



FINANCE COMMITTEE

16th October 2022

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Finance Committee at which your attendance is summoned, will be held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ149DF** on **Thursday, 20th October, 2022** at **3.00 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors J Atkins (Chair), P Williams (Vice-Chair), R Ash, Orme, I Palmer and C Williams



For information – to be taken as read:

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.



AGENDA

PART I

(Open to the Public)

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Dispensations**

To receive and consider requests for dispensation (if any).

4. **Minutes** (Pages 7 - 8)

To approve, sign and adopt the minutes of the Finance meeting held on 21st July 2022

5. **Payments 01/04/22 - 30/09/22** (Pages 9 - 18)

6. **Annual Governance and Accountability Return (AGAR) - Section 3 External Auditor Report and Certificate 2021/22**

Following the completion of our review, please find the following documents attached:

- One document containing our completion letter, a Notice of Conclusion of Audit template and our fee invoice;
- If relevant to your smaller authority, a pdf explaining additional charges in excess of the standard fee;
- A pdf of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which our report is based; and
- A pdf of Section 3 of the AGAR (our External Auditor Report and Certificate).

Please note if your smaller authority falls in the £1 - £25,000 banding, you will have been charged the minimum fee of £200 (plus any administrative charges if relevant) plus VAT for having a limited assurance review in accordance with the scale of fees for reporting years 2017/18 to 2021/22.

These fees are set by the Smaller Authorities' Audit Appointments Limited and can be found using this link <http://www.localaudits.co.uk/fees.html>

7. **Appointment of External auditors by SAAA**

To resolve to stay opted into the external audit scheme.



Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Teignmouth Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;



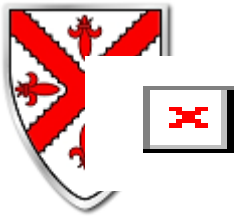
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,
admin@saaa.co.uk

8. **Grant application Choices** (Pages 19 - 22)
To Determine the grant application attached.
9. **Grant application TAAG** (Pages 23 - 60)
To Determine the grant application attached.
10. **Grant application Teign Heritage** (Pages 61 - 104)
To Determine the grant application attached.



11. **Grant application CAB** (Pages 105 - 114)
To Determine the grant application attached.
12. **Grant application Eat Festival** (Pages 115 - 122)
To Determine the grant application attached.



13. **Addition of new Admin/Finance members of staff to Bank mandate**

To agree the addition of the 2 new staff members to the mandate

14. **Update on 2021/22 and 2022/23 budget preparations**

Verbal update on progress made, and to give officers any indications to be considered for the 2022/23 budget such as acceptable percentage rise.

15. **Summer entertainment report from Prom Prom (Pages 123 - 136)**

16. **Non Finance councillor to check bank reconciliations monthly**

To find Non-Finance councillors to check bank reconciliation's going forward

17. **Date of next meeting**

Date of next meeting 19/01/2023

Finance Committee Minutes 21st July 2022

Attendance: Councillors: Joan Atkins (Chair)
Peter Williams
Richard Ash
Iain Palmer
Cate Williams
Town Clerk, Iain Wedlake

1 Apologies

None. Absent Cllr Orme.

2 Election of Chairperson

Cllr Atkins stated that she was happy to continue as Chair if the meeting agreed and was reappointed by a unanimous vote.

3 Election of Vice Chairperson

Cllr Peter Williams put himself forward as Deputy and was appointed unanimously.

4 Declarations of Interest

None.

5 Dispensations

None.

6 Fees and Charges

Existing fees and charges were reviewed. The Clerk reported that the booking system had been updated with the last known set of Fees and Charges from 2021-2, now 2 years old, following the hiatus of COVID. It has also come to light that no deposits had been taken for room bookings previously. To counter this, the new website will have a payment ability and everything will be paid in full for bookings, except for weddings which will incur a mandatory deposit of £100.

It was agreed unanimously that:

- charges should be increased overall by 10% and various items of equipment removed from the public hiring list – the PA and radio.
- room hire charges for funerals will be increased to £50.
- A refund policy would be clearly stated.

7 Events costings:

Gardening workshop:

Noted the extremely high staff input and costings (which were attached) for this 2-hour event are of great concern. Noted that there are indications that Teignmouth in Bloom may not continue in its current form in the future to address this.

Platinum Jubilee:

Noted the extremely high staff input and costings.

Battle of Britain Day

The Clerk is to meet with Brian Hall to discuss discontinuation of this event.

Remembrance Sunday

Arrangements for this event are in hand, the road closure has been applied for.

Invoicing of additional toilet costs

The charges for those booking the Den with Teignbridge and increasing use of the toilets (extra consumables, cleaning and resources including insurance) which is not paid for, was discussed because Teignbridge do not invoice for the increased use and give the money back to us. They expect us to invoice the users separately and we are left in a position of having to negotiate payment, even while

hirers are actually in situ. This applies to such events as the Fair on its own, the fair being a second user in an event, e.g Carnival and Regatta, the Air Show, the OCRDA Event, etc, Noted the Town Clerk is to meet with Senior Officers at Teignbridge next week to try to work out a system where Teignbridge no longer inflicts bookings on the Den, on the Town Council with no appropriate payment being made for extra use of the toilets. Noted that Teignbridge has indicated a willingness to sort this out before next year's event season.

8 Financial Recovery

The Responsible Finance Officer has provided a template Investment Strategy for consideration and adaption. Agreed that this could be customised and put in place, hopefully, for September.

(a) Bank Mandates and item (d)

Noted that the RFO is now able to take up the first countersignatory role and either Cllrs Atkins or P Williams could be the second, but noted that this should still, in effect, be RFO plus two councillors, see also item (d) on the agenda, and this needs to be addressed as soon as possible. 2 Facilities Officers, Jarrod Hutt and Cliff Spong now have payment cards, most convenient for the work that they do and these are settled, monthly.

(b) Budget Preparation and (f) significant obstacles to progress

The Clerk reported that due to a string of significant obstacles, officers are not as far forward with sorting out the major problems with last year's budget allocations to address this year's but will continue to strive to get this completed as soon as the situation allows since it is appreciated by all the time and financial constraints this is causing. Staffing difficulties have also exacerbated this but resolution of the admin staff situation is now well underway. A significant stumbling block was also interference in the progress of the transfer by TDC of the land at the bottom of the campus where the replacement community units are proposed. The Clerk has now clarified the situation and it appears that this is now expected

(c) Change of Bank

The Clerk and RFO reported that continuing difficulties with the Barclays authorisation system and provision of cards, processing of mandate signatories, setting up of direct debits, standing orders, etc, reinforce the need to find a new bank as soon as is feasible and this will come back to Finance in due course. To facilitate this our two unused accounts will be closed as soon as is practicable.

(d) Checking of Monthly Bank Reconciliation by non-Finance Committee councillors

The RFO reminded members that a councillor still needs to be nominated to take up this role.

9 To set the meeting dates and times for the full council year

Confirmed as normally, quarterly, and as

21 July 2022 at 15.30

20 October 2022 at 15.30

19 January 2022 at 15.30

10 All Outstanding Grant Applications

To note:

a Grant of £1500 was awarded to the Folk Festival

a grant of £1000 was awarded to the Carnival – less agreed toilet costs

by CET in order to meet time constraints.

11 Date of Next meeting

20 October @ 3.30

Current and Business Savings

List of Payments made between 01/04/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2022	AMS Tracking	DD	8.34		Mthly paymt
01/04/2022	DVLA	24.06	24.06		WF17KHG Vehicle License Apr
01/04/2022	RINGGO	TNSFR	2.70		Car parking 14 April
01/04/2022	EBAY	TNSFR	39.99		EBAY
04/04/2022	Barclays bank	TNSFR	8.50		Commission Chgs 14/02 to 13/03
04/04/2022	Quickfit Container Accessories	Cd 04/04 1	476.30		Shelf bracket & Pipe Rack
04/04/2022	Quickfit Containers	TNSFR	0.04		Discrepancy Btw inv & cd paymt
05/04/2022	RingGo	Cd 5/04 1	0.80		Car parking Charges
05/04/2022	Toolstation Ltd	Cd 5/04 2	79.44		Fltters x 2
05/04/2022	Aviramp Ltd	Cd 5/04 3	612.00		ContainerRamp 750kgSWL 2m x 1m
06/04/2022	Hiatt Hardware UK Ltd	cd 6/04 1	7.46		Showcase catch 40mm brass
07/04/2022	Viking Direct	Cd 7/04 1	42.04		Blue Roll & A4 paper
07/04/2022	eBay (UK) Limited	cd 7/04 2	53.70		3 no optical mouse
07/04/2022	AO Retail Limited	Cd 7/04 3	75.00		3 no. smart doorbells
07/04/2022	eBay (UK) Limited	Cd 7 April	86.00		IT Equipment
07/04/2022	Sanven Industrial Co Ltd	Cd 7 Apr 5	181.99		Vinyl Cutter Plotter
08/04/2022	British Gas	DD 8/04	633.97		Elec Charges 23/02 to 22/03/22
08/04/2022	Amazon.co.uk	cd 8/04 1	10.63		Laptop bag
08/04/2022	Amazon.co.uk	cd 8/04	21.18		Adhesive Vinyl
08/04/2022	Amazon.co.uk	cd 8/04 3	31.89		3 no. Laptop bags
08/04/2022	Viking Direct	cd 8/04 4	37.97		Blue roll Paper & sugar sticks
11/04/2022	Thirsty Work Ltd	11 Apr 1	9.60		Rental Charges March 2022
11/04/2022	Rexel	11 Apr 3	36.87		Consumables
11/04/2022	Morris & McGinn Ltd	11 Apr 4	70.04		Decorating materials
11/04/2022	Mike Titford	11 Apr 5	100.00		Clean all CCTV Cameras Apr 22
11/04/2022	Advanced Media Engineering Lim	11 Apr 6	390.00		Credit re 100 Support Units
11/04/2022	Toolstation Ltd	cd 11/04 1	232.99		Undersink water heater etc
11/04/2022	Dainton Portable Buildings	11 Apr 4	55.54		container hire 22 to 30/4/22
11/04/2022	Travis Perkins Ltd	OL 11/04 2	15.05		Materials
11/04/2022	Teignbridge District Council	OL 11/04 8	11,000.00		Payroll April
11/04/2022	Teignbridge District Council	OL 28/04 1	4,193.43		Payroll April
11/04/2022	Dart & Partners	OL 21/04 1	577.67		Rent & Maintenance
12/04/2022	Screwfix Direct Ltd	Cd 12/04 1	17.86		Hasp locks for garages
12/04/2022	eBay (UK) Limited	Cd 12/04	60.78		Logitech keyboard & mouse
12/04/2022	Viking Direct	cd 12/4 3	71.48		100 2nd Class stamps
12/04/2022	eBay (UK) Limited	DD 12/4 1	9.51		Sellers Fees March 2022
13/04/2022	O2 Telephonica UK Limited	DD 13/4 1	57.60		Mobiles - Sims etc 29/3-28/4
13/04/2022	Teignbridge District Council -	dd 19/4 1	662.75		NNDR - Bitton House
14/04/2022	RingGo	Cd 14/4 1	2.20		Car Parking WF17KHG 13/04
14/04/2022	Screwfix Direct Ltd	cd14/4 2	37.83		Various inc broom, swarfega
19/04/2022	Crown Gas & Power	DD 19/4 1	355.86		Gas#2 28/02 to 31/03
19/04/2022	Crown Gas & Power	DD 19/4 2	433.96		Gas 28/02 to 31/03
19/04/2022	Onebill Telecom	DD 19/4 4	97.53		'Phone charges April 2022
19/04/2022	Health & Safety Direct (via eB	Cd 19/4 1	0.99		Drinking Water Sign
19/04/2022	Byteback It Solutions (via eBa	Cd 19/4 3	54.00		Wreless keyboard & mouse
19/04/2022	Teignbridge District Council -	DD 19/4 4	79.83		NNDR 18 Wellington St
20/04/2022	Screwfix Direct Ltd	Cd 28/04	25.99		Permanent Pothole Repair 25kg

Current and Business Savings

List of Payments made between 01/04/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/04/2022	SHENZHENSHI RENCONGZHONG	Cd 22/4 1	6.25		12V Battery Master cutoff
22/04/2022	Information Commissioner	DD	35.00		ICO 2022/23
25/04/2022	Celtic Sustainables	cd 25/4 1	131.50		Silicate Masonry Paint
26/04/2022	SSE Southern Electric	26 Apr 1	15.61		UMS 2/03 to 1/04 Dec Lighting
26/04/2022	Rock Compliance	26 Apr 2	34.00		Monthly Service Contract - Apr
26/04/2022	Rock Compliance	26 Apr 3	34.00		Monthly Service Contract - Apr
26/04/2022	Rock Compliance	26 Apr 4	34.00		Monthly Service Contract - Apr
26/04/2022	Rock Compliance	26 Apr 5	34.00		Monthly Service Contract - Apr
26/04/2022	Rock Compliance	26 Apr 6	61.80		Monthly Service Contract - Apr
26/04/2022	Beach Brothers Limited	26 Apr 7	3,337.69		90 no. bench slats
26/04/2022	Everflow Water	DD 26/4 1	3,777.57		Water 18/05-17/06/2022
27/04/2022	EW Engineering Limited	27 Apr 1	2,400.00		10 no. bench straps
27/04/2022	EBAY	TNSFR	16.50		EBAY
28/04/2022	SSE Southern Electric	DD 28/4 2	256.70		Elec 28/12/21 to 22/3/22
28/04/2022	Refresh Cartridges (via eBay)	cd 28/4 2	41.01		Logitech speaker set
28/04/2022	Screwfix Direct Ltd	Cd 28/04 3	70.47		Pothole repair & bitumen sealr
28/04/2022	Orbital Fasteners Ltd	cd 28/04 4	72.21		INTERSET CAVITY FIXING
28/04/2022	Grapevine Connect Ltd	DD 28/04 1	157.50		Service & Call Charges April
29/04/2022	SSE Southern Electric	DD 29/04 1	107.65		Elec 2/1 to 1/04/2022
03/05/2022	Tempora Software Limited	DD 3 May 1	34.56		Tempora SME Subs April 22
03/05/2022	DVLA	DD	24.06		Vehicle License WF17KHG
03/05/2022	Engraving World Ltd	Cd 03/05 1	24.00		Memorial Plaque
03/05/2022	Furniture@Work Ltd	Cd 03/05 3	156.00		TC Desk Pedastal
03/05/2022	eBay (UK) Limited	Cd 03/05 2	30.86		Speakers
03/05/2022	Royal Mail	Cd06/05 1	16.20		Postage for sold items
03/05/2022	Asset Monitoring Solutions Gro	DD 3/05	8.34		Mthly payment
04/05/2022	Zoom Communications Inc.	Cd 04/05 1	11.99		Zoom 30 Apr to 29 May
04/05/2022	TLC (Southern) Limited	cd 04/05 2	17.59		PVC Tee Conduit Box etc
05/05/2022	Thirsty Work Ltd	OL 5 May 1	9.60		Rental Chgs 6/04-5/05/22
05/05/2022	SSE Southern Electric	OL 5 May 2	15.99		UMS 2/04 to 3/05
05/05/2022	Tindle Newspapers Devon Ltd	OL 5 May 5	131.04		Advert of Annual Parish Mtg
05/05/2022	Advanced Media Engineering Lim	OL 5 May 6	135.36		Add 1 Microsoft 365 Business
05/05/2022	Teignmouth Recycled Art In Lan	OL 5 May 7	200.00		Workshop for TiB 30/04
05/05/2022	Advanced Media Engineering Lim	OL 5 May 8	390.00		Fixed Fee Support 05/05-04/06
05/05/2022	Morris & McGinn Ltd	OL 5/05 3	49.76		Macalpine coupling
05/05/2022	Teignbridge District Council	OL 05/05 4	70.00		Premises License The Den
05/05/2022	Society of Local Council Clerk	OL 5/05 9	2,592.00		Recruitment Services Clerk
05/05/2022	Teignbridge District Council	OL 5/05 10	11,000.00		May Payroll
06/05/2022	BestDeals4Home via EBay	Cd 06/05 2	32.97		Blue Toilet Block
09/05/2022	The Purple Guide	cd 9/05 1	30.00		Purple Guide Subs 1 yr
09/05/2022	Specialist Hygiene Services Lt	OL 9/05 3	1,111.87		Consumables Dec21 to Mar22
09/05/2022	Specialist Hygiene Services Lt	OL 9/05 4	1,160.47		Consumables Sept-Nov 2021
09/05/2022	White Rose Tarmacadam Ltd	OL 9/05 5	1,194.00		Infill 2 large pot holes
09/05/2022	LGRC Associates Ltd	OL 9/05 8	4,500.00		Deposit re Locum RFO
09/05/2022	Specialist Hygiene Services Lt	42183Dup	592.51		P/Ledger Electronic Payment
09/05/2022	Specialist Hygiene Services Lt	42291Dup	592.51		P/Ledger Electronic Payment
09/05/2022	Specialist Hygiene Services Lt	42292Dup	3,513.60		P/Ledger Electronic Payment

Current and Business Savings

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/05/2022	Specialist Hygiene Services Lt	42184Dup	3,513.60		P/Ledger Electronic Payment
11/05/2022	eBay (UK) Limited	Cd 11/05 1	13.48		Sticky Numbers
11/05/2022	British Gas	DD 11/05 1	537.24		Gas 23/03 to 23/04/22
13/05/2022	O2 Telephonica UK Limited	DD 13/05 1	62.06		Mobile 'phones apr/may 22
14/05/2022	Barclays Bank	DC 14/05 1	8.50		e-pay Plan 14/02 to 13/03
16/05/2022	Mike Titford	OL 16/05 1	100.00		Clean CCTV Cameras May
16/05/2022	Rockpool Catering Services	OL 16/05 2	127.50		Catering Feb 2022
16/05/2022	Mike Titford	OL 16/05	150.00		Various works to cable & CCTV
16/05/2022	Faces Glitz & Glam	OL 16/05 5	245.00		Face painting
16/05/2022	Hatch Consultancy	OL 16/05 6	245.00		Asbestos reinspection BH 04/22
16/05/2022	A Better Move	OL 16/05 7	295.00		Move Gazebos, Tables Etc
16/05/2022	Geosphere Ltd	OL 16/05 8	480.00		Parish Online Annual Subs
16/05/2022	Specialist Hygiene Services Lt	OL 16/05 9	633.98		BH Cleaning April 2022
16/05/2022	Teign Trees & Landscapes South	OL16/05 10	1,056.00		Fell 1 no Oak as per survey
16/05/2022	Devon Garden Machinery	OL16/05 11	1,106.32		Ride-on Mower Service
16/05/2022	DC Stage Hire	OL16/05 12	1,880.00		PA &Stage hire Jubilee weekend
16/05/2022	Specialist Hygiene Services Lt	OL16/05 13	5,961.60		Cleaning April 2022
16/05/2022	Boyces at Manstree	OL16/05	7,800.00		Flower plantg-beds&containers
16/05/2022	Teignbridge District Council -	DD 16/05 1	661.00		NNDR - Bitton House
16/05/2022	Crown Gas & Power	DD 16/05 2	258.11		Gas 31/03 to 30/04/22
16/05/2022	Crown Gas & Power	DD 16/05 3	315.23		BH Gas 31/03 to 30/04/2022
16/05/2022	Teignbridge District Council -	DD 16/05 4	84.00		NNDR 18 Wellington St
16/05/2022	Onebill Telecom	DD 16/05 5	107.35		Telecoms April 2022
16/05/2022	Rock Compliance	OL16/05 15	34.00		Monthly Service Contract May
16/05/2022	Rock Compliance	OL16/05 16	34.00		Monthly Service Contract May
16/05/2022	Rock Compliance	OL16/05 17	34.00		Monthly Service Contract May
16/05/2022	Rock Compliance	OL16/05 18	34.00		Monthly Service Contract May
16/05/2022	Rock Compliance	OL16/05 19	61.80		Monthly Service Contract May
16/05/2022	Ken Holland Photographer	OL 16/05	65.00		Council Photo 3 May22
16/05/2022	Devon Contract Waste	OL16/05 4	210.24		Bin Emptying 4 & 11 April
17/05/2022	PayPro Europe Limited	Cd 17/05 1	34.95		Password Recovery Service
17/05/2022	S&D Engraving Services Ltd	Cd 17/05 2	144.00		Numbered Disks
17/05/2022	Post Office Counters	TNSFR	6.85		Postage
18/05/2022	CPC	Cd 18/05 1	28.25		Plugs & leads
19/05/2022	SURESPAN	Cd 19/05 1	60.31		1x3mm Aluminium Chequer Plate
20/05/2022	SimpleFix	Cd 20/05 1	22.24		Letter Fixings for BH Sign
20/05/2022	Stop Shop UK	Cd 20/05 2	37.98		Tractor Shaft Locking Pins
20/05/2022	Society of Local Council Clerk	Cd 20/05 3	347.00		Town Clerk - SLCC Membership
24/05/2022	Viking Direct	Cd 24/05 1	74.35		Laminating Pouches
25/05/2022	Tesco Express	Cd 25/05 1	129.69		Van Diesel 71.69 litres
25/05/2022	Gallagher Insurance Brokers Li	CN25/05	-446.80		C/N re insurance
26/05/2022	B2C Retail LTD via Amazon	Cd 26/05 1	4.11		M8 D Shackles
26/05/2022	Mum Dad and Baby Limited via A	Cd 26/05 2	6.49		M10 D Shackles
26/05/2022	Viking Direct	Cd26/05 2	30.13		A4 Paper
26/05/2022	Viking Direct	add Payt	30.00		A4 Paper
27/05/2022	WYREDIRECT	CD 27/05 1	13.45		Wire Cabin Hooks
27/05/2022	Gift Store UK via eBay	Cd 27/05 1	21.90		2 no Calculators

Current and Business Savings

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/05/2022	Fulli's Wholesale	CD 27/05 3	47.54		Drain Cleaner
27/05/2022	PSB Scaffolding	CD27/05 4	252.00		12 no scaffolding board
30/05/2022	Grapevine Connect Ltd	DD 30/05 1	158.63		Phone charges - April 2022
30/05/2022	SSE Southern Electric	DD 30/05 2	210.57		Elec quarter 1 2022 23
30/05/2022	Rexel	OL30/05 1	14.48		36 no. Toilet Roll
30/05/2022	Dart & Partners	OL30/05 2	15.60		Contr to Faulty Fire Alarm
30/05/2022	Devon Contract Waste	OL30/05 3	53.71		Euro 1100 emptied 2 & 9/05/22
30/05/2022	British Toilet Association	OL30/05 5	100.00		Brit Toilet Assoc Membership
30/05/2022	Showbitz	OL30/05 6	181.80		Cable ramp/sound engineer
30/05/2022	Dainton Portable Buildings	OL30/05 7	185.14		Hire of containers June 2022
30/05/2022	Dainton Portable Buildings	OL30/05 8	191.30		Container Hire May
30/05/2022	Advanced Security Alarm Protec	OL30/05 9	402.00		12mth Mtce & Monitor Fire Alm
30/05/2022	Time Flies	OL30/05 10	865.00		Clock Service & Overhaul
30/05/2022	Specialist Hygiene Services Lt	OL30/05 11	2,100.00		Cleaning Beachcomber April
30/05/2022	CPC	OL30/05 4	54.88		P/Ledger Electronic Payment
31/05/2022	Zoom Communications Inc.	Cd 31/05 1	11.99		Zoon Sub 30/05 to 29/06/22
31/05/2022	CPC	Cd 30/05 1	54.88		Cable tidys
31/05/2022	Teignmouth Folk Festival	TRANSFER	1,500.00		Grant Teignmouth Folk Festival
31/05/2022	Tempora Software Limited	DD 31/05 1	34.56		Tempora May 2022
01/06/2022	Asset Monitoring Solutions Gro	DD 01/06 1	8.34		FML OBD LEASE May 2022
01/06/2022	DVLA	DD	24.06		Road Tax June WF17KHG
06/06/2022	EW Engineering Limited	OL 6/06 1	6,000.00		Bench straps x 25
06/06/2022	Morrisons	CC 06/06 1	17.21		Soft Drinks - Leaving Buffet
06/06/2022	Accu Limited	CC 08/06 1	283.74		Ironmongery
06/06/2022	RINGGO	TRANSFER	3.00		(South Hams) Car Parking 01/06
06/06/2022	Crew Coffee	TRANSFER	17.10		Refreshments PJob
08/06/2022	Thirsty Work Ltd	OL 8/06 1	9.60		Rental charges 06/05 to 05/06
08/06/2022	Morris & McGinn Ltd	ol 8/06 2	30.80		Replacement Toilet Seat
08/06/2022	Hatch Consultancy	OL 8/06 3	195.00		Asbestos Sy allotment shed
08/06/2022	Rockpool Catering Services	OL 8/06 4	250.00		Leaving Buffet
08/06/2022	Specialist Hygiene Services Lt	OL 8/06 6	633.98		May 2022 Office Cleans
08/06/2022	A Better Move	ol 8/06 7	745.00		Jubilee - move gazebos etc
08/06/2022	Specialist Hygiene Services Lt	OL 8/06 8	5,961.60		Cleaning of Public Loos May 22
08/06/2022	Society of Local Council Clerk	ol 08/06 5	347.00		P/Ledger Electronic Payment
08/06/2022	Barclays bank	TRANSFER	8.50		Commission Charges 13/04-12/05
09/06/2022	Kate Plumtree	OL 9/06 1	140.00		Music Services - Jubilee
09/06/2022	Rexel	OL 9/06 2	142.31		Hand towels, soap cable ties
09/06/2022	Advanced Media Engineering Lim	OL 9/06	390.00		Mthly IT Support June 22
09/06/2022	GRENKELEASING Ltd	DD09/06 1	120.00		Documentation Fee
10/06/2022	British Gas	DD 10/06 1	419.41		Gas 24/04 to 23/05/22
10/06/2022	All Car Parts Ltd (via eBay)	CC10/06 1	14.70		Drill replacement safety guard
10/06/2022	Dawlish Tyre and Auto Centre	CC10/06 2	1,704.00		Paint 12 no Bench Ends
13/06/2022	SSE Southern Electric	OL13/06 1	14.85		Elec UMS 4/05 to 1/06 Dec Ltg
13/06/2022	HS Hire Ltd	OL13/06 2	81.90		Correctn re Gas Bottle
13/06/2022	Mike Tifford	OL 13/06	100.00		Clean All CCTV cameras June
13/06/2022	Rock Compliance	OL13/06 4	197.78		Monthly Service - June Visit
13/06/2022	Teignbridge District Council	OL13/06 5	244.80		Payroll Services Jan to Mar 22

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/06/2022	Devon Garden Machinery	OL13/06 6	306.92		Works to Mower WA64 FEM
13/06/2022	PHS	OL13/06 7	839.06		San Servs Jul 22 to Jul 23
13/06/2022	Advanced Media Engineering Lim	OL13/06	1,407.60		Phone system etc
13/06/2022	LGRC Associates Ltd	OL13/6 10	4,654.73		Locum RFO Services
13/06/2022	Teignbridge District Council	OL13/06 11	11,000.00		June Payroll Invoice
13/06/2022	British Gas	DD13/06 1	119.11		Elec 2/05to 30/05/2022 orngy
13/06/2022	SSE Southern Electric	DD13/06 2	67.39		CCTV Elec 22/02 to 24/05/2022
13/06/2022	SSE Southern Electric	DD13/06 4	284.97		FTN Elec 22/02 to 22/05/22
13/06/2022	SSE Southern Electric	DD13/06 3	152.46		8BS Elec 9/02 to 24/05/2022
13/06/2022	SSE Southern Electric	DD13/06 5	76.65		Tri Elec 22/02 to 24/05/22
13/06/2022	DH & JS Trading Ltd	CC13/06 1	3.99		2x Spare keys for Battery isol
13/06/2022	eBay (UK) Limited	CC13/06 2	4.00		Lanyard Key Chain
15/06/2022	Teignbridge District Council -	DD15/06 1	84.00		NNDR 18 Wellington St
15/06/2022	Teignbridge District Council -	DD15/06 2	661.00		NNDR - Bitton House
15/06/2022	Onebill Telecom	DD15/06	107.35		Broadband May 2022
15/06/2022	Right Cash Ltd (via eBay)	CC15/06 1	4.95		Year Wall Planner Calendar
15/06/2022	Viking Direct	CC15/06 2	50.86		Yellow Post-it Pads
15/06/2022	TTC Account 7285	Correction	104.99		Payment entered wrong cashboo
16/06/2022	Devon Garden Machinery	OL16/06 1	306.92		P/Ledger Electronic Payment
16/06/2022	C Fairburn - The Liberty Siste	OL16/062	550.00		P Jub Performance 3 June 2022
16/06/2022	Specialist Hygiene Services Lt	OL16/06 3	592.51		Office Cleaning March 2022
16/06/2022	Devon Association of Local Cou	OL16/06 4	1,505.83		DALC & NALC Sub 2022-23
16/06/2022	Specialist Hygiene Services Lt	OL16/06 5	3,153.60		Cleaning March 2022
16/06/2022	Specialist Hygiene Services Lt	OL16/06 5A	360.00		Cleaning March 2022
17/06/2022	Crown Gas & Power	DD17/06 1	255.54		Gas 30/04 to 31/05 BH
17/06/2022	Crown Gas & Power	dd20/06 1	158.35		Gas BH 30/04 to 31/05
20/06/2022	SSE Southern Electric	DD20/06 2	86.72		Credit Note re Airwaves
21/06/2022	Devon Contract Waste	OL21/06 1	53.71		Bins BH 6 & 13/06 2022
21/06/2022	Auditing Solutions Ltd	OL21/06 2	552.00		Final Internal Audit 2021/22
21/06/2022	Aubergine 262 Ltd	OL21/06 3	2,396.40		New Website Development
21/06/2022	The City of Plymouth Pipe Band	OL23/06 2	150.00		Bagpiper for P Jub 2 June 2022
21/06/2022	Vital Parts Ltd	CC21/06 1	42.00		Round PVC Caps
22/06/2022	GRENKELEASING Ltd	DD 22/06 1	83.42		Copier protection to 31 Dec
23/06/2022	Exeter Fire Protection	OL23/06 3	192.00		Annual Service Insp - Fire
23/06/2022	Back Beach Boyz	OL23/06 4	300.00		P Jub Performance
23/06/2022	Gallagher Insurance Brokers Li	OL23/06 5	652.59		Commercial Vehicle Insurance
23/06/2022	Deborah Mclver	TRANSFER	133.99		Insurance Claim
23/06/2022	GCI National Business	DD23/06 1	229.08		Broadband etc April 2022
23/06/2022	eBay (UK) Limited	CC23/06 1	5.92		Tube Clamp for Railing Repairs
23/06/2022	Buzz Supplies Limited	CC23/06 2	79.90		Burco water filters
23/06/2022	Comms Express Ltd	CC 23/06 3	541.24		Power supplies for IT Equip
24/06/2022	CPC	CC24/06 3	277.25		Rack shelving etc
24/06/2022	Penn-Elcom	CC 24/06 1	9.99		Cage Nut Tool
24/06/2022	Machine Mart Ltd	CC 24/06 2	154.99		P/Ledger Electronic Payment
27/06/2022	Tindle Newspapers Devon Ltd	OL27/06 1	158.40		Advert Full council
27/06/2022	Teignbridge District Council	OL27/06 2	160.02		Event Bins Delivery + Collectn
27/06/2022	Dainton Portable Buildings	OL27/06 3	191.30		2 x container rental July 2022

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27/06/2022	Teignbridge District Council	OL27/06 4	3,610.31		May Payroll
27/06/2022	Northfield Foundry Ltd	OL27/06 5	4,632.00		12 no Bench ends
27/06/2022	CPC	CN 27/06 1	-54.88		Adj re CN
27/06/2022	EBAY	TRANSFER	6.70		Misc eBay
29/06/2022	Lock & Key	CC29/06 1	110.90		RADAR Keys
29/06/2022	Engraving World Ltd	CC29/06 1	24.00		Engraved Plaque DUNK
30/06/2022	Grapevine Connect Ltd	DD30/06 1	157.72		Call & Service Charges May 22
30/06/2022	Marldon Marquees Ltd	OL 13/06 9	1,980.00		Den Marquee for Jubilee wkend
30/06/2022	O2 Telephonica UK Limited	DD 14/06 1	62.06		Mobiles May 2022
30/06/2022	Richard Toomer Music (Rock Cho	OL 30/06 1	125.00		P Jubilee concert 2 June
01/07/2022	Tempora Software Limited	DD 1/07 1	34.56		Tempora Monthly Sub June 2022
01/07/2022	Asset Monitoring Solutions Gro	dd 1/07 2	8.34		Van Tracker June 2022
01/07/2022	Zoom Communications Inc.	DD 1/07 4	11.99		Zoom Mthly 30/06 to 29/07
01/07/2022	Samantha 4 Hardware	CC 1/07 1	11.90		RADAR Keys
01/07/2022	DVLA	DD	24.06		Road Tax WF17KHG
04/07/2022	Teignbridge District Council	OL 4/07 1	3,071.77		June Payroll
04/07/2022	A Better Move	OL 4/07 2	2,300.00		Bench Refurb The Triangle
04/07/2022	Robert Bright (Sugar Shakers)	OL 4/07 3	400.00		Sugar Shakers perf P Jub 4 Jun
04/07/2022	Jettadrain	OL 4/07 4	180.00		Gully & downpipe clear
04/07/2022	Homecare Essentials Ltd via Am	CC 4/07 1	13.70		Antiquax Brass and Copper Bath
04/07/2022	S&D Engraving Services Ltd	CC 4/07 3	48.14		Engraved Discs
04/07/2022	YTC Ltd (via Amazon)	CC04/07 4	15.58		Brass Restorer
04/07/2022	Barclays bank	TRANSFER	10.03		Bank Charges June/July
05/07/2022	Lock & Key	CC 5/07 1	110.90		2nd RADAR Lock
05/07/2022	GRENKELEASING Ltd	DD 5/07 1	432.00		Leasing of Photocopiers
06/07/2022	Washroom Efficiency Services L	cc 6/07 1	320.28		Urinal Bio Blocks
08/07/2022	Thirsty Work Ltd	OL 8/07 1	10.20		Thirsty Work Rent 06/06-05/07
08/07/2022	Game Zone Ltd (via eBay)	cc 8/07 1	6.99		Keyboard
08/07/2022	Bolt World Fasteners Ltd	CC 8/07 2	7.17		POZI-ROUNDSCRWS
08/07/2022	Dawlish Tyre and Auto Centre	cc 8/07 3	467.58		Vehicle Breakdown WF17KHG
11/07/2022	Wotton Printers	ol 11/07 1	660.00		Neighbourhood Plan Posters
11/07/2022	24-7 Diamond Drilling and Sawi	OL 11/07 2	420.00		Core hole drilling Kitchen BH
11/07/2022	Clarity Copiers Ltd	OL 11/07 3	145.08		Copying Charges June
11/07/2022	Boyces at Manstree	OL 11/07 4	1,698.72		Triangle Fountain Planters
11/07/2022	Mike Titford	OL 11/07 5	100.00		Clean CCTV Cameras July
11/07/2022	Advanced Media Engineering Lim	OL 11/07 6	390.00		IT Monthly Support Fee July
11/07/2022	SSE Southern Electric	OL 11/07 7	15.23		UMS 2 June to 1 July
11/07/2022	Gallagher Insurance Brokers Li	OL 11/07 8	129.47		RAC Breakdown Cover for Van
11/07/2022	South West Councils	ol 11/07 9	558.00		Annual Assoc Sub 1/04-31/03
11/07/2022	Teignbridge District Council	OL11/07 10	3,071.77		P/Ledger Electronic Payment
11/07/2022	John A. Corah Signwriter	OL11/07 11	85.00		Update Mayor & Clerk Boards
11/07/2022	LGRC Associates Ltd	OL 12/07 1	3,658.88		Locum RFO June 2022
11/07/2022	British Gas	DD 11/07 1	107.68		Elec 30/05 to 27/06/22 Orangy
11/07/2022	British Gas	DD 11/07 2	341.11		Elec 23/05 to 23/06/22 BH
12/07/2022	Teignbridge District Council	ol 12/07 2	11,000.00		July Payroll
14/07/2022	O2 Telephonica UK Limited	OL 14/07 1	62.06		Mobile Charges June 2022
15/07/2022	Teignbridge District Council -	DD15/07 1	84.00		NNDR 18 Wellington St

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15/07/2022	Teignbridge District Council -	DD 15/07 2	661.00		NNDR - Bitton House
15/07/2022	Dawlish Tyre and Auto Centre	CC 15/07 1	672.00		Sand Blast & powdercoat
15/07/2022	Toolstation Ltd	CC15/07 2	48.00		pipecover/cistern lever etc
15/07/2022	HS Hire Ltd	CN 15/07	-37.27		Refund ref overcharge
18/07/2022	Exeter Telecom	OL 18/07 2	2,615.58		Data Cabling
18/07/2022	Exeter Telecom	ol 18/07 3	210.00		Relocate 1st floor phone wires
18/07/2022	Gallagher Insurance Brokers Li	OL18/07 4	12,546.11		All Council Insurance
18/07/2022	Rock Compliance	OL18/07 5	197.78		Monthly Service Contract-July
18/07/2022	Advanced Media Engineering Lim	OL18/07 7	356.88		Replacement 24 Port POE Switch
18/07/2022	Aubergine 262 Ltd	OL18/07 8	719.40		Website hosting etc 50%
18/07/2022	Bolt Base Ltd (via eBay)	CC 18/07 1	9.31		Screws to reattach letter BH
18/07/2022	Bolt World Fasteners Ltd	CC18/07 2	18.02		Addtl screws to fix letter BH
18/07/2022	Onebill Telecom	DD 18/07 1	107.35		Broadband June 2022
18/07/2022	Toolstation Ltd	CC 18/07 4	231.96		Tools & Equip for Work on BH
18/07/2022	Dart & Partners	OL 18/07 6	500.00		Rent 25/06 to 24/09
18/07/2022	Iain Palmer	TRANSFER	775.65		Paymt from Mayoral Allwce
18/07/2022	Engraving World Ltd	CC 18/07 3	24.00		Plaque - Ronson-Burrell
18/07/2022	Maldon Chandlery Ltd (via Amaz	CC 18/07 2	59.90		Brass Lacquer
21/07/2022	Teign Trees & Landscapes South	OL21/07 1	3,360.00		Grass Cutting Bpk Apr to Aug
21/07/2022	MJS Planning	OL21/07 3	117.00		Planning Fee re Point WCs
21/07/2022	Clarity Copiers Ltd	OL21/07 4	23.22		Copying Charges May 22
21/07/2022	Devon Contract Waste	OL 21/07 2	137.47		Adj re Inv P838188
24/07/2022	Devon Contract Waste	1	55.51		Adj re Inv P839942
24/07/2022	Rialtas Business Solutions Ltd	2	565.20		Bookings Software Annual Suppt
25/07/2022	GCI National Business	DD 25/07 1	114.54		Broadband, EMail & Hosting etc
26/07/2022	Rialtas Business Solutions Ltd	OL 26/07 1	55.51		Suppt & Mtce - Omega w Ledgers
27/07/2022	GCI National Business	DD 27/07 1	114.54		Broadband services BH & CCTV
27/07/2022	Grapevine Connect Ltd	DD 27/07 2	154.21		Call charges 30/06 to 13/07
28/07/2022	Amazon	TRANSFER	8.99		Purchase from Amazon
28/07/2022	Amazon	TRANSFER	-8.99	LPS	Reverse charge
28/07/2022	Blue Chestnut Ltd (via Amazon)	CC 28/07 1	8.99		New TV Remote
29/07/2022	SSE Southern Electric	DD 29/07 1	257.19		Elec 23/03 to 8/07
29/07/2022	SSE Southern Electric	DD 29/07 2	112.32		Elec 2/04 to 1/07/22
29/07/2022	Engraving World Ltd	CC 29/07 1	24.00		Plaque Leaman
01/08/2022	Aubergine 262 Ltd	3	240.00		New websites modules
01/08/2022	Complete Weed Control	4	1,130.40		Weed control - The Triangle
01/08/2022	MD Maintenance Packages Ltd	5	3,855.00		WIndow Cleaning BH
01/08/2022	Promenade Promotions	6	2,500.00		Summer Entertainment 2022
01/08/2022	Rialtas Business Solutions Ltd	7	768.89		Suppt & Mtce - Omega w Ledgers
01/08/2022	Teign Trees & Landscapes South	8	456.00		Trim shrubs etc rear BH
01/08/2022	Thirsty Work Ltd	9	21.00		Rental & Bottled Water
01/08/2022	Teignmouth Twinning Assoc	TRANSFER	80.00		Activities with Twinning Assoc
01/08/2022	Tempora Software Limited	DD 1/08 1	34.56		Tempora sub for July
01/08/2022	DVLA	DD	24.06		Vehicle License WF17 KHG
01/08/2022	Voiceflex Limited	DD 01/08 1	65.86		Voiceflex Service Charges July
01/08/2022	Asset Monitoring Solutions Gro	DD01/08 2	8.34		Vehicle Tracker July
01/08/2022	Zoom Communications Inc.	CD 1/08 1	11.99		Zoom Sub August 2022

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01/08/2022	Discount Fire Supplies Limited	CD 1/8 2	56.56		Document Cabinet
02/08/2022	XL Displays Ltd	CD 2/08 1	36.00		Panel Clips for PVC Frame Disp
02/08/2022	Viking Direct	CD 2/08 2	80.47		Stationery items
04/08/2022	Barclays bank	TRANSFER	9.10		Bank Charges July
04/08/2022	Green Magic Co. UK Ltd.	CD 04/08 1	88.68		A3 wtrpf Lockble Snap Frame x3
05/08/2022	Dawlish Tyre and Auto Centre	Cd 05/08 1	2,568.00		Sand blast Memorial Bench Ends
08/08/2022	1st Choice Waste Collection	OL 08/08 1	780.00		Remove the Asbestoes shed BH
08/08/2022	Devon County Council	TRANSFER	1,500.00		License BH for Weddings
09/08/2022	Advanced Media Engineering Lim	11	390.00		Support Charges 05/08 to 04/09
09/08/2022	Beach Brothers Limited	12	376.08		Desk top
09/08/2022	LGRC Associates Ltd	13	2,415.20		Locum RFO July 2022
09/08/2022	Rexel	14	59.16		Toilet Roll
09/08/2022	SSE Southern Electric	15	15.61		UMS 2 Jul 2022 to 1 Aug 2022
09/08/2022	Amy Beale	TRANSFER	150.00		2 x wallgates
09/08/2022	British Gas	DD 9/08 1	292.76		Elec BH 24/06 to 22/07
09/08/2022	Shen Zhen Shi Guan Lan Ke Ji Y	CD 09/08 1	8.02		Silver Soldering Rods
09/08/2022	Global Fulfillment Limited (vi	CD 09/08 2	12.98		Silver Solder Flux
09/08/2022	Funtasy Ltd (through AMAZON)	CD 09/08 3	18.78		Decaf Teabags
09/08/2022	ESE Direct Ltd	Cd 09/08 4	53.02		1st Aid Kit & Manuals
11/08/2022	British Gas	DD 11/08 1	131.67		Elec Orangery 27/06 to 28/07
12/08/2022	Specialist Hygiene Services Lt	OL 12/08 1	10,825.34		Carnival - Toilet attendance
12/08/2022	O2 Telephonica UK Limited	DD 12/08 1	55.73		Mobile Phones Jul/Aug
15/08/2022	Advanced Media Engineering Lim	17	153.60		Additional RAM
15/08/2022	Devon Contract Waste	18	55.51		Bin Emptying 18 & 25/0722
15/08/2022	Mike Titford	19	190.00		Replace BH Sign Fixings
15/08/2022	Paul Cary t/a as South West Gr	20	840.00		Verge cutting around town
15/08/2022	Tozers Solicitors	21	1,800.00		Retainer 1 June21 to 31 May22
15/08/2022	Thirsty Work Ltd	OL 15/08 1	-10.80		Credit ref two bottles water
15/08/2022	Teignbridge District Council -	DD 15/08 1	661.00		NNDR - Bitton House
15/08/2022	Teignbridge District Council -	DD 15/08 2	84.00		NNDR 18 Wellington St
15/08/2022	Onebill Telecom	DD 15/08 3	107.35		Free2Call Package(s) July 2022
15/08/2022	Dainton Portable Buildings	DD 15/08 4	191.30		2x Containers Rent Aug 2022
15/08/2022	Engraving World Ltd	CD 15/08 1	24.00		Plaque re Davies
15/08/2022	EBAY	TRANSFER	9.66		Unknown
16/08/2022	Engraving World Ltd	CD 16/08 2	24.00		Plaque re Webster
16/08/2022	Engraving World Ltd	CD 16/08 1	24.00		Plaque re Eve
18/08/2022	Engraving World Ltd	CD 18/08 1	48.00		Plaque Northway
19/08/2022	Engraving World Ltd	CD19/0801	24.00		Plaque - Downs
19/08/2022	Engraving World Ltd	CD19/08	24.00		Plaque - Hurley
23/08/2022	Devon County Council	TRANSFER	-1,500.00		Refund re wedding License
23/08/2022	Post Office	TRANSFER	2.85		Posting of Bank Mandate
23/08/2022	Aubergine 262 Ltd	23	120.00		Annual Domain Management
23/08/2022	Boyces at Manstree	24	7,800.00		Town flowers and watering
23/08/2022	Civica UK Limited	25	9,058.80		ModGov Decision MgtSys Yr1 50%
23/08/2022	Crockers	26	42.00		New Keys
23/08/2022	Furniture@Work Ltd	27	153.60		Desk
23/08/2022	Jettadrain	28	132.00		Power jet urinals & drains

Current and Business Savings

List of Payments made between 01/04/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/08/2022	MJS Planning	29	625.00		Planning work re containers
23/08/2022	Rialtas Business Solutions Ltd	30	240.00		Training on Bookings System
23/08/2022	Rock Compliance	31	34.00		Monthly Service Contract - Jan
23/08/2022	Accu Limited	CD 23/08 1	472.35		Nuts, screws etc
24/08/2022	GEEK BUYING	TRANSFER	2,909.99		Refund NP Grant unspent
25/08/2022	GCI National Business	DD 25/08 1	114.54		Broadband etc August 2022
25/08/2022	Engraving World Ltd	CD 25/08 1	54.00		Plaque - Collins
26/08/2022	Everflow Water	DD 26/08 1	1,351.81		Water Charges August
30/08/2022	Grapevine Connect Ltd	DD 30/08 1	76.19		Service & Call Charges July
31/08/2022	A2E Medical Services Ltd	32	130.00		First Aiders for Remembrance
31/08/2022	Crockers	33	95.50		Engraving T in Bloom trophies
31/08/2022	Devon Contract Waste	34	83.27		Bin Emptying 1, 8 & 15/08
31/08/2022	Rexel	35	100.19		Various Consumables
31/08/2022	Teignbridge District Council	36	13,678.73		August Payroll
31/08/2022	Thirsty Work Ltd	37	10.20		Rental Chgs 6/08-5/09
31/08/2022	Zoom Communications Inc.	CD 31/08 1	11.99		Zoom Sub 30/08-29/09
01/09/2022	DVLA	DD	24.06		Road License WF17KHG
01/09/2022	Voiceflex Limited	DD 01/09 2	133.92		Service Charges
01/09/2022	Asset Monitoring Solutions Gro	DD 01/09 3	8.34		Van Tracker August 2022
01/09/2022	Rapid SSL Online	CD01/09 1	217.06		RapidSSLWildcardCertificate
05/09/2022	SSE Southern Electric	DD 05/0901	66.07		Elec QTr 2 25/05 - 18/08/22
05/09/2022	SSE Southern Electric	DD 05/09 2	104.60		Elec Qtr 2 25/05 - 18/08/22
05/09/2022	SSE Southern Electric	DD 05/09 3	253.39		Founthn Elec Qtr 2- 25/05-18/08
05/09/2022	SSE Southern Electric	DD 05/09 4	70.86		Elec Qtr 2 25/05- 18/08/22
05/09/2022	SSE Southern Electric	DD 05/09 5	142.56		elec Bank ST 25/05 to 18/08/22
05/09/2022	Tempora Software Limited	DD 05/09 6	34.56		Tempora SME August 2022
05/09/2022	Voucher Express	CD 0509/1	280.50		Vouchers for awards
06/09/2022	Barclays Bank	Tfr 06/09	8.50		Bank Charges 13/07-14/08
08/09/2022	Tesco	TRANSFER	95.01		Van Diesel
08/09/2022	Viking Direct	CD 08/09 1	82.49		Paper towels & sugar
08/09/2022	Screwfix Direct Ltd	CD 08/09 2	60.89		Side Inlet Cistern
09/09/2022	Vital Parts Ltd	CD 09/09 1	32.90		EPDM Caps - EPC065
09/09/2022	British Gas	DD 09/0901	338.47		BH Elec 22/07 - 23/08
12/09/2022	Screwfix Direct Ltd	CD 12/09 1	7.15		Flexible Compression Connector
12/09/2022	Project Skills Solutions Limit	CD 12/09	519.60		NRSWA Training
14/09/2022	O2 Telephonica UK Limited	DD 14/09 1	57.85		Mobiles August 2022
14/09/2022	Yield Retail Limited via Amazo	CD 14/09 2	9.89		Pipe Cutters
14/09/2022	Amazon.co.uk	CD 14/09 3	25.73		Tools
14/09/2022	UK Planet Tools	CD 14/09 5	145.51		Power Tools
14/09/2022	Viking Direct	CD 14/09 6	62.99		Stationery & Consumables
14/09/2022	ADHIRA LIIMITED (via Amazon)	CD 14/09	8.02		Sandpaper
14/09/2022	Engraving World Ltd	cd 14/09	24.00		Plaque - Hale
15/09/2022	A Better Move	38	610.00		Install 5 benches
15/09/2022	Advanced Security Alarm Protec	39	573.30		Mtce Chges Intruder Alarm 1yr
15/09/2022	Ancient & Honorable Guild of T	40	35.00		Annual Membership of AHGTC
15/09/2022	Art UK	41	60.00		PartnershipYr 1/09/22-31/08/23
15/09/2022	Dawlish Town Council	42	106.00		Room Booking

Current and Business Savings

List of Payments made between 01/04/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/09/2022	Devon County Council	43	16,042.02		Equip etc P&D machines
15/09/2022	Devon Contract Waste	44	55.97		Bin emptying 22 & 29 August
15/09/2022	Doug Pratt Tree Consultancy	45	594.00		Tree survey & Tree Constraints
15/09/2022	Embroidery Loft LLP	46	297.54		Staff uniform
15/09/2022	KBS Signs and Design Limited	47	99.60		Sign to promote room hire
15/09/2022	LGRC Associates Ltd	48	2,255.38		Locum RFO August 2022
15/09/2022	Mini Heaven	49	162.00		Refreshments for 16 August
15/09/2022	Morris & McGinn Ltd	50	58.30		BH - Varnish etc
15/09/2022	Mike Titford	51	100.00		CCTV Cleaning September
15/09/2022	Promenade Promotions	52	2,500.00		2nd re seafront performances
15/09/2022	Rock Compliance	53	217.55		August Checks
15/09/2022	Specialist Hygiene Services Lt	54	8,233.58		August Office Cleaning
15/09/2022	SSE Southern Electric	55	15.61		UMS 2 Aug to 1 Sept
15/09/2022	Stuart Todd Associates	56	1,596.00		NP Support May & June 22
15/09/2022	Onebill Telecom	DD 15/09 1	107.35		Free2Call packages
15/09/2022	Teignbridge District Council -	DD 15/09 2	84.00		NNDR 18 Wellington St
15/09/2022	Teignbridge District Council -	DD15/09 3	661.00		NNDR - Bitton House
15/09/2022	British Gas	DD 16/09 1	130.46		Elec Orangerie 28 Jul-30 Aug
15/09/2022	Dainton Portable Buildings	DD 15/09 4	185.14		2 x Container Sept 2022
15/09/2022	Bradfords Building Supplies Lt	CD 15/09 1	3.97		Brush for varnishing
15/09/2022	Black Cat IT Support Ltd t/a 1	CD 15/09 2	25.20		Fixed shelf for 600mm deep All
16/09/2022	SSE Southern Electric	DD 16/09 2	284.97		Den Toilets Elec 23/04-13/07
16/09/2022	N H GLOBAL UK LIMITED (via Am	CD 16/09 1	5.55		Galvanized Tube Fittings etc
19/09/2022	Advanced Media Engineering Lim	57	660.72		Microsoft 365 Annual 2 Users
20/09/2022	Engraving World Ltd	CD 20/09 1	24.00		Plaque - Richardson
20/09/2022	CPC	CD 20/09 2	30.60		Support rail
22/09/2022	Sonic DFE Ltd	58	1,050.00		Fireworks 29 Oct 22 (1st pymt)
23/09/2022	Dawlish Tyre and Auto Centre	cd 23/09 1	1,344.00		Refurd bench ends
23/09/2022	VistaPrint BV	cd 27/09 1	53.75		Business Cards
27/09/2022	Everflow Water	dd 27/09 1	1,438.03		Period 18/10 to 17/11/22
27/09/2022	GCI National Business	dd 27/09 2	114.54		Business fibre etc
29/09/2022	Staples UK Ltd	cd 29/09 1	81.98		Footrest x 2
Total Payments			321,172.76		

27th June 2022

Dear Teignmouth Council

Please find enclosed our grant application form for Choices Pregnancy Center.

Choices was established in Exeter 10 years ago supporting those facing pregnancy related difficulties, including crisis pregnancy, the trauma of baby loss from miscarriage, still birth and neo-natal death. We also support those facing difficulties with post termination trauma. All our practitioners give their time voluntarily enabling us to make this a free service to those in our community.

Three years ago we opened a branch in The Triangle, Teignmouth which has one of the highest teen pregnancy rates in Devon.

We receive many referrals from Talkworks, local GP's, the Bereavement Team at Torbay Hospital and through our website.

The financial outgoings at Teignmouth are kept low and the biggest financial cost is the monthly rent. The office is ideally suited in the town center and easily accessible for our clients and we hope to be able to maintain the rental costs.

If you would like to meet for a cuppa to see our office and learn more about the ways we support those in our community we would be delighted to do so.

If you have any questions about our charity or the grant application please do not hesitate to contact us.

With our warmest regards



Sue Sharp
Center Manager

TEIGNMOUTH TOWN COUNCIL GRANTS POLICY 2019/20



Approved Minute no.

Office use only

GRANTS APPLICATION FORM

Please complete all details in full and provide ALL the required documentation required with your application. If you require any help completing this application for or have any questions, please do not hesitate to contact the Town Council.

Under no circumstances will any grant application be considered without a completed application form and the required supporting documentation.

Name of organisation	CHOICES PREGNANCY CENTRE
Name of applicant	Sue Sharp
Official Position	Centre manager
Please confirm the official status of your organisation e.g. charity, limited company, not for profit etc. AND your registration no if appropriate.	Registered charity 1159847
Address	Branch office - 2 The Strand Teignmouth, TQ14 8AQ
Email	sue@choicespregnancycentre.co.uk
Telephone No	01826 715377
Website address	www.choicespregnancycentre.co.uk
How many members does your organisation have	Exeter + Teignmouth = 14
Funding round please tick appropriate box	<input checked="" type="checkbox"/> October <input checked="" type="checkbox"/> April ✓
Details of any previous grant or loan from Teignmouth Town Council Date:.....None Amount: £ Purpose for which the grant was made:	
Grant amount applied for	<input checked="" type="checkbox"/> up to £250 <input checked="" type="checkbox"/> up to £1000 <input checked="" type="checkbox"/> up to £5000 <u>24,320</u>
Do you have a constitution	<input checked="" type="checkbox"/> yes <input type="checkbox"/> No for grant applications above £250 please provide a copy with this application Attached

[Type here]

Approved September 2016

TEIGNMOUTH TOWN COUNCIL GRANTS POLICY 2019/20



Do you have a bank account	<input checked="" type="radio"/> yes <input type="radio"/> No
Do you have accounts	<input checked="" type="radio"/> yes <input type="radio"/> No for grant applications above £250 please provide a copy of your latest accounts and balance sheet of your organisation.
<p>Please provide a brief description of why you require a grant and what funding will be used for including the estimated total cost of project/equipment</p> <p>A grant was received 3 years ago for ^{Big Lottery} Fund £10,000 to set up the Teignmouth branch of Choices Pregnancy Centre. Teignmouth & Torbay have the highest teen pregnancies in Devon. We are applying for a grant of £4,320 to cover the rent of the office in the centre of Teignmouth, which is run by volunteers. You would be welcome for coffee and ^{and find} out more.</p>	
Please provide details of any other funding received	
Are any Councillors or officers of the council connected with your organisation?	
<input checked="" type="radio"/> yes <input type="radio"/> No If yes, please provide names:	
I confirm that the information provided on this application form is correct and I have provided all the documentation required with this application. I understand that I (for grants above £500) may be required attend a meeting to present my initial application to the council. I also understand I will be required within 6 months of receiving a grant (above £250) provide details of what the impact of receiving a grant has been on their project. This will include the requirement to provide a written report and when requested make a presentation to the council.	
Signature:	<i>S Sharp</i>
Application Date:	<i>16th June 2022</i>

When completed, this form should be returned to:

**Town Clerk
 Teignmouth Town Council
 Bitton House, Bitton Park Road, Teignmouth TQ14 9DF
 Telephone: 01626 775030
 Email: traceyhiggs@teignmouth-devon.gov.uk**

Please remember to include all information required. Your application will not be considered if the supporting documentation as required is not included.

[Type here]

Approved September 2016

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Teignmouth Town Council GRANT APPLICATION

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number 1188013

Voluntary Organisation: ()

Other - Please specify:

Q3 When was your organisation established?

TAAG CIO 2020 TAAG CIC 2010

Q4 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

Exhibition spaces used by local artists, societies, groups and local festivals. Workshop for creative activities, skill sharing, demonstrations and learning. Workshop used as a community making hub for town events. Social/craft activities for carers. Post Devon Learning Recovery Workshops.

Q5 If you are a subsidiary of a larger organisation, please state which one;

N/A

Q6 Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:

Constitution copy attached

Q7 Previous Applications

Please answer all questions - failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application:

TAAG CIO (TEIGNMOUTH ARTS ACTION GROUP)

Name of your project (if this is different):

TAAG REFURBISHMENT

Name of contact for this application

Title: Ms. First Name: ELISABETH Surname: LOCKYEAR

Position held in the organisation:

TRUSTEE (CHAIR)

Contact Address, including full postcode:

WOODLAND COTTAGE

6 LOWER BRIMLEY ROAD

TEIGNMOUTH

Postcode: TR14 8LH

Contact Telephone Number: 07753816399

Email address: info@teignmoutharts.org

Who are the signatories and what position do they hold in your organisation?

- 1 Name Elisabeth Lockyear Position Chair of Trustees
- 2 Name Thomas Smith Position Trustee
- 3 Name Julia Vella Position Trustee

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. **You need to include these documents with this application.**
copy attached.

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of TAAG Cio (insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

TRUSTEE

Title Mr First Name: Thomas Surname: Smith

Contact address:

19 HILTON HOLCOMBE ROAD
TRIBEN MOUTH
TA14 8RT

How much money has been raised towards this sum: £ 15,000

Please list the amounts and sources of funds that you expect to receive for other funding sources.

- Bernard Sunley £30,000 application in process
- Interest free loan from supporter £10,000
- Own funds £5,000

Q12 Any other information which you consider to be relevant to your application.

The whole refurbishment has been prioritised into Tarens of work. We have quotes for each area. This will enable us to reopen as soon as possible and cause as little disruption to our users if all the funding is not accepted this year. We can operate on just the ground floor space available as before.

Q13 Please give us your bank or building society account details

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: TAAG CIO

Sort code: 30-90-89

Account number: 67808168

Bank/Building Society name: LLOYDS BANK

Bank/Building Society address: LLOYDS BANK
LEWISHAM (309288) BRANCH
P.O. BOX 1000
BX1 1LT



Constitution of TAAG CIO

Date of constitution: 9th September 2019 – revised 24th January 2020

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is TAAG CIO also known as Teignmouth Arts Action Group CIO

2. National location of principal office

The CIO must have a principal office in England or Wales. The Principal office of the CIO is in England.

3. Objects

For the public benefit to:

- 1) Promote and advance the visual arts in all its forms in particular but not exclusively by:
 - a) promoting and exhibiting works of artistic excellence; and
 - b) providing gallery and studio space and other facilities for the creation and public display of work
- 2) Advance the education of the public in the arts and crafts in particular but not exclusively by the provision of a community arts centre, workshops, classes and art sessions.

4. Powers

The CIO has the power to do anything, which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119 - 123 of the Charities Act 2011.
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund manager and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.



(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”),
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is a discussion of the proposal to enter into a contract or an arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) “the CIO” includes any company in which the CIO:

- (i) holds more than 50% of the shares; or
- (ii) controls more than 50% of the voting rights attached to the shares; or
- (iii) has the right to appoint one or more directors to the board of the company.

(b) “connected person” includes any person within the definition set out in clause 30 (Interpretation).

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.



(4) First charity trustees

The first charity trustees are as follows and are appointed for the following terms–

Elisabeth Ann Lockyear 3 Years
Julia Caroline Vella 3 years
Thomas Roger Smith 3 years
Peter John Foy 3 Years
Stephen Anthony Brown 3 years

10. Appointment of charity trustees

Appointed charity trustees

(a) Apart from the first charity trustees, every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

(b) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

(a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

(b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

(c) dies;

(d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or

(e) is disqualified from acting as a charity trustee by virtue of sections 178 - 180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

(3) A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.



- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with the rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.



20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) If the CIO has a seal:

(a) It must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees



(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO, called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.



THE COMPANIES ACT 2006 - SPECIAL RESOLUTION

To convert from a community interest company to a charitable company

Part A

Company name: TAAG Community Interest Company

Company Number: 70880203

Company Type: Company limited by guarantee

At an Extraordinary Board Meeting of the above company, duly convened and held at: 4/5 Northumberland Place, Teignmouth TQ14 8DD

On the following date 24th January 2020

The following two resolutions listed in part B were passed as special resolutions:

Part B

RESOLUTION

- (1) The undersigned directors of TAAG CIC agreed that they wish to convert TAAG CIC to a CIO and that the company name be changed to TAAG CIO under the Charitable Incorporated Organisations (Conversion) regulations which came into force on 1 September 2018
- (2) The initial trustees of the CIO agree to adopt a CIO Constitution based on the Charity Commission model CIO Constitution

Elisabeth Lockyear

Julia Vella

Peter Foy

Thomas Smith

Stephen Brown

Directors TAAG CIC

24th January 2020

Charity Registration No. 1188013 (England and Wales)

TAAG CHARITABLE INCORPORATED ORGANISATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021

**TAAG CHARITABLE INCORPORATED ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING PROFIT & LOSS ACCOUNT)
FOR THE PERIOD ENDED 31 MARCH 2021**

		2021
	£	£
Income		
Sales		6,187
Donated sales		703
Donations		149,550
Gallery rental		245
Raffles		380
Exhibitions		975
Gift aid		8,491
Cost of sales		-
Gross surplus	100%	166,531
Other income - grants		8,271
Administrative expenses		
Wages and salaries	-	
Water rates	319	
Insurance	903	
Light and heat	706	
Repairs and maintenance	781	
Cleaning	184	
Printing, postage and stationary	37	
Advertising	299	
Telephone & broadband	673	
Computer running costs	264	
Professional fees	-	
Accountancy	550	
Bank charges and interest	254	
Loan interest	-	
Volunteers expenses	1,227	
Sundry expenses	79	
Depreciation of fixtures and fittings	-	
		(6,276)
Net surplus / (deficit) for the period		168,526

TAAG CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2021

1 Accounting policies

Charity information

TAAG Charitable Incorporated Organisation is a charity registered in England and Wales. The registered office is TAAG Arts & Community Centre, 4-5 Northumberland Place, Teignmouth, Devon, TQ14 8DD.

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

Taxation

The charity is not subject to taxation.

2	Operating Surplus	2021
		£
	Operating surplus is stated after charging:	
	Depreciation of tangible assets	<u>-</u>

3 Grants

During the period, grants totalling £22,020 were received. Of these, £8,749 was restricted and related to capital improvements, as such they are recognised within fixed assets. A further £5,000 was restricted and relates to capital improvements that had not commenced at the period end so are recognised in creditors due within one year.

The remaining £8,271 was unrestricted and is recognised in the Statement of Financial Activities as other income.

TAAG CHARITABLE INCORPORATED ORGANISATION

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2021**

5 Debtors	2021	
	£	
Trade debtors	-	
Other debtors	-	
	<u>-</u>	
	<u>-</u>	
6 Creditors: amounts falling due within one year	2021	
	£	
Trade creditors	-	
Other creditors	550	
Deferred income	5,000	
Loans	-	
	<u>-</u>	
	<u>5,550</u>	
7 Creditors: amounts falling due after one year	2021	
	£	
Loans	10,000	
	<u>10,000</u>	
	<u>10,000</u>	
8 Statement of movements on total funds		Unrestricted funds
		£
Balance as at 17 February 2020		-
Surplus for the year		<u>168,526</u>
Balance at 31 March 2021		<u>168,526</u>



**Teignmouth Town Council
GRANT APPLICATION**

Please answer all questions – failure to do so may result in a delay in the determination of your application

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number 1188013

Voluntary Organisation: ()

Other – Please specify:

Q3 When was your organisation established?

TAAG CIO 2020 TAAG CIC 2010

Q4 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

Exhibition spaces used by local artists, societies, groups and local festivals. Workshop for creative activities, skill sharing, demonstrations and learning. Workshop used as a community making hub for town events. Social/craft activities for carers. Post-Demon Learning Recovery workshops.

Q5 If you are a subsidiary of a larger organisation, please state which one;

N/A

Q6 Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:

Constitution copy attached

Q7 Previous Applications

Q1 Contact Details

Name of organisation making application:

TAAG CIO (TEIGNMOUTH ARTS ACTION GROUP)

Name of your project (if this is different):

TAAG REFURBISHMENT

Name of contact for this application

Title: Ms. First Name: ELISABETH Surname: LOCKYEAR

Position held in the organisation:

TRUSTEE (CHAIR)

Contact Address, including full postcode:

WOODLAND COTTAGE

6 LOWER BRIMLEY ROAD

TEIGNMOUTH

Postcode: TQ14 8LH

Contact Telephone Number: 07753816399

Email address: info@teignmoutharts.org

Year saw 300,000 visits recorded. There is always something new to see and do at TAAG." visitor comment.

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information -

- i) What kind of insurance does your organisation have?
Select Charity & Social Organisations Policy (Zurich) covers building, public liability, products liability and employers liability.
- ii) Do the leaders have the relevant qualifications and/or experience?
The trustees have a range of qualifications, expertise and experience including Management, accounting, auditing, building developments and Teaching.
- iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?
Health & Safety, Environmental Policy, Safe Guarding, Equality & Diversity.

Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £1500 and provide a detailed breakdown as to how you have reached this figure.

Fireboard @ £35 a sheet = 42 sheets

actually £1470 JH 29/3

Tell us how much money the project will cost in total: £53,460

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

TAAG C.I.C. received grants towards costs for activities at community events. 2017/18/20 Lantern Parade £400, Arm Forces Day 2019 £200, Family art activities with TRAIL 2017 £1200, 2018 £1900, 2019 £400, TAAG C.I.C. £371 from Mayoral fund 2020 Individual Councillors £300.

Details of the project or activities you are planning

Q8 Describe the projects/activities you plan to use this grant for.

Try to be specific about what you will do and how you will do it.

A priority is completing the ground floor refurbishment. Quotes have been received and builders selected. The grant will contribute to the cost of fireboard required for the ceilings on the ground floor. This will assist us to reopen and support from the Town Council will enhance our applications to larger funding bodies.

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

The support of the community raising the £16,000 wholly by public donation has been wonderful. TAAG fosters local talent with exhibition and sales opportunities. The regular arts sessions prevent isolation and the Arts Quarter with TAAG at its heart attracts many visitors to Teignmouth.

Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?

Success of the building and its activities are measured by footfall and comments received. The last full operating

Who are the signatories and what position do they hold in your organisation?

1	Name	Elisabeth Lockyear	Position	Chair of Trustees
2	Name	Thomas Smith	Position	Trustee
3	Name	Julia Vella	Position	Trustee

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

Copy attached.

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of TAG CIO (Insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

TRUSTEE

Title Mr First Name: Thomas Surname: SMITH

Contact address:

19 Higher Holcombe Road
Telham Mouth
TQ14 8RT

6

How much money has been raised towards this sum: £ 15,000

Please list the amounts and sources of funds that you expect to receive for other funding sources.

Bernard Sunley £30,000, application in process
Interest free loan from supporter £10,000
Own funds £5,000

Q12 Any other information which you consider to be relevant to your application.

The whole refurbishment has been prioritised into 7 areas of work. We have quotes for each area. This will enable us to reopen as soon as possible and cause as little disruption to our users if all the funding is not available this year. We can operate in just the ground floor space available as before.

Q13 Please give us your bank or building society account details

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: TAG CIO

Sort code: 30-90-89

Account number: 67808168

Bank/Building Society name: LLOYDS BANK

Bank/Building Society address: LLOYDS BANK
LEWISHAM (309089) BRANCH
PO Box 1000
BX1 1LT

5

Telephone: 07725 006 003 Postcode: TQ14 8PS

Signed: [Signature] Date: 12/03/2022

Q16 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and not be the same person who has signed in Q15

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: [Signature] Date: 12/03/2022

I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect.

I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.

Signed: [Signature] Date: 12/03/2022

Please return your completed application form to:

Town Clerk
Teignmouth Town Council
Bilton House
Bilton Park Road
TQ14 9DF
Telephone: 01626 242085
Email: townclerk@teignmouth-devon.gov.uk



Constitution of TAAG CIO

Date of constitution: 9th September 2019 – revised 24th January 2020

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is TAAG CIO also known as Teignmouth Arts Action Group CIO

2. National location of principal office

The CIO must have a principal office in England or Wales. The Principal office of the CIO is in England.

3. Objects

For the public benefit to:

- 1) Promote and advance the visual arts in all its forms in particular but not exclusively by:
 - a) promoting and exhibiting works of artistic excellence; and
 - b) providing gallery and studio space and other facilities for the creation and public display of work
- 2) Advance the education of the public in the arts and crafts in particular but not exclusively by the provision of a community arts centre, workshops, classes and art sessions.

4. Powers

The CIO has the power to do anything, which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

(1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

(2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119 - 123 of the Charities Act 2011.

(4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;

(5) deposit or invest funds, employ a professional fund manager and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.



(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

(3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment, which is authorised by clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CIO;

(c) be employed by, or receive any remuneration from, the CIO

(d) receive any other financial benefit from the CIO; unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ("the Commission"). In this clause, a "financial benefit" means a benefit direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

(a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that it is available generally to the beneficiaries of the CIO.

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with and subject to the conditions in section 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

(d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.



(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”),
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is a discussion of the proposal to enter into a contract or an arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) “the CIO” includes any company in which the CIO:

- (i) holds more than 50% of the shares; or
- (ii) controls more than 50% of the voting rights attached to the shares; or
- (iii) has the right to appoint one or more directors to the board of the company.

(b) “connected person” includes any person within the definition set out in clause 30 (Interpretation).

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.



8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No individual may be appointed as a charity trustee of the CIO:

· if he or she is under the age of 16 years; or

· if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).

(c) No one is entitled to act as a charity trustee whether on appointment or on any re- appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) Number of charity trustees

(a) There should be not less than three nor more than nine appointed trustees.

(b) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.



(4) First charity trustees

The first charity trustees are as follows and are appointed for the following terms–

Elisabeth Ann Lockyear 3 Years
Julia Caroline Vella 3 years
Thomas Roger Smith 3 years
Peter John Foy 3 Years
Stephen Anthony Brown 3 years

10. Appointment of charity trustees

Appointed charity trustees

(a) Apart from the first charity trustees, every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

(b) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
- (e) is disqualified from acting as a charity trustee by virtue of sections 178 - 180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

(3) A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.



13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

14. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c) the charity trustees shall from time to time review the arrangements, which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(c) There will be a minimum of 4 meetings a year and at least one of them will be a general meeting.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed or if the person appointed is unwilling to preside or is not present within ten minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three charity trustees or the number nearest to one third of the total number of charity trustees, whichever is the greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.



- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with the rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.



(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (Amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable.

Those provisions require the resolution to be agreed by a 66% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

(a) The minimum period of notice required to hold a general meeting of the CIO is 14 days.

(b) Except where a period of notice is strictly required by another clause in the constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedures at general meetings of members

The provisions in clause 15(2) – (4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all reference to trustees to be taken as references to members.



20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) If the CIO has a seal:

(a) It must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees



24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account and to the preparation annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO but such rules or byelaws must not be inconsistent with any provision of this constitution. Copies of any such rules or byelaws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224 – 227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.



(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO, called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.



30. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on a business in partnership with the charity trustee or with any person falling within sub-clauses (a) or (b) above;
- (d) an institution which is controlled -
 - (i) by the charity trustee or any connected person falling within sub-clauses (a), (b) or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together.
- (e) a body corporate in which -
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 applies for the purpose of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in Part 9 of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.



THE COMPANIES ACT 2006 - SPECIAL RESOLUTION

To convert from a community interest company to a charitable company

Part A

Company name: TAAG Community Interest Company

Company Number: 70880203

Company Type: Company limited by guarantee

At an Extraordinary Board Meeting of the above company, duly convened and held at: 4/5 Northumberland Place, Teignmouth TQ14 8DD

On the following date 24th January 2020

The following two resolutions listed in part B were passed as special resolutions:

Part B

RESOLUTION

- (1) The undersigned directors of TAAG CIC agreed that they wish to convert TAAG CIC to a CIO and that the company name be changed to TAAG CIO under the Charitable Incorporated Organisations (Conversion) regulations which came into force on 1 September 2018
- (2) The initial trustees of the CIO agree to adopt a CIO Constitution based on the Charity Commission model CIO Constitution

Elisabeth Lockyear

Julia Vella

Peter Foy

Thomas Smith

Stephen Brown

Directors TAAG CIC

24th January 2020

Charity Registration No. 1188013 (England and Wales)

TAAG CHARITABLE INCORPORATED ORGANISATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021

TAAG CHARITABLE INCORPORATED ORGANISATION

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**TAAG CHARITABLE INCORPORATED ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING PROFIT & LOSS ACCOUNT)
FOR THE PERIOD ENDED 31 MARCH 2021**

		2021
	£	£
Income		
Sales		6,187
Donated sales		703
Donations		149,550
Gallery rental		245
Raffles		380
Exhibitions		975
Gift aid		8,491
Cost of sales		-
Gross surplus	100%	166,531
Other income - grants		8,271
Administrative expenses		
Wages and salaries	-	
Water rates	319	
Insurance	903	
Light and heat	706	
Repairs and maintenance	781	
Cleaning	184	
Printing, postage and stationary	37	
Advertising	299	
Telephone & broadband	673	
Computer running costs	264	
Professional fees	-	
Accountancy	550	
Bank charges and interest	254	
Loan interest	-	
Volunteers expenses	1,227	
Sundry expenses	79	
Depreciation of fixtures and fittings	-	
		(6,276)
Net surplus / (deficit) for the period		168,526

TAAG CHARITABLE INCORPORATED ORGANISATION

BALANCE SHEET AS AT 31 MARCH 2021

			2021
	Notes	£	£
Fixed assets			
Tangible assets	4		<u>151,675</u>
			151,675
Current assets			
Debtors	5	-	
Cash at bank		<u>32,401</u>	
		32,401	
Creditors: amounts falling due within one year			
	6	<u>(5,550)</u>	
Net current liabilities			26,851
Long term liabilities			<u>(10,000)</u>
Total assets less current liabilities			<u><u>168,526</u></u>
Capital and Reserves			
Unrestricted funds	8		168,526
Restricted funds			-
Total funds			<u><u>168,526</u></u>

For the financial period ended 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

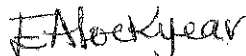
The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.


The trustees have not required the charity to obtain an audit of the financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the board of directors and are signed on its behalf.

Approved by the Board for issue on 26 January 2022


Elisabeth Ann Lockyear
Trustee


Thomas Roger Smith
Trustee

Charity registration number 1188013

TAAG CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2021

1 Accounting policies

Charity information

TAAG Charitable Incorporated Organisation is a charity registered in England and Wales. The registered office is TAAG Arts & Community Centre, 4-5 Northumberland Place, Teignmouth, Devon, TQ14 8DD.

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

Taxation

The charity is not subject to taxation.

2 Operating Surplus 2021

£

Operating surplus is stated after charging:

Depreciation of tangible assets

3 Grants

During the period, grants totalling £22,020 were received. Of these, £8,749 was restricted and related to capital improvements, as such they are recognised within fixed assets. A further £5,000 was restricted and relates to capital improvements that had not commenced at the period end so are recognised in creditors due within one year.

The remaining £8,271 was unrestricted and is recognised in the Statement of Financial Activities as other income.

TAAG CHARITABLE INCORPORATED ORGANISATION

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2021**

3 Grants (continued)

Grants were received from the following providers;

	£	
Devon County Council	4,350	Of which £2,000 is restricted
Foyle Foundation	5,000	Restricted and included in deferred income
Teignbridge District Council	4,850	
Teignmouth Town Council	1,071	
The Architectural Heritage Fund	6,749	Restricted
	<u>22,020</u>	

4 Tangible fixed assets

	Property £	Fixtures, fittings & equipment £	Total £
Cost			
At 17 February 2020	-	-	-
Additions	151,675	-	151,675
At 31 March 2021	<u>151,675</u>	<u>-</u>	<u>151,675</u>
Depreciation			
At 17 February 2020	-	-	-
Charge for the period	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value			
At 31 March 2021	<u>151,675</u>	<u>-</u>	<u>151,675</u>
At 17 February 2020	<u>-</u>	<u>-</u>	<u>-</u>

TAAG CHARITABLE INCORPORATED ORGANISATION

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2021**

5 Debtors	2021
	£
Trade debtors	-
Other debtors	-
	<u>-</u>
	<u>-</u>

6 Creditors: amounts falling due within one year	2021
	£
Trade creditors	-
Other creditors	550
Deferred income	5,000
Loans	-
	<u>5,550</u>
	<u>5,550</u>

7 Creditors: amounts falling due after one year	2021
	£
Loans	10,000
	<u>10,000</u>
	<u>10,000</u>

8 Statement of movements on total funds

	Unrestricted funds
	£
Balance as at 17 February 2020	-
Surplus for the year	<u>168,526</u>
Balance at 31 March 2021	<u>168,526</u>

Approved Minute no.

[Empty box for minute number]

Office use only



**Teignmouth Town Council
GRANT APPLICATION**

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application: ...Teign Heritage Centre, Teignmouth & Shaldon Museum

Name of your project (if this is different):

Tourist Information Point.....

Name of contact for this application

Title :Mrs First Name: Rosamund.....Surname: ...Bagnald.

Position held in the organisation: Curator and Trustee...

Contact Address, including full postcode:

29 French Street,
Teignmouth

Postcode: ...TQ14 8ST.....

Contact Telephone Number: 01626 777041

personal mobile 07776098407.....

Email address: info@teignheritage.org.uk

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (Y) Charity Registration Number ...1116204

Voluntary Organisation: (Y)

Other – Please specify:

Q3 When was your organisation established?

...1978.....

.....

Q4 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

Teign Heritage is a local museum, run entirely by volunteers.

We have an education team which offers lectures and themed visits for local schools.

The Teign Room is available for school visits and for hire to community groups. Other facilities include accessible toilets, baby changing facilities, a lift and roof terrace and, most recently, a 'coffee hub' (not a café) where visitors can enjoy light refreshments, browse our retail offer or take a rest from viewing our exhibitions. Our team of archivists responds to enquiries, research topics for articles to put online or in the Friends journal and produces three temporary exhibitions a year.

The charity's vision is '**Telling the stories and keeping the memories of Teignmouth and Shaldon alive**' for the communities of Teignmouth and Shaldon.

The object of the Charity is the advancement of education by:

promoting interest in the history and heritage of Teignmouth, Shaldon and the surrounding district ('the Area');

maintaining and developing the museum for the Area; and

a programme of lectures, displays, discussions and visits to extend knowledge of the Area and of history in a wide context

Q5 If you are a subsidiary of a larger organisation, please state which one;

.....

Q6 Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:

...Memorandum of Association.....

Q7 Previous Applications

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

We have received councillors' community grants in the past 12 months

Cllr Phipps Flood board £100,

Cllr Williams £50 Flag ,

Cllr Ash £50 Flag ,

Cllr Ash £210 Teigny Tinies Jubilee events,

Cllr Eden £300 Jubilee celebration events

Details of the project or activities you are planning

Q8 Describe the projects/activities you plan to use this grant for.

Try to be specific about what you will do and how you will do it.

We would like to be recognised as a tourist information point for the benefit of visitors and residents of our town. We welcome enquiries from the public and our front of house volunteers have a wealth of knowledge about the local area. We are open all year, currently Tuesday to Saturday from 11am . We are in a prominent position for people arriving by train and if walking into town from Eastcliff Car Park. We have a large foyer with a coffee hub and seating and a small gift shop. We sell maps and books about the local area, and we subscribe to Westward Marketing with a large stand of leaflets for local attractions. We are currently also stocking Teignbridge leaflets provided by the Green Spaces Team.

.....
.....
.....
.....
.....
.....
.....

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

Since the closure of the Tourist information Centres by Teignbridge District Council new residents to the area and many visitors, especially those arriving by train, who would like to know more about the town, don't know where to find that information.

At the Museum we are regularly answering their questions and feel that as a designated information point with appropriate signage, brochures, and handouts we could provide a real welcome to our beautiful town. We open Tuesday to Saturday from 11am until 3.30pm and we hope to attract more volunteers allowing us to open for longer hours. We already open during the winter months.....

.....A small amount of funding for the project will enable us to provide a suitable hub for both locals and tourists. They can talk to a knowledgeable volunteer who can answer their questions and provide information about the town and local facilities. We already have an area in the foyer with tables where our visitors can sit for coffee. This is an ideal space for chatting and making sure people feel welcome.

.....
.....
.....
.....

Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?

...We currently measure footfall from all our visitors both paying and non-paying using our EPOS system and would continue to do so to enable comparisons. New

residents to the town and visitors would benefit from the warm welcome and the extra information we can provide, increasing their enjoyment of the area and encouraging them to return.

.....
.....
.....
.....

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

i) What kind of insurance does your organisation have? ...We have full public liability insurance

.....
.....
.....

ii) Do the leaders have the relevant qualifications and/or experience?

We are all trained in customer service

.....
.....
.....

iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?

...W are all trained in safeguarding. The Curator and the Education Leader are DBS checked ...We have a full Health and Safety Policy and Fire Safety Policy.....

.....
.....

Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £...750..... and provide a detailed breakdown as to how you have reached this figure.

Banners x 3 £240

Signage £200

Display stands £50

Illuminated sign £200

Amendments to existing banners £60

Tell us how much money the project will cost in total:

£...1050.....

How much money has been raised towards this sum: £...300

Please list the amounts and sources of funds that you expect to receive for other funding sources.

.....
.....
.....
.....
.....

Q12 Any other information which you consider to be relevant to your application.

The Council lists its grant making priorities as Social responsibility, Community Involvement, Social inclusiveness and preventing social isolation, Increase prosperity and tourism in the town.

We feel that the provision of the tourist information point at the Museum will meet these criteria by involving the community – our volunteers - and increasing tourism.

We are asking for a small sum of money to set it up, but our major aim is to increase public awareness of the Museum as an information hub and official recognition of Teign Heritage Centre as a Tourist Information Point. ...

Q 13 Please give us your bank or building society account details

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which

requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name:Teign Heritage Ltd.....

Sort code: ...30-96-06.....

Account number:00129101.....

Bank/Building Society name:Lloyds Bank plc.....

Bank/Building Society address.....
...41 Courtenay Street, Newton Abbot

Who are the signatories and what position do they hold in your organisation?

- | | | |
|---|-----------------------------|------------------------------------|
| 1 | Name ...Rosamund Bagnald... | Position ...Curator / Trustee |
| 2 | Name Theresa Killoran | Position ...Membership Secretary |
| 3 | Name ...Linda Watson... | Position Senior Archivist/ Trustee |

.....

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. **You need to include these documents with this application.**

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of ...Teign Heritage(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for

the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

Senior Archivist and Trustee.....

Title ...Mrs First Name: ...Linda... Surname: Watson.....

Contact address:

12 Windward Lane,
Holcombe,
Dawlish.....

.....
..... Postcode: EX7 0JQ

Telephone: 01626 865 669 / 07779927505

Signed: Linda C. Watson Date: 11th July 2022

Q16 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed:Rosamund Bagnald.....
Date: 10/07/2022.....

I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect. I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.

Signed.....Rosamund Bagnald...Date.....10/7/2022.....

Please return your completed application form to:

**Town Clerk
Teignmouth Town Council
Bitton House
Bitton Park Road
TQ14 9DF**

**Telephone: 01626 242085
Email:townclerk@teignmouth-devon.gov.uk**

GDPR and Data Protection

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[Teignmouth Town Council Privacy Notice Web Link](#)

REGISTERED COMPANY NUMBER: 05874265 (England and Wales)
REGISTERED CHARITY NUMBER: 1116204

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 October 2021
for
Teign Heritage
(A Company Limited by Guarantee)

Greenwood Accountancy Ltd
5 Pellew Arcade
Teignmouth
Devon
TQ14 8EB

Teign Heritage

Contents of the Financial Statements
for the Year Ended 31 October 2021

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Teign Heritage

Report of the Trustees for the Year Ended 31 October 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Chairman's Summary

The Trustees are pleased to present their annual report for the year to 31 October 2021. This proved to be another year of coping with challenges presented by the global Covid-19 pandemic.

As we prepared for the year under review, we thought we were heading for a 'new normal', but it didn't quite work out that way. Instead, we had another extended closure of the Museum in November before finally we were able, on a part-time basis only, to reopen on 3 June 2021.

Teign Heritage is perhaps more fortunate than many charities and businesses, in that we are not expected to provide essential services without the human and financial resources to do so. But having to close the Museum twice in the financial year was a big setback, not only in terms of the loss of income from visitors and from hirers of our much-admired Teign Room but also because of the lack of interaction with our volunteers and supporters, whose passion for things historical is what drives us.

At trustee level, we continued with our regular meetings by Zoom, although by July we felt able to meet face-to-face again. The Museum Management Committee (MMC) too met on Zoom but again is able to meet in person, which is better for us all. We have continued to discuss how best we can manage the Museum to give our visitors the best possible experience within our limited resources and to encourage our volunteers and visitors to linger a little longer and perhaps attract others to the Museum who might otherwise have passed by.

Financially speaking, we have weathered the storm remarkably well but, as you will see, this was due to some very hard work in securing grants - and those have to be spent. We still need to plan for the future against rising costs and threats to our income so as not to deplete our limited reserves. Do please read on.

Richard King, Chair

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's vision is 'Telling the stories and keeping the memories of Teignmouth and Shaldon alive' for the communities of Teignmouth and Shaldon. That is how we aim to carry out the formal object of our Charity, which is the advancement of education in particular by:

- 1 promoting interest in the history and heritage of Teignmouth, Shaldon and the surrounding district ('the Area');
- 2 maintaining and developing the museum for the Area; and
- 3 a programme of lectures, displays, discussions and visits to extend knowledge of the Area and of history in a wide context

Teign Heritage is a local museum, run entirely by volunteers. We have an education team which offers lectures and themed visits for local schools - now no longer online after the relaxation of pandemic restrictions. Our fully equipped Teign Room is again available for school visits and for hire to community groups. Other facilities include accessible toilets, baby changing facilities, a lift and roof terrace and now 'coffee hub' where visitors can enjoy light refreshments as they gaze at our revamped retail offer or take a rest from viewing our exhibitions. Our team of archivists responds to enquiries, researches topics for articles to put online or in the Friends journal and also produces our temporary exhibitions.

ACHIEVEMENT AND PERFORMANCE

Acknowledgements and thanks

The Trustees particularly wish to thank Lou Bagnald, our Curator, and Lin Watson, our Senior Archivist (both trustees) for the many hours they give, unpaid, to the running of the Museum, in addition to their roles as joint duty managers. All the Trustees play their part, but Peter Maberly in particular worked hard on the financial structures of our charity until his second term of office expired during the year. He was largely responsible, with the help of the Treasurer and the Curator and latterly trustee Barrie Dennett, for bringing these accounts to public view, having devised an accounting protocol that showed us more clearly how we were doing, both in our work as a charity and in the 'business' side that pays for that work.

The continued success of Teign Heritage - despite the challenges that everyone has had to face because of the ongoing pandemic - is the product of the dedicated work of our many volunteer archivists and stewards. We are also grateful for the contributions of the Museum Management Committee including Theresa Killoran, our membership secretary and joint duty manager; Ruth Cole, our Treasurer; and Jayne Adames, Christina Siviter, Geoff Wood and Sarah Marshall-Maun. During the year Sarah worked on PR and Marketing and Sam Lock provided volunteer support while working on a Wellness and Wellbeing project for Teign Heritage. Both were funded by an Arts Council grant.

Following the year-end one of our archivists, Malcolm Tipper, took on the role of volunteer coordinator and joint duty manager. We should especially mention our former Curator, Beryl King, who finally retired from the Management Committee after many years of supporting the Museum.

Buildings management and compliance

With a building that, in its current form, is more than a decade old, it was only to be expected that some renewal would be needed. We were pleased at last to have the exterior of the newer parts repainted, but the old Georgian part needs to be tackled when funds allow.

Just before the year began, Ian Mitchell joined us as a trustee. With his considerable experience of buildings management and regulatory compliance, he reviewed our policies and procedures and identified a number of pressing issues that needed to be resolved. He has since arranged the installation of a new fire alarm, cleaned the external paving on the roof terrace and renegotiated several utility contracts and others to control our spending. Leaks to the modern flat roof during heavy storms remain a concern as they are difficult to trace. We also carried out risk assessments for health and safety, fire and Covid (including a 'one way' system) as well as evacuation procedures.

Our rearranged reception area has made it possible to introduce the 'coffee hub' as an added attraction for visitors and so potentially to increase our income, as well as adding space for people to linger in our retail area. Our new electronic point of sale ('EPOS') till system (thanks to an AIMS Hallmarks grant) has improved our record-keeping and stock-control and will simplify the way we manage and charge for our improved offer of merchandise.

Membership, footfall and charges

During the year, 25 new members were enrolled, bringing the total to 308. The very modest subscription for membership of the charity (£15 p.a.) entitles subscribers to visit the Museum as many times as they wish during the year, saving them £3 per visit, and also to use the extensive archive for research. They also receive the Friends' Journal twice a year.

Before the lockdown took effect in March 2020, the Trustees had decided to open for longer during the winter months, and early signs were encouraging. But the pandemic not only forced the second closure of the Museum at the beginning of the financial year until June 2021. It also severely affected the number of visitors that might have been expected when we reopened, before lockdown was reimposed. At 1660, the number of visitors was rather better than the previous year's 981, but less than half what it was before the pandemic. Overall footfall at 2931 was well down on the previous year (4898, which itself was much less than the 14,000-odd numbers pre-pandemic), in part because so many Teign Room bookings had to be cancelled and have still not fully recovered. Likewise, school visits were severely curtailed as schools struggled to overcome the effects of the pandemic.

Early in the year we increased our charges from £5 to £10 (and £10 per hour thereafter) for conducting research on behalf of enquirers, to take account of the considerable work involved. We were pleased to provide research for a Channel 5 programme on Lyme Bay (presented by Michael Portillo) for which an appropriate fee was paid.

Teign Heritage

Report of the Trustees for the Year Ended 31 October 2021

Having cancelled the annual meeting of the Friends of Teignmouth & Shaldon Museum in April 2020 after the pandemic began, we held a virtual meeting on Zoom in May 2021 to explain what the Trustees had achieved despite the long closure and the significant loss of income. And in April 2022 we were able to hold the meeting face-to-face once again.

Exhibitions, history walks, lectures and other local events

A highlight of the year was the unveiling of the panels displaying the history of Teignmouth and Shaldon on the blank grey Port Wall of Teignmouth Docks, which members of Teign Heritage planned and created, funded by the Arts Council Artists project. We were glad to arrange a short fourth season of history walks and we were able to distribute resource packs to several local schools.

At the start of the year, we took our first steps towards running virtual lectures on Zoom which were a great success. And we were able to resume educational 'Afternoon Sharing' talks led by Eileen Simpson which continued to be very popular despite concerns about social distancing. We are still looking at the possibility of raising income by charging for heritage lectures by academics.

We continued to work with local charities the Pavilions, TAAG (Teignmouth Arts Action Group) and Age Concern Teignmouth & Shaldon (Alice Cross Centre) and Teignmouth Library on the Teignmouth Together Project.

In 2021, after a year's hiatus enforced by the pandemic, we again hosted part of the Teign Shanty Festival to encourage access to the Museum.

With some relief, after all the uncertainties, we were able to hold an exhibition marking the centenary of the Morgan Giles shipyard, bringing together many artefacts and memories of such an important part of Teignmouth's history. Likewise a 'Shaldon Then and Now' exhibition planned for autumn 2020 was postponed but was able to take place after the year-end.

Gifts and developments at the Museum

One exciting development during the year was a legacy from Mrs Brenda Baker (née Seymour) of a clock, some pewter, 4 historic photos and more than 50 paintings, many of them her own works (often signed). We cannot yet be certain of their value. Sadly we cannot accommodate them at the Museum (even if we had space), since they have no apparent connection with Teignmouth/Shaldon but, as she spent all her married life here, we hope to put on an exhibition of some of her paintings and perhaps offer them for sale.

We also received and catalogued a gift from Teignmouth Town Council of six large 1930s OS maps and we were very pleased to receive a large framed original GWR poster "Teignmouth is Devon" in the Will of the late Mrs Thomas.

Planning meetings are held with archivists and other volunteers, some of whom continue to work remotely. Every new steward receives The Volunteers' Handbook, which has been fully revised, and a welcome pack is given to new volunteers. Young Volunteers are strongly encouraged, as are work experience students; in that context, safeguarding remains a priority.

In February 2021 we received a helpful grant-funded advice paper from Retail Thinking on merchandising and display in the Museum shop.

Public benefit

The Trustees have had regard to the Charity Commission's general guidance on public benefit, particularly when reviewing our aims and objectives and planning future events. They are satisfied that the charity's activities listed above do bring significant benefit to the public in terms of education and conservation, without detriment or untoward private benefit.

Teign Heritage

Report of the Trustees for the Year Ended 31 October 2021

ACHIEVEMENT AND PERFORMANCE

Action Plan

During the year, the Trustees reviewed and updated their 5-Year Plan, which details ways in which the following seven main aims can be developed.

- 1: **Education** - extend the range and maintain the quality of learning opportunities offered
- 2: **Community Participation** - maintain and develop community participation activities.
- 3: **Income and Finance** - develop a range of income sources to ensure long-term financial stability
- 4: **Personnel** - continue to strengthen the staffing capacity
- 5: **Collection** - develop and promote the collection
- 6: **The Building** - maintain and enhance the building and its equipment
- 7: **Systems Management** - improve the network, security and accessibility

Talk of a much-needed new second-floor gallery is on hold until we can be confident that there are sufficient resources - both financial and personal - to build and manage it.

FINANCIAL REVIEW

Summary

The finances have been managed by a treasury team led, until his retirement in February 2021, by Peter Maberly (Trustee), with Lou (Curator and Trustee), Ruth (Treasurer) and Theresa (Membership Secretary) and most recently Barrie Dennett (Trustee). They have continued working on a variation of our bespoke accounting protocols, with the intention of simplifying our management accounts so as to improve our decision-making.

The accounts show that income for the year was £119,164 (2020: £33,722) and expenditure £93,247 (2020: £49,569) which produced a surplus of £25,917 (2020: deficit £15,847). As explained elsewhere, we were very successful in securing grants but other donations fell and, because of the further closure, lettings of our Teign Room were again more than halved to less than £1750. Surprisingly, though, retail sales showed a healthy increase from £1293 to £2432, income from visitors more than trebled to £3827 from a low point of £1051 and subscription income increased by more than a third to over £5000. Repairs/maintenance costs again almost doubled as we tackled a backlog of important but largely unseen repairs, but wages and office expenses were severely reduced as a result of the decision no longer to employ an administrator. All in all, total expenditure was almost unchanged, except that we spent over £43000 from the Arts Council grant.

It is clear that, when things return to somewhere near normal, we will have to find new revenue streams if we are to avoid losses, let alone expand our operations.

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Income	£32,536	£39,064	£41,860	£33,722	£119,164	forecast under review
Expenditure	£30,605	£37,554	£49,898	££49,569	£93,247	forecast under review
Surplus/ (Deficit)	£1,931	£1,510	(£8,038)	(£15,847)	£25,917	forecast under review

Despite the difficulties caused by the pandemic crisis, the Trustees are satisfied that, both at the year-end and at the date of writing this report, the charity was and is a going concern.

FINANCIAL REVIEW

Grants and funding

We remain very grateful for the ongoing support from Teignmouth Town Council and Shaldon Parish Council, without which the Museum could not function. Unfortunately Teignbridge District Council withdrew its support for the SW Development Fund so we are no longer eligible to apply to that.

At the beginning of the financial year, Arts Council England awarded us a grant of £51,000 (mainly restricted, for 'Creating the Future' including cultural development work on a major community event in connection with the Morgan Giles yard) from its Culture Recovery Fund. And we reported to National Heritage Lottery Fund on completion of a very successful digital engagement programme and the installation of anti-virus measures up to the end of 2020. We were also awarded a £750 Teign Fund grant from Teign CVS towards socially distanced workshops for families and two Local Restrictions grants totalling over £5700 from Teignbridge District Council, as well as invaluable Lockdown Support government grants, administered by Teignbridge, totalling £13,500. The Curator has continued to take advantage of every opportunity to attract funding, and we will report on these successes in our next annual report.

Investment policy

Apart from retaining a prudent amount in reserves each year as explained below, most of the charity's funds are to be spent in the short term so there are few funds available for long term investment. We have a modest amount invested in COIF Charities Investment Fund, run by CCLA. This investment is regularly reviewed, but the Trustees consider it to be a long-term investment and are reluctant to be swayed by inevitable volatility in stock market performance, especially in the situation brought about by Brexit and the pandemic.

Reserves policy

A formal policy on reserves was agreed by the Trustees aims to have the following funds held in reserve:

Working capital (12 months turnover)	£30,000
Reserve for future matched funding in grant applications	£10,000
Essential improvements to building including 'La Terrasse' (top floor gallery)	£32,000
Redundancy and other costs in event of forced closure	£10,000

Thanks to the improved financial position during the year under review, we are ahead of our reserves target, with total free (unrestricted) investments and cash at over £91,000. However, although redundancy costs are no longer an issue, at least for the foreseeable future, a further review is likely to show that this target is not ambitious enough, in the light of expenditure already in the pipeline and further information received in regard to the cost of building the top floor gallery.

During the previous year it was established that £32,000 (held in connection with the 'Annex' - the major extension of the original museum building - as a protection against loss of warranties after the builder went into liquidation) was not restricted as previously thought. The Trustees therefore resolved to designate it as a Development and Maintenance Fund towards planned expenditure on further improvements when the charity's finances allowed.

FUTURE PLANS

At the year-end, preparations were under way for an exhibition on Fore Street Shaldon. Work is progressing on updating our policies and procedures in line with the requirements for the new Accreditation Standard from Arts Council England. However we are not now expecting to have to apply to renew our accreditation until 2024 at the earliest.

The 'La Terrasse' project, to develop out the top floor of the Museum to provide additional space, remains on hold until sufficient funds can be found. Meantime we are looking at ways to create much-needed storage space. We also hope to redecorate the exterior of the older parts of the Museum, following the successful repainting of the modern 'Annexe' wing.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure, governance and management

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Teign Heritage

Report of the Trustees for the Year Ended 31 October 2021

Teign Heritage is a charitable company limited by guarantee, incorporated on 12 July 2006 and registered as a charity on 25 September 2006. As a charity, it has been able to dispense with the word 'Limited' in its name.

The company was established under a Memorandum of Association which set out the objects and powers of the charity and is governed under its Articles of Association. The Companies Act 2006 later transferred to the Articles all the substantive provisions of the Memorandum other than the company's name. In the event of the company being wound up, its members (who are also the Trustees) are required to contribute an amount not exceeding £10.

The directors of the company are also the charity trustees for the purpose of charity law, so under the company's Articles they are described as Trustees. The Trustees are elected to serve for a period of three years, after which they can be re-elected (by the Trustees themselves, in their capacity as the company members) at the next Annual General Meeting up to a maximum of three consecutive terms. The Articles of Association adopted last year permit a trustee to continue in office for up to three further periods of one year if the other members unanimously consider it to be in the charity's interests for the trustee's maximum nine years' service to be extended. Jamie Evans, was duly appointed for a second such year in 2021, being by some margin the youngest trustee and the only one working full time. His insight and experience in economic evidence, policy and strategy at County level continues to be invaluable.

The Trustees - in particular the Curator and the Archivist - are supported by a Management Committee which considers matters concerning the day-to-day management of the Museum, including the education programme, events and retail sales. The Management Committee also assists with recruitment and supervision of volunteer stewards who are essential to the functioning of the Museum. The Trustees adopted new terms of reference for the Management Committee during the year.

Trustees (and indeed volunteer stewards) have traditionally been recruited by word of mouth among local people known to be interested in heritage matters. Limited external advertising has been carried out but this may need to be stepped up.

Currently there is no formal induction process for Trustees as the trustee induction pack is still under review. Meantime their attention is drawn to our policies and procedures and to the Charity Commission's CC3 guidance 'the Essential Trustee: what you need to know' and to available seminars and workshops. The Curator and Archivist (and occasionally other Trustees) have regularly attended museum-related meetings such as the Teignbridge and Devon Museums Groups and RPRP, the Rural Proofing Resilience programme developed by South West Museums Development, although during the pandemic opportunities have been few and far-between.

All Trustees give their time voluntarily and received no benefits from the charity. They may claim expenses but in practice none of them does other than for necessary visits by our Curator and Archivist.

During the year we underwent an external health check, sponsored by RPRP, to ensure that our governance is fit for our accreditation renewal. We received a report in April 2021 and following a joint meeting of Trustees and Management Committee we continue to work on its implications.

Trustees and Personnel

The responsibility for managing the Museum and the wider charity rests with the Trustees, supported by our Treasurer, Membership Secretary and other members of the MMC. We are very grateful to them and of course to all our stewards and volunteers without whom the Museum could not function. We still need more volunteers to carry out the many tasks that are needed to make the Museum work.

Peter Maberly came to the end of his second 3-year term as trustee and opted not to renew. We miss his robust contributions, especially on financial matters.

Related parties

There were none.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05874265 (England and Wales)

Registered Charity number

1116204

Teign Heritage

Report of the Trustees
for the Year Ended 31 October 2021

Registered office

29 French Street
Teignmouth
Devon
TQ14 8ST

Trustees

J A Evans
Mrs L C Watson (Senior Achivist)
P C Maberly (resigned 25.2.21)
Mrs R J Bagnald (Curator)
A R G King (Chair of Trustees)
B Dennett
I F Mitchell

Independent Examiner

David Rudall FMAAT AFA
Greenwood Accountancy Ltd
5 Pellew Arcade
Teignmouth
Devon
TQ14 8EB

Solicitors

Tozers LLP
Broadwalk House
Southernhay West
Exeter
EX1 1UA

Bank

Lloyds Bank PLC
19-20 Wellington Street
Teignmouth, Devon
TQ14 8HW

Treasurer - R Cole

Curator - R J Bagnald

Archivist - L C Watson

Management Committee

Jayne Adames
Lou Bagnald (Chair)
Theresa Killoran
Beryl King [retired April 2021]
Christina Siviter
Lin Watson
Sarah Marshall-Maun [from December 2020]
Geoff Wood [from December 2020]
Sam Lock [from January to September 2021]
Malcolm Tipper [from October 2021]
Richard King (Chair of Trustees) also attends

Approved by order of the board of trustees on 13 June 2022 and signed on its behalf by:

A R G King - Trustee

Independent examiner's report to the trustees of Teign Heritage ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

David Rudall FMAAT AFA
Greenwood Accountancy Ltd
5 Pellew Arcade
Teignmouth
Devon
TQ14 8EB

15 June 2022

Teign Heritage

Statement of Financial Activities
for the Year Ended 31 October 2021

	Notes	Unrestricted funds £	Restricted funds £	31.10.21 Total funds £	31.10.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		47,265	57,650	104,915	17,139
Charitable activities					
General		11,395	-	11,395	14,806
Other trading activities	2	2,850	-	2,850	1,767
Investment income	3	4	-	4	10
Total		61,514	57,650	119,164	33,722
EXPENDITURE ON					
Raising funds		1,148	-	1,148	1,195
Charitable activities					
General		41,021	51,078	92,099	48,374
Total		42,169	51,078	93,247	49,569
Net gains on investments		-	-	-	2,678
NET INCOME/(EXPENDITURE)		19,345	6,572	25,917	(13,169)
Transfers between funds	10	3,247	(3,247)	-	-
Net movement in funds		22,592	3,325	25,917	(13,169)
RECONCILIATION OF FUNDS					
Total funds brought forward		68,773	837,865	906,638	919,807
TOTAL FUNDS CARRIED FORWARD		91,365	841,190	932,555	906,638

Balance Sheet
31 October 2021

	Notes	Unrestricted funds £	Restricted funds £	31.10.21 Total funds £	31.10.20 Total funds £
FIXED ASSETS					
Tangible assets	7	2,967	819,146	822,113	830,617
Investments	8	37,759	-	37,759	37,759
		<u>40,726</u>	<u>819,146</u>	<u>859,872</u>	<u>868,376</u>
CURRENT ASSETS					
Stocks	9	3,097	-	3,097	2,300
Cash at bank and in hand		47,542	22,044	69,586	35,962
		<u>50,639</u>	<u>22,044</u>	<u>72,683</u>	<u>38,262</u>
NET CURRENT ASSETS		<u>50,639</u>	<u>22,044</u>	<u>72,683</u>	<u>38,262</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>91,365</u>	<u>841,190</u>	<u>932,555</u>	<u>906,638</u>
NET ASSETS		<u>91,365</u>	<u>841,190</u>	<u>932,555</u>	<u>906,638</u>
FUNDS					
10					
Unrestricted funds:					
General fund				59,365	36,773
Designated Fund - Annex Development and Maintenance				32,000	32,000
				<u>91,365</u>	<u>68,773</u>
Restricted funds:					
Restricted Fund - Annex				819,146	826,661
Restricted Fund - Acquisitions				568	568
Restricted Fund - Others				5,776	5,776
AIM grant				-	160
National Lottery Heritage Fund				10,600	4,700
Arts Council Recovery Fund				5,100	-
				<u>841,190</u>	<u>837,865</u>
TOTAL FUNDS				<u>932,555</u>	<u>906,638</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2021 in accordance with Section 476 of the Companies Act 2006.

Teign Heritage (Registered number: 05874265)

Balance Sheet - continued

31 October 2021

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 13 June 2022 and were signed on its behalf by:

A R G King - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold	- 2% on cost
Equipment	- 20% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

2. OTHER TRADING ACTIVITIES

	31.10.21	31.10.20
	£	£
Fundraising events	418	474
Sales of purchased goods	<u>2,432</u>	<u>1,293</u>
	<u>2,850</u>	<u>1,767</u>

3. INVESTMENT INCOME

	31.10.21	31.10.20
	£	£
Deposit account interest	<u>4</u>	<u>10</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.10.21	31.10.20
	£	£
Depreciation - owned assets	<u>8,504</u>	<u>8,504</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2021 nor for the year ended 31 October 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 October 2020 nor for the year ended 31 October 2019, except for two trustees who as Curator and Archivist have the main responsibility for the Museum. As such they are reimbursed expenses for travel and parking for attending Devon/Teignbridge Museum Group meetings and training days.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.10.21	31.10.20
Administrative staff	<u>-</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

7. TANGIBLE FIXED ASSETS

	Long leasehold £	Equipment £	Totals £
COST			
At 1 November 2020 and 31 October 2021	901,805	10,798	912,603
DEPRECIATION			
At 1 November 2020	75,144	6,842	81,986
Charge for year	7,515	989	8,504
At 31 October 2021	82,659	7,831	90,490
NET BOOK VALUE			
At 31 October 2021	819,146	2,967	822,113
At 31 October 2020	826,661	3,956	830,617

8. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 November 2020 and 31 October 2021	37,759
NET BOOK VALUE	
At 31 October 2021	37,759
At 31 October 2020	37,759

There were no investment assets outside the UK.

9. STOCKS

	31.10.21 £	31.10.20 £
Stocks	3,097	2,300

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

10. MOVEMENT IN FUNDS

	At 1.11.20 £	Net movement in funds £	Transfers between funds £	At 31.10.21 £
Unrestricted funds				
General fund	36,773	19,345	3,247	59,365
Designated Fund - Annex Development and Maintenance	32,000	-	-	32,000
	<u>68,773</u>	<u>19,345</u>	<u>3,247</u>	<u>91,365</u>
Restricted funds				
Restricted Fund - Annex	826,661	(7,515)	-	819,146
Restricted Fund - Acquisitions	568	-	-	568
Restricted Fund - Others	5,776	250	(250)	5,776
AIM grant	160	-	(160)	-
National Lottery Heritage Fund	4,700	5,900	-	10,600
Arts Council Recovery Fund	-	7,937	(2,837)	5,100
	<u>837,865</u>	<u>6,572</u>	<u>(3,247)</u>	<u>841,190</u>
TOTAL FUNDS	<u>906,638</u>	<u>25,917</u>	<u>-</u>	<u>932,555</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	61,514	(42,169)	19,345
Restricted funds			
Restricted Fund - Annex	-	(7,515)	(7,515)
Restricted Fund - Others	750	(500)	250
National Lottery Heritage Fund	5,900	-	5,900
Arts Council Recovery Fund	51,000	(43,063)	7,937
	<u>57,650</u>	<u>(51,078)</u>	<u>6,572</u>
TOTAL FUNDS	<u>119,164</u>	<u>(93,247)</u>	<u>25,917</u>

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.11.19 £	Net movement in funds £	At 31.10.20 £
Unrestricted funds			
General fund	47,287	(10,514)	36,773
Designated Fund - Annex Development and Maintenance	32,000	-	32,000
	<u>79,287</u>	<u>(10,514)</u>	<u>68,773</u>
Restricted funds			
Restricted Fund - Annex	834,176	(7,515)	826,661
Restricted Fund - Acquisitions	568	-	568
Restricted Fund - Others	5,776	-	5,776
AIM grant	-	160	160
National Lottery Heritage Fund	-	4,700	4,700
	<u>840,520</u>	<u>(2,655)</u>	<u>837,865</u>
TOTAL FUNDS	<u>919,807</u>	<u>(13,169)</u>	<u>906,638</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	24,818	(38,010)	2,678	(10,514)
Restricted funds				
Restricted Fund - Annex	-	(7,515)	-	(7,515)
AIM grant	3,004	(2,844)	-	160
National Lottery Heritage Fund	5,900	(1,200)	-	4,700
	<u>8,904</u>	<u>(11,559)</u>	<u>-</u>	<u>(2,655)</u>
TOTAL FUNDS	<u>33,722</u>	<u>(49,569)</u>	<u>2,678</u>	<u>(13,169)</u>

Details of year end restricted fund balances and where they are held:

	TOTAL	Assets	Bank
Annex	£819,146	£819,146	-
Acquisitions	£568	-	£568
Other:			
Restricted donation	£5,000	-	£5,000
YV Soup	£361	-	£361
WW1	£415	-	£415
National Lottery Heritage Fund	£10,600	-	£10,600
Arts Council Recovery Fund	£5,100	-	£5,100
Summary	£841,190	£819,146	£22,044

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2021.

Teign Heritage

Detailed Statement of Financial Activities
for the Year Ended 31 October 2021

	31.10.21	31.10.20
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	965	1,395
Gift aid	724	1,490
Grants	103,226	14,254
	<hr/>	<hr/>
	104,915	17,139
Other trading activities		
Fundraising events	418	474
Sales of purchased goods	2,432	1,293
	<hr/>	<hr/>
	2,850	1,767
Investment income		
Deposit account interest	4	10
Charitable activities		
Admissions	3,827	1,051
Educational activities	57	522
Rental income - rooms	1,744	6,236
Other income	691	567
Subscriptions	5,076	3,657
Furlough receipts	-	2,773
	<hr/>	<hr/>
	11,395	14,806
Total incoming resources	<hr/>	<hr/>
	119,164	33,722
EXPENDITURE		
Raising donations and legacies		
Retail stock	1,148	1,195
Charitable activities		
Wages	-	6,858
Repairs & maintenance	19,575	9,906
Establishment costs	4,473	5,795
Office expenses	5,605	12,045
Other direct costs	2,691	4,464
Grant spend on events	7,401	-
Arts Council grant spent	43,063	-
Long leasehold	7,515	7,515
Depn of equipment	989	989
	<hr/>	<hr/>
	91,312	47,572
Support costs		

This page does not form part of the statutory financial statements

Teign Heritage

Detailed Statement of Financial Activities
for the Year Ended 31 October 2021

	31.10.21	31.10.20
	£	£
Support costs		
Governance costs		
Accountancy fees	787	802
Total resources expended	93,247	49,569
Net income/(expenditure)	25,917	(15,847)

This page does not form part of the statutory financial statements

Company No: 5874265

Charity No: 1116204

Companies Act 2006

**MEMORANDUM and
ARTICLES of ASSOCIATION**

- of -

TEIGN HERITAGE

Incorporated on 12th July 2006

(as adopted by Special Resolution dated 16 December 2019)

[based on the Charity Law Association model (3rd edition)]

TOZERS
Solicitors LLP

www.tozers.co.uk

Charities & Social Enterprises team
Exeter EX1 1UA

Tel: 01392 207020
r.king@tozers.co.uk

The Companies Act 2006
Company not having a share capital

MEMORANDUM OF ASSOCIATION

- of -

TEIGN HERITAGE

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

Name of each subscriber

Authentication by each subscriber

Mrs Beryl Rhoda King

sgd Beryl King

Ms Anna Francesca Leatherdale

sgd A Leatherdale

Mr David Postlethwaite

sgd D Postlethwaite

Mrs Mary Purchase

sgd M Purchase

Mr Colin Trigger

sgd C Trigger

Mrs Patricia Warner

sgd P Warner

Dated: 5th July 2006

Companies Act 2006

Company limited by guarantee

ARTICLES OF ASSOCIATION

- of -

TEIGN HERITAGE

(as adopted by Special Resolution dated 16 December 2019)

1. OBJECTS

- 1.1 The objects of the Charity ('**the Objects**'¹) are the advancement of education in particular by:
 - 1.1.1 promoting interest in the history and heritage of Teignmouth, Shaldon and the surrounding district ('the area');
 - 1.1.2 maintaining and developing the Museum for the area; and
 - 1.1.3 a programme of lectures, displays, discussions and visits to extend knowledge of the area and of history in a wide context
- 1.2 The Charity will be non-party in politics and non-sectarian in religion and will not discriminate on the grounds of gender, sexual orientation, race, age or opinion.
- 1.3 This **Article** may be amended by **special resolution** but only with the prior **written** consent of the **Commission**

2. POWERS

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 2.1 To promote such public events as the Trustees think fit
- 2.2 To provide advice or information
- 2.3 To promote or carry out research
- 2.4 To co-operate with other bodies
- 2.5 To support, administer or set up other charities
- 2.6 To accept gifts and to raise funds (but not by means of **taxable trading**)
- 2.7 To borrow money
- 2.8 To give security for loans or other obligations (but only in accordance with the restrictions imposed by the **Charities Act**)
- 2.9 To acquire or hire property of any kind
- 2.10 To let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act)
- 2.11 To set aside funds for special purposes or as reserves against future expenditure

¹ Words defined in Article 11 (or elsewhere) are printed in bold the first time they appear

- 2.12 To deposit or invest its funds in any manner (but to invest only after obtaining such advice from a **financial expert** as the **Trustees** consider necessary and having regard to the suitability of investments and the need for diversification)
- 2.13 To delegate the management of investments to a financial expert, but only on terms that:
 - 2.13.1 the investment policy is set down **in writing** for the financial expert by the Trustees
 - 2.13.2 timely reports of all transactions are provided to the Trustees
 - 2.13.3 the performance of the investments is reviewed regularly with the Trustees
 - 2.13.4 the Trustees are entitled to cancel the delegation arrangement at any time
 - 2.13.5 the investment policy and the delegation arrangement are reviewed at least once a **year**
 - 2.13.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt and
 - 2.13.7 the financial expert must not do anything outside the powers of the Charity
- 2.14 To act as trustee and to undertake and execute charitable trusts
- 2.15 To arrange for investments or other property of the Charity to be held in the name of a **nominee company** acting under the direction of the Trustees or controlled by a financial expert acting under their instructions, and to pay any reasonable fee required
- 2.16 To deposit documents and physical assets with any company registered or having a place of business in England or Wales as **custodian**, and to pay any reasonable fee required
- 2.17 To insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required
- 2.18 Subject to Article 6.3, to employ paid or unpaid agents, staff or advisers
- 2.19 To enter into contracts to provide services to or on behalf of other bodies
- 2.20 To establish or acquire subsidiary companies
- 2.21 To amalgamate with or acquire all or part of the undertaking of any charity having purposes similar to the Objects and to transfer to such charity any of the assets liability and engagements of the Charity
- 2.22 To do anything else within the law which promotes or helps to promote the Objects

3. THE TRUSTEES

- 3.1 The Trustees as **charity trustees** have control of the Charity and its property and funds
- 3.2 The Trustees at the date of adoption of the Articles in this present form are the Trustees of the Charity for the terms which they currently hold

- 3.3 The Trustees when complete consist of at least 4 and not more than 9 individuals, who being individuals are over the age of 18, all of whom must support the Objects.
- 3.4 A **Trustee** may not act as a Trustee unless he/she
 - 3.4.1 is a Member; and
 - 3.4.2 has signed a written declaration of willingness to act as a charity trustee of the Charity
- 3.5 One third (or the number nearest one third) of the Trustees must retire at each **AGM**, those longest in office retiring first and the choice between any of equal service being made by drawing lots
- 3.6 A retiring Trustee who is eligible under Article 3.3 may be reappointed so as to serve up to a maximum of 9 consecutive years unless following the ninth year he or she is re-elected for a further period of one year (which can be repeated up to a maximum of 3) provided that the other Trustees unanimously agree that it would be in the long term interests of the Charity for him or her to be so
- 3.7 A Trustee's term of office as such automatically terminates if he/she:
 - 3.7.1 is disqualified under the Charities Act from acting as a charity trustee
 - 3.7.2 is incapable, whether mentally or physically, of managing his/her own affairs
 - 3.7.3 is absent without notice from 3 consecutive meetings of the Trustees except for reasons approved by the Trustees and duly minuted and is asked by a majority of the other Trustees to resign provided that the Trustee shall first be given an opportunity to make representation to the Trustees
 - 3.7.4 resigns by written notice to the Trustees (but only if at least two Trustees will remain in office) or
 - 3.7.5 is removed by special resolution after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views
- 3.8 The Trustees may at any time co-opt (and remove on notice in writing) any individual who is eligible under Article 3.3 as a Trustee to fill a vacancy in their number or (subject to the maximum number permitted by Article 3.3) as an additional Trustee, but a co-opted Trustee holds office only until the next AGM
- 3.9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

4. TRUSTEES' PROCEEDINGS

- 4.1 The Trustees must hold at least four meetings each year at regular intervals
- 4.2 A quorum at a meeting of the Trustees is two Trustees or (if greater) one third of the Trustees
- 4.3 A meeting of the Trustees may be held either in person or by suitable **electronic means** agreed by the Trustees in which all participants may communicate with all the other participants but at least one meeting in each year must be held in person

- 4.4 The **Chair** or (if the Chair is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting
- 4.5 Any issue may be determined by a simple majority of the votes cast at a meeting but a resolution in writing agreed by a 75% majority of the Trustees (other than any Conflicted Trustee who has not been authorised to vote) is as valid as a resolution passed at a meeting provided that due notice has been drawn to the attention of every Trustee
- 4.6 For the purpose of Article 4.5 the resolution may be passed in more than one communication in like terms and will be treated as passed when the last Trustee sufficient to achieve a majority has communicated his or her agreement provided that the communication is received at the office of the Charity within 28 days beginning with the circulation date
- 4.7 Every Trustee has one vote on each issue but, in case of equality of votes, the Chair of the meeting has a second or casting vote
- 4.8 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting
- 4.9 At a meeting the Trustees elect from their number a Chair for a term of up to 3 years provided that:
 - 4.9.1 the Chair will not usually serve for more than 6 consecutive years in total but may be re-elected if the extension is unanimously held by the other Trustees to be in the interests of the Charity
 - 4.9.2 the Chair has no functions or powers except those conferred by the Articles or delegated to him or her by the Trustees
- 4.10 The Secretary will on request by any Trustee summon a meeting of the Trustees by notice at any reasonable time
- 4.11 The Secretary after consulting the Chair is to send the Trustees an agenda and supporting papers at least 7 **clear days** before a meeting unless the Trustees decide otherwise
- 4.12 No later than 30 November in any year the Secretary after consulting the Chair is to send the Trustees notice of the dates of all regular meetings for the coming year (without prejudice to Article 4.9)

5. TRUSTEES' POWERS

The Trustees have the following powers in the administration of the Charity in their capacity as Trustees:

- 5.1 to appoint (and remove) any person (who may be a Trustee) to act as Secretary in accordance with the **Companies Acts**
- 5.2 to appoint a Treasurer and other honorary officers from among their number
- 5.3 to delegate any of their functions to committees consisting of two or more individuals appointed by them. At least one member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees
- 5.4 to make standing orders consistent with the Articles and the Companies Acts to govern proceedings at general meetings
- 5.5 to make rules consistent with the Articles and the Companies Acts to govern their proceedings and proceedings of committees

- 5.6 to make regulations consistent with the Articles and the Companies Acts to govern the administration of the Charity and the use of its seal (if any)
- 5.7 to establish procedures to assist the resolution of disputes or differences within the Charity
- 5.8 to exercise in their capacity as Trustees any powers of the Charity which are not reserved to them in their capacity as Members
- 5.9 in particular to adopt and revoke at any time terms of reference for a management committee or any other policy or constitutional document that the Trustees decide upon. Such terms of reference are to set out a framework for the operation and roles of the management or other sub-committee and the officers of the Charity and so far as appropriate to govern their and the Charity's relationship with any Friends group or other Committee established or to be established in connection with the Charity
- 5.10 to appoint advisory committees (whether including Trustees or not) to advise on any matters and in whatever manner the Trustees decide but an advisory committee will act only in an advisory capacity and may not carry out any functions of the Trustees

6. **BENEFITS AND CONFLICTS**

- 6.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the Members but subject to compliance with Article 6.4:
 - 6.1.1 Trustees and **Connected Persons** may be paid interest at a reasonable rate on money lent to the Charity
 - 6.1.2 Trustees and Connected Persons may be paid a reasonable rent or hiring fee for property let or hired to the Charity and
 - 6.1.3 individual Trustees and Connected Persons may receive charitable benefits and take part in normal trading and fund-raising activities of the Charity on the same terms as any other **Beneficiaries**
- 6.2 A Trustee must not receive any payment of money or other **material benefit** (whether directly or indirectly) from the Charity except
 - 6.2.1 as mentioned in Articles 6.1 or 6.3
 - 6.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Charity
 - 6.2.3 the benefit of **indemnity insurance** as permitted by the Charities Act
 - 6.2.4 an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings)
 - 6.2.5 in exceptional cases, other payments or benefits (but only with the written consent of the Commission in advance and/or where *permitted or* required by the Companies Acts the approval or affirmation of the Members)
- 6.3 No Trustee or Connected Person may be employed by the Charity except in accordance with Article 6.2.5, but any Trustee or Connected Person may enter into a written contract with the Charity, as permitted by the Charities Act, to supply goods or services in return for a payment or other material benefit but only if

- 6.3.1 the goods or services are actually required by the Charity, and the Trustees decide - and it is minuted - that it is in the best interests of the Charity to enter into such a contract
- 6.3.2 the nature and level of the remuneration is no more than reasonable in relation to the value of the goods or services and is set in accordance with the procedure in Article 6.4 and
- 6.3.3 no more than half of the Trustees are subject to such a contract in any **financial year**
- 6.4 Subject to Article 6.5 any Trustee who becomes a **Conflicted Trustee** in relation to any matter must:
 - 6.4.1 declare the nature and extent of his/her interest at or before discussion begins on the matter
 - 6.4.2 withdraw from the meeting for that item after providing any information requested by the Trustees
 - 6.4.3 not be counted in the quorum for that part of the meeting and
 - 6.4.4 be absent during the vote and have no vote on the matter
- 6.5 When any Trustee is a Conflicted Trustee, the Trustees who are not Conflicted Trustees, if they form a quorum without counting the Conflicted Trustee and are satisfied that it is in the best interests of the Charity to do so, may by resolution passed in the absence of the Conflicted Trustee authorise the Conflicted Trustee, notwithstanding any conflict of interest or duty which has arisen or may arise for the Conflicted Trustee, to:
 - 6.5.1 continue to participate in discussions leading to the making of a decision and/or to vote, or
 - 6.5.2 disclose to a third party information confidential to the Charity, or
 - 6.5.3 take any other action not otherwise authorised which does not involve the receipt by the Conflicted Trustee or a Connected Person of any payment or material benefit, or
 - 6.5.4 refrain from taking any step required to remove the conflict
- 6.6 This clause 6 may be amended by special resolution but, where the result would be to permit any material benefit to a Trustee or Connected Person, only with the prior written consent of the Commission

7. RECORDS & ACCOUNTS

- 7.1 The Trustees must comply with the requirements of the Companies Acts and of the Charities Act as to keeping records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of information required by law including:
 - 7.1.1 annual returns
 - 7.1.2 annual reports
 - 7.1.3 annual statements of account
- 7.2 The Trustees must also keep records of
 - 7.2.1 all proceedings at general meetings

- 7.2.2 all proceedings at meetings of the Trustees including appointments of officers and attendance
- 7.2.3 all resolutions in writing
- 7.2.4 all reports of committees and
- 7.2.5 all professional advice obtained
- 7.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any *reasonable* time during normal office hours and may be made available for inspection by Members who are not Trustees if the Trustees so decide
- 7.4 A copy of the Charity's **constitution** and latest available statement of account must be supplied on request to any Trustee. Copies of the latest accounts must also be supplied in accordance with the Charities Act to any other person who makes a written request and pays the Charity's reasonable costs
- 7.5 Each new Trustee is to undergo an induction process decided upon by the Trustees as to the responsibilities of charity trustees and his/her overall responsibility for all aspects of the Charity's business including strategic decision-making by the Trustees, implementation of policy by the Charity's managers, monitoring and review of financial and managerial procedures and the requirements of Article 7.1

8. MEMBERSHIP

- 8.1 The Charity must maintain a register of Members
- 8.2 **Membership** is open only to the Trustees and is terminated if the Member concerned ceases to be a Trustee
- 8.3 The form and the procedure for applying for Membership is to be prescribed by the Trustees
- 8.4 Membership is not transferable
- 8.5 The Trustees may recognise one or more classes of supporters who are not Members (but who may nevertheless be termed 'members') and set out their respective rights and obligations
- 8.6 Each Member will further the Objects so far as practicable and observe any standing orders rules and regulations issued under Article 5

9. GENERAL MEETINGS

- 9.1 Trustees in their capacity as Members and the auditors of the Charity are entitled to attend general meetings in person or by proxy (but only if the appointment of a proxy is in writing and notified to the Secretary at least 24 hours before the meeting begins)
- 9.2 General meetings are called on at least 14 and not more than 28 clear days' written notice indicating the business to be discussed and (if a special resolution is to be proposed) at least 28 clear days' written notice setting out the terms of the proposed special resolution
- 9.3 Every notice must specify the place and time chosen by the Trustees and the business to be discussed and notify the right of the Member to appoint a proxy

- 9.4 A general meeting may be called by shorter notice if agreed by a majority in number of Members having a right to attend and vote at the meeting who together hold not less than 90 per cent of the total voting rights
- 9.5 There is a quorum at a general meeting if the number of Members present in person or by proxy is at least two or one third if greater
- 9.6 If there is no quorum, the meeting will be adjourned to such time and place as the Trustees decide, but if business is adjourned for more than 14 days then at least 7 clear days' notice of the adjourned meeting and business must be given
- 9.7 The Chair or (if the Chairman is unable or unwilling to do so) some other Trustee elected by those present presides at a general meeting
- 9.8 Except where otherwise provided by the Articles or the Companies Acts, every issue is decided by **ordinary resolution**
- 9.9 Except for the chair of the meeting, who has a second or casting vote, every Member present in person or by proxy has one vote on each issue
- 9.10 Each issue is decided on a show of hands unless (subject to the provisions of the Companies Acts) either the chair or 2 Members present demand a poll
- 9.11 A poll on the election of a Chair or on a proposed adjournment is taken immediately. A poll on any other question is taken not more than 30 days after the demand, but does not prevent transaction of other business at the meeting
- 9.12 Except where otherwise provided by the Articles or the Companies Acts, a **written resolution** (whether an ordinary or a special resolution) is as valid as an equivalent resolution passed at a general meeting provided that due notice has been drawn to the attention of every Member. A written resolution may be set out in more than one communication provided that that communication is received at the office of the Charity within 28 days beginning with the circulation date
- 9.13 The Trustees may make such arrangements and give such directions as they reasonably consider necessary for Members to attend a general meeting by televisual or other electronic or virtual means provided that all remote attendees may securely identify themselves, follow the proceedings and cast their votes by telephone, on line or in a manner otherwise agreed by the Trustees
- 9.14 The Charity must hold an AGM in every year (and within 15 months of the last AGM)
- 9.15 At an AGM the Members:
 - 9.15.1 receive the accounts of the Charity for the previous financial year
 - 9.15.2 receive a written report on the Charity's activities
 - 9.15.3 are informed of the retirement of those Trustees who wish to retire or who are retiring by rotation
 - 9.15.4 elect Trustees to fill the vacancies arising
 - 9.15.5 appoint reporting accountants or auditors for the Charity
 - 9.15.6 may confer on any individual (with his/her consent) the honorary title of Patron, President or Vice-President of the Charity (without executive duties or responsibilities or voting rights in that capacity) for a (renewable) term of 36 months unless they decide otherwise at the time of conferring that title and
 - 9.15.7 may discuss and determine any issues of policy or deal with any other business put before them by the Trustees

9.16 A general meeting may be called by the Trustees at any time and must be called within 21 days of a written request of two or more Trustees (as Members) explaining its purpose

9.17 A technical defect in the appointment of a Member of which the Members are unaware at the time does not invalidate a decision taken at a general meeting or a written resolution

10. LIMITED LIABILITY

The liability of Members is limited

11. GUARANTEE

Every Member promises, if the Charity is dissolved while he/she remains a Member or within one year after he/she ceases to be a Member, to pay up to £10 towards

11.1 payment of those debts and liabilities of the Charity incurred before he/she ceased to be a Member

11.2 payment of the costs, charges and expenses of winding up and

11.3 the adjustment of rights of contributors among themselves

12. COMMUNICATIONS

12.1 Notices and other documents to be served on Members or Trustees under the Articles or the Companies Acts may be served:

12.1.1 by hand

12.1.2 by post

12.1.3 by suitable electronic means or

12.1.4 through publication in the Charity's newsletter

12.2 The only address at which a Member is entitled to receive notices sent by post is the address in the U.K. shown in the register of Members

12.3 Any notice given in accordance with the Articles is to be treated for all purposes as having been received

12.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address

12.3.2 2 clear days after being sent by first class post to that address

12.3.3 3 clear days after being sent by second class or overseas post to that address

12.3.4 immediately on being handed to the recipient personally or, if earlier,

12.3.5 as soon as the recipient acknowledges actual receipt

12.4 A technical defect in service of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting

13. DISSOLUTION

13.1 If the Charity is dissolved the assets (if any) remaining after providing for all its liabilities must be applied in one or more of the following ways:

- 13.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;
 - 13.1.2 directly for the Objects or for charitable purposes which are within or similar to the Objects; or
 - 13.1.3 in such other manner consistent with charitable status as the Commission approves in writing in advance
- 13.2 A final report and statement of account must be sent to the Commission
- 13.3 This provision may be amended by special resolution but only with the prior written consent of the Commission

14. INTERPRETATION

- 14.1 The Articles are to be interpreted without reference to the model articles under the Companies Act, which do not apply to the Charity.
- 14.2 In the Articles, unless the context indicates another meaning:
- 'AGM'** means an annual general meeting of the Charity
 - 'the Articles'** means the Charity's Articles of Association and 'Article' refers to a particular Article
 - 'Beneficiaries'** means the beneficiaries of the Charity under Article 1
 - 'Chair'** means the Chair of the Trustees appointed under Article **Error! Reference source not found.**
 - 'the Charities Act'** means the Charities Act 2011
 - 'the Charity'** means the company governed by the Articles
 - 'charity trustee'** has the meaning prescribed by the Charities Act
 - 'clear day'** does not include the day on which notice is given or the day of the meeting or other event
 - 'the Commission'** means the Charity Commission for England and Wales or any body which replaces it
 - 'the Companies Acts'** means the Companies Acts (as defined in the Companies Act 2006) so far as they apply to the Charity
 - 'Conflicted Trustee'** means a Trustee in respect of whom a conflict of interest arises or may reasonably arise because the Conflicted Trustee or a Connected Person is receiving or stands to receive a benefit (other than payment of a premium for indemnity insurance) from the Charity, or has some separate interest or duty in a matter to be decided, or in relation to information which is confidential to the Charity
 - 'Connected Person'** means, in relation to a Trustee, a person with whom the Trustee shares a common interest such that he/she may reasonably be regarded as benefiting directly or indirectly from any material benefit received by that person, being either a member of the Trustee's family or household or a person or body who is a business associate of the Trustee, and (for the avoidance of doubt) does not include a company with which the Trustee's only connection is an interest consisting of no more than 1% of the voting rights
 - 'constitution'** means the Memorandum and the Articles and any special resolutions relating to them

'custodian' means a person or body who undertakes safe custody of assets or of documents or records relating to them

'electronic means' refers to communications addressed to specified individuals by telephone conference call, fax or email or, in relation to meetings, by telephone conference call or video conference or similar virtual means

'financial expert' means an individual, company or **firm** who is authorised to give investment advice under the Financial Services and Markets Act 2000

'financial year' means the Charity's financial year

'firm' includes a limited liability partnership

'indemnity insurance' has the meaning prescribed by the Charities Act

'material benefit' means a benefit, direct or indirect, which may not be financial but has a monetary value

'Member' and **'Membership'** refer to company membership of the Charity

'Memorandum' means the Charity's Memorandum of Association

'month' means calendar month

'nominee company' means a corporate body registered or having an established place of business in England and Wales which holds title to property for another

'the Objects' means the Objects of the Charity as defined in Article 1

'ordinary resolution' means a resolution agreed by a simple majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold a simple majority of the voting power. Where applicable, 'Members' in this definition means a class of Members

'resolution in writing' means a written resolution of the Trustees

'Secretary' means a company secretary

'special resolution' means a resolution of which at least 14 days' notice has been given agreed by a 75% majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold 75% of the voting power. Where applicable, 'Members' in this definition means a class of Members

'taxable trading' means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax

'Trustee' means a director of the Charity and **'Trustees'** means the directors but where a Trustee is a corporate body 'Trustee' includes where appropriate the named representative of the Trustee

'written' or **'in writing'** refers to a legible document on paper or a document sent by electronic means which is capable of being printed out on paper;

'written resolution' refers to an ordinary or special resolution which is in writing

'year' means calendar year

14.3 Expressions not otherwise defined which are defined in the Companies Acts have the same meaning

14.4 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it

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Approved Minute no.

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Teignmouth Town Council GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application:

Citizens Advice Teignbridge.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : ...Mr. First Name: Vincent.....Surname: Willson.....

Position held in the organisation: Chief Officer.....

Contact Address, including full postcode:

36-38 Market Walk, Newton Abbot, Devon TQ12 2RX.....

Contact Telephone Number: 07903 776012 (preferred) or 01626 337036

Email address:

vincent.willson@citizensadviceteignbridge.org.uk.....

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number 900012

Voluntary Organisation: ()

Other – Please specify:

Q3 When was your organisation established?

Incorporated as Teignbridge Citizens Advice Bureaux on 18 Apr 1989.....

Q4 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

Citizens Advice Teignbridge provides free, confidential and impartial advice to everyone on their rights and responsibilities. Our goal is to help people find a way forward, whatever problems they face, and to campaign for change on the issues affecting people's lives. We help people solve a broad range of issues many about money, benefits, housing and employment. We value diversity, promote equality and challenge discrimination.

Q5 If you are a subsidiary of a larger organisation, please state which one;

We are an independent charity and part of the Citizens Advice network

Q6 Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:

Memorandum of Association – copy attached.....

Q7 Previous Applications

If you have applied for and received funding from Teignmouth Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

We applied for £4,500 last year to help support general advice services for the residents of Teignmouth. It helped to support 579 residents with 2,787 issues and contributed to us being able to secure over £350,000 in additional income for local people.

Details of the project or activities you are planning

Q8 Describe the projects/activities you plan to use this grant for.

Try to be specific about what you will do and how you will do it.

We plan to deliver advice and further develop our services across the range of enquiry areas about which local people approach us. The residents of Teignmouth are living through difficult times as bills for basic needs (e.g. food, energy, clothing, housing, fuel) continue to rise steeply without a corresponding rise in income. People particularly need help with:

- maximising their income e.g. checking they are getting all the benefits to which they are entitled; helping with challenging decisions on disability benefits; checking their Universal Credit is right; moving to Universal Credit
- budgeting
- learning about and accessing the help that may be available through 'non-benefit' schemes such as fuel and food vouchers, the Household Support Funds, Discretionary Housing Payments, charitable grants

Many people struggle to find out about the financial help available and others have difficulty accessing help because of mental and/or physical health issues. We want to do more to take the advice to people; to further develop the range of ways people can access our service; to link more with social prescribing services; to ensure that people who need but cannot afford to pay privately for advice on family law issues still have access to justice; to increase face to face advice in Teignmouth. We will use the grant to support this development by resourcing the recruitment, training and supervision of volunteers and by setting up bespoke services for the residents of Teignmouth.

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

Our business planning is based on a range of socio-economic factors so that we can direct our support to those who need it most. The English Indices of Deprivation 2019 show that East Teignmouth: Town Centre and Seafront area is in the most deprived 20% of all areas nationally, and that Teignmouth Central: Landscore Road area and Teignmouth West: Hospital and Mill Lane area are in the most deprived 30% of all areas nationally. We combine this information, with local knowledge and expertise to help inform the delivery of our services. We have a 3-year business plan in place.

We can also evidence the need for advice through our work with Teignmouth clients. In the year to 31 March 2022 we advised 579 clients on nearly 3,000 issues and helped them to secure income gains of over £350,000. This compares with around 600 clients, 1,800 issues and £206,300 in income gains

in the previous year, demonstrating a large increase in the number of issues brought to us by local residents over the last year. We anticipate that, with the steep rise in the cost of living, including large increases in the cost of energy and fuel, the acceleration of the transfer to Universal Credit and the removal of mitigations which existed during the pandemic (e.g. furlough, the Self Employed Income Support Scheme, automatic renewal of disability related benefits), more of our clients will be experiencing greater hardship in the coming year. We would hope to support even more people this year than last.

Across the district we helped over 6882 clients with over 18,753 enquiries in 2021-22. Our clients are disproportionately those most vulnerable to hardship or financial pressure. About 54% of those we helped in Teignmouth had disabilities or long-term health conditions. Such clients are disproportionately affected by welfare reforms, the longer effects of the pandemic and by the rise in the cost of living.

Q9 What criteria will you use to measure the success of the project and how many people from the Town do you expect to benefit for the project/activity?

We record the number of people assisted, the number and category of issues addressed, financial outcomes (usually in benefit cases) and client profiles (including age, gender, disability, ethnicity). Case studies help show the true impact of our work, and we have included this in the attached report. We would expect around 600 people from the town to benefit from our service in 2022-23.

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

i) What kind of insurance does your organisation have?

Professional indemnity insurance up to £10,000,000 for any one claim, Personal accident insurance, Legal expenses insurance, Employer's liability insurance

ii) Do the leaders have the relevant qualifications and/or experience?

We are governed by a volunteer led Trustee Board, with the necessary skills and experience. The board is audited annually to ensure we have the right skills in place, and to avoid any conflicts of interest. There is a small team of paid staff who have the necessary skills and qualifications required to run the service.

- iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?

As part of the national Citizens Advice network we have a number of mandatory policies and procedures in place including: acceptable use of ICT; confidentiality; Data Protection; Disclosure and barring; Disciplinary; Equality and diversity policy (Staff); Equality and diversity policy (Volunteer); Ex-offenders; Financial procedures; Grievance; Health and safety; Information risk; Privacy; managing volunteer performance; Safeguarding adults; Safeguarding children; Supporting vulnerable clients and Whistle-blowing policy. We undergo a rigorous annual audit to ensure we are compliant in governance, strategic planning, risk management, financial management, people management, operational performance management, research and campaigns and equality leadership.

Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £4,500..... and provide a detailed breakdown as to how you have reached this figure.

In 2021-22, the average cost of the service per client across Citizens Advice Teignbridge was £66.42. Based on this, the cost of providing the service to Teignmouth was £38,457. The costs include, volunteer expenses, training, insurance, management, supervision, buildings, services and utilities.

Tell us how much money the project will cost in total: £ 40,000.....

This is based on full cost recovery to provide the service in 2021-22 together with an increase to take account of inflation.

How much money has been raised towards this sum: £.....

We have not had specific funding for Teignmouth this year, but have received core funding from Teignbridge District Council and Devon County Council (see below). Buckfastleigh, Dawlish and Newton Abbot Town Councils have provided financial support to support services in their areas.

Please list the amounts and sources of funds that you expect to receive for other funding sources.

Teignbridge District Council and Devon County Council core grants of £52,130 and £63,292 respectively contribute to around 50% of our core expenditure, excluding specialised project expenditure. All specialised projects are separately and entirely funded. There has not been any increase in these core grants over the last 10 years, despite soaring costs. We are reliant on supplements to these from the district's smaller councils, charitable trusts and private donors to maintain the current level of service. Over the course of the year we also apply to a variety of funders for grants, for example national lotteries and grant making trusts. Amounts vary from several hundred to several thousand pounds. There is a varying degree of success; typically, around 50% of grant applications are successful. It is difficult to predict grant application outcomes which makes running the service challenging.

Q12 Any other information which you consider to be relevant to your application.

Please find attached a report which details our work in Teignmouth over the year to 31 March 2022.

Q 13 Please give us your bank or building society account details

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: Teignbridge Citizens Advice Bureau

Sort code: ...40-52-40.....

Account number: ...00017315.....

Bank/Building Society name: CAF BANK

Bank/Building Society address:

25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ

Who are the signatories and what position do they hold in your organisation?

- 1 Name: Andrew Wilson, Position: Chair.....
- 2 Name: Martin Bullen..... Position: Treasurer.....
- 3 Name: Vincent Willson..... Position: Chief Officer.....

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. **You need to include these documents with this application.**

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of **Citizens Advice Teignbridge** (insert name of organisation):*

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: ...Chief Officer.....

Title Mr..... First Name: Vincent Surname: Willson.....

Contact address:

36-38 Market Walk, Newton Abbot, Devon TQ12 2RX.....

Contact Telephone Number: 07903 776012 (preferred) or 01626 337036

Signed: Date:

Q16 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: *W. Will* Date: 20 June 2022.....

I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data. Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect. I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.

Signed: *W. Will*

Date.....20 June 2022

Please return your completed application form to:

**Town Clerk
Teignmouth Town Council
Bitton House
Bitton Park Road
TQ14 9DF**

**Telephone: 01626 242085
Email:townclerk@teignmouth-devon.gov.uk**

GDPR and Data Protection

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

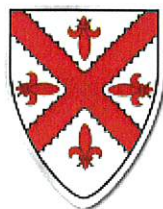
Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[Teignmouth Town Council Privacy Notice Web Link](#)

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Approved Minute no.

Office use only



Teignmouth Town Council GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application: ...**The People's Plot t/a eat:Festivals**

Name of your project (if this is different):

eat:Teignmouth

Name of contact for this application

Title : Mrs. First Name: Beverley...Surname: Milner Simonds

Position held in the organisation: Head of Spreadsheets.....

Contact Address, including full postcode:

14 The Grove

Burnham on SeaPostcode: TA8 2PA

Contact Telephone Number: 07973 378735.....

Email address: hello@eatfestivals.org

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: () Charity Registration Number

Voluntary Organisation: (x)

We have delivered two food & drink festivals successfully in Teignmouth in 2021 and 2022. We undertook a post event feedback survey and feedback from residents, visitors and businesses was almost universally positive.

We are seeking support for a further 2 festivals in 2023.

One during the summer season acting a pull for day visitors and a 'local to home' option for residents.

And the winter one as a kick start to your festive season.

Please state how you have identified this need and how the project will benefit the people of Teignmouth, together with the estimated time span.

We have identified that these events are popular with residents, visitors, local businesses and the producers who attend.

These are one day events, but we know that local businesses find new producers to stock at the events, the producers find new regular customers and Teignmouth's profile is raised regionally.

We support Social Responsibility by:

Providing well marketed, busy, well run trading opportunities that are affordable and prioritising those based in the local area.

We support Community Involvement by:

Offering free of charge pitches to community groups looking to deliver their social and charitable aims at the festivals

We aim to book producers from within 30 miles of Teignmouth

We Foster Local Talent and Skills by:

Working with local providers for our stewarding team, waste management and entertainment.

We promote a Green, Clean and Safe town by:

We have policies for waste, recycling, resource management, travel, transport and energy - these go far beyond being single use plastic free.

We submit a robust and thorough event management plan with our license application

Please provide the following information –

- i) What kind of insurance does your organisation have?
Public and Employers Liability Insurance. Employers is to cover hired stewards and any volunteers
- ii) Do the leaders have the relevant qualifications and/or experience?
Yes, this is our 10th year of running events such as this
We have successfully delivered over 80 events in that time
We have won over 30 regional and national awards for our work
- iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?
Our event management plan and operating processes comprehensively address the risks and mitigations associated with running such an event

Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested **£1500.00** and provide a detailed breakdown as to how you have reached this figure.

We are asking for a contribution towards the running costs of the event. This includes the stewarding, advertising, waste management, entertainment and insurance.

A breakdown is given in the attached spreadsheet

We are unable to expand the event area further so cannot safely accommodate more stalls.

We don't want to raise our pitch fees as we want to ensure affordability for micro and small businesses.

Tell us how much money the project will cost in total: £...7,880.....

How much money has been raised towards this sum: £...6.380

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of The People's Plot .(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: ...Head of Sparkle.....

Title Mrs. First Name: ...Sarah Surname: Milner Simonds

Contact address:

14 The Grove

Burnham on Sea

Postcode: TA8 2PA

Telephone: ...07771 665445.....

Signed:  Date: 07 09 2022...

Q16 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

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The People's Plot

CONSTITUTION

1. TITLE.

The group shall be called: - The People's Plot

2. AREA OF BENEFIT.

The area to be served by the group is: The geographical area of Somerset.

3. AIMS AND OBJECTIVES.

To encourage the social, environmental and economic regeneration of communities by enabling a more tangible connection with The Land. Promoting local food, farming and horticulture.

4. NATURE OF GROUP.

4.1 The People's Plot will be an un-incorporated body.

4.2 The People's Plot will be independent and not under the control of any Local Authority or other outside body.

5. MEMBERSHIP.

5.1 Full membership (voting rights) will be open to :-

Food and drink businesses, farmers, growers, community groups with similar interests as ours.

5.2 Representative members (non-voting) will be sought from other agencies as required.

A list of members will be drawn up and updated annually.

6. OFFICERS AND MANAGEMENT COMMITTEE

6.1 The group will be governed by a management committee comprised of members of The People's Plot

6.2 The committee will elect the following officers at the Annual General Meeting :-

Chairperson
Treasurer

Secretary

- 6.3 The committee will have the power to co-opt up to three more people.
- 6.4 The committee will have the power to invite representatives from appropriate agencies as advisors who will be non-voting.
- 6.5 There shall be a quorum of 2 members required to be present at a meeting.

7. MEETINGS OF THE MANAGEMENT COMMITTEE

The management committee shall hold at least 3 ordinary meetings per year.

8. ANNUAL GENERAL MEETING

There shall be an annual meeting of the membership which shall be held in the month of December in each year or as soon as practicable thereafter.

9. ACCOUNTS AND FINANCIAL YEAR

- 9.1 The People's Plot shall have a bank account in its name.
- 9.2 The signatories of one of the Committee Members shall appear on any cheque or other means of withdrawal.
- 9.3 The financial year shall run from 1 January to 31 December.
- 9.4 The accounts will be audited annually by an independent body.
- 9.5 The annual accounts shall be laid before members at the AGM.
- 9.6 In the event of the Scheme ceasing to exist the remaining funds and assets of the group will be used for furthering food education and growing within Somerset.

THIS CONSTITUTION WAS ADOPTED ON 01 JUNE 2012 BY THE MEMBERSHIP
OF THE PEOPLE'S PLOT

SIGNATURE  CHAIR.

DATE: ..01.06.2012

The People's Plot t/a eat:Festivals



2021 Accounts

Prepared up to 30 November 2021

Opening balance			£ 1,141.13
Income			
Advertising	£ 180.00		
Sponsorship	£ 36,104.00		
Grants	£ 43,340.00		
Stall revenue	£ 111,728.00		
Total		£ 191,352.00	
Expenses			
Operations	£ (39,167.00)		
Licenses	£ (12,397.00)		
Marketing	£ (81,050.00)		
Expenses	£ (5,263.00)		
Hire of premises	£ (6,998.00)		
Travel	£ (4,663.00)		
Telephone, web hosting etc.	£ (3,988.00)		
Total		£ (153,526.00)	
Cash in hand	£ 1,256.00		
Creditors	£ (33,340.00)		
Debtors	£ 125.00		
End of year balance			£ 7,008.13



Summer season report to Teignmouth Town Council, 2022



This was the 4th year that Promenade Promotions (Prom-Prom) Limited had provided entertainment on Teignmouth promenade.

After an extremely successful, post-Covid season in 2021, Prom-Prom submitted a series of proposals to Teignmouth Council for the summer season of 2022 and at the Teignmouth Town Council meeting in November, a motion was passed to support 3 days of performance work by 3 performers for 6 consecutive weeks during the summer (2 days on the promenade and 1 day in the Triangle each week); in addition, the vote supported hiring the galleon, plus a festival of Punch & Judy puppetry in September. The costs were clearly set-out for this programme of work and a motion passed to support the work at this rate for the following three years.

Unfortunately, despite being passed by vote at the meeting and announced on social media, in January 2022 the council changed the agreement and reduced

the programme to just 2 performers, for 2 days a week for only 4 weeks of the summer – a reduction of more than 60%! This clearly impacted substantially on what we were able to deliver. Nevertheless, with some very hard fund-raising through local trusts and foundations, plus a small amount of local commercial sponsorship and the support of Devon County Council, we were able to use the galleon on 6 days during the summer and to bring the requisite 3rd person (myself) for most of those 6 dates. I also managed to raise the funds to support 2 local trainees aged 17 & 23, who performed in Teignmouth alongside the others on 6 occasions. It should be noted at this point, that the extra work involved in having to raise the money elsewhere has not been recouped and I only knew that I could bring the whole package just a week before the season – hardly conducive to a sense of security or confidence. Whilst I have been extremely grateful for the support of Teignmouth Town Council this year, it is not realistic for us to work under similar constraints in 2023, so I would urge the councillors to make confirmed decisions in Autumn this year for the following 2-3 years, if they wish Prom-Prom to remain in residence in the town.

Seafront activities 2022



The company brought a range of self-contained outdoor performance to perform for the passing crowds who were at Teignmouth over the summer. We used the usual location for shows next to the lighthouse and also animated the empty concave area opposite the Beachcomber (where TAAG were based

throughout the summer) with seaside games and peepboards each day. One of the peepboards had been donated to us from a local couple who had seen us work there last season and who had been keeping the boards in their flat overlooking the playpark for the previous 40 years!



The donors of the peepboard enjoying it back on the promenade, where it started 60 years ago!

Prom-Prom managed the spaces – decorating them with banners, jolly flags and bunting, as well as benches and mats for seating. The programmed work was all family-friendly, accessible, interactive acts. A range of performers presented work non-stop from 11-4.30 each day, including Punch & Judy, flea circus, storytelling, music, puppetry, seaside games, clowning, stilt-walking, juggling, and bubble-blowing.



Professor Gayton' Punch & Judy



Uncle Tacko's Flea Circus



The trainees – 'Major Lavish' & 'Nomin' performing





The games team (including 2 extra local youngsters who volunteered to join us during the season!)



The seaside peep-board donated to us by a local couple

Teignbridge District Council generously supported us with permissions to use the space and also 2 parking spaces on the Upper Den, as required. The support of the staff on site was terrific – they were positive and pro-active at all times and a real bonus for us.

In addition to the performances and seaside games, we redeveloped the 2nd Grand Pier ‘sentry box’ as a peepshow, with pictures of old Teignmouth seafront – we collaborated with Teignbridge Heritage Museum to create a permanent, additional attraction to the infrastructure of the promenade. As a result, we were once again featured on BBC’s Spotlight programme and the

venue was the backdrop for a 5-minute article that went out on prime-time television: <https://youtu.be/79oQXLhASWk>.



The Grand Pier 'Peep-box'

Impacts

We were enthusiastically received by tourists, residents and traders alike. Many came up to us after the performances and said that we had made their trip to the Teignmouth more enjoyable. Some had clearly travelled specifically for the free entertainment and watched every show during the day, sometimes on consecutive weeks - some even said that they came to Teignmouth only because we were performing there!

The extremely hot weather impacted on many resorts in south Devon and most locations found that numbers along the promenades were rather less than usual because there was not shade from the burning heat. Nevertheless, our shows were generally well-attended and we did not lose any days to rain this summer.



We made minimal impact upon the resources of the space – providing the decoration, the seating, the programming & scheduling, in-house.

We reached very large numbers of people visiting Teignmouth and added to the experience of the area as an attraction. On each of the commissioned 8 days, we performed 4-5 times per day to audiences that averaged 150 per show (i.e. approximately 5,000 people); in addition, we performed to twice that number as we performed walkabouts along the promenade with the galleon, puppets and bubbles. As a result, we reached approximately 15,000 people during our programme of work in Teignmouth.

We also reached very large numbers on social and broadcast media.

We provided employment opportunities for local acts and animated the space effectively once again, becoming a feature of Teignmouth's summer season.

'The Sunshine Follies' training programme 2022

(supported by the Helen Foundation & Exeter Community Arts Grants)



Nomin, Sergeant Spike & Major Lavish rehearsing at Theatre Alibi's Emmanuel Hall

2 young practitioners were trained for 2 weeks and then employed, alongside their trainers, as professional performers throughout the summer holiday period at a variety of south Devon locations. An open call went-out to local, emerging artists in June 2022 and we received a number of written applications. We invited 6 of these to attend an audition workshop in the studios of the University of Exeter. From these applicants, we selected our 2 trainees, who both happened to be base in Dawlish. They trained with Prom-Prom for 10 days over the course of July, working with experienced, local, professional practitioners to learn skills in street arts and seaside performance. In addition, they received self-employment training from staff members of Theatre Alibi - including, contracting, invoicing, risk assessment, health & safety and self-promotion. The training took place in 3 different locations in Exeter – key cultural institutions who supported the project through their in-kind contribution of rehearsal space. The trainees received their training at the University of Exeter's drama studios, Exeter College's Centre for Creative Industries and Theatre Alibi's Emmanuel Hall. This gave the trainees experience of significant cultural facilities in the city.



Following their training, each of the trainees was provided with 10 days of professional employment to perform alongside their tutors at different locations in South Devon - Teignmouth Promenade, Exeter Quayside, Dawlish Lawn, Torquay Banjo area, Exeter Cathedral Green. They performed routines of head-turning, escapology, blade box, puppets, stilt-walking, seaside games, as well as barking crowds and interacting. They were interviewed by local and regional press and media They had to load and unload the van, as well as invoice for their work. Throughout, they each kept a blog of their activities. It was exhausting, but I believe transformative to their practice! They are now equipped to be able to develop freelance careers in the arts and both of the trainees have subsequently indicated that their training has been inspirational to their future careers.



The training programme has been nominated for an 'Impact Award' by the University of Exeter and the winners will be announced at a gala dinner in October (Councillors Phipps and Cox have been invited to this ceremony, along with Roger Kirk of the Helen Foundation and myself). We very much hope that Teignmouth will remain one of the key partners of this training programme into the future and the financial support of the council in matched funds remains an integral part of the structure of this programme. Without committed support being in place by mid-November, the training will not be able to happen in Teignmouth in 2023.

Here is a link to a short evaluation film about the training programme (some of which is set in Teignmouth): <https://www.youtube.com/watch?v=fJxhu2ptjYQ>

Conclusions

- The regular programming of activities in Teignmouth during each week of the summer holidays, with family-friendly, variety-based shows, works extremely well and has built a momentum for audiences and traders alike. It has attracted enormous support from the public and great interest from the media.
- We seem to have found an efficient and light-footed model of working which can be repeated relatively easily throughout the season and without substantial cost.
- It is essential for there to be enough financial support to enable a minimum of 3 professional performers and for this funding to be in place early enough to secure the commitment from the company and provide the necessary matched funding for us to lever other funding from alternative sources. (The reality is that we have already been approached by Exeter, Dawlish and Torquay to consider extending what we might do for them in the future – it would also be true to say that we could not continue in Teignmouth on the current financial basis).
- We would be keen to repeat the model next year and would welcome the chance to extend the number of days in Teignmouth, as had originally been agreed for the 2022 summer.
- It would be good to consider ways in which we might develop other strands of the work, such as the permanent regeneration of physical infrastructure on the promenade, (as we have done over the past 2

years with the sentry boxes,) through creative practice and also how we might permeate into the town with regular activities in the Triangle and/or a suitable seasonal festival such as Punch & Judy, or storytelling.

- The training programme fits very neatly into this model and we hope to continue this in the future, but this requires committed funding, which we can then use to match other sums.
- 2022 was another highly successful season in Teignmouth and I hope that we shall be able to build upon it for the future.



The team, 2022

NB The accompanying financial proposals for 2023 show the costs for different models of work that Prom-Prom could provide next summer: these would need to be agreed by Teignmouth Council by mid-November if the summer schedule of work is to go ahead as planned.

Tony Lidington
Artistic Director
Promenade Promotions (Prom-Prom) Limited
8th October 2022

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Teignmouth models of summer entertainment for 2023-2025 by Prom-Prom

Assuming that TTC confirms funding for the next 3 years, these sums would be kept at this rate for 3 years. If only year-by-year can be agreed, then the costs will have to increase year-by year.

The following models are shown on the spreadsheet:

Model 1 shows the basic outline of 3 artists for 3 days per week for the 6 weeks of the summer holidays.

Model 1a shows the same basic outline PLUS animating The Triangle for 1 day per week (precise day TBA).

Model 1b shows the same as Model 1a PLUS the assumption of a successful ACE bid for project funding for the next years and therefore shows the use of the galleon for the trainees.

Also included is a separate budgets for P&J festival:

- i. A 3-day, national Punch & Judy Festival (over an Autumn long weekend).

Model 1 (basic model without galleon or trainees)	Weekly rate	Number of weeks	Number of artists	Total	
3 days per week for 3 artists	700	6	3	12600	plus busking

Model 1a (basic model with 1 day in triangle and trainees)					
3 days per week for 3 artists	700	6	3	12600	plus busking
Including Triangle/streets for 1 day a week	300	6	1	1800	plus busking
Total				14400	

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Model 1b (this assumes a successful bid for training money)	Daily rate	Number of days	Number of artists			
3 days per week for 3 artists	700	6	3	12600	plus busking	
Including Triangle/streets for 1 day a week	300	6	1	1800	plus busking	
Galleon hire	120	12		1440	only needed on those days when trainees are performing	
Total				15840		

NB Use of galleon assumes that there is suitable safe storage available nearby.

National Punch & Judy Festival (over 1 long weekend or maybe a 1/2 term)	Rate	Days	Number	Total fees
P&J Professors	300	3	5	4500
Project Management fees	2400			
Administration fees	250	5	1	1250
Accommodation	1500			
Transport	800			
Publicity	750			
Contingency @ 5%	285			
Total including fees				10485

Prom-Prom - 4 weeks @ £600

Prom-Prom

5 people for 3 nights @ £100 each

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