



To All Credition Town Councillors

You are hereby summoned to attend a **Grants Committee meeting**, which will be held on
Tuesday 6 January 2026, at 13:00 at Manor Office, 6 North Street, Credition

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery FSLCC

Town Clerk

Tuesday, 23 December 2025

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

15 - Welcome and Introduction

Opening of meeting by Chair and member introductions

16 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

17 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

18 - Declarations of Interest and Requests for Dispensations

18.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

18.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

19 - Order of Business

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

20 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

21 - Grants Committee Minutes

To approve and sign the minutes of the meeting held on Thursday 11 December 2025, as a correct record (minutes will be issued with the agenda)

22 - 2026-27 Applications

22.1 - Small Grants (up to £700)

To note the list of small grant applications as requested by Cllr Brookes-Hocking

- Crediton Talking Newspaper - £350
- Crediton Arts Centre (Spring Awakening Music Festival) - £500
- St Boniface Concert Society - £650
- Crediton Arts Centre (Touring Shakespeare) - £700
- Crediton Bowling Club - £700
- Crediton BSL - £700

- Crediton Heart Project - £700
- North Creedy Choral Society - £700
- Crediton Netball League - £700

TOTAL - £5,700

22.2 - Large Grants (up to £3,000) agreed

To note that large grant applications totalling **£28,665.00** was agreed at the Grants Committee meeting on 11 December 2025, subject to Full Council approval.

22.3 - Large Grants (up to £3,000)

To consider the remaining large grant applications for 2026-27 from the following groups/organisations

- Animating Devon CIC - £3,000
- Crediton Congregational Church - £3,000
- Crediton Parkrun - £3,000
- Crediton Youth Orchestra - £3,000
- EPIC Family CIC - £3,000
- Holy Cross Junior Choir - £3,000
- Significant Seams CIC - £3,000
- The Folklore Library and Archive - £3,000

TOTAL - £24,000

23 - Date of next meeting

To note that the date of the next meeting will be confirmed.

24 - Reports Pack

Attachments

[AI 21 - Grants Minutes - 11 December 2025.pdf](#)

[CTC Grants 26-27 criteria.xlsx](#)

[AI 22.3 - Animating Devon CIC.pdf](#)

[AI 22.3 - Crediton Congregational Church.pdf](#)

[AI 22.3 - Crediton Parkrun.pdf](#)

[AI 22.3 - Crediton Youth Orchestra.pdf](#)

[AI 22.3 - The EPIC Family CIC.pdf](#)

[AI 22.3 - The Holy Cross Junior Choir.pdf](#)

[AI 22.3 - Significant Seams CIC.pdf](#)

[AI 22.3 - The Folklore Library and Archive.pdf](#)



**Minutes of the Grants Committee meeting held on Thursday, December 11, 2025 at 13:00 in
Manor Office, 6 North Street, Credition**

Present: Cllrs Liz Brookes-Hocking, Joyce Harris and Vix Frisby

Apologies: Cllr Steve Huxtable (unwell) Cllr John Downes (personal)

In Attendance: Jamie Parker from Bang Bang Boxing Club

Minute Taker: Emily Armitage

MINUTES

1 ELECTION OF CHAIR

The meeting commenced with the election of the Chair for the year 2025-2026. Councillor Brookes-Hocking was proposed for the position, and the proposal was seconded and agreed upon by all present members.

Decision: Councillor Liz Brookes-Hocking was elected as Chair for the year 2025-2026.
(Proposed by Cllr Harris)

2 ELECTION OF DEPUTY CHAIR

Following the election of the Chair, the committee proceeded to elect the Deputy Chair for the year 2025-2026. Councillor Downes was proposed for the position, and the proposal was seconded and approved by the committee. Councillor Downes, known for his involvement in community organisations, was accepted as Deputy Chair.

Decision: Councillor John Downes was elected as Deputy Chair for the year 2025-2026.
(Proposed by Cllr Brookes-Hocking)

3 WELCOME AND INTRODUCTION

Councillor Brookes-Hocking, the newly elected Chair, welcomed everyone to the meeting of the Grants Committee of Credition Town Council. Each member introduced themselves.

4 PUBLIC QUESTION TIME

During Public Question Time, a member of the public present was invited to ask questions relevant to the work of the council. No questions were raised, and the committee moved on to the next agenda item.

5 APOLOGIES

The committee received and accepted apologies from Councillor Downes, due to personal reasons, and Councillor Huxtable, who is unwell. The apologies were formally accepted by the committee. (Proposed by Cllr Harris)

6 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

6.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Councillor Brookes-Hocking declared a personal interest in Crediton Arts Centre, of which she is a member. No other declarations of personal interest or disclosable pecuniary interests were made by the members.

6.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No requests for dispensations were made.

7 ORDER OF BUSINESS

The committee agreed to maintain the order of business as outlined in the agenda. No adjustments were deemed necessary to accommodate visiting members of the public.

8 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

9 GRANTS COMMITTEE MINUTES

The minutes of the meeting held on 28 January 2025 were reviewed and approved as a correct record by the committee. The proposal to approve the minutes was seconded and agreed upon.

Decision: The minutes of the meeting held on 28 January 2025 were approved as a correct record. (Proposed by Cllr Harris)

10 2025-2026 BUDGET

The committee noted the remaining funds from the 2025-2026 budget, totalling £6,211. This information was acknowledged without further discussion.

11 SIGNIFICANT SEAMS 2025-26

The committee considered the application from Significant Seams for £3,000. The application included projects such as the Eco Crafting event, mental health volunteering, and the development of the Creativity Acre. Despite some events already having taken place, the committee agreed to fund the projects, recognising the application was

submitted before the events occurred. The committee decided to check if the October half-term event had taken place before finalising the funding. The proposal to fund the application was agreed upon, without setting a precedent for future applications.

Decision: The committee agreed to fund the projects proposed by Significant Seams, recognising the application was submitted before the events occurred.

Task: Check if the October half-term event by Significant Seams had taken place before finalising the funding. @Liz Brookes-Hocking

12 2026-2027 APPLICATIONS

The committee received and noted the list of grant applications for 2026-2027. The applications included various groups and organisations.

12.1 SMALL GRANTS (UP TO £700)

The small grant applications, currently totalling £5,000, will be considered alongside the smaller grants protocol as detailed in the Grants Policy. These applications will be added to the agenda to note at the next meeting. (Requested by Cllr Brookes-Hocking)

12.2 LARGE GRANTS (UP TO £3,000)

The committee reviewed part of the list of large grant applications for 2026-2027 from various groups and organisations. The following applications were considered and approved:

- Crediton Arts Centre: £1,000 for general running costs.
- Crediton Youth Theatre: £1,000 for summer performances and workshops.
- Crediton & District Swimming Club: £1,500 for development of their swimming programme and equipment.
- Crediton Area History and Museum Society: £1,500 for new exhibitions.
- Crediton Town Band: £1,500 for new instruments and encouraging new players.
- Journey Counselling Service: £1,500 for subsidising counselling services.
- CODS: £2,000 for operatic and dramatic productions.
- Crediton Heart Project: £2,000 for cultural activities and events.
- QE School: £2,200 for developing open space areas and rewilding projects.
- Involve Voluntary Action in Mid Devon: £2,550 for coordinating community projects.
- Sustainable Crediton including Crediton Food Larder: £2,915 for various community projects and reducing food wastage.
- Churches Housing Action Team (CHAT): £3,000 for outreach and housing support.
- The Turning Tides Project: £3,000 for their cycling and employment skills projects.
- Bang Bang Boxing Club: £3,000 for organising a boxing event at the leisure centre, promoting the Council's support.

The application from Pippins Pre-School and Nursery for £1,250 for iPads for staff assessments was deemed outside the criteria and not approved.

Decision: The committee decided to approve the grant applications for 2026-2027 from various groups and organisations, totalling £29,915, with the exception of Pippins Pre-

School and Nursery's application for £1,250, which was deemed outside the criteria and not approved. Total approved: **£28,665**, to be ratified by Full Council at a future meeting.

13 DATE OF NEXT MEETING

The committee agreed to hold the next meeting on Tuesday 6 January 2026 at 13.00 to discuss the remaining applications for 2026-2027. This date was chosen to ensure adequate time for reviewing applications before further budget meetings.

Decision: The committee decided to hold the next meeting on 6 January 2026 at 13.00 to discuss the remaining applications for 2026-2027.

The meeting was closed at 13.38.

14 REPORTS PACK

Signed

Dated.....

Bank statement dated within 3 months	Two years accounts	Constitution document	BS	AC	Cn	FB
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Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	Animating Devon CIC	
Name of Project or Activity	Funds to support a weekly animation club to be held in term time, for young people aged 7-13yrs	
What is the delivery time scale of your Project or Activity	Start 06/2026	Finish 05/2027
Amount of funding requested from CTC	3,000	

Contact Details

Name of the person making the application	Katie-Jane Stewart
Position in organisation	Director
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	31-32 Southernhay East, Exeter, EX1 1NS
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Website	www.animatingdevon.com
Social media links	@animatingdevon
Description of organisational purpose	<p>Animating Devon is a community interest company that was formed to develop and promote animation education and employment in the region.</p> <p>The creative industry in Devon is one of the fastest growing performers, however visual media isn't always promoted and embraced as a real employment opportunity, and as such we aim to promote the talent spread out across the county, and bring in more opportunities and more events, all starting from grass roots training.</p> <p>Our aims are simple, create a community for individuals and groups based in Devon, who have a common interest in developing an animation and creative skills network. We are driven by the desire to promote collaboration, opportunity and support. By creating a recognised animation community in Devon, we can build and work with groups, businesses and individuals of all ages, to identify and utilise their talents and skills, whilst also creating a strong network that will generate new opportunities, new collaborations and new initiatives to strengthen the visual arts creative sector in the region.</p> <p>A large part of what we do. is making animation training accessible for all regardless of background or means. We are working with organisations such as Libraries Unlimited, as we aim to provide funded introductory workshops for young people aged 7-13yrs in accessible settings.</p> <p>Our ethos and remit is to mentor young people in many underrepresented minorities in the animation. We are grounded in offering opportunities for all. By offering workshops that can be out of reach for many, we can take an activity that is fun and creative, whilst introducing skills for everyday life - planning, problem solving, communication, resilience & working together</p>
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Sort Code: [REDACTED] Account Number: [REDACTED]

Project Details

1. Briefly outline the project that you have planned

We have been linked to the running of various animation and illustration holiday workshops in CREDITON for a year, which has shown that there is a real desire for parents to have alternative activities for children that aren't sporty.

From 2026, we would like to offer regular weekly animation sessions, during term time, in CREDITON, that teach different forms of stop motion, character design, storyboarding and traditional methods of animation and puppet making.

This project introduces younger creatives to the art of animation and the different ways moving image can be achieved. As arts-based subjects find it more challenging to get support in schools, this is an opportunity to still offer this accessibly to families in CREDITON.

The sessions would be 1.5/2hrs in length and build skills weekly. We also have the option of introducing arts awards for those that would like to achieve a recognised qualification, which is particularly of benefit to SEN children and those homeschooled, by partnering with existing Arts Awards providers in the area.

Our project acquaints children early to animation and the benefits of creative activity, as well as establishing this art form as a future education and career pathway. It's well-known that creative activity has a positive effect on wellbeing, teaching skills in team building, communication and resilience.

The materials used will largely be software and equipment that young people attending already have access to at home. This means the skills they learn, can be taken out of the workshop space and put into practise and continue in their own homes. We are strong believers in making sure that what we offer, can be used by everyone, regardless of circumstances, so talent can be nurtured, without the need to buy expensive equipment, which is why we use digital tablets, everyday craft materials and free animation software, in our existing community offer in other parts of Devon.

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

We meet with young people all the time, whether that is through our established animation workshops or through general emails coming in directly asking for advice. There is a huge energy for creative activities that are accessible for all, especially as school budgets struggle to be able to offer arts-based activities.

This year we joined BBC Bitesize Careers tour panel, discussing creative careers to teens across the county. More recently, we've partnered Community Exe, an initiative from the University of Exeter that offers opportunities for boys from under resourced backgrounds, where we've delivered an animation workshop to 25 wanting to learn about animation, and offered placements for Duke of Edinburgh Students. Last year we were part of a government funded project that looked at how learning animation could be used to aid wellbeing and positive mental health in young adults and teens, and we're currently working with Libraries Unlimited, delivering funded creative activities. Our team are animation pros, educated in safe guarding and delivering training

Some of the comments from the feedback from previous workshops:

"I have enjoyed being part of a group, and learning together"

"it was good to use the animation tablets and learn about two different ways to animate. I hope I can do more in the future"

"I learnt lots but it didn't feel like school, which is good!"

"I didn't really know what to expect, and was nervous about learning something new, but Jack and Hella were really approachable, and made it easy for me. I have found it difficult to join groups like this, but it never crossed my mind to do that or miss a session, as I was so welcomed."

There is no similar activity in Crediton currently (other than the 1 day workshops by our sister company), and parents are telling us that there aren't many regular activities for children that don't want to do sports-based clubs. Crediton has real connections to the arts for adults, so our animation club would compliment and enhance creative activities in the town

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

Provides a new or improves an existing asset or service which benefits a significant number of residents – This is a new club, and we will be able to have a group of 20, and should need be there, run more than 1 club a week. We can offer a qualification in the form of a Trinity College Arts Award, which for this age group, can have up to the same commitment as a low-grade GCSE.

Enhances the profile and/or reputation of Crediton – Having an animation workshop that is run by professional animators, with recognised training qualifications is not offered by groups in Exeter. The young people will be learning skills and techniques that are the foundation of any visual arts career. Our weekly groups are loosely curriculum led, and based in learning through play, which are skills learnt from the University of Exeter "Inno Play" research department.

Supports CTC in achieving the overarching aims in its Strategic Plan – Our animation club will allow a relationship to be formed between Crediton Town Council and CIC Animating Devon. As an organisation we have the backing and links with the BFI (British Film Institute), RTS (Royal Television Society) and Screen Devon. These are 3 big organisations that will support the club and its outcomes and aligns exactly with aim 3 of the strategic plan. It will also strengthen community services for young families looking for extracurricular activities or activities for homeschooled children (aim 5). Our longer-term plan is to also offer out clubs which will be visual arts based for children, young people and adults.

Longer term, an additional aim of Animating Devon, is to redevelop a Devon Animation Festival, but the first steps in doing so, is to strengthen the community and interest across Devon. By taking these first steps with young people's development, via the grant funding on offer, we see this as the grass roots of achieving the goal. We would aim to have young people's animations form part of the festival programme, and this would mean that venues we are hoping to work with in Crediton would be involved. Having a recognised festival again in Devon, would be a benefit to tourism and the creative community, beyond animators.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

As this is a new club to Crediton, our first aim would be to have one session a week, which would be able to accommodate up to 20 children aged 7-13yrs. This obviously also has a wider impact on the families who access the groups and community.

With further funds, we can offer more groups, this may take the form of an alternative school provision, masterclasses or different animation clubs for older children and adults. We are very open to building a community, offering real vocational training that can benefit long term ambitions and aims.

We are also Crediton residents, so being able to offer something that benefits our community is important to us. We can support further education students who have an interest in visual arts, but haven't started following that career, by offering them assistant trainer positions, where they can learn a training skill, get paid, but also learn animation techniques from industry professionals.

As a new CIC we are actively finding new ways to expand what we do, and why funding at this early stage is so imperative to the project growing and moving forward

5. How will your project be financially sustainable in the long term?

Like all groups of this kind, there will be a fee for attending the classes, this will be used to fund the ongoing costs associated with running a CIC.

We have the support of Yellow Mouse Studios Ltd, an animation studio you have agreed to fund some of the equipment needs of the group, as we build a community. Through YMS Animation, we are also able to offer funded Arts Awards, for a small amount of young people that don't have the means to access these types of activities.

We will also actively seek additional grant funding so that we can offer an inclusive, creative supporting learning environment, at an affordable cost

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

The trainers and assistants all have a full enhanced DBS checks. In addition to this, our trainers have first aid training and safeguarding training, which is in addition to our safeguarding policy.

We produce a risk assessment for all new projects, and anyone joining the club or one-off workshops, would be required to complete a consent form, that collects relevant information about the person attending, that they wish to disclose.

Our Safeguarding lead, has a background in education and training, and this knowledge runs through our organisation set up

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

Yellow Mouse Studios put on 1 day animation workshops in Crediton, and as this is a studio we are directly linked with, they will be supplying some resources to help support the club set up, as well as providing Arts Awards as an when we get the funding to support funding any young people from minority or disadvantaged backgrounds.

This is the only organisation offering animation in Crediton

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
An animation club for 7-13yrs is set up	20 young people attending within 6 months of set up	Sign up numbers
2 nd group set up	10 - 20 additional young signing up to a group within 12 months	Sign up numbers
Linking in with schools in Crediton	Careers talks & short taster workshops within 12 months	Dates confirmed, and events going ahead
An animation festival activity	A one-day animation themed festival held in Crediton within 12 months	Attendance numbers, publicity and increased tourism in the town
Our own funded studio space	12-month contract for a studio space in month 12	Contracts signed and paid for

How much will your project cost and how will you use the money?

What is the total cost of your project?	11,520
How much funding would you like from CTC?	3,000
Where will the remaining funding come from?	Membership, workshop subscriptions, grant funding and merchandise sales.

Budget (please complete the following budget for your project or provide a supplementary document)

Title	Description	Total amount	Amount requested from CTC
Management costs	Insurance	550	550
Training	First aid & Safeguarding	230	230
Office costs (rent, telephone etc)	Stationary	100	0
	Sub Total	880	780
Salaries	1 x senior trainer, 1 x assistant, 1 x administrator	5,000	0
Expenses (travel etc)	N/A	0	0
Venue hire	3hrs x 34 weeks at the White Rooms, Crediton	2000	2000

Materials	Equipment for animation creation	3000	80
Publicity	Website	500	0
Volunteer expenses	N/A	0	0
Other (please specify)	DBS	140	140
	Sub total	10,640	2,220
	TOTAL	11,420	3,000

Declaration

Have you received a grant in the last 3 years from CTC?	No
If so, how much?	
What was the project?	
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	<p>We are also owners of the business Yellow Mouse Studios Ltd, and through this business, we have actively been involved in several activities that promote Crediton high street, particularly with driving footfall. This has meant that on occasions we have needed to work with CTC to get these projects off the ground. We are currently working with CTC on a St Boniface Christmas project both as owners of YMS and Animating Devon CIC.</p> <p>We are also residents of Crediton, and have live in the town for over 20 years</p>

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.

(please click/tick box to agree) ☒

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.

(please click/tick box to agree) ☒

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered

(please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ☒


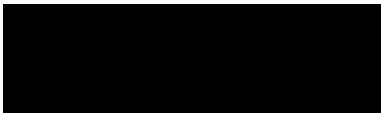
(We do not have 2 years of accounts, we are start up)

Bank statement or paying-in slip ☒

(to double check bank details)

Constitution ☒

NB. Scanned copies are acceptable if you send your application by email.

Signature 1 (person submitting form)	 Katie-Jane Stewart
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	 Daniel Willers
Date: 31/10/2025	

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

CIC 36

Declarations on Formation of a Community Interest Company¹

Company Name in full

Animating Devon CIC

Community Interest Company

SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries

1. We/I, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the community². [Insert a short description of the community, or section of the community, which it is intended that the company will benefit below]³

The company's activities will provide benefit to ...

Individuals and groups based in Devon with a common interest in developing an animation and creative skills network, driven by a desire to create a community that will promote collaboration, opportunity and support.

By creating a recognised animation community in Devon, we will build and work with groups and individuals of all ages, to identify and utilise their talents and skills whilst also creating a strong network that will generate new opportunities, new collaborations and new initiatives to strength the creative sector in the region.

Animation Devon CIC will at its core, have the following values that under pins the purpose of its being – Developing community, inclusivity and creativity.

SECTION B: Community Interest Statement – Activities & Related Benefit

Please indicate how it is proposed that the company's activities will benefit the community, or a section of the community.

Activities <i>(Please provide the day to day activities of the company.)</i>	How will the activity benefit the community? <i>(The community will benefit by...)</i>
<p>We will provide education opportunities in publicly accessible spaces for young people and adults wishing to learn a visual creative skill</p> <p>O</p>	<p>Participation in creative activity, which can be a barrier for families and individuals who do not have the means to enjoy such artistic pursuits. By offering workshops and training in visual skills such as animation and illustration, in publicly accessible locations that would include libraries and community spaces as well as outreach work into schools and colleges, we can offer activities for those that have a talent or desire to learn.</p> <p>We would be able to particularly support underrepresented young people in the community, meaning the skills they learn, can be taken out of the workshop and put into practise and continue in their own homes. We are strong believers in making sure what is offered, can be used by everyone, regardless of circumstances, so talent can be nurtured, without the need to buy expensive equipment.</p> <p>There is the lack of access to creative activities for people from C2DE households, which ultimately impacts the creative industries voice. Recent analysis has reported just 8% of creatives in film and TV come from a working-class background, so there are clearly barriers into the creative industry. Therefore, by increasing access to opportunities in Devon, by reaching out into the community, there is the opportunity to unlock an individual's potential.</p> <p>Along with improving their creative skills, there is also the benefit this type of activity can have on supporting wellbeing and positive mental health as well as creating an experience that can be an extremely nurturing way of expression for neurodivergent people.</p>

<p>We will host community engagement events to allow skill sharing, networking and support for industry professional, students and graduates</p>	<p>Monthly animation gatherings for the purpose of networking and building opportunities for local talent both established in the industry as well as students and graduates.</p> <p>The aim is to build a community of practitioners with links to animation and visual arts, so that opportunities can be shared and created via collaboration, masterclasses and skills sharing.</p> <p>Gaining a career in animation for anyone living South of Bristol, can be seen as an impossible task. Despite Devon colleges offering forms of animation training and the 4 South West Universities having different animation-based degrees, there are few opportunities for graduates locally. As a result, creative talent either leaves, or is forced into another sector. Via community engagement, we will promote creative animation in Devon and champion young animator development outside of the major UK animation hubs, championing a message about being stronger together.</p>
<p>We will establish a annual animation festival, that will also benefit tourism and local commerce in Devon</p>	<p>Having an established animation festival again in Devon, will bring educational, commercial and community benefits to all areas hosting festival events.</p> <p>Devon in the recent past, had an internationally acclaimed animation festival, which slowly lost its focus, due the to the structure of the event. There is still an appetite from partners such as the University of Exeter, Exeter City Council, Devon Chamber of Commerce, Screen Devon and Devon and Cornwall Royal Television Society to bring the festival back, with a new focus.</p> <p>Tourism in Devon is fundamental to those that live and work in the county, by having events that can attract visitors will be an economic benefit to small businesses in the region.</p> <p>It will also give opportunities to visual artists and businesses in Devon to showcase their talents and promote themselves on an international stage.</p>
<p>If the company makes any surplus, it will be used for... Reinvested in equipment for workshops, community spaces, events and artist commission opportunities such but not exclusive to early career animators</p>	

(Please continue separate sheet if necessary.)

COMPANY NAME

Animating Devon CIC

SECTION C:

1. We/I, the undersigned, declare that the company in respect of which this application is made will not be:
- (a) a political party;
 - (b) a political campaigning organisation; or
 - (c) a subsidiary of a political party or of a political campaigning organisation.⁴

SECTION D:

Each person
who is a
director of the
company
must sign the
declarations.

Signed

Date

07/08/2025

Signed

Date

07/08/2025

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

Signed

Date

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Daniel Willers	
<div></div>	
DX Number	DX Exchange

NOTES

- ¹ This form will be placed on the public record. Any information relevant to the application that you do not wish to appear on the public record, should be described in a separate letter addressed to the CIC Regulator and delivered to the Registrar of Companies with the other documents.
- ² The community interest test is referred to in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and is expanded upon in regulations 3, 4 & 5 of the Regulations.
- ³ E.g. "the residents of Oldtown" or "those suffering from XYZ disease".
- ⁴ A company is not eligible to be formed as a community interest company if it will be an "excluded company". If you are not sure whether the company which you wish to form falls into any of these categories, you should refer to the definitions of the terms "political party", "political campaigning organisation" and "subsidiary" (and of the related terms "election", "governmental authority", "public authority" and "referendum") in Regulation 2 of the Regulations before completing this form.

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Animating Devon CIC

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

Animating Devon CIC

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

- (a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and
- (b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: Any organisation conducting similar activities, in consultation with the regulator

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body

is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)

Charity Registration Number (if applicable): []

Company Registration Number (if applicable): []

Registered Office: []³

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects⁴

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to animation and visual artists in Devon by providing educational and community activities, that support, nurture and develop talent within the region by forming communities, accessible training for young people and adults, inclusivity, encourage wellbeing, skills development and providing animation festival activities to promote tourism and economic growth in the county and any other similar activities.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁵

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁶

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁷

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:
 - 11.1.1 to such person or committee;
 - 11.1.2 by such means (including by power of attorney);
 - 11.1.3 to such an extent;
 - 11.1.4 in relation to such matters or territories; and
 - 11.1.5 on such terms and conditions;as they think fit.
- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁸

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:
 - 13.2.1 all the Directors agree; or
 - 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁹
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings¹⁰

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹¹

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.¹²

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹³

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹⁴

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;

19.3.2 not be counted in the quorum for that part of the meeting; and

19.3.3 withdraw during the vote and have no vote on the matter.

19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:

20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;

20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.

20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.

20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁵

22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁶

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

24. Directors' remuneration¹⁷

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁸

BECOMING AND CEASING TO BE A MEMBER¹⁹

26. Becoming a member²⁰

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²¹

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²²

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²³
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²⁴
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
- 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.
- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²⁵

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE

INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁶ or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	Animating Devon CIC;
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Industrial and Provident Society”	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ See regulation 23 of the Regulations and [Parts 6 and 10] of the Regulator’s information and guidance notes. If the company does not specify that the remaining residual assets are to be transferred to a particular Asset Locked Body, an appropriate recipient will be chosen by the Regulator, in consultation with the company’s directors and members.

⁴ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁵ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁶ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁷ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁸ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁹ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

¹⁰ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹¹ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹² You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹³ Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹⁴ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁵ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁶ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁷ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁸ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁹ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been

formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

²⁰ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.)] Article 26.3 provides that the Directors are also members of the company.

²¹ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²² The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²³ Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²⁴ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁵ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.)] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁶ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	Credition Congregational Church – for our secular, community projects	
Name of Project or Activity	Fishtank, Causeway, Coffee & Company, Friday Kids	
What is the delivery time scale of your Project or Activity	Start (09/25)	Finish (ongoing)
Amount of funding requested from CTC		

Contact Details

Name of the person making the application	Hannah Martin
Position in organisation	Administrator
Email address	
Telephone number	

Organisation details

Address	98 High Street, Credition, EX17 3LF
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Website	www.creditoncongregational.org
Social media links	FB Crediton Congregational Church
Description of organisational purpose	Whilst we are a place of worship, we run mid-week community projects which are secular, do not promote religion and run purely to serve a need in the community
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Sort Code: [REDACTED] Account Number: [REDACTED]

Project Details

1. Briefly outline the project that you have planned

Every week we run 4 secular activities as follows:

FISHTANK

This is a weekly, term-time toddler group, providing space for parents/carers and their children to meet and play. The group has an informal structure, within which the team are able to offer support to the parents/carers who might be seeking advice or guidance. The majority of group leaders are (or have been) parents, or have worked in childcare or educational settings. It is also an opportunity for the team to model positive parenting and interaction skills.

34% of our young people live in households below the poverty line, and providing a free session each week means that we increase the options available to parents/carers and children.

We average 22 adults and 35 children each week.

CAUSEWAY

This is our Wednesday activity which is a specific café for adults with learning disabilities. We offer craft, singing and dancing (which is always enjoyed!), puzzles and refreshments. Carers are able to spend time with other carers which enables them to find support. The group is informal and adapts to meet specific needs of the individual. We have around 45 attend each week, with a further 25 carers, so it's a busy place! Some of our attendees have additional needs (in addition to their learning disability) such as limited vision or deafness.

COFFEE & COMPANY

This is a weekly drop-in café for the older generation with tea, coffee, puzzles and quizzes. It provides companionship, a friendly place to meet and a way to combat loneliness. It also gives an opportunity to put older people in contact with other agencies for support and advice in areas that can be difficult for older people (energy bills, housing issues, using the internet and so on). Agencies also attend some sessions, including Journey counselling, CHAT, Exeter Community Energy, Foodbank, Age Concern, and the Lions and Rotary Clubs.

Coffee & Co. averages 35 people each week, and has worked with people who are registered blind, have Alzheimer's, wheel-chair users, have carers, or who are homeless.

FRIDAY KIDS

This is a weekly, term-time project that provides a safe space for primary aged children to play games, and engage in craft and other activities. A freshly-cooked hot meal (main and dessert) is served each week, including vegetables, salad and fruit. Our aim is that every child goes into the weekend having had a nutritious meal.

36% of the young people we work with access free school meals; 34% come from households below the current poverty line. We believe that serving a meal as part of the Friday activities helps to support these young people (and their families) in particular.

During the 24/25 academic year, we worked with 88 young people, with 67 attending more than once. We saw (and fed) an average of 26 children each week.

As part of our time with these young people, our team has been able to identify 14 safeguarding issues in 2024 that have been passed to the relevant agencies. In some cases, this has led to interventions from external agencies and significantly improved outcomes for those young people.

We work in partnership with local schools to ensure that relevant information is shared.

We are not aware of any comparable group running in Crediton.

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

Our projects have all run for at least 3 years, some for nearly 20 years. Our attendance numbers are well attended and users tell us they look forward to coming. Parents appreciate the time others spend with their children which helps their child's development, they also appreciate the informal parenting advice given as well as access to health visitors and families centres have declined within the town.

Our Causeway group: apart from private care homes within the town, we are not aware of any other such facility for adults with learning disabilities which is free of charge. For some older parents, bringing their adult children to this group provides them with 2 hours each week, where they themselves can meet fellow carers, which for some has been invaluable.

Coffee & Company: This group started post covid as we identified the significant loneliness in the older generation within Crediton, especially for services that are free of charge. What has developed is a group who look forward to our Thursday events and when we have to cancel, due to elections or building works, our attendees ask us to find an alternative venue! One lady said "I was so low struggling with depression, I didn't know what to do until I heard of this group from my GP. I can honestly say it has been a life-saver and I am so grateful for you all". We have been very fortunate to receive a donation from a member of the community which covers the cost of the Mid Devon Mobility Transport bus which offers transport to house-bound folk to our group. Loneliness is even more isolating when lack of transport and poor mobility is a significant issue.

Even though the 4 groups are predominantly led by church volunteers, we also have many other volunteers who are not church-connected. They either enjoyed the group when their children were age-eligible, or attended with someone and felt compelled to give back to our community. Our volunteers are all DBS checked as safeguarding is something very important to us, and we have a rigorous safeguarding policy.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

Across the four groups, just under 200 people will benefit from our community activities. It will assist CTC to promote the caring nature of our town – we are a community of compassion rather than just a place to live. The old saying that it 'takes a village to raise a child' is reflected in our work: from babes to children to the elderly and those that need extra special care along life's journey.

Where public services are being squeezed every year, our groups offer facilities and services to build a community that cares whilst building relationships with other agencies.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

Our community projects together reach a wide range of residents in Crediton — from babies and toddlers through to older adults — providing practical, emotional, and social support that strengthens community wellbeing. Across our four regular activities we engage with nearly 200 people each week, having a direct impact on families, carers, and local support networks. Over the course of a year, this represents several hundred individuals from across Crediton and the surrounding area who benefit from regular contact, friendship, support, and practical help.

Fishtank, the most important element to this group is for parents and children to be able to connect, find advice, and model positive parenting in a supportive environment.

Causeway, this group provides social engagement, creative activities, and a sense of belonging for those who might otherwise experience isolation. It also offers a vital support network for carers, who can share experiences and find understanding among peers.

Coffee & Company, provides a safe and friendly weekly space for our older residents. It helps combat loneliness and social isolation, offering companionship, stimulating activities, and access to external support agencies for issues such as energy costs, housing, or digital literacy.

Friday Kids, supports primary aged children each week, offering games, crafts, and a freshly cooked, nutritious meal — for some the only hot meal over the weekend. The project has identified and referred multiple safeguarding concerns to ensure vulnerable children receive appropriate intervention and care, demonstrating the project's deep and practical impact on young lives.

Together, these initiatives make a significant contribution to community wellbeing in Crediton, addressing social isolation, poverty, and inequality while providing friendship, support, and practical help for residents of all ages.

5. How will your project be financially sustainable in the long term?

We rely on a mix of funding sources to keep our activities free or low-cost for participants, including small grants, donations from local residents, and support from church members and community organisations. Partnerships with local agencies, schools, and charities also help us share resources, reduce costs, and strengthen our long-term sustainability.

We carefully monitor our spending and make sure every pound is used efficiently to benefit our community. The consistent attendance and enthusiasm for Fishtank, Causeway, Coffee & Company, and Friday Kids show that these activities are highly valued by Crediton residents — which gives us confidence that ongoing support from the community and local funders will allow these vital services to continue for years to come.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

We have been awarded a safeguarding certification from the Congregational Federation as a Safe Church. All of our activities are risk assessed, volunteers are DBS checked and we have a rigorous Safeguarding Policy which is reviewed frequently by our Safeguarding Officer.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

We work with many agencies: CTC Youth team, Age Concern Crediton, Mid Devon Mobility Transport, Haywards, Landscore, QE, the Rowell Centre and other private care homes for adults with learning disabilities. Sharing resources, information and knowledge is key to a successful project.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Greater participation	15-20% increase in all groups' attendance	Registers/sign in sheets
Social impact	Improved wellbeing of attendees	Testimonials

Behavioural impact	Children's social skills improved, confidence growth	Happier children who are socially confident.
Wellbeing improvement	Happy adults!	Less isolation, friendship networks created amongst group attendees who communicate outside of our groups.

How much will your project cost and how will you use the money?

What is the total cost of your project?	<p>FISHTANK – 39 weeks/yr Operational: food/drink; craft materials = £1950 Premises: heating; water; caretaking = £780 <i>Total: £2730</i></p> <p>FRIDAY KIDS – 39 weeks/yr Staffing: Children's worker 3hr/wk = £1755 Operational: food/drink; cooking; craft materials; cleaning = £3900 Premises: heating; water; caretaking = £780 <i>Total: £6435</i></p> <p>CAUSEWAY – 46 weeks/yr Operational: food/drink; craft materials = £2300 Premises: heating; water; caretaking = £920 <i>Total: £3220</i></p> <p>COFFEE & COMPANY – 50 weeks/yr Operational: food/drink; entertainment mats (ie craft, photocopying, puzzles, games) = £2500 Premises: heating; water; caretaking = £1000 <i>Total: £3500</i></p> <p>Total cost: £15,885</p>
How much funding would you like from CTC?	£3,000
Where will the remaining funding come from?	Donations, grants, church members

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries	Children's worker	£1755	£350
Expenses (travel etc)			
Venue hire	Expenses: heat, light, caretaking	£3480	£650
Materials	Food/drink, craft, puzzles	£10650	£200
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total	£15885	£3000
	TOTAL	£15885	£3000

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1000 on 17/4/24 and £175 16/12/22
What was the project?	Fishtank, Coffee & Company, Friday Kids
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	No formal relationship, we use the Town Square at Christmas and share resources with your youth team.

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) ☐yes

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) ☐yes

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered (please click/tick box to agree) <input type="checkbox"/> yes	
We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):	
Accounts <input type="checkbox"/> yes See note below	Bank statement or paying-in slip <input type="checkbox"/> yes (to double check bank details)
Constitution <input type="checkbox"/> yes	
NB. Scanned copies are acceptable if you send your application by email.	
Applications will not be taken to committee without all these supporting documents.	
Signature 1 (person submitting form)	Hannah Martin, Administrator
Signature 2 (Chair or senior representative of the organisation)	Rev James Gregory, Pastor
Typed entries acceptable for email applications	
Date: 09/10/25	

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

Accounts note:

Our accounts for 2024 show a general reserve amount of £121,787. Please note that £85,000 of this has been raised for our building refurbishment project which is a current project. We also hold a further £25,000 in hand for running costs (such as salaries, utilities etc) should the church need to close for an unforeseen reason (ie covid).

CREDITON CONGREGATIONAL CHURCH

**ACCOUNTS FOR THE
YEAR ENDED 31 DECEMBER 2024**

Charity Registration Number: 1175015

CREDITON CONGREGATIONAL CHURCH
INDEPENDENT EXAMINERS' REPORT
TO THE TRUSTEES OF THE CREDITON CONGREGATIONAL CHURCH

We report on the accounts of the Charity for the year ended 31 December 2024, which are set out on pages 2 and 3.

Respective responsibilities of trustees and independent examiners

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of s144(2) of the Charities Act 2011 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s145(5)(b) of the Act, whether particular matters have come to our attention.

Basis of independent examiners' statement

Our 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 we do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In connection with our examination, no matter has come to our attention:

- a) which gives us reasonable cause to believe that in any material respect the requirements:
 - i) to keep accounting records in accordance with s41 of the Act; and
 - ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stapletons
Chartered Certified Accountants
4 Market Street
Crediton
Devon
EX17 2AJ

27 August 2025

CREDITON CONGREGATIONAL CHURCH
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024	2023
	£	£
Income		
Collections and offerings	173,002	100,556
Rent	44,808	38,331
Legacy	10,000	-
Grants (Inc £16,274 AV)	19,874	-
Donations at Outreach events	2,043	1,473
Parking	435	377
Interest	2,245	1,323
	252,407	142,060
Expenditure		
Salaries	96,490	87,776
Pastoral and ministry expenses	3,253	2,684
Light, heat and water	11,457	9,727
Administrative expenses	3,264	2,498
Repairs and renewals	9,215	5,258
Insurance	4,727	4,220
Fees and donations	2,251	2,195
Mission partners	7,273	6,151
Youth and children's work	2,981	2,833
Training	2,333	3,323
Refreshments	2,466	1,519
New AV Equipment	16,274	-
Outreach events	2,915	1,702
Sundry expenses	1,663	785
Bank charges	519	113
	167,081	130,784
Excess Income over Expenditure	85,326	11,276

CREDITON CONGREGATIONAL CHURCH
BALANCE SHEET AS AT 31 DECEMBER 2024

	2024	2023
	£	£
Current Assets		
Current account	19,020	11,701
Deposit account	103,572	76,327
Debtors	44,903	24,611
	167,495	112,639
Creditors: Amounts falling due within one year	(14,212)	(7,114)
Net Assets	153,283	105,525
Represented By		
General fund (Note 1)	151,034	101,682
Causeway fund	678	1,069
Manse repair fund	1,571	2,774
Total Funds	153,283	105,525

Note 1	£
General fund as at 31 December 2024	151,034
Spent on replacement windows January 2025	<u>(29,247)</u>
	121,787
Less Earmarked for next stage of refurbishment	<u>(85,000)</u>
Remaining General fund	<u>36,787</u>

Crediton Congregational Church constitution

1. Definitions

In the deed:-

1.1 "the Church" means the Congregational Church that has adopted this Model Trust Deed whether directly or as a consequence of this superseding the previous Model Trust Deed.¹

1.2 "the Minister" means the stated Minister or Pastor for the time being of the Church.

1.3 "the Federation" means the Congregational Federation being the registered charity number 264839 having offices at 8 Castle Gate Nottingham NG1 7AS.

1.4 "the Holding Trustees" means Congregational Federation Limited of 4 Castle Gate Nottingham NG1 7AS (Registered Charity Number 267469) or such other Holding Trustees as shall be appointed in accordance with the provisions hereinafter set out.

1.5 "the Managing Trustees" means the local representatives appointed to be Managing Trustees of the Church in accordance with the provisions hereafter set out.

1.6 "the Church Meeting" means a properly constituted meeting of the members of the Church as hereinafter provided for.

1.7 "the Church Members" means persons recognised as Members of the Church and appointed and recorded as such in agreed fashion by the Church Meeting.

1.8 "the Church Property" means the land and buildings to which these trusts relate and which are vested in the Holding Trustees and which are under the day to day care and management of the Church.

1.9 "a Special Resolution" means a resolution of the Church Meeting notified and passed in accordance with the provisions hereinafter contained.

1.10 "The Foundation Trusts" mean the Trusts declared on the acquisition of the Church property by the Church or in any later Trust deed executed by the then Trustees of the Church.²

Objects

2.1 The principal purpose of the church is the advancement of the Christian faith according to the principles and usages for the time being of Congregationalism and in accordance with any specific requirements in the Foundation Trusts.

The Church may also advance education relieve need and carry out other charitable purposes in the United Kingdom and other parts of the World.

¹ In this case, Crediton Congregational Church (CCC).

² In the case of CCC, this is the church trust deed, appended to this governing document.

2.2 Crediton Congregational church clarifies the purpose of the church through it's vision of "Seeking God, Serving Others, Sharing Hope" and delivering this through it's six values, being:³

Encountering God through worship and prayer, the Bible, our world and each other.

Committing all that we are to Jesus, embracing the richness of life in him.

Welcoming everyone as companions on our journey together.

Serving our community, responding to the strengths, needs and opportunities we find with practical, loving kindness.

Growing in relationship with God, full of curiosity and a willingness to be changed.

Sharing the difference Jesus makes, through our every day words and actions.

Holding Trustees

3.1 The Church Property shall be vested in the name or names of the Holding Trustees.

3.2 The Holding Trustees shall be entitled to send a representative appointed by themselves in whatever manner they choose, to any Church Meeting or Meeting of the Managing Trustees and the said representative shall have power to speak at such Meeting but not to vote.

3.3 The Holding Trustees shall be entitled to make such reasonable requests for information in respect of the management and administration of the Church and the use of the Church premises (including copies of documentation) and the Managing Trustees shall comply with such reasonable requests as quickly as possible.

3.4.1 The Holding Trustees shall not be bound to make any enquiry as to the Management and administration of the Church or the use of the Church Premises.

3.4.2 Should the Holding Trustees become aware that the Trusts contained herein (or the Foundation Trusts where the requirements thereof still apply) may not be being complied with or any action is being taken which may jeopardise the charitable status of the Church or they have reasonable grounds to suspect that any aspect of the Church's management or administration is not being carried out correctly then the Holding Trustees shall have power to investigate and raise questions of the Managing Trustees and the Church Meeting and to call such meetings of the Managing Trustees and the Church Meeting as they may consider appropriate and to report accordingly to the Charity Commission and other proper offices.

3.4.3 The Holding Trustees shall also in such circumstances have power to put forward resolutions for consideration at any Meeting of the Managing Trustees or the church Meeting but shall not have power to vote thereon.

³ Clause 2.2 does not appear in the CF Approved Governing Document, and is added for clarification from the 2010 Administrative Guidelines.

3.5 The Holding Trustees may, at any time upon a Special Resolution being passed by the Church Meeting, take over and assume the responsibilities of the Managing Trustees.

3.6 The Holding Trustees will hold the Church Property on Trust to permit the Church Property to be used occupied and enjoyed as a place for the public worship of God and for preaching the gospel of the Lord Jesus Christ according to the principles and usages for the time being of Congregationalism and such declarations of principles as may be agreed and made from time to time by the Church Meeting.

3.7 The Holding Trustees shall also permit the Church Property to be used for the promotion of such Christian religious and other charitable purposes not inconsistent with the principal purpose as the Church Meeting shall from time to time agree.

3.8 The Holding Trustees (and the Managing Trustees and the Church Meeting) shall continue to be bound by any provisions in the Foundation Trusts relating to:

3.8.1 The doctrinal standards to be held and proclaimed by the Church.

3.8.2 The qualification of the Minister Deacon or Elders and the Church Members.

3.8.3 The identity of the ultimate beneficiaries who may be entitled to the Church property or the proceeds of sale thereof in the event of disposal of the Church property under the provisions of Clause 10 hereof.

The Managing Trustees

4.1

4.1.1 The Managing Trustees shall, consist of those persons appointed to be the Minister plus the deacons elders or officers of the Church⁴, unless the Church Meeting shall specifically decide to the contrary by a Special Resolution.

4.1.2 The Church Meeting shall also be able to appoint any other Members of the Church Meeting to be a Managing Trustee by a Special Resolution.

4.2 The Managing Trustees shall act as Charity Trustees as defined by section 97 (i) of the Charities Act 1993 and shall have all powers to control manage and administer the church Property and all other aspects of the Church in accordance with the trusts contained herein (or as referred to in Clause 2 hereof) and in accordance with their charitable and other legal obligations.

4.3 The Managing Trustees shall report fully at all times to the Church Meeting on all actions they have taken and shall continually seek guidance from the Church Meeting as to further actions that should be taken by them in their capacity as Managing Trustees.

4.4 The Managing Trustees shall;

4.4.1 all be members of the Church, and any managing trustee who ceases to be a church member will automatically cease to be a managing trustee;

4.4.2 *meet the requirements and qualifications, if any, set out in the Foundation Trusts⁵;*

4.4.3 not be disqualified from acting as a charity trustee in accordance with the provisions of section 72 of the Charities Act 1993.

⁴ At CCC, the Leadership Team shall be deemed to be officers of the church, and so will be Managing Trustees.

⁵ No such qualification is present in the Foundation Trusts, and so clause 4.4.2 will not apply.

4.5 The Managing Trustees (except for those in Ministerial Office) shall be appointed for an initial term of 3 years with the opportunity to be nominated for re-appointment at the end of each 3 year term.⁶

4.6 The Managing Trustees shall keep a written record of those who are Church Members and shall review this on a regular basis and present it to the Church Meeting for formal approval on an annual basis.

Managing Trustees Meetings Proceedings

5.1 The Managing Trustees shall meet at least once every three months.

5.2 The Managing Trustees shall determine the quorum for their meetings which will be no less than two persons or half their number, whichever is the greater.

5.3 The Managing Trustees may delegate such of their powers and functions to such individuals and sub groups as they shall in their absolute discretion decide provided that all such delegated powers and functions will always be subject to the overriding jurisdiction of the Managing Trustees and all such individuals and sub groups so appointed should report back to the Managing Trustees.

5.4 The Managing Trustees shall keep a written record of their meetings and of all votes taken at those meetings.

5.5 Each of the Managing Trustees shall have one vote at meetings of the Managing Trustees and all matters shall be decided by a simple majority. In the event of a tied vote then the Chair of the meeting shall have a casting vote.

5.6 The Chair of the Managing Trustees shall be decided annually by a meeting of the Managing Trustees and they will act as Chair of all such meetings. In the absence of the Chair the Managing Trustees present shall elect a Chair for the meeting who shall have all powers of the Chair at that meeting.

Church Meeting

6.1 The Church Meeting shall meet at least once every three months and at such other times as the Managing Trustees may think fit or as may be called in accordance with the provisions herein contained.

6.2 The Church Meeting shall consider at each meeting the objectives of the Church and actions that should be taken by the Church Meeting or any other officers of the Church to further such objectives.⁷

6.3 The Church Meeting shall have power to appoint or remove any Holding Trustee or Managing Trustee by a Special Resolution.

6.4 The Church Meeting shall have power to appoint or remove any Minister of the Church by a Special Resolution.

⁶ At the time of writing, Managing Trustees would be required to take a break of one year after six years' service, in accordance with the additional regulations (15.2).

⁷ Clause 6.2 in the CF Approved Governing Document uses the word "objects" rather than "objectives". This has been altered to avoid confusion.

6.5 All Church Members shall be entitled to attend and vote at the Church Meeting.⁸

6.6 All Church Members and adherents shall be entitled to attend the Church Meeting. All Church Members of at least six months standing may vote. The chairman shall have the casting vote. A quorum shall be created by the attendance of one fifth of voting members.⁹

Church Meeting Proceedings

7.1 A Church Meeting may be called by the Managing Trustees, the Deacons/Elders Officers of the Church, the Holding Trustees (in the limited circumstances set out in Clause 3.4 hereof) or by 20% of the Church Members.

7.2 Any Church Meeting shall be called on not less than fourteen days' written notice being given to all Church Members and the notice of a Church Meeting shall be in writing and shall specify the business to be transacted and the text of any Special Resolutions to be put to any such Meeting, unless two thirds of the Church Members give written consent to dispense with any of these requirements.¹⁰

7.2a Any Church Meeting shall be called on not less than fourteen days' notice in the chapel (and by other means as appropriate, e.g. e-mail). The notice of a Church Meeting shall specify the business to be transacted (i.e. an agenda will be publicised), and the text of any Special Resolutions to be put to any such Meeting, unless two thirds of the Church Members give written consent to dispense with any of these requirements.¹¹

7.3 Any resolutions to be passed at a Church Meeting shall be passed if carried by a simple majority of the Church Members present and voting at such meeting save as otherwise provided herein.

7.4 A special Resolution shall be passed if two thirds of the Church Members present at the Meeting and voting at the meeting vote in favour thereof.

7.5 Any votes to be taken at a Church Meeting shall be by show of hands but upon the request of any church Member present a secret ballot shall be taken and the result verified by two scrutineers appointed by the meeting.

7.6 Postal and proxy votes shall not be allowed at any Church Meeting.

7.7 The chair of any Church Meeting shall be a member of the Managing Trustees who has been previously appointed by the Church Meeting to be chair of such meeting. If this person is not present within ten minutes of the allotted start time of a Church Meeting then the Church Meeting shall appoint another member of the Managing Trustees present at the meeting to be the Chair of the meeting.

Minister

⁸ Clause 6.5 is in contradiction to the Foundation Trusts (clause 21), and is replaced with Clause 6.6 accordingly.

⁹ Clause 6.6 does not appear in the CF Approved Governing Document. It replaces Clause 6.5, which is in contradiction to the Foundation Trusts (clause 21).

¹⁰ Clause 7.2 is in contradiction to the Foundation Trusts (clause 21), and is replaced with Clause 7.2a accordingly.

¹¹ Clause 7.2a does not appear in the CF Approved Governing Document. It replaces Clause 7.2, which is in contradiction to the Foundation Trusts (clause 21).

8.1 The Holding Trustees shall permit the Minister as the Church shall from time to time appoint to preach the Gospel of the Lord Jesus Christ according to the principles and usages for the time being of Congregationalism and to act and function as pastoral overseers of the Church and to officiate on the Church Property at baptisms and other Christian rites as the Church shall from time to time agree and direct.

8.2 The Holding Trustees shall also permit such occasional ministers or other persons to officiate on the Church Property as a minister as the Managing Trustees may from time to time decide subject to the overriding jurisdiction of the Church Meeting.

8.3 The Church shall reach such legal arrangements with the minister as are appropriate with reference to employment law and practice at the time of the minister's appointment.

8.4 The Minister must be elected by at least two thirds of voting members present at a special Church Meeting called for that purpose. The Minister may be removed by majority vote at a special Church Meeting called for that purpose.¹²

Finance

9.1 The Managing Trustees shall be responsible for receiving all funds raised by the church for their appropriate use and investment in accordance with the trusts contained herein and as referred to in Paragraph 2.2 hereof.

9.2 The Managing Trustees shall arrange for annual accounts to be prepared and shall ensure that such accounts shall comply with any legal and charitable obligations and shall arrange for them to be approved by the Church Meeting.

9.3 The Managing Trustees shall arrange for a copy of the annual accounts to be forwarded to the Holding Trustees as soon as possible after they have been approved by the Church Meeting.

9.4 The Holding Trustees shall at the request of the Church Meeting (either directly or through the Managing Trustees) dispose of the Church Property or any part of it and shall ensure that all legal obligations in respect of such disposal are complied with. Any decision to raise money against the Church Property (e.g. through a mortgage) will require a two thirds majority at a special Church Meeting convened for this purpose.¹³

9.5 Such disposal may be by way of sale, exchange of property or mortgage or partly by one of these means and partly by another.

9.6 The Holding Trustees shall also acquire any additional property as required by the Church and shall again ensure that all legal and charitable obligations are complied with and shall only be required to so act if the Managing Trustees have satisfied the Holding Trustees reasonably with regard to the financing of such acquisition.

¹² Clause 8.4 does not appear in the CF Approved Governing Document. It is added for consistency with the Foundation Trusts (clauses 9 and 10).

¹³ The final sentence of clause 9.4 does not appear in the CF Approved Governing Document. It is added to maintain consistency with the Foundation Trusts (clause 12).

9.7 The Church shall not carry out any improvement enlargement demolition or substantial repair to the Church Property or any leasing arrangement of all or part of the Church Property for a period in excess of one year without the written agreement of the Holding Trustees.

9.8 The Church shall comply with any reasonable request for information from the Holding Trustees in respect of any proposed transaction as set out herein.

9.9 Upon any mortgage lease sale or exchange of the property no mortgagee lessee purchaser or other person dealing bona fide with the Holding Trustees shall be bound to enquire as to whether the power has been properly exercised in any way and notwithstanding any irregularity whatsoever in the exercise of any such power the same shall in relation to such person be deemed to be within the power under which it purports to be made and to be valid accordingly.

9.10 In creating any mortgage under any of the powers of mortgaging herein contained the Holding Trustees may insert in such mortgage such power of sale and other powers and such covenants and provisions as they may think expedient including if it is thought desirable a provision for the continuance of the loan for any term therein specified.

Ultimate Trusts

10.1 If the Church Meeting shall vote to close the Church or the Church Meeting shall no longer be able to meet for any reason then the Holding Trustees may in their absolute discretion dispose of the Church Property or any part thereof and any other monies or other assets held on the terms of the Trusts herein declared and pay and apply the net proceeds thereof in accordance with the Foundation Trusts or if there is no relevant provision within the Foundation Trusts then for such religious or other charitable purposes in connection with Congregationalism in such manner as the Council of the Federation shall direct in writing.

Trustees Expenses

11.1 The Holding Trustees shall be entitled to recover all reasonable and proper expenditure or costs incurred by them in the exercise of any of their powers and duties and this shall include a fee levied by the Holding Trustees for their management or other services provided.

11.2 The Managing Trustees shall be entitled to be reimbursed for all their reasonable expenses in exercising their duties as Managing Trustees including reasonable travel expenses as the Church Meeting shall decide.

11.3 The Managing Trustees shall not be entitled to be paid on any basis for the exercise of their powers and duties.

11.4 The Managing Trustees should not include within their number any paid employee of the Church apart from the Minister of the Church, but can include any individual who receives payment from the Church in accordance with the provisions of Clause 12 hereof.

Remuneration of Managing Trustees

12.1 A Managing Trustee (other than the Minister) or any person firm or company connected with a Managing Trustee can only be employed by the Church or receive

remuneration or sell goods or services or any interest in land to the Church in the following circumstances:

12.2 Any such arrangement must be approved by the Church Meeting, the Managing Trustee or the person connected with them who may benefit directly or indirectly from the proposed remuneration must declare an interest in the proposal before any discussion on the matter begins.

12.3 The Managing Trustee must absent themselves (as must any connected persons as mentioned above) from any part of any meeting at which the proposal is discussed and take no part in any discussion of it and must not be counted in determining whether any such meeting is quorate in respect of such discussion.

12.4 The Managing Trustee involved must not vote on the proposal.

12.5 The remaining Managing Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Church to contract with or employ that Managing Trustee (or connected person) rather than another independent person and must record the reason for their decision in the minutes of the meeting.

12.6 The Managing Trustees authorising the proposed transaction must comprise a majority of the Managing Trustees body and must not have received any benefit from the transaction.

12.7 In this clause references to "person" shall extend to references to a firm or company where appropriate and the phrase "connected" means that a person is related by blood or marriage to the Managing Trustee in question or is living with such Managing Trustee as husband and wife and any question as to whether this applies shall be referred to the Holding Trustees.

Remuneration of Ministers

13.1 Any Minister or Ministers appointed by the Church will be entitled to be paid an agreed and reasonable remuneration or stipend out of the funds of the Church notwithstanding the fact that they may be one of the Managing Trustees.

Further Regulations

14.1 The Church shall be entitled to make such further regulations or rules to govern the management and administration thereof so far as such rules and regulations are not inconsistent with the terms herein contained and in the event of any such inconsistency the terms of this deeds shall in all circumstances take precedence.

14.2 Such rules or regulations must be passed by a Special Resolution of the Church Meeting.

Agreed Further Regulations

The following further regulations do not form part of the CF Approved Governing Document. These do not form part of the constitution, and may be amended by means of a Special Resolution, as outlined in section 14. They are added to maintain consistency with previously agreed documents.

Leadership Team

15.1 The Leadership Team shall consist of the Minister, and those Leaders appointed by a Church Meeting to serve on the leadership team.

15.2 Leaders will be appointed to a fixed term of service of 3 years with the option of continuing into a second term with the agreement of the Leadership Team and the Church Meeting (i.e. maximum 6 consecutive years' service). Leaders will be required to take a sabbatical and stand down from the leadership team for one year or more at the end of a second consecutive term of service. Ideally, one leader would be changed each year.

15.3 The process for appointing leaders shall be:

- Members are reminded to pray about the anticipated vacancy on the Leadership Team (usually at the Annual General Meeting).
- Members should communicate with the Leadership Team when they believe they have a leading from God regarding potential Leaders.
- Leaders will prayerfully identify and meet with potential future Leaders.
- Leaders will then nominate the next Leader (usually between May and August).
- Nominations for Leader will be publicised as for membership requests (i.e. prior to the church meeting, for discussion with the Leadership Team in advance if any concerns are to be raised).
- At a Church Meeting (usually in September), Church Members will be asked to accept the nomination for leadership. If the Church Meeting rejects the nomination, the process will start again.

15.4 The duties of the Leadership Team will be:

- The primary leadership and oversight of the church
- Setting and sharing the vision and strategic direction of the church
- Holding the six points of the mission statement in balance
- Implementing, managing and coping with change
- Evaluation of the church's progress in terms of short, medium and long term plans
- The efficiency and effectiveness of all other teams
- Communication to and from the wider church
- Providing clarity and cohesion
- Planning, preaching and teaching the Word
- Ensuring sound doctrine by discussion, prayer and continued learning
- Discipline
- Appointing staff
- Line management of and responsibility for employees and volunteers within the church
- Identifying and equipping the next generation of leadership
- Leadership succession
- Being outward looking to ensure that the church is aware of local community/national issues
- Working with other churches in the town
- Preparing for church and other meetings
- Health and Safety; including child protection
- Financial viability (budgets)

While the leadership team holds the responsibility for all the above, some tasks may be delegated to others within the church family and wider congregation.

15.5 Individual Leaders will be responsible for:

- Championing their particular part of the mission statement
- Communicating the church's vision and strategic plan to the deacons and all the ministry leaders for whom they are responsible
- Knowing and understanding the work of the deacons and ministry leaders for whom they are responsible
- Encouraging and mentoring deacons and ministry leaders
- Listening to God individually, and as He speaks through other members of His church
- Communicating the views of those for whom they are responsible back to the leadership team
- Their own spiritual growth and development

15.6 The Church Treasurer and Secretary will be elected annually at the Annual General Meeting. Should either position fall vacant during the year, this may take place at any Church Meeting. Nominations for either position should be passed to the leadership team at least fourteen days before the meeting. No nominations shall be made without the consent of the nominee, who must be a member of the church. The Treasurer and Secretary must reflect a walk with Christ both in their lives and their work within the church, and have been in membership for over six months.

Members

16.1 Church Members shall be those who have professed a saving faith in the Lord Jesus Christ and manifest a sincere Christian character, and are willing to take an active role in the practical running of the Church.

16.2 Candidates for membership shall have acceptably completed a suitable membership course. They shall apply for membership in discussion with the Leadership Team. When the nomination is brought to a Church Meeting the candidate may be received into membership if a majority of the members present approve the nomination.

16.3 Youth Membership will be from the age of twelve years. At eighteen years full membership will be ratified by the Church Meeting. From sixteen years application may be made for adult membership, if so desired.

16.4 Any member who is absent for a year, other than through incapacity, shall be contacted, and unless they resume attendance within three months shall be deemed to have left the membership.

In extreme circumstances, the Church shall be at liberty to withdraw from any member, for any reason by them considered by a Church Meeting to be fitting. In order, however, to prevent precipitate action and to give opportunity for mature and prayerful consideration, at least one month's notice of motion must be given. Withdrawal from a member can only be effected by not less than a majority of members present.

CREDITON CONGREGATIONAL CHURCH DEEDS - 14th October 1862

The first part describes the Conveyance in fee simple, and declaration of trusts of the house, Garden and premises in High Street Crediton for the purposes of the Independent Church and the minister's residence.

These deeds concern the "Minister's Premises".

- 1) The minister can occupy the premises, keep in repair at his own cost, insure the property for £300 at least and contribute to the upkeep of the way or passage, and the pump and well.
- 2) If the minister does not live in the premises, he can let it for rent and have the rent "for his own use or benefit".
- 3) If there is no minister for a time, the premises can be let by the deacons and, after expenses, repairs, insurance etc., the remaining money can be used for "maintenance of divine worship". If a minister is appointed while the premises are being rented, the new minister is entitled to the rent from the date of his appointment.
- 4) Clauses 12, 13, 14, 15, 16, and 17 apply to the minister's premises as to the chapel premises. If the premises are sold, clauses 14 and 15 apply, and the sale money is used to buy another house in Crediton. If the church is dissolved, after 2 years the minister's premises may be sold and the money used for the purchase of a house for the minister of another Independent Church in Devon, if practicable.

The Chapel Premises

- 5) Permission to take down parts of the chapel premises consisting of part of the house fronting the High Street and other buildings and walls at the rear to form an approach to the chapel premises and the buildings intended to be erected. The end wall of the house laid open by the demolitions to be rebuilt, and be deemed to be part of the minister's premises.
- 6) Permission to build a chapel and other buildings such as vestry, rooms, school-rooms and other conveniences for the public worship of God, the instruction of children and adults, and for other religious or philanthropic purposes as the church directs.
- 7) If decided by the church, the chapel and buildings may be repaired, altered, enlarged, taken down and wholly or partially rebuilt, and any other buildings erected.
- 8) To permit the deacons or others appointed by the church to receive monies given, pay, in the first place any interest, fire insurance premiums, repairs, trustee expenses and other proper claims, and the residue for the maintenance of divine worship in the church premises.
- 9) To permit to officiate only those who maintain the doctrines set forth in the "Declaration of Faith, Church Order and Disciplines of Congregational Churches", adopted by the Congregational Union in May 1833, and who are elected by at least 2/3 of members present at a Special Church meeting called for that purpose.
- 10) Those not permitted to officiate as a Minister:- A person known to be guilty of immoral conduct. One who ceases to be of the Denomination being paedobaptist. One who is removed by majority vote of the Church members present at a special Church meeting.
- 11) To permit occasional ministers to officiate as the minister or deacons shall appoint, unless the church otherwise directs.
- 12) To raise money, on the vote of 2/3 of members present at a special meeting, mortgage the chapel premises or by demise for any term or by annuities or rent charges.
- 13) To sell all or part of the premises or exchange for other premises.
- 14) To use the monies raised as above, after expenses, for the enlargement, rebuilding, improvement or repair of the premises or for the benefit of the church, if approved by members voting as above.
- 15) Or to use the money to buy a new church and invest money in the meantime, until needed.

- 16) Upon trust, spend the money or residue as above.
- 17) If the church is dissolved and not reformed in 12 months, or public worship of God is not continued for 2 years, the chapel is to be sold and the money received dealt with as directed by the Congregational Union (subsequently Federation) Committee.

Minister's and Chapel Premises

- 18) The trustees shall be exonerated from all liability for monies payable in respect of the premises.
- 19) If a trustee has to be replaced, a member of the church has to be elected by a majority, at a special meeting.
- 20) If a trustee retires, he must give 12 months' notice to the minister or deacons.
- 21) If a special meeting has to be called, this will be by notice in the chapel on 2 Sundays preceding the meeting, which shall be held not earlier than the Thursday after the second Sunday's notice. Meetings, other than Special Meetings, to be notified on one Sunday prior to the meeting which shall not be held earlier than the following Thursday.
Only those who are stated communicants of the church can be members. No member may vote at a church meeting until they have been a member for the previous 6 months. No votes by proxy. Males and females may vote. Unless otherwise provided for, the majority vote shall be binding on all members. The chairman has the casting vote.
- 22) Minutes signed by the chairman of church meetings are conclusive evidence of adoption of the resolutions.
- 23) If any trustee is required to pay money for which the trustees are liable in respect of the premises, and the church does not repay him, he may write to the minister or deacons, after 6 months, requesting payment. In case of default, the trustees may sell or mortgage all or part of the premises, and reimburse the trustee liable.
- 24) If the church moves to another locality, the powers vested in the church in regard to the present premises shall not be suspended, impaired or affected.

N.B. This is a reproduction of the original Deeds, in modern English, originally copied on 10th May 1999.



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.credition.gov.uk

Name of Organisation	Credition Parkrun	
Name of Project or Activity	Credition Parkrun	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	October 2025	June 2026 (dependent on permission from Parkrun)
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Julie Box	
Position in organisation	Run director	
Email address	<div></div>	
Telephone number		

Organisation details

Address	<div></div>
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Website	None yet but will be included in the Parkrun list if successful
Social media links	As above
Description of organisational purpose	To run a weekly Parkrun in Crediton thus providing a community activity for local families and attracting more people into Crediton on a Saturday morning.
Bank details If you are successful, payment will be made by BACS	Bank name: Sort Code: Account Number: None until we get permission from the Parkrun association

Project Details

1. Briefly outline the project that you have planned
<p>We are hoping to start a Parkrun in Crediton (based in and around the QE Barnfield site). We need to raise £4800 to buy the kit and licence.</p>
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>A post on Facebook asking if people would like a Parkrun in Crediton attracted more than 200 likes</p>

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

It will give local residents and Visitors to Crediton a weekly opportunity to take part in a 5Km event (running and walking are both encouraged) and will provide volunteering opportunities for local people, including D of E participants.

It will potentially attract over 100 people to the event (please look at the participation data for Okehampton Parkrun to get comparative figures).

This will raise the local profile of Crediton, providing a weekly Community event and is likely to boost trade in the Town (Parkrunners often go for a coffee locally afterwards).

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

It will provide a regular opportunity to exercise outdoors, socialise with others and give opportunities for volunteering. It will be of benefit to all those who participate in the event and to the businesses of Crediton.

5. How will your project be financially sustainable in the long term?

It requires a one-off set up financial outlay and thereafter it will have no further financial commitment.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

Parkrun will visit the site and carry out all risk assessments and provide Safeguarding Policies.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

We are working with the Parkrun organisation and QE School.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Parkrun happens In Crediton	50+ runners/walkers at the first event	Parkrun barcode system
	100+ runners/walkers weekly after 6 months	Parkrun barcode
Volunteering	Evolving group of volunteers to Marshall and organise	

How much will your project cost and how will you use the money?

What is the total cost of your project?	£4800
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Crowdfunding + requesting donations

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
		0	
Management costs		0	
Training		0	
Office costs (rent, telephone etc)		0	
	Sub Total	0	
Salaries		0	
Expenses (travel etc)		0	
Venue hire		0	

Materials		£4800	
Publicity		0	
Volunteer expenses		0	
Other (please specify)		0	
	Sub total	£4800	
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	No
If so, how much?	
What was the project?	
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) ☐yes

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) ☐yes

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) ☐yes

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip ☐ Constitution ☐
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

AT THE MOMENT, WE CANNOT PROVIDE THESE DETAILS UNTIL WE GET THE LICENCE FROM PARKRUN. I COULD PROVIDE MY OWN BANK DETAILS BUT THIS WOULD NOT BE APPROPRIATE I FEEL!

Signature 1 (person submitting form)	Julie Box
Signature 2 (Chair or senior representative of the organisation)	Debbie Keast
Typed entries acceptable for email applications	
Date: 22/10/2025	

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT
 Email: e.armitage@crediton.gov.uk



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

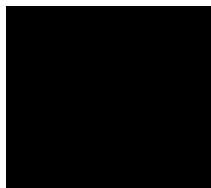
Further information can be found at: www.crediton.gov.uk

Name of Organisation	Credition Youth Orchestra	
Name of Project or Activity	Credition Youth Orchestra Credition Youth Saxophone, Brass, Strings, Woodwind Ensembles Credition Youth Jazz Combo	
What is the delivery time scale of your Project or Activity	Start (01/2026)	Finish (12/2026)
	Jan 2026	December 2026 (ongoing)
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Alison Golby
Position in organisation	Founder & Director
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

ADDRESS

WEBSITE	www.creditonyouthorchestra.org.uk
SOCIAL MEDIA LINKS	Facebook
DESCRIPTION OF ORGANISATIONAL PURPOSE	<p>Our aim is to bring ensemble music-making and instrumental tuition to as many young people as possible in the Crediton area and beyond. We aim to promote the playing of orchestral instruments and break down barriers to make music accessible to all young people between the ages of 6 to 18.</p> <p>We work hard to bring together those from remote communities as well as those in the centre of town on a weekly basis and stage public performances in the community and as part of DMEH throughout the year. We aim to work with all the schools in the learning community in our outreach projects which provide inclusive creative music-making and instrumental tuition to whole classes.</p>
BANK DETAILS	Bank name:  Sort Code:  Account Number: 
IF YOU ARE SUCCESSFUL, PAYMENT WILL BE MADE BY BACS	

Project Details

1. Briefly outline the project that you have planned
We are continuing to grow as an organisation and are adding groups and opportunities to our provision each year. In order to continue to develop in this way we are seeking funding in part to support our flagship orchestra, CYO, our 9 small ensembles and our Big Play Projects (currently in Haywards, Landscore and QE). We have been working hard to increase the numbers of children

learning instruments through our Big Play Projects and hope to launch another 2 next year in addition to the 3 we launched in September 2025. We are committed to keeping our membership costs at an affordable rate in line with our commitment to making ensemble playing and instrument tuition as accessible as possible to all. Our ongoing work is very much focussed on recruitment and bringing instrumental playing to rural communities by offering satellite ensembles such as the Elastic Bands. We currently have 34 primary school pupils in village Elastic Bands.

We are planning to develop our BIG PLAY PROJECT in Spring 2026 to extend our provision from a wind/brass group (based at Haywards School), a strings group (based at Crediton Congregational Church) and a brass group at Thorverton, to include a junior brass group and a junior mixed woodwind group. We have just started a junior double reed group and they performed in our recent Rising Stars Concert. We are planning a combined CYO and Elastic Bands Concert at QE Theatre which will involve nearly 100 young musicians.

The funding will be used to support the purchase/hire/writing of music and teaching materials for the groups, print parts, provide and maintain instruments and publicise our recruitment projects. Having borrowed specialist instruments from DMEH in the past, such as a baritone saxophone, some of these have been recalled and we will have to hire/buy our own.

We also now have a full concert programme and would like to put some of the funding towards developing these opportunities to perform within the community. We will also use the funding to maintain a safe community space in the centre of Crediton in which to rehearse. This provides us with the necessary large performance/rehearsal space, breakout rooms for small ensemble work and teaching, as well as a communal area for musicians and parents to socialise and use the tuck shop and café.

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

The model of providing ensemble playing for all ages and abilities, from entry level (Big Play), to Primary (Elastic Bands) to a high standard transition orchestra (CYO) to more advanced ensembles (strings, clarinets, saxophones, flutes, percussion, brass, jazz combo, chamber) is coherent and increasingly successful. We provide a valuable service in the schools in promoting and recruiting instrumental learning (specifically orchestral instruments, of which there is a national and county-wide decline in state schools) and this in turn enhances the musical activities in the school. We bring together young musicians from rural villages and Crediton, primary, secondary, tertiary and home-schooled.

QE Head of Music and Head of Ted Wragg Trust have commented on the marked increase in numbers of students joining the school who pay an instrument and to noticeably higher standards. The standard of school ensembles (jazz band, theatre productions) and numbers of students choosing GCSE and A level Music have risen and the grade profile has been enhanced.

Our annual feedback survey to parents and young musicians gives us testimonial evidence:
GCSE student:

"If it hadn't been for CYO I wouldn't be half as good on my instrument, I don't have lessons so the support and experience I get from playing so much different music every week has helped me to improve...."

A level student:

"You only have to suggest a piece and the parts are there within a few weeks....we all get parts to suit our ability from beginner to grade 8 which I am, so it's always interesting and challenging"

Parent:

"I think it's amazing that all the youngsters can play together no matter what their ability, it's a real melting pot and my daughter is so inspired to be part of such a high standard group....as a beginner she would never have this opportunity"

Parent:

"It's because of CYO that we chose QE as ...'s secondary school. He met lots of year 7s and 8s at CYO and made friends and this made the transition much easier and starting school was less daunting..."

We received high praise in our most recent Quality Assurance meeting with DMEH and I have been asked to share best practice with other music centres in Devon.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

We will be enhancing our provision to the young musicians of Crediton by recruiting more orchestral instrumentalists and providing more ensemble performing opportunities to anyone aged 7 – 18. We are truly inclusive and serve to bring together youngsters from remote communities as well as the Crediton area. Playing music together is important for improving and maintaining good mental health in young people (everyone!!) and in bringing together so many we also help our musicians to develop social skills, have fun and improve the transition process to QE.

CYO has 53 members currently with Elastic Bands having around 37 and Big Play 10. Our outreach work can reach 150 additional musicians over the course of the year.

We hope to reinstate our family sessions also with the intention of launching an adult orchestra in the following year.

As the standard of our orchestra improves ("I was really blown away, there were audible gasps when you started playing, the standard of the orchestra is fantastic!" Crediton Town Band) our ability to represent Crediton further afield is reinforced. We have already taken part in the nationwide Music For Youth Festival (as a result of which the DMEH have complimented the standard of our playing and are impressed with our model) and our new relationship with Crediton Town Band is very exciting in creating inter-generational ensemble performing opportunities.

"What a wonderful start to their musical career, one day these young musicians will be performing as adults, we have already recruited 3 of your members to play with us!" (Crediton Town Band).

We also represent Crediton at the Mix Festival and Devon County Show.

Our aims and ethos are closely aligned with CTC Strategic Plan objectives 2 (Providing Services), 3 (Building Relationships), 4 (Promoting Crediton) and 5 (Strengthening Our Community).

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

Approx 250 families will have taken part in an activity organised by CYO over the course of a year. The numbers of young people learning instruments will be steadily maintained/will grow and we will have a loyal membership of our ensembles which provide weekly opportunities for young musicians to have fun, socialise and develop their musical skills. We hope to raise aspirations in our young people and establish a lifelong engagement with and love of playing music. CYO or one of its smaller ensembles, perform regularly within the community in events such as Sustainable Crediton's Seed Share Event, Food Festival, Share in the Square, Christmas Concert, Christmas busking, Buskit (first time this year!), Youth Classical Concert and Crediton Arts Alive. Audiences are growing and our impact is being felt among the wider community. A joint performance with 3 Elastic Bands this Christmas will represent a coming together of all of our satellite groups.

5. How will your project be financially sustainable in the long term?

We will continue to seek funding from DMEH. We plan to become a CIC in order to access larger amounts of funding. We also plan to hold more fund-raising events and have drafted a letter to seek sponsorship from local businesses. Of course our hope is that we gain enough recruits to our ensembles for them to break even in terms of costs and the more successful our Big Play Project is the more financially secure we become. Our largest barrier to that is venue hire combined with the reduction in funding from DMEH (county-wide) over the last 2 years. Our priority is to keep membership fees low to remove barriers to those on low incomes and to maintain our ethos of affordable ensemble playing for all.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

We have a Safeguarding Statement and Policy and all tutors and volunteers have DBS checks, Safeguarding training and receive regular Safeguarding updates. We have a designated Safeguarding Officer and Deputy Safeguarding Officer and liaise with Safeguarding teams within schools if necessary. We have risk assessments for rehearsals, concerts, outdoor performances and trips/concerts with DMEH. We have public liability insurance and I have personal public liability insurance. We gain permission for sharing photographs, videos from parents/carers and observe

preferences in all our publicity. We promote internet safety and social media safety for our young musicians. We are GDPR compliant and have a Data Protection Privacy Notice. We have annual quality assurance meetings and visits from DMEH. Our documentation and compliance are checked and verified each year.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

We have forged links with Turning Tides and have undertaken joint projects with them and DMEH and have also performed with Ad Hoc Choir and Crediton Town Band. We take part in joint projects with other DMEH organisations.

We create our own links between our satellite groups at least once a year.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
Well attended CYO rehearsals	Full rehearsals Increased membership 10%	Sign in sheets Recruit extra 5/6 members
Good retention and progression in all ensembles	Standard of performance improving Parts progressing in difficulty for each player Start junior small ensembles in addition to senior	Feedback forms, verbal and written feedback on concerts from audience, parents, rehearsal observation (quality assurance monitoring)

Joint venture Crediton Town Band	Joint Concert December 2025 Publicity materials	Size of audience and feedback
Maintain use of CCC for rehearsals	Rehearsals will take place in CCC	Hire agreement with CCC

How much will your project cost and how will you use the money?

What is the total cost of your project?	£31110
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Devon Music Education Hub; parental membership contributions; fund-raising events; school contributions

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	Membership, stationery, communications, school visits, quality assurance meetings, Music Hub meetings, library, Big Play outreach	£2000	
Training	First aid, safeguarding	£400	
Office costs (rent, telephone etc)	Public liability insurance	£225	
	Sub Total	£2625	
Salaries	MD, 5-7 tutors	£17540	
Expenses (travel etc)	Minibus hire/school contribution	£200	
Venue hire	CCC	£2895	£1500
Materials	Music and teaching resources, instruments, music stands, instrument hire/repair/maintenance for CYO, 9 small ensembles, 3	£3000	£1500

	Elastic Bands and 3 (6)Big Play Project		
Publicity	Posters, postcards, website, logo design, photographs	£800	
Volunteer expenses	Sundries eg. Food, petrol, instrument accessories (reeds, strings, etc)	£150	
Other (please specify) Concerts/events Residential	Hire of venues, staff expenses, lighting, sound, Insurances, subsidy	£2000 £1400	
Learn to Play Event (Music for All)	Hire of venues, staff, instrument hire	£500	
	Sub total	£28485	
	TOTAL	£31110	£3000

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£3000
What was the project?	Big Play Project/CYO and 9 ensembles
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	N/A

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) Tick ☐

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) Tick ☐

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) Tick ☐

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ☐ Tick Bank statement or paying-in slip ☐ Tick Constitution Tick ☐
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)
A L Golby



Signature 2 (Chair or senior representative of the organisation)
D Mannion



Typed entries acceptable for email applications

Date: 30/10/2025

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

**CYO INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31/07/2025**

		2025		2024		2023	
		£	£	£	£	£	£
INCOME							
	Subs		8068.00		6790.00		6486.00
	Fundraising		990.00		729.35		-
	Grants		12000.00		6000.00		10000.00
			21018.00		13519.35		16486.00
EXPENDITURE							
	Musical Director		5250.00		6390.00		5759.00
	Admin		1230.00		2010.00		1592.50
	Printing & Stationery		293.38		279.55		550.45
	Website/Zoom		242.06		120.46		269.03
	Sundry		392.32		328.17		878.65
	Teaching		6559.19		7238.65		5656.00
	Instruments/Music		2265.70		2587.00		3071.91
	Room Hire		2614.82		2276.70		1575.00
	Outreach Tuition		405.00		132.00		159.50
	Insurance		405.00		225.00		225.00
			19657.47		21587.53		19737.04
	Excess of Income over Expenditure		1360.53		-8068.18		-3251.04
BALANCE SHEET AS AT 31 July 2025							
CAPITAL							
	Brought Forward		9180.04		17068.72		20319.76
	Surplus/(Deficit) for the Year		1360.53		-8068.18		-3251.04
			10540.57		9000.54		17068.72

REPRESENTED BY

Bank Account	10540.57	9000.54	16960.72
Add: Debtors	220.00		108.00
	10760.57	9000.54	17068.72
Less: Creditors	910.00	-	
	9850.57	9000.54	17068.72

CONSTITUTION OF THE CREDITON YOUTH ORCHESTRA

1. TITLE

The name of the orchestra shall be: The Crediton Youth Orchestra, referred to hereafter as “the Orchestra”.

2. OBJECT

To play orchestral music together; to learn, practise and rehearse such music for occasional performance; and to undertake any other charitable purposes as the Committee may from time to time decide.

3. MEMBERSHIP

Membership is open to any child from the age of 7 – 18, at the discretion of the Committee in consultation with the Musical Director. New entrants may be required to join a waiting list. The term ‘member’ refers to the child playing in the orchestra and their parents/carers.

Members will make a termly payment at a rate set and modified as necessary by the Committee. Members must keep their subscription up-to-date. Any Member who has not paid the current subscription within three months of the due date shall be deemed to have ceased membership.

Registers should be maintained by the Musical Director.

The Committee has the right to refuse membership and to ban any person from Orchestra activities. Any person who has been refused membership has the right of appeal to the Committee.

4. EQUAL OPPORTUNITIES

The Orchestra is entirely inclusive. No one is to be excluded from membership of the orchestra, de-barred from any official capacity on the Committee, or refused employment on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

5. COMMITTEE

- a) The management of the Orchestra shall be in the hands of the Committee consisting of between 4 and 8 persons who shall be at the Annual General Meeting. The committee will be elected at the AGM, and shall serve a maximum of one year before re-election. The Chairperson, Secretary and Treasurer can be removed from office (although not removed from the Committee) at any time, by a simple majority vote of the Committee members. The Musical Director will sit on the Committee and will have voting rights.
- b) Election to the Committee shall be until the next AGM.
- c) The Committee shall work in conjunction with the Musical Director of the Orchestra in pursuit of the objectives stated. Appropriate remuneration and conditions of service for the Musical Director will be discussed and agreed by the Committee.
- d) Any Committee Member may resign following written notification to the Committee providing that at least four members remain to properly administer the organisation.

Otherwise, either a Special General Meeting should be called to elect additional members to the Committee, or the Annual General Meeting held.

e) The following apply to the running of Committee Meetings:

- The quorum shall be three Committee Members
- Voting will be by a simple majority, with the Chairperson having a casting vote in the event of a tie

6. FINANCE

The financial year shall end on 31st July.

All year-end accounts shall be presented to, and agreed by, the Committee prior to the AGM.

A banking account shall be opened in the name of the Orchestra and cheques signed by any two of the following; Sarah Preece, Alison Golby & Lucy Welsman.

7. INCOME AND PROPERTY

The Orchestra may receive donations, grants in aid, financial guarantees and bequests. The income and property of the Orchestra whencesoever derived shall be applied solely towards promoting the objects of the Orchestra as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Orchestra except as set out in paragraph 4c hereof and in payment of reasonable and proper out-of-pocket expenses incurred on behalf of the Orchestra.

Separate funds may be created to purchase instruments and to provide assistance with tuition fees, the money in these funds to be non-transferable.

8. ANNUAL GENERAL MEETING

Within five months after the end of each financial year the Members of the Orchestra shall be summoned to an Annual General Meeting of which at least 14 days' notice in writing shall be given. The quorum shall be 10 people including members of the committee.

9. DISSOLUTION

Dissolution of the orchestra is a matter to be decided by a majority vote of members attending a Special General Meeting. In the event of the orchestra's dissolution, after payment of outstanding debts and liabilities any remaining assets are to be passed to some appropriate charitable organisation or to another orchestra, as determined by the membership.

10. AMENDMENTS TO CONSTITUTION

Alteration to this constitution shall receive the assent of two-thirds of the Members present and voting at an Annual General Meeting or a Special General Meeting. A resolution for the alteration of the constitution must be received by the Committee at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such a

meeting must be given by the Committee to the members and must include notice of the alteration proposed.

Signatures of Co-Founders/Committee

Alison Golby.....Date.....

Tracey Hornett.....Date.....

Sarah Preece.....Date.....

Dianne Mannion.....Date.....

Lucy Welsman.....Date.....



Grant Feedback Form 2025-2026

The information provided on this form will be treated as confidential and used for grant assessment purposes only. The Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

►Name of Organisation:

Credition Youth Orchestra

►Contact Details:

Title (Mr/Mrs/Miss/Ms/Other) Mrs

First Names: Alison

Last Name: Golby

Position in Organisation: Founder and Director

Address: [REDACTED]

Postcode: EX17 4LA

Telephone Num [REDACTED]

Email Address: [REDACTED]

►Amount of Grant received:

£3000

►Please provide feedback of how this grant has been spent, including how the grant has benefited your organisation/group as well as Credition. Please attach any supporting information or visuals.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk



As a result of receiving funding last year we have been able to continue rehearsing at Credition Congregational Church and meet rising hire costs associated with the venue. This has been very important to us in maintaining our identity as a community ensemble and it serves us well with our growing numbers and provision of piano and drumkit. (£2000)



We were also able to perform in 2 concerts with Credition Town Band, hiring Credition Parish Church and doubling our audience numbers. As a result we have widened our audience appeal and have continued to forge a valuable relationship with Credition Town Band, providing a progression route for our more advanced brass players and engendering aspiration among all our members to develop instrumental skills and ensemble performing as a lifelong skill. The community grant facilitates the purchase of new music which was greatly enjoyed by the performers and audience alike. New music provides new challenges and we used some funds to buy arrangements for the full orchestra, jazz combo and saxophone ensembles. (£400)



CREDITON TOWN COUNCIL

8 North Street

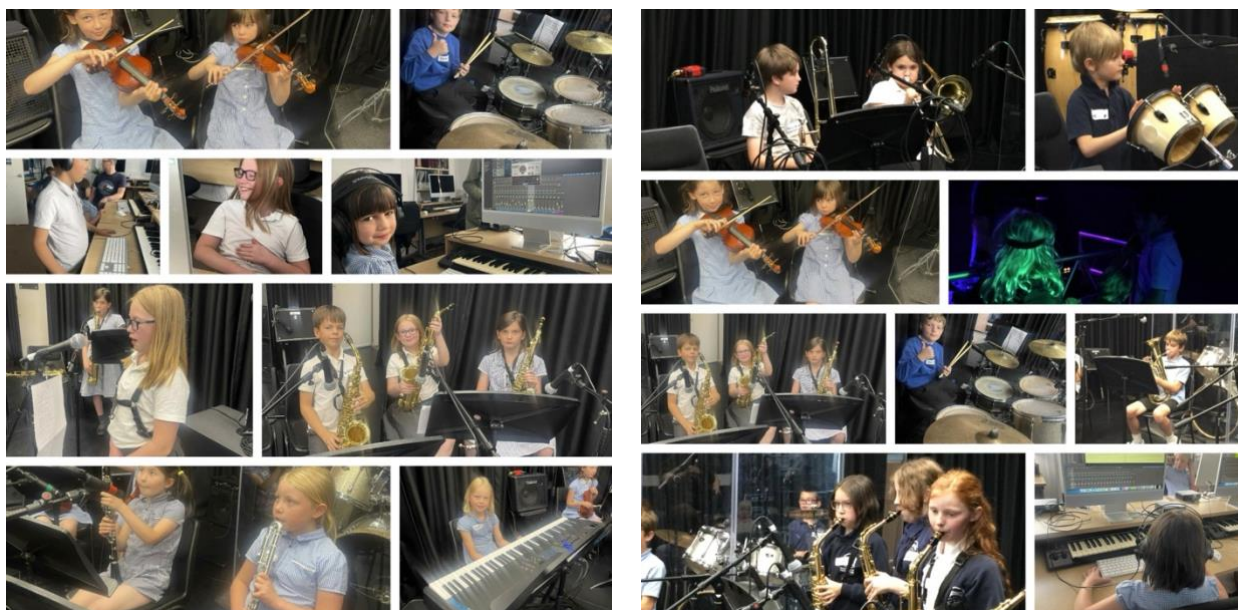
Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk



We used a of the grant to subsidise a joint recording project with our 3 feeder Elastic Bands in the villages and Exeter College Music Department. About 43 children across the 3 bands had the opportunity to work with students and staff at Exeter College to record their songs and to experience mixing and mastering in the Mac Suite. This was a fantastic collaboration between primary and tertiary students and again provides aspiration to the young musicians – see it to be it!!! Older students developed skills in leadership and pedagogy and some even said they were going to pursue working with young people as a career. (£200)





We also used a portion of the grant to hire Credition Congregational Church to run a Learn to Play Event as part of Music for All national LTP event. See Credition Courier article for details above. (£150)



Finally the remainder of the grant was used to purchase three second-hand instruments to add to the library have for the use of our players. This is invaluable to maintain the accessibility of instrumental performing to those on lower incomes and for whom hiring or buying an instrument remains a barrier to music-making. This principle lies at the core of our ethos and supports those within the Credition community. We also bought another electric piano as we now have 3 pianists in the orchestra, thus enabling us to continue to grow our membership and provide equal opportunities to all. (£250)

Please see overleaf

►Declaration:



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

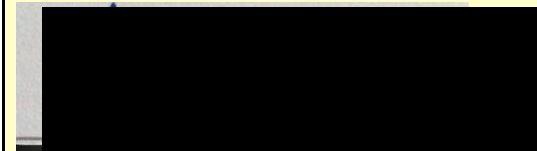
Email: reception@crediton.gov.uk

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the repayment of any grant aid provided.

Signed

Date 31/10/2025



This form must be returned to e.armitage@crediton.gov.uk no later than Friday 31st October 2025.



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	The EPIC Family CIC	
Name of Project or Activity	Launch of EPIC Fostering	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	10/2025	Ongoing
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Dan Boxall-Simpson
Position in organisation	Founder & CEO
Email address	
Telephone number	

Organisation details

Address	Office 5, 7a Market Street, Credition EX17 2AJ
---------	------------------------------------------------------

Website	www.epicfamilycic.co.uk
Social media links	https://www.facebook.com/epicfamilycic https://www.facebook.com/epicfostering
Description of organisational purpose	To provide support to vulnerable children, young people and those who support them in the South West of England.
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Sort Code: [REDACTED] Account N: [REDACTED]

Project Details

1. Briefly outline the project that you have planned

After a lengthy process, The EPIC Family CIC has just been approved and registered by Ofsted to launch EPIC Fostering as a not-for-profit independent fostering service based in heart of Devon (Crediton).

It is worth noting: This specific project is part of a larger scale project of supporting vulnerable children & young people, and their supporters (not just children in care!) within our organisation.

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

The need for Foster Parents in Mid-Devon is pressing. Recent data for Devon County Council showed there were 848 children in care, but only 208 fostering families were available across the County. As of early 2024, only 28 of Devon's 383 Foster Parents resided in Mid Devon (therefore number of families/fostering households will be less!). This is far below what is needed to allow children to stay in their local communities and schools. Keeping children in their familiar area is crucial for maintaining educational stability and vital social connections.

Dan and his husband are active Foster Parents for Devon County Council and Dan is an independent panel member also chairing Fostering Panels across the UK for various agencies and another local authority. Dan sees a broad range of practice and has seen for himself the gap here in the South West. As far as we know, we are the only agency (certainly in the South West!) that has an active

Foster Parent who really knows what it's like to foster in today's world; to have founded and be a senior leader within an agency.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

Our venture is unique in Crediton. There isn't another fostering service based from Crediton. We aim to cover various Counties in the South West therefore having our hub and head office based here in Crediton will help enhance the profile and reputation of Crediton. Collaborative working with other organisations in the town will also enhance the profile of the town and its businesses. A positive working relationship between our organisation and Crediton Town Council is linked directly to point three in one of the CTC focus areas: "Building and maintaining relationships with statutory agencies, local community organisations and groups". Our organisation's aims align with point 5: "Strengthening our community by increasing services offered and ensuring they meet its needs to build, strengthen and grow".

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

It is difficult to measure the amount of children in care that specifically come from Crediton that are now out of area. However, national data and frequent news publications shows an increasing trend in children having to be placed out of area (often out of County), and in residential children's homes. This ends up with children facing more trauma due to their locality not being able to meet their needs adequately and keep them in the area where they live.

Our fostering service will have a prominent profile and will link to our overall organisation which has been created to support vulnerable children and young people as well as those involved with them regardless of whether the children are in care. Our services in the wider organisation are funded by alternative fundraising, and we have had a positive start with attendees attending and making enquiries during a low level trial run of EPIC Support within the organisation.

We all read on social media and in the press of struggles with local services such as education provisions not being able to understand or meet the needs of some of our local vulnerable children. Our vision is to improve support in Crediton and the wider south West area. Our initial focus area is Crediton as that is where we are proud to be based.

5. How will your project be financially sustainable in the long term?

Local Authorities in the South West will place children in care within our approved fostering households. This will fund the fostering service and some of the inhouse support that will be available to the fostered children, fostering households and those who are part of the team around each individual young person.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

Social care is heavily regulated. We therefore have Safeguarding policies and best practice standards to work towards. Our Safeguarding practices are regularly inspected by Ofsted. Regular training and ongoing continued professional development is carried out by all members of our team and where possible offered as an additional service to some of those people we support to look after a vulnerable child.

Everyone who joins our organisation as either an employee, volunteer, or contracted worker is required to have an enhanced DBS check that is carried out by us and renewed regularly. Training in safeguarding is mandatory for all roles too, and is funded by us.

Regular and ongoing risk assessments is a core part of our business. Our experienced Responsible Individual who oversees the fostering service registered manager will ensure that safeguarding is of the highest priority. Nita (Our RI) is currently a senior Safeguarding Manger within Devon County Council. Nita is also highly experienced in managing an independent fostering agency as well as experienced within local authority children's services.

Our Fostering Service has a 24 hour out of hours helpline for foster parents, and everyone within the organisation has regular structured supervision which aids monitor our safeguarding practices.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

There isn't another independent agency in the Southwest where their values and morals (being not-for-profit) align. There is a national agency (TRUE Fostering) who work in a similar manner, and offer similar in house therapeutic services. Dan is their Panel Chair and asked if they would consider a franchise model in the Southwest. TRUE Fostering struggle to build a presence I the Southwest due to geographical logistics. TRUE Fostering declined the invitation to explore a more joined up approach.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets

Well attended info events	100 enquiries in first year	Attendance logs
Conversions to home visits	52 Home visits in Year 1	Our system tracks every step from this point
Formal applications to enter fostering assessment	25 assessments started in year 1	As above
Fostering households approved at Panel	20 children in fostering homes within EPIC in Year 1	As above

How much will your project cost and how will you use the money?

What is the total cost of your project?	Approx £100k
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Additional fundraising activities such as GoFundMe and Easy Fundraiser, as well as Loan(s) as required from Dan Boxall-Simpson

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs		0	
Training		£4801	
Office costs (rent, telephone etc)	Rent for x3 offices for 1 year and Phone. Utilities included in rent.	£5244	£3000
	Sub Total	£10045	£3000
Salaries		£57000	
Expenses (travel etc)		£10000	
Venue hire		0	
Materials		0	
Publicity		0	
Volunteer expenses		0	
Other (please specify)	Ofsted Application Fee	£4194	
	Ofsted Annual Fee	£3658	
	IT software systems	£6000	
	Insurance	£10,100	
	Sub total	£90952	
	TOTAL	£100997	£3000

Declaration

Have you received a grant in the last 3 years from CTC?	No
---------------------------------------------------------	----

If so, how much?	N/A
What was the project?	
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	N/A

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.

(please click/tick box to agree) X ☐

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.

(please click/tick box to agree) X ☐

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered (please click/tick box to agree) ☐ - Due to safeguarding and GDPR we have to be selective with which parts – Enquiry info events YES, other parts – NO.

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip ☐ X Constitution ☐ X
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)

Nita Yeowell

Signature 2 (Chair or senior representative of the organisation)

Dan Boxall-Simpson

Typed entries acceptable for email applications

Date: 22/10/2025

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

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BIC : CPBKGB22IBAN : GB43CPBK08929967358465

TYPE : CHARITY COMM EPIC FAMILY CIC26 SEP 25

Date	Description	Withdrawals	Deposits	Balance
27 AUG 25	BROUGHT FORWARD			756.25
03 SEP 25	DD BT GROUP PLC GP01111080-000026	48.17		708.08
11 SEP 25	2723 MICROSOFT#G11	14.76		693.32
15 SEP 25	2723 MICROSOFT#G11	29.52		663.80
18 SEP 25	DD NEST IT0000009264446	243.60		420.20
19 SEP 25	2723 MICROSOFT#G11	14.76		405.44
22 SEP 25	2723 MICROSOFT#G11	552.96		
22 SEP 25	Daniel Boxall-Simp Director loan		300.00	152.48

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

The EPIC Family Community Interest Company

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

The EPIC Family Community Interest Company

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

- (a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and
- (b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects³

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) those related to being an Independent Therapeutic Fostering Agency.

5.1 A high level of therapeutic practice will benefit looked after children, and their fostering families (foster parents). The Company will promote an empathic professional team, giving stable outcomes for looked after children who have experienced childhood trauma.

5.2 A group of empathic professionals invested in children (EPIC). Therapeutic professionals will help guide the team around the children, to support in quality care and intervention.

5.3 To provide trauma informed training to fostering families and professionals in fostering, education and care giving.

5.4 To reinvest profits into the organisation to benefit the children and fostering families, offering additional professional support, events, holidays, and tools to help heal and repair.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁴

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁵

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.

9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁶

11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

11.1.1 to such person or committee;

11.1.2 by such means (including by power of attorney);

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.

11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁷

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:
 - 13.2.1 all the Directors agree; or
 - 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁸
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings⁹

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹⁰

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.¹¹

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹²

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹³

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;

19.3.2 not be counted in the quorum for that part of the meeting; and

19.3.3 withdraw during the vote and have no vote on the matter.

19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:

20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;

20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.

20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.

20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁴

22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁵

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

24. Directors' remuneration¹⁶

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁷

BECOMING AND CEASING TO BE A MEMBER¹⁸

26. Becoming a member¹⁹

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²⁰

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²¹

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²²
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²³
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
- 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.
- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²⁴

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE

INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁵ or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	[] [Community Interest Company/C.I.C.];
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Industrial and Provident Society”	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁴ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁵ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁶ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁷ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁸ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

⁹ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹⁰ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹¹ You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹² Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹³ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁴ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁵ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁶ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁷ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁸ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

¹⁹ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application

form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: <http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>).] Article 26.3 provides that the Directors are also members of the company.

²⁰ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²¹ The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²² Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²³ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁴ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>).] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁵ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.



Safeguarding Policy

Issue: Final V1.2

Date: 13.05.2025

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Document Control

Title	Safeguarding Policy
Author	Sara Gullick
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Countersignature	

Introduction

Safeguarding is put in place to ensure that every young person in our care is protected from harm. This policy and procedure is a way of demonstrating that The EPIC Family CIC understands its responsibilities towards keeping children safe from harm. We have systems and procedures in place to maximise the effectiveness of our practice.

The highest standards of care and protection when working with children and young people is our aim. In line with statutory guidance 'Working Together to Safeguard Children and Young People' (2015 2004), these procedures provide a clear framework for staff to work together to safeguard children and young people. This includes working together with foster parents' local authorities, other agencies and stakeholders.

Indeed, this policy and its intentions are relevant across all levels and positions within the service with there being a clear accountability from each individual worker to the responsible individuals (as defined by regulations). With regards to working together, this policy is available to all local authority safeguarding boards, epic social workers, foster parents or any professionals working with children and families of looked after children within the agency.

Managers in conjunction with their Designated Safeguarding Manager, Sara Gullick, should have access to copies of local safeguarding procedures for each authority in which they operate and make these available to each member of the team. They have the responsibility to familiarise themselves with their own procedures as well as those within the relevant Safeguarding Children partnership procedures manual. For the Southwest, this is the South West Child Protection Procedures. These procedures are likely to reflect the focus of the agency's work and any agreement it may have enforced with the local authority.

The designated manager for safeguarding is also responsible for the strategic lead in the continued professional development of safeguarding procedures and ensure safeguarding is planned within all service development. They will liaise with the relevant Safeguarding Children partnership and ensure compliance. They will have responsibility for ensuring close liaison with the local authority and relevant Safeguarding Children partnerships for effective interagency procedures for dealing with allegations against people who work with children and for monitoring and evaluating effectiveness of these services.

The local authorities that we work with still remain the lead agency with strategy responsibility for safeguarding and protecting children through children's services. However, working to protect children is not the sole responsibility of one agency. Safeguarding children depends crucially upon effective information sharing, collaboration and understanding between agencies and professionals at all levels who bring different roles and expertise. It is essential that we all work together to deliver a robust, effective services that protect and safeguard children. Indeed, working Together 2015 is clear the allegations and referrals relating to concerns about a child should be dealt with in a 'coordinated manner'.

EPIC Charter

The EPIC Family CIC believe that:

“Safeguarding children and promoting their welfare is **everyone's** responsibility”

This belief is grounded within and supports the key principles of the HM Government ‘Working together to safeguard children’ (2015 2004).

Thus, the statutory guidance states that effective safeguarding arrangements should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part: and
- a child centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Purpose of Procedures

The purpose of this procedure and policy is to familiarise those directly involved with children and young people with the wider context for safeguarding.

These procedures therefore are relevant to all staff across different departments, external staff, employed (PAYE) staff and volunteers, including; form F assessors, sessional workers, foster parents, panel members, support workers, therapists and psychologists.

- Anyone who has contact with children needs to know the principles contained in the Working Together document;
- Their roles and responsibilities in safeguarding children and promoting the welfare of children
- They need to know the agency's internal safeguarding procedures;
- Who to share information with when safeguarding concerns arise about a child
- The legislative framework for their work;
- Local authority protocols- information sharing across professional boundaries.
- Effective inter- agency communication.

Legislation and principles for our practice

This policy is informed by relevant legislation, statutory guidance and good practise guidance. In order to fulfil our commitment to safeguard and promote the welfare of children and young people we abide by the following principles:

- A clear commitment and line of accountability by senior management to the importance of safeguarding and promoting children's welfare through both the commissioning and provision of services;
- A culture to listening to and engaging in dialogue with children and young people- seeking their views in ways appropriate to their age and understanding, and taking account of those both in individual decisions on the establishment or development and improvement of services;
- When following procedures and processes, positive outcomes for children & young people are always the priority. All children & young people will have a child specific safe care plan in place, that will take into account their individual needs and circumstances.
- Recruitment and personnel management procedures that take account of the need to safeguard and promote the welfare of children; Including thorough safer recruitment arrangements including checks and reference checks on new staff, foster parents, volunteers, and the adoption of best practise in the safer recruitment of new team members, foster parents and volunteers. Any managers involved in recruitment processes will have completed safer recruitment training;
- A clear understanding of how to work together to help keep children safe online be adequately equipped to understand, identify and mitigate the risks of new technology.
- Procedures for dealing with allegations of abuse against members of the team and volunteers;
- Arrangements to ensure that all team members and foster parents undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals (Level 3 safeguarding training at least every 3 years, with refresher training each year in between) and that all team members, including independent or temporary staff and volunteers who work with children and young people, are made aware of the company's internal safeguarding procedures;
- Procedures that are in accordance with national minimum standards and regulations as well as the local authority and locally agreed inter-agency procedures
- Arrangements are in place for effective information sharing and inter- agency collaboration to safeguard children and promote their welfare;
- appropriate whistle- blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

Our ethos:

- The welfare of the child is paramount;
- All children regardless of age, disability, sex, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm and abuse;
- Working in partnership with children, their parents, foster parents and other agencies is essential to safeguard children and young people and promote their welfare.

DEFINITIONS AND SIGNS OF CHILD ABUSE

Key Definitions

What is a child in need (S17 of the Children Act 1989)

Children who are defined as being in need under the Children Act 1989, are those whose vulnerabilities is such that they are unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services (s17(10) of the Children Act 1989) plus those who are disabled. The critical factors to be considered in deciding whether a child is in need under the Children Act 1989 a what will happen to a child's health or development without services and the likely affect the Services will have on the child's standard of health and development.

What is significant harm? (S47 of the Children Act 1989)

Some of the children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention into family life in the best interest of the children. The local authority is under a duty to make enquiries, or cause enquiries to be made, when it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm (S47 of the Children Act 1989). To make enquiries involves assessing what is happening to a child. Where S47 enquiries are being made. The assessment should concentrate on the harm that has occurred or is likely to occur to the child, as a result of child maltreatment in order to inform future plans on the nature of the services required.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Maltreatment of children physically, emotionally, sexually or through neglect can have devastating long-term effects on all aspects of a child's health, development and well-being. Somebody may abuse on neglected child by inflicting harm, or by failing to prevent harmful stop children may be abused in a family or in an institutional or community setting, or those known to them or, more rarely, by a stranger. An adult or adults or another child or children may also abuse them.

Areas of Abuse.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or foster parent fabricates the symptoms of, or deliberately induces, illness in a young person.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a young person so as to cause severe and persistent adverse effects on the young person's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a young person, though it may occur alone.

Parents/foster parents of young people with multiple needs may find it difficult to ensure that the full range of their needs, including their emotional needs, is met. It may be hard to include such young people in everyday activities alongside other family members, but not to include them may be harmful.

Neglect

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or foster parent failing to:

- Provide adequate food, clothing or shelter including exclusion from home or abandonment.
- Protect a young person from physical and emotional harm or danger.
- Ensure adequate supervision including the use of inadequate caregivers.
- Ensure access to appropriate medical care or treatment, it may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person into sexual activities, including prostitution, whether or not the child is aware of what is happening. They may include non-contact activities, such as involving young people in looking at, or in the production of sexual online or printed images, watching sexual activities, or encouraging young people to behave in sexually inappropriate ways.

Exploitation

Child exploitation involves using a child for personal gain whether it be financial, sexual or otherwise. This can include forcing a child into labour, using them for sexual purposes, or manipulating or forcing them to commit crime. The common thread is the power imbalance where a child is forced, manipulated or coerced into activities, often resulting in significant physical and emotional harm.

The 2 main types of exploitation are:

Sexual exploitation – this includes acts like involving a child in pornography, indecent touching or any form of sexual abuse. It often involves an adult abusing their position of power. Sexual exploitation can involve an individual, or a gang of perpetrators.

Criminal exploitation – this involves using children to commit crimes, such as drug trafficking (often referred to as county lines), theft, and other illegal activities.

Radicalisation

Radicalisation is the process by which individuals or groups adopt extreme political, social or religious ideologies that oppose the status quo. This can lead to both violent and nonviolent actions.

The key aspects of radicalisation are:

- Ideological shift: individuals begin to embrace radical views that significantly differ from the mainstream
- influence of external factors: social, political, or economic grievances can contribute to the radicalisation process
- pathways to extremism: radicalisation can occur through various pathways, often reinforced by personal experiences, social networks or online content.

COMMON INDICATORS OF ABUSE

Physical abuse

Unexplained bruises, black eyes and broken bones are obvious signs of physical abuse.

Other signs might include:

- injuries that the child cannot explain or explains unconvincingly
- untreated or inadequately treated injuries
- scolds and burns
- cigarette burns, human bites
- injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- bruising that looks like hand or finger marks

Emotional abuse

This occurs when a child's basic need for love, praise, security and recognition go unmet, either through deliberate negative actions by parents, foster parents or by a failure to act positively. It may also convey to children that they are; Inadequate, worthless, or unloved, or that they are only valued if they are able to meet the needs of the other person.

Physical indicators:

- Bed wetting and/or diarrhoea
- Psychosomatic complaints ie headaches and nausea

Behavioural indicators:

- Emotional developmental delay
- Overly compliant
- Run away attempt
- Behaviours inappropriate for age
- Poor peer relations
- Extreme attention seeking behaviour

Neglect

There are occasions when nearly all parents find it difficult to cope with the many demands of caring for children and young people. But this does not mean that their children are being neglected. Neglect involves on going severe failure to meet a child's needs.

Here are some possible signs of neglect:

- The child seems underweight and is very small for their age
- They are regularly left alone, or in charge of younger siblings
- They are poorly clothed, with an adequate protection from the weather
- There is persistent absence from school for no apparent reason

Sexual abuse

Indicators of sexually abuse may be present physically or through styles of behaviour:

- An unexpected showing of fear or distrust of a particular adult or refusal to continue with their usual activities
- The young person refused to attend school or start have difficulties concentrating and therefore their school workers affected
- Sexually explicit behaviour or language, particularly the behaviour of language is not appropriate for their age may be displayed
- The child may describe receiving special attention from a particular person, or refer to a new secret friendship
- Sexually transmitted infections
- Genital discharge or urinary tract infections
- Pain, itching, bleeding, bruising in the genital or anal areas
- Stomach pains or discomfort walking,
- Sitting or moving

Child Exploitation

Indicators of child exploitation may include:

General signs

- Unexplained absences from school or home
- Sudden changes in behaviour, such as becoming secretive, defensive or aggressive
- Mood swings and changes in temperament
- Unexplained gifts or possessions, often an expensive item(s)
- Physical signs such as bruises, marks etc

Sexual exploitation

- Inappropriate sexual behaviour or knowledge for their age
- Persistently going missing or staying out late
- Having relationships with older individuals or groups
- Signs of physical abuse

Criminal exploitation

- Involvement in criminal activities such as having drugs in their possession
- Using multiple phones or spending excessive time online
- Changes in lifestyle
- Unexplained increase in money or spending

Signs of radicalisation:

- Increased isolation – withdrawal from friends and family
- -change in behaviour – adopting new beliefs or behaviours that are intolerant or extreme
- expressing extreme views – openly supporting radical ideologies or groups.

It is important to be aware that some groups of children may be more vulnerable to abuse for a variety of reasons. Vulnerable children include disabled children; Children living with parental adversity such as domestic violence, parental substance misuse or mental illness; Unaccompanied asylum seeking children; Traffic children, children affected by gang activity; Looked after children etc. Children will have additional needs that require support and may also be in need of protection.

PROCESS AND PROCEDURES FOR SAFEGUARDING CONCERNS

Roles and Responsibilities

It is not the responsibility of anyone working for The EPIC Family CIC to decide whether or not a child is being abused or might have been abused. However, safeguarding is everybody's responsibility, therefore, there is a responsibility to act on concerns to protect children and young people in order that appropriate agencies can then make enquiries to take any necessary action to protect children.

The following procedures and guidance are to assist The EPIC Family CIC employees and foster parents when dealing with safeguarding concerns. This will be divided into the following sections:

- Process to follow if you have any safeguarding concerns
- Advice to foster parents and team members on what to do when a disclosure is made
- The process to follow when an allegation has been made against foster parents or/and team members

Designated Persons

Whilst everybody shares a responsibility for safeguarding within The EPIC Family CIC we have designated senior manager, Sara Gullick as designated safeguarding lead.

The designated persons will ensure that The EPIC Family CIC deals with allegations and safeguarding concerns in accordance with these procedures. They will also:

- Take the strategic lead in the development of safeguarding procedures.
- Resolve any inter agency issues and ensure effective work in collaboration with other agencies
- Liaise with relevant Safeguarding Children partnership to ensure compliance
- Ensure that all team members know the agencies procedures for safeguarding
- Support all management with safeguarding and in conjunction with designated persons for safeguarding, and ensure social workers and practitioners and all other team members have access to copies of the local safeguarding procedures for each authority in which they operate

Mandatory Safeguarding Training for All Team Members

All team members, and Foster Parents are required to complete the Advanced Safeguarding course which is available via your login on www.fosteringtraining.com within their EPIC Family CIC Induction. This training is to be updated/renewed every three years. All Team Members and Foster Parents are expected to complete annual refresher training which will be discussed in Supervision.

Responding to a safeguarding concern made to The EPIC Family CIC

The Process of reporting to the Responsible Authorities:

- If a child is in immediate danger, call 999 and report to the police
- Any allegation or concern reported to a member of staff by the public should be immediately discussed with their line manager. The line manager will then discuss with the designated safeguarding lead.
- If the designated safeguarding lead thinks there is a safeguarding concern they will adhere to the safeguarding procedures of the relevant local authorities and notify the Local Authority's Children Social Care Team by telephone as a matter of priority. They will also notify Ofsted and the local authority safeguarding designated officer (LADO) if an allegation has been made against a foster parent or a member of staff.
- If the child has an allocated social worker the referral should be made to the social worker who has responsibility for the child, or their team manager.
- where the child does not have an allocated local authority social worker, a referral should be made to the children social care team covering the area where the child usually resides but also contact the placing authority
- The Local Authority will determine how to proceed. Team members may have to assist the local authority with investigation if required as part of any S47 enquiry.
- If the concern is in relation to a foster carer or member of staff, please see our managing allegations policy

Your responsibility within The EPIC Family CIC

- As soon as you suspect, or are made aware of any safeguarding concerns, you should report them to your line manager immediately. Your manager will liaise with the safeguarding lead to decide next steps. Do not talk to the individual or child about the concerns until you are advised it is ok to do so.
- You should Make a record of the information received, sign and date any written record uploading a copy to Intuitive Care as soon as possible. All initial conversations on decision making must be logged on Intuitive Care within 24 hours.
- If the concern is about a child living within one of our fostering households, we will be directed by the placing Local Authority about how to proceed and whether the child can remain in the home. The SSW should be available to discuss the concerns both with the child's social worker, but also with the line manager and safeguarding lead as appropriate. A risk assessment can then be completed, with a recommended plan of action to take to any meetings with the Local Authority about this matter. As the SSW you are in the best position to understand what is happening within the foster home, and whether there is any wider context to consider.
- If the Local Authority initiate S47 procedures, and / or make the decision that the child needs to move, we will support the foster family and child through this process and ensure that the foster parents have independent support from Foster Talks. You will not be able to talk to the foster family about the specific allegation. You will work with the foster family to see what support works best for them, e.g. peer support, therapeutic support etc.
- Once any police investigations, or S47 are completed, the Local Authority will let us know we can start our internal processes to consider the safeguarding concerns, see our managing allegations policy for more details

- Out of hours referrals should be made to the children's emergency duty team and followed up the next morning by contacting the child's allocated social worker or children's social care team. The on call worker must also immediately refer to the manager on call.

Advice to Foster Parents and Team Members on what to do if a child makes a disclosure

Careful management of disclosures or suggestions of abuse is vital because an appropriate response can affect both the legal outcome of any resulting investigation, and the emotional and psychological consequences for the child. Therefore, please consider the following if a child discloses abuse or indicates a form of abuse:

- If a child discloses to you, do not interview the child in depth but react calmly and assure them it is OK for them to tell you
- Listen carefully to the child and reassure them;
 - make an accurate record of what has been said, heard and or seen and signed and date the record
 - React calmly so as not to frighten the child
 - Take what the child says seriously, recognising the difficulties in interpreting what is said by a young child or a child who has communication impairment or differences in language
 - Tell the child they are not to blame and reassure them it was right to tell you
 - Keep all questions to a minimum to ensure a clear and accurate understanding of what has been said
 - Do not criticise the perpetrator
 - Explain what has to be done next and who has to be told
- then follow internal safeguarding procedures by notifying social worker or manager as appropriate
- the child's immediate safety must always be considered a priority to ensure that they are safe and records must be made as soon as possible after the situation has been made safe
- where a child has suffered a possible injury, medical attention may be needed and they may need to be seen by a paediatrician. Advice from the registered manager or senior manager should be sought but decision should only ever be taken in discussion with the investigator local authority.
-

Support to Foster Parents and Children where there are Safeguarding Concerns

- We understand that as a Foster Parent, it is really difficult and worrying to think that a child you care for is at risk of harm. You may feel that you have failed to keep them safe, or that you simply do not know what else to do. We are here to support you.
- At EPIC Fostering we feel strongly that unless we support you, the foster family, you will not be in the best place to support the child you care for. Your main point of support will be your ESSW. They will be able to talk you through disclosures, trauma informed care, and the process that may be taking place within the local authority, such as S47.
- It is vital that Foster Parents ensure that their Foster Parent logs are up to date and detail all relevant information about the safeguarding concern. It is also really important that you discuss with your ESSW any "niggles" or "gut feelings" you may have. These small details may be the missing part of a much bigger picture in relation to the safeguarding concern.
- You will also receive peer support from your EPIC Listener, who as an experienced foster parent will have an understanding of what you are feeling.
- We will also consider any other support you feel would be beneficial to your foster family.



Statement of Purpose

Issue: Final V2.0

Date: 4.09.2025

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Document Control

Title	Statement of Purpose
Author	Nita Yeowell
Issue	Final V2.0
Dates of Issue	4/9/25 7/10/24
Countersignature	Dan Boxall-Simpson

Introduction

A copy of our Statement of Purpose provides information about The EPIC Family CIC, including the services offered by EPIC Fostering. The document is available on our website and is available in either hard copy or electronic versions upon request to:

- General public request
- Any person working for, or on behalf of The Group
- Local Authorities who place or who are looking to place children with our Foster Parents.
- Professionals who we work with for the purposes of fostering
- Ofsted
- Any child or young person (subject to their age and understanding) who is placed or part of any of our Fostering Families

The Statement of Purpose has been developed to meet the requirements of appropriate legislation, standards and guidance in relation to Fostering:

- The National Minimum Standards of Fostering Services (2011)
- The Children Act 1989
- The Children Act 1989 Guidance & Regulations Vol2: Care Planning, Placement & Case Review 2010
- The Fostering Service Regulations 2011, amended July 2103 and April 2014
- The Care Standards Act 2000
- Working Together to Safeguard Children 2018
- The Children and Families Act 2014
- Assessment and Approval of Foster Parents: Amendment to the Children Act 1989
- The Care Planning, Placement, and Case Review (England) Regulations 2010
- The Care Planning, Placement, and Case Review and Fostering Services (Misc Amendments) Regulations 2013

Aims and Objectives of our Agency

To create a trusted, nurturing community that supports and values every child, foster family, and team member. We are dedicated to building a safe, inclusive space where everyone feels respected, cared for, and empowered to thrive.

The Agency will provide safe, secure, consistent environments which enable us to support and encourage Children and Young People to reach their full potential.

Our therapeutic approach across our Agency, along with our innovative desire to be creative in delivering relevant, targeted, effective services to meet specific identified needs for our fostering families. This embeds commitment from all professionals caring for children and young people within our organisation.

To promote and encourage Foster Parent involvement in Therapeutic Training, Empathic Listening Groups, and Recruitment.

We are committed to ensuring children are appropriately matched to suitably qualified fostering households who promote and embrace diversity, equality, cultural, racial and religious backgrounds of our children.

Foster Parents will be recruited from a wide range of diverse backgrounds, varied range of skills, and experience, in order to offer a broad range of matching opportunities.

We will recruit Foster Parents who can embrace and/or are open to Empathic & Therapeutic styles of parenting.

Company Status

EPIC Fostering is the trading name for our Fostering Agency which is owned by our Community Interest Company.

The EPIC Family Community Interest Company

Registered Company Number : **15764247**

Incorporated on : **6th June 2024**

Registered Address : 7a Market Street, Crediton EX17 2AJ

The EPIC Family CIC is a not-for-profit organisation where Directors are unable to draw Dividends, and profits are to remain reinvested in the group to benefit children and young people, through care, education, and social & emotional needs.

We are based in the South West and cover Local Authorities across; Cornwall, Devon, Somerset, and Dorset. The EPIC Family Community Interest Company was founded in 2024 by Dan Boxall-Simpson who is the CEO and Founding Director, from the start.

EPIC Fostering is registered and inspected by Ofsted; Ofsted Registration Number : URN2828567

Organisation Structure

The EPIC Family CIC is managed by the Chief Executive Officer (CEO) – Dan Boxall-Simpson

The Fostering Service is managed on a day-to-day basis by The Registered Manager.

The Chief Operating Officer (COO) is managed by the CEO, Founding Director.

The Registered Manager is managed by the Responsible Individual.

The Registered Manager manages and supervises the Team Managers. Where Team Managers are not yet appointed the Registered Manager manages and supervises the EPIC (Supervising) Social Workers.

The Team Managers (when appointed), supervise and manage the EPIC (Supervising) Social Workers.

The EPIC Child (Support) Workers are case managed/supervised by the allocated EPIC Social Workers.

The Training & Therapy Director is supervised by the Registered Manager.

The EPIC Listeners are supervised by the Training & Therapy Director.

The Community Engagement Director is managed by the CEO.

Our office and admin team are managed and supervised by the Community Engagement Director.

Team Recruitment

We use Safer Recruitment guidelines when recruiting both employed and independent individuals. We embrace a diverse team from varying backgrounds, qualifications, experience and skills. The Group undertakes Enhanced DBS checks which are renewed on a three year cycle.

All Team Members receive regular Empathic support, regular appropriate training, and supervision. There is a mandatory requirement for Social Workers to be registered with Social Work England for the duration of their employment with The EPIC Family CIC.

The EPIC Model

The EPIC model is based on a foundation of 'Empathic Professionals Investing in Children', meaning a therapeutic way of working runs throughout the way we practice.

Each Fostering Family is allocated a team of support;

- 1) EPIC (Supervising) Social Worker (ESSW)
- 2) EPIC (Child) Support Worker (ECSW)
- 3) EPIC Listener (EL)
- 4) EPIC Therapist (ET)

EPIC (Supervising) Social Worker (ESSW)

Responsible for overseeing the standards and quality of care offered to children and young people by our Fostering Families. They are responsible for all the statutory duties and obligations. The ESSW will have regular face to face visits with the Fostering Family, and there is an expectation that the child is also seen and spoken to during visits. The ESSW will have monthly personal and professional reflective supervision from their Line Manager.

EPIC (Child) Support Worker (ECSW)

To arrange special events and undertake targeted work in relation to individual child and young persons needs. The ECSW will obtain wishes and feelings from our Young People on a regular basis, hearing their voice. The ECSW will gather feedback as a contribution to annual reviews and are an additional support for the Fostering Household. ECSW's transport and supervise Family Time where appropriate.

EPIC Listener (EL)

An EL is introduced to Foster Parents as early as the Initial Assessment Stage. They will develop supportive relationships, being a peer guide and empathic listening ear for Foster Parents. EL's will have a minimum of weekly contact with their allocated Fostering Families. EL's will support Foster Parents being informed of any challenges and/or difficulties. The EL's are supervised and trained in attachment theory by the Training & Therapy Director.

EPIC Therapist (ET)

The ET will deliver trauma informed care advice and therapeutic parenting techniques such as the PACE model. They will also host regular monthly therapeutic groups, where knowledge is shared in a structured way. The ET will offer one to one consultations where there is individual needs for Foster Parents and/or Young People and Children.

Our Services

EPIC Fostering will comply fully with all relevant childcare legislation, including Fostering Regulations and the National Minimum Standards 2011.

We work in partnership with Local Authorities across the South West which includes the Peninsula Group, comprising of Devon, Torbay, Somerset and Plymouth City Councils and Cornwall County Council. We aim to provide a range of high quality fostering households that adequately meet the individual needs of all children and young people:

Short Term Fostering Family

Where children and young people require a matched family who are able to look after and meet their needs in the short term, not lasting more than 2 years. This is whilst longer term decisions are made regarding the child's longer term future. This is where the foster family are expected to support the next steps for the child's long term future.

Long Term Fostering Family

Where a child or young person requires long term permanence, security and stability, who are generally not able to remain within their previous home or family, but for where adoption isn't available or viable. Foster Parents will make a long term commitment to caring for the child, and the young person's care plan is for them to stay with the fostering family for the duration of their childhood.

Short Break Fostering

Foster Parents who are able to accommodate children and young people for a minimum of one weekend per month. The fostering household is expected to build positive, long term relationships with children and Foster Parents who benefit from having a safe sleepover provision to promote self care. Short breaks Foster Parents will receive specific medical training for any complex additional needs of any child that comes to stay with them and will have completed the specific TSDS relevant for the role.

Fostering Parent & Child

Foster Parents who are specifically trained to offer a safe space in their family home to support parent or parents with their children. The Foster Parents will nurture and offer guidance in positive parenting styles and skills within a family setting. In addition to the mandatory training, Foster Parents who are approved for parent & child will also undertake Adult Safeguarding & SIDS training.

Foster Parent Recruitment, Assessment, Approval, and Reviews

EPIC Fostering encourages enquiries via telephone or via our online form through social media or/and our website. An initial screening call will be completed where a decision will be made whether the potential Foster Parents should be offered the next step of a home visit. If the decision is not to proceed any further, then clear reasons for this will be given.

During the initial home visit, the EPIC representative will have a detailed discussion and what a commitment to fostering is about and whether the potential fostering household is likely to be suitable. The applicant(s) is expected to allow a full inspection of the family home. If a decision is not to proceed any further due to the applicants suitability, then clear reasons will be given.

If agreement to proceed, and Assessing Social Worker will be allocated to the potential Foster Family to complete a full assessment.

Stage 1 – Suitability of accommodation including Health & Safety Assessment, household members, DBS checks, references, health status, financial status, and current/previous relationships all explored. This stage is about collating facts about the potential fostering household.

Stage 2 – This stage explores skills, and suitability to care for vulnerable children and young people. The applicants strengths and vulnerabilities will be explored in detail, also highlighting areas where the applicants may need additional support.

EPIC Fostering will run stages 1 and 2 concurrently to minimise any potential for drift and delay, whilst maintaining rigorous QA processes.

Once the ASW has completed their report, the assessment will go through a final QA process prior to being presented to Foster Panel. The ASW will share their report with the applicants, where they will have an opportunity to check the report and add their own comments along with signing off that they are happy with the final report.

Applicants are expected to attend mandatory training before attending panel.

ESSW will write Foster Parents annual reviews within 11 months of initial approval, and within 11 months every year thereafter. The Foster Parents will contribute to the annual review report.

The ESSW will present a recommendation to Foster Panel for any changes in circumstances of the Fostering Household, any changes of approval, and/or deregistration where standards of care have been identified.

Foster Panel

EPIC Fostering maintains a central list of a diverse range of individuals who make up our Fostering Panel. Fostering Panel meets virtually on Microsoft Teams. Panel Members are knowledgeable in therapeutic parenting styles, bringing individual skills and experience. Social Work qualified, skilled therapeutic parents, care-experienced adults and education/health professionals make up our central panel list.

Foster Parent applications and reviews are structured as follows:

Initial Applications – all applications whether new to fostering or transfers from other local authorities/agencies, are presented to our Virtual Foster Panel. The applicants must attend.

First Annual Review – Approved Foster Parent first annual reviews are all presented to panel by their ESSW within 11 months of being approved. Foster Parents must also attend.

Annual Reviews – All Foster Parents will have an annual review within 11 months of their previous review. After their first annual review, their next review presented to panel will be 2years after their first Panel Review, then every third year going forward in line with renewed DBS checks.

Additional Panel Reviews – Foster Parents will be presented to panel along with their ESSW's report for any changes in circumstances, and care concerns, or if they are subject to allegations. Any recommendations to changes of approval and/or deregistration will also be presented to Foster Panel.

Foster Panels Independent Recommendation will then go to the Agency Decision Maker (ADM) with supporting paperwork and Panel minutes. The ADM will then confirm any decision in writing to the applicants/Foster Parents in writing within 10 working days.

Training and Development

Foster Parents start their training and continued professional development (CPD) journey during the initial assessment process, starting with Skills to Foster. Foster Parents are supported to complete the Training, Support and development Standards (TSDS) workbooks during their first year of approval.

Foster Parents receive a full induction course during the assessment process so that they can understand and fulfil the expectations of being a Foster Parent, the principles and values of looking after children, and to embed a commitment to their own development, training and support plan.

All Fostering households must undertake mandatory training within their first year of approval, and mandatory training renewed/kept up to date as appropriate and as detailed in their CPD Plan:

- **Safeguarding**
- **Equality & Diversity**
- **First Aid**
- **Therapeutic Parenting Training**

Training programmes are developed annually by The EPIC Family CIC, and are based on legislation, practice guidance, and the needs of the Foster Parent cohort. We offer face to face training, as well as online/virtual training through a mix of internal and external providers.

Our team members are similarly supported and encouraged to undertake CPD activities. Individual learning needs will be set out in the team members CPD Plan for the year ahead. All Social Worker employees will be required to complete the required CPD for their Social Work England Registration and maintain their annual re-registration.

Support & Supervision

EPIC Foster Parents are allocated their own EPIC Social Worker (ESSW). The ESSW is there to:

- 1) Build supportive relationship with the Fostering Household.
- 2) Be the primary point of contact for the Foster Parents. ESSW will be in regular contact with the Fostering Family through regular phone calls, emails, visits, and utilising our Initiative Care system. The frequency of visits and contact is based on the needs of the family, and the children residing with the family. Foster Parents should not feel alone dealing with difficult scenarios.
- 3) Be available to support the fostering family with day to day issues through listening and understanding while supporting practical solutions to cope with the challenges that fostering households face.
- 4) Attend planning meetings, review meetings, education meetings, and any other meetings to support the Foster Parents in their role.
- 5) Maintain contact with the children's Social Workers and liaise with other professionals offering services to the children or foster parents.
- 6) Ensure that all checks and unannounced visits are up to date as per our statutory obligations.
- 7) Undertake formal supervision as required. This includes ensuring that the Foster Parents are meeting their CPD obligations, adhering to Safer Care Plans, adhering to the Childs Care Plan. The ESSW should also be ensuring that the children and young people residing with the fostering family are having their health, emotional, educational, extra-curricular needs met.
- 8) Carry out Foster Parents formal reviews, presenting reports to the Fostering Panel along with their recommendation.
- 9) Undertake unannounced visits at least once per year.
- 10) Chair family stability and breakdown meetings.
- 11) Support children and young people who foster that love in the family home.
- 12) Undertake investigations into allegations and standards of care concerns.
- 13) Ensure that all children cared for by EPIC Fostering are receiving the high quality, therapeutic support that EPIC stands for.
- 14) Arrange where appropriate, and attend listening groups, recruitment activities and EPIC events.

Quality Assurance, Standards, and Monitoring

We are a child- centred organisation, and we understand that the whole team around our children and young people need to be nurtured, and supported in creating opportunities for the best outcomes for children. Our intended empathic culture is demonstrated through our use of kind language, which comes from a therapeutic approach in the way we operate.

Safeguarding is a top priority for everyone involved within our organisation. Everyone involved with working with children and young people are expected to complete appropriate Safeguarding Training which is regularly updated.

Strategies and support are in place to help Fostering Families understand the trauma behind behaviours as an early intervention. To assist in preventing Foster Parents from experiencing blocked care. We have a full team around each fostering Family to recognise and support where there are signs of compassion fatigue. This targeted support helps minimise any potential disruption to the Foster Children having to move Fostering Homes.

Compliance with our policies and procedures is monitored by the Management team in regular monthly supervision, as well as in audits. We have invested in Intuitive Care which manages our internal monitoring systems. The software enables efficient monitoring and retrieval of information, it assists us in the process of tracking and, monitoring each child, young person, and team members progress.

Consultation and Participation

It is important that children and young people's voices are heard, as well as gaining feedback from our teams that support the children including Foster Parents.

Children and young people are asked for their views regarding their fostering household through activity days, events, home visits by ESSW, and ECSW's. Feedback is gathered from birth families, foster parents, education professionals, health workers, and in any form that is child centred in the approach. Hearing the child's voice is a crucial part in the development of our service, and contributes to our policies and procedures.

Foster Parents can share their views about any aspect of our work at formal consultation meetings, through supervision at events, coffee mornings, and through their EL. Foster Parents can email or contact any member of the Management Team with ideas, feedback or concerns. Everyone including the CEO is contactable.

Foster Parents and children where appropriate are encouraged and supported to be involved in the organising of events, activity days and recruitment events. Foster Parents and Foster Children where appropriate will be given the opportunity to support interviews for team members, and be involved in new Foster Parent Training days.

Complaints

Concerns and complaints are managed in accordance with our Complaints Policy and Procedure. These will be dealt with promptly and fairly, in a transparent way. Where possible, EPIC Fostering will aim to resolve complaints informally, though where this is not possible, the formal Complaints process will be triggered.

Where Complaints are dealt with using the formal process, we acknowledge the importance of allowing for an examination by someone not directly involved in the person(s) involved. In accordance with the Fostering Regulations, a record of any complaint shall be kept and closely monitored by the Directors.

Ofsted are responsible for ensuring we adhere to current regulations, standards and best practice guidelines. If you want to make a complaint directly to Ofsted, you can contact them:

Ofsted

Piccadilly Gate Store Street, Manchester M1 2WD 0300 123 1231

Or Email them at enquiries@ofsted.gov.uk

The Ofsted Whistle-blower hotline is : 0300 123 3155.



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	Holy Cross Junior Choir	
Name of Project or Activity	Week Visitation to Truro Cathedral to sing	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	27/07/2026	02/08/2026
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Jon Rawles	
Position in organisation	Director of Music	
Email address	<div></div>	
Telephone number		

Organisation details

Address	Holy Cross Church Church Lane Credition Devon EX17 2AH
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Website	www.creditonparishchurch.org.uk
Social media links	www.facebook.com/holycrosschoircreditondevon
Description of organisational purpose	<p>The PCC, as part of the Crediton Benefice Community, commits itself to carry out God's will through prayer, worship, learning and action. We will develop our life together as we reach out to others; affirm individual strengths; value the diversity of churchmanship across the Benefice; nurture growth, vocations and leadership; work towards greater accessibility; and respect and sustain our environment. These objectives from our original Benefice Mission Action Plan (MAP) provide a foundation for our mission and ministry and encompass the Diocesan Strategy to Grow in Prayer, Make New Disciples and Serve with Joy. The Church Mission Group has been tasked with drafting a new, more focused MAP that reflects the current situation and vision for the future.</p> <p>We want to welcome people into our worshipping community, offering a diversity of prayer and scripture, music and sacrament. We want to reach out into the local community and have involvement in community projects which enable people to live out their faith in daily life.</p>
Bank details	Bank name: [REDACTED]
If you are successful, payment will be made by BACS	Sort Code: 3 [REDACTED] Account Number: [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>The Choir of Holy Cross Crediton would be spending the week at Truro High School and singing the weeks services at the Truro Cathedral whilst the cathedral choir are on holiday.</p> <p>We are asking for assistance with funding for the Junior Choir (10 members) only – Over 18s in the choir will be funding themselves separately. There would be activities during the day for Juniors, with a fully sung service each evening of the week they would be preparing and leading the singing at. The money we are requesting would allow all our Junior Choir to participate.</p>
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>This trip is the culmination and reward of five years hard work since our Director of Music – Jon - started, building up the Junior choir in numbers and confidence, as well as their musical training. Four members of the Junior choir will be taking their Bronze Voice for Life Awards (exams given by the Royal School of Church Music) in the Winter of 2025/6, which marks attaining a high level of</p>

musical maturity and developing their confidence in singing solo works and leading younger choristers in their training. Therefore being given the opportunity to sing in one of England's greatest Victorian cathedrals where they could put all of this into practise in an even grander setting than Holy Cross would be an incredible opportunity which has taken years of planning to realise.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

With the money requested it will allow all the Juniors, regardless of their financial backgrounds, to participate and be able to further their musical skills and education. It will also, via social media, be able to show that the town of Crediton is able to support and provide (along with other groups in the town) a level of musical excellence which is valued and respected far beyond Devon. As the church choir, we have even recently been able to book in a live national broadcast which we are hoping will be around Autumn 2026, pending confirmation from the BBC. The week at Truro (which has an outstanding and revered musical tradition – and so this opportunity is not given to many church choirs), is another part of a much bigger picture of giving back to the young people a musical education free of charge, whilst also helping to build up our town's musical reputation.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

Apart from supporting and furthering the education and experiences of our current Junior Choir, we would use the week to build up a portfolio of pictures, stories and videos of every aspect of the trip – work and social – to bring back and use to encourage more young people to join the choir. We would hope to ultimately have a Junior Choir of around 20 youngsters. This is an ambition we are helping to realise with support from other musicians who are coming to our rehearsals to do specific 1-2-1 training sessions, and a reorganisation of our music department, allowing a member of staff to visit primary schools in the area on a regular basis to let the pupils and parents know of the benefits of joining the choir during term time. All of this training at church is given free of charge. A musical education has been proven to enhance brain function by improving memory, language skills (as we sing in various languages), and it instils a sense of discipline, patience and perseverance due to the nature of regular practice. It is also, of course, a very creative outlet for children, and helps build confidence for individuals and when singing as a group, teamwork. We have seen the confidence in our Juniors shine as they have developed within the choir, and we are really keen to keep building on this, and give the same opportunity to as many young people within the town as possible. The following quotes are from parents of our Junior Choir this term, showing just how much the choir means to their children, how important it is for their development and what an asset to the town the choir is:

'The Holy Cross Choir has benefited my child enormously. She is gifted musically and plays the violin and the piano, but I have struggled to find opportunities for her to develop her singing locally. The choir has been a godsend, giving her the opportunity to develop her singing voice as well as sing in fellowship with others in the community, not only fostering her musicality but also boosting her confidence, social skills, sense of belonging and ability to work as part of a team.'

'Membership of this friendly and inclusive choir provides my daughter with a first-class class musical education, with a range of opportunities to skills and experience in different contexts through visits to other churches and cathedrals. More than this, however, it entails being welcomed into a musical and spiritual community, a chance to develop leadership and mentoring skills, and supportive encouragement to challenge herself in new ways.'

'Both [my children] love the music and the togetherness of both junior and adult choir. They love visiting and singing in other cathedrals and the feel through Church music of the seasons and special occasions. Choir, most especially Junior Choir, is a steady anchor in their lives - through difficult times, happy times, out of sorts times, quiet times, and times when they just want to sing.'

And from our Rector:

'The Junior Choir at Holy Cross (Crediton Parish Church) has gone from strength to strength since Jon Rawles took up the baton as Director of Music. There is a clear programme of voice training, and this has led to the youngsters making an important contribution to the worshipping life of the church. This has been achieved through singing with the adults as well as on their own as a Junior Choir.

As well as contributing to worship, I have seen a dedicated group of young people being enabled to develop their musical skills and grow in confidence, whilst having fun.'

5. How will your project be financially sustainable in the long term?

We are fundraising throughout the year with a programme of events. We are hopeful that if our week away, and subsequent recruitment, is successful with more choristers joining the choir, we could set clearly defined fund-raising events to help build up and sustain our finances to allow us to support more of these trips away in the future.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

All paid staff are DBS checked within the church – specifically those who will be named as supervising adults on the trip. Parents will also be in attendance throughout the week to assist in organisational aspects of the trip and our Safeguarding Policies are reviewed annually by both the parish and the diocese.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

According to the RSCM (Royal School of Church Music), we are the only parish church choir in Devon who have a junior choir who sing regular services. We are currently the only church in Devon (excluding Exeter cathedral) who can give opportunities like this to young people in our county. Like many other groups, the choir was badly affected – particularly the young people – during covid, and the rebuilding of our choir and the attainment of such a high level of musicality during the rebuilding has shown the desire and want for such music. We have made contact with other choirs (Sherborne Abbey, Devon Youth Choir for example), but we are only able to join for a single concert or service – the opportunity to sing a week of services and take the place of a cathedral choir is an honour we can't really collaborate on as it is based on our reputation alone.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Continued growth in confidence for the Junior Choir	The opportunity to sing as a group and as soloists in Truro Cathedral during the week	Hearing them sing in performance Asking them to record their successes of the week
Continued musical growth in the Junior Choir	Seeing them tackle more advanced music both in and out of the choir	Giving them more challenging music in rehearsals and performance Music exams results – both instrument and GCSE (which are funded by the church to assist with the musical education of our Juniors) Seeing older members lead and assist younger members
Growth in the Junior Choir	Increased numbers of regular choristers at Holy Cross	Registers throughout the year Looking to increase numbers to around 20 each week using this week as part of our recruitment drive moving forwards
Reputation of our choir and town increased	Our choir and town being known more through Devon & Cornwall as being a beacon of musical excellence	Messages of thanks from the cathedral Using our reviews to back and further our BBC broadcast from the town Continuing partnerships with other major parish churches in the south-west and RSCM

How much will your project cost and how will you use the money?

What is the total cost of your project?	£4434
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Fundraising Choir Accounts Personal Finances from choir members



CREDITON TOWN COUNCIL

Budget (please complete the following budget for your project or provide a supplementary document)

The full breakdown of costings for 8 Junior Choristers and 2 DBS checked chaperones to attend is:

Junior Chorister & Chaperone	
Accommodation	£36 pp/pn (for 6 nights)
TOTAL Accommodation	£2160 (for 10 people)
Junior Chorister Meals	
Breakfast & Dinner	£33 pp/pn (for 6 nights)
TOTAL Meals	£1980 (for 10 people)
Travel	
<i>168 miles * 25p per mile for 2 cars</i>	£84
TOTAL	£4224

To date, we have raised £1200 towards the cost Junior Choir visiting and working at Truro Cathedral, so we are seeking to raise a further **£3024**, of which we are hoping Crediton Town Council will be happy and willing to offer their large grant of £3000 to assist with allowing the young people of the town this opportunity, and for the choir to develop further and attract new and more young people to take advantage to the musical opportunities present at Holy Cross.

Declaration

Have you received a grant in the last 3 years from CTC?	No
If so, how much?	N/A
What was the project?	N/A
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	None

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.

(please click/tick box to agree) ☒

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.

(please click/tick box to agree) ☒

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered

(please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ☒

Bank statement or paying-in slip
(to double check bank details) ☒

Constitution ☒

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)

[Redacted Signature]

[Redacted Signature]

Jon Rawles

Signature 2 (chair or senior representative of the organisation)

[Redacted Signature]

[Redacted Signature]

Jo Ward

Typed entries acceptable for email applications

Date: 27/10/2025

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

General fund movements

Note 4: £137 of this being the 2025 subscription paid just before year end will be refunded by RSCM under the terms of the CMT/RSCM grant award.

Holy Cross Choir, Crediton
Financial report for year ending 31st December 2024

Designated Fund

	2024		2023
<i>Legacy Fund</i>		£	£
Income			
Legacy	2503.81	3178.24	
Interest			
			<u>3178.24</u>
Expenditure			
Music	0	<u>791.14</u>	<u>791.14</u>
Fund balance at 1 January	18,609.89		16,222.79
Fund balance as at 31st December	21,113.70		<u>18,609.89</u>

Assets		Designated Fund	General Fund	2024 Total
Current account	3499.05		3499.05	3499.05
Deposit account	24885.92	21,113.70	3772.22	24,885.92
Cash	36.75		36.75	36.75
Total Funds	<u>28421.72</u>		<u>7308.02</u>	<u>28421.72</u>

Holy Cross Choir, Crediton
Financial report for year ending 31st December 2023

General fund movements

	2023		2022	
	£	£	£	£
Income				
<i>Donations</i>				
Credton PCC	600.00		600.00	
Donations	1,250.00		400.00	
Gift Aid	258.67		669.80	
Legacy before transfer	<u>3,178.24</u>		<u>11,984.00</u>	
		5,286.91		13,653.80
<i>Fundraising events</i>				
Summer Concert	507.80			
BBQ	161.80		290.50	
Fireworks	60.21		59.47	
Christmas Concert	<u>258.40</u>			
		988.21		349.97
<i>Other receipts/income</i>				
Wedding fees	130.00		375.00	
Bank account interest	213.38			
Donations for coach to Wells	<u>315.00</u>			
			Cathedral trips	4,211.00
			Other	<u>1,300.80</u>
		658.38		5,886.80
Total receipts		<u>6,933.50</u>		<u>19,890.57</u>
Payments				
<i>Fundraising event</i>				
Summer Concert	246.80			
BBQ	122.04		188.61	
Fireworks	36.70		39.47	
Christmas Concert	<u>46.15</u>			
		451.69		228.08
<i>Music/choir running expenses</i>				
Choral scholars	1,935.00		1,980.00	
Music	251.50		728.32	
RSCM subscription	127.00		110.00	
Stationery			109.60	
Piano	<u>87.50</u>			
		2,401.00		2,927.92
<i>Other expenditure</i>				
Junior Choir	84.26		78.71	
Outing to Castle Drogo	107.00			
Wells trip	745.00		5,505.00	
Miscellaneous			<u>26.75</u>	
		936.26		5,610.46
Total payments		<u>3,788.95</u>		<u>8,766.46</u>
Excess of receipts over payments		3,144.55		11,124.11
General Fund balance as at 1 January		<u>7,109.78</u>	after petty cash correction	8,009.67
New legacy transfer to Designated Fund		3,178.24		11,984.00
General Fund balance at 31 December 2023		7,076.09		7,149.78
<i>Memo : excess of receipts incl bank interest but without new legacies over current payments</i>				-33.69 ie deficit

Holy Cross Choir, Crediton
Financial report for year ending 31st December 2023

Designated Fund

	2023		2022	
<i>Legacy Fund</i>	£	£	£	£
Income				
Legacy		3178.24		11984
Interest		<u> </u>		
		3178.24		11984
Transfer from General Fund				
Expenditure				
Music		<u>791.14</u>		3261.21
		791.94		3261.21
Fund balance as at previous year end		16222.79		7500
Fund balance as at 31st December 2023		<u>18609.09</u>		16222.79

Total Assets		Designated Fund	General Fund	2023 Total	2022 Total
Current account	1156.07		1156.07	1156.07	1156.32
Deposit account	24493.16	18609.09	5884.07	24493.16	21892.68
Cash	35.05		35.05	35.05	323.57
	<u>25684.28</u>		7075.19	25684.28	23372.57

**The Choir of the Church of the Holy Cross and the Mother of Him who Hung Thereon
In Crediton**

Version 6.2 16.10.22

Constitution (2022 Final text adopted at Choir EGM 16 October 2022)

1. Title

- 1:1 The full name of the Choir is “The Choir of the Collegiate Church of the Holy Cross and the Mother of Him who hung thereon, in Crediton” but will be commonly referred to as “The Choir of the Holy Cross” or “Crediton Parish Church Choir”.

2. Context

- 2:1 The choir operates within the context of the normal governance provisions of the Church of England, notably that the incumbent is under Canon B20 para 2 ultimately responsible for the music in church. The Director of Music is appointed by the Rector and PCC, and through his contract is accountable for the way the choir enhances worship and contributes to the life and mission of the parish. Nothing in this Constitution shall interfere with the Director of Music’s authority derived from his appointment and contract, nor shall it override the normal responsibilities of other church officers (notably the Churchwardens, Safeguarding Officer, PCC Treasurer, and the Data Protection Officer) under Ecclesiastical or Statute law.

3. Aims

- 3:1 to lead the music as part of Divine Worship.
3:2 to promote fellowship in the Choir, and with the congregation generally.
3:3 to assist in the training of choir members, especially the young.
3:4 to encourage the training and development of Organists and Directors of Music.

4. Membership

- 4:1 Membership is open to any regular choir attendee who supports the aims, but the Director of Music or Rector may refuse or cancel membership.
4:2 Membership details will be maintained in a database. It is the members’ duty to notify the recorder of any change of details.
4:3 A registered member will be entitled to vote four weeks after approval by the Director of Music.

5. Committee

- 5:1 In carrying out the responsibilities for the choir under his contract, the Director of Music shall be supported by a Committee.
5:2 The Director of Music will consult the Committee as appropriate but that shall not preclude any person in the choir or indeed the congregation making their own representations through the Rector.
5:3 The Committee will provide support, practical and otherwise, to the Director of Music, including assistance with the Music Library, the provision of robes, offsite visits, and provision of guidance for new members.
5:4 The Committee will consist of the following:
 - Ex-Officio Director of Music
 The Rector

The Head Chorister and Deputy Head Chorister

- One Member appointed by the P.C.C.
- Members appointed by the Choir at the A.G.M. :-

Officers: Chairman
Secretary
Treasurer

Up to three parents of child choir members

Other members not exceeding three.

- 5:5 The Committee may co-opt additional members at any time for a specific task or duration not exceeding two years but any co-opted member should thereafter only continue on the Committee if willing and successful in standing for normal election.
- 5:6 The Director of Music cannot be any of the three named officers of the Committee above.
- 5:7 Committee meetings will be held when the Committee decides, or when called by the Director of Music, with the approval of one other Committee Member. At least four meetings of the Committee shall be held each year. Agendas for meetings will be agreed in advance between the Chairman, the Director of Music and the Secretary, and will be based around the model at Annex A.
- 5:8 Committee Members, excluding ex-officio and PCC Members, will serve until the end of a one year term, after which they may be re-elected.
- 5:9 One third of the Committee, to include at least one officer, constitutes a quorum.
- 5:10 A member of the Committee, but not an ex-officio member, may be expelled by special resolution of the Committee.
- 5:11 A special resolution requires the vote of at least 66% of those present.
- 5:12 A member of the Committee may resign in writing to the Secretary.
- 5:13 An ordinary resolution of the Committee requires a majority vote of those present. In the event of a tie, the Chair of the meeting has the casting vote.

6. Financial

- 6.1 The Committee may raise funds in support of its Aims through holding events and requesting voluntary subscriptions. It may also accept grants or bequests. Its funds form part of the overall PCC resources but are to be treated effectively as a "Restricted Fund". The timing and extent of all Committee fundraising should take into account Holy Cross' need for covering regular expenditure (including music staff stipends and the Common Fund assessment) through its General Fund.
- 6:2 Cheques must be signed by two of three officers - Chairman, Secretary or Treasurer.
- 6:3 All expenditure must only be incurred with the agreement of the Treasurer and one other Committee Members, except that the Director of Music in consultation with the Rector may spend up to £200 on music without other consultation, up to a maximum to be agreed by the Committee at the start of each calendar year. Spend from major bequests or other spend which the Treasurer deems as novel or potentially contentious shall not be incurred without a full in person discussion in Committee.
- 6:4 The Treasurer must keep all Choir money in a bank account decided by the Committee, but the Treasurer or Director of Music may retain cash for choir purpose.
- 6:5 The Treasurer must arrange for annual accounts to be prepared to an accounting date matching that of the PCC- currently 31 December.
- 6:6 The Committee shall arrange for the accounts to be independently examined prior to the choir AGM. After formal approval there they shall be sent to the Treasurer of the PCC for consolidation into the Church's PCC accounts.
- 6:7 On the winding up of the Choir, any monies remaining shall revert to the P.C.C. whose Treasurer shall have regard to the CoE guidance on Restricted Funds in advising the PCC on its use.

7 General Meetings

- 7:1 There will be an A.G.M. in each calendar year no later than 31st March.
- 7:2 At least ten clear days' notice of an A.G.M. must be given to the Choir Members. Notice may be given verbally at one of the normal choir practices, or before or after a regular service to assembled choir members.
- 7:3 The business of the A.G.M. will include:
 - 7:3:1 Reports from the Director of Music, Secretary and Treasurer
 - 7:3:2 Consideration of accounts presented by the Treasurer for the last year.
 - 7:3:3 One of the Clergy shall take the Chair temporarily for the election of the Chairman, Secretary and Treasurer
 - 7:3:4 Election of other Committee Members (excluding ex-officio and PCC Members).
- 7:4 An Extraordinary General Meeting may be called by the Committee or upon requisition signed by at least ten Choir Members. At least ten clear days' notice must be given (as in 7:2 above), together with details of business to be discussed.
- 7:5 One third of the voting members, as shown in the register, constitutes a quorum at a General Meeting.
- 7:6 Ordinary and special resolutions require votes as defined for Committee Meetings.
- 7:7 A member of the Committee, but not an ex-officio member, may be expelled by special resolution of the Choir in a General Meeting.

8 Constitution

- 8:1 The Constitution may be amended by special resolution at a General Meeting.
- 8:2 In the event of any doubt arising as to interpretation of the Constitution, the Rector, having consulted the Director of Music, the Chairman and the PCC, will have the power to determine the matter.
- 8:3 This Constitution replaces all previous Constitutions.

Date adopted at Choir EGM : Sunday 16 October 2022

1. Apologies for Absence
2. Minutes of last meeting.
3. Matters Arising
4. Chair's Report
5. Director of Music's Report
6. Safeguarding Report
7. Treasurer's Report
8. Head Chorister's Report
9. Any Other Business
10. Date of Next Meeting



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	Significant Seams CIC	
Name of Project or Activity	Mental Health Friendly Credition	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	Ongoing	
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Catherine West
Position in organisation	Director (one of 3)
Email address	
Telephone number	

Organisation details

Address	
---------	--

Website	www.significantseams.org.uk
Social media links	https://www.instagram.com/sigseams/ https://www.facebook.com/SignificantSeams/ https://www.youtube.com/@SignificantSeamsCIC https://www.eventbrite.co.uk/o/significant-seams-3282658880
Description of organisational purpose	<p>Mental Health and Wellbeing related support via Creativity, textiles and craft</p> <p>We build community (so individuals are better able to access support when they need it) and support people in vulnerable life moments, using 'alongside activities' particularly from the arts with an emphasis on textiles and craft.</p> <p>We are an internationally recognised arts for mental health specialist organisation.</p>
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Bank Sort Co [REDACTED] Bank Account [REDACTED]

Project Details

1. Briefly outline the project that you have planned
Please see appended document as I had problems with this form.
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>Mental health services rank 60th out of 61 NHS Trusts nationally.</p> <p>Crediton Town Council has named mental health issues as an overarching priority and concern in the Neighbourhood plan which frames statutory priorities for the area.</p> <p>Feedback from participants in our activities indicate a variety of aspects lead them to particularly value our services/support, including, but not limited to:</p> <ul style="list-style-type: none"> - Other services have let them down/don't listen or breached their trust - They need more support than is available - They are wary of asking for help, especially in our rural community where everyone knows everyone – they feel exposed, amplifying vulnerability - They want to feel useful and purposeful not needy.

- They want their abilities celebrated, not their inabilities accentuated
- The activities and environment we offer helps them feel good/better – often more than they expected.
- They grow and improve and learn ways to self manage their challenges socially.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

Creativity Acre AND our mental health friendly volunteering scheme are new assets for the community. Likewise the training programmes for other organisations and volunteers are new assets.

Our events programme with the Bookery and Turning Tides is also aiming to develop Crediton's profile – including through exploiting our links to museums, creativity, and drawing Mid Devon funding for the High Street as "a place of community as well as commerce."

Crediton's Town plan prioritises developing mental health and wellbeing supports.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

We expect to work with around 250 people per year, offering intensive support for 10-50 dependent on need, capacity, and funding. Our activities will be visible and affect hearts and minds of the full community, particularly through pride in the sorts of events our Town Hosts, the attention and reputation our town is earning. We anticipate our activities will continue to draw local and regional stories in broadcast media from time to time, and know we will be included in an international specialist podcast in 2026. We are told our approach has been influential at a number of points on policies, service design, and strategy. We aim to do exceptional work within our capacity – which in the current moment is under constant review.

5. How will your project be financially sustainable in the long term?

We continue to develop earned income streams and be resourceful with the assets and income we have. Our contract base continues to grow – meaning the range of organisations offering us contracts, and the aim is for these to ultimately underpin us financially so we can draw less from statutory and philanthropic sources. We operate on a not for profit model – but we do seek to generate surpluses: to reinvest in enabling high quality creative health activities for people when they are in the life moments where they need it most and can afford it least.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

Robust policy framework including risk assessments and procedural practices for high risk or frequent activities

Robust vulnerable people policy and procedures, including on-boarding processes for workers and volunteers who will work with vulnerable people

Ongoing training/CPD for our safeguarding lead

Board oversight

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

There is no other specialist art for mental health organisation actively delivering in our area. Helen Mary Hamilton, an arts therapist also based in Knowle, has recently formed a CIC but has ceased regular delivery through it at this time. We are aware of each other's work and I have invited her collaboration at any point it might suit her. Simon Ripley is the co-founder of Double Elephant Print Studios and in fact also based in Knowle through Double Elephant is based in Exeter. Double Elephant is one of the two other arts for mental Health organisations The Baring Foundation named in the first edition of the Creatively Minded Directory of arts for mental health organisations nationally. Simon has actively offered to support Significant Seams, collaborate or develop

partnership projects. In the course of 2025 to date, we have hosted over 50 people with a relevant specialism or interest in Creativity Acre to visit and help shape our ideas and plans.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Participant experiences improvement in mental health/wellbeing	Increased connections with others, more hope, evidence of feeling empowered, active in community	Participant feedback, facilitator or others observations
Good attendance at events	50% capacity upwards at events	Setting target numbers for each event and appropriate means to tally by event
Stories in the media about Crediton/Crediton people/ our activities	Positive stories	Using estimated reach of each media outlet (BBC spotlight = 50k)

How much will your project cost and how will you use the money?

What is the total cost of your project?	Variable but our overheads (unfunded mandates) to stay operational average around £6k per year.
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Our commercial rates include an allocation for overheads. Where possible/relevant we include allocations in all grants. We have historically had support in this category of costs from Devon County Council and Devon Community Foundation. Any direct support of these costs helps us move more quickly towards a reserves level that mitigates the need for philanthropic support. Over recent years we have had to use down our previously accrued margins.

Budget (please complete the following budget for your project or provide a supplementary document)

Title	Description	Total amount	Amount requested from CTC
Management costs			

Training				
Office costs (rent, telephone etc)	mental health supervision for project manager	810	6000	3000
	public liability, employers liability, contents insurance	900		
	venue public liability insurance	300		
	accountancy software subscription	456		
	bookkeeping	648		
	annual accounts	1200		
	broadband	432		
	telephone	432		
	printer consumables	500		
	rprofessional risk assessment	295		
	Sub Total	6000	3000	
Salaries				
Expenses (travel etc)				
Venue hire				
Materials				
Publicity				
Volunteer expenses				
Other (please specify)				
	Sub total			
	TOTAL			

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	Not in 2025/26 (decision pending), £1260, £1000, £1500
What was the project?	1)Overheads support, 2)Youth work, Studio development, Participation in Wellbeing forum, 3)Wellbeing Work
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	<p>We have subcontracted workers and venue on previous Devon County Council funded projects.</p> <p>No current legal or financial arrangements are in place, and none of our services nor venue are being used by CTC. We'd welcome consideration of our services and activities.</p>

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) x ☐


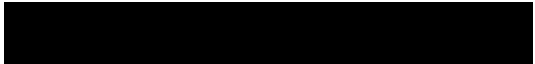
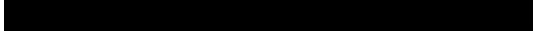
We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) x ☐

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered (please click/tick box to agree) x ☐

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts x ☐ Bank statement or paying-in slip x ☐ Constitution x ☐
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.
Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)	Catherine West 
Signature 2 (Chair or senior representative of the organisation)	David Floyd 
Typed entries acceptable for email applications	
Date: 12 November 2025	

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

Our current strategic plan frames our activity plans with the following aims:

1. Develop a mental health friendly volunteering programme grounded in creativity and facilitating community support to social enterprises and community groups
2. Lay groundwork for trade based in a mental health/wellbeing supportive employment scheme
3. Continue our creative facilitation on commissioned work
4. Continue our development of self-supporting trade-driven income activities
5. Develop relationships and assets that enable an efficient ongoing programme of events
6. Develop in such a way that appropriate support for artists and artist facilitators is enabled and provided

We work in line with strategic initiatives but anchored in social need informed by trusted relationships with marginalised people. We seek to accelerate positive change that links stakeholders in that change. Our approach is rooted in action and creative learning.

Three overarching projects further orient our activities towards these aims:

- Developing earned income
- Co-Creation of Creativity Acre as a space for recovery and creativity – of mental health, inspiration and nature
- Fostering mental health friendly approaches, people and places (notably through a mental health friendly volunteering scheme)

In the process of our activities each year we anticipate directly working with more than 250 people, and working supportively and relatively intensively with 10-50, depending on funding.

In 2026, we plan to:

- Coordinate the delivery of 10 events in collaboration with The Bookery and Turning Tides, Museums SW, and various regional museum partners
- Foster and initiate additional community events and link existing events with shared themes of community benefit, particularly by fostering means to equalise access
- Co-develop and pilot facilitator-training in mental health friendly approaches and the social model approach (with Turning Tides)

- Deliver volunteer training to museum volunteers from across the SW for Museums SW at an event at Dartington
- Continue to develop our mental health volunteering programme. This will have three strands: craft and craft kit assembly, woodland management and art projects, support of other organisations' events and activities.
- Continue to develop the EcoCrafternoon event/programme (which fosters mental health friendly volunteering opportunities and a stair-step of ways people living with wellbeing challenges can be economically and/or socially active)
- Continue to represent mid-Devon and creative health in Eastern Locality Care Partnership working groups (part of the One Devon partnership of councils, NHS bodies and the VCSE)
- Continue to develop plans and activities with New Leaf, a Devon partnership Trust mental health service, particularly towards plugging a gap in accessible support services that exists in and around Crediton.
- Continue to develop plans and activities for Creativity Acre (Knowle, Crediton Hamlets) appropriate to available resource (volunteers, participant needs, labour, and finances) – anticipated to include wellbeing volunteering days by two large employers from the region
- Continue our conversations with the Deputy Director of Social Enterprise UK and the Director of the Baring Foundation regarding support for 'Creatively Minded' organisations amidst the national funding crisis in this area, and the Baring Foundation's commission of research in this area.
- Continue to host Duke of Edinburgh Award candidates
- Develop our relationships with our advising academics at Exeter University, Plymouth Marjon University, Loughborough University, and the RSA regarding strengthening the Creative Health sector.
- Develop the possibility of local community based benefits arising from the 2027 RAMM exhibition
- Develop further Home Education support programmes, including with Sidmouth Library and Home education network and offering Arts Award assessment and advising as funded
- Fostering constructive collaborations and partnerships, especially as frontline organisations feel increasing financial pressures that can fuel competitive tendencies – towards drawing the maximum possible resources to our area

Registered number: 07759689

**SIGNIFICANT SEAMS CIC
DIRECTORS' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

Significant Seams CIC Contents

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The following pages do not form part of the statutory accounts:	
Detailed Income and Expenditure Account	8

**Significant Seams CIC
Company Information
For The Year Ended 31 March 2025**

Directors	Mrs Carolyn Neville Mr David Floyd Mrs Catherine West Mr Keir Cooper
Company Number	07759689
Registered Office	7-11 Coppermill Lane Walthamstow London E17 7HA
Accountants	Smarter Accounting 138 High Street Crediton EX17 3DX

Significant Seams CIC
Company No. 07759689
Directors' Report For The Year Ended 31 March 2025

The directors present their report and the financial statements for the year ended 31 March 2025.

Directors

The directors who held office during the year were as follows:

Mrs Carolyn Neville

Mr David Floyd

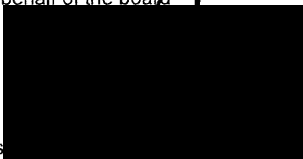
Mrs Catherine West

Mr Keir Cooper

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board **I**



Mrs

Director

12 November 2025

**Significant Seams CIC
Accountant's Report
For The Year Ended 31 March 2025**

Accountant's report to the directors on the preparation of the unaudited statutory accounts of Significant Seams CIC for the year ended 31 March 2025

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Significant Seams CIC for the year ended 31 March 2025 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given to us.

As practising members of regulatory professional bodies we are subject to their ethical and other professional requirements which can be provided on request.

This report is made solely to the directors of Significant Seams CIC, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Significant Seams CIC and state those matters that we have agreed to state to the directors of Significant Seams CIC, as a body, in this report in accordance with guidance from our professional bodies. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Significant Seams CIC and its directors, as a body, for our work or for this report.

It is your duty to ensure that Significant Seams CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit or loss of Significant Seams CIC. You consider that Significant Seams CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Significant Seams CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

12 November 2025

Smarter Accounting
138 High Street
Crediton
EX17 3DX

Significant Seams CIC
Income and Expenditure Account
For The Year Ended 31 March 2025

	Notes	2025 £	2024 £
TURNOVER		10,886	14,066
Cost of sales		(6,102)	(9,673)
		<hr/>	<hr/>
GROSS SURPLUS		4,784	4,393
Administrative expenses		(16,273)	(22,361)
Other operating income		11,418	9,407
		<hr/>	<hr/>
OPERATING DEFICIT		(71)	(8,561)
Other interest receivable and similar income		71	127
		<hr/>	<hr/>
DEFICIT FOR THE FINANCIAL YEAR		<hr/> <hr/> -	<hr/> <hr/> (8,434)

The notes on pages 6 to 7 form part of these financial statements.

Significant Seams CIC
Balance Sheet
As At 31 March 2025

		2025		2024	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	4		492		616
			492		616
CURRENT ASSETS					
Stocks	5	2,618		2,633	
Debtors	6	-		517	
Cash at bank and in hand		9,532		10,322	
		12,150		13,472	
Creditors: Amounts Falling Due Within One Year	7	(7,697)		(8,963)	
NET CURRENT ASSETS (LIABILITIES)			4,453		4,509
TOTAL ASSETS LESS CURRENT LIABILITIES			4,945		5,125
Creditors: Amounts Falling Due After More Than One Year	8		(5,643)		(5,823)
NET LIABILITIES			(698)		(698)
Income and Expenditure Account			(698)		(698)
MEMBERS' FUNDS			(698)		(698)

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

On behalf of the board



Mrs Catherine West

Director

12 November 2025

The notes on pages 6 to 7 form part of these financial statements.

Significant Seams CIC
Notes to the Financial Statements
For The Year Ended 31 March 2025

1. General Information

Significant Seams CIC is a private company, limited by guarantee, incorporated in England & Wales, registered number 07759689. The registered office is 7-11 Coppermill Lane, Walthamstow, London, E17 7HA.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

2.2. Going Concern Disclosure

The directors have not identified any material uncertainties related to events or conditions that may cast significant doubt about the company's ability to continue as a going concern.

2.3. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

2.4. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant & Machinery	20% reducing balance
Fixtures & Fittings	20% reducing balance

2.5. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

2.6. Financial Instruments

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at the market rate of interest for a similar debt instrument. Debt instruments are subsequently measured at amortised cost.

2.7. Impairment

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

3. Average Number of Employees

Average number of employees, including directors, during the year was: 4 (2024: 4)

Significant Seams CIC
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025

4. Tangible Assets

	Plant & Machinery	Fixtures & Fittings	Total
	£	£	£
Cost			
As at 1 April 2024	3,194	2,920	6,114
As at 31 March 2025	3,194	2,920	6,114
Depreciation			
As at 1 April 2024	2,826	2,672	5,498
Provided during the period	74	50	124
As at 31 March 2025	2,900	2,722	5,622
Net Book Value			
As at 31 March 2025	294	198	492
As at 1 April 2024	368	248	616

5. Stocks

	2025	2024
	£	£
Stock	2,618	2,633

6. Debtors

	2025	2024
	£	£
Due within one year		
Trade debtors	-	517

7. Creditors: Amounts Falling Due Within One Year

	2025	2024
	£	£
Trade creditors	2,144	205
Bank loans and overdrafts	180	180
Income in advance	4,206	7,465
Accruals and deferred income	1,167	1,113
	7,697	8,963

8. Creditors: Amounts Falling Due After More Than One Year

	2025	2024
	£	£
Bank loans	5,643	5,823

9. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

Significant Seams CIC
Detailed Income and Expenditure Account
For The Year Ended 31 March 2025

	2025		2024	
	£	£	£	£
TURNOVER				
Sales		10,886		14,066
COST OF SALES				
Opening stock and work in progress	2,633		2,781	
Other direct costs	6,087		9,525	
Closing stock and work in progress	(2,618)		(2,633)	
		(6,102)		(9,673)
GROSS SURPLUS		4,784		4,393
Administrative Expenses				
Directors' fees	10,448		17,670	
Computer software, consumables and maintenance	877		508	
Licences and insurance	817		812	
Advertising and marketing costs	454		-	
Telephone and internet	1,139		1,120	
Accountancy fees	1,203		1,294	
Subscriptions	346		310	
Charitable donations	750		275	
Depreciation	123		154	
Sundry expenses	116		218	
		(16,273)		(22,361)
Other Operating Income				
Grants and subsidies received	11,418		9,407	
		11,418		9,407
OPERATING DEFICIT		(71)		(8,561)
Other interest receivable and similar income				
Bank interest receivable	71		127	
		71		127
DEFICIT FOR THE FINANCIAL YEAR		-		(8,434)

CIC 34

Community Interest Company Report

	For official use <i>(Please leave blank)</i>	
Please complete in typescript, or in bold black capitals.	Company Name in full	SIGNIFICANT SEAMS CIC
	Company Number	07759689
	Year Ending	31-03-2025
<p>This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.</p> <p>(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)</p>		
<p>PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT</p> <p>In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.</p> <p>The 24-25 financial year saw the realisation of impacts of the 2024 decision of Devon Partnership Trust to de-commission Devon Recovery Learning Community - the vibrant partner in our adult mental health programme. They led on outreach and advertising, booking management, signposting, and provided peer support and case management around more complex clients and their needs. We also experienced a substantial default on an agreement from the Mid Devon Primary Care Network and a partner withdrawal and simultaneous creation of a directly competing youth programme. Given the previous year's de-funding of Arts & Health SW, our position became relatively isolated and precarious, though we found ongoing collaboration and support from a range of partners (Devon Mental Health Alliance, Devon Artist Network, ELCP, Turning Tides, Art & Energy).</p> <p>The financial loss for the year is evidence of the situation- but also a testimony to our resourcefulness, determination, focus, resilience and respected expertise. We made up over 75% of the financial loss from the defaulted payment whilst continuing to deliver impact and tangible outputs.</p>		

In 2024-2025 we particularly advanced our objectives through:

- Participating in the Eastern Devon Locality Community Partnership (ELCP) Mental Health and VCSE Groups - collaborating shaping strategy for Eastern Devon and building collaborative networks
- Hosting an action-led pilot event towards co-developing strategy and plans for Creativity Acre and our forward business plan
- Delivering the 'Art-Coustics' project with and for The Turning Tides Project: co-creating a permanent art installation at the CREDITON Tea Rooms
- Supporting the Community Engagement and mental health friendly aspects of the Newton Abbot Community Tree Art Project (a project of Artist Joe Webster, aka eNuF)
- Co-founding the CREDITON EcoCrafternoon with Sustainable CREDITON
- Continuing a programme of patchwork tote bag making workshops for mental well-being and environmental action in CREDITON through the summer 2024
- Delivery of Holiday Activity & Food programme sessions for vulnerable teens
- Delivery of 1:1 educational support for a number of Home Ed young people
- Hosting a Duke of Edinburgh Award candidate volunteer
- Offering free workshops at Sustainable CREDITON events, and funded meals for Free School Meal entitled young people
- Created further tutorials to support people to reduce textile waste, and get making at low or no cost

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

In April 2024 we started the new financial year with an action-led consultative event at a space we have begun to refer to as Creativity Acre. Academics, artists, experience woodland managers, and a variety of volunteers came together to clear a path through a recovering woodland and imagine and talk about possibilities at/for the space.

<https://significantseams.org.uk/preparing-for-wellbeing-creative-ecological-events-at-creativity-acre>

Through the year we prioritised conversations and consultations with volunteers as well as stakeholder organisations, particularly the Devon Mental Health Alliance, the ELCP Mental Health Working Group, and Sustainable CREDITON.

We made a decision to withdraw from an emerging local coalition focused on youth work, given a substantial clash of culture and values that particularly felt undermining of advocacy of the families and young people we support. We hope with time our ongoing activities and engagements - eg with the Duke of Edinburgh Awards Scheme, Turning Tides, the Newton Abbott Youth Council, Libraries Unlimited Family Days - and selected conversations with local influencers and community leaders will create a more hospitable, transparent, and equitable environment where impactful collaboration can develop.

Our activities with Art & Energy in 2023-2024 around arts and the climate crisis, eco anxiety, and effective engagement, led to ongoing consultations and some new co-working relationships: particularly with Joe Webster on the Newton Abbott COMMUNITY Tree project.

<https://significantseams.org.uk/nature-and-community-textile-art-graffiti-a-new-community-project-in-newton-abbot-with-joe-webster-aka-enuf>

Partnership working, consultations is time (resource) consuming, but desirable, as we all seek to find sustainable ways forward amidst unprecedented demand and stretch on our capacities.

On various initiatives, we currently are working or exploring working with:

- The Bookery & The Turning Tides Project (Social enterprise CPD and peer support, Storytelling themes, Craft themes)
- RAMM (2027 Craft themed exhibition, possible roles in 2026 Colour exhibition)
- Libraries Unlimited (Particularly home ed support in Sidmouth, delivering workshops in Sidmouth and South molton)
- ITV (possible Spring 2026 participation in a morning show)
- Art Against Empire podcast by Ian Capstick (Canada)
- Sustainable Creditor

We have funding in place to develop a Mental Health Friendly volunteering programme from the Seidel-Collings Foundation via Devon Community Foundation. In addition to a range of volunteering opportunities, we expect to foster mental health friendly training and understanding for interested volunteers, who may or may not have lived experience of mental health issues. Volunteering activities will include, but not be limited to 'sewing for social good', woodland weeding, event support, and craft kit assembly. Some activities will need doing at specific moments and times, others can be done independently. Our programme aims to directly support Significant Seams 50% of the time, and support other organisations and community events too. (We do, after all, aim to 'strengthen the seams of community!')

Community, connectedness, meaningful pursuits, and empowering activities are established characteristics of wellbeing, and mental health recovery. We are also 'using what we've got' in a conscious act of positivity – to 'fuel' something positive.

(If applicable, please just state "A social audit report covering these points is attached").

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

Total Directors Remuneration was £10,448

Catherine O'Brien West was remunerated for her CE duties only- not for her role as a Director. She received £10,448 in the year.

Keir Cooper is a Director. He receives payment for discrete pieces of marketing work, not his role as a Director. He received £0 in the year.

Significant Seams made periodic short-term bridging loans from our reserves to Social Spider CIC. David Floyd is a Director of Social Spider. All were repaid in line with agreed terms in a timely way.

There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which is required to be disclosed.

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that “no transfer of assets other than for full consideration has been made” below.

No transfer of assets other than for full consideration has been made.

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed

[Redacted Signature]

Date

12/11/25

Office held (delete as appropriate) Director

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel. 077 4292 5085	
DX Number	DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 cannot be filed online

(N.B. Please enclose a cheque for £15 payable to Companies House)



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	THE FOLKLORE LIBRARY AND ARCHIVE	
Name of Project or Activity	Securing Credition and Mid Devon's Community Heritage for all	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	01/2026	01/2027
Amount of funding requested from CTC	£3,000	

Contact Details

Name of the person making the application	Mark Norman
Position in organisation	Librarian / Archivist
Email address	
Telephone number	

Organisation details

Address	The Folklore Library and Archive Tanners Yard 100 High Street Credition Devon
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Website	www.folklorelibrary.com
Social media links	BlueSky: @folklorelibrary.bsky.social Facebook: facebook.com/folklorelibrary
Description of organisational purpose	<p>The Folklore Library and Archive is a registered charity, no 1203418. Our patrons are Joanne Harris OBE and Michael Rosen. The objects of the charity, as recorded in our constitution, are:</p> <p>To advance education for the public benefit by establishing and maintaining a folklore library and archive, to collect, preserve and make available for the future folklore-related materials for the benefit of research and public interest, contribute to the preservation and conservation of diverse folklore heritage materials for the public good and to increase accessibility to folklore and heritage materials for the benefit of the public.</p> <p>We hold the <i>Devonshire Folklore Collection</i> amongst our important Special Collections and work closely with many local organisations to collect and preserve the heritage of the town and surrounding area. We have liaised closely with the Museum over the last 12 months in order to take on items which have needed to be cleared from Downes House, and have saved the entire newspaper archive of the Crediton Courier, amongst other things.</p>
Bank details If you are successful, payment will be made by BACS	Bank name [REDACTED] Sort Code [REDACTED] Account [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>Thanks to the grant from CTC last year, we have been able to have a significant impact on the Crediton community through our work. Our ongoing programme of events is providing low-cost, high value social opportunities to our socially isolated community and we continue to be able to use our contacts to bring high profile people to the town and continue to put Crediton on the map. Most recently, this was our visit from Joanne Harris, who also agreed to be our co-patron for the future. We have further plans to bring more high-profile names and organisations to our community in the next 12 months.</p> <p>This project will afford members of our community to directly participate in our work, whilst providing essential resilience for what we are already doing. We will be forming groups within the</p>

community to allow Crediton people to engage with our materials and the heritage of the town, helping to gather and save more valuable heritage materials whilst making what we hold more accessible to all.

A main focus for this will be a new part of our work which we are naming 'Chataloguing' – combining a social coming-together of members of our community with our team in the Folklore Library and Archive. Together we would work with our collected materials, talking about the themes and giving people the guidance to produce catalogue records and indexes which would benefit future users. Attendees would be learning new skills, reminiscing about their own past which would lead to uncovering new information, and would enjoy a warm and friendly environment in which to make new friends and make a difference to the community.

On top of this, we would facilitate public talks, presentations and other events in which the group will have involvement, bringing more people in the town to our work.

Grant money will also provide the resilience to ensure that the work done, and the project, continue into the future to benefit many more users and researchers to come.

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

Our past work alongside the Crediton Library Reminiscence Project, Warm Winter initiatives and other projects has identified both a strong need in the community for a chance to come together and create new social groups, and an ongoing fascination with our history and heritage.

People in Crediton and the surrounding rural area currently face challenges around loneliness and associated negative health impacts. 38.8% of the population are residents of isolated rural communities which is twice the Devon average of 19.6%.

Chataloguing benefits are numerous: the opportunity to meet and chat with people, the opportunity to give back to the community by helping us care for our collections, the different, interesting and stimulating tasks which people can undertake if they choose, and the opportunity to share knowledge of the items being worked on (eg. recognising faces in a 1970s school photo). This last point impacts on another aspect of our work, which centres around gathering oral histories, and the associated well-being impact gained from chatting about someone's memories. We try to build an element of this into every project we undertake, as we recognise its importance, both as a means of boosting mental health, and as a means of capturing memories, stories and information, the kinds of intangible heritage which would otherwise be lost.

We know that personal heritage materials are being lost all the time. In the last week, whilst preparing this application, we have identified and saved materials including a girl guide uniform from Bow in the 1940s, significant historic fashion items which we are hoping to relocate to the National Trust and a number of documents and other photos of historical interest to the area.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

The project enhances available assets related to the history and heritage of the town by increasing and diversifying physical and digital archives which are made freely available to everyone. In particular, through an extensive digitisation programme, all materials will be able to be examined by past residents and interested parties, wherever in the world they might be.

This, by extension, helps to enhance the reputation and profile of the town throughout the history and heritage sector; it is unusual to find locally based projects which look to unlock heritage materials in quite such an extensive way.

Our continuing enhanced reputation on the national and international stage within our area of work is allowing us to bring more and more footfall and interest to the town, as well as booking events with high profile guests. We are committed to continuing this work.

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

The work of the Folklore Library and Archive has international significance, and its reputation is being cemented on a local level by this and similar projects which shine a light on the Crediton and Mid Devon area.

This project will benefit anyone in the community who chooses to engage with it, and through our regular sharing of materials on social media channels, through the local press and in partnership work with the library, we have a direct impact on many hundreds of people each week.

Outreach programmes will have a positive impact on all of the local schools as well as members of local groups such as the U3A and Age Concern. We also work closely with the Crediton Museum and History Society members and volunteers.

We have continued to work with the Turning Tides Project and have provided opportunities for more vulnerable members of our community to engage with what we do. Through a small grant from the Awdry Foundation we will be providing more outreach into the school-age and adult communities to continue to work with the materials we gathered during our recent Rail Heritage project.

5. How will your project be financially sustainable in the long term?

Grant funding for this project will secure immediate needs to scale up the work being done. The Folklore Library and Archive will top-up funding for these immediate needs. Going forward, the charity will continue to fund access to all materials through its other work.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

The Folklore Library and Archive already has a safeguarding policy in place and risk assessments are conducting on a case by case basis when required. Key volunteers are DBS checked and they will liaise with any groups who have a requirement for this.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

We collaborate closely with the Reminiscence Project being run through Crediton Library and provide support to the work that they are doing. We are in close contact with Crediton Area History and Musuem Society, who have their own concerns at this time surrounding some of their own archives, and continue to work closely to help to find solutions there. We already have good links with the Turning Tides Project and continue to develop these.

We have been building increasingly strong links with the Town Council over the last year and we welcome the opportunity to feed into more of their projects where this is relevant. We have skills and resources which we believe are of value to many in the town and we are always happy to share them.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
Attendance at in person events	Large scale events (such as Joanne Harris) being attended by audiences reaching 100. Smaller events providing regular numbers of 20+	Ticketing records
High quality outreach	Ongoing collaborative work with three and more community groups	Through collaborative work results
New heritage materials uncovered	500+ items digitised and made freely available online for all	Uploaded material
Public use of our resources	Regular visits and engagement with our new facility which is allowing us to open to the public in a more focussed way	Visitor records
Volunteering	New volunteering opportunities provided to members of the public	Sign ups and volunteer hour records

How much will your project cost and how will you use the money?

What is the total cost of your project?	£6,754.00
How much funding would you like from CTC?	£3,000.00
Where will the remaining funding come from?	Other grant funding, event fundraising, charity reserves

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Office rental	Rental of the Folklore Library and Archive public space in Tanners Yard	4,200	1,500
Online archive provision	Industry standard futureproofed digital archiving through Preservica	2,304	1,250
	Sub Total	6,504	2,750
Salaries			

Expenses (travel etc)	Sundry expenses – travel to meet more housebound people at home, archive materials, office sundries etc.	250	250
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total	250	250
	TOTAL	6,754	3,000

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£3,000
What was the project?	Saving Crediton and Mid Devon's Hidden Heritage
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	None

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) ✓

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) ✓

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) ✓

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ✓ Bank statement or paying-in slip ✓ Constitution ✓
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)	Mark Norman
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	
Date: 3/10/2025	

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

DATE	DESCRIPTION	CREDIT	DEBIT	TOTAL
6 April 2024	Opening balance	£1,373.37		£1,373.37
9 April 2024	GoFundMe donations (rental fundraiser)	£444.14		£1,817.51
10 April 2024	GoFundMe donations (rental fundraiser)	£47.80		£1,865.31
10 April 2024	GoFundMe donations (rental fundraiser)	£62.11		£1,927.42
19 April 2024	Crediton Town Council grant	£1,000.00		£2,927.42
26 April	GoFundMe donations (rental fundraiser)	£125.73		£3,053.15
29 April 2024	GoFundMe donations (rental fundraiser)	£110.91		£3,164.06
30 April 2024	Deposit and room rental May		£220.00	£2,944.06
6 May 2024	Reimbursement for ebay purchase of SVHS player		£65.00	£2,879.06
3 June 2024	Room rental June		£110.00	£2,769.06
3 June 2024	Payment for Tony Gale Warm Winters talk		£100.00	£2,669.06
12 June 2024	GoFundMe donations (rental fundraiser)	£14.31		£2,683.37
19 June 2024	GoFundMe donations (rental fundraiser)	£33.73		£2,717.10
26 June 2024	Purchase of furniture for Archive room		£180.00	£2,537.10
3 July 2024	Business cards		£28.49	£2,508.61
3 July 2024	Tickets for Oral History Society conference		£150.00	£2,358.61
8 July 2024	Room rental July		£110.00	£2,248.61
12 July 2024	Grant funding received for GWR Heritage Railway project	£25,000.00		£27,248.61
15 July 2024	Reimbursement of expenses for Oral History conference		£352.14	£26,896.47
18 July 2024	Reimbursement for GWR purchase Nomono capsule		£2,290.00	£24,606.47
18 July 2024	Reimbursement for GWR purchase Talking Tiles		£59.95	£24,546.52
29 July 2024	Reimbursement for GWR purchase Laminates and Velcro		£16.34	£24,530.18
31 July 2024	MN GWR project salary July		£474.94	£24,055.24
31 July 2024	TN GWR project salary July		£949.88	£23,105.36
31 July 2024	IF GWR project salary July		£339.24	£22,766.12
1 August 2024	Room rental August		£110.00	£22,656.12
5 August 2024	Credit	£9.46		£22,665.58
2 September 2024	IF GWR project salary August		£339.24	£22,326.34
2 September 2024	MN GWR project salary August		£474.94	£21,851.40

2 September 2024	TN GWR project salary August and expenses		£1,023.68	£20,827.72
2 September 2024	Room rental September		£110.00	£20,717.72
5 September 2024	Reimbursement for Cine Film digitising equipment		£399.99	£20,317.73
30 September 2024	MN GWR project salary September and expenses		£610.56	£19,707.17
30 September 2024	TN GWR project salary September and expenses		£1,020.71	£18,686.46
9 October 2024	Room rental October		£110.00	£18,576.46
9 October	IF GWR project salary September and expenses		£452.64	£18,123.82
28 October 2024	Income from Crediton Museum folk song evening	£70.00		£18,193.82
31 October 2024	Eventbrite income James Wright talk	£138.00		£18,331.82
6 November 2024	MN GWR project salary October and expenses		£488.89	£17,842.93
6 November 2024	TN GWR project salary October and expenses		£1,045.99	£16,796.94
6 November 2024	IF GWR project salary October and expenses		£416.24	£16,380.70
6 November 2024	Room rental November		£110.00	£16,270.70
20 November 2024	James Wright talk invoice		£146.50	£16,124.20
2 December 2024	Room rental December		£110.00	£16,014.20
2 December 2024	MN GWR project salary November and expenses		£488.89	£15,525.31
4 December 2024	TN GWR project salary November and expenses		£1,038.68	£14,486.63
4 December 2024	IF GWR project salary November and expenses		£359.04	£14,127.59
6 December 2024	Payment received for Preservica from Reminiscence Project	£2,304.00		£16,431.59
16 December 2024	Grant funding received for Warm Winters from MDDC	£1,000.00		£17,431.59
29 December 2024	Payment to Preservica for 2025 archive provision		£2,304.00	£15,127.59
2 January 2025	GoFundMe donations (rental fundraiser)	£28.88		£15,156.47
5 January 2025	MN GWR project salary December and expenses		£488.89	£14,667.58
5 January 2025	TN GWR project salary December and expenses		£961.58	£13,706.00
5 January 2025	IF GWR project salary December and expenses		£361.46	£13,344.54
5 January 2025	Room rental January		£110.00	£13,234.54
24 January 2025	Table rental for Exeter History Book Day		£20.00	£13,214.54
27 January 2025	Payment to Jim Causley for Warm Winter event		£150.00	£13,064.54
27 January 2025	INV 2061 for staffing for Warm Winter events		£100.00	£12,964.54
27 January 2025	GoFundMe donations (rental fundraiser)	£346.54		£13,311.08

28 January 2025	GoFundMe donations (rental fundraiser)	£437.78		£13,748.86
29 January 2025	GoFundMe donations (rental fundraiser)	£52.90		£13,801.76
29 January 2025	GoFundMe donations (rental fundraiser)	£106.06		£13,907.82
30 January 2025	GoFundMe donations (rental fundraiser)	£134.68		£14,042.50
4 February 2025	Room rental February		£110.00	£13,932.50
4 February 2025	MN GWR project salary January and expenses		£517.12	£13,415.38
4 February 2025	IF GWR project salary January and expenses		£375.69	£13,039.69
4 February 2025	TN GWR project salary January and expenses		£1,071.40	£11,968.29
7 February 2025	GoFundMe donations (rental fundraiser)	£57.26		£12,025.55
7 February 2025	GoFundMe donations (rental fundraiser)	£100.95		£12,126.50
5 March 2025	Payment to Crediton Museum for Warm Winter talk		£50.00	£12,076.50
5 March 2025	Payment to William Mearns Warm Winter talk and staffing		£100.00	£11,976.50
5 March 2025	INV 2066 for staffing for Warm Winter events		£150.00	£11,826.50
5 March 2025	TN GWR project salary Febraury and expenses		£994.93	£10,831.57
5 March 2025	MN GWR project salary February and expenses		£551.89	£10,279.68
5 March 2025	Room rental March		£110.00	£10,169.68
12 March 2025	IF GWR project salary February and expenses		£415.74	£9,753.94
13 March 2025	Amazon purchase		£119.90	£9,634.04
17 March 2025	Amazon purchase		£100.72	£9,533.32
17 March 2025	Nomono cloud upgrade		£2.01	£9,531.31
17 March 2025	Fee for Nomono		£0.05	£9,531.26
17 March 2025	Archive boxes		£148.68	£9,382.58
18 March 2025	iPad stand		£124.56	£9,258.02
19 March 2025	Amazon purchase		£5.75	£9,252.27
19 March 2025	Nomono cloud payment		£21.67	£9,230.60
19 March 2025	Fee for Nomono		£0.59	£9,230.01
20 March 2025	Amazon payment		£14.49	£9,215.52
24 March 2025	GRIN Newsletter subscription		£15.00	£9,200.52
28 March 2025	Libraries Unlimited payment for printing GWR project		£150.00	£9,050.52
31 March 2025	Turning Tides catering GWR project		£400.00	£8,650.52

31 March 2025	Libraries Unlimited GWR project		£49.00	£8,601.52
31 March 2025	MN GWR project salary March and expenses		£563.33	£8,038.19
31 March 2025	IF GWR project salary March and expenses		£499.24	£7,538.95
31 March 2025	TN GWR project salary March and expenses		£986.44	£6,552.51
	Total income		£32,998.61	
	Total expenditure		£26,446.10	
	Surplus reserves			£6,552.51

Constitution of a Charitable Incorporated Organisation whose only
voting members are its charity trustees

THE FOLKLORE LIBRARY AND ARCHIVE

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

(‘Foundation’ model constitution)

Date of constitution (last amended):

29 March, 2023

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is

The Folklore Library and Archive

2. National location of principal office

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

3. Objects

The objects of the CIO are

To advance education for the public benefit by establishing and maintaining a folklore library and archive, to collect, preserve and make available for the future folklore-related materials for the benefit of research and public interest, contribute to the preservation and conservation of diverse folklore heritage materials for the public good and to increase accessibility to folklore and heritage materials for the benefit of the public.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

4. Powers

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

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

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

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

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

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

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must not be more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the

other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent of other terms of the lease are under discussion.

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

(3) Payment for supply of goods only – controls

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

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

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

- (a) “the CIO” includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or

- (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

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

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

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

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

9. Charity trustees

(1) Functions and duties of charity trustees

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

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

- (b) To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
- (i) any special knowledge or experience that he or she has or holds himself or herself as having; and
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
- if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) Number of charity trustees

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

(4) First charity trustees

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

Dr Paul Cowdell (birth name Paul Charles Day)	[for 4 years]
Miss Amy Boucher	[for 3 years]
Dr Peter Hewitt	[for 2 years]

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

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

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

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonable practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

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

(4) Participation in meetings by electronic means

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

16. Membership of the CIO

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

17. Informal or associate (non-voting) membership

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

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

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity)must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause

29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

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

19. General meetings of members

(1) Calling of general meetings of members

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

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General

Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

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

(3) Procedure at general meetings of members

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

20. Saving provisions

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

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

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

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

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

(1) General

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

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

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
- (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and
 - (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions) or 18(4) (Decisions taken by resolution in writing).
- (c) The charity trustees must –
- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

23. Keeping of Registers

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

24. Minutes

The charity trustees must keep minutes of all:

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

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

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

26. Rules

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

27. Disputes

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

28. Amendment of constitution

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

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with the copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

- (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

“connected person” means:

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

- (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
- (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

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

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

The **“Communications Provisions”** means the Communications Provisions in Part 9, Chapter 4) of the General Regulations.

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

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



Grant Feedback Form 2025-2026

The information provided on this form will be treated as confidential and used for grant assessment purposes only. The Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

►Name of Organisation:

The Folklore Library and Archive

►Contact Details:

Mr

Mark

Norman

Librarian and Archivist

Tanners' Yard, 100 High Street, Credition, Devon

EX17 3LF

►Amount of Grant received:

£3,000

►Please provide feedback of how this grant has been spent, including how the grant has benefited your organisation/group as well as Credition. Please attach any supporting information or visuals.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

The grant from CTC last year has enabled us, as we requested, to continue our collection of important local heritage items and information, strengthen our online archive provision to make this material available to everyone for free, and help to facilitate our move to new premises in the town where we are going to be able to make much more of our material available directly for the public to examine.

In addition, we have been able to continue an extensive programme of outreach and event provision within the town, bringing for example Joanne Harris down for a wide audience to enjoy. We have also facilitated (and continue to) talks of local interest to educate and inform the public.

We have been able to work in close partnership with other organisations in the town, and continue to do so as a result of CTC grant monies. We are providing archive space to the library for all of the oral histories that they have recorded through the Reminiscence Project. We have been able to save and preserve the complete physical newspaper archive from the Credition Courier on closure of their office space, and we have managed to take on some materials from the Museum which became at risk through their loss of Downes House space.

In short, the grant money from CTC has helped us to promote the town on an international stage, brought commerce opportunities and money into the local economy through our events programme and saved and preserved much local heritage, as well as providing a platform for people to learn and interact. Our ongoing work on national projects in our area continue to put Credition on the map, most recently through hosting the first public presentation by the team from Sheffield Hallam University running the National Folklore Survey for England – an event that brought an audience to the town which included people travelling from Somerset and Gloucestershire specifically to attend.

Please see overleaf



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►Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the repayment of any grant aid provided.

Signed

Mark Norman

Date 18 October 2025

This form must be returned to e.armitage@crediton.gov.uk no later than Friday 31st October 2025.