss on a straight-line basis over the period of the lease.

Defined contribution pension obligation

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Ottery Help Scheme

Notes to the Financial Statements for the Year Ended 31 March 2018

3 Tangible assets

	Furniture, fittings and equipment £	Total £
Cost or valuation		
At 1 April 2017	1,734	1,734
At 31 March 2018	1,734	1,734
Depreciation		
Charge for the year	347	347
At 31 March 2018	347	347
Carrying amount		
At 31 March 2018	1,387	1,387
At 31 March 2017	1,734	1,734

4 Creditors

Creditors: amounts falling due within one year

	2018 £	2017 £
Due within one year		
Other creditors	89,897	19,997

COMPANY NOT HAVING A SHARE CAPITAL

Articles of Association for a Charitable Company

Articles of Association of

OTTERY HELP SCHEME

COLERIDGE MEDICAL CENTRE, CANAAN WAY

OTTERY ST MARY, DEVON EX11 1EQ

1. The company's name is

OTTERY HELP SCHEME

(and in this document it is called the 'charity').

Interpretation

2. In the articles:

'address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

'the articles' means the charity's articles of association;

'the charity' means the company intended to be regulated by the articles;

'clear days' in relation to the period of a notice means a period excluding:

- the day when the notice is given or deemed to be given; and
- the day for which it is given or on which it is to take effect;

'the Commission' means the Charity Commission for England and Wales;

'Companies Acts' means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity;

'the directors' means the directors of the charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011;

'document' includes, unless otherwise specified, any document sent or supplied in electronic form;

'electronic form' has the meaning given in section 1168 of the Companies Act 2006;

'the memorandum' means the charity's memorandum of association;

'officers' includes the directors and the secretary (if any);

'the seal' means the common seal of the charity if it has one;

'secretary' means any person appointed to perform the duties of the secretary of the charity;

'the United Kingdom' means Great Britain and Northern Ireland; and

words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity.

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

Liability of members

3. The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:
 - (1) payment of the charity's debts and liabilities incurred before he, she or it ceases to be a member;
 - (2) payment of the costs, charges and expenses of winding up and
 - (3) adjustment of the rights of the contributories among themselves.

Objects

4. The charity's objects ('Objects') are specifically restricted to the following:

TO RELIEVE SICKNESS AND TO PRESERVE THE HEALTH OF THE PATIENTS IN OTTERY ST MARY, DEVON AND SURROUNDING AREA BY PROVIDING OR ASSISTING WITH THE PROVISION OF EQUIPMENT, FACILITIES AND SERVICES NOT NORMALLY PROVIDED BY THE STATUTORY AUTHORITIES.

[Nothing in the articles shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.]

Powers

5. The charity has power to do anything which is calculated to further its Object(s) or is conducive or incidental to doing so. In particular, the charity has power:

- (1) to raise funds. In doing so, the charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
- (2) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011.
- (4) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 124 - 126 of the Charities Act 2011 if it wishes to mortgage land;

- (5) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (6) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
- (7) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
- (8) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- (9) to employ and remunerate such staff as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;
- (10) to:
 - (a) deposit or invest funds;
 - (b) employ a professional fund-manager; and
 - (c) arrange for the investments or other property of the charity to be held in the name of a nominee;

in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- (11) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
- (12) to pay out of the funds of the charity the costs of forming and registering the charity both as a company and as a charity.

Application of income and property

- 6. (1) The income and property of the charity shall be applied solely towards the promotion of the Objects.
- (2) (a) A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
- (b) A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (c) A director may receive an indemnity from the charity in the circumstances specified in article 57.

- (d) A director may not receive any other benefit or payment unless it is authorised by article 7.
- (3) Subject to article 7, none of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving:
 - (a) a benefit from the charity in the capacity of a beneficiary of the charity;
 - (b) reasonable and proper remuneration for any goods or services supplied to the charity.

Benefits and payments to charity directors and connected persons

7. (1) General provisions

No director or connected person may:

- (a) buy any goods or services from the charity on terms preferential to those applicable to members of the public;
 - (b) sell goods, services, or any interest in land to the charity;
 - (c) be employed by, or receive any remuneration from, the charity;
 - (d) receive any other financial benefit from the charity;
- unless the payment is permitted by sub-clause (2) of this article, or authorised by the court or the Charity Commission.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

Scope and powers permitting directors' or connected persons' benefits

- (2) (a) A director or connected person may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the directors do not benefit in this way.
- (b) A director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this article a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person.

- (d) A director or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A director or connected person may receive rent for premises let by the director or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A director or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

Payment for supply of goods only – controls

- (3) The charity and its directors may only rely upon the authority provided by sub-clause (2)(c) of this article if each of the following conditions is satisfied:
 - (a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its directors (as the case may be) and the director or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the charity.
 - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - (c) The other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
 - (f) The reason for their decision is recorded by the directors in the minute book.
 - (g) A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7.

- (4) In sub-clauses (2) and (3) of this article:
- (a) 'charity' includes any company in which the charity:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company.
 - (b) 'connected person' includes any person within the definition in article 61 'Interpretation'.

Declaration of directors' interests

8. A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any discussions of the charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Conflicts of interests and conflicts of loyalties

9. (1) If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:
- (a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
 - (b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and
 - (c) the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.
- (2) In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

Members

10. (1) The subscribers to the memorandum are the first members of the charity.
- (2) Membership is open to other individuals or organisations who:
 - (a) apply to the charity in the form required by the directors; and
 - (b) are approved by the directors.
- (3) (a) The directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.
- (b) The directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- (c) The directors must consider any written representations the applicant may make about the decision. The directors' decision following any written representations must be notified to the applicant in writing but shall be final.
- (4) Membership is not transferable.
- (5) The directors must keep a register of names and addresses of the members.

Classes of membership

11. (1) The directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- (2) The directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- (3) The rights attached to a class of membership may only be varied if:
 - (a) three-quarters of the members of that class consent in writing to the variation; or
 - (b) a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- (4) The provisions in the articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

Termination of membership

12. Membership is terminated if:
- (1) the member dies or, if it is an organisation, ceases to exist;
 - (2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
 - (3) any sum due from the member to the charity is not paid in full within six months of it falling due;
 - (4) the member is removed from membership by a resolution of the directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

General meetings

13. (1) The charity must hold its first annual general meeting within eighteen months after the date of its incorporation.
- (2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
14. The directors may call a general meeting at any time.

Notice of general meetings

15. (1) The minimum periods of notice required to hold a general meeting of the charity are:
- (a) twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
 - (b) fourteen clear days for all other general meetings.
- (2) A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.

- (3) The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 22.
 - (4) The notice must be given to all the members and to the directors and auditors.
16. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity.

Proceedings at general meetings

17. (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is:
- (a) [2] members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
 - (b) one tenth of the total membership at the time whichever is the greater.
- (2) The authorised representative of a member organisation shall be counted in the quorum.
18. (1) If:
- (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present;
- the meeting shall be adjourned to such time and place as the directors shall determine.
- (2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- (3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.
19. (1) General meetings shall be chaired by the person who has been appointed to chair meetings of the directors.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting.

- (3) If there is only one director present and willing to act, he or she shall chair the meeting.
 - (4) If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.
- (20)
- (1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
 - (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
 - (3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
 - (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.
- 21.
- (1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
 - (a) by the person chairing the meeting; or
 - (b) by at least two members present in person or by proxy and having the right to vote at the meeting; or
 - (c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
 - (2)
 - (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
 - (b) The result of the vote must be recorded in the minutes of the charity but the number or proportion of votes cast need not be recorded.
 - (3)
 - (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
 - (b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.

- (4) (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
- (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- (5) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- (b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.
- (c) The poll must be taken within thirty days after it has been demanded.
- (d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- (e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

Content of proxy notices

- 22. (1) Proxies may only validly be appointed by a notice in writing (a 'proxy notice') which -
 - (a) states the name and address of the member appointing the proxy;
 - (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
 - (d) is delivered to the charity in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- (2) The charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

- (4) Unless a proxy notice indicates otherwise, it must be treated as -
 - (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

Delivery of proxy notices

- 22.A (1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.
- (2) An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

Written resolutions

- 23. (1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
 - (a) a copy of the proposed resolution has been sent to every eligible member;
 - (b) a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
 - (c) it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- (2) A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- (3) In the case of a member that is an organisation, its authorised representative may signify its agreement.

Votes of members

24. Subject to article 11, every member, whether an individual or an organisation, shall have one vote.
25. Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
26.
 - (1) Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity.
 - (2) The organisation must give written notice to the charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The representative may continue to represent the organisation until written notice to the contrary is received by the charity.
 - (3) Any notice given to the charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the representative has been properly appointed by the organisation.

Directors

27.
 - (1) A director must be a natural person aged 16 years or older.
 - (2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 39.
28. The minimum number of directors shall be [3] but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
29. The first directors shall be those persons notified to Companies House as the first directors of the charity.
30. A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors.

Powers of directors

31.
 - (1) The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
 - (2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
 - (3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

Retirement of directors

32. At the first annual general meeting all the directors must retire from office unless by the close of the meeting the members have failed to elect sufficient directors to hold a quorate meeting of the directors. At each subsequent annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one director he or she must retire.
33. (1) The directors to retire by rotation shall be those who have been longest in office since their last appointment. If any directors became or were appointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
(2) If a director is required to retire at an annual general meeting by a provision of the articles the retirement shall take effect upon the conclusion of the meeting.

Appointment of directors

34. The charity may by ordinary resolution:
 - (1) appoint a person who is willing to act to be a director; and
 - (2) determine the rotation in which any additional directors are to retire.
35. No person other than a director retiring by rotation may be appointed a director at any general meeting unless:
 - (1) he or she is recommended for re-election by the directors; or
 - (2) not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that:
 - (a) is signed by a member entitled to vote at the meeting;
 - (b) states the member's intention to propose the appointment of a person as a director;
 - (c) contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and
 - (d) is signed by the person who is to be proposed to show his or her willingness to be appointed.
36. All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

37. (1) The directors may appoint a person who is willing to act to be a director.
- (2) A director appointed by a resolution of the other directors must retire at the next annual general meeting and must not be taken into account in determining the directors who are to retire by rotation.
38. The appointment of a director, whether by the charity in general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

Disqualification and removal of directors

39. A director shall cease to hold office if he or she:
- (1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
 - (2) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
 - (3) ceases to be a member of the charity;
 - (4) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - (5) resigns as a director by notice to the charity (but only if at least two directors will remain in office when the notice of resignation is to take effect); or
 - (6) is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated.

Remuneration of directors

40. The directors must not be paid any remuneration unless it is authorised by article 7.

Proceedings of directors

41. (1) The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
- (2) Any director may call a meeting of the directors.
- (3) The secretary (if any) must call a meeting of the directors if requested to do so by a director.
- (4) Questions arising at a meeting shall be decided by a majority of votes.

- (5) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
 - (6) A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.
- 42.
- (1) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. ['Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.]
 - (2) The quorum shall be two or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.
 - (3) A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.
43. If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.
- 44.
- (1) The directors shall appoint a director to chair their meetings and may at any time revoke such appointment.
 - (2) If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the directors present may appoint one of their number to chair that meeting.
 - (3) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.
- 45.
- (1) A resolution in writing or in electronic form agreed by all of the directors entitled to receive notice of a meeting of the directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.
 - (2) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.

Delegation

46. (1) The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.
- (2) The directors may impose conditions when delegating, including the conditions that:
- (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - (b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.
- (3) The directors may revoke or alter a delegation.
- (4) All acts and proceedings of any committees must be fully and promptly reported to the directors.

Validity of directors' decisions

47. (1) Subject to article 47(2), all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
- (a) who was disqualified from holding office;
 - (b) who had previously retired or who had been obliged by the constitution to vacate office;
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;
- if without:
- (d) the vote of that director; and
 - (e) that director being counted in the quorum;
- the decision has been made by a majority of the directors at a quorate meeting.
- (2) Article 47(1) does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 47(1), the resolution would have been void, or if the director has not complied with article 8.

Seal

48. If the charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary (if any) or by a second director.

Minutes

49. The directors must keep minutes of all:
- (1) appointments of officers made by the directors;
 - (2) proceedings at meetings of the charity;
 - (3) meetings of the directors and committees of directors including:
 - (a) the names of the directors present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions.

Accounts

50. (1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- (2) The directors must keep accounting records as required by the Companies Act.

Annual Report and Return and Register of Charities

51. (1) The directors must comply with the requirements of the Charities Act 2011 with regard to the:
- (a) transmission of a copy of the statements of account to the Commission;
 - (b) preparation of an Annual Report and the transmission of a copy of it to the Commission;
 - (c) preparation of an Annual Return and its transmission to the Commission.
- (2) The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

Means of communication to be used

52. (1) Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.
- (2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
53. Any notice to be given to or by any person pursuant to the articles:
- (1) must be in writing; or
- (2) must be given in electronic form.
54. (1) The charity may give any notice to a member either:
- (a) personally; or
- (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
- (c) by leaving it at the address of the member; or
- (d) by giving it in electronic form to the member's address.
- (e) by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place date and time of the meeting.
- (2) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.
55. A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
56. (1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (2) Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.

- (3) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
 - (a) 48 hours after the envelope containing it was posted; or
 - (b) in the case of an electronic form of communication, 48 hours after it was sent.

Indemnity

- 57. (1) The charity may indemnify a relevant director against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.
- (2) In this article a 'relevant director' means any director or former director of the charity.

- 57.A The charity may indemnify an auditor against any liability incurred by him or her or it
 - (1) in defending proceedings (whether civil or criminal) in which judgment is given in his or her or its favour or he or she or it is acquitted; or
 - (2) in connection with an application under section 1157 of the Companies Act 2006 (power of Court to grant relief in case of honest and reasonable conduct) in which relief is granted to him or her or it by the Court.

Rules

58. (1) The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity.
- (2) The bye laws may regulate the following matters but are not restricted to them:
- (a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
 - (c) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
 - (d) the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;
 - (e) generally, all such matters as are commonly the subject matter of company rules.
- (3) The charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- (4) The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.
- (5) The rules or bye laws shall be binding on all members of the charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

Disputes

59. If a dispute arises between members of the charity about the validity or propriety of anything done by the members of the charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Dissolution

60. (1) The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways:
- (a) directly for the Objects; or
 - (b) by transfer to any charity or charities for purposes similar to the Objects; or
 - (c) to any charity or charities for use for particular purposes that fall within the Objects.
- (2) Subject to any such resolution of the members of the charity, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred:
- (a) directly for the Objects; or
 - (b) by transfer to any charity or charities for purposes similar to the Objects; or
 - (c) to any charity or charities for use for particular purposes that fall within the Objects.
- (3) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 60(1) is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission.

Interpretation

61. In article 7, sub-clause (2) of article 9 and sub-clause (2) of article 47 'connected person' means:
- (1) a child, parent, grandchild, grandparent, brother or sister of the director;
 - (2) the spouse or civil partner of the director or of any person falling within sub-clause (1) above;
 - (3) a person carrying on business in partnership with the director or with any person falling within sub-clause (1) or (2) above;

- (4) an institution which is controlled –
 - (a) by the director or any connected person falling within sub-clause (1), (2), or (3) above; or
 - (b) by two or more persons falling within sub-clause 4(a), when taken together
- (5) a body corporate in which –
 - (a) the director or any connected person falling within sub-clauses (1) to (3) has a substantial interest; or
 - (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
 - (c) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.



Ottery Help Scheme

Safeguarding Adults

Safeguarding Adults Policy

Ottery Help Scheme is committed to ensuring that adults who use our services are not abused and that working practices minimise the risk of such abuse.

1. Definition

Adults at risk are people who are over 18 years of age and who are receiving or may need help and support services to live in the community. Such adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

2. Types of Abuse

Types of abuse can include the following:

Physical abuse

Examples include: Slapping, pushing, kicking, rough handling, twisting of limbs/ extremities, misuse of medication, or inappropriate sanctions or restraint.

Sexual abuse

Examples include: Rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting. Non-contact abuse such as voyeurism, involvement in pornography.

Psychological / Emotional abuse

Examples include: verbal assault or intimidation, emotional abuse, deprivation of contact verbal abuse, threats of harm or abandonment, humiliation or blaming, overriding of consent, choices or wishes, feeling worthless, frightened or unloved.

NB: Psychological/emotional abuse will usually occur in conjunction with other forms of abuse.

Financial Abuse

Examples include: theft, fraud, exploitation, and pressure in connections with wills, property, possessions or benefits.

Modern Slavery

Examples include: someone who is: forced to work, through mental or physical threat; owned or controlled by an 'employer' (usually through mental or physical abuse); physically constrained or has restrictions placed on their freedom; treated as a commodity.

Neglect and acts of omission

Examples include: ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse

This abuse is usually motivated by discriminatory and oppressive attitudes towards race gender, culture background, religion physical and/ or sensory impairment, sexual orientation and age.

Institutional abuse, neglect and poor practice

This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to ill treatment constituting gross misconduct.

Self Neglect

Has been recognised within the Care Act 2015 as part of the safeguarding framework and as such organisations have a duty to report the self-neglect of adults.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Volunteers, staff and trustees have a duty to identify abuse and report it.

3. Reporting

If a vulnerable adult is suspected of being in IMMEDIATE DANGER: Call The Police on 999 – reporting a vulnerable adult in danger.

If you believe a vulnerable adult is at risk of harm or abuse, but NOT in IMMEDIATE danger you should call:

The Ottery Help Scheme Office on 01404 813041 and make a report to the Chief Officer or Coordinator.

Where reasonably practicable, the Chief Officer or Coordinator should make initial enquiries into the alleged abuse (or risk thereof). Where grounds for reporting abuse are established, Social Services should be contacted immediately on **0345 1551 007**.

Where initial enquiries are not reasonably practicable, or where they may further endanger the safety of the vulnerable adult in question, the Chief Officer, or Coordinator of Ottery Help Scheme should contact Devon Social Services to report the suspected abuse or risk thereof: **Contact Care Direct on 0345 1551 007 or email csc.caredirect@devon.gov.uk**.

Care Direct is open to take calls from 8am to 8pm Monday to Friday, and from 9am to 1pm on Saturdays. If an emergency situation happens outside these hours or on a Bank Holiday, the **Emergency Duty Service on 0345 6000 388** should be contacted.

4. Support to volunteers and staff

The volunteers and staff reporting of incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned i.e. become upset or angry. The Chief Officer and/or Coordinator will support you during the reporting process. Other support may take the form of support provided by work colleagues or support or counselling provided by an outside body if required.

Volunteers and staff themselves may also be the subject of an allegation of abuse. While support will be offered, Ottery Help Scheme will ensure that Social Services are given all assistance pursuing any investigation. Suspension and/or discipline may be implemented.

5. Suspect of abuse by a Ottery Help Scheme volunteer or member of staff

Where a volunteer or member of Ottery Help Scheme staff is suspected of abuse the following action should be taken:

- The Chief Officer should interview the volunteer or member of staff with a witness present. (Where the Chief Officer is suspected of abuse, the Coordinator shall conduct the interviews.)
- The Chief Officer should make arrangements for interviewing the suspected victim. This should be done with an Ottery Help Scheme volunteer or staff member and support for the victim present. (Where the Chief Officer is suspected of abuse, the Coordinator shall conduct the interviews.)
- The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation.
- Where grounds are established, Devon Social Services should be contacted (contact details above).

6. Confidentiality

Confidentiality is crucial to the work of Ottery Help Scheme and the Ottery Help Scheme confidentiality policy should be adhered to at all times.

However, the welfare of adults is paramount and where abuse or risk of abuse is suspected, safeguarding the adult in question will take precedence over confidentiality. Do not keep concerns relating to potential abuse of adults to yourself.

Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.

7. Safeguarding training

Ottery Help Scheme will offer its volunteers and staff Safeguarding training.

8. Safer Recruitment

Ottery Help Scheme practices Safer Recruitment and any offers of employment (for either paid or voluntary roles) will be subject to the receipt of satisfactory references and a clear Enhanced DBS check. All staff and volunteers will be required to register with the DBS update service.

Where a volunteer/employee has already had an Enhanced DBS check carried out with another organisation (within the last three years), Ottery Help Scheme will decide on a case by case basis whether that DBS check is sufficient for the purposes of the role applied for within Ottery Help Scheme.

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Seaton Town Council

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?		N/A
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?	X	
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	8
Comments: Seaton Town Council, Axmouth Parish Council and Seaton Visitor Centre Trust will be working together to design and distribute the Sidmouth to Seatown leaflet. Will probably bring in other organisations as it develops. Will be working with Seaton Visitor Centre Trust and Axmouth Parish council on the Goat Island leaflet too.			
2	Benefitting, enhancing and / or making a difference to communities.	5	3
Comments: Local residents and visitors to the area will be able to see how accessible the South West coast path is. Will encourage outdoor walking which benefits health and wellbeing. The guides will highlight the area and what it has to offer, benefitting the local economy.			
3	The need for the project.	5	3
Comments: TIC's receive a lot of queries from members of the public on local walks.			
4	How well is the project planned?	5	3
Comments: Is well planned up to the making of the leaflets, but haven't mentioned publicity, distribution or online availability.			
Total Score:		25	17

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Seaton Town Council

Seaton Town Council, Axmouth Parish Council and Seaton Visitors Centre Trust will work together to produce a leaflet for walkers / information for walks from Sidmouth to Seaton, highlighting Seaton. A leaflet will also be produced with information specifically about Goat Island, unclear how this will be working together. Both will be branded to link with the 'Around Seaton' heritage trail leaflet. All the information will also be available online.

Total Project Cost:

£3,652

Award Requested

£2,921.60

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>
Seaton Town Council	£730.40	Yes
Total (if we give our grant)	£	3,652.00

Priority Scoring:

ITEM	SCORE
1.	8
2.	3
3.	3
4.	3
TOTAL SCORE:	17

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Seaton Town Council, Axmouth Parish Council & Seaton Visitor Centre Trust

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

██████████ Town Clerk to Seaton Town Council, Marshlands Centre, Harbour Road, EX12 2LT

3. Main contacts phone number:

████████████████████

4. Main contacts e-mail:

████████████████████

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

This Seaton Town Council project in conjunction with Axmouth Parish Council & Seaton Visitor Centre Trust will produce information leaflets/walkers guides from Sidmouth through to Seatown and a further guide that will provide information specifically about Goat Island situated in the Undercliffs, a National Nature Reserve. The Sidmouth to Seatown guide will provide key information on access points to the South West Coastal path, enabling the walker to choose the distance and time likely to take on their chosen route. Produced as an A3 colour guide, it will include a map of Seaton town, highlighting Seaton's attractions encouraging the visitor to explore as well as several different routes e.g. Sidmouth to Branscombe & Charmouth to Seatown. The format of the leaflet would be similar to that of the Heritage Trail leaflet, including a mix of photographs, illustrations and text. The purpose of the design will be to make the walk instructions and points of interest, clear and informative. The Goat Island Walk leaflet will be produced as an A4 colour guide containing a balanced mix of photographs, illustrations and information. The start of the walk will be Seaton Jurassic to highlight the importance of the centre with information on Axmouth village and harbour also being included. The walk to Goat Island is a challenging one and the guide will provide the walker with information around the nature and geology of the area as they make their way along the route. Both guides will be branded to link with the 'Around Seaton' Heritage Trail leaflet.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

We have explored working with Axmouth Parish Council as they approached us with the idea for the project and this was also something that the Seaton Visitor Centre Trust were also looking at. So we worked together on the project. Discussions were also held with the Tourist Information Centre to find out what the demand is for information for walkers.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

The hope is that in producing this leaflet both local residents and visitors to the area will be able to see at a glance how accessible the South West Coastal path walks in the area are. To encourage walking as an activity is beneficial to all and has proven health benefits, so giving an indication of distance and times for different routes will allow individuals to choose suitable walks and may encourage them to go and walk a new section of the Coastal path. The Guides will also highlight what the local area, with particular focus on Seaton, has to offer and it is anticipated that this will bring footfall into Seaton, therefore also benefitting the local businesses and economy.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

Tourist Information Centre who have confirmed that they receive a lot of enquiries from members of the public on local walks.

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

Project work will commence in April 2019 so that the leaflets can be available before the summer season commences

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

If successful this funding will cover the cost of the initial design and first print runs of the guide. Reprints will be funded through the Town Council and other interested parties

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

The total cost of the project is £3,652. The breakdown of this figure is as follows: Goat Island to Seaton Jurassic A3 leaflet design= £1,140 - Yes proceed with Cost of printing 10,000 A3 150gsm uncoated copies = £975 - Yes proceed with Sidmouth to Seatown A4 leaflet design = £1,290 = Yes Proceed with Cost of Printing 5,000 A4 Folded leaflets = £247 = Yes proceed with

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund: £2,921.60

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for): £730.40

£730.40 confirmed funding from Seaton Town Council

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for): 0.00

Total cost of project: £3652.00

Shortfall (please specify below how this shortfall will be met): 0.00

No Shortfall

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):



Date:

15/01/19

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:

**Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road,
Sidmouth, EX10 8HL**

E-mail: jbuckley@eastdevon.gov.uk

* Have you made the relevant East Devon District Councillor(s) aware of your project? If not, please could you do so and let me know.

Cllrs Burrows and Hartnell are aware of the project

* Can I just double check that Seaton Town Council are the responsible organisation for this project and we'll send you the money for you to pass on?

Seaton Town Council is the responsible organisation

* Will all the information be available online, and publicised there as well, in addition to being in a paper leaflet?

We will put the information on the seatondevon.org website and Axmouth Parish Council will publicise on their website

* The majority of the benefits of the project must be within East Devon. I see your leaflet will cover up to Seaton. What percentage of the benefits, roughly, will be to East Devon do you think?

The majority of benefit will be in East Devon. The reason for taking the leaflet as far as Seaton was to encourage walkers to walk from east to west into East Devon and also to explore Seaton and the historic village of Axmouth

* Please can you let us know how the Goat Island walk leaflet will benefit people from outside of Seaton? And are you working with Seaton Visitor Centre Trust and Axmouth Parish Council on this one as well?

The Goat Island walk will enable people to access a rare habit where wildlife and rare plants thrive; and to discover and understand more about the historic significance of the Great Landslip of 1839. Yes, we are working with the Seaton Visitor Centre Trust and Axmouth Parish Council on this leaflet

* How will each of the leaflets be publicised and distributed?

The leaflets will be available at Seaton and other TICs, at camp sites, Seaton Wetlands, library, caravan parks, hotels and B & Bs throughout the local area, local businesses, etc.

Independent Artist

Louise Farwell
80 Queen Street
Seaton
Devon
EX12 2RJ



Quote: Colour guide - Goat Island Walk - Seaton Jurassic 12/01/2019

Description of work	COST
<p>To design a A4 colour, information leaflet/ walkers guide to Goat island—a south coastal walk from starting from Seaton /Axmouth through to the Undercliffs, a National Nature Reserve to Goat island.</p> <p>Goat Island is a challenging walk, but offers the walker access to a rare habitat where wildlife and rare plants thrive. It also holds historic significance to the great landslide that took place in 1839. It will also link to Axmouth - an attractive village on the banks of the Axe estuary which is popular with bird watchers. It dates at least to the 7th century and was once owned by William the Conqueror. An Iron Age hill fort rises above the church of St Michael which boasts a lovely Norman doorway.</p> <p>The guide leaflet will be branded to link with the 'Around Seaton' Heritage Trail leaflet.</p> <p>The leaflet will be a practical and informative guide. It will contain a balanced mix of photographs, illustrations and information with the main purpose being that it is clear and informative to the visitor from start to finish.</p> <p>Breakdown of costs</p> <ul style="list-style-type: none">• The walk: I will actively do the walk from Seaton to Goat Island to gather information. I will make comparative notes to existing walk descriptions from research, select key points on the walk to use in the descriptions, obtain source material such as photographs and sketches to present in the guide.• Front cover: Hand painted illustrations relating to Seaton, Axmouth and the walk to Goat Island. They will depict the main components to the walk and give the guide an instant appeal to guide and what the walk can offer to the visitor. I will format text to highlight important elements to the walk , Start, distance, times and route, disclaimer and logos.• Inside guide (left side) Part of the page will show a graphical map in the style of the heritage map, clearly depicting the Goat Island walk from Seaton to Lyme Regis. The starting point will have a visual of Seaton Jurassic to help highlight the importance of the centre and its connections to the Jurassic coast and a good place to park and start the walk. This will include Axmouth village and harbour. The map will be designed to make it easy to follow, plus key points on the walk from start to finish with easy to follow markers.	<p>£ 350</p> <p>£ 240</p> <p>£ 200</p>

Description of work <i>continued...</i>	COST
<ul style="list-style-type: none"> • Formatting Text - Summary and walk directions This will give a summary as to the great significance that Goat Island walk holds and briefly what it can offer the walker in terms of nature and geology. The text will be presented in an effective design to make the walk instructions and points of interest comments clear and informative- either combined or grouped separately for clarity (<i>continued overleaf</i>) • Inside guide (right side) Walk directions and descriptions: original text (plus additional info from first hand experience) to be presented in a walker friendly, practical format so the leaflet can be effectively used on the walk. Text will be formatted in 'pointer' marker style so descriptions and instructions match the visuals on the map. • Original photographs and illustrations relevant to the text • Back page—continuation of walk instructions, map key, South Devon coast ordinance map, extra information, sponsors and logos <p><i>*Prices include design proofing and meetings.</i></p> <p><i>*The final trail leaflet can be stored and sent digitally. The guide can then be modified at your leisure which can be useful and cost effective if there is any future town development or any changes made to the walk due to the elements.</i></p>	£ 350
TOTAL	£ 1,140

Independent Artist

Louise Farwell
80 Queen Street
Seaton
Devon
EX12 2RJ



**Quote for: Guide to Seaton Town points of interest, linking
South West Coastal Walks - Sidmouth to Seaton**

12/01/2019

Description of work	COST
<p>To design a A3 colour, information leaflet/ walkers guide from Seaton Town. This will give the reader key information at how to access the South West Coastal walks - taking the path to Sidmouth or the path to Seaton. The walker choosing time and distance they wish to walk. The leaflet will also have a town map of Seaton, highlighting Seaton's attractions encouraging the visitor to explore the Town Centre and Espalnade.</p> <p>The format of the leaflet would be a similar design to the Heritage Trail leaflet.</p> <p>Breakdown of costs</p> <ul style="list-style-type: none">• Photographs and key illustrations: I will be visiting each aspect of the walk to take photographs significant to the area. e.g. Sidmouth to Branscombe—Branscombe to Beer—Beer to Seaton—Seaton to Lyme Regis—Lyme Regis to Charmouth—Charmouth to Seaton, These will be used as points of interest throughout the guide. The photographs and hand painted illustrations may include, wildlife, scenery, nature, historical facts. <i>Decisions for what Images are used for the guide can be discussed and agreed during the process.</i>• Front cover: Branded to link with the Heritage Trail leaflet. it will include hand painted illustrations relating to the Seaton and accessing the South West Walks. They will depict the main components to the walk and give the guide an instant appeal and indicate what the walk can offer to the visitor. I will format text to highlight important elements to the walk, Start, distance, times and route. The South Coast walk can be broken into area segments so the walker can choose the location and length they wish to walk.• Inside guide Enlarged Graphical map of Seaton Town and Esplanade-key photos or illustrations of Seaton Town and the esplanade. The attractions to include Seaton Jurassic, Cliff Field Gardens Labyrinth and Timeline, Jurassic Adventure Golf, Jurassic Play Park and the Wetlands. The Heritage map will be adapted and formatted to host the extra images for the attractions, plus any extra images needed to attract visitors to Seaton.• Formatting Text - Summary and walk directions This will give a summary to each aspect of the walk presented in sections as described above. They will be presented with additional images and photographs (<i>continued overleaf</i>)	<p>£ 300</p> <p>£ 240</p> <p>£ 400</p>

Description of work <i>continued...</i>	COST
<ul style="list-style-type: none"> • The text will be presented in an effective design to make the walk instructions and points of interest comments clear and informative- either combined or grouped separately for clarity (<i>continued overleaf</i>) • Inside guide (right side) Walk directions and descriptions: original text (plus additional info from first hand experience) to be presented in a walker friendly, practical format so the leaflet can be affectively used on the walk. Text will be formatted in 'pointer' marker style so descriptions and instructions match the visuals on the map. • Back page—continuation of walk instructions, map key, South Devon coast ordinance map, extra information, sponsors and logos <p><i>*Prices include design proofing and meetings.</i></p> <p><i>*The final trail leaflet can be stored and sent digitally. The guide can then be modified at your leisure which can be useful and cost effective if there is any future town development or any changes made to the walk due to the elements.</i></p>	£ 350
TOTAL	£ 1290

QUOTE

08/01/19

Dear [REDACTED]

Thank you for your recent enquiry. Please find below a job description and quoted price.

Title	Walking Leaflets		
Size	A3		
Ink	Full Colour, double sided		
Finishing	Double Half Fold		
Paper	150gsm gloss		
Quantity	2,000	5,000	10,000
Price	£180	£342	£634
Paper	150gsm uncoated		
Quantity	2,000	5,000	10,000
Price	£379	£592	£975

Please note these prices do not include design.

We trust that this estimate will meet with your approval and look forward to receiving your valued instructions in due course.

Should you require any further information at this stage we will be happy to assist you.

All prices exclude vat (where applicable), are valid for 30 days and are subject to sight of artwork. Material prices may be subject to change at time of order placement.

E&OE

TURNAROUND: 1 Day
QUANTITY: 2000
2. Folded Flyers & Leaflets TO BE CONFIRMED £247.00
FOLDS: Folded inc VAT
PRICE: £418.00
SIZE: A4 (297 x 210 mm)
VAT: £0.00
FOLDING STYLE: 4pp DELIVERY: £0.00
A5 (Half Fold)
SIDES: Double Sided QUOTE
PAPER: Silk TOTAL: £418.00
PAPER
WEIGHT: 170gsm
TURNAROUND: 1 Day
QUANTITY: 5000



YOUR QUOTE IS READY - COMPLETE YOUR ORDER NOW!
IF YOU ORDER BEFORE THURSDAY 29 NOVEMBER AT 18:00,
WE CAN STILL GET YOUR ORDER OUT FOR DELIVERY PROMPTLY!

ORDER NOW

[Make changes](#)

Dear Ann,

Your quote is ready for you—order now.

Your quote summary is below, you can order by clicking the link and adding payment information. If you need to update quantities or delivery information, you can also do so on the checkout page.

If you have questions or want to discuss your quote, please call us on [01702 460047](tel:01702-460047) or email the [Solopress team](#) and we'll be happy to help. Please quote the reference **QUOT0541229** when calling or emailing.

Best regards,

Kyle Springford

[Not what you wanted? Decline this quote](#)

Quote summary

Quote ref: QUOT0541229

Product	Shipping Address & Delivery	Price
1. Folded Flyers & Leaflets	TO BE CONFIRMED	£171.00
FOLDS: Folded		inc VAT
SIZE: A4 (297 x 210 mm)		
FOLDING STYLE: 4pp A5 (Half Fold)		
SIDES: Double Sided		
PAPER: Silk		
PAPER		
WEIGHT: 170gsm		

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Stoke Canon Parish Council

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?		N/A
Is there less than one year's running costs in reserve?		N/A
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?		N/A
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?	X	
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	6
Comments: Two parish councils are working together. The work will be carried out by volunteers from both parishes. They are also talking to the DCC Parish Paths Partnership throughout. Will create a link between the parishes.			
2	Benefitting, enhancing and / or making a difference to communities.	5	4
Comments: Will improve access between Stoke Canon and Brampford Speke who each use the others community facilities. It's used by school children, dog walkers, accessing facilities such as the post office. This is the most used footpath in the area.			
3	The need for the project.	5	3
Comments: It's so poor currently that it's impossible for a lot of people to use it such as prams and wheelchairs. The only alternative to the footpath is a 13 mile round trip by road. Devon County Council own the path and are changing the gates but are unable to provide financial help for the path.			
4	How well is the project planned?	5	5
Comments: Project is well planned and thought out. There is a quotation. They are in touch with the DCC Parish Paths Partnership. The people doing the project have recently completed a similar project.			
Total Score:		25	18

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Stoke Canon Parish Council

To improve 100m of public footpath between the two parishes, which has become so degraded people with pushchairs, buggies, wheelchairs etc can't use it. The two parishes regularly need access to each other to use community facilities. The soil will be removed and road planings laid then a layer of hardcore. DCC own the footpath and are changing the gates but can't provide any other financial help.

Total Project Cost:

£2,450

Award Requested

£1,960

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>
Stoke Canon Parish Council	£245	Yes
Bramford Speke Parish Council	£245	Yes
Total (if we give our grant)	£	2,450

Priority Scoring:

ITEM	SCORE
1.	6
2.	4
3.	3
4.	5
TOTAL SCORE:	18

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Stoke Canon Parish Council Bramford Speke Parish Council

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

Stoke Canon PC

3. Main contacts phone number:

4. Main contacts e-mail:

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

- A charity registered with the Charities Commission A Community Interest Company registered with Companies House A town or parish council

If the lead organisation is a registered charity, please put your charity number below:
If the lead organisation is a Community Interest Company please put your registration number below:

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following, promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

The purpose is to improve 100m of public footpath between the two parishes (see map attached) which has become so degraded that it is impossible to use by certain groups of pedestrians including disabled groups and mothers with buggies. The soil will be removed, a geotextile membrane laid and road planings laid on top. The path will be finished with a layer of hardcore.

The footpath belongs to Devon CC. We have approached them and although they have promised to change the gates to allow disabled access they are unable to provide financial help.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

We are in contact with Devon CC Parish Paths Partnership to explore the possibility of them replacing the gates at both ends of the path in order to improve disabled access.

10. Why do you want to carry out this project and what difference will it make?**Should be approximately 100 words**

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

This is the most used footpath in the area. Members of both parishes use it regularly to, for example, take children to primary school in Stoke Canon, to access facilities not available in their own parishes such as a post office, attending leisure groups in both villages and a large number of dog walkers from a wide area. The state of the footpath currently means that certain groups cannot use it including mothers with buggies and disabled groups (see attached photograph). The only alternative to this footpath is a 13 mile round trip by road.

11. How do you know this is needed? Who and how have you consulted?**Should be approximately 100 words**

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

A village survey was carried out of the whole population of Stoke Canon in 2018 and the state of this path figured clearly in their responses. Bramford Speke PC has also discussed this with parishioners who have also complained regularly about the state of the path.

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

The intention is to start work in late spring and will continue for four to six weeks dependent on weather.

13. How is your project sustainable?**Should be approximately 80 words**

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

The results will last for a long time. The people managing this project have recently completed a similar repair and refurbishment of the mile long path between Rewe and Stoke Canon.

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there. We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

£2450 + VAT.

The quote is from [redacted] of Bramford Speke who was responsible for the repair of the Rewe/Stoke Canon path. It was sent by email as follows:
 Dig out approx. 100m by 1.2 m of soil and dispose of. Lay geotextile membrane over dug out area. Lay approx 150mm of road planings and compact with vibrating roller. Finish with 803 type 1 hardcore.

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

£1960

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

£490

This grant contains no charge for labour. This is to be completed by Stuart Ludon and volunteers from both parishes.

The £490 is £245 from each of the parish councils

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

[Empty box for unconfirmed match funding]

Total cost of project:

£2450

Shortfall (please specify below how this shortfall will be met):

10% of the total from the finances of each PC.

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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

19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

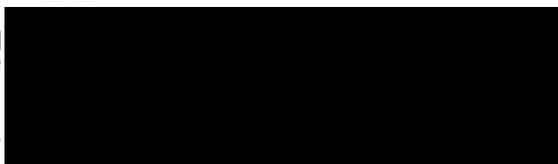
- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of



(as a signature):

Date:

08/01/19

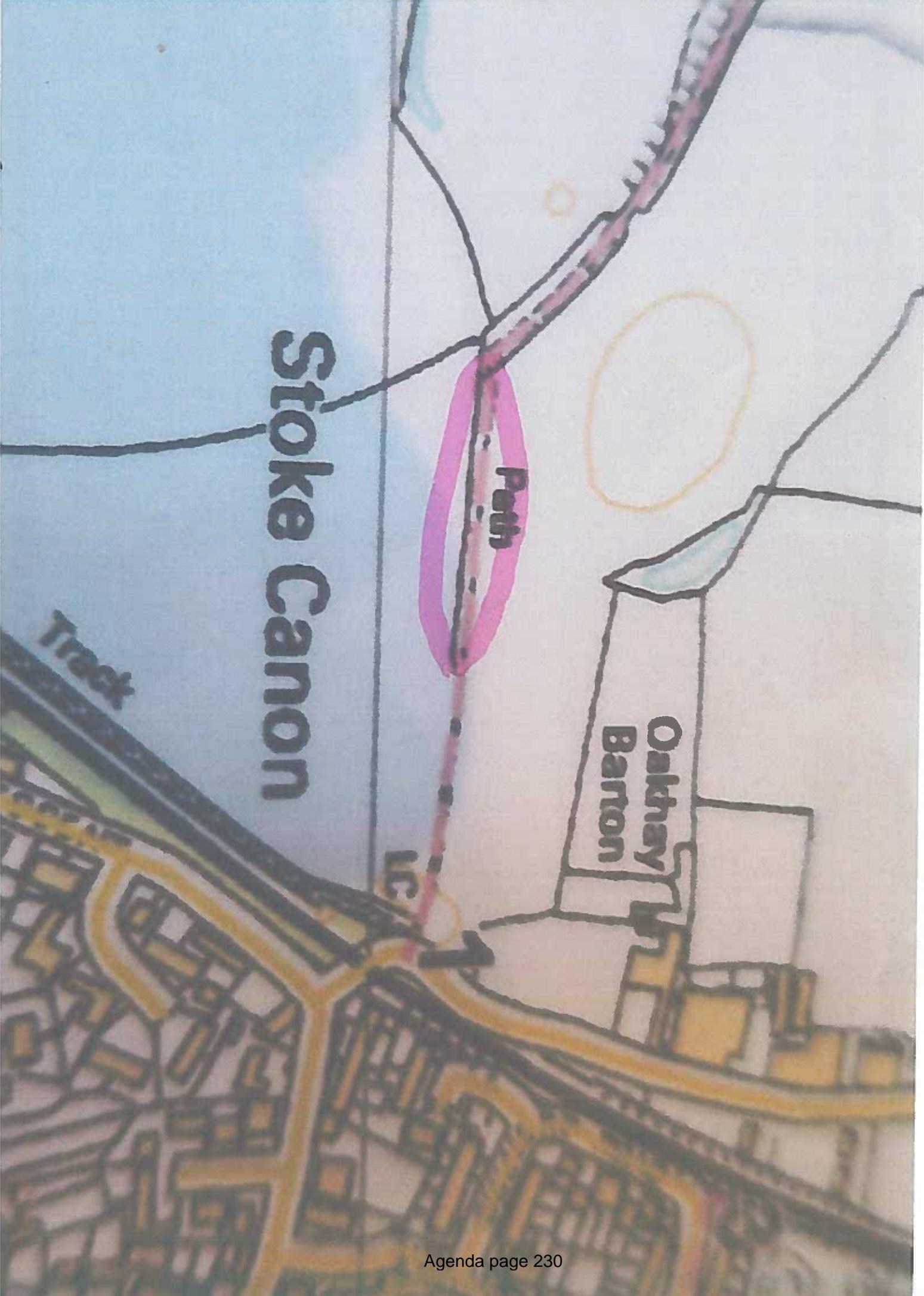
The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:
Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL
E-mail: jbuckley@eastdevon.gov.uk

FOOTPATH BRAMFORD SHERE TO STOKE CANNON. FOOTPATH FOR REPAIR SHOWN IN PINK





Stoke Canon

**Oakhay
Barton**

Path

Track

CURRENT STATE OF FOOTPATH



FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: King George's Playing Field Uplyme

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?	X	
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?		X
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	6
Comments: King George's Field (a registered charity) and Uplyme Parish Council are working together with Devon Air Ambulance to set up a community Devon Air Ambulance night landing site in Uplyme. They will presumably then have to communicate once it's put in.			
2	Benefitting, enhancing and / or making a difference to communities.	5	5
Comments: Project is to make a night landing site for the air ambulance at Uplyme, which could save lives. The air ambulance site offers access to the local community and neighbouring towns and villages as well as those travelling through the area. There is also a proposed new school within 1,000 metres. There is easy access to a car park enabling easy transfer of patients.			
3	The need for the project.	5	4
Comments: Could save lives in the community. Enables the air ambulance to deliver a life saving service in the heart of the community. Not clear if there has been a need for a night landing site in Uplyme until now.			
4	How well is the project planned?	5	3
Comments: Is well planned with DAAT and the Parish Council. DAAT have put in many of these throughout East Devon so far. Only one quotation though.			
Total Score:		25	18

ASSESSOR Comments:

Only one quotation but the DAAT have a preferred supplier and are providing a lot of the monies.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

King George's Field, Uplyme

Uplyme Parish Council, King George's Field in Uplyme and the Devon Air Ambulance Trust are working together to put in a night landing site at the field. This would potentially enable the air ambulance to land at night to save lives in Uplyme and surrounding towns and parishes.

Total Project Cost:

£8,800

Award Requested

£2,783.02

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>
Lyme Regis Regatta and Carnival Committee	£2,000	No
Uplyme Parish Council	£393.86	Yes
Devon Air Ambulance	£3,623.12	Yes
Total (if we give our grant)	£	3,652.00

Priority Scoring:

ITEM	SCORE
1.	6
2.	5
3.	4
4.	3
TOTAL SCORE:	18

Assessment Summary:

East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

**Please read the guidance notes thoroughly before completing the application form.
All applications must be with us by midnight on Wednesday 16 January 2019.**

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

King George's Field Uplyme Parish Council

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

King George's Field, Treasurer, [Redacted]

3. Main contacts phone number:

[Redacted]

4. Main contacts e-mail:

[Redacted]

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

301003

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

Registered Charity King George's Field and Uplyme Parish Council are seeking part funding through the 'Communities Engagement fund' to establish a community Devon Air Ambulance Night landing site in Uplyme, East Devon on the King George V Playing Field (DT7 3UY). We have been working in partnership with Devon Air Ambulance and have identified this suitable area for a night landing site and we have concluded that King George V Field would make an ideal location. The site offers access to the local community and neighbouring towns and villages, one of which being Lyme Regis, 1000 metres away and a proposed new school within metres of the landing site. An important feature for the Air Ambulance paramedics is to be able to easily leave the site on foot to go to a patient (should they arrive in the community before a land ambulance). There is also access from the adjacent Uplyme Village Hall car park meaning a patient can quickly be transferred from a land ambulance to the aircraft. DAA Operations staff have visited the site and completed a survey of the night landing site. During that survey, we collected information on the site and any potential hazards, which will be passed onto the pilots and air crew. Having this info ensures their pilots can quickly assess a landing site well before they arrive there, speeding up the time it takes to get paramedics onto the ground (potentially saving around 15-20mins) and to a patient. The main essential requirement for DAA to be able to land at night on the King George's Field will be the installation of a new 10m steel column and two LED lights. That column would ideally be located adjacent to the car park (see diagram below), illuminating a central part of the cricket field.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

We have approached neighbouring Parish's but had no reply in working together. We now have approached the community and King George's field and the Devon Air Ambulance have offered their partnership in applying for this vital emergency service for the community.

Councillor Thomas (District Councillor) and Councillor Hall (County Councillor) attend our monthly Full Council meetings which the DAAT funding have been discussed openly, also the District Councillor was officially informed at our meeting on Wednesday, 13/02/2019 (minuted)

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Vital Air Ambulance service for the community. Devon's two Air Ambulances are state-of-the-art Eurocopter EC135s. They are both owned by the Charity, which has many advantages over leasing. In fact, we have realised savings of over £12,000 per month per aircraft since we bought them. Our wholly owned subsidiary trading company holds the Air Operator's Certificate making the service truly independent, with full control over all operational and developmental improvements. We work closely with the South Western Ambulance Service NHS Foundation Trust (SWASFT) which deploys the helicopters. Although our paramedic aircrew are employed by SWASFT too, they are seconded to us and the Charity also makes a contribution. The Charity, together with the other Air Ambulance charities under the SWASFT umbrella, funds a specialist HEMS desk (helicopter emergency medical services) staffed by a team of six, based at the 999 control room. They monitor tasking and despatch the aircraft in order to optimise availability for the patients most in need. <https://www.daat.org>

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

To save lives in the community. Putting the Air Ambulance at the heart of your community...day and night Devon Air Ambulance is working with communities to develop a network of surveyed floodlit community landing sites, which enable us to bring a life-saving service into the heart of those communities when it is dark. A community landing site, which is developed and part-funded by the local community, could be located on a green, field, sports pitch or playing field. Key features of a night landing site include: it needs to be a flat open area of at least 50m x 50m it could be on grass, tarmac or concrete it needs pedestrian access onto the site and vehicle access close by a nearby power source for lighting is useful although not essential tall trees or power lines within the site might be a hazard, however if they are on the periphery they may not cause a problem

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

Whilst we are seeking costs and funding, we aim to develop the project in the new financial year 2019/20

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

Once the project is complete the Parish Council will sustain future viability to keep this going at minimum cost. Devon air ambulane reviews of our summertime extended operational hours (until 9pm) consistently show that we go to over 50 patients who, if their accident or illness had happened during the winter, we would not have been able to get to them. DAA's move to extend its hours of operation until midnight every day will therefore make a considerable difference to communities across Devon.

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

£8086.76 inc VAT Mat Electrics - Equipment & Installation (attached) £120.00 - Fields In Trust permission (Owners of land) £100.00 - Tree Works by Uplyme Parish council £100.00 - Alterations to path by Uplyme Parish Council £393.86 - Planning application fee Total cost of Night Landing Project £8,800.62 gross LESS: £3623.12 - Devon Air Ambulance Grant £393.86 - Already Paid Planning Application Cost by Uplyme Parish Council £2000.00 - [redacted] donation from Lyme Regis Regatta and Carnival Committee Funding needed - £2783.64

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

£2783.64

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

£5,623.12

Other [redacted] Lyme Regis Regatta and Carnival Committee - £2,000, Uplyme Parish Council - £393.86. £3,623.12 - DAAT

Other [redacted] has been applied for and how much it would be for):

As question 15

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Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL
E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

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Total cost of project:

£8,800.62

Shortfall (please specify below how this shortfall will be met):

£0

[Empty rectangular box for specifying how the shortfall will be met]

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):

Date:

The closing date for applications is midnight on Wednesday 16 January 2019.

At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

The majority (over 50%) of the benefits of the project must be within East Devon. I see your site will cover Lyme Regis which is in Dorset. What percentage of the benefits, roughly, will be to East Devon do you think?

Answer: Devon Air Ambulance has confirmed that 2018 was the busiest year in its 27 years of operation, having assisted 1,109 patients, an increase of 12% from the previous year. Reference: Operations Director for Devon Air Ambulance. Although the proposed site is on the border of East Devon it is estimated that at least 90% of Devon residents nearby, tourists and neighbouring towns, some who pass by this busy village for work and leisure will benefit from this essential emergency service. The landscape of the area is very uneven with narrow rural roads which makes land emergency vehicles very hard to access and give medical assistance in vital time.

•Have you gained planning permission?

Answer: EDDC approved planning permission (18/2755/FUL) on 16/01/2019.

•Q14 As in the rules, if the total cost of the project is over £5,000 you need to provide a minimum of three quotes, or give sufficient reasoning as to why you've only sent in one quotation. I have only received one quotation, so please could you send me two extra, or justify why you have only sent in one.

Answer: Because of the specialised area and the added incentive of knowledge and experience of installing these projects, with the added bonus of additional funding for labour costs which the DAA will be refunded. Also, after contact with other projects, MAT Electrics come highly recommended from other sites to provide a professional and cost effective project. See below for justifying email from the Managing Director of MAT Electrics, Tim Jones:

Further to our earlier conversation regarding the above, we can confirm that we have carried out almost 100 Installations for the Devon Air Ambulance on Night Landing Sites, we have a dedicated team that carry out the installations and were responsible for the design and development of the control system and lighting equipment being used that allows for the remote operation of these lights. We were in competition with other contractors at that time, so we have won the amount of installations we have done, due to the design and competitive nature of our proposal. Due to the quantity of installations we are carrying out, we have preferential discounts on the lights and columns that are used based on the quantities we use, as well as with the Controls, which we purchase as individual components and construct here in our workshop.

I trust the information above is satisfactory, but should you need to have any further clarifications, please do not hesitate to give me a call. I can also confirm that Toby from DAAT will advise on the Grant that he is able to provide for you, which covers the Labour costs for the installation.

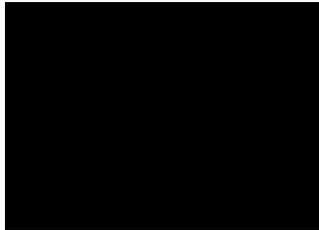
•Do you know if the air ambulance has needed to land at night in or near Uplyme and hasn't been able to?

Answer: To my knowledge I believe there have been several attempts to land close to medical emergencies in this area, day and night which obviously would make a significant chance of the speed to save lives. 'Every second counts'

Trauma related incidents, for example, road traffic collisions and accidental injuries, equated to 49% of the patients we responded to, with the remaining 51% being medical emergencies, e.g. heart attacks or breathing problems. We are here for all ages and 121 of our missions (11%) were to under 18s. We also attended two patients who were over 100! Reference: , CEO of Devon Air Ambulance

Q2 Please could you confirm who the main applicant, who the monies would be paid to and would sign the grant offer agreement?

Answer: The main applicant is King George's Field a registered charity, contact Treasurer Neil Pullinger and main signatory



Our Ref: - Q15458/1/TJ

28th June 2018

For The Attention of



Dear Sir,

Devon Air Ambulance Landing Site Lighting – Uplyme Parish Council

Further to your enquiry regarding the above, we have pleasure in offering you our tender bid for the helipad lighting works as requested

The total costs of capital equipment & installation is: - £ 6,738.97 + VAT

This is based on the following:

- New 10m column and luminaire to suit site survey.
- New 150m SWA cable run, which includes 125Mtrs of excavation and that of the 10m column.
- Provision of GSM controller within a new External Enclosure and provision of a manual switch, to operate independently, complete with a new extension aerial mounted externally
- New MCB for the power supply to GSM controller and new external circuit.
- All works are within the Village Hall and at field position identified.
- GSM and lighting Demonstration.
- Provision of Completion Certificate.

Cost Breakdown

Excavation of trenching and base for Lighting Column	£ 1,672.00
10Mtr Bespoke Hinged Lighting Column, c/w floodlight bracket & Cut Out	£ 1,226.50
Derwent Rope for raising & lowering of the column	£ 45.00
2No 150Watt LED High Output Floodlights	£ 682.50
150Mtrs SWA Cable including Marker Tape, Cable Glands and Cleats	£ 397.08
GSM Switch/Power Pack/Relay/Aerial/Enclosure to form Control Unit	£ 519.77
Assorted Cables/Terminations/Mains Distribution/Electrical Items to connect	£ 245.00
Labour to Install, Test and attendance on whole installation	£ 1,951.12

The following costs can be removed from quote if independently installed*:

1.	Excavation Works only including base	£ 1,452.00
2.	Supply & Installation of SWA cable from switchroom to column*	£ 1,040.58
Total		£ 2,492.58

If Cable is to be supplied for others to Install, our costs for this is as follows;

3.	Supply only 150m SWA cable etc (5m at switchroom, 3.5m at column)	£ 331.53
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* N.B. Please note if you intend to use an independent contractor, you will be provided a detailed specification for installation of column, SWA cable etc. required to meet M.A.T. Electrics & helipad lighting requirements.

Exclusions

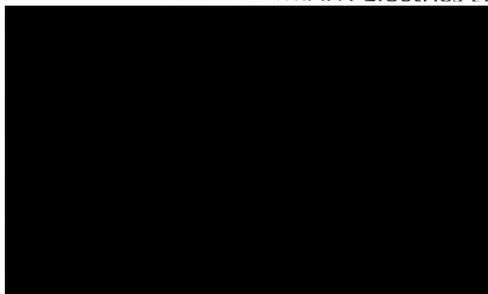
- It is presumed that the existing installation to be connected to, meets current wiring regulations.
- Any works that would require any changes would be outside of this scope of works.
- No other lighting control offered other than manual switching and the automatic control highlighted within the DAAT Specification.

All the above works to include for testing and certificating following completion

We trust the above prices are acceptable and we await your further instructions, and assure you of our very best attention at all times,

Yours Sincerely

For & on behalf of M.A.T. Electrics Ltd



Managing Director



KING GEORGES FIELD UPLYME - TREASURERS REPORT - 2017

YEAR 2017

INCOME

Donations

Candles on the Cobb	500
Croquet Club	100
Horticultural Society	100
Parish Council	510
Uplyme PCC	100
Village Fete	500

Field Rental 205

Grants 2,780

Tennis Court 1,132

TOTAL 5,927

EXPENDITURE

Administration 2

Buildings Insurance 420

Field Maintenance 1,460

FIT Insurance 109

Hall Rental 42

Tennis Court Clean/Refurbish 15,246

TOTAL 17,279

DIFFERENCE -£ 11,352

FINANCIAL ASSETS AS AT 31 DECEMBER 2017

Lloyds Bank Account 4,178.48

Cash in Hand 0.00

TOTAL £ 4,178.48

[REDACTED]
Clerk to Uplyme Parish Council

Tel: 07413 947067
Email: clerk@uplymeparishcouncil.org



Miss Jamie Buckley
Community Engagement and Funding Officer
East Devon District Council
Office: (01395) 517569
Mobile: 07875 284638

jbuckley@eastdevon.gov.uk

15/02/2019

Re: EDDC Communities Together Fund – DAAT Night Landing site (Uplyme)

I write on behalf of Uplyme Parish Council in support of the King George's Field Charity proposal to the EDDC Communities Together Fund for a grant to fund the Devon Air Ambulance Night Landing Site to provide this essential service that provides urgent medical assistance to people in and around the county of Devon.

We strongly support this funding application and have been actively promoting and fundraising throughout the community in partnership with the King George's Field Charity.

We have a strong relationship with King George's Field Charity and work together in improving the facilities and the environment of the residents and public in Uplyme Village.

We urge you to seriously consider the funding for this project to help us continue to be involved with the community to highlight the money needed to fund this important emergency service

Kind Regards

[REDACTED]
Clerk to Uplyme Parish Council

07413 947 067

Monday-Thursday 9am-5pm
55 Shearwater Way, Seaton, Devon, EX12 2FT
email: clerk@uplymeparishcouncil.org
web site: <http://www.uplymeparishcouncil.org/>

K142

DATED 31st DECEMBER 1938

THE UPLYME CRICKET & TENNIS CLUB
LIMITED

-to-

THE NATIONAL PLAYING FIELDS ASSOCIATION

C O N V E Y A N C E

-of-

Cricket Field and Recreation
Ground at Uplyme in the County
of Devon

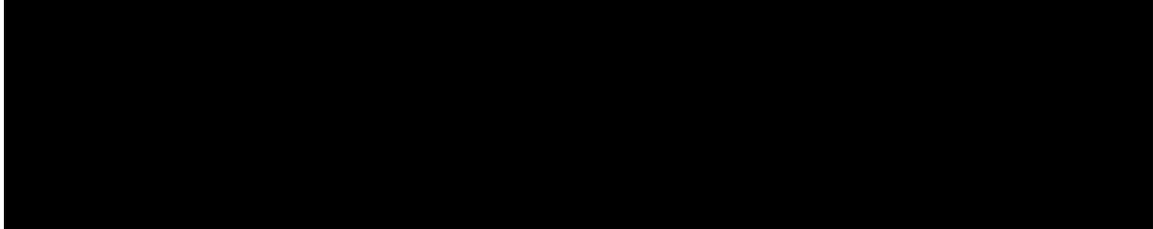
We have compared this copy deed
with the original conveyance dated
31st December 1938 and we certify



Dated this 14th day of June 1939

K142

THIS CONVEYANCE is made the thirty first day of December One thousand nine hundred and thirty eight BETWEEN THE UPLYME CRICKET and TENNIS CLUB LIMITED whose registered office is situate at Pinhay Lyme Regis in the County of Dorset (hereinafter called "the Club") of the first part THE NATIONAL PLAYING FIELDS ASSOCIATION whose office is situate at 71 Eccleston Square Belgrave Road in the County of London (hereinafter called "the National Association") of the second part and [REDACTED] of [REDACTED] in the County of Devon Landowner [REDACTED] in the County of Dorset Landowner [REDACTED] aforesaid Clerk in Holy Orders [REDACTED]



WHEREAS the National Association was incorporated by Royal Charter on the eighteenth day of January One thousand nine hundred and thirty three with the object (inter alia) of acquiring by way of purchase lease or otherwise or co-operating in the acquisition of playing fields and open spaces for the purposes of outdoor games sports and pastimes in any part of Great Britain and Northern Ireland and of holding or disposing of land for the Association or any of its Branches for any of the above purposes and of applying such playing fields and open spaces to any of the above purposes AND WHEREAS the Club is seised of the property described in the Schedule hereto and expressed to be hereby conveyed for an estate in fee simple AND WHEREAS the Club desire in pursuance of a Special Resolution duly passed at an Extraordinary General Meeting held at Waterside Uplyme aforesaid on the eleventh day of August One thousand nine hundred and thirty eight to transfer the said property to the National Association to be held by the National Association upon trust as a Cricket Field and Recreation Ground for the Parish of Uplyme in the County of Devon for ever and by the same Resolution the Directors were authorised to make all necessary arrangements with the National Association for that purpose and to carry out and complete the transfer

NOW THIS DEED WITNESSETH

1. IN pursuance of the said Resolution and in consideration of the premises the Club as settlors hereby convey and grant to the National Association ALL that piece or parcel of land described in the First Schedule hereto together with all buildings now erected thereon TO HOLD unto the National Association in fee simple upon trust to permit the same to be used in perpetuity as a Cricket Field and Recreation Ground for the benefit of the inhabitants of the parish of Uplyme in the County of Devon under the management and direction of the Managers or any other person or persons or Corporation or public body to whom with the consent of the National Association such management and direction may be transferred

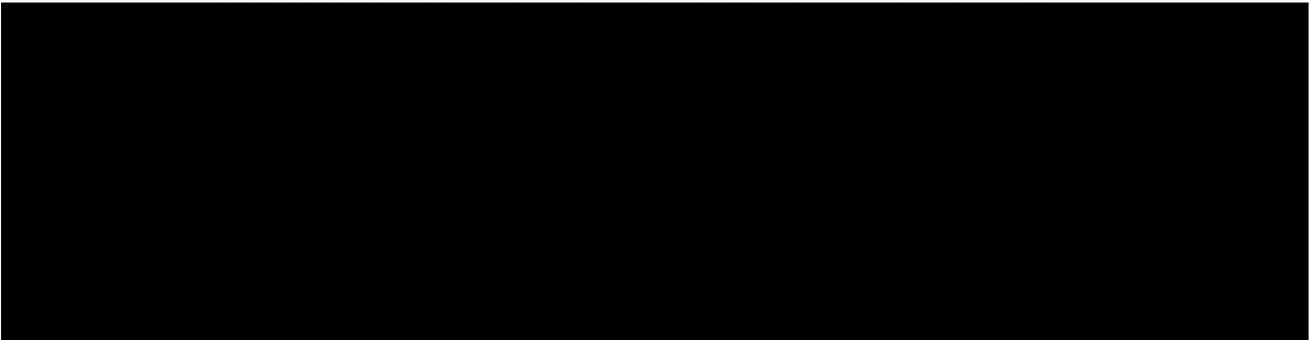
2. THE Managers shall at their own expense in all respects maintain the said property expressed to be hereby conveyed as a Cricket Field and Recreation Ground in perpetuity for the benefit of the inhabitants of the Parish of Uplyme aforesaid under such rules and regulations for the management preservation disposition and care of the said premises and the government of all persons using or frequenting the same as shall be approved by the National Association PROVIDED ALWAYS that the Managers shall not incur any personal liability under this covenant but shall be liable thereunder only to the extent of such sums of money as shall from time to time come into their hands as Managers for the purposes of such maintenance as aforesaid
3. THE National Association shall deliver to the Managers and the Managers shall accept and take possession of the said property described in the First Schedule hereto immediately upon the execution of this Conveyance and thereafter in January of each year the Managers shall deliver to the National Association a report setting out the condition of the said property and of the fences and walls surrounding the same and of any buildings thereon and the manner in which the said property has been used during the preceding year
4. ALL rents and moneys (if any) received in respect of the use of the said property shall be applied solely towards the upkeep development and maintenance thereof
5. THE said property having been acquired as a Memorial to His late Majesty King George V under the provisions of King George's Fields Foundation shall be known as King George's Field
6. CHILDREN of school age shall be permitted to play organised games under proper supervision in the Northern part of the said property within such limits of space and time as are from time to time prescribed by the Managers
7. WHERE a Manager is dead or remains out of the United Kingdom for more than twelve months or desired to be discharged or refuses or is unfit to act or is incapable of acting or is guilty of any misconduct in connection with his duties as Manager the National Association shall have power in writing under the hand of their General Secretary or other authorised officer in that behalf for the time being to appoint a new Manager in his place PROVIDED ALWAYS that during the lifetime of the present members of the Club whose names are set out in the Second Schedule hereto the said members or the survivors or survivor of them shall have sole power for a period of six months to appoint a new Manager in the place of any Manager representing the Club who for any reason whatsoever shall cease to represent the Club and if the said members or the survivors or survivor of them as the case may be shall fail to appoint a new Manager within the said period then the National Association shall have power to appoint a new Manager as hereinbefore provided PROVIDED ALSO that whenever a Manager representing a local authority or organisation ceases for any reason whatever to represent such authority or organization the local authority or organisation concerned shall have sole power for a period of six months to appoint a new Manager in his or her place and if such local authority or organisation shall fail to appoint a new Manager within the said period then the National Association shall have power to appoint a new Manager as hereinbefore provided

IN WITNESS whereof the parties of the first and second parts have hereunto caused their Common Seals to be affixed and the parties of the third part have hereunto set their hands and seals the day and year first before written

THE FIRST SCHEDULE hereinbefore referred to

ALL that piece of land situate in the Parish/^{of}Uplyme in the County Devon containing 5 acres or thereabouts adjoining the road leading from Axminster to Lyme Regis being the remainder of two pieces of land Nod. Part 880 and No. 885 on the Ordnance Survey Map for the said Parish a small portion whereof was conveyed by the Reverend Ernest Bramwell to certain persons for a site for a Village Hall in the year 1924 All which property (including the said site of the Village Hall) is with the boundaries and abuttals thereof (by way of identification and not by way of enlargement) delineated on the plan annexed to a Conveyance dated the 11th day of August 1921 and made between Ernest Ethelston Peel of the first part Hugh Edmund Ethelston Peel and Charles Francis Kynaston Mainwaring of the second part and the said Ernest Bramwell of the third part and thereon coloured Pink

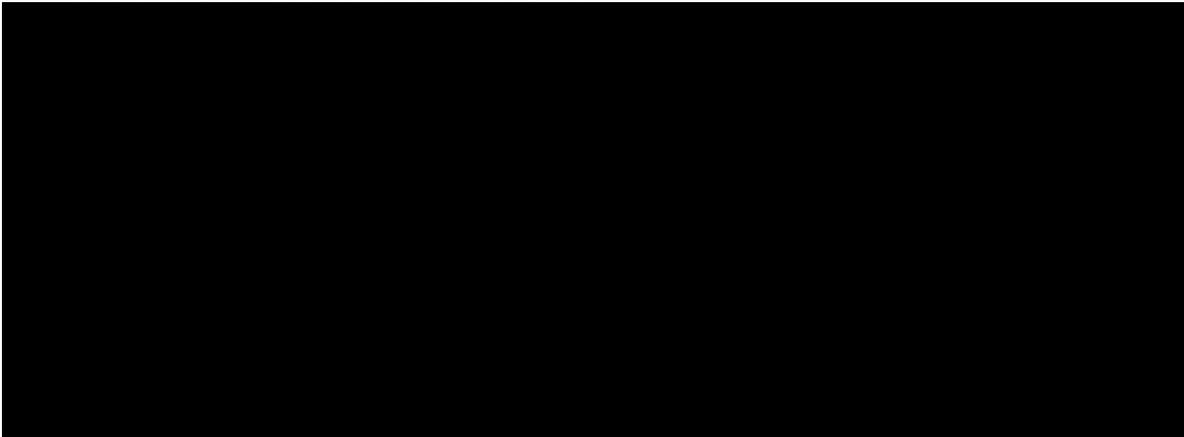
THE SECOND SCHEDULE hereinbefore referred to

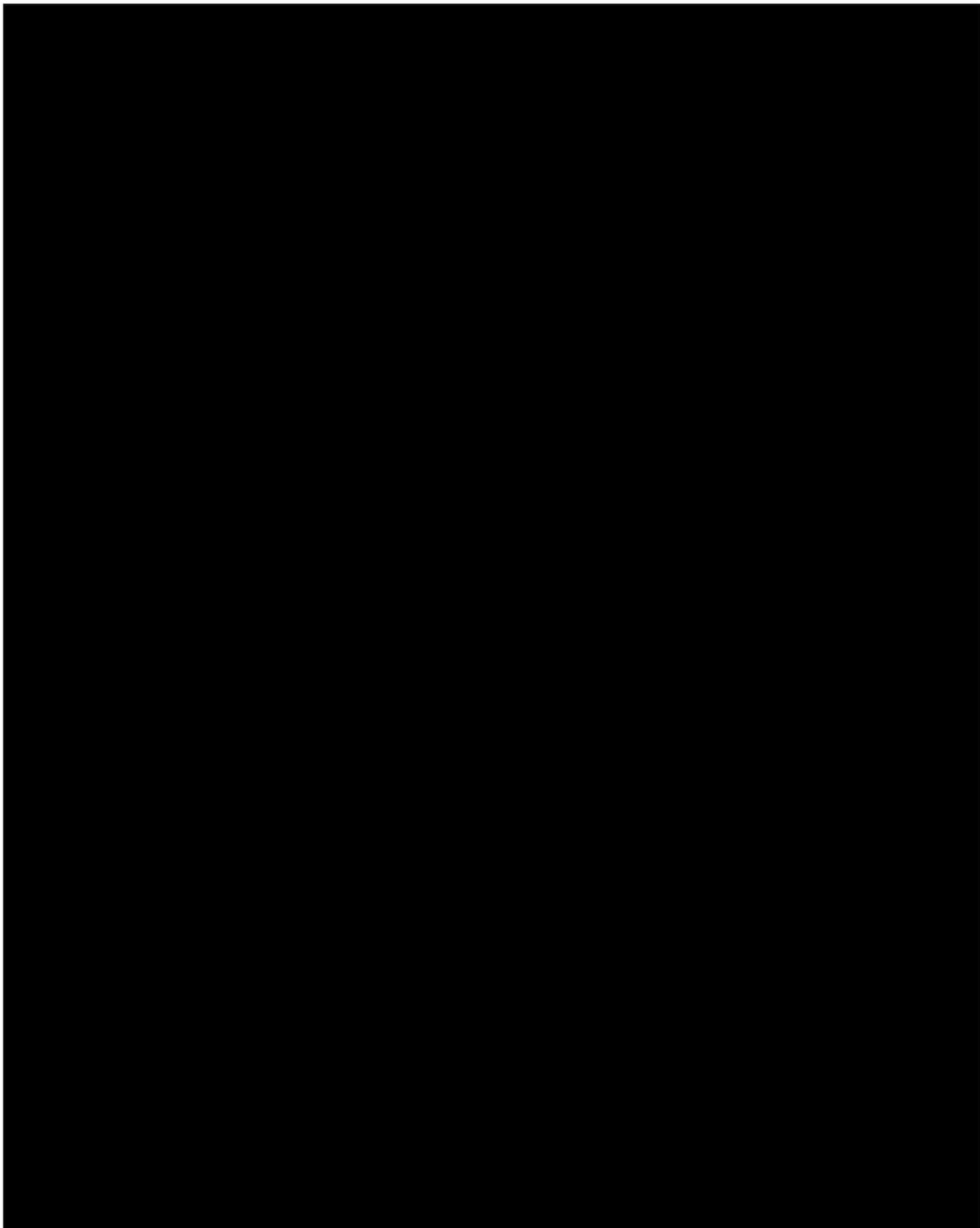


THE COMMON SEAL of THE UPLYME
CRICKET AND TENNIS CLUB LIMITED
was hereto affixed in the



SIGNED SEALED and DELIVERED





Recorded in the books of the Charity Commissioners for England and Wales pursuant to the provisions of Section 29 (4) of the Settled Land Act, 1925.

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Upottery Parish Council

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?	X	
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?		X
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	5
Comments: Upottery Playing Fields Association have the support of several other organisations but unclear how much they are actually working together. Would benefit Upottery Primary School particularly which is attended by children from other parishes. Upottery Parish Council are contributing the 20%.			
2	Benefitting, enhancing and / or making a difference to communities.	5	3
Comments: Project is to create safer access to Glebe Park where Upottery Football Club, Upottery Tennis Club and Upottery Cricket Club are and community events take place.			
3	The need for the project.	5	4
Comments: Currently access for walkers is round a blind bend on a road which is often used by large vehicles, and is dangerous especially in the dark. Would encourage more people, especially the 104 school children at Upottery Primary to walk to the facility rather than drive, and make the access safer.			
4	How well is the project planned?	5	5
Comments: Is seemingly well planned with many letters of support from relevant organisations. Only quotations for one part of the project, but other parts are payable to Devon County Council which is fixed.			
Total Score:		25	17

ASSESSOR Comments:

Only quotations for one part of the project, but other parts are payable to Devon County Council which is fixed.

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Upottery Playing Fields Association

Creating safer access to Glebe Park sports and playing fields as it is currently on a blind bend. This project will encourage more walking and more people to use the playing fields and sports clubs, especially school children. It will benefit school children from parishes outside Upottery.

Total Project Cost:

£6,250

Award Requested

£5,000

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Upottery Parish Council	£1,250	Yes
Total (if we give our grant)	£	6,250

Priority Scoring:

ITEM	SCORE
1.	5
2.	3
3.	4
4.	5
TOTAL SCORE:	17

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Upottery Playing Fields Association and Upottery PC

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

The application is from Upottery Playing Fields Association (UPFA) and I am acting on behalf of the Association in my role as the Parish Paths Partnership coordinator for Upottery Parish.

2. Main contacts name, organisation they represent, and address (including postcode):

Parish Path Partnership(P3) Coordinator, Upottery PC

3. Main contacts phone number:

[Redacted] []

4. Main contacts e-mail:

[Redacted] []

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

- A charity registered with the Charities Commission A Community Interest Company registered with Companies House A town or parish council

**If the lead organisation is a registered charity, please put your charity number below:
If the lead organisation is a Community Interest Company please put your registration number below:**

[301004]

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

Glebe Park is a multi sports site consisting of Upottery Football Club, Upottery Tennis Club and Upottery Cricket Club but is also used year round for other community based events such as the Community Apple Day. The site is utilised by many surrounding communities, the local primary school and visiting sports clubs and engages people of all age groups. The current access to Glebe Park from Upottery Village relies upon walking down a narrow section of road which consists of a blind bend. This road is frequently used by large HGV's and Agricultural vehicles and as such we believe the route to be potentially unsafe, particularly in the months where natural light is an issue. Very few people, especially the pupils of Upottery Primary School, choose to walk to the facility. We would like to see this section of access diverted through the field by applying for a diversion of Footpath 32 and creating a new entrance onto a safe part of the access road to the Glebe Park Playing Field as shown on the attached map.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

The proposal has the full backing of the Upottery Parish Council, the Ward Councillor (Mr D Key), the Headmaster of Upottery Primary School, the signed approval of the diversion by the landowners (map attached) and the Devon Rights of Way. Letters of support are attached

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Footpath 32 This route is very popular with the local dog walking community. With the parish football pitch, cricket pitch and tennis courts relocated from the central village Playing Field to a venue elsewhere in the parish (Glebe Park Playing Field) there is a strong need to establish a safe walking route to the venue. The proposed new route will remove the community's need to use a narrow section of lane that has been the scene of road traffic accidents in the past. Currently the Glebe Park Playing Field is not being accessed sufficiently by the school children of Upottery Primary School due to the dangerous walking route. If the proposed diversion is completed then the school will be able to conduct a 'walking bus' to and from the sports field and tennis courts. In addition the Upottery School Running Group currently uses a route that involves running along the dangerous narrow section of road. The proposed diversion will take the running route off this section of road. The school is attended by children from a number of Parishes in East Devon.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

Letters of support from the Upottery PC, Upottery Playing Fields Association, Upottery Primary School, the Ward Councillor and Rights of Way are attached

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

If funding is granted the application for the first safety audit and the footpath diversion will occur immediately. Once the diversion is approved (allowing for 6 months) the ground works will be completed within 2-3 months along with the final safety audit. It is hoped the project will be completed within 9-10 months.

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

Footpath 32 is already part of the Upottery Parish network of paths and will continue to be maintained by the P3 Coordinator.

- All projects must benefit two or more parish or town council areas. Please could you tell us more about the benefits of your project to people from outside Upottery?

The proposal will benefit a number of groups who have membership across numerous parishes in East Devon:-

- Upottery Primary School children who come from Luppitt, Yarcombe, Cotleigh, Awliscombe and Dunkeswell as well as Upottery.
- Players and supporters of the various football, cricket and tennis teams that play at the Glebe Park Playing Field who come from parishes all over East Devon.
- The Youth Club which draws members from Luppitt, Yarcombe and Dunkeswell as well as Upottery.

- I can only find three quotations for part of the project, the gates and new entrances. As your project costs over £5,000 we would need three quotations for every part of the project (including the legal costs and safety audits), or at least one and then satisfactory justification as to why three can't be provided.

There are the required 3 quotes for the ground works. The legal costs and Safety Audits are all payable to Devon County Council as it is the sole provider of these services.

- Q9. Please could you outline how you have / will be working with other organisations to plan / make the improvements? For example will you have to liaise with Devon County Council / the user groups from Glebe Park etc to carry out the works? Where did the idea for the project come from, was the local community in any way involved in getting it to this stage?

The proposal arose from the local community via the UPFA. The idea was developed by my predecessor as Footpath Coordinator and Parish Council Chairman Mr Chris Hunt (who has since moved from the village). Members of the community, the landowners and the Upottery PC have been fully supportive of the proposal and have made useful contributions during the process of working up the proposal (see supporting letters from PC, school headmaster and UPFA Chairman). We have been working closely with DCC over this proposal, primarily with the Rights of Way department (see supporting letter). Our Devon County Councillor advised applying to the fund.

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there. We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

Costings. Safety audits 2 x £1000= £2000 Legal costs of footpath diversion approx. £2000 Works to install gates, make new entrances, unplanned expenses etc approx. £2250 (four estimates attached) Total project cost £ 6250 We would choose Banks Construction in the light of the wide experience the company has in maintaining and constructing Rights of Way and in being recommended by Devon RoW The Upottery PC is prepared to meet 20% of the cost (£1250), underwrite and bankroll the project on behalf of the Upottery Playing Fields Committee.

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

£5000

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

£1250

Upottery Parish Council

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

Total cost of project:

£6250

Shortfall (please specify below how this shortfall will be met):

Nil

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):



Date:

12/01/2019

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

**Please send accompanying information clearly labelled with your project details to:
Post: Community Engagement and Funding Officer, East Devon District Council, Knowle,
Station Road, Sidmouth, EX10 8HL
E-mail: jbuckley@eastdevon.gov.uk**

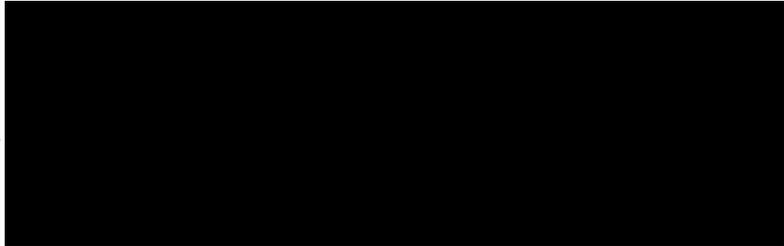
UPOTTERY Footpath 32

0 75.53
metres
Scale 1:2,500

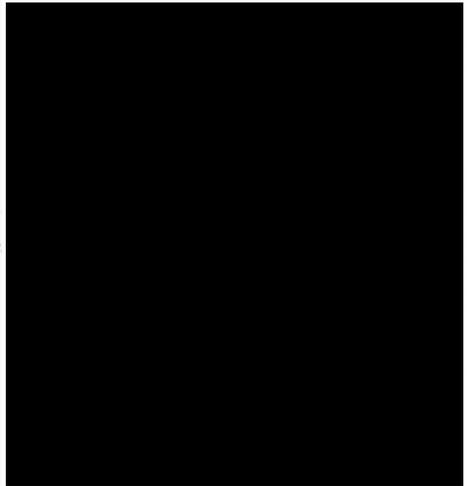
178.5m

32

151.1m



32



GLEBE
Playing Field
PLAYING
FIELD
Tennis Court

145.1m

Brookfield

141.7m

143.8m

Danes Close

32

GP

Manor Cottage

Manor Close

152.1m

LB

The Studio

The Old Coach

dangerous section of road
= proposed diversion

1800
 900 ✓

UPOTTERY PLAYING FIELDS

Accounts for year 1st January 2017 to 31st December 2017

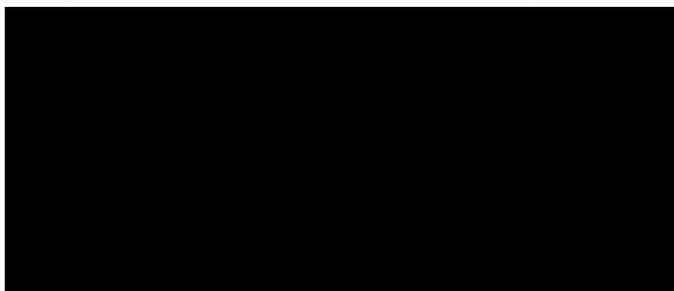
2017	2017	INCOME	2016	2016
£300.00		Cricket Club Rent	£250.00	
£300.00		Football Club Rent	£450.00	
		Tennis Club Rent		
£150.00		Cricket Club Match Fees		
£190.00		Football Club Match Fees		
£100.00		Mullins Trust	£200.00	
£100.00		Barletts re Grazing	£100.00	
		Donation - Parish Council	£200.00	
£984.00		Quiz Night (2017 excludes Manor Room hire, see expenses)	£825.50	
		Donation - Pub Quiz	£150.00	
£475.67		Apple Day	£373.51	
£0.16		Bank Interest	£0.39	
		Donation - Youth Club	£100.00	
£3.06		Wayleave		
£250.00		Nigel Wyatt - used water tank		
		Flower Show	£300.00	
		Skittles Week	£313.00	
		Raffle Profit	£390.00	
£4,400.70		Viridor		
£7,253.59		Total Income	£3,652.40	
		EXPENDITURE		
	£684.00	EON (net)		£832.00
1100	£690.21	Building Insurance		£657.34
	£412.50	Public Liability Insurance		£394.20
		N Dowson		£40.00
	£35.00	Manor Room hire (2017 quiz night)		
	£92.40	ROSPA		£88.20
	£85.00	Glebe Park - Synergi SW (toilet repair)		
	£1,070.93	Glebe Park - Fencing Materials (Chris Hunt)		
	£624.00	Glebe Park - Layzells (2017 = water tank)		£104.39
		Glebe Park - Container		£300.00
	£155.00	Rotary mower purchase for play area		
	£3,849.04	Total Expenditure		£2,416.13
£7,253.59	£3,849.04	TOTALS	£3,652.40	£2,416.13
	£3,404.55	Surplus/Loss for Year		£1,236.27

BALANCE SHEET AS AT 31ST DECEMBER 2017

Accounts for year 1st January 2017 to 31st December 2017

31st Dec 2017			31st Dec 2016
£3,086.43		Carried Forward from Previous Year	£1,850.16
£3,404.55		Plus/Minus Surplus/Loss for Year	£1,236.27
£6,490.98		TOTAL	£3,086.43
		REPRESENTED BY	
£5,606.06		Bank Balance - Current Account	£2,201.67
£884.92		Bank Balance - Reserve Account	£884.76
£6,490.98		Total of Bank Balances	£3,086.43

		CURRENT LIABILITIES	
£1,100.00		Upottery Tennis Club : Loan (To be reduced by rent £300 due January 2018)	£1,400.00
£1,100.00		TOTAL CURRENT LIABILITIES	£1,400.00



.....

Independent Auditor

UPOTTERY PLAYING FIELDS Y/E 2017.

RECOMMENDS :

1. Where an individual purchases something and the invoice is made out to them rather than UPF, another committee member to countersign invoice to confirm item purchased for UPF. [Eg. Jane - Mowers]
2. EVENT INCOME :
Suggestion - Introduce a form on the lines of the one I have drawn up. Income section to be completed after event, expenditure details to be completed by treasurer based on purchase receipts given.

Both suggestions will help create a proper "audit trail" as currently independent check not possible.



INDEPENDENT CHECK,

27th March 2018

DATED

1st April

1957



- to -

Conveyance

- of -

land at Up Ottery, Devon for the
purposes of a Playing Field.

21 MAY 1957
10721



This Conveyance

is made the *First* day of *April* One

thousand nine hundred and fifty seven BETWEEN THE RIGHT HONOURABLE [redacted] hereinafter called "the Donor")

of the first part [redacted] of Highway Farm near Calne in the County of Wilts and THE HONOURABLE [redacted] of Ibthorpe Manor Farm Hurstbourne Tarrant Hampshire (hereinafter called "the Trustees") of the second part and [redacted] in the County of Devon Farmer [redacted] aforesaid Farmer [redacted] aforesaid Farmer and [redacted] aforesaid Farmer (hereinafter called "the Donees") of the third part

WHEREAS:-

(A) Under and by virtue of the documents and events shortly set out or referred to in the First Schedule hereto the freehold property in the Parishes of Up Ottery and Luppitt in the County of Devon described or referred to in the Vesting Deed numbered 1 in the first column of the said Schedule and now remaining unsold (which includes the property Firstly and Secondly hereinafter described in the Second Schedule hereto and intended to be hereby assured) is vested in the Vendor in fee simple subject as hereinafter appearing but otherwise free from incumbrances) Upon the trusts of the Compound Settlement referred to in the Deed numbered 7 in the first column of the said Schedule and as appears from the Deed numbered 9 in the first column of the said Schedule the Trustees are the trustees of the said Compound Settlement for the purposes of the Settled Land Act 1925

(B) By the Vesting Assent numbered 6 in the first column of the said First Schedule hereto a term of Three thousand years without impeachment of waste from the date of the said Vesting Assent in all the said property was reserved to the Trustees in their capacity as special personal representatives of the late [redacted] on trusts by way of indemnify against any unpaid death duties in respect of the said property and other property and any interest and costs in respect of such duties and by the Deed numbered 8 in the said First Column of the said Schedule the Trustees released and surrendered to the Vendor all the properties comprised in and assured by the said Deed numbered 6 as aforesaid to the intent that the said term of Three thousand years should

forthwith merge and be extinguished in the freehold reversion of the Vendor in the property immediately expectant thereon _____

(C) The Donor is desirous of making a free gift of the said property hereinafter described and the Donees have agreed to accept the same subject and upon the trusts as hereinafter appearing _____

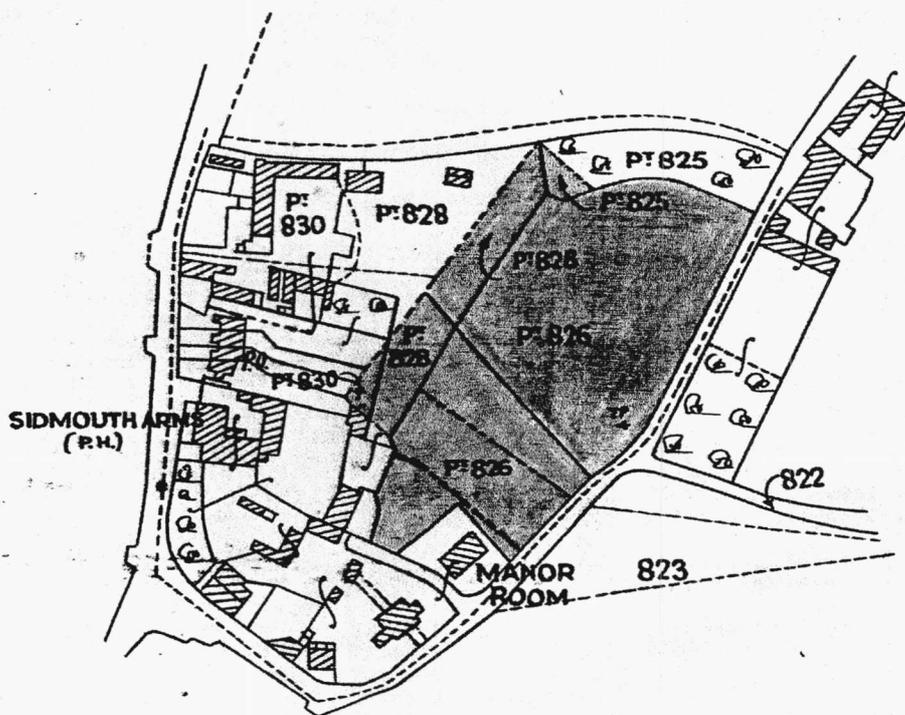
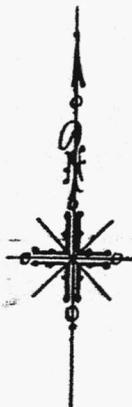
(D) The statutory power in this behalf conferred by the Settled Land Act 1925 precludes the Donor from conveying by way of gift for the purposes aforesaid any area of land exceeding in all one acre and the Trustees have in exercise of the powers conferred by Section 68 of the said Act agreed to sell to the Donor the property Secondly described in the Second Schedule hereto and the fee simple thereof in possession free from incumbrances at the price of One hundred and twenty pounds to enable the Donor to make a free gift to the Donees of such property as is hereinafter contained but no conveyance of such last mentioned property to the Donor has been executed and he has requested the Trustees to convey the same direct to the Donees _____

NOW THIS DEED WITNESSETH as follows:- _____

1. IN pursuance of the said desire and agreement the Donor in exercise of the power for this purpose conferred upon him by Section 55 of the said Act and of every or any other power enabling him and as Settlor hereby conveys unto the Donees ALL AND SINGULAR the property First described in the Second Schedule hereto EXCEPT AND RESERVING as is set out in the Third Schedule hereto TO HOLD the same (except and reserved as aforesaid) unto the Donees in fee simple Subject as is set out in the Fourth Schedule upon the trusts and subject to the powers and provisions set out in the Fifth Schedule hereto freed and discharged as provided by Section 72 of the Settled Land Act 1925 _____

2. IN pursuance of the said desire agreement and request and in consideration of the sum of ONE HUNDRED AND TWENTY POUNDS now paid by the Donor to the Trustees as such Trustees as aforesaid (the receipt of which sum the Trustees hereby acknowledge) the Donor (acting by the Trustees pursuant to the powers conferred by Section 68 of the Settled Land Act 1925) as Trustee hereby conveys and the Donor as Settlor hereby confirms unto the Donees All and Singular the property secondly described in the Second Schedule hereto Except and Reserving as is set out in the Third Schedule hereto To hold the same (except and reserved as aforesaid) unto the Donees in fee simple upon the Trusts and subject to the powers and provisions set out in the Fourth Schedule hereto freed and discharged as provided by Section 72 of the Settled Land Act 1925 _____

UP OTTERY PLAYING FIELD



Scale: 1/2500

3. THE Trustees in exercise of the powers conferred on them by Section 17 of the Settled Land Act 1925 hereby declare that so far as regards the property Secondly described in the Second Schedule hereto and hereinafter expressed to be conveyed they are discharged from the Trust of the Compound Settlement hereinbefore referred to _____

4. THE Donor and the Trustees acting for the Donor hereby respectively acknowledge the right of the Donees to production of the documents specified in Part 1 of the Seventh Schedule hereto and to delivery of copies thereof and the Trustees as Trustees hereby acknowledge the right of the Donees to production of the document specified in Part 2 of the said Seventh Schedule and to delivery of copies thereof _____

5. IT IS HEREBY CERTIFIED that the transaction hereby effected does not form part of a larger transaction or of a series of transactions in respect of which the amount or value or the aggregate amount or value of the consideration exceeds the sum of Three thousand five hundred pounds

IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written _____

THE FIRST SCHEDULE above referred to _____

Number	Date of document or event	Parties to document	Nature and effect of document or events
1.	26th February 1946	[REDACTED]	Principal Vesting Deed (made for giving effect to the requirements of the Settled Land Act 1925) of the Up Ottery Estate subject to the trusts of a Compound Settlement therein referred to
2.	26th October 1946	[REDACTED]	[REDACTED]
3.	12th May 1948	[REDACTED]	Appointment of the Company as sole Trustee of a Settlement dated 11th Oct. 1878 therein referred to, as a result of which the said Company became sole Trustee for the purposes of the Settled Land Act 1925, of the Compound Settlement referred to in the above mentioned Vesting Deed
4.	4th April 1953	[REDACTED]	Death of the Fifth Viscount Sidmouth
5.	22nd Sept. 1953	[REDACTED]	Probate of the Will of the Fifth Viscount Sidmouth limited to the said Settled land

Act
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 powers
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No.	Date of document or event	Parties to document	Nature and effect of document of events
6.	4th March 1954	[REDACTED]	Principal Vesting Assent of the property comprised in the above mentioned Vesting Deed (except part sold) in favour of the Sixth Viscount Sidmouth
7.	17th June 1954	Same parties	Deed supplemental to the above mentioned Vesting Assent correcting certain inaccurate statements therein
8.	1st Feb. 1956	Same parties	Release
9.	20 th Nov. 1956	The Commercial Union Assurance Co. Ltd. The Trustees	Deed of Declaration pursuant to Section 35 of the Settled Land Act 1925

— THE SECOND SCHEDULE above referred to —

Description of Property Assured

First ALL THAT piece or parcel of land containing one acre situate in the Parish of Up Ottery in the County of Devon (but excluding all water mains and pipe lines as have been conveyed by the Donor under a Conveyance dated the 23rd day of April 1956 made between the Donor of the first part the Commercial Union Assurance Co. Ltd. of the second part [REDACTED] of the third part [REDACTED] and the East Devon Water Board of the fourth part) delineated on the plan annexed hereto and thereon coloured pink and forming part of the respective Ordnance Survey Numbers as follows: —

<u>O.S. No.</u>	<u>Area</u>
Pt. 830	0.024
Pt. 826	0.824
Pt. 828	0.152
	1.000 acres

Secondly ALL THAT piece or parcel of land containing 1.585 acres or thereabouts situate and adjoining the property First hereinbefore described (except the water mains and pipe lines conveyed by the Donor as aforesaid) and delineated on the said plan and thereon coloured green and forming part of the respective Ordnance Survey Numbers as follows:—

<u>O.S.No.</u>	<u>Area</u>
Pt. 828	0.222
Pt. 825	0.022
Pt. 826	1.241
	1.585 acres

— THE THIRD SCHEDULE above referred to —

EXCEPT AND RESERVING unto the Vendor in fee simple all rights of way drainage and other easements or privileges as may be now existing or granted exercised or enjoyed over in or under the said property and in

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particular an easement for a pipeline or drainage carrying the Village sewerage passing under part of the land hereby conveyed _____

_____ THE FOURTH SCHEDULE above referred to _____

1. All such easements quasi easements rights powers in perpetuity or privileges as are now vested in or were granted to the said East Devon Water Board under the before mentioned Conveyance in connection with the before mentioned water mains and pipes and other apparatus _____
2. The covenants prohibiting building on or over any of the said water mains and other apparatus of the said East Devon Water Board as mentioned or referred to in the before mentioned Conveyance _____

_____ THE FIFTH SCHEDULE above referred to _____

1. The Trustees shall as soon as possible apply to the Charity Commissioners through the Minister of Education for an Order of the Charity Commissioners for England and Wales vesting the Trust premises hereby conveyed in the Official Trustee of Charity Lands and upon such Order being made the Trustees shall cease to be the Trustees of the Trust premises and the Charity shall thereafter be administered and managed by the members for the time being of the Committee of Management hereinafter mentioned as Trustees thereof _____
2. The property hereby conveyed (herein called "the Trust Premises") shall be held upon trust for the purposes of a public playing field for the benefit of the inhabitants of the Parish of Up Ottery Devon and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents _____
3. The general management and control of the Trust premises and the arrangements for their use shall be vested in a Committee of Management (hereinafter called "the Committee") consisting of not more than thirteen Members (exclusive of members co-opted under the power hereinafter contained) of whom *three* shall be elected at the first general meeting referred to in Clause 4 hereof in the first instance and on each subsequent appointment of members at the Annual General Meeting. The organisations mentioned in the Second Column of the Sixth Schedule hereto shall each have the right to appoint respectively such one member or greater number of members of the Committee as is enumerated in the Third Column of such Schedule both in the first instance and on the occasion of each annual appointment of members. The persons whose names appear in the first column of the Sixth Schedule hereto have been appointed

by the organisations mentioned opposite their respective names in the Second column of that schedule and shall together with the members elected at the first General Meeting as aforesaid be the first members of the Committee until the first General Meeting has been held the persons named in the first column of the Sixth Schedule hereto shall have power to act In addition to the members of the Committee appointed and elected respectively as above the Committee shall have the power to co-opt not more than *four* members to represent interests in the said Parish not represented by any organisation _____

4. There shall be An Annual General Meeting to be convened by the Committee in the month of *March* in each year the first of such meetings (herein called "the First General Meeting") to be convened in the month of *March* by one week's notice to be affixed in some conspicuous part of the Trust Premises or other conspicuous place or places in the Parish of the inhabitants of the age of eighteen years or upwards of either sex of the Parish of Up Ottery for the purpose of receiving the Report and Accounts of the Committee and for accepting the resignations of members of the Committee and for the purpose of electing members under clause 3 hereof and for taking such action as it may decide under clause 6 hereof provided nevertheless that if in any year an Annual General Meeting shall not be convened and held in the month of *March*, the Annual General Meeting for that year shall be held as soon as practicable after the month of *March* (and such meeting shall be convened by such persons as shall be nominated for the purpose by the Minister of Education) _____

5. All members of the Committee shall retire annually at the Annual General Meeting. Every organisation entitled to appoint a member of the Committee to take the place of a member retiring at an Annual General Meeting shall make the appointment at any time within one month before the Annual General Meeting at which the retiring member of the Committee shall retire _____

6. A casual vacancy arising from the death or resignation or removal of a member of the Committee shall be filled by the organisation by which such member shall have been appointed and the person appointed shall retire at the time when the vacating member would have retired. In the event of a vacancy arising through the death resignation or removal of a member of the Committee elected by the Annual General Meeting the Committee shall have power to fill such vacancy until the next Annual General Meeting _____

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7. In the event of any other organisation being formed in the said Parish with aims of a ~~social~~ recreational or educational character not inconsistent with those upon which the Trust premises are held hereunder the Committee shall have power by a Resolution of the Committee passed at a meeting at which not less than two thirds of all members of the Committee vote in favour of the Resolution to allow such new organisation to appoint an additional member or additional members of the Committee in the same manner as if such new organisation had been mentioned in the second column of the Sixth Schedule hereto and for this purpose the total number of members of the Committee as provided for in Clause 3 hereof may be increased but no such Resolution shall be effective until it has been approved by an Order of the Minister of Education _____
8. If any organisation entitled to appoint a member of the Committee ceases to exist or fails to make an appointment in manner aforesaid before the Annual General Meeting in any year the Annual General Meeting shall decide in what way if at all the vacancy shall be filled _____
9. The proceedings of the Committee shall not be invalidated by any vacancy among its members or by any defect in the appointment or qualification of any member _____
10. The Committee may from time to time make and alter Rules and Regulations for the conduct of its business and for the summoning and conduct of its meetings and in particular with reference to: _____
- (a) The terms and conditions upon which the trust premises or any part thereof may be used for games sports entertainments meetings social gatherings and other purposes including the days on which they may be used and the sum (if any) to be paid for such use _____
- (b) The appointment of an Auditor Treasurer and such other unpaid Officers as it may consider necessary and the fixing of their respective terms of office _____
- (c) The engagement and dismissal of such paid officers and servants for the Trust premises as it may consider necessary _____
- (d) The number of members who shall form a quorum at its meetings provided that the number of members who shall form a quorum shall never be less than a third of the total number of members of the Committee _____
11. All payments in respect of the use of the Trust premises or any part thereof and all donations for the benefit thereof shall be paid into a Trust Account at the ^{National} ~~Markivine~~ Bank Limited at ~~Houston~~ or such other Bank as shall from time to time be substituted therefor by the Committee
12. The moneys standing to the credit of the said Account shall be

applied as the Committee shall decide in maintaining repairing and insuring the Trust premises or any furniture equipment and other effects therein or thereon and in paying all rates taxes salaries of paid officers and servants and other outgoings and in providing equipment furniture games books newspapers periodicals and other literature and means of recreation and otherwise for the upkeep and improvement of the Trust premises _____

13. The Committee may upon the vote of a majority of its members and (when necessary) with the consent of the Minister of Education from time to time by Mortgage or otherwise obtain such advances on the security of the Trust premises or any part thereof as may be required for maintaining extending or improving the same or any part thereof or erecting any building thereon or for the work carried on therein and may continue to repay in whole or in part and from time to time any existing mortgage or charge on the said premises _____

15. If the Committee by a majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the Trust premises in whole or in part for the purposes hereinbefore indicated it shall call a Meeting of the inhabitants of the age of 18 years or upwards of the Parish of Up Ottery of which Meeting not less than 14 days' notice (stating that a Resolution will be proposed thereat) shall be posted in a conspicuous place or places on the Trust premises and advertised in a newspaper circulating in the said Parish and if such decision shall be confirmed by a majority of such inhabitants present at such meeting and voting the Committee may with the consent of the Minister of Education let or sell the Trust premises or any part thereof. All moneys arising from such letting or sale (after satisfaction of any liabilities properly payable thereout) shall with such consent as aforesaid be applied either in the purchase of other premises approved by the Committee and to be held upon the trusts for the purposes and subject to the provisions hereinbefore set forth (including this power) or as near thereto as circumstances will permit or for or towards such other charitable purposes for the benefit of the inhabitants of the Parish of Up Ottery as may be approved by the Minister of Education and meanwhile such moneys shall be invested in the name of the Official Trustee of Charitable Funds and any income arising therefrom shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income thereof in like manner as an addition to and to be applied as the capital of such investments or shall be used for any purpose for which the income of the Trust premises may properly be applied

16. If any Rules or Regulations made under the power in that behalf here-
 inbefore contained shall be inconsistent with the provisions of these
 presents the latter shall prevail _____

THE SIXTH SCHEDULE above referred to

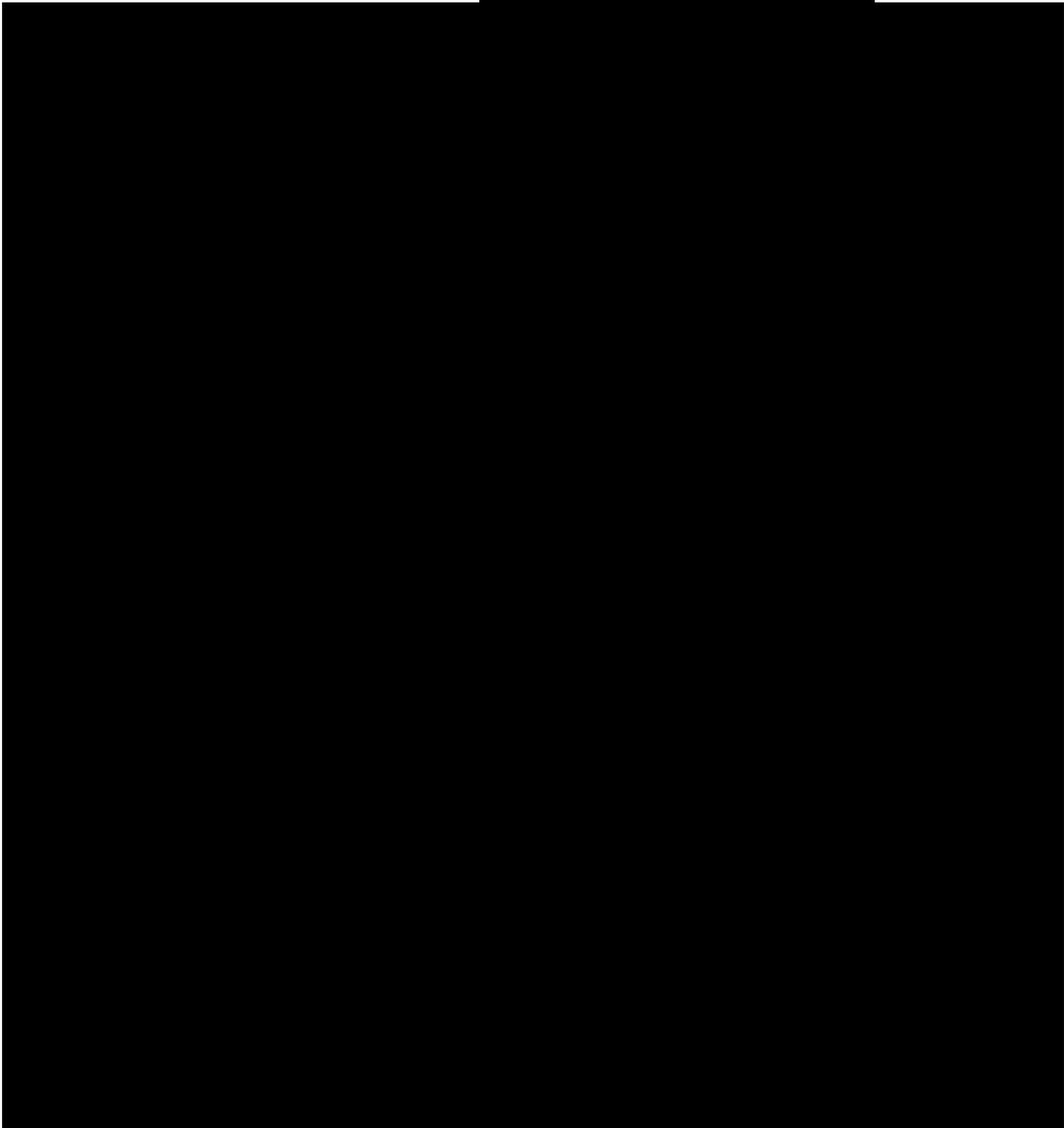
Names and address of Representatives	Organisation
1. [REDACTED]	Parish Church
2. [REDACTED]	Women's Institute
3. [REDACTED]	British Legion
4. [REDACTED]	Parish Council
5. [REDACTED]	Youth Organisations Sport, Football, etc.
6. [REDACTED]	Manor Room Committee

THE SEVENTH SCHEDULE above referred to

PART 1

Date of Document	Parties	Nature of Document
26th Feb. 1946	[REDACTED]	Deed
22nd March 1946	[REDACTED]	Charge
26th July 1948	[REDACTED]	Charge
8th May 1952	[REDACTED]	Deed
8th May 1952	[REDACTED]	Deed of Grant

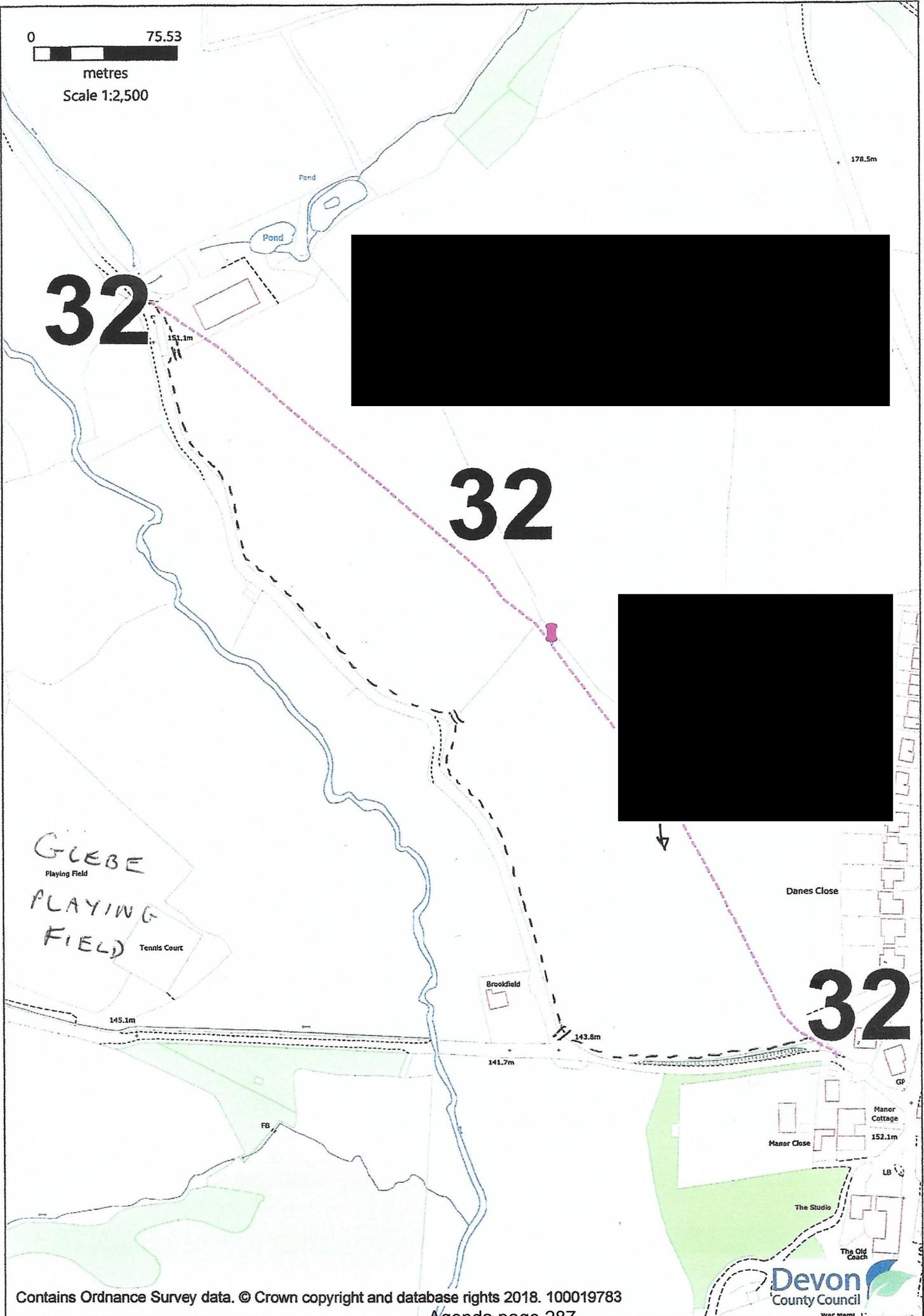
Date of Document	Parties	Nature of Document
4th March 1954		<i>Vesting Assent.</i>
17th June 1954		Deed supplemental to the above mentioned Vesting Assent
1st Feb. 1956		Release
23rd April 1956		Duplicate Conveyance
<i>20th Novr. 1956</i>		Deed of Declaration pursuant to Sec. 35 of the Settled Land Act 1925
12th May 1948		Appointment of Trustees of a Settlement dated 11th Oct. 1878



Upottery Playing Fields – Constitution
Section 15

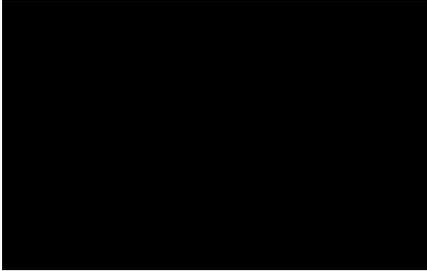
If the committee by a majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the Trust premises in whole or in part for the purposes herein-before indicated it shall call a Meeting of the inhabitants of the age of 18 years or upwards of the Parish of Up Ottery of which Meeting not less than 14 days' notice (stating that a Resolution will be proposed thereat) shall be posted in a conspicuous place or places on the Trust premises and advertised in a newspaper circulating in the said Parish and if such decision shall be confirmed by a majority of such inhabitants present at such meeting and voting the committee may with the consent of the Minister of Education let or sell the Trust premises or any part thereof. All moneys arising from such letting or sale (after satisfaction of any liabilities properly payable therout) shall with such consent as aforesaid be applied either in the purchase of other premises approved by the committee and to be held upon the trusts for the purposes and subject to the provisions hereinbefore set forth (including this power) or as near thereto as circumstances will permit or for or towards such other charitable purposes for the benefit of the inhabitants of the Parish of Up Ottery as may be approved by the Minister of Education and meanwhile such moneys shall be invested in the name of the Official Trustee of Charitable Funds and any income arising therefrom shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income thereof in like manner as an addition to and to be applied as the capital of such investments or shall be used for any purpose for which the income of the Trust premises may be properly applied.

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Scale 1:2,500



Upottery Parish Council

Parish Clerk:



Upottery Parish Footpath Warden



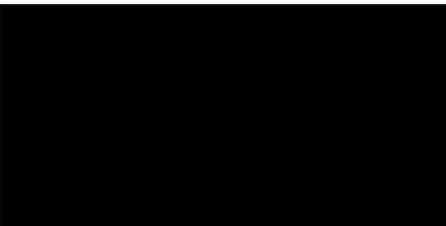
8th January 2019

Dear 

I am writing on behalf of Upottery Parish Council to confirm their support for the proposed diversion of Footpath 32. The parish council have agreed to contribute a maximum of 20% of the costs of the work up to a maximum of £1250.

The parish council are supporting this project because it will help provide improved and safer access to the sports facilities available at Glebe Park. The sports facilities are used by residents within our parish and beyond. There is an active and strong cricket team and two football teams based at Glebe Park. The members of these teams live in Upottery parish, as well as Luppitt, Churchinford, Monkton and beyond. The tennis court and playing field at Glebe Park are also used by Upottery Primary School whose catchment area is Upottery Parish, part of Monkton parish and Luppitt parish. It is felt that the proposed change will increase use of the playing fields by the school and others using the facilities.

Yours sincerely



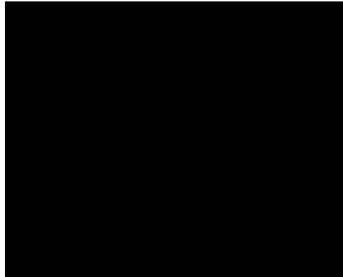
David Surridge - Arboricultural Services

HNC Arb. RFS Cert. Arb.

Willmoreleigh Farm Farway Colyton Devon EX24 6EQ

Telephone/Fax : 01404 871564 Mobile : 07778 778685 email : davidsurridge@btinternet.com

VAT Reg. No. 717 6550 24



2nd January 2019

Dear 

FP 32 – Revised Option

Further to your request for revised costings to exclude stoning the path, I have re-calculated the costs and provide details below.

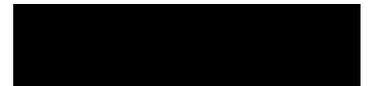
Supply and install 3 self-closing pedestrian gates to include making good any existing fencing and provide steps with handrail where the path exits onto the lane.

Total cost including materials and labour **£2,250.00** (£1,875.00 ex VAT)

Where the path exits onto the road I have allowed for 3 or 4 basic board and gravel steps with a handrail going down on to the lane and a short 90° at the bottom for safety.

If you have any queries or require any further information please don't hesitate to contact me.

Yours sincerely



Tree surgery & felling, hedges, conservation works, surveys, inspections & reports

Public liability - £5 million



BANKS CONSTRUCTION

& Country Contractors

Flays Farm
Farway

Colyton, Devon EX24 6EG

Phone 01404 871338 Mobile 07971 567260

V.A.T. REG. No: 665137624

10 January 2019

[REDACTED]
P3 Coordinator
Upottery Parish

Dear [REDACTED]

Subject: Proposed FP32 diversion Upottery Parish

Installation of 3 metal self closing gates with fencing to side as required, allowing for the Moving of a straining post and installation of new straining posts to allow the fitting of the new gate.

Creation of three steps down from one of the self-closing gates with handrail to one side.

At this time I have allowed for a gate cost of £150 plus VAT each, If Devon county were to supply the gates this cost would be removed from the final bill.

Cost of £1626.00+ VAT

Many thanks

[REDACTED]
Stage payments may be required and additional work not mentioned above would be charged as extras. Full and final payment will be due on day of completion.



QUOTE

upon

Date

11 Jan 2019

Expiry

11 Aug 2019

Quote Number

QU-0098

Reference

Footpath Diversion

VAT Number

275 7556 59

Garden & Countryside
Maintenance Limited

Homefield Farm

Brooklands Cross

Venn Ottery Road

Newton Poppleford

Devon

EX10 0BY

Tel: 01395 567783

E-mail:

gardencountrysidemainten

ance@gmail.com

Description	Quantity	Unit Price	VAT	Amount GBP
Supply 3 self closing metal gates	3.00	150.00		450.00
Supply all Labour and materials to install 3 x self closing metal gates .Create 2 new pedestrian entrances and lay a hardcore slope down to the lane	1.00	2,250.00		2,250.00
			Subtotal	2,700.00
			TOTAL GBP	2,700.00

For the attention of [REDACTED]

As per our conversation please find detailed below the price for work to be undertaken as discussed:

10 x 3x3 posts	£34.60
Post Concrete	£48.00
3 footpath gates	£540
Railway sleepers	£100.80
Hardcore	£44.38
2x rails	£9.36
Nails/ screws	£15
Labour x 2 men	£990
(including taking away rubbish)	

TOTAL **£1782.14**

If this price is acceptable, please could you notify me,

Regards,

[REDACTED]
DMS Landscaping And Fencing
07702694488

Highways and Traffic Management

Public Rights of Way
ABG Lucombe House
County Hall
Topsham Road
Exeter
EX2 4QD

Telephone: 0345 155 1004
Email: pro@devon.gov.uk
Your ref:
My ref:
Date: 14th January 201

Dear 

Re Upottery Footpath 32 improvements - Communities Together Fund

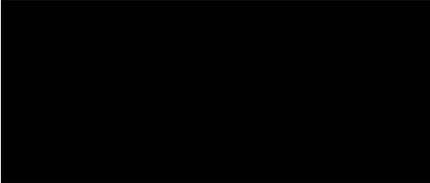
I am writing to you to confirm my full support for the improvements to Footpath 32 in the parish of Upottery.

After meeting with you and members of the community I understand that the parish wish to improve access to the playing fields via a recorded right of way. Currently participants and spectators are faced with having to negotiate a narrow country lane which has limited refuge for walkers and poor visibility for drivers.

The improvements to the route recorded on the Definitive Map as Upottery Footpath 32 will enable safer access for all members of the community when visiting the playing field and indeed the wider countryside. This will encourage greater participation in sports related activities, support healthy lifestyles and provide an enjoyable traffic free alternative for parishioners and visitors alike. The new route will also benefit local school children by taking away the need to walk on the road.

I fully support the proposed path improvements to enable safer access to the village playing fields and wish you every success with your Communities Together Fund application.

Yours sincerely


Public Rights of Way

E mail of support from Ward Counsellor. 03.01.19

 Footpath Warden for Upottery PC)

I fully support the application as applied for with the Communities Together Fund. The footpath is a very necessary path to allow the public a safe walkway to the new and well supported playing fields from the village instead of having to drive their cars approx.800 metres to be sure of safety.

As the Ward member I cannot be more convinced of support which is for health and safety reasons.

Kind regards

Cllr. David Key (Otterhead Ward)

Headteacher: Mr Chris Legg
01404 861292
admin@upottery-primary.devon.sch.uk
www.upottery-primary.devon.sch.uk



Upottery Primary School
Upottery
Honiton
Devon
EX14 9QT

Mr D Seamark
Footpath Warden

10th January 2019

Dear [REDACTED]

Upottery Primary School currently has 104 pupils on roll. Our pupils come from Upottery village as well as the neighbouring villages of Smeatharpe, Churchinford, Luppitt, Rawridge and Monkton.

I am writing to support the proposed diversion of Footpath 32. Pupils of Upottery Primary School use the sports facilities at Glebe Park. The proposed diversion would enable our pupils to access the sports facilities without having to walk on the narrow and busy stretch of road that leads to Glebe Park.

Our running club use the playing field facilities and an after-school tennis club is held during the summer term. Due to the current access our parents collect their children from school by car and drive them to the tennis court which is less than 0.5 miles away. I strongly believe that the diversion would enable more people to access the facilities safely on foot and would reduce the number of vehicles driving from the school to the Glebe Park.

We are very lucky to have these facilities in our village and any improvements to provide safe pedestrian access to them can only be a benefit to those using the facilities.

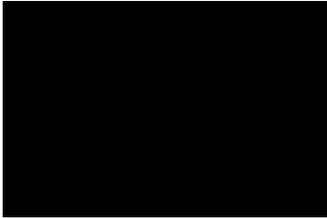
Yours sincerely

[REDACTED]
Headteacher

Our School Values

Respect Learning Resilience Care Happiness Celebration





9th December 2018

Ref: Diversion of Footpath FP32 to Glebe Park

Dear 

I am writing to formalise our recent discussions regarding a possible diversion to the above mentioned footpath.

Glebe Park is a multi sports site consisting of Upottery Football Club, Upottery Tennis Club and Upottery Cricket Club but is also used year round for other community based events such as the Community Apple Day. The site is utilised by many surrounding communities and visiting sports clubs and engages people of all age groups.

The current access to Glebe Park from Upottery Village relies upon walking down a narrow section of road which consists of a blind bend. This road is frequently used by large HGV's and Agricultural vehicles and as such we believe the route to be potentially unsafe, particularly in the months where natural light is an issue. We would like to see this section of access diverted through the field as laid out in your proposal.

Thank you for your support in this matter.

Kindest Regards



Upottery Playing Fields Committee Chairman.

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: West Hill Parish Council

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?		N/A
Is there less than one year's running costs in reserve?		N/A
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?	X	
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?	X	

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	6
Comments: Has got West Hill Parish Council working with / talking to West Hill Wasps, The King's School and various other parish and town councils in the area. Although once the football goals have been bought the working together on this project would end really.			
2	Benefitting, enhancing and / or making a difference to communities.	5	4
Comments: The current goals are at the end of their life and need replacing soon if football provision is to continue. There are 150 members of West Hill Wasps, and The King's School is of a significant size. The goals would be in use daily throughout the school year.			
3	The need for the project.	5	4
Comments: The goals are at the end of their life and are in daily use. Without them there would be less formal / informal football provision which encourages health and wellbeing in children and young people.			
4	How well is the project planned?	5	5
Comments: Project is well planned and thought out. There is a plan in place for taking the old goals out and putting new ones in. There is a quotation.			
Total Score:		25	19

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

West Hill Parish Council

To purchase full size portable football goals for the use of The King's School in Ottery St Mary and West Hill Wasps junior football club. They will replace a current set of fixed football goals that are at the end of their life. The portable goals will also allow flexibility for better football coaching. They'd be used daily throughout the school year and for West Hill Wasps (who have 150 members) on training nights and match days. The goals will enhance sports provision in the area.

Total Project Cost:

£1,976

Award Requested

£1,581

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>
West Hill Wasps	£198	Yes
King's School PTFA	£198	Yes
Total (if we give our grant)	£	1,977

Priority Scoring:

ITEM	SCORE
1.	6
2.	4
3.	4
4.	5
TOTAL SCORE:	19

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your details below.

1. Names of all the organisations involved in submitting this application:

West Hill Parish Council supported by Ottery St Mary Town Council, Feniton Parish Council, Talaton Parish Council and Gittisham Parish Council.

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

3. Main contacts phone number:**4. Main contacts e-mail:****5. Is the lead organisation (the one who will be accountable for the funding):**

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with
the Charities
Commission

A Community Interest
Company registered
with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:



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East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Section B - Eligibility questions

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.			<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?			<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?			<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.			<input type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?			<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?			<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?			<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?			<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?			<input type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?			<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?			<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?			<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?			<input type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented			<input type="radio"/>

evidence of how the project will become sustainable post transition?

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund		•	
Has your project received funding from the Parishes Together Fund?		•	
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.		•	
Will any of the project costs be raised by means of a personal mortgage or personal security?		•	
Is your project due to start before the end of March 2019?		•	
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.		•	

If you are ineligible you can find out more about the Communities Together Fund by contacting the Exmouth Town Council on 01395 517533.



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East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

The project is the purchase of full size portable football goals for The King's School Ottery PTFA and West Hill Wasps junior football club. They are to be located at The King's School football ground. They will replace a current set of fixed football goals at the site which are at nearing the end of their useful life. The photos of the current goals, submitted in support of this application provide evidence of the poor state of their condition. They no longer have stantions and few net pegs on the cross bar. Because they are fixed they leave holes on the ground which have to be covered during athletics. The proposed goals would provide greater flexibility for good quality football coaching - as they are not fixed they could be set up anywhere on the field for example when the goal mouths are too wet. They would also reduce the maintenance needs and costs with the site team putting them up and down.

The goals would be usable by the school daily throughout the school year and for the West Hill Wasps on training nights and weekend match days. West Hill Wasps currently train and play

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

West Hill Parish Council has worked with both [redacted] the chair of King's School PTFA (registered charity 1042492) and [redacted] chair of West Hill Wasps (a voluntary organisation). As part of the process the Head of Sport at the King's School [redacted] has also been consulted. West Hill Parish Council will work closely with the King's PTFA and the West Hill Wasps to ensure the timely purchase and delivery of the goals. The goals will be assembled by volunteers from the Wasps and the PTFA, and the holes from the existing goals will be filled by the King's Scjool grounds staff.

After installation West Hill Parish Council will continue to monitor the use and satisfaction with the goals and will seek feedback from the PTFA and the Wasps. We will retain any guarantee provided for goals and ensure that any defects are remedied under the terms of the guarantee.

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

West Hill Parish Council believes that these new goals will enhance the football experience for both pupils of the King's School and members of the West Hill Wasps. Players and managers of the different Wasps teams as well as external referees have commented on the low standard and quality of the existing goals. West Hill Parish Council believes that it is vital to support and encourage children who play sport, and assist where it can and that improving the quality of equipment will remove barriers to participation in sport and will ultimately increase participation in sport.

The new goals will also make it easier for football coaches to set up the goals and this would mean that more time can be spent actually coaching. The level of rust on the current goals

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

We know that the new goals are needed because of the evidence of the poor standard of repair of the existing goals. We have consulted the chair of the King's School PTFA and the chair of West Hill Wasps. Both have submitted letters of support. The head of the King's School sport, Brian Wood also supports the purchase of new goals. It is widely agreed that the existing goals are nearing the end of their natural life but the PTFA and the West Hill Wasps do not, without a grant, have sufficient resources to fund the goals. The Kings School PTFA will be providing 10% of the cost of the new goals, and West Hill Wasps will also be providing 10% of the new goals.

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

The intention would be to purchase the goals as soon as possible, should the grant be successful. They would be installed within a couple of weeks of delivery and within 2 months

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

Yes the project is sustainable as the goals will have a 15-20 year life span. The nets may need replacing after 7-8 years however the costs for this would likely to be offset considerably or entirely by the reduced ground staff costs putting up and taking down the current goals.



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East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Section C - Project Costs and Quotations

**14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?
Please see the rules for the fund for details on the quotation process.**

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there. We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

£1976 - quote from [redacted] sports equipment manufacturer

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund:

£1581.00

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

West Hill Wasps will be contributing 10% of the costs (£198) and the Kings' School PTFA will also be contributing 10% (£198) of the cost.

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

Total cost of project:

Shortfall (please specify below how this shortfall will be met):



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East Devon District Council and Devon County Council Communities Together Fund Application Form 2018 / 2019

Section 2 - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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

•

19. Checklist. Have you sent the following by email or post to accompany your application

including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.

Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.

Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.

Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.

- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):

[Redacted signature box]

Date:

11/1/19

The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:
Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL
E-mail: jbuckley@eastdevon.gov.uk



<< Back Reset Print responses Save responses Submit



Q8. What is your project?

The project is the purchase of full size portable football goals for The King's School Ottery PTFA and West Hill Wasps junior football club. They are to be located at The King's School football ground. They will replace a current set of fixed football goals at the site which are at nearing the end of their useful life. The photos of the current goals, submitted in support of this application provide evidence of the poor state of their condition. They no longer have stantions and few net pegs on the cross bar. Because they are fixed they leave holes on the ground which have to be covered during athletics. The proposed goals would provide greater flexibility for good quality football coaching - as they are not fixed they could be set up anywhere on the field for example when the goal mouths are too wet. They would also reduce the maintenance needs and costs with the site team putting them up and down.

The goals would be usable by the school daily throughout the school year and for the West Hill Wasps on training nights and weekend match days. West Hill Wasps currently train and play matches on the King's School field. The King's School catchment includes children from Ottery St Mary, West Hill, Aylesbeare, Talaton and Feniton. There are around 150 children (boys and girls) from numerous parishes, including West Hill, Ottery St Mary, Aylesbeare, Gittisham and Rockbeare who are members of the West Hill junior football club. Around 70-80 of these children attend the Kings School. West Hill Wasps is an entirely volunteer run club, with no paid employees. It is a standard Football Association Club. The chair of West Hill Wasps is [REDACTED] was recognised as one of East Devon District

Q10. Why do you want to carry out this project and what difference will it make?

West Hill Parish Council believes that these new goals will enhance the football experience for both pupils of the King's School and members of the West Hill Wasps. Players and managers of the different Wasps teams as well as external referees have commented on the low standard and quality of the existing goals. West Hill Parish Council believes that it is vital to support and encourage children who play sport, and assist where it can and that improving the quality of equipment will remove barriers to participation in sport and will ultimately increase participation in sport.

The new goals will also make it easier for football coaches to set up the goals and this would mean that more time can be spent actually coaching. The level of rust on the current goals means that setting up the nets means that coaches get rust in their eyes and one of the current goals was only made good by butchering other goals.

EMAIL FROM THE HEAD OF PE AT KING'S SCHOOL: I am aware of the current condition of the fixed goal posts. I do agree that they are nearing the end of their life span. You will be aware that schools face significant financial restrictions moving forward and as such my budget request has been returned as a 'flat line' budget for the last 2 years. However, I am also aware that this is still fairly healthy compared to similar schools locally.

This year, I have requested and prioritised the purchase of a set of rugby posts which has been approved by SLT. These are in a worst state than the football goal posts and one set has only been made good by the ground staff 'butchering' old posts together. Last year we finished the playing season with one set completely dismantled. Without the successful award of grant funding the purchase of additional football goals would not go ahead at this time.







MARK HARROD LTD

Unit 41/42/43 Ladfordfields Industrial Estate,
Ladford Covert
Seighford
Staffordshire
ST18 9QL

Tel: 01502 710039

Email: mikeb@markharrod.com

Website: www.markharrod.com

QUOTE

West Hill Junior Football Club

Quote Ref: MHQ.Mike0104

Date: 10/01/19

24 x 8 Football goals

X 1 FOT-600 Self-weighted easy-lift package, consisting of 100mm x 110mm powder coated aluminium frames, zinc plated internal weights, non-puncture easy-lift wheels, 32mm zinc net & brace supports, 3mm white nets, clips & all fittings.

..... **£1,976-00p per pair**

Delivery

FA Included

Total **£1,976-00p + VAT**

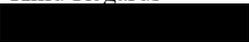
All goals conform to BSEN748/BS8462:2012 and FA Guidelines

Delivery approximately 2-3 weeks from date of order

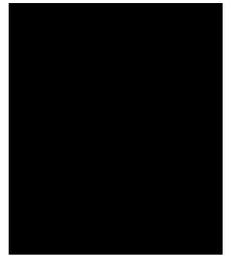
All prices excluding VAT

If you need any more information please do not hesitate to contact me.

Kind Regards



rk Harrod Ltd



To Whom it may concern

I would be very grateful to the Communities Together fund and the West Hill, Ottery St Mary and Gittisham Parish Councils for supporting the joint bid between the Kings School and West Hill Junior Football Club for some portable football goals to replace some fixed goals at the end of their life.

The goal will enable more boys and girls from years to come develop their interest in sport and play at school during the week and at weekends for West Hill Wasps. Wasps are volunteer run and administered and entirely run by parental donations; a local team drawing players from across three parishes and many of whom are already at the Kings School or will be before long.

Without the support of this fund we would not be able to consider this purchase that will bring many parents and children together.

I really hope you will be able to support us.

Many thanks

Yours sincerely



West Hill Wasps Chairman

Thursday 13th December 2018

Dear Sir/Madam

I am writing as the Chairperson of the King's School PTFA, to ask for the support of West Hill Parish Council in submitting an application to the Communities Together fund. This would be a joint application along with West Hill Wasps, for the replacement of the current full sized football goals, and if successful The PTFA agree to meet the required 10% contribution towards the cost.

I understand from the PE department at The King's School, that their current full size goals are reaching the end of their life. Unfortunately they are unable to allocate any of their budget in the near future to replace them, due to other more urgent requirement needs.

The replacement goals would benefit The King's School students by allowing access to use them during the school week, plus occasional after school matches, and the West Hill Wasps to use them at the weekends.

Football is a hugely popular sport in the local community, and essential for our young people to engage them in being part of a team, belonging to a Club and keeping them active.

Thank you in advance for your consideration

Yours faithfully



Chairperson
The King's School PTFA

Subject: Re: Communities Together proposal for consideration

From: [REDACTED]

Date: 10/12/2018, 13:54

[REDACTED]

Hello [REDACTED] Gittisham parish councillors resolved at their meeting on 5th December to support this bid.

If you need anything more formal, please let me know.

Kind regards

[REDACTED]

On Wednesday, 5 December 2018 16:58:29 GMT, Clerk <clerk@westhillparishcouncil.gov.uk> wrote:

Good afternoon [REDACTED]

Please see below some information about a bid West Hill is supporting for Communities Together funding. Cllr Jessica Bailey would appreciate it if the proposal could be considered by Gittisham Parish Council and if possible resolve to support it along with OSMTC and WHPC. If you have any queries about it, please contact Cllr Jessica Bailey direct on Jessica.Bailey@westhillparishcouncil.gov.uk

Thanks

[REDACTED] arish Clerk

The Communities Together Working Group on 12th November discussed a possible bid for the funding of new football goals for West Hill Wasps. These would be located at the Kings playing field in Ottery and used by The Kings School during school hours and used by West Hill Wasps at weekends for training and matches.

Boys and girls from a number of parishes play for the West Hill Wasps, including Ottery, Talaton, Aylesbeare and Rockbeare, as well as West Hill. Children from numerous parishes also attend the King's School and so would benefit from the goals. Around 70-80 children who play for West Hill Wasps also attend the King's School.

The intention would be for West Hill Parish Council to submit the bid, and OSMTC has also resolved to support it.

The current fixed goals are old, covered in rust and close to the end of their natural life. They no longer have stantions and the net hooks are broken. The proposed bid would be for portable goals which would provide greater flexibility for good quality coaching. The cost of the goals will be for c£2500 with Kings PTFA meeting 10% of the cost and West Hill Wasps meeting 10% of the cost. The bid is supported by the chair of King's PTFA, the chair of West Hill Wasps and the head of sport at the King's School as well as OSMTC. We hope that Gittisham could also support it. It would not involve any financial commitment, simply a resolution to support.

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— Email footer.jpg

Clerk to West Hill Parish Council
clerk@westhillparishcouncil.gov.uk
07413 932406
www.westhillparishcouncil.gov.uk



— Attachments:

Email footer.jpg

12.7 kB

Subject: Re: Communities together bid
From: [REDACTED]
Date: 17/12/2018, 11:00
To: Clerk <clerk@westhillparishcouncil.gov.uk>

Dear [REDACTED]

I hope that you are well.

I can confirm that Feniton Parish Council are in support of the OSMTC Kings School PTFA and West Hill Wasps funding under Communities Together as resolved at the Feniton Parish Council meeting on Monday 10th December.

Should you require any more than this please do not hesitate to let me know.

Kind regards,

[REDACTED]
Clerk to Feniton Parish Council

On Mon, Dec 17, 2018 at 10:18 AM Clerk <clerk@westhillparishcouncil.gov.uk> wrote:

Morning [REDACTED]

West Hill is supporting a bid with OSMTC, Kings School PTFA and West Hill Wasps for funding under Communities Together. It is for new mobile goal posts for the Wasps. The lead Councillor is Cllr Jessica Bailey who is putting the bid together. Susie Bond is aware of the bid. Jessica told me that Susie emailed her that Feniton PC agreed at its last meeting to support in principle (there is no financial commitment). Would you mind emailing me something to that effect, confirming Feniton's support? What Ottery did was just email me the extract from their minutes to the effect that "it was resolved to provide support for the bid..."

I just need something on record to show support from Feniton.

Thanks!

Kind regards
[REDACTED]

--

Clerk to West Hill Parish Council
clerk@westhillparishcouncil.gov.uk
07413 932406
www.westhillparishcouncil.gov.uk



Subject: Provisional Communities Together Meeting - 11th December 2018

From: <admin@otterystmary-tc.gov.uk>

Date: 04/12/2018, 13:18

Please see the below from the draft Minutes of the Full Council Meeting last night. At the last meeting, a provisional date for a meeting on Tuesday 11th December 'if necessary' was arranged, but please could you confirm if you have any business requiring this meeting to go ahead?

COMMUNITIES TOGETHER

• CONSIDERATION BY THE TOWN COUNCIL TO SUPPORT A PROPOSED BID BY THE HELP SCHEME FOR FUNDING FOR A DEMENTIA INITIATIVE

It was understood that the League of Friends was happy to support this bid and provide 10% match funding (£1350). After some discussion it was **RESOLVED** that the Council would also support the bid by providing £500 of match funding

• CONSIDERATION BY THE TOWN COUNCIL TO SUPPORT A JOINT BID WITH WEST HILL PARISH COUNCIL FOR THE FUNDING OF MOBILE GOALPOSTS

The cost of the goalposts were in the region of £2,500. Kings PTFA and West Hill Wasps would provide match funding of 10% each. It was noted that West Hill Parish Council would submit the bid and in response to its request, it was **RESOLVED** that the Council would provide support for the bid. It was noted that this would have no financial implications for the Council

Many thanks

Regards

*Assistant to the Town Clerk
Ottery St Mary Town Council*

The Old Convent

8 Broad Street

Ottery St Mary

EX11 1BZ

Contact Mon/Tues 01404 812252

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If you have any queries please contact: enquiries@otterystmary-tc.gov.uk

TALATON PARISH COUNCIL

Email: clerk.talatonpc@btinternet.com

9th December 2018

Communities Together Fund 2018

Talaton Parish Council confirms that it wishes to support the bid from Ottery St Mary Town Council to support the help scheme for funding for a dementia initiative.

Talaton Parish Council confirms that it wishes to support the joint bid from Ottery St Mary and Westhill for a set of mobile goalposts.

Regards

Clerk

Yours

Clerk

Subject: Communities Together - West Hill Application
From: Parish Clerk <clerk@westhillparishcouncil.gov.uk>
Date: 11/01/2019, 16:28

Dear Councillors

Communities Together

I am writing to notify you formally that West Hill Parish Council is submitting an application for funding under the Communities Together scheme to East Devon District Council. The sum applied for is £1,581.00 and it is in order to acquire new football goals which will be used jointly by members of West Hill Wasps Junior Football Club and students who attend the Kings School. The goals will be located at the Kings School Playing Fields where the West Hill Wasps play matches and train. The application is supported by the chair of the West Hill Wasps and the chair of the Kings School PTFA. Each of these organisations are contributing 10% of the cost of the goals.

West Hill Parish Council is very grateful to have received support from Ottery St Mary Town Council, Feniton Parish Council, Gittisham Parish Council and Talaton Parish Council.

Under the terms of the scheme West Hill Parish Council is notifying you as ward members for the participating parishes.

Please do not hesitate to contact me if you would like to have any further information on the grant application

Yours sincerely

--
Clerk to West Hill Parish Council
clerk@westhillparishcouncil.gov.uk
07413 932406
www.westhillparishcouncil.gov.uk





Respect



Safeguarding Children Policy and Procedures

Club Template

Using this Policy

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.

Football Club Safeguarding Children Policy

1. [] Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Safeguarding Children Policy are that:
 - the child's welfare is, and must always be, the paramount consideration
 - all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
 - working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

[] Football Club recognises that this is the responsibility of every adult involved in our club.

3. [] Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - specify what the role is and what tasks it involves
 - request identification documents
 - as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
 - ask for and follow up with 2 references before appointing someone
 - where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current [] Football Club members working in eligible roles, with children and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice'.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of [] Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

6. Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

8. **Respect** codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Football Club. In order to validate these **Respect** codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

9. Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns - no action is not an option.**

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
 - deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
- iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.
- iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - contact your CFA Welfare Officer directly
 - contact The FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com
 - contact the Police or Children's Social Care
 - call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

NB – The FA's Safeguarding Children Policy and Procedures are available via – www.TheFA.com/football-rules-governance/safeguarding – click on 'Raising Awareness – Best Practice Downloads', the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

-
- T:
- E:
-

County Football Association's Welfare Officer

T:
E: CountyWO@

- www.TheFA.com/football-rules-governance/safeguarding
- Emailing – Safeguarding@TheFA.com
- The FA Safeguarding Children general enquiry line 0845 210 8080

¹ The FA's policy on Disclosure and Barring Service CRCs is subject to change. CRC information and guidance can be found at www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Seaton Town Council

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?		N/A
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?	X	
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?		X

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	4
Comments: Seaton Town Council are proposing the project, Beer Parish Council support the project and Seaton Majorettes are the beneficiaries. There will be some communication between them but this would be minimal.			
2	Benefitting, enhancing and / or making a difference to communities.	5	4
Comments: Benefits to the 50 Seaton Majorettes - Physical exercise of baton twirling. Benefits to health, wellbeing, learning and interpersonal skills. Helps to combat childhood obesity. They regularly perform at community events. Not sure about the benefits of the batons, other than allowing Seaton Majorettes to continue – have asked.			
3	The need for the project.	5	2
Comments: The project is to purchase batons for Seaton Majorettes, as they need to replace their current batons.			
4	How well is the project planned?	5	3
Comments: The project involves purchasing of batons, so is well planned. Have asked them to get another quote as seems a significant amount for batons. Do not have customs and import costs which would be significant. They are currently £420 short but this will be raised through fundraising.			
Total Score:		25	13

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Seaton Town Council

To purchase 30 new batons for Seaton Majorettes. Seaton Majorettes is of benefit to 50 young people at the moment, and improves their health and wellbeing as well as taking part in local community events. They do not have customs and import costs included in the project. There is a £420 shortfall. Is a significant cost for the batons they need.

Total Project Cost:

£4,200

Award Requested

£3,360

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£420 – will be fundraised

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Seaton Majorettes fundraising	£420	
Total (if we give our grant)	£	3,780

Priority Scoring:

ITEM	SCORE
1.	4
2.	4
3.	2
4.	3
TOTAL SCORE:	13

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

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

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

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.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Seaton Town Council, Beer Parish Council and Seaton and District Majorettes

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

[REDACTED] Town Clerk, Seaton Town Council, [REDACTED]

3. Main contacts phone number:

[REDACTED]

4. Main contacts e-mail:

[REDACTED]

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

This joint project between Seaton Town Council, Beer Parish Council and Seaton Majorettes is to fund the purchase of new batons for the Seaton Majorette troupe.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

This project is jointly supported by Seaton Town Council and Beer Parish Council

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Seaton Majorettes has about 50 young people as members and they meet regularly to practice and perform. The exercise is of benefit to the young people as, not only is it physical exercise assisting with their health and wellbeing but it also stimulates the brain due to the nature of the routines performed with the batons. The physical exercise reduce the likelihood of childhood obesity and the mental stimulation also helps the young people concentrate and benefits them in their day to day life. Many of the young people do not go to the same school so it also improves the interpersonal skills of the young people and builds their confidence. The Majorettes also provide a wider community benefit as they regularly perform at events in a number of town centres and in local carnivals.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

Seaton Majorettes

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

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

The batons would be purchased early summer enabling the Majorettes the time to fundraise for the remainder of the money

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

The funding will be a one off but the results of the funding will last for a long time and will assist with the sustainability of the Majorette troupe in Seaton. The Majorettes raise funding themselves as well so they are a sustainable proposition

Q - Have you made the relevant East Devon District Councillor(s) aware of your project? If not, please could you do so and let me know.

A - Yes both Cllr Burrows and Hartnell are aware of the project and were at the Council meeting when it was signed off

Q - Can I just double check that Seaton Town Council are the responsible organisation for this project and we'll send you the money for you to pass on?

A - Yes Seaton Town Council is the responsible organisation for the project and will pass the money on to the Majorettes

Q - Why do the majorettes need these new batons? For example have the old ones worn out? Do they not have enough for everyone that wants to join? What will the benefits of these new batons be over and above their current batons?

A - The batons are not taken home by the Majorettes so they will 100% remain the property of Seaton Majorettes even if people leave the troupe.

Yes the principal reason for the application is that the old batons are wearing out and the lighting is not good. They have to buy new light sticks each time they use the baton and this is wasteful and expensive. The glow light sticks are plastic so this also adds to plastic waste. The new batons remove the need to keep buying new glow light sticks and will reduce waste plastics.

Q - I know Councillors will query the significant cost of the batons. Due to this please could you send me at least one more example quotation for the batons (or just example print offs from the internet of prices for similar batons), details of why these particular batons have been selected and why they are being ordered from America and not from within the UK?

Q - Is there a reason why there is no customs included on the quotation? I thought items shipped from America were subject to customs?

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

The total cost of the project is £4,200 The breakdown of the costs is: 30 new batons at a cost of £140 each

1. In terms of the customs duty and import tax they're not sure how much this will cost until they arrives in the UK but Seaton Majorettes have confirmed that they would pay this amount. This is not included in the £4,200 costs.

2. There is no other firm in this country that do the same that is why I need to get them from America. And as far as i can see no other in America.

16. Can you claim the VAT back on 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

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund: £3,360

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

Seaton Majorettes fundraising - £420

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

£4,200 plus customs duty and import tax

Total cost of project: £4,200

Shortfall (please specify below how this shortfall will be met): £420

Seaton Majorettes fundraising.

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. 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/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

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



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):



Date:

15/01/2019

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

Communities Together Fund
Majorettes



flowtoys - RETAIL
Emeryville 94608
U.S.A

flowtoys invoice
invoice # INV-6318

Balance Due
\$4,700.00

Invoice Date : 15 Jan 2019
Terms : Net 15
Due Date : 30 Jan 2019
SHIPPED? : not yet

Item & Description	Qty	Rate	Discount	Amount
custom fee custom assembly fee for 26" lumina twirl baton	25	10.00	100.00%	0.00
lumina twirl baton V2: silver w/ grip 26" Sold individually. Includes: lumina twirl baton w/ 2 capsules, flowcaps, usb cables, manuals.	25	180.00	0.00	4,500.00
shipping: DHL DHL - tracking emailed separately once payment confirmed.	1	200.00	0.00	200.00
			Sub Total	4,700.00
			Total	\$4,700.00
			Balance Due	\$4,700.00

Notes ~

Thank you!
May the flow be with you.
^^

Payment Options  

Beer Parish Council



E. Devon World Heritage Coast

*Mrs Annie Dallaway
Clerk to the Parish Council
22 Boundary Park
Seaton
Devon
EX12 2UN*

*Phone: 07593 405161
clerk@beer.eastdevon.gov.uk*

15 February 2019

Jamie Buckley
Community Engagement & Funding Officer
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
Devon
EX14 1EJ

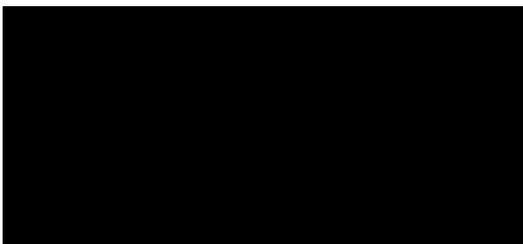
Dear Jamie

Communities Together Fund: Seaton Majorettes

I am writing to confirm that Beer Parish Council is keen to partner Seaton Town Council in a bid for Communities Together Funding for new batons for Seaton Majorettes.

Beer Parish Council is happy to contribute its 2018/19 allocation towards the project.

Yours sincerely



SEATON MAJORETTES

CHILD PROTECTION & VOLUNTEER VETTING POLICY

Seaton Majorettes are fully committed to safeguarding the welfare of all children and young people by protecting them from physical, sexual and emotional harm. Trainers, Committee and Volunteers should at all times, show respect and understanding for the rights of young people.

The following policy outlines the procedures that Seaton Majorettes will follow to create an environment where children in their care are safe from abuse.

CONFIDENTIALITY AND RECORD KEEPING

We are required to hold confidential records on children in the troupe i.e. telephone numbers, medical records, etc. Parents will have access to the records of their children at any time. Only Committee Officers will be allowed access and no recorded details will be shared with any other person without first obtaining parental consent.

The committee will not discuss individual children other than for the purpose of the development of the troupe.

Any incidents relating to a child's personal safety will be kept confidential and not shared with any other persons other than the committee or statutory agencies, in the event of an allegation/complaint of abuse. In this instance written records (incident forms) will be kept confidential.

REPORTING ALLEGATIONS

Seaton Majorettes have a named committee member responsible for co-ordinating the child protection policy.

This person is 

The named person will be responsible for completing the incident form and ensuring the following information is recorded:-

Name of child, Parents/carers details, the child's address, relevant telephone numbers, what is said to have happened or what was seen, when it occurred, who else was there, what was said by those involved, whether there is actual evidence e.g. bruises, bleeding, changed behaviour, who has been told about it, who was concerned, was the child able to say what happened, whether parents/carers have been advised.

VOLUNTEER VETTING

All Seaton Majorettes committee members will hold current DBS disclosure.

Any volunteer who helps out at events who is not DBS checked will be supervised by a committee member, to avoid any situation that is not giving the child full protection.

If a DBS form is returned with a notification of a criminal recorded or caution, the record will be discussed by the committee of at least a quorum of three. If the record is not relevant to the workings of the Seaton Majorettes the form will be returned to report of continual service of volunteer. If the record is of the nature that the volunteer is not suitable to be working with the Seaton Majorettes the volunteer will be notified immediately of termination of services.

Seaton Majorettes strive to ensure that children and young people are protected and kept safe from harm whilst participating in Majorette activities. We endeavour to promote the highest standards of care for participants and will:

- Provide and implement procedures to safeguard the well being of all participants and protect them from abuse.
- Respect and promote the rights, wishes and feelings of all participants.
- Adopt good practice in recruitment, training and supervision of all committee members and volunteers and provide guidance to parents and carers.
- Require that all volunteers and helpers are aware of our health and safety policy and the child protection policy and procedure and ensure it is adhere to.
- Respond to all allegations and concerns, and implement the appropriate disciplinary and appeals procedure.
- Seaton Majorettes maintain confidential records of all complaints, concerns and sanctions against the club and members.

POINTS OF GOOD PRACTICE

A system is in place to ensure young people have the opportunity to talk with an independent person in private. It is usual in these circumstances to ensure a witness is present (another committee member).

A witness is present in all private discussions with majorettes to ensure facts can be recorded accurately.

Seaton Majorettes will endeavour to fund any training required by committee members to further their knowledge of child protection issues.

Seaton Majorettes child protection policy aims to ensure that; known abusers are excluded, training is sought and supplied, abuse is prevented by means of good practice, suspicions of abuse are responded to appropriately and families are supported.

GOOD PRACTICE GUIDANCE

It is essential that the child protection is paramount for all majorette activities, not only to provide the best possible protection for children in the troupe but also to avoid allegations of poor practice and to ensure the safety of Committee and participants. Failure to follow the following guidelines could place young people, trainers and the club in a vulnerable position.

- Promotion of the policy to all club members and parents to show the clubs commitment to a safe environment.
- Promotion of an environment where all legitimate concerns can be raised without fear of victimisation or reprisal.
- Requesting written consent for participation, contact details photography consent, medical information and an agreement to act in loco parentis in an emergency.
- Keeping written records of any poor practice of child protection related incident and accidents, and any action taken.
- Provision of regular training for coaches, assistants and officials.
- Provision of an open door environment.
- Ensuring that every effort is made to prevent situations where an adult is alone with a child or group of young children.
- Ensuring that there are at least three responsible adults present at training sessions
- Keeping parents and majorettes fully informed about child protection procedures.
- Ensuring that equal opportunities and equity policies are adhered to, and that the discrimination is prohibited.
- Publicising an anti-bullying policy.
- Offering support to those who report concerns regarding suspicious or poor practice.

GOOD PRACTICE FOR TRAINERS AND COMMITTEE

All participants have the right to be safe and to be treated with dignity and respect. The promotion of good practice will reduce the possibility of abusive situations occurring. A good and caring trainer will continually reflect upon their own training style, philosophy and practices to ensure the safety and well being of the participants at all times. Although these guidelines are written with trainers in mind, they are applicable to all adults with access to children through majorettes.

The following are examples of good practice, which will create a safe and desirable environment:-

- Always be publicly open when working with children. Avoid situations where a trainer and an individual child cannot be observed.
- Always ensure that there is at least two other responsible adult present during training sessions.
- When children are changing for a display and need help changing always ensure at least two committee (female) members present.
- Treat all majorettes equally with respect and dignity.
- Always place the safety and welfare of the participants at the highest priority.
- Behave in an exemplary manner and provide a role model for excellent behaviour.
- Keep up to date with your knowledge and technical skills.
- Respect the need and wishes of the majorettes and do not exert them against their will.
- Motivate the majorettes through positive feedback and constructive criticism.
- Obtain written consent from parents to act in loco parentis and if the need arises, to administer emergency first aid, and/or other medical treatment.
- Maintain a written report of any incident or injury together with any subsequent treatment or action.
- Do not take a child alone on a car journey except in unforeseen circumstances. Where these situations are unavoidable they should only occur with the full knowledge and consent of the senior trainer/Chairman and/or child's parents. If transporting children, obtain prior consent from parents.
- Organize central pick-up and drop off points to ensure the driver is not alone with a child and make sure the route and breaks (if necessary) are well planned.

YOU SHOULD NEVER

- Take a child to your home or other secluded place where they will be alone with you.
- Engage in rough and physical games.
- Share a room with a child.
- Make sexually suggestive remarks to a child even in fun.
- Reduce a child to tears as a form of control.
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child that they cannot do for themselves, unless you have been requested to do so by the parents, or do so with the utmost discretion.
- Depart from the premises until you have supervised the safe dispersal of the children.
- Abuse your privileged position of power or trust with children of adults.
- Resort to bullying tactics or verbal abuse.
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual.

GUIDANCE FOR PARENTS

A good coach will develop a strong, trusting bond with the majorettes. This is essential in a successful trainer/majorette relationship. However, as a parent you should check that:

- You have read all our policies and procedures.
- The majorettes have read all the rules.
- You know who the child protection officer is.
- Parents are not discouraged from watching or becoming involved.
- Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situation that may arise.

We will review this and all policies on a yearly basis.

This policy was adopted by Seaton Majorettes

Signed on behalf of Seaton Majorettes.....