



# FINANCE COMMITTEE

19 October 2023

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 **Tuesday, 24th October, 2023** at **4.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: Councillors J Atkins (Chair), L Chasteau, J Jackson, M Jackman, V Rudge and C Williams (Vice-Chair)



**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. 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 5 - 6)

To approve, sign and adopt the minutes of the Finance meeting held on XXXX.

5. **Events 2024**

To identify what events the council will directly fund during the 2024/5 financial year.

Previous events: -

Contracted summer entertainment	5,000
Armed Forces Day	5,000
Teignmouth in bloom	1,200
Battle of Britain	100
Fireworks event with Shaldon	3,750
Remembrance Sunday (inc 11/11)	550
Christmas lights switch on event.	7,500
Mayors events (inc civic service)	2,650

6. **Grant applications**

a) Teign Heritage (Pages 7 - 52)

b) Teignmouth youth choir (Pages 53 - 74)

7. **Quarter 2 budget report (draft)** (Pages 75 - 84)

To review the draft Q2 budget report. It is draft as month 6 is not yet reconciled.



8. **2024/2025 Budget planning**

To set and agree a draft meeting timetable for budget setting by the finance committee and provisional informal councillor's meetings with a view to getting is agreed at the full council on 12<sup>th</sup> December 2023.

With formal finance committee recommendation by 5<sup>th</sup> December 2023 latest.

9. **Dates of future meetings**

## TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the  
**Finance Committee**  
held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth,**  
**TQ149DF** on  
**Tuesday, 18th July, 2023 at 5.00 pm**

**Present:**

Councillors , J Atkins, L Chasteau, J Jackson and C Williams

**Absent:**

M Jackman and V Rudge

**Officers In attendance:**

Town Clerk

**80 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Jackman

**Resolved** that the apology be noted.

**81 DECLARATIONS OF INTEREST**

None were received.

**82 DISPENSATIONS**

There were no dispensations.

**83 MINUTES**

Members considered the minutes of the Finance meeting held on 29<sup>th</sup> June 2023.

**Resolved** that the minutes of the Finance meetings held on 29<sup>th</sup> June 2023 be approved and signed as a correct and accurate record of the meeting.  
Proposed Cllr Williams Seconded Cllr Chasteau Unanimous.

**84 Grant applications**

**85 STANDING LONGER TERM GRANTS**

**Museum**

It was resolved to pay the museum a grant of £2,000 together with a copy of our new grants policy and that they will need to apply annually going forward.  
Proposed Cllr Atkins Seconded Cllr Chasteau Unanimous

**Heartbeat**

It was resolved to pay Heartbeat a grant of £600 together with a copy of our new grants policy and that they will need to apply annually going forward.

Proposed Cllr Jackson Seconded Cllr Atkins Unanimous

**86 New Grant applications**

**86.1 TAAG**

It was resolved to pay a grant of £1,500.

Proposed Cllr Williams Seconded Cllr Jackson Unanimous

**86.2 Teignmouth Carnival**

It was resolved that the application was ineligible as it does not meet the council's current policy/criteria

Proposed Cllr Atkins Seconded Cllr Chasteau Unanimous

It was suggested that sources such as district councillors funds may be an option.

**87 TIB FUNDING**

It was resolved to; Vire any unspent monies from the TIB gardening workshop budget and the proportion of the decorative features town budget allocated to flower planting and unspent. Into the TIB budget line.

Proposed Cllr Atkins Seconded Cllr Chasteau Unanimous

**88 REVIEW OF BUDGET OUT TURN FOR Q1 2023-4**

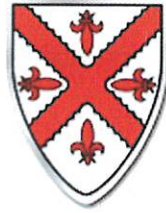
The Q1 budget was reviewed and a number of minor anomalies will be investigated by officers.

The meeting was closed by the Chairman at Time Not Specified

.....  
Cllr

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: Teign Heritage

.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : Mr..... First Name: Malcolm...Surname: Tipper

Position held in the organisation: Centre Manager

Contact Address, including full postcode: Teign Heritage Centre, 29 French

Street, Teignmouth .Postcode: TQ14 8ST.....

Contact Telephone Number: 01626 777041

Email address: info@teignheritage.org.uk

### About your organisation

### Q2 What type of organisation are you?

Tick (✓) relevant category:

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

Voluntary Organisation: ( )

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.

The Teign Heritage Centre is the home of Teignmouth and Shaldon Museum and is the keeper of the history and heritage for the local community. In addition to the galleries that reflect aspects of the development of Teignmouth and Shaldon it provides an archive service for local residents and those living further afield. Local schools are offered educational opportunities at the museum along with plans to introduce holiday workshops for children local residents. The Museum also has a space, the Teign Room which we hire to local community groups and alongside the traditional Yoga and exercise classes we also provide a space for amongst others Carers groups.

**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.

Until 2021 Teign Heritage received an annual grant of £2500 to be used for general running expenses. It was then apparently dropped from those organisations that received an annual grant. We were not informed of this change until earlier this year. ....



**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.

The Teign Room mentioned earlier has a dividing partition enabling groups to use the room whilst the Museum is open to visitors. Recently we received an estimate of over £4000 that would be needed to replace/repair the existing partition which is now old and has been extensively used. We are seeking a grant to contribute to the cost of replacing/repairing these dividing doors so that we can continue to enable local community groups access to these facilities. ....

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 Teign Room is extensively used throughout the year and unless the dividing doors are repaired/replaced it would mean community groups such as U3A, Devon Carers, The Young Ones (a group for carers of early onset dementia sufferers) Purple Pebbles and the regular Karate and fitness groups would need to seek accommodation elsewhere and probably at higher hire charges.

The life span of a new partition would we estimate be 10 years,

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**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 Criteria: Continued and increased use of our Community facility

A rough estimate would be that 500 people from the town over a year would benefit.

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**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? Employers Liability, Public Liability Property Damage and

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

Curator has 20+years Museum experience  
Centre manager 10 years experience as a Senior manager

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

...Health and safety , Safeguarding, Risk Review and management, Mission Statement, Aims and Objectives, Equal Opportunities, Environmental Sustainability...and many more

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**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.

This would be a contribution to the estimate received of £4000 see copy

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Tell us how much money the project will cost in total: £4000

How much money has been raised towards this sum: £0

Please list the amounts and sources of funds that you expect to receive for other funding sources. Normal income from admission charges, membership subscriptions and donations

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

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**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

.....

Bank/Building Society address...41 Courtenay Street, Newton Abbot TQ12  
2QW.....

.....

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

1 Name ...Richard King..... Position Chair of Trustees ...

2 Name Lin Watson.....Position Curator .....

3 Name Malcolm Tipper..... Position Centre Manager

.....

**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*

*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:

Curator.....  
.....

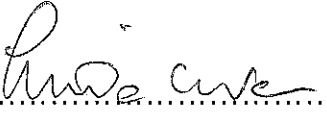
Title Mrs First Name: Lin Surname: Watson

Contact address:

29, French Street Teignmouth Teignmouth  
8ST

Postcode: TQ14

Telephone: 01626 777041

Signed:  Date: 15-9-23

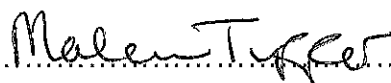
**Q16 Signature of Person Completing the Application**

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: ..... Date: .....

*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  Date 12.09.23

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](#)

Teign Heritage Centre  
29 French Street  
Teignmouth  
Devon  
TQ14 8ST



Quote No.: EGTH 9197  
Date: 14<sup>th</sup> August 2023

Dear Theresa,

**Re: 1<sup>st</sup> Floor Function Room.**

I have pleasure in providing you with our quotation to supply new parts and to carry out the repairs to the Moveable Partition.

Our quotation is as follows to attend site and carry out the remedial rectification works.

**Scope of works:**

2no. Operatives to attend site.

- To remove the escapement track section.
- To take down 5no Panels remove the defective twin point trolleys, Trolley Stem holders.
- Install New trolleys in all 5no. panels (10 x Trolleys). Install new Trolley stem holders in panels 1, 3 and 4. (6 x Trolleys Stem holders)
- Dismantle panel 3, remove defective mechanism and install a new mechanism and seal carrier push rods.
- Re-assemble panels and install panel back into the track system and re-align with other panels.
- Test panels for correct operation.
- leave in good working order.

Site to be left clean and tidy.

All Waste materials to be removed off site and taken to Re-cycling Facility.

Our price to supply new parts and to carry out the above works would be £3,485.00+ VAT.

I hope the above quotation meets with your approval and I am successful in securing business with you and look forward to hearing from you shortly.

Yours sincerely

Tom Hand

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**Company No: 5874265**

**Charity No: 1116204**

Companies Act 2006

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**MEMORANDUM and  
ARTICLES of ASSOCIATION**

**- of -**

**TEIGN HERITAGE**

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**Incorporated on 12<sup>th</sup> July 2006**

(as adopted by Special Resolution dated 16 December 2019)

*[based on the Charity Law Association model (3<sup>rd</sup> edition)]*

**TOZERS**  
Solicitors LLP

[www.tozers.co.uk](http://www.tozers.co.uk)

Charities & Social Enterprises team  
Exeter EX1 1UA

Tel: 01392 207020  
[r.king@tozers.co.uk](mailto: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

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**Name of each subscriber**

**Authentication by each subscriber**

Mrs Beryl Rhoda King

*legd Beryl King*

Ms Anna Francesca Leatherdale

*legd A Leatherdale*

Mr David Postlethwaite

*legd D Postlethwaite*

Mrs Mary Purchase

*legd M Purchase*

Mr Colin Trigger

*legd C Trigger*

Mrs Patricia Warner

*legd P Warner*

Dated: 5<sup>th</sup> 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'**<sup>1</sup>) 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

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<sup>1</sup> 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



**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 2022  
for  
Teign Heritage  
(A Company Limited by Guarantee)

Greenwood Accountancy Ltd  
5 Pellew Arcade  
Teignmouth  
Devon  
TQ14 8EB

Teign Heritage

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for the Year Ended 31 October 2022

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## Teign Heritage

### Report of the Trustees for the Year Ended 31 October 2022

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 2022. 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).

#### **CHAIR'S SUMMARY**

The Trustees are pleased to present their annual report for the year to 31 October 2022. As I write, worries over the pandemic seem to have long receded, but its impact continues, not least on our ability to attract visitors to the Museum and hirers to our excellent Teign Room. And there have been other challenges, as you will read below. But there have been positive developments and Teign Heritage remains in good heart.

Financially speaking, we have weathered the storm remarkably well, but we still need to plan for the future against ever 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 and businesses where possible. Other facilities include accessible toilets, baby changing facilities, a lift and roof terrace and a revamped retail offer. 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 want to thank Lou Bagnald (former Curator and Trustee, who resigned in the summer), Lin Watson (Senior Archivist - since reappointed Curator - as well as being a Trustee) and Malcolm Tipper (our new Centre Manager) for the many hours they have given, unpaid, to the running of the Museum. This is in addition to their roles as joint Duty Managers with Theresa Killoran and now Geoff Wood, Jo Hyde and Jenny James - a vital role for which we thank them all.

All the Trustees play their part but, as noted below, Ian Mitchell has also given up a great deal of time to the buildings and compliance side, while Barrie Dennett, in addition to his work on HR and other matters, has been largely responsible, with the help of the Treasurer and the former Curator, for bringing these accounts to public view. He has built on the work of former trustee Peter Maberly to show more clearly how we are doing, both in our work as a charity and in the 'business' side that pays for that work. In 2022 Jamie Evans, being by some margin the youngest trustee and the only one working full time, was reappointed for one more year - to the maximum allowed by our constitution. His insight and experience in economic evidence, policy and strategy at County level continues to be invaluable.

Malcolm, one of our archivists, had taken on the role of volunteer coordinator and joint duty manager early in the year but, following Lou's departure, he was appointed interim Centre Manager, a role that was confirmed after the year-end. He and the Trustees made other changes to the management team, as described below.

The continued success of Teign Heritage - despite the challenges that everyone has had to face because of the ongoing pandemic - is due to the dedicated work of our many volunteers including archivists, stewards and the education team. We are very grateful for the contributions of the Museum Management Committee, now chaired by Malcolm, including Theresa Killoran (Office Manager and membership secretary); Ruth Cole (Treasurer), Jayne Adames (Volunteer Coordinator), Jenny James (Retail), Christina Siviter (compiler of 50 years stories), Geoff Wood (Webmaster) and Sarah Marshall-Maun (Education, who resigned during the summer; Eileen Simpson has since taken on a large part of this role). We should also mention Geoffrey Davis who edits our twice-yearly Journal, but there are many others who do important work in the background.

### **Buildings management and compliance**

With a building that is, in its current form, about 12 years old, it was only to be expected that some renewal would be needed. While the exterior of the newer parts has been repainted recently, the old Georgian part needs to be tackled when funds allow.

Ian's considerable experience of buildings management and regulatory compliance remains invaluable. He has renegotiated several contracts to control our spending and advised on a variety of compliance and other issues, and he has overseen a lot of work or carried it out himself. Leaks to the modern flat roof and tower during heavy storms remain a concern as they are difficult to trace.

In the previous financial year, we tried introducing a 'coffee hub' as an added attraction for visitors to increase our income, but it did not give us the hoped-for benefits and was discontinued after the year-end. Instead, we will use the space to enhance our retail area. Our new electronic point of sale ('EPOS') till system has proved more successful, improving our record-keeping and stock-control and simplifying the way we manage and charge for our improved offer of merchandise.

A changeover to fibre broadband was a great improvement for the office, overcoming the frustrations of intermittent internet connection. And, since the year end, we have been upgrading our hardware and operating systems which we considered elderly and vulnerable.

### **Membership, footfall and charges**

At the end of the year, the number of members was nearing 330, and recruitment has continued. The very modest subscription for membership of the charity (£15 p.a., now to be increased to £18 with effect from 1.11.2023) entitles subscribers to visit the Museum as many times as they wish during the year, saving them £5 per visit, and also to use the extensive archive for research. They also receive the Friends' Journal twice a year and eight free lectures.

## Teign Heritage

### Report of the Trustees for the Year Ended 31 October 2022

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 severely affected the number of visitors that might have been expected when we finally reopened in June 2021. In 2021/22 that number (3,021) was nearly double the previous year's, but still less than before the pandemic. Overall footfall at 8,883 is well up on the previous year (2931) but still much less than the 14,000-odd numbers pre-pandemic, in part because Teign Room bookings have not yet fully recovered. School visits picked up despite the ongoing effects of the pandemic and funding shortages, and there has been excellent feedback from those who have visited.

In April 2022 we were able to hold the annual meeting of the Friends of Teignmouth & Shaldon Museum face-to-face once again, to explain what the Trustees had achieved despite the previous year's closures and the significant loss of income.

#### **Exhibitions, lectures, history walks and other local events**

Early in the year under review, the 'Shaldon Then and Now' exhibition planned for autumn 2020 finally took place. In addition to a special one for the late Queen's Platinum Jubilee, we also had "Wish you were here! At the seaside in the 50s" and "Dead famous in Teignmouth and Shaldon - Astounding inventions". The latter, suggested by the National Heritage Open Days project, highlighted eight past residents, and for one day of the exhibition we gave visitors free entry to the Museum.

We have enjoyed talks from: David Force on the History of Dawlish; Neil Howell on Teignmouth Photographers; Dr Chris Davis on Francis Danby and J M W Turner; Bileen Simpson ('a virtual stroll along the Coombe Valley'); and Dr Ian Maun on the history of cricket (which unfortunately coincided with the period of mourning after the death of Queen Elizabeth), as well as a poem presentation by Ian Chamberlain and a book signing by Mike Marshall, author of 'The Genesis Quest'.

We also hosted a visit by a history group from another town and an outreach talk on the history of the Orangery at Bitton House, once the home of the famous Admiral Pellew, Viscount Exmouth. We were glad to arrange another short season of history walks with Bob Blewitt, and visits for volunteers to St. Nicholas Priory, Ugbrooke House, Powderham Castle and the ancient church at Haccombe (for a talk by BBC naturalist Andrew Cooper). We also gave a talk to the residents of a local care home. A new development was a series of several very successful 'Teigny Tinies' workshops for the very young, with their parents.

We manned a stand at the Jubilee events on the Den organised by the Town Council, with a display of Coronation literature in one gazebo and retail items in another. Two storytelling sessions for Teigny Tinies were very well attended and Flea Circus performances by Dr Tony Lidington (Promenade Promotions) had big audiences and were a lot of fun.

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

In 2022, we again hosted part of the Teign Maritime and Shanty Festival to encourage access to the Museum and were grateful to receive another generous donation from the organisers.

There was some excitement when one of our Trustees spotted tomatoes growing in French Street just outside the Museum - a sure sign of sewage not going where it should - and contacted the Environment Agency about what proved to have been a longstanding problem. Progress was slow so we took up the case in the local press in November 2021, leading to an interview with our Curator on BBC Spotlight. Swift was the result. South West Water swung into action and, with the help of our research of old maps, investigations revealed that sewage had (literally!) been backing up from a blockage near the Teign Corinthian Yacht Club. There was a lot of history to this.

#### **Gifts and developments at the Museum**

During the previous year we had heard of 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). Sadly, we could not accommodate them at the Museum (even if we had space), since they had no apparent connection with Teignmouth or Shaldon. As they were not part of our Collection, the Trustees agreed to sell the items at auction.

## Teign Heritage

### Report of the Trustees for the Year Ended 31 October 2022

A former volunteer, Pat Dawson, gave us a collection of local prints and we received more items to add to the Geoff Bladon collection from Christine Hudson, née Bladon. We also received part of a cannon from Simon Burton who as a teenager had discovered the Church Rocks Wreck (featured on the Time Team television programme in 1995), to add to our impressive collection from that find. We were given a few relevant items for the late Queen's Platinum Jubilee last June, including a large Jubilee flag from Teignmouth Social Club.

Going in the opposite direction, we handed over to Wirral Transport and Heritage Tramway in Birkenhead the model steam traction engine, named the "Royal Chester" (the original engine having appeared at the Royal Chester Show), as it had no real connection with Teignmouth or Shaldon. The staff at the Wirral were delighted to add it to their collection.

We were privileged to be selected as the recipient of one of the 350 splendid, embossed vases from the Queen's Green Canopy 'Tree of Trees' displayed outside Buckingham Palace for the Jubilee. Ours is one of just eight that came to Devon. On 2 December the tree it contained was planted with due ceremony at Easteliff Park, and on behalf of Teign Heritage our Chairman accepted the aluminium 'bucket' from one of the Deputy Lords Lieutenant, Group Capt. Gordon Evans, promising that it would not be used as a waste bin. Plans are afoot for it to be displayed on the 'Terrasse' with a suitable small tree and an explanatory plaque.

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.

#### **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 2022

#### **FINANCIAL REVIEW**

##### **Summary**

The finances have been managed by a treasury team now led by Barrie Dennett (Trustee), with Lou (until her resignation as Curator and Trustee), Ruth (Treasurer) and Theresa (Membership Secretary, now Office Manager) and most recently Malcolm as Centre Manager. Barrie has been instrumental in simplifying our management accounts so as to improve our decision-making.

The accounts show that income for the year was £37,683 (2021: £119,164) and expenditure £35,420 (2021: £93,247) which produced a surplus of just £2,263 (2021: £25,917). This was better than we had forecast. We had expected a return to something approaching normal after the previous year, when we received exceptional grant income - almost £100,000 - for specific projects, which had to be spent.

Expenditure has since returned to more normal levels and is kept under careful control. We have tried to battle the huge rise in utility costs brought about by the Russian invasion of Ukraine, although we have to ensure that the galleries in the Museum are maintained at a constant temperature.

Unsurprisingly, income from admissions, shop sales, rentals, education and fund-raising was much higher, by some £12,000, than in the previous year that was so badly affected by the pandemic. But subscription income fell by just over a quarter although there has been an improvement since the year-end.

It is clear that, as things return to somewhere near normal, we need 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	2021-2	2022-23
Income	£32,536	£39,064	£41,860	£33,722	£11,9164	£37,683 3	Forecast under review
Expenditure	£30,605	£37,554	£49,898	£49,569	£93,247	£35,420 0	Forecast under review
Surplus/(deficit)	£1,931	£,1510	(£8,038)	(£15,847)	£25,917	£2,263	a deficit is forecast

Despite the difficulties caused by the previous 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.

##### **Grants and funding**

We remain very grateful for the ongoing support from Shaldon Parish Council. For several years we have enjoyed a valuable annual grant from Teignmouth Town Council, but in the year under review, and to date, it has not been forthcoming. Unfortunately Teignbridge District Council withdrew its support for the SW Development Fund so we are no longer eligible to apply to that. But we have been very pleased to receive donations from several Councillors out of their community funds towards a flood defence barrier for the rear doors of the Museum, the purchase a new Union Flag for our flagpole and events connected with the late Queen's Platinum Jubilee. We also applied to Arts Council England via Devon Community Fund for support for our Jubilee events but were unsuccessful.

Lou Bagnald as former Curator took advantage of every opportunity to attract funding, and Malcolm Tipper has continued that work, seeking a grant (approved after the year-end) under the New Audiences New Stories scheme to work with Teignmouth Rugby Club as it prepares to celebrate its 150th anniversary in 2024.

##### **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, the pandemic and the Ukraine war. This last prompted a decision to liquidate some investments, but in the event they were reinstated.

## Teign Heritage

### Report of the Trustees for the Year Ended 31 October 2022

#### **Reserves Policy**

A formal policy on reserves 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 over the last two years, we are ahead of our reserves target, with total free (unrestricted) investments and cash at over £91,000. But, although redundancy costs are not an issue 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.

#### **FUTURE PLANS**

##### **Looking ahead**

Work continues with the Devon County Archaeologist on a proposal, under the Tide project, for a virtual reality set and screen of a World War Kite Balloon and a new on-screen display of a dive on the Church Rocks Wreck mentioned above.

Proposed exhibitions in the current year are on Regency Teignmouth and the chequered history of Higher Brook Street, not far from the Museum.

We are looking to recruit more volunteers, including Trustees, with the necessary skills in education, finance and social media. We also hope to appoint three more Management Committee members to represent the Front of House Volunteers, the Education/Non-Assigned volunteers and the Archivists team.

Work is progressing on updating our policies and procedures in line with the requirements for the new Accreditation Standard from Arts Council England. But 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 resources - in terms of both funds and skilled personnel - can be found. Meantime we hope to redecorate the exterior of the older parts of the Museum, following the successful repainting of the modern 'Annexe' wing.

##### **Action Plan**

The Trustees have a 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

The plan will be further reviewed and updated in the year 2022/23. 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.

## Teign Heritage

### Report of the Trustees for the Year Ended 31 October 2022

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Structure, governance and management**

#### **Structure**

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 was able to dispense with the word 'Limited' in its name.

The company was established under a Memorandum and Articles of Association which set out the objects and powers of the charity and how it is governed. In the event of its being wound up, its members (who are also the Trustees) are required to contribute an amount not exceeding £10.

The directors are also the charity trustees for the purpose of charity law, so under the company's Articles they are described as Trustees. They 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 AGM up to a maximum of three consecutive terms. The Articles adopted in December 2019 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.

#### **Governance**

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.

#### **Trustees and Personnel**

The responsibility for managing the Museum and the wider charity rests with the Trustees, supported by our Centre Manager, Treasurer, Office and Retail Managers and other members of the MMC as we have explained above. 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.

In August, Lou Bagnald resigned her position as both Curator and Trustee. She had played a key role in the Museum for several years, and her departure led to some restructuring of its management, as noted elsewhere. We have not yet identified someone to replace her as Trustee. We are very conscious of the need for more Trustees, particularly on the financial side and also to replace Jamie Evans who finally retires during the current year.

As noted above, Sarah Marshall-Maun left us in the summer to devote more time to her family and business commitments. In addition to her educational role, she did much to improve our outreach on social media, and this is something that we need to expand on.

Teign Heritage

Report of the Trustees  
for the Year Ended 31 October 2022

**Risk Management**

In addition to ongoing risk assessments in regard to visitors, hirers and school visits, the Trustees annually assess the major risks to which the charity as a whole is exposed, in particular those relating to the operational areas of the charity and its finances, by identifying and ranking risks in terms of their potential impact and likelihood. The Trustees have reviewed those risks and taken such steps to mitigate them as they are able. It is fair to say that no-one foresaw the impact of a pandemic leading to the closure of the Museum but the Trustees have been careful to assess its consequences for our charity when planning ahead.

**Related parties**

There are none.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

05874265 (England and Wales)

**Registered Charity number**

1116204

**Registered office**

29 French Street  
Teignmouth  
Devon  
TQ14 8ST

**Trustees**

J A Evans  
Mrs L C Watson (Senior Archivist)  
Mrs R J Bagnald (Curator) (resigned 15.8.22)  
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



Teign Heritage

Report of the Trustees  
for the Year Ended 31 October 2022.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Treasurer - R Cole**

**Curator - R J Bagnald (resigned 15 August 2022)**

**Archivist - L C Watson (reappointed Curator from January 2023)**

**Centre Manager - M Tipper (interim, confirmed January 2023)**

**Management Committee**

Jayne Adames

Lou Bagnald (Chair, resigned 15 August 2022)

Ruth Cole

Jenny James

Theresa Killoran

Sarah Marshall-Maun (resigned 30 September 2022)

Bileen Simpson

Christina Siviter

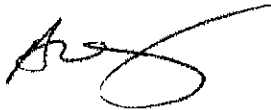
Malcolm Tipper (Chair from September 2022)

Lin Watson

Geoff Wood

Richard King (Chair of Trustees) also attends

Approved by order of the board of trustees on 18 April 2023 and signed on its behalf by:



A R G King - Trustee

Independent Examiner's Report to the Trustees of  
Teign Heritage

**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 2022.

**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

18 April 2023

Teign Heritage

Statement of Financial Activities  
for the Year Ended 31 October 2022

	Notes	Unrestricted funds £	Restricted funds £	31.10.22 Total funds £	31.10.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		9,219	3,507	12,726	104,915
<b>Charitable activities</b>					
General		19,008	-	19,008	11,395
Other trading activities	2	5,949	-	5,949	2,850
Investment income	3	-	-	-	4
<b>Total</b>		<u>34,176</u>	<u>3,507</u>	<u>37,683</u>	<u>119,164</u>
<b>EXPENDITURE ON</b>					
Raising funds		3,808	-	3,808	1,148
<b>Charitable activities</b>					
General		23,123	8,489	31,612	92,099
<b>Total</b>		<u>26,931</u>	<u>8,489</u>	<u>35,420</u>	<u>93,247</u>
Net gains on investments		5,259	-	5,259	-
<b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	9	12,504 16,476	(4,982) (16,476)	7,522 -	25,917 -
<b>Net movement in funds</b>		<u>28,980</u>	<u>(21,458)</u>	<u>7,522</u>	<u>25,917</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		91,365	841,190	932,555	906,638
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>120,345</u>	<u>819,732</u>	<u>940,077</u>	<u>932,555</u>

The notes form part of these financial statements

Teign Heritage (Registered number: 05874265)

Balance Sheet  
31 October 2022

	Notes	Unrestricted funds £	Restricted funds £	31.10.22 Total funds £	31.10.21 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	2,225	811,631	813,856	822,113
Investments	7	68,017	-	68,017	37,759
		<u>70,242</u>	<u>811,631</u>	<u>881,873</u>	<u>859,872</u>
<b>CURRENT ASSETS</b>					
Stocks	8	3,097	-	3,097	3,097
Cash at bank and in hand		47,006	8,101	55,107	69,586
		<u>50,103</u>	<u>8,101</u>	<u>58,204</u>	<u>72,683</u>
<b>NET CURRENT ASSETS</b>		<u>50,103</u>	<u>8,101</u>	<u>58,204</u>	<u>72,683</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>120,345</u>	<u>819,732</u>	<u>940,077</u>	<u>932,555</u>
<b>NET ASSETS</b>		<u>120,345</u>	<u>819,732</u>	<u>940,077</u>	<u>932,555</u>
<b>FUNDS</b>					
9					
Unrestricted funds:					
General fund				88,345	59,365
Designated Fund - Annex Development and Maintenance				32,000	32,000
				<u>120,345</u>	<u>91,365</u>
Restricted funds:					
Restricted Fund - Annex				811,631	819,146
Restricted Fund - Acquisitions				568	568
Restricted Fund - Others				7,533	5,776
National Lottery Heritage Fund				-	10,600
Arts Council Recovery Fund				-	5,100
				<u>819,732</u>	<u>841,190</u>
<b>TOTAL FUNDS</b>				<u>940,077</u>	<u>932,555</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2022 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

Teign Heritage (Registered number: 05874265)

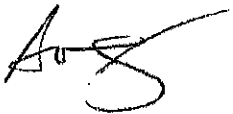
Balance Sheet - continued  
31 October 2022

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 18 April 2023 and were signed on its behalf by:



A R G King - Trustee

The notes form part of these financial statements

## **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.

Teign Heritage

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2022

**2. OTHER TRADING ACTIVITIES**

	31.10.22	31.10.21
	£	£
Fundraising events	1,089	418
Sales of purchased goods	4,860	2,432
	<u>5,949</u>	<u>2,850</u>

**3. INVESTMENT INCOME**

	31.10.22	31.10.21
	£	£
Deposit account interest	-	4
	<u>-</u>	<u>4</u>

**4. NET INCOME/(EXPENDITURE)**

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

	31.10.22	31.10.21
	£	£
Depreciation - owned assets	8,257	8,504
	<u>8,257</u>	<u>8,504</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 October 2022 nor for the year ended 31 October 2021.

**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. TANGIBLE FIXED ASSETS**

	Long leasehold £	Equipment £	Totals £
<b>COST</b>			
At 1 November 2021 and 31 October 2022	<u>901,805</u>	<u>10,798</u>	<u>912,603</u>
<b>DEPRECIATION</b>			
At 1 November 2021	82,659	7,831	90,490
Charge for year	7,515	742	8,257
At 31 October 2022	<u>90,174</u>	<u>8,573</u>	<u>98,747</u>
<b>NET BOOK VALUE</b>			
At 31 October 2022	<u>811,631</u>	<u>2,225</u>	<u>813,856</u>
At 31 October 2021	<u>819,146</u>	<u>2,967</u>	<u>822,113</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2022

## 7. FIXED ASSET INVESTMENTS

	Listed investments £
<b>MARKET VALUE</b>	
At 1 November 2021	37,759
Additions	24,999
Revaluations	5,259
	<hr/>
At 31 October 2022	68,017
	<hr/>
<b>NET BOOK VALUE</b>	
At 31 October 2022	68,017
	<hr/>
At 31 October 2021	37,759
	<hr/>

There were no investment assets outside the UK.

Cost or valuation at 31 October 2022 is represented by:

	Listed investments £
Valuation in 2022	5,259
Cost	62,758
	<hr/>
	68,017
	<hr/>

## 8. STOCKS

	31.10.22 £	31.10.21 £
Stocks	3,097	3,097
	<hr/>	<hr/>

## 9. MOVEMENT IN FUNDS

	At 1.11.21 £	Net movement in funds £	Transfers between funds £	At 31.10.22 £
<b>Unrestricted funds</b>				
General fund	59,365	12,504	16,476	88,345
Designated Fund - Annex Development and Maintenance	32,000	-	-	32,000
	<hr/>	<hr/>	<hr/>	<hr/>
	91,365	12,504	16,476	120,345
<b>Restricted funds</b>				
Restricted Fund - Annex	819,146	(7,515)	-	811,631
Restricted Fund - Acquisitions	568	-	-	568
Restricted Fund - Others	5,776	2,533	(776)	7,533
National Lottery Heritage Fund	10,600	-	(10,600)	-
Arts Council Recovery Fund	5,100	-	(5,100)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	841,190	(4,982)	(16,476)	819,732
<b>TOTAL FUNDS</b>	<hr/>	<hr/>	<hr/>	<hr/>
	932,555	7,522	-	940,077
	<hr/>	<hr/>	<hr/>	<hr/>



Teign Heritage

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2022

9. **MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	34,176	(26,931)	5,259	12,504
<b>Restricted funds</b>				
Restricted Fund - Annex	-	(7,515)	-	(7,515)
Restricted Fund - Others	3,507	(974)	-	2,533
	<u>3,507</u>	<u>(8,489)</u>	<u>-</u>	<u>(4,982)</u>
<b>TOTAL FUNDS</b>	<u>37,683</u>	<u>(35,420)</u>	<u>5,259</u>	<u>7,522</u>

**Comparatives for movement in funds**

	At 1.11.20 £	Net movement in funds £	Transfers between funds £	At 31.10.21 £
<b>Unrestricted funds</b>				
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>
<b>Restricted funds</b>				
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>
<b>TOTAL FUNDS</b>	<u>906,638</u>	<u>25,917</u>	<u>-</u>	<u>932,555</u>

Teign Heritage

Notes to the Financial Statements - continued  
for the Year Ended 31 October 2022

**9. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	61,514	(42,169)	19,345
<b>Restricted funds</b>			
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>
<b>TOTAL FUNDS</b>	<u>119,164</u>	<u>(93,247)</u>	<u>25,917</u>

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

	TOTAL	Assets	Bank
Annex	£811,631	£811,631	-
Acquisitions	£568	-	£568
Other:			
King Family Trust	£5,000	-	£5,000
Building maintenance	£2,320	-	£2,320
Teigny Tinies	£213	-	£213
<b>Summary</b>	<b>£819,732</b>	<b>£811,631</b>	<b>£8,101</b>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 October 2022.

Teign Heritage

Detailed Statement of Financial Activities  
for the Year Ended 31 October 2022

	31.10.22	31.10.21
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	4,732	965
Gift aid	1,494	724
Grants	6,500	103,226
	<hr/>	<hr/>
	12,726	104,915
<b>Other trading activities</b>		
Fundraising events	1,089	418
Sales of purchased goods	4,860	2,432
	<hr/>	<hr/>
	5,949	2,850
<b>Investment income</b>		
Deposit account interest	-	4
<b>Charitable activities</b>		
Admissions	7,224	3,827
Educational activities	926	57
Rental income - rooms	6,759	1,744
Other income	340	691
Subscriptions	3,759	5,076
	<hr/>	<hr/>
	19,008	11,395
<b>Total incoming resources</b>	<hr/>	<hr/>
	37,683	119,164
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Retail stock	3,808	1,148
<b>Charitable activities</b>		
Repairs & maintenance	6,905	19,575
Establishment costs	6,211	4,473
Office expenses	2,988	5,605
Other direct costs	5,027	2,691
Grant spend on events	1,449	7,401
Arts Council grant spent	-	43,063
Long leasehold	7,515	7,515
Depn of equipment	742	989
	<hr/>	<hr/>
	30,837	91,312
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	775	787

This page does not form part of the statutory financial statements

Teign Heritage

Detailed Statement of Financial Activities  
for the Year Ended 31 October 2022

	31.10.22	31.10.21
	£	£
Total resources expended	<u>35,420</u>	<u>93,247</u>
Net income	<u>2,263</u>	<u>25,917</u>

This page does not form part of the statutory financial statements

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:

**Teignmouth Youth Choir**

Name of your project (if this is different):

**N/A**

Name of contact for this application

Title : **Mrs.** First Name: **Zoe** Surname: **Moore**

Position held in the organisation:

**Secretary**

Contact Address, including full postcode:

**2 The Yannons**

**Teignmouth**

**Devon**

**TQ14 9UE**

Contact Telephone Number: **07811 341034**

Email address: **teignmouthyouthchoir@gmail.com**

## About your organisation

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: ( **No** ) Charity Registration Number .....

Voluntary Organisation: ( **Yes** )

Other – Please specify: .....

**Q3 When was your organisation established?**

**September 2023**

**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.

Youth choir for children age 7 – 16, we meet on a Monday during term time at the Alice Cross Centre. We hope to perform in the local area bring enjoyment to both the children and the audience.

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

No

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

Please state which and attach a copy:

Constitution

**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.

**N/A**

## 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.**

Teignmouth Youth Choir is a newly formed choir group for children aged 7 - 16. We meet on Monday afternoons from 1545 - 1630 throughout school term time at the Alice Cross Centre in Teignmouth.

We hope to become an active and visible group within the community of Teignmouth and surrounding areas, in order to provide both a performance platform for the choir and uplifting entertainment for audiences.

There is much evidence to support the beneficial effects of singing on children's wellbeing and mental health and this is something we are keen to promote. Through working with a professional Musical Director, learning to sing in harmonies/parts and exposure to sheet music children will develop and broaden their musical understanding and awareness. Through performing publicly they can develop their confidence, team building skills and self-worth.

The local council have offered their support to this venture as they can see the potential value of providing an opportunity for beneficial social interaction for young people in the area. There is currently no other provision of a youth choir in the town.

Our initial performances are already lined up for the end of November, firstly at the Teignmouth Christmas Light Switch on, this is in the centre of the town and attracts a large number of families. This opportunity has arisen through the interest of the local council. We hope that this performance will encourage new members to join and we will have flyers on hand with details.

Our second performance is at a local care home for residents with dementia. We hope this performance of some Christmas classics will bring enjoyment to both the residents and the children who are performing, fostering intergenerational understanding.

The aim of the choir is to be accessible to all, with a minimal fee to families of £15 per half term. We feel this is especially important in the current economic climate and at a time when families may not be able to afford one to one music lessons for their children.

If allocated this grant we would put it towards the following:

- Advertising (printing posters and flyers)
- Sheet music costs (specifically Christmas)
- Logo'd sweatshirts for performances (subsidised for low income families)

**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 project will give children in Teignmouth an extra-curricular activity outside of the school environment, something which is currently lacking in the area. It will give them the opportunity to mix with peers whom they wouldn't normally meet. We aim to keep costs to a minimum through the help of grants, making it accessible to all. The choir is newly formed, but already going from strength to strength, hopefully a project that will continue in the town for many years.

**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?**

The success will be measured by the number of children who choose to attend, something that we hope to rise in the future. However, many more local people and visitors will benefit from the choir through our public performances, the first of which is in November at the Christmas light switch on.

**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?

Insured through Alice Cross Centre at rehearsals, musical director, Ilana Jacobs holds public liability insurance through 'Musicians Union'.

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

All DBS checked.

Ilana Jacobs, Musical Director, Bachelor of Music, Royal Northern College of Music, Licentiate Trinity College London, Singing Teacher's Diploma. (Visiting Music Teacher of singing and piano for several schools in the area.)

Zoe Moore, Secretary, previous experience as Teignmouth Regatta Treasurer, Teignmouth Scouting Group Treasurer, Parent Helper at Teignmouth Beach Life-saving club, 10 years as Treasurer for local school PTA.

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

Safeguarding, Constitution. Health and Safety, Fire, First Aid all held within Alice Cross Centre.



**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 £500 (anything possible towards our start up costs) and provide a detailed breakdown as to how you have reached this figure.

Sheet Music - £100

Hoodies for children to wear at performances - £300 (Contribution towards to assist parents)

Advertising - £50 – flyers for handing out at performances.

Stage piano for performances - £700

Tell us how much money the project will cost in total: £1150

How much money has been raised towards this sum: £0

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

Children to pay £15 per half term to attend (if they can afford to)

Applied to Devon Educational Trust for up to £500 towards the above – awaiting outcome of application in November.

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

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

**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: Teignmouth Youth Choir

Sort code: 60-21-47

Account number: 58678123

Bank/Building Society name: Natwest

Bank/Building Society address

250 Bishopsgate  
London  
EC2M 4AA

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

1	Name Zoe Moore	Position Secretary
2	Name Ilana Jacobs	Position Musical Director
3	Name .....	Position .....

**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 Zoe Moore(Teignmouth Youth Choir)*

*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: Secretary

Title Mrs First Name: Zoe

Surname: Moore

Contact address:

2 The Yannons

Teignmouth

Devon

TQ14 9UE

Telephone: 07811 341034

Signed: Zoe Moore Date: 28/09/23

#### **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: Zoe Moore... Date: 28/09/23

*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: Zoe Moore.....Date 28/09/23

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](#)

Teignmouth Youth Choir

Projected Income/Expenditure 2023/24

<b>Income</b>	<b>£</b>
20 Children (hopefully this will increase, but unknown at present @ £15 per half term, six half terms in year)	1800.00
Grants – Devon Educational Trust, Councillors Community Fund, Other Grants	1000.00
<b>Total</b>	<b>2800.00</b>
<b>Outgoings</b>	
Alice Cross Centre @£15 per week (36 weeks)	540.00
Musical Director Staffing Fees @£33 per week	1188.00
Sheet music purchase/printing	300.00
Purchase of stage piano for performances	700.00
<b>Total</b>	<b>2728.00</b>

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# **Teignmouth Youth Choir Constitution**

## **1 Name**

The name of the Association is the “Teignmouth Youth Choir” (hereafter called “the Choir”).

## **2 Objects**

The objects of the Choir shall be to

- 1 Study, practise and perform a wide variety of musical styles to allow members a broad musical development.
- 2 Bring children together in a socially acceptable manner.
- 3 Entertain audiences and perform in the local community.
- 4 Instil and develop confidence and self-esteem in members by public performance.
- 5 Foster team spirit inclusion as a whole group.
- 6 Support local and national charities in fund-raising concerts.

The choir gives equal opportunities to all members regardless of faith, ethnicity, disability or gender.

## **3 Membership**

(a) Singing membership shall be open to all youths aged 7 to 16 inclusive at the discretion of the Musical Director, provided that there are vacancies in appropriate parts of the Choir.

## **4 Management**

All arrangements for concerts and other events and the control of finances shall be in the hands of the management committee. The management committee is made up of the musical director and secretary of the choir and everyone is responsible for the choir's affairs.

The Musical Director shall have the power to select the music to be sung by the Choir.

## **5 Finance**

- (i) The financial year shall end on 31<sup>st</sup> August.
- (ii) A banking account shall be opened in the name of the Choir and cheques shall be signed by any of the management committee.



- (iii) The Choir may receive donations, grants in aid and financial guarantees and tickets income for any or all of its concerts and other events may be offered for sale to the public.
- (iv) The income and property of the Choir whencesoever derived shall be applied solely towards promoting the objects of the Choir as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Choir except in payment of legitimate expenses occurred on behalf of the Choir and in payment of honoraria agreed by the management committee and any moneys not required for the immediate purposes of the Choir shall be invested in securities in which trust money may lawfully be invested with power from time to time to transpose such investments.
- (v) The financial accounts are available on request.
- (vi) Members shall pay a half termly subscription on commencement of joining the choir.

## **6 Alterations to the Constitution**

The Constitution may only be altered at any duly convened General Meeting and provided the precise wording of the proposed alteration shall have been provided in the notice of the meeting sent to committee members of the Association. Only the management committee may direct that a proposed alteration to the Constitution shall be included in the notice of a General Meeting.

## **7 Dissolution**

In the event of the Choir being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Choir.

Signed:

Signed:

Ilana Jacobs

Zoe Moore

Musical Director

Secretary

18/09/23

18/09/23





# **Teignmouth Youth Choir Children's Safeguarding Policy**

Role	Name	Email
Safeguarding Leads	Ilana Jacobs – Musical Director Zoe Moore – Secretary	<a href="mailto:Ilana_jacobs@yahoo.co.uk">Ilana_jacobs@yahoo.co.uk</a> <a href="mailto:Zoemoore1@hotmail.co.uk">Zoemoore1@hotmail.co.uk</a>

### **Worried that a child is a risk? If you think it, report it.**

If you are concerned about the safety of a child or young person and want to speak to someone, or if you are a child or young person worried about your own safety, you can contact any of the following agencies for support:

<b>MASH (Multi Agency Safeguarding Hub)</b> Tel 0345 155 1071 email <a href="mailto:mashsecure@devon.gov.uk">mashsecure@devon.gov.uk</a>	<b>LADO (Local Authority Designated Officer)</b> Tel 01392 384964 email <a href="mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk">childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk</a>
<b>NSPCC</b> Website <a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a> Tel 0808 800 5000	<b>Childline</b> Website <a href="https://www.childline.org.uk">https://www.childline.org.uk</a> Tel 0800 1111

**If you think a child or young person is at immediate risk, contact the police on 999**

## Child Protection and Safeguarding Policy

### 1. Safeguarding statement

Safeguarding is everyone's responsibility. Teignmouth Youth Choir recognises our responsibility to protect and safeguard the welfare of children and young people. We endeavour to provide a safe and welcoming environment where children and young people are respected, valued, and always feel safe.

### 2. Terminology

Safeguarding and promoting the welfare of children/young people is defined as:

- protecting children/young people from maltreatment,
- preventing impairment of children/young people's mental and physical health or development,
- ensuring that children/young people grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children/young people to have the best outcomes.

**Child Protection** is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children/young people who are suffering, or are likely to suffer, significant harm.

**Staff** refers to all those working for or on behalf of the organisation, full or part time, temporary or permanent, in either a paid or voluntary capacity, including self-employed individuals.

**Child** includes everyone under the age of 18 or 25 if a care leaver.

**Parents** refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers, adoptive parents and LA corporate parents.

### 3. Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children/young people, namely:

- Children's Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998 and subsequent data protection guidance
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children's Act 2004
- The Mental Capacity Act (2005)
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedom Act 2012
- Children and Families Act 2014
- The Care Act (2014)

- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children/young people who have special educational needs or disabilities; HM Government (2014)
- Information sharing: Advice for practitioners providing safeguarding services to children/young people, young people, parents and carers; HM Government (2015)
- Counterterrorism and Security Act 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2015)
- General Data Protection Regulations (European Union) (2017)

#### **4. The purpose of the policy:**

- To demonstrate our commitment to safeguarding and child protection to children/young people, parents, staff and other stakeholders. We recognise that all staff have a duty to protect children/young people from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child/young person is at risk of harm.
- To provide all staff with guidance on the procedures they should adopt if they suspect a child/young person may be experiencing, or be at risk of experiencing, harm. Including (by Safeguarding Leads and supporting agencies) consideration to the use of appropriate assessments and resources.
- To provide clarity and expectations on professional behaviours and ensure all staff have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check, and that appropriate records are maintained.

#### **We recognise that:**

The welfare of the child/young person is paramount:

- All children/young people, regardless of age ability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children/young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children/young people, their parents, carers and other agencies is essential in promoting young people's welfare.

#### **We will seek to safeguard children/young people/young people by:**

- Appointing a Safeguarding Leads for children/young people.
- Recruiting staff safely, ensuring all necessary checks are made.

- Sharing information about safeguarding and child protection measures with staff, parents and children/young people and other stakeholders.
- Sharing concerns with other agencies who need to know and involving parents and children/young people appropriately.
- Providing effective support and training for staff.
- Drawing on support from other agencies to manage any allegations against staff.
- Ensuring that we provide a safe physical environment for children/young people and staff, by applying health and safety measures in accordance with the law and regulatory guidance.
- Reviewing our policy and Code of Practice annually.

#### **5. Responsibilities of the Safeguardings**

- When there are concerns about the welfare of any child/young person, staff are expected to share those concerns with the Safeguarding Leads.
- The Safeguarding Leads are responsible for:
  - Monitoring and recording concerns.
  - Seeking advice and support from other agencies without delay.
  - Liaison with staff, parents (where appropriate) and other agencies.
  - Arranging appropriate child protection training for staff and ensuring all necessary checks are in place.
  - Ensuring this policy is implemented; communicated to staff, parents and other stakeholders; and reviewed annually.

#### **6. Our Code of Practice**

- Inappropriate physical contact with children/young people must be avoided. Physical contact is only appropriate in very limited circumstances. For more detailed advice please see the Guidance for Private Music Teachers set out in the Appendix to the [ISM \(Independent Society of Musicians\) Code of Conduct](#).
- It is not good practice to take children/young people alone in a car on journeys, however short, unless with the prior consent of the child/young person's parent or carer, and then only in exceptional circumstances.
- Do not make suggestive or inappropriate remarks to or about a child/young person, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing their or your own intimate relationships.
- Other than in exceptional circumstances, do not communicate directly with children/young people by email or text messages and only then with the prior consent of the child/young person's parent or guardian. If electronic communication is necessary, best practice would be to communicate directly with parents or guardians.
- Never communicate with children/young people via Twitter, Facebook or other social media.

- Do not engage in behaviour which could be construed as ‘grooming’ a child/young person (for example giving a child/young person money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards children/young people).
- Do take a disclosure of abuse from a child/young person seriously. It is important not to deter children/young people from making a ‘disclosure’ of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out in section 4 of this document. If the allegation gives rise to a child protection concern it is important to follow the ISM’s procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
- Remember that those who abuse children/young people can be of any age (even other children/young people), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting children/young people as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

#### **7. Guidance for staff on responding to a child/young person making a disclosure:**

- Stay calm.
- Listen carefully to what is said and show that you are taking it seriously.
- Find an appropriate and early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Tell the child/young person that the matter will only be disclosed to those who need to know about it.
- Allow the child to continue at their own pace.
- Ask questions for clarification only and avoid questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Make no judgement about what you have heard.
- Record in writing what was said, using the child’s own words as soon as possible – include the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies.

#### **8. How to report your concerns**



- Staff could have their suspicion or concern raised in several ways, the most likely of which are:
  - The conduct of another member of staff or adult.
  - A disclosure from a child/young person.
  - Bruising or evidence of physical hurt.
  - Unusual behaviour by a child.
- Any concerns should be reported immediately to the Safeguarding Leads, who should seek advice and support from other agencies without delay.
- If a child in your care has suffered a serious injury as a result of abuse, seek medical attention immediately and then inform.

#### 9. Urgent enquiries

- If you believe that urgent action is required, contact the Multi Agency Safeguarding Hub (MASH) Tel 0345 155 1071 and give as much information as you can.
- Your information will be passed immediately to a manager who will decide the action needed and will normally respond to you within one hour.
- You must follow up your telephone call by sending a [completed referral form](#) to MASH within 48 hours.
- **If you think a child or young person is at immediate risk, contact the police on 999.**

#### 10. Further guidance and support

- [Devon Education Services](#) publish a series of [One Minute Guides](#) that cover a wide range of pertinent topics and provide a useful resource for staff.
- Advice and support can also be accessed via the [NSPCC website](#) or free 24-hour Child Protection Helpline Tel **0808 800 5000**.

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**Detailed Income & Expenditure by Budget Heading 19/10/2023**

**Month No: 6**

**Cost Centre Report**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Civic and Democratic</u>								
1076 Precept	791,639	435,402	870,803	435,402			50.0%	
1080 Bank Interest Received	11,985	12,010	9,600	(2,410)			125.1%	
1100 Grants Received	2,977	0	2,000	2,000			0.0%	
1410 Fees & Charges	9	0	0	0			0.0%	
1430 Allotments	260	0	260	260			0.0%	
1500 Sundry/Misc	16,442	531	0	(531)			0.0%	
1670 Donations	0	150	0	(150)			0.0%	
Civic and Democratic :- Income	<b>823,313</b>	<b>448,093</b>	<b>882,663</b>	<b>434,570</b>			<b>50.8%</b>	<b>0</b>
4065 Training - Cllr	0	13	750	737		737	1.7%	
4070 Travel and Subsistence Cllrs	0	0	50	50		50	0.0%	
4090 Professional Fees	3,380	7,516	3,500	(4,016)		(4,016)	214.8%	
4100 Grants - Non S 137	1,500	4,423	20,000	15,577		15,577	22.1%	
4150 Mayoral Allowance	1,344	60	3,200	3,140		3,140	1.9%	
4170 Advertising	291	0	150	150		150	0.0%	
4280 Decorative Features	75	0	0	0		0	0.0%	
4340 Rent	88	0	50	50		50	0.0%	
4350 Maintenance - Reactive	746	85	2,000	1,915		1,915	4.3%	
4421 Car Park	5	0	0	0		0	0.0%	
4425 Installation	7,549	95	15,000	14,905		14,905	0.6%	
4450 Consumables	801	321	200	(121)		(121)	160.3%	
4510 External Audit	1,600	1,680	1,800	120		120	93.3%	
4520 Internal Audit	1,300	0	1,320	1,320		1,320	0.0%	
4560 Election Cost	0	13,260	20,000	6,740		6,740	66.3%	
4570 Subscriptions/Licences	12,005	15,995	15,000	(995)		(995)	106.6%	
4580 Postage and Shipping	105	16	150	134		134	11.0%	
4620 Stationery	473	271	500	229		229	54.3%	
4640 Bank Charges	123	65	100	35		35	65.4%	
4645 Electronic Payment Commission	57	0	100	100		100	0.0%	
4660 Insurance	7,755	5,451	15,300	9,849		9,849	35.6%	
4710 Health and Safety	2,261	0	2,300	2,300		2,300	0.0%	
4715 Security	11	65	0	(65)		(65)	0.0%	
4720 Equipment	1,638	394	1,700	1,306		1,306	23.2%	
4820 Maintenance Planned	0	210	0	(210)		(210)	0.0%	
4870 Neighbourhood Plan	10,157	1,077	4,000	2,923		2,923	26.9%	
5000 Transfer from EMR	0	0	(380,000)	(380,000)		(380,000)	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>53,267</b>	<b>50,998</b>	<b>(272,830)</b>	<b>(323,828)</b>	<b>0</b>	<b>(323,828)</b>	<b>(18.7%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>770,046</b>	<b>397,095</b>	<b>1,155,493</b>	<b>758,398</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Staff</b>								
1500 Sundry/Misc	363	0	0	0			0.0%	
Staff :- Income	<b>363</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4000 Salaries	220,250	144,190	283,000	138,810		138,810	51.0%	
4001 Contingency for Cost of Living	0	0	15,000	15,000		15,000	0.0%	
4055 Training - Staff	3,454	444	5,000	4,556		4,556	8.9%	
4060 Travel and Subsistence Staff	709	4	250	246		246	1.6%	
4090 Professional Fees	33,957	500	5,000	4,500		4,500	10.0%	
4450 Consumables	54	0	50	50		50	0.0%	
4530 Clothing	854	245	500	255		255	49.0%	
4660 Insurance	1,014	2,050	2,050	0		0	100.0%	
4710 Health and Safety	342	30	100	70		70	30.0%	
4715 Security	15	0	0	0		0	0.0%	
4720 Equipment	10	0	0	0		0	0.0%	
Staff :- Indirect Expenditure	<b>260,659</b>	<b>147,464</b>	<b>310,950</b>	<b>163,486</b>	<b>0</b>	<b>163,486</b>	<b>47.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(260,296)</b>	<b>(147,464)</b>	<b>(310,950)</b>	<b>(163,486)</b>				
<b>240 Events</b>								
1100 Grants Received	0	0	1,000	1,000			0.0%	
1330 Equipment Hire	312	254	500	246			50.8%	
1500 Sundry/Misc	1,875	0	0	0			0.0%	
1670 Donations	674	0	650	650			0.0%	
Events :- Income	<b>2,860</b>	<b>254</b>	<b>2,150</b>	<b>1,896</b>			<b>11.8%</b>	<b>0</b>
4090 Professional Fees	0	30	200	170		170	15.0%	
4150 Mayoral Allowance	0	20	0	(20)		(20)	0.0%	
4170 Advertising	0	600	100	(500)		(500)	600.0%	
4202 Xmas Lights Switch On	3,127	0	7,500	7,500		7,500	0.0%	
4203 Contracted Events	5,000	7,660	5,000	(2,660)		(2,660)	153.2%	
4204 Teignmouth in Bloom	1,500	0	1,200	1,200		1,200	0.0%	
4206 Remembrance	467	64	550	486		486	11.6%	
4207 Teignmouth & Shaldon Fireworks	3,735	59	3,750	3,691		3,691	1.6%	
4208 Battle of Britain	0	0	100	100		100	0.0%	
4210 Mayor's Event	2,329	83	2,650	2,567		2,567	3.1%	
4212 TIB Gardening Workshop	352	0	400	400		400	0.0%	
4220 Armed Forces	0	0	5,000	5,000		5,000	0.0%	
4232 Queens Platinum Jubilee	9,484	0	0	0		0	0.0%	
4234 Kings Coronation	0	11,282	15,000	3,718		3,718	75.2%	
4340 Rent	890	393	1,000	607		607	39.3%	
4350 Maintenance - Reactive	100	0	200	200		200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4370 Cleaning	0	(134)	250	384		384	(53.6%)	
4450 Consumables	27	0	50	50		50	0.0%	
4570 Subscriptions/Licences	321	25	500	475		475	5.0%	
4620 Stationery	44	0	0	0		0	0.0%	
4660 Insurance	130	260	260	0		0	100.0%	
4710 Health and Safety	189	0	250	250		250	0.0%	
4720 Equipment	1,879	216	1,000	784		784	21.6%	
4730 Equipment Repairs	50	112	100	(12)		(12)	112.5%	
4750 Waste Disposal	0	0	150	150		150	0.0%	
Events :- Indirect Expenditure	<b>29,624</b>	<b>20,670</b>	<b>45,210</b>	<b>24,540</b>	<b>0</b>	<b>24,540</b>	<b>45.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,764)</b>	<b>(20,416)</b>	<b>(43,060)</b>	<b>(22,644)</b>				
<b>245 Love Teignmouth/Love Dawlish</b>								
1346 Advertising Income	0	0	250	250			0.0%	
Love Teignmouth/Love Dawlish :- Income	<b>0</b>	<b>0</b>	<b>250</b>	<b>250</b>			<b>0.0%</b>	<b>0</b>
4570 Subscriptions/Licences	0	0	750	750		750	0.0%	
Love Teignmouth/Love Dawlish :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>750</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>				
<b>290 IT Voice</b>								
4570 Subscriptions/Licences	2,659	1,309	1,600	291		291	81.8%	
4660 Insurance	14	0	0	0		0	0.0%	
4720 Equipment	257	0	500	500		500	0.0%	
4820 Maintenance Planned	175	0	0	0		0	0.0%	
IT Voice :- Indirect Expenditure	<b>3,106</b>	<b>1,309</b>	<b>2,100</b>	<b>791</b>	<b>0</b>	<b>791</b>	<b>62.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,106)</b>	<b>(1,309)</b>	<b>(2,100)</b>	<b>(791)</b>				
<b>300 IT Data</b>								
4350 Maintenance - Reactive	764	136	250	114		114	54.4%	
4425 Installation	1,995	0	0	0		0	0.0%	
4450 Consumables	(43)	0	100	100		100	0.0%	
4570 Subscriptions/Licences	11,199	2,502	12,000	9,498		9,498	20.9%	
4580 Postage and Shipping	16	0	0	0		0	0.0%	
4620 Stationery	19	0	0	0		0	0.0%	
4660 Insurance	116	232	232	0		0	100.0%	
4720 Equipment	1,619	11	2,500	2,489		2,489	0.4%	
4730 Equipment Repairs	7	0	50	50		50	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4820 Maintenance Planned	2,180	0	750	750		750	0.0%	
5100 Transfer to EMR	0	0	2,500	2,500		2,500	0.0%	
<b>IT Data :- Indirect Expenditure</b>	<b>17,873</b>	<b>2,881</b>	<b>18,382</b>	<b>15,501</b>	<b>0</b>	<b>15,501</b>	<b>15.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(17,873)</b>	<b>(2,881)</b>	<b>(18,382)</b>	<b>(15,501)</b>				
<b>310 Bitton House</b>								
1310 Rent	32,939	18,995	40,000	21,005			47.5%	
1320 Room Hire	5,525	7,603	2,000	(5,603)			380.2%	
1340 Car Park Permits	98	0	0	0			0.0%	
1350 Weddings	2,159	1,990	1,000	(990)			199.0%	
1500 Sundry/Misc	72	58	0	(58)			0.0%	
<b>Bitton House :- Income</b>	<b>40,793</b>	<b>28,646</b>	<b>43,000</b>	<b>14,354</b>			<b>66.6%</b>	<b>0</b>
4090 Professional Fees	3,491	231	2,500	2,269		2,269	9.2%	
4170 Advertising	83	0	90	90		90	0.0%	
4280 Decorative Features	0	0	70	70		70	0.0%	
4290 Electricity	6,750	2,990	20,000	17,010		17,010	15.0%	
4310 Gas	3,824	1,623	11,000	9,377		9,377	14.8%	
4320 Water	2,762	3,239	5,000	1,761		1,761	64.8%	
4330 NNDR	6,612	6,942	7,000	58		58	99.2%	
4340 Rent	1,034	553	1,000	447		447	55.3%	
4350 Maintenance - Reactive	2,743	7,035	2,500	(4,535)		(4,535)	281.4%	
4370 Cleaning	8,463	240	0	(240)		(240)	0.0%	
4375 Cleaning Materials	155	152	500	348		348	30.4%	
4425 Installation	6,577	5,781	50,000	44,219		44,219	11.6%	
4450 Consumables	1,237	548	1,500	952		952	36.5%	
4570 Subscriptions/Licences	1,527	30	200	170		170	15.0%	
4580 Postage and Shipping	9	0	0	0		0	0.0%	
4640 Bank Charges	0	2	0	(2)		(2)	0.0%	
4660 Insurance	3,352	6,300	6,000	(300)		(300)	105.0%	
4710 Health and Safety	11,772	821	10,000	9,179		9,179	8.2%	
4715 Security	14,617	926	2,000	1,074		1,074	46.3%	
4720 Equipment	2,721	371	1,000	629		629	37.1%	
4730 Equipment Repairs	24	0	100	100		100	0.0%	
4750 Waste Disposal	1,576	849	1,500	651		651	56.6%	
4820 Maintenance Planned	7,129	3,889	250,000	246,111		246,111	1.6%	
4900 Unallocated Budget	0	88	0	(88)		(88)	0.0%	
5000 Transfer from EMR	0	0	(250,000)	(250,000)		(250,000)	0.0%	
<b>Bitton House :- Indirect Expenditure</b>	<b>86,455</b>	<b>42,611</b>	<b>121,960</b>	<b>79,349</b>	<b>0</b>	<b>79,349</b>	<b>34.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(45,662)</b>	<b>(13,965)</b>	<b>(78,960)</b>	<b>(64,995)</b>				

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>320 Bitton Park</b>								
1410 Fees & Charges	6,180	6,196	8,000	1,804			77.4%	
1500 Sundry/Misc	917	0	0	0			0.0%	
Bitton Park :- Income	<b>7,097</b>	<b>6,196</b>	<b>8,000</b>	<b>1,804</b>			<b>77.4%</b>	<b>0</b>
4090 Professional Fees	1,349	0	1,500	1,500		1,500	0.0%	
4280 Decorative Features	7,800	0	8,250	8,250		8,250	0.0%	
4330 NNDR	1,796	1,886	0	(1,886)		(1,886)	0.0%	
4350 Maintenance - Reactive	2,672	14,700	77,520	62,820		62,820	19.0%	
4421 Car Park	13,368	3,000	158,610	155,610		155,610	1.9%	
4425 Installation	0	580	0	(580)		(580)	0.0%	
4450 Consumables	0	28	100	72		72	27.7%	
4570 Subscriptions/Licences	40	0	0	0		0	0.0%	
4710 Health and Safety	646	572	0	(572)		(572)	0.0%	
4715 Security	47	65	0	(65)		(65)	0.0%	
4720 Equipment	70	11,327	0	(11,327)		(11,327)	0.0%	
4750 Waste Disposal	367	450	400	(50)		(50)	112.6%	
4820 Maintenance Planned	3,195	1,533	5,000	3,467		3,467	30.7%	
Bitton Park :- Indirect Expenditure	<b>31,351</b>	<b>34,141</b>	<b>251,380</b>	<b>217,239</b>	<b>0</b>	<b>217,239</b>	<b>13.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(24,253)</b>	<b>(27,946)</b>	<b>(243,380)</b>	<b>(215,434)</b>				
<b>325 Bitton Community Units</b>								
4090 Professional Fees	1,751	3,201	25,000	21,799		21,799	12.8%	
4350 Maintenance - Reactive	0	426	0	(426)		(426)	0.0%	
4660 Insurance	0	500	500	0		0	100.0%	
4710 Health and Safety	0	833	0	(833)		(833)	0.0%	
4715 Security	0	100	0	(100)		(100)	0.0%	
4750 Waste Disposal	0	385	0	(385)		(385)	0.0%	
Bitton Community Units :- Indirect Expenditure	<b>1,751</b>	<b>5,446</b>	<b>25,500</b>	<b>20,054</b>	<b>0</b>	<b>20,054</b>	<b>21.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,751)</b>	<b>(5,446)</b>	<b>(25,500)</b>	<b>(20,054)</b>				
<b>330 Town</b>								
1210 Memorial Benches - New	18,217	0	17,000	17,000			0.0%	
1215 Memorial Benches - Refurb	25	60	0	(60)			0.0%	
1440 CIL Receipts	1,879	6,094	2,000	(4,094)			304.7%	
1550 DCC Grass Verge Contributions	1,047	0	2,500	2,500			0.0%	
Town :- Income	<b>21,167</b>	<b>6,154</b>	<b>21,500</b>	<b>15,346</b>			<b>28.6%</b>	<b>0</b>
4090 Professional Fees	55	12	350	338		338	3.4%	
4235 Catenary Wires Removal	1,400	0	3,000	3,000		3,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Decorative Features	30,597	7,347	30,000	22,653		22,653	24.5%	
4290 Electricity	1,304	100	750	650		650	13.4%	
4320 Water	0	0	100	100		100	0.0%	
4350 Maintenance - Reactive	404	1,622	350	(1,272)		(1,272)	463.3%	
4370 Cleaning	0	110	3,000	2,890		2,890	3.7%	
4425 Installation	0	20	0	(20)		(20)	0.0%	
4450 Consumables	134	10	200	190		190	4.8%	
4570 Subscriptions/Licences	70	50	500	450		450	10.0%	
4660 Insurance	99	200	200	0		0	100.0%	
4710 Health and Safety	650	10	0	(10)		(10)	0.0%	
4720 Equipment	0	1,554	0	(1,554)		(1,554)	0.0%	
4730 Equipment Repairs	400	0	0	0		0	0.0%	
4815 Memorial Bench New	10,590	235	17,000	16,765		16,765	1.4%	
4816 Memorial Bench Refurbishment	14,165	7,939	16,800	8,861		8,861	47.3%	
4820 Maintenance Planned	3,402	4,236	6,500	2,264		2,264	65.2%	
5000 Transfer from EMR	(119)	0	0	0		0	0.0%	
<b>Town :- Indirect Expenditure</b>	<b>63,151</b>	<b>23,444</b>	<b>78,750</b>	<b>55,306</b>	<b>0</b>	<b>55,306</b>	<b>29.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(41,984)</b>	<b>(17,290)</b>	<b>(57,250)</b>	<b>(39,960)</b>				
<b>340 CCTV</b>								
4290 Electricity	712	(12)	500	512		512	(2.4%)	
4330 NNDR	836	(201)	0	201		201	0.0%	
4340 Rent	2,016	0	0	0		0	0.0%	
4350 Maintenance - Reactive	324	120	0	(120)		(120)	0.0%	
4370 Cleaning	602	0	1,000	1,000		1,000	0.0%	
4421 Car Park	0	2	0	(2)		(2)	0.0%	
4425 Installation	956	0	0	0		0	0.0%	
4450 Consumables	45	0	50	50		50	0.0%	
4570 Subscriptions/Licences	265	0	200	200		200	0.0%	
4660 Insurance	292	0	0	0		0	0.0%	
4710 Health and Safety	391	0	0	0		0	0.0%	
4715 Security	416	0	0	0		0	0.0%	
4720 Equipment	244	16,469	97,500	81,031		81,031	16.9%	
4750 Waste Disposal	725	0	0	0		0	0.0%	
4820 Maintenance Planned	860	0	0	0		0	0.0%	
5000 Transfer from EMR	0	0	(97,500)	(97,500)		(97,500)	0.0%	
<b>CCTV :- Indirect Expenditure</b>	<b>8,683</b>	<b>16,378</b>	<b>1,750</b>	<b>(14,628)</b>	<b>0</b>	<b>(14,628)</b>	<b>935.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,683)</b>	<b>(16,378)</b>	<b>(1,750)</b>	<b>14,628</b>				



## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>350 DO NOT USE Orangery</b>								
4715 Security	0	60	0	(60)		(60)	0.0%	
DO NOT USE Orangery :- Indirect Expenditure	<u>0</u>	<u>60</u>	<u>0</u>	<u>(60)</u>	<u>0</u>	<u>(60)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(60)</u>	<u>0</u>	<u>60</u>				
<b>410 Point Toilets</b>								
4090 Professional Fees	0	2,028	750	(1,278)		(1,278)	270.4%	
4290 Electricity	0	0	200	200		200	0.0%	
4320 Water	2,316	2,951	1,500	(1,451)		(1,451)	196.7%	
4350 Maintenance - Reactive	613	88	200	112		112	44.1%	
4370 Cleaning	10,884	8,742	8,000	(742)		(742)	109.3%	
4375 Cleaning Materials	53	0	0	0		0	0.0%	
4425 Installation	22	0	127,000	127,000		127,000	0.0%	
4450 Consumables	1,129	811	400	(411)		(411)	202.7%	
4660 Insurance	144	300	300	0		0	100.0%	
4710 Health and Safety	15	0	0	0		0	0.0%	
4715 Security	42	0	50	50		50	0.0%	
4730 Equipment Repairs	0	0	150	150		150	0.0%	
4750 Waste Disposal	140	84	150	66		66	55.9%	
4820 Maintenance Planned	87	0	0	0		0	0.0%	
Point Toilets :- Indirect Expenditure	<u>15,445</u>	<u>15,003</u>	<u>138,700</u>	<u>123,697</u>	<u>0</u>	<u>123,697</u>	<u>10.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(15,445)</u>	<u>(15,003)</u>	<u>(138,700)</u>	<u>(123,697)</u>				
<b>420 Eastcliff Toilets</b>								
1150 Agency Receipts	14,200	5,917	14,200	8,283			41.7%	
Eastcliff Toilets :- Income	<u>14,200</u>	<u>5,917</u>	<u>14,200</u>	<u>8,283</u>			<u>41.7%</u>	<u>0</u>
4090 Professional Fees	0	2,028	750	(1,278)		(1,278)	270.4%	
4290 Electricity	0	0	600	600		600	0.0%	
4320 Water	1,120	0	1,000	1,000		1,000	0.0%	
4350 Maintenance - Reactive	0	0	500	500		500	0.0%	
4370 Cleaning	0	0	3,000	3,000		3,000	0.0%	
4425 Installation	0	0	110,000	110,000		110,000	0.0%	
4450 Consumables	0	0	350	350		350	0.0%	
4660 Insurance	0	300	300	0		0	100.0%	
4750 Waste Disposal	0	0	150	150		150	0.0%	
5000 Transfer from EMR	0	0	(16,320)	(16,320)		(16,320)	0.0%	
Eastcliff Toilets :- Indirect Expenditure	<u>1,120</u>	<u>2,328</u>	<u>100,330</u>	<u>98,002</u>	<u>0</u>	<u>98,002</u>	<u>2.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>13,080</u>	<u>3,589</u>	<u>(86,130)</u>	<u>(89,719)</u>				

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<b>430 Jubilee Shelter Toilets</b>								
1150 Agency Receipts	14,200	5,917	14,200	8,283			41.7%	
<b>Jubilee Shelter Toilets :- Income</b>	<b>14,200</b>	<b>5,917</b>	<b>14,200</b>	<b>8,283</b>			<b>41.7%</b>	<b>0</b>
4090 Professional Fees	0	0	4,500	4,500		4,500	0.0%	
4290 Electricity	893	491	2,000	1,509		1,509	24.5%	
4320 Water	(4,998)	18,440	1,200	(17,240)		(17,240)	1536.7%	
4350 Maintenance - Reactive	154	280	200	(80)		(80)	139.8%	
4370 Cleaning	10,884	8,742	16,200	7,458		7,458	54.0%	
4375 Cleaning Materials	53	0	0	0		0	0.0%	
4450 Consumables	1,101	811	600	(211)		(211)	135.1%	
4660 Insurance	44	90	90	0		0	100.0%	
4710 Health and Safety	558	216	0	(216)		(216)	0.0%	
4715 Security	0	0	50	50		50	0.0%	
4720 Equipment	0	2	0	(2)		(2)	0.0%	
4730 Equipment Repairs	0	0	150	150		150	0.0%	
4750 Waste Disposal	140	84	300	216		216	27.9%	
4820 Maintenance Planned	4	0	100	100		100	0.0%	
<b>Jubilee Shelter Toilets :- Indirect Expenditure</b>	<b>8,833</b>	<b>29,155</b>	<b>25,390</b>	<b>(3,765)</b>	<b>0</b>	<b>(3,765)</b>	<b>114.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>5,367</b>	<b>(23,239)</b>	<b>(11,190)</b>	<b>12,049</b>				
<b>440 Quay Road Toilets</b>								
1150 Agency Receipts	14,200	5,917	14,200	8,283			41.7%	
<b>Quay Road Toilets :- Income</b>	<b>14,200</b>	<b>5,917</b>	<b>14,200</b>	<b>8,283</b>			<b>41.7%</b>	<b>0</b>
4090 Professional Fees	0	2,028	750	(1,278)		(1,278)	270.4%	
4290 Electricity	0	0	600	600		600	0.0%	
4320 Water	0	0	1,000	1,000		1,000	0.0%	
4350 Maintenance - Reactive	0	0	500	500		500	0.0%	
4370 Cleaning	0	0	3,000	3,000		3,000	0.0%	
4425 Installation	0	0	94,000	94,000		94,000	0.0%	
4450 Consumables	0	0	350	350		350	0.0%	
4660 Insurance	173	300	300	0		0	100.0%	
4750 Waste Disposal	0	0	150	150		150	0.0%	
5000 Transfer from EMR	0	0	(26,426)	(26,426)		(26,426)	0.0%	
<b>Quay Road Toilets :- Indirect Expenditure</b>	<b>173</b>	<b>2,328</b>	<b>74,224</b>	<b>71,896</b>	<b>0</b>	<b>71,896</b>	<b>3.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>14,026</b>	<b>3,589</b>	<b>(60,024)</b>	<b>(63,613)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>450 Den Toilets</b>								
1150 Agency Receipts	14,200	5,917	14,200	8,283			41.7%	
1500 Sundry/Misc	127	0	0	0			0.0%	
<b>Den Toilets :- Income</b>	<b>14,326</b>	<b>5,917</b>	<b>14,200</b>	<b>8,283</b>			<b>41.7%</b>	<b>0</b>
4090 Professional Fees	0	2,028	1,500	(528)		(528)	135.2%	
4290 Electricity	881	0	1,000	1,000		1,000	0.0%	
4320 Water	2,844	6,065	4,500	(1,565)		(1,565)	134.8%	
4350 Maintenance - Reactive	692	208	1,000	792		792	20.8%	
4370 Cleaning	24,045	9,354	33,600	24,246		24,246	27.8%	
4375 Cleaning Materials	107	14	0	(14)		(14)	0.0%	
4425 Installation	0	0	420,000	420,000		420,000	0.0%	
4450 Consumables	2,427	1,211	2,400	1,189		1,189	50.4%	
4660 Insurance	44	100	100	0		0	100.0%	
4710 Health and Safety	363	160	0	(160)		(160)	0.0%	
4715 Security	192	0	50	50		50	0.0%	
4750 Waste Disposal	280	84	600	516		516	14.0%	
4820 Maintenance Planned	446	0	0	0		0	0.0%	
5000 Transfer from EMR	0	0	(225,000)	(225,000)		(225,000)	0.0%	
5100 Transfer to EMR	225,000	0	0	0		0	0.0%	
<b>Den Toilets :- Indirect Expenditure</b>	<b>257,321</b>	<b>19,223</b>	<b>239,750</b>	<b>220,527</b>	<b>0</b>	<b>220,527</b>	<b>8.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(242,995)</b>	<b>(13,307)</b>	<b>(225,550)</b>	<b>(212,243)</b>				
<b>460 Lower Brook Street Toilets</b>								
1150 Agency Receipts	14,200	5,917	14,200	8,283			41.7%	
<b>Lower Brook Street Toilets :- Income</b>	<b>14,200</b>	<b>5,917</b>	<b>14,200</b>	<b>8,283</b>			<b>41.7%</b>	<b>0</b>
4090 Professional Fees	0	2,028	750	(1,278)		(1,278)	270.4%	
4290 Electricity	413	234	900	666		666	26.1%	
4320 Water	1,791	1,476	4,000	2,524		2,524	36.9%	
4350 Maintenance - Reactive	407	309	100	(209)		(209)	308.7%	
4370 Cleaning	10,882	8,742	16,200	7,458		7,458	54.0%	
4375 Cleaning Materials	53	0	0	0		0	0.0%	
4425 Installation	0	0	112,500	112,500		112,500	0.0%	
4450 Consumables	1,101	811	600	(211)		(211)	135.1%	
4570 Subscriptions/Licences	0	84	0	(84)		(84)	0.0%	
4660 Insurance	144	300	300	0		0	100.0%	
4710 Health and Safety	363	160	0	(160)		(160)	0.0%	
4715 Security	0	21	50	29		29	42.0%	
4750 Waste Disposal	140	0	300	300		300	0.0%	
4820 Maintenance Planned	0	0	100	100		100	0.0%	
<b>Lower Brook Street Toilets :- Indirect Expenditure</b>	<b>15,293</b>	<b>14,164</b>	<b>135,800</b>	<b>121,636</b>	<b>0</b>	<b>121,636</b>	<b>10.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,094)</b>	<b>(8,247)</b>	<b>(121,600)</b>	<b>(113,353)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>470 Civil Emergency</b>								
4450 Consumables	54	0	150	150		150	0.0%	
Civil Emergency :- Indirect Expenditure	<u>54</u>	<u>0</u>	<u>150</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(54)</u>	<u>0</u>	<u>(150)</u>	<u>(150)</u>				
<b>480 Plant and Tools</b>								
4350 Maintenance - Reactive	661	61	400	339		339	15.2%	
4450 Consumables	562	512	500	(12)		(12)	102.4%	
4570 Subscriptions/Licences	361	169	450	281		281	37.5%	
4660 Insurance	1,160	2,609	1,850	(759)		(759)	141.0%	
4720 Equipment	2,792	237	2,000	1,763		1,763	11.8%	
4730 Equipment Repairs	0	956	0	(956)		(956)	0.0%	
4820 Maintenance Planned	1,602	119	3,000	2,881		2,881	4.0%	
Plant and Tools :- Indirect Expenditure	<u>7,137</u>	<u>4,662</u>	<u>8,200</u>	<u>3,538</u>	<u>0</u>	<u>3,538</u>	<u>56.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(7,137)</u>	<u>(4,662)</u>	<u>(8,200)</u>	<u>(3,538)</u>				
<b>Grand Totals:- Income</b>	<b>966,719</b>	<b>518,926</b>	<b>1,028,563</b>	<b>509,637</b>			<b>50.5%</b>	
<b>Expenditure</b>	<b>861,295</b>	<b>432,267</b>	<b>1,306,446</b>	<b>874,179</b>	<b>0</b>	<b>874,179</b>	<b>33.1%</b>	
<b>Net Income over Expenditure</b>	<u>105,424</u>	<u>86,659</u>	<u>(277,883)</u>	<u>(364,542)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>105,424</u>	<u>86,659</u>						