

# FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Yarcombe and Marsh Village Hall

<b>Application Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
<b>Group Eligibility</b>		
<b>Criteria</b>	<b>Yes</b>	<b>No</b>
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	
<b>Project Eligibility</b>		
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	
<b>Costs Eligibility</b>		
Are there 3 quotes or a 'bill of quantities'?		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 have proposed accepting one of the three quotations, but are waiting for a revised version including professional fees.

# FORM 2: PRIORITY ASSESSMENT

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

	ITEM	Max. Score	Score Given
1	<b>To what extent is the hall, itself, needed by the local community?</b>	<b>5</b>	4
Comments: The only other community building in the parish is the church. The hall is used most days including the odd Sunday. The wider rural community use it as well.			
2	<b>To what extent are the works needed?</b>	<b>5</b>	5
Comments: Works to renew the back entrance steps to the hall and re-instate them as a fire escape. This is an important safety feature.			
3	<b>To what extent has the project been developed with community support?</b>	<b>5</b>	5
Comments: The works are necessary for important health and safety reasons.			
4	<b>How well is the project planned (including works, advice and disability access)?</b>	<b>5</b>	3
Comments: The project has been well planned. Awaiting on revisions to one of the quotations to include professional fees. Do not have a final, final quotation.			
5	<b>How realistic is the funding package?</b>	<b>5</b>	5
Comments: They have all the other funds in place. Parish Council contribution is confirmed as is hall contribution.			
<b>Total Score:</b>		<b>25</b>	22

ASSESSOR Comments:

Is the only hall in the village, is well used, works are necessary for health and safety reasons.

# FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall:

Yarcombe and Marsh Village Hall

The hall is well used by various user groups. It is the only hall in the village and is regularly used. The project is to renew the back entrance steps to the hall, and reinstate them as a fire escape. They have proposed accepting one of the three quotations, but are waiting for a revised version including professional fees so don't have a final quotation.

Total Project Cost:

£5,048

Award Requested

£1,500

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Parish Council	£200	Yes
Hall contribution	£2,848	Yes
Grant:		
DCC Locality Budget	£500	Yes
<b>Total (if we give our grant)</b>	<b>£</b>	<b>5,048</b>

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	4
2. Need for proposed works	5
3. Local support	5
4. Planning of project	3
5. Funding package	5
<b>TOTAL SCORE:</b>	<b>22</b>

Assessment Summary:

Cllrs could decide to provisionally award £1,500 but if the cost of the project ends up being more to agree to raise the grant up to a decided maximum.

# East Devon District Council Community Building Fund Application Form 2018

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.**

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

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

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

## A - Your contact details

3 Name of your community building:

YARCOMBE JUBILEE HALL

4 What Parish is your community building in?

Community buildings in Town Council areas are not eligible.

YARCOMBE AND MARSH PARISH COUNCIL

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]	
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## 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?

301024

9 Is your governing document a....

Trust Deed

Conveyance

Lease

Charity Commission Scheme

Other - please write in below:

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

Named trustees

Parish Council

Official Custodian for Charities

11 Is your community building:

Freehold

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

12 Are there any restrictive covenants in your governing document?

Yes

No - please move onto question 13

If yes, please specify:

## C - About your project

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

No. except church.

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

MOST days, including odd Sunday  
VILLAGE ORGANISATIONS MOSTLY BUT ALSO WIDDER RURAL COMMUNITY, YOUNG FARMER ETC.  
WEDDING, FUNERAL, RECEPTIONS) PARTIES ETC. (WHEN USED) ELECTIONS, DANCES, THEATRE  
ETC. ETC.

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.

TO COMPLETELY RENEW THE BACK ENTRANCE STEPS TO THE HALL  
AND REINSTE THEM AS A FIRE ESCAPE.

The existing steps were demolished by the authorities as not being suitable as a fire escape and have been taken out of action as such. Although they are still in use they are tired and need replacing and replacing for future safety and reinstatement as a fire escape. We intend to do this by putting in place a sound metal construction.

The cost will be in the region of £4500. (The back entrance stems from the rear car park we have quotes.  
to  
£5000

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

Explained in item (6)

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

As (6)

18 Has planning approval been given?

Yes- Planning application reference: \_\_\_\_\_

Not required EXISTING STRUCTURE PART OF BIGGER BUILDING (REPLACEMENT)

No- If no, why not:

19 Has building regulation approval been given?

Yes PROJECT NOT STARTED YET APPLIED FOR AND FEES PAYED IN PLACE AT BUILDING REG DEPT EDDC

Not required EXISTING STRUCTURE PART OF EXISTING BUILDING

No- If no, why not:

NOT YET AS NOT STARTED

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

AS SOON AS WE CAN RAISE THE FUNDS. AND RECEIVE APPROVAL FROM FUNDERS  
2 WEEKS



## D - Project costs and match funding

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

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

### 22 Project costs (£)

Purchase of land	/
Purchase of building	/
Construction work	YES INCLUDED
Adaptation/ repair work	/
Fixtures and fittings	APPROX. £4500
Car park	/
Other (please specify below)	

NEW STRUCTURE ALL METAL, SAFETY FLOORING

Professional Architect Fees	£500
Professional Surveyor Fees	/
Professional Solicitor Fees	/
Disability access audit	IN PLACE
Safety planning supervisor	/
Planning application/ Building Regulations	£348
VAT	/
Inflation/ contingency	£200
Total Cost	Approx £5,048

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

**23 Match Funding (£)**

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

Grant you are requesting from EDDC

£1500

Your contribution

£2,848

Grant from Parish Council- is this confirmed?

£200

Yes

Other (please specify below and send evidence where possible)

£500 from Councillor CHUBB Fund.

Total

£5,048

Shortfall

£0

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

## F - East Devon District Councillor comments

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

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

*COUNCILLOR AIAN CHUBB.*

Cllr Iain Chubb is supporting with his Devon County Council Locality Budget

## Section F- Checklist

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

- Copy of governing document *(Trust Deed) Charity Commission*
- 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
- 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, Station Road, Sidmouth, EX10 8HL

**E-mail:** [jbuckley@eastdevon.gov.uk](mailto:jbuckley@eastdevon.gov.uk)

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

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

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

### 27 Signature of applicant:

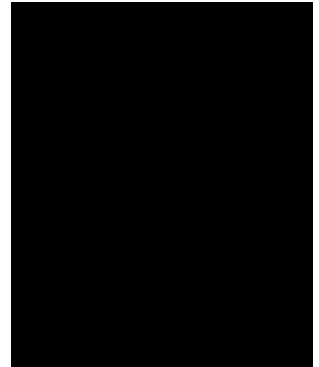
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### 28 Date:

<i>30<sup>th</sup> November 2018</i>
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**Please complete this application form in full and click on the 'submit' button below to send your answers to us**

GARETH DEAR

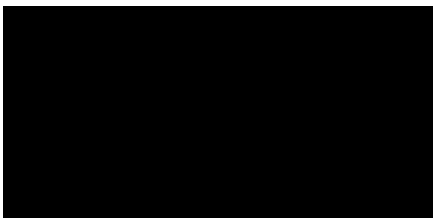


REF: YVH QUOTE

**FAO: YARCOMBE VILLAGE HALL**

**TO SUPPLY & ERECT SUITABLE GALVANISED METAL STEPS C/W 1  
METRE PLATFROM, STEPTREADS AND HANDRAIL  
AT YARCOMBE VILLAGE HALL**

**TOTAL = £3904.15**



# Denton-Powell Ltd

## Quotation

Yarcombe Village Hall  
Yarcombe  
Honiton  
Devon  
EX14 9AD

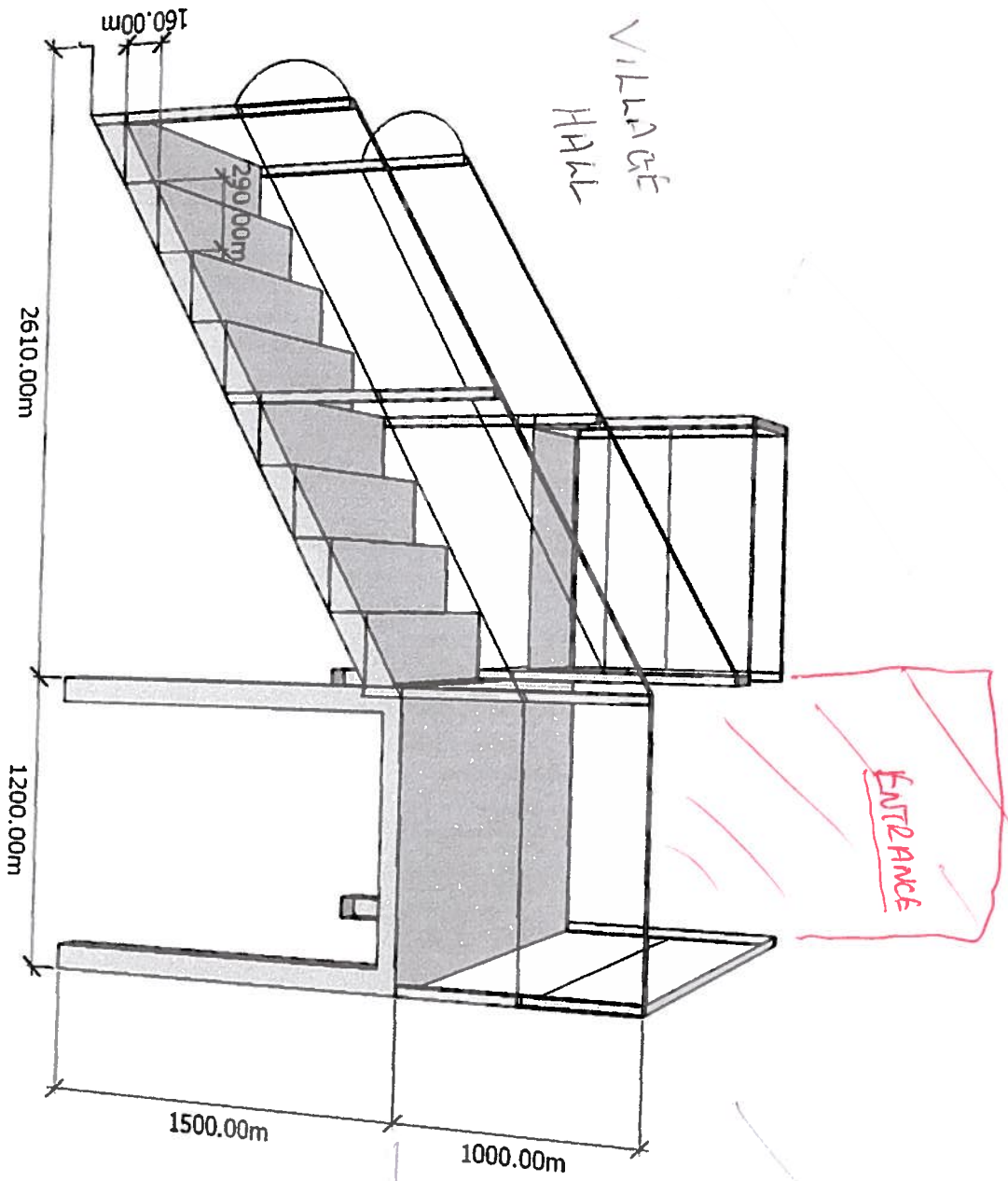
9<sup>th</sup> November 2018

To supply & erect (but not remove old steps) 1 nr platform and treads with handrail for Yarcombe  
**£3179.42 +vat**

The platform and treads will be made from perforated safety grip type material suitable for  
stiletto heels with a yellow nosing indicating hazard strip.

All material will be galvanised.

Denton-Powell Ltd  
Unit 1 Brook House, Leach Road, Chard Business Park, Chard, Somerset TA20 1FA  
Telephone: 01460 261638 phil@denton-powell.co.uk  
Company Registration number: 9616270  
Vat no. 215 4317 37



VILLAGE HALL

ENTRANCE

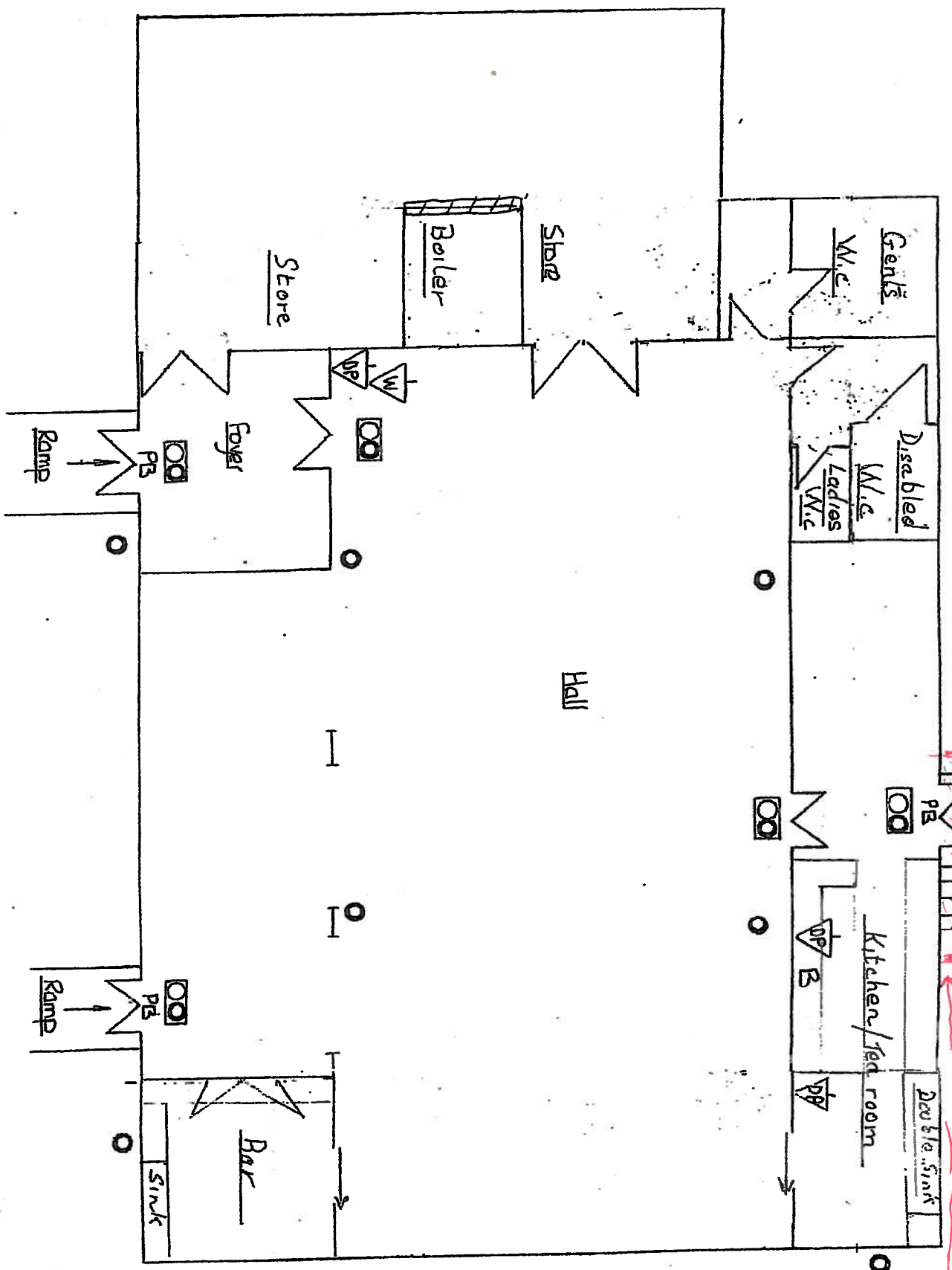
VILLAGE HALL

CAR  
PARK



# YARCOMBE TURBINE HALL

SCALE 1:100



CAR PARK

POSITION OF NEW METAL STAIRS

CAR PARK

↑ TO CARPARK

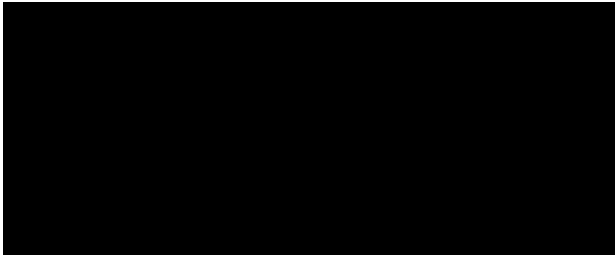
14cm x 22cm x 102  
1400 x 2200cm



Your account statement  
 Statement sheet number: **43**  
 Issue date: **10 May 2018**  
 Page: 1 of 2

Write to us at:  
**PO Box 1000**  
**Andover**  
**BX1 1LT**

Call us on: **0345 072 5555** (from UK)  
**+44 1733 347338** (from Overseas)  
 Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)



J3185B008BLUAA0000002824001002000

**TREASURERS ACCOUNT**  
 YARCOMBE JUBILEE HALL

**Account Summary**

Balance On 10 April 2018	£7,289.51
Total Paid In	£1,255.90
Total Paid Out	£365.66
<b>Balance On 10 May 2018</b>	<b>£8,179.75</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>10 Apr 18</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>7,289.51</b>
13 Apr 18	Payment	000647	48.00		7,241.51
16 Apr 18	Cheque	000645	159.66		7,081.85
16 Apr 18	Deposit	500157		920.00	8,001.85
8 May 18	Cheque	000642	75.00		7,926.85
8 May 18	Deposit	500158		335.90	8,262.75
8 May 18	Payment	000650	48.00		8,214.75
10 May 18	Direct Debit	EDF ENERGY 671083561506	35.00		8,179.75
<b>10 May 18</b>		<b>BALANCE CARRIED FORWARD</b>			<b>8,179.75</b>

PGEBO640000000

**Messages**

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.  
 For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

Yarcombe Jubilee Hall, Devon

Charity Commission Registered Number: 301024

Conveyance: 25<sup>th</sup> March 1937 to four Charity Trustees. The land Vested in Charity Commission 12<sup>th</sup> September 1937, recorded October 1938

Objective of Charity: The object of the Charity shall be the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Yarcombe without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the condition of life for the said inhabitants.

The land, with the building thereon, as specified in the said schedule shall be held upon trust for the purpose of a village hall as aforesaid.

The committee shall consist when complete of 30 members. Twelve Elected Members and Eighteen Representative Members. These to be appointed at the Annual General Meeting.

Representative members: one member to be appointed by each organisation.

Trustees currently five.

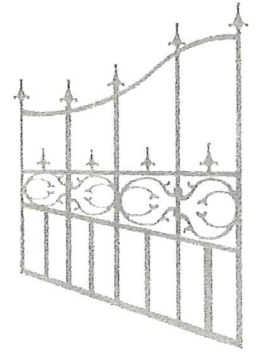
Copied and contracted by JC June 2016.

YARCOMBE JUBILEE HALL Y/E 31<sup>ST</sup> MARCH 2018

2017	INCOME	2018
3482.50	HALL HIRE	3737.50
1644.79	MARKET	1442.66
371.00	100 CLUB (NETT)	371.00
24.00	CAR PARK	0.00
5425.00	DONATION	264.00
.24	BANK INTEREST	.24
341.50	FUND RAISING	42.00
1250.00	GIFT AID	0.00
<hr/>		
12539.03		5857.40
2017	EXPENSES	2018
1824.00	CARETAKER	1824.00
388.86	ELECTRIC	411.95
80.26	WATER	98.68
461.14	OIL	284.20
1212.83	INSURANCE	1228.38
801.48	REPS/RENEWALS	2315.90
148.44	CLEANING PROD	4.72
145.00	OFFICERS EXP	100.00
217.39	SUNDRIES	70.20
134.00	LICENSES/SUBS	137.60
7750.00	IMPROVEMENTS	0.00
<hr/>		
13163.40		6475.63
ASSETS		
7867.98	CURRENT A/C	7249.51
461.27	SAVINGS A/C	461.51



# Peter Meyrick



Gate Automation, Design &  
Metal Fabrication

Higher Pithayne, Yarcombe, Honiton, Devon EX149AD

Telephone: 07949800160 or 01404861457

Email: [petemeyrick@live.co.uk](mailto:petemeyrick@live.co.uk)

## Yarcombe village hall

### Estimate

Supply and fit new staircase to replace the old concrete one of the dimensions discussed and given to me in the specific paperwork these are also in the image provided. With a 2x2 Meter landing, this price assumes that the concrete steps are removed before hand. The legs will then be bolted to concrete pads that we will set in the ground, the stair case will be galvanized with a fire-resistant grp treads and landing £3095+VAT

They have accepted this quotation, but are waiting for it to be updated with additional costs.

