

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:

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4. Main contacts e-mail:

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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
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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):

[Redacted]

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

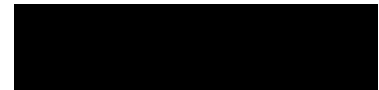
Honiton TC

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]

[REDACTED]

[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 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]

