



To All Credition Town Councillors

You are hereby summoned to attend a **Grants Committee** meeting, which will be held on **Thursday 22 January 2026 at 13.00 at Manor Office, 6 North Street, Credition, EX17 2BR**

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

Friday, 16 January 2026

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

25 - Welcome and Introduction

Opening of the meeting by Chair and member introductions

26 - 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)

27 - Apologies

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

28 - Declarations of Interest and Requests for Dispensations

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

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

29 - 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

30 - Chairs and Clerk's Announcements

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

31 - Grants Committee Minutes

To approve and sign the minutes of the meeting held on Tuesday 6 January 2026 as a correct record (minutes will be issued with the agenda)

32 - Large Grant Application

To approve the large grant of £3,000 for EPIC Family CIC, as recommended by Cllrs Brookes-Hocking, Huxtable and Harris

33 - Grant Allocations

To receive the report by the Town Clerk regarding grant allocations and to consider and approve the recommendations therein

34 - Date of the next meeting

To note the date of the next meeting will be confirmed

35 - Reports Pack

Attachments

[AI 31 - 2026-01-06 - Grants Committee - Minutes.pdf](#)

[AI 33 - Report.pdf](#)

[Small Grant - Crediton Talking Newspaper.pdf](#)

[Small Grant - Crediton Arts Centre - Spring Awakening.pdf](#)

[Small Grant - Boniface Concert Society.pdf](#)

[Small Grant - Crediton Arts Centre - The Tempest.pdf](#)

[Small Grant - Crediton Bowling Club.pdf](#)

[Small Grant - Crediton BSL.pdf](#)

[Small Grant - Crediton Heart Project.pdf](#)

[Small Grant - Crediton Netball League.pdf](#)

[Small Grant - North Creedy Choral Society.pdf](#)

[Small Grant - The Bookery.pdf](#)



**Minutes of the Grants Committee meeting held on Tuesday, 6 January 2026 at 13:00 at
Manor Office, 6 North Street, Crediton, EX17 2BT**

Present: Cllrs Steve Huxtable, Liz Brookes-Hocking, Vix Frisby, Joyce Harris and John Downes

Apologies: None

In Attendance: Two members of public

Minute Taker: Emily Armitage

MINUTES

15 WELCOME AND INTRODUCTION

The meeting commenced with Cllr Brookes-Hocking welcoming everyone to the meeting. She initiated member introductions around the table. The chair also extended a welcome to members of the public present.

16 PUBLIC QUESTION TIME

The chair invited questions from the public relevant to the council's work. However, no questions were posed by the members of public present.

17 APOLOGIES

It was noted that there were no apologies for absence as all members were present at the meeting.

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

Several declarations of interest were made by councillors. Cllr Brookes-Hocking declared a personal interest in the Holy Cross Junior Choir application and indicated she would leave the room during its discussion. Cllr Downes declared an interest in the small grant applications related to Crediton Arts Centre and Cllr Frisby for Crediton Netball League. There were no requests for dispensations.

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

No dispensation requests were considered as none were submitted prior to the meeting.

19 ORDER OF BUSINESS

It was decided to proceed with the agenda as planned without adjusting.

20 CHAIR'S AND CLERK'S ANNOUNCEMENTS

Cllr Brookes-Hocking mentioned ongoing work on inquiries from the public submitted after the last meeting in December, which had not progressed over the holidays due to staff availability. Additionally, she had received a response from Pippins Nursery about their grant, which had not been approved. The committee clerk pointed out a numbering error in the previous meeting's agenda and confirmed that it was corrected in the minutes.

21 GRANTS COMMITTEE MINUTES

The minutes of the meeting held on Thursday, 11 December 2025, were reviewed and approved as a correct record. (Proposed by Cllr Harris)

22 2026-27 APPLICATIONS

The committee discussed the grant applications for the 2026-27 period. Cllr Brookes-Hocking requested the list of small grant applications, which included various local organisations requesting amounts up to £700. The total requested for small grants was £5,700. The committee also noted that large grant applications totalling £28,665 were agreed at the previous meeting, subject to Full Council approval.

22.1 SMALL GRANTS (UP TO £700)

The committee reviewed the list of small grant applications, including:

- 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)

Cllr Brookes-Hocking requested more details on what the applicants were asking for and suggested circulating this information for transparency.

22.2 LARGE GRANTS (UP TO £3,000) AGREED

It was noted that large grant applications totalling £28,665 were agreed at the Grants Committee meeting on 11 December 2025, subject to Full Council approval.

22.3 LARGE GRANTS (UP TO £3,000)

The committee considered the remaining large grant applications for 2026-27. The applications discussed included:

- Animating Devon CIC (£3,000): The committee expressed support for the animation project targeting young people aged 7-13, noting its potential benefits and previous similar initiatives.
- Crediton Congregational Church (£3,000): There was a discussion about the incomplete application form and the need for clarity on budget and costs. The committee decided to request further information via email.
- Crediton Parkrun (£3,000): The committee supported the initiative to establish a Parkrun in Crediton, recognising its potential benefits for the community and the need for initial funding.
- Crediton Youth Orchestra (£3,000): The committee expressed support for the orchestra's expansion activities, noting the clear financial details provided in the application.
- EPIC Family CIC (£3,000): The committee was unclear about the project's specifics and decided to request a meeting for further clarification.

Cllr Brookes-Hocking left the room at 13.23

- Holy Cross Junior Choir (£3,000): The committee supported the choir's project to sing at Truro Cathedral, recognising its benefits for the children's confidence and the church's musical reputation.

Cllr Brookes-Hocking re-entered the room at 13.28

- Significant Seams CIC (£3,000): The committee supported the activities of Significant Seams, recognising their contributions to mental health support.
- The Folklore Library and Archive (£3,000): The committee discussed the archive's activities and space constraints, recognising its importance and expressing interest in visiting the facility.

Task: Request further information via email from Crediton Congregational Church regarding their incomplete application form and clarity on budget and costs. @Emily Armitage

Task: Schedule a meeting with EPIC Family CIC to clarify project specifics. @Emily Armitage

23 DATE OF NEXT MEETING

The committee noted that the date of the next meeting would be confirmed. It was suggested that a meeting be held in March or April to discuss the funding strategy and the possibility of longer-term funding applications.

24 REPORTS PACK



OTHER TOPICS

The committee discussed the importance of visiting grant applicants and engaging with their projects. It was suggested to create a calendar of events and activities for better tracking and participation. The Chair emphasised the need for councillors to attend events to understand the impact of the grants on the community.

Decision: Decision

Approval of £3,000 funding for Animating Devon project aimed at engaging young people in animation workshops.

Decision: Decision

Conditional approval of £3,000 funding for Park Run initiative in Crediton, subject to resolving financial accountability concerns.

Decision: Decision

Approval of funding for Crediton Youth Orchestra's expansion activities.

Decision: Decision

Approval of funding for Holy Cross Junior Choir's initiative to perform at Truro Cathedral.

Decision: Decision

Approval of funding for Significant Seams' mental health support activities through creative engagement.

Decision: Decision

Approval of funding for Folklore Library and Archive's digitisation project and ongoing preservation activities.

Task: Develop a calendar to track funded project events and activities for committee members to attend. @Emily Armitage

Task: Plan a meeting in March/April to discuss future funding strategies, including the introduction of three-year funding cycles for organisations with consistent core activities.

Task: Request Epic Family CIC to provide a presentation or additional documentation to clarify their project objectives and implementation plan. @Emily Armitage

Task: Seek clarification from Congregational Church regarding incomplete budget details in their grant application. @Emily Armitage

Task: Confirm financial accountability mechanisms for Park Run organisers before disbursing funds. @Emily Armitage

The meeting was closed at 13.40.

Signed

Dated.....



CREDITON TOWN COUNCIL

Grants Budget Report

Report by: Town Clerk
To: Grants Committee
Date: For consideration on 22 January 2026

Recommendation

Full Council is requested to consider the following:

1. Background

1.1 Small Grants

Total proposed spend of £6,400.00 in 2026/27.

1.2 Large Grants

Total proposed large grants allocation of £52,665.00 in 2026/27.

1.3 Total Allocation

The total allocation is £59,065.00.

This represents a current overspend of £4,565.00 on the approved budget of £54,500.00

2. Proposal

2.1 This report provides recommendations for the committee to consider in turn:

Small Grants

- Pay two small grants as shown in red in Appendix A at a total of £1,200.00 to reduce the 2026/27 proposed spend to £5,200.00 on Small Grants. Should this recommendation be approved, the total grants allocation is £57,865.00, representing an overspend of £3365.00.

Large Grants

- Review large grant applications and reduce accordingly (all large grant applications are available for review in agenda packs for meetings held on 11 December 2025 and 06 January 2026)
- Consider using the underspend from 2025/26 (£2,011.00 if recommendation to pay The Bookery and Crediton Arts Centre small grants in this financial year is approved) to reduce the overspend to £654.00
- Consider the use of EMR 346 (Grants) (currently £5843.30) at a total of £1,354.00), reducing the EMR to £4489.30.

3. Financial Implications

- 3.1 The financial implications are clearly stated in the above proposal.
- 3.2 All spending from earmarked reserves requires Full Council approval.
- 3.3 All grants require Full Council ratification.

4. Climate Implications

4.1 There are no climate implications.

5. Conclusion

5.1 The Grants Committee is responsible for undertaking thorough review of grant applications, for ratification by Full Council.

5.2 Any additional spending must be fully justified to Full Council.

Appendix A

Applicant	Amount	Additional Information
Crediton Arts Centre	£700.00	
Crediton Arts Centre	£500.00	The Spring Awakening Festival is due to take place in FY 2025/26
Crediton Bowling Club	£700.00	
Crediton BSL	£700.00	
Crediton Heart Project	£700.00	
North Creedy Choral Society	£700.00	
St Boniface Concert Society	£650.00	
Crediton Talking Newspaper	£350.00	
Crediton Netball League	£700.00	
The Bookery	£700.00	Work to be completed by March 2026 in FY 2025/26
	£6,400.00	
Minus 2 grants from 2025/26 budget	£5,200.00	



Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

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

How to use this form: this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	Credition Talking Newspaper
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Telephone	
Email	
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC?	No
Bank details	Bank name:
	Sort Code:
If you are successful, payment will be made by BACS	Account No:

Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?	Yes £350 For ongoing costs of materials and servicing the listener base.
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What are the aims of your organisation?	To provide contact with the outside world for Blind and visually impaired persons by the delivery of weekly recorded stories from the local newspaper and other sources.
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Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport		
	Arts		
	Health	X	
	Environment		
	Youth		

What is the name of the project/activity you are applying for?	Continuance of the Service into the future
--	--

When will the project be started/finished?	Continuous
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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 will ensure that any contact with our listeners is with DBS covered contacts. Risk assessment is carried out for our recording venue.
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Please tell us about your project and how your project fits with these criteria
(500 words maximum)

We provide a memory stick with about 14 hours of recorded material weekly to our listeners, currently mor than 40.

We know that there are probably many more that could benefit and as well as appealing for funds to continue the service we would like to spend a little on promotion of the service.

Unfortunately our operating costs have continued to increase and our equipment is getting older.

During the current year we have had to replace the Mixing Deck and Microphones in order to maintain the desired standard of our recordings.

Financial information

What is the total cost for the project/activity? (You may wish to include a budget breakdown where appropriate)	Annual budget 2025-6 £920 made up as follows Studio £306 Equipment £200 TNF Membership fee £ 42 Bank Charges £ 60 Courier purchase £312
How much have you raised already?	None
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	No

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit? 40+
b) How many are involved in decision-making and ownership of this project? 6
c) Will your project encourage more Crediton residents to get involved? We have a regular and growing group of readers.
If so, how?
2. Are you partnering with other Crediton groups and, if not, could you consider doing so?
We are supported by Crediton Lions Club

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?
Continuance of the service and comments made from listeners whenever we contact them.
4. Will your project continue after this grant is spent? If so, how will it be funded?
We will continue. Support will be sought from lions and others if necessary.

Declaration

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 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 end your application by email.

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

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation) <i>Seema</i>	
Typed entries acceptable for email applications	
Date: 8/10/2025	

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

1st April 2022- 31st March 2023				1st April 2023- 31st March 2024				budget 2024-5				1st April 2024-31st March 2025				projection 2025-6	
Income				Income								Income					
Donations	£	120.00		Gift/Donations	£	388.00		£	100.00			Gift/Donations	£	20.00		£	50.00
Grant Income	£	-		Lions Club	£	250.00		£	100.00			Lions Club				£	350.00
Misc Inc	£	-		Misc Inc	£	206.02		£	100.00			Misc Inc	£	20.00		£	400.00
	£	120.00			£	844.02		£	200.00				£	20.00			
Expenditure				Expenditure								Expenditure					
Studio	£	208.00		Studio	£	208.00		£	300.00			Studio	£	302.00		£	306.00
Equipment	£	255.60		Equipment	£	19.98		£	100.00			Equipment	£	104.28		£	200.00
TNF	£	84.00		TNF	£	-						TNF	£	42.00		£	42.00
new computer	£	-			£	-						Bank charges	£	5.25		£	60.00
Misc exp	£	34.95		Misc exp	£	59.95		£	100.00			Misc exp	£	103.50		£	312.00
stationery	£	-		stationery	£	-						Courier purchase	£	557.03		£	920.00
	£	582.55			£	287.93		£	500.00				£	557.03			
Change on year	£	462.55		Change on year	£	556.09		£	1,465.23			Change on year	£	537.03		-£	520.00
Starting balance	£	1,371.69		Starting balance	£	909.14		-£	300.00			Starting balance	£	1,465.23		£	928.20
Ending balance	£	909.14		Ending balance	£	1,465.23		£	1,165.23			Ending balance	£	928.20		£	408.20
Funds at Bank	£	909.14		Funds at Bank	£	1,465.23						Funds at Bank	£	973.20			

Notes to accounts

There has been a significant drop in bank balance over the year driven mainly by the cost of the Courier and the rather late Council Grant which came in after year end. Current funds will be eaten into in 2025-6 by equipment replacement costs and the courier purchases. If we are fortunate enough to gain further funding from the Council then this should stem the tide a bit but cash levels are reducing from where we would want them to be. Our target should be to maintain a balance of about £1000. Even with a council grant of a similar amount in 2025-6 we still need to find about a further £300 to reach this figure.

Treasurer 30/9/25

Difference	£	45.00
Unpresented Cheques		
Parkes	£	36.00
Bryan	£	9.00

CREDITON TALKING NEWSPAPER

Constitution

NAME

The name of the organisation is CREDITON TALKING NEWSPAPER

Country of formation ... United Kingdom

Area

The Organisation will focus its services on Crediton and surrounding district.

The Object or Aims

The object of this organisation is to provide recorded news for the blind and those with little sight in the community with the aim of improving the quality of life for those people.

Membership

Membership will be open to all members of the Crediton community. who have an interest in the work that the organisation is undertaking.

The Committee

The Committee will be made up of up to 6 people. The Committee will be elected each year at the Annual General Meeting. There will be the following officers elected by the committee: a chair, a secretary and a treasurer.

The quorum for the committee meetings will be three members

Bank Account

An account will be opened with Lloyds bank. With two signatures required from three authorised signatories, namely the Chairman, Treasurer and Secretary.

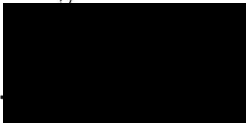
Changes to the Constitution/Set of Rules

The constitution can only be changed at the AGM or at a special general meeting called to look at altering the constitution.

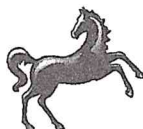
Dissolution.

Should the organisation cease to operate any remaining funds or resources will be passed on to a similar charitable organisation.

These rules were adopted on...9th July 2015

Signed by.......

Peter Bryan, Treasurer
Eric Parkes,
Karen Todd
Ros Reeves



Your account statement

Issue date: 1 September 2025

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

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309897)

Sort code:

BIC: LOYD

IBAN: GB92 LOYD 3098 9732 5371 60

016538 PDOEA02-20250902-62320-066021



400 B

COMMUNITY ACCOUNT

CREDITON TALKING NEWSPAPER

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 01 Aug 2025	£988.90
Total Paid In	£0.00
Total Paid Out	£40.25
Balance On 19 Aug 2025	£948.65

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Aug 25		STATEMENT OPENING BALANCE			988.90
05 Aug 25	CHQ	000095		30.00	958.90
11 Aug 25	CHQ	000096		6.00	952.90
19 Aug 25	PAY	SERVICE CHARGES REF: 461407509		4.25	948.65
19 Aug 25		STATEMENT CLOSING BALANCE	0.00	40.25	948.65

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque PAY - Payment

Support for charities and not-for-profit organisations

Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit lloydsbank.com/not-for-profits or scan the QR code.





Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

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

How to use this form: this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	The Friends of Credition Arts Centre (Credition Arts Centre)CAC
Name and address of the person making the application on behalf of the organisation	Patsy Lang, C/o Credition Arts Centre East Street, Credition, EX17 3AX
Position held in organisation	Administrator
Telephone	01363 773260
Email	info@creditonartscentre.org
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC?	www.creditonartscentre.org
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Sort Code: 4 [REDACTED] Account Nu [REDACTED]

Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?	Yes, for both years. Busk IT! Project - £800 Contribution to CAC running costs - £1000
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What are the aims of your organisation?	Crediton Arts Centre is of cultural significance, and a community landmark in Crediton. The Arts Centre has been in existence in the same building for over 30 years, having previously existed as The Drama Centre. We are at the heart of cultural life in the town, producing many local events such as Shakespeare in the Square, Crediton Food Festival, Flag Project, Crediton Town Trail, Busk It!, and Christmas in Crediton, and the biannual Credfest. The Arts Centre runs a programme of performances, films and art classes by both local and visiting artists. Crediton Youth Theatre, Crediton Strummers, Brown Paper Bag Theatre Company are resident groups. We have many partnerships with local organisations.		
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport		
	Arts	X	
	Health		
	Environment		
	Youth		
What is the name of the project/activity you are applying for?	Spring Awakening Music Festival		
When will the project be started/finished?	March 20 th -29 th , 2026		
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)	CAC will carry out risk assessments at every performance site and ensure all equipment, cabling etc is covered and protected from the public. CAC has both a safe guarding and Health & Safety policy we will adhere to.		

Please tell us about your project and how your project fits with these criteria
(500 words maximum)

We have decided to switch our focus from our annual Busk it! Day to our new venture, the Spring Awakening Music Festival, which we started last year. In 2025 we ran our first 'Spring Awakening Music Festival', with performances of folk, jazz, classical, Americana, world music and Opera. Performances took place throughout the town indoors and out, and was remarkably successful, playing to an audience of around 1000 people. This event expands on our Busk It! concept putting music all around the town, engaging with various town venues.

Performances will take place in the Congregational Church, St. Lawrence Chapel, as well as in the Arts Centre itself, plus possibly in high street locations such as the Bookery. There will be full price professional concerts as well as low price and free Community performances. We want to give local musicians the chance to perform to a larger audience in impressive surroundings.

We will also include films based on musicians' stories, and workshops in musical learning such as drumming and guitar playing. We want to engage the whole community in appreciating and making music. We will include some Crediton groups like Moon Jazz, and Turning Tides with a musical theatre performance. We are requesting funding from CTC to support the community and workshop aspect of the programme. The professional performances pay for themselves through box office, but community events have a low or free admission to encourage many to attend.

We aim to give the whole town a celebratory feeling for the week by placing performances in various locations. Music is good for the soul, health & wellbeing and the festival will reach out to everyone in Crediton. This type of event will enhance Crediton's profile, drawing in visitors. This will be our second Spring Awakening and we hope to make it a regular event.

Financial information

What is the total cost for the project/activity? (You may wish to include a budget breakdown where appropriate)	3000
What is the amount of grant requested from Crediton Town Council?	500
How much have you raised already?	0.00
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No, the remainder of the budget will be raised by: Funds from our music programme 300 Other grants 500 Box Office 1600 Workshop fees 100
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	Not yet

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

<p>1 a) How many people will this project benefit?</p> <p>20 local musicians</p> <p>1000 spectators</p>
<p>b) How many are involved in decision-making and ownership of this project?</p> <p>Directly involved – 4</p> <p>Approving project decisions – 9 CAC Management Committee</p>
<p>c) Will your project encourage more Crediton residents to get involved? Yes</p>
<p>If so, how?</p> <p>Yes. We are always looking for new people to be involved in our events. We will need stewards at all events and will call on volunteers for this job.</p>

We will publicise the event via postering, website and social media. We will also promote it at all our musical performances at the Arts Centre in the months leading up to the event. We will ask audiences members if they would be interested in volunteering at the event to help out.

2. Are you partnering with other Crediton groups and, if not, could you consider doing so?

There are many partners in the project. We will partner with shops, churches to host performances. We will partner with the Crediton Heart Project and the Turning Tides Project in organising and delivering some events. The Arts Centre has important public partnerships with Crediton Town Council, Devon County Council, and Mid Devon Council. Crediton Heart Project, Turning Tides Project throughout the year.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

Keeping a count on Audience numbers at the various locations will be the responsibility of the stewards. This is our main indicator. We will also have donation boxes and the amount we raise is also an indicator of success. Any comments made about the event to stewards or musicians will be noted down. We will collect feedback from musicians and venue managers on the event afterwards.

4. Will your project continue after this grant is spent? If so, how will it be funded?

We hope that Spring Awakenings will become an annual event. With 2 festivals to draw on we hope to be able to find new funders to back the event allowing it to grow going forward.

Declaration

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

Accounts <input checked="" type="checkbox"/>	Bank statement or paying-in slip <input checked="" type="checkbox"/> (to double check bank details)	Constitution <input checked="" type="checkbox"/>
--	--	--

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

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

Signature 1 (person submitting form)	<i>Patsy Lang</i>
Signature 2 (Chair or senior representative of the organisation)	<i>Jack Robson</i>
Typed entries acceptable for email applications	
Date: 19/12/2024	

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

Email: e.armitage@crediton.gov.uk

Income and Expenditure - Monthly

The Friends of Crediton Arts Centre
For the year ended 31 December 2024
Cash Basis

	DEC 2024	NOV 2024	DEC 2023	YEAR TO DATE	PREVIOUS YEAR TO DATE
Turnover					
Bank interest received	1.17	-	151.40	7.39	500.34
Regular Items					
Bar/box office	1,240.46	2,849.38	642.17	25,697.96	20,352.56
Business sponsors	550.00	550.00	50.00	1,600.00	1,850.00
Friends subscriptions	335.00	304.00	274.00	3,933.30	3,401.00
Room hire	1,465.00	646.00	1,188.00	10,153.50	8,974.50
Total Regular Items	3,590.46	4,349.38	2,154.17	41,384.76	34,578.06
Donations	-	40.00	-	3,704.84	-
Gift aid reclaim	-	-	-	-	1,676.41
Grants	-	-	-	2,650.00	7,700.00
Admin charge to projects	-	-	-	450.00	-
Equipment hire (3410)	-	200.00	-	200.00	-
Sale of publications/materials	-	31.20	-	647.21	-
Total Turnover	3,591.63	4,620.58	2,305.57	49,044.20	44,454.81
Cost of Sales					
Agent transactions	-	-	-	927.50	-
Bar stock	264.65	672.41	277.92	4,719.30	3,394.57
Equipment hire (4030)	-	-	-	(30.00)	-
Licences	-	190.93	204.00	774.08	801.01
Materials	27.21	(18.60)	169.52	252.76	1,122.77
Fees	325.00	690.39	729.00	10,304.03	12,374.92
Travel costs	-	-	-	462.66	112.40
Venue hire	-	184.60	150.00	94.60	159.00
Total Cost of Sales	616.86	1,719.73	1,530.44	17,504.93	17,964.67
Gross Profit	2,974.77	2,900.85	775.13	31,539.27	26,490.14
Administrative Costs					
Accountancy	-	1,740.00	-	1,740.00	1,686.00
Advertising	-	-	80.00	-	80.00
Bank charges	5.00	5.00	5.00	55.00	60.00
Cleaning	-	-	-	76.05	126.40
Furniture & equipment	24.23	-	79.99	816.54	182.01
Insurance	-	-	104.62	1,920.07	1,025.08
Misc purchases	-	-	-	2.95	72.95
Office equipment, postage etc	14.25	-	-	476.40	403.20
Salaries & PAYE	1,899.57	1,296.93	1,399.49	19,789.21	19,963.54
Premises repairs	54.95	-	247.08	591.22	928.19
Printing	478.80	-	359.00	1,339.90	1,167.00

	DEC 2024	NOV 2024	DEC 2023	YEAR TO DATE	PREVIOUS YEAR TO DATE
Rates	-	-	-	52.39	53.76
Recharged admin costs	-	-	-	425.00	-
Rent	95.92	95.92	90.43	1,151.04	1,073.94
Software & IT	27.00	24.00	25.56	517.35	623.36
Telephone & internet	39.54	39.54	39.54	474.48	725.68
Theatre lights	-	-	-	81.47	205.99
Water, gas, electricity	-	-	-	2,860.15	3,599.70
Projects	-	-	-	(1,423.65)	-
Total Administrative Costs	2,639.26	3,201.39	2,430.71	30,945.57	31,976.80
Operating Profit	335.51	(300.54)	(1,655.58)	593.70	(5,486.66)
Profit on Ordinary Activities Before Taxation	335.51	(300.54)	(1,655.58)	593.70	(5,486.66)
Profit after Taxation	335.51	(300.54)	(1,655.58)	593.70	(5,486.66)



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:

CREDITON ARTS CENTRE (BUSK IT!)

►Contact Details:

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

MR

First Names

JACK

Last Name

ROBSON

Position in Organisation

TRUSTEE

Address

CREDITON ARTS CENTRE

EAST STREET

CREDITON

Postcode

EX17 3AX

Telephone Number

01363 773260

Email Address

info@creditonartscentre.org

►Amount of Grant received:

£700

►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.

The grant was originally made to fund Busk It!, which has been running every year since 2011 (including the pandemic period). It proved impossible to find a date this summer when enough musicians were available. This was partly due to the increased use of the Town Square for a variety of events (which is a very good thing). After discussion with the Town Clerk and consultation with Cllr. Huxtable it was agreed that we should instead mount three

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

extended Share in the Square events in June, July and August. These went off very successfully and gave opportunities for around 18 local musical acts to play to good crowds in the Square during the summer months. These performances were well-received and enjoyable.

It has now been decided the Bush It! has run its course, and we will finish after 14 good years. We will continue to do the odd Share in the Square when time and availability allow.

We have appreciated the support of the Town Council for Bush It! for many years, without the financial contribution from CTC it would not have been possible to continue for so long.

►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

Date 22/10/23

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



Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

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

How to use this form: this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	SAINT BONIFACE CONCERT SOCIETY
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Telephone	
Email	
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC?	No thank you
Bank details	Bank name
	Sort Code
If you are successful, payment will be made by BACS	Account Number

Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?	2024	£600	Summer Concert Season
	2025	£600	Summer Concert Season

What are the aims of your organisation?	Registered Charity Num 282441 To Promote, Improve, Develop, and Maintain Public Education in and Appreciation of the Art and Science of Music In all its aspects by the presentation of Public Concerts and Recitals, and by such other means as the Society through its Committee shall determine from time to time. For more than forty years the Society has continued to fulfil these objectives by the presentation of an annual season of Summer Concerts, presenting musicians of national and international standing to the people of Crediton and its environs.		
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport		
	Arts	X	
	Health		
	Environment		
	Youth		
What is the name of the project/activity you are applying for?	SUMMER CONCERT SEASON 2026		
When will the project be started/finished?	The Season will run from MAY to September 2026		
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 Society has developed a comprehensive Risk Assessment for Crediton Church where the Concerts are held. This is reviewed annually. First Aiders are present at the Concerts. When in the 2024 Season a member of the audience was taken ill Care was immediately available. Although called the Emergency Ambulance was not needed.		

Please tell us about your project and how your project fits with these criteria
(500 words maximum)

SBCS Charity Number 282441

The Saint Boniface Concert Society has organised and promoted a Season Of Summer Concerts – mainly of Classical Music. The Concerts are held in Crediton Church, and have been so, since the Celebration of the 1300th Anniversary of the Birth of Saint Boniface in 1975. The Concert Season was created as the result of an initiative by the then Bishop of Crediton.

The Season is now very much a part of the cultural life of Crediton; and the Concerts present musicians of national and International standing.

The Concerts enhance the reputation of the Town as ‘a good place to live’.

The Society seeks to keep ticket prices for Concerts at an accessible level for most people. They have remained at £15 for the last six years; but there is now considerable pressure for an increase for the upcoming season. As a principal the Society wishes to cover the costs of Artists’ fees and Expenses from Concert takings; with the costs of overheads – Church Hire, Insurances, Web site updates, Programme Printing and other Publicity, and sundry minor costs being covered from Grants and Donations. An increase in Concert Ticket prices to cover increases in Artists’ Fees seems inevitable.

Students are admitted free; and good provision is made for elderly and infirm concert goers.

The Grant from Crediton Town Council in previous has been very gratefully received in past years.

In line with the Society’s rising costs of overheads – particularly Web Hosting and Printing – the Society would be very grateful if Crediton Town could increase its Grant from £600 to say £650. This Grant makes a significant contribution to our operating expenses of around £2,200.

Artists Bookings for the 2026 Season have not yet been finalised – this occurs in November/ December; but we are confident that these bookings will be at least equalise the high standard of performance which has been achieved in recent years.

Financial information

What is the total cost for the project/activity? (You may wish to include a budget breakdown where appropriate)	<table> <tr> <td>Artists Fees and Expenses</td><td>6,000</td></tr> <tr> <td>Church Hire for Concerts</td><td>540</td></tr> <tr> <td>Publicity, Printing, Website</td><td>750</td></tr> <tr> <td>Insurance MM Membership</td><td>250</td></tr> <tr> <td>Sundry Costs, Piano Tuning etc</td><td>500</td></tr> <tr> <td>TOTAL</td><td>8,040</td></tr> </table>	Artists Fees and Expenses	6,000	Church Hire for Concerts	540	Publicity, Printing, Website	750	Insurance MM Membership	250	Sundry Costs, Piano Tuning etc	500	TOTAL	8,040
Artists Fees and Expenses	6,000												
Church Hire for Concerts	540												
Publicity, Printing, Website	750												
Insurance MM Membership	250												
Sundry Costs, Piano Tuning etc	500												
TOTAL	8,040												
What is the amount of grant requested from Crediton Town Council?	£650												
How much have you raised already?	Current Cash Balances are approximately £6,000; which covers the expected expenditure on Artists for the 2026 Summer Concert Season.												
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	No.												
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	<p>Some Artists are supported by various Charitable Trusts. This support is allowed for in the fees quoted above.</p> <p>Trusts are: The Tillet Trust Countess of Munster Musical Trust Philip & Dorothy green Young Artist Awards The Exeter and District Classical Music Trust Making Music</p>												

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit? Mailing List c.70 Concert Attendance 35 - 90
b) How many are involved in decision-making and ownership of this project? Committee of seven members
c) Will your project encourage more Crediton residents to get involved? Yes, we intend so.
If so, how? More local Press coverage. More Posters. At Crediton Farmers Market. Word of Mouth
2. Are you partnering with other Crediton groups and, if not, could you consider doing so?
The Society would be prepared to partner if a suitable opportunity arose. However at present Nothing is being considered.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?
<p>Attendance at Concerts.</p> <p>Sufficient funds being available to make future Artist bookings; We do not make bookings without funds being freely available for payment when that falls due.</p>
4. Will your project continue after this grant is spent? If so, how will it be funded?
<p>The Society has provided and promoted a Season of Summer Concerts for more than forty years; and has every intention of continuing this provision; with possibly some increase in future years.</p>

Declaration

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 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 end your application by email.

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

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date:

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

Email: e.armitage@crediton.gov.uk

CONSTITUTION

RECEIVED
14 APR 1981
CHARITY
COMMISSION



- 1 TITLE The name of the Society shall be the St. Boniface Concert Society, Crediton, hereinafter referred to as the Society.
- 2 OBJECTS The object of the Society shall be to promote, improve, develop and maintain public education in and appreciation of the art and science of music in all its aspects by the presentation of public concerts and recitals and by such other ways as the Society through its committee shall determine from time to time.
- 3 MEMBERSHIP The members of the Society shall be those who pay the annual subscription at the appropriate rate or rates as shall be determined by the committee, all subscriptions being payable in advance.
- 4 OFFICERS AND COMMITTEE The management of the Society shall be in the hands of a committee consisting of a Chairman, an Hon. Secretary, an Hon Treasurer, the Federal Representative and four other members; the officers and the other committee members (other than the Federal Representative) shall be elected by and out of the Society's members at the Annual General Meeting; they shall hold office for one year and be eligible for re-election. The Federal Representative shall remain in office until replaced.
- 5 MANAGEMENT All the arrangements for the concerts and other events and the control of finance shall be in the hands of the committee.
- 6 FINANCE
 - a) The financial year shall end on the fifteenth of October.
 - b) A banking account shall be opened in the name of the Society and cheques shall be signed by the Treasurer and the Chairman, or any one other officer of the Society.
 - c) The Society may receive donations, grants in aid and financial guarantees, and tickets for any or all of its concerts and other events may be offered for sale to the public.
 - d) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.
- 7 DISSOLUTION In the event of the Society being wound up any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Society.

RECEIVED
14 APR 1981

CHARITY
COMMISSION

2



- 8 GENERAL MEETING Within six weeks of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least fourteen days notice in writing shall have been given.
- 9 AUDITED ACCOUNTS The financial accounts shall be audited and submitted to the members at the Annual General Meeting.
- 10 AMENDMENTS The constitution may be amended by a two-thirds majority of the members present at an Annual or Special General Meeting, provided that fourteen days' notice of the proposed amendment has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.

This is to certify that the above is a true and accurate copy of the Constitution of the St. Boniface Concert Society, Crediton, adopted on 21st April 1981

Signed.....

(V.J. Summers) Chairman

12 April 1981



CREDITON TOWN COUNCIL

8 North Street

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Devon

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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:

SAINT BONIFACE CONCERT SOCIETY

►Contact Details:

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

First Names

Last Name

Position in C

Address Co

Postcode E

Telephone N

Email Address

►Amount of Grant received:

£600

►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.



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As a matter of policy the Society sets ticket prices for concerts so that over a Season total concert receipts just cover the cost of Artists Fees and Expenses. It is then budgeted for the costs of running the Society – the overheads – to be covered that Gift- Aided Donations and Grants. The principal Grant then being that received from Credition Town Council.

Artists Fees and Expenses are approximately £5,500. [Accounts for financial year to 31.10.25 are not yet available.]

Overheads and Running costs about £2,000.

The CTC Grant for 2025/2026 will have contributed to the cost of, for instance:

Church Hire for Concerts	£540	
Website Hosting and Maintenance	£330	
Pre-concert Piano Tuning	£278	etc

The Grant from Credition Town continues to provide, and has done for many years, an essential support to the ongoing success of the Summer Concert Season; and the Cultural and Artistic life of the Town. It helps to ensure Concerts featuring musicians of National and International reputation remain part of Credition Town life.

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

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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 Nicholas Haynes Honorary Treasurer SBCS

Date 31.10.25

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

SAINT BONIFACE CONCERT SOCIETY

Since a very successful series of concerts presented in 1981 to mark the 1300th anniversary of the birth of St Boniface in 680 AD the Saint Boniface Concert Society has presented an annual series of concerts to bring outstanding artists of international calibre to perform in Crediton.

The Society acknowledges with gratitude the support of the following:

The Tillet Trust

The Countess of Munster Musical Trust

The Exeter & District Classical Music Trust

Crediton Town Council

Making Music

Philip & Dorothy Green Young Artists Trust

The Committee reserves the right to modify these programmes should unforeseen circumstances make this necessary.

All information is correct at time of going to press.

Society contact details:

Email: concerts@bonifaceconcerts.co.uk

Website: <http://www.bonifaceconcerts.co.uk>

ALL CONCERTS TAKE PLACE IN THE CREDITON PARISH CHURCH

All seats are unreserved
Free parking and disabled access

Tickets are available from:

In person: A E Lee Outfitters, High Street, Crediton

Online: ticketsource.co.uk

At the door: subject to availability

Cheques should be made to;
Saint Boniface Concert Society

Ticket Prices:

Each concert : £15.00

Full time students under 30: free

Season Ticket: £70.00

Become a Friend of Saint Boniface Concert Society

A donation of £25.00 or above enables you to purchase any number of tickets for the current season at a discount of £1 and you will be kept up to date with all the Society's news and events.

Donations, Sponsorship and Gift Aid

We welcome donations of any size to assist the Society in bringing outstanding artists to perform at Holy Cross in Crediton. If you would like to sponsor a concert or advertise in a programme, please get in touch with the Secretary. As the Society is a registered charity we would be delighted if you would like to complete a Gift Aid form for any donations.

Registered Charity No. 282441



SUPPORTING &
CHAMPIONING
VOLUNTARY MUSIC

Printed by Hedgerow Print Ltd., Crediton

Saint Boniface Concert Society

Registered Charity No. 282441

SEASON 2025

Sunday 25th May (3pm)
FIBONACCI QUARTET

Thursday 12th June (7.30pm)
GERARD FLOTATS
(Cello)

Sunday 29th June (3pm)
PORTRAIT PLAYERS
(Baroque Trio)

Sunday 13th July (3pm)
CORVUS CONSORT
(Vocal Quartet)

Thursday 11th September (7.30pm)
MANUS NOBLE
(Classical guitar)

Sunday 25th May (3pm) Afternoon tea available

THE FIBONACCI QUARTET

Works by Grime, Janáček and Smetana



The outstanding Fibonacci Quartet returns to open our 2025 season: their thrilling performance last year came on the heels of winning the YCAT audition and they have continued to win accolades since. Competition successes now include both First Prize and the Audience Prize at the 13th 'Premio Paolo Borciani' International String Quartet Competition in 2024, First Prize in the Royal Overseas League Chamber Music Competition, First Prize in the Cavatina Chamber Music Competition, First Prize in the International Triomphe de l'Art Competition in Belgium, The Kirkman Society Award, Audience Prize at the Schiermonnikoog Festival and the Special Prize of the Shostakovich Association in Paris. A busy 2024/25 season sees the Quartet perform extensively throughout the UK and mainland Europe. The Fibonacci Quartet are generously supported by the Escuela Reina Sofía, the Hattori Foundation, Fondation Biermans-Lapôtre in Paris and Talent Unlimited. The quartet are the current YCAT Hans Keller Artist, supported by the Cosman Keller Art & Music Trust.

Thursday 12th June (7.30pm)

Refreshments available

GERARD FLOTATS (Cello) JULIAN CHAN (Pianoforte)

Works by Beethoven, Chopin, Suk, Poulenc



Prize-winning Catalan cellist Gerard Flotats is a versatile young musician performing a wide spectrum of music from Baroque on historical instruments to contemporary compositions with electronics. Winner of the Royal Over-Seas League Strings Competition 2023, he has also been selected for the PDGYA, Tillett Debut, and Munster Trust Recital schemes. Solo engagements for the 2024/25 season include Manchester Bridgewater Hall and King's Place and he will perform at several international music festivals. He is currently studying for an Artist Diploma with Frans Helmerson, after graduating with honours from

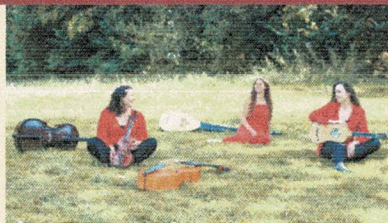
the Royal Academy of Music and studying with Hannah Roberts. Julian Chan is rapidly developing a reputation as one of the most innovative pianists of his generation and has given performances at venues including Wigmore Hall, Southbank Centre, St John's Smith Square, and the Sheldonian Theatre. Many First prizes won include the Coulsdon and Purley Festival with his performance of Rachmaninoff's Third Piano Concerto.

Concert kindly supported by the Countess of Munster Musical Trust

Sunday 29th June (3pm) Afternoon tea available

THE PORTRAIT PLAYERS (Baroque Trio)

'The New Lyre - Songs by 17th Century Italian Women' and works by Monteverdi



Described in its debut concert as 'beguiling', The Portrait Players is an all-female trio featuring Claire Ward (soprano), Kristiina Watt (theorbo/lute) and Miriam Nohl (cello/viola da gamba). The ensemble made its debut at St. Martin-in-the-fields in autumn 2023 in a recital hosted by City Music Foundation. Further concerts include performances at Brighton Early Music Festival, Amersham Festival, Surrey Hills International Music Festival, St. Pancras Clock Tower, Northumbria University, Barts' Great Hall in the City of London, New College Oxford, The Workshop Series Lewes, University College Oxford, and collaborations with Opera Prelude in London and Henley. Upcoming engagements for 2024-2025 season include recitals at Handel Hendrix House, London and Stoller Hall, Manchester, as well as the launch of the *Louise Labé Song Project*, expanding the trio's popular programme '*Les Femmes Illustres*' with a contemporary song cycle by composer Clare Elton.

Concert kindly supported by the Philip and Dorothy Green Young Artists Trust

Sunday 13th July (3pm) Afternoon tea available

THE CORVUS CONSORT

Founded and directed by Freddie Crowley who hails from near Chagford, Corvus Consort is a UK-based vocal ensemble comprising some of the country's finest young professional singers. Described as "dazzling" and "always full of fresh thinking" by BBC Music Magazine, Corvus's combination of musical excellence, passionate performance and unstuffy presentation makes them

hugely popular with audiences up and down the country. In addition to frequent appearances as an a-cappella ensemble, the Consort places particular emphasis on its instrumental



collaborations. In collaboration with the Ferio Saxophone Quartet, Corvus released its debut CD 'Revoiced' in 2022 on Chandos Records, followed by their critically acclaimed disc 'Welcome Joy', a celebration of women's voices with harpist Louise Thomson in 2024. Their latest album was chosen as one of just thirteen best recordings of the year by Gramophone Magazine, and was featured by BBC Radio 3 Essential Classics across the week of release. Already with a strong following in the West Country, we are particularly delighted to have been able to secure this quartet of voices from the Consort for this concert.

Thursday 11th September (7.30pm)

Refreshments available

MANUS NOBLE (Classical guitar)

'A Bard's Tale'

We warmly welcome back outstanding Irish classical guitarist Manus Noble who performed at our 2022 AGM for a programme which takes the audience on a journey across many countries of the world and periods in time, featuring also other instruments: Irish Bouzouki, Handpan, Guzheng, Voice and Shruti Box, each piece being accompanied by a short reading of a letter from a person of that time period.



Manus Noble is one of the UK's leading classical guitarists known for his strong, unique sound, original compositions and varied recital programmes. Career highlights include recitals at major UK venues such as the Purcell Room, Queen Elizabeth Hall, Royal Festival Hall, Sage Gateshead, Bridgewater Hall, Kings Place and Wigmore Hall. He is in high demand as a teacher, having taught at the Royal Welsh College of Music and Drama as well as directing the National Youth Guitar Ensemble in Wales. He is also now Director of the Bunagee Guitar Festival.

Saint Boniface Concert Society

Income and Expenditure

for Year to 31st October

	2024	2023
Income		
Concerts	3,804	4,121
Donations	1,831	508
Grants	1,039	1,210
Bank Interest	51	13
	6,725	5,852
Expenses		
Artist Fees and Expenses	3,914	4,592
Church Hire for Concerts	490	510
Website Programmes	268	321
Sundry Costs	463	431
	5,135	5,854
Surplus/Deficit for Year	1,590	- 2

~~~~~

### Balance Sheet

at 31st October

|                          |       |       |
|--------------------------|-------|-------|
| Cash at Bank             | 6,946 | 5,641 |
| Cash Float               | 64    | 64    |
| Debtors                  | 285   | -     |
| Total Assets             | 7,295 | 5,705 |
| Accumulated Fund         |       |       |
| at 01.11.23              | 5,705 | 5,707 |
| Surplus/Deficit for Year | 1,590 | - 2   |
| at 31.10.24              | 7,295 | 5,705 |

SAINT BONIFACE CONCERT SOCIETY

*/Registered Charity Num 282441*

Financial Accounts

Year to 31<sup>st</sup> October 2024



## Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: [www.crediton.gov.uk](http://www.crediton.gov.uk)

**How to use this form:** this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

|                                                                                                   |                                                                              |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Name of organisation                                                                              | The Friends of Credition Arts Centre<br>(Credition Arts Centre)CAC           |
| Name and address of the person making the application on behalf of the organisation               | Patsy Lang,<br>C/o Credition Arts Centre<br>East Street, Credition, EX17 3AX |
| Position held in organisation                                                                     | Administrator                                                                |
| Telephone                                                                                         | 01363 773260                                                                 |
| Email                                                                                             | <a href="mailto:info@creditonartscentre.org">info@creditonartscentre.org</a> |
| Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC? | <a href="http://www.creditonartscentre.org">www.creditonartscentre.org</a>   |
| Bank details<br><br>If you are successful, payment will be made by BACS                           | Bank name [REDACTED]<br>Sort Code [REDACTED]<br>Account [REDACTED]           |

|                                                                                                  |                                                                                              |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for? | Yes, for both years.<br>Busk IT! Project - £700<br>Contribution to CAC running costs - £1000 |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| What are the aims of your organisation?                                                                                                                                                                        | Crediton Arts Centre is of cultural significance, and a community landmark in Crediton. The Arts Centre has been in existence in the same building for over 30 years, having previously existed as The Drama Centre. We are at the heart of cultural life in the town, producing many local events such as Shakespeare in the Square, Crediton Food Festival, Flag Project, Crediton Town Trail, Busk It!, and Christmas in Crediton, and the biannual Credfest and Touring Shakespeare. The Arts Centre runs a programme of performances, films and art classes by both local and visiting artists. Crediton Youth Theatre, Crediton Strummers, Brown Paper Bag Theatre Company are resident groups. We have many partnerships with local organisations. |   |  |
| Which one of the following five areas <u>best</u> fits your group’s area of interest?                                                                                                                          | Sport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |  |
|                                                                                                                                                                                                                | Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X |  |
|                                                                                                                                                                                                                | Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |  |
|                                                                                                                                                                                                                | Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |  |
|                                                                                                                                                                                                                | Youth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |  |
| What is the name of the project/activity you are applying for?                                                                                                                                                 | Touring Shakespeare – The Tempest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |  |
| When will the project be started/finished?                                                                                                                                                                     | June 1 <sup>st</sup> – July 12 <sup>th</sup> , 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |  |
| 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) | CAC will carry out risk assessments at every performance site and ensure all equipment, cabling etc is covered and protected from the public. We will insure that all areas are safe for actors to move around in as well as the public. We will check for any challenging or poisonous vegetation in performance area. CAC has both a Safe Guarding and Health & Safety policy we will adhere to.                                                                                                                                                                                                                                                                                                                                                        |   |  |

Please tell us about your project and how your project fits with these criteria  
(500 words maximum)

A The Tempest is the third touring Shakespeare for Crediton Arts Centre, following The Merry Wives of Windsor in 2021 and Much Ado About Nothing in 2023. As well as performing in Crediton we tour to outlying villages, including Newton St Cyres, Cheriton Fitzpaine, Lapford, Colebrooke, Kennerleigh and Sandford. In 2023 we also went to Moretonhampstead, and we will look for new places to perform this year, such as Bickleigh, Thorverton or Shobrooke.

Shakespeare has written many plays that lend themselves to outdoor performance and our production of The Tempest will be designed to play outdoors to take in the wildness of green spaces. The play explores themes of monstrosity, obedience, and the transformative nature of art, with Prospero's magical abilities serving as a metaphor for the creative process.

Set on a remote island, the story follows Prospero who uses his magical powers to create a tempest that shipwrecks his usurping brother. We will look to utilise natural surroundings to provide the feeling of the power of the environment, while incorporating and adapting to features contained in the different spaces we play. Our set, props, and costumes will be designed to be moved easily and set up on different terrain. We will work closely with the villages to establish performance plans and locations, promote the event, and use local volunteers during the event.

Show reports from the previous two touring shows demonstrate the reaction from audiences who are keen to see theatre performed in their own communities. The first tour was mounted in the wake of lockdown, when the pandemic was still a major part of peoples' lives, and the need for culture being taken into isolated communities was clear. Over time that need has shifted. It is more and more difficult to find audiences for indoor theatre, but communities which suffer from an element of rural poverty (often hidden), appreciate the provision of cultural events in their own spaces. For this reason we try to keep admission prices down to manageable levels to attract as wide an audience as possible in each village.

While there are national companies doing small-scale touring Shakespeare productions during the summer, there are none in the area who will be doing this kind of project touring to Crediton's satellite villages. It allows the Arts Centre to interact with local village people and organisations which will lead to further projects in the future and promote the Arts Centre to a wider audience, bringing people into Crediton for our offerings.

### Financial information

|                                                                                                                           |                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the <b>total</b> cost for the project/activity?<br>(You may wish to include a budget breakdown where appropriate) | 8700                                                                                                                                                                                                             |
| What is the amount of grant requested from Crediton Town Council?                                                         | 700                                                                                                                                                                                                              |
| How much have you raised already?                                                                                         | 0.00<br>We are just starting our funding applications now.                                                                                                                                                       |
| Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)                                 | Other funding is not dependent on Town Council funding but our budget is. The remainder of the budget will be raised by:<br>Box Office            4500<br>Localities funding   1000<br>Other grants         2500 |
| Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?               | No, we are just starting our funding applications but will be applying to various trust funds, and the Devon Localities budget                                                                                   |

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

|                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 a) How many people will this project benefit?</p> <p>25 local actors and production staff<br/>750 spectators</p>                                                                                                                                       |
| <p>b) How many are involved in decision-making and ownership of this project?</p> <p>Directly involved – 6<br/>Contributing to decisions- the whole company and village contacts - 25<br/>Approving main project decisions – 9 CAC Management Committee</p> |
| <p>c) Will your project encourage more Crediton residents to get involved?</p> <p>Yes. We are always looking for new people to be involved in our events.</p>                                                                                               |

There will be a general call out to Crediton residents to get involved in this production through acting and production contributions. We will look to local artists and crafts people to make sets, costumes and props. We will encourage local food vendors and other suppliers to support our Crediton outdoor performances. As well as the community cast, drawn from Crediton and surrounding villages, our tour will benefit many who form our audiences through their engagement with culture, with Shakespeare, and with other members of their communities.

2. Are you partnering with other Crediton groups and, if not, could you consider doing so?

There are potentially many partners in the project. All villages we will visit become partners in that they work with us to prepare for and support the performance coming to their village. We will call on various businesses to support the production with goods and services particularly to the Crediton performances. The Arts Centre has important public partnerships with Crediton Town Council, Devon County Council, Crediton Heart Project, Sustainable Crediton, Turning Tides Project throughout the year, and we often have volunteers for our events from all of these.

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

The main test of success will be the numbers in attendance at the performances. Our main aim is to reach as many people as possible by bringing Shakespeare to them. We will video a few performances to capture audience reactions. This is useful in future fundraising endeavours. We will also collect feedback from all cast and crew and other volunteers and organisations who work with the production.

4. Will your project continue after this grant is spent? If so, how will it be funded?

This project has become a regular feature of the Arts Centre calendar, every other year. It gives us a 2-year timeframe to plan and look for our funding sources. We will look to the same formula for funding with possibly different funders. We hope to invite some local business representatives to Crediton performances which might encourage sponsorship of the event in future.

### Declaration

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 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)     |                |

2 Previous Show Reports X

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

Signature 1 (person submitting form)

Patsy Lang

Signature 2 (Chair or senior representative of the organisation)

Jack Robson

### Typed entries acceptable for email applications

Date: 14/10/2025

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

Email: [e.armitage@crediton.gov.uk](mailto:e.armitage@crediton.gov.uk)

# Income and Expenditure - Monthly

The Friends of Crediton Arts Centre  
For the year ended 31 December 2024  
Cash Basis

|                                | DEC 2024        | NOV 2024        | DEC 2023        | YEAR TO DATE     | PREVIOUS YEAR TO DATE |
|--------------------------------|-----------------|-----------------|-----------------|------------------|-----------------------|
| <b>Turnover</b>                |                 |                 |                 |                  |                       |
| Bank interest received         | 1.17            | -               | 151.40          | 7.39             | 500.34                |
| <b>Regular Items</b>           |                 |                 |                 |                  |                       |
| Bar/box office                 | 1,240.46        | 2,849.38        | 642.17          | 25,697.96        | 20,352.56             |
| Business sponsors              | 550.00          | 550.00          | 50.00           | 1,600.00         | 1,850.00              |
| Friends subscriptions          | 335.00          | 304.00          | 274.00          | 3,933.30         | 3,401.00              |
| Room hire                      | 1,465.00        | 646.00          | 1,188.00        | 10,153.50        | 8,974.50              |
| <b>Total Regular Items</b>     | <b>3,590.46</b> | <b>4,349.38</b> | <b>2,154.17</b> | <b>41,384.76</b> | <b>34,578.06</b>      |
| Donations                      | -               | 40.00           | -               | 3,704.84         | -                     |
| Gift aid reclaim               | -               | -               | -               | -                | 1,676.41              |
| Grants                         | -               | -               | -               | 2,650.00         | 7,700.00              |
| Admin charge to projects       | -               | -               | -               | 450.00           | -                     |
| Equipment hire (3410)          | -               | 200.00          | -               | 200.00           | -                     |
| Sale of publications/materials | -               | 31.20           | -               | 647.21           | -                     |
| <b>Total Turnover</b>          | <b>3,591.63</b> | <b>4,620.58</b> | <b>2,305.57</b> | <b>49,044.20</b> | <b>44,454.81</b>      |
| <b>Cost of Sales</b>           |                 |                 |                 |                  |                       |
| Agent transactions             | -               | -               | -               | 927.50           | -                     |
| Bar stock                      | 264.65          | 672.41          | 277.92          | 4,719.30         | 3,394.57              |
| Equipment hire (4030)          | -               | -               | -               | (30.00)          | -                     |
| Licences                       | -               | 190.93          | 204.00          | 774.08           | 801.01                |
| Materials                      | 27.21           | (18.60)         | 169.52          | 252.76           | 1,122.77              |
| Fees                           | 325.00          | 690.39          | 729.00          | 10,304.03        | 12,374.92             |
| Travel costs                   | -               | -               | -               | 462.66           | 112.40                |
| Venue hire                     | -               | 184.60          | 150.00          | 94.60            | 159.00                |
| <b>Total Cost of Sales</b>     | <b>616.86</b>   | <b>1,719.73</b> | <b>1,530.44</b> | <b>17,504.93</b> | <b>17,964.67</b>      |
| <b>Gross Profit</b>            | <b>2,974.77</b> | <b>2,900.85</b> | <b>775.13</b>   | <b>31,539.27</b> | <b>26,490.14</b>      |
| <b>Administrative Costs</b>    |                 |                 |                 |                  |                       |
| Accountancy                    | -               | 1,740.00        | -               | 1,740.00         | 1,686.00              |
| Advertising                    | -               | -               | 80.00           | -                | 80.00                 |
| Bank charges                   | 5.00            | 5.00            | 5.00            | 55.00            | 60.00                 |
| Cleaning                       | -               | -               | -               | 76.05            | 126.40                |
| Furniture & equipment          | 24.23           | -               | 79.99           | 816.54           | 182.01                |
| Insurance                      | -               | -               | 104.62          | 1,920.07         | 1,025.08              |
| Misc purchases                 | -               | -               | -               | 2.95             | 72.95                 |
| Office equipment, postage etc  | 14.25           | -               | -               | 476.40           | 403.20                |
| Salaries & PAYE                | 1,899.57        | 1,296.93        | 1,399.49        | 19,789.21        | 19,963.54             |
| Premises repairs               | 54.95           | -               | 247.08          | 591.22           | 928.19                |
| Printing                       | 478.80          | -               | 359.00          | 1,339.90         | 1,167.00              |

|                                                      | DEC 2024        | NOV 2024        | DEC 2023          | YEAR TO DATE     | PREVIOUS YEAR<br>TO DATE |
|------------------------------------------------------|-----------------|-----------------|-------------------|------------------|--------------------------|
| Rates                                                | -               | -               | -                 | 52.39            | 53.76                    |
| Recharged admin costs                                | -               | -               | -                 | 425.00           | -                        |
| Rent                                                 | 95.92           | 95.92           | 90.43             | 1,151.04         | 1,073.94                 |
| Software & IT                                        | 27.00           | 24.00           | 25.56             | 517.35           | 623.36                   |
| Telephone & internet                                 | 39.54           | 39.54           | 39.54             | 474.48           | 725.68                   |
| Theatre lights                                       | -               | -               | -                 | 81.47            | 205.99                   |
| Water, gas, electricity                              | -               | -               | -                 | 2,860.15         | 3,599.70                 |
| Projects                                             | -               | -               | -                 | (1,423.65)       | -                        |
| <b>Total Administrative Costs</b>                    | <b>2,639.26</b> | <b>3,201.39</b> | <b>2,430.71</b>   | <b>30,945.57</b> | <b>31,976.80</b>         |
| <b>Operating Profit</b>                              | <b>335.51</b>   | <b>(300.54)</b> | <b>(1,655.58)</b> | <b>593.70</b>    | <b>(5,486.66)</b>        |
| <b>Profit on Ordinary Activities Before Taxation</b> | <b>335.51</b>   | <b>(300.54)</b> | <b>(1,655.58)</b> | <b>593.70</b>    | <b>(5,486.66)</b>        |
| <b>Profit after Taxation</b>                         | <b>335.51</b>   | <b>(300.54)</b> | <b>(1,655.58)</b> | <b>593.70</b>    | <b>(5,486.66)</b>        |



## 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:

CREDITON ARTS CENTRE (BUSK IT!)

### ►Contact Details:

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

MR

First Names

JACK

Last Name

ROBSON

Position in Organisation

TRUSTEE

Address

CREDITON ARTS CENTRE

EAST STREET

CREDITON

Postcode

EX17 3AX

Telephone Number

01363 773260

Email Address

[info@creditonartscentre.org](mailto:info@creditonartscentre.org)

### ►Amount of Grant received:

£700

►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.

The grant was originally made to fund Busk It!, which has been running every year since 2011 (including the pandemic period). It proved impossible to find a date this summer when enough musicians were available. This was partly due to the increased use of the Town Square for a variety of events (which is a very good thing). After discussion with the Town Clerk and consultation with Cllr. Huxtable it was agreed that we should instead mount three

Please see overleaf



# CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [reception@credition.gov.uk](mailto:reception@credition.gov.uk)

extended Share in the Square events in June, July and August. These went off very successfully and gave opportunities for around 18 local musical acts to play to good crowds in the Square during the summer months. These performances were well-received and enjoyable.

It has now been decided the Bush It! has run its course, and we will finish after 14 good years. We will continue to do the odd Share in the Square when time and availability allow.

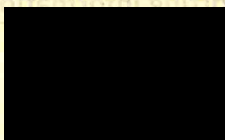
We have appreciated the support of the Town Council for Bush It! for many years, without the financial contribution from CTC it would not have been possible to continue for so long.

## ►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



Date 22/10/23

This form must be returned to [e.armitage@credition.gov.uk](mailto:e.armitage@credition.gov.uk) no later than Friday 31<sup>st</sup> October 2025.



## Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: [www.crediton.gov.uk](http://www.crediton.gov.uk)

**How to use this form:** this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

|                                                                                                   |                                               |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Name of organisation                                                                              | Credition Bowling Club                        |
| Name and address of the person making the application on behalf of the organisation               | E<br>M<br>E                                   |
| Position held in organisation                                                                     | S                                             |
| Telephone                                                                                         | C                                             |
| Email                                                                                             | L                                             |
| Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC? | Facebook – Credition Bowling Club 201 members |
| Bank details                                                                                      | Bank name                                     |
|                                                                                                   | Sort Code:                                    |
| If you are successful, payment will be made by BACS                                               | Account N                                     |

|                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                     |   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?                                                                                                               | £700 in 2024-2025 "Increasing access for the community to bowling as a social/sporting activity via a Big Bowls Weekend" project promoted by Bowls England                                                                                                                                                                                                          |   |  |
| What are the aims of your organisation?                                                                                                                                                                        | <ul style="list-style-type: none"> <li>To foster an inclusive and supportive environment that encourages participation from players of all ages and abilities, whether they are new to the game, play recreationally, or engage for social interaction and well being</li> <li>Ensuring that we meet the needs of those with health and mobility issues.</li> </ul> |   |  |
| Which one of the following five areas <u>best</u> fits your group's area of interest?                                                                                                                          | Sport                                                                                                                                                                                                                                                                                                                                                               | x |  |
|                                                                                                                                                                                                                | Arts                                                                                                                                                                                                                                                                                                                                                                |   |  |
|                                                                                                                                                                                                                | Health                                                                                                                                                                                                                                                                                                                                                              |   |  |
|                                                                                                                                                                                                                | Environment                                                                                                                                                                                                                                                                                                                                                         |   |  |
|                                                                                                                                                                                                                | Youth                                                                                                                                                                                                                                                                                                                                                               |   |  |
| What is the name of the project/activity you are applying for?                                                                                                                                                 | Improving accessibility and performance for all                                                                                                                                                                                                                                                                                                                     |   |  |
| When will the project be started/finished?                                                                                                                                                                     | April to September 2026                                                                                                                                                                                                                                                                                                                                             |   |  |
| 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 published Safeguarding Policy in accordance with Bowls England guidelines. Our Safeguarding Officer and Bowls coaches are fully trained and DBS checked and will carry out risk assessments before any activities commence.                                                                                                                               |   |  |

Please tell us about your project and how your project fits with these criteria  
(500 words maximum)

On May 25<sup>th</sup> this year we held a highly successful Big Bowls Weekend made possible through a generous grant for new equipment from the Town Council. This event was designed to broaden community participation across the Crediton and District area and to encourage greater involvement amongst younger residents. It proved to be our most successful initiative to date, attracting 51 participants and resulted in signing up 16 new members, including junior members who have completed training and are now taking an active part in our club.

The success of this project demonstrated how targeted support, and improved facilities can make a real difference to community engagement. The event created an open friendly and inclusive atmosphere that encouraged people of all ages and abilities to try the game for the first time. It also strengthened links to the local schools and community groups, helping to promote bowls as an accessible, social and healthy activity. Feedback from participants was extremely positive, highlighting the enjoyment of learning new skills, meeting new people and being part of a welcoming community environment.

Building on this momentum, we are now seeking further funding to expand our outreach and training opportunities so that we can increase participation at every level. Continued support from the Town Council would enable us to provide additional equipment, coaching sessions and community taster events ensuring that new and younger members can develop their skills and feel part of the club. We also aim to improve accessibility by ensuring that our facilities and sessions remain welcoming and suitable for players of all abilities, including those who wish to take part for social or wellbeing reasons rather than competition.

This investment will help us sustain and grow the enthusiasm generated by the Big Bowls Weekend, strengthening the club's role as a social hub within the community. By promoting intergenerational participation and active lifestyles, the club contributes positively to community wellbeing, inclusivity and social cohesion.

The continued partnership between the club and the Town Council will ensure that this progress not only continues but expands, creating lasting benefits for local people and reinforces the shared goal of building a more connected and inclusive community.

## Financial information

|                                                                                                                           |                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the <b>total</b> cost for the project/activity?<br>(You may wish to include a budget breakdown where appropriate) | £700 -<br>2x training for coaches (£150pp)<br>DBS check for 4 coaches<br>Safeguarding training for 2 coaches<br>Publicity and costs for Big Bowls Weekend<br>Costs involved in hosting groups of local children |
| What is the amount of grant requested from Crediton Town Council?                                                         | £700                                                                                                                                                                                                            |
| How much have you raised already?                                                                                         | Fundraising is continuously carried out within the club. Social events, BBQs, plant sales will continue throughout the winter and bowling season.<br>This year we raised £879.66                                |
| Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)                                 | No                                                                                                                                                                                                              |
| Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?               | No                                                                                                                                                                                                              |

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

|                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1 a) How many people will this project benefit? Anticipate 50 plus on Big Bowls Weekend and additional numbers generated from the publicity |
| b) How many are involved in decision-making and ownership of this project? Club Executive committee (12) and 3 or 4 club coaches            |
| c) Will your project encourage more Crediton residents to get involved? Yes                                                                 |
| If so, how? Publicity in Flyers and Courier. People who missed this year's event already asking about next year                             |
|                                                                                                                                             |
| 2. Are you partnering with other Crediton groups and, if not, could you consider doing so?                                                  |
| Partnership to be established with QE, Haywards and Landscore schools, Scouts, Guides, Cubs and Brownies                                    |

|                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain partnership with Crediton Boniface Rotary to organise Industrial Bowls which is hugely successful with local businesses                                                                                                                                                                             |
| 3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?                                                                                                                                                                                  |
| Numbers of active members will increase particularly younger members. Coaching programme will help ensure success for Crediton Bowlers at all levels of competition and help newer bowlers to continue the proud tradition of success at County and International level achieved by current and past members |
| 4. Will your project continue after this grant is spent? If so, how will it be funded?                                                                                                                                                                                                                       |
| Our committee is fully committed to maintaining the outstanding record of our club                                                                                                                                                                                                                           |

#### Declaration

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 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 end your application by email.

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

|                                                                  |              |
|------------------------------------------------------------------|--------------|
| Signature 1 (person submitting form)                             | Liz Ledsham  |
| Signature 2 (Chair or senior representative of the organisation) | Mike Canning |
| <i>Typed entries acceptable for email applications</i>           |              |
| Date: 30/10/25                                                   |              |

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

Email: [e.armitage@crediton.gov.uk](mailto:e.armitage@crediton.gov.uk)

# CREDITON BOWLING CLUB

## BALANCE SHEET AS AT 30TH SEPTEMBER 2024

|                                           | 2024           | 2023           |
|-------------------------------------------|----------------|----------------|
| <b>Fixed Assets</b>                       |                |                |
| Pavilion                                  | 65,291         | 65,291         |
| At Cost plus Improvements to Date         |                |                |
| <b>Furniture Fittings &amp; Equipment</b> |                |                |
| At 1st October 2023                       | 20,795         | 17,459         |
| Added during Year                         | <u>3,729</u>   | <u>5,646</u>   |
|                                           | 24,524         | 23,105         |
| Less: Depreciation                        | <u>2,452</u>   | <u>2,310</u>   |
|                                           | 22,072         | 20,795         |
|                                           | <u>87,363</u>  | <u>86,086</u>  |
| <b>Current Assets</b>                     |                |                |
| Stock - Bar                               | 1,176          | 1,170          |
| Stock - Goods                             | 473            | 686            |
| Bank Current Account                      | 1,569          | 1,871          |
| Bank Deposit Account                      | 26,259         | 32,136         |
| Cash in Hand                              | <u>300</u>     | <u>300</u>     |
|                                           | 29,777         | 36,163         |
| <b>Current Liabilities</b>                |                |                |
| Creditors                                 | 452            | 1,422          |
| Presidents Charity                        | <u>557</u>     | <u>252</u>     |
|                                           | 1,009          | 1,674          |
| <b>Net Current Assets</b>                 | <u>116,131</u> | <u>120,575</u> |
| <b>Represented By</b>                     |                |                |
| <b>Members Fund</b>                       |                |                |
| At 1st October 2023                       | 120,575        | 122,859        |
| Excess of Income over Expenditure         | -              | -              |
| Excess of Expenditure over Income         | (4,444)        | (2,284)        |
|                                           | <u>116,131</u> | <u>120,575</u> |

In accordance with instructions given to me I have examined the records of the Crediton Bowling Club and confirm that the above Income and Expenditure Account is in agreement therewith.

← Reply

→ Forward

# CREDITON BOWLING CLUB

## Constitution and Rules

**1. TITLE** The club shall be called the Crediton Bowling Club. (Hereafter referred to as the club).

**2. OBJECT** The club's purpose being to provide and foster the game of bowls and any other sporting and social activities for the benefit of the club and its members.

Membership is open to persons of any age, sex or ethnicity.

**3. MEMBERSHIP** There shall be four classes of membership available.

These are:

- a) Full member
- b) Life member
- c) Junior member
- d) Social member

All members 18 years of age and over shall be full member, life member or social members. Members under 18 years of age shall be called junior members. Each candidate for membership must be proposed by a full member and seconded by another full member, both of whom should satisfy themselves as to the suitability of the proposed person. An application form as provided by the club must be completed by the proposed member and signed by the proposer and seconder.

The name and address of every candidate together with the names of the proposer and seconder must be displayed on club notice board for at least four clear days.

The committee shall at its first general meeting after the expiration of the required four clear days consider the application and give notice of the election of the new member in the minutes of the meeting which will be displayed on the club notice board.

Every member of the club shall from time to time communicate to the secretary their address. Such address shall be inserted in the register of

members. All notices sent by post to such address shall be deemed to have been duly delivered on the day following the date of posting. A person once approved by the committee will become a member as soon as payment of the annual subscription (and joining fee where appropriate) has been made to the club.

The Club committee may refuse membership, or remove it, only for a good cause such as conduct is likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members, if consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out any Point 19 of the constitution.

All categories of membership as a qualification of membership, shall adopt and follow

- a). The Safeguarding and Bowls Policy and Guidelines (or any subsequent policy) as approved by Bowls England
- b). The procedures set out in Bowls England Regulation 9 when dealing with any disciplinary/misconduct issues.

**3a. Temporary Membership** All visitors to the club premises and green, having signed the Visitor's Book, will become temporary members for that day.

**4. Subscriptions** Payment of the annual subscription for existing members is due on the opening day of each season and when paid entitles the member to the privileges of the club. No one is entitled to play on the green in any club match, club competition or any other competition as a member of Crediton Bowling until such time as they have paid their subscription. At the first club meeting in June the committee will identify any members who have not paid their subscription and will contact them. Any member not paying their subscription within 7 days of being reminded will be deleted from the list of club members without further reminder.

**4a. Part Year Subscription for full member.** If joining after 1 July, 70% of annual subscription is payable, after 1 August, 50% of annual subscription is payable and after 1 September, 30% of annual subscription is payable.

There will be a reduction of 50% of the annual subscription fee for first time bowlers in their first year of membership.

The committee has discretionary powers in rounding up or down the actual

Amounts.

**5. Life Members** Where in the opinion of the committee the contribution to the club of a member is so outstanding and meritorious the committee shall have the right to propose the election of that person to the category of life membership. If approved at the annual general meeting of the club the person shall become a life member of the club.

**6. Officers.** The officers of the club shall be as follows:

Non Executive Officer Club President

Executive Officers Chair

Honorary Secretary

Honorary Treasurer

Bar Secretary

Competition Secretary

Fixture Secretary

Premises Manager

Grounds Person

Ladies Secretary

Ladies' Captain

Men's Captain

Safeguarding and Vulnerable Persons Officer

Non Voting Officers entitled to attend the General Committee Meetings

Ladies' Vice Captain

Men's Vice Captain

**7. Election of Officers.** All officers shall be elected at the annual general meeting of the club, from and by, the full members of the club present and voting at that meeting.

The President of the club shall be elected for a term of office of not more than 3 years duration after which time they will stand down. All other officers are elected for a period of one year but may be re-elected to the same office or another office for the following year.

**8. General Committee** The affairs of the club shall be controlled by a general committee comprising of Chair, Honorary Secretary, Honorary Treasurer, Bar Secretary, Competition Secretary, Fixture Secretary, Premises Manager, Grounds Person, Ladies Secretary, Ladies' Captain, Men's Captain and Safeguarding and Vulnerable Persons Officer.

In addition up to three other full members elected from, and by, the full members of the club at the Annual General Meeting. The general committee shall meet at agreed intervals and not less than six times per year. A quorum of at least 6 members shall be held to make up a general committee. The nominated representative from Social Committee and Catering Committee who will be club members, will report as required.

The duties of the general committee shall be:

1. To control the affairs of the club on behalf of the members.
2. To keep accurate accounts of the finances of the club through the Treasurer. These shall be available for reasonable inspection by members and should be audited before every Annual General Meeting. The club shall maintain a current bank account and the following officers shall be authorised to sign club cheques: two from the Chair Treasurer and Secretary.
3. To co-opt additional members to the committee as the committee feels this is necessary. Co-opted members shall not be entitled to a vote on the committee.
4. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.
5. To appoint representatives to other bowling bodies as appropriate

The committee shall have the power to appoint committee officers with full voting rights, if replacement is required mid-term.

**9. Competition Secretary** The competition secretary will be responsible for arranging all club competitions but will have the power to delegate, to others, who will remain answerable to the Competition Secretary.

**10. Sub Committees** Sub Committees will be responsible and accountable to the main committee whose jurisdiction in all matters shall be able to override any decisions of any sub committee and furthermore any sub committee must have the approval of the main committee before committing the club to any matter involving expenditure of the club funds

At the general meeting the full members present and voting will elect and

appoint a greens committee consisting not less than 3 members, a bar committee of not less than 3 members and a Social & Catering Committee not less than 3 full members.

**11. Bar Committee** The bar secretary will automatically be a member of the bar committee whose duties will be to ensure the orderly running of the club bar and compliance with licensing laws. The Treasurer is automatically a member of this sub committee.

**12. Greens Committee** The duties of the green committee will be to provide a suitable playing surface and to this end they will organise for any necessary work to be carried out by themselves, other club members or volunteers. The greens committee will also consult with anyone else that the committee of the club may see fit to appoint to give advice on the production and maintenance of a suitable playing surface. The grounds person on the General Committee will represent the views of the greens committee.

**13. Social Committee** This committee will be responsible for organising social events throughout the year together with the food required at various club functions. A full member of this committee will report to the general committee as required.

**14. Men's Section** The men's section will elect a selection committee of three to deal with selection of the National Two Fours, National Top Club, County Top Club, County Trophy and Foxlands Trophy competitions.

**14a.** The General Committee will appoint team managers and assistant team managers to administer and select any men's Over 60's teams.

**15. Ladies Section.** The ladies' section will elect a selection committee comprising of the Ladies Captain, Vice Captain and 3 others to deal with Ladies selection. The ladies section will also nominate a Ladies Secretary for appointment at the club AGM.

**16. Mixed Club Matches.** Mixed club matches will be selected by the Ladies and Men's Captain, or in their absence by the Club Vice Captains. These matches will not include competitive Tony Alcock Trophy or Exeter and District League games.

The general committee will appoint team managers and assistant team managers to administer and select any mixed leagues and competitions including the Tony Alcock Trophy and the Exeter and District League teams.

**17. Safeguarding and Vulnerable Persons Officer.** The Safeguarding and

Vulnerable Persons Officer will be required to stay up to date with the legislative requirements in respect of the protection of children and vulnerable persons. The committee will ensure that all appropriate recommendations are implemented.

**18. General Meetings.** The annual general meeting (AGM) of the club shall be held in the month of November each year. 28 clear days written notice shall be given by circulating a copy of the notice of the AGM to every full member, life member and junior member at their home address and by posting the notice on the club notice board. Members must advise the secretary in writing of any business to be moved at the AGM at least 21 days before a meeting.

The business of the AGM shall be to:

1. Confirm the minutes of the previous AGM and any general meetings held since the last annual general meeting
2. Receive the audited accounts for the year from the Treasurer and review and agree club subscription rates following recommendations from the general committee. (The financial year of the club will run for 12 months ending on 30 September each year.)
3. Receive the annual report of the committee from the secretary.
4. Elect an independent auditor
5. Elect the officers of the club and other General Committee members
6. Transact any other business received in writing by the secretary from members at least 21 days prior at the meeting and included on the agenda.

The general committee may convene special general meetings on receipt by the secretary of a request in writing from not less than 20 full members of the club.

Nomination of candidates for election of officers and members of the general committee and any sub committees shall be made in writing to the secretary at least 14 days in advance of the AGM date. Nominees must be full members and nominations can only be made by full members and must be seconded by another full member.

At all AGMs the chair will be taken by the Club Chair or in the Chair's

absence, by a deputy appointed by the General Committee or, failing that, by full members attending the meeting.

Decisions made at a AGM shall (except where the Club Constitution is to be amended) be by a simple majority of votes from those full members attended the meeting. In the event of equal votes, the Chair shall be entitled to an additional casting vote.

A quorum for a AGM shall be 20 full members and officers of the club including one from the Chair, Secretary and Treasurer. Each full member of the club shall be entitled to one vote at AGMs. A proxy vote shall not be allowed.

## **19 Conduct of Members**

### **1. Under-taking by members to comply with rules**

(a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

### **2. Disciplinary action against members**

(a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)

(b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

### **3. Complaints**

(a) Complaints of any nature shall be addressed in writing to the [Honorary] Secretary.

**20. Liability.** Each member of the club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the club, which may be lawfully so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the club or arising there from, or incurred in good faith in the purported discharge of such duties, save in the case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

**21. Visitors.** The General Committee shall have the right to admit, as a visiting member, players from other clubs taking part in matches, games or competitions, together with officials and others immediately connected with the visiting teams who shall be deemed Honorary Members for the day. Visitors and Honorary Members may purchase liquor for consumption on the premises only.

**22. Guests.** Guests introduced to the Club Pavilion shall be accompanied by the member introducing them who shall enter the name and address of the guest in the Visitors Book. Intoxicating Liquor may be supplied to bone fide guests of members for consumption on the premises only. No member shall introduce more than six guests on any one occasion and no guest may visit the club as a guest more than six times in any calendar year.

**23. Club Opening Times.** The Club Pavilion shall be opened and closed at such times, as the General Committee shall, from time to time, determine.

**24. Intoxicating Liquor.** The supply of intoxicating liquor in the club premises shall be permitted within the club opening hours and within the hours fixed by the General Committee and shall be in accordance with the club license and shall be supplied to members or bone fide guests within the provisions of the Licensing Acts and other relevant Acts. Permitted hours will also be within the hours from time to time set by the General Committee and approved by the Licensing Authority.

**25. Auditor.** An independent person shall be elected as an auditor at the Annual General Meeting. That person shall audit the Annual Statement of Accounts and Balance Sheet and shall certify them before they are printed.

**26. Alterations to the Constitution.** Any proposed alterations to the club Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alterations or amendment must be proposed by a full member of the club and seconded by another full member. Such alterations shall be passed if supported by not less than two-thirds of those full members present and voting at the meeting, assuming that a quorum has been achieved. The club's General committee shall have the power to alter the club's Constitution at any time with such alteration being binding on the club until the next Annual or Special general meeting of the club.

**27. Dissolution.** If at any general meeting of the club, a resolution be passed calling for the dissolution of the club, the secretary shall immediately convene a special general meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that special general meeting, the resolution is carried by at least two-thirds of the full members present and voting at the meeting, the general committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club. After discharging all debts and liabilities of the club, the remaining assets shall not be paid or distributed amongst the full members of the club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the club.



## Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: [www.credition.gov.uk](http://www.credition.gov.uk)

**How to use this form:** this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

|                                                                                                   |                                                                                                                 |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Name of organisation                                                                              | Credition BSL (British Sign Language)                                                                           |
| Name and address of the person making the application on behalf of the organisation               |                                                                                                                 |
| Position held in organisation                                                                     |                                                                                                                 |
| Telephone                                                                                         |                                                                                                                 |
| Email                                                                                             |                                                                                                                 |
| Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC? | <a href="https://www.facebook.com/groups/1889808664814518">https://www.facebook.com/groups/1889808664814518</a> |
| Bank details<br><br>If you are successful, payment will be made by BACS                           | Bank name<br>Sort Code:<br>Account No                                                                           |
| Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?  | No                                                                                                              |

|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |  |      |  |        |   |             |  |       |  |  |  |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--|------|--|--------|---|-------------|--|-------|--|--|--|
| <p>What are the aims of your organisation?</p>                                               | <p>In 2023 Frank Letch granted us £480 from the Mid Devon Locality fund to get this project up and running. This was solely used for the hire cost of a venue and refreshments. Crediton BSL is a group of Deaf and hearing people who meet up at various places during each month with the goal of breaking down the barriers between Deaf/deaf and hearing people. We encourage each other to learn good conversations in BSL and build friendships and Deaf Awareness with the help of native BSL users.</p> <p>Our aim here is also to reduce the feeling of isolation and loneliness of Deaf people within Crediton at the monthly "FRIDAY NIGHT TAKE-AWAY " group in the Elephant on the Green in Crediton, one of three meeting places. Encouraging hearing people and those new or familiar with British Sign Language to bridge the gap in these two communities.</p> <p>A number of deaf people attend our groups and have full autonomy within the group several taking on lead roles About 45 local people already use the groups.</p> <p>We have also recently completed a 4 week course in a Residential Village in Exeter – facilitating Deaf awareness and basic communication issues of Deaf/ deafened residents. A greater understanding was achieved leading one member of staff to complete a Level 1 course in BSL. The group has supported several events n l Crediton offering free signed support at various events.(E.g. Town band at Christmas)</p> |       |  |      |  |        |   |             |  |       |  |  |  |
| <p>Which one of the following five areas <u>best</u> fits your group's area of interest?</p> | <table border="1"> <tr> <td>Sport</td> <td></td> </tr> <tr> <td>Arts</td> <td></td> </tr> <tr> <td>Health</td> <td>x</td> </tr> <tr> <td>Environment</td> <td></td> </tr> <tr> <td>Youth</td> <td></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Sport |  | Arts |  | Health | x | Environment |  | Youth |  |  |  |
| Sport                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |  |      |  |        |   |             |  |       |  |  |  |
| Arts                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |  |      |  |        |   |             |  |       |  |  |  |
| Health                                                                                       | x                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |  |      |  |        |   |             |  |       |  |  |  |
| Environment                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |  |      |  |        |   |             |  |       |  |  |  |
| Youth                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |  |      |  |        |   |             |  |       |  |  |  |
| <p>What is the name of the project/activity you are applying for?</p>                        | <p>Crediton BSL Outreach</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |  |      |  |        |   |             |  |       |  |  |  |
| <p>When will the project be started/finished?</p>                                            | <p>January 2026 as &amp; when events arise</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |  |      |  |        |   |             |  |       |  |  |  |

|                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 are particularly mindful that being deaf can also equate with being vulnerable and open to abuse or manipulation. Strong relationships are built making sure everyone is safe and feel at ease in the sessions.<br>Any special events will be assessed for risk. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please tell us about your project and how your project fits with these criteria  
(500 words maximum)

This new chapter/ project will look towards developing skills of those who wish to learn British Sign Language as a career progression toward becoming a skilled communicator. (Some members have already achieved BSL 1 & 2 Signature credited examinations. Two members are currently working towards BSL level 6 and hope to become qualified Interpreters.) British Sign Language is set to become a GCSE subject in 2026.

We continue to try and encourage those new or familiar with British Sign Language to bridge the gap between the deaf and hearing communities. Many people who are Deaf experience high levels of isolation, finding it difficult to mix with hearing people and therefore excluded from many everyday activities. For hearing people learning a new language is fun and rewarding and therefore these Conversation Cafes help to improve mental health for everyone.

Lesley Rogers has run many Introduction to BSL courses in Crediton, which have proved very popular and the Conversation Cafes with both Deaf and hearing people, promote and facilitate the on-going learning and plans to continue.

We have at least 8 local people who are Deaf who attend various Cafes, both as part of their own social life and because they see the benefit of inclusive groups, meeting new people and helping others improve their BSL. One young Crediton man has grown in confidence enormously and now assists at most of the courses, organises the monthly raffle, and has made many friends, meeting up with them socially or going to football with them.

We are looking to expand the remit of this group to further spread the awareness and number of people using BSL in Crediton and the surrounding areas. This would include going into schools for assemblies, running after-school classes for children, organising trips to other established Deaf clubs or deaf friendly events (e.g. Transport to the theatre where there is BSL interpretation), so people can learn the basics to communicate with those who are deaf, or if they are losing their hearing it enables them to communicate better. The main costs would be transport, resources, supplementing ticket costs, etc. Many Deaf people have huge anxieties about going out in public or using public transport and would not think to go to a theatre production or concert on their own.

## Financial information

|                                                                                                                           |                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the <b>total</b> cost for the project/activity?<br>(You may wish to include a budget breakdown where appropriate) | The cost of this project is unknown as it is a development project. We try to be as self-funding as possible, but we would greatly benefit from some funding to use as a start – up grant to expand this specific project.        |
| What is the amount of grant requested from Crediton Town Council?                                                         | £700                                                                                                                                                                                                                              |
| How much have you raised already?                                                                                         | This year we have raised about £1,000 through raffles and from donations from participants following free BSL Introduction classes. This money is used to ensure the ongoing charges for meet-up venues and refreshments are met. |
| Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)                                 | N/A                                                                                                                                                                                                                               |
| Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?               | No                                                                                                                                                                                                                                |

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

|                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 a) How many people will this project benefit? Anyone in the local area who accesses the groups/assemblies/events/courses, etc                                                                                                                                      |
| b) How many are involved in decision-making and ownership of this project? 3                                                                                                                                                                                         |
| c) Will your project encourage more Crediton residents to get involved? Yes                                                                                                                                                                                          |
| <p>If so, how?</p> <p>Advertising on social media, at courses and word of mouth will ensure people hear about it and it will especially appeal to anyone in the community with a desire to see better equality and diversity opportunities and inclusive groups.</p> |
| All are welcome to attend and introduction to BSL classes are ongoing so people can join in at any stage and will find others at a similar level to themselves                                                                                                       |
| 2. Are you partnering with other Crediton groups and, if not, could you consider doing so?                                                                                                                                                                           |
| We are quite specific so not a good fit for some groups although we are very happy to share BSL with them if they are interested and to work in schools, residential homes, Guides etc., to encourage new learners                                                   |
| 3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?                                                                                                                                          |
| There will be more groups that are inclusive and more people who have learnt enough BSL to communicate with deaf people                                                                                                                                              |

Over the past 3 years it has been running 2 people have gone onto study at university to become interpreters and the three groups now attract an average of 35+ people each month, with different people joining all the time.

4. Will your project continue after this grant is spent? If so, how will it be funded?

We will continue to do all we can to ensure the longevity of this project and self-fund where we can through raffles, homemade craft stalls and applying for grants

#### Declaration

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

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

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

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

Signature 1 (person submitting form)

*Chris Parsons*

Signature 2 (Chair or senior representative of the organisation)

***Lesley Rogers***

**Typed entries acceptable for email applications**

Date: 28.10.25

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

Email: [e.armitage@crediton.gov.uk](mailto:e.armitage@crediton.gov.uk)



## Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: [www.crediton.gov.uk](http://www.crediton.gov.uk)

**How to use this form:** this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

|                                                                                                   |                                                                                                               |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Name of organisation                                                                              | The Credition Heart Project                                                                                   |
| Name and address of the person making the application on behalf of the organisation               |                                                                                                               |
| Position held in organisation                                                                     |                                                                                                               |
| Telephone                                                                                         |                                                                                                               |
| Email                                                                                             |                                                                                                               |
| Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC? | <a href="https://www.facebook.com/CreditionHeartProject/">https://www.facebook.com/CreditionHeartProject/</a> |
| Bank details<br><br>If you are successful, payment will be made by BACS                           | Bank name<br>Sort Code<br>Account No                                                                          |

|                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                     |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?                                                                                                               | 2023 £1,000 for website, £2000 for the Flag project<br>2024 £1,000 for website, £2000 for Summer Festival                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |  |
| What are the aims of your organisation?                                                                                                                                                                        | <p>The Crediton Heart Project is a charity (reg no 1189549) working to improve facilities and increase opportunities for the residents of Crediton and the surrounding area. Our aim is to keep the heart in Crediton.</p> <p>We do this through our community website and by running an annual Summer Arts Festival. We also collaborate with local organisations, such as the Crediton Arts Centre, and support initiatives, such as the <a href="#">Kick Start Art</a> project for children. We have long term plans to develop a new community arts venue, with a flexible performance space and rooms for a variety of activities.</p> |                                                                                                                                                     |  |
| Which one of the following five areas <u>best</u> fits your group's area of interest?                                                                                                                          | Sport<br>Arts<br>Health<br>Environment<br>Youth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  |
| What is the name of the project/activity you are applying for?                                                                                                                                                 | The Crediton Heart Project community website<br><a href="https://www.creditonheartproject.org/">https://www.creditonheartproject.org/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |  |
| When will the project be started/finished?                                                                                                                                                                     | It is ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                     |  |
| 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) | Our Safeguarding Policy covers all aspects of our charity's work. We also have a Website Editorial Policy which provides guidance for contributors and users of our website to ensure they remain safe.                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                     |  |

Please tell us about your project and how your project fits with these criteria  
(500 words maximum)

A Town Council grant would contribute to the annual costs of maintaining and developing the [Crediton Heart Project](#) community website.

The website was launched as Crediton In & Around in April 2020 in response to the Covid-19 pandemic and has since become an invaluable resource for the Crediton area. This year we changed the name to Crediton Heart Project, to align the website more closely with our charity's other activities.

With its unique combination of listings, articles and What's On calendar, it aims to support our community and economy by promoting everything our beautiful and creative area has to offer both to local residents and to visitors from further afield.

The website, linked to lively social media channels (on [Facebook](#) and [Instagram](#)), is managed by volunteers, who gather, load and update content to ensure it remains engaging and relevant. We pay a monthly retainer to a professional website designer so that any technical problems can be quickly resolved. Using Google analytics, we regularly review how the website is being used and which pages are most popular. In response to this research, we have worked with the designer to adapt the site to make it easier to use and manage.

Our website fits with two of the Town Council's grant criteria.

**1. Provides a new or improves an existing asset or service which benefits a significant number of residents**

Our website and social media channels benefits the whole town by keeping local residents informed about our area, encouraging them to use local services and to take part in local events and activities.

**2. Enhances the profile and/or reputation of Crediton**

We provide the only website with the specific aim of promoting Crediton to residents and visitors to our town. From our analytics we know that the site is viewed by people all over the UK, promoting a positive image of what our town has to offer. Indeed we are sometimes contacted by people thinking of relocating to Crediton, wanting to know more about the area.

### Financial information

|                                                                                                                           |                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| What is the <b>total</b> cost for the project/activity?<br>(You may wish to include a budget breakdown where appropriate) | £1,150 (see attached budget)                                                           |
| What is the amount of grant requested from Crediton Town Council?                                                         | £700                                                                                   |
| How much have you raised already?                                                                                         | Nothing so far, but we have planned a fundraising Valentine's dance for February 2026. |
| Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)                                 | No                                                                                     |
| Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?               | No                                                                                     |

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

|                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 a) How many people will this project benefit?<br>About 2,000 people visit the website every month and our Facebook page has 2,300 followers.                                                                                                                |
| b) How many are involved in decision-making and ownership of this project?<br>The Heart Project has seven trustees who run the charity.                                                                                                                       |
| c) Will your project encourage more Crediton residents to get involved?<br>Yes                                                                                                                                                                                |
| If so, how? The aim of the website is to encourage engagement in all aspects of community life, whether that's by inviting groups to share details of their activities/services more widely or by encouraging individuals to participate in those activities. |
| 2. Are you partnering with other Crediton groups and, if not, could you consider doing so?<br>We are always keen to work in partnership with other groups. We don't have any partners in this particular project, but would certainly consider any offers.    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?                                                                                                                                                                                                                                                                                                                                 |
| We will measure our success in two ways. Firstly by the number of groups and individuals who regularly contact us requesting a listing for their event, activity or service. Secondly we will continue to monitor our analytics on a monthly basis, which shows the number of visitors to the site and which pages they are most interested in. For example, we know that our 'What's On' and our 'Venues to Hire' pages are consistently the most popular. |
| 4. Will your project continue after this grant is spent? If so, how will it be funded?                                                                                                                                                                                                                                                                                                                                                                      |
| We certainly hope the project will continue. However, as we want to ensure the site is as inclusive and comprehensive as possible we do not charge for listings. This means we will always rely on some grant funding to help cover our running costs.                                                                                                                                                                                                      |

#### Declaration

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 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 end your application by email.

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

Signature 1 (person submitting form)

Rosemary Stephenson (Chair)

Signature 2 (Chair or senior representative of the organisation)

Dennis Mardon (Treasurer)

**Typed entries acceptable for email applications**

Date: 9/10/25

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

# **THE CREDITON HEART PROJECT**

## **Annual Report and Financial Statements**

**For the Year Ended 31 March 2025**

The Old Vicarage  
Colebrooke  
Crediton, EX17 5JQ  
Charity Registration no. 1189549

# **THE CREDITON HEART PROJECT**

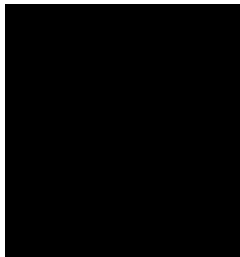
## **Annual Report and Financial Statements**

**For the Year Ended 31 March 2025**

### **Trustees**

Dennis Mardon  
Catherine Lock  
Eugene Mullan  
Hattie Booth  
John Bulford  
Paul Walker  
Rosemary Stephenson

### **Address**



### **Bankers**

Lloyds Bank  
Chelmsford Legg St OSC  
Legg Street  
Chelmsford  
Essex  
CM1 1JS

### **Independent Examiner**

Smarter Accounting  
Chartered Management Accountants  
138 High Street  
Crediton  
Devon  
EX17 3DX

# **The Crediton Heart Project**

## **Independent examiner's report to the members of The Crediton Heart Project**

I report to the trustees on my examination of the accounts of the above charity for the period ended 31<sup>st</sup> March 2025.

### **Responsibilities and basis of report**

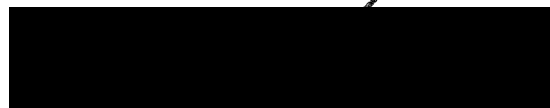
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

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

- a) to which gives me cause to believe that, in any material respect, the general requirements to keep accounting records in accordance with UK accounting principles have not been met
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Mr N Bishop  
Smarter Accounting  
138 High Street  
Crediton  
Devon  
EX17 3DX

# THE CREDITON HEART PROJECT

## Statement of Financial Activities

For the Year Ended 31 March 2025

|                                                        | 2025<br>£      | 2024<br>£     |
|--------------------------------------------------------|----------------|---------------|
| <b>Incoming resources</b>                              |                |               |
| Donations                                              | 710            | 68            |
| Website Income                                         | 1,000          | 1,750         |
| Gift Aid                                               | 9              | 41            |
| Art in the Park                                        | 14,020         | -             |
| Hub Feasibility Study                                  | 5,500          | -             |
| Spring Music Event                                     | 1,014          | -             |
| Summer Event                                           | 1,541          | 9,019         |
| Overhead Transfers                                     | 1,850          | 1,120         |
| Town Team Transfer                                     | -              | 3,911         |
| Crediton Flag Project                                  | 2,540          | 1,000         |
| Other Income                                           | 492            | -             |
| <b>Total incoming resources</b>                        | <b>28,676</b>  | <b>16,909</b> |
| <b>Resources expended</b>                              |                |               |
| Direct Charitable expenditure:                         |                |               |
| The Crediton Heart project operating expenditure       | 30,846         | 13,926        |
| <b>Total resources expended</b>                        | <b>30,846</b>  | <b>13,926</b> |
| <b>Net incoming/ (outgoing) resources for the year</b> | <b>(2,170)</b> | <b>2,983</b>  |
| Fund balances brought forward                          | 7,041          | 4,058         |
| <b>Fund balances carried forward</b>                   | <b>£4,871</b>  | <b>£7,041</b> |

# THE CREDITON HEART PROJECT

## Balance Sheet

As at 31 March 2025

|                                              | 2025                 | 2024                 |
|----------------------------------------------|----------------------|----------------------|
|                                              |                      |                      |
| <b>Current assets</b>                        |                      |                      |
| Debtors                                      | 121                  | 300                  |
| Bank Current accounts                        | 5,000                | 7,091                |
| Cash in hand                                 | -                    | -                    |
|                                              | <u>5,121</u>         | <u>7,391</u>         |
| <b>Less: current liabilities</b>             |                      |                      |
|                                              | <u>250</u>           | <u>350</u>           |
| <b>Net current assets</b>                    | <b>4,871</b>         | <b>7,041</b>         |
| <b>Total assets less current liabilities</b> | <b><u>£4,871</u></b> | <b><u>£7,041</u></b> |
|                                              |                      |                      |
| <b>Funds</b>                                 |                      |                      |
| General funds                                | 3,139                | 4,610                |
| Kick Start Art                               | (48)                 | -                    |
| Website/Social Media                         | 1,232                | 1,431                |
| Flag Project                                 | -                    | 1,000                |
| AP24/SE24                                    | 184                  | -                    |
| Spring Music Event                           | 364                  | -                    |
| <b>Total funds</b>                           | <b><u>£4,871</u></b> | <b><u>£7,041</u></b> |

The financial statements were approved by the Trustees on their behalf by:

and signed on

Dennis Mardon

# THE CREDITON HEART PROJECT

## Income & Expenditure Account

As at 31 March 2025

|                                | 2025<br>£     | 2024<br>£     |
|--------------------------------|---------------|---------------|
| <b>Income</b>                  |               |               |
| Donations                      | 710           | 68            |
| Gift Aid                       | 9             | 41            |
| Website                        | 1,000         | 1,750         |
| Art in the Park                | 14,020        | -             |
| Hub Feasibility Study          | 5,500         | -             |
| Spring Music Event             | 1,014         | -             |
| Summer Event                   | 1,541         | 9,019         |
| Overhead Transfers             | 1,850         | 1,120         |
| Town Team Transfer             | -             | 3,911         |
| Crediton Flag Project          | 2,540         | 1,000         |
| Other Income                   | 492           | -             |
| Total income                   | <u>28,676</u> | <u>16,909</u> |
| <b>Expenditure</b>             |               |               |
| Summer Event                   | 4,572         | 9,019         |
| Crediton Flag Project          | 3,240         | -             |
| Art in the Park                | 10,805        | -             |
| Spring Music Events            | 650           | -             |
| Hub Feasibility Grant          | 6,000         | -             |
| FP Overhead Fees               | <u>300</u>    | <u>-</u>      |
|                                | 25,567        | 9,019         |
| <i>Other operating costs</i>   |               |               |
| Meeting Expenses               | 87            | 30            |
| Insurance                      | 258           | 210           |
| Website Management             | 700           | 2,473         |
| Website Overhead               | 100           | -             |
| Social Media                   | 400           | 1,800         |
| Computer Software              | 340           | 226           |
| Accountancy                    | 250           | 168           |
| Kick Art Events                | 48            | -             |
| Grants to Other Organisations  | 2,500         | -             |
| Advertising & Marketing        | -             | -             |
| General Expenses               | <u>596</u>    | <u>0</u>      |
|                                | 5,279         | 4,907         |
| Total expenditure              | <u>30,846</u> | <u>13,926</u> |
| Surplus/(Deficit) for the year | <u>-2,170</u> | <u>2,983</u>  |



# The Crediton Heart Project

(A Charitable Incorporated Organisation Foundation Model)

## Constitution

### Date of constitution

25<sup>th</sup> March 2020

#### 1. Name

The Crediton Heart Project

2. Address of Principal Office



#### 3. Objects

To further or benefit the residents of Crediton and its surrounding villages without distinction of age, sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects, but not otherwise, the trustees shall have the power to establish, or secure the establishment, of a community centre and to maintain or manage or cooperate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

#### 4. Powers

The CHARITY has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CHARITY 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 CHARITY must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

(2) buy, take on lease or in exchange borrow, 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 CHARITY. In exercising this power, the CHARITY 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 CHARITY. The CHARITY may employ or remunerate a Trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to 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 CHARITY to be held in the name of a nominee, in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;

## **5. Application of income and property**

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

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

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

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

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

## **6. Benefits and payments to Trustees and connected persons**

(1) General provisions

No Trustee or connected person may:

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

(b) sell goods, services, or any interest in land to the CHARITY unless the transaction is approved by a majority of Trustees ;

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

(d) receive any other financial benefit from the CHARITY 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

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

(a) A Trustee or connected person may receive a benefit from the

CHARITY as a beneficiary of the CHARITY provided that a majority of the Trustees do not benefit in this way.

(b) A 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 CHARITY 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 Trustee or connected person may provide the CHARITY with goods that are not supplied in connection with services provided to the CHARITY by the Trustee or connected person.

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

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

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

**(3) Payment for supply of goods only – controls**

The CHARITY and its 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 CHARITY and the 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.

**(3) Payment for supply of goods only – controls**

The CHARITY and its 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 CHARITY and the 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.

## **7 Conflicts of interest and conflicts of loyalty**

A 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 CHARITY or in any transaction or arrangement entered into by the CHARITY which has not previously been declared; and

2) absent himself or herself from any discussions of the 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 CHARITY and any personal interest (including but not limited to any financial interest).

Any 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 Trustees on the matter.

## **8. Liability of members to contribute to the assets of the CHARITY if it is wound up**

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

## **9. Trustees**

### **(1) Functions and duties of Trustees**

The Trustees shall manage the affairs of the CHARITY and may for that purpose exercise all the powers of the CHARITY. It is the duty of each Trustee:

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

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

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

(ii) if he or she acts as a Trustee of the CHARITY 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 Trustee must be a natural person.
- (b) No individual may be appointed as a Trustee of the CHARITY:
  - 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 Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Trustees decide, his or her acceptance of the office of Trustee.

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

**(3) Number of Trustees**

- (a) There must be at least four Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the Trustees, or appoint a new Trustee.
- (b) There is no maximum number of Trustees that may be appointed to the CHARITY.

## **10. Appointment of Trustees**

- (1) Apart from the first Trustees, every Trustee must be appointed annually by a resolution passed at a properly convened meeting of the Trustees.
- (2) In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CHARITY.

## **11. Information for new Trustees**

The Trustees will make available to each new 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 CHARITY's latest Trustees' Annual Report and statement of accounts.

## **12. Retirement and removal of Trustees**

A Trustee ceases to hold office if he or she:

- (a) retires by notifying the CHARITY in writing (but only if enough 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 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 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 Trustee is eligible for reappointment.

### **13. Taking of decisions by Trustees**

Any decision may be taken either:

- (1) at a meeting of the Trustees; or
- (2) by resolution in writing [or electronic form] agreed by a majority of all of the 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 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 reasonably practicable to the same time, to all of the Trustees; and
- the majority of all of the 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 Trustees have previously resolved, and delivered to the CHARITY at its principal office or such other place as the Trustees may resolve [within 28 days of the circulation date].

### **14. Delegation by Trustees**

(1) The 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 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 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 Trustee;
- (b) the acts and proceedings of any committee must be brought to the attention of the Trustees as a whole as soon as is reasonably practicable;

and

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

## **15. Meetings of Trustees**

### **(1) Calling meetings**

(a) Any Trustee may call a meeting of the Trustees.

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

### **(2) Chairing of meetings**

The 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 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 Trustees, or the number nearest to one third of the total number of Trustees, whichever is greater, or such larger number as the Trustees may decide from time to time. A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

### **(4) Participation in meetings by electronic means**

(a) A meeting may be held by suitable electronic means agreed by the Trustees in which each participant may communicate with all the other participants.

(b) Any Trustee participating at a meeting by suitable electronic means agreed by the 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 CHARITY**

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

## **17. Informal or associate (non-voting) membership**

- (1) The 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 CHARITY**

- (1) Any decision to:
  - (a) amend the constitution of the CHARITY;
  - (b) amalgamate the CHARITY with, or transfer its undertaking to, one or more other CHARITYs, in accordance with the Charities Act 2011; or
  - (c) wind up or dissolve the CHARITY (including transferring its business to any other charity)

must be made by a resolution of the members of the CHARITY (rather than a resolution of the 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 CHARITY 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 CHARITY on the date when the proposal is first circulated.

## **19. General meetings of members**

### **(1) Calling of general meetings of members**

The Trustees may designate any of their meetings as a general meeting of the members of the CHARITY. 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 CHARITY as specified in clause [18] (Decisions which must be made by the members of the CHARITY

### **(2) Notice of general meetings of members**

- (a) The minimum period of notice required to hold a general meeting of the members of the CHARITY 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 CHARITY.
- (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

### **(4) Proxy voting**

(a) Any member of the CHARITY may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CHARITY. Proxies must be appointed by a notice in writing (a "proxy notice") which:

- (i) states the name and address of the member appointing the proxy;
- (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CHARITY may determine; and
- (iv) is delivered to the CHARITY in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.

(b) The CHARITY may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

(c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

(d) Unless a proxy notice indicates otherwise, it must be treated as:

- (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
- (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

(e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CHARITY by or on behalf of that member.

(f) An appointment under a proxy notice may be revoked by delivering to the CHARITY a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.

(g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

(h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(5) **Postal Voting**

(a) The CHARITY may, if the Trustees so decide, allow the members to vote by post or electronic mail ("email") to elect Trustees or to make a decision on any matter that is being decided at a general meeting of the members.

(b) The Trustees must appoint at least two persons independent of the CHARITY to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.

(c) If postal and/or email voting is to be allowed on a matter, the CHARITY must send to members of the CHARITY not less than [14] days before the deadline for receipt of votes cast in this way:

(i) a notice by email, if the member has agreed to receive notices in this way under clause [21] (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CHARITY, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;

(ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable

(d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for [name of CHARITY]', at the CHARITY's principal office or such other postal address as is specified in the voting procedure.

(e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.

(f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

(g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

(h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a Trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts

towards the quorum.

(i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature).

(j) For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

(j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

(k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

(l) Following the final declaration of the result of the vote, the scrutineers must provide to a Trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

(m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the Trustees, to consist of two Trustees and two persons independent of the CHARITY. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

## **20. Saving provisions**

(1) Subject to sub-clause (2) of this clause, all decisions of the Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a 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 Trustee and that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.

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

## **21 Execution of documents**

- (1) The CHARITY 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 Trustees.
- (3) If the CHARITY 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 Trustees or of a committee of Trustees duly authorised by the Trustees. The 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 Trustees.

## **22. Use of electronic communications**

- (1) General

The CHARITY 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 CHARITY

Any member or Trustee of the CHARITY may communicate electronically with the CHARITY to an address specified by the CHARITY for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CHARITY.

- (3) By the CHARITY

- (a) Any member or Trustee of the CHARITY, by providing the CHARITY with his or her email address or similar, is taken to have agreed to receive communications from the CHARITY in electronic form at that address, unless the member has indicated to the CHARITY his or her unwillingness to receive such communications in that form.
- (b) The 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 Trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and

(iii) submit any proposal to the Trustees for decision by written resolution or postal vote in accordance with the CHARITY's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or the provisions for postal voting

(c) The Trustees must –

(i) take reasonable steps to ensure that members and 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 Trustee who has not consented to receive communications in electronic form.

## **23. Keeping of Registers**

The CHARITY 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 Trustees.

## **24. Minutes**

The Trustees must keep minutes of all:

- (1) appointments of officers made by the Trustees;
- (2) proceedings at general meetings of the CHARITY;
- (3) meetings of the Trustees and committees of 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 Trustees otherwise than in meetings.

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

- (1) The 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 CHARITY, within 10 months of the financial year end.
- (2) The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CHARITY entered on the Central Register of Charities.

## **26. Rules**

The 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 CHARITY, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CHARITY on request.

## **27. Disputes**

If a dispute arises between members of the CHARITY 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 CHARITY; or
  - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CHARITY called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Trustees or members of the CHARITY or persons connected with them, requires the prior written consent of the CHARITY Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CHARITY'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 CHARITY may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CHARITY can only be made:
  - (a) at a general meeting of the members of the CHARITY 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: 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 CHARITY.

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

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

(b) If the resolution does not contain such a provision, the Trustees must decide how any remaining assets of the CHARITY 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 CHARITY

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

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

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

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

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

(b) the Trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CHARITY, and to any Trustee of the CHARITY who was not privy to the application.

(4) If the CHARITY 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 Trustee;
- (b) the spouse or civil partner of the Trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the Trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
  - (i) by the 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 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 the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

**“Trustee”** means a Trustee of the CHARITY.

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. |  |
| <b>►Name of Organisation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Credition Heart Project                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>►Contact Details:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Title (Mr/Mrs/Miss/Ms/Other) Mrs                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| First Names                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Position in Organisation                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Postcode                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Telephone Number                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Email Address                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>►Amount of Grant received:</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| £1000                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>►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.</b>                                                                                                                                                                                                                                               |  |



The grant has helped to cover the costs of maintaining and developing the [Credition In&Around](#) community website and social media channels. This included fees for hosting, technical support, insurance and 'add-ons', such as our What's On calendar.

This year we also used the grant to pay our designer to add a new section for ['Kick Start Art'](#), a new project involving termly art challenges for local children.

In response to feedback from our users, we took the decision to change the name of the website to 'Credition Heart Project', to align it more closely with our charity's other activities.

Our website benefits the whole town and its surrounding villages by keeping local residents and visitors informed about everything going on in our area, encouraging them to use local independent businesses and to take part in local events and activities.

**Please see overleaf**



# CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [reception@crediton.gov.uk](mailto:reception@crediton.gov.uk)

## ►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      Rosemary Stephenson

Date    30/9/25

This form must be returned to [e.armitage@crediton.gov.uk](mailto:e.armitage@crediton.gov.uk) no later than Friday 31<sup>st</sup> October 2025.



## Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: [www.crediton.gov.uk](http://www.crediton.gov.uk)

**How to use this form:** this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

|                                                                                                   |                                       |
|---------------------------------------------------------------------------------------------------|---------------------------------------|
| Name of organisation                                                                              | Credition and District Netball League |
| Name and address of the person making the application on behalf of the organisation               |                                       |
| Position held in organisation                                                                     |                                       |
| Telephone                                                                                         |                                       |
| Email                                                                                             |                                       |
| Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC? |                                       |
| Bank details<br><br>If you are successful, payment will be made by BACS                           | Bank name<br>Sort Code:<br>Account Nu |

|                                                                                                  |                                    |
|--------------------------------------------------------------------------------------------------|------------------------------------|
| Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for? | Yes<br>£300<br>Received 06/09/2024 |
|--------------------------------------------------------------------------------------------------|------------------------------------|

|                                                                |                                                                                                                                                                                                                                                                                                                               |       |   |      |  |        |  |             |  |       |  |  |  |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|------|--|--------|--|-------------|--|-------|--|--|--|
| What are the aims of your organisation?                        | <p><b>Develop a Safe, Professional Sporting Environment</b></p> <p><b>Support Skill Development and Pathways in Netball</b></p> <p><b>Grow and Sustain Participation</b></p> <p><b>Community Engagement and Inclusion</b></p> <p><b>Promote Women's Sport Locally</b></p> <p><b>Support Women's Health and Wellbeing.</b></p> |       |   |      |  |        |  |             |  |       |  |  |  |
|                                                                | <table border="1"> <tr> <td>Sport</td> <td>✓</td> </tr> <tr> <td>Arts</td> <td></td> </tr> <tr> <td>Health</td> <td></td> </tr> <tr> <td>Environment</td> <td></td> </tr> <tr> <td>Youth</td> <td></td> </tr> </table>                                                                                                        | Sport | ✓ | Arts |  | Health |  | Environment |  | Youth |  |  |  |
| Sport                                                          | ✓                                                                                                                                                                                                                                                                                                                             |       |   |      |  |        |  |             |  |       |  |  |  |
| Arts                                                           |                                                                                                                                                                                                                                                                                                                               |       |   |      |  |        |  |             |  |       |  |  |  |
| Health                                                         |                                                                                                                                                                                                                                                                                                                               |       |   |      |  |        |  |             |  |       |  |  |  |
| Environment                                                    |                                                                                                                                                                                                                                                                                                                               |       |   |      |  |        |  |             |  |       |  |  |  |
| Youth                                                          |                                                                                                                                                                                                                                                                                                                               |       |   |      |  |        |  |             |  |       |  |  |  |
| What is the name of the project/activity you are applying for? | Crediton and District Netball League Development Project                                                                                                                                                                                                                                                                      |       |   |      |  |        |  |             |  |       |  |  |  |
| When will the project be started/finished?                     | We envisage this project will continue and therefore currently we have no end date.                                                                                                                                                                                                                                           |       |   |      |  |        |  |             |  |       |  |  |  |

|                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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)</p> | <p><b>How will you keep participants in your project safe?</b></p> <p>Participant safety is a fundamental priority for our netball league, and we have robust measures in place to ensure all players, coaches, umpires, and volunteers are protected throughout our activities. This is supported by England Netball via Engage membership.</p> <p><b>1. Comprehensive Risk Assessments and Safe and Suitable Facilities</b></p> <p>Court hire partners are selected based on the safety and suitability of their facilities. Venues are checked for compliance with appropriate lighting, surface standards, and emergency access. Actioned by Lords Meadow Sports Centre.</p> <p><b>2. Safeguarding Policies and Procedures</b></p> <p>As a growing organisation, we are committed to maintaining strong safeguarding standards. We follow recognised safeguarding guidelines and ensure all committee members and volunteers understand their responsibilities. For roles involving young people or vulnerable adults, DBS checks are carried out where required.</p> <p><b>3. Qualified Coaches and Umpires</b></p> <p>By investing in training and accreditation for coaches and umpires, we ensure that sessions are delivered safely, consistently, and in line with national netball standards. Qualified officials are trained to recognise and respond appropriately to injuries, unsafe behaviours, and potential hazards.</p> <p><b>4. Participant Guidance and Communication</b></p> <p>Players receive clear information about match rules, code of conduct, injury reporting processes, and expectations for safe play. We promote a respectful and inclusive environment where wellbeing and fair play come first.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

I am writing on behalf of the local netball committee in my capacity as Treasurer to request funding support of £700 from the Town Council. This investment would play a vital role in strengthening our rapidly growing league and ensuring that we can continue to provide a safe, high-quality, and inclusive sporting environment for women and girls in our community.

Over recent seasons, interest in netball has increased substantially, reflecting the wider need for accessible physical activity opportunities that support women's health, confidence, and wellbeing. To sustain this growth and ensure the long-term success of the league, we now need to reinforce our operational foundations. Crediton netball league is going from strength to strength, having increased the league to 2 divisions, the only thing holding further development of size is the lack of umpires. Unfortunately the cost of putting yourself through the assessment puts many off, if we were able to offer to cover the costs of one person per team to get to INTO qualified level that would be a great help, but we need to also encourage umpires to continue their development to C award as each game MUST have a C Award umpire on court.

The funds requested would directly support the training and development of qualified umpires and coaches—both essential for delivering well-structured, safe, and competitive matches. Specifically, the funds would help cover court hire fees, coaching and umpiring time, and essential equipment needed to run these sessions effectively.

By investing in this programme, the Council would be directly supporting the promotion of women's sport, encouraging active lifestyles, fostering community engagement, and helping to build a strong pathway for players of all ages and abilities.

We are committed to providing an empowering and sustainable sporting environment, and this funding is critical to ensuring we can meet current demand and continue growing responsibly. We greatly appreciate your consideration and would welcome the opportunity to discuss the positive impact this support would have on local women's health and community sport.

INTO online course costs £45

INTO assessment £33

C award online course £50

C award assessment £70

We have 14 teams

$78 * 14 = 1,092$

6 C award umpire

$6 * 120 = 720$

£180 court hire

£160 umpires

£1092 into training

£720 c award

=2,152

### Financial information

|                                                                                                                           |                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the <b>total</b> cost for the project/activity?<br>(You may wish to include a budget breakdown where appropriate) | £2,152.00                                                                                                                                      |
| What is the amount of grant requested from Crediton Town Council?                                                         | £700                                                                                                                                           |
| How much have you raised already?                                                                                         | £300 received from the Town Council, which were received and used towards match balls along with a reserve remaining for this current project. |
| Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)                                 | na                                                                                                                                             |
| Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?               | We were declined funding from Sports England.                                                                                                  |

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit? How many people will this project benefit? Currently we have 14 teams, of which each team have an average of 8 players, equalling 112 people currently. The league are looking to expand and although the demand and interest is there, the infrastructure is yet to be improved, hence this project.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| b) How many are involved in decision-making and ownership of this project? Four, being the secretary, chair, treasurer and our lead umpire co-ordinator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| c) Will your project encourage more Crediton residents to get involved? Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| If so, how?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Our aims are to build a welcoming, inclusive sporting community that encourages participation from women of all ages, backgrounds, and experience levels, strengthening social connections and reducing barriers to sport. By championing netball as a leading women's sport in the area, raising visibility, this will increase opportunities, and inspire more women and girls to get active. We aim to do this by providing coaching evenings, free social introduction sessions, encouraging bring a friend days, along with increasing social media communication.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2. Are you partnering with other Crediton groups and, if not, could you consider doing so?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>We have recently secured sponsorship from several local companies to help cover the costs of our new scoreboards. In return, these businesses are promoted on match nights as well as across our social media platforms. As a sports league, we are always open to partnering with other local organisations where there is a mutually beneficial opportunity to do so.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>We will measure our success by tracking the number of participants who complete their umpiring qualifications, as well as the number of new teams entering the league.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4. Will your project continue after this grant is spent? If so, how will it be funded?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Yes, this project will continue, as one of our core aims is to provide accessible, enjoyable, and regular physical activity opportunities that support the physical, mental, and social wellbeing of women and girls in the local community.</p> <p>To maintain high standards and ensure our activities align with the latest England Netball guidance, we will continue to invest in the development of our umpires and coaches, as well as in securing appropriate and high-quality facilities. To continue expanding the league responsibly we need to ensure the operational foundations—training, facilities, equipment, and governance—are strong enough to support increased demand, therefore if the demand is there the project will have to continue.</p> <p>This will be funded by local sponsorships, fund raiser events and the support of the local community. Team entry fees cover the majority of the basic costs, however we try to keep these to a minimum to encourage participation.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Declaration

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 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 end your application by email.

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

Signature 1 (person submitting form)

Claire Carpenter

Signature 2 (Chair or senior representative of the organisation)

**Typed entries acceptable for email applications**

Date: 15.12.25

Please return your completed application form to: Crediton Town Council, Manor Office, 6 North Street, Crediton, EX17 2BT

Email: [e.armitage@crediton.gov.uk](mailto:e.armitage@crediton.gov.uk)

**Crediton and District Netball League Accounts**  
**Year ended 31 July 2025**  
**Income and Expenses**

|                                          | <u>2025</u>     | <u>2024</u>     | <u>2023</u>     |
|------------------------------------------|-----------------|-----------------|-----------------|
|                                          |                 | £               | £               |
| Opening balance (current a/c) £1,631.30  | 1,645.95        | 1,685.71        | 1,711.79        |
| Opening balance (reserve a/c) £14.65     |                 |                 |                 |
| <b>Income</b>                            |                 |                 |                 |
| Entry fees:                              |                 |                 |                 |
| Winter                                   | 1,980.00        | 1,840.00        | 1,520.00        |
| Interim                                  | 0.00            | 0.00            | 640.00          |
| Summer                                   | 960.00          | 565.00          | 520.00          |
| Welcome to netball session               | 57.22           |                 |                 |
| Fines                                    | 0.00            | 0.00            | 0.00            |
| Fundraising                              | 569.00          | 0.00            | 0.00            |
| Umpire Pot                               | 435.00          | 0.00            | 0.00            |
|                                          | <u>4,001.22</u> | <u>2,405.00</u> | <u>2,680.00</u> |
| <b>Other income</b>                      |                 |                 |                 |
| Bank interest                            | 0.20            | 0.24            | 0.00            |
|                                          | <u>0.20</u>     | <u>0.24</u>     | <u>0.00</u>     |
| <b>Gross Total Income</b>                | <u>4,001.42</u> | <u>2,405.24</u> | <u>2,680.00</u> |
| <b>Expenditure</b>                       |                 |                 |                 |
| Court Hire:                              |                 |                 |                 |
| Winter                                   | 1,618.70        | 1,679.02        | 1,278.96        |
| Interim                                  | 0.00            | 0.00            | 515.31          |
| Summer                                   | 681.20          | 442.58          | 515.31          |
| Welcome to netball session court fee     | 30.00           |                 |                 |
| PPS/First aid equipment                  | 0.00            | 0.00            | 20.40           |
| Match Balls                              | 216.95          | 213.40          | 263.52          |
| End of season presentation               | 377.82          | 0.00            | 100.00          |
| Room hire                                | 0.00            | 30.00           | 26.99           |
| Umpires                                  | 0.00            | 80.00           | 0.00            |
|                                          | <u>2,924.67</u> | <u>2,445.00</u> | <u>2,720.49</u> |
| <b>Other Expenses</b>                    |                 |                 |                 |
| Bank charges                             | 0.00            | 0.00            | 0.00            |
|                                          | <u>0.00</u>     | <u>0.00</u>     | <u>0.00</u>     |
| <b>Gross Total Expenditure</b>           | <u>2,924.67</u> | <u>2,445.00</u> | <u>2,720.49</u> |
| Net Profit                               | 1,076.75        | -39.76          | -40.49          |
| <br>                                     |                 |                 |                 |
| Bank Balance (current) as per 31.07.2025 | 2,780.58        | 1,631.30        | 1,671.30        |
| Bank Balance (reserve) as per 31.07.2025 | 14.85           | 14.65           |                 |
| Cash (Float for umpire fees)             | 0.00            | 0.00            |                 |
|                                          | <u>2,795.43</u> | <u>1,645.95</u> |                 |
| Closing Bank Balance and Net Profit      | 2,722.70        | 1,645.95        | 1,671.30        |
| Difference                               | 0.00            | 0.00            | 0.00            |
| <b>Debtor</b>                            |                 |                 |                 |
| Mid Devon Cr/Dr as per ledger            | -72.73          | 72.73           |                 |
|                                          | <u>-72.73</u>   | <u>72.73</u>    |                 |

Crediton and District Netball League Accounts  
Year ended 31 July 2025  
Analysis

| Date       | £      | Details             | Nominal |
|------------|--------|---------------------|---------|
| 23/07/2024 | 216.95 | Balls Sports direct | Balls   |
|            |        |                     |         |
|            | 216.95 |                     |         |

| Date       | £    | Details                           | Nominal               |
|------------|------|-----------------------------------|-----------------------|
| 30/08/2024 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 30/09/2024 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 31/10/2024 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 29/11/2024 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 31/12/2024 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 31/01/2025 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 28/02/2025 | 0.01 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 31/03/2025 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 30/04/2025 | 0.02 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 30/05/2025 | 0.01 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 30/06/2025 | 0.01 | Interest rec'd in the reserve a/c | Interest Income rec'd |
| 31/07/2025 | 0.01 | Interest rec'd in the reserve a/c | Interest Income rec'd |
|            | 0.20 |                                   |                       |

| Date       | £      | Details     | Nominal                              |
|------------|--------|-------------|--------------------------------------|
| 06/09/2024 | 300.00 | Town Concil | Grants                               |
| 27/08/2024 | 100.00 | EDCNA       | Winnings for balls                   |
| 07/07/2025 | 111.00 | Cash        | Raffle at end of season presentation |
| 07/07/2025 | 58.00  | Sum Up      | Raffle at end of season presentation |
|            |        |             |                                      |
|            |        |             |                                      |
|            |        |             |                                      |
|            |        |             |                                      |
|            |        |             |                                      |
|            |        |             |                                      |
|            |        |             |                                      |
|            | 569.00 |             |                                      |

| Date       | £        | Details   | Nominal           |
|------------|----------|-----------|-------------------|
| 14/11/2024 | 725.86   | Mid Devon | Winter Court Fees |
| 12/12/2024 | 241.96   | Mid Devon | Winter Court Fees |
| 13/01/2025 | 241.96   | Mid Devon | Winter Court Fees |
| 12/02/2025 | 241.96   | Mid Devon | Winter Court Fees |
| 12/03/2025 | 241.96   | Mid Devon | Winter Court Fees |
| 14/04/2025 | 241.96   | Mid Devon | Winter Court Fees |
| 29/04/2025 | 291.51   | Mid Devon | Winter Court Fees |
|            |          |           |                   |
|            | 2,227.17 | *         |                   |

|                                |            |
|--------------------------------|------------|
| Mid Devon Ledger               | £          |
| Winter League invoice 20039592 | 1,618.70   |
| Summer League invoice 40012139 | 681.20     |
| Total                          | 2,299.90 * |
| DIFFERENCE                     | 72.73      |
| Debtor From 2024               | 72.73      |

| Date       | £      | Details    | Nominal             |
|------------|--------|------------|---------------------|
| 01/04/2025 | 160.00 | Queens x 2 | Summer League Entry |
| 01/04/2025 | 80.00  | Bluebirds  | Summer League Entry |
| 01/04/2025 | 80.00  | Baller     | Summer League Entry |
| 26/03/2025 | 80.00  | Comets     | Summer League Entry |
| 24/03/2025 | 80.00  | Dynamos    | Summer League Entry |
| 20/03/2025 | 80.00  | Waie       | Summer League Entry |
| 20/03/2025 | 80.00  | Sirens     | Summer League Entry |
| 20/03/2025 | 80.00  | Foxes      | Summer League Entry |
| 17/03/2025 | 80.00  | Silverton  | Summer League Entry |
| 10/03/2025 | 80.00  | Wildcats   | Summer League Entry |
| 10/03/2025 | 80.00  | Panthers   | Summer League Entry |
|            | 960.00 |            |                     |

| Date       | £        | Details   | Nominal             |
|------------|----------|-----------|---------------------|
| 01/08/2024 | 165.00   | Silverton | Winter League Entry |
| 05/08/2024 | 165.00   | Wild Cats | Winter League Entry |
| 06/08/2024 | 165.00   | Panthers  | Winter League Entry |
| 09/08/2024 | 165.00   | Ballers   | Winter League Entry |
| 12/08/2024 | 165.00   | Dynamos   | Winter League Entry |
| 13/08/2024 | 165.00   | Bluebirds | Winter League Entry |
| 14/08/2024 | 165.00   | Waie      | Winter League Entry |
| 22/07/2024 | 330.00   | Queens    | Winter League Entry |
| 25/07/2024 | 165.00   | Comets    | Winter League Entry |
| 30/07/2024 | 165.00   | Foxes     | Winter League Entry |
| 31/07/2025 | 165.00   | Sirens    | Winter League Entry |
|            | 1,980.00 |           |                     |

| Date       | £       | Details | Nominal           |
|------------|---------|---------|-------------------|
| 04/04/2025 | 270.00  | Trish   | Umpire pot WINTER |
| 03/09/2024 | -240.00 | Float   | Umpire pot        |
| 03/09/2024 | 240.00  | Float   | Umpire pot        |
| 23/06/2025 | 165.00  | Trish   | Umpire pot SUMMER |
|            | 435.00  |         |                   |

| Mini Tournament | £            | Presentation evening   | £                                            |
|-----------------|--------------|------------------------|----------------------------------------------|
| Income          | 57.22        | <u>Expenses</u>        |                                              |
| Expense         | 30.00        | Ashtons                | 275.00                                       |
| <b>Profit</b>   | <b>27.22</b> | Awards                 | 36.97                                        |
|                 |              | Summer League Winners  | 17.85                                        |
|                 |              | POM & Umpires presents | 48.00                                        |
|                 |              |                        | <b>377.82 (paid to Trisha Vernon 7.7.25)</b> |

**Crediton and District Netball League Accounts**  
**Year ended 31 July 2025**  
**Treasurers report**

**Summary of accounts**

Balance as per the begining of reporting period   £   **1,645.95**

Income received as below

£400 Funding (being the Town Council and voucher won)  
£270 Umpire scheme  
£2,940 Team entry fees  
15 Pence on Interest   £   **3,610.15**

Savings made

£30 on room hire

The weather has been a little kinder (as have LMLC), therefore we havent been charged any cancelation fees for the season.

Expenses made

£2,299.90 LMLC Fees less £72.73 Debtor  
£180 End of season Event, Awards and Gifts (est)  
£216.95 Match Balls   £   2,696.85

**NET PROFIT   £   913.30**

Bank accounts £2,571.98

Cash for Umpire Scheme £240

Balance as per the end of reporting period 31.07.2025   £   2,811.98

Balance after estimated expenses processed   £   2,631.98  
**£   180.00**

**Profit analysis**

More game time and matches played within the same historic timeframes.

Less games called off due to the weather.

LMLC have been more kind and any games called off were not chargable.

The new resurfaced courts have given teams more faith to play when similar conditions in the past, would have forced the league to cancel the games.

Slight increase on entry fees.

**Funding**

As per last year, I believe that funding still stands as confirmed by Lisa Long (East Devon County) for those who complete CAT C awards. Foms were sent out last year, which would require completion and submission. **TBC**

I did apply for a grant from Mid Devon, however there were no funds available at the time, I can reapply again this year.

Unfortunately, Active Devon turned us down for funding.

Sponsorship - any ideas /thoughts how to make this work?  
Milk Factory

Are we looking at the running the mixed tournament next season?

**Other issues/questions**

Should we allocate the umpire scheme monies into the reserve bank account to keep it separate.

TO FINANLISE 31.7.2025

INTEREST

ESTIMATED COSTS

Forward notes:

ADD THE FUNDS RAISED FOR THE SCORE BOARDS - £50 x OSTEO AND PHYSIO/ASKGROVE/D  
NOTE ALL THE FEES RECEIVED 8/7/25 ONWARDS ARE FOR THE WINTER 2025 AND THEREFO

DOLPHIN ETC TO 2026 ACCOUNTS.  
RE IN THE 2026 ACCOUNTS



## Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: [www.crediton.gov.uk](http://www.crediton.gov.uk)

**How to use this form:** this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

|                                                                                                   |                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of organisation                                                                              | <b>NORTH CREEDY CHORAL SOCIETY</b>                                                                                                                                                                               |
| Name and address of the person making the application on behalf of the organisation               |                                                                                                                                                                                                                  |
| Position held in organisation                                                                     |                                                                                                                                                                                                                  |
| Telephone                                                                                         |                                                                                                                                                                                                                  |
| Email                                                                                             |                                                                                                                                                                                                                  |
| Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC? | Website: <a href="http://www.northcreedychoral.co.uk">www.northcreedychoral.co.uk</a><br>Facebook: <a href="https://www.facebook.com/groups/932757814539671">https://www.facebook.com/groups/932757814539671</a> |
| Bank details<br><br>If you are successful, payment will be made by BACS                           | Bank name:<br>Sort Code:<br>Account Number:                                                                                                                                                                      |

|                                                                                                  |                                                                     |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for? | We received a grant of £700 last year and £600 in the previous year |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What are the aims of your organisation? | The objects of the society shall be to advance, improve, develop and maintain public education in and appreciation of the art and science of choral music in all its aspects by the presentation of public choral concerts; and for the general purposes of such charitable bodies or for such other purposes as shall be exclusively charitable as the committee may from time to time decide. |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                       |             |   |  |
|---------------------------------------------------------------------------------------|-------------|---|--|
| Which one of the following five areas <u>best</u> fits your group's area of interest? | Sport       |   |  |
|                                                                                       | Arts        | ✓ |  |
|                                                                                       | Health      | ✓ |  |
|                                                                                       | Environment |   |  |
|                                                                                       | Youth       |   |  |

|                                                                |                                                                                                                       |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| What is the name of the project/activity you are applying for? | Spring Concert – Faure's Requiem & Mozart Coronation Mass<br>This will include a 'Come and Sing workshop' in February |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

|                                            |                                                       |
|--------------------------------------------|-------------------------------------------------------|
| When will the project be started/finished? | 6 <sup>th</sup> January – 18 <sup>th</sup> April 2026 |
|--------------------------------------------|-------------------------------------------------------|

|                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 agreed a Safeguarding Policy based on the recommendations of Making Music, with one of our Committee members, Steven Miller, appointed as our Safeguarding Officer. .<br>We have separate Risk Assessment policies for Concerts in Crediton Parish Church and rehearsals in the Boniface Centre. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please tell us about your project and how your project fits with these criteria  
(500 words maximum)

Following the success of last year's concert featuring Handel's Messiah, we have chosen to perform two very popular choral work, for our forthcoming Spring Concert in April this year. In addition to the concert in April, we will be holding a 'Come and Sing' – Faure Requiem Workshop in February. Given the fantastic response to last year's hugely successful Messiah Workshop, where more non-choir members took part than actual members, we believe this will encourage many more local residents to join the choir, and prove yet again to be a major draw for the public. In this respect we believe we go some way to fulfilling aspects of the Town Council's first criterion: to provide a new or improve an existing asset or service which benefits a significant number of residents.

Another significant aspect of the Choral Society's performance of major works, such as these, is the use of an orchestral accompaniment. Most choral societies and choirs only use a piano or organ to accompany the singers in their concerts. The use of of instrumentalist not only provides valuable employment to the performers, many of whom come from Crediton and its surroundings, but greatly enhances the experience for both the singers and the audience. Our Musical Director, Richard Stephens, always makes every effort to recruit local professional musicians for these performances. Although some of the soloists are recruited locally, for the major work such as Faure's Requiem, it is essential to employ professional soloists with a national and in some cases international reputation, thereby enhancing meeting the second criterion of enhancing the reputation and the profile of Crediton.

In keeping with the Town Council's third objective in the Strategic Plan: Building relationships, we strongly believe that participating in choral singing is hugely beneficial in developing and increasing health and well-being among the choral society's members, as well as the similar benefits provided to our audiences, the majority of whom are Crediton residents or live in villages in the Crediton area. Although the forthcoming Spring Concert is the main focus for our application, the benefit of the grant is also used to support the Christmas Concert in December, when the choir often mixes more recently composed works, or less familiar pieces, with traditional carols and audience participation.

### Financial information

|                                                                                                                           |                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the <b>total</b> cost for the project/activity?<br>(You may wish to include a budget breakdown where appropriate) | Spring Concert: £4729<br>Messiah Workshop: £711<br><b>Total: £5440</b><br><br><b>Budgets for Faure Requiem Workshop and Spring Concert attached</b> |
| What is the amount of grant requested from Crediton Town Council?                                                         | £700                                                                                                                                                |
| How much have you raised already?                                                                                         | Based on Spring Term 2025<br>Membership subscriptions anticipated: £2100<br>Bookings for Messiah Workshop so far: £495                              |
| Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)                                 | No                                                                                                                                                  |
| Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?               | No                                                                                                                                                  |

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

|                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 a) How many people will this project benefit? 75 singers and musicians; 150 audience                                                                                                                                                                                                                                                                                              |
| b) How many are involved in decision-making and ownership of this project? 10                                                                                                                                                                                                                                                                                                       |
| c) Will your project encourage more Crediton residents to get involved? Yes                                                                                                                                                                                                                                                                                                         |
| If so, how?                                                                                                                                                                                                                                                                                                                                                                         |
| Participation in the Faure Requiem Workshop and Spring Concert. Through publicity; Facebook; Crediton Courier; Crediton In and Around; word of mouth; etc.                                                                                                                                                                                                                          |
| 2. Are you partnering with other Crediton groups and, if not, could you consider doing so?                                                                                                                                                                                                                                                                                          |
| No, but we have been considering partnering with another choral society to enable us to tackle larger works, such as Verdi's Requiem. Unfortunately, Crediton doesn't at the moment have a venue large enough to be able to make this kind of collaboration feasible. Previous collaboration have involved a concert in Exeter Cathedral, but this is no longer financially viable. |

|                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                |
| 3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?                                                                                                                                                                    |
| We will have a clear measure of success in terms of new members joining the choir and numbers attending the workshop and Spring Concert. Also, we will welcome feedback from audience members.                                                                                                 |
| 4. Will your project continue after this grant is spent? If so, how will it be funded?                                                                                                                                                                                                         |
| As mentioned above, the forthcoming Spring Concert is the main focus for our application, the benefit of the grant will also be used to support the Christmas Concert in December, when the choir often mixes more recently composed works with traditional carols and audience participation. |

### Declaration

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 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 end your application by email.

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

Signature 1 (person submitting form)

*PF Cartwright*

Signature 2 (Chair or senior representative of the organisation)

*Susan K Moody - Chair*

**Typed entries acceptable for email applications**

Date: 14<sup>th</sup> January 2025

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

Email: [e.armitage@crediton.gov.uk](mailto:e.armitage@crediton.gov.uk)

**North Creedy Choral Society**  
(Registered Charity No: 1111442)

**Accounts for the year ended 15<sup>th</sup> May 2025.**

**Examiner's Certificate**

I have checked and agreed the attached accounts with the books and records produced and I certify that the accounts are in accordance therewith.



**J M BESKEEN, ACIB, ATT**  
Crediton

Dated: 19<sup>th</sup> June 2025

# North Creedy Choral Society Accounts May 2024 - May 2025

|                                                                      | 2024-25 |             | 2023-24 |             |
|----------------------------------------------------------------------|---------|-------------|---------|-------------|
|                                                                      | Income  | Expenditure | Income  | Expenditure |
| Expenditure carried over from 2023                                   |         |             |         |             |
| Orchestra                                                            |         |             |         | 455.00      |
| Hire of rehearsal premises                                           |         |             |         | 356.00      |
| Wine for Spring Concert 2023                                         |         |             |         | 82.08       |
| Carried forward from 23-24                                           |         |             |         |             |
| Sundry cash                                                          | 9.01    |             |         |             |
| Hire of Holy Cross for Spring Concert 2024                           |         | 240.00      |         |             |
| Printing (cheque 001000 for £15.80 not presented)                    |         |             |         |             |
| <b>RECEIPTS</b>                                                      |         |             |         |             |
| Subscriptions                                                        | 3403.40 |             | 2850.00 |             |
| Grants                                                               | 700.00  |             | 600.00  |             |
| Tax recovered (Gift Aid)                                             | 572.85  |             | 391.79  |             |
| December concert ticket sales                                        | 530.00  |             | 420.00  |             |
| Less Printing and publicity                                          |         | 39.27       |         | 112.42      |
| Soloists                                                             |         | 600.00      |         | 630.00      |
| Orchestra                                                            |         |             |         | 135.00      |
| Messiah Workshop booking fees (including score hire)                 | 773.01  |             |         |             |
| Less Workshop accompanist                                            |         | 175.00      |         |             |
| Musical Director                                                     |         | 150.00      |         |             |
| Spring concert ticket sales                                          | 1010.40 |             | 1460.00 |             |
| Less Printing and publicity                                          |         | 89.00       |         | 46.80       |
| Soloists                                                             |         | 775.00      |         | 950.00      |
| Orchestra                                                            |         | 1450.00     |         | 1875.00     |
| Donations (Cash donations + 2 x individual donations of £200 & £120) | 578.34  |             | 256.64  |             |
| <b>PAYMENTS</b>                                                      |         |             |         |             |
| Hire of Holy Cross                                                   |         | 681.00      |         |             |
| Hire of rehearsal premises                                           |         | 830.00      |         | 1069.00     |
| Music Hire                                                           |         | 180.40      |         | 323.20      |
| Making Music                                                         |         | 209.94      |         | 184.57      |
| Rehearsal Pianist                                                    |         | 875.00      |         | 650.00      |
| Wine etc., for concerts                                              |         | 190.15      |         | 225.69      |
| Website                                                              |         | 127.50      |         | 96.00       |
| AGM expenses                                                         |         | 20.00       |         | 20.00       |
| Stationery                                                           |         | 13.60       |         |             |
| Miscellaneous                                                        | 62.00   | 70.00       |         |             |
|                                                                      | 7639.01 | 6715.86     | 5978.43 | 7210.76     |
| Deficit/Surplus for year                                             |         | 923.15      |         | -1232.33    |

## North Creedy Choral Society

### Draft Budget for Faure Requiem Workshop – 7<sup>th</sup> February 2026

#### Income

|                                          | Draft      |
|------------------------------------------|------------|
| Ticket sales: Non-choir members £15 x 40 | 600        |
| Choir members £10 x 25                   | 250        |
| Music hire to non-members £3 x 20        | 60         |
| <b>Total</b>                             | <b>910</b> |

#### Expenditure

|                                              |            |
|----------------------------------------------|------------|
| Music Director                               | 150        |
| Accompanist fees 5 hours x £35               | 175        |
| Music hire                                   | 60         |
| Boniface Centre Hire 4 hours x £44           | 176        |
| Holy Cross Hire, licence, etc. 3 hours x £30 | 90         |
| Refreshments                                 | 25         |
| Publicity                                    | 50         |
| <b>Total</b>                                 | <b>726</b> |

|                |            |
|----------------|------------|
| <b>Balance</b> | <b>184</b> |
|----------------|------------|

## North Creedy Choral Society

### Revised Budget for 2025 Spring Concert

#### Income

|                                                         |      |
|---------------------------------------------------------|------|
| Balance from Faure Requiem Workshop                     | 243  |
| Membership subscriptions 35 x £60                       | 2100 |
| Reduced rate for people who join after Workshop 10 x 35 | 350  |
| Ticket sales 150 x £12                                  | 1800 |
| Town Council grant                                      | 700  |
| Donations                                               | 150  |

|              |             |
|--------------|-------------|
| <b>Total</b> | <b>5343</b> |
|--------------|-------------|

#### Expenditure

|                                               |      |
|-----------------------------------------------|------|
| Accompanist fees 13 x £35                     | 455  |
| Music hire                                    | 150  |
| Boniface Centre Hire 9 sessions x £44         | 396  |
| Holy Cross Hire, 3 x rehearsals, concert, etc | 425  |
| Concert refreshments                          | 100  |
| Publicity & Ticket printing                   | 128  |
| Soloists 4 x £300                             | 1200 |
| Instrumentalists 17 x £125                    | 2125 |

|              |             |
|--------------|-------------|
| <b>Total</b> | <b>4979</b> |
|--------------|-------------|

|                |            |
|----------------|------------|
| <b>Balance</b> | <b>364</b> |
|----------------|------------|





# NORTH CREEDY CHORAL SOCIETY CONSTITUTION



**1. Name**

The name of the Society shall be **North Creedy Choral Society**, hereinafter referred to as the Society.

**2. Objects**

The objects of the Society shall be to advance, improve, develop and maintain public education in and appreciation of the art and science of choral music in all its aspects by the presentation of public choral concerts; and for the general purposes of such charitable bodies or for such other purposes as shall be exclusively charitable as the Committee may from time to time decide.

**3. Membership**

Membership of the Society shall be open to any person interested in furthering the objects of the Society, and who has paid the sessional subscription at the appropriate rate or rates as shall be determined by the Committee.

Every member shall have one vote.

The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (i) the individual concerned if a member of the Committee and (ii) any member of the Committee making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

**4. Officers and Committee**

The management of the Society shall be in the hands of a Committee consisting of the following Officers; President, Chairman, Secretary, Treasurer, Librarian and not more than 6 other members. The Conductor may attend all Committee meetings except when his/her position is being considered. The Officers and other Committee members shall be elected by and out of the Society's members at the Annual General Meeting and be eligible for re-election.

**5. Management**

All the arrangements for the concerts and other events and the control of finance shall be in the hands of the Committee. Members may submit proposals in respect of works to be performed to the Secretary and all such proposals shall receive full consideration as regards the programme for each session. The final decision as to feasibility, suitability etc. shall rest with the Conductor and Committee.

**6. Powers**

In furtherance of the objects, but not otherwise, the Committee may exercise the following powers:

- (i) power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (iii) power, subject to any consents required by law, to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed;
- (iv) power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects;
- (v) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (vi) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (vii) power to appoint and constitute such advisory committees as the Committee may think fit;
- (viii) power to do all such other lawful things as are necessary for the achievement of the objects.

## **7. Meetings and Proceedings of the Committee**

- (i) The Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairman, or by any two members of the Committee, upon not less than four day's notice being given to the other members of the Committee of the matters to be discussed, but, if the matter includes the appointment of a co-opted member, then not less than twenty one days must be given.
- (ii) The Chairman shall act as chairman at meetings of the Committee. If the Chairman is absent from any meeting, the members of the Committee present shall choose one of their number to be chairman before any business is transacted.
- (iii) There shall be a quorum when at least one third of the number of members of the Committee for the time being, or three members of the Committee (whichever is the greater), are present at a meeting.
- (iv) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or casting vote.
- (v) The Committee shall keep minutes of the proceedings at meetings of the Committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
- (vi) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (vii) The Committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

## **8. Equal Opportunities**

No individual shall be excluded from membership of the Society or de-barred from any official capacity on the grounds of gender, race, colour, age, religion, sexual orientation, disability or political affiliation.

## **9. Finance**

- (i) The financial year shall end on 15<sup>th</sup> May.
- (ii) A banking account shall be opened in the name of the Society and cheques shall be signed by any two of the President, Chairman, Secretary, Treasurer.
- (iii) The Society shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.
- (iv) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.

## **10. Annual General Meeting**

Within 3 months of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least 21 days' notice in writing shall be given to all members. The Committee shall present to each AGM the report and accounts of the Society for the preceding year.

Nominations for election to the Committee must be made by members of the Society in writing and must be in the hands of the Secretary of the Committee before the AGM. Should nominations exceed vacancies, an election shall be held.

## **11. Special (Extraordinary) General Meeting**

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 21 days' notice in writing must be given to members, may be called for by the Committee or upon written request to the Secretary signed by at least six members of the Society. The notice must state the business to be discussed.

**12. Procedure at General Meetings**

The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Society.

There shall be a quorum when at least 10% of the members of the Society at the time or ten members, whichever is the greater, are present at any general meeting.

**13. Accounts**

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

**14. Alterations to the Constitution**

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members and provided that nothing therein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.

No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 9(iv) (distribution of assets), or clause 15 (dissolution) without the prior written consent of the Charity Commission.

The Committee shall send the Charity Commission a copy of any amendment made under this clause.

**15. Dissolution**

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



## Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, 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.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: [www.crediton.gov.uk](http://www.crediton.gov.uk)

**How to use this form:** this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

|                                                                                                   |                                                                                     |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Name of organisation                                                                              | Credition Community Bookshop Ltd T/A The Bookery                                    |
| Name and address of the person making the application on behalf of the organisation               | Dominic Myers, The Bookery, 21 High St, Credition, EX19 3 AH                        |
| Position held in organisation                                                                     | General Manager                                                                     |
| Telephone                                                                                         | [REDACTED]                                                                          |
| Email                                                                                             | [REDACTED]                                                                          |
| Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC? | <a href="https://facebook.com/thebookeryyhq">https://facebook.com/thebookeryyhq</a> |
| Bank details<br><br>If you are successful, payment will be made by BACS                           | Bank name [REDACTED]<br>Sort Code [REDACTED]<br>Account Number [REDACTED]           |

|                                                                                                  |                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for? | Yes- we received £1925 in April 2025 for our Warm Spaces-Soup & Stories grant application.<br>We received £ =2444.70 in April 2024 for the Playtime grant application |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| What are the aims of your organisation?                                                                                                                                                                   | The Bookery is a not-for-profit, community-owned bookshop and social enterprise in Crediton. Our mission is to build resilient, creative, and inclusive communities through books and storytelling. We address rural challenges such as low literacy, social isolation, and limited cultural opportunities—particularly for young children, older adults, and those experiencing loneliness. Our free outreach includes school-based literacy work, preschool arts and crafts, inclusive storytelling in our Warm Space, and reading activities for isolated older people in care homes and at home. Supported by 45+ volunteers and a small staff team, we provide a welcoming hub that fosters learning, wellbeing, and connection. |   |  |
| Which one of the following five areas <u>best</u> fits your group’s area of interest?                                                                                                                     | Sport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |  |
|                                                                                                                                                                                                           | Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 |  |
|                                                                                                                                                                                                           | Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |  |
|                                                                                                                                                                                                           | Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |  |
|                                                                                                                                                                                                           | Youth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |  |
| What is the name of the project/activity you are applying for?                                                                                                                                            | Lighting Enhancement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |  |
| When will the project be started/finished?                                                                                                                                                                | Commencing and finishing in early March 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |  |
| 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 | We will be carrying out risk assessments with KM Electrical before commencing any work. We will be doing at least some of the work outside of regular trading hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |  |

***Please tell us about your project and how your project fits with these criteria (500 words maximum)***

### **Project: Lighting Enhancement**

The Bookery is seeking support from Crediton Town Council to enhance the lighting in the bookshop, the community events room and the co-working hub space. This project will improve visibility for customers, increase sales on the High Street, and provide better and more welcoming facilities for the many community groups who use our space in the evenings and for our author events particularly in the winter months. Upgrading our lighting will directly strengthen our offer to residents and visitors, while supporting the aims and strategic priorities of the Town Council.

Over recent weeks, The Bookery has invested in expanding and modernising our shelving to create additional display capacity. This enables us to diversify the books and non-book items we stock, respond

to customer demand, and generate increased revenue to ensure the long-term sustainability of the bookshop. However, these new units—together with several areas of the shop—are currently insufficiently lit. Poor lighting restricts the visibility of stock, limits browsing confidence, and reduces the impact of our curated displays. As a result, the full benefit of our investment in new shelving cannot be realised without corresponding improvements to the lighting infrastructure.

The proposed project will install modern, energy-efficient lighting across key areas of the shop, including shelving, the central floor space, and in the community link room. This will create a brighter, more accessible environment that supports increased footfall, dwell time, and sales. For a High Street business operating as a social enterprise, these improvements are essential to maintaining resilience and ensuring we continue to serve local residents, families, and young people with high-quality cultural and educational opportunities.

Enhanced lighting will particularly improve provision for the many community groups who use our space after hours. These include book groups, arts and crafts sessions for families, Warm Space activities, training events, and gatherings hosted by local organisations. Better lighting will create a safer, more comfortable, and more flexible environment, enabling groups to operate confidently in the darker months and extend the range of activities we can support in the evenings. This meets CTC's aim of improving existing community assets and broadening public benefit for a significant number of local residents.

The project will also enhance Crediton's profile by strengthening one of its most distinctive cultural and community assets. Improving our physical environment demonstrates ongoing investment in the town centre and reinforces Crediton as a thriving, creative, community-led destination.

This project directly supports CTC's Strategic Plan by:

- Improving a key community asset used regularly by residents of all ages.
- Contributing to the vitality and economic resilience of the High Street.
- Strengthening opportunities for learning, wellbeing, and social connection.
- Creating an accessible, high-quality space for community groups and partnerships.

A grant from CTC would provide a significant contribution helping us to fund these essential improvements in early March 2026. This small-scale investment will have meaningful long-term benefits for local people and for Crediton's reputation as a vibrant, community-driven town centre.

Please tell us about your project and how your project fits with these criteria  
(500 words maximum)

### Financial information

|                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the <i>total</i> cost for the project/activity?<br>(You may wish to include a budget breakdown where appropriate) | The Total cost will be £3,150 – pls see KM Electrical quote. We have also a quote from Datel Electrical for £10,726 which was for a far more extensive lighting upgrade project. KM Electrical quote is for the priority lighting improvements required. KM Electrical provided and installed the heating upgrades we made at the beginning of last year that was a part of our Large Grants application to CTC at the beginning of 2025.                                                                                                                                                 |
| What is the amount of grant requested from Crediton Town Council?                                                         | We request a grant of £700 from CTC Small Grants, but if any additional discretionary monies can be provided, we would be most grateful.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| How much have you raised already?                                                                                         | We have not raised any monies to date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)                                 | No – none of the grant applications we have submitted to other potential providers are dependent on us securing funding from CTC.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?               | <p>We have applied to Mid Devon District Council Business Refresh Grant Scheme who have provided the funding that enabled us to extend the shelving within the shop. We have requested additional funding to contribute to the improved lighting. We expect to have an outcome by late January.</p> <p>We will be applying to the Crediton Rotary Club who have expressed a willingness to consider an application for capital expenditure.</p> <p>The Forte Charitable Fund Trustee Personal Nomination Grants Committee are considering our application on January 22<sup>nd</sup>.</p> |

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1 a) How many people will this project benefit?</b> The direct beneficiaries will be the community groups who use the link room in the evenings (approx 10-15 people per group x 25 evenings pa), plus the customers in the shop who will have an improved shopping experience. It will directly benefit our staff and retail volunteers in helping them to improve the merchandising of the books in the shop.</p>                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>b) How many are involved in decision-making and ownership of this project?</b> The General Manager, Bookshop Manager and Procurement &amp; Logistics Manager have been involved in identifying the shelving and additional lighting requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>c) Will your project encourage more Crediton residents to get involved?</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>If so, how?</b> We expect that the customers will experience a better shopping experience that will encourage them to visit more often that will help to enable The Bookery to continue and extend its community outreach work which directly benefits about 35 people per week. We would hope from the improvements that we are making that we may also attract additional volunteers to help us to extend our work.</p>                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>2. Are you partnering with other Crediton groups and, if not, could you consider doing so?</b></p> <p>We have been unsuccessful in securing a quotation from an electrician based in Crediton. We will continue to partner with The Turning Tides Project to help us deliver our Jam Babies and Soup &amp; Stories Warm Space outreach programmes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?</b></p> <p>We will measure success through a combination of practical outcomes and user feedback. Retail performance will be monitored through improved visibility of stock and the measuring the uplift in sales following installation. We will also gather feedback from community groups using the link room to assess improvements in comfort, visibility, and usability during evening sessions. Staff and volunteers will report on the effectiveness of the lighting for merchandising and event setup. Together, these measures will demonstrate whether the lighting upgrade has delivered the expected benefits for residents, customers, and community users.</p> |
| <p><b>4. Will your project continue after this grant is spent? If so, how will it be funded?</b></p> <p>Yes, the project will continue after the grant is spent. The lighting upgrade is a one-off capital improvement that will provide long-term benefits with minimal ongoing cost. Future maintenance and electricity costs will be met through our trading income and ongoing fundraising activity. The enhanced environment will also help strengthen the bookshop's financial resilience, supporting our ability to sustain and grow our community programmes into the future.</p>                                                                                                                                                                                                                       |

## Declaration

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 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 end your application by email.

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

Signature 1 (person submitting form)

Dominic CR Myers

Signature 2 (Chair or senior representative of the organisation)

Andrew Davey

### Typed entries acceptable for email applications

Date: 11 January 2026

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

Email: [e.armitage@crediton.gov.uk](mailto:e.armitage@crediton.gov.uk)

\*phone 03457 213 213

017920 PDOEA03-20251218-18468-002804

**MR D C R MYERS**

Credition Comm Book Shop

21 High Street

Credition

Devon

EX17 3AH



40400 B

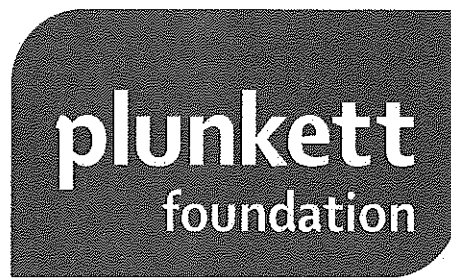
## Charity And Community Bank Account

| Summary                                                         | Date      | Description                           | Withdrawals | Deposits | Balance     |
|-----------------------------------------------------------------|-----------|---------------------------------------|-------------|----------|-------------|
| Account title<br>CREDITON COMM BK<br>SHOP LTD TA THE<br>BOOKERY | 11 DEC 25 | OPENING BALANCE                       |             |          | 19,415.48   |
|                                                                 | 11 DEC 25 | DEVON CC 2512095-393                  |             | 140.00   |             |
| 17 December 2025                                                | 11 DEC 25 | Paymentsense Limit DOJO11DECLOC000001 |             | 964.42   | 20,519.90   |
|                                                                 | 12 DEC 25 | 2986 FACEBK *F4NXK                    | 2.00        |          |             |
|                                                                 | 12 DEC 25 | 2986 FACEBK *AW7EL                    | 2.25        |          |             |
|                                                                 | 12 DEC 25 | CISCO CISCO ENGLISHCLASS              |             | 15.00    |             |
|                                                                 | 12 DEC 25 | Stripe Payments UK STRIPE             |             | 16.04    |             |
|                                                                 | 12 DEC 25 | Paymentsense Limit DOJO12DECLOC000001 |             | 1,773.71 | 22,320.40   |
| Statement number<br>661                                         | 15 DEC 25 | 2986 FACEBK *FUFDM                    | 2.31        |          |             |
|                                                                 | 15 DEC 25 | 2986 AMZNMktplace*                    | 6.99        |          |             |
| Page number<br>1 of 1                                           | 15 DEC 25 | 7106 BREATHEHR                        | 26.40       |          |             |
|                                                                 | 15 DEC 25 | DD BOOK TOKENS LTD 5030676667994      | 212.38      |          |             |
| Statement opening balance<br>19,415.48                          | 15 DEC 25 | DD MDDC DIRECT DEBITS 1240631         | 26.00       |          |             |
|                                                                 | 15 DEC 25 | PAYPAL PPWDL55G2222324NNVY            |             | 113.19   |             |
| Total withdrawals<br>594.21                                     | 15 DEC 25 | Paymentsense Limit DOJO13DECLOC000001 |             | 1,809.47 |             |
|                                                                 | 15 DEC 25 | Paymentsense Limit DOJO14DECLOC000001 |             | 3,009.15 | 26,978.13   |
| Total deposits<br>10,402.60                                     | 16 DEC 25 | DD OCTOPUS ENERGY A-AAC7CE5C-001      | 137.00      |          |             |
|                                                                 | 16 DEC 25 | PO CREDIT                             |             | 740.00   |             |
| Statement closing balance<br>29,223.87 S                        | 16 DEC 25 | Stripe Payments UK STRIPE             |             | 62.35    |             |
|                                                                 | 16 DEC 25 | DEVON CC 2512122-91                   |             | 180.00   |             |
| International Bank<br>Account Number<br>GB71 CPBK 0             | 16 DEC 25 | Paymentsense Limit DOJO16DECLOC000001 |             | 1,516.92 | 29,340.40   |
|                                                                 | 17 DEC 25 | 7106 MSFT * E0500Y                    | 7.44        |          |             |
| Bank Identifi                                                   | 17 DEC 25 | 7106 MSFT * E0500Y                    | 46.08       |          |             |
|                                                                 | 17 DEC 25 | 7106 MICROSOFT PAY                    | 55.20       |          |             |
|                                                                 | 17 DEC 25 | DD BT GROUP PLC GP01328258-000010     | 70.16       |          |             |
|                                                                 | 17 DEC 25 | Stripe Payments UK STRIPE             |             | 62.35    | 29,223.87 S |
| Statement closing balance                                       |           |                                       |             |          | 29,223.87 S |

Deposits\* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

\*For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

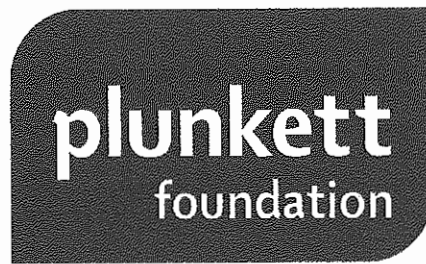
Abbreviations: S Sub Total (Intermediate Balance) OD Overdrawn Balance OD/S Overdrawn Intermediate Balance NSTF Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.



# **MODEL RULES FOR COMMUNITY OWNERSHIP**

**The Crediton Community Bookshop Limited**

**RULES SPONSORED BY  
THE PLUNKETT FOUNDATION**



# **Plunkett Foundation**

## **Model Rules for Community Ownership**

Rules sponsored by the Plunkett Foundation

Cobbetts LLP  
58 Mosley Street  
Manchester  
M2 3HZ

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## INTRODUCING THE SOCIETY AND THE RULES

### Name

- 1.1 The society is called The Crediton Community Bookshop Ltd. and it is called "the Society" in these Rules.

### Registration

- 1.2 The Society is registered under the law as a society for the benefit of the community with the **Financial Services Authority**. Its registered office is [REDACTED] 100 High Street, Crediton, Devon, EX17 3LF

### Why the Society exists

- 1.3 The Society exists in order to carry on business for the benefit of the community. This is the Society's Purpose.

### Commitments

- 1.4 The Society is committed to:
- 1.4.1 trading for the benefit of the community, and not for anyone's private benefit;
  - 1.4.2 retaining profits and applying them to achieve the Society's Purpose.

### Governing documents

- 1.5 These Rules set out the way in which the Society is owned, organised and governed.
- 1.6 In addition to the Rules, the Management Committee may make other provisions concerning how the Society operates, such as a code of conduct for the Management Committee. Such provisions must not be inconsistent with the Rules.
- 1.7 In the Rules
- 1.7.1 words starting with a capital letter (like Rules) refer to something specific, and the Appendix at the end of the Rules identifies the rule which makes this apparent; and
  - 1.7.2 words which are highlighted in italics (like **partner**) have a special meaning and the Appendix lists all of these words and explains what they mean.

## 2 GOVERNANCE

### Overview

2.1 The Society has Members, a Management Committee, and a Secretary.

### Members

2.2 Membership is the means by which the Society is owned by the community. Membership provides Members with access to information, a voice in the Society, and the opportunity to be elected to a representative role in its governance.

#### Information

2.3 Members are entitled to receive information about the Society and its business, as provided in the Rules.

#### Voice

2.4 Members have a voice in the Society's affairs as provided in the Rules, by

2.4.1 attending, speaking and submitting motions to be considered at Members Meetings;

2.4.2 voting at Members Meetings;

2.4.3 electing representatives to the Management Committee.

#### Representation

2.5 Subject to qualification criteria, Members may stand for election to the Management Committee.

### Management Committee

2.6 Subject to the Rules, the Management Committee manages the affairs of the Society and may exercise all of its powers.

2.7 The Management Committee is collectively responsible for everything done by or in the name of the Society, but on that basis it may

2.7.1 employ a manager or any other staff it considers to be necessary and appropriate;

2.7.2 delegate to any employee responsibility for day-to-day management of some or all of the Society's business;

2.7.3 authorise members of the Management Committee to deal with specific matters;

2.7.4 make use of the services of volunteers.

2.8 The Management Committee may, with the approval of a resolution of the Members at a Members Meeting, arrange for the management of the business of the Society to be carried out by a third party.

### Secretary

2.9 The Secretary is secretary to the Society, and acts as secretary to the Management Committee.

### 3 MEMBERS

- 3.1 The Society shall encourage people to become Members, and to that end, the Management Committee shall
- 3.1.1 maintain a Membership Strategy for that purpose;
  - 3.1.2 report to the Members at the Annual Members Meeting on the state of the Society's membership and on the Membership Strategy.
- 3.2 The Members of the Society are those whose names are listed in its Register of Members.
- 3.3 Membership is open to any person (whether an individual, a corporate body or the nominee of an unincorporated organisation) who completes an application for membership in the form required by the Management Committee and:
- 3.3.1 is over 18 years of age;
  - 3.3.2 supports the Society's Purpose;
  - 3.3.3 pays for the minimum number of shares required by the Rules;
  - 3.3.4 agrees to pay an annual subscription (if there is one); and
  - 3.3.5 whose application is accepted by the Management Committee.
- 3.4 The Management Committee may refuse any application for membership at its absolute discretion.
- 3.5 A Member which is a corporate body shall appoint a representative to attend Members Meetings on its behalf, and otherwise to take part in the affairs of the Society. Such appointment shall be made in writing, signed on behalf of the governing body of the corporate body.
- 3.6 The Management Committee may divide Members into constituencies, based on geography, the nature of their interest in the society, or any other relevant factor. If Members are divided into constituencies:
- 3.6.1 the Members in each constituency will be able to elect at least one representative from amongst their number to the Management Committee;
  - 3.6.2 no person may be a Member within more than one constituency; and
  - 3.6.3 the Secretary shall make any final decision about the constituency which a Member belongs to.

#### **Cessation of Membership**

- 3.7 A person ceases to be a Member of the Society in the following circumstances:
- 3.7.1 they resign in writing to the Secretary;
  - 3.7.2 being an individual, they die;
  - 3.7.3 being a corporate body, they cease to exist;
  - 3.7.4 being a nominee of an unincorporated organisation, the organisation replaces them as its nominee;
  - 3.7.5 they are expelled from membership under the Rules;
  - 3.7.6 the Secretary removes them from the Register of Members, after completing procedures approved by the Management Committee on the grounds that:
    - 3.7.6.1 the Society has lost contact with the Member; or
    - 3.7.6.2 the person no longer wishes to continue to be a Member.

- 3.8 A Member may be expelled by a resolution approved by not less than two-thirds of the members of the Management Committee present and voting at a Management Committee Meeting. The following procedure is to be adopted.
- 3.8.1 Any Member may complain to the Secretary that another Member has acted in a way detrimental to the interests of the Society.
  - 3.8.2 If a complaint is made, the Management Committee may itself consider the complaint having taken such steps as it considers appropriate to ensure that each Member's point of view is heard and may either:
    - 3.8.2.1 dismiss the complaint and take no further action; or
    - 3.8.2.2 for a period not exceeding twelve months suspend the rights of the Member complained of to attend Members Meetings and vote under the Rules;
    - 3.8.2.3 arrange for a resolution to expel the Member complained of to be considered at the next Management Committee Meeting.
  - 3.8.3 If a resolution to expel a member is to be considered at a Management Committee Meeting, details of the complaint must be sent to the Member complained of not less than one calendar month before the meeting with an invitation to answer the complaint and attend the meeting.
  - 3.8.4 At the meeting the Management Committee will consider evidence in support of the complaint and such evidence as the Member complained of may wish to place before them.
  - 3.8.5 If the Member complained of fails to attend the meeting without due cause, the meeting may proceed in their absence.
  - 3.8.6 A person expelled from membership will cease to be a member upon the declaration by the chair of the meeting that the resolution to expel them is carried.
- 3.9 No person who has been expelled from membership is to be re-admitted except by a resolution carried by the votes of two-thirds of the members of the Management Committee present and voting at a Management Committee Meeting.

## **4 MEMBERS MEETINGS**

- 4.1 Every year, the Society shall hold an Annual Members Meeting, within six months of the close of the financial year.
- 4.2 Any other Members Meetings are Special Members Meetings.
- 4.3 The Management Committee (except where otherwise provided in the Rules) convenes Members Meetings, and decides the date, time and place of any Members Meeting and of any adjourned meeting.

### **Annual Members Meeting**

- 4.4 The functions of the Annual Members Meeting shall include:
  - 4.4.1 receiving from the Management Committee the Annual Accounts for the previous financial year; a report on the Society's performance in the previous year, and plans for the current year and the next year;
  - 4.4.2 receiving from the Management Committee a report on the state of the membership and the Membership Strategy;
  - 4.4.3 appointing any financial Auditors, and external Auditors of any other aspect of the performance of the Society;
  - 4.4.4 declaring the results of elections of those who are to serve on the Management Committee.

### **Special Members Meetings**

- 4.5 Special meetings are to be convened by the Secretary either by order of the Management Committee, or if a written requisition signed by not less than 12 Members or 10% of all Members (whichever is less) is delivered, addressed to the Secretary, at the Society's registered office.
- 4.6 Any requisition must state the purpose for which the meeting is to be convened. If the Secretary is not within the United Kingdom or is unwilling to convene a special meeting, any member of the Management Committee may convene a Members' meeting.
- 4.7 A special meeting called in response to a Members' requisition must be held within 28 days of the date on which the requisition is delivered to the registered office. The meeting is not to transact any business other than that set out in the requisition and the notice convening the meeting.

### **Notice of Society General Meetings**

- 4.8 Notice of a Members Meeting is to be given at least 14 clear days before the date of the meeting, by notice prominently displayed at the registered office, all of the Society's places of business, and such other places as the Management Committee decides.
- 4.9 The notice must state whether the meeting is an Annual Members Meeting or Special Members Meeting, give the time, date and place of the meeting, and set out the business to be dealt with at the meeting.

### **Procedure at Members Meetings**

- 4.10 Members Meetings are open to all Members. The Management Committee may invite particular individuals or representatives of particular organisations to attend a Members Meeting.
- 4.11 Before a Members Meeting can do business, a minimum number of Members (a quorum) must be present. Except where these Rules say otherwise a quorum is present if 5 Members or 10% of the Members entitled to vote at the meeting (whichever is greater) are present.

- 4.12 If no quorum is present within half an hour of the time fixed for the start of the meeting, the meeting shall be dissolved if it has been requisitioned by the Members. Any other meeting shall stand adjourned to the same day in the next week, at the same time and place, or to such time and place as the Management Committee determine. If a quorum is not present within half an hour of the time fixed for the start of the adjourned meeting, the number of Members present during the meeting is to be a quorum.
- 4.13 The Chair, or in their absence another member of the Management Committee (to be decided by the members of the Management Committee present), shall chair a Members Meetings. If neither the Chair nor any other member of the Management Committee is present, the Members present shall elect one of their number to be chair.
- 4.14 The Chair may, with the consent of the meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place. But no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. No notice of an adjourned meeting needs to be given unless the adjournment is for 21 days or more.

#### **Voting at Members Meetings**

- 4.15 Subject to these Rules and to any Act of Parliament, a resolution put to the vote at a Members Meeting shall, except where a poll is demanded or directed, be decided upon by a show of hands.
- 4.16 The Management Committee may introduce arrangements for Members to vote by post, or by using electronic communications.
- 4.17 On a show of hands and on a poll, every Member present is to have one vote. Where postal or electronic voting arrangements have been introduced, every Member who has voted by such method shall also have one vote. In the case of an equality of votes, the Chair of the meeting is to have a second or casting vote.
- 4.18 Unless a poll is demanded, the Chair of the meeting will declare the result of any vote, which will be entered in the minute book. The minute book will be conclusive evidence of the result of the vote.
- 4.19 A poll may be directed by the Chair of the meeting or demanded, either before or immediately after a vote by show of hands, by not less than one-tenth of the Members present at the meeting. The chair of the meeting shall decide how a poll is taken.
- 4.20 Unless these Rules or an Act of Parliament say otherwise, all resolutions are to be decided by a simple majority of the votes cast.
- 4.21 A resolution in writing signed by all the Members for the time being entitled to vote at a Members Meeting shall be valid and effective as if it had been passed at a Members Meeting duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more Members.

## **MANAGEMENT COMMITTEE**

### **Composition of the Management Committee**

- 5.1 The Management Committee shall comprise not less than 4 and not more than 12 persons, who shall mainly be elected by and from the Members. Not more than one quarter of the Management Committee may comprise persons co-opted by the Management Committee.
- 5.2 If Members are divided into constituencies, the Management Committee shall include persons elected by and from the Members in each constituency, and the Management Committee shall strive to ensure that its composition appropriately reflects the various constituencies.
- 5.3 If the size of the Management Committee falls below 4, it may act for the purpose of calling a Members Meeting the business of which shall include the election of new members to the Management Committee, but not for any other purpose.

### **Elections, appointments and removals**

- 5.4 Elected members of the Management Committee hold office for a period commencing immediately after the Members Meeting at which their election is declared, and ending at the conclusion of the third Annual Members Meeting after that.
- 5.5 Co-opted members of the Management Committee serve until the next Annual Members Meeting.
- 5.6 A person retiring from office shall be eligible for re-election or re-appointment.
- 5.7 Elections shall be carried out in accordance with procedures determined by the Management Committee.
- 5.8 Only a Member over the statutory minimum age may be elected or appointed to serve on the Management Committee.
- 5.9 The Management Committee will adopt a code of conduct, and every member of the Management Committee must comply with the terms of such code of conduct.
- 5.10 A member of the Management Committee shall immediately vacate their office if they:
  - 5.10.1 resign their office in writing to the Secretary;
  - 5.10.2 cease to be a Member;
  - 5.10.3 become bankrupt or subject to a disqualification order made under the Company Directors Disqualification Act 1986
  - 5.10.4 are removed from office by a resolution passed by a two-thirds majority of those voting at a meeting of the Management Committee, on the grounds that in the opinion of the Management Committee, they are in serious breach of the Management Committee's code of conduct and it is not in the interests of the Society that they should continue in office.
- 5.11 The Management Committee shall elect from amongst themselves a Chair, a Vice-Chair, and a Treasurer. These officers shall have such functions as the Rules or the Management Committee specify, and they shall serve until they are removed or replaced by the Management Committee, or until they resign.

### **Meetings of the Management Committee**

- 5.12 The Management Committee shall hold such meetings as it considers appropriate to discharge its roles and responsibilities.
- 5.13 Every meeting of the Management Committee shall be chaired by the Chair, or in their absence the Vice-Chair, or in their absence another member of the Management Committee chosen by those present.
- 5.14 Three members of the Management Committee shall comprise a quorum.

- 5.15 Members of the Management Committee may be counted in the quorum, participate in and vote at meetings of the Management Committee by telephone, video or other electronic means.
- 5.16 Unless the Rules provide otherwise, every question at meetings of the Management Committee shall be decided by a majority of votes. Each member of the Management Committee shall have one vote, and in the event of a tied vote, the chair of the meeting shall have a second or casting vote.
- 5.17 A resolution signed by all the members of the Management Committee has the same effect as a resolution validly passed at a meeting of the Management Committee. Each member of the Management Committee may sign a separate copy of the resolution and send a signed copy to the Secretary by email or other electronic means.

#### **Disclosure of Interests**

- 5.18 A member of the Management Committee shall declare an interest and shall not vote in respect of any matter in which they, or their spouse or **partner**, have a personal financial or other material interest. If they do vote, their vote shall not be counted.

#### **Remuneration**

- 5.19 Members of the Management Committee are not entitled to any remuneration, but they may be reimbursed for reasonable expenses incurred in connection with the Society's business.

#### **Secretary**

- 5.20 The Management Committee appoints and may remove the Secretary, and decides the terms of the appointment and whether any remuneration is to be paid.
- 5.21 A person does not have to be a Member in order to be appointed Secretary, and a member of the Management Committee may be appointed Secretary. However a person employed to carry out other services may not be appointed Secretary.
- 5.22 The Secretary
- 5.22.1 has the functions set out in the Rules and any other functions which the Management Committee assigns;
  - 5.22.2 acts as Returning Officer at and is responsible for the conduct of all elections described in the Rules;
  - 5.22.3 has absolute discretion to decide any issue or question which the Rules require the Secretary to decide.

**REPORTING****Preparation of Accounts**

- 6.1 In respect of each year of account, the Management Committee shall cause Annual Accounts to be prepared which shall include:
- 6.1.1 a revenue account or revenue accounts which singly or together deal with the affairs of the Society as a whole for that year and which give a true and fair view of the income and expenditure of the Society for that year; and
  - 6.1.2 a balance sheet giving a true and fair view as at the date thereof of the state of the affairs of the Society.

**Auditors and Audit**

- 6.2 At each Annual Members Meeting where, as a result of the provisions of the Deregulation (Industrial and Provident Societies) Order 1996, the Society has the power to decide not to appoint an Auditor or Auditors to audit its Annual Accounts, a resolution shall be put to the Members to decide whether or not they wish to exercise the power.
- 6.3 Where required by law or the decision of the Members, the Society shall appoint in each year a qualified Auditor or Auditors to be the Auditors, and the following provisions shall apply to them.
- 6.3.1 The accounts of the Society for that year shall be submitted to them for audit as required by the law.
  - 6.3.2 They shall have all the rights and duties in relation to notice of, and attendance and right of audience at Members Meetings, access to books, the supply of information, reporting on accounts and otherwise, as are provided by the law.
  - 6.3.3 Except where provided in the Rules, they are appointed by the Annual Members Meeting, and the provisions of the law shall apply to the re-appointment and removal and to any resolution removing, or appointing another person in their place.
  - 6.3.4 Their remuneration shall be fixed by the Annual Members Meeting or in such way as it decides.
- 6.4 The Management Committee may fill any casual vacancy in the office of Auditor until the next following Members Meeting.

**Presentation of Accounts**

- 6.5 The Management Committee shall present the Annual Accounts and reports of the business and affairs of the Society to the Annual Members Meetings.
- 6.6 The Management Committee shall lay Annual Accounts before the Annual Members Meeting showing respectively the income and expenditure for and the state of the affairs of the Society as at the end of the Society's most recent financial year (or of such other period as the Management Committee may decide).

**Publication of Accounts and Balance Sheets**

- 6.7 Subject to the law, the Management Committee must not cause to be published any revenue account or balance sheet unless it has previously been audited by the Auditors. Every revenue account and balance sheet published must be signed by the Secretary and by two Directors acting on behalf of the Management Committee.

**Copy of Balance Sheet to be Displayed**

- 6.8 The Society must keep a copy of the last balance sheet for the time being, together with the report of the Auditors, always displayed in a conspicuous place at its registered office.

### **Annual Return to be sent to Financial Services Authority**

6.9 The Society must, within the time allowed by legislation in each year, send to the **Financial Services Authority** a general statement in the prescribed form, called the annual return, relating to its affairs during the period covered by the return, together with a copy of:

6.9.1 the Society's financial statements for the period included in the return; and

6.9.2 the report of the Auditors thereon

and the most recent annual return of the Society shall be made available to any Member by the Secretary on request in writing free of charge.

## 7 CHANGE

### Alterations to Rules

- 7.1 No new rule shall be made, nor shall any of the Rules be amended, unless it is approved by a two-thirds majority of the votes cast at a Special Members Meeting.
- 7.2 Notice of such a Special Members Meeting shall specify the rules to be amended, and set out the terms of all amendments or new rules proposed.
- 7.3 No amendment to any of the Rules and no new rule shall be valid until registered.
- 7.4 The Management Committee may change the situation of the Society's registered office. The Society will send notice of any such change to the **Financial Services Authority**.

### Restriction on use

- 7.5 Pursuant to regulations made under section 1 of the Co-operatives and Community Benefit Societies Act 2003:

- 7.5.1 All of the Society's assets are subject to a restriction on their use.

- 7.5.2 The Society must not use or deal with its assets except:

- 7.5.2.1 where the use or dealing is, directly or indirectly, for a purpose that is for the benefit of the community;

- 7.5.2.2 to pay a Member of the Society the value of their withdrawable share capital or interest on such capital;

- 7.5.2.3 to make a payment pursuant to section 24 (proceedings on death of nominator), 25 (provision for intestacy) or 26 (payments in respect of mentally incapable persons) of the Industrial and Provident Societies Act 1965;

- 7.5.2.4 to make a payment in accordance with the Rules of the Society to trustees of the property of bankrupt Members or, in Scotland, Members whose estate has been sequestered;

- 7.5.2.5 where the Society is to be dissolved or wound up, to pay its creditors; or

- 7.5.2.6 to transfer its assets to one or more of the following:

- (a) a prescribed community benefit society whose assets have been made subject to a restriction on use and which will apply that restriction to any assets so transferred;

- (b) a community interest company;

- (c) a registered social landlord which has a restriction on the use of its assets which is equivalent to a restriction on use and which will apply that restriction to any assets so transferred;

- (d) a charity (including a community benefit society that is a charity); or

- (e) a body, established in Northern Ireland or a State other than the United Kingdom, that is equivalent to any of those persons.

- 7.5.3 Any expression used in this Rule which is defined for the purposes of regulations made under section 1 of the 2003 Act shall have the meaning given by those regulations.

### Transfers of Engagements

- 7.6 The Society may, by special resolution passed at a Special Members Meeting in accordance with the Rules and in the way required by the law, amalgamate with or transfer its engagements to any **society** or convert itself into a **company**. Nothing in this Rule shall entitle the Society to amalgamate with, transfer its engagements to or convert itself into a type of body that is not listed in Rule 7.5.2.6.
- 7.7 The Society may also accept a transfer of engagements and assets from any **society** by resolution of the Management Committee or of a Members Meeting, as the Management Committee shall decide.

### Dissolution

- 7.8 The Society may be dissolved by an Instrument of Dissolution or by winding up in the way required by the law. If on the solvent dissolution or winding up of the Society there remain, after the satisfaction of all its debts and liabilities and the repayment of the paid-up share capital, any assets whatsoever, such assets shall be transferred in accordance with the provisions above headed "Restrictions on use".
- 7.9 Subject to those provisions, such assets shall be transferred to one or more **societies** chosen by the Members at a Members Meeting, which may include any society established by the **Plunkett Foundation** for the purpose of the creation, promotion and development of community-owned enterprises.

## 8 SHARE CAPITAL (VERSION B)

- 8.1 The Society has shares of £20 each.
- 8.2 Application for shares shall be made to the Management Committee, and is subject to any maximum permitted by law. Shares shall be paid for in full on application.
- 8.3 The minimum shareholding shall be one share. The Society may from time to time make a public share offer, and any such offer may specify a minimum number of shares.
- 8.4 Shares are not transferable except on death or bankruptcy, and are withdrawable *at the sole discretion of the Society* in accordance with the Rules as follows:

- 8.4.1 shares may be withdrawn by Members who have held them for a minimum period of five years or such other period as the Management Committee decides;
- 8.4.2 application for withdrawal shall be made on not less than three months' notice, on a form approved by the Management Committee;
- 8.4.3 the Management Committee may specify a maximum total withdrawal for each financial year;
- 8.4.4 all withdrawals must be funded from trading surpluses or new share capital raised from Members, and are at the discretion of the Management Committee having regards to the long term interests of the Society, the need to maintain prudent reserves, and the Society's commitment to community benefit;
- 8.4.5 all withdrawals shall be paid in the order in which the notices were received, up to any maximum total withdrawal specified for the financial year, following which no further withdrawals may be made;
- 8.4.6 except where a Member intends to terminate their membership, they shall not be permitted to withdraw shares leaving them with less than the minimum required by the Rules;
- 8.4.7 the Management Committee may waive the notice required for a withdrawal and may direct payment to be made without notice or on such shorter notice as it considers appropriate;
- 8.4.8 the Management Committee may suspend the right to withdraw either wholly or partially, and either indefinitely or for a fixed period. The suspension shall apply to all notices of withdrawal

which have been received and remain unpaid at the time. Where the suspension is for a fixed period, it may be extended from time to time by the Management Committee;

8.4.9 during any period when the right of withdrawal has been suspended, the shares of a deceased Member may, if the Management Committee agrees, be withdrawn by their personal representatives on giving such notice as the Management Committee requires;

8.4.10 the Society may deduct such reasonable sum to cover administrative costs of withdrawal from the monies payable to a Member on the withdrawal of shares.

8.5 The Society may (but is under no obligation to) pay interest to holders of shares, as compensation for the use of such funds, subject to the following:

8.5.1 any payment of interest must be from trading surpluses and is at the discretion of the Management Committee having regard to the long term interest of the Society, the need to maintain prudent reserves and the Society's commitment to community benefit;

8.5.2 the rate of interest to be paid in any year is to be approved by resolution of the Members at the Annual Members Meeting, and shall not exceed 2% above the base rate of the Co-operative Bank PLC from time to time;

8.5.3 the Management Committee may decide that interest shall not be paid in relation to holdings of shares below a minimal level.

8.6 On the solvent winding-up of the Society, holders of shares will have no financial entitlement beyond the payment of outstanding interest and repayment of paid up share capital.

8.7 In the event that a Member resigns from membership, is removed from the Register of Members, or is expelled in accordance with the Rules, shares held by them at the date of resignation, removal or expulsion shall thereupon become a loan, repayable to the former Member by the Society. The terms of repayment shall be those applying to the withdrawal of share capital set out in the Rules, and notice of withdrawal shall be treated as having been given at the point of resignation, removal or expulsion.

## **9 ADMINISTRATIVE**

### **Purpose, objects and powers**

9.1 The Society's Purpose is to carry on business for the benefit of the community.

- 9.2 The Objects of the Society are, in accordance with its Purpose:
- 9.2.1 to carry on the business of dealing in, producing, creating, supplying and providing, property, goods and services of all kinds; and
  - 9.2.2 to engage, as principals or agents, in any other business, trade, industry or activity which seems to the Society directly or indirectly conducive to carrying out the above objects.
- 9.3 The Society has the power to do anything which appears to it to be necessary or desirable for the purposes of or in connection with its Objects.
- 9.4 In particular it may:
- 9.4.1 acquire and dispose of property;
  - 9.4.2 enter into contracts;
  - 9.4.3 employ staff;
  - 9.4.4 make use of the services of volunteers;
  - 9.4.5 receive donations or loans free of interest for its Objects.
- 9.5 Any power of the Society to pay remuneration and allowances to any person includes the power to make arrangements for providing, or securing the provision of pensions or gratuities (including those payable by way of compensation for loss of employment or loss or reduction of pay).
- 9.6 The Society shall not accept deposits.

#### **Borrowing**

- 9.7 Subject to the approval of the Management Committee, the Society may borrow money for the purposes of or in connection with its Objects, including the issuing of loan stock, subject to a limit of £250,000 (two hundred and fifty thousand pounds).

#### **Investments**

- 9.8 Subject to any restriction imposed by resolution of any Members Meeting, the Management Committee may invest any part of the capital and funds of the Society in any manner which the Management Committee may from time to time determine.

#### **Books of Account**

- 9.9 The Management Committee shall cause to be kept proper books of account with respect to the transactions of the Society, its assets and liabilities, and shall establish and maintain a satisfactory system of control of the books of account, the cash holdings and all receipts and remittances of the Society in accordance with the law.

#### **Treatment of Net Surplus**

- 9.10 The profits or surpluses of the Society shall not be distributed either directly or indirectly in any way whatsoever among Members, but shall be applied:
- 9.10.1 to maintain prudent reserves;
  - 9.10.2 on expenditure in carrying out the Society's Objects.

#### **Minutes**

- 9.11 The Management Committee shall cause proper minutes to be made of all Members Meetings, meetings of the Management Committee and of any sub-committees. All such minutes shall be open to inspection by any Member at all reasonable times.

#### **Settlement of Disputes**

- 9.12 Any dispute, between the Society or an officer of the Society on the one hand and a Member or a person who has for not more than six months ceased to be a Member on the other hand, as to the interpretation of or arising out of the Rules shall (except as otherwise provided in the Rules) be referred, in default of agreement between the parties to the dispute, to a person appointed by the President of the Chartered

Institute of Arbitrators, on application by any of the parties. The person so appointed shall act as sole arbitrator in accordance with the Arbitration Act 1996 and such person's decision shall (including any decision as to the costs of the arbitration) be final.

#### **Register of Members**

- 9.13 The Society shall keep at its registered office a register of Members as required by the law. Any Member wishing to inspect the register (or any part of it) shall provide the Society with not less than 14 days' prior notice given in writing to the Secretary at the Society's registered office.

#### **Copies of Rules and Regulations**

- 9.14 The Secretary will provide a copy of the Rules to any person who demands it, and may charge a sum (not exceeding the maximum allowed by the law) for providing such a copy.

#### **Directors' and Officers' Indemnity**

- 9.15 Members of the Management Committee and the Secretary who act honestly and in good faith will not have to meet out of their personal resources any personal civil liability which is incurred in the execution or purported execution of their functions, save where they have acted recklessly. Any costs arising in this way will be met by the Society. The Society may purchase and maintain insurance against this liability for its own benefit and for the benefit of members of the Management Committee and the Secretary.

#### **Deceased and bankrupt members**

- 9.16 Upon a claim being made by the personal representative of a deceased Member or the trustee in bankruptcy of a bankrupt Member, any property to which the personal representative or trustee in bankruptcy has become entitled may be used as the personal representative or trustee in bankruptcy may direct.
- 9.17 A Member may in accordance with the law nominate any person or persons to whom any of their property in the Society at the time of their death shall be transferred, but such nomination shall only be valid to the extent for the time being provided by the law. On receiving satisfactory proof of the death of a Member who has made a nomination the Society shall, in accordance with the law, either transfer or pay the full amount of such property to the person so nominated.

### **10 START-UP PROVISIONS**

- 10.1 The first Members of the Society shall be those who signed the application for registration.
- 10.2 The first Members shall appoint the first Management Committee who shall serve until the first Annual Members Meeting.
- 10.3 At the conclusion of the first Annual Members Meeting, all the members of the first Management Committee shall retire.
- 10.4 Those elected to replace them as members of the Management Committee shall take office immediately after the conclusion of the first Annual Members Meeting, and the following provisions shall apply to them.
- 10.4.1 One third of those so elected, who obtained the highest number of votes, shall serve until the conclusion of the fourth Annual Members Meeting.
- 10.4.2 One third who obtained the next highest number of votes shall serve until the conclusion of the third Annual Members Meeting.
- 10.4.3 The remainder of those elected shall serve until the conclusion of the second Annual Members Meeting.

## 11 TRANSITION PROVISIONS

- 11.1 If these model rules are adopted on a complete amendment of rules, the following provisions shall apply.
- 11.2 Those holding office as elected members of the Management Committee immediately prior to the adoption of these model rules shall continue in office until the next Annual Members Meeting, and the following will then apply:
  - 11.2.1 if, under the rules applying before the adoption of these model rules, members of the Management Committee were elected for a three year term of office, then the elected members of the Management Committee shall serve out the term of office for which they had been elected;
  - 11.2.2 if, under the rules applying before the adoption of these model rules, members of the Management Committee were elected for any other term of office, all elected members of the Management Committee shall retire from office at the conclusion of the next Annual Members Meeting; elections shall be held before the Annual Members Meeting to fill the vacancies arising; and the following provisions shall apply:
    - 11.2.2.1 one third of those elected, who polled the highest number of votes, shall serve a three year term of office ending at the conclusion of the fourth Annual Members Meeting following the adoption of these model rules;
    - 11.2.2.2 one third of those elected, who polled the next highest number of votes, shall serve a two year term of office ending at the conclusion of the third Annual Members Meeting following the adoption of these model rules;
    - 11.2.2.3 the remainder of those elected, who polled the lowest number of votes, shall serve a one year term of office ending at the conclusion of the second Annual Members Meeting following the adoption of these model rules.
- 11.3 Those holding office as Chair, Vice-chair, and Treasurer immediately prior to the adoption of these model rules shall continue in office until the first meeting of the Management Committee after the next Annual Members Meeting. At the commencement of that Management Committee meeting, they shall retire from office and the Management Committee shall elect a Chair, Vice-chair and Treasurer.
- 11.4 The person holding office as Secretary immediately prior to the adoption of these model rules shall continue in office unless or until replaced by the Management Committee.


## APPENDIX

- 1 The Rules should be read and understood on the basis of what is set out below.
- 2 Words in the singular include the plural, and words in the plural include the singular.
- 3 Any reference to legislation includes any subsequent enactments, amendments and modifications, or any subordinate legislation.
- 4 The section, rule and paragraph headings are inserted for convenience only and shall not affect the interpretation of the Rules.
- 5 The following words and phrases have the special meaning set out below.

|                                       |                                                                                                                                                                                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>"company"</b>                      | a company registered with limited liability under the Companies Act 2006 or any previous Companies Act, or under any law of the country where it is situate whereby it acquires the right of trading as a body corporate with limited liability |
| <b>"Financial Services Authority"</b> | Financial Services Authority, 25 The North Colonnade, Canary Wharf, London, E14 5HS                                                                                                                                                             |
| <b>"partner"</b>                      | a person living with another in the same household as a couple, irrespective of their sex or sexual orientation                                                                                                                                 |
| <b>"Plunkett Foundation"</b>          | Plunkett Foundation, The Quadrangle, Woodstock, Oxfordshire, OX20 1LH                                                                                                                                                                           |
| <b>"society"</b>                      | a society registered with limited liability under the Industrial and Provident Societies Act 1965 or under any law of the country where it is situate whereby it acquires the right of trading as a body corporate with limited liability       |

- 6 The following words or phrases are introduced in the rule specified in each case.

| <b>Words or Phrases</b> | <b>Rule</b> |
|-------------------------|-------------|
| Annual Members Meeting  | 4.1         |
| Annual Accounts         | 6.1         |
| Appendix                | 1.7.1       |
| Auditor                 | 6.2         |
| Chair                   | 5.11        |
| Management Committee    | 2.1         |
| Member                  | 2.1         |
| Members Meeting         | 4           |
| Membership Strategy     | 3.1.1       |
| Objects                 | 9.2         |
| Purpose                 | 1.3         |
| Register of Members     | 3.2         |
| Rules                   | 1.1         |
| Secretary               | 2.1         |
| Society                 | 1.1         |
| Special Members Meeting | 4.2         |
| Treasurer               | 5.11        |
| Vice-chair              | 5.11        |

| Signatures of Members                                                             | Full Names               | Date       |
|-----------------------------------------------------------------------------------|--------------------------|------------|
|  | Kenneth Ronald McKechnie | 26.07.2012 |
|                                                                                   | Joanna Katherine Little  | 26.07.2012 |
|                                                                                   | CATHERINE HODGON         | 27/07/2012 |
|                                                                                   | Liz Kingdom              | 27.7.12    |

**Crediton Community Bookshop Limited**  
**Report of the General Committee and Unaudited Financial Statements**  
**For the Year Ended 30 September 2024**

**Registered number: IP031718**

# Crediton Community Bookshop Limited

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For the Year Ended 30 September 2024

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**Crediton Community Bookshop Limited**  
**Society Information**  
**For the Year Ended 30 September 2024**

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**Committee**

L Bright  
A Davey  
B Cookson  
G Carter  
M Zieleniewski

**Registered Office**

21 High Street  
CREDITON  
Devon  
EX17 3AH

**Bankers**

The Co-operative Bank  
PO Box 101  
1 Balloon Street  
Manchester  
M60 4EP

**Reporting Accountants**

Albert Goodman LLP  
Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

**Crediton Community Bookshop Limited**  
General Committee Report  
For the Year Ended 30 September 2024

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The general committee presents its report with the financial statements of the bookshop for the year ended 30 September 2024.

**Principal activities**

The principal activities of the entity continued to be the operation of a bookshop and associated education, in order to further the promotion of the entity's objects.

The results for the year show trading income has decreased by £70,465 (26.8%), with the society generating a gross deficit of £21,526 (2023: gross surplus of £28,490).

Other income has decreased by £136,693 to £15,051. The 2023 other income included grant income received in previous years but was deferred until such time as it was spent. A large proportion of this grant income was for capital projects, and therefore the corresponding expense had been capitalised in the balance sheet rather than being an expense. The reduced other income in 2024 means that there has been a deficit of income over revenue expenditure this year resulting in a deficit of £59,768 after tax (2023: surplus of £129,856 after tax).

**Committee**

Members who served on the committee during the year were:-

|                |                                                             |
|----------------|-------------------------------------------------------------|
| L Bright       | Secretary (appointed October 2023; Secretary from May 2024) |
| G Carter       | (appointed July 2024)                                       |
| B Cookson      | (appointed July 2024)                                       |
| J Dance        | (resigned May 2024)                                         |
| A Davey        | Chair                                                       |
| J Dawkins      | Chair (resigned December 2024)                              |
| M Zieleniewski | Treasurer                                                   |

**Overview of year**

This was a transition year. Dee Lalljee left in September 2023 after 10 years leading the business. She had provided the vision, inspiration and energy for the huge success The Bookery has achieved.

The recruitment process for a new General Manager was prolonged by circumstances beyond the control of the Board. Fortunately, a staffing team had been put in place that could run the business on a day-to-day basis and, with some limited supervision from Dee, we were able to continue operating, including through the crucial Christmas trading period. We reviewed the services and activities of the business in the light of recent trading experience; our focus was to make the business as sustainable as possible, fitting our capacity and the circumstances in which retailers now operate.

We were delighted to appoint Dominic Myers as the new General Manager in May 2024. It was a very challenging time for him to join The Bookery, but the Board have been deeply impressed by his commitment and capability. Dominic has successfully tackled the immediate issues and begun to implement a new business plan which is already delivering results.

The disappointing financial results of 2023-24 were heavily influenced by the lack of leadership and managerial capacity. The challenges of book trading on Crediton High Street continue to be considerable but the Board believe that our new General Manager can galvanise the tremendous staff and volunteer knowledge and experience, together with the strong brand and reputation of The Bookery to get the business back track. In order to improve the sustainability of the business the board agreed to undertake a community share offer. This was launched in November 2024 with a target of £40,000.

The Board also went through significant change. Jackie Dawkins resigned as Chair in January 2024 and Andrew Davey took over. Long-standing director, Julia Dance resigned in April and Jacq Christmas, Secretary stood down from that role and the board in May. Fortunately, we had welcomed Les Bright to the Board in January and he agreed to take on the role of Secretary. In the summer Geraldine Redhead and Rebecca Cookson also joined the Board, strengthening our numbers and adding considerable expertise from the education world.

With a more resilient Board in place and Dominic's support we made the decision to undertake a Community Share Offer. As a registered Community Benefit Society, we are allowed to sell shares in the business, as a way of raising capital. A share offer must comply with the law and best practice as assessed by the independent Community Shares Standard Mark. It was not a small undertaking but the directors, and particularly Dominic, rose to the challenge. The share offer was planned to open in the new financial year, in mid-November and run until the end of January 2025, hopefully providing some essential investment to develop the sustainability of the business.

The High Street continues to be a tough place to do business. No single factor is to blame but the continued trend of lower footfall and financial pressure on households are obvious.

Sales at events took a significant fall because the events programme in the previous year had been spectacular. It will take time to build up the events programme again, but Dominic and the team are working hard on that. Bucking the trend, sales to schools increased – the long-term dividend of the work of the Schools team. As part of the review of our activities, it was recognised that web sales were only marginally profitable and so we withdrew from most on-line sales.

Although our own programme of events was necessarily scaled back during the year due to our reduced capacity we nevertheless, sold books for events at Exeter venues with Alice Roberts and Derek Gow which were worthwhile and held smaller events in the shop with authors which were also well received.

Our business model balances commercial retailing with not-for-profit community activities and services described below.

The Bookery is indebted to our volunteers without whom our community outreach programmes would not exist. Currently, we have a total of 45 volunteers (up on 37 a year ago) with more people expressing interest.

#### Schools Programme

We worked with two authors this year, who visited 4 schools and met over 200 pupils, all of whom received a copy of one of the authors' books free thanks to generous sponsorship. Sponsorship is critical to ensure all pupils can share the pleasure and benefit of books regardless of their family's circumstances.

During the World Book Day period our Schools team visited 15 schools, spending half a day in each. We introduced our Top Titles 2024 to over 3000 children, sharing our excitement and enthusiasm for the books. Over 2000 books were sold, including a set to each school for their libraries. ✓

We were invited to take our Top Titles to the University of Exeter to enable PGCE student teachers to browse and buy. This has become a regular event.

We have been working with small groups of children selected by their schools to boost their enthusiasm for reading and books. Feedback from teachers, parents and the children themselves indicate a newfound enthusiasm for reading.

We were delighted to help re-stock a refurbished Exeter school library and host a visit by the same school to The Bookery by pupils and staff to meet author Tom McLaughlin and buy additional library books.

Wellbeing Programme

In November '23, we started 'Playtime' sessions which aim to support parents and pre-school children from under-represented or under-served families. We have seven families regularly attending who enjoy a session typical of pre-school provision, and they are offered the opportunity to borrow a book each week. During the year we had input from both the Communication, Speech and Language therapist for children and families in the area, and the Crediton Family Hub Navigator. Feedback from the families, has been extremely positive.

A new project with Queen Elizabeth's School offers sessions with small numbers of students experiencing anxiety and aims to help them become more confident and re-connect to the world through books. Feedback from students and staff has been very positive.

The Sharing Stories programme which aims to support people experiencing social isolation, has a team of 10 volunteers who support 6 individual Readers and people living in local care homes either individually, or in the case of Hillbrow as part of a flourishing Book Club facilitated by one of our volunteers. Occasionally Readers are invited into The Bookery for a social event to meet a local author and enjoy a cream tea. This didn't start in the year on which we are reporting. So maybe it would be better to say:

As the year under review was coming to an end plans for a new weekly service in partnership with another local charity were firming up. Soup and Stories is a new and growing activity, part of the Warm Space programme which we are running in conjunction with local charity Turning Tides. Members of the community are invited into The Bookery on a Friday lunchtime for a cup of soup provided by Turning Tides and company with a literary element.

Also just launched is the Teen Book Group.

**A Davey**

**Committee of management statement of responsibilities**

The Committee of management are responsible for preparing the Annual Report and the Financial statements in accordance with applicable law and regulations.

The committee of management are required to prepare financial statements for each financial year in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The financial statements are required by law to give a true and fair view of the state of the affairs of the entity and of its excess of income over expenditure for that period. In preparing these financial statements, the committee of management are required to:

- select suitable accounting policies and then apply them consistently;
  - make judgements and accounting estimates that are reasonable and prudent;
- and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the entity will continue in business.

The committee of management are responsible for maintaining satisfactory systems of internal control and keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the entity and enable them to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the entity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the committee on 29/5/25 and signed on its behalf by:

.....  
L Bri  
Secretary

**Reporting Accountants' Report to the members on the unaudited accounts of Crediton Community Bookshop Limited**

We report on the accounts for the year ended 30 September 2024 set out on pages 5 to 12.

This report is made solely to the members as a body in accordance with the terms of our engagement letter. Our reporting work has been undertaken so that we may state to the members those matters we are required to state to them in an independent accountant's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the members as a body for our work, for this report or the conclusions we have formed.

**Respective Responsibilities of Management Committee and the Independent Accountant**

The management committee are responsible for the preparation of the accounts, and they consider that an audit is not required for this year and that an independent accountant's report is needed.

It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of the Independent Accountant's Opinion**

Our procedures consisted of comparing the accounts with the books of account kept by the entity and making such limited enquiries of the officers of the entity as we considered necessary for the purpose of this report. These procedures provide only the assurance expressed in our opinion.

**Independent Accountant's Opinion**

Based on our review, nothing has come to our attention that causes us not to believe that, in our opinion:

- (a) the accounts are in agreement with the accounting records kept by the entity under s75 of the Co-operative and Community Benefit Societies Act 2014
- (b) having regard only to, and on the basis of the information contained in those accounting records, the accounts have been drawn up in a manner consistent with the accounting requirements of the Co-operative and Community Benefit Societies Act 2014 and FRS 102 The Financial Reporting Standard Applicable in the United Kingdom and Republic of Ireland; and
- (c) the entity satisfied the conditions for exemption from an audit of the accounts for the year specified in s84(1) of the Co-operative and Community Benefit Societies Act 2014 and did not, at any time within that year, fall within any of the categories of societies not entitled to the exemption specified in s84(3)&(4).

.....  
Albert Goodman LLP  
Chartered Accountants and Registered Auditors

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX  
Date: 24/06/2025

**Crediton Community Bookshop Limited**  
**Profit and Loss Account**  
**For the Year Ended 30 September 2024**

|                                                                 | Notes | 2024<br>£ | 2023<br>£ |
|-----------------------------------------------------------------|-------|-----------|-----------|
| <b>Turnover</b>                                                 |       | 192,372   | 262,837   |
| Cost of sales                                                   | 2     | (213,899) | (234,347) |
| <b>Gross surplus</b>                                            |       | (21,526)  | 28,490    |
| Administrative expenses                                         | 3     | (51,826)  | (48,856)  |
| <b>Operating surplus/ (deficit)</b>                             |       | (73,352)  | (20,366)  |
| Other income                                                    | 4     | 15,051    | 151,744   |
| <b>Surplus/(deficit) on ordinary activities before taxation</b> |       | (58,301)  | 131,378   |
| Tax on profit on ordinary activities                            |       | (1,467)   | (1,522)   |
| <b>Surplus/(deficit) for the financial year</b>                 |       | (59,768)  | 129,856   |

The above results were derived from continuing operations and the bookshop has no recognised gains or losses for the year other than the results above.

**Crediton Community Bookshop Limited****Balance Sheet**

As at 30 September 2024

|                                              | Notes | £         | 2024<br>£       | £              | 2023<br>£      |
|----------------------------------------------|-------|-----------|-----------------|----------------|----------------|
| <b>Fixed assets</b>                          |       |           |                 |                |                |
| Tangible fixed assets                        | 5     |           | 403,250         |                | 416,783        |
| Intangible fixed assets                      | 6     |           | -               |                | -              |
|                                              |       |           | <u>403,250</u>  |                | <u>416,783</u> |
| <b>Current assets</b>                        |       |           |                 |                |                |
| Stock                                        |       | 41,941    |                 | 59,267         |                |
| Debtors                                      | 7     | 2,639     |                 | 2,282          |                |
| Cash at bank and in hand                     | 8     | 10,445    |                 | 37,366         |                |
|                                              |       |           | <u>55,025</u>   | <u>98,915</u>  |                |
| <b>Liabilities</b>                           |       |           |                 |                |                |
| Creditors falling due within one year        | 9     | (66,076)  |                 | (60,751)       |                |
| <b>Net current assets/ (liabilities)</b>     |       |           | <u>(11,051)</u> | <u>38,164</u>  |                |
| <b>Total assets less current liabilities</b> |       |           | <u>392,199</u>  | <u>454,947</u> |                |
| <b>Liabilities</b>                           |       |           |                 |                |                |
| Creditors due in more than one year          | 10    | (250,467) |                 | (253,467)      |                |
| <b>Total net assets</b>                      |       |           | <u>141,732</u>  | <u>201,480</u> |                |
| <b>Share capital and reserves</b>            |       |           |                 |                |                |
| Called up share capital                      | 11    | 41,740    |                 | 41,720         |                |
| Profit and loss reserve                      |       | 99,992    |                 | 159,760        |                |
| <b>Total funds</b>                           |       |           | <u>141,732</u>  | <u>201,480</u> |                |

For the year ending 30 September 2024 the entity was entitled to disapply the requirement to have its financial statements for the financial period audited. The members passed a resolution in a general meeting to disapply the audit requirement, as required by S84(2) of the Co-Operative and Community Benefit Societies Act 2014.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the committee for issue on 29/5/25 and signed on its behalf by:

...

A [redacted]  
Member

[redacted]  
M Zieleniewski  
Member

[redacted]  
L Bright  
Secretary

**1 Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are:

**1.1 Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with Co-operative and Community Benefits Societies Act 2014 and FRS102: The Financial Reporting Standard applicable in the UK and Republic of Ireland. The entity meets the definition of a public benefit entity under FRS 102. The accounts are presented in Pounds Sterling (£).

**1.2 Turnover**

Turnover represents monies received from book and non-book sales and other activities recognised in the year in which they are receivable where there is evidence of entitlement, receipt is probable, and the amount can be reliably measured.

Income from grants is accounted for when unconditionally due and reasonable assurance can be gained that it will be deferred. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where grants are received for capital purchases, the grant is included in the balance sheet and released over the period across which the capital items are depreciated.

**1.3 Stocks**

Stocks are shown in the balance sheet at the lower of cost and net realisable value and consist of goods for resale in the shop.

**1.4 Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                       |                      |
|-----------------------|----------------------|
| Freehold property     | 2% straight line     |
| Property improvements | 2% straight line     |
| Fixtures and fittings | 20% reducing balance |
| Computer equipment    | 20% reducing balance |

**1.5 Intangible fixed assets**

Intangible fixed assets are stated at cost less amortisation. Amortisation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life of 10 years, as follows:

|          |                   |
|----------|-------------------|
| Goodwill | 10% straight line |
|----------|-------------------|

**1.6 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.7 Pension contributions**

The entity auto-enrols qualifying employees into a pension scheme, unless they have exercised their right to opt out of scheme membership. Contributions are recognised in the profit and loss account in the period in which they become payable in accordance with the rules of the scheme.

**Crediton Community Bookshop Limited****Notes to the Financial Statements****For the Year Ended 30 September 2024****1.8 Employees**

The monthly average number of persons employed by the entity during the period was 5.

**1.9 Tax**

Deferred tax is recognised on timing differences arising between the tax basis of assets and liabilities and their carrying amount in the accounts, and on unused tax losses or credits in the entity. Deferred tax is calculated using tax rates and laws that have been substantially enacted by the reporting date.

**1.10 Critical accounting judgements and key sources of estimation uncertainty**

In the application of the entity's accounting policies, the officers are required to make judgements that have a significant impact on the amounts recognised. The officers consider that there are no critical judgements that they have made in the process of applying the entity's accounting policies.

**1.11 Financial instruments**

The society only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the society and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors (including loans) are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

**2 Cost of sales**

|                          | <b>2024</b>    | <b>2023</b>    |
|--------------------------|----------------|----------------|
|                          | <b>£</b>       | <b>£</b>       |
| Opening stock            | 59,267         | 52,143         |
| Purchases                | 96,109         | 134,268        |
| Event and outreach costs | 317            | 4,778          |
| Non-book costs           | 959            | 1,080          |
| Postage and packaging    | 1,232          | 5,334          |
| Wages and salaries       | 97,956         | 96,012         |
|                          | <b>255,840</b> | <b>293,615</b> |
| Closing stock            | (41,941)       | (59,267)       |
|                          | <b>213,899</b> | <b>234,348</b> |

**3 Administrative costs**

|                               | <b>2024</b>   | <b>2023</b>   |
|-------------------------------|---------------|---------------|
|                               | <b>£</b>      | <b>£</b>      |
| Advertising and marketing     | 183           | 805           |
| Bookkeeping and accountancy   | 2,891         | 5,253         |
| General expenses/sundries     | 1,769         | 1,758         |
| Heat, light and power         | 3,537         | 2,483         |
| Insurance                     | 913           | 434           |
| Mortgage interest             | 10,847        | 9,288         |
| Office costs                  | 4,116         | 3,531         |
| Payment provider charges      | 2,660         | 4,675         |
| Professional fees             | 1,546         | 600           |
| Rates                         | 279           | 126           |
| Repairs and renewals          | 3,374         | 1,992         |
| Website costs                 | 1,008         | 917           |
| Volunteer expenses            | 30            | 230           |
| Freelance                     | 8,000         | 6,250         |
| Depreciation and amortisation | 10,141        | 10,510        |
| Bank charges                  | 480           | 4             |
| Interest payable              | 53            | -             |
|                               | <b>51,826</b> | <b>48,856</b> |

**4 Other income**

|           | <b>2024</b>   | <b>2023</b>    |
|-----------|---------------|----------------|
|           | <b>£</b>      | <b>£</b>       |
| Grants    | 4,366         | 142,378        |
| Rent      | 10,514        | 9,366          |
| Donations | 171           | -              |
|           | <b>15,051</b> | <b>151,744</b> |

**Crediton Community Bookshop Limited**  
Notes to the Financial Statements  
For the Year Ended 30 September 2024

| <b>5</b>                 | <b>Tangible fixed assets</b> | <b>Freehold<br/>Property<br/>£</b> | <b>Property<br/>Improvements<br/>£</b> | <b>Fixtures &amp;<br/>Fittings<br/>£</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|--------------------------|------------------------------|------------------------------------|----------------------------------------|------------------------------------------|-------------------------------------|--------------------|
| <b>Cost or valuation</b> |                              |                                    |                                        |                                          |                                     |                    |
|                          | As at 1st October 2023       | 272,302                            | 182,635                                | 14,334                                   | 4,535                               | 473,806            |
|                          | Additions                    | -                                  | -                                      | -                                        | -                                   | -                  |
|                          | Disposals                    | -                                  | (3,392)                                | -                                        | -                                   | (3,392)            |
|                          | As at 30th September 2024    | 272,302                            | 179,243                                | 14,334                                   | 4,535                               | 470,414            |
| <b>Depreciation</b>      |                              |                                    |                                        |                                          |                                     |                    |
|                          | As at 1st October 2023       | 38,122                             | 5,572                                  | 11,122                                   | 2,207                               | 57,023             |
|                          | Charge for the year          | 5,447                              | 3,584                                  | 644                                      | 466                                 | 10,141             |
|                          | As at 30th September 2024    | 43,569                             | 9,156                                  | 11,766                                   | 2,673                               | 67,164             |
| <b>Net Book Value</b>    |                              |                                    |                                        |                                          |                                     |                    |
|                          | As at 30th September 2024    | 228,733                            | 170,087                                | 2,568                                    | 1,862                               | 403,250            |
|                          | As at 30th September 2023    | 234,180                            | 177,063                                | 3,212                                    | 2,328                               | 416,783            |

| <b>6</b>                 | <b>Intangible fixed assets</b> | <b>Goodwill<br/>£</b> | <b>Total<br/>£</b> |
|--------------------------|--------------------------------|-----------------------|--------------------|
| <b>Cost or valuation</b> |                                |                       |                    |
|                          | As at 1st October 2023         | 7,000                 | 7,000              |
|                          | As at 30th September 2024      | 7,000                 | 7,000              |
| <b>Amortisation</b>      |                                |                       |                    |
|                          | As at 1st October 2023         | 7,000                 | 7,000              |
|                          | Charge for the year            | -                     | -                  |
|                          | As at 30th September 2024      | 7,000                 | 7,000              |
| <b>Net Book Value</b>    |                                |                       |                    |
|                          | As at 30th September 2024      | -                     | -                  |
|                          | As at 30th September 2023      | -                     | -                  |

**7 Debtors**

|                               | <b>2024</b>  | <b>2023</b>  |
|-------------------------------|--------------|--------------|
|                               | <b>£</b>     | <b>£</b>     |
| Trade debtors                 | 2,441        | 272          |
| Other debtors and prepayments | 198          | 2,010        |
|                               | <u>2,639</u> | <u>2,282</u> |

**8 Cash at bank and in hand**

|                                       | <b>2024</b>   | <b>2023</b>   |
|---------------------------------------|---------------|---------------|
|                                       | <b>£</b>      | <b>£</b>      |
| The Co-operative Bank Current Account | -             | 19,204        |
| The Co-Operative Bank Instant Savings | 10,052        | 15,727        |
| Cash in hand                          | 257           | 1,648         |
| iZettle                               | -             | 15            |
| Stripe                                | -             | 321           |
| Paypal                                | 136           | 451           |
|                                       | <u>10,445</u> | <u>37,366</u> |

**9 Creditors: amounts falling due in less than one year**

|                              | <b>2024</b>   | <b>2023</b>   |
|------------------------------|---------------|---------------|
|                              | <b>£</b>      | <b>£</b>      |
| Accruals                     | 1,827         | 4,951         |
| Corporation tax              | 1,467         | 1,522         |
| Trade creditors              | 26,995        | 23,942        |
| Grant release within 1 year  | 20,031        | 3,000         |
| Taxation and social security | 2,513         | 983           |
| Bank loans and overdrafts    | 2,440         | -             |
| Other creditors              | 10,804        | 26,353        |
|                              | <u>66,076</u> | <u>60,751</u> |

**10 Creditors: amounts falling due in more than one year**

|                            | <b>2024</b>    | <b>2023</b>    |
|----------------------------|----------------|----------------|
|                            | <b>£</b>       | <b>£</b>       |
| Grant release after 1 year | 126,000        | 129,000        |
| Mortgages                  | 124,467        | 124,467        |
|                            | <u>250,467</u> | <u>253,467</u> |

**Crediton Community Bookshop Limited**  
**Notes to the Financial Statements**  
**For the Year Ended 30 September 2024**

**11 Share Capital**

|                                         | <b>2024</b>   | <b>2023</b>   |
|-----------------------------------------|---------------|---------------|
|                                         | <b>£</b>      | <b>£</b>      |
| Ordinary Shares/Called up share Capital | 41,740        | 41,720        |
|                                         | <u>41,740</u> | <u>41,720</u> |

The share capital does not carry any rights to receive dividends, any provision for redemption, or any provision to receive a distribution on the winding-up or dissolution of the entity.