

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Colyford Memorial Hall

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Group Eligibility		
Criteria	Yes	No
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
Project Eligibility		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
Costs Eligibility		
Are there 3 quotes or a 'bill of quantities'? Q23	X	
Is the grant requested no larger than £5,000?	X	
Is the overall project no larger than £750,000?	X	
a. Is the grant requested no larger than 1/3 of the overall project costs?	X	
b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery	X	
Do funding gained and cost of project match?	X	

ASSESSOR Comments:

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

FORM 2: PRIORITY ASSESSMENT

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

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

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Colyford Memorial Hall

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

Total Project Cost:

£13,835.04

Award Requested

£4,611.68

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Hall contribution	£9,223.36	Y
Parish council	None	
Grant:		
None		
Total (if we give our grant)	£13,835.04	

Priority Scoring:

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

Assessment Summary:

East Devon District Council

Community Building Fund Application Form

2019 / 2020

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

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

Data Protection

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

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

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

Eligibility checklist

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

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

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

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

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

A - Your contact details

3 Name of your community building:

Colyford Memorial Hall

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Colyton

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

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

[REDACTED]

6 Main contacts phone number:

[REDACTED]

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

[REDACTED]

B - The legal status and management of your community building

8 Are you a registered charity?

- Yes
 No - please move onto question 9

If yes, what is your number?

300801

9 Is your governing document a....

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

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

- Named trustees
 Parish Council
 Official Custodian for Charities

11 Is your community building:

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

12 Are there any restrictive covenants in your governing document?

- Yes
 No - please move onto question 13

If yes, please specify:

C - About your project

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

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

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

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

15 What is your project?

Please check the rules to make sure your project is eligible. In particular we can't fund routine maintenance and repair costs.

Replacement of the main hall area tongued and grooved floor

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

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

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

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

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

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

18 Has planning approval been given?

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

19 Has building regulation approval been given?

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

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

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

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

D - Project costs and match funding

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

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

22 Project costs (£)

Purchase of land

Purchase of building

Construction work 13,835.04

Adaptation/ repair work

Fixtures and fittings

Car park

Other (please specify below)

Professional Architect Fees

Professional Surveyor Fees

Professional Solicitor Fees

Disability access audit

Safety planning supervisor

Planning application/ Building Regulations

VAT

Inflation/ contingency

Total Cost 13,835.04

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

23 Match Funding (£)

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

Grant you are requesting from EDDC 4,611.68

Your contribution 9,223.36

Grant from Parish Council- is this confirmed? 0

Other (please specify below and send evidence where possible)

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

Total 13,835.04

Shortfall 0

E - Your finances

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

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

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

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

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

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

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

F - East Devon District Councillor comments

24 Please ask your East Devon District Council Ward Member(s) for their comments on your project and write their name(s) and comment(s) in below:

If you don't know who your EDDC Councillor is you can find out online here: www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/

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

Section F- Checklist

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

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

Optional documents to send us:

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

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

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

E-mail: jbuckley@eastdevon.gov.uk

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

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

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



27 Signature of applicant:



28 Date:

November 18th 2020

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

