

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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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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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):

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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**



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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

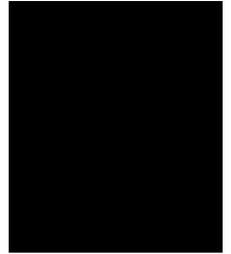
All prices excluding VAT

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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Clerk to West Hill Parish Council
clerk@westhillparishcouncil.gov.uk
07413 932406
www.westhillparishcouncil.gov.uk



— Attachments: —

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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*

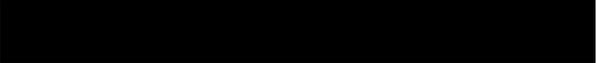
The Old Convent

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

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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:

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- 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