

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Dalwood Community Shop

Application Eligibility

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

ASSESSOR Comments:

They are a community shop, which makes them eligible.
 They have a 24 year lease, as 25 years is the maximum EDDC give.
 There is a shortfall.

FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	To what extent is the hall, itself, needed by the local community?	5	3
Comments: The community shop is the only shop in Dalwood. There is a village hall in Dalwood, but the applicant states that this project will have no impact on the village hall and its sustainability. This is to create a small community area within the community shop.			
2	To what extent are the works needed?	5	2
Comments: The community shop is functioning well as it is and would continue to without these works. However, there have been requests for a small café area. This could help the shop become more sustainable.			
3	To what extent has the project been developed with community support?	5	5
Comments: The members and users of the community shop have requested this project.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Very well planned, with three quotations provided. Know exactly what they want to do.			
5	How realistic is the funding package?	5	3
Comments: There have been a lot of different sources of funding. However, there is currently a shortfall of £3,250.			
Total Score:		25	18

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Dalwood Community Shop

This project is to create a community café / small meeting area at the well used Dalwood Community Shop.

Total Project Cost:

£41,950

Award Requested

£4,000

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£4,250

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Hall contribution	£13,500	Y
Parish council	£3,500	Y
Other Grants / donations: For details see application	£16,700	Y
Total (if we give our grant)	£37,700	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	3
2. Need for proposed works	2
3. Local support	5
4. Planning of project	5
5. Funding package	3
TOTAL SCORE:	18

Assessment Summary:

This is a well used community shop and the project is well planned. However it is not an essential as the work for some of the other projects we often see. There is a significant shortfall in funding.

East Devon District Council

Community Building Fund Application Form

2019 / 2020

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

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

Data Protection

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

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

Eligibility checklist

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

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

	Yes	No	Does not apply
Does your total project cost between £4,500 and £750,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your application to us for between £1,500 and £5,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your application to us for a maximum of a third of your total project costs?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you asked your local parish council for a contribution to your project? You must have asked your parish council for a contribution. If this request is refused you may still apply.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have the vast majority of your match funding from other sources in place?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in an area not covered by a town council?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your community building or community shop in East Devon?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the application is for a community building, is it used by a minimum of three separate and distinct user groups, and do the main user group use the community building a maximum of 50% of the time it is in use?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have permission from all the relevant organisations and people to carry out the project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your project a capital project for non-removable items (not to help with running costs, routine repair or maintenance nor removable items such as chairs and crockery)? Please refer to guidance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a minimum of three quotations for your total project costs? If this is not possible, please call us on 01395 517569 to discuss.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your community building is leasehold, are there a minimum of 28 years remaining on the lease?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project requires planning permission, has planning permission already been granted?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

They do not have 28 years on the lease, only 24. However their lease is with EDDC and apparently we only do a max of 25 years

Have you contacted your local East Devon District Council Ward member(s) and asked them for their comments on your project to include as part of the application form?
www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/



The answer is Yes

2 Have you been awarded funding through our Community Buildings Grants scheme in the last 18 months?

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

They were awarded a grant about three years ago for the same project. However, work never started so they cancelled that grant.

A - Your contact details

3 Name of your community building:

Dalwood Community Shop and Post Office

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

Dalwood Parish Devon

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

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

[REDACTED]

6 Main contacts phone number:

[REDACTED]

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

[REDACTED]

B - The legal status and management of your community building

8 Are you a registered charity?

- Yes
- No - please move onto question 9

If yes, what is your number?

9 Is your governing document a....

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

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

- Named trustees
- Parish Council
- Official Custodian for Charities

11 Is your community building:

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

24YEARS

This is less than our standard 28 years. However it is a lease with EDDC and apparently our standard is 25 years.

12 Are there any restrictive covenants in your governing document?

- Yes
- No - please move onto question 13

If yes, please specify:

C - About your project

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

Apart from the Church, the main Community building is the Village Hall. There is a small Pavilion on the Recreation ground on the edge of the Village. The extension to the shop will be for small social groups meeting casually over a cup of coffee. The Village Hall is big and formal which needs to be booked and paid for. Initially members requested the extension which was agreed at a vote of members at an E.G.M.

- Members requested the extension. Who are your members please?
- Are the small social groups already meeting? If so are they meeting in the village hall? - How would it affect the sustainability of the village hall if the groups can meet for free in the community shop?
- Have small social groups requested this additional meeting space?

Dalwood Community Shop Association Limited is registered under the Co-operative and Community Benefit societies act of 2014 Registration no: 29182R

The members buy a £2.00 lifetime share at an annual AGM which allows them to attend AGMs and vote for any proposals.

Small groups are not meeting socially in an impromptu way and The Village Hall will not be affected at all.

The requests for the Coffee Shop has come from individual customers who would like to meet other others in a social way. Access to the Coffee Shop will not be restricted only to members but anyone in the village or visitors to the village including walkers and tourists.

In the future it will also provide a meeting area for our local Police Officer when regular visits resume, he now talks to residents in the Shop area.

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

Our Building is a Community Shop open 7 days a week. Monday to Friday 8.30am to 6.00pm, Saturday 8.30am-4.00pm, Sunday 8.30am to 12.30pm. It is manned entirely by volunteers. The shop is used by a variety of customers from children coming in from school, home workers, parents to young children and to older residents. We also have a number of tourists and walkers. The Shop is allowed to sell Sainsbury's own brand which is a big selling point. It sells a wide variety of local foods including milk and eggs, pies pasties and bread. There are 3 freezers and a Chiller. Papers are sold to order. The shop also has a gaming license and proceeds at the moment go to the Parish Church. The village has its own vineyard and the shop has an alcohol license and is one of the outlets where the wine is sold. The village is very pretty with a grade one listed church and a pub both dating from 15th century. The shop benefits from many visitors The Church is grade one listed and dates from the 15th Century as does the Pub. This means we get a lot of tourists

15 What is your project?

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

The project is to add an extension onto the Village Shop. It will be built as a conservatory design with one solid wall. The shop is a lifeline for many residents and a place where they can meet friends outside their own homes will be very useful for social interaction. It is proposed there will be a coffee/tea making machine with a table and chairs. The village is very picturesque and attracts many tourists and walkers who we also anticipate will use the facility. It will also house the book exchange and tourist information. The village is very sociable but the Village Hall is too big for casual meetings.

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

We want to carry out this project to improve the interaction of residents in the village. Residents have expressed they would like somewhere to meet socially apart from the Hall or the Pub. There is a wide range of ages from young families through to retired plus elderly folk. There are a number of dog walkers. The shop is in the centre of the village and with its opening times it means casual meetings can be made and increase social interaction. It will also improve the shop's profitability.

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

The request for an extension on the shop to make a meeting place was first requested at an A.G.M of the Shop's membership 5years ago. An E.G.M was convened to discuss the project and 99 percent were in favour with one abstention.

18 Has planning approval been given?

- Yes- Planning application reference: _____
- Not required
- No- If no, why not:
Planning reference no 18/0941.FUL

19 Has building regulation approval been given?

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

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

Mid July to end of July 4 months,

• Q20. The closing date for the grants was Monday 27 June 2022. Depending on how long it takes for you to respond to these questions, We wouldn't be making a decision until the end of August or middle of September. Please could you confirm that:
- Work has not already started on the project, as we can't fund retrospectively.
- You can amend your timelines so that work does not start until we have let you know our decision.

Work has not yet started and we can wait until mid-September.

D - Project costs and match funding

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

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

22 Do you have a minimum of three quotations for the total costs of your project?

If you are purchasing items, this could be print outs of webpages listing the prices of what you wish to buy.

- Yes - please send these to us by email or in the post to the contact details listed in Section F.
- No - you must have three quotations before submitting an application to us. If this isn't possible please call us on 01395 517569 to discuss.

23 Please tell of which of your quotations you would want to proceed with, and why:

We have not yet decided on which builder we will use!

24 Project costs (£)

Purchase of land	None
Purchase of building	None
Construction work	£39,950
Adaptation/ repair work	None
Fixtures and fittings	
Car park	None
Other (please specify below)	
Professional Architect Fees	Donated
Professional Surveyor Fees	Donated
Professional Solicitor Fees	Paid
Disability access audit	N/A
Safety planning supervisor	
Planning application/ Building Regulations	Yes
VAT	Not yet known
Inflation/ contingency	£2.000
Total Cost	£41,950

Dalwood Community Shop have not decided which quotation to accept, so these costs are based on the most costly quotation.

25 Match Funding (£)

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

Grant you are requesting from EDDC £4000

Your contribution £13500

Grant from Parish Council- is this confirmed? £3500

Yes and banked

Other (please specify below and send evidence where possible)

Doners and amounts sent on separate sheet

Total	£41,950
Shortfall	£4,250

- Q25 and your sheet detailing funds pledged. Funds pledged total £33,700. You are applying to us for £4,000. This makes £37,700. This leaves you with a shortfall? Is that correct? If it is correct, please tell us how you are meeting / intend to meet that.

We have a grant application with Blackdown Hills AONB. There are plans to hold fundraising events such as Quizzes and jumble sales if needed. Village organisations who have already donated have offered additional donations if required. We are sure by the time the bulk of the building work is started any shortfall will be covered.

E - Your finances

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

F - East Devon District Councillor comments

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

If you don't know who your EDDC Councillor is you can find out online here:

www.eastdevon.gov.uk/council-and-democracy/who-is-my-councillor/

Our East Devon Councillor is Iain Chubb. My comments would be: Dalwood village shop is an integral part of the village community and offers an essential service to many. It is totally reliant on a team of willing volunteers who undertake a variety of tasks with lots of enthusiasm and the willingness to offer a warm welcome to all their customers. With the cost of fuel and travelling becoming very expensive, many villagers will be using the shop to buy their daily needs. The new extension will add an extra income stream by welcoming tourists, walkers, cyclists etc. who will visit for a tea/coffee and a cake. This community shop brings the community together with a diversity of customers of all ages and backgrounds; everyone interacts and a feeling of wellness and community bonding is formed. The extension will provide the community café, that will help people who feel isolated at home and maybe a place for carers to take the person they are caring for to have a change of scenery and stimulation. So to sum up this shop extension will provide a hub for the community, helping reduce social isolation and loneliness. It will also provide an extra income stream to help with the overheads of running the shop. Regards Iain C. We can send copy of his e-mail if required.

Section F- Checklist

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

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

Optional documents to send us:

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

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

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

E-mail: jbuckley@eastdevon.gov.uk

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

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

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



29 Signature of applicant:

[Redacted signature area]

30 Date:

25th June 2022

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

DALWOOD COMMUNITY SHOP ASSOCIATION LTD
PROFIT & LOSS ACCOUNT

DRAFT

YE MARCH 31st 2022

	Unaudited	£	2022	£	2021	Variance
Sales			46,801		57,555	-10,754
Cost of Sales						
Opening Stock		6,750		6,750	0	0
Plus Purchases		39,029		48,251	9,222	9,222
Less Closing Stock		-6,750	39,029	-6,750	48,251	0
Gross Profit (Sales-Cost)			7,772		9,304	-1,532
		G.P. %	16.61%		16.17%	
Other Income						
Grant		0		10,000	-10,000	-10,000
Hall Lottery Scheme		80		266	-186	-186
Feed-in tariff		839	919	1,348	11,614	-509
Overheads						
Light, Heat & Water		3,448		3,223	-225	-225
Repairs & Maintenance		786		1,105	319	319
Rent & Rates		915		813	-102	-102
Depreciation		693		833	140	140
Dumped stock		249		221	-28	-28
Insurance		515		500	-15	-15
Till Overs/Unders		139		70	-69	-69
Statutory Fees & Licences		113		275	162	162
Shop use of stock		254		265	11	11
Software		344		325	-19	-19
Printing & Stationery		69		172	103	103

Chip & PIN costs	675	930	255
Bank Charges HSBC	40	0	-40
Telephone, Postage etc	466	374	-92
Sundries (Incl Donations)	102	62	-40
Advertising	288	288	0
Petrol & Mileage	0	25	25
Covid-19 Costs	0	176	176
Professional Fees	605	150	-455
Christmas Parties etc	69	82	13
Coffee Shop Extension	540	215	-325
Corporation Tax 2018	0	-122	-122
	10,310	9,982	

Net Profit / (Loss) before tax -1,619

10,936

Taxation as calculated  0

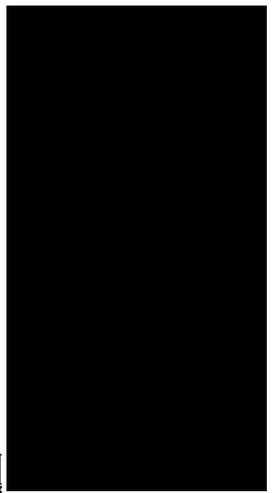
-172

Retained Profit / (Loss) -1,619

10,764

Signed on behalf of the Management Committee

Date



.....

CT is calculated on the premise that HMRC have agreed the Peterhead principle applies.

[REDACTED]

SMALL BUILDING WORKS

[REDACTED]

17th Nov 2021

Dear [REDACTED]

Quotation: Dalwood Village Shop Front Extension

Many thanks for your kind invitation to requote for these works.

Taking into account the inclusion of a new disabled toilet and recalculating using current material, plant and labour costs we are delighted to submit our estimate below to include all prime sums and meeting the time stipulations and working hours requested in your original letter.

Should there be any changes to your requirements prior to award of contract please let us know and we will be only too happy to adjust the estimate accordingly.

Labour, plant and materials for the sum of

£39350.00

Trusting this will meet your approval,

Yours sincerely,

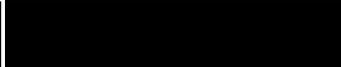
[REDACTED]

[REDACTED]



Estimate

22nd November 2021



**Dalwood Community Shop
Dalwood
Axminster
EX13 7EJ**

Re: Front extension to shop

Dear Sirs,

**Reference to our recent tele-con to update your estimate.
Please find revised estimated price to create front extension as per your drawings +
specification and our meeting.
Taking into account preparation works for services etc.
Inclusion of disabled toilet facilities**

Total price £ 38,400 including vat where applicable.

**Many thanks hope this meets with your approval, please call me should you wish to
discuss any aspects or details.**

Many thanks

Yours faithfully



Estimate

Date	Estimate #
05/11/2022	122

Name / Address
Dalwood Village Shop Dalwood Axminster Devon EX13 7

Project

Description	Qty	Rate	Total
I am pleased to submit the following estimate for work at Dalwood Village Shop , to build an extension to form a coffee area . To do the work as stated on the plans I Estimate this work to be completed for the sum of		39,950.00	39,950.00

VAT Summary			Subtotal	£39,950.00
Rate	VAT	NET	VAT Total	£0.00
TOTALS	0.00	0.00	Total	£39,950.00

Company VAT Number		
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