FINANCE COMMITTEE

15 January 2024

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, 23rd January, 2024** 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 will not form part of the Minutes of the meeting.

A G E N D A
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 19th December 2023.

5. **Change of TTC corespondant for CCLA account**

The committee is asked to resolve: To authorise the change of the correspondent for the CCLA account to the new clerk (I Wedlake).

6. **CCLA account Signatories**

The committee is asked to resolve: To authorise the following as replacement signatories/directors for the CCLA account (as exists for the Unity Trust Bank)

Cllr J Atkins
Cllr J Jackson
Cllr M Jackman
Proper officer I Wedlake

7. **Transfer of funds from Bar clays current account to CCLA deposit account to yield greater interest.**

The committee is asked to resolve to authorise the transfer of £1,000,000 from the Barclays Business Premium ME account to the CCLA deposit account to achieve higher intrest reciepts.

8. **Review Q3 budget report** (Pages 7 - 16)

To review the attached Q3 budget report.

9. **Membership of Teignmouth Chamber of Commerce**

Members are asked to resolve to take a membership subscription for the above at the rate of £30 PA, to show moral support and we are a significant trader within the town.

10. **Use of oldest CIL monies**

The committee is asked to resolve to transfer the longest outstanding CIL money of £4,714.81 to the Town (330) Maintenance Reactive (4350).
These monies were used to repair/replace the electrics in the Triangles used for various events including the Christmas tree.

11. **Grant applications**

a) Shop Mobility (Pages 17 - 40)

b) Teignmouth Hub (Pages 41 - 50)

c) Read easy (Pages 51 - 60)

d) South Devon Singers (Pages 61 - 62)

12. **Heartbeat**

No payment received in 2021, 2023 & 2024.

Perhaps consideration could be given to funding this via invoice directly from the budget; Town (330) Planned Maintenance (4820) rather than through the grant's mechanism.

Therefore, the committee resolve to adopt this change to Defib maintenance.

13. **CAB**

The committee is requested to clarify the previous CAB grant application situation and options going forward.

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, 19th December, 2023 at 4.00 pm

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

Absent:
Officers In attendance:

100 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Chasteau and Councillor Jackman may be late.

Resolved that the apology be noted.

101 DECLARATIONS OF INTEREST

None were received.

102 DISPENSATION

There were no dispensations.

(Cllr Jackman joined the meeting)

103 MINUTES

Members considered the minutes of the Finance meeting held on 24/10/2023.

Resolved that the minutes of the Finance meetings held on 24/10/2023 be approved and signed as a correct and accurate record of the meeting.

Proposed Cllr Jackman Seconded Cllr Jackson 5 in favor 1 abstention as absent

104 TO RECEIVE THE DRAFT BUDGET FOR 24/25 AND BUDGET MOVEMENT & RESERVES

The Clerk presented the required changes to Ear Marked Reserves.

The committee resolved to agree these.

Proposed Cllr Jackman Seconded Cllr Atkins Unanimous

The draft budget which carried a 10% precept increase was presented by the Clerk and questions answered.
There was a significant discussion as to the level of the precept increase required due to the hiatus in the toilets project instigated by Teignbridge District Council.
The committee recommended it be reduced to 8%, the Clerk explained he would make these changes by slipping a toilet block partially into the 25/26 financial year.

Proposed Cllr Jackson Seconded Cllr Rudge Unanimous

105 DATES OF 2024 MEETINGS

Next meeting 23/01/2024 16:30

The meeting was closed by the Chairman at Time Not Specified

.....
Cllr J Atkins (Chair)

05/01/2024
16:32

Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
110	Civic and Democratic								
1076	Precept	791,639	870,803	870,803	0			100.0%	
1080	Bank Interest Received	11,985	22,683	9,600	(13,083)			236.3%	
1100	Grants Received	2,977	0	2,000	2,000			0.0%	
1410	Fees & Charges	9	0	0	0			0.0%	
1430	Allotments	260	260	260	0			100.0%	
1440	CIL Receipts	0	2,347	0	(2,347)			0.0%	
1500	Sundry/Misc	16,442	531	0	(531)			0.0%	
1670	Donations	0	150	0	(150)			0.0%	
	Civic and Democratic :- Income	**823,313**	**896,775**	**882,663**	**(14,112)**			**101.6%**	**0**
4065	Training - Cllr	0	78	750	672		672	10.4%	
4070	Travel and Subsistence Cllrs	0	0	50	50		50	0.0%	
4090	Professional Fees	3,380	8,397	3,500	(4,897)		(4,897)	239.9%	
4100	Grants - Non S 137	1,500	4,423	20,000	15,577		15,577	22.1%	
4150	Mayoral Allowance	1,344	335	3,200	2,865		2,865	10.5%	
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	8	0	(8)		(8)	0.0%	
4425	Installation	7,549	95	15,000	14,905		14,905	0.6%	
4450	Consumables	801	599	200	(399)		(399)	299.4%	
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	18,799	15,000	(3,799)		(3,799)	125.3%	
4580	Postage and Shipping	105	30	150	120		120	20.0%	
4620	Stationery	473	405	500	95		95	81.0%	
4640	Bank Charges	123	93	100	7		7	92.9%	
4645	Electronic Payment Commission	57	1	100	99		99	0.8%	
4660	Insurance	7,755	5,451	15,300	9,849		9,849	35.6%	
4710	Health and Safety	2,261	2,447	2,300	(147)		(147)	106.4%	
4715	Security	11	18	0	(18)		(18)	0.0%	
4720	Equipment	1,638	754	1,700	946		946	44.4%	
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	**53,267**	**58,246**	**(272,830)**	**(331,076)**	**0**	**(331,076)**	**(21.3%)**	**0**
	Net Income over Expenditure	**770,046**	**838,529**	**1,155,493**	**316,964**				

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
210	Staff								
1500	Sundry/Misc	363	0	0	0			0.0%	
	Staff :- Income	**363**	**0**	**0**	**0**				**0**
4000	Salaries	220,250	214,755	283,000	68,245		68,245	75.9%	
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	87	250	163		163	35.0%	
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	496	500	4		4	99.1%	
4660	Insurance	1,014	2,050	2,050	0		0	100.0%	
4710	Health and Safety	342	95	100	5		5	95.0%	
4715	Security	15	0	0	0		0	0.0%	
4720	Equipment	10	0	0	0		0	0.0%	
	Staff :- Indirect Expenditure	**260,659**	**218,427**	**310,950**	**92,523**	**0**	**92,523**	**70.2%**	**0**
	Net Income over Expenditure	**(260,296)**	**(218,427)**	**(310,950)**	**(92,523)**				
240	Events								
1100	Grants Received	0	0	1,000	1,000			0.0%	
1330	Equipment Hire	312	379	500	121			75.8%	
1410	Fees & Charges	0	237	0	(237)			0.0%	
1500	Sundry/Misc	1,875	0	0	(0)			0.0%	
1670	Donations	674	63	650	587			9.6%	
	Events :- Income	**2,860**	**678**	**2,150**	**1,472**			**31.6%**	**0**
4090	Professional Fees	0	0	200	200		200	0.0%	
4170	Advertising	0	600	100	(500)		(500)	600.0%	
4202	Xmas Lights Switch On	3,127	2,799	7,500	4,701		4,701	37.3%	
4203	Contracted Events	5,000	7,660	5,000	(2,660)		(2,660)	153.2%	
4204	Teignmouth in Bloom	1,500	1,250	1,200	(50)		(50)	104.2%	
4206	Remembrance	467	464	550	86		86	84.3%	
4207	Teignmouth & Shaldon Fireworks	3,735	362	3,750	3,388		3,388	9.7%	
4208	Battle of Britain	0	0	100	100		100	0.0%	
4210	Mayor's Event	2,329	206	2,650	2,444		2,444	7.8%	
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	Event #2	9,484	0	0	0		0	0.0%	
4234	Event #4	0	13,408	15,000	1,592		1,592	89.4%	
4280	Decorative Features	0	145	0	(145)		(145)	0.0%	
4340	Rent	890	630	1,000	370		370	63.0%	

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
4350	Maintenance - Reactive	100	0	200	200		200	0.0%	
4370	Cleaning	0	(228)	250	478		478	(91.0%)	
4450	Consumables	27	0	50	50		50	0.0%	
4570	Subscriptions/Licences	321	184	500	316		316	36.9%	
4620	Stationery	44	0	0	0		0	0.0%	
4645	Electronic Payment Commission	0	(151)	0	151		151	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	462	1,000	538		538	46.2%	
4730	Equipment Repairs	50	215	100	(115)		(115)	214.8%	
4750	Waste Disposal	0	0	150	150		150	0.0%	
	Events :- Indirect Expenditure	**29,624**	**28,267**	**45,210**	**16,943**	**0**	**16,943**	**62.5%**	**0**
	Net Income over Expenditure	**(26,764)**	**(27,589)**	**(43,060)**	**(15,471)**				
245	Love Teignmouth/Love Dawlish								
1346	Advertising Income	0	0	250	250			0.0%	
	Love Teignmouth/Love Dawlish :- Income	**0**	**0**	**250**	**250**			**0.0%**	**0**
4570	Subscriptions/Licences	0	0	750	750		750	0.0%	
	Love Teignmouth/Love Dawlish :- Indirect Expenditure	**0**	**0**	**750**	**750**	**0**	**750**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**(500)**	**(500)**				
290	IT Voice								
4570	Subscriptions/Licences	2,659	1,663	1,600	(63)		(63)	103.9%	
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	**3,106**	**1,663**	**2,100**	**437**	**0**	**437**	**79.2%**	**0**
	Net Expenditure	**(3,106)**	**(1,663)**	**(2,100)**	**(437)**				
300	IT Data								
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	3,990	12,000	8,010		8,010	33.3%	
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%	

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
4720	Equipment	1,619	11	2,500	2,489		2,489	0.4%	
4730	Equipment Repairs	7	0	50	50		50	0.0%	
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%	
	IT Data :- Indirect Expenditure	**17,873**	**4,369**	**18,382**	**14,013**	**0**	**14,013**	**23.8%**	**0**
	Net Expenditure	**(17,873)**	**(4,369)**	**(18,382)**	**(14,013)**				
310	Bitton House								
1310	Rent	32,939	28,345	40,000	11,656			70.9%	
1320	Room Hire	5,525	10,150	2,000	(8,150)			507.5%	
1340	Car Park Permits	98	0	0	0			0.0%	
1350	Weddings	2,159	2,280	1,000	(1,280)			228.0%	
1500	Sundry/Misc	72	58	0	(58)			0.0%	
	Bitton House :- Income	**40,793**	**40,833**	**43,000**	**2,167**			**95.0%**	**0**
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	5,370	20,000	14,630		14,630	26.9%	
4310	Gas	3,824	1,826	11,000	9,174		9,174	16.6%	
4320	Water	2,762	3,470	5,000	1,530		1,530	69.4%	
4330	NNDR	6,612	6,942	7,000	58		58	99.2%	
4340	Rent	1,034	789	1,000	211		211	78.9%	
4350	Maintenance - Reactive	2,743	13,330	2,500	(10,830)		(10,830)	533.2%	
4370	Cleaning	8,463	240	0	(240)		(240)	0.0%	
4375	Cleaning Materials	155	105	500	395		395	20.9%	
4425	Installation	6,577	1,710	50,000	48,290		48,290	3.4%	
4450	Consumables	1,237	767	1,500	733		733	51.1%	
4570	Subscriptions/Licences	1,527	420	200	(220)		(220)	209.9%	
4580	Postage and Shipping	9	0	0	0		0	0.0%	
4645	Electronic Payment Commission	0	0	0	(0)		(0)	0.0%	
4660	Insurance	3,352	6,300	6,000	(300)		(300)	105.0%	
4710	Health and Safety	11,772	1,024	10,000	8,976		8,976	10.2%	
4715	Security	14,617	1,393	2,000	607		607	69.7%	
4720	Equipment	2,721	287	1,000	713		713	28.7%	
4730	Equipment Repairs	24	0	100	100		100	0.0%	
4750	Waste Disposal	1,576	1,114	1,500	386		386	74.2%	
4820	Maintenance Planned	7,129	4,619	5,000	381		381	92.4%	
4900	Unallocated Budget	0	88	0	(88)		(88)	0.0%	
5000	Transfer from EMR	0	0	(5,000)	(5,000)		(5,000)	0.0%	
	Bitton House :- Indirect Expenditure	**86,455**	**50,026**	**121,960**	**71,934**	**0**	**71,934**	**41.0%**	**0**
	Net Income over Expenditure	**(45,662)**	**(9,193)**	**(78,960)**	**(69,767)**				

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
320	Bitton Park								
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	**7,097**	**6,196**	**8,000**	**1,804**			**77.4%**	**0**
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	18,443	77,520	59,077		59,077	23.8%	
4421	Car Park	13,368	3,000	158,610	155,610		155,610	1.9%	
4425	Installation	0	854	0	(854)		(854)	0.0%	
4450	Consumables	0	75	100	25		25	74.7%	
4570	Subscriptions/Licences	40	30	0	(30)		(30)	0.0%	
4710	Health and Safety	646	641	0	(641)		(641)	0.0%	
4715	Security	47	65	0	(65)		(65)	0.0%	
4720	Equipment	70	83	0	(83)		(83)	0.0%	
4750	Waste Disposal	367	538	400	(138)		(138)	134.6%	
4820	Maintenance Planned	3,195	2,605	5,000	2,395		2,395	52.1%	
	Bitton Park :- Indirect Expenditure	**31,351**	**28,220**	**251,380**	**223,160**	**0**	**223,160**	**11.2%**	**0**
	Net Income over Expenditure	**(24,253)**	**(22,025)**	**(243,380)**	**(221,355)**				
325	Bitton Community Units								
4090	Professional Fees	1,751	12,960	25,000	12,040		12,040	51.8%	
4350	Maintenance - Reactive	0	696	0	(696)		(696)	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	**1,751**	**15,474**	**25,500**	**10,026**	**0**	**10,026**	**60.7%**	**0**
	Net Expenditure	**(1,751)**	**(15,474)**	**(25,500)**	**(10,026)**				
330	Town								
1210	Memorial Benches - New	18,217	2,908	17,000	14,092			17.1%	
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	**21,167**	**9,062**	**21,500**	**12,438**			**42.1%**	**0**
4090	Professional Fees	55	132	350	218		218	37.7%	
4204	Teignmouth in Bloom	0	68	0	(68)		(68)	0.0%	

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
4235	Catenary Wires Removal	1,400	0	3,000	3,000		3,000	0.0%	
4280	Decorative Features	30,597	13,083	30,000	16,917		16,917	43.6%	
4290	Electricity	1,304	(171)	750	921		921	(22.8%)	
4320	Water	0	0	100	100		100	0.0%	
4350	Maintenance - Reactive	404	3,699	350	(3,349)		(3,349)	1056.9%	
4370	Cleaning	0	220	3,000	2,780		2,780	7.3%	
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%	
4730	Equipment Repairs	400	(5)	0	5		5	0.0%	
4815	Memorial Bench New	10,590	295	17,000	16,705		16,705	1.7%	
4816	Memorial Bench Refurbishment	14,165	8,353	16,800	8,447		8,447	49.7%	
4820	Maintenance Planned	3,402	4,801	6,500	1,699		1,699	73.9%	
	Town :- Indirect Expenditure	**63,271**	**30,745**	**78,750**	**48,005**	**0**	**48,005**	**39.0%**	**0**
	Net Income over Expenditure	**(42,103)**	**(21,683)**	**(57,250)**	**(35,567)**				
340	CCTV								
4060	Travel and Subsistence Staff	0	4	0	(4)		(4)	0.0%	
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	45,975	72,438	26,463		26,463	63.5%	
4750	Waste Disposal	725	0	0	0		0	0.0%	
4820	Maintenance Planned	860	6	0	(6)		(6)	0.0%	
5000	Transfer from EMR	0	0	(72,438)	(72,438)		(72,438)	0.0%	
	CCTV :- Indirect Expenditure	**8,683**	**45,894**	**1,750**	**(44,144)**	**0**	**(44,144)**	**2622.5%**	**0**
	Net Expenditure	**(8,683)**	**(45,894)**	**(1,750)**	**44,144**				

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
410	Point Toilets								
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	2,772	1,500	(1,272)		(1,272)	184.8%	
4350	Maintenance - Reactive	613	88	200	112		112	44.1%	
4370	Cleaning	10,884	11,489	8,000	(3,489)		(3,489)	143.6%	
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	821	400	(421)		(421)	205.3%	
4660	Insurance	144	300	300	0		0	100.0%	
4710	Health and Safety	15	0	0	0		0	0.0%	
4715	Security	42	4	50	46		46	8.6%	
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	**15,445**	**17,587**	**138,700**	**121,113**	**0**	**121,113**	**12.7%**	**0**
	Net Expenditure	**(15,445)**	**(17,587)**	**(138,700)**	**(121,113)**				
420	Eastcliff Toilets								
1150	Agency Receipts	14,200	9,467	14,200	4,733			66.7%	
	Eastcliff Toilets :- Income	**14,200**	**9,467**	**14,200**	**4,733**			**66.7%**	**0**
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%	
4720	Equipment	0	7	0	(7)		(7)	0.0%	
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	**1,120**	**2,335**	**100,330**	**97,995**	**0**	**97,995**	**2.3%**	**0**
	Net Income over Expenditure	**13,080**	**7,131**	**(86,130)**	**(93,261)**				
430	Jubilee Shelter Toilets								
1150	Agency Receipts	14,200	9,465	14,200	4,735			66.7%	
	Jubilee Shelter Toilets :- Income	**14,200**	**9,465**	**14,200**	**4,735**			**66.7%**	**0**

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
4090	Professional Fees	0	0	4,500	4,500		4,500	0.0%	
4290	Electricity	893	1,104	2,000	896		896	55.2%	
4320	Water	(4,998)	22,126	1,200	(20,926)		(20,926)	1843.8%	
4350	Maintenance - Reactive	154	280	200	(80)		(80)	139.8%	
4370	Cleaning	10,884	11,489	16,200	4,711		4,711	70.9%	
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	322	0	(322)		(322)	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%	
	Jubilee Shelter Toilets :- Indirect Expenditure	**8,833**	**36,307**	**25,390**	**(10,917)**	**0**	**(10,917)**	**143.0%**	**0**
	Net Income over Expenditure	**5,367**	**(26,843)**	**(11,190)**	**15,653**				
440	Quay Road Toilets								
1150	Agency Receipts	14,200	9,465	14,200	4,735			66.7%	
	Quay Road Toilets :- Income	**14,200**	**9,465**	**14,200**	**4,735**			**66.7%**	**0**
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%	
	Quay Road Toilets :- Indirect Expenditure	**173**	**2,328**	**74,224**	**71,896**	**0**	**71,896**	**3.1%**	**0**
	Net Income over Expenditure	**14,026**	**7,137**	**(60,024)**	**(67,161)**				
450	Den Toilets								
1150	Agency Receipts	14,200	9,465	14,200	4,735			66.7%	
1500	Sundry/Misc	127	0	0	0			0.0%	
	Den Toilets :- Income	**14,326**	**9,465**	**14,200**	**4,735**			**66.7%**	**0**
4090	Professional Fees	0	2,028	1,500	(528)		(528)	135.2%	

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9 **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
4290	Electricity	881	0	1,000	1,000		1,000	0.0%	
4320	Water	2,844	5,749	4,500	(1,249)		(1,249)	127.8%	
4350	Maintenance - Reactive	692	676	1,000	324		324	67.6%	
4370	Cleaning	24,045	13,602	33,600	19,998		19,998	40.5%	
4375	Cleaning Materials	107	0	0	0		0	0.0%	
4425	Installation	0	0	420,000	420,000		420,000	0.0%	
4450	Consumables	2,427	1,239	2,400	1,161		1,161	51.6%	
4660	Insurance	44	100	100	0		0	100.0%	
4710	Health and Safety	363	265	0	(265)		(265)	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%	
	Den Toilets :- Indirect Expenditure	**32,321**	**23,744**	**239,750**	**216,006**	**0**	**216,006**	**9.9%**	**0**
	Net Income over Expenditure	**(17,995)**	**(14,280)**	**(225,550)**	**(211,270)**				
460	Lower Brook Street Toilets								
1150	Agency Receipts	14,200	9,473	14,200	4,727			66.7%	
	Lower Brook Street Toilets :- Income	**14,200**	**9,473**	**14,200**	**4,727**			**66.7%**	**0**
4090	Professional Fees	0	2,028	750	(1,278)		(1,278)	270.4%	
4290	Electricity	413	537	900	363		363	59.7%	
4320	Water	1,791	1,721	4,000	2,279		2,279	43.0%	
4350	Maintenance - Reactive	407	375	100	(275)		(275)	374.6%	
4370	Cleaning	10,882	11,489	16,200	4,711		4,711	70.9%	
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%	
4660	Insurance	144	300	300	0		0	100.0%	
4710	Health and Safety	363	265	0	(265)		(265)	0.0%	
4715	Security	0	21	50	29		29	42.0%	
4750	Waste Disposal	140	84	300	216		216	27.9%	
4820	Maintenance Planned	0	0	100	100		100	0.0%	
	Lower Brook Street Toilets :- Indirect Expenditure	**15,293**	**17,632**	**135,800**	**118,168**	**0**	**118,168**	**13.0%**	**0**
	Net Income over Expenditure	**(1,094)**	**(8,159)**	**(121,600)**	**(113,441)**				
470	Civil Emergency								
4450	Consumables	54	0	150	150		150	0.0%	
	Civil Emergency :- Indirect Expenditure	**54**	**0**	**150**	**150**	**0**	**150**	**0.0%**	**0**
	Net Expenditure	**(54)**	**0**	**(150)**	**(150)**				

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Teignmouth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
480	Plant and Tools								
4350	Maintenance - Reactive	661	119	400	281		281	29.7%	
4450	Consumables	562	840	500	(340)		(340)	168.0%	
4570	Subscriptions/Licences	361	240	450	210		210	53.4%	
4580	Postage and Shipping	0	25	0	(25)		(25)	0.0%	
4660	Insurance	1,160	2,828	1,850	(978)		(978)	152.9%	
4710	Health and Safety	0	17	0	(17)		(17)	0.0%	
4720	Equipment	2,792	763	2,000	1,237		1,237	38.1%	
4730	Equipment Repairs	0	956	0	(956)		(956)	0.0%	
4820	Maintenance Planned	1,602	133	3,000	2,867		2,867	4.4%	
	Plant and Tools :- Indirect Expenditure	**7,137**	**5,921**	**8,200**	**2,279**	**0**	**2,279**	**72.2%**	**0**
	Net Expenditure	**(7,137)**	**(5,921)**	**(8,200)**	**(2,279)**				
	Grand Totals:- Income	**966,719**	**1,000,877**	**1,028,563**	**27,686**			**97.3%**	
	Expenditure	**636,414**	**587,186**	**1,306,446**	**719,260**	**0**	**719,260**	**44.9%**	
	Net Income over Expenditure	**330,304**	**413,692**	**(277,883)**	**(691,575)**				
	Movement to/(from) Gen Reserve	**330,304**	**413,692**						

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 Shopmobility

Name of your project (if this is different):

Mobility Scooter replacement

Name of contact for this application

Mr Peter Roberts

Position held in the organisation:

Trustee

Contact Address, including full postcode:

5 Ashleigh Drive
Teignmouth
TQ14 8QX

Contact Telephone Number: **01626 870226/ 07934 075519**

Email address: peterroberts0253@gmail.com

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (✓) Charity Registration Number **1072990**

Voluntary Organisation: (✓)

Other – Please specify:

Q3 When was your organisation established?

16 December 1998

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.

We are a small local charity providing services to people with disabilities who are unable to get out and about as they would like. By providing mobility scooters, wheelchairs, and strollers for example we are able to give the means and independence for the elderly and disabled people to access Teignmouth and its surrounding area. This service enables us to tackle the social exclusion that so many disabled people face

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

N/A

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

Please state which and attach a copy:

Yes an agreed constitution which is in the process of being updated. See both attached.

Q7 Previous Applications

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

No recent records found but belived there may have been some grants in the past

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.

To replace old mobility scooters which are unreliable with new scooters which are more efficient and reliable.

We are looking to replace 5 scooters and looking to TTC to help fund one. If the council are able and wish to fund the cost of scooter it could have its logo emblazed on the scooter.

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

We provide scooters to people who are injured, elderly and disabled and are unable to get around without help. We lend scooters and wheelchairs to people who come to Teignmouth for the day to enjoy the facilities and shops in the town. We supply scooters to residents when their own equipment fails or needs repairing. We provide equipment to holiday makers who are staying locally which enable them to get around the town during their stay. The users are able to have an enhanced time whilst the businesses in the town benefit from more trade from the users and their friends and families.
The scooters have a life span of 5 years at least if they are well maintained.

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?

Teignmouth Shopmobility will continue to provide a much-needed service. With new trustees and volunteers and with the confidence of reliable equipment we will be able to advertise the service more widely. This will increase the take up of using the equipment. The numbers are difficult to

predict as one person that uses the equipment normal benefits the rest of their party as well which varies from one to four people. In the last 6 months we have hired out equipment for approximately 450 days of which over half have been used in Teignmouth.

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

Please provide the following information –

i) What kind of insurance does your organisation have?
We have a commercial combined policy specifically designed for the mobility scooter hire sector. It includes employers, public and product liability of £10m.

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

iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?
We have policies that cover health and safety and safeguarding and other policies which are required for an organisation like ours

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 **£1,000** and provide a detailed breakdown as to how you have reached this figure.

The cost of a new robust boot scooter

Tell us how much money the project will cost in total: **£5,000**

How much money has been raised towards this sum: **£1,000**

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

We have received £1,000 from Shaldon Parish Council

We are also applying to other sources of grants

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 Shopmobility**

Sort code:	**30-99-50**
Account number:	**56862460**
Bank/Building Society name:	**Lloyds Bank**
Bank/Building Society address	**Victoria Branch** **PO Box 1000** **BX1 1LT**

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

1	Name **Brian Hamblin**	Position	**Trustee**
2	Name **John Stoner**	Position	**Trustee**
3	Name **David Cragg**	Position	**Trustee**

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

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

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 ***Teignmouth Shopmobility*** *.(insert name of organisation):*

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

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

Post held in organisation: **Chair of Trustees**

Mr Brian Hamblin

Contact address:

25 Broadlands

Shaldon

Devon

TQ14 0EH.

Telephone: 07720 564257

Signed: ..... Date: ....14 Dec 2023...

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: ....14 Dec 2023.....

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.....14 Dec 2023.....

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

CONSTITUTION OF TEIGNMOUTH SHOPMOBILITY

1. NAME

The Name of the Organisation is Teignmouth Shopmobility.

2. ADDRESS

The registered address of the organisation is:

Teignmouth Shopmobility,
The Office,
Quay Road Car Park,
Quay Road,
TEIGNMOUTH,
Devon.

3. OBJECTS

Teignmouth Shopmobility exists for charitable purposes only, to promote the welfare and independence of disabled persons on Teignmouth and the surrounding area by providing them with electric or manual wheelchairs or electric scooters on loan for periods of not more than a day, free of charge, to enable them to go to shops and places of interest in the Town of Teignmouth. In furtherance of this object but not further or otherwise Shopmobility may:

(a) Seek to improve facilities for disabled persons and to this end maintain liaison with local authorities and other organisations concerned with disabled people.

(b) Give and exchange information and advice.

© Raise funds by means of subscriptions, donations, etc., provided that Teignmouth Shopmobility shall not undertake any permanent trading activities in raising funds for its primary purposes.

(d) Do all such other lawful things as are necessary to the attainment of the objects of Teignmouth Shopmobility.

4. MEMBERSHIP

(a) Membership shall be open to all those persons who support the objects of Teignmouth Shopmobility. A nominal membership fee being payable in such sum as shall be determined from time to time by the Management Committee and the liability of ordinary members being limited to the subscription for the year.

(b) Paid up members shall be entitled to vote at any A.G.M. or Extraordinary Meeting hereinafter mentioned.

5. MANAGEMENT

(a) The management of Teignmouth Shopmobility shall be vested in a Management Committee (hereinafter called the Committee) which shall comprise of not more than eleven and not less than six paid up members including the Chairperson, Vice Chairperson, Secretary and Treasurer.

(b) Not less than 51% of the membership of the Committee shall be classifiable as Disabled according to Section 29 of the National Assistance Act 1948.

© Half the Committee members shall stand down each year by rotation. They shall be eligible for immediate re-election at the A.G.M.

(d) The Committee shall have the power to fill or replace any casual vacancy on the Committee. Such persons will have full voting powers, will hold office until the next A.G.M. and be eligible for election.

(e) The Committee shall have the power to co-opt members and/or specialists or appoint any special sub-committee they may deem to be necessary for the efficient operation of the scheme but these co-opted members will not have voting power on the Committee.

(f) In the event of any executive post within the Committee becoming vacant the vacancy will be filled by action of the Committee in a Special Committee Meeting. (See Clause 8b).

(g) Removal from office – An officer or committee member of the organisation may be removed from his/her office if:

(i) He/She ceases to be a paid up member.

or

(ii) Shall have been absent without notification to the Secretary or Chairperson for more than three consecutive meetings and the Committee resolve that his/her office be vacated.

or

(iii) By resolution of the Committee, provided that the officer shall have the right to be heard at a Committee Meeting for which (14) fourteen days written notice has been given by registered post before a decision is made .

6. DUTIES OF THE MANAGEMENT COMMITTEE

Full responsibility for all assets, liabilities and activities of Teignmouth Shopmobility shall rest with the Management Committee. In particular the Committee shall:

(a) Maintain written records of Teignmouth Shopmobility business, the Secretary and Treasurer being responsible for maintaining Minutes of the meetings and books of accounts respectively.

(b) Make arrangements for the safekeeping of all assets and equipment owned by or loaned to Teignmouth Shopmobility.

© Prepare an Annual Report of the activities of Teignmouth Shopmobility together with an Annual Statement of Accounts.

(d) Initiate fund-raising activities as necessary to fulfil the aims of Teignmouth Shopmobility.

7. VOTING

(a) All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

(b) Arrangements for proxy voting may from time to time be made by the Committee PROVIDED ALWAYS THAT no such arrangements shall be made with regard to alterations to the Constitution or Dissolution.

© No person shall exercise more than one vote.

(d) In the case of an equality of votes the Chairperson of the meeting will declare the motion NOT carried.

8. MEETINGS

(a) Management Committee Meetings shall take place no less than four times a year. At least seven days notice shall be given of such meetings.

(b) Special Committee Meetings. Any 3 members of the Committee may call a Special Meeting thereof by giving 14 days clear notice in writing to the Secretary specifying the purpose for which the meeting is to be called.

No business shall be transacted at a Committee or a Special Committee Meeting unless there is either a quorum of four or half the committee present, whichever is the greater number of persons.

© Annual General Meeting

(i) The Annual General Meeting shall be held on a date to be fixed by the Committee not later than 3 calendar months after the end of the financial year. (See Clause 10a)

(ii) The Secretary shall send a Notice specifying the date, time and place of such meetings to each paid up member of Teignmouth Shopmobility at least 21 days before the meeting.

(iii) Any member of Teignmouth Shopmobilit6y wishing to move a resolution shall give notice thereof in writing to the Secretary not less than two weeks before the meeting is due to take place.

(iv) The election of Officers and Members of the Management Committee will take place and the Annual Reports will be given at each A.G.M.

(v) No business shall be transacted at an A.G.M. or Extraordinary General Meeting unless either a quorum of 7 members or a quarter of the membership whichever is the greater present.

(vi) The A.G.M. shall be open to attendance by any interested party but only registered paid up members shall be entitled t vote.

(d) Extraordinary General Meetings

(i) An Extraordinary General Meeting may be called at the request of not less than 4 members of Teignmouth Shopmobility made in writing and signed by each member subscribing thereto and sent to the Secretary.

(ii) The conditions and notices required for an Extraordinary General Meeting shall be those applicable to an Annual General Meeting as set out in Clause 8c(ii) and 8c(v).

The Chairperson of Teignmouth Shopmobility shall preside at all meetings. In the absence of the Chairperson, the Vice Chairperson shall preside. In the event of

his/her absence also, a Chairperson shall be appointed by the members from among the Committee members present at the meeting.

9. NOMINATIONS

Paid up members of Teignmouth Shopmobility are eligible to make nominations for Officers and Management Committee Members. These must be in writing and in the hands of the Secretary at least 7 clear days before the Annual General Meeting. Should nominations exceed vacancies, elections shall be by ballot. The Committee may make arrangements for members to vote by proxy or by post if it deems this to be desirable or necessary.

10. FINANCE

(a) The Financial Year of Teignmouth Shopmobility shall end on 31st March.

(b) Income.
The income of Teignmouth Shopmobility shall consist of proceeds from appeals to the public, together with grants or gifts from the public or voluntary or other organisations. All deposits, donations or grants shall be handed to the Treasurer and deposited in the Organisation's bank account in the name of Teignmouth Shopmobility.

© The Committee shall authorise in writing the Treasurer and at least two other signatories to sign cheques on behalf of Teignmouth Shopmobility. All cheques must be signed by not less than 2 of those authorised.

(d) Use of Funds

(i) All monies raised by or on behalf of Teignmouth Shopmobility shall be used to further the objects of Teignmouth Shopmobility and for no other purpose PROVIDED THAT nothing therein contained shall prevent the payment in good faith of properly agreed remuneration to any officer or servant of Teignmouth Shopmobility in return for any services actually rendered to Teignmouth Shopmobility, or the payment of reasonable and necessary expenses of management or in pursuance of the objects of Teignmouth Shopmobility.

(ii) The Committee are responsible to the Organisation for the proper administration of all funds.

(e) Accounts.
The Committee shall cause proper accounts to be kept of all income and expenditure and shall prepare audited accounts and bring them before the Annual General Meeting or provide them as requested at any time under the provision of the Charities Acts.

(f) Auditors.
The Committee shall appoint independent auditors to carry out the work of preparing and auditing the accounts of Teignmouth Shopmobility, ready for use under the provisions of Clause 10e.

11. AMENDMENTS TO THE CONSTITUTION.

The Constitution may be amended by a two-third majority of the members present at an Annual General Meeting or at an Extraordinary General Meeting provided that fourteen days notice of the proposed amendment has been sent out to all members and provided that nothing therein contained shall authorise any amendment which would have the effect of Teignmouth Shopmobility ceasing to be a charity.

No amendment shall be made to either Clause 3 or 12 and this Clause without the approval of the Charity Commissioners for England and Wales.

12. DISSOLUTION

In the event of the dissolution of Teignmouth Shopmobility and Extraordinary General Meeting shall be called. At least 21 days notice of this meeting shall be given in writing to all members. Teignmouth Shopmobility shall be deemed dissolved upon three quarters of the voting members at the meeting voting in favour of it.

After the setting of all liabilities any assets shall not be paid to or distributed amongst the members of Teignmouth Shopmobility but shall be given or transferred to such other charitable organisation or organisations as the Committee may decide, subject to the approval of the Charity Commissioners for England and Wales.

1 April 1998.

CHAIRMAN.....

SECRETARY.....

We, the above signed, certify that this is a true copy of the Constitution.

DRAFT CONSTITUTION OF TEIGNMOUTH SHOPMOBILITY

1. NAME.

The name of the Charity is Teignmouth Shopmobility.

2. ADDRESS.

The registered address of the Charity is:

Teignmouth Shopmobility
The Office
Quay Road Car Park
Quay Road
TEIGNMOUTH
Devon
TQ14 8EL

3. OBJECTS.

For the public benefit, the provision of mobility services in Teignmouth and surrounding area to improve the welfare and independence of the disabled, elderly or injured public, both residents and visitors to the area. In particular by the loan or rental hire of mobility aids such as electric scooters, electric or manual wheelchairs and other mobility equipment.

In furtherance of this object but not further or otherwise, Shopmobility may:

a) Seek to improve facilities for disabled persons and to this end maintain liaison with local authorities and other organisations concerned with disabled people.

b) Give and exchange information and advice with other similar charities, local authorities and other relevant organisations.

c) Raise funds by means of revenues, subscriptions, donations, grants etc., provided that Teignmouth Shopmobility shall not undertake any permanent taxable trading activities in raising funds for its primary purposes.

d) Do all such other lawful things as are necessary for the achievement of the objects of Teignmouth Shopmobility.

4. MEMBERSHIP.

a) All registered volunteers are the charity's members including trustees and elected officers of the charity. Such membership shall be open to all those persons who support the objects of Teignmouth Shopmobility. Members shall be entitled to vote at any Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) hereinafter mentioned.

5. MANAGEMENT

a) The management of Teignmouth Shopmobility shall be vested in a Management Committee (hereinafter called the Committee) which shall comprise of the trustees and elected officers.

b) Trustees may also be elected officers but not all elected officers need to be trustees.

c) Half of the Committee members shall stand down each year by rotation. They shall be eligible for immediate re-election at the A.G.M.

d) The Committee shall have the power to fill or replace any occasional vacancy on the Committee. Such persons will have full voting powers, will hold office until the next A.G.M. and be eligible for re-election.

e) The Committee shall have the power to co-opt members and/or specialists or appoint any special sub-committee they may deem to be necessary for the efficient operation of the scheme, but these co-opted members will not have voting power on the Committee.

f) In the event of any executive post within the Committee becoming vacant the vacancy will be filled by action of the Committee in a Special Committee Meeting. (See Clause 8b).

g) Removal from Office – An officer or committee member of the charity may be removed from his/her office if:

   i. the member resigns or dies, or

   ii. the member shall have been absent without notification to the Secretary or Chairperson for more than three consecutive meetings and the Committee resolve that his/her office be vacated, or

   iii. by resolution of the Committee, provided that the officer shall have the right to be heard at a Committee meeting for which fourteen (14) days written notice has been given before a decision is made.

6. DUTIES OF THE MANAGEMENT COMMITTEE

Full responsibility for all assets, liabilities and activities of Teignmouth Shopmobility shall rest with the management Committee as delegated by the Trustees. In particular the Committee shall:

a) maintain written records of Teignmouth Shopmobility business, the Secretary and Treasurer being responsible for maintaining Minutes of the meetings and books of accounts respectively.

b) make arrangements for the safekeeping of all assets and equipment owned by or loaned to Teignmouth Shopmobility.

c) prepare an Annual Report of the activities of Teignmouth Shopmobility together with an Annual Statement of Accounts.

d) initiate fund-raising activities as necessary to fulfil the Objects of Teignmouth Shopmobility.

7. VOTING

a) All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

b) Arrangements for proxy voting may from time to time be made by the Committee PROVIDED ALWAYS THAT no such arrangements shall be made with regard to alterations to the Objects, Constitution or Dissolution.

c) No person shall exercise more than one vote.

d) In the case of an equality of votes the Chairperson of the meeting will declare the motion NOT carried.

8. MEETINGS

a) Management Committee Meetings shall take place not less than four times a year. At least seven days notice shall be given of such meetings.

b) Special Committee Meetings. Any three members of the Committee may call a Special Meeting thereof by giving 14 days clear notice in writing to the Secretary specifying the purpose for which the meeting is to be called.

c) The Secretary shall be responsible for circulating a meeting call and agenda to all committee members no less than 7 days before the date of the meeting.

No business shall be transacted at a committee or a special committee meeting unless there is a quorum of four or half the Committee present, whichever is the greatest number of persons.

d) Annual General Meeting

i. The Annual General Meeting shall be held on a date to be fixed by the Committee not later than 6 calendar months after the end of the financial year. (See Clause 14a)

ii. The Secretary shall send a notice specifying the date, time, place and agenda of such meetings to each member of Teignmouth Shopmobility at least 21 days before the meeting.

iii. Any member of Teignmouth Shopmobility wishing to move a resolution shall give notice thereof in writing to the Secretary not less than two weeks before the meeting is due to take place

iv. The election of offices and members of the Management Committee will take place and the Annual Reports will be given at each A.G.M.

v. No business shall be transacted at an A.G.M. or Extraordinary General Meeting unless a quorum of 6 members or a quarter of the membership whichever is the greatest present.

vi. The A.G.M. shall be open to attendance by any interested party but only registered members shall be entitled to vote.

e) Extraordinary General Meetings

i. An Extraordinary General Meeting may be called at the request of not less than 4 members of Teignmouh Shopmobility made in writing and signed by each member subscribing thereto and sent to the Secretary.

ii. The conditions and notices required for an Extraordinary General Meeting shall be those applicable to an Annual General Meeting as set out in Clause 8c(ii) and 8c(v).

The Chairperson of Teignmouth Shopmobility shall preside at all meetings. In the absence of the Chairperson, the Vice Chairperson shall preside. In the event of his/her absence also, a Chairperson shall be appointed by the members from among the Committee members present at the meeting.

9. APPOINTMENT OF TRUSTEES.

(a) The charity in general meeting shall elect or re-elect the officers and the trustees.

(b) The trustees may appoint any person who is willing to act as a trustee. They may also appoint trustees to act as officers.

(c) Each of the trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re- election at that annual general meeting

10. POWERS OF TRUSTEES

(a) The trustees must exercise overall management of the business of the charity and have the following powers in order to further the objects (but not for any other purpose):

(i) to raise funds. In doing so, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations.

(ii) to take on a lease for suitable property and to maintain and equip it for use;

(iii) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

(iv) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

(v) to obtain and pay for such goods and services as are necessary for carrying out the work of the charity;

(vi) to open and operate such bank and other accounts as the trustees consider necessary and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

(vii) to do all such other lawful things as are necessary for the achievement of the objects.

11. DISQUALIFICATION AND REMOVAL OF TRUSTEES

A trustee shall cease to hold office if he or she:

(a) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);

(b) ceases to be a member of the charity;

(c) in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

(d) resigns as a trustee by notice to the charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or

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

12. DELEGATION

(a) The trustees may delegate any of their powers or functions to a management committee member but the terms of any such delegation must be recorded in the minute book.

(b) The trustees may impose conditions when delegating, including the conditions that:

(i) the relevant powers are to be exercised exclusively by the committee to whom they delegate;

(ii) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the trustees.

(c) The trustees may revoke or alter a delegation.

(d) All acts and proceedings of any committees must be fully and promptly reported to the trustees.

13. NOMINATIONS

Registered members of Teignmouth Shopmobility are eligible to make nominations for officers and Management Committee members. These must be in writing and in the hands of the Secretary at least 7 clear days before the Annual General Meeting. Should the nominations exceed vacancies, elections shall be by ballot. The Committee may make arrangements for members to vote by proxy or by post if it deems this to be desirable or necessary.

14. FINANCE

a) The Financial Year of Teignmouth Shopmobility shall end on 30th of September.

b) Income

The income of Teignmouth Shopmobility shall consist of revenue from hire of mobility aids, proceeds from appeals to the public, together with grants or gifts from the public or voluntary or other organisations. All such income, including donations or grants, shall be handed to the Treasurer to be deposited in the charity's bank accounts in the name of Teignmouth Shopmobility.

c) The Committee shall authorise in writing the Treasurer and at least two other signatories to sign cheques on behalf of Teignmouth Shopbmobility. All cheques must be signed by not less than 2 of those authorised.

d) Use of Funds

(1) The income and property of the charity shall be applied solely towards the promotion and administration of the objects.

(a) A charity member is entitled to be reimbursed from the charity funds such reasonable expenses properly incurred by him or her when acting on behalf of the charity.

(b) A volunteer shall benefit from insurance cover (similar to employers' insurance) purchased at the charity's expense to protect them from valid claims, injuries or damages, arising from their services to the charity.

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

None of the income or property of the charity may be paid or transferred directly or indirectly or otherwise by way of profit to any charity volunteer or trustee

The Management Committee are responsible to the Trustees for the proper administration of all funds.

e) Accounts

The Management Committee shall cause proper accounts to be kept of all income and expenditure and shall prepare independently inspected accounts and bring them before the Annual General Meeting or provide them as requested at any time under the provisions of the Charities Acts. All accounts to be prepared in accordance with Charity laws.
The Management Committee shall appoint an independent inspector to carry out the work of inspecting the accounts and issue his report/certificate ready for the treasurer to table at the Annual General Meeting.

15. AMENDMENTS TO THE CONSTITUTION

(a) The Constitution may be amended by a two-third majority of the members present at an Annual General Meeting or at an Extraordinary General Meeting provided that fourteen days notice of the proposed amendments has been sent out to all members and provided that nothing therein contained shall authorise any amendments which would have the effect of Teignmouth Shopmobility ceasing to be a charity.

(b) No amendment can be made to Clause 3 or this clause 15 and Clause 16 without the approval in writing of the Charity Commissioners for England and Wales.

(c) Any other provision may be amended provided that any such amendment is made by resolution passed be a simple majority of the members present and voting at a general meeting.

(d) A copy of any resolution amending this constitution shall be sent to the Commission within twenty-one days of it being passed

16. DISSOLUTION

(a) In the event of dissolution of Teignmouth Shopmobility an Extraordinary General Meeting shall be called. At least 21 days notice of this meeting shall be given in writing to all members. Teignmouth Shopmobility shall be deemed dissolved upon three quarters of the voting members at the meeting voting in favour of it.

(b) If the members resolve to dissolve the charity, the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.

(c) The trustees must collect in all the assets for the charity and must pay or make provision for all the liabilities of the charity.

(d) The trustees must apply any remaining property or money

(i) directly for the objects;
(ii) by transfer to any charity or charities for purposes the same as or similar to the charity;
(iii) in such manner as the Charity Commission for England and Wales ('The Commission') may approve in writing in advance.

(e) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity except to a member that is itself a charity.

(f) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

Independent Examiners Report to the Trustees of:
Teignmouth Shopmobility

I report on the accounts for the year ended 30 September 2022.

Respective responsibilities of trustees and examiner
The charity's trustees are responsible for the preparation of the accounts; they consider that the audit requirement under saection 144 of the Charities Act 2011 (the 2011 Act) does not apply.

It is my responsibility to :

i. examine the accounts (under Section 145 of the 2011 Act.
ii. to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(95)(b) of the 2011 Act), and
iii. to state whether particular matters have come to my attention.

Basis of independent examiner's report
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

i. to keep accounting records in accordance with section 130 of the 2011 Act, and
ii. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

David Rudall *FMAAT*

Date 19/05/2023

TEIGNMOUTH SHOPMOBILITY
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2021/22	2020/21
RECEIPTS	£	£
Scooter donations	2,111.43	4,070.75
Scooter donations from shows	312.00	744.00
Donations		483.00
Sale of van/ old scooters	1,450.00	965.00
Council and government grants		1,905.00
Insurance refund		40.00
Bank interest	5.35	
	3,878.78	8,207.75
PAYMENTS		
Insurance	1,539.49	1,406.22
Rent	1,462.50	325.00
Electricity	453.17	707.89
Telephone and broadband	645.43	847.13
Scooter serving and repairs	738.24	1,173.55
Van Insurance and fuel		1,268.52
Accountacy fee	135.70	132.38
Office expenses	226.40	166.60
Transport and parking fines		320.00
Subscriptions		85.00
Donations re funeral	50.00	
Currys	35.00	
Radiator	75.00	
Difference on 2021 accounts	311.79	
	5,672.72	6,432.29
(DECIFICT)/SURPLUS FOR YEAR	-1,793.94	1,775.46
BANK ACCOUNTS		
Brought forward		
Current account	5,825.37	5,340.89
Premium Account	12,341.98	11,693.81
Cash	642.81	
	18,810.16	17,034.70
Change in year	-1,793.94	1,775.46
Carried forward		
Current account	4,668.89	5,825.37
Premium Account	12,347.33	12,341.98
Cash	0.00	642.81
	17,016.22	18,810.16

Trustees Michael Condliffe

John Birch

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 HUB

Name of your project (if this is different): N/A as above

Name of contact for this application

Title: MRS First Name: SU Surname: TWIGG

Position held in the organisation: TRUSTEE

Contact Address, including full postcode:

19 WOODWAY ROAD

TEIGNMOUTH

DEVON

Postcode: TQ14 8QB

Contact Telephone Number: 07773479358

Email address: teignmouthhub@gmail.com

About your organisation

Q2 What type of organisation are you?

Tick (Ü) relevant category:

Registered Charity: ✓ Charity Registration Number 1204255

Voluntary Organisation: ( )

Other – Please specify:

Q3 When was your organisation established? July 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.

Teignmouth Hub will provide a community space for a variety of activities such as:-
- Toddler group for children with additional needs.
- Form filling service in person, for the elderly or other people who struggle with completing forms such as attendance allowance, disabled Blue Badge, Benefits.
- lunchtime / after school drop in centre for young people 11-18ys
- Affordable craft activities
- Dads + kids Lego breakfast club.

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:

Governing document in line with Charity Commission

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.

We are creating a "warm space" on Thursday mornings, where people can meet over coffee/Tea etc. We will provide a form filling service to assist people complete such forms as attendance allowance, Disabled Blue badge especially for those who are visually impared or struggle with computers in order to apply for the benefit.

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 "warm space" is in need due to rising fuel costs, There is a need to assist those visually impared + live on their own who do not have the support to complete forms. The Thursday mornings will bring people together who are isolated, into a warm welcoming environment.

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

We will measure how many people attend the Thursday mornings + the number of forms completed. We aim for the service to be ongoing and envisage that as the "warm space" becomes widely known in the town cont

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?**

cont....

more people will use the service and feel less isolated.

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?
PUBLIC LIABILITY INSURANCE.

ii) Do the leaders have the relevant qualifications and/or experience?
yes - counselling qualifications plus provided something similar pre Covid at Teignmouth Library.

iii) What policies does your organisation have in place (i.e. Health and Safety, Safeguarding, etc.)?
SAFEGURDING STATEMENT + POLICIES + OFFICER
FOOD HYGIENE + GOOD PRACTICE POLICIES
HEALTH + SAFETY, RISK ASSESSMENTS
ALL VOLUNTEERS WILL HAVE AN ENHANCED DBS CHECK

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

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

Breville Coffee machine £1499.99

Tell us how much money the project will cost in total: £ £1749.99

How much money has been raised towards this sum: £ £1350.00

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

£1350 - from Teignmouth United Reformed Trust.
We will also do fundraising activities to help cover costs

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 HUB

Sort code: 30 99 50

Account number: 77804568

Bank/Building Society name: LLOYDS

Bank/Building Society address: Victoria Branch
.....
.....
.....

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

1 Name LINDA PICKERING Position TRUSTEE
.....

2 Name SU TWIGG Position TRUSTEE
.....

3 Name DAVID LANGTON Position TRUSTEE
.....

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

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

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 TEIGNMOUTH HUB *(insert name of organisation):*

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

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

Post held in organisation: TRUSTEE

Title MRS. First Name: LINDA Surname: PICKERING

Contact address:

5 Barnsley Close Drive
Teignmouth
Devon

Postcode: TQ14 8PP.

Telephone: 07749 557129

Signed: [signature] Date: 3/10/23

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: [signature] Date: 3/10/23

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.....Date.....3\10\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

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

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Teignmouth Hub

Income and Expenditure forecast for the Teignmouth Hub for the next 12 months September 2023/2024

Income

Rental of office space	- £5040
Fundraising locally	- £2000 (ie quiz night, Carols in the Hub event, donations)
Grant from URC Trust to cover the rent for 3 years	- £20,000 per annum
Total	**£27040**

Expenditure

Rent & Maintenance.	- £20,000.00
Utilities	- £2950. Estimated
Insurance	- £629.70
DBS registration	- £145.00
Internet	- £420
Set up costs (so far)	- £3541.08
Total	**- £27685.78**

Registered Charity No. 1204255 Email: teignmouthhub@gmail.com

Teignmouth Hub

19 Woodway Road
Teignmouth
Devon
TQ14 8QB

Dear Robert

Please find attached our application for funding from Teignmouth Town Council.

On the application form in question 11, I have given costings for the individual project within the Hub, but the income and expenditure for the entire Hub is detailed on a separate sheet. I trust this is okay.

Any contribution towards our work would be gratefully received. We have requested funding for a basic coffee maker as this means we can serve proper coffee and by having a machine this will be a better use of our time as the coffee will always be available for people who attend the Hub.

If you need any additional information please do not hesitate to contact me.

Kind regards

Su Twigg
Trustee
Teignmouth Hub

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: Read Easy

Torbay……

Name of your project (if this is different):

……

Name of contact for this application

Title : …Mrs…First Name: Anne……Surname: …Taylor……

Position held in the organisation: ……Team

Leader……

….Contact Address, including full postcode:

…18 Horse Lane, Shaldon, Teignmouth, TQ14 0BL

……

…….Postcode: TQ14 OBL……

Contact Telephone Number:

……07766084212……

Email address:

……torbayleader@readeasy.org.uk……

……..

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

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

Voluntary Organisation: ( )

Other – Please specify: ...Unincorporated association.....

Q3 When was your organisation established?

.....29/06/2015.....

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.

...Read Easy Torbay is affiliated to Read Easy UK. Read Easy volunteer groups support local adults who want to learn to read or improve their reading skills. More than 7% of adults never learnt to read at school. Read Easy provides those who want to learn with a volunteer coach to help them, special reading manuals to work through with the coach and a place to meet. The service is free and confidential and is offered for as long as it takes the reader to progress. It is the only 1:2:1 service of its kind locally.

When Read Easy Torbay was first established it only operated in Torbay. We have established that there is a need in Teignbridge and are setting up a project to work in Teignmouth. Figures suggest that around 1000 adults in Teignmouth alone would benefit from improved reading skills. ...

.....

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

.....Read Easy UK (registered charity 1151288)

.....

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

Please state which and attach a copy:

.....Yes attached

.....

Q7 Previous Applications

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

.....No previous applications, this project is a new venture to establish Read Easy in Teignmouth.

Details of the project or activities you are planning

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

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

.....We will train volunteers locally to coach non-readers or those with poor reading skills.

.....We will purchase coaching manuals and supplementary reading materials to be available in a public space in Teignmouth Library to be used by reading pairs.

.....We will monitor the progress reading pairs are making, we are already training a local coordinator so we are establishing the infrastructure

.....We will contact a wide range of organisations who may know of non-readers, such as GP surgeries, social prescribers, Alice Cross Centre, Volunteering in Health, Social services, primary and secondary schools.

.....

.....

.....

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

.....It is known nationally that around 7% of the adult population struggles to read and cannot access a full range of services, cannot help their children to read, miss hospital and GP appointments because they can't read appointment letters, they miss vital information on health matters such as allergens etc. This is in addition to the impact on not being able to read of employment prospects. People

who cannot read suffer multiple disadvantage in society. Teignmouth is a mixed population town with areas of high deprivation and statistically will have a high demand for the service. .....

That said, reaching out to people who need support is a slow process and we envisage that once established in the town we will become a permanent presence. We expect to reach adults in single figures in the first year, building on this over time.

.....The benefit to individuals and local society is difficult to quantify but is known to be life-changing as we can affirm with case studies from within Torbay....

.....

.....

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?

.....Criteria, the training of a group of coaches, say 3 in the first year.

Training of a coordinator to oversee reading pairs locally, a person has already been identified and we are training her from existing funds.

Establishment of manuals and reading materials in Teignmouth Library for use by all reading pairs.

The establishment of 3 reading pairs within the next 12 months.with readers making significant progress

All of the above are measurable

.....

.....

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? .....Read Easy UK fully indemnifies all its volunteers

ii) All coaches and the coordinator are DBS checked to work with vulnerable adults.....

.....

.....

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

.....Team leader is trained teacher, Ofsted inspector (HMI) and has many years experience in further education working with adults.

The local coordinator was employed within the town as a teacher until her retirement.....

.....All coaches are trained by Read Easy UK

and in addition separate local training sessions are held each year.....

.....

...

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

.....We are affiliated to Read Easy UK and adopt all their policies and procedures samples of which are available on request

v) .....

.....

.....

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 £...530..... and provide a detailed breakdown as to how you have reached this figure.

.....We are funding the coordinator role from reserves, so are not claiming for this.

Cost of training and DBS of each coach is £90 x 3 coaches = £270

Cost of a full set of manuals and reading books to be available for reading pairs is £150. While the reading books can be shared, each reader would need a set of the manuals so we would need 2 additional sets of manual at a cost of £55 per set.

These costs are to establish the project. Once established manuals and books can be reused a few times. All running costs such as travel costs will be covered from other sources, such as donations. We are not seeking day to day running. Costs.....

Tell us how much money the project will cost in total: £...Estimated £1000 .....

How much money has been raised towards this sum: £...£470 from our reserves. .....

Please list the amounts and sources of funds that you expect to receive for other funding sources. .....Reserves from Read Easy Torbay previous donations and grants. Over time, as we become established in Teignmouth we will attract funds as has happened in Torbay.

.....

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

.....Although we are currently named Read Easy Torbay we do expect to change our name to better reflect the wider area we are now covering. We have already set up in Newton Abbot, in the library. We have four reading pairs there which gives us confidence of the need. Because of the disadvantage that our readers suffer it is better if we can coach near to them and minimise their travel costs. Most of our volunteers give of both their time and their travel free of charge although we do offer our volunteers travel costs as we want to encourage volunteers from all backgrounds

.....

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

<u>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.**</u>

Account name: ...Read Easy Torbay

.....

Sort code: 20-67-19
.....
Account number:
.....83904180.....

Bank/Building Society name:
...Barclays.....

Bank/Building Society address.....Online community account
c/o Barclays, Leicester LE87 2BB.....

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

1 Name ...Anne Taylor..... Position ...Team leader.....

2 Name ...Eamon Wykes. Position ...Treasurer.....

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 .....Read Easy Torbay.....(insert name of organisation):

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

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

Post held in organisation:

.....Treasurer.....

Title .....Mr. First Name: ...Eamon..... Surname: Wykes.....

Contact address:

17 Belmont Road

Brixham.....

Postcode:TQ5 9JH.....

Telephone: .....07485115100.....

Signed: ...Eamon Wykes...[Signed Digitally]..... Date: ...11/01/2024...

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: ..Anne Taylor Date: .....11/01/2024.....

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.....Anne Taylor.....Date....11/01/2024.....

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

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Subject: Grant Application

For Office Use Only: Information checked for accuracy:	Unchecked
Name of organisation:	South Devon Singers
Grant amount sought (currently maximum £2,000):	£250
Total cost of project::	£2500 - £3000
First name of contact for this application:	Sheila
Last name of contact for this application:	Townsend
Official position:	Administrator
House name/number:	88
Street:	Higher Brimley
Town:	Teignmouth
Postcode:	TQ14 8JU
Contact telephone number:	07790 8899709
Email:	southdevonsingers@gmail.com
Website address:	https://southdevonsingers.co.uk
Number of registered members currently:	60
Please confirm the official status of your organisation:	Registered Charity
Please confirm Registered Charity number::	1144469
Please upload a copy of the following::	SDS-Constituion-with-page-3-.pdf
Please provide a description of why you require a grant:	South Devon Singers became a charity in 2011 but prior to that we were known as Teignmouth Community Choir. SDS now has three groups - Teignmouth and Ivybridge Community Choirs and Red Earth Opera Company. Teignmouth choir came into being in 2004 and Red Earth in 2014. We have decided that we should celebrate those two anniversaries and, for the first time, having a joint concert. We have booked the Pavilions in Teignmouth for 8th June and Chudleigh Parish Church for 9th June. This application relates to the performance at the Pavilions. Many members of the choirs and chorus for REO are Teignmouth residents and we have a firm footing in the town, we rehearse at Bitton House. The grant will be used to assist with hiring costs of the Pavilions. Any funds we can acquire will enable us to keep ticket prices as low as possible. I believe this event and SDS in general fosters social inclusivity - we are very

	mindful of making our choirs available to everyone. We are also conscious of assisting with promoting Teignmouth as a great place to visit. We hosted the Radio 4 programme at the Pavilions in August 2023.
Please provide details of any other funding:	We received a grant from the Benefact Group last year of £1000. It was receiving that which made us decide to go ahead with our joint celebration. 2022 24-Feb-2022 Grant TDC £ £ 425.00 recruitment workshops 4-Apr-2022 Grant TDC £ £700.00 performance Keyboard 13-May-2022 Grant SHDC £475.00 performance Keyboard 13-May-2022 Grant TDC £400.00 performance Keyboard 14-Nov-2022 Grant Elmgrant £ 500.00 commission for new song 2023 3-Mar-2023 Grant TDC £750.00 Grant for projector 13-Apr-2023 Grant DCC £ 500.00 REO for Chudleigh opera 7-Jul-2023 Grant TDC £ 50.00 Grant for Any Questions 12-Jul-2023 Grant TDC £ 80.00 Grant for Any Questions 11-Aug-2023 Grant TDC £ 80.00 Grant for Any Questions 7-Aug-2023 Grant DC £ 290.00 Grant for Any Questions
Details of any previous grant or loan from Teignmouth Town Council:	From 2014 to 2020 we had grants totalling £4000 towards the funding of the annual Teignmouth Classical Music Festival. We are no longer the organisers for the TCMF. 28-Mar-2022 Grant Teignmouth Town Council £ 350.00 for performance lights
Are any Councillors or Officers of the Council connected with your organisation?:	No
Please tick to confirm you have read and agree to the above:	Checked
Authorised signatory:	Sheila May Townsend
Date:	17/01/2024