



To All Credition Town Councillors

You are hereby summoned to attend a **Grants Sub-Committee**, which will be held on **Tuesday, January 28, 2025, at 13:00 - 14:00, at 8 North Street, Credition, EX17 2BT.**

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

Wednesday, 22 January 2025

Please note that:

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

AGENDA

1 - Election of Chair

To elect a Chair for the year 2024-25

2 - Election of Deputy Chair

To elect a Deputy Chair for the year 2024-25

3 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

4 - 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)

5 - Apologies

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

6 - Declarations of Interest and Request for Dispensations

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

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

7 - Climate Emergency

To note that decisions will be made with the climate emergency at the forefront of decision and policy making

8 - 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

9 - Chair's and Clerk's Announcements

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

10 - Grants Sub-Committee Minutes

To approve and sign the minutes of the meeting held on 30 January 2024, as a correct record (minutes will be issued with the agenda)

11 - 2025-26 Applications

11.1 - To receive and note the full list of grant applications 2025-26

11.2 - Small Grants (up to £700)

To note that small grant applications currently totalling £5,700 will be considered alongside the smaller grants protocol, as detailed in the grants policy

11.3 - Large Grants (up to £3,000)

To consider grant applications for 2025-2026 from the following groups/organisations:

- CISCO (£864)
- Crediton Arts Centre (£1,000)
- Crediton Heart Project (£1,000)
- Crediton Youth Theatre (£1,000)
- Crediton Area History Museum Society (£1,500)
- Journey Counselling Service (£1,500)
- Sustainable Crediton (£1,600)
- Crediton RFC (£1,700)
- The Bookery (£1,925)
- Crediton Heart Project (£2,000)
- The Turning Tides Project CIC (£2,000)
- Involve Voluntary Action in Mid Devon (£2,520)
- The Folklore Library and Archive (£3,000)
- Citizens Advice Torridge, North, Mid and West Devon (£3,000)
- Paint Pots of Devon (£3,000)
- CHAT (£3,000)
- Crediton Youth Orchestra (£3,000)
- Significant Seams (£3,000)
- Mid Devon Mobility (£3,000)
- TOTAL £39,609.00

12 - Date of next meeting

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

13 - Reports

Attachments

- [1. CISCO Application.pdf](#)
- [2. CISCO Accounts and statement.pdf](#)
- [4. CISCO constitution.pdf](#)
- [1. CAC Application form.pdf](#)
- [2. CAC Accounts.pdf](#)
- [3. CAC Feedback.pdf](#)
- [4. CAC CIO Constitution.pdf](#)
- [1. Heart Project Application Form.pdf](#)
- [2. Heart Project website budget 2025-26.pdf](#)
- [3. Heart Project Website Feedback Form.pdf](#)
- [1. CYT Large Grants Application Form.pdf](#)
- [2. CYT Accounts Statement.pdf](#)
- [3. CYT Grants Feedback form.pdf](#)
- [4. CYT constitution2024.pdf](#)
- [1. CAHMS Large Grant Application Form.pdf](#)
- [2. CAHMS Accounts.pdf](#)
- [3. CAHMS Feedback form.pdf](#)

[4. CAHMS constitution 2009.pdf](#)
[5. CAHMS folded leaflet.pdf](#)
[1. JCS Large Grants Application Form.pdf](#)
[2. JCS Accounts.pdf](#)
[3. JCS Feedback.pdf](#)
[4. JCS Constitution signed.pdf](#)
[1. Sus Cred Large Grants Application Form.pdf](#)
[2. SusCredAccounts 2023.pdf](#)
[3. Sus Cred Feedback.pdf](#)
[4. SusCredConstitution.pdf](#)
[1. CRFC Large Grants Application Form.pdf](#)
[2. CRFC Accounts Statement.pdf](#)
[3. CRFC Grants Feedback form 2024-25.pdf](#)
[4. CRFC Articles.pdf](#)
[1. Bookery Large Grants Application Form.pdf](#)
[2. Bookery Accounts.pdf](#)
[3. Bookery Feedback Form.pdf](#)
[4. Bookery ArticlesApril2016.pdf](#)
[5. Bookery Profit Loss by month 2024 25.pdf](#)
[1. Heart Project Application Form - Flags.pdf](#)
[2. Heart Project Accounts Budget.pdf](#)
[3. Heart Project Grants Feedback form.pdf](#)
[4. Crediton Heart Project Constitution.pdf](#)
[1. TTTP Large Grants Application.pdf](#)
[2. TTTP Accounts Statement.pdf](#)
[3. TTTP Feedback form.pdf](#)
[4. TTTP Good Year 2024.pdf](#)
[5. TTTP Articles.pdf](#)
[1. Involve Application form.pdf](#)
[2. Involve Accounts Statement.pdf](#)
[3. Involve Strategic Plan Document 24-27 final.pdf](#)
[4. Involve Builder Project.pdf](#)
[5. INVOLVE Constitution FINAL 13-02-18.pdf](#)
[6. Involve Vintage Farmers Review.pdf](#)
[1. Folklore Library Application Form.pdf](#)
[2. Folklore Accounts.pdf](#)
[3. Folklore Grants Feedback form.pdf](#)
[4. FLA CIO Constitution.pdf](#)
[1. CAB Large Grants Application Form 2025 26 1.pdf](#)
[2. CAB Annual Report Accounts 2022-23.pdf](#)
[3. CAB Grants Feedback form 2024-25 - Crediton.pdf](#)
[4. CAB Impact Report.PDF](#)
[5. CAB Volunteer Recruitment Flyer 24.pdf.pdf](#)
[1. Paint Pots Grant Application 2025.pdf](#)
[2. Paint Pots Accounts Statement.pdf](#)
[1. CHAT Large Grants Application Form.pdf](#)
[2. CHAT Accounts Statement.pdf](#)
[3. CHAT Grants Feedback form 2024-25.pdf](#)
[4. CHAT Annual report 2024.pdf](#)
[5. CHAT Memorandum and Articles of Association Mar 20 v3.pdf](#)
[1. CYO Large Grants Application Form.pdf](#)
[2. CYO Accounts.pdf](#)
[3. CYO Feedback Form.pdf](#)
[4. CYO Constitution.pdf](#)
[1. Sig Seams Large Grants Application Form.pdf](#)
[2. Sig Seams Accounts.pdf](#)
[4. Sig Seams articles.pdf](#)
[5. Sig Seams Memorandum.pdf](#)
[6. Sig Seams CIC Report.pdf](#)
[7. SSCertificate of Incorporation.pdf](#)
[1. MDM Application Form.pdf](#)
[2. MDM Accounts.pdf](#)
[3. MDM Budget.pdf](#)
[4. MDM Constitution 2023 Revised.pdf](#)
[AI 10 - 2024-01-30 - Grants Sub-Committee - Minutes.pdf](#)



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

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

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

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

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

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

Name of Organisation	CISCO (Credition International Social & Cultural Organisation)	
Name of Project or Activity	Free English Lessons in Credition. (ESOL)	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	04/2025	04/2026
Amount of funding requested from CTC	£864	

Contact Details

Name of the person making the application	Natalia Letch
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
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Website	
Social media links	http://Facebook.com/ciscodevon
Description of organisational purpose	Provide support to the international community of refugees and migrant workers in the area of Crediton
Bank details If you are successful, payment will be made by BACS	Bank name: xxxxxxxx Sort Code: xxxxxxxx Account Number: xxxxxxxx

Project Details

1. Briefly outline the project that you have planned
<p>Ongoing project of free English lessons for Adult Speakers of Other Languages.</p> <p>CISCO run ESOL classes since 2012. We normally have classes twice a week. We usually book CTC meeting room on Thursday mornings, from 10 to 11.30 am. The 2025-2026 school year will have an additional session on Friday afternoon from 4.30 to 6.00 pm weekly, for 48 weeks of the year.</p>
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>CISCO ESOL classes are registered with Job Centre and DCC. We have a good attendance of about 25 students, running 4 classes simultaneously. The majority of our students are Crediton residents. The additional Friday class was requested by our students and supported by a volunteer teacher.</p>

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

Recently Crediton experienced the arrival of a lot of refugees particularly from Ukraine. We have about 30 - 40 refugees' families in the area. Some of them are fluent in English, some are not. Studying language gives them an opportunity to join the host community of Crediton in our effort of creating better, friendlier atmosphere, stronger community in our Town.

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

We recently have 30- 40 refugees' families in the area which is significant for the small town. Additionally, our English lessons are attended by migrant workers, residents of Crediton.

We have 25-30 students with different level of English knowledge. They are the first level of beneficiaries. The next level are their families, partners and children. The wider circle is formed by the neighbours, employers, sponsors, small businesses' holders of Crediton and the whole community.

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

We organise fundraising events. We do not employ any staff: all our teachers are volunteer workers. Some of our sessions are free of charges but some require hire payments. We try to minimise our expense to keep our free ESOL classes running. So far, we have been successful continuously since 2012.

Some of our venues are supported by DCC grants.

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

CISCO is a very small non-profit community organisation. We do not employ people.
We do not engage with children or any particular kind of disability.
We use respectful landlords, like CTC, and secure public places, which are covered by public liability.
Our volunteer teachers are DBS checked.

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

Until 2009 ESOL lessons were provided in Crediton by Government. Since there have not been any organisation doing so, except CISCO.
We have good contact with Olive Tree and St Sidwell community ESOL classes in Exeter. Our first volunteer teachers were trained by these organisations and we are keeping in contact with them.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
6 ESOL classes venues per week	25-30 students attending classes in average.	Sign in sheets can be provided

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

What is the total cost of your project?	About £3,000 for year 2025/2026
How much funding would you like from CTC?	£864
Where will the remaining funding come from?	DCC grants and fundraising

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs		0	
Training		0	
Office costs (rent, telephone etc)		0	
	Sub Total	0	
Salaries		0	
Expenses (travel etc)		0	
Venue hire		£864	£864
Materials		0	
Publicity		0	
Volunteer expenses		0	
Other (please specify)		0	
	Sub total	£864	£864
	TOTAL	£864	£864

Declaration

Have you received a grant in the last 3 years from CTC?	In 2024/2025
If so, how much?	£432
What was the project?	2024/2025 ESOL classes school year
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	CTC meeting room hire

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

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

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

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

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

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

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

Signature 1 (person submitting form)

Natalia Letch

Signature 2 (Chair or senior representative of the organisation)

Malgorzata Bankowska-Sylla

Typed entries acceptable for email applications

Date: 17.01.25

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

Email: e.armitage@crediton.gov.uk

CISCO ANNUAL REPORT Year 2023-24							
		last year 2022-23			this year 2023		
		£ out	£ in	Balance	£ out	£ in	
Opening Balance:				£2,125.26			
Annual Income							
ESOL classes	CTC grant		-	£2,125.26		-	
ESOL classes	DCC grant		800.00	£2,925.26		1000.00	
Food Festival	Public donation		220.00	£3,145.26		-	
Diversity Fest	Public donation		0.00	£3,145.26		28.00	
NL presentation	Public donation		60.00	£3,205.26		-	
University Food	Public donation		150.00	£3,355.26		-	
Ukr photo exhib	Public donation		38.00	£3,393.26		-	
Total Annual Income:			£1,268.00			£1,028.00	
Annual Expenditures							
ESOL hire							
Boniface Centre		685.00		£2,708.26	755.00		
CTC rooms		90.00		£2,618.26	36.00		
				£2,618.26			
Total hire:		775.00			791.00		
ESOL Teachers' and administrative expenses:							
Teachers' expenses		456.58		£2,161.68	204.86		
Administrative expenses		-		£2,161.68	11.00		
Advertisement		-		£2,161.68	-		
Stationary		-		£2,161.68	-		
Total ESOL classes expenses:		1,231.58			1006.86		
				£2,161.68			
Cultural Events' expenses:				£2,161.68			
Ukr. Photo exhibition		50.00		£2,111.68	-		
Talk Ukraine		20.00		£2,091.68	-		
Ukrainian Easter Eggs		38.50		£2,053.18	-		
Xmas Trees competition		-		£2,053.18	38.68		
Xmas in Crediton		-			4.00		
Total Events:		108.50			42.68		
Bank charges		10.00		£2,043.18	-		
TOTAL Expenditure		£2,125.08			£1,840.54		
End of Year Balance				£2,043.18			
Financial activity result				-£82.08			

Latest transactions year 2023-2024:				

**DEVON CREDITON INTERNATIONAL
SOCIAL AND CULTURAL
ORGANISATION**

**Devon CISCO
CONSTITUTION**

Crediton

1. Name

The name of the Organisation is “Devon CISCO”- Devon Crediton International Social and Cultural Organisation.

The organisation was created to improve the lives of migrant workers in Crediton and all the United Kingdom.

2. Objects and Powers

- a) Improve the lives of migrant workers in the Crediton and Devon area.
- b) Provide support and maximise the life of the families of migrant workers through the setting up of a network of family support groups (from antenatal, pre-school, primary and on to secondary and tertiary levels) and work with the Devon Youth Service about youth club provision.
- c) It will work with the voluntary and public sector, senior agencies and youth club provision.
- d) Give support and advice to migrant workers on housing, jobs, bank accounts, benefits, school liaison, medical problems through working with CAB and other agencies.
- e) Encourage social and cultural interaction between the migrant and host communities through involvement in festivals, farmers' markets, churches, arts, drama and music groups.
- f) Facilitate access of migrant workers to employment and education opportunities, community services and cultural events.
- g) Help the Devon area in twinning with different countries.

The Organisation shall have the right to:

- Rent a property
- Raise money through fundraising
- Facilitate social and cultural interaction between the migrant and host communities.
- Provide support to migrant workers on housing, employment, social security benefits, access to education and the medical

profession through working with the voluntary and public sector agencies.

- Provide a regular newsletter in English and translate it into the different languages.
- Provide information leaflets in different languages.
- Organise presentations about history and culture of different countries.
- Organise the International Festival in the Crediton and Devon area.
- Create and support the Devon CISCO Website.
- Seek funding to provide employment for a co-ordinator.
- Make grant applications
- Protect the good name of migrant workers if they are discriminated against by anyone.
- Apply for charitable status.
- Do all such lawful things as are necessary for the achievement of the Organisation's objectives.

Members will not be able to use the Organisation for their own benefit or financial gain.

3. Membership

Membership of the Organisation shall be open to individuals of 18 years and over who are interested in furthering the work of the Organisation and will support and help with its development.

The main language of the Organisation is English. Members who don't speak fluent English will not be discriminated against however and may still have a responsible position in the Organisation. An interpreter will be given if required.

The Management Committee will consist of at least 5 members but not more than 9. The main positions in Organisation are:

- Chairman, with a casting vote
- Vice Chairman
- Secretary
- Project Coordinator
- Event and Drop-in Centre Coordinator
- PR and Newsletter Coordinator
- Treasurer
- Others.

Meetings shall be held at least 3 times a year.

One third of Committee members must be present to form a quorum. All Committee Members are elected for a maximum period of 3 years and a minimum of 1 year, and will retire in rotation at the AGM, but may be re-elected. All Committee Members must be over 18 years old. Membership is not transferable.

The Organisation has the right to keep a register of names and addresses of the members, which must be made available to any member on request.

Membership is terminated if:

- a) The member dies or, if the organisation ceases to exist.
- b) The member is removed from membership by resolution of the Management Committee if it is in the best interest of the Organisation that her or his membership is terminated. A resolution to remove a member from membership may only be passed if:
 - The member has given at least twenty-one days notice in writing of the meeting of the Management Committee at which the resolution will be proposed and the reason why it is to be proposed.
 - The member, or at the option of the member, the member's representative (who need not be a member of the Organisation) has been allowed to make representation at the meeting.

4. Trustees.

A Trustee must be a member of the Organisation.

The Organisation has a right to ask people to stay as Trustee. The Trustees may appoint any person who is willing to act as a Trustee. The Trustees should protect the good name of the Organisation and give advice and support the Organisation.

5. Annual General Meeting (AGM)

The AGM shall be held not later than four months after the end of the financial year. Notice must be given at least 14 days before the AGM. The Annual General Meeting will:

- hear reports of the year's work from the Committee
- receive the Treasurer's report on the audited accounts for the year
- accept the resignation of the outgoing Committee
- elect Committee members for the forthcoming year

- appoint the auditor(s) for the forthcoming year.

A Special General Meeting can be called by the Director to resolve a major problem(s). 14 days notice must be given prior to a SGM.

6. Votes

All members over 18 years old are entitled to vote. Voting shall be by a show of hands or on specially prepared cards.

Each member shall have one vote.

Any organisation that is a member of CISCO may nominate a person to act as its representative at any meeting of CISCO.

7. Income

Income is the responsibility for the Treasurer and Committee.

The Organisation is going to apply for grants to support CISCO's needs.

The members are going to be involved in festivals, farmers' markets, churches, arts, drama and music groups to raise funds for CISCO.

The Organisation has a right to keep a Bank Account. The account shall be opened in the name of Organisation and the signatures of two Committee members will be needed for cheques to be drawn on the account. The Bank Account signatories must be at least 2 Members of the Organisation.

Spending over £50 has to be discussed at the Management Committee. The agreement requires the majority of the members' votes.

19.02.2010



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

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- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

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

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

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

Name of Organisation	The Friends of Credition Arts Centre known as Credition Arts Centre	
Name of Project or Activity	Credition Arts Centre Running costs	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	01/04/2025	31/03/26
Amount of funding requested from CTC	£1000	

Contact Details

Name of the person making the application	Patsy Lang
Position in organisation	Administrator
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	East Street Credition EX17 3AX Devon
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Website	www.creditonartscentre.org
Social media links	
Description of organisational purpose	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, Tot's Play, Brown Paper Bag Theatre Company are resident groups. We have many partnerships with local organisations.
Bank details If you are successful, payment will be made by BACS	Bank name: CAF Bank Sort Code: XXXXXXXXXX Account Number: XXXXXXXXXX

Project Details

1. Briefly outline the project that you have planned
Programme Support and development
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>For almost 40 years Crediton Arts Centre (and previously the Drama Centre) has provided a programme of theatre, dance, film, music, talks and other kinds of live entertainment and educational events, alongside art classes. Some of these events are clearly quite commercially viable and raise some funds towards the staff and running costs of the Arts Centre. Other events of an exciting and more unusual style do not sell as well and either just about break even or make a loss, without additional running costs being taken into account. These are equally valid as programme offerings as they present new ideas and broaden awareness in the audiences. A similar tale is told with art classes, some of which can struggle with numbers, but are no less valuable in the cultural landscape of the town.</p>

We feel it is important to continue to offer a wide-ranging programme of events and classes, with some of those events playing to small audiences and therefore needing support from general funds. We plan to do some programme development this year to expand our offerings and Town Council support will allow us to put time into fundraising for this. If we receive a modest amount of support from our Town Council it means we can offer a broad range of educational and entertainment activities and keep ticket prices to a reasonable level.

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

Crediton Arts Centre is a culturally significant part of the town's make up and provides a unique service to Crediton and its outlying districts. We regularly attract visitors from Exeter and Tiverton, and often find people coming from Dorset, Cornwall, Somerset, other parts of Devon and further afield for specific events. A recent visitor to a show who had come from Exeter said 'Why do I have to come to Crediton to find this kind of event? Crediton really is a little hub of creative energy'.

Our presence and programme of activities provides the main source of cultural enrichment in Crediton. Supporting the Arts Centre falls under the Council's Statutory aims to protect and preserve services and better serve the community. Our existence draws people into the town centre which contributes to the town's economic wellbeing and increases tourism. We already have a profile amongst outlying communities who come to Crediton to participate in our events and classes, and Town council funding will help improve it further. This will help increase the profile of Crediton, meeting this CTC outcome.

We aim to build on our current programme by researching new possibilities for activity using our facility, and to improve the physical facility as well. This meets with the CTC outcome of improving an existing asset.

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

Crediton Arts Centre reaches many residents of the town and surrounding area with its activities in our East Street building. We also reach many more people with our activities outside of the Arts Centre, in the Town Square, Busk It! in the High Street, using other venues around the town, and with our biannual touring Shakespeare productions to the town and satellite villages.

During 2024 the Arts Centre had a footfall in excess of 2000 people, with a further 2000+ accessed via our activities outside the building, many of which were free events.

In 2025 we expect those figures to be higher as we run our music festival in March-April, Art Exhibition in May and touring Shakespeare in June-July. All of these events, long with Busk It!, Youth Theatre productions and our regular programme of live events bring people into the town and there is a subsequent increased footfall for local businesses.

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

The long-term sustainability of the Arts centre is dependent on good programming, good financial management, the continued and crucial partnerships we have built up with other organisations in the town, a loyal audience and Friends of the Arts Centre, and the good will of the Crediton community. We believe that all of these elements are strong and will continue into the future. This year we intend to fundraise towards improving the facility and expanding the programme. These things should bring in a greater audience and increase business sponsorship, all contributing to financial sustainability.

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

We do regular risk assessments to enhance our standing risk assessments. We also have recently updated safeguarding and health & safety policies.

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

While we have a close relationship with the Crediton Heart Project and collaborate with them in mounting some arts events, there is no other organisation in the town doing the work that we do. We also collaborate with The Turning Tides Project on several projects throughout the year, and support Sustainable Crediton, CISCO, The Bookery and other organisations in their work. The cultural landscape of Crediton is a rich patchwork based on mutual support and respect, working together in symbiosis.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Music Festival	Audience of 1000+	Box Office returns
Touring Shakespeare	Audiences of 700+	Venue reports
Art Classes	Increased attendances and new classes	Artist facilitator's feedback

Greater number of theatre and music performances	Increased audiences to the newer offerings	Box Office returns
Funding for improvements to programme and facility	Administrator submitting a number of new funding bids	Success in securing some funding from new sources

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

What is the total cost of your project?	42000
How much funding would you like from CTC?	1000
Where will the remaining funding come from?	Box office, project grants, Friends subscriptions, donations, bar income

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	Grant Funding activity (Administrator)	1000	250
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries		16,000	
Expenses (travel etc)			
Venue hire	Programme costs	14,000	
Materials	Office/admin costs/p	9,000	500
Publicity	Brochures	1,000	250
Volunteer expenses	Community interaction/projects	1,000	
Other (please specify)			
	Sub total	42,000	1000
	TOTAL	42,000	1000

Declaration

Have you received a grant in the last 3 years from CTC?	We have received a grant for Busk It! of £800 for last 3 years. We have also received a grant for Arts Centre running costs of £1000
---	---

If so, how much?	See above
What was the project?	Busk It!, Running costs
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	There is no legal arrangement between us though we have received funding support for a number of years.

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

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

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

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

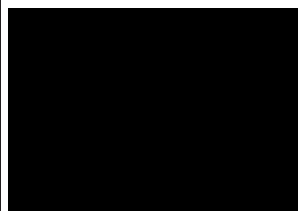
Accounts ☒ X Bank statement or paying-in slip ☒ X Constitution ☒ X
(to double check bank details)

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

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

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)



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

Charity registration number: 1155513

The Friends of Crediton Arts Centre

Annual Report and Financial Statements
for the Year Ended 31 December 2023

The Friends of Crediton Arts Centre

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The Friends of Crediton Arts Centre

Reference and Administrative Details

Trustees

Geoff Fox, Chair
Paul Cartwright
Tom Blaen
Glen Chudley, Treasurer
James Cookson
Yvonne Crone
Tim Harris, Secretary
John Ingham
Beth Robson
Tim Salter

Charity Registration Number

1155513

Principal Office

Crediton Arts Centre
East Street
Crediton
Devon
EX17 3AX

Independent Examiner

Wortham Jaques Limited
Chartered Accountants and Charity Advisers
130a High Street
Crediton
Devon
EX17 3LQ

The Friends of Crediton Arts Centre

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2023.

Objectives and activities

Objects and aims

‘The objects of the Friends of Crediton Arts Centre are to advance the education of the public in the Arts and particularly, the arts of Dance, Drama, Literature, Music and Visual Arts. In carrying out its objects the Charity shall promote equality of opportunity, and oppose discrimination on the grounds of age, culture, disability, gender, race, religion, sexual orientation or wealth.’

Public benefit

We believe our objectives and activities fulfil the following ‘public benefit’ categories listed by the Charity Commission:

- the advancement of education
- the advancement of community development
- the advancement of the arts and culture.

In our general practice, we continue to work towards the advancement of human rights and the promotion of equality and diversity.

We attempt to avoid exclusion by adhering to our equal opportunities policy and by offering concessionary prices for most events at the Centre.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

The Friends of Crediton Arts Centre

Trustees' Report (continued)

Achievements and performance

The year 2023 saw a return to more normal life for the Arts Centre as things continued to recover after the pandemic. Audience numbers for the many and varied events gradually picked up and more classes in art, music, dance and fitness took place, meaning that the footfall of the Arts Centre reached more like pre-pandemic levels. Co-operation with the Town Council, Turning Tides and the Crediton Heart Project was further increased and the Heart Project worked with the Arts Centre to put on a varied programme of workshops, films and performances in August. Out and about in Crediton the Arts Centre was involved in many events including the Crediton Food Festival, Crediton Diversity Festival, several events for Sustainable Crediton and Christmas in Crediton. The ever-popular Busk It! once again took place with music up and down the High Street and two stages in the town square, as well as Share In The Square musical events and a theatrical one as well, a hilarious take on Greek legends from The Last Baguette Theatre Company entitled Pandora's Box.

Back in the Arts Centre there was a lot going on, beginning with the in-house theatre group Brown Paper Bag's production of Oscar Wilde's The Picture of Dorian Gray in January, which was extremely well-received and saw very encouraging audience numbers. February saw performances of The Washing Machine of Destiny, an important original work by local writer and actor Philip Robinson and Luca Saunders about living with autism. Staying with home-grown theatre, the Arts Centre's second touring Shakespeare production took place in June and July, with Much Ado About Nothing visiting eight towns and villages in the local area. In August Crediton Youth Theatre took over the Arts Centre for a week, working towards three performances of Tough as Old Boots, a musical play with surprising revelations about the town's boot-making past.

There were many visits from outside theatre companies during the year, putting on many wonderful pieces. A particularly outstanding one was Pixiematosis, a puppet show for older teenagers and adults by The Object Project. Other highlights of the theatre programme were visits from perennial favourites Scratchworks Theatre and Townsend Productions, Cygnet Theatre with the fascinating play Airswimming and the beautiful environmental tale Stories in the Dust from Anna Harriot and Iona Johnson. There was plenty of music happening in the Arts Centre as well, from visiting musicians such as the wonderful Blackheart Orchestra, to Live Lounge continuing on several dates, show-casing local musicians and culminating in a Solstice evening in December at which many of them played. Other events included further film showings (co-programmed by Eugene Mullan), another in the series of I Like This Stuff evenings (during which Crediton's longest serving mayor talked about his life) and the Big Christmas Quiz.

There was a very special evening in December when David Heathfield, internationally acclaimed story-teller and long-time member of the Arts Centre community, told stories told to him by children in Gaza. The evening was entitled A Candle in The Dark and was moving, inspirational and very, very sad.

Following its success last year, a further Peter Hamilton Memorial Ceilidh was held in Sandford Parish Hall and was a hugely successful fund-raiser for the Arts Centre that he helped to found. The end of the year saw yet another huge loss for the Arts Centre community, the death of Pam Barnard. Pam had been a huge supporter of the Arts Centre and had been involved for many years, as a writer, performer and a forthright and perceptive audience member, and is much missed.

The Friends of Crediton Arts Centre

Trustees' Report (continued)

Many thanks go to Ashgrove Kitchens, Wortham Jaques Accountants, Peck and Strong and Crediton Dairy for their continuing support as business partners and especially to Crediton Town Council for making contributions to the funding for several projects during the year. We are also very grateful to the Friends of the Arts Centre, whose numbers have increased a little and whose ongoing support helps to keep the Arts Centre afloat in these difficult times. Finally, a massive thank you to all the trustees and volunteers, and especially to our administrator Jack Robson, for all their hard work in maintaining the Arts Centre as a vibrant and vital part of local arts and community. A special mention should also go to Rosemary Stephenson, who resigned as a trustee to concentrate on pivotal her role as Chair of Crediton Heart Project, thus ending an 'official' association with the Arts Centre stretching back 16 years. The trustees are immensely grateful to Rosemary for her hard work and vision as administrator and trustee, and look forward to a new chapter as the two organisations continue to build their fruitful partnership.

The Friends of Crediton Arts Centre

Trustees' Report (continued)

Financial review

Total income for 2023 increased from the previous year, to an amount of £44,549 (2022: £39,379), as activities continue to re-build following the circumstances of the past few years. However, this gap is narrowed when considering purely Unrestricted Income (£38,599, compared to £35,419 in 2022).

Overall expenditure also increased, to £56,476 (2022: £49,052), although again this movement is smaller in terms of Unrestricted funds (£49,971 compared to £45,852 in 2022). The trustees' view is that these increased costs are a result of the general economic environment and do not represent a failure of financial controls or budgeting.

Overall, this led to increased deficit of £11,927 (2022: £9,673) and closing reserves of £38,445, split between £35,262 of Unrestricted funds and £3,183 of Restricted Funds (2022: £50,372, split as £46,634/£3,738). Despite this worsening in the overall financial position, the trustees, having taken into consideration the financial performance of the Arts Centre since the year-end, remain confident in the Centre's ability to continue operating.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Geoff Fox, Chair
	Paul Cartwright
	Tom Blaen
	Glen Chudley, Treasurer
	James Cookson
	Yvonne Crone
	Tim Harris, Secretary
	John Ingham
	Beth Robson
	Tim Salter
	Rosemary Stephenson (resigned 25 April 2023)

Structure, governance and management

Nature of governing document

The Friends of Crediton Arts Centre is a Charitable Incorporated Organisation and is governed by its constitution.

Recruitment and appointment of trustees

Trustees are appointed in line with clause 13 of the charity's constitution from amongst the members (Friends) of Crediton Arts Centre. All members of the Friends of Crediton Arts Centre are circulated with invitations to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM. When considering nominations, the Arts Centre has regard for any particular skills or experience currently lacking amongst existing trustees.

The Friends of Crediton Arts Centre

Trustees' Report (continued)

Induction and training of trustees

From Clause 14 of the charity's constitution. "The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- a) a copy of this constitution and any amendments made to it; and
- b) a copy of the CIO's latest trustees' annual report and statement of accounts."

In addition, all new trustees attend a management committee prior to being confirmed as trustees. They also receive a visit from an existing trustee and a pack of other information, including recent minutes and the current brochure.

Organisational structure

The Friends of Crediton Arts Centre is constituted as a Charitable Incorporated Organisation registered with the Charity Commission. The board of trustees, which can have up to 12 members manages the business of the charity meeting as the management committee, which also includes management committee members (who are not trustees) and the administrator of the charity. The management committee meets monthly and there are sub-committees covering programming, premises, the Friends, business partners, volunteers, and press and publicity. There is also an executive committee (the Chair group) which meets monthly between the management committee. Further details of the organisational structure of the charity are available in the current constitution.

Decision making

Decisions are made in line with Clause 10 of the constitution and the day to day management of the charity is delegated to the administrator. Sub-committees are also delegated decision making powers in their relevant areas by the management committee to which they must report on a monthly basis.

Decisions are made in line with Clause 10 of the constitution and the day to day management of the charity is delegated to the administrator. Sub-committees are also delegated decision making powers in their relevant areas by the management committee to which they must report on a monthly basis.

Major risks and management of those risks

The trustees have a risk management strategy which includes:

- an annual review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those risks, and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Recently attention has been focused on fire and health and safety, with systems put in place to manage risks relating to legionella disease and fire procedures.

The Friends of Crediton Arts Centre

Trustees' Report (continued)

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on and signed on its behalf by:

.....
Geoff Fox
Trustee

.....
Glen Chudley
Trustee

The Friends of Crediton Arts Centre

Independent Examiner's Report to the trustees of The Friends of Crediton Arts Centre

I report to the trustees on my examination of the accounts of The Friends of Crediton Arts Centre for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of The Friends of Crediton Arts Centre 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 The Friends of Crediton Arts Centre'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

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

1. accounting records were not kept in respect of The Friends of Crediton Arts Centre as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

.....
Charlotte Chapman Gibbs BFP ACA
Wortham Jaques Limited
Chartered Accountants and Charity Advisers

130a High Street
Crediton
Devon
EX17 3LQ

Date:.....

The Friends of Crediton Arts Centre

Statement of Financial Activities for the Year Ended 31 December 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies		7,101	400	7,501
Charitable activities		17,279	5,550	22,829
Other trading activities		13,719	-	13,719
Investment income	5	500	-	500
Total income		38,599	5,950	44,549
Expenditure on:				
Raising funds		(6,904)	-	(6,904)
Charitable activities		(43,067)	(6,505)	(49,572)
Total expenditure		(49,971)	(6,505)	(56,476)
Net expenditure		(11,372)	(555)	(11,927)
Net movement in funds		(11,372)	(555)	(11,927)
Reconciliation of funds				
Total funds brought forward		46,634	3,738	50,372
Total funds carried forward	19	35,262	3,183	38,445
	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies		11,651	410	12,061
Charitable activities		12,764	3,550	16,314
Other trading activities		10,879	-	10,879
Investment income	5	125	-	125
Total income		35,419	3,960	39,379
Expenditure on:				
Raising funds		(5,240)	-	(5,240)
Charitable activities		(40,612)	(3,200)	(43,812)
Total expenditure		(45,852)	(3,200)	(49,052)
Net (expenditure)/income		(10,433)	760	(9,673)
Gross transfers between funds		250	(250)	-
Net movement in funds		(10,183)	510	(9,673)
Reconciliation of funds				
Total funds brought forward		56,817	3,228	60,045
Total funds carried forward	19	46,634	3,738	50,372

The notes on pages 12 to 24 form an integral part of these financial statements.

The Friends of Crediton Arts Centre

Statement of Financial Activities for the Year Ended 31 December 2023 (continued)

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 19.

The notes on pages 12 to 24 form an integral part of these financial statements.

The Friends of Crediton Arts Centre

(Registration number: 1155513)

Balance Sheet as at 31 December 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	15	16,709	18,890
Current assets			
Debtors	16	1,541	3,078
Cash at bank and in hand	17	<u>28,656</u>	<u>30,760</u>
		30,197	33,838
Creditors: Amounts falling due within one year	18	<u>(8,461)</u>	<u>(2,356)</u>
Net current assets		<u>21,736</u>	<u>31,482</u>
Net assets		<u><u>38,445</u></u>	<u><u>50,372</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds		3,183	3,738
Unrestricted income funds			
Unrestricted funds		<u>35,262</u>	<u>46,634</u>
Total funds	19	<u><u>38,445</u></u>	<u><u>50,372</u></u>

The financial statements on pages 9 to 24 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....
Geoff Fox
Trustee

.....
Glen Chudley
Trustee

The notes on pages 12 to 24 form an integral part of these financial statements.

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) as amended by Update Bulletin 1, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Friends of Crediton Arts Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Improvements to leasehold property	5% straight line
Office equipment	10% reducing balance
Theatre and other equipment	15% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	1,850	-	1,850
Donations from individuals	-	100	100
Grants, including capital grants;			
Grants from other charities	1,850	300	2,150
Friends' subscriptions	3,401	-	3,401
Total for 2023	<u>7,101</u>	<u>400</u>	<u>7,501</u>
Total for 2022	<u>11,651</u>	<u>410</u>	<u>12,061</u>

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Programme of events	17,279	1,500	18,779
Community projects	-	4,050	4,050
Total for 2023	<u>17,279</u>	<u>5,550</u>	<u>22,829</u>
Total for 2022	<u>12,764</u>	<u>3,550</u>	<u>16,314</u>

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

4 Income from other trading activities

	Unrestricted funds General £	Total funds £
Trading income;		
Bar sales	4,604	4,604
Property rental income	9,115	9,115
Total for 2023	<u>13,719</u>	<u>13,719</u>
Total for 2022	<u>10,879</u>	<u>10,879</u>

5 Investment income

	Unrestricted funds General £	Total funds £
Interest receivable and similar income;		
Interest receivable on bank deposits	500	500
Total for 2023	<u>500</u>	<u>500</u>
Total for 2022	<u>125</u>	<u>125</u>

6 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Costs of goods sold		3,395	3,395
Staff Costs		2,098	2,098
Allocated support costs		1,411	1,411
Total for 2023		<u>6,904</u>	<u>6,904</u>
Total for 2022		<u>5,240</u>	<u>5,240</u>

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

7 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Programme of events		9,804	4,905	14,709
Community projects		140	1,100	1,240
Depreciation, amortisation and other similar costs		1,681	-	1,681
Grant funding of activities		-	500	500
Staff costs		15,735	-	15,735
Allocated support costs		8,902	-	8,902
Governance costs		6,805	-	6,805
Total for 2023		<u>43,067</u>	<u>6,505</u>	<u>49,572</u>
Total for 2022		<u>40,612</u>	<u>3,200</u>	<u>43,812</u>

	Activity undertaken directly £	Grant funding of activity £	Activity support costs £	Total expenditure £
Community projects	1,030	-	14,036	15,066
Grantmaking	-	500	-	500
Programme of events	14,919	-	8,773	23,692
Membership support	-	-	3,509	3,509
Governance	1,541	-	5,264	6,805
Total for 2023	<u>17,490</u>	<u>500</u>	<u>31,582</u>	<u>49,572</u>
Total for 2022	<u>18,437</u>	<u>-</u>	<u>25,375</u>	<u>43,812</u>

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

8 Analysis of governance and support costs

Support costs allocated to raising funds

		Staff costs £	Administration costs £	Premises costs including depreciation £	Total funds £
Costs of trading activities	Basis of allocation A	2,098	328	1,083	3,509
Total for 2023		<u>2,098</u>	<u>328</u>	<u>1,083</u>	<u>3,509</u>
Total for 2022		<u>-</u>	<u>138</u>	<u>716</u>	<u>854</u>

Support costs allocated to charitable activities

		Staff costs £	Administration costs £	Premises costs including depreciation £	Total funds £
Programme of events	A	5,245	821	2,707	8,773
Community projects	A	8,392	1,313	4,331	14,036
Membership support	A	2,098	328	1,083	3,509
Governance	A	3,147	493	1,624	5,264
Total for 2023		<u>18,882</u>	<u>2,955</u>	<u>9,745</u>	<u>31,582</u>
Total for 2022		<u>17,687</u>	<u>1,242</u>	<u>6,446</u>	<u>25,375</u>

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

Basis of allocation

Reference	Method of allocation
A	Where support costs cannot be directly apportioned to the activities of the charity they have been split amongst the various areas. As the Administrator is considered the main driver of these costs, they have been split based on the time the Administrator spends on each activity.

Governance costs

	Unrestricted funds General £	Total 2023 £
Staff costs		
Wages and salaries	3,147	3,147
Independent examiner fees		
Examination of the financial statements	1,542	1,542
Allocated support costs	2,116	2,116
	<u>6,805</u>	<u>6,805</u>
	Unrestricted funds General £	Total 2022 £
Staff costs		
Wages and salaries	2,948	2,948
Independent examiner fees		
Examination of the financial statements	1,506	1,506
Allocated support costs	1,368	1,368
	<u>5,822</u>	<u>5,822</u>

9 Grant-making

Analysis of grants

	Grants to individuals 2023 £
Analysis	
Pete Mason Music Fund	<u>500</u>

The support costs associated with grant-making are £Nil (31 December 2022 - £Nil).

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

10 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2023 £	2022 £
Depreciation of fixed assets	<u>1,681</u>	<u>1,850</u>

11 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Peter Hamilton

Peter Hamilton received remuneration of £Nil (2022: £330) during the year.

Professional fees

Tom Blaen

£40 (2022: £Nil) of expenses were reimbursed to Tom Blaen during the year.

Reimbursement of travel costs

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

Donations made by the trustees without any conditions attached totalled £482 for the year (2022 - £605).

12 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	<u>20,980</u>	<u>19,652</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Administration	<u>1</u>	<u>1</u>

No employee received emoluments of more than £60,000 during the year

13 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	<u>1,542</u>	<u>1,506</u>

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

15 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 January 2023	17,508	27,304	44,812
At 31 December 2023	17,508	27,304	44,812
Depreciation			
At 1 January 2023	7,875	17,987	25,862
Charge for the year	875	1,366	2,241
At 31 December 2023	8,750	19,353	28,103
Net book value			
At 31 December 2023	8,758	7,951	16,709
At 31 December 2022	9,633	9,317	18,950

Included within the net book value of land and buildings above is £Nil (2022 - £Nil) in respect of freehold land and buildings and £8,758 (2022 - £9,633) in respect of leaseholds.

16 Debtors

	2023 £	2022 £
Trade debtors	1,189	1,048
Prepayments	352	353
Accrued income	-	1,677
	1,541	3,078

17 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	28,656	30,760
Bank overdrafts	(3,783)	-
Cash and cash equivalents in statement of cash flows	24,873	30,760

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

18 Creditors: amounts falling due within one year

	2023 £	2022 £
Bank overdrafts	3,783	-
Other taxation and social security	1,874	849
Other creditors	122	-
Accruals	2,682	1,507
	<u>8,461</u>	<u>2,356</u>

19 Funds

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	28,463	38,599	(49,971)	2,241	19,332
<i>Designated</i>					
Fixed asset depreciation	18,171	-	-	(2,241)	15,930
Total unrestricted funds	<u>46,634</u>	<u>38,599</u>	<u>(49,971)</u>	<u>-</u>	<u>35,262</u>
Restricted funds					
Productions	1,500	4,750	(4,905)	-	1,345
Busk It!	-	800	(800)	-	-
Share in the Square	-	300	(300)	-	-
Pete Mason Music Fund	2,238	100	(500)	-	1,838
	<u>3,738</u>	<u>5,950</u>	<u>(6,505)</u>	<u>-</u>	<u>3,183</u>
Total funds	<u>50,372</u>	<u>44,549</u>	<u>(56,476)</u>	<u>-</u>	<u>38,445</u>

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2022 £
Unrestricted funds					
<i>General</i>					
General Funds	36,179	35,419	(45,852)	2,717	28,463
<i>Designated</i>					
Fixed asset depreciation	20,638	-	-	(2,467)	18,171
Total unrestricted funds	<u>56,817</u>	<u>35,419</u>	<u>(45,852)</u>	<u>250</u>	<u>46,634</u>
Restricted funds					
Productions	-	2,100	(600)	-	1,500
Brighten up!	-	250	-	(250)	-
Mural	1,000	-	(1,000)	-	-
Busk It!	-	800	(800)	-	-
Share in the Square	-	800	(800)	-	-
Pete Mason Music Fund	2,228	10	-	-	2,238
	<u>3,228</u>	<u>3,960</u>	<u>(3,200)</u>	<u>(250)</u>	<u>3,738</u>
Total funds	<u><u>60,045</u></u>	<u><u>39,379</u></u>	<u><u>(49,052)</u></u>	<u><u>-</u></u>	<u><u>50,372</u></u>

The specific purposes for which the funds are to be applied are as follows:

The fixed asset depreciation fund was set up by the trustees to absorb future depreciation on fixed assets.

The restricted funds represent income and expenditure relating to the specific activities shown, where the use of the income has been specified by the donors.

20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2023 £
Tangible fixed assets	16,709	-	16,709
Current assets	30,197	-	30,197
Current liabilities	<u>(4,678)</u>	<u>(3,783)</u>	<u>(8,461)</u>
Total net assets	<u><u>42,228</u></u>	<u><u>(3,783)</u></u>	<u><u>38,445</u></u>

The Friends of Crediton Arts Centre

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2022 £
Tangible fixed assets	18,890	-	18,890
Current assets	30,100	3,738	33,838
Current liabilities	(2,356)	-	(2,356)
Total net assets	<u>46,634</u>	<u>3,738</u>	<u>50,372</u>

21 Analysis of net funds

	At 1 January 2023 £	Financing cash flows £	At 31 December 2023 £
Cash at bank and in hand	<u>30,760</u>	<u>(5,887)</u>	<u>24,873</u>
Net debt	<u>30,760</u>	<u>(5,887)</u>	<u>24,873</u>

bank giro credit

Date:

DATE
Counter Stamp



CAF Bank

CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill,
West Malling, Kent ME19 4JQ

ACCOUNT:

Friends of Crediton Arts
Centre - Main Account

PAID IN BY:

No. of
CHEQUES

SORT CODE

ACCOUNT NUMBER

TRAN CODE

Notes £50

Notes £20

Notes £10

Notes £5

Coins £2

Coins £1

50p

20p

Silver

Bronze

TOTAL CASH

Cheques

77

£

001827

11

?



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Grant Feedback Form 2024-2025

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

►Name of Organisation:

Credition Arts Centre

►Contact Details:

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

First Names Jack

Last Name Robson

Position in Organisation Centre Manager

Address Credition Arts Centre, East Street

Credition

Postcode EX17 3AX

Telephone Number 01363 773260

Email Address info@creditionartscentre.co.uk

►Amount of Grant received:

£1000

►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 from CTC was used to cover running costs and development at the Arts Centre. This included cleaning and maintenance costs, bills, repair and servicing and replacement of outdated equipment. The Arts Centre depends heavily on grants to be able to continue operating, and

Please see overleaf



CREDITON TOWN COUNCIL

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Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

the continued support of Credition Town Council
over so many years has been crucial to our
continued existence.

►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

08/01/25

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT,
no later than 17 January 2025



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

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Email: reception@crediton.gov.uk

Grant Feedback Form 2024-2025

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►Name of Organisation:

CREDITON ARTS CENTRE (TWELFTH NIGHT)

►Contact Details:

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

First Names JACK

Last Name ROBSON

Position in Organisation CENTRE MANAGER

Address CREDITON ARTS CENTRE, EAST STREET
CREDITON

Postcode EX17 3AX

Telephone Number 01363 773260

Email Address info@creditonartscentre.org

►Amount of Grant received:

►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.

Twelfth Night was considered a great success and played to full houses in the Town Square. One performance was rain-affected but went ahead with the audience under umbrellas and hoods. It was good to be doing another Shakespeare in the Square after so many years, and a fitting

Please see overleaf



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Devon

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tribute to the late Peter Hamilton, who originated
SITS in 1994.

The Arts Centre and the company were immensely
grateful to Credition Town Council for their
support in making the production possible. The
infrastructure required for this kind of performance
is an expensive process, and it would not be
possible to do such projects without the support
of our town council.

►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

03/01/25

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT,
no later than 17 January 2025

The Constitution of the Friends of Crediton Arts Centre - a Charitable Incorporated Organisation with voting members other than its charity trustees

Date of constitution: 12th November, 2013

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is the Friends of Crediton Arts Centre.

2. National location of principal office

The principal office of the CIO is in England.

3. Object[s]

The objects of the CIO Friends of Crediton Arts Centre are to advance the education of the public in the Arts and particularly, without prejudice to the aforementioned, the art of Dance, Drama, Literature, Music and Visual Arts.

In carrying out its objects the CIO shall promote equality of opportunity, and oppose discrimination on the grounds of age, culture, disability, gender, race, religion, sexual orientation or wealth.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

4. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO's powers include power to:

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

5. Application of income and property

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

- (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
- (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:
 - (a) a benefit from the CIO as a beneficiary of the CIO;
 - (b) reasonable and proper remuneration for any goods or services supplied to the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6 Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (b) receive any other financial benefit from the CIO;

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

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

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let

by

the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

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

(3) Payment for supply of goods only – controls

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

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

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

- (a) “the CIO” includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

7 Conflicts of interest and conflicts of loyalty

A charity trustee must:

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

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

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

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

9 Membership of the CIO

(1) Admission of new members

(a) Eligibility

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

A member may be an individual, a corporate body, or [an individual or corporate body representing] an organisation which is not incorporated.

(b) Admission procedure

The charity trustees :

(i) may require applications for membership to be made in any reasonable way that they decide;

(ii) [shall, if they approve an application for membership, notify the applicant of their decision within [21 days];]

(iii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

(iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within [21 days] of the decision being taken, and give the applicant the opportunity to appeal against the refusal;

and

(v) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

(2) Transfer of membership

Membership of the CIO cannot be transferred to anyone else.

(3) Duty of members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(4) Termination of membership

(a) Membership of the CIO comes to an end if :

(i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or

(ii) the member sends a notice of resignation to the charity trustees; or

(iii) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or

- (iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.
- (b) Before the charity trustees take any decision to remove someone from membership of the CIO they must :
 - (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
 - (ii) give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;
 - (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;
 - (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
 - (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

(5) Membership fees

The CIO may require members to pay reasonable membership fees to the CIO.

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause or by written resolution as provided in sub-clause (3) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (4) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting [(including votes cast by postal or email ballot, and proxy votes)].

(3) Taking ordinary decisions by written resolution without a general meeting

(a) Subject to sub-clause (4) of this clause, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

- (i) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (ii) a simple 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 (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

(b) The resolution in writing may comprise several copies to which one or more members has signified their agreement.

- (c) Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with paragraph (a) above.
 - (d) Not less than 10% of the members of the CIO may request the charity trustees to make a proposal for decision by the members.
 - (e) The charity trustees must within 21 days of receiving such a request comply with it if :
 - (i) The proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;
 - (ii) The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and
 - (iii) Effect can lawfully be given to the proposal if it is so agreed.
 - (f) Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.
- (4) Decisions that must be taken in a particular way
- (a) Any decision to remove a trustee must be taken in accordance with clause [15(2)].
 - (b) Any decision to amend this constitution must be taken in accordance with clause [28] of this constitution (Amendment of Constitution).
 - (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause [29] of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11. General meetings of members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause [13].

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

(2) Calling general meetings

(a) The charity trustees :

- (i) must call the annual general meeting of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
- (ii) may call any other general meeting of the members at any time.

(b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if :

- (i) they receive a request to do so from at least 10% of the members of the CIO; and
- (ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

(c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-

clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.

(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

(f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.

(g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.

(h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.

(i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

(3) Notice of general meetings

(a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.

(b) If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3) (a) of this clause have not been met. This sub-clause does not apply 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.

(c) The notice of any general meeting must :

(i) state the time and date of the meeting;

(ii) give the address at which the meeting is to take place;

(iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

(iv) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;

(v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re- election as trustee, or where allowed under clause [22] (Use of electronic communication), details of where the information may be found on the CIO's website.

(d) 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.

(e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause [19](2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5) Quorum at general meetings

- (a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must be notified to the CIO's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 20 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6) Voting at general meetings

- (a) Any decision other than one falling within clause [10(4)] (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote [unless otherwise provided in the rights of a particular class of membership under this constitution].
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.
- (c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.
- (d) A poll may be taken :
 - (i) at the meeting at which it was demanded; or
 - (ii) at some other time and place specified by the chair; or
 - (iii) through the use of postal or electronic communications.
- (e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
- (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity trustees

(1) Functions and duties of charity trustees

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

- (a) to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No one may be appointed as a charity trustee:
 - 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 [15(1)(f)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

(a) There must be at least 3 charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees of the CIO are:

Peter Hamilton
Geoff Fox
Yvonne Crone
Liz Kingdom
Paul Cartwright

Beth Barlow
Naomi Wright
Jack Robson
Tim Harris

13. Appointment of charity trustees

(1) At the first annual general meeting of the members of the CIO all the charity trustees shall retire from office;

(2) At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;

(3) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;

(4) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (5) of this clause;

(5) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause [15] (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause [12(3)] on the number of charity trustees would not as a result be exceeded;

(6) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

14. Information for new charity trustees

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

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the CIO's latest trustees' annual report and statement of accounts,

15. Retirement and removal of charity trustees

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

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) is removed by the members of the CIO in accordance with sub-clause (2) of this clause; or
(f) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause [11], and the resolution is passed by a two-thirds majority of votes cast at the meeting.

(3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

16. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

17. Taking of decisions by charity trustees

Any decision may be taken either:

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

18. Delegation by charity trustees

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

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

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
- (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
- (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. Meetings and proceedings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

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

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

(c) In the case of an equality of votes, the chair shall have a second or casting vote.

(4) Participation in meetings by electronic means

charity (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 charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes

20. Saving provisions

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

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

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

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

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) it must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two charity trustees.

22. Use of electronic communication

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

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

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

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

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

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

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, 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 CIO on request.

27. Disputes

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

28. Amendment of constitution

As provided by clauses 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.
- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of any resolution altering the constitution, together with a copy of the CIO's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause [11] (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
 - or (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:

- (i) a copy of the resolution passed by the members of the CIO;
- (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
- (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution: “connected person” means:

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

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

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

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

The “Communications Provisions” means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

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

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

A “member” is someone who is currently signed up as a “Friend of Crediton Arts Centre”

Signed: (Chair)

Date:



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

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

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

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

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

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

Name of Organisation	The Credition Heart Project	
Name of Project or Activity	Credition In & Around website	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	April 2025	March 2026
Amount of funding requested from CTC	£1000	

Contact Details

Name of the person making the application	Rosemary Stephenson
Position in organisation	Chair
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
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Website	www.creditoninandaround.co.uk
Social media links	https://www.facebook.com/Creditoninandaround https://www.instagram.com/creditoninandaround/
Description of organisational purpose	<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 as it expands, preventing it becoming a dormitory town for Exeter.</p> <p>We run a number of community projects, including an annual Summer Arts Festival and the Crediton In & Around website. Last year we merged with Crediton Town Team and took over running the Crediton Flag Project.</p> <p>We have long term plans to develop a new community hub, with a flexible performance space and rooms for a variety of activities.</p>
Bank details If you are successful, payment will be made by BACS	Bank name: Lloyds - The Crediton Heart Project Sort Code [REDACTED] Account N [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>The grant will contribute to the annual costs of maintaining and developing the Crediton In&Around community website and social media channels.</p> <p>The website was launched in April 2020 in response to the Covid-19 pandemic and has since become an invaluable resource for the Crediton area. 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.</p> <p>The website and social media channels are managed by volunteers, who gather, load and update content to ensure it remains engaging and relevant.</p>

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

The website was initially created in response to our 2019 public consultation, when many people expressed frustration that, despite the huge range of activities and events on offer locally, it was difficult to find out what was going on. At that time there was no online platform sharing information about Crediton and we are still the only website, dedicated to promoting independent businesses, groups and activities in our area.

It's worth noting that the Visit Mid Devon website, which was also set up in 2020, does include some information about the Crediton area, but still has a tendency to focus on the Tiverton area.

As a result of creating and maintaining the website we have built relationships with many local groups and businesses and have continued to develop and amend the site in response to their changing needs.

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

Our project supports all of CTC's outcomes:

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

According to the data that we gather each month, about 2,000 people regularly use our website. Our Facebook page has 2,100 followers and our Instagram has 1,287 followers. The most popular website page is our lively [What's On calendar](#), which we regularly update (often on a daily basis) to reflect to wide range of events and activities on offer locally. Many groups now send their event details to us as a matter of course, while others need chasing!

2. Enhances the profile and/or reputation of Crediton

Our website and social media channels showcase Crediton as a vibrant, creative and welcoming town, boosting pride among its residents and encouraging visitors to spend more time here. We know from our data, that the website is used by people living across the UK and is helping to spread our reputation well beyond Mid Devon.

3. Supports CTC in achieving the overarching aims in its Strategic Plan.

A dedicated, professionally designed and regularly updated website supports CTC to achieve its core aims of providing services, building relationships, promoting Crediton and strengthening the community.

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

As stated above, we are regularly reaching at least 2,000 people, helping them promote their businesses, groups or events, as well as informing them about the many things going on locally. Our bi-monthly newsletter, highlighting new content on the website, has over 500 subscribers.

By being better informed, local residents are more likely to get active and involved, which in turn improves their wellbeing, both mental and physical.

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

To ensure the website is truly representative and open to all, we took the decision early on not to charge for a listing. This means we will always rely on grant funding to cover our basic running costs.

However, this year we have significantly reduced these costs by replacing our paid social media manager with a volunteer. This has put the website on a more secure financial footing.

We will continue to look for business sponsors but, in the current economic climate, we are not optimistic about finding any in the near future.

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

We have a safeguarding policy which governs all aspects of our charity's activities. We also have a website editorial policy, with clear guidelines about acceptable content.

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

We are not aware of any groups running a similar website, but we are always keen to collaborate.

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

Outcome	Success will look like	How we will measure it
Increased visitors to the site	2,500+ visits per month	Google analytics
Increased engagement with the site by contributors	An increase in requests for events/businesses to be listed	No of new listings
Increased attendance at events/footfall in town	Increased ticket sales at events/turnover in shops	Survey of website contributors

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

What is the total cost of your project?	£1250
How much funding would you like from CTC?	£1000
Where will the remaining funding come from?	Fundraising for our annual Summer Arts Festival will include a contribution towards the website running costs.

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

See attached budget

Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			

Other (please specify)			
	Sub total		
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1,000 in April 2021 & 2022 £3000 in 2023
What was the project?	2021 & 2022 – website running costs 2023 – website running costs and Flag Project
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	N/A

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

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

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

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

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

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

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

Signature 1 (person submitting form)	Rosemary Stephenson
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



A website to promote everything going on in our area
created and managed by the CREDITON Heart Project
www.creditoninandaround.co.uk

Budget 2025-26

Expenditure

Item	Cost
Annual hosting + fees for add-ons (eg calendar, weather app)	£400
Domain protection fees	£50
Technical support £50/mth retainer	£600
Heart Project overheads (insurance, accountancy etc)	£200
TOTAL	£1,250

Income

Item	
Town Council grant	£1,000
Other fundraising	£250
TOTAL	£1,250

The CREDITON Heart Project is a registered charity no. 1189549



Grant Feedback Form 2024-2025

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

►Name of Organisation:

The Credition Heart Project

►Contact Details:

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

First Names Rosemary

Last Name Stephenson

Position in Organisation Chair

Address

Postcode

Telephone Number

Email Address

►Amount of Grant received:

£1,000

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



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

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 a social media manager.

Credition In&Around 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

►Declaration:



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

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

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

Signed Rosemary Stephenson

Date 7 January 2024

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025



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

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

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

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

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

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

Name of Organisation	Credition Youth Theatre	
Name of Project or Activity	Over the Fields And Into The Town	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	04/2025	04/2026
Amount of funding requested from CTC	1000	

Contact Details

Name of the person making the application	Jez Taylor
Position in organisation	Director
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
---------	------------

Website	www.credyt.org.uk
Social media links	
Description of organisational purpose	Crediton Youth Theatre is an open access youth arts organisation led by professional practitioners, based at Crediton Arts Centre. We create dynamic, original musical theatre with local young people up to 18 years old, providing them with the opportunity to enjoy the dramatic arts through weekly sessions and holiday projects. The group has gained an excellent reputation in the local community for high quality, inclusive productions. CYT teaches many transferable skills, builds confidence, and fosters teamwork and creativity amongst its members. We endeavour to keep the cost of participation as low as possible, to enable as many young people as possible to engage in our high quality arts activities.
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Sort Code: [REDACTED] Account No: [REDACTED]

Project Details

<p>1. Briefly outline the project that you have planned</p> <p>The grant is required to help towards Crediton Youth Theatre's operating costs for another year. Weekly sessions will be held at Crediton Arts Centre.</p> <p>In the Summer, we created a brand new show, Community Spirit, which dealt with issues of loss, isolation and social division. Next Summer we will devise, rehearse and stage an original musical play in Crediton. Ahead of this production, we will hold additional workshops during the school holidays and at weekends.</p> <p>We will continue to expand our pool of volunteers and peer-mentors. They will receive training and engage in, amongst other things, helping to run activities and workshops, set design, costume, PA, lighting, musical accompaniment, marketing, front of house and administration.</p> <p>Our activities include ice-breakers, games, group work, improvisation, writing, singing, physical theatre and writing. We want to make the benefits for young people of participating in arts activities available to all.</p>
<p>2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)</p> <p>We have seen the positive effects for young people of participating in youth theatre activities over many years. They face numerous challenges in their lives, and many young people struggle with their mental well being and confidence. We have countless examples of nervous, introverted new members who have joined the group and gone on to build their self confidence, social skills and friendship group. I believe our work is more important now than ever in the aftermath of the pandemic and with increased pressures from social media. There is no other such youth theatre group in Crediton, a town with a huge catchment area.</p> <p>Here are excerpts from a couple of E-mails received in the past two weeks:</p>

'I wanted to say thank you for all the time and fantastic experiences with you guys at CYT over the years. The boys have all had such fun and enriching experiences during the termly workshops and shows, and we've all loved watching the shows.....we'll miss them a lot. Thank you so much for your time and support.'

'I just wanted to say how happy I am that T found your group. Thank you for making these sessions affordable else she wouldn't have this opportunity. Well I just wanted to say how grateful I am. T has made a new network of friends and looks forward to attending each week. The shows in the summer are such a delight.'

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

The grant will help us expand our work and the number of people supported.

The local community will be able to take pride in the achievements of young people, and new audience members will be attracted from outside the town.

Groups such as CYT can play a vital role in building a sense of local community through regular activities, performances and partnerships with other organisations.

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

The anticipated number of members will be in the region of 40-50, and the number of audience members will be several hundred. The project will benefit the families of members, providing a safe space for their children to express themselves and gain an enhanced sense of identity and belonging. The families will be able to enjoy the shows and tell their extended family and friends about them. The performances will serve as an inspiration to other young people to consider taking part in the future. A grant will be essential in continuing our work and keeping the costs to members affordable.

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

We will continue to raise money through fees, ticket sales and fund raising. To this end, we will continue to seek funding for our work through grants and initiate fundraising events and activities. The project will expand our group and attract new members and volunteers.

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

We have a child protection policy which deals with safeguarding issues relating to work with young people. We will carry out risk assessments where necessary and all venues will carry the appropriate public liability insurance. All the professionals employed have many years' experience of working with a variety of young people, with a range of needs, in many different settings. We have evolved a supportive, hands-on approach to pastoral care in the organisation.

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

We have collaborated with local groups in the past, and currently liaise with other youth theatre groups working in the West of England, including Barnstorm and Flies On The Wall. We swap ideas, skills and support each other in terms of resources including costume and equipment. We have an ongoing partnership with Crediton Arts Centre and visit local schools from time to time. Last year's Festival of Youth at Lord's Meadow Leisure Centre allowed us to make new contacts among local organisations.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
An expanded membership	40-50 members by the end of the year	Registers kept for all sessions
Increased audience numbers	An increase on last year	Ticket records from trybooking.com
An enhanced profile for CYT	Local media coverage, feedback from family and audience members	Feedback forms, local press articles

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

What is the total cost of your project?	8550
How much funding would you like from CTC?	1000
Where will the remaining funding come from?	Subs, ticket sales, other grants, funding activities

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	admin	500	
Training	Training (included)		
Office costs (rent, telephone etc)			
	Sub Total		
Salaries		4700	500
Expenses (travel etc)	Travel, refreshments	100	
Venue hire	Hire of venue	1200	

Materials	Set / prop making materials	100	
Publicity	Posters, website	250	
Volunteer expenses	Volunteer expenses	500	500
Other (please specify)	Set and costume design	800	
		400	
	Sub total	8550	1000
	TOTAL	8550	

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	1000
What was the project?	Running and production costs for the year
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	

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

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

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

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

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

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

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

Signature 1 (person submitting form)	Jeremy Taylor
Signature 2 (Chair or senior representative of the organisation)	Marie Belsten
Typed entries acceptable for email applications	
Date: 15/01/2025	

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

Email: e.armitage@crediton.gov.uk

Accounts Summary April 2023 - April 2024: Crediton Youth Theatre

Income

General Funds

subs	2480.00
other income / contributions	

Restricted Funds:

Total	3510.00
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Expenditure

General Funds

fees	2,125.00
venue hire	0.00
lighting etc	0.00
volunteers' costs	0.00
administration / marketing / monitoring	0.00
design	0.00
other	0.00

Total	2,125.00
-------	----------

Restricted / Project Funds:

fees	2,000.00
venue hire	622.00
volunteers' costs	400.00
administration / marketing / monitoring	0.00
design	750.00
other	100.00

Total	3,872.00
restricted funds carried over from previous year	363.68
restricted funds closing balance	1.68

Opening balance	929.15
Closing Balance	922.15

NET for year	- 7.00
--------------	--------

signed

position: treasurer

signed

position: committee member

Adopted at the Annual General Meeting on 14 December, 2024.



Grant Feedback Form 2024-2025

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

►Name of Organisation:

Credition Youth Theatre

►Contact Details:

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

First Names Jez

Last Name Taylor

Position in Organisation Director

Address

Postcode

Telephone

Email Address

►Amount of Grant received:

1000

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



CREDITON TOWN COUNCIL

8 North Street

Crediton

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

We ran affordable weekly sessions at Crediton Arts Centre. Activities involved warm ups, games, solo and group acting, writing, singing and dancing. We encourage our members to develop their own ideas and characters, and to express themselves.

We attended the 'Festival of Youth' event at Lords Meadow Leisure Centre, where some of our members presented the youth theatre to visitors and other groups. We ran a stall with photos and posters from previous shows, which proved a good starting point for conversations.

In the Summer, we created a brand new show, Community Spirit, which dealt with issues of loss, isolation and how the events of the past can be misremembered and twisted, causing division in a small community. This musical production, at Crediton Arts Centre, featured a cast of local young people, a team of professionals and volunteers, and a live band. There were three performances to paying audiences.

The play was filmed and photographs and a video are available via our website www.credyt.co.uk/
Please note: the pages for the photos and video are password-protected but please contact us if you would like access.

The show was a big hit with audiences and we have had some wonderful feedback including:-
'I enjoyed the serious theme. The directing, set, performances and the music were all of a very high standard. The obvious enjoyment of the cast shines through.'
'An amazing youth theatre, a fantastic production. They have assisted in promoting my daughters confidence. Would highly recommend'
'Exceptional, original and creative. Definitely a highlight of each summer'

We increased our membership and new volunteers came forward to help out with leading sessions, backstage work, choreography and playing music on the performances. Our volunteers are encouraged to take on more responsibility and training to allow them to advance in their chosen field.

The grant from Crediton Town Council was essential, for keeping the cost to members low and ensuring access to all. The group has grown in number and confidence throughout the year, and several young members have joined. Most of them took part in the production, and it was gratifying to see them grow in confidence and have a great time on stage. We look forward to another year working with these brilliant young people.

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: 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.

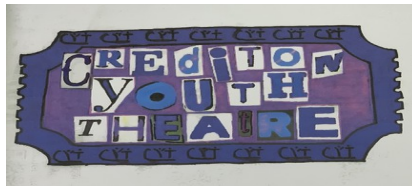
I understand that any false declaration or misleading information or any significant omission may result in the repayment of any grant aid provided.

Signed

Jez Taylor

Date 10/09/24

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 30 September 2024.



CONSTITUTION

1. Name of the group: Crediton Youth Theatre

2. Objectives:

To provide young people in Crediton and Mid Devon with the opportunity to experience quality theatre, music and related arts, regardless of experience, ability, race, sex, disability, sexual orientation, religion, age, economic, class or health status

To run out-of-school-hours sessions and holiday projects, held in accessible buildings.

In order to promote our work, to visit schools, youth clubs and other organizations.

To stage at least one public performance per year.

To nurture and promote the practice and appreciation of theatre and the performing arts.

To increase the confidence and self-esteem of members, and to equip them with new skills.

To provide volunteers, trainees and employees with training, both inside and outside the organisation.

To be aware of the impact projects may have on the environment and work towards lessening this impact.

3. Powers:

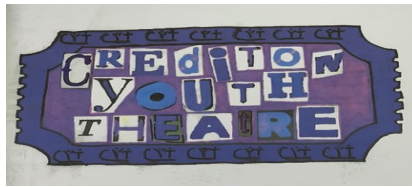
The Society shall have the power to do anything considered by the Management Committee to be in furtherance of the objectives in accordance with its equal opportunities policy.

CYT will apply to funders for grants to run its activities. CYT will make reasonable charges to young people to engage in its activities. These fees will be agreed by the committee and kept to a minimum wherever possible.

4. Management Committee

Decisions concerning the running of CYT will be made by a committee consisting of Chairperson and / or Vice-chair, Secretary, Treasurer and at least two others.

The committee will meet at least twice each year.



An Annual General Meeting will be called in April / May of each year. At the AGM elections will be held for officers and committee members.

Appointment to the Committee shall be for one year. Any member of the Committee may be reappointed or reselected at any time during the year.

5. Membership

Membership of CYT is open to anyone in the target age range: 7 to 18 years. New members are welcome to turn up to a session, fill in a simple form and try the group out for one week

6. Payments / Benefits / Finance

CYT will be non-profit making.

No-one will receive any dividend, bonus or interest deriving from assets or income of the society; however, employees will be paid, where appropriate.

To ensure high standards CYT will endeavour to employ professional people with experience, vision and talent.

The financial year of the Society shall be 5th April to 4th April.

The Committee shall present to the Annual General Meeting an Annual Statement of Account

A bank account shall be held in the name of the Society. All cheques drawn on the account shall be signed by two officers..

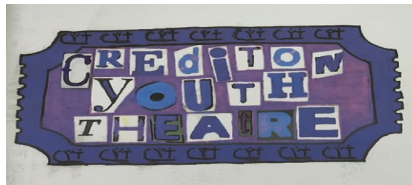
The Treasurer shall keep proper account of all money received and spent on account of the Society.

7. Closing down

CYT may be dissolved at any time by a majority decision of the full committee. Any monies remaining in the accounts will be donated to group(s) with similar aims and purpose.

8. Amendment of the Constitution

This constitution, once accepted, may only be amended by vote at the AGM, or at an EGM called for that purpose. Any alteration to the constitution must receive the assent of two-



thirds of the members voting. Any amendment must be notified to all members in writing at the time of (or before) notification of the meeting.

No alteration shall be made to this constitution which will cause the Society to cease to be a charitable body, or would cause the society to be in breach of any legal or statutory requirement.

Certified as a true copy by:



Signed

Date14/12/24

PositionTreasurer.....

Last reviewed December 2024



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

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

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

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

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

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

Name of Organisation	Credition Area History & Museum Society	
Name of Project or Activity	Revamp (and continue to run) Credition Museum	
What is the delivery time scale of your Project or Activity	Start : March/ April 2025	Finish : Autumn / Winter 2025
Amount of funding requested from CTC	Up to £1,500	

Contact Details

Name of the person making the application	Tony Gale	
Position in organisation	Chair	
Email address	<div></div>	
Telephone number	<div></div>	

Organisation details

Address	Credition Museum The Old Town Hall High St, Credition EX17 3LF
Website	www.creditionhistory.org.uk

Social media links	Facebook : Crediton Museum
Description of organisational purpose	To research, collect, conserve, interpret and exhibit material and information related to the history and heritage of Crediton and the surrounding area, with the participation of local communities, offering varied experiences for education, enjoyment, reflection and the sharing of knowledge.
Bank details If you are successful, payment will be made by BACS	Bank name [REDACTED] Museum Society Account [REDACTED] Sort Code [REDACTED]

Project Details

<p>1. Briefly outline the project that you have planned</p> <p>Due to circumstances beyond our control, during 2025 the Society will be losing the use of the premises where for many years it has stored its archive and the bulk of its collection.</p> <p>We are digitising our document and photographic archive, with most of the documents going to the Devon Heritage Centre (Exeter). We are reviewing and will be reducing the number and range of artifacts in the collection, and bringing into the museum many of those through which we can say most about the history and heritage of the area. It is our intention to build our 2025 exhibition around a selection of those documents, photographs and artifacts.</p> <p>This will entail alterations to the layout and fittings of the museum and the IT equipment we need to store, access and display the digitised items. We are reviewing the amounts of space given to the core collection vs. temporary exhibitions and will reflect the outcome of that review in the alterations we make.</p> <p>The museum has very little space for storing anything beyond what is on display. We are therefore looking for alternative storage space with effect from Autumn 2025. If we are successful in that search, we may incur additional running costs.</p>
<p>2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)</p> <p>The museum has an established reputation for interpreting and exhibiting material and information with a local connection through its core collection and annual exhibitions over many years. We typically attract in the region of 1,500 visitors a year (1,649 in 2023 : 1,499 in 2024), a high proportion of them being from the local area.</p> <p>We are reliant on grant aid and other external funding to rent the space used by the museum in a building which is itself an important part of Crediton's history and cultural heritage. Like most organisations, we need to keep our offer "fresh", balancing the familiar with the new; and with the imperative to relinquish our store we aim to make a virtue out of a necessity and take the opportunity to revamp the layout of the museum and the way in which we curate our collections and present them to our visitors.</p>

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

The project will improve an existing asset and service which benefits a significant number of Crediton residents (see item 2, above)

The museum is the Society's showcase and "shop window" not only for our collections but also for the range of activities which we provide, including talks, guided walks, and historical research (e.g. help with house history and family history) – all of which contribute significantly to the profile and reputation of the town.

With regard to the overarching aims in the Town Council's Strategic Plan,

- the Society is one of the organisations which "strengthen the health, wellbeing and future of Crediton", playing an important part in the cultural fabric of the town
- we provide "community events and projects that attract visitors"
- we play a key role in "the preservation of the town's historic assets"
- the museum both "promotes and enhances the High Street", and the proposals outlined in this application aim to significantly improve the enhancement we can provide
- the museum plays a key role in providing "good quality, accessible visitor facilities and an attractive environment" in the town centre; once again, these proposals aim to significantly improve what we can offer in this respect
- we strongly believe in building and utilising "relationships with the voluntary sector to strengthen the resilience of our community" creating synergies for the mutual benefit of the parties and the broader local community. Current and recent examples include work with local schools for our 2023 Exhibition; collaboration with the locally-based Folklore Library & Archive for our 2024 Exhibition; and talks to local community groups (including Boniface Link, The Bookery, Crediton Ladies' Circle, Probus and u3a)
- the museum has an important part to play in "promoting the character and importance of our town". This project aims to make the museum a more attractive, welcoming place which will enrich visitor experience, contributing to the achievement of this strategic aim

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

The museum has not been refurbished for many years. As stated above (see item 3) the project aims to make it a more attractive and welcoming place providing an improved visitor experience. We believe that this will in itself attract more local visitors to the museum. We would consider it a success in this respect if we increase local visits by (say) 10% in 2025.

The project aims to impact our mission to offer "varied experiences for education, enjoyment, reflection and the sharing of knowledge" (see "Description of organisational purpose" above). Through a sharper focus on items through which we can say more about the history and heritage of the local area (see item 1, above) we hope to give local visitors a greater understanding of that history and heritage, leading to a stronger sense of connection to and pride in the community. We encourage feedback from our visitors and hope to see more comments which reflect this kind of impact in 2025 and beyond.

The digitisation of documents will make them more readily accessible to people making local enquiries, especially if we can enhance the IT equipment available to researchers at the museum.

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

CAHMS a registered charity which is and will continue to be reliant on donations at the museum; payments for attending talks and walks; and continuing support from our members, our “corporate friends” in local businesses and grants from CTC and elsewhere. If these continue at the level enjoyed in the current financial year, they will sustain our core year-on-year activities, subject to success in our search for affordable storage space.

The additional expenditure related to this project will enable us to provide an improved facility and services for some years to come.

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

We will undertake a risk assessment for activities related to the alterations to the layout and fittings of the museum. We do not anticipate that these activities will involve any young people or vulnerable adults and do not anticipate the need for a safeguarding policy related to the project.

We will consider risks and hazards in respect of any proposals to acquire new storage facilities.

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

We are actively involved in the Mid Devon Museums Group (part of Museums Development South West) and regularly share information and ideas with other small museums and with MDSW staff. Each museum in the Group is unique, but our association with the Group is helpful in making us aware of opportunities and sources of potential support.

We consider that formal collaborations or partnerships for this specific project would not be appropriate – beyond, perhaps, providing us with support from individuals with specific practical or design skills – but we are open to developing more relationships with the voluntary sector as described in item 3, above, in terms of the service and facilities we offer in 2025 and beyond.

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

Outcome	Success will look like	How we will measure it
Visitor Numbers (overall)	More than 1,500 visitors in 2025	Visitors book
Visitor Numbers (Crediton residents)	10% up on 2024	Visitors book
Visitor Numbers (other Mid Devon residents)	10% up on 2024	Visitors book
More visitor feedback evidencing positive experience of their visit	More / more fulsome written comments left by visitors	Visitors book and "comments" book

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

What is the total cost of your project?	£7,100
How much funding would you like from CTC?	£1,500
Where will the remaining funding come from?	Donations received at the museum (we do not charge for admission); payments for attending talks and walks; continuing support from our members, our "corporate friends" in local businesses and grants from other sources

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	All provided by volunteers	Nil	£0
Training	All provided by volunteers to volunteers	Nil	£0
Office costs (rent, telephone etc)	Rent (museum) (£4,500), telephone, insurance, printing costs etc. Additional rent for storage (say) £1,000	£6,000 per annum	£1,250
	Sub Total	£6,000	£1,250
Salaries	Nil	Nil	£0
Expenses (travel etc)	All covered by volunteers	Nil	£0
Venue hire	n/a		
Materials	Display boards say £500 Display cabinets say £250 Carpentry / building materials say £250	£1,000	£250
Publicity	Flyers say £100	£100	£0
Volunteer expenses	Nil		
Other (please specify)			
IT equipment (computer, displays)	Say £1,000	£1,000	£0
	Sub total	£2,100	£250
	TOTAL	£7,100	£1,500

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1,000 each year
What was the project?	Ongoing cost of running the museum
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	None

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

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications. (please click/tick box to agree) <input checked="" type="checkbox"/>	
We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered (please click/tick box to agree) <input checked="" type="checkbox"/>	
We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate): <div style="display: flex; justify-content: space-between;"> 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"/> </div>	
NB. Scanned copies are acceptable if you send your application by email. Applications will not be taken to committee without all these supporting documents.	
Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation) Typed entries acceptable for email applications	Tony Gale (Chair) Jeremy Lee (Treasurer)
Date: 30 th December 2024	

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

Museum Accounts for June 1 2022 to June 30 2023

Museum Society	Income	11000
	Book Sales	3256
	Visitors Donation	1637
	Corporate Friends	1050
	Individual Friends	739
	Society Friends	75
	Town Council Grant	1000
	Research Corner	292
	Other Donations	267
	Transfer From History*	2654
	Misc	31

Expenditure	8332
Rent	4500
Sales Costs	1750
Art Work	1500
Exhibition Costs	383
Misc	199

Assets July 23	7775
Lloyds Bank	7730
Cash	45

Assets June 22	5107
Lloyds Bank	5107

Surplus for 22/23	2668
Surplus exc loan repayment*	168

Deficit for 21/22	2040
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*Note although Surplus is given as £2268 this includes a repayment for a loan so actual 'Trading Surplus' was £168

Museum Accounts for June 1 2023 to June 30 2024

Museum Society	Income	6386
	Sales	1588
	Corporate Friends	500
	Individual Friends	700
	Walks	384
	Town Council	1000
	Other Donations	80
	Gift Aid	590
	Research Corner	260
	Visitors Donation	1025
	Misc	258

Expenditure	4898
Rent	4530
Sales Costs	123
Exhibition Costs	169
Misc	75

Assets 30 June 24	9263
Lloyds Bank	9217
Cash	45

Assets Start of Year	7775
Lloyds Bank	7730
Cash	45

Surplus	1488
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Surplus for 22/23	168
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Grant Feedback Form 2024-2025

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

►Name of Organisation:

Credition Area History & Museum Society

►Contact Details:

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

First Names Tony

Last Name Gale

Position in Organisation Chair

Address

Postcode

Telephone Number

Email Address

►Amount of Grant received:

£1,000

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

The grant was used towards paying the rent and running costs for Credition Museum.

As in previous years, your grant enabled us to open the museum between April and the end of the autumn half-term holiday. This year, we focused our activities around an exhibition entitled *Customs, Charms and Cures : Recollections of Local Folklore* (see copy of flyer attached). We recorded a total of 1,499 visitors during the year. Of those, approximately 38% gave an address in Credition; 20% from elsewhere in Mid Devon; and 42% from beyond Mid Devon.

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

Telephone: 01363 773717
Email: reception@crediton.gov.uk

Again, as in previous years, we had a good deal of positive feedback from visitors, both verbal and written.

We generate funding from "Friends of Credition Museum"; from donations and purchase of merchandise by visitors to the museum (NB we do not charge for admission); and from activities such as guided walks; but these do not generate sufficient funds to cover our running costs. We rely on grant aid and other external funding to rent the space we use.

With regard to the overarching aims in the Town Council's Strategic Plan,

- As an organisation, we help to "strengthen the health, wellbeing and future of Credition", playing an important part in the cultural life of the town
- we provide "community events and projects that attract visitors"
- we play a key role in "the preservation of the town's historic assets"
- the museum both "promotes and enhances the High Street"
- the museum plays a key role in providing "good quality, accessible visitor facilities and an attractive environment" in the town centre, and
- has an important part to play in "promoting the character and importance of our town"

►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 (Tony Gale)

Date 30th December 2024

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025



Credition Town Council complies with the General Data Protection Regulation.
Copies of the Council's Data Protection Privacy Policy and Notices can be found at www.crediton.gov.uk.



CREDITON AREA HISTORY AND MUSEUM SOCIETY

Constitution and Rules

CREDITON AREA HISTORY AND MUSEUM SOCIETY

CONSTITUTION AND RULES

1.0 NAME

1.1 The Society shall be called the "Crediton Area History & Museum Society" therein referred to as the Society.

2.0 OBJECTS

2.1 The object of the Society is to advance public education in the history of Crediton and the surrounding area, in particular by the provision of a museum, meetings, lectures and other similar educational events.

3.0 POWERS

3.1 In furtherance of the said Objects but not otherwise the Society may: -

- (i) acquire items for its collections by gift, bequest or exchange within the limitations laid down for the time being in the Society's Collections Management Policy.
- (ii) maintain appropriate records for the accessioning and documentation of the Society's collections, for their management, and for educational and research purposes.
- (iii) make such arrangements and provide such accommodation and facilities as are necessary to secure that the Society's collections are appropriately housed and displayed.
- (iv) provide an educational and lecturing service,
- (v) borrow individual items or collections for exhibition at the Museum, and to arrange temporary exhibitions,
- (vi) loan items from the Society's collections for exhibitions elsewhere,
- (vii) promote and publicise the Society's resources and activities.
- (viii) promote and participate in events and activities to raise money for the purposes of the Society provided that no permanent trading activities are undertaken in raising funds for the said object.
- (ix) employ and pay reasonable and proper remuneration and out of pocket expenses to any person (not being a member of the Executive Committee) to act as Museum Curator.
- (x) employ any person not being a member of the Executive Committee to provide professional, technical or other services to the Society and to pay reasonable remuneration for those services.
- (xi) reimburse from the Society's income any reasonable and necessary out of pocket expenses properly incurred on the Society's behalf by any member of the Society or of the Executive Committee, or by any volunteer museum assistant.

- (xii) arrange for investments or securities owned by the Society to be held by a suitable holding company on the Society's behalf,
- (xiii) join or affiliate to other societies or organisations with objects similar to those of the Society or whose activities are likely to assist the Society In the pursuit of its objects,
- (xiv) do all such other lawful things as may be appropriate for the attainment of the Society's objects or any of them.

4.0 MEMBERSHIP

4.1 The Society shall consist of Friend of the Society and/or one or more of the following categories of member namely life members, ordinary members, junior members (i.e. persons aged 18 years or under on 1st January of the year when membership subscription is due) educational, learned societies, and corporate bodies (which shall include unincorporated organisations and business firms).

4.2 Membership of the Society by payment of an appropriate subscription will entitle a member to admission to the museum premises upon production of a membership card. Each corporate body will be issued with a corporate membership card the production of which will allow up to twelve members of that body to have free admissions to the museum during that year. Appropriate persons from member educational establishments and learned society will be admitted without charge under arrangements approved by the Executive Committee,

5.0 SUBSCRIPTIONS

5.1 All subscriptions shall be such annual sums as the Society after considering a recommendation of the Executive Committee, may decide by a majority of those members present and voting at a general meeting.

5.2 Every subscription other than that for corporate bodies shall be due and payable on the 1st September. If a subscription for renewed membership has not been paid by 31st March of the current financial year ending 30th June membership of the Society shall lapse. Any person joining the Society after 1st April shall pay one quarter of the subscription for the current year.

5.3 A corporate body shall pay the annual subscription In one sum on 1st September or may elect to pay by equal quarterly instalments on the first day of each of the months of September, December, March and June.

6.0 MANAGEMENT AND ADMINISTRATION

6.1 The Society and its assets namely (i) the Collection (ii) lands and buildings, and (iii) finances, shall be managed by an Executive Committee to be elected each year at the Annual General Meeting.

6.2 The Executive Committee shall comprise:-

- (i) The Principal Officers of the Society namely, the Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary, Education Officer, Archivist and Assistant Archivist.

- (ii) Not more than six other members of the Society elected at Annual General Meeting in accordance with Rules 6.4.
 - (iii) two persons, one nominated respectively by the Mid Devon District Council and Crediton Town Council.
- 6.3 All officers of the Society shall be Honorary appointments. They shall be elected annually at each Annual General Meeting and shall hold office for a period of twelve months. They shall be eligible for re-election subject to the proviso that no member shall serve as Chairman for more than three consecutive years.
- 6.4 Executive Committee Members shall be elected annually at each A.G.M. They shall be eligible for re-election subject to the proviso that no committee member shall serve for a period of more than three consecutive years.
- 6.5 In order to establish the rotation of members of the Executive Committee after the adoption of these rules, four members of the Executive Committee shall be eligible for re-election at the first A.G.M. In the following year two of these four shall be eligible for re-election.
- 6.6 In the event of a member of the Executive Committee appointed under Rule 6.2 (ii) failing to complete the term of office for which he/she was elected, the resulting vacancy shall be filled for the unexpired portion, either at an Annual General Meeting or by the Executive Committee.
- 6.7 In addition to the Principal Officers of the Society named in Rule 6.2(i) the Society at a General Meeting (or the Executive Committee) shall have power to appoint further Honorary Officers to undertake specific tasks for the Society. Such Officers shall hold office only until the next Annual General Meeting but shall then be eligible for re-appointment.
- 6.8 The Executive Committee shall have power to invite any person (whether a member of the Society or not) to attend any of its meetings in order to give advice or information to the Committee. Such persons shall not have any voting rights.
- 6.9 The powers of the Executive Committee shall include the ability to deal with any complaints of any nature or disputes that may arise amongst members.

7.0 APPOINTMENT OF SUB-COMMITTEES

- 7.1 The Executive Committee shall have power to appoint sub-committees from amongst its members and shall, by resolution, determine each sub-committee's terms of reference.
- 7.2 The Executive Committee shall decide and may review the period for which a sub-committee shall be appointed.
- 7.3 A subcommittee may co-opt suitable persons (not necessarily members of the Society) and the number to be co-opted shall be determined by the Executive Committee but shall not be more than five persons or one third of the total membership of the sub-committee.
- 7.4 The quorum for a meeting of a sub-committee shall be not less than half of the total membership of the sub-committee and a majority of those present must be members who have not been co-opted.
- 7.5 Each sub-committee is to be given a title and shall report regularly on its progress to the Executive Committee.

8.0 MEETINGS

8.1 An Annual General Meeting of members of the Society shall be held as soon after the end of the financial year as the Executive Committee may determine, but not later than 30th September,

8.2 An Extraordinary General Meeting shall be convened by the Secretary following a resolution of the Executive Committee or on receiving a request so to do signed by not less than five members of the Society.

8.3 The quorum for a General Meeting of the Society shall be fifteen.

8.4 The Executive Committee shall meet not less frequently than eight times a year.

8.5 At meetings of the Executive Committee the Chairman of the Society (if present) shall preside. In his/her absence the Vice Chairman (if present) shall preside, if neither is present the meeting shall elect a Chairman.

8.6 The quorum for a meeting of the Executive Committee shall be five, other than nominated members.

8.7 Each sub-committee shall meet as often as is necessary for the particular sub-committee to fulfil its functions.

8.8 Subject to the special provisions contained in Rule 15.1 written notice of meetings, together with agendas, shall be sent to relevant members as follows;

- i) General Meetings (including A.G.Ms) - 14 days
- ii) Executive Committee Meetings - 7 days
- iii) Sub-committee meetings - 7 days

8.9 At each meeting the minutes of the last meeting of the same kind shall, unless previously circulated, be read and shall then be confirmed and signed before any other business is entered on.

8.10 The curator shall attend all meetings of the Executive Committee and (unless otherwise mutually agreed) its sub-committees. Any assistant curator who is appointed might be required to attend those meetings.

9.0 VOTING AT MEETINGS

9.1 Each educational establishment, learned society, and other body shall be entitled to nominate in writing one representative who may attend General Meetings of the Society and who shall have voting powers and shall be entitled to one vote,

9.2 Members shall each have one vote.

9.3 Subject to the special provisions contained in Rule 15.1 decisions at General Meetings and meetings of the Executive Committee shall be decided by a simple majority of votes.

9.4 The person taking the chair at such meetings shall have voting rights only if entitled so to do under other rules and that person shall not have a second or casting vote.

9.5 In the event of an equality of votes the motion or proposal before the meeting shall be deemed to be not carried.

9.6 Junior members shall not be eligible to vote,

10.0 CODES OF PRACTICE AND POLICIES

10.1 The Executive Committee shall approve codes of practice and policies for presentation to the Society. Once approved by members, the codes of practice and policies are to be reviewed at least once in every five years.

10.2 Codes of practice and policies shall supplement but shall not override these rules,

11.0 COLLECTIONS

Items deposited with the museum may be received by the curator or such other authorised person. Items offered for donation to the museum may be accepted on behalf of the museum only at the discretion of the Curator or such other authorised person as agreed by the Executive Committee in accordance with the museum's Collections Management Policy, if any.

12.0 FINANCE

- 12.1 The Executive Committee shall have power to raise funds and to invest surplus funds and all such funds shall be available for the general purpose of the Society. Subject to rule 12.3 Income from investments or from general deposit accounts shall be carried into the general revenue account.
- 12.2 The Executive Committee may ask for and accept donations, guarantees, and loans as it may think fit.
- 12.3 Each fund given for a special purpose shall be expended by the Executive Committee only for the purpose for which the fund is held provided that any surplus funds that cannot be so used shall fall into the general funds of the Society. The Treasurer, on the instructions of the Executive Committee, shall set up reserve accounts for special purposes. Details of such reserves shall be shown in the annual accounts.
- 12.4 Any moneys received by the Executive Committee from the disposal of any item shall be applied for the benefit of the museum's collections.
- 12.5 The Society's financial year shall begin on 1st July.
- 12.6 At each Annual General Meeting an annual account and balance sheet duly audited or examined shall be presented by the Treasurer.
- 12.7 Pursuant to Rule 10.1 the Executive Committee shall prepare a Code of Financial Practice and (after approval by the Society) shall be responsible for its effective implementation. The Code of Practice shall detail the arrangements for management of the Society's financial affairs which shall (inter alia)
- (i) specify the signatories required to operate the Society's Bank and Building Society accounts,
 - (ii) authorise the Treasurer to transfer moneys between the Society's Bank and Building Society accounts (except any which are held as long term investments, or for special purposes).
 - (iii) identify the persons in whose names other investments and securities are to be held.
 - (iv) require the specific approval of the Executive Committee to any investment of the Society's funds (other than into a Bank or Building Society instant access account,) or to any sale or transfer of securities or investments.
- The Code of Financial Practice shall only be amended by a General Meeting of the Society.

- 12.8 The Treasurer shall report on the financial position of the Society at each regular meeting of the Executive Committee.
- 12.9 Where the Executive Committee determines that a sub-committee necessarily requires a budget to carry out its objectives, the Executive Committee shall determine that budget. A sub-committee which is allotted a budget must keep a proper and satisfactory record of expenditure transactions for presentation to the Treasurer.
- 12.10 A Member of the Executive Committee being a person engaged in any profession, trade or business, when instructed by the other members of the Executive Committee to so act in that capacity on behalf of the Society shall be entitled to charge and be paid the appropriate charges of his or her firm for the work so authorised.

13.0 PRESIDENT

The Society may appoint a person of distinction (who need not be a member of the Society) as its President and if present he/she shall take the chair at the Annual General Meeting

14.0 HONORARY VICE-PRESIDENTS

The Society shall have power to elect persons as Honorary Vice-Presidents in recognition of service to the aims of the Society, Election is to be effected at an Annual General Meeting upon consideration of a proposal by the Executive Committee. Honorary Vice-Presidents shall not have any voting rights under this rule but shall retain any right to vote to which they would be entitled under other rules.

15.0 DISSOLUTION

- 15.1 If the Executive Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Society, it shall call a meeting of all members of the Society who have the power to vote of which meeting not less than 21 days notice stating the terms of the resolution to be proposed thereat shall be given. If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or on behalf of the Society.
- 15.2 The Executive Committee shall return to the rightful owners all items which have been borrowed by the Society, and shall call back all parts of the Society's collections which are on loan to other organisations or individuals,
- 15.3 The Executive Committee shall take steps to satisfy all proper debts and liabilities firstly from the Society's finances, land and buildings. Only after the Executive Committee has endeavoured to meet such obligations with other assets shall the Committee realise any parts of the collections to discharge the Society's debts and liabilities.
- 15.4 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred by the Executive Committee on behalf of the Society to such other registered museums or other charitable and like institutions having objects similar to those of the Society, as the Executive Committee may determine and subject to approval by the Charity Commission.

16.0 RULES.

Amendments to the rules of the Society shall be made at a general meeting provided fourteen days notice is given setting out the amendments proposed, but the rules relating to Objects (Rule 2) and to Dissolution (Rule 15), and this rule shall not be altered until the approval of the Charity Commission or other authority having charitable jurisdiction shall have been obtained and no alteration shall be made which would have the effect of causing the Society to cease to be a charity at law.

CREDITON AREA HISTORY AND MUSEUM SOCIETY.

Code of Financial Practice

1.0 APPLICATION

1.1 This Code of Practice (made In accordance with Rule 10) shall apply at all times to the conduct of the Society's business,

1.2 Exceptions to the operation of the Code shall only be made in exceptional circumstances and only with the express authorisation of the Executive Committee. Such authorisation shall be clearly recorded In the Minutes of the Executive Committee, together with the reasons justifying the exception(s) to the operation of the Code, The number of exceptions authorised by the Executive Committee shall be reported to the Society at each Annual General Meeting.

2.0 FINANCE SUB-COMMITTEE

2.1 The Executive Committee may, under Rule 7, appoint a Finance Sub-committee but if it does not, or if the Finance Sub Committee does not meet, the Executive Committee shall follow this Code of Practice as appropriate. The appointment shall be made at the meeting of the Committee next following each Annual General Meeting and shall be effective until the first meeting of the Executive Committee following the next Annual General Meeting.

2.2 The membership of the Sub-Committee shall Include the Chairman, Vice-Chairman, Secretary and Treasurer of the Society.

2.3 The Finance Sub-Committee shall act primarily as an advisory body to the Executive Committee and its terms of reference shall be or include the following: -

(i) to ensure that the finances of the Society are conducted within the framework of this Code of Practice and in accordance with the law relating to Charities; to advise the Executive Committee of any action necessary to achieve this.

(ii) to prepare a draft annual budget for the Society and submit the same to the Executive Committee.

2 FINANCE SUB COMMITTEE (continued)

2.3(iii) to advise the Executive Committee with regard to budgets for individual projects.

(iv) to advise generally upon the finances of the Society.

(v) to co-ordinate all applications for grants and to advise the Executive Committee about the arrangements for handling these.

2.4 In respect of the matters referred to In 2.3 above the Finance Sub-Committee shall not be granted any executive power

3 TREASURER

The duties of the Treasurer appointed under Rule 6 (2)(i), shall include the following: -

(1) to ensure the efficient management of the Society's financial affairs, maintaining records of receipts and payments, and ensuring collection of all sums due and settlement of authorised liabilities.

- (2) to issue cheques in settlement of bills and invoices for goods and services duly authorised by the Executive Committee, or an Officer of the Society empowered to do so, such bills or invoices to be signed by the appropriate Officer signifying that the bills or invoices have been passed for payment.
- (3) to prepare for other Officers of the Society financial information required in connection with grant applications and other matters connected with the conduct of the Society's business.
- (4) Preparing regular financial reports to the Executive Committee as required by rule 12.8 and an annual report, account, and balance sheet to the Annual General Meeting.

4 BANK AND BUILDING SOCIETY ACCOUNTS.

4.1 The Society shall maintain such Bank and Building Society Accounts as the Executive Committee may from time to time approve. All such accounts shall include the name of the Society in the account title. Under no circumstances may any of the Society's moneys be held in the name of an individual.

4.2 The Society's Bankers (or Building Societies) shall be authorised to honour cheques or facilitate withdrawals from the Society's moneys for all accounts on the signature of any two of the Treasurer, Chairman, and Secretary,

5.0 OTHER INVESTMENTS

5.1 Funds of the Society will normally be paid into a Current or Deposit Account at a Bank or into a Building Society instant access account. Investment of any part of the Society's Funds in any type of account or in securities and any sale or transfer of such securities and investments shall be in accordance with the law relating to charities and shall require the prior approval of the Executive Committee.

5.2 Any investment and securities (other than Bank and Building Society Accounts) shall be held on behalf of the Society in the name of four of the Society's Principal Officers nominated for the time being for that purpose by the Executive Committee (such nominations to be reviewed annually after each Annual General Meeting).

6.0 EXPENDITURE

6.1 Before the commencement of each financial year, the Executive Committee, after considering the advice of the Finance Sub-Committee, shall fix a budget for the year.

6.2 The Society's Officers shall be authorised to incur, and the Treasurer to pay (i) "routine expenditure" for which provision has been made in the approved budget.

(ii) "emergency expenditure"

6.3 For the purpose of para. 6.2. above

(i) "routine expenditure" shall include rent, water rates, taxes, insurances, wages, fuel, lighting, heating, telephone, postages, office supplies, conservation materials and expenses cleaning materials, toiletries, audit expenses, printing, photo-copying, any allowances for volunteers, travelling

expenses, equipment maintenance agreements, expenditure on approved activities under Rule 3 (viii), publicity and marketing purchases for resale, membership renewal fees and subscriptions,

(ii) "emergency expenditure" shall comprise a repair to a building or equipment which is not likely to cost in excess of £200,

6.4 Before it is incurred, all other expenditure shall require both:-

(i) the express approval of the Executive Committee (which shall firstly satisfy itself that the resources of the Society available for the purpose are sufficient to allow the expenditure to proceed) and

(ii) confirmation of the Treasurer that funds are, or will be, available to meet the expenditure proposed.

6.5 When the Executive Committee considers it expedient to do so, sub-committees appointed under Rule 7 may be authorised to incur expenditure on the Society's behalf. In such cases the Executive Committee will specify the permitted purpose and the amount and the timing of such expenditure,

7 CONTRACTS

7.1 This paragraph governs all arrangements entered into on behalf of the Society for the provision of goods and services EXCEPT contracts for professional and technical services the arrangements for which shall be made by the Executive Committee.

7.2 All officers of the Society when entering into transactions on the Society's behalf, shall be required to consider whether the proposed transaction represents "best value for money" so far as the Society is concerned. Whenever it is practicable to do so, competitive quotations or comparative prices should be obtained before expenditure is incurred

7.3 Whenever expenditure is expected to exceed £1,000 at least three written quotations shall be obtained, the lowest quotation shall be accepted unless there are special reasons why one of the other quotations would be more favourable to the Society. The reasons for accepting a particular quotation which is not the lowest shall be clearly identified and recorded.

7.4 In cases where the total cost of a project is expected to exceed £10,000 a formal tendering procedure should be adopted in accordance with arrangements made by the Executive Committee.

Customs

including

Legends of the Black Dog : and the
Running of the Black Dog



Wetting the Candle :
a half-forgotten local
tradition

Charms

including

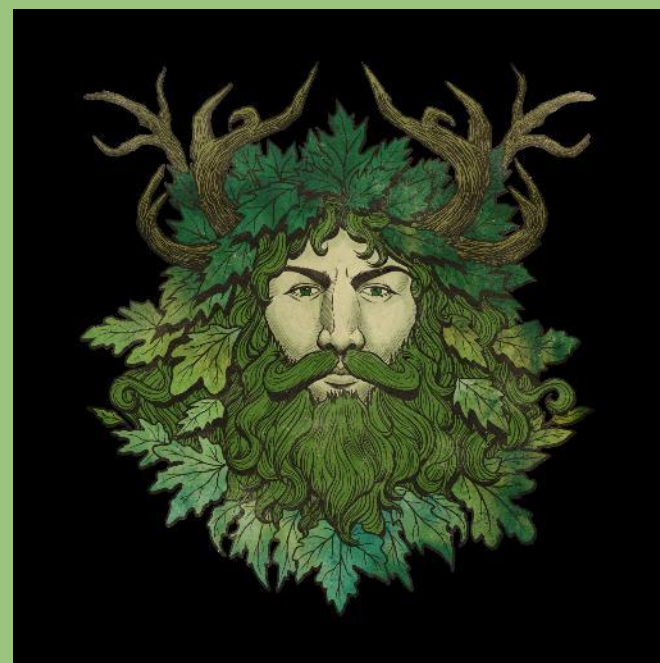
Deliberately
Concealed
Objects



Witch Bottles

Customs, Charms & Cures

Recollections of Local Folklore



Crediton Museum
April – October 2024

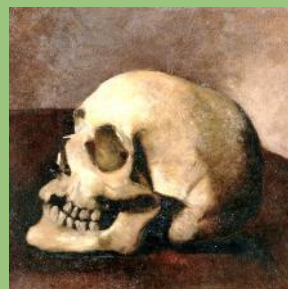
Cures

including

Herbalism



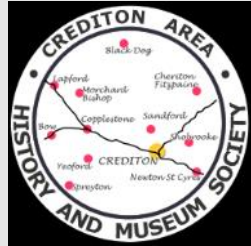
Cures for toothache



NOTE ALSO : This year's exhibition at the Museum of Dartmoor Life
(Okehampton) is about ***Magic & Myth***
Details at <https://www.dartmoorlife.org.uk/magic-myth-exhibition/>



Crediton Area History & Museum Society (CAHMS)



We are a local history society (covering Crediton and the surrounding area) and we also run a museum, which features a new exhibition each year.

The themes of our most recent exhibitions include *The 1950s* (2022) and *Crediton & the Great Fire of 1743* (2023)

Our museum exhibitions run through the summer months (April – October).

During the winter months (September – April) we run a series of monthly talks – see our website

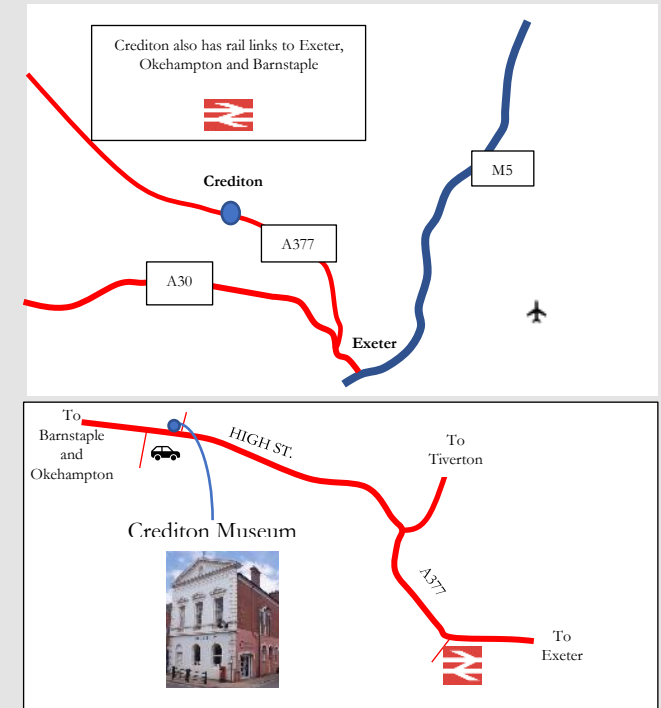
www.creditonhistory.org.uk for details.

CAHMS also holds a substantial archive of documents and photographs relating to the history of the area – contact us for further details at

info@credithistory.org.uk

What do you know about local customs and traditions? About how people used charms to protect themselves and cures which pre-date modern medicine?

If you've ever eaten pancakes on Shrove Tuesday; crossed your fingers or touched wood; or rubbed dock leaves on nettle stings; you've done something that our ancestors have been doing for hundreds of years. And of course there are other traditions, which might be remembered through sayings, songs and rhymes. Some vary from place to place : others are unique to a particular community.



**Crediton Museum, The Old Town Hall,
High St, Crediton EX17 3LF**

CAR PARK : St Saviour's Way (a 2-minute walk from the museum). Regular **BUS SERVICES** : a bus stop directly outside the museum.

RAILWAY STATION : one mile from the museum, with frequent bus services from the station to the High St.

Customs, Charms & Cures runs from
3rd April to 26th October 2024.

We are open 10am to 4pm every Wednesday, Thursday and Friday; and 11am to 2pm every Saturday.

Admission is free : donations are welcome

www.creditonhistory.org.uk



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

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

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

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

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

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

Name of Organisation	Journey Therapeutic Counselling Service	
Name of Project or Activity	Counselling for the people of Credition and surrounding villages	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	04/2025	03/2026
Amount of funding requested from CTC	£1500	

Contact Details

Name of the person making the application	Francesca Raymont
Position in organisation	Counselling Coordinator
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
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Website	N/A
Social media links	N/A
Description of organisational purpose	We offer a low cost counselling service to the people of Crediton and surrounding villages to support their mental health and emotional wellbeing.
Bank details If you are successful, payment will be made by BACS	Bank name [REDACTED] Sort Code [REDACTED] Account Number [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>We are seeking money to be able to run our service over a period of 12 months. The money received will ensure that anyone who needs counselling can receive it from our service, regardless of whether they can pay the small requested donation of £10 per session.</p>
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>Over the past year we have had more people referred to us than ever before and a vast number of these people cannot pay the £10 donation that is needed to help run our service (along with grants and donations we seek). We have a long waiting list and want to be able to continue to offer this service to the people who live in Crediton and surrounding villages to support their mental health and emotional wellbeing, whether they can pay the donation or not.</p>

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

Journey is an organisation that contributes to the community and lives of Crediton residents by supporting their mental health and emotional wellbeing, helping them to be supported in their mental health issues and emotional well-being so they can continue to engage in life with their families, friends, work, community etc.

We are a voluntary organisation, our counsellors are all volunteers.

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

With a grant of £1500, this will enable us to offer 150 free sessions, on average people have 10 sessions each, so that would help 15 people gain counselling who wouldn't otherwise be able to have it, if they cannot afford our donation of £10. These sessions will improve the mental health and the wellbeing of residents in Crediton and surrounding area, so that they can thrive in their families, relationships, work lives and the community.

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

We look to local organisations like yourselves, the Crediton Hospital league of Friends, Tesco's Grant and others to help to cover the costs of running our charity along with the donations we seek from our clients. All our counsellors work voluntarily so our costs are kept as low as they can be and we have now got 14 years of proof that our service is very much needed, we receive a lot of referrals from medical professionals ie. Redlands Mental Health Team and so are very much respected as an organisation that offers a quality service to people in need mentally and emotionally in the area.

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

We have a safeguarding policy, and all our counsellors are trained to level 2 safeguarding, and our counselling coordinator is level 3 trained. We also have a Health and Safety policy and many other policies that ensure that our volunteers and clients are all kept safe.

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

There are no other groups in the area doing the same as us. We are the only low cost counselling service in Crediton and the nearest otherwise is in Exeter.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
All our sessions are full	People finding solutions to their issues, or support with their mental health and go on to thrive.	We have feedback from every client who uses our service at the end.

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

What is the total cost of your project?	£6000
How much funding would you like from CTC?	£1500
Where will the remaining funding come from?	The Crediton Hospital league of Friends Tesco Groundworks grant Donations from clients

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	Wages and supervision costs	£4660	1020
Training			
Office costs (rent, telephone etc)	Rent of our room at Crediton Congregational Church	£480	480
	Sub Total		
Salaries	N/A		
Expenses (travel etc)	N/A		
Venue hire	N/A		
Materials	Admin materials	£450	
Publicity	N/A		
Volunteer expenses	N/A		
Other (please specify)	Insurance and ICO registration	£410	
	Sub total	£6000	£1500
	TOTAL	£6000	£1500

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1000 in 20024, £500 in 2023 and £500 in 2022
What was the project?	The same as this project
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	We have been supported by CTC for 14 years since we first began.

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

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

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) Not able to ☐

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

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

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

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

Signature 1 (person submitting form)

F L Raymont

Signature 2 (Chair or senior representative of the organisation)

David Smith

Typed entries acceptable for email applications

Date: 16/1/25

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

Email: e.armitage@crediton.gov.uk

Journey Accounts 2024

Between 01/01/24 and 31/12/2024 2024 2023

Income Categories

Donations	1090.00	2010.00
Grants	4500.00	2500.00
Gifts Received	1200.00	0.00
Training Income	0.00	0.00
Total Income Categories	6790.00	4510.00

Expense Categories

Wages	3465.24	3214.20
Supervision	825.00	735.00
Training	0.00	0.00
Bills : Rent	480.00	450.00
Administration Costs/Expenses	356.54	316.15
Equipment	9.69	0.00
Insurance	373.63	351.46
Total Expense Categories	5510.10	5066.81

Profit/Loss 1279.90 -556.81

Bank Balance 2212.82 932.92

Admin Breakdown

Miscellaneous	170.26	136.87
CRB/DBS	58.08	0.00
GDPR (Data Protection)	40.00	40.00
Postage	6.00	16.88
Telephone	82.20	122.40
Total	356.54	316.15



Grant Feedback Form 2024-2025

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:

JOURNEY COUNSELLING SERVICE

►Contact Details:

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

First Names FRANCESCA

Last Name RAYMONT

Position in Organisation

Address

Postcode

Telephone Number

Email Address JOURNEY

►Amount of Grant received:

£1000

►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.

We have used this grant to give free counselling in the form of 100 sessions to people who live in Credition & the surrounding villages over the past year.

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

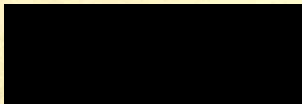
Telephone: 01363 773717
Email: reception@credition.gov.uk

[Faint, illegible text from the reverse side of the page is visible through the paper.]

►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 14/1/25

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025

Journey Therapeutic Counselling Service

Constitution

Adopted on the

6th July 2010

Part 1

1. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. The Name

The association's name is

Journey Therapeutic Counselling Service

(and in this document is called the Charity).

3. The Objects

The Charity's objects (the Objects) are

To relieve the mental suffering of persons resident in Crediton and the surrounding area who are struggling with problematic life experiences, thoughts and feelings by the provision of counselling in a supportive and safe environment.

4. Application of the Income and Property

- 1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 2) A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- 3) 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. This does not prevent:
 - (a) A member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity;
 - (b) A Trustee from:
 - i. Buying goods or services from the Charity upon the same terms as other members or members of the public;
 - ii. Receiving a benefit from the Charity in the capacity of a beneficiary of the Charity, provided that the Trustees comply with the provisions of sub clause 6) or this clause, or as a member of the Charity and upon the same terms as other members;
 - (c) The purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a Trustee or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:

- i. Fines;
 - ii. Costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
 - iii. Liabilities to the Charity that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether that conduct was in the best interests of the Charity or not.
- 4) No Trustee may be paid or receive any other benefit for being a Trustee.
- 5) A Trustee may:
 - (a) Sell goods, service or any interest in land to the Charity;
 - (b) Be employed by or receive any remuneration from the Charity;
 - (c) Receive any other financial benefit from the Charity,
 if:
 - (d) he or she is not prevented from so doing by sub-clause 4) of this clause; and
 - (e) The benefit is permitted by sub-clause 3) of this clause; or
 - (f) The benefit is authorised by the Trustees in accordance with the conditions in sub-clause 6) of this clause.
- 6)
 - (a) If it is proposed that a Trustee should receive a benefit from the Charity that is not already permitted under sub-clause 3) of this clause, he or she must:
 - i. Declare his or her interest in the proposal;
 - ii. Be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it.
 - iii. Not be counted in determining whether the meeting is quorate;
 - iv. Not vote on the proposal.
 - (b) In cases covered by sub-clause 5) of this clause, those Trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Charity to contract with or employ that Trustee rather than with someone who is not a Trustee and they must record the reason for their decision in the minutes. In reaching that decision the Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest).
 - (c) The Trustees may only authorise a transaction falling within paragraphs 5a)-c) of this clause if the Trustee body comprises a majority of Trustees who have not received any such benefit.
 - (d) If the Trustees fail to follow this procedure, the resolution to confer a benefit upon the Trustee will be void and the Trustee must repay to the Charity the value of any benefit received by the Trustee from the Charity.
- 7) A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict 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 personal financial interest) and take no part in the voting upon the matter.
- 8) In this clause 4), "Trustee" shall include any person firm or company connected with the Trustee.

5. Dissolution

- 1) If the members resolve to dissolve the Charity the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- 2) The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.
- 3) The Trustees must apply any remaining property or money:
 - (a) Directly for the Objects;
 - (b) By transfer to any charity or charities for purposes the same as or similar to the Charity;
 - (c) In such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.
- 4) The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a)-(c) inclusive in sub-clause 3) above.
- 5) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity).
- 6) The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity's final accounts.

6. Amendments

- 1) The Charity may amend any provision contained in Part 1 of this Constitution provided that:
 - (a) No amendment may be made that would have the effect of making the Charity cease to be a Charity at law;
 - (b) No amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or the donors to the Charity;
 - (c) No amendment may be made to clause 4 without the prior written consent of the Commission;
 - (d) Any resolution to amend a provision of Part 1 of this Constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 2) Any provision contained in Part 2 of this Constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- 3) A copy of any resolution amending this Constitution shall be sent to the Commission within twenty one days of it being passed.

Part 2

7. Membership

- 1) Membership is open to individuals over eighteen or organisations who are approved by the Trustees.
- 2)
 - (a) The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
 - (b) The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - (c) The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.
- 3) Membership is not transferable to anyone else.
- 4) The Trustees must keep a register of names and addresses of the members which must be made available to any member upon request.

8. Termination of Membership

Membership is terminated if:

- 1) The member dies or, if it is an organisation, ceases to exist;
- 2) The member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- 3) Any sum due from the member to the Charity is not paid in full within six months of it falling due;
- 4) The member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) The member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) The member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

9. General meetings

- 1) The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.
- 2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- 3) All general meetings other than annual general meetings shall be called special general meetings.

- 4) The Trustees may call a special general meeting at any time.
- 5) The Trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this Constitution.

10. Notice

- 1) The minimum period of notice required to hold any general meeting of the Charity is fourteen clear days from the date on which the notice is deemed to have been given.
- 2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- 3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- 4) The notice must be given to all the members and to the Trustees.

11. Quorum

- 1) No business shall be transacted at any general meeting unless a quorum is present.
- 2) A quorum is:
 - 3 members entitled to vote upon the business to be conducted at the meeting; or
 - One tenth of the total membership at the time.Whichever is the greater.
- 3) The authorised representative of a member organisation shall be counted in the quorum.
- 4) If:
 - (a) A quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) During a meeting a quorum ceases to be present,the meeting shall be adjourned to such time and place as the trustees shall determine.
- 5) The Trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.
- 6) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

12. Chair

- 1) General meetings shall be chaired by the person who has been elected as Chair.
- 2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.
- 3) If there is only one Trustee present and willing to act, he or she shall chair the meeting.

- 4) If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

13. Adjournments

- 1) The members present at a meeting may resolve that the meeting shall be adjourned.
- 2) The person who is chairing the meeting must decide the date time and place at which meeting is to be re-convened unless those details are specified in the resolution.
- 3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

14. Votes

- 1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- 2) A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

15. Representatives of Other Bodies

- 1) Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- 2) The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.
- 3) Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

16. Officers and Trustees

- 1) The Charity and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this Constitution. The Officers and other members of the committee shall be the Trustees of the Charity and in this Constitution are together called "the Trustees".
- 2) The Charity shall have the following Officers:
 - A chair,
 - A secretary,
 - A treasurer.

- 3) A Trustee must be a member of the Charity or the nominated representative of an organisation that is a member of the Charity.
- 4) No one may be appointed a Trustee if he or she would be disqualified from acting under the provision of clause 19.
- 5) The number of Trustees shall not be less than three but (unless otherwise determined by a resolution of the Charity in general meeting) shall not be subject to any maximum.
- 6) The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this Constitution is adopted.
- 7) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

17. The Appointment of Trustees

- 1) The Charity in general meeting shall elect the Officers and the other Trustees.
- 2) The Trustees may appoint any person who is willing to act as a Trustee. Subject to sub-clause 5(b) of this clause, they may also appoint Trustees to act as Officers.
- 3) Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or appointment but shall be eligible for re-election at that general meeting.
- 4) No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:
 - (a) Is signed by a member entitled to vote at the meeting;
 - (b) States the member's intention to propose the appointment of a person as a Trustee or as an Officer;
 - (c) Is signed by the person who is to be appointed to show his or her willingness to be appointed.
- 5)
 - (a) The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this Constitution as the maximum number of Trustees.
 - (b) The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.

18. Powers of Trustees

- 1) The Trustees must manage the business of the Charity and have the following powers in order to further the Objects (but not for any other purpose):
 - (a) To raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
 - (b) To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - (c) To sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;

- (d) To borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993, as amended by the Charities Act 2006, if they intend to mortgage land;
 - (e) To co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - (f) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - (g) To acquire, merge with or enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;
 - (h) To set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
 - (i) To obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
 - (j) To open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;
 - (k) To do all such other lawful things as are necessary for the achievement of the Objects;
- 2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
 - 3) Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

19. Disqualification and Removal of Trustees

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

- 1) Is disqualified for acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- 2) Ceases to be a member of the Charity;
- 3) Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- 4) Resigns as a Trustee by notice to the Charity (but only if at least two Trustees will remain in office when the notice of resignation is to take effect); or
- 5) Is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

20. Proceedings of Trustees

- 1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- 2) Any Trustee may call a meeting of the Trustees.
- 3) The secretary must call a meeting of the Trustees if requested to do so by a Trustee.
- 4) Questions arising at a meeting must be decided by a majority of votes.

- 5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 6) No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.
- 7) The quorum shall be two or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees.
- 8) A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- 9) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- 10) The person elected as the Chair shall chair meetings of the Trustees.
- 11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
- 12) The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.
- 13) A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.
- 14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

21. Delegation

- 1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book.
- 2) The Trustees may impose conditions when delegating, including the conditions that:
 - the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.
- 3) The Trustees may revoke or alter a delegation.
- 4) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

22. Irregularities in Proceedings

- 1) Subject to sub-clause (2) of this clause, all acts done by a meeting of 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 the resolution would otherwise have been void.
- 3) No resolution or act of
 - (a) The Trustees
 - (b) Any committee of the Trustees
 - (c) The Charity in general meeting

shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Charity.

23. Minutes

The Trustees must keep minutes of all:

- 1) Appointments of Officers and Trustees made by the Trustees;
- 2) Proceedings at 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.

24. Annual Report and Return and Accounts

- 1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - (a) The keeping of accounting records for the Charity;
 - (b) The preparation of annual statements of account for the Charity;
 - (c) The transmission of the statements of account to the Charity;
 - (d) The preparation of an Annual Report and its transmission to the Commission;
 - (e) The preparation of an Annual Return and its transmission to the Commission.
- 2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

25. Registered particulars

The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

26. Property

- 1) The Trustees must ensure the title to:
 - (a) All land held by or in trust for the Charity that is not vested in the Official Custodian of Charities; and
 - (b) All investments held by or on behalf of the Charity,is vested either in a corporation entitled to act as custodian Trustee or in not less than three individuals appointed by them as holding Trustees.
- 2) The terms of the appointment of any holding Trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Charity.
- 3) The Trustees may remove the holding Trustees at any time.

27. Repair and insurance

The Trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

28. Notices

- 1) Any notice required by this constitution to be given to or by any person must be:
 - (a) In writing; or
 - (b) Given using electronic communications.
- 2) The Charity may give any notice to a member either:
 - (a) Personally; or
 - (b) By sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) By leaving it at the address of the member; or
 - (d) By giving it using electronic communications to the member's address.
- 3) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 4) A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 5)
 - (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

- (b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
- (c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

29. Rules

- 1) The Trustees may from time to time make rules or bye-laws for the conduct of their business.
- 2) The bye-laws may regulate the following matters but are not restricted to them:
 - (a) The admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) The conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
 - (c) The setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - (d) The procedure at general meeting and meetings of the Trustees in so far as such procedure is not regulated by this Constitution;
 - (e) The keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and requires a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - (f) Generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- 3) The Charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- 4) The Trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Charity.
- 5) The rules or bye-laws shall be binding on all members of the Charity. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

Signatures





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

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

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

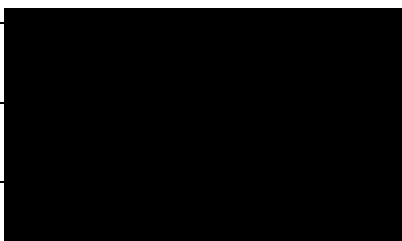
Applications will be scored using the criteria set out within the Community Grants Policy.

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

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

Name of Organisation	Sustainable Credition	
Name of Project or Activity	Funding for Sustainable Credition projects, specifically: the Pollinator project, the Repair Café, 2025/26 Educational films, talks and events, and also general running costs associated with our wider portfolio of activities: Woodland management, Climate Action team, Tree planting team, Recycling and waste reduction including textiles, and the Food Larder.	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	April 2025	March 2026
Amount of funding requested from CTC	£1600	

Contact Details

Name of the person making the application	Kirsty Janes/Esther Mann
Position in organisation	
Email address	
Telephone number	

Organisation details

Address	c/o CREDITON TOWN COUNCIL 8A NORTH STREET CREDITON EX17 2BT
Website	http://www.sustainablecrediton.org.uk/
Social media links	https://www.facebook.com/groups/sustainablecrediton
Description of organisational purpose	<p>Sustainable Crediton's mission is to help people in Crediton and the local area to lead more sustainable lifestyles and work towards a carbon neutral future. We see a positive future where people value and respect the environment and understand the need to conserve the natural world and its finite resources. We want to make Crediton a place we are all proud to live in.</p> <p>In 2024 we were pleased to be granted Charitable Incorporated Organisation status by the Charity Commission.</p>
Bank details	Bank name: The Co-operative Bank
If you are successful, payment will be made by BACS	Account Name: [REDACTED] Sort Code: [REDACTED] Account Number: [REDACTED]

Project Details

1. Briefly outline the project that you have planned

The grant is required to help Sustainable Crediton's various projects and to develop new ones in 2025/26.

Projects:

- A programme of educational films, talks and events.

Sustainable Crediton wants to inform and engage the local community about climate change and sustainability. During 2025/6 we plan to hold a series of events including:

 - A **film showing** and discussion about food production and land use – Spring/summer 2025
 - A **talk and discussion** about Urban biodiversity with a leading expert – Spring/summer 2025
 - The annual **Big Green Fair** in the Square Autumn 2025
 - A 2nd **Eco-crafternoon** Autumn 2025 jointly with Significant Seams to encourage reuse of textiles
 - A **Seed-share** event in Spring 2026 to share heritage seeds, and provide information about biodiversity

The costs we are seeking for these are to cover the venue hire, publicity, materials and film hire. We aim to cover half the costs via fundraising and donations taken at the event.
- The **Pollinator project**. We will enhance our Pollinator project which showcases planting schemes for the benefit of pollinating insects.

We are seeking costs to cover plants, seeds, bulbs and compost for the year.

3. The **Repair Café** volunteers undertake sewing, electrical and general repairs at a monthly café event.

Funding will allow us to carry out the **recalibration of our PAT tester**, essential for carrying out electrical repairs, as well as other **general costs such as photocopying or materials**.

4. General **running costs for all projects**.

As well as the specific events above we run other projects such as Woodland management, Climate Action team, Tree planting team, Waste reduction and recycling including textile re-use and wrapping paper project, the Food Larder, and we have future plans to develop a 'library of things' for example. To enable us to run these and the events and projects above we are applying for funds to cover the routine costs of **insurance policy** and **website charges** to enable us to send out our newsletter, as well as **new costs of updating our Sustainable Crediton 'what we do' leaflet**.

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

We have discussions with local people at the 'Sustainabubble' hub on Saturdays mornings, and people coming to our Repair Café.

We undertook a Survey at the Big Green Fair in September 2024. Everyone asked found the event useful and interesting and 80% confirmed they were better informed by the event. Attendance was estimated at 200-300 excluding exhibitors. The exhibitors were satisfied with the event; many attracted new contacts.

We gathered information and feedback at a fundraising event held outside a local supermarket, that indicated that local residents are interested in finding out more about climate change, biodiversity and sustainable activities.

From our Food larder project the evaluation report carried out by Devon Communities together showed that users of the larder as well as volunteers found it increased feelings of community and they enjoyed social aspects of meeting others, as well as it increasing awareness about food waste and sustainability. This indicates that residents would welcome opportunities to socialise and find out more about sustainable lifestyles.

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

Sustainable Crediton's projects, whether they are social and educational events or enhancing the public spaces in a more sustainable way, strengthen our community and promote Crediton by working with other community organisations and stakeholders. The projects also help new people to the town feel involved in the community, and make Crediton an attractive place to visit, which in turn supports local businesses.

We also respond to development plans, for example Sustainable Crediton is part of the organisation at the centre of the Land Use Framework Consultation this year and will continue their involvement with the Town Council to support their commitment to sustainable development. Sustainable Crediton itself emerged as a response to the climate and ecological emergency and is committed to working collaboratively with partners to address it.

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

We expect to attract at least 130 people to each education talk and film and event, based on previous attendance at similar events. Our Big Green Fair attracted an estimated 200-300 visitors. Our repair café attracts around 12 people each month along with our volunteers and offers the opportunity for social interaction, as well as carrying out an average of 9 repairs per month.

For each event we will raise awareness of relevant issues through extensive advertising around Crediton and the surrounding area, and actively seek to involve new volunteers e.g. an article is soon to appear in the Kirton Quarterly.

We already have 1000 people who follow us on social media, and receive our newsletter, and we would hope to increase that through these awareness raising events.

Our impacts will be to provide information in order to raise awareness of sustainable lifestyles that result in sustainable development and the protection of the environment. We will also raise awareness of the work that Sustainable Crediton does in the community, and encourage links with other community groups to engage with us in developing environmental projects.

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

We are asking for part-funding for the events as we anticipate fundraising at events we run. In the longer term we will actively research all relevant grant opportunities and apply where appropriate. This will be easier to do now we are a registered charity with the charity commission as a CIO (Charitable Incorporated Organisation).

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

Risk assessment will be in place for every event.

Safe guarding policy in place.

First aider available at all events.

Insurance policy is in place.

Close scrutiny and adherence to all policies that various venues that we use have in place.

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

We have made contact with many groups that have similar aims to our own and we will continue to engage with them e.g. U3A, Turning Tides, Bow Wellbeing Garden, Significant Seams, Big Green Week groups, Friends of the River Exe, Devon Wildlife Trust, and CAG Devon. We share ideas and contacts with other groups.

We also engage with statutory bodies such as Mid Devon District Council, collaborating with them on Tree Planting projects and participating in the new Tree Warden Scheme.

We are also participating in Haywards School Superheroes Day 12th Feb to run activities promoting sustainable living. We will also be working with the local scout group to encourage young people to look after the natural environment through involvement with the Pollinator Group.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Activities were well attended	100+ attendees at each event	headcounts
More people signed up to the newsletter/followed on social media	Additional 100+ engagements online	Measure new sign ups
Pollinator project maintained its plots	Plots maintained, and visited by pollinating insects	Observation
Repair Cafe	Electrical items being repaired, and maintaining attendance and numbers and repairs carried out	PAT tester being recalibrated Measuring attendance and repairs
New leaflet created	A new leaflet to distribute at events	A new leaflet designed and printed
Running costs covered	Insurance and website running	Policy purchased and costs covered

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

What is the total cost of your project?	£2100
How much funding would you like from CTC?	£1600
Where will the remaining funding come from?	Fundraising at the events listed and other events prior to April 2025

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)	Mailchimp web costs, insurance policy and general office costs e.g. printing	550	550
	<i>Sub Total</i>	<i>550</i>	<i>550</i>
Salaries			
Expenses (travel etc)			
Venue hire	Venue hire for event series	1000	500
Materials			
Publicity	New leaflet	150	150
Volunteer expenses			
Other (please specify)			
Pollinator project	Bulbs, seeds, plants, compost	300	300
Repair Café	Recalibration of PAT tester, photocopying	100	100
	<i>Sub total</i>	<i>1550</i>	<i>1050</i>
	TOTAL	2100	1600

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1000 in 2024/25, and funding received in previous yrs.
What was the project?	For Sustainable Crediton Core projects. The Food Larder (a sub project) also received £500 in 2023 and in 2024, but is self-funding this year.
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	We hire the Hub to run the 'Sustainabubble'

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

(please click/tick box to agree) ☒

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications. (please click/tick box to agree) <input checked="" type="checkbox"/>	
We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered (please click/tick box to agree) <input checked="" type="checkbox"/>	
We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate): <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;">Accounts <input checked="" type="checkbox"/></div> <div style="width: 30%;">Bank statement or paying-in slip <input checked="" type="checkbox"/> (to double check bank details)</div> <div style="width: 30%;">Constitution <input checked="" type="checkbox"/></div> </div>	
NB. Scanned copies are acceptable if you send your application by email. Applications will not be taken to committee without all these supporting documents.	
Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation) Typed entries acceptable for email applications	Kirsty Janes (Treasurer) Terry Hadley (Convenor of Core Group)
Date: 10/01/25	

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 Accounts for Sustainable Crediton
for Y/E 31st December 2023

Income	2023	2022
Donations	215.23	100.34
Grants	2733.55	1991.80
Fundraising events	1757.63	1091.15

Building Society Interest	98.63	40.42
Pig Club	1105.00	1418.05
TOTAL	5910.04	4641.76

Expenditure

Catering	50.80	29.90
Pollinator Project	444.97	635.95
Community Allotment	359.84	272.68
Community Larder	1313.85	36.03
Books and Equipment	18.00	234.39

Marketing, printing, advertising	447.71	187.15
Venue Hire	674.50	304.00
Pig Club	1477.56	1682.17
Miscellaneous	384.15	337.61

TOTAL	5171.38	3719.88
EXCESS	738.66	921.88

BALANCE AS AT 31ST DEC 2023

Current Assets

Co-Op Account	5822.91	6177.35
Cash	133.25	138.78
Ecology Building Society (Including £1000 deposited In 2023)	4383.21	3284.58

TOTAL	10339.37	9600.71
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Balance B/F	9600.71	8678.33
Profit for the year	738.66	921.88
BALANCE	10339.37	9600.71

The **co-operative** bank

bank giro credit



6319 5089 2996 5309 8720 0000 008

SUSTAINABLE CREDITON

Paid in by

Date

TOTAL

Address or Ref. No.

Cheques
(Please enter)

SORTING CODE NUMBER

ACCOUNT NUMBER

TRAN CODE

Number of
Cheques

|| ■ □

|| ■ □



Grant Feedback Form 2024-2025

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:

Sustainable Crediton

►Contact Details:

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

First Names KIRSTY

Last Name JAMES

Position i

Address 4

Postcode

Telephone

Email Address

►Amount of Grant received:

£1000

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

This grant allowed use to continue to run several core projects and support new initiatives that engaged the local community and improved the local area.

This grant continued to support our Pollinators project, allowing us to buy plants, bulbs and compost to support this initiative.

We were able to buy a new PA tester for our repair café, which enabled us to safely repair electrical items.

Part of our remit is to deliver educational talks and engage the community of Crediton and surrounding area in sustainability – this grant enabled us to hire venues and the films for several talks and film showings. Our latest showing of the film 'Six inches of Soil' attracted around 100 attendees.

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: 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



Date 09/01/2025

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025



Grant Feedback Form 2024-25

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 Food Larder (part of Sustainable Crediton)

►Contact Details:

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

First Names: Kirsty

Last Name

Position

Sustainable Crediton Treasurer

Address:

Postcode

Telephone

Email Address

►Amount of Grant received:

£500

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

This grant part-funded a subscription to Fareshare SW to provide 50kg+ per week of chilled and ambient food to Crediton Larder and Fridge in the Library.

This enabled the fridge and larder to continue to operate during 2024. A stakeholder survey carried out by Devon Communities Together found that Crediton Community Fridge was used by local Crediton residents and those from the surrounding rural area, from a wide age range including those with children and older people. 65% of users surveyed were using the fridge once a week or more. The report found that users reported that the initiative contributed to community feeling, provided food for those not necessarily eligible for the food bank, increased awareness of nutrition and food waste and reduced carbon footprint. (report available by request)

This grant has helped us achieve our aims to reduce food waste and provide accessible free food which has the benefit of bringing more people into the library where they are able to access its services.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.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



Date: 10/01/25

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT

Constitution for Sustainable Crediton CIO

Date of constitution (last amended):

1 November 2023

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is

SUSTAINABLE CREDITON CIO

2. National location of principal office

The principal office of the CIO is in England.

3. Object[s]

The object[s] of the CIO are

To promote sustainable development for the benefit of the public in Crediton and the surrounding area by:

- (a) the preservation, conservation and the protection of the environment and the prudent use of resources
- (b) The promotion of sustainable living, economies and societal structures locally and in the context of global developments. By ‘sustainable living’, we mean lifestyles which support sustainable development as defined at (c) below.
- (c) advancing the education of the public in subjects relating to sustainable development and the protection of, enhancement and rehabilitation of the environment and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.

Sustainable development means “development that meets the needs of the present without compromising the ability of future generations to meet their own needs”.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

4. Powers

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

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011

- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO; unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value

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

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

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

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the charity trustees in the minute book.
 - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) “the CIO” includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
 - (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

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

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

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

- (1) If the CIO is wound up, each member of the CIO is liable to contribute to the assets of the CIO such amount but not more than £1 as may be required for payment of the debts and liabilities of the CIO contracted before that person ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.
- (2) In sub-clause (1) of this clause “member” includes any person who was a member of the CIO within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the CIO have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

9. Charity trustees

(1) Functions and duties of charity trustees

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

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

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

(2) **Eligibility for trusteeship**

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- [(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) **Number of charity trustees**

- (a) There must be at least five charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) **First charity trustees**

The first charity trustees are as follows[, and are appointed for the following terms]

- | | |
|---------|-------|
| ● Name: | Term: |
| ● Name: | Term: |
| ● Name: | Term: |
| ● Name: | Term: |
| ● Name: | Term: |

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

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

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

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a charity trustee is eligible for reappointment.
- [(3) A charity trustee who has served for [three] consecutive terms may not be reappointed for a [fourth] consecutive term but may be reappointed after an interval of at least [one year].]

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

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

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

(4) Participation in meetings by electronic means

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

16. Membership of the CIO

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

17. Informal or associate (non-voting) membership

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

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

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

- (c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
 - (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

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

19. General meetings of members

(1) Calling of general meetings of members

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

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

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

(a) Proxy voting

- (i) Any member of the CIO 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 CIO.
- (ii) Proxies must be appointed by a notice in writing (a "proxy notice") which: is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
 - (i) 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.
 - (ii) Unless a proxy notice indicates otherwise, it must be treated as:
 - (iii) 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
 - (iv) 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.

- (4) 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 CIO by or on behalf of that member.
- (a) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
 - (b) 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.
 - (c) 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.

20. Saving provisions

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

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

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

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

Execution of documents

- (3) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (4) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (5) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

21. Use of electronic communications

1) General

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

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

(2) To the CIO

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

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
 - (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and

- (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or [[the provisions for postal voting] (if you have included this optional provision, please insert the correct clause number here)].
- (c) The charity trustees must –
 - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form

22. Keeping of Registers

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

23. Minutes

The charity trustees must keep minutes of all:

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

- (4) decisions made by the charity trustees otherwise than in meetings

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

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

25. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or 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 CIO on request.

26. Disputes

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

27. Amendment of constitution

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

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

- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution.

28. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;

- (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
- (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

29. Interpretation

In this constitution:

“connected person” means:

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

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

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

“Dissolution Regulations” means 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.

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

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



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

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

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

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

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

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

Name of Organisation	Credition Rugby Football Club	
Name of Project or Activity	River Pitch Defibrillator Installment	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	01/04/2025	01/10/2025
Amount of funding requested from CTC	£1,700.00	

Contact Details

Name of the person making the application	Natalie Searle
Position in organisation	Volunteer Junior Committee Member
Email address	
Telephone number	

Organisation details

Address	
---------	--

Website	Creditonrfc.rfu.club
Social media links	https://www.facebook.com/creditonrfc https://www.instagram.com/creditonrfc?igsh=OWtkM2s3eWV1ZnZt
Description of organisational purpose	Crediton Rugby Football Club is registered with the Rugby Football Union and provides facilities for four senior squads, eight junior squads, three girls' squads, a women's squad, a Veterans and a Walking rugby team. A total of 19 teams to train for and play active sport in a safe and secure facility within the Crediton community.
Bank details If you are successful, payment will be made by BACS	Bank name [REDACTED] Sort Code [REDACTED] Account [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>Purchase and instalment of a Defibrillator at the Clubs second site (River Pitch, Exhibition Road, Crediton, EX17 1AB).</p> <p>Refresher training for all of the Clubs First Aiders, First Aid training for all new volunteer first aiders.</p> <p>Ensuring through regular communications that all of our 750 members are aware of the Defibrillator and the signs to look for with a cardiac arrest and course of action.</p>

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

The River Pitch facility has had recent improvements' of changing rooms and refreshment facility increasing the amount of training and games being played there, from senior, veterans, junior and our walking rugby teams. There are also a growing number of supporters watching matches.

The nearest defibrillator to the River Pitch is at least 5 minutes away. Recommendations state that defibrillation should occur within three minutes of cardiac arrest. So, ideally a defibrillator needs to be close to the playing area and easily accessible when needed. As soon as you decide the casualty has had a cardiac arrest, you should be asking for help and a defibrillator.

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

The instillation of a Defibrillator will ensure that our community rugby can be carried out safely for all ages and those who come out to support at our River Pitch facility. Ensuring that the facility can be used to its best advantage to provide a safe space for community rugby to take place.

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

Our membership is in excess of 750 members of the community with additional supporters coming out to support on Match days to our 19 teams.

Ultimately the defibrillator installation will save lives for those at risk in our rugby community. Also all of our volunteer First Aiders are from the Crediton community so will know how to respond to a cardiac arrest within the local community in a day to day situation.

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

Once the defibrillator is installed and the existing First Aiders receive refresher training then yearly routine first aid training will incorporate awareness around the defibrillator, which is costs already factored into the costs of training the clubs volunteers.

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

All of our teams have designated trained First Aider's (including using a Defibrillator) who are present at all training and matches. They will all be briefed on the location of the defibrillator and their will be clear signage as to the position of defibrillator.

With the quick use of a defibrillator survival rate increases to an impressive 80%. As more minutes pass, the success rate of a defibrillator decreases. Deploying a defibrillator within three to five minutes of collapse means survival rates are between 50% and 70%.

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

The Mid Devon Leisure Centre is the closet Defibrillator however this is too far from the River Pitch.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Fully training volunteer First Aiders familiar with the defibrillators	10 new or renewed First Aiders training and all First Aiders attend refresher on the defibrillators.	Attendance records and registration on our GMS system where all volunteer courses are booked and monitored.
Defibrillator accessed and	Defibrillator accessed and used	Incident records kept

used when required.	within 3 minutes of a Cardia assert.	
Member receiving communication's around the Defibrillator and social media to raise awareness.	All members of our rugby community will have a better understanding of the defibrillator and signs of a cardiac arrest	Levels of engagement with all of the communication.

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

What is the total cost of your project?	£2,250.00
How much funding would you like from CTC?	£1,700.00
Where will the remaining funding come from?	Club Funds allocated to First Aid training.

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs			
Training		550.00	
Office costs (rent, telephone etc)			
	Sub Total	550.00	
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)	Mindrayt C1A Beneheart Fully Automatic Defibrillator	1,700.00	
	Sub total	1,700.00	1,700.00
	TOTAL	2,250	1,700.00

Declaration

Have you received a grant in the last 3 years	Yes
---	-----

from CTC?	
If so, how much?	22/23 -£1500 23/24 - £1250 24/25 - £1500
What was the project?	22/23 - First Aid course for coaches and volunteers. 23/24 – RFU Training Equipment 24/25 – Updates to Grandstand and Accessible Shelter.
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	N/A

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

(please click/tick box to agree) ☒

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

(please click/tick box to agree) ☒

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

(please click/tick box to agree) ☒

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

Accounts ☒

Bank statement or paying-in slip ☒
(to double check bank details)

Constitution ☒

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

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

Signature 1 (person submitting form)

Natalie Searle

Signature 2 (Chair or senior representative of the organisation)

Liz Goodman

Typed entries acceptable for email applications

Date: 16/01/25

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

Email: e.armitage@crediton.gov.uk

REGISTERED NUMBER: 08354020 (England and Wales)

**Report of the Directors and
Unaudited Financial Statements
for the Year Ended 30 April 2024
for
CREDITON RUGBY FOOTBALL CLUB LIMITED**

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

**Contents of the Financial Statements
FOR THE YEAR ENDED 30 APRIL 2024**

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CREDITON RUGBY FOOTBALL CLUB LIMITED

Company Information

FOR THE YEAR ENDED 30 APRIL 2024

DIRECTORS:

P Coupe
J A Foan
M J Gulley
R Holloway
T V S Newstead
DJ Park
E W Trick
E M Goodman
J P Harris
S L Keast
A J Knox
E J Yeandle
P Tearle

SECRETARY:

J A Foan

REGISTERED OFFICE:

1a Parliament Square
Parliament Street
Crediton
Devon
EX17 2AW

REGISTERED NUMBER:

08354020 (England and Wales)

ACCOUNTANTS:

Haines Watts
3 Southernhay West
Exeter
Devon
EX1 1JG

**Chairman's Report
FOR THE YEAR ENDED 30 APRIL 2024**

I have pleasure in presenting the Chairman's Report for the 2023/24 season.

Throughout Devon, fellow clubs are keen to hear what Crediton are up too, how we manage, recruit, train and run CRFC. It is the dedication, hard work, inspiration and energy of many, many members that ensure we offer excellent rugby, on our 1st class pitches, making the very best of an ageing clubhouse and limited parking.

Three years ago our membership was 500, at the end of this season we are over 750. We run 18 strong teams, provide pitches that are well managed and have a Clubhouse and changing rooms that we can just about fit in!

The investment from some of the Lidl mitigation monies, was spent improving the River Pitch facilities which has been an excellent addition. The process of purchasing the 24 acre site for our relocation continues at a snail's pace, through no fault of our own.

Running CRFC is no mean feat, the people that you elected as your Directors and Senior & Junior Committee members work extremely hard for the benefit of the entire membership. There is no doubt, we have grown to be a big business and must be run like one.

Crediton Rugby Club continued the successes of the previous season under the excellent coaching of Rob Avery-Wright, Stuart Lowe and Jack Yeandle. Although the 1st XV did not manage to finish as high as 2022-23, it was nonetheless a hugely successful season winning 17 of their 22 league games. In fact it was only the fact that we had fewer bonus points that prevented us from finishing as runners-up. A total of 37 members played 1st XV rugby and a total of 134 tries were scored.

The Quins XV were deprived of the runners-up spot by virtue of the fact that their final game of the season, a rescheduled fixture against Exeter Athletic, never played and no points were awarded. The simple fact is that we would probably have won the game with a bonus point which would have taken us to the runner up spot. The Quins won 14 of their 17 league games as well as a magnificent win, away against Brixham 2's in the 2nds XV Cup semi-final. Unfortunately, we lost to a very good Topsham 2's in the final. 48 members played 2nd XV rugby and a total of 127 tries scored.

The 3rd XV had another successful season in a very competitive Merit Table, finishing in 5th place as they had done the previous season. It is tremendous that we successfully field a 3rd team for every fixture, in fact 83 members played this season with a total of 56 tries scored.

The Colts XV proved once again that they are a powerful force in Under 18 rugby being one of the top four sides in Devon. An excellent victory against Ivybridge was certainly one of the highlights. A total of 37 colts played this season and 92 tries successfully scored. Our U18's

There have been some excellent achievements with James Howard, Ben Harris and Marli Maddick all featuring in the Exeter Chiefs Academy. Sam Westcott and Charlie Clark representing Devon U20's. Tom & Louie Gulley respectively representing England Students and England U20's. Congratulations to them all.

The Ladies enjoyed another successful season, finishing 2nd in the NC1 South West (West) League. Following on from narrowly missing out on promotion in their first season in the league, the ladies once again secured 2nd place, losing only 2 games all season. Averaging 38 points scored each game, and notching up 430 points in total, the ladies play attacking and exciting rugby and continue to go from strength to strength.

The U18 girls team secured the Devon Plate this season, a huge achievement given some turbulent times with bad weather preventing matches going ahead. This team really excelled in their cup games, the Newton Abbot game, we travelled with 10 players, and against their 20, our players' grit and determination was admirable and showed in the result.

**Chairman's Report
FOR THE YEAR ENDED 30 APRIL 2024**

More excellent achievements with Tilly Pulfer, Charlotte Wreford, Poppy Symons and Demelza Short representing Exeter Chiefs Academy. Poppy Harrison and Poppy Barnes Devon U18's. Poppy Harrison, Kaitlin Fox and Millie Crumpler representing Exeter Chiefs Academy development team. Congratulations to our young ladies.

My thanks to all coaches, physios, strength & conditioning coaches, first aiders and the all important admin support that enables all our senior rugby teams to thrive.

Junior rugby at Crediton has leapt forward this season, and a huge thank you goes to the improve structure, regular Junior Committee meetings and clear and positive communication between Committee members, coaches & team managers. Its great when we all know the simplest thing like "where are we training". Rugby will always be important at Crediton, it is the very heart of what we stand for. I am delighted that out of 65 players in the 1st and 2nd XV's squads, 56 have come through our Junior's.

Off the pitch, we have realised that it is important to ensure we maximise the income from the bar takings, sponsorship through pitchside boards, adverts in the handbook, and player sponsorship. This is the only way we will continue to pay the bills associated with running a Club of this size. We all know that Saturday gives us the largest bar income, but you will see from the accounts there are many other ways we can all get more involved in seeking out potential sponsors, businesses and private individuals who could be keen to support CRFC.

RFU rugby is forever changing, the half game rule, clearer expectation of the behaviour and discipline of our players, coaches and indeed spectators. Being more proactive with our safeguarding needs and just maybe the RFU will improve the GMS system! But all these things and many more need to be taken into account when we work with the facilities we have and how we manage and administer the whole organisation. We have over 200 volunteers, I thank each and every one, but for CRFC to continue as it is, with all the additional expectations and our future business plans, we need more people to jump on board our Club bus and get involved.

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

**Report of the Directors
FOR THE YEAR ENDED 30 APRIL 2024**

The directors present their report with the financial statements of the company for the year ended 30 April 2024.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of running an amateur rugby football club.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 May 2023 to the date of this report.

P Coupe
J A Foan
M J Gulley
R Holloway
T V S Newstead
DJ Park
E W Trick
E M Goodman
J P Harris
S L Keast
A J Knox
E J Yeandle

Other changes in directors holding office are as follows:

C Mackenzie - resigned 27 July 2023
P Tearle - appointed 10 July 2023

DONATIONS

During the year donations were made to the following:

Force Charity - £362
Okehampton RFC - £250
Ivybridge RFC - £501
Devon RFU Limited - £510
QE Academy Trust - £250 (2023: £250)
Devon Air Ambulance - £535 (2023: £311)

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.....
E M Goodman - Director

Date:

**Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
Crediton Rugby Football Club Limited**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Crediton Rugby Football Club Limited for the year ended 30 April 2024 which comprise the Profit and Loss account, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the directors of Crediton Rugby Football Club Limited in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Crediton Rugby Football Club Limited and state those matters that we have agreed to state to the directors of Crediton Rugby Football Club Limited in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Crediton Rugby Football Club Limited and its directors for our work or for this report.

It is your duty to ensure that Crediton Rugby Football Club Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Crediton Rugby Football Club Limited. You consider that Crediton Rugby Football Club Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Crediton Rugby Football Club Limited. For this reason, we do not express any opinion on the statutory financial statements.

Haines Watts
3 Southernhay West
Exeter
Devon
EX1 1JG

Date:

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)**Income Statement
FOR THE YEAR ENDED 30 APRIL 2024**

	Notes	2024 £	2023 £
TURNOVER		321,991	273,503
Direct costs		<u>(108,713)</u>	<u>(112,147)</u>
GROSS SURPLUS		213,278	161,356
Administrative expenses		<u>(185,727)</u>	<u>(138,454)</u>
OPERATING SURPLUS		27,551	22,902
Interest receivable and similar income		<u>63,626</u>	<u>304</u>
SURPLUS BEFORE TAXATION		91,177	23,206
Tax on surplus	6	<u>-</u>	<u>-</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>91,177</u>	<u>23,206</u>

The notes form part of these financial statements

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

**Other Comprehensive Income
FOR THE YEAR ENDED 30 APRIL 2024**

	Notes	2024 £	2023 £
SURPLUS FOR THE YEAR		91,177	23,206
OTHER COMPREHENSIVE INCOME		-	-
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		<u>91,177</u>	<u>23,206</u>

The notes form part of these financial statements

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)**Balance Sheet
30 APRIL 2024**

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	7	257,935	197,143
CURRENT ASSETS			
Stocks		21,045	20,682
Debtors	8	7,302	19,923
Cash at bank and in hand		179,439	151,673
		<u>207,786</u>	<u>192,278</u>
CREDITORS			
Amounts falling due within one year	9	(39,540)	(54,417)
NET CURRENT ASSETS		<u>168,246</u>	<u>137,861</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>426,181</u>	<u>335,004</u>
RESERVES			
Income and expenditure account		426,181	335,004
		<u>426,181</u>	<u>335,004</u>

The notes form part of these financial statements

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

Balance Sheet - continued
30 APRIL 2024

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

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

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

The financial statements were approved by the Board of Directors and authorised for issue on and were signed on its behalf by:

.....

E M Goodman - Director

The notes form part of these financial statements

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

**Statement of Changes in Equity
FOR THE YEAR ENDED 30 APRIL 2024**

	Retained earnings £	Total equity £
Balance at 1 May 2022	311,798	311,798
Changes in equity		
Surplus for the year	23,206	23,206
Total comprehensive income	23,206	23,206
Balance at 30 April 2023	335,004	335,004
Changes in equity		
Surplus for the year	91,177	91,177
Total comprehensive income	91,177	91,177
Balance at 30 April 2024	426,181	426,181

The notes form part of these financial statements

**Notes to the Financial Statements
FOR THE YEAR ENDED 30 APRIL 2024**

1. COMPANY INFORMATION

Crediton Rugby Football Club Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

The presentation currency of the financial statements is the Pound Sterling (£).

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006.

3. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

Turnover

Turnover represents amounts chargeable in respect of the sale of goods and services to customers.

Tangible fixed assets

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

Land and buildings - 1% reducing balance which is an estimate of the cost element of the club house included in the total over its useful economic life.

Plant and machinery etc - 15% reducing balance

Improvements to property - 7.5% reducing balance

Notes to the Financial Statements - continued
FOR THE YEAR ENDED 30 APRIL 2024

3. ACCOUNTING POLICIES - continued

Stocks

Stocks are stated at the lower of cost and net realisable value. Cost comprises direct materials and where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

Cash and cash equivalents

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Non government grants

Grants received from the RFU are included in the financial statements using the Accrual model. Grants relating to revenue are recognised in income on a systematic basis over the period in which the entity recognises the related costs for which the grant is intended to compensate.

4. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 28 (2023 - 25).

5. EXCEPTIONAL ITEMS

	2024	2023
	£	£
S106 funding	60,068	-

Included within interest receivable and similar income are amounts totalling £60,068 (2023 - £Nil). These amounts were received from Lidl Great Britain Limited (via Mid Devon District Council) under the terms of the Section 106 agreement attached to their land acquisition on Exhibition Road. These funds are restricted and can only be used improving the clubs facilities and cannot be expensed. The club has invested the full amount received as further detailed in the Chairman's report and note 7 of the financial statements.

6. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose for the year ended 30 April 2024 nor for the year ended 30 April 2023.

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

**Notes to the Financial Statements - continued
FOR THE YEAR ENDED 30 APRIL 2024**

7. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Plant and machinery £	Totals £
COST				
At 1 May 2023	159,165	-	106,022	265,187
Additions	-	68,867	6,183	75,050
At 30 April 2024	159,165	68,867	112,205	340,237
DEPRECIATION				
At 1 May 2023	6,272	-	61,772	68,044
Charge for year	1,528	5,165	7,565	14,258
At 30 April 2024	7,800	5,165	69,337	82,302
NET BOOK VALUE				
At 30 April 2024	151,365	63,702	42,868	257,935
At 30 April 2023	152,893	-	44,250	197,143

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	1,411	16,541
Other debtors	350	-
Prepayments and accrued income	5,541	3,382
	<u>7,302</u>	<u>19,923</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other loans	-	717
Trade creditors	6,101	17,399
Social security and other taxes	849	669
VAT	3,247	4,753
Other creditors	22,788	23,199
Wages creditor	-	1,022
Accruals and deferred income	6,555	6,658
	<u>39,540</u>	<u>54,417</u>

Included within 'other loans' is a loan from the Rugby Football Union. The loan is interest free. At the balance sheet date the outstanding balance was £nil (2023 - £717).

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

**Detailed Income and Expenditure Account
FOR THE YEAR ENDED 30 APRIL 2024**

	2024		2023	
	£	£	£	£
General income		321,991		273,503
Direct costs				
Purchases (adjusted for stock)	51,960		55,651	
Other direct costs	56,753		56,496	
		108,713		112,147
GROSS SURPLUS		213,278		161,356
(66.24% 2023 : 59.00%)				
Other income				
Deposit account interest	3,558		304	
S106 funding	60,068		-	
		63,626		304
		276,904		161,660
Expenditure				
Ground rent	4,794		3,067	
Business rates	1,619		1,783	
Water	4,824		4,486	
Insurance	7,279		5,256	
Light, heat and power	14,268		12,534	
Wages and salaries	50,645		44,672	
Telephone	1,222		852	
Printing, post and stationery	2,916		2,745	
Travelling	6,944		7,660	
Machinery repairs and pitch maintenance	9,642		4,987	
Clubhouse repairs and renewals	3,503		4,348	
Household and cleaning	15,729		10,883	
Rugby equipment and kit renewals	15,170		4,595	
Sundry expenses	1,861		2,895	
Fundraising	1,283		-	
Signage	3,020		1,046	
Payroll	1,329		1,080	
Bookkeeping	2,016		1,666	
Accountancy fees	4,579		1,789	
Accountancy - bookkeeping	4,315		2,500	
Subscriptions	6,505		6,376	
Legal and professional fees	1,394		1,345	
Donations	2,408		561	
Entertainment	486		-	
		167,751		127,126
Carried forward		109,153		34,534

This page does not form part of the statutory financial statements

CREDITON RUGBY FOOTBALL CLUB LIMITED (REGISTERED NUMBER: 08354020)

**Detailed Income and Expenditure Account
FOR THE YEAR ENDED 30 APRIL 2024**

	2024	2023
	£	£
Brought forward	109,153	34,534
Finance costs		
Bank charges	3,718	3,579
	<u>105,435</u>	<u>30,955</u>
Depreciation		
Freehold property	1,528	1,544
Improvements to property	5,165	-
Plant and machinery	7,565	6,205
	<u>14,258</u>	<u>7,749</u>
NET SURPLUS	<u><u>91,177</u></u>	<u><u>23,206</u></u>

This page does not form part of the statutory financial statements



Grant Feedback Form 2024-2025

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

► Name of Organisation:

Credition Rugby Football Club

► Contact Details:

Ms

Liz

Goodman

Position in Organisation. Chairman

► Amount of Grant received:

£1250

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



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

Credition RFC are continually thankful for the support Credition Town Council give to our Club.

This past year we have seen our membership numbers increase further, we now sit at a membership of 750. We have also increased another team and now have 19 teams, the latest being a Veterans Team. This is vital for our mid age range plus men, those that due to work and family commitments cant always make weekly training or games, but want to be a part of the playing side of the Club, and dont want to hang up their boots just yet!

The grant received has been spent wisely on equipment, that dreadful looking container beside the club holds much needed equipment - balls, cones, water bottles, flags, and there's even more kept by the coaches in their car boots!! So many players and teams need so much.

We have so definitely outgrown our Blagden site. We struggle with parking and however much we try to encourage visitors and visiting teams to park considerately, our car park is just too small. Our elderly clubhouse, is being held together with elastic bands, a heating system that had every part replaced more than once, changing rooms that struggle to accommodate the number of teams we have. Our fantastic band of volunteer grounds men do their best to get all games played at a weekend, not forgetting all the training mid week. This weekend, has 3 senior games on Saturday and 7 junior games on Sunday, thats a pretty normal weekend for us.

With my thanks on behalf of CRFC.



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT
Telephone: 01363 773717
Email: 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

Liz Goodman

Date. 8th Jan 25

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025

File Copy



CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company No. 8354020

The Registrar of Companies for England and Wales, hereby certifies that

CREDITON RUGBY FOOTBALL CLUB LIMITED

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House, Cardiff, on 9th January 2013



N083540209



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



Companies House

— for the record —

The above information was communicated by electronic means and authenticated by the Registrar of Companies under Section 1115 of the Companies Act 2006



Companies House
— for the record —

IN01(ef)

Application to register a company

Received for filing in Electronic Format on the: 09/01/2013



X1ZOY4KI

*Company Name
in full:*

CREDITON RUGBY FOOTBALL CLUB LIMITED

Company Type:

Private limited by guarantee

*Situation of Registered
Office:*

England and Wales

*Proposed Register
Office Address:*

**GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
ENGLAND
EX17 1EP**

I wish to adopt entirely bespoke articles

Proposed Officers

Company Secretary 1

Type: **Person**

Full forename(s): **MRS JACQUELINE ANN**

Surname: **FOAN**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Consented to Act: **Y** *Date authorised:* **09/01/2013** *Authenticated:* **YES**

Company Director **1**

Type: **Person**

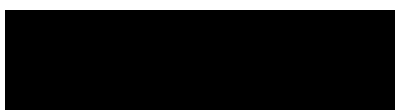
Full forename(s): **MR RAYMOND JOHN CHARLES**

Surname: **GRIGG**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Country/State Usually Resident: **UNITED KINGDOM**



Nationality: **BRITISH**

Consented to Act: **Y**

Date authorised: **09/01/2013**

Authenticated: **YES**

Company Director 2

Type: **Person**

Full forename(s): **MR PAUL REGINALD**

Surname: **HARRIS**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Country/State Usually Resident: **UNITED KINGDOM**



Nationality: **BRITISH**

Consented to Act: **Y**

Date authorised: **09/01/2013**

Authenticated: **YES**

Company Director 3

Type: **Person**

Full forename(s): **MR ROGER**

Surname: **HOLLOWAY**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Country/State Usually Resident: **UNITED KINGDOM**

D  *Nationality:* **BRITISH**
O

Consented to Act: **Y** *Date authorised:* **09/01/2013** *Authenticated:* **YES**

Company Director 4

Type: **Person**

Full forename(s): **MR ERIC GEORGE**

Surname: **RODD**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Country/State Usually Resident: **UNITED KINGDOM**

Nationality: **BRITISH**

Consented to Act: **Y** *Date authorised:* **09/01/2013** *Authenticated:* **YES**

Company Director 5

Type: **Person**

Full forename(s): **MR BERNARD JOHN**

Surname: **BLATCHFORD**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Country/State Usually Resident: **UNITED KINGDOM**

D  *Nationality:* **BRITISH**

Consented to Act: **Y** *Date authorised:* **09/01/2013** *Authenticated:* **YES**

Company Director **6**

Type: **Person**
Full forename(s): **MRS TRACY ANN**

Surname: **MATTHEWS**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Country/State Usually Resident: **UNITED KINGDOM**

 *Nationality:* **BRITISH**

Consented to Act: **Y** *Date authorised:* **09/01/2013** *Authenticated:* **YES**

Company Director 7

Type: **Person**

Full forename(s): **MRS JACQUELINE ANN**

Surname: **FOAN**

Former names:

Service Address: **GROUND AND CLUBHOUSE THE BLAGDON GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP**

Country/State Usually Resident: **UNITED KINGDOM**

Address:  *Nationality:* **BRITISH**
Occupation: **SEPER**

Consented to Act: **Y** *Date authorised:* **09/01/2013** *Authenticated:* **YES**

Statement of Guarantee

I confirm that if the company is wound up while I am a member , or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for :

- payment of debts and liabilities of the company contracted before I cease to be a member;*
- payments of costs, charges and expenses of winding up, and;*
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below.*

Name: **RAYMOND JOHN CHARLES GRIGG**

Address: **GROUND AND CLUBHOUSE THE BLAGDON *Amount Guaranteed:* 1**
 GROUND
 EXHIBITION ROAD
 CREDITON
 DEVON
 UNITED KINGDOM
 EX17 1EP

Name: **PAUL REGINALD HARRIS**

Address: **GROUND AND CLUBHOUSE THE BLAGDON *Amount Guaranteed:* 1**
 GROUND
 EXHIBITION ROAD
 CREDITON
 DEVON
 UNITED KINGDOM
 EX17 1EP

Name: **ROGER HOLLOWAY**

Address: **GROUND AND CLUBHOUSE THE BLAGDON *Amount Guaranteed:* 1**
 GROUND
 EXHIBITION ROAD
 CREDITON
 DEVON
 UNITED KINGDOM
 EX17 1EP

Name: **ERIC GEORGE RODD**

Address: **GROUND AND CLUBHOUSE THE BLAGDON *Amount Guaranteed:* 1**
 GROUND
 EXHIBITION ROAD
 CREDITON
 DEVON
 UNITED KINGDOM
 EX17 1EP

Name: BERNARD JOHN BLATCHFORD

Address: GROUND AND CLUBHOUSE THE BLAGDON *Amount Guaranteed:* 1
GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP

Name: TRACY ANN MATTHEWS

Address: GROUND AND CLUBHOUSE THE BLAGDON *Amount Guaranteed:* 1
GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP

Name: JACQUELINE ANN FOAN

Address: GROUND AND CLUBHOUSE THE BLAGDON *Amount Guaranteed:* 1
GROUND
EXHIBITION ROAD
CREDITON
DEVON
UNITED KINGDOM
EX17 1EP

Statement of Compliance

I confirm the requirements of the Companies Act 2006 as to registration have been complied with.

Authorisation

Authoriser Designation: **subscriber**

Authenticated: **Yes**

THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY GUARANTEE
MEMORANDUM OF ASSOCIATION
OF
CREDITON RUGBY FOOTBALL CLUB LIMITED

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company.

Name of each subscriber Authentication by each subscriber

MR RAYMOND JOHN CHARLES GRIGG

MR PAUL REGINALD HARRIS

MR ROGER HOLLOWAY

MR ERIC GEORGE RODD

MR BERNARD JOHN BLATCHFORD

MRS TRACY ANN MATTHEWS

MRS JACQUELINE ANN FOAN

Dated 9th January 2013

THE COMPANIES ACTS 1985, 1989 AND 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

- of -

CREDITON RUGBY FOOTBALL CLUB LIMITED

VEITCH PENNY LLP
1 MANOR COURT
DIX'S FIELD
EXETER
EX1 1UP

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THE COMPANIES ACTS 1985, 1989 AND 2006

ARTICLES OF ASSOCIATION

- of -

CREDITON RUGBY FOOTBALL CLUB

PART 1 details, INTERPRETATION AND LIMITATION OF LIABILITY

1. Defined terms

- 1.1 In these Articles, unless the context requires otherwise:
- "the 2006 Act"
means the Companies Act 2006 as modified by statute or re-enacted from time to time;
- "Articles"
means these articles of association, as may be amended from time to time;
- "bankruptcy"
includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- "Board"
means the board of directors of the Club established from time to time in accordance with Article 18, the members of which are the directors of the Club for the purposes of the Companies Acts;
- "Chairman"
means the person elected from time to time in accordance with these Articles as the chairman of the Club;
- "clear days"
means a period of days exclusive of the day on which the notice is served and of the day for which it is given;
- "chairman of the meeting"
has the meaning given in Article 24;
- "Club"
means the above named company;
- "Companies Acts"
means the Companies Acts (as defined in section 2 of the 2006 Act), in so far as they apply to the Club;
- "Company Secretary"
means such person as the Board appoints as company secretary from time to time;
- "Constituent Body"
means the Constituent Body of the RFU to which the Club is from time to time affiliated and which at the date of incorporation is DEVON RUGBY FOOTBALL UNION;
- "director"
means a director of the company, and includes any person occupying the position of director, by whatever name called;
- "document"
includes, unless otherwise specified, any document sent or supplied in electronic form;
- "Elected Director"
means a director elected in accordance with Article 18.2.5;
- "electronic form"
has the meaning given in Section 1168 of the 2006 Act;
- "general meeting"
means an annual general meeting of the Club;
- "hard copy form"
has the meaning given in Section 1168 of the 2006 Act;
- "Immediate Past President"
means the person from time to time elected in accordance with these Articles as the immediate past president of the Club;
- "the IRB"
means the international governing body for rugby union, which at the date of incorporation is the International Rugby Board;
- "Life Member"
means a member who is appointed as a life member pursuant to Article 33.2.5;
- "member"
means the persons admitted to the membership of the Club in accordance with Article 30 and any Rules from time to time in force;
- "Non-Voting Members"
means all members of the Club other than the Voting Members and who shall not be members for the purposes of the Companies Acts;

"ordinary resolution"

has the meaning given in Section 282 of the 2006 Act;

"participate"

in relation to a directors' meeting, has the meaning given in Article 11;

"President"

means the person from time to time elected in accordance with these Articles as the president of the Club;

"proxy notice"

has the meaning given in Article 42.1;

"the RFU"

means the Rugby Football Union (an Industrial & Provident Society with registered number 27981R which is the governing body of rugby union within England) of Rugby House, Rugby Road, Twickenham, Middlesex TW1 1DS;

"Rules"

means the rules and regulations of the Club made by the Board or by the Club in general meeting, as amended from time to time;

"Secretary"

means the secretary of the Club appointed from time to time in accordance with these Articles

"special resolution"

has the meaning given in Section 283 of the 2006 Act;

"subsidiary"

has the meaning given in Section 1159 of the 2006 Act;

"Vice-Chairman"

the person from time to time elected in accordance with these Articles as the vice-chairman of the Club;

"Voting Members"

means the members of the Club who, under these Articles are entitled to receive notice of, attend and vote at general meetings and who are members of the Club for the purposes of the Companies Acts; and

"writing"

means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

1.2 Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the 2006 Act.

1.3 Words importing the singular number shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include corporations.

1.4 For the purposes of Section 20 of the 2006 Act, the relevant model articles shall be deemed to have been excluded fully and replaced with the provisions of these Articles.

2. Objects

2.1 The objects for which the Club is established ("Objects") are:

2.1.1 to acquire and undertake all properties and liabilities and to carry out the powers, obligations, duties and general objects of the present unincorporated association known as Crediton Rugby Football Club and to indemnify Crediton Rugby Football Club, its officers, members, and members of any of its sub-committees against all costs, claims, demands, actions and proceedings relating to the assets and undertaking of Crediton Rugby Football Club and in respect of all liabilities, obligations and commitments (whether legally binding or not) of Crediton Rugby Football Club and also in respect of the costs and expenses and outgoings from or attributable to the transfer of assets and undertaking;

2.1.2 principally to provide facilities for rugby union and generally to promote, encourage and facilitate the playing of rugby union in the area of Crediton and amongst the community;

2.1.3 to provide and maintain Club premises at Blagdon and club-

- owned rugby equipment for the use of its members (without discrimination);
- 2.1.4 to provide other ordinary benefits of an amateur sports club as set out in Part 13 Chapter 9 Corporation Tax Act 2010 including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment and post-match refreshments;
 - 2.1.5 to sell or supply food and/or drink and provide other activities as a social adjunct to the sporting purposes of the Club;
 - 2.1.6 to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, and match fees, by obtaining sponsorship and other available funding;
 - 2.1.7 to promote amateur rugby within the Club;
 - 2.1.8 to affiliate to the RFU (through the membership of the Club's nominee to the RFU, such nominee to be the Secretary or another officer of the Club approved by the RFU) and to affiliate to the Constituent Body designated to it by the RFU;
 - 2.1.9 to comply with and uphold the rules and regulations of the Constituent Body, the RFU and the IRB as amended from time to time and the rules and regulations of any body to which the RFU is affiliated;
 - 2.1.10 to acquire, establish, own, operate and turn to account in any way for the members' benefit the rugby union facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
 - 2.1.11 to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the members;
 - 2.1.12 to discipline the members where permitted by its Rules and to refer its members to be disciplined by the RFU or the Constituent Body (as appropriate) where so required by the rules and regulations of the RFU or the Constituent Body (as the case may be);
 - 2.1.13 to undertake and execute charitable trusts relating to the activities of the Club;
 - 2.1.14 to make donations or offer support to rugby union clubs which are charities or community amateur sports clubs; and
 - 2.1.15 to do all such other things as shall be thought fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Article 2.

3. Powers

- 3.1 The Club shall have the powers to do all such lawful things as are consistent with the furtherance of its Objects ("the Powers").
- 3.2 The income and property of the Club shall be applied solely towards the promotion of the Objects and no portion thereof shall be paid or transferred directly or indirectly, overtly or covertly by way of distribution, bonus or otherwise by way of profit to the members of the Club or third parties other than other registered community amateur sports clubs or charities. No member shall be paid a salary, bonus fee or other remuneration for playing for the Club.
- 3.3 Nothing in Article 3.2 shall prevent the payment in good faith by the Club:
 - 3.3.1 of remuneration to any director of the Club in accordance with Article 21.1;
 - 3.3.2 to any director, committee or sub-committee member of reasonable and proper out-of-pocket expenses;
 - 3.3.3 of interest on money lent by a member of the Club or its directors at a commercial rate of interest;
 - 3.3.4 of reasonable and proper rent for premises demised or let by

- any member of the Club or by any director; or
- 3.3.5 of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the directors (or any of them) in relation to the Club; or
- 3.3.6 other payments as are permitted by these Articles.

4. Liability of members

- 4.1 The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Club in the event of its being wound up while he is a member or within one year after he ceases to be a member, for any of the items set out in Article 4.2.
- 4.2 The items for which the members undertake to contribute are:
 - 4.2.1 payment of the Club's debts and liabilities contracted before he ceases to be a member;
 - 4.2.2 payment of the costs, charges and expenses of winding up; and
 - 4.2.3 adjustment of the rights of the contributories among themselves.

PART 2 DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

5. Directors' general authority

- 5.1 Subject to these Articles, any Rules made pursuant to them and the Companies Acts, the Board is responsible for the management of the Club's business, for which purpose it may exercise all the powers of the Club.
- 5.2 No Rule made by the Club in general meeting pursuant to Article 50 shall invalidate any prior act of the Board which would have been valid if such Rule had not been made.

6. Directors may delegate

- 6.1 Subject to these Articles, the Board may delegate any of the powers which are conferred on it under these Articles:
 - 6.1.1 to such person or committee;
 - 6.1.2 by such means (including by power of attorney);
 - 6.1.3 to such an extent;
 - 6.1.4 in relation to such matters or territories; and
 - 6.1.5 on such terms and conditions;
 - 6.1.6 as it thinks fit.
- 6.2 All acts and proceedings delegated under Article 6.1 shall be reported to the Board in due course.
- 6.3 If the Board so specifies, any such delegation may authorise further delegation of the Board's powers by any person to whom they are delegated.
- 6.4 The Board may revoke any delegation in whole or part, or alter its terms and conditions.

7. Committees

- 7.1 Committees to which the Board delegates any of its powers must follow procedures which are based as far as they are applicable on those provisions of these Articles which govern the taking of decisions by the Board.
- 7.2 The Board may make rules of procedure for all or any committees, which prevail over rules derived from these Articles if they are not consistent with them.
- 7.3 The quorum for meetings of any sub-committee formed pursuant to the provisions of the Articles shall be three.

DECISION-MAKING BY DIRECTORS

8. Directors to take decisions collectively

Any decision of the Board must be either a majority decision or a decision taken in accordance with Article 9.

9. Unanimous decisions

- 9.1 A decision of the Board is taken in accordance with this Article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- 9.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- 9.3 References in this Article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a meeting of the Board.
- 9.4 A decision may not be taken in accordance with this Article if the eligible directors would not have formed a quorum at such a meeting.

10. Calling a meeting of the Board

- 10.1 The Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, provided that at least three such meetings shall be held in each year.
- 10.2 The Board shall report on their activities to the members at the annual general meeting.
- 10.3 Any director may call a meeting of the Board by giving notice of the meeting to the directors or by directing the Secretary to give such notice.
- 10.4 Notice of any meeting of the Board must indicate:
 - 10.4.1 its proposed date and time;
 - 10.4.2 where it is to take place; and
 - 10.4.3 if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 10.5 Notice of a meeting of the Board must be given to each director, but need not be in writing. A director who is absent from Great Britain shall be entitled to notice of a meeting if he has provided a valid email address.

11. Participation in meetings of the Board

- 11.1 Subject to these Articles, directors participate in a meeting of the Board, or part of a meeting of the Board, when:
 - 11.1.1 the meeting has been called and takes place in accordance with these Articles, and
 - 11.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 11.2 In determining whether directors are participating in a meeting of the Board, it is irrelevant where any director is or how they communicate with each other.
- 11.3 If all the directors participating in a meeting of the Board are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

12. Composition of the Board and Quorum

- 12.1 At a meeting of the Board, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 12.2 The quorum for meetings of the Board may be fixed from time to time by a decision of the directors, but it must never be less than six, and unless otherwise fixed it is six.
- 12.3 Subject to Article 12.4, the Board may act notwithstanding any vacancy in their body.
- 12.4 If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision:
 - 12.4.1 to call a general meeting so as to enable the members to fill a casual vacancy arising among the directors in accordance with Article 30; or
 - 12.4.1 to admit members to the Club.

13. Chairing of meetings of the Board

- 13.1 The Chairman shall be chairman of the Board. The Chairman shall preside as chairman at all meetings of the Board at which he shall be present.
- 13.2 If at any meeting the Chairman is not present within fifteen minutes after the time appointed for holding the meeting or he is not willing to preside, the members of the Board present shall choose one of their number to be chairman of the meeting. The person so appointed for the time being is known as the chairman.

14. Casting vote

- 14.1 If the numbers of votes for and against a proposal are equal, the Chairman or other director chairing the meeting of the Board has a casting vote.
- 14.2 Article 14.1 shall not apply to give a casting vote to the Chairman or other director chairing the meeting (as appropriate) if, in accordance with these Articles, the Chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

15. Conflicts of interest

- 15.1 Subject to Article 15.2, if a proposed decision of the Board is concerned with an actual or proposed transaction or arrangement with the Club in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
- 15.2 The prohibition under Article 15.1 shall not apply when:
 - 15.2.1 the Board approves the director counting towards the quorum and voting on the transaction or arrangement notwithstanding such interest;
 - 15.2.2 the director need not declare an interest pursuant to Section 177 or 182 of the 2006 Act; or
 - 15.2.3 the director's conflict of interest arises from a permitted cause.
- 15.3 For the purposes of Article 15.2, the following are "permitted causes":
 - 15.3.1 a guarantee, security or indemnity given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the Club or any of its subsidiaries (if any);
 - 15.3.2 subscription, or an agreement to subscribe, for securities of the Club or any of its subsidiaries (if any), or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and
 - 15.3.3 arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the Club or any of its subsidiaries (if any) which do not provide special benefits for directors or former directors.
- 15.4 For the purposes of this Article 15, references to proposed decisions and decision-making processes include any meeting of the Board or part of a meeting of the Board.
- 15.5 Subject to Article 15.6, if a question arises at a meeting of the Board or of a committee of the Board as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting whose ruling in relation to any director other than himself is to be final and conclusive.
- 15.6 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

15.7 A director may vote, and count towards the quorum, in regard to any transaction or arrangement in which he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict with the interests of the Club only where such matter has been authorised by the Board in accordance with Section 175 of the 2006 Act.

16. Records of decisions to be kept

16.1 The Board must ensure that the Club keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the Board and by the Club at general meeting.

16.2 Any such records, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

16.3 Any such records shall be circulated to all members of the Board.

17. Directors' discretion to make further rules

17.1 the Board shall have the power to make, vary and revoke the Rules including, but not limited to, Rules:

17.1.1 setting out different categories of membership of the Club;

17.1.2 setting the criteria for admission to membership of the Club for the different categories of members;

17.1.3 creating regulations, standing orders and/or bye-laws for the better administration of the Club and to regulate the function, role and operation of committees to assist the board in the better administration of the Club;

17.1.4 setting or adopting such other regulations or policies, including for example child protection and equity policies, as the board thinks fit; and

17.1.5 in relation to licensable activities of the Club, provided that nothing in those Rules shall prejudice the Club's status as a Community Amateur Sports Club under Schedule 18 Finance Act 2002 and provided that the said Rules shall be consistent with these Articles and the Companies Acts.

APPOINTMENT OF DIRECTORS

18. Methods of appointing directors

18.1 The number of directors shall be not less than six and shall be subject to a maximum of twenty-six.

18.2 The members of the Board shall be:

18.2.1 the President;

18.2.2 the Immediate Past President;

18.2.3 the Chairman;

18.2.4 the Vice-Chairman;

18.2.5 the Secretary;

18.2.6 the Treasurer;

18.2.7 up to twenty (or such lower number as the Board shall from time to time decide) Elected Directors.

18.3 The first directors set out in the Memorandum of Association shall retire immediately prior to the annual general meeting but may be re-elected in accordance with these Articles.

18.4 The Board may at its discretion award honoraria to such persons as it thinks fit provided that the honoraria shall not to any extent be determined by or conditional upon the profits or losses derived from some or all of the activities of the Club or by reference to the level of the Club's gross income from some or all of its activities.

18.5 All acts carried out in good faith at any meeting of the Board or of any sub-committee, or by any person acting as a director, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such person be as valid as if every such person had been duly appointed or had duly continued in office.

19. Elected Directors

Each year, the Elected Directors shall retire and shall be eligible for re-election in accordance with these Articles. The election for the office of Elected Directors shall be conducted in accordance with Article 28.

20. Termination of director's appointment

20.1 Without prejudice to the provisions of Section 168 of the 2006 Act, a person shall cease to be a director of the Club as soon as:

20.1.1 that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;

20.1.2 a bankruptcy order is made against that person;

20.1.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;

20.1.4 a registered medical practitioner who is treating that person gives a written opinion to the Club stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;

20.1.5 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;

20.1.6 that person shall without sufficient reason for more than three consecutive Board meetings have been absent without permission of the Board and all other members of the Board resolve that his office be vacated;

20.1.7 that person is requested to resign by all the other members of the Board acting together;

20.1.8 holding any of the positions set out in 18.2.1 to 18.2.6 with the exception of 18.2.2, that person ceases to hold said position;

20.1.9 that person ceases to be a member; or

20.1.10 notification is received by the Club from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

20.2 A President, Immediate Past President, Chairman, Vice-Chairman, Secretary or Treasurer who is removed from office as a director of the Board for whatever reason shall be deemed to have resigned from office and the vacancy shall be filled in accordance with these Articles.

21. Directors' remuneration

21.1 Subject to the provisions of the Companies Acts, the Board may enter into an agreement or arrangement with any director:

21.1.1 for his employment by the Club or for the provision by him of any services outside the scope of the ordinary duties of a director or benefits.

21.1.2 Any appointment of a director to an executive office shall terminate if he ceases to be a director but without prejudice to any claim for damages for breach of the contract of service between the director and the Club.

21.2 The Club shall not employ any director of the Club to provide any services outside the scope of the ordinary duties of a director and shall not pay any director any remuneration in relation to his role on the Board.

21.3 Unless the Board decides otherwise, directors are not accountable to the Club for any remuneration which they receive as directors or other officers or employees of the Club's subsidiaries (if any) or of any other body corporate in which the Club is interested (if any).

22. Directors' expenses

22.1 Without prejudice to Article 21, the Club may pay any reasonable

expenses which the directors properly incur in connection with their attendance at:

22.1.1 meetings of the Board or committees of the Board; or

22.1.2 general meetings,
or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.

PART 3 APPOINTMENTS AND ELECTED POSITIONS

23. President

At the annual general meeting in 2013 and each third anniversary thereof, the President shall retire but shall be eligible for re-appointment in accordance with these Articles. The election of the President shall be in accordance with Article 29. A member so appointed shall hold office for a three year term but shall be eligible for re- election. The President shall be a director by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe. The President must be a Voting Member of ten years' standing.

24. Immediate Past President

At the annual general meeting in 2013 and at the annual general meeting each year thereafter, the Immediate Past President shall retire but shall be eligible for re-appointment in accordance with these Articles. The election of the Immediate Past President shall be in accordance with Article 29. A member so appointed shall hold office for a one year term but shall be eligible for re- election. The Immediate Past President shall be a director by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

25. Chairman

At the annual general meeting in 2013 and at the annual general meeting each year thereafter, the Chairman shall retire but shall be eligible for re- appointment in accordance with these Articles. The election for the office of Chairman shall be conducted in accordance with Article 29. A member so appointed shall hold office for a one year term but shall be eligible for re-election for one further term of one year. The Chairman shall be a director by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

26. Vice-Chairman

At the annual general meeting in 2013 and at the annual general meeting each year thereafter, the Vice-Chairman shall retire but shall be eligible for re-election in accordance with these Articles. The election for the office of Vice-Chairman shall be conducted in accordance with Article 29. A person so appointed shall hold office for a one year term but shall be eligible for re-election for one further term of one year. The Vice-Chairman shall be a director by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

27. Secretary

At the annual general meeting in 2013 and at the annual general meeting each year thereafter, the Secretary shall retire but shall be eligible for re-election in accordance with these Articles. The election for the office of Secretary shall be conducted in accordance with Article 29. A person so appointed shall hold office for a one-year term but shall be eligible for re-election. The Secretary shall be a director and the Company Secretary by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

28. Treasurer

At the annual general meeting in 2013 and at the annual general meeting each year thereafter, the Treasurer shall retire but shall be eligible for

re-election in accordance with these Articles. The election for the office of Treasurer shall be conducted in accordance with Article 29. A person so appointed shall hold office for a one year term but shall be eligible for re-election for one further term of one year. The Treasurer shall be a director by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

29. Elections

- 29.1 Any Voting Member may nominate another member to be President, the Chairman, Vice-Chairman, Secretary, Treasurer or an Elected Director. Any person nominated as a member of the Board must be a Voting Member of not less than 12 months' standing. Any nomination must be made on the form prescribed from time to time by the Board. Any nomination must be seconded by another Voting Member. Voting Members may only nominate or second one candidate for each post and the form must be completed and returned to the Secretary not later than such date as the Board shall prescribe each year.
- 29.2 If there are the same number of candidates as there are vacancies for a post, those candidates shall be declared elected unopposed at the annual general meeting. In the event of there being more nominations than vacancies, there shall be an election at the annual general meeting as directed by the Board. The results of any such election must be announced at the annual general meeting.

30. Casual Vacancies

A casual vacancy arising among the offices of President, Chairman, Vice-Chairman, Secretary or the Elected Directors, shall be filled by the Members by ordinary resolution provided always that the person appointed to fill the vacancy shall hold office until such time as the person he replaced was due to retire but shall be eligible for re-election in accordance with these Articles.

BECOMING AND CEASING TO BE A MEMBER

31. Applications for membership

- 31.1 The subscribers to the Memorandum of Association of the Club; the members of the unincorporated association known as the Crediton Rugby Football Club as at the date of incorporation; and such other persons as are admitted to membership by the Board in accordance with these Articles, shall be the members of the Club.
- 31.2 No person shall become a member of the Club unless:
- 31.2.1 that person has completed an application for membership in a form approved by the Board, and
- 31.2.2 the Board has approved the application.
- 31.3 For the avoidance of doubt membership is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of the sport or the good conduct and interests of the Club and no person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs. A person may appeal against such decision by notifying the Board who shall put the matter to a general meeting for it to be decided by a majority vote of the members present and voting at such meeting.
- 31.4 For the purposes of registration the number of members is declared to be unlimited.
- 31.5 A person shall not be entitled to any privileges of the Club until two days have passed since his application for membership was submitted, whether or not he is admitted as a member before those two days have lapsed.
- 31.6 The Board may from time to time fix the levels of entrance fees and annual subscriptions to be paid by the different categories of members provided that the Board shall use its best endeavours to ensure that the fees set by it do not preclude open membership of the Club.

32. Conditions of membership

- 32.1 All members shall be subject to the Rules and shall respect the rules of the game of rugby union as set from time to time by the IRB.
- 32.2 The members shall pay any entrance fees and annual subscription set by the Board under Article 31.6. Any member whose subscription fee is more than six months in arrears shall be deemed to have resigned his membership of the Club.

33. Termination of membership

- 33.1 It shall be the duty of the Board, if at any time it shall be of the opinion that the interests of the Club so require, by notice in hard copy form sent by prepaid post to a member's address, to request that member to withdraw from membership of the Club within a time specified in such notice. If, on the expiry of the time specified in such notice, the member concerned has not withdrawn from membership by submitting notice in hard copy form of his resignation, or if at any time after receipt of the notice requesting him to withdraw from membership the member shall so request in hard copy form, the matter shall be submitted to a properly convened and constituted meeting of the Board or such sub-committee to which it has delegated its powers. The Board or sub-committee and the member whose expulsion is under consideration shall be given at least 14 days' notice of the meeting, and such notice shall specify the matter to be discussed. The member concerned shall at the meeting be entitled to present a statement in his defence either verbally or in hard copy form, and he shall not be required to withdraw from membership unless a majority of the Board members or sub-committee members present and voting shall, after receiving the statement in his defence, vote for his expulsion, or unless the member fails to attend the meeting without sufficient reason being given. If such a vote is carried, or if the member shall fail to attend the meeting without sufficient reason being given, he shall thereupon cease to be a member and his name shall be erased from the register of members. The Board may exclude the member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend the Club's premises to attend that meeting (if it is held at them) for the purpose of making his representations. A person may appeal against such decision by notifying the Board who shall put the matter to a general meeting for it to be decided by a majority vote of the members present and voting at such meeting.
- 33.2 A member may withdraw from membership of the Club by giving seven clear days' notice to the Club in writing.
- 33.3 A membership terminates automatically when that person dies or ceases to exist or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Articles or the Rules.
- 33.4 Membership is not transferable.
- 33.5 Any person ceasing to be a member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription. The Board may refund an appropriate part of a resigning member's subscription if it considers it appropriate taking account of all the circumstances.

ORGANISATION OF GENERAL MEETINGS

34. Annual General Meetings

- 34.1 The Club shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the Board and shall specify the meeting as such in the notices calling it, provided that so long as the Club holds its first annual general meeting within 18 months after its incorporation it need not hold it in the calendar year of its incorporation or in the following calendar year.
- 34.2 The annual general meeting shall be held for the following purposes:
- 34.2.1 to receive from the Board the Club's accounts;
- 34.2.2 to receive from the Board a report of the activities of the

- Club since the previous annual general meeting;
- 34.2.3 to receive the Captain's report;
- 34.2.4 to appoint the Club's auditors;
- 34.2.5 to announce the election (as appropriate) of the Chairman, Vice-Chairman, Secretary, Treasurer, President, Immediate Past President, and the Elected Directors to be appointed in accordance with these Articles;
- 34.2.6 To propose the membership of the General Committee of the Club;
- 34.2.7 To ratify the subscription of the various classes of members of the Club; and
- 34.2.8 to transact such other business as may be brought before it (including without limitation the appointment of Life Members (in recognition of outstanding contribution or long service to the Club)).

34.3 All general meetings, other than annual general meetings, shall be called general meetings.

35. Attendance and speaking at general meetings

- 35.1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- 35.2 A person is able to exercise the right to vote at a general meeting when:
 - 35.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
 - 35.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
- 35.3 The Board may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

36. Quorum for general meetings

- 36.1 No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.
- 36.2 25 Voting Members present in person shall be a quorum.

37. Chairing general meetings

- 37.1 The Chairman shall chair general meetings if present and willing to do so. If the Chairman shall be absent, or if at any meeting he is not present within fifteen minutes after the time appointed for holding the same, the Vice-Chairman shall preside. If the Vice-Chairman is not present or is unwilling to preside within fifteen minutes of the time at which a meeting was due to start:
 - 37.1.1 the directors present, or
 - 37.1.2 (if no directors are present), the meeting,
 - 37.1.3 must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- 37.2 The person chairing a meeting in accordance with this article is referred to as "the chairman of the meeting".

38. Attendance and speaking by directors and non-members

- 38.1 Directors may attend and speak at general meetings, whether or not they are members.
- 38.2 The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

39. Adjournment

- 39.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum,

- or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- 39.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if:
- 39.2.1 the meeting consents to an adjournment, or
 - 39.2.2 it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 39.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 39.4 When adjourning a general meeting, the chairman of the meeting must:
- 39.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
 - 39.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 39.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Club must give at least seven clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):
- 39.5.1 to the same persons to whom notice of the Club's general meetings is required to be given, and
 - 39.5.2 containing the same information which such notice is required to contain.
- 39.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place provided that if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting.

VOTING AT GENERAL MEETINGS

40. Voting: general
- 40.1 Every Voting Member shall be entitled to receive notice of, attend general meetings and cast one vote.
 - 40.2 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with these Articles.
41. Errors and disputes
- 41.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
 - 41.2 Any such objection must be referred to the chairman of the meeting whose decision is final.
42. Poll votes
- 42.1 A poll on a resolution may be demanded:
 - 42.1.1 in advance of the general meeting where it is to be put to the vote, or
 - 42.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
 - 42.2 A poll may be demanded by:
 - 42.2.1 the chairman of the meeting;
 - 42.2.2 the Board; or
 - 42.2.3 5 or more members present in person or proxy having the right to vote on the resolution or, if less, a person or persons representing not less than one-tenth of the total voting rights of all the members having the right to vote on the resolution.
 - 42.3 A demand for a poll may be withdrawn if:
 - 42.3.1 the poll has not yet been taken, and

- 42.3.2 the chairman of the meeting consents to the withdrawal.
- 42.4 Polls shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 42.5 A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- 42.6 No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

43. Content of proxy notices

- 43.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:
- 43.1.1 states the name and address of the member appointing the proxy;
 - 43.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - 43.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
 - 43.1.4 is delivered to the Club in accordance with these Articles and any instructions contained in the notice of the general meeting to which they relate.
- 43.2 The Board may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 43.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 43.4 Unless a proxy notice indicates otherwise, it must be treated as:
- 43.4.1 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
 - 43.4.2 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.

44. Delivery of proxy notices

- 44.1 A person 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 Club by or on behalf of that person.
- 44.2 An appointment under a proxy notice may be revoked by delivering to the Club a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 44.3 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.
- 44.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

45. Amendments to resolutions

- 45.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
- 45.1.1 notice of the proposed amendment is given to the Club in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
 - 45.1.2 the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- 45.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
- 45.2.1 the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
 - 45.2.2 the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- 45.3 With the consent of the chairman of the meeting, an amendment may be withdrawn by its proposer at any time before the resolution is voted upon.
- 45.4 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

PART 4 ADMINISTRATIVE ARRANGEMENTS

46. Means of communication to be used

- 46.1 Subject to these Articles, anything sent or supplied by or to the Club under these Articles may be sent or supplied in any way in which the 2006 Act provides for documents or information which are authorised or required by any provision of the 2006 Act to be sent or supplied by or to the Club.
- 46.2 Subject to these Articles, any notice or document to be sent or supplied to a member of the Board in connection with the taking of decisions by the Board may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- 46.3 A director may agree with the Club that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

47. No right to inspect accounts and other records

- 47.1 Except as provided by law or authorised by the Board or an ordinary resolution of the Club, no person is entitled to inspect any of the Club's accounting or other records or documents merely by virtue of being a member.

DIRECTORS' INDEMNITY AND INSURANCE

48. Indemnity

- 48.1 Subject to Article 47.2, a relevant director of the Club or an associated company may be indemnified out of the Club's assets against:
- 48.1.1 any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
 - 48.1.2 any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in Section 235(6) of the 2006 Act),
 - 48.1.3 any other liability incurred by that director as an officer of the Club or an associated company.
- 48.2 This Article does not authorise any indemnity which would be

prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

48.3 In this Article:

48.3.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and

48.3.2 a "relevant director" means any director or former director of the Club or an associated company.

49. Insurance

49.1 The Board may decide to purchase and maintain insurance, at the expense of the Club, for the benefit of any relevant director in respect of any relevant loss.

49.2 In this Article:

49.2.1 a "relevant director" means any director or former director of the Club or an associated company;

49.2.2 a "relevant loss" means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company; and

49.2.3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

50. Dissolution

If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be paid to or distributed to another registered community amateur sports club for rugby union, to the RFU for use in community related rugby union initiatives, or to a charitable organisation.



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

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

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

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

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

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

Name of Organisation	The Credition Community Bookshop Ltd T/A The Bookery	
Name of Project or Activity	Soup & Stories -Warm Space	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	January 2025	December 2025 (& continued into 2026)
Amount of funding requested from CTC	£1925	

Contact Details

Name of the person making the application	Dominic Myers
Position in organisation	General Manager
Email address	
Telephone number	

Organisation details

Address	The Bookery, 21 High St, Credition EX17 3AH
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Website	www.thebookery.org.uk
Social media links	www.facebook.com/thebookeryyhq @Thebookeryyhq
Description of organisational purpose	The Bookery is a Not-For-Profit, independent , community owned bookshop that provides a wide range of outreach activities for isolated/older people, young underserved children and working with a large number of primary schools and QE stimulating reading for pleasure and re-engaging reluctant readers with a love of reading , most of which is delivered through our amazing team of c30 volunteers.
Bank details If you are successful, payment will be made by BACS	Bank name: Co-operative Bank Sort Co [REDACTED] Account [REDACTED] Account [REDACTED] The Bookery

Project Details

1. Briefly outline the project that you have planned
--

Soup & Stories

Creating a Warm Space for older, isolated and/or disadvantaged members of the community:

We want to provide Soup and Stories at the Bookery bookshop for three groups:

- i) older, isolated people who are in need of social engagement
- ii) for people who need a warm space, hot soup and a warm drink
- iii) people who would like to have access to a book/stories that would be read by one of our volunteers.

With the funding we are seeking will be able to upgrade our kitchen and social area to be able to offer soups and other hot items with comfortable seating in a warm, welcoming environment. Our volunteers will select a short story or passages from a book/poetry to read at these sessions, along with some follow-up activity, such as a crossword, word search, or discussion around a theme. This will allow us to provide the opportunity for the groups we want to help to enjoy listening to a story, being in a warm, safe, friendly space. Our project will be open to all at no charge and designed to provide greater levels of interest and activity for those who would benefit from being within a warm space. We will be assisting individuals of any background gain confidence by being part of a social group, provide them with nourishing soup and from their exposure to the stories encourage them to read and explore the arts - which we strive to make accessible to all.

The soup and stories will be in the bookshop social area, that will be warm, welcoming and designed to provide a social occasion but with the opportunity to learn and explore books.

We would initially offer these sessions every Thursday 12-2.30pm, but if it is successful we will seek to deliver this twice per week.

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

We have consulted with the Crediton Congregational Church (CCC) and The Turning Tides Project (TTTP) both of whom offer Warm Spaces and have also discussed the requirements to successfully deliver a community offer with Sue Lee at the Library.

CCC recommended that by providing activities it makes the warm space more appealing, that helps to stimulate conversation and companionship. CCC have between 25-40 people attending their Coffee and Company sessions and from discussion with them they believe that several/many of those who attend their sessions would appreciate the opportunity of hot soup and stories at The Bookery.

From our discussions with Jane Williams at TTTP we understand that they have 30-45 people attending their Monday 10am-3pm Warm Space sessions where they make available with hot food, drinks, phone recharging, company and a session that they can join, which is currently a series of art-coustic series of workshops in a partnership with Significant Seams (which are also held at The Bookery).

We are confident there is a need and demand for the provision of warm spaces which is likely to grow following the withdrawal of the Winter Fuel Payment from many pensioners. Providing a warm room, the smell of new books, companionship, a shared story, hot soup, tea, coffee or drinking chocolate will we think appeal to many people who will benefit from these sessions. It may take time to grow but we will actively promote the provision of a Warm Space with Soup and Stories through our social media, on our website and posters.

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

A. Improving an existing asset

Provision of a grant will enable us to upgrade our kitchen and social space so that we can offer this as a Warm Space with our Soup & Stories initiative for c 15-20 people per week, but we could also make this space available to other organisations such as Significant Seams for their workshop activities. We would also seek to arrange or host other events/activities in this space providing access to literacy/arts based activities for the people of Crediton, which we are currently unable to do due to the inadequate seating, hand washing/drying and catering facilities.

B. Enhances the reputation of Crediton

We are firmly committed to working with other charitable/community based organisations in Crediton. We intend to work with TTTP who will provide the hot soup, arrange the washing up, and are in the process of assisting us complete the appropriate range of Risk Assessments. We are already hosting their Jam Babies preschool music-based activities on Thursday mornings at The Bookery.

We have seen that there is support for activities from the community for the events we arrange in the bookshop. Being able to provide an additional warm space and space that can then host more activities for the people of Crediton will we believe help improve the social cohesion and quality of life for some of the residents.

C. CTC Strategic Plan

Being able to offer a Warm Space with hot soup, stories, companionship within The Bookery which is conveniently situated on the High Street will we hope support the Town Council's desire to sustain the diversity of shops and services available within the High Street

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

From our consultations with CCC, TTTP, the Library and listening to the comments of our volunteers we believe that those residents who need access to a warm space and hot soup/drinks will significantly benefit which we will be able to quantify over time.

As a community owned bookshop with an existing outreach programme we have a desire to offer this service to a part of the community we are not reaching through our current outreach programmes.

We think that our Soup and Stories will attract 15-20 people a week, but we can expand the space we use for this by 'overflowing' into our community Link Room which could accommodate another 15-20 people.

We believe that by working with Turning Tides we are helping to support their work supporting those with learning disability and autism, helping to strengthen the resilience of our community.

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

From the total funding we are seeking approximately 35% relates to the provision of fixed assets (hand driers, seating, toilet heating unit) and one-off start-up costs (coffee mugs/cutlery) and risk assessment compliance.

We would not need any subsequent funding just to sustain the Warm Space provision in 2026/7 but we would still require about £2500 pa to continue to offer the Soup and Stories with the support of our amazing volunteers.

Having successfully proven in 2025 the success of the Soup and Stories Warm Space initiative we would expect to be able to obtain funding from a variety of sources, including we would hope from CTC, that would enable us to sustain the warm space and support activities as a weekly/bi-weekly commitment.

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

We will be able to provide copy of our Safeguarding Policy.

In our grant application we are seeking monies to purchase new comfortable seating. We have recognised that our existing conference chairs need to be replaced to avoid the risk of injury. The decision to outsource the provision of the hot soup to TTTP was partly to reduce the cost/extent of the upgrade that would be required, but to also link into their capability and experience of providing hot soup to third party locations.

To help us better understand any requirements and actions we would need to take before commencing this initiative we are working with TTTP to help us complete Risk Assessments across the range of Assessments that they have completed. This will be fully documented and where any training is identified as being required, we will ensure this is completed.

Our Volunteer Coordinator Mrs Kate Tucker also works with Crediton Age Concern. They are also meeting with us to share their experience and to provide any recommendations on actions we may need to take that will not only help to keep our participants safe but to also help make any sessions more enjoyable and accessible.

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

As we have shared earlier in the application both CCC and TTTP are providing Warm Spaces within activities. We have consulted with these and will be outsourcing the provision of the hot soup and the Risk Assessment work to TTTP. We have discussed with the library their experiences of offering free hot drinks, how best to manage these and reviewed with them their Risk Assessment policy

We have noted on the CTC website that Warm Spaces are offered on a Monday by TTTP, St Boniface Centre/Catholic church on Tuesday's and Wednesday's, CCC on Thursday mornings and the Methodist Church on Friday's and Saturday's. So we identified Thursday lunchtime/early afternoon as an incremental time slot to be making a Warm Space available

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Well attended activities	An average of 15 participants attending per week.	Sign In sheets
Additional volunteers recruited	2-3 additional volunteers recruited to host sessions	Increased registration of volunteers
Participants request/engage with stories	Participants request specific stories/poetry and/or offer to provide/read a story	Maintaining a log of each activity to include the host name, number of participants, first time participants, the story/ies featured and notable moments
Broadening volunteer involvement	A variety of different volunteers lead the storytelling sessions.	From the log of each activity we will capture the names of the volunteer hosts
Project allows us to then host a wider range of community activities in the Link Rom and social area	That we increase the number of community activities, made possible by having the appropriate seating, hand-driers	Maintaining a calendar of all activities, their location, attendance levels etc.

	and risk assessments completed.	

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

What is the total cost of your project?	£3900 (for 2025, one session per week)
How much funding would you like from CTC?	£1925
Where will the remaining funding come from?	We have in principle support from DCC Gowing Communities Fund for £1675 if we can launch this initiative by February 2025. We are making other applications to other local organisations for the balance £300.

Budget (please complete the following budget for your project or provide a supplementary document) Please see separate Spreadsheet			
Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	Yes.
If so, how much?	£2444.70 in 2024 and £1361 in 2021 (for Screens/equipment)
What was the project?	In 2024: Playtime @ The Bookery

Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	We don't have any legal or financial arrangements with CTC, but we have supported the CTC Late Night Shopping evenings providing access to our electricity supply. We appreciate the support provided by CTC displaying our Event posters.
---	--

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

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


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

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

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

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

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

Signature 1 (person submitting form)	
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

Crediton Community Bookshop Limited
Report of the General Committee and Unaudited Financial Statements
For the Year Ended 30 September 2023
Registered number: IP031718

Crediton Community Bookshop Limited

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For the Year Ended 30 September 2023

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Crediton Community Bookshop Limited

Society Information

For the Year Ended 30 September 2023

Committee

J Dance
A Davey
J Dawkins
J Christmas
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 2023

The general committee presents its report with the financial statements of the bookshop for the year ended 30 September 2023.

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 increased by £33,621 (15%), with the society generating a gross surplus of £28,490 (2022: gross surplus of £6,695).

Other income has increased by £120,591 to £151,744, as a result of recognition of grant income received in previous years, but deferred until such time as it was spent. A large proportion of this grant income was for capital projects, and therefore the corresponding expense has been capitalised in the balance sheet rather than being an expense. This means that there has been a surplus of income over revenue expenditure this year resulting in a surplus of £129,856 after tax (2022: deficit of £11,084 after tax).

Committee

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

D Lalljee	(resigned xx/xx/xx)
A Davey	(resigned xx/xx/xx)
J Christmas	Secretary
M Zieleniewski	Treasurer
J Dawkins	Chair
J Dance	

Overview of year

We have been encouraged to see that the Bookshop has maintained its level of sales despite the challenges presented by the cost of living crisis and reduced footfall in high streets. The Independent Bookshop of the Year awards won in 2022 have continued to help raise our profile. We were able to bring some very successful authors including Kate Mosse and Ann Cleeves to Crediton for excellent events.

Thanks to a generous grant from the Crediton League of Friends, our Link Building which joins the Bookshop to our Work hub was completed in time for opening by Michael Morpurgo at our 10th anniversary party, attended by friends and supporters both past and present. This space is already popular for community events and book launches.

Our Schools Programme continues to make an impact thanks to the hard work and commitment of our volunteers. During the World Book Day period 17 schools were visited and over 3000 children introduced to the specially selected 'Top Titles' and, thanks to hard-won sponsorship, all the children at schools receiving author visits received a free book, in addition, we continued small group work with two local schools to boost young readers enthusiasm for quality books.

Our outreach work with adults has focussed on visits to care homes and isolated older people. The Sharing Stories project enables visits by volunteers to read and share books with residents in three local care homes and match individual volunteers to people, referred by Age UK, who are experiencing low social contact. The activities are well-established and much appreciated by all concerned.

Crediton Community Bookshop Limited

General Committee Report

For the Year Ended 30 September 2023

Jackie Dawkins was appointed as our new Chair at the AGM in March and has been working with the Board to strengthen our governance. Our CEO Dee Lalljee has decided that after ten years at the helm, it was time for her to seek out a new challenge. In addition, Andrew Davey has decided to retire, also after ten years. Both have been integral to the creation of The Bookery and its impressive achievements over the last ten years; we are so grateful for all of their efforts and wish them all the very best.

The last ten years have been a period of continuous development and innovation for The Bookery resulting in a successful community business and national recognition for our work. This has been achieved by the incredible efforts of a group of driven and extraordinary people.

With the Link building complete, members of the Board met with the team to review our progress and plan the future direction of the Bookery. It was agreed to use the knowledge and experience gained to consolidate activities and focus on what the Bookery does really well. Roles for existing staff have been revised and recruitment is in progress to find a new person to lead the organisation into the future.

J Dawkins

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 and signed on its behalf by:

.....
J Christmas
Secretary

Crediton Community Bookshop Limited

Reporting Accountants Report

For the Year Ended 30 September 2023

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 2023 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:

Crediton Community Bookshop Limited

Profit and Loss Account

For the Year Ended 30 September 2023

	Notes	2023 £	2022 £
Turnover		262,837	229,216
Cost of sales	2	(234,348)	(222,521)
Gross surplus		28,490	6,695
Administrative expenses	3	(48,856)	(47,636)
Operating surplus/ (deficit)		(20,366)	(40,941)
Other income	4	151,744	31,153
Surplus/(deficit) on ordinary activities before taxation		131,378	(9,788)
Tax on profit on ordinary activities		(1,522)	(1,296)
Surplus/(deficit) for the financial year		129,856	(11,084)

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 2023

			2023	2022
	Notes	£	£	£
Fixed assets				
Tangible fixed assets	5	416,783		269,435
Intangible fixed assets	6	-		-
		<u>416,783</u>		<u>269,435</u>
Current assets				
Stock		59,267	52,143	
Debtors	7	2,282	7,367	
Cash at bank and in hand	8	37,366	117,382	
		<u>98,915</u>	<u>176,892</u>	
Liabilities				
Creditors falling due within one year	9	(60,751)	(123,030)	
Net current assets/ (liabilities)		<u>38,164</u>	<u>53,862</u>	
Total assets less current liabilities		<u>454,947</u>	<u>323,297</u>	
Liabilities				
Creditors due in more than one year	10	(253,467)	(251,673)	
Total net assets		<u>201,480</u>	<u>71,624</u>	
Share capital and reserves				
Called up share capital	11	41,720	41,720	
Profit and loss reserve		159,760	29,904	
Total funds		<u>201,480</u>	<u>71,624</u>	

For the year ending 30 September 2023 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 onand signed on its behalf by:

.....
J Dawkins
Member

.....
M Zieleniewski
Member

.....
J Christmas
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.

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

	2023	2022
	£	£
Opening stock	52,143	44,533
Purchases	134,268	138,133
Event and outreach costs	4,778	534
Non-book costs	1,080	2,516
Postage and packaging	5,334	3,790
Wages and salaries	96,012	85,158
	<hr/>	<hr/>
	293,615	274,664
Closing stock	(59,267)	(52,143)
	<hr/>	<hr/>
	234,348	222,521
	<hr/>	<hr/>

Crediton Community Bookshop Limited

Notes to the Financial Statements

For the Year Ended 30 September 2023

3 Administrative costs

	2023	2022
	£	£
Advertising and marketing	805	3,584
Bookkeeping and accountancy	5,253	7,411
General expenses/sundries	1,758	5,114
Heat, light and power	2,483	2,039
Insurance	434	937
Mortgage interest	9,288	5,585
Office costs	3,531	2,711
Payment provider charges	4,675	3,776
Professional fees	600	3,501
Rates	126	1,469
Repairs and renewals	1,992	1,522
Website costs	917	1,420
Volunteer expenses	230	-
Freelance	6,250	-
Depreciation and amortisation	10,510	8,554
Bank charges	4	13
	<u>48,856</u>	<u>47,636</u>

4 Other income

	2023	2022
	£	£
Grants	142,378	22,070
Rent	9,366	9,083
	<u>151,744</u>	<u>31,153</u>

Crediton Community Bookshop Limited

Notes to the Financial Statements

For the Year Ended 30 September 2023

5 Tangible fixed assets

	Freehold Property £	Property Improvements £	Fixtures & Fittings £	Computer Equipment £	Total £
Cost or valuation					
As at 1st October 2022	272,302	25,799	14,440	3,407	315,948
Additions	-	156,836	-	1,128	157,964
Disposals	-	-	(106)	-	(106)
As at 30th September 2023	272,302	182,635	14,334	4,535	473,806
Depreciation					
As at 1st October 2022	32,676	1,920	10,291	1,626	46,513
Charge for the year	5,446	3,652	831	581	10,510
As at 30th September 2023	38,122	5,572	11,122	2,207	57,023
Net Book Value					
As at 30th September 2023	234,180	177,063	3,212	2,328	416,783
As at 30th September 2022	239,626	23,879	4,149	1,781	269,435

6 Intangible fixed assets

	Goodwill £	Total £
Cost or valuation		
As at 1st October 2022	7,000	7,000
As at 30th September 2023	7,000	7,000
Amortisation		
As at 1st October 2022	7,000	7,000
Charge for the year	-	-
As at 30th September 2023	7,000	7,000
Net Book Value		
As at 30th September 2023	-	-
As at 30th September 2022	-	-

Crediton Community Bookshop Limited

Notes to the Financial Statements

For the Year Ended 30 September 2023

7 Debtors

	2023	2022
	£	£
Trade debtors	272	4,421
Other debtors and prepayments	2,010	2,946
	<u>2,282</u>	<u>7,367</u>

8 Cash at bank and in hand

	2023	2022
	£	£
The Co-operative Bank Current Account	19,204	10,416
The Co-Operative Bank Instant Savings	15,727	103,302
Cash in hand	1,648	664
iZettle	15	129
Stripe	321	117
Paypal	451	2,754
	<u>37,366</u>	<u>117,382</u>

9 Creditors: amounts falling due in less than one year

	2023	2022
	£	£
Accruals	4,951	1,438
Corporation tax	1,522	1,296
Trade creditors	23,942	36,116
Grant release within 1 year	3,000	70,291
Taxation and social security	983	3,213
Bank loans and overdrafts	-	5,597
Other creditors	26,353	5,079
	<u>60,751</u>	<u>123,030</u>

10 Creditors: amounts falling due in more than one year

	2023	2022
	£	£
Grant release after 1 year	129,000	132,000
Mortgages	124,467	119,673
	<u>253,467</u>	<u>251,673</u>

Crediton Community Bookshop Limited

Notes to the Financial Statements

For the Year Ended 30 September 2023

11 Share Capital

	2023	2022
	£	£
Ordinary Shares/Called up share Capital	41,720	41,720
	<u>41,720</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.

Large Grant Application CTC

Warm Space - Soup and Stories @The Bookery

Action Area	Capital Items	Resources	Transport	Facilities	Staffing	Soup/Snacks	Total Amount
a) Soup and Stories							
Heating unit/instillation in toilet	£250.00						£250.00
Conference Chairs	£200.00						£200.00
Handrier/instilation for toilet & kitchen	£450.00						£450.00
Plates,Mugs and Cutlery		£100.00					£100.00
Heating, lighting & cleaning				£150.00			£150.00
Soup/Snacks (£3ph x15x 48) *						£2,160.00	£2,160.00
Tea/Coffee/Juice						£100.00	£100.00
e) Staffing, Publicity							
£13 phr x 2.5 hrs pm x 12 mnths					£390.00		£390.00
Posters/Flyers		£50.00					£50.00
Risk Assessments *		£50.00					£50.00
Total Cost							£3,900.00

* Outsourced to Turning Tides Project

Requested from CTC: £ 1925



Grant Feedback Form 2024-2025

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

►Name of Organisation:

Credition Community Bookshop Ltd T/A The Bookery

►Contact Details:

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

First Names: Dominic

Last Name: Myers

Position in Organisation: General Manager

Address: 21 High Street, Credition

Postcode: EX17 3AH

Telephone Number

Email Address: d

►Amount of Grant received:

£2444.70

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



CREDITON TOWN COUNCIL

8 North Street

Crediton

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

We have been delighted to be able to provide 22 sessions for over 95 very young pre-school children many of whom came from diverse, hard to reach underserved families. The number of children attending each session has varied in number from 2-8 attending anyone session. We have provided a file with the attendance details and a series of quotes from the parents/carers of the children attending. We have seen an increase in the number of children more regularly in recent weeks which is encouraging. We will in the New Year increase our social media posts to encourage more families to attend.

The sessions were delivered by two of staff members Kate Tucker and/or Claire Lewis, who on occasions were assisted by our volunteers.

The Playtime activities were communicated through our social media assets (example provided) and followed a successful format that included the families listening to a story, participating in follow up activities such as painting, modelling or textile work, a 'picnic' time with refreshments for all and families provided with 'ideas to take away' including providing them a book from the selection we had prepared.

From the success of the pilot project that your grant helped us to get established we were able to apply for a National Lottery Awards for All Grant which we received in July 2024, that will help us to sustain Playtime@theBookery through 2025.

From the Grant we received from CTC in April 2024 £210 was spent on the purchase of Arts and Craft Materials, £275 on refreshments, £125 on equipment with £ 1,700 towards the staffing, heating and cleaning costs, leaving us c £200 to support these activities in Q1 2025.

From the success of the Playtime sessions, we have subsequently partnered with The Turning Tides Project to host at no charge to them their Jam Babies music for little ones at The Bookery on Thursday mornings utilising some of the equipment and books that we loan to parents as part of their activities. They have seen higher levels of attendance since they relocated these sessions to The Bookery.

We have been delighted to provide these Playtime activities, we can see a continuing need and demand for these sessions which are benefitting parts of the community who find it difficult (financially and/or socially) to access the form of activities in the environment we provide.

We are most grateful to Crediton Town Council for the grant you provided.

►Declaration:

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk

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

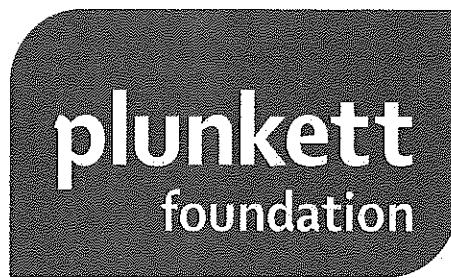
I understand that any false declaration or misleading information or any significant omission may result in the repayment of any grant aid provided.

Signed

Date

15.12.24

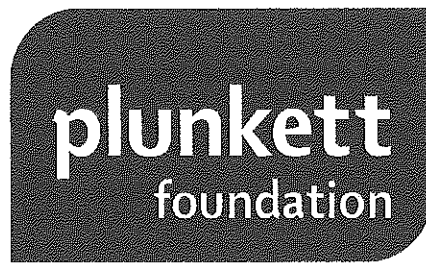
This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025



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.

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.

6 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.

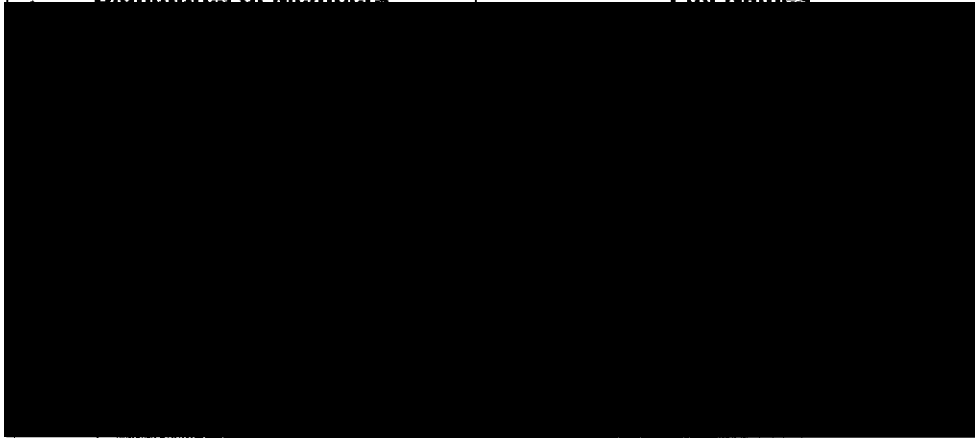
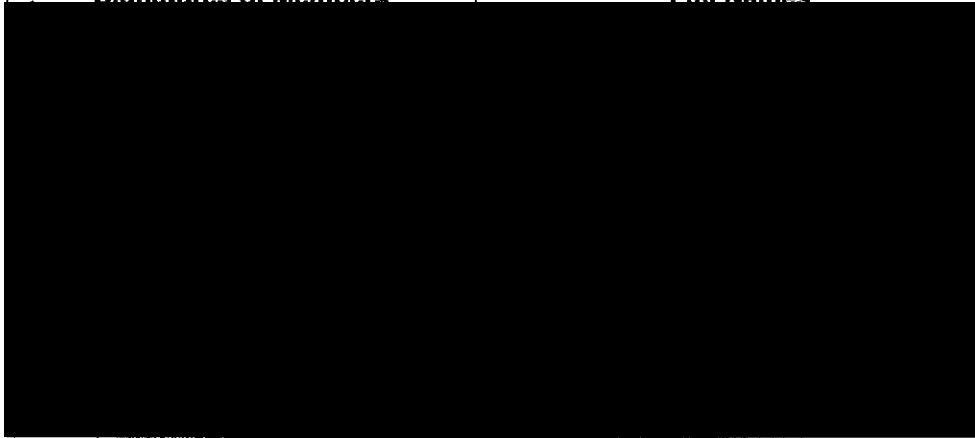
APPENDIX

- 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.

<i>"company"</i>	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
<i>"Financial Services Authority"</i>	Financial Services Authority, 25 The North Colonnade, Canary Wharf, London, E14 5HS
<i>"partner"</i>	a person living with another in the same household as a couple, irrespective of their sex or sexual orientation
<i>"Plunkett Foundation"</i>	Plunkett Foundation, The Quadrangle, Woodstock, Oxfordshire, OX20 1LH
<i>"society"</i>	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.

Words or Phrases	Rule
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
		26.07.2012
		26.07.2012
		27/07/2012
		27.7.12

Profit and Loss

Crediton Community Bookshop Ltd
For the year ended 30 September 2024
Cash Basis

	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEPT 2024	YEAR TO DATE
Turnover													
Book sales	11,390.03	13,428.26	26,599.75	10,264.83	10,099.19	10,049.11	9,543.46	9,731.55	9,826.32	11,112.99	12,133.87	9,897.59	144,076.95
Card sales	734.27	1,022.09	1,503.20	709.28	745.75	690.62	555.63	581.35	727.35	714.38	881.91	600.08	9,465.91
Events	474.00	-	-	-	177.71	2,778.47	(46.33)	-	352.00	91.14	(8.00)	-	3,818.99
Non book sales	268.33	908.72	477.62	262.66	82.16	68.64	140.03	324.41	104.56	73.32	164.78	86.88	2,962.11
Other income	455.87	327.16	752.53	440.67	883.17	248.81	310.39	325.28	91.54	312.23	256.31	176.28	4,580.24
School Orders	2,357.83	672.00	1,185.46	508.06	80.68	4,943.36	6,239.64	395.00	130.00	335.87	380.92	152.83	17,381.65
Schools outreach	514.72	165.00	-	-	-	5,028.00	-	-	-	125.98	-	-	5,833.70
Shipping charged to customers	182.00	20.50	30.50	9.50	10.50	36.92	30.48	3.50	3.50	26.82	38.83	56.00	449.05
Website sales	725.14	178.50	252.00	25.00	92.00	211.98	99.99	22.00	20.00	105.99	196.97	369.96	2,299.53
Total Turnover	17,102.19	16,722.23	30,801.06	12,220.00	12,171.16	24,055.91	16,873.29	11,383.09	11,255.27	12,898.72	14,045.59	11,339.62	190,868.13
Cost of Sales													
Book purchases	14,935.05	7,298.94	8,145.34	10,435.58	3,906.67	9,690.21	17,813.55	5,136.10	3,016.67	5,476.13	5,822.90	2,723.19	94,400.33
Card purchases	529.91	1,441.41	-	51.75	149.00	423.10	-	654.25	76.20	633.99	367.65	715.77	5,043.03
Employers N.I.	-	-	-	-	-	321.57	-	-	-	-	-	-	321.57
Employers Pensions	64.43	68.65	71.83	120.24	123.63	105.61	108.14	104.53	101.78	138.98	228.09	230.84	1,466.75
Event & outreach costs	226.16	12.50	-	-	-	-	12.50	-	14.75	54.64	-	11.85	332.40
Non book costs	171.86	29.00	122.33	34.00	26.26	299.96	-	-	-	215.98	-	60.00	959.39
Postage and packaging	339.85	567.79	114.27	57.43	63.11	73.58	51.18	49.74	27.55	80.94	6.38	61.82	1,493.64
Volunteer expenses	-	5.75	-	-	-	-	-	10.90	-	-	-	-	16.65
Wages and labour	9,002.90	9,335.82	8,141.82	8,695.99	8,558.99	8,208.19	6,943.17	10,249.02	10,045.50	8,595.21	8,482.21	8,573.73	104,832.55
Total Cost of Sales	25,270.16	18,759.86	16,595.59	19,394.99	12,827.66	19,122.22	24,928.54	16,204.54	13,282.45	15,195.87	14,907.23	12,377.20	208,866.31
Gross Profit	(8,167.97)	(2,037.63)	14,205.47	(7,174.99)	(656.50)	4,933.69	(8,055.25)	(4,821.45)	(2,027.18)	(2,297.15)	(861.64)	(1,037.58)	(17,998.18)
Administrative Costs													
Advertising and Marketing	36.65	-	-	-	-	-	-	-	-	-	-	146.00	182.65
Bank charges	0.89	-	-	-	-	0.76	-	-	1.91	-	300.00	1.02	304.58
Bookkeeping and accountancy	288.53	473.70	79.20	-	-	1,405.50	455.00	-	1.39	-	-	-	2,703.32
General Expenses / Sundries	346.52	117.74	35.64	122.56	85.66	92.77	148.64	113.77	264.95	227.88	100.13	172.84	1,829.10
Heat, light and power	77.01	100.42	845.80	312.52	436.27	361.96	359.19	288.51	220.35	169.79	150.76	144.53	3,467.11
Insurance	-	-	-	913.49	-	-	-	-	-	-	-	-	913.49
Mortgage Interest	907.57	907.57	907.57	907.57	907.57	907.57	907.87	907.57	907.57	907.57	889.17	881.64	10,846.81
Office costs	222.29	416.91	134.58	318.60	269.56	210.28	312.66	206.37	256.05	241.45	196.90	336.98	3,122.63
Payment provider charges	180.54	167.25	298.73	380.52	211.59	226.13	137.15	210.70	230.70	185.03	194.40	141.57	2,564.31
Professional Fees	-	-	-	125.00	-	-	-	-	-	-	-	725.00	850.00
Rates	-	22.25	80.08	20.00	20.00	139.51	65.60	11.00	11.00	(22.33)	(22.33)	202.93	527.71
Repairs and Renewals	212.72	153.27	146.46	274.06	278.96	319.38	1,005.00	872.87	10.75	40.43	-	-	3,313.90
Website Costs	62.38	79.99	29.99	148.63	29.99	107.82	29.99	79.99	99.62	79.99	62.19	131.55	942.13
Total Administrative Costs	2,335.10	2,439.10	2,558.05	3,522.95	2,239.60	3,771.68	3,421.10	2,690.78	2,004.29	1,829.81	1,871.22	2,884.06	31,567.74

	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEPT 2024	YEAR TO DATE
Operating Profit	(10,503.07)	(4,476.73)	11,647.42	(10,697.94)	(2,896.10)	1,162.01	(11,476.35)	(7,512.23)	(4,031.47)	(4,126.96)	(2,732.86)	(3,921.64)	(49,565.92)
Other Income													
Annex income	147.49	270.84	112.08	170.82	250.01	178.74	237.51	116.65	244.81	243.77	239.58	104.17	2,316.47
Donations (\$200)	-	-	-	5.00	12.00	73.00	26.00	12.00	-	25.25	10.00	8.00	171.25
Grants	-	-	-	-	-	-	3,344.70	-	-	15,052.00	-	-	18,396.70
Rent (flat)	575.00	424.30	575.00	644.00	644.00	644.00	632.80	622.80	644.00	644.00	644.00	644.00	7,337.90
Total Other Income	722.49	695.14	687.08	819.82	906.01	895.74	4,241.01	751.45	888.81	15,965.02	893.58	756.17	28,222.32
Profit on Ordinary Activities Before Taxation	(9,780.58)	(3,781.59)	12,334.50	(9,878.12)	(1,990.09)	2,057.75	(7,235.34)	(6,760.78)	(3,142.66)	11,838.06	(1,839.28)	(3,165.47)	(21,343.60)
Profit after Taxation	(9,780.58)	(3,781.59)	12,334.50	(9,878.12)	(1,990.09)	2,057.75	(7,235.34)	(6,760.78)	(3,142.66)	11,838.06	(1,839.28)	(3,165.47)	(21,343.60)



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

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

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

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

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

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

Name of Organisation	The Credition Heart Project	
Name of Project or Activity	Credition Flag Project 2025	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	04/25	08/25
Amount of funding requested from CTC	£2000	

Contact Details

Name of the person making the application	Rosemary Stephenson	
Position in organisation	Chair	
Email address	<div></div>	
Telephone number		

Organisation details

Address	<div></div>	
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Website	www.creditoninandaround.co.uk
Social media links	https://www.facebook.com/Creditoninandaround https://www.instagram.com/creditoninandaround/
Description of organisational purpose	<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 as it expands, preventing it becoming a dormitory town for Exeter.</p> <p>We run a number of community projects, including an annual Summer Arts Festival and the Crediton In & Around website. Last year we merged with Crediton Town Team and took over running the Crediton Flag Project.</p> <p>We have long term plans to develop a new community hub, with a flexible performance space and rooms for a variety of activities.</p>
Bank details If you are successful, payment will be made by BACS	Bank name: [REDACTED] Heart Project Sort Code: [REDACTED] Account Number: [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>The grant will fund the popular Crediton Flag Project, now in its 13th year, when the town centre will be decorated with colourful, handmade flags, each representing a local business or community group. Since 2022 the project has also involved hanging handmade bunting around the town square</p> <p>This year, rather than making new flags, we plan to focus on repairing our worn or damaged flags as well as addressing some safety concerns, by replacing our wooden flag poles with lighter, plastic ones.</p>
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>We know from positive feedback on our social media, as well as the many conversations we have with local traders and community groups, that the Flag Project is hugely popular with local residents.</p>

Each year we gather a waiting list of people wanting to take part in the next project, by making a flag for their own business or group.

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

The Flag Project supports the following CTC ambitions:

- **Improves an existing asset or service which benefits a significant number of residents**

The flags can be enjoyed by all residents . They are made to last several years, withstanding considerable wear and tear from the weather. By repairing any damaged or worn patches, we can ensure they last even longer. Also, by replacing the poles we will make it much easier and safer for our volunteers to install and remove the flags. Both these improvements will increase the sustainability of the project.

- **Enhances the profile and/or reputation of Crediton**

The Flag Project brings joy and vibrancy to our town centre, boosting pride among local residents and enhancing our reputation further afield as a creative community.

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

The Flag Project benefits the whole town. It not only brings the town centre alive in a riot of colour, giving pleasure to locals and visitors during the summer months, but it enhances the town's reputation as a creative community, encourages visitors to spend more time here thereby increasing footfall in the shops.

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

We usually ask participants for a contribution towards the cost of their flag, which ensures the project is financially viable in the long term. However, as we won't be making any new flags this year, we will be entirely dependent on grant funding.

Although the project is supported by a team of volunteers, we employ professional artist, Charlotte Turner, to lead the workshops, so we will always require some grant funding to help cover our costs.

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

The Flag Project risk assessment, covering the installation and management of the flags, is updated every year and given to all participants.

Although we have never had any safety issues with installing and removing the flags, the new lighter weight poles will make the job much easier for our team of volunteers.

In 2024 the flag above Mucky Mutts fell off the wall, due to a faulty bracket, raising understandable concerns about the safety of other brackets. For this reason we will be working closely with the Town Council to assess the security of each bracket, before installing a flag. This might mean not using some brackets that we've used in the past.

We have a safeguarding policy covering all aspects of the Heart Project's work.

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

We are not aware of any other groups doing a similar project in the Crediton area. However we have supported similar flag projects in other towns, which have been keen to learn from our experience and replicate our success.

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

Outcome	Success will look like	How we will measure it
All damaged flags repaired	We have a large enough collection of flags to hang without making new ones.	Feedback from local residents and traders
Heavy wooden poles replaced by plastic ones	Flags are easier and safer to install and take down; less strain put on brackets removing safety concerns.	Feedback from volunteer helpers; visual inspection

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

What is the total cost of your project?	
How much funding would you like from CTC?	£2000
Where will the remaining funding come from?	N/A

Budget (see attached)

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£2000 in 2024, £1750 in 2023,
What was the project?	Flag Project (paid to Town Team in 2023, to Heart Project in 2024)
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	N/A

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

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

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

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

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

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

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

Signature 1 (person submitting form)	Rosemary Stephenson (Chair)
Signature 2 (Chair or senior representative of the organisation)	Kate Lock (Vice Chair)
Typed entries acceptable for email applications	
Date: 9 January 2025	

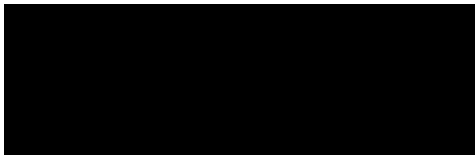
Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

THE CREDITON HEART PROJECT

Annual Report and Financial Statements

For the Year Ended 31 March 2024



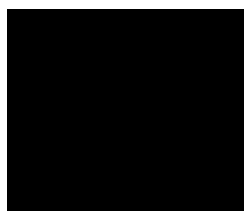
THE CREDITON HEART PROJECT
Annual Report and Financial Statements
For the Year Ended 31 March 2024

Trustees

Dennis Mardon
Catherine Lock
Eugene Mullan
Hattie Booth
John Bulford
Paul Walker
Rosemary Stephenson
Stephen Hocking
Wendy Murgatroyd

Resigned 26/09/2023

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 31st March 2024.

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 2024

	2024 £	2023 £
Incoming resources		
Donations	68	1,131
Website Income	1,750	1,000
Gift Aid	41	270
Sponsorship	-	1,184
Summer Event	9,019	10,984
Overhead Transfers	1,120	-
Town Team Transfer	3,911	-
Crediton Flag Project	1,000	-
Total incoming resources	16,909	14,570
Resources expended		
Direct Charitable expenditure:		
The Crediton Heart project operating expenditure	13,926	15,406
Total resources expended	13,926	15,406
Net incoming/ (outgoing) resources for the year	2,983	(836)
Fund balances brought forward	4,058	4,894
Fund balances carried forward	£7,041	£4,058

THE CREDITON HEART PROJECT

Balance Sheet

As at 31 March 2024

	2024	2023
	<hr/>	<hr/>
Current assets		
Debtors	300	-
Bank Current accounts	7,091	4,390
Cash in hand	-	-
	<hr/>	<hr/>
	7,391	4,390
Less: current liabilities		
	<hr/>	<hr/>
	350	332
Net current assets	<hr/>	<hr/>
	7,041	4,058
Total assets less current liabilities	<hr/>	<hr/>
	£7,041	£4,058

Funds

General funds	7,041	4,058
	<hr/>	<hr/>
Total funds	£7,041	£4,058

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 2024

	2024 £	2023 £
Income		
Donations	68	1,131
Gift Aid	41	270
Website	1,750	1,000
Sponsorship	-	1,184
Summer Event	9,019	10,984
Overhead Transfers	1,120	-
Town Team Transfer	3,911	-
Crediton Flag Project	1,000	-
Total income	<u>16,909</u>	<u>14,570</u>
Expenditure		
Summer Event	9,019	10,984
	<u>9,019</u>	<u>10,984.00</u>
<i>Other operating costs</i>		
Meeting Expenses	30	111
Insurance	210	198
Website Management	2,473	1,302
Social Media	1,800	2,400
Computer Software	226	251
Accountancy	168	132
Advertising & Marketing	-	28
	<u>4,907</u>	<u>4,421</u>
Total expenditure	<u>13,926</u>	<u>15,405</u>
Surplus/(Deficit) for the year	<u>2,982</u>	<u>-836</u>



The Crediton Heart Project

Flag Project Budget 2025 -26

Item	Cost
Artist fee - 5 days at £250/day to repair damaged flags, adapt new poles	£1,250
New poles - 60 x£10	£600
Materials - fixtures for new flag poles	£70
Admin - insurance, accountancy etc	£192
TOTAL	£2,112

The Crediton Heart Project is a registered charity no. 1189549



Grant Feedback Form 2024-2025

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

►Name of Organisation:

The Credition Heart Project

►Contact Details:

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

First Names Rosemary

Last Name Stephenson

Position in Organisation Chair

Address

Postcode

Telephone

Email Address

►Amount of Grant received:

£2000

►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 helped to fund the 12th Credition Flag Project, contributing to the cost of materials, room hire and professional artist fees. It enabled us to repair several damaged flags and to make 10 new flags to add to our collection.

The 2024 Flag Project benefited the whole town. It not only brought the town centre alive in a riot of colour, giving pleasure to locals and visitors during the summer months, but it enhanced the town's reputation as a creative community, increasing footfall along the High Street.

Furthermore, the volunteers who helped make the flags benefited hugely by learning new skills, meeting new people and enjoying a rewarding experience. The project also boosted social cohesion, establishing a stronger relationship between traders and the community.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: 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 26 November 2024

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025



The Crediton Heart Project

(A Charitable Incorporated Organisation Foundation Model)

Constitution

Date of constitution

25th March 2020

1. Name

The Crediton Heart Project

2. Address of Principal Office

[REDACTED]

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.



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

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

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

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

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

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

Name of Organisation	The Turning Tides Project	
Name of Project or Activity	Contribution toward core costs	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	04/25	03/25
Amount of funding requested from CTC	£2000	

Contact Details

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

Organisation details

Address	[REDACTED]
---------	------------

Website	Home
Social media links	@turningtidesCIC on Facebook and Instagram. (we have recently stopped using X/Twitter)
Description of organisational purpose	We aim to make equal access to music, the arts and the life of this community a reality for people with 'learning disability' and 'autism' labels
Bank details If you are successful, payment will be made by BACS	Bank name: The Turning Tides Project Community Interest Company Sort Code: [REDACTED] Account Number: [REDACTED]

Project Details

1. Briefly outline the project that you have planned
--

The Turning Tides Project (TTTP) has a paid workforce of 30 people. We achieve sustainability through maintaining a diverse range of activity.

In addition to providing enabling support, 6 days/ week access to arts and music community sessions, a gardening service, delivering a range of contracts (including CTC maintenance) , working in local schools , delivering training, running the tea rooms and developing the eco venue at 4 Mills , we also deliver funded projects .

Projects for the coming year include ' And 'Other' Stories' which will be 80% funded by The Arts Council , an Acoustic project which is 50% funded by Great Western Railway, The development of Art installations at 4 Mills (part funded by Awards for All) . We continue to deliver our Equal Access to Music Programme (part funded by both DMEH and Youth Music) . I've also just submitted a project enquiry for Heritage Lottery Funding (see more details below) .

New community sessions this year include : Jam Babies at The Bookery (Thursday am) , Jam Buddies for home educated children and young people (Tuesday pm), Equal Access open mic (1st Friday of every month 6-9 pm).

The cost of sustaining an organisation on this scale are sizeable. Our greatest cost, by a huge margin, is our investment in people. Our core costs remain low. As with last year, I'd like to ask you to contribute towards the covering of our core costs – through doing this you contribute to the sustainability of everything I've outlined.

Our projected costs for year ending March 26 will be well over £500,000 our spend in core/office costs will be about £14,000.

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

The Turning Tides Project continues to support hundreds of people with 'learning disability' and 'autism' labels/ year . They don't all live in Crediton or the surrounding villages but many of them do.

The job centre tells us we're the only employer offering Supported Employment in the constituency of Mid Devon .

6 of our 12 Supported Employees live in Crediton . 2 more are seeking to make Crediton their home as they prepare to live independently . 4 people we support regularly, who don't currently live in Crediton will be moving to Crediton to share a house this year.

People who find us on Social Media and people from across Devon, who are sign posted to us by DCC, become part of the community of Crediton because The Turning Tides Project is here.

The heritage of Western Lodge means that Crediton has a larger population of people with 'learning disability' labels than other towns.

We facilitate a lot of sessions each week and they are all well attended. Despite recent recruitment we still have a waiting list for provision of 1 to 1 support.

In terms of the need for change , I've attached the lyrics and recording of Good Year 24 and I'd ask you to read the statistics that we quote .

We're sure that a community that offers equal access is a richer community for all of us: the attitudes that make equal access a reality create a generous community . We're always very touched by the community of Crediton making it clear how much we are valued as an organisation both for the work that we do and the way that we do it. Crediton Town Council's support of us plays a key role in that.

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

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

10 years ago The Turning Tides Project (TTTP) offered 1, 2 hour music session/ week and 2 evenings enabling . Each year we develop the services and benefits that TTTP facilitates in our community. We've scaled up hugely and maintained the quality of what we do. Whilst a significant number of people with 'learning disability' or 'autism' are part of TTTP , I'd argue strongly that everyone who is part of the community of Crediton benefits.

Enhances the profile and/or reputation of Crediton

We are well known across Devon , Nationally and internationally (Music and The Social Model is a core text on the Japanese PT training course ... occasionally we get Japanese visitors!).

We have delivered training, lectures at conferences and projects across Southern England.

Our social media following is international.

The recent BBC Radio Devon broadcasts reached an estimated 275,000 listeners .

Our principles are clear and well-articulated and everyone who knows us , knows we're in Crediton.

Supports CTC in achieving the overarching aims in its Strategic Plan.

The Objectives that we are best placed to contribute to (and would welcome more opportunity to do so) are :

The development of equal access to consultations, surveys and open meetings . We've offered our services a few times in the last year. Jo (events organiser) in particular has taken us up on this offer when planning events and when exploring options for toilets at Newcombes Park.

We'd love CTC to consult us when planning open meetings, surveys and consultations. The earlier in the process that happens, the better the outcome will be, in terms of equal access.

Preservation of the town's historic assets . Rachel (Town Clerk) is aware of my interest in Western Lodge, Crediton's Long Stay institution. It shaped this town for generations. Many people lived or worked there. It's the place where I first worked (as a volunteer in the sixth form) with people with 'learning disability' labels . It's also the reason it was important to me that TTTP offered a gardening service. Without Western Lodge, and my experience of it TTTP may never have happened. Western Lodge has undoubtedly shaped the values and attitudes about ' Disability' that still exist in Crediton but the reality is that most of the people who live in the town now, don't remember it ever existing . There are very few people who lived or worked at Western Lodge still alive. There is no historic record that I can find that gives a date for it 'opening' (when the workhouse closed) or closing. The Project enquiry I've submitted to Heritage Lottery seeks to find, archive, celebrate and commemorate that heritage. Crediton Library will work with us on this project and the NHS are keen to support the project too.

Support Local Businesses

We're currently working collaboratively with Significant Seams and The Bookery and offer support to both organisations. We're encouraging both to consider the possibility of offering Supported Employment. We're supporting an Equal Access Boxing Session at Bang Bang boxing. We have been supported by Dive in Café and URMV this year . We have an ongoing relationship with the leisure centre and use its facilities often.

We buy local whenever possible . Ourhoist came from Dolphin stair lifts (and we then arranged a supported work experience placement for someone , with them). We have accounts with mole avon, tuckers ,RGB and Peck and Strong. This year we're aiming to secure some local outlets for the good we're making from RGB pallets.

We'd welcome the opportunity to work more closely with Crediton's profit making businesses , particularly in relation to their potential to offer Supported Employment.

Climate change.

Demonstrating an ecologically sound and environmentally aware approach is central to everything we do , from the loo rolls we buy to the commercial waste company we use. 4 for All (our eco-venue) will give Crediton a carbon neutral , off grid outdoor venue.

We grow flowers and vegetables and will be increasing the amount we sell or give away this year . Our arts projects always use as much recycled material as we can .

Accessible visitor facilities

We've been involved and are keen to continue to be involved in discussions about accessible public toilets.

The Tea Rooms is the only café in Crediton that has a hoist.

Our Crediton Trail Map provides an introduction to Crediton and it's sites, in accessible form . It's very popular with people who can't access written English, including our growing population of refugees.

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

TTTP measure social impact in terms of the difference we make to :

Individuals with 'learning disability' or 'autism' labels. We aim to work directly with over 200 Disabled People each year. Some spend time with us each week, others get involved in time limited projects. I'd estimate that at least 30% of these people live or work in Crediton or surrounding villages.

The population of people with 'learning disability' or 'autism' labels. Whilst impossible to measure numerically, we know from feedback that seeing what people who re part of TTTP do and get equal access to, changes the expectations of others.

Our community. We always seek to be part of the solution , not people who are seen as being 'in need'. Our Pay it Forward Scheme gives the whole community access to a warm and friendly space to charge their phones and get drinks and food at no charge. We're currently facilitating 2 , free, craft workshops/ week , that include lunch . They're well attended and are providing a gentle, social network for lots of people. Social Services. We're helping several people in the town to manage their gardens. Our songs, performances, presence on the High st and at the Tea Rooms all contribute to

Crediton being a community that does not, through lack of experience, feel uncomfortable in the presence of people who are different.

The Wider Community . We use Social Media, national events , the paper and now the BBC to show case the impact of taking a Social Model Approach. We're currently in discussion with the BBC about our next radio series.

The Sustainability of TTTP.

see below

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

It's been an interesting 10 years , during which The Turning Tides Project has become a much larger organisation than I imagined it would. It continues to thrive and i'm not about to suggest that's easy . I'm sure most people have no idea how hard it is to establish a sustianable social enterprise ... but I'm very clear about the reasons we thrive:

We have:

- a clear aim (to make equal access a reality etc)
- 2 simple principles (we always seek to demonstrate a Social Model Approach and we don't do anything unless it's fun!)
- a creative and generous approach
- a diverse range of interests, projects and products

And there is a need.

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

Every activity has a risk assessment .

A safe guarding Policy is included in our policy pack.

We outsource our HR services to ensure that all our policies are legal and regularly updated.

We have a core mandatory training list that's undertaken by all employed staff.

Everyone who supports vulnerable people has an enhanced DBS check.

All employed staff have a regular monthly 1 to 1 session with their manager and attend a bi-monthly team meeting. All staff have an annual appraisal and a development plan.

The vulnerable people we support all have Care Plans and individual risk assessments.

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

We're currently collaborating with Significant Seams, The Bookery, Bang Bang Boxing and Crediton Library.

We'll be hosting an event at 4 Mills in collaboration with Crediton Arts Centre in April.

We've worked together with Crediton Heart Several times this year.

We're currently delivering a dance session at Kenwyn Residential home and have offered to do the same for Age Concern.

Philip and Luca (Washing Machine of Destiny) are paid artistic partners on our 'And 'Other' stories' project.

We're currently In conversation with Exeter and Dawlish colleges about becoming providers of Supported Work Experience placements .

We've just agreed to host Crediton's first WoodCraft Folk group.

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

I'm currently writing the Business Plan for the year beginning April 25. There'll be a long table, much like this one. I'll send you a copy once its signed off by the Management committee . I've included one outcome for each layer of our Social Impact shape, below.

Outcome	Success will look like	How we will measure it
We've continued to create new opportunities for individuals we support.	New sessions have started and are well attended	Attendance figures, feedback.
Supported Employees have developed their working roles and have high profile in our community.	Supported Employees present and actively engaged in a greater range of TTTP activity.	Supported Employee numbers at key events. Register of activities/ sessions that are part facilitated by supported employees. Supported Employee working hours.
We've actively contributed to the development of equal access in Crediton	All key community events include multi-sensory engagement and a range of communication methods.	Collection of evidence through social media.
We've collaborated with and supported local organisations.	A range of joint sessions and projects delivered. Evidence of consultancy offered and training given.	Feedback from other organisations.

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

What is the total cost of your project?	£500.000
How much funding would you like from CTC?	£2000
Where will the remaining funding come from?	Funded projects, commissioned support, sales of services, contracts.


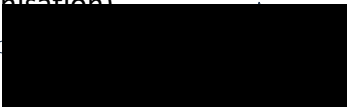
please see cash flow spread sheet

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

Declaration

Have you received a grant in the last 3 years from CTC?	Year ending March 25 £2000 Year ending March 24 £1000 Year ending March 23 £1000
If so, how much?	As above
What was the project?	Contribution for core costs
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	we deliver the maintenance contract for CTC

<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.</p> <p>(please click/tick box to agree) / <input type="checkbox"/></p>
<p>We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.</p> <p>(please click/tick box to agree) / <input type="checkbox"/></p>

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered (please click/tick box to agree) / <input type="checkbox"/>	
We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):	
Accounts / <input type="checkbox"/>	Bank statement or paying-in slip / <input type="checkbox"/> (to double check bank details)
Constitution / <input type="checkbox"/>	
NB. Scanned copies are acceptable if you send your application by email.	
Applications will not be taken to committee without all these supporting documents.	
Signature 1 (person submitting form) 	
Signature 2 (Chair or senior representative of the organisation) 	
Typed entries acceptable for email applications	
Date: 8/01/25	

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

Registration number: 09053146

The Turning Tides Project Community Interest Company

(A company limited by guarantee)

Annual Report and Unaudited Financial Statements

for the Year Ended 31 March 2024

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

The Turning Tides Project Community Interest Company

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The Turning Tides Project Community Interest Company

Company Information

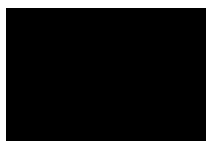
Directors

Ms J Williams
Mrs W Nicholls
Ms L Stewart
Mr D I Palfreman
Mrs R Thame

Company secretary

Ms A Innocent-Graham

Registered office



Accountants

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

The Turning Tides Project Community Interest Company

Directors' Report for the Year Ended 31 March 2024

The directors present their report and the financial statements for the year ended 31 March 2024.

Directors of the company

The directors who held office during the year were as follows:

Ms J Williams

Mrs W Nicholls

Ms L Stewart

Mr D I Palfreman

Mrs R Thame (appointed 10 January 2024)

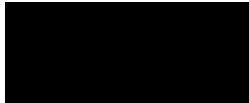
Principal activity

The principal activity of the company is to support individuals with learning difficulties and autism labels.

Small companies provision statement

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and authorised by the Board on 11 December 2024 and signed on its behalf by:



Ms J Williams
Director

**Chartered Certified Accountants' Report to the Board of Directors on the Preparation
of the Unaudited Statutory Accounts of
The Turning Tides Project Community Interest Company
for the Year Ended 31 March 2024**

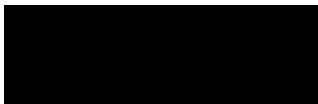
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of The Turning Tides Project Community Interest Company for the year ended 31 March 2024 as set out on pages 4 to 11 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html>.

This report is made solely to the Board of Directors of The Turning Tides Project Community Interest Company, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of The Turning Tides Project Community Interest Company and state those matters that we have agreed to state to the Board of Directors of The Turning Tides Project Community Interest Company, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/gb/en/technical-activities/technical-resources-search/2009/october/factsheet-163-audit-exempt-companies.html>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Turning Tides Project Community Interest Company and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that The Turning Tides Project Community Interest Company has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and loss of The Turning Tides Project Community Interest Company. You consider that The Turning Tides Project Community Interest Company is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of The Turning Tides Project Community Interest Company. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



.....
Stapletons
Chartered Certified Accountants
4 Market Street
Crediton
Devon
EX17 2AJ
11 December 2024

The Turning Tides Project Community Interest Company
Profit and Loss Account for the Year Ended 31 March 2024

	Note	2024 £	2023 £
Turnover		492,126	410,545
Cost of sales		<u>(19,331)</u>	<u>(16,921)</u>
Gross surplus		472,795	393,624
Administrative expenses		(512,052)	(361,703)
Other operating income		<u>200</u>	<u>150</u>
Operating (deficit)/surplus		<u>(39,057)</u>	<u>32,071</u>
(Deficit)/surplus before tax	4	(39,057)	32,071
Tax on (loss)/profit		<u>7,420</u>	<u>(5,959)</u>
(Deficit)/surplus for the financial year		<u><u>(31,637)</u></u>	<u><u>26,112</u></u>

The above results were derived from continuing operations.

The company has no recognised gains or losses for the year other than the results above.

The Turning Tides Project Community Interest Company

Statement of Comprehensive Income for the Year Ended 31 March 2024

	2024 £	2023 £
(Deficit)/surplus for the year	<u>(31,637)</u>	<u>26,112</u>
Total comprehensive income for the year	<u><u>(31,637)</u></u>	<u><u>26,112</u></u>

The Turning Tides Project Community Interest Company

(Registration number: 09053146)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	5	11,540	7,874
Current assets			
Debtors	6	42,410	29,330
Cash at bank and in hand		<u>77,270</u>	<u>111,960</u>
		119,680	141,290
Creditors: Amounts falling due within one year	7	<u>(67,560)</u>	<u>(52,554)</u>
Net current assets		<u>52,120</u>	<u>88,736</u>
Total assets less current liabilities		63,660	96,610
Provisions for liabilities		<u>(181)</u>	<u>(1,496)</u>
Net assets		<u><u>63,479</u></u>	<u><u>95,114</u></u>
Reserves			
Retained earnings		<u>63,479</u>	<u>95,114</u>
Surplus		<u><u>63,479</u></u>	<u><u>95,114</u></u>

For the financial year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and authorised by the Board on 11 December 2024 and signed on its behalf by:



Ms J Williams
Director

The notes on pages 8 to 11 form an integral part of these financial statements.

The Turning Tides Project Community Interest Company

Statement of Changes in Equity for the Year Ended 31 March 2024

	Retained earnings £	Total £
At 1 April 2023	95,116	95,116
Deficit for the year	<u>(31,637)</u>	<u>(31,637)</u>
At 31 March 2024	<u>63,479</u>	<u>63,479</u>
	Retained earnings £	Total £
At 1 April 2022	69,002	69,002
Surplus for the year	<u>26,112</u>	<u>26,112</u>
At 31 March 2023	<u>95,114</u>	<u>95,114</u>

The notes on pages 8 to 11 form an integral part of these financial statements.

The Turning Tides Project Community Interest Company

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024

1 General information

The company is a company limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

The address of its registered office is:



EX17 5DE

These financial statements were authorised for issue by the Board on 11 December 2024.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A smaller entities - 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' and the Companies Act 2006 (as applicable to companies subject to the small companies' regime).

Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

Going concern

The financial statements have been prepared on a going concern basis.

Revenue recognition

Turnover comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the company's activities. Turnover includes income from a variety of sources to include funding, group sessions and donations. Income from funding is recognised in the accounting period to which the activities relate. Income generated by sessions and donations are recognised as received.

Tax

The tax expense for the period comprises current and deferred tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the company operates and generates taxable income.

The Turning Tides Project Community Interest Company

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024

Deferred tax is recognised in respect of all timing differences between taxable profits and profits reported in the financial statements.

Unrelieved tax losses and other deferred tax assets are recognised when it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference.

Tangible assets

Tangible assets are stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Leasehold property improvements	15% Reducing balance basis
Plant and machinery	20% Reducing balance basis
Motor vehicles	25% Reducing balance basis
Office equipment	33% Reducing balance basis

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

The Turning Tides Project Community Interest Company

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024

Defined contribution pension obligation

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

3 Staff numbers

The average number of persons employed by the company (including directors) during the year, was 27 (2023 - 22).

4 Loss/profit before tax

Arrived at after charging/(crediting)

	2024 £	2023 £
Depreciation expense	<u>3,834</u>	<u>3,123</u>

5 Tangible assets

	Land and buildings £	Furniture, fittings and equipment £	Motor vehicles £	Total £
Cost or valuation				
At 1 April 2023	3,309	18,123	-	21,432
Additions	<u>-</u>	<u>4,200</u>	<u>3,300</u>	<u>7,500</u>
At 31 March 2024	<u>3,309</u>	<u>22,323</u>	<u>3,300</u>	<u>28,932</u>
Depreciation				
At 1 April 2023	918	12,640	-	13,558
Charge for the year	<u>359</u>	<u>2,650</u>	<u>825</u>	<u>3,834</u>
At 31 March 2024	<u>1,277</u>	<u>15,290</u>	<u>825</u>	<u>17,392</u>
Carrying amount				
At 31 March 2024	<u>2,032</u>	<u>7,033</u>	<u>2,475</u>	<u>11,540</u>
At 31 March 2023	<u>2,391</u>	<u>5,483</u>	<u>-</u>	<u>7,874</u>

Included within the net book value of land and buildings above is £2,032 (2023 - £2,391) in respect of short leasehold land and buildings.

The Turning Tides Project Community Interest Company

Notes to the Unaudited Financial Statements for the Year Ended 31 March 2024

6 Debtors

	2024	2023
	£	£
Current		
Trade debtors	36,165	29,330
Prepayments	140	-
Other debtors	6,105	-
	<u>42,410</u>	<u>29,330</u>

7 Creditors

Creditors: amounts falling due within one year

	2024	2023
	£	£
Due within one year		
Trade creditors	2,048	1,681
Taxation and social security	-	6,105
Accruals and deferred income	64,072	43,511
Other creditors	1,440	1,257
	<u>67,560</u>	<u>52,554</u>

8 Related party transactions

Directors' remuneration

The directors' remuneration for the year was as follows:

	2024	2023
	£	£
Remuneration	82,559	57,598
Contributions paid to money purchase schemes	1,944	1,422
	<u>84,503</u>	<u>59,020</u>

The Turning Tides Project Community Interest Company

Detailed Profit and Loss Account for the Year Ended 31 March 2024

	2024 £	2023 £
Turnover (analysed below)	492,126	410,545
Cost of sales (analysed below)	<u>(19,331)</u>	<u>(16,921)</u>
Gross surplus	<u>472,795</u>	<u>393,624</u>
Gross surplus (%)	96.07%	95.88%
Administrative expenses		
Employment costs (analysed below)	(388,542)	(333,858)
Establishment costs (analysed below)	(97,929)	(13,417)
General administrative expenses (analysed below)	(21,747)	(11,305)
Depreciation costs (analysed below)	<u>(3,834)</u>	<u>(3,123)</u>
	(512,052)	(361,703)
Other operating income (analysed below)	<u>200</u>	<u>150</u>
Operating (deficit)/surplus	<u>(39,057)</u>	<u>32,071</u>
(Deficit)/surplus before tax	<u><u>(39,057)</u></u>	<u><u>32,071</u></u>

The Turning Tides Project Community Interest Company

Detailed Profit and Loss Account for the Year Ended 31 March 2024

	2024 £	2023 £
Turnover		
Grants and funding	151,950	64,216
Sessions and activities	336,714	345,616
Donations and fundraising	3,462	713
	<u>492,126</u>	<u>410,545</u>
Cost of sales		
Purchases and direct costs	(19,331)	(16,921)
Employment costs		
Wages and salaries	(264,282)	(244,718)
Staff NIC (Employers)	(10,245)	(10,212)
Directors remuneration	(82,559)	(57,598)
Directors NIC (Employers)	(8,603)	(6,289)
Staff pensions	(4,335)	(3,938)
Directors pensions	(1,944)	(1,422)
Subcontract service providers	(16,574)	(9,681)
	<u>(388,542)</u>	<u>(333,858)</u>
Establishment costs		
Rent, rates and room hire	(8,727)	(6,602)
Light, heat and power	(4,348)	(2,636)
Insurance	(1,332)	(956)
Repairs to property	(74,699)	-
Repairs and renewals	(7,892)	(3,223)
Uniform costs	(931)	-
	<u>(97,929)</u>	<u>(13,417)</u>
General administrative expenses		
Telephone and internet	(1,415)	(1,159)
Printing, postage and stationery	(674)	(366)
Training and course fees	(1,301)	(841)
Charitable donations	(480)	(700)
Sundry expenses	(6,378)	(4,185)
Motor expenses	(2,610)	-
Travel and subsistence	(1,484)	(1,891)
Advertising	(1,427)	(430)
Accountancy fees	(2,478)	(2,370)
Legal and professional fees	(3,500)	637
	<u>(21,747)</u>	<u>(11,305)</u>

This page does not form part of the statutory financial statements.

The Turning Tides Project Community Interest Company

Detailed Profit and Loss Account for the Year Ended 31 March 2024

	2024	2023
	£	£
Depreciation costs		
Depreciation of short leasehold property	(359)	(422)
Depreciation of plant and machinery	(840)	-
Depreciation of motor vehicles	(825)	-
Depreciation of office equipment	<u>(1,810)</u>	<u>(2,701)</u>
	<u><u>(3,834)</u></u>	<u><u>(3,123)</u></u>
Other operating income		
Other income	<u><u>200</u></u>	<u><u>150</u></u>

LLOYDS BANK



Your account statement

Issue date: 29 November 2024

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

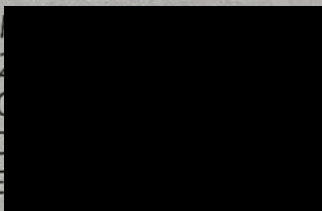
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Your branch: EXETER HIGH STREET

002244 PDOEA04-20241130-10707-098206

THE TURNING TIDES PROJECT COMMUNITY



IBAN: GB87 LOYD 3080 3714 7638 62

40400 B

TREASURERS ACCOUNT

THE TURNING TIDES PROJECT COMMUNITY

Account summary

Balance On 01 Nov 2024	£85,034.61
Total Paid In	£56,223.63
Total Paid Out	£41,981.15
Balance On 29 Nov 2024	£99,277.09

Account activity

Date	Payment Type	Details
------	-----------------	---------

PMKU000Q3100000



Grant Feedback Form 2024-2025

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

►Name of Organisation:

The Turning Tides Project

►Contact Details:

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

First Names Jane

Last Name Williams

Position in Organisation Director

Address

Postcode

Telephone Number

Email Address

►Amount of Grant received:

£2000

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



Our 10th Anniversary year lived up to expectations (some positive, some a bit more of a challenge) .

I think we managed to be high profile through out the year.

We hosted our first big event , at the Church in February.

We published our first Song Book .

We've taken part in and contributed to the shaping of all the events on CTCs calendar (thank you for working with us this year to develop the town's approach to creating equal access to those events) .

It took longer than expected but we've now secure changed of use for our leased land at 4 Mills – so all systems are go for its development as a community venue. Our first big event there will be in April , in collaboration with the Arts Centre. Our first regular booking is for a Woodcraft Folk group that will strt in the Spring.

We ran a big recruitment exercise in the summer and took on lots of new staff , including 6 new Supported Employees.

We've just concluded our Disability Heritage Project , with an exhibition at the Tea Rooms .

One of the high lights of our year was the opportunity to record a series of 10 Programmes with the BBC – they gave us the opportunity to show case our music and talk about our values . Last week we were featured on the BBC News web site too ... lots of Credition people saw it and messaged us.

We've also formalised collaborative relationships with several other community organisations and through funded projects , have been able to offer them paid work . These organisations include Significant Seams, The Bookery, The Washing Machine of Destiny – all based in Credition , and Med Theatre and Exeter Street Band .

Your grant is valuable in many ways :

It helps offset some core costs that could only otherwise be covered by passing the cost on to the people we support.

It's a useful contribution when we're applying for other funding (our current GWR project, for example funds up to 50% of total cost).

It gives an important message about our working relationship with the Town Council and the Town Council's commitment to work towards achieving Equal Access,

Thank you.

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: 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

Date 7 January 2024

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025

Good Year 2024

Chorus:

Was it a good year?	Impulsive
We've got a new song.	Reckless
And you can shout it out	Taking risks
Or you can sing along	Making bad choices

Verses :

Friday session, making waves and Turning tides big band.
Apply the social model, equal access in our hands
Awesome things will always get done.

Do you join in?

49% of disabled people feel excluded from society. Do you invite them?

What would you learn from taking time to listen?

Disassemble communication .

Use Less words.

Can you hear me?

1 million use sign language to support their communication- Can you hear them?

Chorus

I stay up late drinking liquid gold,
Dance and laugh , challenge pigeon holes.
Change happens when you make it fun .

Did you see me?

55% of people with a learning disability label say they are often lonely, as compared with 29th of the general population.

Morpheus, The Palace, dragons where we tread,
So many projects we have led
Dancing in the woods, punks in the cinema

Did you talk with me?

2 /3rds of the British public admit they feel uncomfortable talking to disabled people.
(scope)

Chorus

Reclaiming waste other people leave
Making something new keep the community clean
Locally grown flowers with our Another root gardening team

Are we contributing?

39% of people think that people with a learning disability label are a burden on society.
(mencap)

Lovely people where have you been?
Down at the Tea Rooms? Tried our cuisine?
Used our nifty Pay it Forward scheme?

Did you buy here?

49% of people with a Learning Disability label don't have access to a bank card and only use cash. They will be disabled by a cashless society.

Chorus

Not volunteers, we're partners , we're equals
Doing a job, getting paid like other people
If we want to make a change we can't do it alone

Would you employ me?

Less than 5% of people in the UK with a 'Learning Disability' label have a job, 75% would like one. About 70% of TTTP workforce have a 'Learning Disability' or 'Autism' label.

Its been a good year 2024
Got 10 years of these, there will be more
Where are we now? 10 years on?

...

The Turning Tides Project aims to make equal access to music, the arts and the life of this community a reality for people with 'learning disability' or 'autism' labels.

Thank you for working with us to make that happen.

See the change, Be the change, Make the change, Thank you
See the change, Be the change, Make the change, Thank you
See the change, Be the change, Make the change, Thank you
See the change, Be the change, Make the change, Thank you

We won't stay out in the cold

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

The Turning Tides Project Community Interest Company

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

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

The Turning Tides Project Community Interest Company

INTERPRETATION

1. Defined Terms

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

1.2 COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

2.1 The Company is to be a community interest company.

3. Asset Lock²

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

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

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

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

3.4 If:

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

3.4.2 all its liabilities have been satisfied

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

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

Name: Dame Hannah Rogers Trust

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

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

Charity Registration Number (if applicable): 306948

Company Registration Number (if applicable): []

Registered Office: []³

4. Not for profit

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

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects⁴

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to disabled people and people labelled as having a learning disability or an Autism Spectrum Disorder.

6. Powers

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

7. Liability of members⁵

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

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

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁶

8. Directors' general authority

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

9. Members' reserve power

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

10. Chair

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

11. Directors may delegate⁷

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

- 11.1.1 to such person or committee;

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

- 11.1.3 to such an extent;

- 11.1.4 in relation to such matters or territories; and

- 11.1.5 on such terms and conditions;

as they think fit.

- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁸

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

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.
- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

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

14. Participation in Directors' meetings

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

15. Quorum for Directors' meetings¹⁰

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

16. Chairing of Directors' meetings

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

17. Decision-making at meetings¹¹

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

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

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

18. Decisions without a meeting¹³

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

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

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

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

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

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

19. Conflicts of interest¹⁴

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

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

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

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

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

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

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

20. Directors' power to authorise a conflict of interest

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

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

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

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

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

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

21. Register of Directors' interests

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

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁵

22. Methods of appointing Directors

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

23. Termination of Director's appointment¹⁶

A person ceases to be a Director as soon as:

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

24. Directors' remuneration¹⁷

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and

- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

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

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

25. Directors' expenses

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

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

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

MEMBERS¹⁸

BECOMING AND CEASING TO BE A MEMBER¹⁹

26. Becoming a member²⁰

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

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

26.3 Each member of the company shall be a Director.

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

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

27. Termination of membership²¹

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²²

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²³

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²⁴

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

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

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

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

31. Irregularities

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

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:

32.1.1 of all appointments of officers made by the Directors;

32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

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

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

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

33. Records and accounts²⁵

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

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

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

34. Indemnity

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

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

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

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

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

34.3 In this Article:

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

35. Insurance

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

35.2 In this Article:

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

36. Exclusion of model articles

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

SCHEDULE

INTERPRETATION

Defined terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

Name of Organisation	Involve Voluntary Action in Mid Devon	
Name of Project or Activity	Community Building in Credition	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	01/04/25	31/03/26
Amount of funding requested from CTC	£2520	

Contact Details

Name of the person making the application	Katheryn Hope
Position in organisation	Chief Officer
Email address	
Telephone number	

Organisation details

Address	Coggan's Well House (CHAT), Phoenix Lane, Tiverton EX16 6LU
Website	https://www.involve-middevon.org.uk/

	https://www.facebook.com/creditoncommunitybuilder
Social media links	https://www.facebook.com/InvolveDevon/
Description of organisational purpose	We are Mid Devon's Council for Voluntary Service, supporting and promoting voluntary and community action across Mid Devon. Involve is a Charitable Incorporated Association (CIO). Involve aims to help communities in Mid Devon to be more resilient, improving the lives of citizens. We support existing and evolving charities, voluntary organisations, and community groups across Mid Devon and further the development and sustainability of local voluntary and community action in Mid Devon. We work with individuals, groups and organisations to promote, support and develop capacity and services in the community and to help individuals to feel they are valued members of their community with something meaningful to contribute.
Bank details If you are successful, payment will be made by BACS	Bank [REDACTED] Mid Devon (Caf [REDACTED]) Sort [REDACTED] Acco [REDACTED]

Project Details

<p>1. Briefly outline the project that you have planned</p> <p>A. The delivery of a community builder role dedicated to Crediton to include activity costs, venue hire, on costs and expenses. The Community Builder works on the ground mapping local assets and establishing gaps in need and then supports the community in filling those gaps. (Reports Attached). The community builder works closely with social prescribers and other health professionals in the area, the council and other charitable organisations.</p> <p>B. To continue to facilitate the Community Wellbeing Alliance meetings in Crediton which run on a quarterly basis bringing together voluntary and community organisations together with statutory agencies in the local area and provide important networking and partnership opportunities for all organisations dealing with wellbeing in the area.</p>
<p>2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)</p> <p>Our community builder is on the ground listening to people in the community and their needs and wants. She goes to where residents are to speak to them directly and find out what they want for their community, for example; the local library, school, community and church groups. She also sets up chatty cafes to welcome people and hear their ideas and needs. Farmers, groups and social prescribers tell us about the people within the community who are completely alone and isolated. We receive feedback at our community networking meetings where we have carried out surveys from groups such as the food bank. Age Concern, the library, and the police. There is data from our</p>

partner: Mid Devon Mobility on the challenges it comes across. We have used the data from the Community Insight Team at Devon Community Foundation (Profiles of Associational Life). We make the most of social media and follow rural Facebook groups and review what the persistent 'asks' are. We have been told that Involve is the only organisation providing networking meetings for the diverse groups that attend. These meetings are considered highly beneficial, a place where people and organisations come together and share what they are offering, what events are taking place, pool resources and create collaborative projects.

Please see our Community Builder's reports for further information.

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

Provides a new or improves an existing asset or service which benefits a significant number of residents:

A community builder has a major impact on the town and what it has to offer, mapping what is already available, finding out from the community what the needs are and working with community members to facilitate new groups, activities and events in response. This project benefits residents from all walks of life and diverse backgrounds.

Enhances the profile and/or reputation of Crediton:

Through providing sustainable outcomes for the community, the profile and reputation of Crediton is enhanced, for example the Vintage Farmers group which has been so successful it is now being rolled out nationally. As a local social prescriber put it: "Involve play a pivotal role in bringing the voluntary and community sector and statutory agencies together for community development, community support and training and networking, recognising that all communities are 'better together'. A community is only as good as the services that are available to support people and the services available to offer wide-ranging ways for people to participate and be part of their community and grow its strengths"

Supports CTC in achieving the overarching aims in its Strategic Plan:

- Supports other organisations in providing community events.
- Represents the views of the community at every opportunity.
- Considers, investigates and responds to issues identified by the community and, when appropriate, signposts to the correct person/organisation for resolution/further progression.

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

The wider local community benefits from the support of a community builder: new activities set up, diverse groups established, friendships created. For example; a retired farmers group, gardening projects, cancer peer-to-peer support, breast feeding groups for young mothers, to young people's activities, but most importantly, community members supporting and listening to each other each on a regular basis. The community builder maintains a Facebook page and newsletters highlighting what is happening in Crediton for local residents keeping them informed and up-to-date. This supports reduction in isolation, improved wellbeing and community cohesion, increased confidence amongst

community members and improved activity. The Community Wellbeing Alliance meetings provide the opportunity for networking, partnership working, best practice and sharing of information. Please see outcomes below for the numbers we expect to benefit from this project.

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

Our project will leave behind a legacy for the people who live within the community. We recognise the skills, talents and gifts of community members and bring people together with a common interest by offering public listening events, informal drop-ins, listening cafes and chatty benches. These guide our development of new groups which we then support until they are sustainable, and volunteer led. We identify community champions who are passionate about community issues and finding solutions and we support them in making things happen. We seek organisations who can maintain the groups and activities we set up, for example our cancer peer support café in Crediton is now supported by MacMillan Cancer Support and since setting up the Vintage Farmers group has been so successful, the Farming Community Network (FCN) is now seeking to roll-out the offer nationally.

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

We have policies for both Safeguarding Vulnerable Adults and Safeguarding Children in place. We review our safeguarding procedures every six months with a team of our lead staff and our trustee responsible for Safeguarding. We have a reporting system in place and our lead staff undergo strident training including NVQ Safeguarding level 2 course covering both adults and children which managers who may come across these groups complete. We also provide tailored support for new or developing groups on best practice in safeguarding. All staff who work with vulnerable groups are DBS checked (reviewed every 3 years) and we perform a risk assessment prior to running activities.

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

There are no other groups providing a community builder role but our community builder has built numerous active collaborations with the following organisations in Crediton:

Mid Devon Primary Care Network
The Heart Project
Crediton Youth Service and team
Age Concern, Crediton
Crediton Town Council
Crediton Lions
Crediton Library
Macmillan Cancer
Crediton Congregation Church
The White Room Creative Space
Crediton Town Police
Welcoming Refugees Crediton

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
4 Community Wellbeing Alliance meetings	20+ participants at each meeting	Sign in sheet / survey
2 Food Network meetings to support local food initiatives/projects including food banks	15+ participants at each meeting	Sign in sheet / survey
6 community listening café's	20+ participants at each meeting	Sign in sheet / survey
A minimum of 4 new groups established	Groups set up and members established and meeting together	Sign in sheet / feedback forms / stories
1:1 support and guidance on funding, governance and/or volunteering	12 individuals/organisations given advice and guidance	Record of 1:1 support / feedback forms
Organise 1 community event such as a festival, fair, or workshop.	100+ attendees – public awareness raised & increased participation in community life	Attendee numbers recorded /feedback forms

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

What is the total cost of your project?	£17,281.10
How much funding would you like from CTC?	£2520
Where will the remaining funding come from?	One Devon £1440 Reaching Communities £13,321.10

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	Management and supervision	£1500	£60
Training			
Office costs (rent, telephone etc)	Insurance / Phone/ Stationary/ postage & IT costs	£860	£860
	Sub Total	£2360	

Salaries	Salary including pension & NI	£13,321.10	
Expenses (travel etc)		£100	£100
Venue hire	Workshops / events/ venue costs	£700	£700
Materials	Equipment & materials	£250	£250
Publicity	Publicity/ marketing /posters	£300	£300
Volunteer expenses	Training & expenses	£250	£250
Other (please specify)			
	Sub total	14,921.10	
	TOTAL	£17,281.10	£2520

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1290
What was the project?	2020/21: community capacity building and health and wellbeing alliance /partnership
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	Nil

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

(please click/tick box to agree) ☒

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

(please click/tick box to agree) ☒

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


(please click/tick box to agree) ☒

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

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

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

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

Signature 1 (person submitting form) Katheryn Hope Signature 2 (Chair or senior representative of the organisation) Polly Colthorpe Typed entries acceptable for email applications Date: 18/12/24	
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Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

Charity registration number: 1177169

Involve - Voluntary Action in Mid Devon

Annual Report and Financial Statements

for the Year Ended 31 March 2024



Involve - Voluntary Action in Mid Devon

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Involve - Voluntary Action in Mid Devon

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2024.

Reference and administrative details

Registered Charity Name: Involve Voluntary Action in Mid Devon

Charity Registration Number: 1177169

Principal Office: Coggan's Well House (CHAT)
Phoenix Lane
Tiverton
EX16 6LU

The trustees Felicity Jane (Polly) Colthorpe (Appointed Chair Feb 2024)
Paul Munnery (Resigned Jun 24)
Daisy Robinson
Dennis Knowles (Chair until Feb 2024)
Nicole Summers (Resigned Feb 2024)
Alison Padfield (Appointed Sep 2024)

Independent Examiner: Westcotts (SW) LLP
Timberly
South Street
Axminster
EX13 5AD

Structure, governance and management

The organisation is a registered charity (since 1988) governed by its constitution with trustee elected by the membership.

All assets were transferred to the CIO as of November 1st 2018.

Objectives and activities

To support the efficiency and effectiveness and the effective use of charitable resources of third sector organisations in Mid Devon by:

1. Providing support to assist in their good governance.
2. Building their capacity through support, advice and information services.
3. Liaising with and co-ordinating with them to provide charitable services to improve the lives of the citizens in Mid Devon.
4. Facilitating co-operation and partnerships to promote their services by bringing them together with public agencies and statutory authorities in Mid Devon.
5. Identifying gaps in charitable services and supporting them to fill those gaps.
6. Providing advocacy for them and their ultimate beneficiaries, particularly with regard to having their views heard by policy makers, service providers and funders.
7. Maintaining a database of their services and projects which benefit people in Mid Devon.

Involve - Voluntary Action in Mid Devon

Trustees' Report (continued)

In these objects the following definitions apply: a) "Third sector organisations" means charities, voluntary organisations and social enterprises. b) "Charities" are organisations which are established for exclusively charitable purposes in accordance with the law of England and Wales.

Achievements and performance

In the year we have:

- (1) Become active participants in the new Devon-Wide community platform Devon Connect along with our Devon Voluntary Action Partners. The platform was launched in December 2021 and provides a one-stop shop for communities across Devon. Involve provides the administration and moderation for the Mid Devon Landing page. Specific to Mid Devon the platform has:
 - 124 members/groups
 - Has advertised
 - 28 events
 - 45 volunteering opportunities
 - Lists 51 community activities.
 - The platform has 3560 members in total with 1258 activities all which can be accessed by Mid Devon residents.
 - We participated in 3 volunteer campaigns via Devon Connect.
- (2) We maintained contact with 450 Voluntary and Community Organisations and projects (increased by 28% in one year) based in, or delivering services to Mid Devon providing them with good practice guidance.
- (3) We supported 61 groups with in-depth 1:1 support in the period April 23 - March 2024.
- (4) In the course of this financial year, we held Health and Wellbeing Alliance meetings quarterly in each of the 3 main towns (Credon, Cullompton, Tiverton) including 70 community groups in total. We also facilitated a District wide Food Network which met 3 times. In all 23 groups participated in these networks and continued to share information and produce via a WhatsApp group set up to support their work. The networks focus on understanding the gaps in their communities and exploring how to address those needs through greater partnership working and understanding.
- (5) Together with our Senior Community Development role we held 6 listening events in Cullompton and 4 in Credon during the year, with information and collection of ideas and needs.
- (6) Produced newsletters and electronic bulletins in partnership with Devon Voluntary Action as well as our own quarterly newsletter.
- (7) Involve continued to manage dedicated part-time staff to the main towns of Cullompton and in Credon this year in a community building role. These roles enhance our intelligence about the communities we strive to support and are also an on the ground resource for those local communities. They support the local community to set up much needed groups and activities to fill local need. In 2023-24 our community builders:
 - (a) Established retired farmers groups in Credon and Cullompton with over 30 members each.
 - (b) Set up breastfeeding groups for young mums.
 - (c) Starting a peer support group for parents of SEN children.
 - (d) Held Listening Cafes to hear what local people want for their community.

Involve - Voluntary Action in Mid Devon

Trustees' Report (continued)

- (e) Provided face-to-face connections and social media promotions; support to local groups including regular newsletters and dedicated Facebook pages.
- (8) Our Community Connector role continued in Cullompton supporting the development of 'community friends' at ground level who provide peer support and signposting to services within the area by residents of Cullompton. Alongside this role we set of an on-line Community Directory <https://cullompton.involve-middevon.org.uk>) incorporating 32 organisations and their activities which is now regularly used by community members, social prescribers, the local PCN and other groups. We also held information and training events for people interested in becoming a Friend.
- (9) Continued to manage and deliver social prescribing support to Culm Valley Primary Care network through the employment of 3 social prescribers. These supported 269 wellbeing coordinator referrals helping people to find non-clinical solutions to improve their wellbeing with 3177 total contacts over the year. 28 people enrolled on Hope courses in Mid Devon. 31 people enrolled on Hope courses in East Devon managed by Involve.
- (10) We also hosted the Voluntary Sector Representative for Tiverton.
- (11) We coordinated a new Youth project In Cullompton which was established in response to there being no regular co-ordinated under 18 youth provision for the area. Involve employs a senior community youth worker and two support workers to run the growing club. We registered 57 young people during the year with:
 - On average 15 attendances per session
 - Sports programs including boxing, yoga, pickleball, badminton, and frisbee.
- (12) Across all core service lines we directly engaged with 450 groups throughout the year.

Devon People First

Involve continued to host Devon People First, a semi-independent peer advocacy group for people with learning difficulties managed by a board of representative, a member of whom is a Trustee of Involve.

Devon People First provides:

- Individual advocacy. The service is provided by a peer advocate following an international model of working
- **Victim Support;** funded through the Police and Crime Commissioner supports those who have been a victim of crime. Funding increased this year and as a result 22 individuals have been supported this year. Beneficiaries of the service report an increase in self-esteem, sense of empowerment and their perceptions of safety, as well as having the confidence to participate in social activities which is so often affected by being a victim of crime.
- **Service User Engagement;** facilitating and enabling participation in a range of partnership and engagement meetings co-ordinated by Devon County Council ensuring that the views and perspectives of people with learning difficulties are heard. We have supported 5 people to participate in these meetings this year. We reached 2500 people with first contacts.
- The meetings include a Co-Production Working Group. The aim of this group is to change the culture in Devon County Council so that co-production is fundamental to the commissioning cycle. One volunteer will join the working group.
- Devon People First and its volunteers delivered 5 Co-production Awareness workshops for DCC commissioners, appropriate staff and strategic partners, and 5 network meetings where commissioners receive support on how to deliver new projects using co-production.

Involve - Voluntary Action in Mid Devon

Trustees' Report (continued)

- We continued to deliver the successful online Friendship Groups. This project is a Devon Learning Disability Partnership Board initiative to help people with learning disabilities feel less lonely and isolated. The Friendship Groups ran weekly all year for people with learning disabilities in Devon. Members of the groups have supported DCC through consultations and some have even been on DCC interview panels with our support. We currently have 70 members of the Friendship Groups with on average 10 to 12 attending each meeting. Devon People First achieved 492 Friendship Group attendances.

Financial review

During the period the Charity received income of £162,213 (2023: £297,224). Of this income £4,118 (2023: £160,353) was unrestricted and £158,095 (2023: £136,871) was restricted. The Charity incurred expenditure of £215,205 (2023: £185,192) during the year, of which £83,964 (2023: £115,197) was unrestricted and £131,241 (2023: £69,995) was restricted. At 31st March 2024 the Charity had net assets of £187,710 (2023: £240,701) of which £52,881 (2023: £132,726) was unrestricted and £134,829 (2023: £107,975) was restricted.

Reserves policy

The Trustees are satisfied that the level of reserves as shown on the balance sheet are adequate to cover known and anticipated costs in the short term.

Reserves will be kept to cover mandatory redundancy payments for staff and funds required to cover long term agreements as well as an agreed amount to cover general running costs.

Risk management

Risks to which the charity is exposed are regularly reviewed by the Trustees. The financial records of the charity are written up each month and a report of the position to date reported to the Board. Each project is closely monitored to assess the progress against budgeted income and costs.

Internal risks are minimised by procedures which require authorisation of all transactions and projects and a system of regular supervision and appraisal to ensure consistent quality of delivery of all operational aspects of the charity.

Public benefit

In planning our activities for the year we have kept in mind the Charity Commission guidance on public benefit.

Involve - Voluntary Action in Mid Devon

Trustees' Report (continued)

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

.....
F J Colthorpe
Chairman

Involve - Voluntary Action in Mid Devon

Independent Examiner's Report to the trustees of Involve - Voluntary Action in Mid Devon

I report to the trustees on my examination of the accounts of Involve - Voluntary Action in Mid Devon for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of Involve - Voluntary Action in Mid Devon 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 Involve - Voluntary Action in Mid Devon'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

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

1. accounting records were not kept in respect of Involve - Voluntary Action in Mid Devon as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

.....

Mr S J Carrington FCA, Independent Examiner
For and on behalf of Westcotts (SW) LLP
Timberly
South Street
Axminster
Devon
EX13 5AD

Date:.....

Involve - Voluntary Action in Mid Devon

Statement of Financial Activities for the Year Ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Charitable activities	2	325	158,095	158,420	297,224
Investment income	3	3,793	-	3,793	-
Total income		<u>4,118</u>	<u>158,095</u>	<u>162,213</u>	<u>297,224</u>
Expenditure on:					
Charitable activities	4	<u>(83,964)</u>	<u>(131,241)</u>	<u>(215,205)</u>	<u>(185,192)</u>
Total expenditure		<u>(83,964)</u>	<u>(131,241)</u>	<u>(215,205)</u>	<u>(185,192)</u>
Net (expenditure)/income		<u>(79,846)</u>	<u>26,854</u>	<u>(52,992)</u>	<u>112,032</u>
Net movement in funds		(79,846)	26,854	(52,992)	112,032
Reconciliation of funds					
Total funds brought forward		<u>132,727</u>	<u>107,975</u>	<u>240,702</u>	<u>128,669</u>
Total funds carried forward	13	<u><u>52,881</u></u>	<u><u>134,829</u></u>	<u><u>187,710</u></u>	<u><u>240,701</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 13.

Involve - Voluntary Action in Mid Devon

(Registration number: 1177169)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	10	9,151	8,003
Current assets			
Debtors	11	26,554	46,289
Cash at bank and in hand		<u>159,587</u>	<u>188,839</u>
		186,141	235,128
Creditors: Amounts falling due within one year	12	<u>(7,582)</u>	<u>(2,430)</u>
Net current assets		<u>178,559</u>	<u>232,698</u>
Net assets		<u>187,710</u>	<u>240,701</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		134,829	107,975
Unrestricted income funds			
Unrestricted funds		<u>52,881</u>	<u>132,726</u>
Total funds	13	<u>187,710</u>	<u>240,701</u>

The financial statements on pages 7 to 20 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....
F J Colthorpe
Chairman

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Accounting policies

General information

The charity is a public benefit entity and a registered charity in England and Wales and is a charitable incorporated organisation. The address of the principal office is Coggans Well House, Phoenix Lane, Tiverton EX16 6LU.

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Involve - Voluntary Action in Mid Devon meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture & equipment	20% straight line

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

2 Income from charitable activities

	Unrestricted funds General	Restricted funds	Total 2024
	£	£	£
Grants	325	158,095	158,420
	Unrestricted funds General	Restricted funds	Total 2023
	£	£	£
Grants	160,353	136,871	297,224

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

3 Investment income

	Unrestricted funds General £	Total 2024 £	Unrestricted funds General £	Total 2023 £
Bank interest receivable	3,793	3,793	-	-

4 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £
Project costs	15,177	24,642	39,819
Staff costs	54,598	101,702	156,300
Support costs	14,189	4,897	19,086
	83,964	131,241	215,205

	Unrestricted funds General £	Restricted funds £	Total 2023 £
Project costs	36,594	11,822	48,416
Staff costs	65,869	55,339	121,208
Support costs	12,734	2,834	15,568
	115,197	69,995	185,192

5 Analysis of support costs

Support costs allocated to charitable activities

	Total 2024 £	Total 2023 £
Premises	4,334	3,733
Communications and IT	5,438	4,804
General office	4,024	3,088
Professional fees	1,963	1,512
Depreciation	3,327	2,431
	19,086	15,568

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

6 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2024	2023
	£	£
Depreciation of fixed assets	<u>3,327</u>	<u>2,431</u>

7 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Nicole Summers

£139 (2023: £76) of expenses were reimbursed to N Summers during the year for travel costs.

Dr Daisy Katherine Robinson

£20 (2023: £Nil) of expenses were reimbursed to Dr D K Robinson during the year for committee members training.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

8 Staff costs

The aggregate payroll costs were as follows:

	2024	2023
	£	£
Wages and salaries	132,194	95,576
Social security costs	15,128	20,721
Pension costs	8,978	4,911
	<u>156,300</u>	<u>121,208</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2024	2023
	No	No
The average head count of employees during the year was	<u>12</u>	<u>8</u>

No employee received emoluments of more than £60,000 during the year (2023: Nil).

9 Independent examiner's remuneration

	2024	2023
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>832</u>	<u>774</u>

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

10 Tangible fixed assets

	Furniture & equipment £	Total £
Cost		
At 1 April 2023	12,147	12,147
Additions	<u>4,475</u>	<u>4,475</u>
At 31 March 2024	<u>16,622</u>	<u>16,622</u>
Depreciation		
At 1 April 2023	4,144	4,144
Charge for the year	<u>3,327</u>	<u>3,327</u>
At 31 March 2024	<u>7,471</u>	<u>7,471</u>
Net book value		
At 31 March 2024	<u>9,151</u>	<u>9,151</u>
At 31 March 2023	<u>8,003</u>	<u>8,003</u>

11 Debtors

	2024 £	2023 £
Trade debtors	<u>26,554</u>	<u>46,289</u>

12 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	5,501	494
Accruals	<u>2,081</u>	<u>1,936</u>
	<u>7,582</u>	<u>2,430</u>

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

13 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
General					
General Funds	7,719	(1,514)	(37,522)	33,401	2,084
Crediton Wellbeing	521	-	-	-	521
STP	23,629	-	-	(23,629)	-
H&SCT	9,606	5,632	(272)	-	14,966
Fund Holding	1,359	-	-	-	1,359
WP Tiverton	5,871	-	(6,725)	854	-
WP Cully	38,861	-	(14,700)	-	24,161
WP Crediton	34,464	-	(24,674)	-	9,790
COL	1,550	-	-	(1,550)	-
COMF	9,147	-	(71)	(9,076)	-
	<u>132,727</u>	<u>4,118</u>	<u>(83,964)</u>	<u>-</u>	<u>52,881</u>
Restricted funds					
DPF	58,832	37,895	(28,964)	-	67,763
Cully YP	36,633	45,990	(27,807)	-	54,816
CV PCN	1,979	47,502	(45,745)	-	3,736
HOPE	10,531	26,708	(28,577)	-	8,662
	<u>107,975</u>	<u>158,095</u>	<u>(131,093)</u>	<u>-</u>	<u>134,977</u>
Total funds	<u>240,702</u>	<u>162,213</u>	<u>(215,057)</u>	<u>-</u>	<u>187,858</u>

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	40,182	13,369	(44,821)	(1,011)	7,719
Crediton Wellbeing	521	-	-	-	521
STP	31,463	-	(7,834)	-	23,629
H&SCT	9,345	14,655	(14,395)	-	9,605
Fund Holding	1,359	-	-	-	1,359
WP Tiverton	-	11,949	(6,077)	-	5,872
WP Cully	-	47,450	(8,589)	-	38,861
WP Crediton	-	50,000	(15,537)	-	34,463
COL	-	19,110	(17,560)	-	1,550
COMF	5,711	3,820	(384)	-	9,147
	<u>88,581</u>	<u>160,353</u>	<u>(115,197)</u>	<u>(1,011)</u>	<u>132,726</u>
Restricted funds					
DPF	35,347	43,842	(20,357)	-	58,832
Cully YP	-	36,766	(133)	-	36,633
CV PCN	4,496	34,659	(37,176)	-	1,979
MD PCN	245	1,604	(2,860)	1,011	-
HOPE	-	20,000	(9,469)	-	10,531
	<u>40,088</u>	<u>136,871</u>	<u>(69,995)</u>	<u>1,011</u>	<u>107,975</u>
Total funds	<u>128,669</u>	<u>297,224</u>	<u>(185,192)</u>	<u>-</u>	<u>240,701</u>

Crediton Wellbeing - These funds have been designated by the trustees to support the wellbeing of those living in Crediton.

STP - These funds have been designated by the trustee to be spent on delivery of CVS community building activities and partnership working across Mid Devon Sub locality.

H&SCT - These funds are held to support a dedicated staff role and its associated costs.

Fund Holding - Funds are to be spent on supporting older people in Tiverton only.

WP - Tiverton, Cully and Crediton - Winter Pressures funding for community support covering Cullompton and Tiverton Community Connectors and Crediton Community Builder providing support and set up advice in communities.

COL - Cost of Living fund - funds distributed to various Mid-Devon organisations who applied to help with COL support.

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

COMF - Funds are to be spent on the capacity building activity.

DPF - This is a fund held to support those with learning disabilities. Funds can be spent on revenue and capital.

Cully YP - Cullompton Youth project setting up a youth club / costs of community youth development worker and support staff.

CV PCN - These funds are held to support a dedicated staff role and its associated costs.

HOPE - HOPE coordinator working in partnership with running HOPE courses (How to overcome problems effectively)

14 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	6,548	2,603	9,151
Current assets	53,767	132,374	186,141
Current liabilities	(7,582)	-	(7,582)
Total net assets	<u>52,733</u>	<u>134,977</u>	<u>187,710</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	5,321	2,682	8,003
Current assets	129,835	105,293	235,128
Current liabilities	(2,430)	-	(2,430)
Total net assets	<u>132,726</u>	<u>107,975</u>	<u>240,701</u>

Involve - Voluntary Action in Mid Devon

Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

15 Related party transactions

During the year the charity made the following related party transactions:

Old Heathcoat School Community Centre

(This charity has a trustee in common with Involve - Voluntary Action in Mid Devon.)

Included in the accounts is expenditure to Old Heathcoat School expenditure of £415 (2023: £Nil). At the balance sheet date the amount due to Old Heathcoat School Community Centre was £29 (2023 - £Nil).

INVOLVE
VOLUNTARY ACTION IN MID DEVON

2024-27

Development

Strategy



Katheryn Hope, Chief Officer
May 2024

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Wellbeing Coach | Tiverton Primary Care Network

“Over the last 3 years, through my work as a social prescriber in Tiverton Primary Care Network it has become apparent that there is no community building or infrastructure development organisation aside from Involve. Involve play a pivotal role in bringing the voluntary and community sector and statutory agencies together for community development, community support and training and networking, recognising that all communities are 'better together'.”

About Involve



We are Mid Devon's Council for Voluntary Service, supporting and promoting voluntary and community action across Mid Devon. Involve is a Charitable Incorporated Organisation (CIO). Involve aims to help communities in Mid Devon to be more resilient, improving the lives of citizens. We support existing and evolving charities, voluntary organisations, and community groups across Mid Devon and further the development and sustainability of local voluntary and community action in Mid Devon. We work with individuals, groups and organisations to promote, support and develop capacity and services in the community and to help individuals to feel they are valued members of their community with something meaningful to contribute.

Our Vision

Our Vision is that, together with our voluntary sector and communities, we help strengthen well-being, resilience and quality of life for people throughout Mid Devon in a dynamic and responsive way.

We believe that a thriving community is built upon the strength of its various groups and organisations. We envision an equitable future where every local community group, regardless of its size or focus, has access to the resources, guidance, and support it needs to flourish.

Our Mission

Our Mission is to empower Mid Devon communities through direct support, governance, planning and financial advice, mentoring and provision of networking and connection opportunities. By doing so, we aim to enhance the overall well-being of our communities, foster a sense of unity, and create a brighter future for all.

Our Strategic Aims

We help develop strong and informed communities within a VCSE sector which is valued and meets the needs of the community.

We provide opportunities and support to enable people to participate and feel a valued member of their community especially through volunteering.

We enable people to connect with meaningful and supportive services in their community.

We raise our profile so we fulfil our aims and become the leading voluntary sector organisation in Mid-Devon promoting, championing and supporting voluntary and community action.



EQUITY

OPENESS

Our Values

Our organisation has identified the following core values to underpin our work within all areas and help to shape how we approach monitoring and evaluation to determine our future direction.

TRUST

We aim to build a foundation of trust within our communities with relationships and partnerships built on mutual trust and respect together with a sense of openness.

SUPPORT

Our whole reason for being is to support our communities to strengthen and empower a sense of well-being, resilience and quality of life for people throughout Mid Devon .

EQUITY

Through our work we foster a sense of unity, equality and inclusiveness to create a brighter future for all.

PARTNERSHIP

We believe positive relationships and partnerships are the foundation of effective working recognising that all communities are 'better together' .



TRUST



SUPPORT



EQUITY



PARTNERSHIP

Involve Services



Our Core Community Support

We work with individuals, groups and organisations to promote, support and develop capacity and services in the community. We provide VCSE support and guidance on areas such as good governance, charity set up, volunteer services, and funding especially through our Senior Community Development officer role. We employ Community Builders to provide on the ground support in Crediton and Cullompton encouraging people of all ages and backgrounds to get involved in their community. We run networking groups in the three main towns of Tiverton, Cullompton and Crediton including our Community Wellbeing Alliances and Mid Devon Food Network which provide both local intelligence and the opportunity for greater collaboration and partnership as well as sharing good practice.

Our Projects

Our projects are diverse and in direct response to what communities tell us they need. The health, wellbeing and improvement of quality of life of our local communities is a priority for us. We have a fantastic team of Culm Valley Wellbeing Coordinators through a partnership with the primary care network doing essential work supporting the wellbeing of individuals within the community. Alongside we run a growing youth club in Cullompton, again in response to lack of provision within the area. Devon People First is run as a semi-independent body within Involve supporting people with learning difficulties to speak up for themselves through peer and self-advocacy.

Governance and Management

Involve has a board of 4 trustees including a chair and also 2 ex-officio members, who represent the management board and meet four times a year to determine the direction and general policies of the charity as well as finance governance and budgeting. Members of the Management board have a wide range of skills and interests and many of them have long established experience both in the community and in charity based work.

The Core Team



Katheryn Hope
Chief Officer

Katheryn has worked in the voluntary sector in a variety of roles for over 25 years and is passionate about empowering communities and the people within them.



Tamlyn Fraquin
Crediton Community Builder

Tamlyn brings a wealth of experience from her corporate career in a regional management capacity and is enthusiastic about facilitating further development and growth in Crediton.



Fran Esau
Senior Community Development Officer

Fran brings a wealth of knowledge of life in Mid Devon to Involve, having lived and participated in communities here for more than 30 years.



Lynne Clarke
Cullompton Community Builder

Lynne has worked in the Charity Sector since 2006, setting up services and support to address isolation and other associated issues including in Mid Devon.



Jane Lillis
Administrator

Jane covers office support and finance roles and has a background in office management as well as working as a Village Agent supporting communities across Devon.

The Wellbeing Team



Laura McDonagh
Lead Wellbeing Coordinator

Laura leads the team of wellbeing coordinators. As well as working with individuals, she oversees the service management and supervision of the team.



Zoe Flockhart
Wellbeing Coordinator

Zoe loves her job because of the difference she can make to people's lives. She encourages them to identify what matters to them and help them to work towards positive outcomes.



Lauriel Woodley
Wellbeing Coordinator

Lauriel is the newest member of the team and comes with a wealth of knowledge. Lauriel works with individuals referred by a health professional to access support.

The Youth Team



Sophia Roper
Senior Community Youth Worker

Sophia has been delivering youth work for 15 years and is passionate about supporting young people's personal, social and educational development enabling them to develop their voice, influence and place in society.



George Munn
Youth Support Worker

Having experienced youth clubs from when he was young George knows how much difference youth work can make to the lives of young people, now more than ever and is passionate about his role.



Dominic Bennett
Youth Support Worker

Dom started as a young volunteer in 2010 and has since gone on to deliver youth provision as a youth support worker all over Devon.

COMMUNITY



The three areas in Mid Devon with the highest deprivation rates are:

Tiverton West – 60.9% of households were deprived in at least one dimension,

Tiverton East – 58.6%.

Cullompton – 52.7%.

(2021 census)

Introduction

The majority of Voluntary, Community and Social Enterprise (VCSE) activity in Mid Devon is based in the main centres of population, principally Tiverton, CREDITON and Cullompton. VCSE organisations in the main towns aim to meet wider community needs. There are a substantial number based in the more rural areas, a good proportion of which are village or community-wide services and facilities. Many community or charitable groups continue to function with very informal structures developed in isolation. Some of these organisations can be unaware of their responsibilities under charity law and that includes the lessons learnt and best practice established by similar organisations.

Transport, employment, housing, social isolation, and mental health are growing issues for many of our population. People in rural areas face additional cost-of-living pressures due to higher energy, food and transport costs and the difficulties with digital connectivity. (Census 2021). A survey of Devon households in October 2022 found that 29% are food insecure and 36% were planning to keep their heating switched off over the winter (2022/23) (Transform research, Jan 2023). Poverty in Mid Devon is a significant issue, with certain areas experiencing higher levels of deprivation. According to the 2021 census, 50.9% of households in Mid Devon were deprived in at least one dimension.

These figures highlight the ongoing challenges related to poverty and deprivation in Mid Devon, despite some improvements over the years. Deprivation is a complex issue, encompassing various elements such as unemployment, lack of qualifications, poor health, and inadequate housing. Addressing these issues requires a comprehensive and multi-faceted approach.

COMMUNITY



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79.5% of residents felt it is important to promote activities that improve the public's health. 42% said an important priority was to provide statutory services
Mid Devon Residents Survey 2022

Overview

In 2023-24 we regularly engaged with

- 70 community groups with our Health and Wellbeing Alliance meetings
- 23 groups with Mid-Devon Food Network meetings
- 450 organisations on our regular mailing list increased by 28% in one year.

Our community development work ensures that our focus is on building capacity to meet the identified overall needs of our wider communities. Involve needs to be proactive to enable our voluntary and community sector to meet a wide range of community need. Networking and collaboration are a vital part of our work to create a joined up approach. Only by working in true partnership with the voluntary sector and our partners can we enable the voice and needs of our residents to be heard so as to respond with meaningful support as well as influence infrastructure development and transformation. It is important that we reach out to include the wider more rural communities of Mid Devon.

We need to build a stronger, more sustainable voluntary sector which includes providing relevant training opportunities for our organisations (online and in person), the networking opportunities to enhance their capacities as well as their collaboration and the development support they need. Our 3 year plan aims to outline our strategy to accomplish this overall goal using our values as the four pillars of our approach together with the established steps of our community work:

Communicate → Connect → Listen → Develop → Empower

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VOLUNTARY ACTION IN MID DEVON

COMMUNITY BUILDING



In 2023-24 our community builders:

- Established retired farmers groups in Cullompton and Cullompton with over 30 members each
- Set up breastfeeding groups for young mums
- Held Listening Cafes to hear what local people want for their community
- Established online community directories
- Helped facilitate a Celebration of Youth event

With wide local experience of the area, our dedicated and passionate Community Builders listen to local people, respond and connect local residents with like-minded people, organisations and groups so new activities are set up, diverse groups established, and friendships created. After identifying a gap they develop ways to fill it such as our successful peer-support offer for older agricultural workers. Our inaugural meeting in Cullompton attracted 55 attendees. These 'Vintage Farmers' groups are going from strength to strength regularly attracting 30 attendees. In Cullompton our community builder is working closely with Macmillan Cancer and social prescribers to develop a talking café. Other groups have also been established in response to need including breastfeeding support and a Parent Peer Support group. Cullompton has also held an inaugural event Celebrating Youth; bringing together over 20 groups, clubs and activities with a collaboration of the community groups, Queen Elizabeth school, Involve, Cullompton Town Council, Cullompton Youth Service and Mid Devon PCN.

Following a local Cullompton survey on what opportunities are needed for young people, we received c.170 responses and we are now working to establish how we can meet those needs identified.

In Cullompton a pop up Repair Cafe has been initiated supporting local sustainability by mending rather than throwing away, a regular Community Litter Pick is underway and our Community Builder has established Cullompton Community Friends – informal volunteers who signpost local people to services and groups. Our Community Builders play a vital role in empowering their local community.

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COMMUNITY



In Tiverton there's a significant need for a community building role as well as community connecting.

Tiverton already has a critical amount of services lacking and a community is only as good as the services that are available to support people and those available to offer wide-ranging ways for people to participate and be part of their community and grow its strengths.

Tiverton Wellbeing Coach

Our objectives are to:

- Maintain and develop the services and support we have established for voluntary and community organisations in Mid Devon.
- Enable liaison within the voluntary and community sector of Mid Devon.
- Maintain and develop strategic partnerships and representation of the voluntary and community sector. Ensure that the Voluntary Sector in Mid Devon has a voice on relevant issues.
- Assist voluntary and community sector development to meet the needs of the communities of Mid Devon.

Our Planned Work

- Increase the number of community builders in our team to include Tiverton supporting our voluntary sector to build their capacity, particularly in areas of need i.e. dementia, mental health, unpaid carers, social isolation, people with learning disabilities and more rural areas especially farming communities.
- Encourage wider connections through our Community Wellbeing Alliances and increase attendance by 50% or more encouraging collective pooling of resources and knowledge and improving networking and collaboration.
- Establish a membership scheme with a tiered approach offering benefits such as funding support and achievement of the Quality Assurance mark.
- A strategic presence on the Devon Voluntary Assembly as a representative of Devon Voluntary Action.
- Set up an online community directory for Tiverton to promote, support and develop capacity and services in the community and support signposting.
- Establish in person and online training to support voluntary sector capacity.

VOLUNTEERING



Your help is making a real difference to the lives of children and young people who need support with their mental health. We would be lost without you!

Volunteering is at the heart of what we do as an organisation. We are committed to providing an effective and meaningful service which meets the needs of our wider communities and improves quality of life for people across Mid Devon.

The population of Mid Devon is increasing rapidly and outgrowing the established voluntary activities that take place there. The wide cross section of people moving in brings opportunities for developing creative voluntary activity. We are conscious that we are not currently engaging with this new section of the community as much as we could or to the growing development and volunteering needs of the area. Increasingly statutory services are relying on the voluntary sector for support and improved pathways to community care and integration.

We need to put specific support into developing a focus for voluntary activity and community development in this area as our research has confirmed. We know from our extensive network of local organisations, and our community-based staff and other projects, that there is a constant battle to recruit, manage, train, motivate and retain volunteers at all levels including Trustee level. With the constant cuts to statutory services, community work is becoming more and more the only way that organisations can stay afloat and provide the complementary services needed to keep resilient communities. Recent surveys of local need have highlighted that organisations find an in-person approach more helpful and effective especially as groups currently report attracting new volunteers is an ongoing challenge.

**INVOLVE
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VOLUNTEERING



Our mission is to:

- Develop, support and empower Mid Devon's voluntary and community sector and improve the environment in which it operates.
- Develop, support and promote volunteering across Tiverton, Cullompton, Crediton and surrounding areas.

Strategic aims:

- **Community Outreach:** Launch a targeted outreach campaign to raise awareness about volunteering opportunities.
- **Partnership Development:** Collaborate with local businesses, schools, and non-profits to create a network of support.
- **Volunteer Incentives:** Offer training, recognition, and other incentives to encourage long-term commitment.
- **Events and Workshops:** Organise community events and workshops to engage potential volunteers and showcase the impact of their work.

Our specific goals are:

- To establish partnerships with at least 5 local organisations in the next year.
- To recruit 100 new volunteers in the next 12 months.
- To create a sustainable volunteer program that benefits both the volunteers and the community.

Our Planned Work

- **Recruit a Volunteer Support Coordinator** to provide one-to-one advice and guidance to voluntary organisations, build partnerships and be instrumental in the re-establishment of a new Volunteer Hub based in Tiverton.
- **Research and Identify Needs:** Conduct a survey to understand the community's needs and the types of volunteer opportunities that are most appealing. Ensure a variety of roles that cater to different interests, skills and times. Collect volunteer stories and videos that connect emotionally with all characteristic groups.
- **Consult on, and create diverse opportunities** based on talents and strengths so community members can equally contribute and connect.
- **Deliver annual volunteer fairs** in each main town and work with under-represented groups.
- **Provide volunteering workshops** covering recruitment, governance, policies and procedures and volunteer retention.

WELLBEING



You lifted a very heavy weight off my shoulders today. Thank you so much for your help

In 2023-24

- 3177 total contacts
- 269 wellbeing coordinator referrals
- 28 people enrolled on Hope courses

Our Culm Valley Wellbeing Coordinator project provides a vital service bridging the gap between PCN services and community support.

This project provides three Wellbeing Coordinators, Laura, Zoe and Lauriel, also known as Social Prescribers, to support the Culm Valley Primary Care Network. Wellbeing Coordinators connect individuals referred by professionals to local services in the community for their improved wellbeing. These may be people who are feeling lonely and isolated, may be worried about finances or housing, are lacking in confidence or who are struggling with long term health conditions. Services in the community could include community groups and support, counselling, or support for carers. The goal of wellbeing coordinators is to find out from each individual: “What matters to you”. They then provide much needed support over a period of time to help each person achieve their goals. All our Wellbeing Coordinators are also Hope Facilitators and run regular HOPE (Help Overcoming Problems Effectively) courses to compliment the support they offer.

Our Planned Work

- Reduce the waiting list of patients seeking non-clinical help by 50% in the next year.
- Increase the number and range of HOPE courses to empower individuals to feel more able to deal with challenges as well as provide peer-to-peer support.
- Establish ongoing support networks to follow service provision.
- Work collaboratively with other groups, CVS organisations and volunteers to facilitate group work and planned courses.

YOUNG PEOPLE



I like youth club because...

It's fun!!

Full of friendly people!!!

I like everyone here

I love the activities we do!

In 2023-24:

- We registered 57 young people
- On average 15 attendances per session
- Ran sports programs including boxing, yoga, pickleball, badminton, and frisbee.

This exciting project was set up in response to there being no regular co-ordinated under 18 youth provision for Cullompton. Involve employs a senior community youth worker and two support workers to run the growing club.

Originally PCN Youth Link Workers who work closely with young people highlighted a lack of local opportunities both in traditional youth clubs as well as an absence of other group activities to support peer relationships, wellbeing, and healthy lifestyles for young people in the area. The Cullompton Youth Club project was set up providing locally based, locally run, sustainable and collaborative youth provision and local engagement drawing on learning from previous models. Our enthusiastic and dedicated staff provide youth activities at least twice each week for different age groups. The project adopts a partnership approach with Involve, the Town Council, the local PCN, Space Devon and the John Tallack Centre where the provision is run. The young people are settling in and really feel as if it is their space. Work is developing and is always led by the aspirations of the young people themselves.

Our Planned Work

- Recruit volunteers to support the youth club sessions.
- Develop a dedicated outdoor area for the young people.
- Increase numbers attending our younger youth club sessions by 50%.
- Strengthen partnerships with local infrastructure organisations to respond to issues for young people (for example; mental health, school absences) within the community and encourage participation of young people in local democratic structures.

DEVON PEOPLE FIRST

I hadn't seen or spoken to anyone for months because the day centres have all closed and now I can see my friends again online, it's fabulous



In 2023-24:

- We reached 2500 people with first contacts
- Achieved 492 Friendship group attendances
- Ran 5 Crime Awareness sessions reaching 70 individuals

A Devon-wide project for people with learning disabilities.

This award winning project supports people with learning disabilities to speak up for themselves through peer and self-advocacy. Resources are provided in easy read, and easy to understand language, so they can be accessed more widely. Devon People First is run as a semi-independent body within Involve, with volunteers from the learning disability community, a nominated representative of which sits on the Involve board. Funding from Devon County Council facilitates online Friendship groups providing an important opportunity for social interaction tackling the prevalent issue of isolation often experienced by people with a learning disability. We also provide peer advocacy, with staff support, for victims of crime with a learning disability funded through the Devon and Cornwall Police and Crime Commissioner.

Our Planned Work

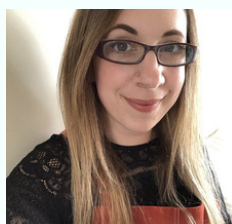
- This year we are piloting in-person Friendship groups starting in Tiverton and Cullompton with funding from Devon County Council.
- We are creating an on-line directory of services and activities offered by groups who actively welcome people with a learning disability.
- We plan to reach out to more people who will benefit from our services to increase numbers who attend our activities.
- We aim to include more people with a learning disability in our decision making at ground level.

The Devon People First Team



Lloyd Waterman Senior Project Coordinator

Lloyd is highly experienced having been in his role for 20 years yet is possibly even more passionate about his work than when he first started.



Laura Williams Assistant Project Coordinator

Laura's post is new this year and she brings fresh ideas and energy to the project along with her multi-faceted skills.

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Gallery



INVOLVE
VOLUNTARY ACTION IN MID DEVON

Marketing Plan



Our Objectives

To grow awareness of Involve as a charity and CVS for the voluntary sector in Mid Devon, build a regular campaign, encourage voluntary organisation sign-ups with 1000 groups receiving regular mailings by 2027.

To raise our profile so we fulfil our aims and become the leading voluntary sector organisation in Mid-Devon promoting, championing and supporting voluntary and community action.

SWOT ANALYSIS

<h3>Strengths</h3> <ul style="list-style-type: none">• Established (since 1985) and respected as a significant VCS support organisation• Established services across the full range of infrastructure support• Developed network of contacts required to carry out services• A comparatively small flexible organisation, responsive to changing national and local trends and needs.• An effective, motivated and skilled team of paid staff	<h3>Weaknesses</h3> <ul style="list-style-type: none">• Sector and organisation increasingly dependent on short-term funding• Providing the service across a wide geographical area with poor transport links• Outdated CRM system not fit for purpose• A comparatively small organisation vulnerable to the impact of internal organisational problems and short term staffing• Statutory funding much reduced• New CO and trustees
<h3>Opportunities</h3> <ul style="list-style-type: none">• Well placed to provide VCSE support and form strategic partnerships• Increased commitment to the VCSE by statutory partners• Greater integration and partnership working throughout the Devon CVS network in partnership with DeVA• New emerging ideas and energy from newer staff members/trustees• Free digital training /support to improve our working systems and CRM technology	<h3>Threats</h3> <ul style="list-style-type: none">• Ongoing need to secure additional funding to cover core costs• Heightened expectation of what the sector / volunteering can deliver• Increasing gap between core funding and service costs threatening consistency of service as funding becomes more project dependent• Competition for the same funding pots by other charities / DeVA partners• Competitors such as Devon Communities Together• Not staying digitally up-to-date

Our Plan

What are our Goals?

- To re-establish our brand
- To raise awareness of what we offer to Mid-Devon communities
- To increase visibility
- To generate traffic to our website
- To grow our service use
- To meet our targets
- To improve and streamline our digital systems



Raising our Profile

One of our main aims in the forthcoming year is to raise our profile to fulfil our aims and become the leading voluntary sector organisation in Mid-Devon promoting, championing and supporting voluntary and community action.

Our strategic aims are to:

- Increase the numbers of organisations receiving ongoing information / bulletins from present 450 to 1000 by 2027.
- To re-establish a membership programme offering tiered benefits thereby improving ongoing support for our communities as well as a financial commitment to us from those we support.
- Demonstrate our impact to improve funding opportunities.
- Improve our marketing channels in a measurable way.

Marketing Channels

Over the course of 2024-27 we will ramp up our use of the following channels for raising public awareness of our service, developing brand awareness and generating leads:



Website

Purpose of channel

- Brand Awareness and information about Involve and its purpose / mission
- Provision of up-to-date advice and guidance and useful information for VSCE organisations in Mid Devon
- Regular quarterly newsletters
- Metrics to measure success

Actions:

- Promote our website more widely on every email, publication, social media to increase footfall.
- Develop our website to showcase our projects and demonstrate our impact.
- Measure website metrics quarterly to evaluate success.
- Create meaningful links with other organisation websites.



Social Media

Purpose of Channel

- Brand Awareness and promotion of Involve activities
- Useful information for Voluntary Sector
- Engagement with community and other organisations
- Demonstrating our impact through ongoing newsletters / posts

Actions:

- Engage regularly with other community groups to show presence and invite page likes to raise member numbers.
- Schedule regular weekly posts from Community Builders / projects to raise profile.
- Create themed campaigns i.e. celebrating volunteering which include community members.
- Measure social media metrics quarterly to evaluate success.



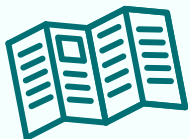
Newsletter

Purpose of Channel

- Brand Awareness and promotion of Involve activities
- Useful information for Voluntary Sector
- Engagement with community and other organisations
- Demonstrating our impact through stories and feedback

Actions:

- Regular quarterly newsletter to include input from our various projects and core teams.
- Create themed campaigns i.e. celebrating volunteering which include community members.



Flyers

Purpose of Channel

- Brand Awareness and promotion of Involve activities
- Useful information for Voluntary Sector
- Promote our values and mission as an organisation
- Demonstrate our impact

Actions:

- Create a flyer detailing the overall work of Involve to be distributed at outlets such as libraries, community centres, shops, charities etc. and to give to our members.
- Include our values and mission on all flyers produced for Involve including core work and projects.



Devon Connect

Purpose of Channel

- An online hub promoting volunteer opportunities, activities and events
- Useful information for Voluntary Sector
- Engagement with community and other organisations
- Creating connections and networking opportunities

Actions:

- Engage regularly with other community groups to show presence and raise member numbers.
- Regularly add activities and events.
- Create themed campaigns i.e. celebrating volunteering which include community members.
- Measure hub metrics quarterly to evaluate success.
- Hold training events on how to make the most of Devon Connect.
- Actively promote Devon Connect to our Mid Devon communities to expand membership.

Marketing Development

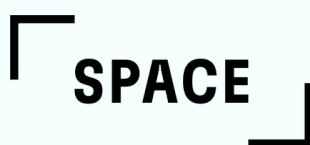
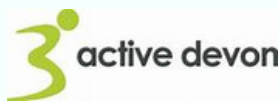
In order for us as an organisation to stay ahead we need to appoint a dedicated marketing / communications coordinator to fulfil our marketing objectives. This will be part of our overall strategic plan and be included in our budgeting and fundraising from 2025.

We are reviewing our CRM system and undertaking Digital Leadership training with a view to upgrading all our working systems to become more streamlined, up-to-date and user friendly in the forthcoming year. As part of this we will upgrade our approach to evaluation and outcomes to demonstrate the positive effects of Involve's work across Mid Devon with a comprehensive Evaluation and Impact Report which will inform future delivery ensuring sustainable and long lasting benefits for all.

Our Supporters



Involve Voluntary Action in Mid Devon is always grateful to receive funding and other support to enable us to continue our work with our voluntary sector and communities. We would like to extend our gratitude to the groups and organisations who support our work:



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VOLUNTARY ACTION IN MID DEVON

Our 3-Year Plan



We will build a strong and vibrant VCSE sector within our communities through asset-based community development and support. We will put a framework in place so communities know where to go for support and how to establish services within their community meeting need and becoming more sustainable and resilient. The benefit of our work will be the wellbeing of everyone resident or working in Mid Devon communities.

Year One:

- **Consolidate our Community Builder/Connector offer** in Cullompton and Crediton and appoint Project Manager; use our knowledge of gaps in services to continue group support to fill gaps.
- **Appoint Tiverton Community Builder/Connector** to map assets; build trust and connections in Tiverton
- **Build on Cullompton Community Friends online directory** extending similar resources elsewhere using strong community-asset groups to host the website.
- **Appoint dedicated Volunteer Support Coordinator** to provide advice and guidance and deliver annual volunteer fairs in each main town.
- **Set up new Volunteer Hub in Tiverton.**

Year Two:

- **Appoint Publicity and Events Coordinator** to create content; provide 4 additional training events each year on topics requested by local groups including a funding event.
- **Consolidate Tiverton Community Builder offer**, set up community directory.
- **Adapt volunteer support** to initial year findings. Consult on, and create diverse opportunities based on talents and strengths
- **Appoint rural community builders**; map assets; build trust and connections in rural areas to set a base life-satisfaction rate; discover gaps and challenges.
- **Design regular feedback mechanisms** so community members can observe our impact and how future offers would benefit.
- **Assess and learn** from events, training, funding and volunteer fairs.
- **Volunteer Coordinator** will work with under-represented groups.

Year Three:

- **Review learning from years 1 & 2** to meet new challenges.
- **Full impact assessment**, consultation / survey to assess satisfaction with connecting and volunteering opportunities and support.
- **Report and plan**; future continuation of our work.

INVOLVE VOLUNTARY ACTION IN MID DEVON

Phone: 01884 219833

Email: admin@involve-middevon.org.uk

Website: www.involve-middevon.org.uk

Charity no: 1177169

Involve Voluntary Action in Mid Devon is a registered Charitable Incorporated Association (CIO). Following our initial set up as a Volunteering Centre in 1985 in Tiverton, we were then newly established as a charity in 2018 to serve the voluntary and community organisations across Mid Devon. We are a core member of Devon Voluntary Action (DEVA), under whose umbrella we are also members of the National Association for Voluntary and Community Action (NAVCA) and the National Council for Voluntary Organisations (NCVO). Through collaboration with strategic partners and our voluntary sector, Involve works to make a real difference for Mid Devon communities.





Crediton Community Builder Project Review

September 2023-June 2024

STENZOCO

01.

Introduction

02.

Homes for Ukraine

03.

Celebration of Youth

04.

Macmillan Cancer

05.

Vintage Farmers

06.

Parent Peer Support

07.

Volunteers Week

08.

Park Fun 24

09.

Community Feedback



Tamlyn Fraquin
Crediton Community Builder

I work to build meaningful relationships that enable individuals and groups to collaborate effectively. By focusing on shared objectives, I help facilitate a sense of unity and common purpose. My goal is to strengthen community bonds and promote resilience, ensuring that communities are better equipped to face challenges and thrive together.

Understanding the impact of this work is crucial; I continually assess how these efforts improve cooperation, foster stronger connections, and enhance the overall well-being of the community. Measuring the 'success' of community work can be difficult. But by evaluating these outcomes, I can refine my approach and amplify the positive effects, ensuring sustainable and long-lasting benefits for all involved.

HOMES FOR UKRAINE

Objective: To provide insightful feedback on the experiences of the Ukrainian community, their hosts and supporters.

Worked with Crediton based artists to design creative workshops that would be engaging and allow expression, to facilitate the sharing of ideas and experiences.



38 attendees from the Ukrainian community attended the 5 workshops.

‘Thank you, my friend has not smiled for months. Today she has laughed’



The work was displayed at The White Room Christmas Art & Craft Fair in December 2023.

Over £300 from the raffle was donated to Welcoming Refugees in Crediton.

CELEBRATION OF YOUTH

Objective: To build an understanding of the needs within the community for our youth. To bring key stakeholders together to develop solutions and create a Youth Forum.

Through our community engagement, it was clear one of the key areas to focus upon was the youth. We looked to develop our understanding of need with the Youth Survey.

In January 2024, we held our 'showcase' event at the Lords Meadow leisure centre.



22 Groups, Clubs and Activities with stalls

Over 200 attendees

Commintent from QE to run the event bi-annually

Responding to needs identified in the survery, development of work with the introduction of new sessions at the Youth Clubs, the Parent Peer Group and the Summer Programme - Park Fun '24.



Over 170 responses to the survey



MACMILLAN CANCER

Objective: To listen and understand the challenges faced by those diagnosed with cancer, their families and support networks.

Working with the Mid Devon PCN and Macmillan, we held two events, inviting those affected by cancer to join us.



2 'Listening Cafe' events held in January 2024

46 Attendees

3rd Year medical students

Strong levels of feedback

"This has been the first time I have been able to speak about how my husbands' diagnosis has affected me. Thank you for listening"

The quality and levels of feedback formed the basis of the successful grant application to Macmillan. We have secured funding of £5,000 to host events and support groups that will meet the needs of our community.

The CREDITON & AREA Cancer Support network will be launched in September 2024.



**"It was great to talk to other people.
You can feel very alone"**

VINTAGE FARMERS

Objective: To find solutions to combat isolation amongst the older rural community

Social isolation in rural area, mental health and suicide levels are well documented within the farming community. Many social spaces have been lost - markets, farm sales and village pubs. We are working to bring events and meeting spaces back for our Vintage Farmers.

April 2024

**51 joined us for our first meeting
Breakfast with the FCN**



**Like fine wine, our farmers
just get better with age**

**"I lost my wife 7mths ago. This is the first
time I have been out"**



May 2024

**32 joined us for our
'Coffee and catch-up'**

4 new members

**"I saw it in the paper, and told my son to bring
me to the next one. I am 94. Four generations
live on the farm, but I can still feel lonely"**

Meetings and
events are
booked
throughout 2024



PARENT PEER SUPPORT

Objective: To establish a parent peer group In response to needs identified in the Youth Survey.

A number of responses identified the need for support for parents. Further community engagement, work with the schools, Action for Children, DIAS and the PCN clarified the need.



PARENT PEER SUPPORT

Are you a Mum, Dad, Grandparent or carer who would like to expand your support network?

Would you like to chat with other parents? Talk to people who are going through the same as you?

A chance to just stop and take a breath?

Join us for a cuppa and a chat.

NEXT MEETING

WHEN: THURSDAY 30TH MAY 2024

TIME: 11AM - MIDDAY

WHERE: CREDITON LIBRARY
BELLE PARADE
CREDITON

For more information, please contact
Tamlyn at Involve Mid Devon
Tamlyn@involve-middevon.org.uk
Tel: 0771901492

INVOLVE
Led by the Community
for the Community

CREDITON
YOUTH CLUB

An expression of interest event was held across 2 days on April.

The engagement has encouraged us to establish a Parent Peer Support Group.



We have been provided space at Crediton Library, and have dates booked for 2024. We will continue to work with statutory bodies and charities to ensure we provide the highest levels of support.

"I didn't know where to turn. I feel so much better now. It just gets so lonely"

VOLUNTEERS WEEK

Objective: To utilise National Volunteers Week in June 2024 to promote and encourage volunteering.

Brought our charities, community groups and societies together to celebrate volunteers with a Stall at the Farmers Market and strong social media presence.



Flying the flag for volunteering



What an amazing day!

Thank you to everyone who gave up their Saturday morning to support the Volunteering Stand at the Farmers Market. Your commitment to our community is truly inspiring.

Our stand kicked off the start of **National Volunteers Week**. It is a week in which we celebrate volunteers and say thank you for the contribution that they make.

We will be sharing inspiring stories throughout the week.

Thank You

Paula Martin, Health & Wellbeing Manager, Mid Devon Healthcare Primary Care Network with Cllr Frank Letch and Cllr Margaret Squires who kindly supported the purchase of the Volunteer Flags via their locality fund.

The flags are available to community groups and charities and societies across the area to use.

What could you do?



Find out how you can get involved



Tamlyn@involve-middevon.org.uk
Tel: 07719014912



7 groups represented in person

16 groups represented with leaflets and information

Social Media posts across 7 days, with over 300 engagements



THANK YOU!

celebrating the amazing contributions volunteers make to our community



Name: Karen

Organisation: Crediton and District Lions Club

Lions are ordinary people who do extraordinary things to help others and support good causes throughout the British Isles. Globally we have more volunteers in more places than any other service club organisation, and love to step forward to volunteer, help others and make things happen.

What inspired you to start volunteering?

I was inspired by a member who I have worked alongside for other charitable organisations. I felt honoured when she asked me to join The Crediton and District Lions. I knew little about the Lions but remembered the work they did at the local covid clinics. As a member of the covid team I was humbled by their support in all weather conditions imaginable, marshalling in the car park. These clinics would not have run so smoothly without any one of the volunteers.

What do you find most rewarding?

I am rewarded just by knowing that our actions and fund raising can make a difference to both individuals and local organisations. I volunteer with some inspirational people and have developed new friendships, knowing should any one of us need support we would be there for them.

What impact does it have on the community?

I would like to think that as Lions we can make a difference to both individuals and local community groups when they need either financial support or assistance.

What advice would you give someone considering volunteering for the first time?
I would recommend volunteering to anyone. You can get as much or as little of your time as your work and family commitments allow. As well as making a difference to other people's lives, there are opportunities to learn new skills, broaden your friendships and share ideas and experiences with other volunteers.

How can someone get in touch?

If you want to know more about Crediton and District Lions, our President Ann would love to hear from you! Text or call her on 07959 966987



THANK YOU!

celebrating the amazing contributions volunteers make to our community



Name: Jane

Organisation: Royal British Legion

The Royal British Legion is the largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities, providing support wherever and whenever it's needed.

Jane is Branch Treasurer for Crediton and Poppy Appeal Organiser for Crediton and Hamlets.

She arranges the collections at Morrisons and Tesco in the town. She encourages other organisations such as the Army Cadets, Lions and Rotary to assist in collecting. At Remembrance she supports boxes to go out to the local businesses, schools and villages.

Jane also arranges the wreaths for Remembrance Sunday and throughout the year as necessary. She has worked tirelessly for the commemoration of the 80th anniversary of the D-Day Landings, including the placing of the poppies throughout the Square.

What inspired you to start volunteering?

My parents were ex-service and I served 16 1/2 years in the Territorial Army Medical Unit.

What do you find most rewarding?

I enjoy helping people and bringing people together.

How can someone get in touch?

website: www.britishlegion.org.uk

email: crediton.secretary@rblcommunity



THANK YOU!

celebrating the amazing contributions volunteers make to our community



Name: Cheryl

Organisation: Crediton Area History & Museum Society

The society is an all-volunteer organisation which runs the town museum, including its family and house history Research Corner.

What inspired you to start volunteering?

While I was working I had no time to engage with my local community, so in the first week of retirement I enrolled around Crediton until I came to the Museum, I was warmly welcomed in and briefed on the current exhibition. I found it interesting and chatted to the steward, who invited me to spend some time with her to find out more about volunteering there. In the first year, I regularly stewarded and enjoyed meeting many local people and learning more about my home town.

What do you find most rewarding?

I love bringing local history to life through the lives of ordinary people and passing my enthusiasm on to others. I particularly enjoy talking to local schools and to children who visit the Museum, sparking their interest in local history through stories and exhibits. In the past few years, I have become involved in running Summer exhibitions with other members of the team, focussing on a different subject each year. I am also on the Committee with the aim of helping the Society continue to preserve our history and share it with the local community.

What impact does it have on the community?

Our history is important to so many people in the community, which is shown by the huge amount of interest and the many people who visit. For a small museum, which is only open for seven months a year, three and half day a week, we logged nearly 1700 visitors last year. We are always open to working with other local organisations and schools.

What advice would you give someone considering volunteering for the first time?

If anyone has a few hours to spare, and is considering volunteering, I would definitely recommend them to do so. It has made such a difference to my retirement. I have met so many people and really enjoy learning new things about the history of my local area.

How can someone get in touch?

If anyone is interested in learning more, please contact on www.info@creditonhistory.org.uk



PARK FUN '24

Objective: To provide free or low cost events and activities throughout the summer break for the Youth.

Led by Cath Kelly, Crediton Youth, I am supporting a programme of Summer Events, to be held at Newcombes Park. This is a continuation of the 'Celebration of Youth' work, directly responding to needs identified.



- 40 free places for Woodlands
- 80 free places on Premier League Kicks day
- 40 free Totum Pole Creative workshop places
- 3 days of 'festival fun'
- Free BBQ on each day



Working with the Heart Project and Exeter City Community Trust we have an exciting diary of events throughout the summer holidays. Supported by Morrisons, Tescos and The Lions, we will be providing a hot meal too.



CREDITON IN & AROUND



CREDITON
TOWN COUNCIL



COMMUNITY FEEDBACK

Since Tamlyn has been in post we have collaborated on some much needed projects for our community, Vintage Farmers, Cancer patients, setting up the youth forum and so many more. Tamlyn is an expert in her field , building relationships, networking, listening to what the community needs and then goes above and beyond to get it set up. Tamlyn managed to secure a 5k funding from MacMillan to support our community with cancer. I highly recommend Tamlyn as she is an essential cog in the wellbeing wheel.

Paula Martin
Health & Wellbeing Manager
Social Prescribing Team
Mid Devon Healthcare Primary Care Network



Over the past nine months Tamlyn has had a significant impact on our community by supporting existing groups, building networks and initiating new services. We have been particularly impressed by her work to develop much needed support groups for parents and retired farmers. Her work to promote youth groups has also been invaluable and has inspired us to develop a youth section on our community website.

Rosemary Stephenson
Chair of CREDITON Heart Project Chair
Editor of Crediton In & Around website



Tamlyn's work has continued to grow, improve and strengthen the Crediton community, offering support, knowledge and professionalism to various areas of work. Crediton Town Council has particularly appreciated her support with the Crediton Youth Service and the various outcomes of our survey, including the creation of a parent/carers support group.

Rachel Avery FSLCC
Town Clerk and Responsible Finance Officer
Crediton Town Council



COMMUNITY FEEDBACK

Tamlyn did such an amazing job, coordinating an impressive community event for children and teenagers where all the local clubs and societies had information and showcasing stands at the local leisure centre. It was put on so schoolchildren could visit during schooltime and also parents were able to visit with their children and teenagers after school too. Such an important event, that must have taken hours to organise, with beneficial and far-reaching consequences that can't be quantified. Tamlyn, who is friendly, approachable and organised, put hours of work into executing this successful event that was attended by many children, teenagers and adults.

**Beth Vaughan
Crediton Library
librariesunlimited.org.uk**



I have been working alongside Tamlyn over the last few months to create what is now called the Vintage Farmers Group, meeting once a month, (Tamlyn has done most of the work) for older farmers. This has been well received with over 50 attending. One couple hadn't been out anywhere in the last 6 months, another whose wife had died also hadn't been out for a similar time, and another man aged 94 insisted his son would bring him along. This has been great in building community togetherness for an area of society prone to isolation. Tamlyn's enthusiasm and caring nature in coordinating it all is fantastic. I wish we could replicate this in other places across Devon.

**Richard Sampson
Regional Support Officer
Devon Farming Community Network**



COMMUNITY FEEDBACK

Firstly, I would like to start by pointing out how much of an asset Tamlyn is to our community here in Crediton. You will not find many individuals that truly care as much for locals and trying to better their lives.

I recently started my role as Operations Manager here at Age Concern Crediton, one of the first people to welcome me was in fact Tamlyn. She was extremely kind and very knowledgeable; she made me aware of existing projects that are currently being undertaken in the town and surrounding areas. Not only this she also fired ideas that she would like to put in place for the future, all of which sound fantastic.

My line of work is all about supporting over 55's in our local community, Tamlyn has recently set up a group 'Crediton Vintage Farmers' whereby local retired/semi-retired farmers can all come together for a coffee and cake and share their experiences and spend time with others that they can relate to. Tamlyn identified there is a great need to beat isolation within the farming community, she did research into insolation of farmers, and noted the local farmers markets that used to exist locally, (which was used as a community hub for farmers) have all, but few closed down. Leaving very minimal places for farmers to come together, especially of that generation.

She has a great social media presence, always posting and interacting with other charities and organisations to gain awareness for all aspects of the community from children and young people through to my line of work. You will see Tamlyn a lot around the community, she always supports local events, this is when she has time outside of work! My understanding is that she has a post of 12hrs a week, I can almost swear upon the fact she does a lot more than this!

It has been a great pleasure to meet Tamlyn and I know first hand how much of impact she has on all aspects of our community

Chelsea Yelland
Operations Manager
Age Concern Crediton

AGEconcern
Crediton & District

ACKNOWLEDGEMENTS

None of the work detailed would of been possible without the support, kindness and commitment of those who have collaborated on these projects and welcomed me in this fantastic community.

Paula Martin and the team at Mid Devon Primary Care Network
Rosemary Stephenson and the team at the Heart Project
Cath Kelly, Crediton Youth Service and team
Rachel Avery and all at Crediton Town Council
Paula, Suzanne, and all at QE
Chelsea Yelland the team and trustees at Age Concern, Crediton
Richard Samson, FCN
Cllrs Frank Letch and Margaret Squires and their support for the DCC locality fund
Hazel Everly and all at the Crediton Lions
Sue and the team at Crediton Library
Di, Macmillan Cancer
Crediton Congregation Church
Bindy, The White Room Creative Space
Sarah and the team at DIAS
Alan and all at the Crediton Courier
Action for Children
Age Uk Devon
Exeter City Community Trust
Crediton Town Police
Jennie and all at Welcoming Refugees Crediton
Every Club, group and society that attended the Celebration of Youth event
And every member of our amazing community.

Thank you for your continued support

Tamlyn Fraiquin
Crediton Community Builder
Phone: 07719014912
email: Tamlyn@involve-middevon.org.uk
Website: involve-middevon.org.uk

Constitutions of a Charitable Incorporated Organisation (CIO) whose only voting members are its trustees

Date of constitution (last amended)

13-02-2018

1. Name

The name of the Charitable Incorporated Organisation is **INVOLVE – Voluntary Action in Mid Devon**

(and in this document it is called **INVOLVE or The CIO**).

2. National Location of Principal Office

The Principal office of the **CIO** is in England

3. Objects

To support the efficiency and effectiveness and the effective use of charitable resources of third sector organisations in Mid Devon by:

1. Providing support to assist in their good governance.
2. Building their capacity through support, advice and information services.
3. Liaising with and co-ordinating with them to provide charitable services to improve the lives of the citizens in Mid Devon.
4. Facilitating co-operation and partnerships to promote their services by bringing them together with public agencies and statutory authorities in Mid Devon.
5. Identifying gaps in charitable services and supporting them to fill those gaps.
6. Providing advocacy for them and their ultimate beneficiaries, particularly with regard to having their views heard by policy makers, service providers and funders.
7. Maintaining a database of their services and projects which benefit people in Mid Devon.

In these objects the following definitions apply:

- a) “Third sector organisations” means charities, voluntary organisations and social enterprises.
- b) “Charities” are organisations which are established for exclusively charitable purposes in accordance with the law of England and Wales.

- c) “Voluntary organisations and social enterprises” are independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution.
- d) Voluntary organisations and social enterprises do not include local government or other statutory authorities.

4. Powers

The **CIO** has the power to do anything which is calculated to further its object(s) or is conducive or incidental to doing so. In particular the **CIO** has power to:

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

- (a) An **INVOLVE** trustee is entitled to be reimbursed from the property of the **CIO** or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of **INVOLVE**
- (b) An **INVOLVE** trustee may benefit from trustee indemnity insurance cover purchased at the **CIO**'s expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the **CIO** may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the **CIO**.
- (3). Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorized by Clause 6.

6. Benefits and payments to CIO trustees and connected persons

(1) General provisions

No **INVOLVE** trustee or connected person may:

- (a) buy or receive any goods or services from the **CIO** on terms preferential to those applicable to members of the public;
- (b) sell goods, services or any interest in land to the **CIO**;
- (c) be employed by, or receive any remuneration from **INVOLVE**;
- (d) receive any other financial benefit from the **CIO**;

unless the payment is permitted by sub-clause (2) of this clause, or authorised by the court or the Charity Commission ('the Commission'). In this clause, a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

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

- (a) An INVOLVE trustee or connected person may receive a benefit from the **CIO** in the capacity of a beneficiary of **INVOLVE** provided that a majority of the trustees do not benefit in this way.
- (b) An INVOLVE trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the **CIO** where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause an INVOLVE trustee or connected person may provide the **CIO** with goods that are not supplied in connection with services provided to the **CIO** by the trustee or connected person.
- (d) An **Involve** trustee or connected person may receive interest on money lent to the **CIO** at a reasonable and proper rate which must not be more than the Bank of England bank rate (also known as the base rate).
- (e) An **Involve** trustee or connected person may receive rent for premises let by the trustee or connected person to the **CIO**. The amount of the rent and the other terms of the lease must be reasonable and proper. The **CIO** 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) An **Involve** trustee or connected person may take part in the normal trading and fundraising activities of the **CIO** on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The **CIO** and its 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 goods is set out in an agreement in writing between the **CIO** and the **CIO** trustee or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the **CIO**.

- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - (c) The other charity trustees are satisfied that it is the best interests of the **CIO** to contract with the supplier rather than with someone who is not an **Involve** trustee or connected person. In reaching that decision the **CIO** trustees must balance the advantage of contracting with a **CIO** trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is a discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the **CIO**.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the **CIO** trustees in the minute book.
 - (g) A majority of the **CIO** trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) 'the **CIO**' includes any company in which the **CIO**:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares or;
 - (iii) has the right to appoint one or more trustees to the board of the company.
 - (b) 'connected person' includes any person with the definition set out in clause **30** (Interpretation).

7. Conflicts of interests and conflicts of loyalty

A Charity trustee must:

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

Any **CIO** 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 **CIO** trustees on the matter

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

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

9. Charity Trustees

(1) Functions and duties of Charity Trustees

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

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the **CIO** in the way he or she decides in good faith would be most likely to further the purposes of the **CIO**; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to
 - (1) any special knowledge or experience that he or she has or holds himself or herself out as having and

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

(2) Eligibility for trusteeship

- (a) Every trustee must be a natural person
- (b) No individual may be appointed as a charity trustee of the **CIO**: -
 - if he or she is under the age of 16 years or
 - if he or she would automatically cease to hold office under the provisions of clause (12.1e)
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the **CIO** must be over 18 years of age or over. If there is no trustee aged at least 18 years the remaining trustees may only act as to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) Number of Charity trustees

There must be a minimum of three trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the **CIO's** trustees, or appoint a new charity trustee.

The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum

(4) First Charity Trustees

The first charity trustees are as follows:-

Paul Williams (for 4 years)

Dennis Knowles (for 3 years)

Nicole Summers (for 2 years)

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of **(three)** years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment a charity trustees must have regard to the skills, knowledge and experience needed for the effective administration on the **CIO**.

11. Information for new charity trustees

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

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

12. Retirement and removal of charity trustees

- (1) A trustee shall cease to hold office if he or she
 - a. Retires by notifying the **CIO** in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings)
 - b. :is absent with the permission of the charity trustees for 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 **CIO** of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months
- e. Is disqualified from acting as a charity trustee by virtue of sections 278-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision)

(2) Any person retiring as a charity trustee who is not eligible for reappointment

13. Taking of decisions by Charity Trustees

Any decision may be taken either:

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

14 Delegation by charity 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 charity trustees may at any time alter those terms and conditions or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - a. A committee may consist of two or more persons, but at least one member of each committee must be a charity trustee

- b. The acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable and
- c. The charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers

15. Meetings of charity trustees

(1) Calling meetings

- a. Any charity trustee may call a meeting of the charity trustees
- b. Subject to that, the charity trustees shall decide how their meetings are to be called and what notice is required.

(2) Chairing meetings

The charity trustees may appoint one of their number to chair their meetings and, at any time revoke such appointment. If no-one has been appointed, or if the person appointed is unwilling to preside or is not present with ten minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair the 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 to be taken. The quorum is **three** or the number nearest to one third of the total number of trustees whichever is the greater. Or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote

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

(4) Participation in the meetings by electronic means

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

16 Membership of the CIO

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

17. Informal or associate (non-voting) membership

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

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

(1) Any decision to:

- a. Amend the constitutions of the **CIO**
- b. Amalgamate the **CIO** with, or transfer its undertaking to , one or more other **CIOs** in accordance with the Charities Act 2011; or
- c. Wind up or dissolve the **CIO** (including transferring its business to any other charity)

Must be made by a resolution of the members of the **CIO** (rather than a resolution of the charity trustees)

(2) Decision of the members may be made either :

- (a) By resolution at a general meeting; or
- (b) By resolution in writing, in according 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. These provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

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

- a. A copy of the proposed resolution has been sent to all the members eligible to vote; and

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

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

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the **CIO**. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the **CIO** as specified in clause **(16)** (Decisions which must be made by members of the **CIO**).

(2) Notice of general meetings of members

(a) The minimum period of notice required to hold a general meeting of The **CIO** is fourteen days

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

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

(3) Procedure at general meetings of members

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

20. Saving provisions

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

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

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

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

21. Execution of documents

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

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

22. Use of electronic communications

(1) General

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

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

23. Keeping of Registers

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

24. Minutes

The charity trustees must keep minutes of all:

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

(4) decisions made by the charity trustees otherwise than in meetings.

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

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

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the **CIO**, but such rules or by 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 **CIO** on request.

27. Disputes

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

28. Amendment of constitution

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

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the **CIO**; or

(b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the **CIO** called in accordance with clause 19 (General meetings of members).

- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the **CIO** or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the **CIO's** constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the **CIO** may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the **CIO** can only be made:
 - (a) at a general meeting of the members of the **CIO** called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the **CIO**.

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

- (a) Any resolution for the winding up of the **CIO**, or for the dissolution of the **CIO** without winding up, may contain a provision directing how any remaining assets of the **CIO** shall be applied.
- (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the **CIO** shall be applied.
- (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the **CIO**.

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

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

- (i) a copy of the resolution passed by the members of the **CIO**;
- (ii) a declaration by the charity trustees that any debts and other liabilities of the **CIO** have been settled or otherwise provided for in full; and
- (iii) a statement by the charity trustees setting out the way in which any property of the **CIO** has been or is to be applied prior to its dissolution in accordance with this constitution;

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

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

30. Interpretation

In this constitution:

“connected person” means:

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

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

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

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



PROJECT REVIEW

CREDITON & AREA VINTAGE FARMERS GROUP



Written by Tamlyn Fraiquin
Crediton Community Builder
Involve Mid Devon

December 2024



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Social isolation among older farmers has far-reaching consequences, not only for their well-being but also for younger farming generations. As older farmers face loneliness and declining mental and physical health, the burden of care often falls on younger family members.

Addressing the isolation of older farmers benefits the entire farming community.

By reducing social isolation, we not only improve the quality of life for older farmers but also alleviates the stress on younger farmers, creating a more resilient and supportive agricultural community.

INTRODUCTION



OBJECTIVE

To create an engaging and welcoming social group for older farmers where they can connect with peers, share their wealth of knowledge, and enjoy a sense of community.

The group will offer opportunities for social gatherings and events fostering friendships and a renewed sense of purpose in a relaxed and supportive environment.

Tamlyn Fraiquin, Crediton Community Builder, Involve Mid Devon, and Richard Sampson, FCN Regional Support Officer for Devon, will collaborate to establish a successful and self-sufficient social group. Their combined expertise and community connections will ensure the initiative is well-supported and sustainable.

The planning phase is crucial to the project's success, as it lays the foundation for achieving its goals. While the first milestone is the launch event, significant work must be completed beforehand, including identifying the target audience and, most importantly, determining how to attract the older farming generation.

This involves tailoring outreach strategies such as using local networks, agricultural businesses, trusted community leaders, and accessible communication channels such as local newspapers and village notice boards. Social Media has proved successful, alerting younger generations to the group facilitating new members.



February 2024

Design of Poster and dissemination of information via:

- NFU
- FCN Volunteers
- Mole Avon Trading
- Crediton Milling
- Crediton Dairy
- St Boniface Vets
- Jonathan Woods Vets
- Rural Churches
- Exeter Cattle Market
- Rural notice boards (Lapford/Sandford/Bow etc)
- Social Media - Community Pages
- Mid Devon Primary Care Network - Social Prescribing Team

March 2024

As above plus

- Article in the Crediton Courier
- Stall at Mole Avon member evening

April 2024

- **Launch Breakfast Meeting**
- Crediton Courier attendance
- Local Community Police attendance

PLANNING

CREDITON & AREA RETIRED FARMERS GROUP BREAKFAST MEETING

We are holding an expression of interest event for a new community initiative the 'Credition & Area Retired Farmers Group'.

If you live in the Credition area and are a Semi-Retired or Retired farmer or aged 60 & over, please come and join us for a complimentary Breakfast to find out more.

Tuesday 16th April 2024

10am - 12 noon

**The Red Deer
Exeter Rd, Credition
EX17 3PH**

The Farming Community Network (FCN) is a voluntary organisation and charity that supports farmers and families within the farming community.

FCN volunteers provide support in a number of ways. To find out more visit fcn.org.uk

To book your free place, please contact Tamlyn at Involve
Tamlyn@involve-middevon.org.uk
Tel: 07719014912



CREDITON VINTAGE FARMERS

Credition Dairy Presentation + Q&A

Wednesday 30th October 2024

11.00am Meet for tea and coffee

11.30am Presentation and Q&A
Mr Andrew Butler
Agricultural Manager
Credition Dairy

12 noon Buffet lunch

Waterbridge Golf Course
Down St Mary, Near Credition
Devon EX17 5LG

The event is kindly sponsored by Credition Dairy, with limited places.
Please RSVP by Wednesday 23rd October

Please contact Tamlyn at Involve
Tamlyn@involve-middevon.org.uk Tel: 07719014912

The event is kindly sponsored by Credition Dairy



CREDITON & AREA VINTAGE FARMERS GROUP

CREDITON VINTAGE FARMERS
Like fine wine, our farmers just get better with age

Talk, Tour & BBQ, Elston Farm



Credition Vintage Farmers connects retired or semi-retired* members of the local farming community across the area.

We meet regularly for casual coffees, and events.

New Members always welcome

Elston Farm is a 160 acre regenerative beef and deer farm that is leading the way on a wide range of sustainable farming.

Join us for a Talk and Tour with Andy Gray, a thirteenth generation Devon farmer. We will then fire up the BBQ and enjoy a burger or 2.

Directions

Credition to Elston Farm - on approach to Copplestone take a sharp right-hand turn before the farm shop (first right after the car garage). Follow Elston Lane for 3/4 of a mile taking the second right into Elston Farm / M C Kelly.

Barnstaple to Elston Farm - take the A377 towards Credition, go through Copplestone and take the left hand turning after the farm shop. Follow Elston Lane for 3/4 of a mile taking the second right into Elston Farm / M C Kelly.

Wednesday 31st July

5pm Arrival

Tour & Talk

Followed by

BBQ

**Elston Farm,
Copplestone,
Devon, EX17 5PB**

Please book your place

Please contact Tamlyn at Involve
Tamlyn@involve-middevon.org.uk
Tel: 07719014912



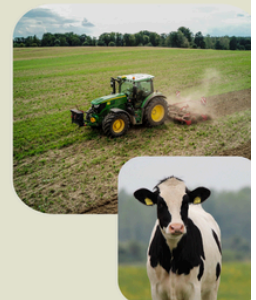
*Our definition of a retired or semi-retired farmer is any member of the farming community aged 60+, who possibly no longer works 70+ hours a week.

CREDITON & AREA VINTAGE FARMERS GROUP

CREDITON VINTAGE FARMERS
Like fine wine, our farmers just get better with age

Are you a retired or semi-retired* member of the local farming community?

Please join us to connect for friendship and conversation over a cuppa.



**Wednesday 27th
November 2024**

10am - 11.30am

**Homeleigh
Garden Centre**

**Barnstaple Cross
Credition, Devon,
EX17 2ER**

Catch up with old friends and meet new ones.

Come along, order a cuppa and pull up a chair.

Please contact Tamlyn at Involve
Tamlyn@involve-middevon.org.uk
Tel: 07719014912






*Our definition of a retired or semi-retired farmer is any member of the farming community aged 60+, who possibly no longer works 70+ hours a week.



FEEDBACK

The first Crediton meeting took place in April 2024, and since then, membership has steadily grown to 67. On the last Wednesday of each month, the group brings together between 34 and 54 members, highlighting the strong and consistent engagement within the community.

In December, we conducted a brief survey during the meeting, receiving 23 responses. Gathering feedback is crucial for understanding our current position, fostering engagement, and shaping the way forward.



We are introducing Vintage Farmers to other areas across the South West and would love your input to guide us. Your feedback is essential in helping us grow and improve.

Name

How did you find out about Vintage Farmers

What do you enjoy most about Vintage Farmers

Are there specific activities or events you would like to see?

What do you think is the best way to reach older farmers in new areas?

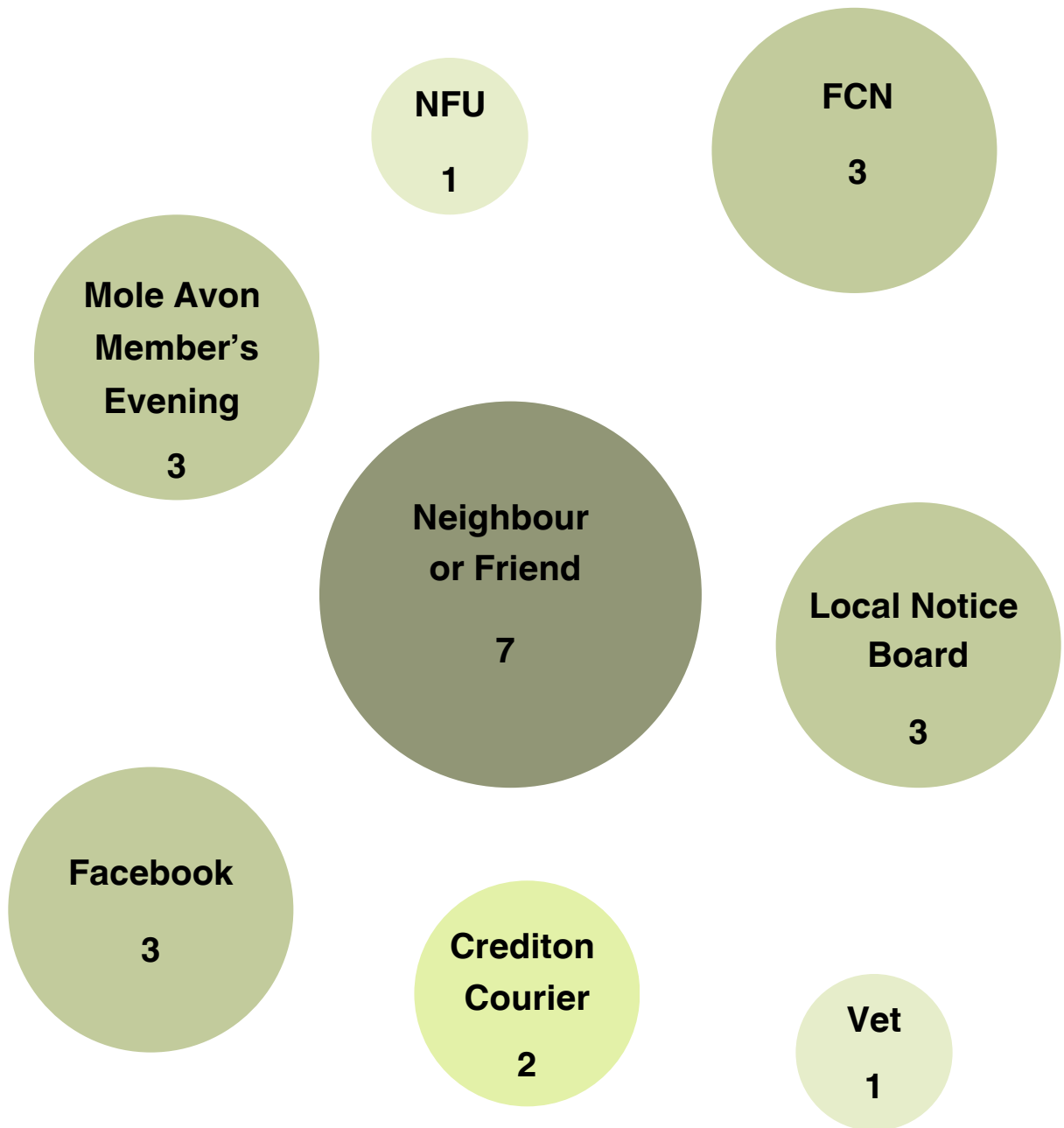
Additional comments or suggestions

Thank you for your time and insights—they mean a lot to us and will help us bring Vintage Farmers to more communities!

This insight will also guide the development of a strategy to expand vintage farmers into other areas, helping to establish social groups for the older generation where they are most needed.

How did you find out about Vintage Farmers?

FEEDBACK



What do you enjoy most about Vintage Farmers?



Being in the company of like minded people

Giving me a reason to go out! - thank you

Enjoying everyone's company

Meeting people with a shared interest

Meeting up with old friends in a social atmosphere

Going on the farm walk - and the chance for a good natter!

Chance to meet up with friends and meet new people

Meeting and chatting

Meeting up with people from my past and sharing stories

Meeting others and the opportunity to visit different places

The friendliness and warmth of all attending

Talking about the old days



FEEDBACK

ADDITIONAL COMMENTS



Very well organised, thank you for keeping in touch.

They are very good events, something we look forward to every month. Very many thanks for all you do.

Excellent. Thank you.

A most enjoyable way to meet up with like minded people in a relaxed atmosphere. Highly recommended! Thank you.

Splendid. The meetings take place during the day - the elderly sometimes are unable or want to go out at night.

Thank you for giving me a reason to get out again.

It is great to see everyone.

I look forward to the last Wednesday of the month!



Launch Event - April 2024

FCN Funded Launch Breakfast
held at the Red Deer, Crediton

51 Attendees



Elston Farm Visit - July 2024

Mr Andy Gray, Elston Farm
Engaging Farm tour and talk
BBQ, cider punch and conversation



Crediton Dairy Lunch and Talk - October 2024

Crediton Dairy sponsored Lunch
Talk by Mr Andrew Butler,
Agricultural Manager



Coffee & Catch-up November 2024

Monthly coffee at Homeleigh
Garden Centre
Regular attendance of
30 - 42 members



Market the launch event well

Effectively marketing the launch event is essential.

Feedback has shown that members have discovered Vintage Farmers through a variety of channels, highlighting the importance of using diverse methods to reach a wide audience and maximize engagement.

Listen to the members - they lead the direction of the group

We removed the reference to 'Retired' as feedback from the group felt this term was not relevant to them - Vintage Farmers was born!

Changed location to Homeleigh Garden Centre following negative feedback on original base, and saw an increase in attendees.

Keep in Contact

Capture contact details for all attendees and keep in touch. Share the contact with volunteers in the groups - aim to keep everyone connected.

Identify volunteers / Leads for the group

The key objective is sustainability, achieved by encouraging members to take ownership of the group. Supporting and empowering members to arrange visits and meetings not only strengthens their sense of responsibility but also fosters a renewed sense of purpose, ensuring long-term engagement and success.

We would like to extend our heartfelt gratitude to everyone who contributed to the success of this project.

A special thanks to:

Mr. Roger Pennington for his invaluable support.

Mr Andy Gray, Elston Farm for hosting the July event.

Mr Andrew Butler, Crediton Dairy for hosting the October event.

Stu and the team at Homeleigh Garden Centre for their warmth and hospitality.

The team at The Red Deer, Crediton.

Finally, we are deeply grateful to the local farming community and all who offered their time, resources, and encouragement. This project is a testament to the strength and spirit of our community, we couldn't have achieved it without your support.

Thank you all for helping us make a difference.

Tamlyn & Richard

Contact

Tamlyn Fraiquin, Crediton Community Builder

Involve Mid-Devon

Tamlyn@involve-middevon.org.uk



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

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

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

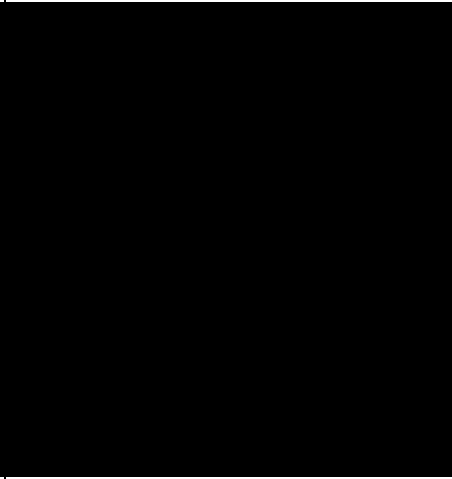
Applications will be scored using the criteria set out within the Community Grants Policy.

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

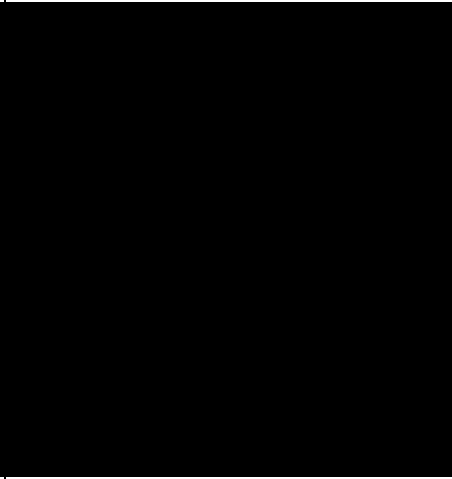
Further information can be found at: www.credition.gov.uk

Name of Organisation	THE FOLKLORE LIBRARY AND ARCHIVE	
Name of Project or Activity	Saving Credition and Mid Devon's Hidden Heritage	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	01/2025	01/2026
Amount of funding requested from CTC	£3,000	

Contact Details

Name of the person making the application	Mark Norman
Position in organisation	Librarian / Archivist
Email address	
Telephone number	

Organisation details

Address	

Website	www.folklorelibrary.com
Social media links	Twitter: @LibraryFolklore or facebook.com/folklorelibrary
Description of organisational purpose	<p>The Folklore Library and Archive is a registered charity, no 1203418. Our patron is Michael Rosen. The objects of the charity, as recorded in our constitution, are:</p> <p>To advance education for the public benefit by establishing and maintaining a folklore library and archive, to collect, preserve and make available for the future folklore-related materials for the benefit of research and public interest, contribute to the preservation and conservation of diverse folklore heritage materials for the public good and to increase accessibility to folklore and heritage materials for the benefit of the public.</p> <p>We hold the <i>Devonshire Folklore Collection</i> amongst our important Special Collections and aim to work closely with Crediton Library, in whose building we are based, to collect and preserve the heritage of the town and surrounding area.</p>
Bank details If you are successful, payment will be made by BACS	<p>Bank name: [REDACTED] Sort Code: [REDACTED] Account: [REDACTED]</p>

Project Details

1. Briefly outline the project that you have planned
<p>This project builds on previous small scale work within the Crediton community to identify hidden heritage items from people's personal collections, preserve these materials and make them freely available for everyone to access, to increase understanding and knowledge of the history and heritage of Crediton, its people and the surrounding area.</p> <p>The materials include, but are not limited to, personal photographs, film and video recordings, documents and oral history reminiscence. The project seeks to connect with all areas of the community, and especially the isolated and vulnerable, to help them to contribute and increase their health and well-being through interaction with project members and volunteers.</p>

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

Small scale work undertaken has already unearthed valuable materials, including the donation of the archives of the now defunct Townswomens' Guild, rare cine films of events in the town from the 1970s and other films of the local area which are waiting to be examined. This has allowed, to give one example, one lady in her 90s in Fordton the opportunity to be able to view family materials which had been unavailable to her for many years.

Heritage photo collection work has so far uncovered many hundreds of photographs of the local area which are now being made available to everyone.

Funding for this project on a larger scale will not only bring forward more material, but allow us to stage events, viewings, and work with schools and other groups in the town directly to facilitate discussion of the town's heritage.

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

The project enhances available assets related to the history and heritage of the town by increasing and diversifying physical and digital archives which are made freely available to everyone. In particular, through an extensive digitisation programme, all materials will be able to be examined by past residents and interested parties, wherever in the world they might be.

This, by extension, helps to enhance the reputation and profile of the town throughout the history and heritage sector; it is unusual to find locally based projects which look to unlock heritage materials in quite such an extensive way.

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

The work of the Folklore Library and Archive has international significance, and its reputation is being cemented on a local level by this and similar projects which shine a light on the Crediton and Mid Devon area.

This project will benefit anyone in the community who chooses to engage with it, and through our regular sharing of materials on social media channels, through the local press and in partnership work with the library, we have a direct impact on many hundreds of people each week.

Outreach programmes will have a positive impact on all of the local schools as well as members of local groups such as the U3A and Age Concern. We also work closely with the Crediton Museum and History Society members and volunteers.

We have started to forge links with the Turning Tides Project and will be able to work with those more vulnerable members of our community through this project to give them opportunities to participate.

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

Grant funding for this project will secure immediate needs to scale up the work being done. The Folklore Library and Archive will top-up funding for these immediate needs. Going forward, the charity will continue to fund access to all materials through its other work.

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

The Folklore Library and Archive already has a safeguarding policy in place and risk assessments are conducting on a case by case basis when required. Key volunteers are DBS checked and they will liaise with any groups who have a requirement for this.

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

We collaborate closely with the Reminiscence Project being run through Crediton Library and provide support to the work that they are doing. We are in close contact with Crediton Area History and Musuem Society, who have their own concerns at this time surrounding some of their own archives, and continue to work closely to help to find solutions there. We already have good links with the Turning Tides Project.

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

Outcome	Success will look like	How we will measure it
Good attendance at in-person events	Over 100 attendees in the first 6 months of the project	Booking sheets
High quality outreach	Links made with at least three community groups for collaborative working	Through collaborative work results
New heritage materials uncovered	500+ items digitised and made available through online archives	Uploaded material

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

What is the total cost of your project?	£5,313.00
How much funding would you like from CTC?	£3,000.00
Where will the remaining funding come from?	Folklore Library and Archive charity account

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Online archive provision	Industry standard futureproofed digital archiving through Preservica	2,304.00	1,000.00
External RAID hard drive	External file storage provision with built-in back-	1,689.00	1,000.00

	up for secure storage of materials		
Office rental	Rental of office space in Crediton for meetings, workflow and archive storage (£110/month)	1,320.00	1,000.00
	Sub Total	£5,313.00	£3,000.00
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL	£5,313.00	£3,000.00

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1,000.00
What was the project?	Stage 1 of this project, with a focus on film and video
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	None

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

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

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

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

Accounts ✓

Bank statement or paying-in slip ✓
(to double check bank details)

Constitution ✓

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

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

Signature 1 (person submitting form)

Mark Norman

Signature 2 (Chair or senior representative of the organisation)

Paul Cowdell (Chair of Trustees)

Typed entries acceptable for email applications

Date: 03/12/2024

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

Email: e.armitage@crediton.gov.uk

	FOLKLORE LIBRARY AND ARCHIVE ACCOUNTS 2023-2024			
DATE	DESCRIPTION	CREDIT	DEBIT	TOTAL
24 July 2023	Opening balance	£0.00		£0.00
24 July 2023	PayPal credit for opening account	£0.01		£0.01
24 July 2023	Friends group subscriptions	£20.00		£20.01
2 August 2023	Building Communities grant payment	£953.00		£973.01
21 August 2023	Purchase of iPad for Building Communities grant project		£150.00	£823.01
23 August 2023	Purchase of slide scanner for Building Communities		£239.00	£584.01
29 August 2023	Donations	£10.00		£594.01
21 September 2023	Income via EventBrite - Jim Causley concert	£186.36		£780.37
25 September 2023	Cash deposit - ticket income from Jim Causley concert	£170.00		£950.37
25 September 2023	Performer payment - Jim Causley concert		£98.91	£851.46
25 September 2023	Performer payment - Jim Causley concert		£98.91	£752.55
25 September 2023	Card payments - tickets for Jim Causley concert	£39.28		£791.83
17 October 2023	Purchase of exhibition boards for Building Communities		£188.99	£602.84
24 November 2023	Invoice to Libraries Unlimited for provision of Preservica access	£1,920.00		£2,522.84
8 December 2023	Grant payment from National Grid, Warm Spaces	£3,341.00		£5,863.84
12 December 2023	Friends group subscription	£10.00		£5,873.84
12 December 2023	DA Christmas event cash ticket income	£230.00		£6,103.84
15 December 2023	Friends group subscription Arnopp	£10.00		£6,113.84
18 December 2023	DA Christmas event card ticket sales less card fees	£126.85		£6,240.69
18 December 2023	50% profit share of Christmas Event to Devonshire Association		£178.42	£6,062.27
20 December 2023	Payment of Preservica upgrade to 31 Oct 2024		£1,920.00	£4,142.27
2 January 2024	Payment Warm Winters staffing admin and building staffing 2023		£200.00	£3,942.27
2 January 2024	Room Hire Warm Winters Invoice 117107		£19.40	£3,922.87
5 January 2024	Train tickets - Johnny Mains, event 19 January		£22.30	£3,900.57
5 January 2024	Hotel Room - Johnny Mains, event 19 January		£75.00	£3,825.57
15 January 2024	Payment Warm Winters staffing admin and building staffing 2024		£100.00	£3,725.57
15 January 2024	Warm Winters talk - Ashley Thorpe. Inv No 379		£100.00	£3,625.57

24 January 2024	Payment Warm Winters staffing admin and building staffing 2025		£100.00	£3,525.57
6 February 2024	Payment Warm Winters staffing admin and building staffing 2027		£100.00	£3,425.57
6 February 2024	Payment Warm Winters staffing Alison Littlejohn Harp event		£50.00	£3,375.57
6 February 2024	Payment Warm Winters admin for Harp event 2028		£50.00	£3,325.57
12 February 2024	Warm Winters concert - Paul Wilson		£100.00	£3,225.57
12 February 2024	Payment Warm Winters staffing admin and building staffing 2029		£100.00	£3,125.57
14 February 2024	Warm Winters concert - EJ Baldry		£100.00	£3,025.57
14 February 2024	Warm Winters event - Character Creation Roleplaying		£100.00	£2,925.57
19 February 2024	Payment Warm Winters staffing Alison Littlejohn film screening		£46.87	£2,878.70
4 March 2024	Payment Warm Winters staffing admin and building staffing 2032		£303.13	£2,575.57
4 March 2024	Payment Warm Winters staffing Beth Vaughan for Lisa Schneidau		£50.00	£2,525.57
4 March 2024	Warm Winters performance - Lisa Schneidau		£150.00	£2,375.57
4 March 2024	Warm Winters concert Jim Causley inv TFLAP01		£200.00	£2,175.57
4 March 2024	Room hire for Warm Winters Libraries Unlimited Inv 11789		£252.20	£1,923.37
18 March 2024	Warm Winters talk Emma Laws		£50.00	£1,873.37
18 March 2024	Warm Winters talk Kristy Turner		£100.00	£1,773.37
18 March 2024	Payment Warm Winters staffing 2033		£200.00	£1,573.37
25 March 2024	Payment Warm Winters staffing 2034		£100.00	£1,473.37
25 March 2024	Warm Winters talk Tracey Norman		£100.00	£1,373.37
25 March 2024	Refreshment money donations - Warm Winters	£200.00		£1,573.37
4 April 2024	Warm Winters talk Emma Cunis		£100.00	£1,473.37
4 April 2024	Payment Warm Winters staffing 2037		£100.00	£1,373.37
	Total income	£7,216.50		
	Total expenditure		£5,843.13	
	Annual surplus / deficit			£1,373.37



Grant Feedback Form 2024-2025

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

►Name of Organisation:

The Folklore Library and Archive

►Contact Details:

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

First Names Mark

Last Name Norman

Position in Organisation Librarian and Archivist

Address 1

Postcode

Telephone

Email Address

►Amount of Grant received:

£1,000

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

This grant was used as seed funding for a project which helped to build upon a project collecting historic images of Credition and the surrounding area from people's personal collections, enabling audio visual materials such as old video or film footage to be loaned and digitised to further expand upon the record of life in Credition in the past.

The grant was used to purchase equipment to support this, including cine film digitisation equipment, as well as contributing towards the annual costs of providing industry-standard online preservation and access to this material freely for anyone to view.

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

This grant has already proven to be immensely valuable both to the charity and to the people of Credition. For the charity, it allowed us to expand upon the range of ways in which we could rescue and preserve heritage materials that may otherwise have been lost, as time is of the essence for old format film and video particularly to avoid degradation and loss.

The project has received enormous engagement for residents through many mechanisms. People have viewed exhibitions in the library, both photos and film footage have been shared on social media and the Credition Courier have repeatedly both featured our collections and have signposted people to us when they have made enquiries.

This has led to engagement from people who have enjoyed finding images of relatives and friends, remembering past events and also being able to identify people, years and locations. All of this adds to the knowledge of the town, its people and its history. There is still so much potential to find and learn more, and a future grant will be able to do more on this.

The project has forged and strengthened links with other town organisations including Credition Museum (who we assisted with curation of the annual exhibition, including providing collected materials) and the Library and its own Reminiscence Project. We have begun to work with other organisations including the Turning Tides Project and this will also be built upon in the future.

We have ensured good recognition of the work of the Town Council and the help that its grant provides by mentioning this in all social media and press coverage of this work (which the Town Council have also been able to share on through our tagging, so thank you!) We were also able to provide outreach and engagement through the Boniface Bash.

►Declaration:

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

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

Signed Mark Norman

Date 4 December 2024

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025

Constitution of a Charitable Incorporated Organisation whose only
voting members are its charity trustees

THE FOLKLORE LIBRARY AND ARCHIVE

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

(‘Foundation’ model constitution)

Date of constitution (last amended):

29 March, 2023

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is

The Folklore Library and Archive

2. National location of principal office

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

3. Objects

The objects of the CIO are

To advance education for the public benefit by establishing and maintaining a folklore library and archive, to collect, preserve and make available for the future folklore-related materials for the benefit of research and public interest, contribute to the preservation and conservation of diverse folklore heritage materials for the public good and to increase accessibility to folklore and heritage materials for the benefit of the public.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

4. Powers

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

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

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

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

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

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

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must not be more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the

other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent of other terms of the lease are under discussion.

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

(3) Payment for supply of goods only – controls

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

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
 - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is a discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the charity trustees in the minute book.
 - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) “the CIO” includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or

- (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

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

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

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

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

9. Charity trustees

(1) Functions and duties of charity trustees

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

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

- (b) To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
- (i) any special knowledge or experience that he or she has or holds himself or herself as having; and
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
- if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) Number of charity trustees

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

(4) First charity trustees

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

Dr Paul Cowdell (birth name Paul Charles Day)	[for 4 years]
Miss Amy Boucher	[for 3 years]
Dr Peter Hewitt	[for 2 years]

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

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

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

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonable practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

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

(4) Participation in meetings by electronic means

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

16. Membership of the CIO

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

17. Informal or associate (non-voting) membership

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

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

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity)must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause

29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

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

19. General meetings of members

(1) Calling of general meetings of members

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

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General

Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

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

(3) Procedure at general meetings of members

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

20. Saving provisions

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

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

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

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

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

(1) General

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

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

(2) To the CIO

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

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
- (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and
 - (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions) or 18(4) (Decisions taken by resolution in writing).
- (c) The charity trustees must –
- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

23. Keeping of Registers

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

24. Minutes

The charity trustees must keep minutes of all:

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

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

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

26. Rules

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

27. Disputes

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

28. Amendment of constitution

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

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with the copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

- (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

“connected person” means:

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

- (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
- (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

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

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

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

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

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



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

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

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

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

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

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

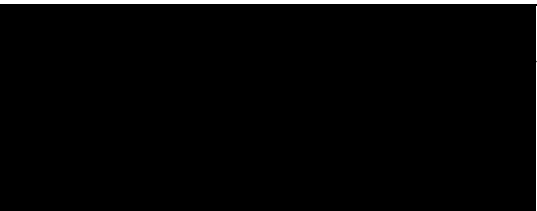
Name of Organisation	Citizens Advice Torridge, North, Mid and West Devon	
Name of Project or Activity	Citizens Advice in Credition	
What is the delivery time scale of your Project or Activity	Start (02/2025) flexible	Finish (01/2026) flexible
Amount of funding requested from CTC	£3,000	

Contact Details

Name of the person making the application	Emma Morrison
Position in organisation	Funding Officer
Email address	
Telephone number	

Organisation details

Address	Postal Address: Citizens Advice Torridge North Mid and West Devon PO BOX 113 The Ockment Centre Okehampton
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	EX20 9BL
Website	https://citizensadviceetnmwd.org.uk
Social media links	Facebook: /TorridgeNorthMidWestCA
Description of organisational purpose	<p>We are a local independent charity staffed predominantly by volunteers.</p> <p>Our ambition at Citizens Advice is to give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem.</p> <p>We also aim to advocate on behalf of our clients through our Research and Campaigns work to improve the policies and practices that affect people's lives. Enabling us to help more people and prevent future problems.</p> <p>The Citizens Advice service provides free, independent, confidential and impartial advice to the Crediton community on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.</p>
Bank details If you are successful, payment will be made by BACS	Bank Account Devot Sort C Accou 

Project Details

1. Briefly outline the project that you have planned
<p>We are looking for support to continue providing free, confidential, independent advice to residents of Crediton and surrounding area that needs it, on issues such as welfare benefits, debt, housing, energy, employment, and many other areas of concern.</p> <p>We currently offer face-to-face advice appointments at The Lady Mills Centre in Crediton once a week with a fully trained, experienced advisor, as well as additional face to face drop-in at our offices in Tiverton. We also offer help over the telephone and email.</p> <p>Our specialist staff and volunteer training and advice giving is regulated by the Financial Conduct Authority (FCA) and accredited by the Advice Quality Standard. We are a</p>

trusted organisation and are regularly audited to demonstrate that our advice is accessible, effectively managed, and our advisors have the skills and knowledge to meet the needs of our clients.

Your funding will directly contribute towards the continuation of our face-to-face service, located in the Lady Mills Centre, Crediton.

Assisting with volunteer recruitment, training and expenses. It costs around £1,500 to train each new volunteer and this high-quality training needs to be continually updated. (Although we have recruited and trained many new volunteers this year, our overall volunteer numbers are still below pre-pandemic numbers because many did not return to us after the Covid lockdowns. At the same time, we are facing unprecedented demand for our advice services due to the cost-of-living crisis. We need support to address this need.)

Supervision of advice and general pastoral volunteer support, provided by a qualified, paid Team Leader.

Providing a face-to-face service for the most vulnerable residents

Telephone (Adviceline), Webchat and email services that all local people can benefit from.

General running costs

Residents additionally benefit by being referred onto our specialist Devon-wide services such as Macmillan Cancer support, specialist debt and energy advice. These are additional grant funded projects established to support specific issues such as energy, debt, cancer and life limiting illness and families with disabled children.

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

The funding will support us to continue running a part-time outreach point in the town, with face-to-face advice meetings in addition to our telephone and email service which is available to all residents of Crediton and surrounding areas.

In 2023/24 we helped 494 Crediton residents with 1,623 problems.

1 in 5 of the people we helped overall were advised in person. People in employment became more affected by the cost-of-living crisis, so we launched a new email advice service to help respond to people unable to talk to us during daytime working hours.

Nearly half of all people coming to us for help wanted assistance with welfare benefits as the increased cost of living impacted on their ability to pay their bills. The number of

people needing help to claim PIP increased by over 60% overall compared to the previous year.

The second and third most common reasons for people seeking help was to find out more about whether there was anything they could claim to boost their income or start a claim for Universal Credit.

Elsewhere in our districts, disability benefits ranked fourth and fifth but in Crediton people sought help with Employment Support Allowance and Council Tax reduction.

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

This funding will improve, protect, and preserve our existing Advice service for Crediton residents.

Supporting our advice service enables Crediton Town Council to better serve the community by increasing services offered and ensuring those offered meet the community's needs • Helping to build, strengthen & grow the community Supports CTC in achieving the overarching aims in its Strategic Plan.

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

In 2023/24 we helped 494 Crediton residents with 1,623 problems.

We work with people on a wide range of problems. To illustrate our work, below is the story of a client who lives just outside Crediton who recently came to see us.

Client Story

Margaret (not her real name), a 77-year-old woman came to us for help completing an Attendance Allowance application.

She had recently left hospital after an operation followed by a severe reaction to the medication she was given. Margaret has lost part of her right jaw making it hard to chew and swallow and causing a speech impediment making communication more difficult. She is emaciated, weighing only 5 stone. She has severe COPD with limited exercise capacity. She also has Osteoporosis so badly that a fall would fracture her bones and has already caused her to lose 4 inches in height. She now needs to use a step in the shower to reach the controls. Her body is covered from head to toe with psoriasis from the stress of her daily life.

Margaret lives alone in a rurally isolated area in a 1950s Caravan with solid fuel heating which she struggles to manage. There is only an external toilet she must use day and night.

She had previously applied for Attendance Allowance herself but struggled with the form and was turned down on the grounds of not being considered disabled.

Our advisor spent 4 hours with her to complete the exceedingly long and complex form.

After Margaret left, our advisor spent a further hour writing up the case notes. They then sent Margaret some follow-up information advising her to contact Devon Home Choice to get onto the waiting list for better housing. She was also internally referred to our Healthwatch staff who later contacted her about getting her a care needs assessment.

As you can see from the above example, the most vulnerable people need a great deal of time and care spent with them, to address their problems. This is particularly challenging, when we have such high numbers of people coming to us for help, combined with not enough paid staff or trained volunteers.

There are many vulnerable residents, particularly as the ongoing cost-of-living crisis continues, which has been relentless in compounding the struggles of those on the lowest incomes. Vulnerable people living in rural towns and villages are often the most hidden and isolated. Through support from Crediton Town Council, we can reach more residents to improve their quality of life.

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

This contribution will help us to recruit and train more volunteers, who once trained can provide sustainability for our work in Crediton.

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

We have a range of policies and safeguards to keep our staff, volunteers and clients safe. Including safeguarding, data protection, risk assessments etc.

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

There are other groups in the area that provide advice. However, none receive the same level of training and quality assessment, auditing, accreditation, pastoral and peer support for their advisors, as Citizens Advice can offer. We are always keen to work with other organisations and look at ways we can collaborate to reach more people.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Weekly face to face appointments in Crediton for local residents	Finding a way forward for the people that come to see us for help. This may be through direct help, internal referrals or external signposting to trusted organisations.	We measure this using our dedicated CRM system, which enables us to keep detailed records of the people that come to see us and the problems they ask for help with. We can use this information to compile an impact report for Crediton area. We also monitor the quality of advice given to ensure advice is up to date, relevant and addresses all the interconnected problems people face.

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

What is the total cost of your project?	£18,000 (Salary for Advisor/Team Leader 1 day per week plus training for 2 new volunteers)
How much funding would you like from CTC?	£3,000 (training of 2 volunteers)
Where will the remaining funding come from?	Our core costs to cover the salary costs

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

Title	Description	Total amount	Amount requested from CTC
Management costs			
Training	Training volunteers	£3,000	
Office costs (rent, telephone etc)			
	Sub Total	3,000	
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

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

(please click/tick box to agree) YES ☐

(please click/tick box to agree) Yes ☐

(please click/tick box to agree) Yes ☐

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

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

Emma Morrison (Funding Officer)

Vicki Rowe (CEO)

Date: 27/11/24

Email: e.armitage@crediton.gov.uk

**Torridge, North, Mid and West Devon
Citizens Advice Bureau**

**Report of the Trustees and Financial Statements
Draft - Year ended 31 March 2023**

Registered Charity number: 1068496

Company Registered Number: 03520698

Torridge, North, Mid and West Devon Citizens Advice Bureau

Year ended 31 March 2023

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Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report

Year Ended 31 March 2023

The Trustees present their annual report and financial statements for the year ended 31 March 2023, which are prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice ("Charities SORP") applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Our Workforce

The pandemic continues to impact our working lives although we have seen increasing numbers of people returning to work in offices rather than from home and we have gradually been able to increase the amount of time we can dedicate to face to face advice appointments.

However, our volunteer numbers fell by two thirds during the pandemic. Many missed the personal contact and interaction with colleagues in an office environment and not everyone adapted to the change in delivery of our services with so much being handled on the telephone, online, email and webchat.

Our greatest challenge is that as the cost of living crisis has hit home, so the demand for our services has exponentially increased and as the issues being presented to us are ever more complex, it is taking longer to deal with many of our clients than it might once have been. This makes our year end results even more impressive as we helped over 15,000 people across the area with over 34,000 issues generating a staggering £9.6 million back into the local economy. A truly extraordinary achievement by our paid staff and volunteers.

We have been unrelenting in our ongoing recruitment drive for volunteers and continue to be so and our volunteers and staff undergo rigorous training and receive ongoing support. Our volunteer numbers are rising but we are acutely aware of the level of demand for our services which, sadly, is not currently being met. Our move to an office at Petroc College, has, however, opened the door to student volunteers.

Our funders continue to fund us and remain very supportive of us both locally and nationally. We have taken the lead on a Devon wide Macmillan project based on the long association between us and we continue to pursue partnership opportunities to provide more specialist services.

It can never be over-emphasised that the success of Torridge, North, Mid and West Devon Citizens Advice Bureau ("CA TNMWD" or "Charity") is down to the commitment, professionalism and support of the volunteer workforce without which the Charity would not be able to provide the service that it does. The teamwork between the paid staff and volunteers has enabled us to produce the results achieved over the course of this financial year. As we continue to recruit both paid staff and volunteers and enter into more and varied partnerships we feel that we are well placed to produce even better results in the coming financial year.

In the year 2022-23 the financial value of volunteering was calculated by National Citizens Advice at being over £400k.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year Ended 31 March 2023

Objectives and Activities

The Charity's objectives, as set out in its Memorandum and Articles are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Torridge, North, Mid and West Devon and the surrounding areas.

CA TNMWD provides free, impartial, comprehensive, confidential and professional information, advice and advocacy to all in the TNMWD catchment areas. The aims and principles of the service are to provide the advice people need for the problems that they face. The cost of living crisis has created desperate problems for many more people than were already suffering hardship and even people in paid employment are now turning to us for help. Through our work in Research and Campaigns we can bring this to the attention of those in a position to change and improve the policies and practices that affect peoples' lives.

Public Benefit Statement

As Trustees of the Charity we have complied with the duty in S.4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

The Charity provides a public benefit by providing the public in its area of benefit with free, confidential, and impartial advice regardless of age, gender, race, disability or sexuality.

Main objectives for the year:

We had several key objectives for 2022-23 including:-

1. **Services:** *Despite significantly reduced volunteer numbers we aimed to continue to deliver consistent, high quality advice. We continued to explore and develop new, adaptable models of service delivery to make it easier for people to obtain advice.*
2. **People:** *We aimed to continue to provide high levels of training and support in order that we maintained a high retention rate within our workforce. By ensuring we had an enjoyable and positive working environment we were also keen to attract high calibre people when recruiting paid staff and volunteers.*
3. **Financial Sustainability** *We aimed to retain the support of existing funders and attract new stakeholders and financial support. To this end we recruited an experienced Funding Officer. We also sold our property in Bideford, taking new office space within the Bideford Medical Centre. We successfully withdrew from our leasehold premises in Barnstaple.*
4. **Continuous Improvement:** *Through ongoing communication with our staff and volunteers we aimed to maintain a culture of continuous improvement and development. Aside from lines of communication to line managers being continually open, we introduced morning briefings, we had an Away Day open to all to discuss our Business Plan, local teams have quarterly team meetings and we have team meetings for the whole organisation. We also have monthly newsletters and will conduct periodic surveys amongst our staff and volunteers.*
5. **Impact:** *Promote who we are and what we do within the communities in which we serve. Annual Impact Reports are sent out to our Local Authorities and Town Councils and a six monthly interim impact report is prepared for the Local Authorities. Regular, monthly advice*

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year Ended 31 March 2023

columns are distributed to local press and village magazines across the area which talk about the work we do, relate to a specific issue each month and promote the benefits of volunteering with us. The Chief Executive Officer gives talks and presentation to local groups such as Rotary groups and our volunteers have started to put themselves forward to give talks to local groups that they belong to.

6. **Influencing:** *Use the evidence provided by our clients (and also collated at local shows we attended in the summer) to influence policy and prevent injustice. We acknowledge the benefits of being part of a national organisation but we are nonetheless an independent, local charity, acutely aware of the needs of our rural communities and we make a point of contacting newly elected MPs, taking every opportunity to raise issues with those in a position of authority to take the appropriate steps to improve peoples' lives.*
7. **Equality and Diversity** *We recognise the positive value of diversity, we promote equity and fairness, challenge discrimination so that we are committed to providing a supportive and inclusive culture for all.*

We seek to work with partners in trusted organisations such as medical centres, for the benefit of the community. We continue to review and develop our Business Plan to meet the changing environment in which we work. We continue to seek partnership agreements with specialist organisations so that we can deliver advice on issues such as energy costs, benefits for people with life limiting illness or debt.

Our recruitment drive continues apace and our thorough training ensures everyone is trained to a high standard so that we continue to give high quality advice.

Achievements and performance

In the year ended 31st March 2023, CA TNMWD achieved the following:-

- We dealt with 15,088 clients, an increase on 2021-22 of 13% - we did this through online appointments, phone calls, webchat, letters and emails as well as gradually increasing the number of face to face interviews we were able to conduct.
- We dealt with 34,053 issues which, as has already been stated, have become much more complex. This is an increase of 5.5% over 2021-22
- Generated income gain of £9,605,780 – an increase of 18% on results achieved in 2021-22.
- Our local website had 32,017 hits

These results are especially impressive when you consider that they were achieved with around two thirds of the number of volunteers we had prior to the pandemic. We are steadily rebuilding our volunteer numbers but meanwhile we are demonstrating that our more agile ways of working are proving to be effective as we work hard to try and meet the ever increasing demands on our services.

We have the following specialist services:-

- In addition to our long established partnership with Macmillan we took the lead on a Devon wide project working with Citizens Advice Exeter, Citizens Advice Plymouth and Citizens Advice Torbay from October 2022. This Devon wide Macmillan funded service is working with clients with life limiting illnesses and their families. 622 clients were helped which generated nearly £2.8 million of

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year ended 31 March 2023

income and one-off benefits for these clients. This has been achieved through telephone appointments and physical presence at outreaches and hospital cancer centres.

- The Money Advice Service, funded by the Money and Pensions Service, the Henry Smith Charity, Barnstaple Town Council and Bideford Bridge Trust helped 491 clients in 2022-23 who came to us with almost £3.5 million of debt.
- We received funding from Torridge District Council, West Devon Borough Council and Mid Devon District Council to start our Help for Ukrainian Families project. We helped 134 clients to gain £222,959 of income. The nature of the project meant that some of the issues were particularly complex.
- With the impact of the cost of living crisis energy was a major concern for our clients and we had two funded projects to help us with this, namely Empower and Smart Meters GB. With their support we helped 506 clients and we issued nearly 500 fuel vouchers for pre-payment meters to clients experiencing fuel poverty.
- Other smaller projects funded by Devon County Council and other local funders have helped to provide support for families with disabled children, young carers, working age carers, health and social care advice.

The below case studies give a flavour of the work being undertaken and the impact on our clients' lives.

Case Study 1

This relates to a case handled by our Macmillan project adviser. She had a client who came to us with a document from her GP confirming that the lady in question had less than six months to live. Whilst a claim for Personal Independence Payment (PIP) was submitted on 12th May 2022, the Department of Work and Pensions (DWP) stated that they had only received it on 30th. May and would only process from that time.

There was a tremendous amount of toing and froing and a Mandatory Reconsideration Order (MRO) was prepared marking the fact that though an award had been made, the client wasn't happy so intended to lodge the MRO ahead of making a formal appeal. In all of this the client's health was deteriorating and then our adviser received a call from the DWP, deeply apologetic and saying that in view of the circumstances they would backdate the PIP award to December 2021 which was when the client had originally applied. The client received a backdated payment of Enhanced Rate PIP, Enhanced rate of Daily Living and Enhanced Rate of mobility (PIP) of £3,294.90 which our grateful client informed us would help with some urgent house repairs.

Case Study 2

This case was resolved by our Quids4Kids project adviser. The client's 15 year old daughter had Autistic Spectrum disorder and had moderate learning difficulties necessitating 1:1 support at school. The client was working and claiming Universal Credit (UC) but felt she needed to reduce her hours of work to support her daughter more. She was obviously concerned at the impact this would have on her income. Our Adviser helped her to complete a claim for Disability Living Allowance for her daughter and the middle rate of care component and lower rate of mobility component were awarded with a lump sum for backdated payment of £1,352. Our adviser also demonstrated that she could claim a carer addition and disabled child addition on her UC of a total of £301.70 per month irrespective of reducing working hours, she then received a further backdated payment of £660.

The result was that the client was able to reduce her hours of work and spend more time with her daughter whilst the benefit income mitigated the loss of income from reduced working hours.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year Ended 31 March 2023

What our Clients say about us

"The adviser in Okehampton was very knowledgeable and gave me the confidence to pursue money owed resulting in immediate full payment of £900.
Many thanks for your invaluable service!"

"CA Bideford are amazing. They know exactly how to help me. Without them I wouldn't have got the result I did. Thank you!"

"There is a lady in Barnstaple I see who helps me fill out forms. She's kind, considerate & gives the best advice.
She's a wonderful lady and a real treasure for CA!"

"I can't believe how much time CA devoted to me. Around 3-4 hour phone call to help complete my PIP review. Thank you very much!"

"I really appreciate all the help you have given me, and your persistence to get things right for me. And I didn't feel judged."

"CA felt like a safety net to me where I felt supported, listened to and understood. It made me feel calmer and more confident knowing I had a service that was knowledgeable to support me through a stressful housing issue. Thank you!"

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year Ended 31 March 2023

Financial review

The Financial Statements are set out in pages 15-29. The Financial Statements have been prepared using Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) – (Charities SORP (FRS 102) and the Financial Reporting Standard applicable in the UK and Republic of Ireland. (FRS 102). The Trustees consider the financial performance of the Charity during the year to have been satisfactory.

The Statement of Financial Activities shows expenditure exceeded income for the year by £59,676. Unrestricted net expenditure was £50,628 before transfers, and net overall expenditure relating to restricted funds which may only be spent in accordance with the restrictions thereon was £9,048.

We are grateful for grant funding from the following over the year, some of whom have increased their contributions enabling us to support more clients and invest in resources for the future.

- Devon County Council
- Torridge District Council
- North Devon District Council
- West Devon Borough Council
- Okehampton United Charities
- Mid Devon District Council
- The many local Town and Parish Councils in our areas

The majority of the Charity's expenditure is dedicated to supporting the volunteer staff, their training, the running costs for the offices and staff, thus supporting the key objective of providing good quality generalist and specialist advice.

Reserves position

The total reserves at the year end stood at £379,996 of which £7,733 were restricted, leaving unrestricted reserves of £372,263. The Trustees have designated unrestricted funds for the following purposes:-

	£
Redundancy reserve	52,202
Business Development Fund	49,517
IT replacement and additions reserve	50,000
Property reserve	30,000
Sickness cover fund	10,000

This leaves undesignated unrestricted funds of £180,544 which are considered to be 'free reserves.'

The Trustees' policy is to work towards maintaining 'free reserves' at a level at least sufficient to cover three months' future unrestricted expenditure (approximately £175,000).

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year Ended 31 March 2023

Principal Risks and Uncertainties

A risk register is in place which identifies all known and potential risks facing the charity. This is reviewed by the board at each board meeting (quarterly) as a matter of course and more frequently as new risks are identified. The main current risks to the charity are:

- Staffing – ability to attract and maintain workforce talent.
- Reputational loss – due to increased levels of unmet demand.
- Cybersecurity and IT support - the Charity has recently achieved Cyber Essentials accreditation.

It is also subject to an annual internal audit by National Citizens Advice (Leadership Self Assessment). Whilst years one and two are conducted remotely, year three is an in-person visit. In February 2023 the Charity was audited in person and scored very highly in all areas assessed.

Investment policy

The Trustees agreed an investment policy in May 2021 and it is reviewed regularly. The overall investment policy is to invest monies of the Charity not immediately required for its purposes upon such investments, securities or property as may be thought to be appropriate.

During the year ended 31st March 2023 the Charity did not hold any financial investments. All monies held in bank accounts were required to cover current liabilities and retain sufficient funds to cover free reserves.

Share Capital

The Company is limited by guarantee and therefore has no share capital.

Plans for future periods

Our funding strategy covers a broad income spectrum. The cost of living crisis has caused us to further increase our provision of services in the areas of debt, energy advice and welfare benefits. We continue to actively seek out partners for project activity to meet local client need. Some of this involves collaboration with other Local Citizens Advice Offices in Devon and the surrounding areas and local external partners.

Our Business Plan focuses on working within the community and offering greater flexibility for clients. We continue to expand our digital offering to better meet local client demand, working within the Citizens Advice National Future of Advice strategy. This involves some premises change and we have a Premises Working Group reviewing all of our premises to ensure that they are fit for purpose and efficient in the way we support our clients and workforce alike.

We have also worked to include a greater emphasis on workforce engagement, focusing on the wellbeing of our people. In addition we have formalised flexible working post pandemic and are reviewing pay structure and enhanced benefits as we endeavour to retain our best people and attract high calibre people to join us.

We continue to develop Impact reporting materials to best evidence good value for our funders and are committed to providing high quality advice and information services in line with our membership agreement with National Citizens Advice.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year Ended 31 March 2023

Structure, governance and management

Governing Document and Constitution

The Charity is controlled by its governing document, the Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is incorporated in England and Wales.

The Charity is constituted as a company limited by guarantee and is therefore governed by the Articles of Association. The Trustees of the Charity are also the Directors for the purposes of Company law. Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the Articles of Association.

Trustee recruitment and training

We conduct an annual review of our Trustees' skills to ensure we have as wide a skill set on our Trustee Board as we can. We recruit based on filling any gaps that we see. At present we would like to see a new Trustee with health and safety, HR or communication/PR experience. Trustees are co-opted onto our board and nominated and voted onto the board formally at the Annual General Meeting. All Trustees serve an initial term of 3 years and are eligible to serve 2 consecutive 3 year terms with re-election after the first 3 years. After 6 years they need to resign from the Board but in exceptional circumstances, the Board could extend eligibility to a third term. Currently we have a range of skills among our Trustees including financial, IT, law and business leadership.

Organisation structure

CA TNMWD is governed by the Trustees who meet a minimum of 4 times each year at Trustee Board Meetings. The Trustees also hold Strategy Days throughout the year to discuss strategic matters requiring more time such as reviewing the Business Plan. The Board has reviewed its Governance structure, continued with annual Trustee Appraisals and conducts an annual review of its Governance.

The Board have continued to meet using a video conference platform but have started to meet face to face to conduct their meetings. They also communicate regularly via email.

In order to manage the Charity as efficiently as possible, the management structure is reviewed regularly as changes in personnel occur.

The Charity is a member of the Citizens Advice National Association.

Day to day management

The day to day management of the Charity has been delegated by the Trustees to Vicki Rowe who is the Chief Executive Officer.

The setting of pay and remuneration is decided by the Board annually.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Trustees' Annual Report (continued)

Year Ended 31 March 2023

Reference and administrative details

Legal registration details:-

Company registration number:	03520698
Charity registration number:	1068496

Principal and registered office

Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

The Members of the Board of Trustees of the Charity at the date the report and accounts were approved, or who served during the year were:

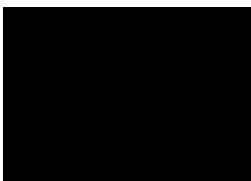
Ms J Collins	Chair
Mr A Coxshall	
Mrs S Denton	
Ms S Hilsdon	Resigned 13 October 2022
Mr W Jackson	
Mrs D Nicholson	Resigned 13 October 2022
Mrs K Percival	
Mr K Routledge	

All the directors of the Company are also Trustees of the Charity, and their responsibilities include all the responsibilities of Directors under the Companies Acts and of Trustees under the Charities Act. The Directors are members of the Company.

Chief Executive Officer

Vicki Rowe

Bankers



Auditor

PKF Francis Clark
Chartered Accountants
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Torrige, North, Mid and West Devon Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2023

Statement of Directors' and Trustees' Responsibilities


The Trustees (who are also directors of Torrige, North, Mid and West Devon Citizens Advice for the purposes of Company law) are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Charity Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the Financial Statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.


J. Collins (Chair of Trustees)
Director and Trustee

Date:

3/8/23

Torridge, North, Mid and West Devon Citizens Advice Bureau

Independent Auditors' Report to the Trustees of Torridge, North, Mid and West Devon Citizens Advice Bureau for the year ended 31 March 2023

Opinion

We have audited the financial statements of Torridge, North, Mid and West Devon Citizens Advice Bureau (the "Charity") for the year ended 31 March 2023 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our

Torridge, North, Mid and West Devon Citizens Advice Bureau

knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report, (which includes the Directors' report prepared for the purposes of Company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or

we have not obtained all the information and explanations necessary for the purposes of our audit.

Other matter – comparatives unaudited

Torridge, North, Mid and West Devon Citizens Advice Bureau took advantage of audit exemption for the year ended 31 March 2022. Accordingly the financial statements for that year, which are the corresponding figures for 31 March 2023, were not subject to an audit.

Responsibilities of the trustees

As explained more fully in the Statement of Trustees' Responsibilities set out on page 10, the trustees (who are also the directors of the Charity for the purposes of Company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

As part of our audit planning we obtained an understanding of the legal and regulatory framework that is applicable to the entity and the sector in which it operates to identify the key laws and regulations. Key laws and regulations identified were the Companies Act 2006, tax legislation, safeguarding and irregularities relating to the protection of data and health and safety.

We also evaluated the risk of fraud through management override including that arising from management's incentives.

Based on this we designed our audit procedures to identify irregularities. Our audit procedures involved the following:

- Review of Trustees meeting minutes for irregularities with laws and regulations;
- Review of any health and safety incidents that have been reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") during the period;
- Review of any controls in relation to GDPR and enquiries of management as to the outcome of any reportable breaches;
- On a sample basis confirmed that expenditure was properly authorised and made in accordance with the terms of the relevant fund;
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business; and
- Review of financial statement disclosures and testing to support documentation to assess compliance with applicable laws and regulations.
- Income recognition of grants and contracts has been reviewed on a sample basis, ensuring that restrictions in the application of funds have been appropriately applied.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements. This risk increases the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements as we are less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment, collusion, omission or misrepresentation.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Statement of Financial Activities (including the Income and Expenditure Account)

Year ended 31 March 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income:					
Donations and Legacies	2	10,397	-	10,397	11,813
Charitable activities	3				
- Charitable activities from public bodies		349,755	69,844	419,599	364,316
- Charitable activities from non-public bodies		87,963	523,131	611,094	506,547
Investment income	4	803	-	803	6,482
Disposal of property	6	10,448	-	10,448	-
Total income		459,366	592,975	1,052,341	889,158
Expenditure					
Charitable activities	5	509,994	602,023	1,112,017	899,279
Total expenditure		509,994	602,023	1,112,017	899,279
Net income / (expenditure)		(50,628)	(9,048)	(59,676)	(10,121)
Transfers between funds		(10,354)	10,354	-	-
Net movement in funds		(60,982)	1,306	(59,676)	(10,121)
Reconciliation of funds					
Total funds brought forward	14	433,245	6,427	439,672	449,793
Total funds carried forward	14	372,263	7,733	379,996	439,672

The notes on pages 18 to 29 form an integral part of these Financial Statements.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Statement of Cash Flows

Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash (used in)/provided by operating activities	17	(92,492)	(13,636)
Cash flows from investing activities			
Interest and rents from investment property		803	6,482
Proceeds from sale of property		338,000	-
Purchase of fixed assets		(10,430)	-
Cash provided by investing activities		328,373	6,482
Cash flows used in financing activities			
Repayment of borrowing		(94,207)	(16,009)
Cash used in financing activities		(94,207)	(16,009)
Changes in cash and cash equivalents in the reporting period		141,674	(23,163)
Cash and cash equivalents at the beginning of the reporting period		306,050	329,213
Cash and cash equivalents at the end of the reporting period(*)		447,724	306,050

(*) Cash at bank and in hand

Torridge, North, Mid and West Devon Citizens Advice Bureau

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our Report

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Neil Hitchings
Senior Statutory Auditor
For and on behalf of
PKF Francis Clark
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Date 4 September 2023

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

General information

Reference and administrative details of the Torridge, North, Mid and West Devon Citizens Advice Bureau (the "Charity") can be found on page 9.

Winding up or Dissolution of the Charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be given or transferred to such other charitable purpose or purposes as the members for the time being shall by ordinary resolution decide failing which the same shall be transferred to the National Association of Citizens Advice Bureaux (or anybody successor to it).

Basis of preparation and statement of compliance

The Financial Statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Charities SORP (FRS102), ("Charities SORP"), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value, unless otherwise stated.

The Trustees do not believe that there are material uncertainties in relation to going concern.

The functional currency of the Charity is considered to be pounds sterling because it is the currency of the primary economic environment in which the charitable company operates.

Income

All income is included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Donations and legacies are included in full in the statement of financial activities when receivable.

Income from Charitable activities where entitlement is not conditional on the delivery of a specific performance by the Charity are recognised when the Charity becomes unconditionally entitled to the grant.

The value of services provided by volunteers has not been included in these financial statements.

Income from investments is included in the year in which it is receivable.

Deferred income

Grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the financial statements.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

1. Accounting policies (continued)

Recognition of Liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Charities SORP.

Expenditure

Expenditure is allocated between charitable activities and other in accordance with the definition of those categories as set out in the Charities SORP.

Allocation of costs within type of expenditure

The majority of costs are directly attributable to individual activity categories and the charity's internal accounting function is specifically geared to identifying and correctly allocating expenditure.

Costs which are not directly attributable are apportioned between activity categories on a fair and reasonable basis.

Fixed Assets and Depreciation

All tangible fixed assets are stated at cost less accumulated depreciation.

The Charity has a policy generally not to capitalise items below £1,000.

Depreciation has been provided at the following rates in order to write off the assets (less their expected residual value) over their estimated economic lives.

Freehold property	50 years straight line
Property improvements	20/50 years straight line
Computer equipment	3 years straight line
Equipment, fixtures and fittings	5 years straight line

Impairment reviews are undertaken when there are factors present to suggest that the value of assets may have been impaired.

Investment Property

Investment property is held in the balance sheet at fair value.

Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. Value Added Tax is included in the relevant costs in the Statement of Financial Activities to the extent that it is not recoverable by the Charity.

Finance and Operating Leases

Rentals payable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial activities as incurred.

Torrige, North, Mid and West Devon Citizens Advice Bureau

Balance Sheet

Company Number: 03520698

As at 31 March 2023

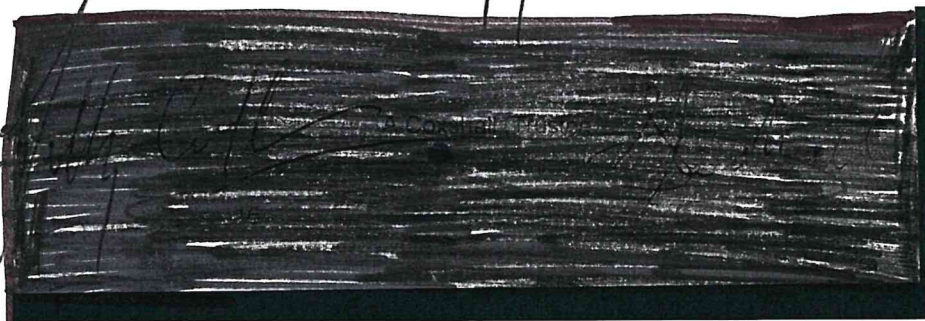
	Note	Total funds 2023 £	Total funds 2022 £
Fixed assets			
Tangible assets	9	8,707	137,273
Investment property	9	-	190,625
		8,707	327,898
Current assets			
Debtors	10	74,226	37,285
Cash at bank and in hand		447,724	306,050
		521,950	343,335
Creditors: Amounts due within one year	11	(150,661)	(175,589)
Net current assets		371,289	167,746
Total assets less current liabilities		379,996	495,644
Provisions for liabilities	13	-	(55,972)
Net assets		379,996	439,672
Unrestricted income funds			
<i>Designated funds</i>			
- Assets Fund		-	147,129
- Redundancy Fund		52,202	48,506
- Property Repair and Maintenance Fund		-	32,910
- Business Development Fund		49,517	17,579
- Covid Recovery Fund		-	45,000
- IT replacement and additions		50,000	-
- Property reserve		30,000	-
- Sickness cover fund		10,000	-
<i>Undesignated funds – 'free reserves'</i>		180,544	142,121
	14	372,263	433,245
Restricted income funds	14	7,733	6,427
Total Charity funds		379,996	439,672

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the board of trustees on 3/8/2023, and were signed on their behalf by

J. Collins (Chair of Trustees)

Company Number: 4693500



Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

1. Accounting policies (continued)

Provision is made for redecoration obligations under the terms of the property lease with obligations charged to the Statement of Financial Activities as incurred.

Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the Charity without further specific purpose and which the charity may use for its purpose at its discretion.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Recognition of Pension Costs and Pension Assets and Liabilities

The Charity makes contributions to a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments which are initially recognised at transaction value. The charity holds the following financial instruments:

- Short term trade and other debtors and creditors; details of these can be found in notes 10 & 11.
- Cash on hand and call deposits

2. Donations and Legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Sundry donations	10,397	-	10,397	11,813
Total	10,397	-	10,397	11,813

Of the total £10,397 (2022: £11,813) income, there was £nil (2022: £nil) that was restricted, the remaining income was unrestricted.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

3. Income from Charitable Activities

a. Charitable Activities from public bodies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Government and public bodies				
Devon County Council	177,635	-	177,635	211,971
North Devon District Council	45,000	-	45,000	45,000
Torridge District Council	50,000	17,380	67,380	38,310
West Devon District Council	32,900	23,016	55,916	32,900
Mid Devon District Council	15,500	21,448	36,948	15,500
Bideford Town Council	2,650	-	2,650	4,000
Crediton Town Council	3,000	-	3,000	3,000
Barnstaple Town Council	-	8,000	8,000	2,500
Ilfracombe Town Council	2,000	-	2,000	1,000
Northam Parish Council	2,000	-	2,000	1,000
Tiverton Town Council	-	-	-	1,000
Great Torrington Town Council	200	-	200	200
Town and Parish Councils (under £1,000)	10,370	-	10,370	7,935
Okehampton Town Council	5,000	-	5,000	-
Tavistock Town Council	3,500	-	3,500	-
Total	349,755	69,844	419,599	364,316

Of the total £419,599 (2022: £364,316), there was £69,844 (2022: £nil) of restricted income, the remaining income was unrestricted.

b. Charitable activities from non - public bodies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bideford Bridge Trust	-	3,000	3,000	-
Crediton Hospital League of Friends	1,500	-	1,500	-
Okehampton United Charities	-	18,375	18,375	12,125
Other Charitable Trusts	1,000	-	1,000	-
Contractual payments from non-public bodies	85,463	501,756	587,219	494,422
Total	87,963	523,131	611,094	506,547

Of the total £611,094 (2022: £506,547) income, there was £523,131 (2022: £479,446) of restricted income, the remaining income was unrestricted.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

4. Investment income

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Other bank deposit interest received	594	-	594	629
Rental income	209	-	209	5,853
Total	803	-	803	6,482

All investment income was unrestricted in 2022 & 2023.

5. Charitable Expenditure

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Support Costs of Charitable Activities				
Gross wages and salaries	326,848	428,171	755,019	700,309
Pension contributions	7,430	9,850	17,280	15,994
Other	67,675	72,019	139,694	34,021
Management and administration costs				
Premises costs	48,102	42,705	90,807	84,154
General administrative expenses	52,084	49,278	101,362	56,808
Finance costs	355	-	355	5,193
Total support costs	502,494	602,023	1,104,517	896,479
Governance costs				
Audit / Independent examination	7,500	-	7,500	2,800
Total governance costs	7,500	-	7,500	2,800
Total resources expended	509,994	602,023	1,112,017	899,279

Of the total £1,112,017 (2022: £899,279) expenditure, £602,023 (2022: £495,038) related to restricted funds, the remaining expenditure was unrestricted.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

6. Surplus/Deficit for the Financial Year

	2023 £	2022 £
This is stated after charging:		
Depreciation of owned fixed assets	2,069	5,576
Pension costs	17,280	15,994
Audit / Independent examination and accountancy	7,500	2,800
Surplus on disposal of property	10,448	-

Funds belonging to the Charity have been used for the purchase of insurance to indemnify its trustees against the consequences of any neglect or default on their part. The sum expended on such insurance is not separately identifiable from the overall insurance premium.

In April 2022 the Charity sold its freehold property, 13 Bridgeland Street, Bideford for £338,000. The surplus on the sale was £10,448. In January 2023 the Charity left its long leasehold premises at Bridge Buildings in Barnstaple using the dilapidations provision as the surrender costs.

7. Related Party Transactions and Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 (2022: £nil).

The trustees' expenses paid in the year were £nil (2022: £29). General administrative expenses include the cost of indemnity insurance to cover all trustees.

There were no related party transactions during the year other than remuneration of key management personnel as disclosed in note 8.

8. Staff costs and emoluments

	2023 £	2022 £
Gross salaries	705,769	657,562
Employer's National Insurance	49,250	42,747
Pension contributions	17,280	15,994
	772,299	716,303

The average monthly number of full-time equivalent employees during the year:

	2023	2022
Engaged on charitable activities	24	26
Engaged on management and administration	2	2
	26	28

There were no fees or other remuneration paid to the trustees.

There were no employees with emoluments in excess of £60,000 per annum (2022: £60,000).

The key management personnel of the Charity are considered to be the Senior Management Team/Chief Executive. Their total employee benefits, including employer's NIC and pension contributions totalled £154,671 (2022: £152,357).

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

9. Tangible fixed assets

	Freehold Property	Property Improvements	Fixtures, Fittings and Equipment	Total
	£	£	£	£
Cost				
At 1 April 2022	81,382	97,971	8,735	188,088
Additions	-	-	10,430	10,430
Disposals	(81,382)	(97,971)	(6,166)	(185,519)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2023	-	-	12,999	12,999
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2022	16,405	26,021	8,389	50,815
Charge for the year	-	-	2,069	2,069
Elimination on disposal	(16,405)	(26,021)	(6,166)	(48,592)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2023	-	-	4,292	4,292
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 March 2023	-	-	8,707	8,707
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2022	64,977	71,950	346	137,273
	<hr/>	<hr/>	<hr/>	<hr/>

Part of the Charity's freehold property is considered to be investment property.

Investment Property

	£
Market value & net book value	
At 1 April 2022	190,625
Disposal	(190,625)
	<hr/>
At 31 March 2023	-
	<hr/>

The property was sold on 29 April 2022.

10. Debtors

	2023 £	2022 £
Trade debtors	30,741	16,030
Prepayments and accrued income	43,485	21,255
	<hr/>	<hr/>
	74,226	37,285
	<hr/>	<hr/>

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

11. Creditors: Amounts falling due within one year

	2023 £	2022 £
Bank loans	-	94,207
Trade creditors	10,419	2,181
Accrued expenses	61,942	20,939
Deferred income	66,258	46,488
Other creditors	12,042	11,774
	<u>150,661</u>	<u>175,589</u>

Bank loans in favour of Lloyds Bank plc were secured by a legal charge on the Charity's freehold property at 13 Bridgeland Street, Bideford. The loan was repaid in full on the sale of the property which completed on 29 April 2022.

12. Operating lease

Commitments – the total of future minimum lease payments as follows:	2023	2022
Land and Buildings	£	£
Less than 1 year	12,111	27,346
2-5 years	3,804	7,343
>5 years	7,294	8,245
	<u>23,209</u>	<u>42,934</u>

Commitments – the total of future minimum contracted payments as follows:	2023	2022
Other	£	£
Less than 1 year	14,159	12,528
2-5 years	53,956	35,496
	<u>68,115</u>	<u>48,024</u>

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

13. Obligations under lease agreements

	Redecoration Provision £	Total £
At 1 April 2022	55,972	55,972
Utilised	(55,972)	(55,972)
	<hr/>	<hr/>
At 31 March 2023	-	-
	<hr/>	<hr/>

Provision was made for estimated cost of redecoration and other restoration obligations under the terms of the Barnstaple property lease. The lease was surrendered during the year.

14. Particulars of individual funds

	Funds at 2022 £	Incoming resources £	Outgoing resources £	Transfers /gains & (losses) £	Funds at 2023 £
Unrestricted funds:					
<i>Designated funds</i>					
Asset fund	147,129	-	-	(147,129)	-
Redundancy fund	48,506	-	-	3,696	52,202
Property repair and maintenance fund	32,910	-	-	(32,910)	-
IT replacement and additions fund	-	-	-	50,000	50,000
Property reserve	-	-	-	30,000	30,000
Sickness cover fund	-	-	-	10,000	10,000
Business development fund	17,579	-	-	31,938	49,517
Covid recovery fund	45,000	-	-	(45,000)	-
<i>Undesignated funds</i> <i>('free' reserves)</i>	142,121	459,366	(509,994)	89,051	180,544
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	433,245	459,366	(509,994)	(10,354)	372,263
Restricted funds:					
Money Advice Service-MaPS funded	-	54,443	(64,797)	10,354	-
Macmillan – TNMWD	-	101,214	(101,214)	-	-
Macmillan – Devon Wide	-	109,830	(109,830)	-	-
Henry Smith Debt Project	5,433	56,592	(56,592)	-	5,433
Quids for Kids	-	19,140	(19,140)	-	-
Fairer Charging	-	42,964	(42,964)	-	-
HealthWatch	-	27,205	(27,205)	-	-
Action for children	-	10,500	(10,500)	-	-
Okehampton United Charities – face to face	(125)	18,375	(18,250)	-	-
Postcode Lottery – money management	(1,181)	16,663	(15,482)	-	-
Empower	-	19,716	(19,716)	-	-
Carers Project	-	9,012	(9,012)	-	-

Torridge, North, Mid and West Devon Citizens Advice Bureau

Restricted funds (continued)

Young Carers Connected	2,300	16,493	(16,493)	-	2,300
Local Town Council and Trust Funded Debt	-	11,000	(11,000)	-	-
NEA Smart Meters	-	9,859	(9,859)	-	-
Help for Ukrainian Families	-	61,844	(61,844)	-	-
Awards 4 All – Ilfracombe	-	5,000	(5,000)	-	-
MidDevon PCN	-	3,125	(3,125)	-	-
	6,427	592,975	(602,023)	10,354	7,733
	439,672	1,052,341	(1,112,017)	-	379,996

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Designated Funds

- Redundancy fund £52,202 - to cover redundancy costs should these be required in the event of a significant reduction in funding.
- Business Development fund of £49,517 to build capacity and succession to better meet demand.
- IT replacement and additions of £50,000 to enable rolling replacements and to cover any costs of upgrades.
- Property reserve of £30,000 to cover any office moves including legal costs, furniture, equipment etc.
- Sickness cover fund of £10,000 for long term sickness cover for skilled roles.

Restricted Funds

- Money and Pensions Service funds debt caseworkers to provide debt advice.
- The Macmillan funds are provided to fund advisors and related costs to provide advice to people with cancer. There are 2 funding streams. One is local for Torridge, North and Mid Devon, the other is new, started in October 2022 and is for a Devon-wide service.
- The Henry Smith Charity have provided funds for a 3 year project providing debt support and other money advice.
- Heat Well for Less provided help and assistance to families with fuel poverty issues.
- Quids for Kids funds are provided for a caseworker to advise on financial issues to families with a disabled child.
- Fairer Charging income is received for the purposes of funding community workers who assess individual's entitlements to benefits.
- The HealthWatch fund is provided for a caseworker to advise on health and social care issues.
- Action for Children works with families in Childrens Centres to provide generalist advice and support.
- Universal Credit Help to Claim Service was funding received to support and help people complete and submit their Universal Credit application.
- Okehampton United Charities - Funds provided by Okehampton United Charities are being used to provide a face to face service for Okehampton.
- Postcode Lottery - money management project funds additional money management advice alongside our debt advice services.
- Empower - is a project that aims to help people struggling with their energy bills and reduce fuel poverty across Devon and Cornwall
- Carers Project – advising and supporting working age carers.
- Young Carers Connected – in partnership with TTVS and Unite supporting young carers.
- Western Power – funding to train advisors to deliver energy advice.
- Local Town Council and Trust Funded Debt is funding received from Barnstaple Town Council and Bideford Bridge Trust to provide a face to face debt support service in the towns for residents of those towns
- NEA Smart Meters was funding provided to promote the use of Smart Meters in our community and provide energy advice to those on low incomes

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

14. Particulars of individual funds (continued)

- Help for Ukrainian Families is on-going funding from Torridge, West and Mid Devon to support Ukrainian guest families staying with host families in these districts
- Awards 4 All - Ilfracombe is funding received from Awards for All to provide an adviser to support Ilfracombe and to promote volunteering opportunities in that area
- Mid Devon PCN is new funding to work alongside the social prescribing teams of the Mid Devon Primary Care Network supporting their patients with advice and information

2022 Comparative Note

	Funds at 2021	Incoming resources	Outgoing resources	Transfers /gains & (losses)	Funds at 2022
	£	£	£	£	£
Unrestricted funds:					
<i>Designated funds</i>					
Asset fund	147,129	-	-	-	147,129
Redundancy fund	48,506	-	-	-	48,506
Property repair and maintenance fund	32,910	-	-	-	32,910
Business development fund	17,579	-	-	-	17,579
Covid recovery fund	45,000	-	-	-	45,000
<i>Undesignated funds</i> <i>('free' reserves)</i>	140,039	409,712	(404,241)	(3,389)	142,121
	431,163	409,712	(404,241)	(3,389)	433,245
Restricted funds:					
Money Advice Service-MaPS funded	-	73,923	(78,809)	4,886	-
Macmillan	-	99,083	(100,190)	1,107	-
Henry Smith Debt Project	3,630	56,600	(54,797)	-	5,433
Heat Well for Less	-	2,494	(2,494)	-	-
Quids for Kids	-	18,600	(20,596)	1,996	-
Fairer Charging	-	16,380	(16,380)	-	-
HealthWatch	-	28,104	(28,104)	-	-
Action for children	-	10,500	(12,239)	1,739	-
Universal Credit	-	101,871	(95,532)	(6,339)	-
Okehampton United Charities - face to face	15,000	12,125	(27,250)	-	(125)
Postcode Lottery - money management	-	3,333	(4,514)	-	(1,181)
Empower	-	19,250	(19,250)	-	-
Carers Project	-	23,044	(23,044)	-	-
Young Carers Connected	-	4,144	(1,844)	-	2,300
Western Power - NEA training	-	9,995	(9,995)	-	-
	18,630	479,446	(495,038)	3,389	6,427
	449,793	889,158	(899,279)	-	439,672

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2023

15. Share Capital

The charity is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the Charity being wound up whilst he or she is still a member or within one year thereafter.

All trustees are members of the Company and the number of members at 31 March 2023 was 14 (2022: 14)

16. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	8,707	-	8,707
Net current assets	363,556	7,733	371,289
Non-current liabilities	-	-	-
	<u>372,263</u>	<u>7,733</u>	<u>379,996</u>

2022 Comparative note

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	327,898	-	327,898
Net current assets	161,319	6,427	167,746
Non-current liabilities	(55,972)	-	(55,972)
	<u>433,245</u>	<u>6,427</u>	<u>439,672</u>

17. Reconciliation of net income/(expenditure) to net cash flows from operating activities

	2023 £	2022 £
Net income/(expenditure) for the reporting period	(59,676)	(10,121)
Adjustments for:		
Depreciation charge	2,069	5,576
Profit on sale of fixed assets	(10,448)	
Interest and rents from investment property	(803)	(6,482)
(Increase)/decrease in debtors	(36,941)	(14,340)
Increase in creditors	69,279	11,731
Utilisation of provision	(55,972)	-
Net cash (used in)/provided by operating activities	<u>(92,492)</u>	<u>(13,636)</u>



Grant Feedback Form 2024-2025

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:

Citizens Advice Torridge, North, Mid & West Devon

►Contact Details:

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

First Names Emma

Last Name Morrison

Position in Organisation Funding Officer

Address The Ockment Centre, Okehampton

Postcode EX20 1AR

Telephone Num

Email Address e

►Amount of Grant received:

£3,500

►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 received from Credition Town Council enabled us to help 494 people in Credition. Total number of problems people were helped with was 1,623. Family incomes were boosted by a total of £302,161.

Nearly half of all people coming to us for help wanted assistance with welfare benefits as the increased cost of living impacted on their ability to pay their bills. The number of people needing help to claim PIP increased by over 60% overall compared to the previous year.

The second and third most common reasons for people seeking help was to find out more about whether there was anything they could claim to boost their income or start a claim for Universal Credit.

Elsewhere in our districts, disability benefits ranked fourth and fifth but in Credition people sought help with Employment Support Allowance and Council Tax reduction.

Jane (not her real name) was referred by her local hospital after she received a diagnosis of terminal cancer. She had found her expenses had gone up due to needing her heating on more and travelling for treatments. She wanted help to apply for Attendance Allowance and a Blue Badge to cover parking. As Jane was terminally ill, she qualified for higher rate AA at £108.55 per week. We looked at other benefits she might be entitled to, and discovered she could claim Pension Credit at £95.73 per week and Council Tax Reduction at £26.79 per week. This is an additional £12,000 per year to cover the costs incurred by having cancer.

Jane's mother said "You have been so helpful – you have taken so much worry and pressure off my daughter. She would have struggled to deal with everything. Thank you so much."

Energy is the second most common issue in Credition.

Approximately one third of people who mentioned problems with meeting their energy costs, said that they were unable to afford to top up their pre-payment meters.

We issued energy vouchers across our combined areas totalling £91,000. Currently we know that we can continue to issue vouchers up until September 2024.

Edna (not her real name), contacted Adviceline as she was scared to put on her central heating. She relied on disability benefits, housing benefit and her state pension but still had to pay £200 per month to cover a shortfall in her rent. She found that the log burner in her living room had also become expensive. Our benefits check confirmed that she was in receipt of her full entitlement. We issued her with a £100 energy voucher and made an application to Friends of the Elderly for a grant to cover the cost of logs for the winter. We also helped Edna apply to the council for a Discretionary Housing Payment to cover her rent shortfall. Edna was thrilled and told our Adviser "You have been wonderful! Thank you very much for your help!"

Increasingly people are falling into debt as their income falls short of the amount of money needed to meet their essential bills. We have dedicated teams of Debt Advisers who have to undergo particularly rigorous training.

The average debt each person has that we helped was £13,891. Over half the people that we advised on debt came to us with a negative budget i.e. their income failed to cover essential expenditure.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

Anna (not her real name), met our advisor at a food bank where she disclosed she was suffering with postpartum depression after the birth of her third child. Her credit cards had been affordable before the increases in energy costs and food and she could no longer afford the repayments.

We helped Anna get everything in order for a Debt Relief Order which gave her a fresh start. She was no longer dependent on foodbank and energy vouchers to survive.

Anna told us "This is exactly what I needed as I could not have dealt with everything alone. You took everything away from me and now I have a clean slate"

►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 Emma Morrison

Date 21/08/2024

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 30 September 2023.

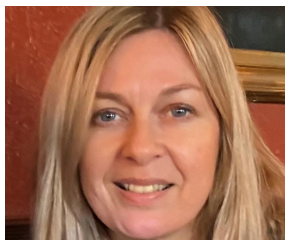


**citizens
advice**

**Torrige, North,
Mid & West Devon**

Crediton Town Council Impact Report 2023-24





Vicki Rowe

Chief Executive Officer

reviews the year

Every year we know the challenges ahead are going to be even more testing than the previous year. Yet every year we manage to rise to those challenges helping more people with increasingly complex problems and generating increased family income. Our achievements in 2023-24 were incredible - helping 15,222 people with 49,907 problems generating £12,023,460 additional household income. I am extremely proud of this achievement which reflects the hard work and dedication of all our staff and volunteers.

Recognising the continued effect the cost of living crisis has had on our community, we remain focused in our efforts to recruit volunteers alongside exploring opportunities for increased partnerships with organisations that share our passions and our principles in order that we can extend our range of services and help tackle demand. Enhanced partnership with Macmillan and new partnerships with the Trussell Trust and National Lottery evidences the Charity's ability to successfully deliver large scale services across the region; something we intend to build on through the next financial year.

In addition to increasing frontline resources, we are relentless in exploring ways in which we can work more effectively and the introduction of email advice has proved to be especially effective. Since we launched it in June 2023 we have helped 832 people in this way and are now expanding further with the offering of video appointments.

The reintroduced face to face services has grown in strength recognising that not everyone is able to access our services through digital means. In addition, we have committed to redesigning our website so that people who are comfortable with technology can access self-help advice directly as well as booking an appointment online.

Under the terms of our agreement with National Citizens Advice we are required to be audited on a regular basis. We are audited on an annual basis but whilst this is remotely monitored for two years out of three, in the third year it is a detailed audit undertaken in person. I am delighted to say that we emerged with flying colours when this was carried out in 2023 and we strive to not only maintain those high standards in all areas, but to build upon them.

We enjoy the privileged position of being a trusted, recognised organisation and our credibility as such is supported by the fact that our quality assurance has the accreditation of the Advice Quality Standard (AQS) and our financial undertakings are regulated by the Financial Conduct Authority (FCA).

As ever, whilst celebrating our achievements, we are by no means resting on our laurels and are forging ahead in the new financial year. We acknowledge that our challenges do not diminish - far from it - we are constantly adapting in a rapidly changing environment in our mission to help more people move forward with the problems they face.



**We helped 494 people in
Crediton**



**Total number of problems people
were helped with was
1,623**



**Family incomes were boosted
by a total of
£302,161**

Our Impact in 2023-24

A Year of Managing the Cost of Living Crisis

Our offices were dealing with more complex situations, as people were coming to us with an average of 3.3 problems not just one single problem where advice was needed.

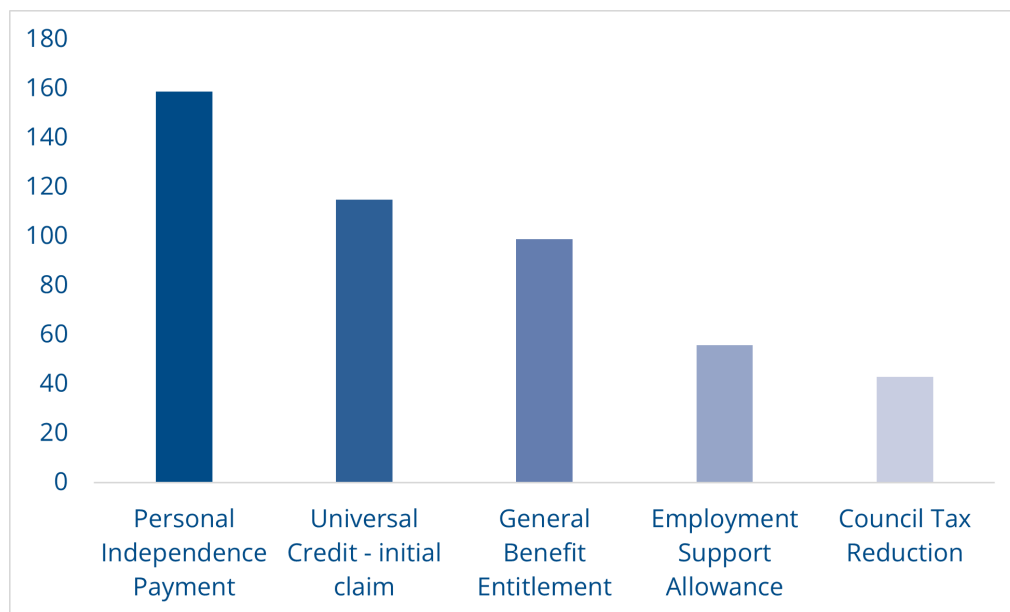
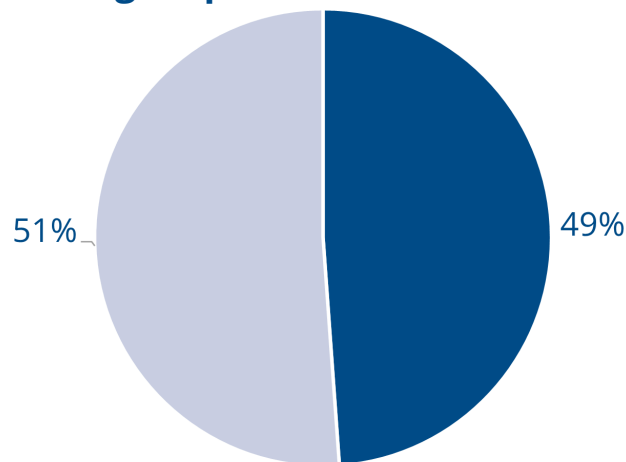
1 in 5 of the people we helped overall were advised in person, either at one of our offices or an outreach in the community they live in. We are taking steps to further increase this.

People in employment became more affected by the cost-of-living crisis, so we launched a new email advice service to help respond to people unable to talk to us during daytime working hours. Over 800 people were assisted this way across our districts.

We have been looking at the causes behind the hardship that people have been facing and ways to help people with the associated problems which we see across all our districts.

What problems are people in Crediton seeking help with?

- Welfare benefits problems
- All other problems



Nearly half of all people coming to us for help wanted assistance with welfare benefits as the increased cost of living impacted on their ability to pay their bills.

The number of people needing help to claim **PIP** increased by over 60% overall compared to the previous year.

The second and third most common reasons for people seeking help was to find out more about whether there was anything they could claim to boost their income or start a claim for **Universal Credit**.

Elsewhere in our districts, disability benefits ranked fourth and fifth but in Crediton people sought help with Employment Support Allowance and Council Tax reduction.

Jane's story

Jane (not her real name) was referred by her local hospital after she received a diagnosis of terminal cancer. She had found her expenses had gone up due to needing her heating on more and travelling for treatments. She wanted help to apply for Attendance Allowance and a Blue Badge to cover parking.

As Jane was terminally ill, she qualified for higher rate AA at **£108.55** per week. We looked at other benefits she might be entitled to, and discovered she could claim Pension Credit at **£95.73** per week and Council Tax Reduction at **£26.79** per week. This is an additional **£12,000** per year to cover the costs incurred by having cancer.

Jane's mother said "You have been so helpful – you have taken so much worry and pressure off my daughter. She would have struggled to deal with everything. **Thank you so much.**"

Energy is the second most common issue in Crediton



Approximately one third of people who mentioned problems with meeting their energy costs, said that they were unable to afford to top up their pre-payment meters.

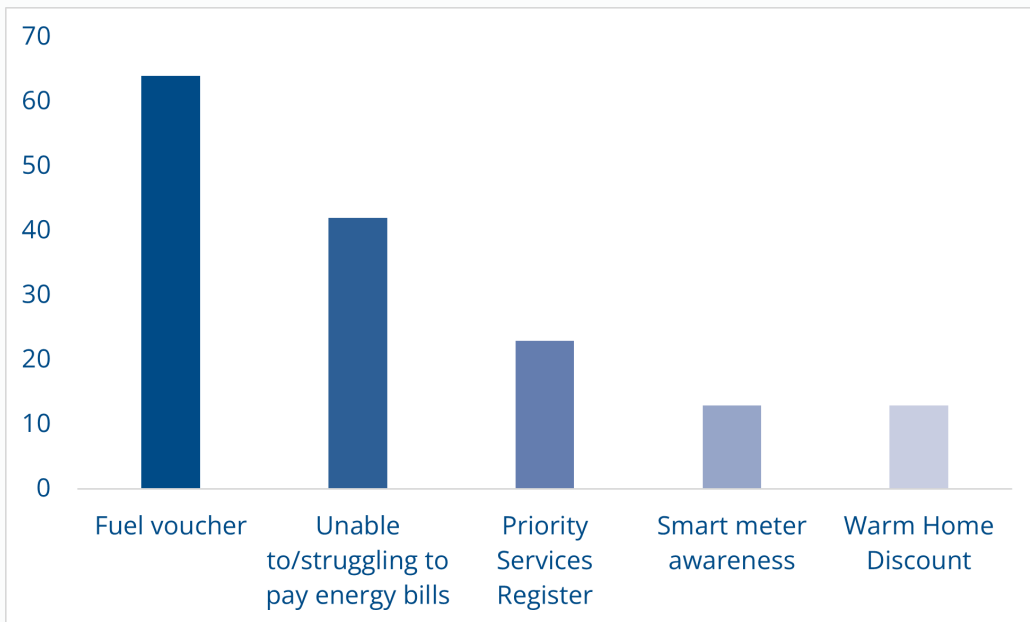
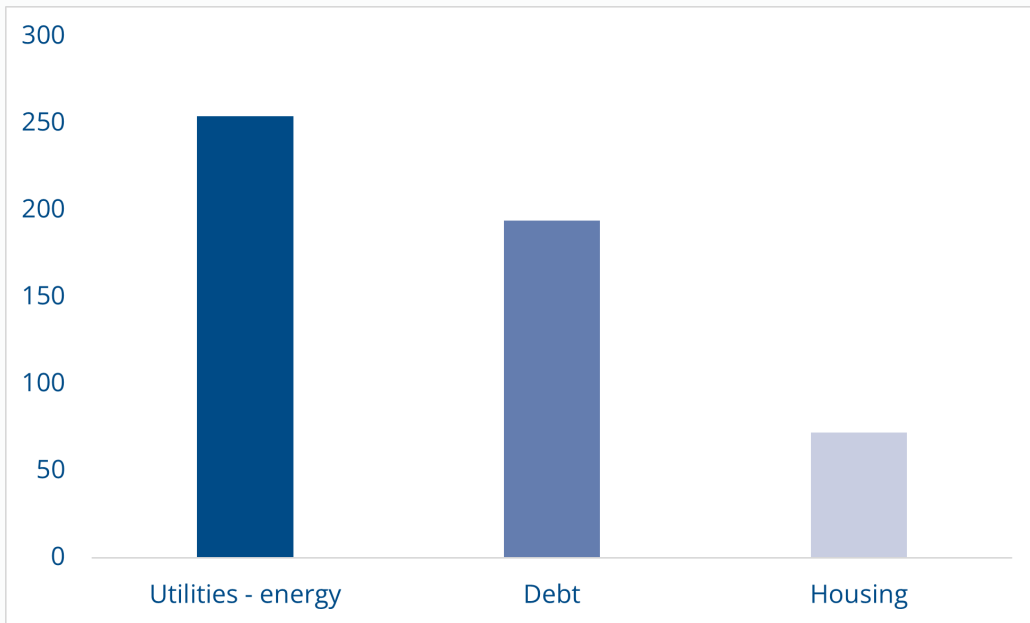
We issued energy vouchers across our combined areas totalling **£91,000**

Currently we know that we can continue to issue vouchers up until September 2024.

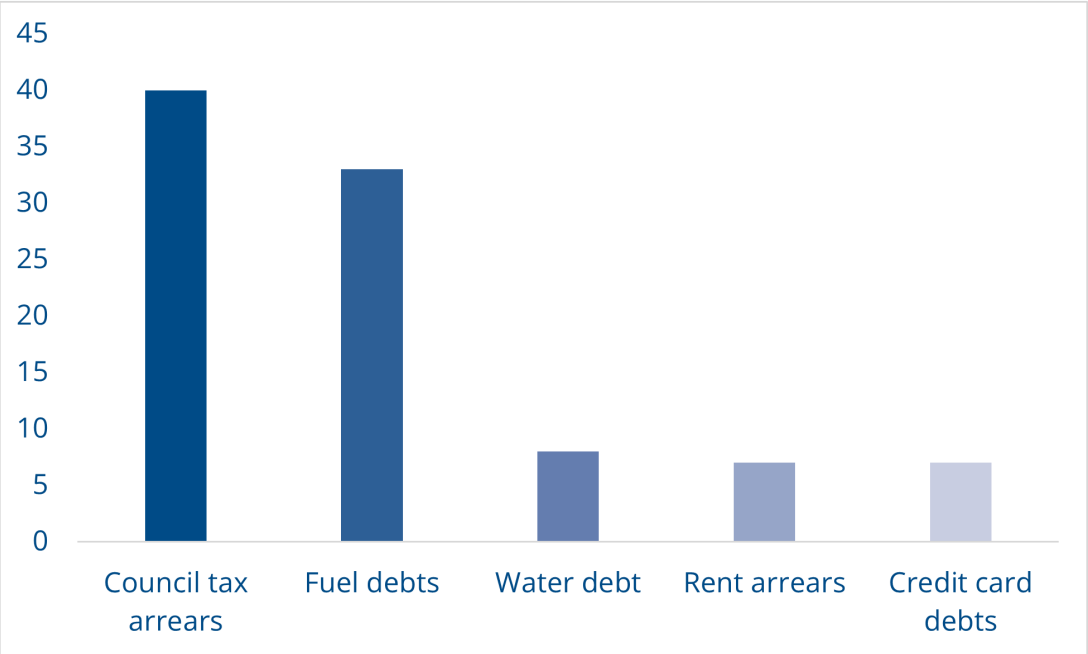
Edna (not her real name), contacted AdviceLine as she was scared to put on her central heating. She relied on disability benefits, housing benefit and her state pension but still had to pay £200 per month to cover a shortfall in her rent. She found that the log burner in her living room had also become expensive.

Our benefits check confirmed that she was in receipt of her full entitlement. We issued her with a £100 energy voucher and made an application to Friends of the Elderly for a grant to cover the cost of logs for the winter. We also helped Edna apply to the council for a Discretionary Housing Payment to cover her rent shortfall.

Edna was thrilled and told our Adviser “You have been wonderful! Thank you very much for your help!”



Debt - our third most common problem in Crediton



Increasingly people are falling into debt as their income falls short of the amount of money needed to meet their essential bills. We have dedicated teams of Debt Advisers who have to undergo particularly rigorous training.

The average debt each person has that we helped was £13,891.

Over half the people that we advised on debt came to us with a negative budget i.e. their income failed to cover essential expenditure.

Anna (not her real name), met our advisor at a food bank where she disclosed she was suffering with postpartum depression after the birth of her third child. Her credit cards had been affordable before the increases in energy costs and food and she could no longer afford the repayments.

We helped Anna get everything in order for a Debt Relief Order which gave her a fresh start. She was no longer dependent on foodbank and energy vouchers to survive.

Anna told us “This is exactly what I needed as I could not have dealt with everything alone. You took everything away from me and now I have a clean slate.”

Housing - our fourth most common problem in Crediton



10% of people with housing problems tell us their homes need maintenance work or are unfit for human habitation.



In Crediton people talk to us about private sector possession action, threatened homelessness and private sector disrepair.



11% of the people we work with have insecure housing meaning that they are homeless, 'sofa surfing' or in temporary accommodation.

People come to us with many concerns about their housing and are often threatened with homelessness. This may be because they are struggling to pay increased rent which they cannot manage as their income has not risen in proportion. It may be that the landlord has simply decided to sell the property.

People are finding it very difficult to move home, to find alternative accommodation, be it in the private rental sector or social housing and removal costs need to be met.

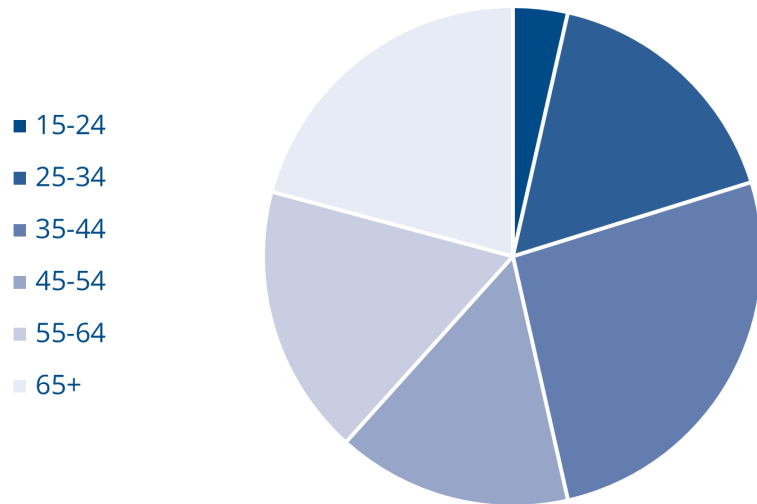
Some people are struggling to heat their homes and we have seen an increase in people reporting disrepair to their properties arising from damp and mould.

Jake (not his real name), came to a drop-in session. His health was poor partly because of the condition of his house. His housing benefit wasn't covering the full amount of his rent and he had run up arrears which were now being deducted from his benefits leaving him short of money. He showed our Advisor a picture of his house which showed mushrooms growing up through the floor.

We helped Jake apply for a Discretionary Housing Payment to cover the gap in his rent. We also helped him to make an inquiry with Environmental Health, who, after inspection, stated that the house had dry rot and the landlord had to repair it. They are monitoring this ongoing situation.

Jake said "You have helped me more than you know."

Who are the people that we help in Crediton?



Nearly a quarter of the people who come to us are over 65 years old



60% of people we work with describe themselves as being disabled or having a long-term health condition

This is more than twice the number in the 2021 census



61% of people seeking advice from us currently rent their home. Only one third of those seeking our help in the 2021 census rented their home.



85% of people say we helped them find a way forward



86% of people would recommend our service



A Final Word from Jilly Collins Our Chair of Trustees

On behalf of our Trustee Board, I should like to say how we marvel at the results achieved by the hard work and dedication of the remarkable people who work and volunteer for this amazing Charity.

Our workforce has only just been restored to pre-pandemic levels yet year on year, even though people bring us increasingly complex problems as the cost of living crisis impacts their lives, the number of problems resolved increases and the amount of household income increases by as a direct result, rises quite dramatically; an increase of 25% compared to 2022-23.

We have seen unrelenting efforts to work in a more agile way in order to try and meet the growing demand for the services of our Charity alongside an ongoing recruitment campaign to boost our volunteer numbers. Having introduced email advice, work is in hand to offer video calls to give advice and our Trustee Board is proud to support this forward thinking as more and more people turn to our Charity for help.

Our Trustee Board comprises an eclectic mix of skills, experience and expertise and aims to reflect the profile of the people within the area the charity serves. The challenges that people face living in a rural community are so very different to those in towns and cities and we need to understand and empathise with them in order to remain effective. As such, ours is not a remote Trustee Board; our members are very active within the Charity so we hear first hand of the challenges faced by staff and volunteers, particularly those on the front line.

Whilst it is sad to reflect on the fact that growing numbers of people in our community are reaching out to us for help and advice, it is very heartening to see that the Charity continues to rise to the challenges this presents and I am very much looking forward to working with our teams, workforce and trustees alike, as together, we make this happen.

**citizens
advice**

**Torridge, North,
Mid & West Devon**

**Here are the ways to contact us
when people need help**

**Or why not follow us on
Social Media**



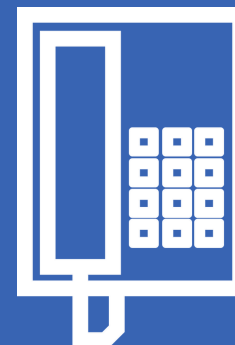
<https://www.linkedin.com/company/87084309/admin/feed/posts/>



<https://www.facebook.com/TorridgeNorthMidWestCA>



<https://x.com/CATNMWD>



**Call our FREE local
AdviceLine on
0808 27 87 999**



**Visit our website
www.citizensadviceetnmwd.org.uk
for help & information on many subjects
or to email your inquiry**



**See details of our local offices on
our website and either make an
appointment to see us or
see when our drop-ins are
available.**



Volunteer with us!

Volunteering for your local Citizens Advice can:

- Enhance your cv
- Help you get into work
- Give you the opportunity to meet new people
- Keep your mind active
- Help you learn new skills
- Enable you to make a positive impact in the community

The Citizens Advice service is committed to valuing diversity and promoting equality. We welcome volunteers from all backgrounds, including Black Asian Minority Ethnic (BAME) volunteers, disabled volunteers, volunteers with physical and mental health conditions, LGBT+ and non-binary volunteers.

To find out more about our roles and to apply, email recruitment@citizensadviceetnmwd.org.uk or scan the QR code

**citizens
advice**

**Torridge, North,
Mid & West Devon**





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

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

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

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

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

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

Name of Organisation	Paint Pots Of Devon	
Name of Project or Activity	Community sensory room plus access ramp to rear of the building	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	Asap	01/2026
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Gemma Jackson	
Position in organisation	Manager	
Email address	<div></div>	
Telephone number		

Organisation details

Address	Unit 6-7 The Creedy Centre High street Credition EX17 3LG
---------	--

Website	www.paintpotsdevon.co.uk
Social media links	https://www.facebook.com/paintpotsofdevon
Description of organisational purpose	<p>We are a pottery painting café with strong family values. Our aim is to provide a safe, relaxed, affordable & inclusive space for all.</p> <p>We have a small private room that we use for parties at the weekend and let out (free of charge) to community groups such as Action for children, Mid Devon Pain Management clinics and Baby Massage groups.</p> <p>We recently opened a small sensory room which our customers can access.</p> <p>We are based in the Creedy Centre, in Crediton high street, and currently has no disabled access.</p>
Bank details	Bank [REDACTED] Sort [REDACTED] Acc [REDACTED]
If you are successful, payment will be made by BACS	

Project Details

1. Briefly outline the project that you have planned
<p>The Creedy centre is an old building that is currently only accessible by steps. After consultation with the landlord, it was decided that making the centre more accessible is the responsibility of the tenant.</p> <p>We would like to add wheelchair and pushchair access to the Creedy centre with a “Roll-a-ramp” on the rear steps, this would allow us to considerably increase our offer to community groups. Along with this we would like to be able to offer the use of our Sensory room, free of charge to all, supporting new parents and those with additional needs by providing a safe calming space within the town centre.</p>

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

Since the closure of the Children's centre and then the Baby Hub there has been a lack of safe, affordable spaces for babies and young children to explore, learn and play. A sensory room provides a space for children to explore their senses and help them regulate their emotions, this is especially important to children who can become overwhelmed and need a calm quiet space to support self-regulation.

There is currently nothing like this that is free of charge within Crediton town centre. Our sensory room only supports those that can afford to pay to use it. We currently only charge a very small fee to cover the rent and we provide the electricity and upkeep of the room & equipment ourselves. We know from our work with Action for children that there are many families that would benefit from a free safe & calming space.

In recent months we have also been working with local care homes who have had residents dropped to us by taxi, but we have been unable to accommodate them fully due to the lack of wheelchair access.

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

Improving access will make the sensory & party/meeting room accessible to everyone so that we can continue and expand our work with community groups.

We are passionate about being able to offer use of our sensory room free of charge for everyone. We believe that this in turn would benefit the reputation and profile of Crediton and make it a more attractive place for families, especially those with additional needs, to come and shop.

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

Currently 18.4% of children in England have some kind of special educational need, we believe that by providing a safe and relaxed space for parents and carers to be able to access simply will be a big asset to Crediton.

In just one Crediton primary school there are 96 pupils on Pupil Premium and 86 on the SEND register which confirms there is a demand locally for affordable, good quality support spaces.

Since the closure of the Children's centre and then the Baby Hub there has been a lack of safe, affordable spaces for babies and young children to explore, learn and play.

We hope that by providing free access to a sensory space we will help families in Crediton with babies and young children.

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

Our current offer is fully funded by Paint Pots of Devon and by charging a small fee for the sensory room.

We hope that by using to grant improve access to the building along with supporting the rent of the sensory room, that the café will also grow enabling it to continue to support our free community offers.

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

We currently carry out full and robust risk assessments on all our rooms and will undertake training in the use of the Roll-a-ramp along with regular safety checks.

All our full-time staff have, at some point, completed Safeguarding awareness training with a background in either nursing or child care, and are fully aware of their safeguarding obligations.

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

Planet Play in Crediton have a new sensory room within their soft play, but this must be booked in advance and is only for 1 family at a time.

We would like our offer to be more free flowing, allowing families to drop in if they need to use the space whilst out shopping or visiting Crediton, as well as using it as a place to meet up with friends and family.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Increased use of our sensory room	5 families using it per week	Sign in/tally sheets
More community bookings for our private room	2 new bookings a month	Booking forms

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

What is the total cost of your project?	
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Paint Pots of Devon

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs			
Training	Manual handling	£100	£100
Office costs (rent, telephone etc)			
	Sub Total	£100	£100
Salaries			
Expenses (travel etc)			
Venue hire	Sensory Room Rent/year	£1620.00	£1620.00
Materials	Roll-a-ramp	£1223.99	£1223.99
Publicity	Advertising/flyers	£100	£56.01
Volunteer expenses			
Other (please specify)			
	Sub total	£2943.99	£3000

	TOTAL	£3034.99	£3000
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Declaration

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

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

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

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

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

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

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

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

Signature 1 (person submitting form) Gemma Jackson 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

**GEMMA JACKSON TRADING AS PAINT POTS OF DEVON
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 5 APRIL 2023**

Gemma Jackson Trading As Paint Pots of Devon
Contents of the Unaudited Accounts
For The Year Ended 5 April 2023

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Balance Sheet	6
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**Gemma Jackson Trading As Paint Pots of Devon
Business Details
For The Year Ended 5 April 2023**

Proprietor	Mrs Gemma Jackson
Business	Unit 6-7 The Creedy Centre High Street Crediton Devon EX17 3LG
Accountants	Smarter Accounting 138 High Street Crediton EX17 3DX

**Gemma Jackson Trading As Paint Pots of Devon
Accounts Approval Statement
For The Year Ended 5 April 2023**

I approve these accounts which comprise a Profit and Loss Account, Balance Sheet and related notes.

I acknowledge my responsibility for the accounts including the provision of all the information and explanations necessary for their completion.

.....
Mrs Gemma Jackson
15 January 2024

**Gemma Jackson Trading As Paint Pots of Devon
Accountant's Report
For The Year Ended 5 April 2023**

We have prepared for your approval the financial statements of Paint Pots of Devon for the year ended 5 April 2023 which comprise the Profit and Loss Account, the Balance Sheet, and the related notes from the accounting records and from information and explanations you have given us.

As a practising member firm of the Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.cimaglobal.com>.

This report is made solely to Gemma Lorraine Jackson of Paint Pots of Devon in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Paint Pots of Devon and state those matters that we have agreed to state to Gemma Lorraine Jackson of Paint Pots of Devon in this report in accordance with the requirements of the Chartered Institute of Management Accountants as detailed at <http://www.cimaglobal.com>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Paint Pots of Devon for our work or for this report.

It is your duty to ensure that Paint Pots of Devon has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Paint Pots of Devon. You consider that Paint Pots of Devon is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Paint Pots of Devon. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

15 January 2024

Smarter Accounting
138 High Street
Crediton
EX17 3DX

Gemma Jackson Trading As Paint Pots of Devon
Profit and Loss Account
For The Year Ended 5 April 2023

	5 April 2023		5 April 2022	
	£	£	£	£
Turnover				
Sales		82,359		56,698
Cost of Sales				
Opening stock - materials	7,534		-	
Pottery purchases	32,759		22,943	
Cafe purchases	11,288		8,176	
	51,581		31,119	
Closing stock - materials	(8,448)		(7,534)	
		43,133		23,585
GROSS PROFIT		39,226		33,113
Other Operating Income				
Other coronavirus grant income	-		2,667	
		-		2,667
		39,226		35,780
Expenditure				
Wages and salaries	6,303		-	
Training	1,315		497	
Travel expenses	-		428	
Rent	10,210		6,800	
Light and heat	4,680		2,846	
Use of private residence	312		312	
Hire and leasing of plant and machinery	240		31	
Computer software, consumables and maintenance	6		-	
Repairs and renewals	8,074		2,809	
Insurance	624		378	
Printing, postage and stationery	692		402	
Advertising and marketing costs	1,274		1,160	
Telephone and internet	1,920		346	
Website costs	269		1,093	
Accountancy fees	635		672	
Professional fees	48		-	
Bank charges	7		-	
Credit card charges	600		167	
		37,209		17,941
		2,017		17,839
				...CONTINUED

Gemma Jackson Trading As Paint Pots of Devon
Profit and Loss Account (continued)
For The Year Ended 5 April 2023

Depreciation

Depreciation	1,697		2,265	
		1,697		2,265
NET PROFIT		320		15,574

Gemma Jackson Trading As Paint Pots of Devon
Balance Sheet
As At 5 April 2023

		5 April 2023		5 April 2022	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	2		5,099		6,796
CURRENT ASSETS					
Stock and work in progress		8,448		7,534	
Other debtors		475		475	
Cash at bank and in hand		3,871		9,432	
Prepayments and accrued income		188		164	
		12,982		17,605	
CURRENT LIABILITIES					
Trade creditors		-		688	
Accruals and deferred income		575		600	
		575		1,288	
NET CURRENT ASSETS			12,407		16,317
TOTAL ASSETS LESS CURRENT LIABILITIES			17,506		23,113
LIABILITIES DUE AFTER 1 YEAR					
Other creditors		8,450		10,450	
			8,450		10,450
NET ASSETS			9,056		12,663
CAPITAL ACCOUNT					
Balance at 6 April 2022			12,663		-
Profit/(Loss) for the period/year			320		15,574
Capital Introduced			11,363		4,883
Drawings			(15,290)		(7,794)
Balance Carried Forward			9,056		12,663

Gemma Jackson Trading As Paint Pots of Devon
Notes to the Accounts
For The Year Ended 5 April 2023

1. Accounting Policy

These accounts have been completed in accordance with UK Generally Accepted Accounting Practice guidelines and provides sufficient and relevant information to enable completion of a tax return.

2. Tangible Assets

	Plant & Machinery
	£
Cost	
As at 6 April 2022	9,061
As at 5 April 2023	<u>9,061</u>
Depreciation	
As at 6 April 2022	2,265
Provided during the period	<u>1,697</u>
As at 5 April 2023	<u>3,962</u>
Net Book Value	
As at 5 April 2023	<u>5,099</u>
As at 6 April 2022	<u>6,796</u>



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

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

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

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

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

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

Name of Organisation	Churches Housing Action Team	
Name of Project or Activity	Outreach services in Credition	
What is the delivery time scale of your Project or Activity	April 24	December 24
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Holly Sutton
Position in organisation	Fundraising Manager
Email address	
Telephone number	

Organisation details

Address	Coggans Well House, Phoenix Lane, Tiverton EX16 6LU
Website	www.chatmid.org.uk
Social media links	https://www.facebook.com/CHATMidDevon/
Description of organisational purpose	We offer free, impartial, confidential advice and essential life changing support to vulnerable individuals across a wide range of housing problems such as homelessness and repossession. We have a client centred approach and

	clients can access services including housing advice, longer-term tenancy support, Debt and Money Advice, Foodbank (Tiverton & District) and fuel poverty relief. A dedicated team of highly trained staff, supported by knowledgeable volunteers, provide our services free of charge and empower clients to make positive life changes.
Bank details If you are successful, payment will be made by BACS	Bank [REDACTED] Sort Code [REDACTED] Account [REDACTED]

Project Details

1. Briefly outline the project that you have planned
<p>Our vision is for no one in Mid Devon to be homeless or hungry.</p> <p>We believe that everyone is entitled to decent, secure and affordable housing – somewhere to call home. Our office is based in Tiverton, but our services are available to anyone in the Mid Devon area and we visit Crediton every week as well as offering home visits in the area.</p> <p>Our work helps to tackle loneliness, isolation, and support mental health and well-being through dedicated time to discuss clients individual issues and helping them to improve their lives</p> <p>This funding would enable us to continue to operate an outreach service, including debt and money as well as tenancy and housing support.</p>
2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)
<p>We know that there is a need as we have been working in Crediton for a number of years and see many clients every year. Below is an article shared by the Crediton Courier evidencing the need for housing support, but we also offer debt and money and energy support. Last year as a whole organisation, we dealt with over £1.2million of debt, an increase from £850k the year prior, so the need for debt support is increasing and that often is tied into the need for housing support as well.</p> <p>https://www.creditoncourier.co.uk/news/more-than-100-households-in-mid-devon-apply-for-homelessness-support-743959</p>
3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?
<p>The project supports the following in the community grants policy: This Provides a new or improves an existing asset or service which benefits a significant number of residents.</p> <p>Our project aligns with this as we are providing a service which benefits a significant number of residents.</p> <p>CHAT plays a vital role in supporting residents by providing essential housing and tenancy support, as well as debt and benefits advice. By addressing issues like potential homelessness, tenancy disputes, and financial struggles, CHAT helps individuals and families maintain stable living situations, ensuring a sense of security and well-being. The expert advice on managing debts and navigating the often-complex benefits system empowers residents to regain financial control and stability, equipping people with the tools and confidence needed to sustain long-term independence.</p>

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

Last financial year in Crediton we:

Opened 181 new cases

Worked on 139 existing cases

We offered support for debt, housing, budgeting advice, tenancy support and for Ukrainians. We also administered 62 household support fund vouchers.

This shows the number of people who need our support in Crediton. On average each case takes 40 days of casework, from the first time they enquire to completion.

We will closely monitor demand and outcomes using our database and questionnaires and then identify future funding sources if needed.

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

We aim to keep our project financially sustainable by bringing in money from a variety of sources. One way is by applying to charitable trusts for funding. Alongside this, we can rely on income from donations, fundraising events, and our standing order scheme to help cover any shortfalls.

To make sure we're not dependent on one source of income, we've developed multiple streams of funding. For example, we rent out space in our offices in Tiverton, which provides a steady and reliable income.

We also continue to look for new opportunities to work with the local community and businesses to grow our support base. By managing our finances carefully and having a range of funding options, we're confident we can keep the project running for the long term.

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

We have strong policies in place to ensure everyone involved in our project is kept safe. Before visiting any location, whether it's an office we're using or a client's home, we carry out thorough risk assessments to identify and manage potential risks.

Our policies are reviewed regularly to make sure they stay up to date and effective. We also review cases frequently to ensure we're maintaining the safety of our clients, staff, and volunteers at all times.

If needed, we can provide copies of our safeguarding policies for you to review. These measures reflect our commitment to creating a safe and secure environment for everyone involved in our project.

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

Citizens Advice provides a service in Crediton, but we've found that the hours they're available each week isn't enough to meet the level of need in the area. When we come across an issue that they're better equipped to handle, or where their expertise is greater, we will refer clients to them, and they do the same for us.

We have strong relationships with many organisations working across Mid Devon and in Crediton. This helps us ensure we can refer clients to the right place for any support needs that fall outside our remit, so they receive the best help available.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
New cases opened	Meeting the need of people in Crediton	Advice Pro Database
Total cases worked on	Meeting the need of people in Crediton	Advice Pro Database
Days spent doing outreach	Meeting the need of people in Crediton	Advice Pro Database

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

What is the total cost of your project?	
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Other grants, community fundraising and donations

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	10%	£530	0
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries	1 day per week – Debt and Money/Housing Advisor	£3744	£17500
Expenses (travel etc)		£400	£250
Venue hire		£1152	£1000
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL	£5826	£3000

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£4500

What was the project?	Housing/Tenancy and Debt/Money Advice
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	

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

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

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

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

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

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

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

Signature 1 (person submitting form)	Holly Sutton
Signature 2 (Chair or senior representative of the organisation)	Alison Padfield
Typed entries acceptable for email applications	

Date: 16/1/25

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

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds General £	Designated £	Restricted funds £	Total 2024 £	2023 £
Income						
Income and endowments from:						
Donations and legacies		382,301		218,903	601,204	408,264
Charitable activities					0	54,542
Other trading activities		6,034		1170	7,204	5,858
Investments		4,409			4,409	1,899
Total income		392,744	0	220,073	612,817	470,563
Expenditure						
Raising funds	10	42,853			42,853	29,117
Charitable activities	10	281,708		240,642	522,350	407,757
Total expenditure	10	324,561	0	240,642	565,203	436,874
Net income before transfers		68,183	0	-20,569	47,614	33,689
Transfers between funds	8				0	0
Net movement in funds		68,183	0	-20,569	47,614	33,689
Fund balances brought forward		131,589	17,776	74,042	223,407	189,718
Fund balances carried forward		199,772	17,776	53,473	271,021	223,407

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED

BALANCE SHEET AT 31st MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Tangible fixed assets	3		6,998		9,962
Current assets					
Debtors	4	66,031		25,388	
Cash at bank and in hand		<u>240,038</u>		<u>202,449</u>	
		<u>306,069</u>		<u>227,837</u>	
Creditors: amounts falling due within one year					
Creditors	5	42,046		14,392	
		<u>42,046</u>		<u>14,392</u>	
Net current assets			<u>264,023</u>		<u>213,445</u>
Net assets	6		<u>271,021</u>		<u>223,407</u>
Reserves					
Unrestricted general reserve	6		199,772		131,589
Designated funds	6		17,776		17,776
Restricted funds	6		53,473		74,042
Total funds			<u>271,021</u>		<u>223,407</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland.'

For the financial year ended 31 March 2024 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

Approved by the Trustees on 18 July 2024 and signed on their behalf by:

Simon Friend
Chair

Terry Norris
Trustee

NOTES AND ACCOUNTING POLICIES

1. Accounting policies

Basis of accounting

The financial statements are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Churches Housing Action Team (Mid Devon) Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms under which the funds were raised.

Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, when it is probable that the income will be received and when the amount can be quantified with reasonable accuracy.

Voluntary income includes grants, donations and gifts and is included in full when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

Expenditure

Expenditure is recognised on the accruals basis inclusive of Value Added Tax which cannot be recovered.

Costs of generating funds comprise the costs of attracting donations and administering membership.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both the costs that can be allocated directly and indirect costs necessary to support the activities.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Creditors are measured at settlement amounts less any trade discounts

Assets

Tangible fixed assets are depreciated by equal annual instalments over their estimated useful lives at the following rates:

Fixtures and fittings	33%
I T Equipment	33%
Leasehold improvements	Over the term of the lease

Debtors are measured at the cash or other consideration expected to be received

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

2. Net income for the year	2024	2023
This is stated after charging:	£	£
Depreciation of tangible assets owned by the company	2,964	2,964

3. Tangible fixed assets

	Leasehold improvements	Furniture & fittings	IT equipment	Total
Cost	£	£	£	£
At 1 April 2023	11,323	7,740	16,047	61,891
Additions				0
Disposals				0
At 31 March 2024	11,323	7,740	16,047	61,891
Depreciation				
At 1 April 2023	2,970	7,740	14,438	51,929
Charge for the year	1,620		1,344	2,964
Eliminated on disposals				0
At 31 March 2024	4,590	7,740	15,782	54,891
Net book amounts				
At 31 March 2024	6,733	0	265	6,998
At 31 March 2023	11,323	0	1,609	9,962

4. Debtors	2024	2023
	£	£
Trade debtors	11,418	14,227
Prepayments and accrued income	6,962	6,638
Other debtors	47,651	4,523
	<u>66,031</u>	<u>25,388</u>

5. Creditors

Trade creditors	41,309	12,293
Accruals and deferred income	732	1,193
Taxation and Social Security	0	271
Other creditors	5	635
	<u>42,046</u>	<u>14,392</u>

6. Analysis of net assets between funds

	General	Restricted	Total
	£	£	£
Fixed assets	6,998		6,998
Current assets	252,596	53,473	306,069
Creditors	(42,046)		(42,046)
	<u>217,548</u>	<u>53,473</u>	<u>271,021</u>

7. Related Party Transactions

No trustees were in receipt of fees or expenses during the year.
There were no related party transactions

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

8. Movements in funds	April 2023	Income	Paid	Transfers	March 2024
	£	£	£	£	£
Restricted funds					
Debt and Money Advice	11,341	5,742	(9,592)		7,491
Springboard Project	0	26,170	(15,081)		11,089
Make Some Noise	0	35,500	(32,474)		3,026
Food Fund	9,208	32,542	(36,841)		4,909
Hardship and Fuel Poverty	0			19,433	19,433
Ukraine Hardship Fund	10,702	2,400	(5,700)	-7,402	0
Fuel Poverty Fund	8,717	3,374	(5,722)	-6,369	0
Hardship fund	5,481	1,500	(1,319)	-5,662	0
Staff Wellbeing	919	7,600	(4,999)		3,520
Foodbank operation	11,667	21,500	(28,235)		4,932
Mid Devon Energy Partnership	6,480	18,200	(25,607)		-927
Marketing and publicity	2,386		(2,386)		0
Crediton Outreach	1,354	3,260	(4,614)		0
Ukraine Support Fund	5,787	62,285	(68,072)		0
Total restricted funds	74,042	220,073	(240,642)	0	53,473
Unrestricted funds					
Assisted Tenancies	4,323				4,323
Springboard Project	13,453				13,453
General Reserve	131,589	392,744	(324,561)		199,772
	223,407	612,817	(565,203)	0	271,021

Debt and Money Advice. A fund to provide advice to clients to manage their income and expenditure to control personal debt.

Make Some Noise: A fund to cover the cost of a full time debt worker.

Food Fund. Donations to provide food for those in need.

Hardship and Fuel Poverty: This fund has been created by merging the Fuel Poverty Fund, the Hardship Fund and the Ukraine Hardship Fund.

Ukraine Hardship Fund: To provide grants to individuals arriving in Mid Devon from Ukraine

Fuel Poverty Fund. Donations to assist with the provision of fuel for those in need.

Hardship Fund. A fund for specific hardship needs of clients of CHAT for which no other budget is available.

Staff Wellbeing. A fund to provide support and supervision for staff.

Foodbank operation: Funding to support the costs of running the foodbank.

Mid Devon Energy Partnership: Tackling poverty across Mid Devon by offering advice on energy, housing, debt and money.

Marketing and publicity audit: A fund to audit marketing and publicity materials and develop a strategy to increase engagement with both the community and potential clients.

Crediton outreach: A fund to set up regular outreach in the Crediton area

Ukraine Support Fund: A fund to provide advice and resources in Mid Devon for arrivals from Ukraine

Assisted Tenancies. A fund to help prospective tenants in difficult circumstances obtain tenanted accommodation.

Springboard project: A joint initiative by CHAT and Crediton Foodbank to employ a support worker to enable people to sustain tenancies and prevent homelessness. Part of this fund is restricted and part designated.

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

9. Staff costs and numbers

Staff costs were as follows:

	2024	2023
	£	£
Gross wages and salaries	352,623	254,616
Social security costs	19,358	13,615
Pension costs	11,250	6,912
	383,231	275,143

The average number of full time equivalent employees was:

	Number	Number
Management and administration		3.48
Support and advice		7.56
	0	11.04

No employee received emoluments of more that £60,000 (2023: none)

The charity operates a defined contribution pension scheme. The contributions are allocated between direct costs and support costs according to the staff involved.

10. Total expenditure

	<u>Direct costs</u>		<u>Support costs</u>		Total 2024	Total 2023
	Staff	Other	Staff	Other	£	£
	£	£	£	£		
Raising funds						
Fundraising and membership	37,320	5,533			42,853	28,734
Restricted funds					0	383
	37,320	5,533	0	0	42,853	29,117
Charitable activities						
<u>Unrestricted funds</u>						
General and core activities	159,254	29,718	23,924	68,812	281,708	282,607
					0	0
	159,254	29,718	23,924	68,812	281,708	282,607
<u>Restricted funds</u>						
Debt and money advice	7,906	1,686			9,592	2,969
Other	135,544	63,642	21,132	10,732	231,050	122,181
	143,450	65,328	21,132	10,732	240,642	125,150
Total expenditure	340,024	100,579	45,056	79,544	565,203	436,874

Support costs include governance costs estimated at £3,000 (2023: £3,000)

Governance costs include independent examiner's fees of £nil (2023: nil)

11. Commitments under operating leases

At 31 March 2024 the company had annual commitments of £21,000 (2023: £21,000) under non-cancellable operating leases expiring between 2 and 5 years in respect of land and buildings.

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

12. Detailed income and expenditure account

	Unrestricted			
	General and core activities	Designated funds	Restricted funds	Total 2023
	£	£	£	£
Income				
Operating grants	55,561		62,364	117,925
Other grants	113,591		121,497	235,088
Donations	189,552		34,740	224,292
Legacies and funeral donations	3,649			3,649
Fundraising	19,468		302	19,770
Membership	480			480
Other income	6,034		1,170	7,204
Bank interest	4,409			4,409
	392,744	0	220,073	612,817
Direct charitable expenditure				
Accommodation, food and hardship	3,952		55,934	59,886
Salaries, including NI and pension costs	159,294		143,450	302,744
Staff supervision	781		4,429	5,210
Recruitment and training	10,447		3,023	13,470
Travel expenses	286		1,342	1,628
Telephone, publications, subscriptions	14,212		600	14,812
	188,972	0	208,778	397,750
Support costs: fundraising	42,853			42,853
Support costs: charitable activities				
Salaries, including NI and pension costs	23,924		21,132	45,056
Travel expenses	53			53
Property costs	39,083		6,676	45,759
Telephone	1,771		227	1,998
I T costs	6,892		882	7,774
Postage, stationery and copier	1,083		257	1,340
Publications and subscriptions	2,995			2,995
Equipment repairs and renewals	4,635		1,619	6,254
Insurance	3,075		184	3,259
Professional fees	4,343		401	4,744
Recruitment and training	30			30
Miscellaneous	1,888		486	2,374
Depreciation	2,964			2,964
	92,736	0	31,864	124,600
Total resources expended	324,561	0	240,642	565,203
Net incoming resources before transfers	68,183	0	-20,569	47,614



Grant Feedback Form 2024-2025

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:

Churches Housing Action Team LTD

►Contact Details:

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

First Names Holly

Last Name Sutton

Position in Organisation Fundraising Manager

Address Coggan's Well House, Phoenix Lane, Tiverton

Postcode EX16 6LU

Telephone Number

Email Address

►Amount of Grant received:

£3000

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

Please see overleaf



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@credition.gov.uk



Support and Advice Team

Our team of staff and volunteers have provided help and support to those who are homeless, struggling with unsuitable housing situations, and who are threatened with homelessness throughout Mid Devon.

Over the year our team have assisted 1562 clients with:

- Housing advice
- Tenancy issues
- Homes for Ukraine hosting arrangements
- Ukrainian refugee support
- Debt advice and debt solutions
- Money management
- Benefits advice
- Hardship relief - Foodbank, Pantry and Homebank
- Energy advice and emergency fuel vouchers



The grant has been spent to support our work in Credition. We work closely with Credition foodbank and run outreach sessions every week for people who can't get to our hub in Tiverton. We also do home visits ensuring that nobody is unable to access support. As you will see from the graphic, we had 119 face to face appointments in Credition, as well as the case work and phone appointments. Your support has been vital to us being able to offer the support and advice.



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: 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 Holly Sutton

Date 16/1/24

This form must be returned to Credition Town Council, 8 North Street, Credition, Devon, EX17 2BT, no later than 17 January 2025



Mid Devon
Hub for
Housing Help

Tel: 01884 255606

Supporting the vulnerable



ANNUAL REPORT

2024

CHURCHES HOUSING ACTION TEAM

Coggan's Well House,
Tiverton EX16 6LU
0800 059 0104

www.chatmid.org

theoffice@chatmid.co.uk



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Trustees Report for the year ended 31st March 2024

The trustees present their report and financial statements for the year ended 31st March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

Chair's Report

Another very busy year for CHAT to 31st March 2024 where demand for all our services continues to be high. Our Support and Advice team helped 23% more clients than last year, and our foodbank has helped 617 households helping to feed 846 adults and 502 children with 3782 parcels of food.

Many of our clients who initially come in for the foodbank, once we have gained their trust, are open to discussing and letting us help on often deeper financial issues around housing, unclaimed benefits, and debt and we continue to meet these challenges with an excellent staff team and wonderful volunteers, as well as wider support from the local community. For every staff member we employ – we have five volunteers who provide invaluable work from admin to debt & money advice, to working in the foodbank, helping with IT and many other areas. We are so grateful for their time and enthusiasm.

We have ended the year well, feeling proud of all that has been achieved and knowing that CHAT plays such a key role in the Mid Devon area serving the needs of those struggling with housing issues, debt, poverty, and the pervading loneliness that surrounds these things. We continue to adapt to the needs of the community and at the end of the year we successfully trialled a pantry system to help clients transition from relying on the foodbank to a more secure and optimistic financial future where they have more control.

We have had a positive year in terms of income, and we are extremely grateful to everyone who continues to support us so faithfully. I am very proud of the way CHAT continues to rise to the challenges that are presented - with a very quick and nimble response to working with the local community including individuals, supermarkets, churches, voluntary and statutory agencies, food wholesalers and local businesses.

I am extremely grateful to the CEO, my fellow trustees and the whole CHAT team and as I stand down from the Chair role after more years than I can remember as a Trustee, I look forward to seeing CHAT develop and help the most needy in our society as an enthusiastic supporter from the sidelines.

Simon Friend
Chair of Trustees

Charitable Objectives

To relieve either generally or individually, persons within the local authority area of Mid Devon without discrimination of sex or of political, religious or other opinions who are in conditions of need, hardship or distress by making grants of money or providing or paying for items services or facilities calculated to reduce the need, hardship, or distress of such persons and in particular to relieve persons who are homeless or threatened with homelessness or who are without secure permanent accommodation.

Review of Activities

Our team of staff and volunteers have provided help and support to those who are homeless, struggling with unsuitable housing situations, and those who are threatened with homelessness throughout Mid Devon.

Over the year CHAT have assisted 1562 clients with a range of issues including:

- Housing Advice
- Tenancy Support
- Homes for Ukraine hosting arrangements
- Ukrainian Refugee Support
- Debt Advice and Debt Solutions
- Money Management
- Benefits Advice
- Hardship Relief - Foodbank, Pantry and Homebank
- Energy Advice and Emergency Fuel Vouchers
- Signposting and referring to other services
- Household Support Fund Vouchers (on behalf of MDDC)

We are open in Tiverton Monday – Friday and have had a regular presence in Crediton and Cullompton for appointments and drop-in advice and connected with other clients and potential clients through home visits and other popups and events.

We continue to work closely with other agencies (statutory and voluntary) both referring to them, and having clients referred to us.

Public Benefit

The charity acknowledges the requirement to demonstrate that it has charitable aims and purposes that are for the public benefit. As the only charitable organisation in Mid Devon that exists solely to respond to and prevent homelessness, we work to help individuals and families in crisis find their way back to suitable accommodation or keep the tenancy they have. The service is free and accessible to anyone living in the Mid Devon area and the trustees believe that the work of CHAT in homelessness and homeless prevention issues, debt advice, the foodbank and hardship relief clearly demonstrate that our charitable aims are indeed for the benefit of the public and that trustees have complied with Section 4 of the Charities Act 2011 and benefits the wider community as a whole.

Achievements and Performance

Support and Advice Team

Clients often reach out to us when they are in a crisis and after addressing the immediate need we continue to work with them, focussing on empowering them in their own decision-making and supporting them to move forward at a pace that is appropriate for them. In February 2024, following a comprehensive two-day evaluation, we were granted the Advice Quality Standard (AQS) for an additional two years. This accreditation demonstrates that we are easily accessible, effectively managed, and have a team with the skills and knowledge to meet the needs of our clients. Our support and advice team assisted 1131 clients this year showing an increase from 925 clients the previous year.

Supporting Clients with Housing Advice

This year, we provided housing advice to 636 clients, marking a 22% increase. Amongst these cases 315 of these clients were living in unsuitable accommodation and 137 clients were facing possession proceedings. A significant portion of these clients (37%) were either rough sleeping, sofa surfing, or in temporary accommodation arranged by the Local Authority. We offer those clients showers, phone charging, laundry facilities and a warm drink and a safe place to be. We are in regular communication with the homelessness team at Mid Devon District Council to assist clients in securing temporary accommodation and a stable, safe home for the future.

Supporting Clients in their Tenancy

Assisting clients in maintaining their current tenancy is a key strategy in homelessness prevention. This year, we opened 175 new tenancy support cases and launched the 'start well' program, which supported 64 clients setting up their new tenancies ensuring that everything is in place for the tenancy to succeed.

Supporting Clients with Benefit Issues

Making sure our clients have sufficient funds empowers them to keep their home, budget effectively, and decrease reliance on our foodbank. However, navigating the welfare benefits system can often be challenging. This year, we have advocated for 25 clients regarding claims that have been rejected or unclaimed, resulting in a total of £71,537 in backdated benefits going to our clients. Additionally, we have assisted clients in submitting new claims, leading to 32 clients enhancing their monthly income by an average of £480 each month (totalling £184,587 for the year).

Assisted Tenancy Scheme

This is a scheme that offers a one month rent guarantee for the length of the tenancy, and support for the duration of the tenancy. It assists clients in securing housing in an increasingly challenging market. So far this year, we have supported four households through this initiative, all of whom are successfully settled in their tenancies.

Springboard

This is a joint initiative with Crediton Foodbank to host a worker to 'springboard' regular foodbank users out of poverty. This year, 21 new cases were opened, helping households raise their income by a total of £12,840 annually, along with one-time financial gains of £7,794, thereby decreasing their reliance on the foodbank. We've also been able to assist these clients with housing advice, and work with them to resolve their debts and move to a place of greater financial independence.

Ukraine

This year we supported a total of 117 families who were in Mid Devon through the Homes for Ukraine Scheme. Among them, 34 households arrived this year, and we assisted them in adapting to their hosting arrangements and accessing essential services. For those already in the area, we facilitated rematches, helped secure more permanent housing, established new tenancies, provided access to emergency accommodation, obtained grant funding, offered medical and mental health support, and aided in the Ukrainians' integration into Mid Devon life. Unfortunately, the administration of the Homes for Ukraine funding has changed, and this project ended in March.

Supporting Clients with Debt and Money Advice

We are a Community Money Advice (CMA) centre and are authorised and regulated by the Financial Conduct Authority.

Throughout the year 15 specially trained staff and volunteers gave debt advice a total of 1625 advice sessions and 816 of these were delivered face to face. We identified and managed £1,236,503 worth of debt and the average debt of our clients was £8,770. Additionally, we have processed debt relief orders and bankruptcies for 25 clients, amounting to £409,728. This frees these clients from overwhelming debt and allows them start anew. We continue to work with those clients who have been through a debt solution to manage their new budget and remain debt-free.

Hardship Relief

Supporting Clients with food assistance

Throughout the year, our foodbank provided 3,782 7-day food parcels to 617 different households. While the majority of clients used the foodbank for emergencies (52% of those clients used the foodbank less than three times during the year), due to rising cost of living we saw a rise in individuals relying on the food bank regularly (14% of our clients needed food more than once a month in comparison to last year when it was only 6% of clients). To address this issue, we trialled a 'pantry' initiative during the last quarter, offering an appointment-based subscription service outside regular hours to help clients move away from dependency on the food bank. The positive response from clients and donors has led us to incorporate it as an additional service as part of our hardship provision along with the foodbank. The foodbank continues to be able to run due to generous donations from the community, local business, schools, churches and grant making bodies.

Mid Devon Energy Partnership and Fuel Poverty Fund

In the second year of this partnership with Exeter Community Energy (ECOE) we have continued integrating basic energy advice into the support and advice we give our clients, resulting in reduced bills and improved living conditions. All our staff have completed National Energy Action (NEA) training and during the year we have been able to issue clients with £9,780 of emergency fuel vouchers thanks to this funding, along with our fuel poverty fund.

Homebank

Thanks to generous donations our Homebank has provided approximately £12,500 worth of good quality second-hand items to 181 clients to furnish their home with necessary items such as bedding and kitchen sundries. Additionally, 82 of our clients came to our first "House to Home" event, which allows clients to choose donated items for their homes.

Household Support Fund

We also managed applications for the MDDC Household Support Fund, processing £187,500 in vouchers essential food and energy needs and signposting them for further assistance where appropriate.

For more information about our activities this year please visit our website
<https://www.chatmid.org/impact>



Staff and Volunteers

We finished the year with 19 members of paid staff and 70 volunteers on the team. The trustees are committed to developing a supportive and positive team environment and offering all staff members access to an employee assistance program, regular in-house supervision, and the chance to participate in group and individual supervision sessions with an external psychotherapist along with other wellbeing events and training.

Volunteer roles encompass a range of tasks: stacking and packing for the Foodbank and Homebank, administrative support, debt and money advice, fundraising, project management, reception hosts, our trustee board who provide governance to name a few. Throughout the year, volunteers collectively contributed 10,000 hours, which we conservatively value at £152,500. We encourage short and long term volunteer opportunities for a wide range of ages and backgrounds and are pleased to maintain the standards required for the Investing In Volunteers award.

Our staff and volunteers have participated in training sessions covering a variety of topics such as GDPR, first aid, energy efficiency, fuel poverty, safeguarding, case management, housing law, benefits, and debt casework. This is part of our commitment to maintaining the quality of our services and ensuring clients always get the correct information.

Connecting with the Community

We were thrilled to have been chosen as the charity for Mid Devon Show and in spite of the rain on the day we maximised our opportunity to raise our profile in the area. An evening with the Friendship Boys at Blundells school, a Christmas appeal, and a charity ball being organised on our behalf, is just a very small example of all of the fantastic fundraising opportunities we had alongside all of the other community events, talks, shows, school visits and much more. We couldn't provide the services we do without the generous support from our local community, and we are so grateful that we have been thought of and appreciate all the opportunities.

We were also thrilled to receive a visit from HRH The Duchess of Edinburgh in September, hosted by The Lord-Lieutenant of Devon, David Fursdon. HRH looked around our Tiverton centre and spent time with the team hearing about the work we do in Mid Devon. She met several clients and was particularly interested in how the pandemic and cost of living crisis had affected demand for our service.

We are active members of the Mid Devon food network and the local Health and Wellbeing alliances in Tiverton, Crediton and Cullompton and have welcomed opportunities to engage with our District and local Town and Parish councils and councillors during the year.

Financial Review

It can be seen from the review of activities, achievements, and performance reported above that the year under review saw a further step change in activity and this is reflected in the financial results.

General Fund:

Income	2024 £	2023 £	+/- £	% Change
Voluntary income – Donations/Givers of Hope	157,646	175,789	-18,143	-10.3%
Grants	169,152	82,350	86,802	+105.4%
Open Market	36,036	29,457	6,579	+22.3%
Fundraising	19,468	15,328	4,140	+27.0%
Investments	4,409	1,899	2,510	+132.1%
Other	6,033	5,858	175	0.03%
Total	392,744	310,681	82,063	+26.4%

Voluntary income – During 2023 donations rose to £175,785 from £158,052 in 2022 but there has been a decline in donations during the year under review that resulted in income of £156,408, which is lower than the previous two years.

Givers of Hope is the only income stream that can be relied on for regular donations and this was relatively static at £59,191.

Inflation has been relatively high in recent times and with a decline of 10.3% in donations this year, plus the effect of inflation, the value of donations received has been significantly reduced.

Grant income increased by 105.4% and included:

- Community Organisations Cost of Living Fund £73,281
- Economic Vulnerability Fund £43,061
- Others £52,810

These grants enabled CHAT to compensate for the reduction in voluntary income and continue to deliver essential services to our community, but we are aware these will not be available in the future.

Expenditure of £324,502 is a 5% increase over 2023 (£309,117). Advisor, fundraising and support salaries increased by 15% as a result of annual awards, additional advisor hours and salary reallocation. Management and Support salaries fell by over 59%, as some restricted funding included the recovery of salaries and overheads.

Restricted Funds:

Food - donations and Givers of Hope donations were 78% greater than 2023, but grants were only 17% of the previous year's total. The net result of these fluctuations was a 2% increase in income to £31,782. Measured against recent food inflation our purchasing power has been greatly eroded over the last year.

Food Bank Operations – grants of £21,500 received cover the cost of salaries and other operating costs. Any shortfall is met from the general fund.

Fuel Poverty, Hardship & Ukraine Hardship now merged into the Hardship and Fuel Poverty Fund – income of £7,274 was 27.5% lower than 2023. Expenditure was £12,741 and combined value of the funds is £19,433.

Ukraine Support – grants via MDDC and other income came to £62,285. The work of this fund and the Ukraine Hardship fund ended during March.

Global's Make Some Noise – debt & money advice fund grant included salaries of advisors, support staff and overhead recovery.

Mid Devon Energy Saving Partnership – grant of £18,200 received and expenditure of £25,607 includes advisor and support salaries and hardship relief.

Designated Funds:

The Springboard Project fund of £13,453 is a partnership between Crediton Foodbank and CHAT. The trustees have designated the fund for CHAT's partnership share.

Assisted tenancies – fund balance £4,323.

Services delivered through the general fund and restricted funds demonstrate the reach that CHAT has throughout Mid Devon by providing housing and debt and money advice, and poverty and hardship relief to local residents.

The trustees do not anticipate a similar level of income in 2025, but in common with many charities that depend on the vagaries of suitable grants it is very difficult to estimate what this income stream might produce.

The decline of voluntary income is a cause of concern, and the trustees are focussing their attention on bringing the vital work of CHAT to regular supporters, prospective supporters, businesses, churches, and community fundraisers throughout our area of operation.

Reserves Policy

The trustees are aware of the need to secure CHAT's viability beyond the immediate future. For the long term it must be able to absorb setbacks and take advantage of change and opportunity.

This reserves policy applies to the unrestricted funds of the charity and the trustees aim is to ensure a balance between a reasonable level of reserves in accordance with the guidelines laid down by the Charity Commission and sensible use of funds. In particular it is designed to:

- Cover uncertainty over future income
- Ensure sufficient cash-flow to carry out day-to-day business
- In the event of CHAT having to be wound up provision for the continuation of operations must be kept in reserve to allow for a managed closure
- Maintain a provision for redundancy

Reserves can only be generated and maintained by strict financial controls. An overview of the charity's financial position is considered at all trustee meetings and the trustees review the reserves policy as and when deemed necessary and always annually.

To meet these objectives, the optimum level of the general reserves was set at £79,000

We were able to maintain this reserve level during the financial year, but this must be regarded as a minimum and the trustees work to ensure that reserves reflect the points described above.

Principal Sources of Funds

The Trustees seek to maintain a broad base of funding sources, including grants, partnership working and donations. Our fundraiser applies for grants from a variety of organisations. CHAT continues to develop its fundraising strategy as part of its Business Plan, with a view to attracting corporate funding, developing a legacy policy and promoting the Givers of Hope Scheme.

Risk Management

All charities face an increasingly competitive market when approaching grant-making trusts for support. By implementing effective and tight cost controls and by providing ongoing financial management information, the financial risk to the charity is kept to a minimum. The Executive management team meet regularly to review the financial position of CHAT and monitor fundraising strategies.

Structure, Governance, and Management

The organisation is a Charitable Company limited by guarantee, incorporated on 31st August 1995, and registered as a charity on 27th September 1995. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding ten pounds. Members are subscribers to the Memorandum of Association and admitted to membership in accordance with the rules set out in the Articles of Association and subject to Trustee approval. Members pay an annual subscription and are entitled to vote at the AGM.

Trustee Selection Methods, Induction, and Training

The directors of the company are also trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association, trustees are elected to serve for a period of a maximum of three years after which they must be re-elected at the next Annual General Meeting.

CHAT conduct a skills audit of the board regularly and seek to appoint trustees according to the expertise they can offer. All Trustees complete an induction to become familiar with CHAT and are encouraged to attend training on Trustee duties along with being aware of any information produced by the Charity Commission and other relevant bodies.

Organisational Structure

CHAT's Trustee board meet at least four times a year and are responsible for the direction and policy of the charity.

The CEO is responsible to the Trustees for the day-to-day running of all departments of the organisation and for carrying out the strategic plans for the organisation. The CEO also performs the roles of office manager and finance officer, and therefore has a detailed understanding of the organisation as a whole.

Reference and Administrative Details

Registered charity number	1049478
Company registration number	3096996
Registered office and operation address	Coggan's Well House, Phoenix Lane, Tiverton, Devon EX16 6LU
Trustees:	
Chair	Simon Friend (Appointed 06/07/2015)
Vice Chair	Clive Williams (Appointed 25/07/2023)
	Vivienne Brewster (Appointed 02/07/2018)
	Steve Daykin (Appointed 29/07/2021)
	Rod Hewson (Appointed 30/07/2020)
	Mathew Melksham (Appointed 02/07/2018)
	Terence Norris (Appointed 02/07/2018)
	Jennifer Tower (Appointed 02/07/2018)
	Chris Underhill (Appointed 25/07/2023)
	Jane Wardle (Appointed 25/07/2023)
	Lara Wielenga (Appointed 02/07/2018)
	Peter Day (Retired 25/07/2023)
Company Secretary	Helen Stone
Treasurer	Terence Norris
CEO	Alison Padfield

Responsibilities of the Trustees

Company law requires the Trustees, who are directors for the purposes of company law, to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

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

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 16th July 2024 and signed on their behalf by:



Chair

Independent Examiner's Report to the Trustees of Churches Housing Action Team (Mid Devon) Ltd

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2024 set out on pages 14 to 20.

Responsibilities and basis of the report

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

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

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

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

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



S Legassick
Certified Accountant
21 Angel Hill
Tiverton Devon EX16 6PE

9th August 2024

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds		Restricted funds	Total 2024	2023
		General £	Designated £	£	£	£
Income						
Income and endowments from:						
Donations and legacies		382,301		218,903	601,204	408,264
Charitable activities					0	54,542
Other trading activities		6,034		1170	7,204	5,858
Investments		4,409			4,409	1,899
Total income		392,744	0	220,073	612,817	470,563
Expenditure						
Raising funds	10	42,853			42,853	29,117
Charitable activities	10	281,708		240,642	522,350	407,757
Total expenditure	10	324,561	0	240,642	565,203	436,874
Net income before transfers		68,183	0	-20,569	47,614	33,689
Transfers between funds	8				0	0
Net movement in funds		68,183	0	-20,569	47,614	33,689
Fund balances brought forward		131,589	17,776	74,042	223,407	189,718
Fund balances carried forward		199,772	17,776	53,473	271,021	223,407

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED

BALANCE SHEET AT 31st MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Tangible fixed assets	3		6,998		9,962
Current assets					
Debtors	4	66,031		25,388	
Cash at bank and in hand		<u>240,038</u>		<u>202,449</u>	
		<u>306,069</u>		<u>227,837</u>	
Creditors: amounts falling due within one year					
Creditors	5	42,046		14,392	
		<u>42,046</u>		<u>14,392</u>	
Net current assets			<u>264,023</u>		<u>213,445</u>
Net assets	6		<u>271,021</u>		<u>223,407</u>
Reserves					
Unrestricted general reserve	6		199,772		131,589
Designated funds	6		17,776		17,776
Restricted funds	6		53,473		74,042
Total funds			<u>271,021</u>		<u>223,407</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland.'

For the financial year ended 31 March 2024 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

Approved by the Trustees on 18 July 2024 and signed on their behalf by:

Simon Frie
Chair



NOTES AND ACCOUNTING POLICIES

1. Accounting policies

Basis of accounting

The financial statements are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Churches Housing Action Team (Mid Devon) Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms under which the funds were raised.

Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, when it is probable that the income will be received and when the amount can be quantified with reasonable accuracy.

Voluntary income includes grants, donations and gifts and is included in full when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

Expenditure

Expenditure is recognised on the accruals basis inclusive of Value Added Tax which cannot be recovered.

Costs of generating funds comprise the costs of attracting donations and administering membership.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both the costs that can be allocated directly and indirect costs necessary to support the activities.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Creditors are measured at settlement amounts less any trade discounts

Assets

Tangible fixed assets are depreciated by equal annual instalments over their estimated useful lives at the following rates:

Fixtures and fittings	33%
I T Equipment	33%
Leasehold improvements	Over the term of the lease

Debtors are measured at the cash or other consideration expected to be received

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

2. Net income for the year

	2024	2023
This is stated after charging:	£	£
Depreciation of tangible assets owned by the company	2,964	2,964

3. Tangible fixed assets

	Leasehold improvements	Furniture & fittings	IT equipment	Total
Cost	£	£	£	£
At 1 April 2023	11,323	7,740	16,047	61,891
Additions				0
Disposals				0
At 31 March 2024	11,323	7,740	16,047	61,891
Depreciation				
At 1 April 2023	2,970	7,740	14,438	51,929
Charge for the year	1,620		1,344	2,964
Eliminated on disposals				0
At 31 March 2024	4,590	7,740	15,782	54,893
Net book amounts				
At 31 March 2024	6,733	0	265	6,998
At 31 March 2023	11,323	0	1,609	9,962

4. Debtors

	2024	2023
	£	£
Trade debtors	11,418	14,227
Prepayments and accrued income	6,962	6,638
Other debtors	47,651	4,523
	66,031	25,388

5. Creditors

Trade creditors	41,309	12,293
Accruals and deferred income	732	1,193
Taxation and Social Security	0	271
Other creditors	5	635
	42,046	14,392

6. Analysis of net assets between funds

	General	Restricted	Total
	£	£	£
Fixed assets	6,998		6,998
Current assets	252,596	53,473	306,069
Creditors	(42,046)		(42,046)
	217,548	53,473	271,021

7. Related Party Transactions

No trustees were in receipt of fees or expenses during the year.
There were no related party transactions

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

8. Movements in funds	April 2023 £	Income £	Paid £	Transfers £	March 2024 £
Restricted funds					
Debt and Money Advice	11,341	5,742	(9,592)		7,491
Springboard Project	0	26,170	(15,081)		11,089
Make Some Noise	0	35,500	(32,474)		3,026
Food Fund	9,208	32,542	(36,841)		4,909
Hardship and Fuel Poverty	0			19,433	19,433
Ukraine Hardship Fund	10,702	2,400	(5,700)	-7,402	0
Fuel Poverty Fund	8,717	3,374	(5,722)	-6,369	0
Hardship fund	5,481	1,500	(1,319)	-5,662	0
Staff Wellbeing	919	7,600	(4,999)		3,520
Foodbank operation	11,667	21,500	(28,235)		4,932
Mid Devon Energy Partnership	6,480	18,200	(25,607)		-927
Marketing and publicity	2,386		(2,386)		0
Crediton Outreach	1,354	3,260	(4,614)		0
Ukraine Support Fund	5,787	62,285	(68,072)		0
Total restricted funds	74,042	220,073	(240,642)	0	53,473
Unrestricted funds					
Assisted Tenancies	4,323				4,323
Springboard Project	13,453				13,453
General Reserve	131,589	392,744	(324,561)		199,772
	223,407	612,817	(565,203)	0	271,021

Debt and Money Advice. A fund to provide advice to clients to manage their income and expenditure to control personal debt.

Make Some Noise: A fund to cover the cost of a full time debt worker.

Food Fund. Donations to provide food for those in need.

Hardship and Fuel Poverty: This fund has been created by merging the Fuel Poverty Fund, the Hardship Fund and the Ukraine Hardship Fund.

Ukraine Hardship Fund: To provide grants to individuals arriving in Mid Devon from Ukraine

Fuel Poverty Fund. Donations to assist with the provision of fuel for those in need.

Hardship Fund. A fund for specific hardship needs of clients of CHAT for which no other budget is available.

Staff Wellbeing. A fund to provide support and supervision for staff.

Foodbank operation: Funding to support the costs of running the foodbank.

Mid Devon Energy Partnership: Tackling poverty across Mid Devon by offering advice on energy, housing, debt and money.

Marketing and publicity audit: A fund to audit marketing and publicity materials and develop a strategy to increase engagement with both the community and potential clients.

Crediton outreach: A fund to set up regular outreach in the Crediton area

Ukraine Support Fund: A fund to provide advice and resources in Mid Devon for arrivals from Ukraine

Assisted Tenancies. A fund to help prospective tenants in difficult circumstances obtain tenanted accommodation.

Springboard project: A joint initiative by CHAT and Crediton Foodbank to employ a support worker to enable people to sustain tenancies and prevent homelessness. Part of this fund is restricted and part designated.

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

9. Staff costs and numbers

Staff costs were as follows:

	2024 £	2023 £
Gross wages and salaries	352,623	254,616
Social security costs	19,358	13,615
Pension costs	11,250	6,912
	<u>383,231</u>	<u>275,143</u>

The average number of full time equivalent employees was:

	Number	Number
Management and administration	4.1	3.48
Support and advice	9.34	7.56
	<u>13.44</u>	<u>11.04</u>

No employee received emoluments of more that £60,000 (2023: none)

The charity operates a defined contribution pension scheme. The contributions are allocated between direct costs and support costs according to the staff involved.

10. Total expenditure

	<u>Direct costs</u>		<u>Support costs</u>		Total 2024	Total 2023
	Staff £	Other £	Staff £	Other £	£	£
Raising funds						
Fundraising and membership	37,320	5,533			42,853	28,734
Restricted funds					0	383
	<u>37,320</u>	<u>5,533</u>	<u>0</u>	<u>0</u>	<u>42,853</u>	<u>29,117</u>
Charitable activities						
<u>Unrestricted funds</u>						
General and core activities	159,254	29,718	23,924	68,812	281,708	282,607
					0	0
	<u>159,254</u>	<u>29,718</u>	<u>23,924</u>	<u>68,812</u>	<u>281,708</u>	<u>282,607</u>
<u>Restricted funds</u>						
Debt and money advice	7,906	1,686			9,592	2,969
Other	135,544	63,642	21,132	10,732	231,050	122,181
	<u>143,450</u>	<u>65,328</u>	<u>21,132</u>	<u>10,732</u>	<u>240,642</u>	<u>125,150</u>
Total expenditure	<u>340,024</u>	<u>100,579</u>	<u>45,056</u>	<u>79,544</u>	<u>565,203</u>	<u>436,874</u>

Support costs include governance costs estimated at £3,000 (2023: £3,000)

Governance costs include independent examiner's fees of £nil (2023: nil)

11. Commitments under operating leases

At 31 March 2024 the company had annual commitments of £21,000 (2023: £21,000) under non-cancellable operating leases expiring between 2 and 5 years in respect of land and buildings.

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

12. Detailed income and expenditure account

	Unrestricted			
	General and core activities	Designated funds	Restricted funds	Total 2023
	£	£	£	£
Income				
Operating grants	55,561		62,364	117,925
Other grants	113,591		121,497	235,088
Donations	189,552		34,740	224,292
Legacies and funeral donations	3,649			3,649
Fundraising	19,468		302	19,770
Membership	480			480
Other income	6,034		1,170	7,204
Bank interest	4,409			4,409
	392,744	0	220,073	612,817
Direct charitable expenditure				
Accommodation, food and hardship	3,952		55,934	59,886
Salaries, including NI and pension costs	159,294		143,450	302,744
Staff supervision	781		4,429	5,210
Recruitment and training	10,447		3,023	13,470
Travel expenses	286		1,342	1,628
Telephone, publications, subscriptions	14,212		600	14,812
	188,972	0	208,778	397,750
Support costs: fundraising	42,853			42,853
Support costs: charitable activities				
Salaries, including NI and pension costs	23,924		21,132	45,056
Travel expenses	53			53
Property costs	39,083		6,676	45,759
Telephone	1,771		227	1,998
I T costs	6,892		882	7,774
Postage, stationery and copier	1,083		257	1,340
Publications and subscriptions	2,995			2,995
Equipment repairs and renewals	4,635		1,619	6,254
Insurance	3,075		184	3,259
Professional fees	4,343		401	4,744
Recruitment and training	30			30
Miscellaneous	1,888		486	2,374
Depreciation	2,964			2,964
	92,736	0	31,864	124,600
Total resources expended	324,561	0	240,642	565,203
Net incoming resources before transfers	68,183	0	-20,569	47,614

DATED 21st August 1995

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
a Company limited by guarantee

incorporated the 31st day of August 1995

Company Number
3096996

A Charity Registered Number
1049478

The common purpose of the Company is social action
as defined by the principles of the Christian faith

MEMORANDUM AND ARTICLES OF ASSOCIATION

Amendments:

Name	09.09.1999
Article 36	15.10.2004
Memorandum para 3	01.07.2019
Articles section 2	01.07.2019

COMPANY SECRETARY
C.M.WILLIAMS

REGISTERED OFFICE
COGGAN'S WELL HOUSE
PHOENIX LANE
TIVERTON
DEVON
EX16 6LU

MEMORANDUM OF ASSOCIATION
of
CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED

1. The Company's name is Churches Housing Action Team (Mid Devon) Limited and in this document is called "the Charity"
2. The Charity's registered office is situated in England and Wales
3. The Charity's objects are:

To relieve either generally or individually persons within the local authority area of Mid Devon without distinction of sex or of political religious or other opinions who are in conditions of need hardship or distress by making grants of money or providing or paying for items services or facilities calculated to reduce the need hardship or distress of such persons and in particular to relieve persons who are homeless or threatened with homelessness or who are without decent secure permanent accommodation

In furtherance of the above objects but not further or otherwise the Charity shall have the following powers:

- (a) subject to such consents as may from time to time be required by law to purchase take or lease or in exchange hire or otherwise acquire any real or personal property and any rights or privileges which are necessary or expedient for the promotion of these objects and to construct maintain alter and manage any buildings or erections necessary or convenient for the work of the Charity
- (b) to publicise educate the public in and provide information about the work of the Charity
- (c) to hold exhibitions meetings lectures classes to publish and or distribute newspapers magazines books and other literary works in connection with the activities and furtherance of the objects of the Charity
- (d) subject to such consents as may be required by law to sell let mortgage dispose of or turn to account all or any of the property or assets of the Charity as may be expedient for the promotion of its objects
- (e) subject to such consents as may be required by law to undertake and execute any charitable trusts which may lawfully be undertaken by the Charity and are conducive to its objects

- (f) subject to such consents as may be required by law to borrow or raise money for the purpose of the Charity on such terms and on such security as may be thought fit
- (g) to invest the monies of the Charity not immediately required for its purposes in or upon such investments securities or property as may be thought fit subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided
- (h) to raise money for establish and support or aid in the raising of money for establishment and support of any charitable trusts companies or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Charity or calculated to further its objects provided that the Charity shall not undertake any permanent trading activities in raising funds for the said objects
- (i) to advise the homeless in their search for housing accommodation
- (j) to assist the homeless in their negotiations with their prospective landlords
- (k) to advise the homeless on the state or repair of the accommodation they wish to rent
- (l) to advise the homeless on the furniture and the signing of an inventory and generally to supply the homeless with such counselling as the Charity thinks fit.
- (m) to guarantee the compliance by beneficiaries of the Charity with their obligations under their tenancy agreements
- (n) to promote thrift on the part of the beneficiaries
- (o) to collaborate with and work alongside statutory agencies other charities and private landlords in the achievements of its aims
- (p) subject to clause 4 below to employ such staff who shall not be directors or members of the Council of Management of the Charity (hereinafter referred to as "the Trustees") as are necessary for the proper pursuit of the objects and to make

all reasonable and necessary provisions for the payment of pensions and super annuations to staff and their dependants

(q) to pay out of the funds of the Charity the costs charges expenses of and incidental to the formation and registration of the Charity

(r) to do all such other lawful things as are necessary for the achievement of the objects PROVIDED THAT

- (i) in case the Charity shall take or hold any property which may be subject to any trusts the Charity shall deal with or invest the same in such manner as allowed by law having regard to such trusts
- (ii) the objects of the Charity shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers
- (iii) in case the Charity shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales the Charity shall not sell mortgage charge or lease the same without such authority approval or consent as may be required by law and as regards such property the Trustees of the Charity shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts receipts neglects and defaults and for the due administration of such property in the same manner and to the same extent as they would have as Trustees if no incorporation had been effected and incorporation of the Charity shall not diminish or impair any control or authority exercisable by the Chancery Division of the High Court of Justice or the Charity Commissioners over the Trustees as if the Charity were not incorporated

4. The income and property of the Charity shall be applied solely towards the promotion of its objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to members of the Charity and no Trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity

PROVIDED THAT nothing herein shall prevent any payment in good faith by the Charity

- (a) of reasonable and proper remuneration to any member officer or servant of the Association (not being a Trustee) for any services rendered to the Charity

(b) of interest at a rate per annum not exceeding 2 per cent less than the minimum rate presented for the time being by a clearing bank to be selected by the Trustees or 3 per cent whichever is the greater on money lent or reasonable and proper rent for premises or let by any member of the Charity or a Trustee

(c) to any Trustee of reasonable out of pocket expenses

(d) to a company of which a Trustee may be a member holding not more than one hundredth part of the capital of such company and such member shall not be bound to account for any share of profits he may receive in respect of any such payment provided further that neither the Trustees nor any of them shall concur in exercising any voting rights in respect of any shares or debentures or other securities comprised in the assets of the Charity in such a way that a personal benefit is thereby secured to such Trustees or any of them

(e) of the usual professional charges for business done by any Trustee who is a solicitor accountant or other person engaged in a profession or by any partner of his or hers when instructed by the Charity to act in a professional capacity on its behalf provided that at no time shall a majority of the Trustees benefit under this provision and that a Trustee shall withdraw from any meeting at which his or her appointment or remuneration or that of his or her partner is under discussion

5. The liability of the members is limited

6. Every member of the Charity undertakes to contribute to the assets of the Charity in the event of the same being wound up while he or she is a member or within one year after he or she ceases to be a member for payment of the debts and liabilities of the Charity contracted before he or she ceases to be a member and of the costs charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves such amount as may be required not exceeding £10

7. If upon the winding up or dissolution of the Charity there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Charity but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Charity and which shall prohibit the distribution of its or their income or property among its or their members to an extent at least as great as is imposed on the Charity under or by virtue of clause 4 hereof such institution or institutions to be determined by the members

of the Charity at or before the time of dissolution and if and so far as effect cannot be given to such provisions then to some charitable object

WE the subscribers of this Memorandum of Association wish to be formed into a Company pursuant to this Memorandum

SIGNATURES NAMES AND ADDRESSES OF SUBSCRIBERS

DATED the 21st day of August 1995 witness to the above signatures

MICHAEL NEAL ALLSO

KENNETH RONALD GILDERTHORP

DEREK COULTHARD

DAVID JOHN HALESTRAP

FREDERICK ROY RENDELL

TERENCE RALPH NORRIS

CLAIRE ELIZABETH JEAN CLIFTON

ADRIAN RALPH RICHFIELD

WITNESS to the above signatures

T G PENNY

ARTICLES OF ASSOCIATION
of
CHURCHES HOUSING ACTION TEAM (TIVERTON DEVON) LIMITED

1. In these Articles:

“the Act” means the Companies Act 1985 and any subsequent statutory amendment thereof

“the Charity” means the Company intended to be regulated by these Articles

“the Articles” means the Articles of Association of the Charity

“the Council” means the Council of Management for the time being of the Charity

“Clear Days” in relation to the period of notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect

“Executed” includes any mode of execution

“Office” means the registered office of the Charity

“the Seal” means the Common Seal of the Charity if it has one

“Secretary” means the Secretary of the Charity

“the Trustees” means the members of the Council and the Directors of the Charity (and Trustee has a corresponding meaning)

“the United Kingdom” means Great Britain and Northern Ireland

Words importing the masculine gender only shall include the feminine gender

Unless the context otherwise requires words or expressions contained in these regulations bear the same meaning as in the Act but excluding statutory modification thereof not in force when these Articles become binding on the Charity

MEMBERS

2. The subscribers to the Memorandum of Association of the Charity and such other persons or organisations as are admitted to membership in accordance with the Articles

shall be members of the Charity. No person shall be admitted a member of the Charity unless he/she is approved by the Trustees. Furthermore the Trustees shall exclude any member deemed to be bringing the Charity into disrepute or acting in a way detrimental to the aims or objects of the Charity. Every person who wishes to become a member shall deliver to the Charity an application for membership in such form as the Charity may from time to time require.

3. A member may at any time withdraw from the Charity giving at least seven clear days' notice to the Charity. Membership shall not be transferrable and shall cease on death

4. The Trustees may from time to time formulate or draw up and thereafter amend or otherwise alter rules relating to any subscription be it of an annual or recurring nature or otherwise which members shall be required to pay to the Charity as a condition of membership or of continuing membership of the Charity and such rules may provide for the expulsion of a member from the Charity or for deletion of a member's name from the Register of Members in the event of a member making default in the payment of any such subscription provided that any such rules or subsequent amendment or alteration thereof shall only be valid and take effect after the same have been approved by a special resolution of the Charity in General Meeting.

GENERAL MEETINGS

5. The Charity shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Trustees and shall specify the meeting as such in the notices calling it provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting and that so long as the Charity holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year

6. All General Meetings other than the Annual General Meetings shall be called Extraordinary General Meetings

7. The Trustees may call General Meetings and on the requisition of members pursuant to the provisions of the Act shall forthwith proceed to convene an Extraordinary General Meeting for the date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient Trustees to call a General Meeting any Trustee or any member of the Charity may call a General Meeting.

NOTICE OF GENERAL MEETINGS

8. An Annual General Meeting and an Extraordinary General Meeting called for the passing of a special resolution or a resolution appointing a Trustee shall be called by at least twenty-one clear days' notice. All other Extraordinary General Meetings shall be called by at least fourteen days' notice but a General Meeting may be called by shorter notice if it is so agreed:

- (a) in the case of an Annual General Meeting by all the members entitled to attend and vote thereat and
- (b) in the case of any other meeting by a majority in number of the members having a right to attend and vote being a majority together holding not less than ninety five per cent of the total voting rights at the meeting of all members

9. The Notice shall specify the time and place of the meeting and the general nature of the business to be transacted thereat

Non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings of the meeting

The notice shall be given to all the members and to the auditors by such means (not being inconsistent with the Act) as the Council shall decide and where an organisation such as a Church is a member notice given to the Secretary of the said organisation shall be sufficient notice. The said Secretary shall place a copy of the said notice on a notice board of the said organisation

PROCEEDINGS AT GENERAL MEETINGS

10. No business shall be transacted at any meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted each being a member or a proxy for a member or a duly authorised representative of a corporation or association or one tenth of the membership whichever is the greater shall be a quorum

11. All business shall be deemed special that is transacted at an Extraordinary General Meeting and all that is transacted at an Annual General Meeting shall also be deemed special with the exception of the consideration of the income and expenditure account and balance sheet and reports to the Trustees of the auditors the election of the Trustees in place of those retiring and the appointment of and fixing of the remuneration of the auditors

12. If within ten minutes of the time appointed for the holding of a General meeting a quorum is not present the meeting if convened upon the requisition of members shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time or place or at such place as the Chairman may appoint

13. The Chairman (if any) of the Trustees shall preside as Chairman at every General Meeting but if there is no such Chairman or if at any meeting he shall not be present within ten minutes after the time appointed for holding the same or shall be unwilling to preside the members present shall choose a Trustee or if no such Trustee be present or if all the Trustees present decline to take the chair they shall choose a member of the Charity who shall be present to preside
14. The Chairman may with the consent of any 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 any adjourned meeting other than the business which might have been transacted at the adjourned meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given in the same manner as of the original meeting. Save as aforesaid the members shall not be entitled to any notice of an adjournment or of the business to be transacted at an adjourned meeting
15. A resolution put to the vote of a meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the provisions of the Act a poll may be demanded:
- (a) by the Chairman or
 - (b) by at least two members having the right to vote at the meeting
 - (c) by a member or members representing not less than one tenth of the total voting rights of all the members having the right to vote at the meeting and a demand by a person as proxy for a member shall be the same as a demand by the member.
16. Unless a poll is duly demanded a declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution
17. The demand for a poll may be before the poll is taken be withdrawn but only with the consent of the Chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made
18. A poll shall be taken as the Chairman directs. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded
19. In the case of an equality of votes whether a show of hands or on a poll the Chairman shall be entitled to a casting vote in addition to any other vote he may have
20. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith

or at such a time and place as the Chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded

21. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven days' clear notice shall be given specifying the time and place at which the poll is to be taken

VOTES OF MEMBERS

22. No member shall be entitled to vote at any General Meeting unless all monies then payable by him to the Charity have been paid

23. On a show of hands and on a poll every member present in person or by proxy shall have one vote

24. A member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote whether on a show of hands or on a poll by his receiver curator bonis or other person authorised in that behalf appointed by that court and any such receiver curator bonis or other person may on a poll vote by proxy. Evidence to the satisfaction of the Trustees of the authority of the person claiming to exercise the right to vote shall be deposited at the office or such other place as is specified in accordance with these Articles for the deposit of instruments by proxy not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable

25. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairman whose decision shall be final and conclusive

26. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the Charity's registered office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll

27. Any organisation which is a member of the Charity may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity

28. An instrument appointing a proxy shall be in writing executed by or on behalf of the appointer and shall be in the following form (or in the form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve):-

I/We of being a member/members of the above named Charity hereby appoint of or failing him of as my/our proxy to vote in my/our name(s) and on my/our behalf at the Annual/Extraordinary General Meeting of the Charity to be held on 20 and at any adjournment thereof SIGNED on 20

29. Where it is desired to afford members an opportunity of instructing the proxy how he shall act in the instrument appointing a proxy shall be in the following form (or in a form as near thereto as circumstances allow) or in any other form which is usual or which the Council may approve:-

I/We of being a member/members of the above named Charity hereby appoint of or failing him of as my/our proxy to vote in my/our name(s) and on my/our behalf at the Annual/Extraordinary General Meeting of the Charity to be held on 20 and at any adjournment thereof SIGNED on 20

This form is to be used in respect of the resolution mentioned below as follows:

Resolution No 1 *for *against

Resolution No 2 *for *against

* Strike out whichever is not desired

Unless otherwise instructed the proxy may vote as he thinks fit or abstain from voting
SIGNED this day of 20

30. The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notary or in some other way approved by the Trustees may:

- (a) be deposited at the registered office of the Charity or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote or

- (b) in the case of a poll taken more than 48 hours after it is demanded be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll or
- (c) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded to be delivered at the meeting at which the poll was demanded to the Chairman or to the Secretary or to any Trustee and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid

31. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the registered office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll

THE COUNCIL OF MANAGEMENT

32.

- (a) The members of the Council of Management are referred to as the Trustees in these articles
- (b) The number of Trustees shall not be less than six or until otherwise determined by General Meeting more than eighteen
- (c) The first Trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act who shall be deemed to have been appointed under the articles. Future Trustees shall be appointed as provided subsequently in the articles

POWERS OF THE TRUSTEES

33. Subject to the provisions of the Act the Memorandum and these Articles and to any directions given by special resolution the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Memorandum or Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or the direction had not been given. The powers given by this Article shall not be limited by any special power given to the

Trustees by these Articles and a meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees

34. The Trustee may by power of attorney or otherwise appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine

35. In addition to all the powers hereby expressly conferred upon them and without detracting from the generality of their powers under the Articles the Trustees shall have the following powers namely

- (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to extend the proceeds of any such sale in furtherance of the objects of the Charity
- (2) to enter into contracts on behalf of the Charity

36. All cheques and negotiable instruments and all receipts for monies paid to the Charity shall be signed drawn accepted endorsed or otherwise executed as the case may be in such manner as the Trustees shall from time to time determine

DELEGATION OF THE POWER OF THE TRUSTEES

37. The Trustees may delegate any of their powers to any committee consisting of two or more Trustees and such other persons as the Trustees may determine provided that all acts or proceedings of such Committees shall be reported back to the Trustees as soon as possible and provided further that no expenditure shall be incurred by any such committee except in accordance with a budget previously agreed by the Trustees. Any such delegation may be made subject to any conditions the Trustees may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions the proceedings of a committee with two or more members shall be governed by these Articles regulating the proceedings of the Trustees so far as they are capable of applying

APPOINTMENT AND RETIREMENT OF TRUSTEES

38. Save as herein provided

- a) all Trustees are appointed for a three year
- b) Trustees shall be appointed at the Annual General Meeting
- c) a retiring Trustee shall be eligible for re-election
- d) a Trustee of the Charity may be proposed by:

- (i) Two members of the Charity lodging a signed letter of proposal at the Registered Office of the Charity no less than 15 days before the day of the Annual General Meeting
 - (ii) The proposed Trustee lodging written confirmation of willingness to act as Trustee at the Registered Office of the Charity before the Annual General Meeting takes place
- e) The Charity may from time to time by ordinary resolution increase or reduce the number of Trustees as set out in 32 (b)

39. The Trustees shall have power from time to time and at any time to appoint any other persons to be Trustee but so that the total number of Trustees shall not at any time exceed the maximum number fixed as above and so that no such appointment shall be effective unless two thirds of the Trustees in the United Kingdom concur therein

40. No Trustee shall vacate or be required to vacate his office as Trustee on or by any reason of his attaining or having attained the age of seventy or any other age and any Trustee retiring or liable to retire under the provisions of these Articles and any person proposed to be appointed Trustee shall be capable of being appointed or re-appointed as a Trustee notwithstanding that he has attained the age of seventy and no special notice need be given of any resolution for the appointment or re-appointment as a Trustee of a person who shall have attained the age of seventy but notice of the age shall be given when any resolution for his appointment or reappointment is proposed

41. No person who is not a member of the Charity shall in any circumstances be eligible to hold office as a Trustee

42. The Trustees may act notwithstanding any vacancy in their body provided always that in case the members of the Council of Management shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these presents it shall be lawful for them to act as the Council for the purpose of admitting persons to membership of the Charity filling up vacancies in their body or of summoning a General Meeting but not for any other purpose

DISQUALIFICATION OF TRUSTEES

43. A Trustee shall cease to hold office if he

- (a) ceases to be a Trustee by virtue of any provision in the Act or is disqualified from acting as a Trustee by virtue of Section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision)

- (b) he becomes bankrupt or makes any arrangement or composition with his creditors generally or
- (c) he is or may be suffering from mental disorder and either:
 - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or in Scotland and application for admission under the Mental Health (Scotland) Act 1960 or
 - (ii) and order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver curator bonis or other person to exercise powers with respect of his property or affairs or
- (d) if he resigns his office by notice to the Charity or
- (e) if without permission of the Trustees otherwise than on the affairs of the Charity he is absent from the meeting of the Council held within a period of six months and the Trustees resolve within twelve months of the last meeting attended by him that his office be vacated

TRUSTEES EXPENSES

44. The Trustees may be paid all reasonable travelling hotel and other expenses properly incurred by them in connection with their attendance at meetings of the Trustees or committees of Trustees or general meetings or otherwise in connection with the discharge of their duties but otherwise be paid no remuneration

TRUSTEES APPOINTMENTS

45. Subject to the provisions of the Act and to Clause 5 of the memorandum the Trustees may appoint one or more of their number to the unremunerated office of managing director or to any other unremunerated executive office under the Charity. Any such appointment may be made upon such terms as the Trustees determine. Any appointment of a Trustee to an executive office shall terminate if he cease to be a Trustee. A managing director and a Trustee holding any other executive office shall not be subject to retirement by rotation

46. Except to the extent permitted by Clause 5 of the memorandum no Trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a Trustee in any other contract to which the Charity is a party

PROCEEDINGS OF THE COUNCIL OF MANAGEMENT

47. The Trustees may meet together for the dispatch of business adjourn and otherwise regulate their meetings as they think fit and determine the quorum necessary for the transaction of business. Unless otherwise determined the quorum shall be six or one third of the complete Council whichever is the greater. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote

48. A Trustee may and on the request of a member of the Council the secretary shall at any time summon a meeting of the Council by notice served upon the Trustees. A Trustee who is absent from the United Kingdom shall not be entitled to notice of a meeting

49. The Trustees shall from time to time elect a Chairman who shall be entitled to preside at all meetings of the Trustees at which he shall be present and may determine for what period he is to hold office but if no such Chairman be elected or if at any meeting the Chairman be not present within 5 minutes after the time appointed for holding the meeting and willing to preside the Trustees shall choose one of their number to be Chairman of the meeting

50. A meeting of the Council at which a quorum is present shall be competent to exercise all the authorities powers and discretions by or under these Articles for the time being vested in the Council generally

51. All acts bona fide done by any meeting of the Trustees or of any committee of the Trustees or by any person acting as a member of the Council shall notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Trustee or person acting as aforesaid or that they or any of them were disqualified be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Trustee

52. The Trustees may appoint one or more sub-committees consisting of three or more trustees for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Trustees would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Trustees

53. A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees shall be as valid and effective as if it had been passed at a meeting of Trustees or (as the case may be) a committee of the Trustees duly convened and held. Such resolution may consist of several documents in the same form each signed by one or more of the Trustees

54. Any bank account in which any part of the assets of the Charity is deposited shall be operated by the Trustees and shall indicate the name and registered number of the Charity. All cheques and orders for the payment of money from such account shall be signed by at least two Trustees

SECRETARY TO THE CHARITY

55. Subject to the provisions of the Act the Secretary shall be appointed by the Council for such terms at such remuneration and upon such conditions as the Trustees may think fit and any secretary so appointed may be removed by them. Provided always that no Trustee may occupy the salaried position of secretary

MINUTES

56. The Trustees shall cause the minutes to be made in books kept for the purpose

- (a) of all appointments of officers made by the Council and
- (b) of all proceedings at meetings of the Charity and of the Council and of committees of the Council including the names of the Trustees present at each such meeting

THE SEAL

57. The seal shall only be used by the authority of the Trustees or of the Committee of the Council authorised by the Council. The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a member of the Council and the secretary or by a second member of the Council

ACCOUNTS

58. No member shall (as such) have any right of inspecting any accounting records or other book or document of the Charity except as conferred by statute or authorised by the Council or by ordinary resolution of the Charity

59. Accounts shall be prepared in accordance with the provisions of Part VII of the Act

60. The Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners

61. The Trustees shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners

NOTICES

62. Any notice to be given to or by any person pursuant to these Articles shall be in writing except that a notice calling a meeting of the Council need not be in writing

63. The Charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the Charity an address within the United Kingdom at which notices may be given to him at that address shall be entitled to have notices given to him at that address but otherwise no such member shall be entitled to receive any notice from the Charity

64. A member present either in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and where requisite of the purposes for which it was called

65. Proof that an envelope containing a notice was properly addressed prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted

DISSOLUTION

66. Clauses 4 and 7 of the Memorandum of Association relating to the winding up or dissolution of the Charity shall have effect and be observed as if the provisions thereof were repeated in these Articles

INDEMNITY

67. Subject to the provisions of the Act but without prejudice to any indemnity to which a Trustee may otherwise be entitled every member of the Council or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any liability incurred by him in defending any proceedings whether civil or criminal in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence default breach of duty of breach of trust in relation to the affairs of the Charity and against all costs and discharge of his duties or in relation thereto provide that this Article shall not apply in relation to costs which a Trustee is ordered to pay or of which he is deprived

RULES AND BYE-LAWS

68. The Company shall have power from time to time to make alter and repeal all such Rules or Bye-Laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and may include therein provisions covering the nomination of benefactors of the Charity who are not members of it as patrons and defining privileges and benefits accruing to members the election of a President President-Elect and Vice President and the rights and privileges attaching to either office the admission and retirement of members and the conditions attached thereto and the basis on which such entrance or other fees are payable and shall adopt such means as they deem sufficient to bring to the notice of the members of the Charity all such Rules or Bye-Laws alterations and repeals and all such Rules or Bye-Laws so long as they shall be in force shall be binding upon all members of the Charity provided nevertheless that no Bye-Laws shall be inconsistent with or shall affect or repeal anything contained in the Memorandum or Articles of Association of the Charity and that any Rule or Bye-Law may be set aside by a Special Resolution of a General Meeting of the Charity

Dated the 21st day of August 1995

NAMES AND SIGNATURES OF SUBSCRIBERS

MICHAEL NEAL ALLSO

KENNETH RONALD GILDERTHORP

DEREK COULTHARD

DAVID JOHN HALESTRAP

FREDERICK ROY RENDELL

TERENCE RALPH NORRIS

CLAIRE ELIZABETH CLIFTON

ADRIAN RALPH RICHFIELD

WITNESS to the above signatures

T G PENNY

Gotham House Tiverton Devon EX16 6LT



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

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

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

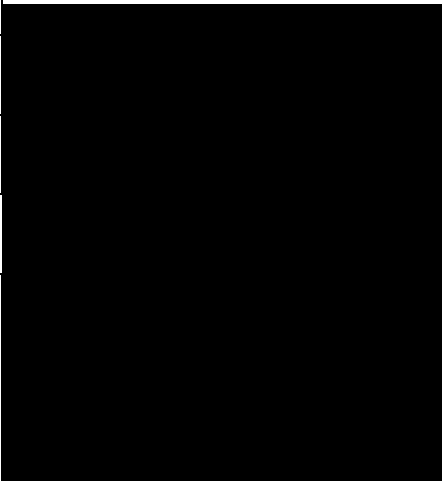
Applications will be scored using the criteria set out within the Community Grants Policy.

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

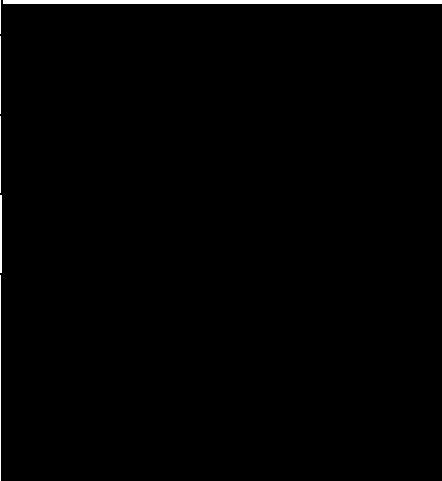
Further information can be found at: www.credition.gov.uk

Name of Organisation	Credition Youth Orchestra	
Name of Project or Activity	Credition Youth Orchestra Big Play Project	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	Jan 2025	December 2025 (ongoing)
Amount of funding requested from CTC	£3000	

Contact Details

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

Organisation details

Address	
---------	--

Website	www.creditonyouthorchestra.co.uk (currently under redesign)
Social media links	
Description of organisational purpose	<p>Our aim is to bring ensemble music-making and instrumental tuition to as many young people in the Crediton area and beyond. We aim to promote the playing of orchestral instruments and break down barriers to make music accessible to all young people between the ages of 7 to 18.</p> <p>We work hard to bring together those from remote communities as well as those in the centre of town on a weekly basis and stage public performances in the community and as part of DMEH throughout the year. We aim to work with all the schools in the learning community in our outreach projects which aim to provide inclusive creative music-making and instrumental tuition to whole classes.</p>
Bank details If you are successful, payment will be made by BACS	<p>Bank [REDACTED] Sort Code [REDACTED] Account Number [REDACTED]</p>

Project Details

1. Briefly outline the project that you have planned
<p>We are continuing to grow as an organisation and are adding groups and opportunities to our provision each year. In order to continue to develop in this way we are seeking funding in part to support our flagship orchestra, CYO, our 9 small ensembles and our Big Play Projects (currently in Haywards, Thorverton and QE). We have been working hard to close the 'Covid Gap' in the numbers of children learning instruments through our Big Play Projects and hope to launch another 3 this year in addition to the 3 we launched in September. We are committed to keeping our membership costs at an affordable rate in line with our commitment to making ensemble playing and instrument tuition as accessible as possible to all. Our ongoing work is very much focussed on recruitment and bringing instrumental playing to rural communities by offering satellite ensembles such as the Elastic Bands.</p> <p>We are planning to develop our BIG PLAY PROJECT in Spring 2024 to extend our provision from a wind/brass group (based at Haywards School), a strings group (based at Crediton Congregational Church) and a brass group at QE, to include another wind/brass group, a double reed group and a percussion group at CCC. We are also at the stage with the current groups that we can establish our Big Play Orchestra (our feeder orchestra for CYO) based in Crediton (possibly QE).</p> <p>The funding will be used to support the purchase/hire/writing of music and teaching materials for the groups, print parts, provide and maintain instruments and publicise our recruitment projects. We also now have a full concert programme and would like to put some of the funding towards developing these opportunities to perform within the community. We will also use the funding to secure a safe community space in the centre of Crediton in which to rehearse. This provides us with the necessary large performance/rehearsal space, breakout rooms for small ensemble work and teaching, as well as a communal area for musicians and parents to socialise and use the tuck shop and café.</p>

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

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

QE Head of Music and Head of Ted Wragg Trust have commented on the marked increase in numbers of students joining the school who play an instrument and to noticeably higher standards. The standard of school ensembles (jazz band, theatre productions) and numbers of students choosing GCSE and A level Music has risen and grade profile enhanced. Our annual feedback survey to parents and young musicians gives us testimonial evidence:

GCSE student:

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

A level student:

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

Parent:

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

Parent:

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

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

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

CYO has 47 members currently with Elastic Bands having around 30 and Big Play 12. Our outreach work can reach 150 additional musicians over the course of the year.

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

As the standard of our orchestra improves ("I was really blown away, there were audible gasps when you started playing, the standard of the orchestra is fantastic!" Crediton Town Band) our ability to represent Crediton further afield is reinforced. We have already taken part in the nationwide Music

For Youth Festival, as a result of which the DMEH have complemented the standard of our playing and are impressed with our model) and our new relationship with Crediton Town Band is very exciting in creating inter-generational ensemble performing opportunities.

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

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

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

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

Approx 250 families will have taken part in an activity organised by CYO over the course of a year. The numbers of young people learning instruments will be steadily maintained/will grow and we will have a loyal membership of our ensembles which provide weekly opportunities for young musicians to have fun, socialise and develop their musical skills. We hope to raise aspirations in our young people and establish a lifelong engagement with and love of playing music.

CYO or one of its smaller ensembles, perform regularly within the community in events such as Sustainable Crediton’s Seed Share Event, Food Festival, Share in the Square, Christmas Concert, Christmas busking, Buskit (first time this year!), Youth Classical Concert and Crediton Arts Alive. Audiences are growing and our impact is being felt among the wider community.

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

We will continue to seek funding from DMEH. We plan to become a CIC in order to access larger amounts of funding. We also plan to hold more fund-raising events and have drafted a letter to seek sponsorship from local businesses.

Of course our hope is that we gain enough recruits to our ensembles for them to break even in terms of costs and the more successful our Big Play Project is the more financially secure we become. Our largest barrier to that is venue hire combined with the reduction in funding from DMEH (county-wide) last year.

Our priority is to keep membership fees low to remove barriers to those on low incomes and to maintain our ethos of affordable ensemble playing for all.

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

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

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

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

We have forged links with Turning Tides and have undertaken joint projects with them and DMEH and have also performed with Ad Hoc Choir and Crediton Town Band. We take part in joint projects with other DMEH organisations.
We create our own links between our satellite groups at least once a year.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	
Well attended CYO rehearsals		Sign in sheets
Successful recruitment to Big Play activities & Elastic Bands	12+ recruits to BP scheme by December 2025 12+ recruits to Elastic Bands	Membership applications
Good retention and progression in all ensembles	Standard of performance improving Parts progressing in difficulty for each player	Feedback forms, verbal and written feedback on concerts from audience, parents, rehearsal observation (quality assurance monitoring)
Joint venture Crediton Town Band	Joint Concert December 2025	Publicity materials Size of audience and feedback
Maintain use of CCC for rehearsals	Rehearsals will take place in CCC	Hire agreement with CCC

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

What is the total cost of your project?	£25,970
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	Devon Music Education Hub; parental membership contributions; fund-raising events; school contributions

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs	Membership, stationery, communications, school visits, quality assurance meetings, Music Hub meetings, library, Big Play outreach	£1500	
Training	First aid, safeguarding	£400	
Office costs (rent, telephone etc)	Public liability insurance	£195	
	Sub Total		
Salaries	MD, 5-7 tutors	£13430	
Expenses (travel etc)	Minibus hire/school contribution	£200	
Venue hire	CCC	£2895	£1500
Materials	Music and teaching resources, instruments, music stands, instrument hire/repair/maintenance for CYO, 9 small ensembles, 3 Elastic Bands and 3 (6)Big Play Project	£3000	£1500
Publicity	Posters, postcards, website, logo design, photographs	£800	
Volunteer expenses	Sundries eg. Food, petrol, instrument accessories (reeds, strings, etc)	£150	
Other (please specify) Concerts/events Residential	Hire of venues, staff expenses, lighting, sound, Insurances, subsidy	£2000 £1400	
	Sub total		
	TOTAL	£25970	£3000

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£3000
What was the project?	Big Play Project/CYO and 9 ensembles

Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	N/A
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We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) /tick ☐

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

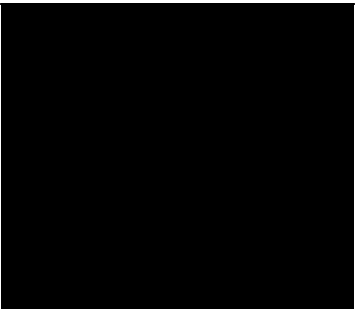
We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) /tick ☐

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

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

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

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

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Typed entries acceptable for email applications	

Date: 15/1/2025

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

CYO INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31/07/2024

	2024		2023	
INCOME	£	£	£	£
Subs		6790.00		6486.00
Fundraising		729.35		-
Grants		6000.00		10000.00
		<hr/>		<hr/>
		13519.35		16486.00
EXPENDITURE				
Musical Director	6390.00		5759.00	
Admin	2010.00		1592.50	
Printing & Stationery	279.55		550.45	
Website/Zoom	120.46		269.03	
Sundry	328.17		878.65	
Teaching	7238.65		5656.00	
Instruments/Music	2587.00		3071.91	
Room Hire	2276.70		1575.00	
Outreach Tuition	132.00		159.50	
Insurance	225.00		225.00	
	<hr/>		<hr/>	
		21587.53		19737.04
		<hr/>		<hr/>
Excess of Income over Expenditure		-8068.18		-3251.04
		<hr/> <hr/>		<hr/> <hr/>

BALANCE SHEET AS AT 31 July 2024

CAPITAL				
Brought Forward		17068.72		20319.76
Surplus/(Deficit) for the Year		-8068.18		-3251.04
		<hr/>		<hr/>
		9000.54		17068.72
		<hr/> <hr/>		<hr/> <hr/>
REPRESENTED BY				
Bank Account		9000.54		16960.72
Add: Debtors				108.00
		<hr/>		<hr/>
		9000.54		17068.72
		<hr/>		<hr/>
Less: Creditors		-		
		<hr/>		<hr/>
		9000.54		17068.72
		<hr/> <hr/>		<hr/> <hr/>

Date _____
Cashier's
Stamp

bank giro credit



Bank	Lloyds Bank plc	No. of cheques	
Branch	High St Exeter (308037) Branch		
Account in the name of	CREDITON YOUTH ORCHESTRA		

£50

£20

£10

£5

£2

£1

50p

20p

Silver

Bronze

Total Cash

Cardnet

Cheques etc.
(see over)

/ £

07 11 16



CREDITON TOWN COUNCIL

8 North Street Credition Devon EX17 2BT Telephone: 01363 773717

Email: reception@crediton.gov.uk

Grant Feedback Form 2024-2025

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

►Name of Organisation:

Credition Youth Orchestra

►Contact Details:

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

First Names: Alison

Last Name: Golby

Position in Organisation: Founder and Director

Address

►Amount of Grant received:

£3000

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

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

We have continued to grow the Elastic Band in Sandford which has 17 members in it (10 more than last year) and they recently performed with 2 other Elastic Bands (Thorverton / Brampford Speke and Cheriton Fitzpaine) in a joint Christmas Carol Service at Crediton Parish Church.



Those members from last year all continue to play and 5 of them have joined CYO so it has been fabulous to provide ensemble opportunities at this level to raise standards of playing and to provide a recruitment and progression path for CYO.

We have also continued the Big Play ensembles at Haywards School and now have 7 instrumentalists who have progressed to individual lessons and 3 of whom have joined CYO. We have launched a strings and brass Big Play Project at QE this term to target areas of the ensemble with fewer recruits and have 6 players currently. Town Council funding has been directed to subsidising these projects for which we are very grateful.

We have also been able to perform at a wider range of events including the Music For Youth Festival, in which our saxophone ensemble gained excellent feedback and Devon-wide recognition. Our musicians have also performed at the Crediton Seed Share event, Crediton Food Festival, Crediton Arts Alive and at local schools. We have just performed in QE Barnfield Hall in a joint Christmas concert with Crediton Town Band and this is a partnership that we intend to develop over the year. The town council grant enables us to meet the costs of these performances.



Playing in professional venues and to wider audiences is so beneficial to the young players and provides further progression opportunities outside of school environments and importantly within their wider community. It is enriching to the musical life of Crediton and the surrounding areas providing valuable musical experiences for young people of all backgrounds.

Please see overleaf

►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 14/1/2025

This form must be returned to Crediton Town Council, 8A North Street, Crediton, Devon, EX17 2BT, no later than 17th January 2025.

CONSTITUTION OF THE CREDITON YOUTH ORCHESTRA

1. TITLE

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

2. OBJECT

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

3. MEMBERSHIP

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

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

Registers should be maintained by the Musical Director.

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

4. EQUAL OPPORTUNITIES

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

5. COMMITTEE

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

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

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

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

6. FINANCE

The financial year shall end on 31st July.

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

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

7. INCOME AND PROPERTY

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

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

8. ANNUAL GENERAL MEETING

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

9. DISSOLUTION

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

10. AMENDMENTS TO CONSTITUTION

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

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

Signatures of Co-Founders

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

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

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

Andrew Vaccarl.....Date.....

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



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

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

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

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

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

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

Name of Organisation	Significant Seams CIC	
Name of Project or Activity	Core costs support	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	April 2025	March 2026
Amount of funding requested from CTC	3000	

Contact Details

Name of the person making the application	Catherine West
Position in organisation	Director
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
---------	------------

Website	www.significantseams.org.uk
Social media links	https://www.instagram.com/sigseams/ https://www.facebook.com/SignificantSeams/ https://www.youtube.com/@SignificantSeamsCIC https://www.eventbrite.co.uk/o/significant-seams-3282658880
Description of organisational purpose	<p>Significant Seams aims to 'strengthen the seams of community.' We use textiles and craft to build community and support people in vulnerable life moments.</p> <p>Our offer:</p> <p>Artworks and facilitation of co-creation</p> <p>Research and consultancy in the art, health, and well-being sector</p> <p>Textile and craft workshops, and associated multimedia engagement and documentation</p> <p>Group facilitation and promotion and</p> <p>Craft supplies and kits to support organisations and groups.</p> <p>Our legally enshrined purpose is defined as related to mental health support.</p>
Bank details If you are successful, payment will be made by BACS	Bank name: Sort Code: Account Number:

Project Details

1. Briefly outline the project that you have planned
<p>We seek support for our overheads as our project and programme work is inclusive and weighted towards people whose means are compromised by circumstances that inhibit their financial abilities. Below we overview our overall plans and provide deeper information around our plans for a mental health friendly (but not targeted/limited to mental health) volunteering scheme.</p> <p>In 2025-30, we aim to:</p> <ul style="list-style-type: none"> -Develop a mental health friendly volunteering programme grounded in creativity and facilitating community support to social enterprises and community groups -Lay groundwork for trade based in a mental health supportive employment scheme -Continue our creative facilitation on commissioned work -Continue our development of self supporting trade-driven income activities -Develop relationships and assets that enable an efficient ongoing programme of events

-Develop in such a way that appropriate support for artists and artist facilitators is enabled and provided

We work in line with strategic initiatives but anchored in social need informed by trusted relationships with marginalised people. We seek to accelerate positive change that links stakeholders in that change. Our approach is rooted in action and creative learning.

In 2025, we will focus on:

- 1) Developing and piloting the mental health friendly (but not exclusive) volunteering programme
 - a. Featuring two monthly events
 - b. Engage and support an estimated 50 people
 - c. Support at least two additional community organisations and 4 initiatives/projects
 - d. Support development of trade activities and charitable ones
- 2) Develop a collaborative touring exhibition of work with Turning Tides CIC (scaleable to funding available)
- 3) Coordinate a series of events
 - a. Offer an Alternate Education programme in Summer term
 - b. Host a rural artists event in association with Devon Open Studios
 - c. Co-host the 2nd Eco Crafternoon with Sustainable Crediton
 - d. Pilot a Sustainable Christmas Fair
- 4) Creative facilitation on commissioned work
 - a. Including: And Other stories with Turning Tides, Crediton Street Band, and Phil Robinson and Luca Saunders (Washing Machine of Destiny co- creators)
 - b. Anticipated: With Joe Webster/EnUF/Action on Climate Teignbridge/NNewton Abbot Museum, Libraries Unlimited
 - c. Known emerging possibilities: AHRC invited project with Royal College of Arts and University of Exeter, Project with the Folklore Archive
- 5) Developing external income sources for collaborative projects for Crediton and our own trade income
 - a. An Arts Council England Bid or Lottery Partnerships bid (fundings chemes are changing)
 - b. A GWR bid with Turning Tides
 - c. An awards for all Bid

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

Directly, our approach will support people currently not accessing supportive activities because a) they feel they already have the skills we offer in workshops and/or b) they are self conscious about a label they feel comes with participation in our workshops/programmes or c) de facto exclusion by organisations (not selected for volunteering opportunities) because of their perceived support needs/difference/poor match for the project's needs. Feedback from makers, participants and from partner organisations have informed the development of this project plan.

Our Director, Catherine West, has talked to a number of people with mental health issues who are getting support locally (or finding relevant support hard to access). A number are finding support from a local church. They qualify appreciation of it with references to some discomforts about the religious nature of it. As the recipient of the service/support, they are effectively having to process/filter spiritual aspects of the interactions in order to get mental health/pastoral/peer support. (All of those talked with using this service are on long waiting lists for Talkworks and/or

have 'run out' of allowed sessions.) They report they are accessing services that are religious in nature because that is how they can access something/anything.

One person shared experience of private support - a counselling service delivered whilst out on a regular walk together. They shared this has been profoundly supportive and effective, and led them to seek out volunteer opportunities, which in turn proved instrumental in developing friendships and peer support.

Peer support and activity based engagement is power-balanced/equitable/inclusive - and tends to be informed by lived experience.

In our subcontracted work for the Turning Tides Art-coustics project, creating space for participation via volunteering has doubled the numbers of participants - though amongst these participants acute vulnerabilities have been noted. [One attendee is an in-patient at a regional mental health hospital, attending on day release. Two have reduced their work hours and are seeking purpose with their supplemental time, another is transparent about long term mental health issues, several are unpaid carers.] Further, their Director Jane Williams has advised, "Some of the people that come our way asking to volunteer are people who gravitate towards our environment because it's a place where they feel they're accepted."

Additionally, The Turning Tides Project is aware there is volunteer interest in supporting their activities but has a policy of mostly not using volunteers in direct response to the underemployment realities for people with disability labels: capacity for volunteer coordination would distract from supported employment. However they recognise volunteer support with some projects and activities would be helpful. Our intermediary role could directly facilitate inclusion by bringing others into their activities, and modelling relationships with them. Likewise, this project would enable a destination for some of the less relevant enquiries Turning Tides is receiving.

In our recent pilot 'EcoCrafternoon' project with Sustainable Crediton, substantial numbers of volunteers came forward to help, including two teens with mental health challenges. Several people indicated ongoing interest in supporting activities, but not knowing where or how to contribute. One indicated that with guidance and connection she could provide relatively regular support. Through Ecocrafternoon we linked 9 community projects directly working with textiles. This provides a further practical foundation to this project.

The Bookery has sought our experience in relation to their desire to host/start a range of new creativity themed peer support groups.

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

Our planned volunteering project scheme will be a new service that improves a number of existing services, explicitly including the award winning activities of both The Bookery and the Turning Tides project – including literacy support to young people, fighting loneliness amongst people who have limited mobility, fighting loneliness and mental health issues for people experiencing stress related mental health issues, gardening and planting trees, and inclusion support and whole family support when a family member is grappling with a label. This scheme will increase the capacity, training, and reach of a range of local schemes, and it anticipated to instigate several new peer support groups.

Our planned activity programme will enhance the profile and/or reputation of Crediton: we have already had enquiries from the BBC for our proposed EcoCrafternoon and the Christmas Sustainable Craft Fair for Autumn/Winter 2025. Our 2024 pilot of the Eco Crafternoon drew people from Exmouth, Exeter and Barnstaple in addition to strong local participation generating over £600 for a range of local projects. We are aware Crediton has four social enterprises that have won major awards in their own categories and foresee our activities creating promotional opportunities around this exceptional track record for the size of our town.

In addition to the above specific considerations of the grant policy, we note our plans align closely with 4 of 5 strategic aims in the CTC strategic plan.

Providing Services:

Our Volunteering programme will enhance and complement overstretched mental health services in our area AND enhance a range of partner organisations charitable activities. We'd be happy to provide further details on our research and the case that has led to this plan.

The programme will also help with quality control of health and wellbeing schemes that have training requirements and implications. The programme will also support building of relationships across and between projects and organisations.

Building Relationships

Our plans explicitly include partnership activities with at least six local organisations/groups (Turning Tides, the Bookery, Sustainable Crediton, Crediton Town Band, The Folklore Archive, Phil Robinson and Luca Saunders [Washing Machine of Destiny]).

Promoting Crediton

Our plans include cross promotion of our outstanding social enterprise sector, and touring art exhibition activity emerging from local projects. Our plans also include a range of events that will attract (evidenced by previous activity) people from across the county to our area.

Our plans are strongly rooted in 'strengthening the seams of community' – for us this is a strategy towards ensuring there is appropriate and sufficient support available to all when vulnerable life moments occur. We envision a world where no one has to go through hardship alone.

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

Our activities typically directly engage and impact 250 people per year and our planned activities in the coming year expect to engage and empower 50+ new people who will support front line services (directly or indirectly). i.e we expect our plans to increase our capacity and impacts.

Impacts will include:

- More community based, socially driven, and inclusive in make-up peer support groups
- More young people getting literacy support
- More (previously isolated) elderly people getting company and life enrichment through book buddy relationships
- More people not needing as intensive mental health support
- More people participating in community activities to improve our shared environment (with the confidence to do so!)
- Better understanding of benefits and approaches to social inclusion
- More positive stories about Crediton in regional and broadcast media
- Fewer people progressing to mental health crises than would otherwise be the case as there will be improved training and support across the community

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

We are working towards financial self-sufficiency. This past calendar year saw us attract the highest ever volume of workshops without directly seeking our own funding. In 2024 we have achieved a volume sufficient to support our delivery excluding overheads. Our emerging way of working is reducing the amount of grant support our work requires and increasing reach for and take up of our activities (via partnerships).

Further, our approach intentionally empowers. We introduce easily replicable artistic activities and processes that can be integrated into daily life as a way of seeing and being in the world. In practice we also provide printed and digital resources for both creative activities and local signposting in sessions and via our online presence. We try to nurture an online community that also sustains peer support without creating dependencies. (To date at least three participants in our programmes in the last four years have gone on to become arts for health influencers themselves- two have founded local groups.)

We succeed when our funded intervention is no longer necessary (and we get to help work on a new issue that improves our community/our community's health and wellbeing).

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

We maintain a robust approach to safety and risk, widely defined. Our considerations and mitigations include risk assessments for activities, workers, and somewhat distinctively, mental health. Our policies are reviewed and updated on an annual schedule. Policies include:

Organisation Risk Register

Children & Vulnerable People Policy

Decarbonisation Policy and Plan (we are now all at risk from the implications of climate change)

Confidentiality and Privacy Policy

Photo And Media Consents

(We have done a substantial amount of work with extremely vulnerable people, including previously human trafficked people, domestic violence survivors, people with lived experience of the justice system that make these policies part of mental health and physical health risk management)

Equal Opportunities Policy

Health & Safety Policy

Accounts and Finance Policy

Governance and Structure Statement

(We consider our sustainability an issue of risk to mental wellbeing that needs consideration given the nature of some of the people we support.)

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

We have developed our plans in collaboration with a variety of relevant groups as named above. We are accepted to the Libraries Unlimited Framework agreement for activities in libraries. We are working closely with Turning Tides and the Bookery, and are working towards a named volunteer liaison between Significant Seams and Sustainable Crediton, anticipated to be Sarah Alsbury, who also works at Devon County Council as the Climate and Ecological Crisis Officer. Conversations have also begun with the Folklore Archive, Royal College of Art, University of Exeter and Devon Artist Network about potential other projects. We have a good relationship with Crediton Arts Centre and the Crediton Heart Project. We also have strong links into a range of informal groups with a number of people who are active as volunteers across a range of initiatives – including the Poppy Appeal, The Repair Café, regional collections for shipments to Ukraine, arts and environment themed projects, and home educating families. We think we have a distinctive understanding of ways to activate such networks into informal yet effective collaborations towards shared outcomes and social change with health and wellness outcomes and improved community relations without compromising safety, quality, or good governance.

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

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets
Volunteers recruited	50	List of people with activities of interest to them
Volunteers engaged	75	List of activities and corresponding list of volunteers engaged, Photos
Number of events delivered	A combination of funding (whether contracts or grants) and volunteer support has enabled workshops and larger events	How many events delivered, How they are enabled (eg new funding to our community, volunteer dependent, repeat funding based in track record of success)
People sharing positive views of our community, experiencing improved health/wellbeing/community	Personal testimonies, photos/quotes	Feedback mapped against the CHIME/5 ways to wellbeing indicators (connectedness, hope, identity, meaning/purpose, empowerment)
New projects in co-development/mutually supported with other partners/groups	3-5 shared projects identified with 3-10 other groups	List of events

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

What is the total cost of your project?	We are aiming for a turnover and activity level commensurate with £42,000 in activity in the 25/26 year
How much funding would you like from CTC?	£3000
Where will the remaining funding come from?	We have a bid outstanding to Devon Community Foundation and planning a bid to GWR, Arts Council England, Devon County Council sources, and Awards for All. We also anticipate ongoing growth in our contracted incomes for both one-off events and workshops and larger projects, and growth in our arts engagement consultancy activities. We also hope our emerging volunteer programme will support growth in our retail and kit incomes that enable further community work. The attached budget reflects our plans.

Budget (please complete the following budget for your project or provide a supplementary document) PLEASE SEE ATTACHED			
Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	£1260, £1000, £1500

What was the project?	1)Overheads support, 2)Youth work, Studio development, Participation in Wellbeing forum, 3)Wellbeing Work
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	We have previously hired space and subcontracted youth programme support. No current legal or financial arrangements are in place, and none of our services nor venue are being used by CTC. Councillors and officers have been invited to public events (but we're unaware of any attendances). We'd welcome consideration of our services and activities.

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

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

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

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

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

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

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

Signature 1 (person submitting form)	Catherine West
Signature 2 (Chair or senior representative of the organisation)	Caroline (Molly) Neville
Typed entries acceptable for email applications	
Date: 17 January 2025	

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

**SIGNIFICANT SEAMS CIC
DIRECTORS' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

Significant Seams CIC Contents

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Significant Seams CIC
Company Information
For The Year Ended 31 March 2024

Directors	Mrs Carolyn Neville Mr David Floyd Mrs Catherine West Mr Keir Cooper
Company Number	07759689
Registered Office	7-11 Coppermill Lane Walthamstow London E17 7HA
Accountants	Smarter Accounting 138 High Street Crediton EX17 3DX

Significant Seams CIC
Company No. 07759689
Directors' Report For The Year Ended 31 March 2024

The directors present their report and the financial statements for the year ended 31 March 2024.

Directors

The directors who held office during the year were as follows:

Mrs Carolyn Neville
Mr David Floyd
Mrs Catherine West
Mr Keir Cooper

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board

Date

**Significant Seams CIC
Accountant's Report
For The Year Ended 31 March 2024**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Significant Seams CIC for the year ended 31 March 2024 which comprise the Income and Expenditure Account, the Balance Sheet, and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Chartered Institute of Management Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.cimaglobal.com>.

This report is made solely to the directors of Significant Seams CIC in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Significant Seams CIC and state those matters that we have agreed to state to the directors of Significant Seams CIC in this report in accordance with the requirements of the Chartered Institute of Management Accountants as detailed at <http://www.cimaglobal.com>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its director for our work or for this report.

It is your duty to ensure that Significant Seams CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Significant Seams CIC. You consider that Significant Seams CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Significant Seams CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Signed

Date

Smarter Accounting
138 High Street
Crediton
EX17 3DX

Significant Seams CIC
Income and Expenditure Account
For The Year Ended 31 March 2024

	Notes	2024 £	2023 £
TURNOVER		14,066	4,603
Cost of sales		(9,673)	(29,000)
		<hr/>	<hr/>
GROSS SURPLUS/(DEFICIT)		4,393	(24,397)
Administrative expenses		(22,361)	(32,261)
Other operating income		9,407	56,852
		<hr/>	<hr/>
OPERATING (DEFICIT)/SURPLUS		(8,561)	194
Other interest receivable and similar income		127	-
		<hr/>	<hr/>
(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		<hr/> <hr/> (8,434)	<hr/> <hr/> 194

The notes on pages 6 to 7 form part of these financial statements.

Significant Seams CIC
Balance Sheet
As At 31 March 2024

		2024	2023
	Notes	£	£
FIXED ASSETS			
Tangible Assets	4	616	770
		616	770
CURRENT ASSETS			
Stocks	5	2,633	2,781
Debtors	6	517	14,407
Cash at bank and in hand		10,322	8,350
		13,472	25,538
Creditors: Amounts Falling Due Within One Year	7	(8,783)	(12,434)
NET CURRENT ASSETS (LIABILITIES)		4,689	13,104
TOTAL ASSETS LESS CURRENT LIABILITIES		5,305	13,874
Creditors: Amounts Falling Due After More Than One Year	8	(6,003)	(6,138)
NET (LIABILITIES)/ASSETS		(698)	7,736
Income and Expenditure Account		(698)	7,736
MEMBERS' FUNDS		(698)	7,736

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board

Date

The notes on pages 6 to 7 form part of these financial statements.

Significant Seams CIC

Notes to the Financial Statements

For The Year Ended 31 March 2024

1. General Information

Significant Seams CIC is a private company, limited by guarantee, incorporated in England & Wales, registered number 07759689. The registered office is 7-11 Coppermill Lane, Walthamstow, London, E17 7HA.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

2.2. Going Concern Disclosure

The directors have not identified any material uncertainties related to events or conditions that may cast significant doubt about the company's ability to continue as a going concern.

2.3. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

2.4. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant & Machinery	20% reducing balance
Fixtures & Fittings	20% reducing balance

2.5. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

3. Average Number of Employees

Average number of employees, including directors, during the year was: NIL (2023: NIL)

4. Tangible Assets

	Plant & Machinery	Fixtures & Fittings	Total
	£	£	£
Cost			
As at 1 April 2023	3,194	2,920	6,114
As at 31 March 2024	3,194	2,920	6,114
Depreciation			
As at 1 April 2023	2,734	2,610	5,344
Provided during the period	92	62	154
As at 31 March 2024	2,826	2,672	5,498

...CONTINUED

Significant Seams CIC
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2024

Net Book Value

As at 31 March 2024	368	248	616
As at 1 April 2023	460	310	770

5. Stocks

	2024	2023
	£	£
Stock	2,633	2,781

6. Debtors

	2024	2023
	£	£
Due within one year		
Trade debtors	517	6,407
Other debtors	-	8,000
	517	14,407

7. Creditors: Amounts Falling Due Within One Year

	2024	2023
	£	£
Trade creditors	205	1,994
Bank loans and overdrafts	-	180
Income in advance	7,465	9,180
Accruals and deferred income	1,113	1,080
	8,783	12,434

8. Creditors: Amounts Falling Due After More Than One Year

	2024	2023
	£	£
Bank loans	6,003	6,138

9. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

Significant Seams CIC
Detailed Income and Expenditure Account
For The Year Ended 31 March 2024

	2024		2023	
	£	£	£	£
TURNOVER				
Sales		14,066		4,603
COST OF SALES				
Opening stock and work in progress	2,781		2,858	
Other direct costs	9,525		28,923	
Closing stock and work in progress	(2,633)		(2,781)	
		(9,673)		(29,000)
GROSS SURPLUS/(DEFICIT)		4,393		(24,397)
Administrative Expenses				
Directors' fees	17,670		27,884	
Staff training	-		360	
Computer software, consumables and maintenance	508		463	
Licences and insurance	812		807	
Telephone and internet	1,120		692	
Accountancy fees	1,294		1,285	
Subscriptions	310		449	
Charitable donations	275		33	
Depreciation	154		192	
Sundry expenses	218		96	
		(22,361)		(32,261)
Other Operating Income				
Grants and subsidies received	9,407		56,852	
		9,407		56,852
OPERATING (DEFICIT)/SURPLUS		(8,561)		194
Other interest receivable and similar income				
Bank interest receivable	127		-	
		127		-
(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		(8,434)		194

[illegible]

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Significant Seams C.I.C.

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

The Companies Act 2006

Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

Significant Seams C.I.C.

INTERPRETATION

1. Defined Terms

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

1.2 COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

2.1 The Company is to be a community interest company.

3. Asset Lock²

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

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

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

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

3.4 If:

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

3.4.2 all its liabilities have been satisfied

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

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

3.6 Name: St Margaret's Settlement (for The Create Place)

3.7 Charity Registration Number (if applicable): [211311]

3.8 Company Registration Number (if applicable): []

3.9 Registered Office: [21 OLD FORD ROAD, LONDON, E2 9PL]³

4. Not for profit

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

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects⁴

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to [the vulnerable and disadvantaged, particularly those affected by anxiety, depression or attachment disorders through textile and craft].

6. Powers

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

7. Liability of members⁵

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

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

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁶

8. Directors' general authority

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

9. Members' reserve power

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

10. Chair

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

11. Directors may delegate⁷

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

11.1.1 to such person or committee;

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

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁸

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

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.
- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

- 13.2.1 all the Directors agree; or
- 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.
- 14. Participation in Directors' meetings**
 - 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
 - 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁹
 - 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.
- 15. Quorum for Directors' meetings¹⁰**
 - 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
 - 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two – one of whom must be Catherine West].
 - 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

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

17. Decision-making at meetings¹¹

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

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

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

18. Decisions without a meeting¹³

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

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

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

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

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

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

19. Conflicts of interest¹⁴

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

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

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

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

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

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

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

20. Directors' power to authorise a conflict of interest

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

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

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

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

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

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

21. Register of Directors' interests

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

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁵

22. Methods of appointing Directors

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

23. Termination of Director's appointment¹⁶

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) the Directors reasonably believe he or she is suffering from mental disorder and incapable of acting and they resolve that he or she be removed from office;
- (e) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (f) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (g) the Director ceases to be a member.
- (h) at least 66% of the members vote (which must include Catherine West) to remove a director from office.

24. Directors' remuneration¹⁷

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:

- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

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

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

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

MEMBERS¹⁸

BECOMING AND CEASING TO BE A MEMBER¹⁹

26. Becoming a member²⁰

- 26.1 The subscribers to the Memorandum are the first members of the Company.
- 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
- 26.3 Each member of the company shall be a Director.
- 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
- 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²¹

- 27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²²

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²³

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²⁴

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

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

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

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

31. Irregularities

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

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:

32.1.1 of all appointments of officers made by the Directors;

32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

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

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

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

33. Records and accounts²⁵

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

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

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

34. Indemnity

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

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

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

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

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

34.3 In this Article:

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

35. Insurance

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

35.2 In this Article:

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

36. Exclusion of model articles

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

SCHEDULE

INTERPRETATION

Defined terms

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

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

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

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

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

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

³ See regulation 23 of the Regulations and [Parts 6 and 10] of the Regulator’s information and guidance notes. If the company does not specify that the remaining residual assets are to be transferred to a particular Asset Locked Body, an appropriate recipient will be chosen by the Regulator, in consultation with the company’s directors and members.

⁴ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁵ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁶ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁷ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁸ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁹ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

¹⁰ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹¹ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹² You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹³ Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹⁴ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁵ Private companies are obliged to have only one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁶ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁷ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁸ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁹ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been

formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

²⁰ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.)] Article 26.3 provides that the Directors are also members of the company.

²¹ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²² The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²³ Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²⁴ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁵ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.)] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁶ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.

The Companies Act 2006

Community Interest Company Limited by Guarantee

Memorandum of Association

of

Significant Seams C.I.C.

The Companies Act 2006
Community Interest Company Limited by Guarantee
Memorandum of Association
of
Significant Seams C.I.C.

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company.

Name of each subscriberⁱ

Authentication by each subscriber

Catherine O'Brien West



Dated [30 July 2011]

ⁱ For illustration, space for one subscriber has been supplied here. There is no upper limit to the number of subscribers and further entries may be added as appropriate.

CIC 34

Community Interest Company Report

	For official use (Please leave blank)	
<i>Please complete in typescript, or in bold black capitals.</i>	Company Name in full	SIGNIFICANT SEAMS CIC
	Company Number	07759689
	Year Ending	31-03-2024

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

In 2023-2024 we have particularly advanced our objectives through:

- Participation in an eco-anxiety research programme led by Art & Energy CIC and investigators from the University of Exeter sharing cross sector expertise and creating impact evidence for if/how/why art based practices have a meaningful impact on behaviour change related to climate change, and how/why environmentalists are particularly affected by mental health issues, and how art and mental health practice can support art & eco practice
- Leading a programme of patchwork tote bag making workshops for mental well-being and environmental action in Barnstaple, Honiton, Crediton
- Leading additional workshops for wellbeing in Exeter and Plymouth
- Delivery of a variety of workshop sessions for vulnerable teens
- Delivery of 1:1 educational support for young people
- Free workshops at two Sustainable Crediton events, and sponsored meals for Free School Meal entitled young people
- Created further tutorials to support people to reduce textile waste, and get making at low or no cost

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

The 23-24 financial year saw us continue our youth programme and adult mental health programme, and pilot participation in Devon Open Studios. Catherine West won the Heather Jaunsch Award in recognition of her outstanding community work. We increased engagement with Devon Artist Network as a means of stakeholder engagement, as well as Art & Energy CIC - to extend our relationships related to environmental concerns. Catherine West also joined the core group (a management committee) of Sustainable Crediton in support of this work.

Our review of how our artists, as front line workers, are doing (2023) led to intentional moderation in our work and engagements with national support organisations for artists, including Arts & Health Hub (which had funding to support artists working in mental health.)

We have continued to regularly participate in a range of regional fora including: Crediton Health & Wellbeing Forum, Devon Mental Health Alliance hosted fora, Okehampton Health & Wellbeing Forum, and Eastern Locality Care Partnership.

WE have also continued to participate in network meetings for the Holiday ACTivity And Food programme, and joined Space and VOYC - youth service networks. Partnership working, consultations is time (resource) consuming, but desirable, as we all seek to find sustainable ways forward amidst unprecedented demand and stretch on our capacities.

In line with the decarbonisation policy and plan, that we established last year we have been increasingly focused on mid-Devon, including Okehampton, and Exeter environs. We don't exclude paid work and partnership opportunities further afield, but we ensure we evaluate the carbon considerations around such work. Our workshops in Plymouth were with Plymouth Energy Community. An electric vehicle was used and eco hub was the venue. Workshops were consolidated to minimise travel requirements.

Particularly strong alliances are emerging around young programme work, social prescribing, and support of frontline workers who are likely to be referrers.

On various initiatives, we currently are working or exploring working with:

- Devon County Council (Holiday Activity and Food Programme)
- Crediton Youth Services (Crediton Town Council)
- Art & Energy CIC
- Plymouth Energy Community
- Turning Tides Project
- Devon Carers
- Libraries Unlimited
- Sustainable Crediton

In a major and very disruptive development, the NHS disbanded Devon Recovery Learning Community (an NHS Recovery College), notably without consultation. Likewise, whilst we thought we had established a positive working arrangement with the Mid Devon PCN and a contract of £2400 over 6 months, they defaulted on the verbal agreements made at the end of the period. CHanges and stresses in the health

system are emerging as new and very high risk to our business and potentials for constructive community impact.

We have funding in place for the coming year of activities from Mid Devon Council and Crediton Hospital League of Friends, Devon Community Foundation, Devon County Council, and Crediton Town Council.

(If applicable, please just state "A social audit report covering these points is attached").

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

Total Directors Remuneration was £

Catherine O'Brien West was remunerated for her CE duties only- not for her role as a Director. She received £17,669.86 in the year.

Keir Cooper is a Director. He receives payment for discrete pieces of marketing work, not his role as a Director. He received £0 in the year.

Significant Seams made periodic short-term bridging loans from our reserves to Social Spider CIC. David Floyd is a Director of Social Spider. All were repaid in line with agreed terms in a timely way.

There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which is required to be disclosed.

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No transfer of assets other than for full consideration has been made.

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed

Date

Office held (delete as appropriate) Director

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

	Te
DX Number	DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

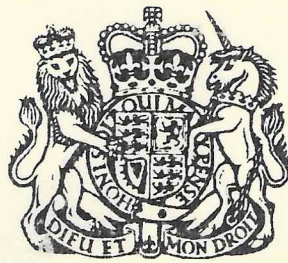
For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 **cannot** be filed online

(N.B. Please enclose a cheque for £15 payable to Companies House)



Certificate of Incorporation of a Community Interest Company

Company No. 7759689

The Registrar of Companies for England and Wales hereby certifies that:

SIGNIFICANT SEAMS CIC

is this day incorporated under the Companies Act 2006 as a private company; that the company is limited; and that it is a community interest company

Given at Companies House, Cardiff, the 1st September 2011



Companies House
— for the record —



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



Large Grants Application Form (up to £3,000.00)

Credition Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation	Mid Devon Mobility	
Name of Project or Activity	Core Cost for the continuation of our services in Credition and surrounding parishes	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	01/04/2025	31/03/2026
Amount of funding requested from CTC	£3000	

Contact Details

Name of the person making the application	Faye Ashton
Position in organisation	Chief Executive
Email address	
Telephone number	

Organisation details

Address	
---------	--

Website	www.middevonmobility.org.uk
Social media links	
Description of organisational purpose	<p>We are a local charity whose transport services are aimed at increasing the independence, mobility and peace of mind of older and disabled people; helping to combat the problems of loneliness and isolation.</p> <p><u>Our Mission Statement</u> “Increasing the independence, mobility & peace of mind of older, disabled & isolated people in our communities”</p>
Bank details	Bank n [REDACTED] Sort Co [REDACTED] Account [REDACTED]
If you are successful, payment will be made by BACS	

Project Details

1. Briefly outline the project that you have planned

The services we provide are naturally very expensive to run. These door-to-door services are essential for reaching those in rurally isolated areas and providing vehicles to help people access local shops and services. Without them, these services would be greatly missed and without funds to help us continue it would be the most vulnerable who would be the most affected, leaving many isolated and alone.

According to statisitcs the Mid Devons population is currently around 76,100 and is predicted to increase to 93,500 by 2033, therefore there will be a greater demand on our services as a staggering 89.1% of the population will be over 65 and 190% growth in those over 85.

The population of older people in the Mid Devon area is ever increasing and will continue to do so over the coming years. Frail, elderly, disabled and rurally detached people benefit from our services by enabling them to make the most of their local enviroment, Our schemes ensure that these people are able to engage in social activities. Encouraging more people to get out and about and taking part in healthy activities and visit many places that they have not been to before.

With the population rapidly growing it is important to mention that without many of these services these people would not only be left with no transport, they would also be incredibly isolated, as we are on many occassions the only people they see from week to week, leading to a huge impact on there mental health, leaving them rurally isolated and vulnerable.

Our vision is to help individuals in the whole of the Mid Devon area, have unhindered access to a variety of accessible transport options, enabling them to enjoy a full and active life while continuing to live in their local community. To work closely with other organisations and groups in order to promote sustainable partnerships, ensuring that we are able to offer affordable, sustainable transport for those most vulnerable for many years to come.

Our Services in the Crediton Area include

- Crediton Ring & Ride Scheme
- Crediton Community Car Scheme
- Crediton Wheelchair Accessible Car Scheme
- Short or Long term Wheelchair loans
- Day Trip Club (Social Outings)
- Telephone Befriending Service
- Transport To Health
- Recycle to Mobilise Project
- Community Minibus Hire
- Information and Advice on transport solutions

2. How do you know there is a need for this project? (Please share any evidence you have including lived experience, surveys, data, anecdotal information and/or stories)

The services we provide are essential for preventing social isolation, increasing and maintaining independence, and ensuring mobility and peace of mind. Our services enable vulnerable individuals to access medical and other essential services, participate in clubs and organizations, receive support, and use local shops and amenities.

Since 2014, we have significantly increased the number of people we assist. In the last year (2023/2024), we transported 3,604 passengers using our Ring and Ride Service, covering over 15,700 miles. Additionally, our Community Car Scheme served 2,602 passengers, completing 1,698 return journeys and 675 single journeys.

So far this year (2024/2025), we have already increased our service usage by 17%. The demand for our services grows each year, as evidenced by our monthly statistics.

3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

The purpose of the services we provide is to prevent social isolation, increase and retain independence, enabling mobility and peace of mind. Our services allow vulnerable people to access medical and other essential services, clubs and organisations, providing support, use the local shops and other amenities in the area.

Our Aims

- The Aim of Mid Devon Mobility is to improve social inclusion for the inhabitants of Tiverton, Crediton and its neighbouring parishes through the provision of a community transport service for those who are in need of such service because of age, sickness, disability (Mental or Physical), poverty, isolation or because of the lack of availability of adequate and safe public transport.
- To provide, promote and co-ordinate suitable transport for individuals, charitable organisations and groups or individuals in order to increase independence, mobility, social inclusion, opportunities and to improve access to local services and facilities.
- To increase the sustainability of other charitable organisations and bodies engaged in promoting the relief of poverty and social exclusion amongst such persons by providing suitable transport to enable access to services provided by those organisations.
- To ensure equal access opportunities to our services, for all eligible residents in the Mid Devon area.
- To help people with transport solutions, whilst working closely with other organisations and community groups in order to promote sustainable partnerships, ensuring that we are able to offer affordable and sustainable transport for those most vulnerable for many years to come and help those who suffer from isolation.

Our Objectives

- To provide options for people to access medical and other essential services, clubs and organisations providing support, use the local shops and other amenities in the area.
- To provide suitable transport to each of the parishes in Mid Devon
- To become a sustainable, self-supporting charity.
- Achieve maximum customer satisfaction and involvement.
- To work in partnership with statutory authorities, e.g. Devon County Council, Mid Devon District council and health authorities, providing transport solutions that enable access to services provided by statutory agencies

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

Our services have a profound positive impact on the residents of Crediton by enabling individuals to retain their independence, live in their own homes longer, and providing peace of mind to those most in need.

Over the past thirty-five years, Mid Devon Mobility has grown significantly, continually enhancing the services we offer, the number of passengers we transport, and the areas we cover. This growth has also led to an

increase in staff and volunteer numbers, creating valuable employment and volunteer opportunities in the Crediton area.

Since establishing a new high street presence in 2024, we have begun offering the hire of mobility equipment such as scooters, walkers, and frames. We aim to expand this service throughout 2025.

Mid Devon Mobility is recognized as a key partner in transportation solutions, offering a variety of accessible services. We employ 26 members of staff and have over 92 volunteers dedicated to delivering our services.

5. How will your project be financially sustainable in the long term?

Our charity has been successfully operating for 35 years, funded through a combination of grants, contracts, fundraising activities, and service fares. We plan to continue these diverse income generation methods to ensure the long-term financial stability and sustainability of our charity.

We are committed to engaging with our local community and stakeholders to build strong support networks. This includes hosting fundraising events, community outreach programs, and volunteer initiatives to raise awareness and generate additional funds.

By leveraging our extensive experience, robust financial practices, and community engagement, we are confident in our ability to maintain the financial stability and sustainability of our charity for many years to come.

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

To ensure the safety of all participants in our project, we implement comprehensive monitoring and conduct necessary risk assessments as required, with an annual update to ensure ongoing safety standards.

We have two safeguarding policies in place, one focused on adults and the other on children, both of which are updated annually to reflect the latest best practices and regulations.

Additionally, all our volunteers and staff members undergo thorough checks using the enhanced Disclosure and Barring Service (DBS) to ensure they are suitable for working with vulnerable individuals.

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

We are the only Community Transport Service operator in Mid Devon, which positions us uniquely to address the specific needs of our community. While there are no other groups providing similar services in our immediate area, we actively seek opportunities for collaboration and partnership with other organisations to enhance our impact.

We regularly engage with local councils, healthcare providers, and community groups to explore potential partnerships that can complement our services. By working together, we aim to create a more comprehensive support network for the residents of Mid Devon. These collaborations help us share resources, knowledge, and best practices, ensuring that we can continue to provide high-quality, reliable transport services to those who need them most.

Additionally, we participate in regional and national forums related to community transport and mobility services. This involvement allows us to stay informed about industry trends, funding opportunities, and innovative practices that can benefit our project. Through these connections, we are always open to exploring new partnerships that align with our mission and enhance our ability to serve the community.

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
Increased service usage	17% increase in service usage compared to the previous year	Monthly service usage statistics
Enhanced community engagement	Positive feedback from 90% of participants	Surveys and feedback forms
Improved accessibility	100 new users accessing mobility equipment	Equipment rental records
Reduced social isolation	80% of users report reduced feelings of isolation	User surveys and interviews
Expanded volunteer base	10% increase in volunteer numbers	Volunteer registration records
Financial stability	17% increase in service usage compared to the previous year	Financial reports and funding records

How much will your project cost and how will you use the money?

What is the total cost of your project?	482646
How much funding would you like from CTC?	3000
Where will the remaining funding come from?	Contractual work, Grant application, fundraising events and providing chargeable services.

Budget (please complete the following budget for your project or provide a supplementary document)

Please see separate sheet for our Budget.

Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	Yes
If so, how much?	1500
What was the project?	Core Costs
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) ☒

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) ☒

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) ☒

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ☒

Bank statement or paying-in slip ☐
(to double check bank details)

Constitution ☒

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date: 17-01-2025

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk

Charity number: 1099477
Company number: 04738406

Mid Devon Mobility
Trustees' report and financial statements
for the year ended 31 March 2024

Mid Devon Mobility

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Notes to the financial statements	8 - 14

Mid Devon Mobility**Reference and administrative information**

Registered charity number	1099477
Company number	04738406
Charity's principal address	Multi Storey Car Park Phoenix Lane Tiverton Devon EX16 6NB
Trustees	Mrs R Darlington - Chair Mrs M Sheppard - Vice chair Ms L Dean Mr I Robertson Mr D Goff Mr S Walker Mr J Rogers (resigned June 2024)
Independent Examiner	Mrs M Hutchings Apsleys Chartered Accountants 21 Bampton Street Tiverton Devon EX16 6AA
Bankers	National Westminster Bank plc 11 Fore Street Tiverton Devon EX16 6LW

Mid Devon Mobility

Trustees' report for the year ended 31 March 2024

The Trustees (who are also the directors of Mid Devon Mobility for the purposes of company law) present their report and the financial statements of the charity for the year ended 31 March 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" FRS 102 in preparing the annual report and financial statements of the charity'.

Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide a variety of accessible services for the inhabitants of Mid Devon and its neighbouring parishes who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Summary of the main activities in relation to these objectives

We provide a variety of accessible services for those who have specific transport needs, due to age, sickness, disability or lack of adequate and safe public transport. Services include: Ring & Ride, Passenger Club, Shop & Leisure Mobility, Community Car Schemes, Wheelchair Accessible Transport, The Hub Kitchen Hot Food Delivery Service, Community Hub, Recycle to Mobilise Service, Mobility Aid Loan Service, Telephone and In Person Befriending, One to One training and Hub to Home Services.

Our Vision: To help support individuals in the whole of the Mid Devon area to have unhindered access to a variety of accessible transport options, enabling them to enjoy a full and active life while continuing to live in their local community.

Our Mission Statement: We are a local charity whose services are aimed at increasing the independence, mobility and peace of mind of older and disabled people; helping to combat the problems of loneliness and isolation.

Our Aim: To improve social inclusion for the inhabitants of Tiverton, Crediton & Cullompton and its neighbouring parishes through the provision of a community transport service for those who are in need of such service because of age, sickness, disability (mental or physical), poverty, isolation or because of the lack of availability of adequate and safe public transport.

Our objectives:

To provide options for people living in each of the Mid Devon Parishes, to access medical and other essential services, clubs and organisations providing support, use the local amenities in the area.

Launching our Hub Kitchen back in November 2020 has been a real insight to the additional needs of our communities, the service has grown to meet the demand and continues to develop and extend.

Our Community Hub has been going from strength to strength offering an alternative to day care. There is a strong sense of community spirit where everybody is welcome.

Our Recycle to Mobilise Project has continued to grow, with record numbers of mobility items being donated and sold.

Additional details of objectives and activities

The trustees have had regard to the Charity Commission guidance on public benefit and believe this is achieved via the charity's objectives and activities.

Mid Devon Mobility

Trustees' report for the year ended 31 March 2024

Achievements and performance

Summary of the main achievements of the charity during the year

This year, the charity has achieved a great deal:

Secured Funding: We've ensured the continuity of all core services despite struggling to obtain additional grants for new projects due to last year's unusual partnership grant. Although our 9-month project was a huge success, the shared grant with three other Community Transport Associations inflated our income, making our reserves fall short of most grants' terms and conditions.

Volunteer Recruitment and Retention: We recruited 37 and retained 16 additional volunteers to support our Hot Meal Delivery Service, Community Hub activities, Community Car Service, and office assistance.

North Devon Ring & Ride Service: Since August 2023, we began operating the North Devon Ring & Ride Service following the closure of Go North Devon. This service runs 5 days a week in the Barnstaple area. We have recruited two part-time drivers, and the service is managed from the Tiverton office.

Special Christmas Week: Our Hub Kitchen and Community Hub teamed up to host a Special Christmas Week, serving 4-course meals daily for over 112 people.

Warm Project: Launched by our Community Hub, this project supplies warm boxes containing items like radiator foil, energy-saving light bulbs, flasks, blankets, and more to people in need.

Stronger Together Project: We have continued a portion of this project focusing on recruiting and training our staff and volunteers to ensure continuity across Mid Devon Mobility and share our process with other organisations.

Recycle 2 Mobilise Project: This project has seen a 42.1% increase this year. It is currently operating at maximum capacity due to a lack of storage space, and we are sourcing funding to ensure its continuation.

Extended Community Hub Hours: We have extended our Community Hub's opening days and hours in response to increased demand.

Volunteer Recruitment and Retention: We have refocused on our volunteer recruitment and retention processes.

Social Media Profile: We have enhanced our social media presence and created several short videos to promote our projects and services.

Contracts Fulfilled: We have fulfilled contracts with Devon County Council and hosted various online meetings, team-building sessions, and fundraising events.

Service Promotion: We have promoted our services through social media channels to raise awareness and increase funding.

Day Trip Club: Our Day Trip Club has been in full swing, often with multiple people waiting in reserve, leading us to run two buses on many occasions to accommodate everyone.

Increased Demand: Overall, the demand for the charity's services has increased by 37.2%.

Financial review

Result for the year

The financial statements show net expenditure of £75,848 (2023 net expenditure: £5,589).

Total funds at the year end amount to £183,010 (2023: £258,858) of which £32,293 (2023: £42,373) are restricted.

Brief summary of the charity's policy on reserves

It is trustees' policy to aim to maintain a level of reserves sufficient to ensure that we can continue to provide our core services for three months.

Further financial review details

This year has been very different as we haven't been able to generate income in our usual way, a small percentage has been raised by fares paid by beneficiaries, the majority of our income this year has come through grants received from various grant making bodies, County Council, District Council, Town Councils and local parishes.

We have been successful in raising a small amount through online fundraising events and donations.

Mid Devon Mobility

Trustees' report for the year ended 31 March 2024

Structure, governance and management

Type of governing document	Constitution
How the charity is constituted	Company limited by guarantee
Trustee selection method	Elected at AGM

Additional governance issues

The Trustees recognise their ultimate responsibility to ensure adequate internal controls to minimise risk of financial, administrative or operational error. We follow guidance from the Charity Commission and our accountants.

Operationally we have identified clear risk assessment with running transport, in addition to maintaining appropriate insurance cover. We work closely with Devon County Council and MIDDAS to ensure driver training is kept up to date. We are members of Community Transport Association, Community Transport Network and Exeter, East and Mid Devon Car Forum which provides information and support.

Statement of trustees' responsibilities

The trustees (who are also directors of Mid Devon Mobility for the purposes of company law are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and fully explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

This report has been prepared taking advantage of the small companies exemption of Section 415A of the Companies Act 2006.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of Directors and Trustees on.....
and signed on their behalf by:

Mrs R Darlington
Chair

Independent Examiner's report to the trustees on the unaudited financial statements of Mid Devon Mobility

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 6 to 14

Responsibilities and basis of the report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of *The Institute of Chartered Accountants in England & Wales* which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mrs M Hutchings
Apsleys Chartered Accountants

21 Bampton Street
Tiverton
Devon
EX16 6AA

Date:

Mid Devon Mobility

Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
Income					
Individual fares and private hire		90,279	-	90,279	62,077
Fundraising		57,852	-	57,852	43,398
Devon County Council and other contracts		123,735	-	123,735	112,029
Local Authority grants		65,758	10,800	76,558	59,995
Other grants and donations	2	90,684	23,470	114,154	399,538
Interest receivable		1,214	-	1,214	450
Total income		<u>429,522</u>	<u>34,270</u>	<u>463,792</u>	<u>677,487</u>
Charitable expenditure					
Charitable activities					
- Transport costs	3	(393,979)	(17,776)	(411,755)	(373,534)
- Other costs	4	(45,257)	(26,187)	(71,444)	(195,909)
Governance costs	5	(56,054)	(387)	(56,441)	(121,252)
Profit/(Loss) on disposal of fixed assets		-	-	-	7,619
Total charitable expenditure		<u>(495,290)</u>	<u>(44,350)</u>	<u>(539,640)</u>	<u>(683,076)</u>
Net income/(expenditure) for the year before transfers					
		(65,768)	(10,080)	(75,848)	(5,589)
Transfers between funds		-	-	-	-
Net movement in funds		<u>(65,768)</u>	<u>(10,080)</u>	<u>(75,848)</u>	<u>(5,589)</u>
Total funds brought forward		216,485	42,373	258,858	264,447
Total funds carried forward		<u>150,717</u>	<u>32,293</u>	<u>183,010</u>	<u>258,858</u>

The notes on pages 8 to 13 form an integral part of these financial statements.

Mid Devon Mobility

Balance sheet as at 31 March 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	8	117,424	100,607
Current assets			
Debtors	9	11,923	18,385
Cash at bank and in hand		<u>82,247</u>	<u>158,434</u>
		94,170	176,819
Creditors: amounts falling due within one year	10	<u>(28,584)</u>	<u>(18,568)</u>
Net current assets		65,586	158,251
Net assets		<u>183,010</u>	<u>258,858</u>
Funds			
Unrestricted funds		150,717	216,485
Restricted	12	<u>32,293</u>	<u>42,373</u>
		<u>183,010</u>	<u>258,858</u>

For the financial year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the trustees on.....
and signed on their behalf by

Mrs M Sheppard
Vice Chair

Registration number 04738406

The notes on pages 8 to 13 form an integral part of these financial statements.

Mid Devon Mobility

Notes to the financial statements for the year ended 31 March 2024

1. Accounting policies

(a) General information and basis of preparation

Mid Devon Mobility is a Private Limited Company by guarantee and Charity registered in England within the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continues to adopt the going concern basis of accounting in preparing the financial statements.

(c) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(d) Income

All income is included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers in line with SORP (FRS 102). Specific policies for individual income sources are set out below. All income is accounted for gross except for occasional instances relating to small fundraising events.

Donations and other forms of voluntary income are credited to income in the year when received unless the subsequent receipt of an amount owed to the charity at the year end is known with certainty. Any restrictions which require income to be spread over more than one accounting period are reflected in the financial statements as deferred income.

Grants receivable for general purposes are included in income in the year identified by the period of the grant. If the grant period includes more than one financial year, the proceeds are apportioned accordingly and deferred amounts are accounted for as creditors. Grants for specific purposes are accounted for as restricted funds until they are fully expended.

Mid Devon Mobility

Notes to the financial statements for the year ended 31 March 2024

(e) Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Costs in each category include all costs specifically incurred in respect of those activities as well as the attributable proportion of general management and administration expenses.

These expenses are allocated in line with personnel costs incurred in each area of activity. This basis is consistent with the rate used for funding applications.

(f) Tangible fixed assets and depreciation

Until 31 March 2000 all capital expenditure was written off in the year in which it was incurred. No adjustment has been made in the financial statements to recognise these assets in the balance sheet on the grounds that their net book value is not material.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Leasehold properties	-	20 years straight line
Fixtures, fittings and equipment	-	25% reducing balance
Motor vehicles	-	25% reducing balance
Computer equipment	-	33% reducing balance

(g) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Cash

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

(i) Employee benefits

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

(j) Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

Mid Devon Mobility

Notes to the financial statements for the year ended 31 March 2024

2. Other grants and donations

	2024	2023
	£	£
Pathfinder	-	10,000
DCC grants	-	19,193
Car Group	-	1,368
Mobility equipment	-	4,507
Devon Community Foundation	-	2,864
Municiple	-	1,000
Tiverton town council	-	500
Norman family	2,000	-
BSOG	-	1,946
Community renewal fund	9,970	350,128
Other small grants and donations	7,214	8,032
National Grid	9,728	-
Garfield Western	25,000	-
VC Grant	1,572	-
David Gibbons Grant	2,000	-
Transfer of assets from Go North Devon (Charity no 1191370)	56,670	-
	<u>114,154</u>	<u>399,538</u>

The charity Go North Devon closed 18 August 2023 and upon closure assets were transferred to Mid Devon Mobility to the value of £56,670.

3. Transport costs

	2024	2023
	£	£
Drivers' wages	143,276	97,079
Drivers' training	-	21,049
Coordination and management salaries	172,555	153,610
Drivers expenses reimbursed	1,418	1,322
Volunteer training and expenses	5,055	12,169
Insurance	12,028	9,246
Repairs and servicing	18,784	27,123
Diesel	26,048	27,110
Depreciation	32,591	24,826
	<u>411,755</u>	<u>373,534</u>

4. Other costs

	2024	2023
	£	£
Cost of events	928	790
Wages	55,214	51,221
Kitchen expenses	15,302	12,600
Project expenses	-	131,298
	<u>71,444</u>	<u>195,909</u>

Mid Devon Mobility

Notes to the financial statements for the year ended 31 March 2024

5. Governance costs

	2024	2023
	£	£
Salaries	18,601	42,521
Staff training	1,613	1,079
Staff travel and subsistence	1,033	693
Rent, rates and electric	3,773	10,815
Cleaning	743	947
Stationery and advertising	1,978	29,276
Printing and photocopying	2,286	1,475
Telephone	4,421	5,478
Computer costs	3,815	8,952
Legal and professional	836	912
Independent examiners' fee	4,326	3,823
General expenses	1,210	3,089
Memberships	776	587
Bank interest and charges	1,780	993
Bad debt - petty cash	400	-
Depreciation	8,850	10,612
	<u>56,441</u>	<u>121,252</u>

6. Employees

Number of employees

	2024	2023
	Number	Number
The average numbers of employees during the year was:		
Drivers	14	7
Management and administration	6	19
	<u>20</u>	<u>26</u>

Employment costs

	2024	2023
	£	£
Wages and salaries	357,343	321,624
Social security costs	26,028	18,112
Other pension costs	6,275	4,695
	<u>389,646</u>	<u>344,431</u>

No employee received emoluments above £60,000.

7. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £6,275 (2023: £4,695).

Mid Devon Mobility

Notes to the financial statements
for the year ended 31 March 2024

8. Tangible fixed assets

	Short leasehold property £	Fixtures, fittings and equipment £	Motor vehicles £	Computer equipment £	Total £
Cost					
At 1 April 2023	155,242	40,997	285,466	30,509	512,214
Additions	-	2,008	56,250		58,258
Disposals	-	(1,157)	(33,657)	(2,482)	(37,296)
At 31 March 2024	155,242	41,848	308,059	28,027	533,176
Depreciation					
At 1 April 2023	155,242	26,802	210,990	18,573	411,607
On disposals	-	(1,098)	(33,293)	(1,784)	(36,175)
Charge for the year	-	4,020	32,591	3,709	40,320
At 31 March 2024	155,242	29,724	210,288	20,498	415,752
Net book values					
At 31 March 2024	-	12,124	97,771	7,529	117,424
At 31 March 2023	-	14,195	74,476	11,936	100,607

9. Debtors

	2024 £	2023 £
Trade debtors	11,883	18,345
Other debtors	40	40
Prepayments	-	-
	11,923	18,385

10. Creditors: amounts falling due
within one year

	2024 £	2023 £
Other taxes and social security costs	14,374	14,468
Other creditors	10,710	1,100
Accruals and deferred income	3,500	3,000
	28,584	18,568

11. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2024 as represented by:			
Tangible fixed assets	84,114	33,310	117,424
Current assets	94,170	-	94,170
Current liabilities	(27,567)	(1,017)	(28,584)
	150,717	32,293	183,010

Mid Devon Mobility

Notes to the financial statements for the year ended 31 March 2024

12. Restricted funds

	1 April 2023	Incoming	Outgoing	Transfers	31 March 2024
	£	£	£	£	£
Minibus	7,871	-	(1,968)	-	5,903
Reaching communities - Minibuses	30,196	-	(8,024)	-	22,172
Trishaw	2,056	-	(549)	-	1,507
Mobility - Scooters	2,250	-	(563)	-	1,687
National Grid	-	9,728	(9,728)	-	-
VIP Grant	-	200	(200)	-	-
Francis Windham	-	5,000	(5,000)	-	-
Community Hub	-	500	(500)	-	-
North Devon Council	-	5,000	(5,000)	-	-
Instow PC	-	100	(100)	-	-
David Gibbons	-	2,000	(2,000)	-	-
VC Grant	-	1,572	(1,572)	-	-
Brownless Trust	-	200	(200)	-	-
Community Fund Grant	-	9,970	(8,946)	-	1,024
	<u>42,373</u>	<u>34,270</u>	<u>(44,350)</u>	<u>-</u>	<u>32,293</u>

	1 April 2022	Incoming	Outgoing	Transfers	31 March 2023
	£	£	£	£	£
Ring and ride scheme	44,201	-	(78,720)	34,519	-
Community car scheme	19,212	1,368	(20,580)	-	-
Prescription aids	13,935	-	(13,935)	-	-
Minibus	10,495	-	(2,624)	-	7,871
Community Hub	25,626	-	(25,626)	-	-
Reaching communities	26,936	-	(26,936)	-	-
Reaching communities - Minibuses	40,894	-	(10,698)	-	30,196
Reaching communities - Building capabilities	9,508	-	(9,508)	-	-
Trishaw	2,788	-	(732)	-	2,056
Mobility - Scooters	-	3,000	(750)	-	2,250
	<u>193,595</u>	<u>4,368</u>	<u>(190,109)</u>	<u>34,519</u>	<u>42,373</u>

Purposes of restricted funds

The Ring and Ride scheme represents original money received from Devon County Council ringfenced to fund the Ring and Ride service. As of 2021 future monies received are no longer restricted to the scheme but are for the purpose of contributing towards the aims and objectives of the Charity.

The Shop & Leisure mobility fund represents money received to fund a days shopping, this was fully expended in 2023.

The Community car scheme represents money received from the Car Forums to fund the Community car scheme

The Prescription Aids fund represents original money received to purchase equipment which has been fully expended.

Minibus fund - A grant was received to cover the full cost of purchasing a minibus

The Community Hub is designed to be a stepping stone before requiring full time day care. The original grant received for the purpose of this fund has been fully expended.

The Reaching Communities fund represents money received to assist with wages costs up until 2023.

The Reaching Communities - Minibuses fund represents money received to purchase 2 new minibuses.

The Trishaw fund represents money received to purchase a Trishaw bike.

Mid Devon Mobility**Notes to the financial statements
for the year ended 31 March 2024****Purposes of restricted funds continued...**

The Mobility - Scooters fund represents money received to purchase 2 mobility scooters.

National Grid fund represents money received to assist with the 'Warm Community Connections' project.

VIP Grant represents money received to assist with the community hub.

Francis Windham fund represents money received to assist with the community hub.

The latest Community Hub fund that was set up following an anonymous donation to assist with the community hub.

North Devon Council fund represents money received to assist with the Ring and Ride project.

Instow PC fund represents money received to assist with the Ring and Ride project.

David Gibbons fund represents money received to assist with the community hub.

VC Grant represents money received to assist with the community car project.

Brownless Trust fund represents money received to assist with the community hub.

Community Fund Grant represents money received to assist with running the kitchen and purchase of a new oven.

14. Trustees remuneration and expenses

During the year one trustee received mileage totalling £2,127 for their roles as Volunteer Community Car Drivers (2023: £1771)

15. Related party transactions

There have been no related party transactions in the year.

The following page does not form part of the statutory accounts

Mid Devon Mobility
Budget - Financial Years forecast

Budget	Annual budget 2024/2025	Annual budget 2025/2026
INCOME		
Earned Income		
Fares	£90,279.00	£98,550.00
Passenger Club	£9,568.00	£10,144.00
Private Hire	£7,658.00	£9,500.00
DCC Contract	£123,735.00	£124,000.00
Grant Income		
DCC Grant	£33,770.00	£35,177.00
District Council Grants	£22,500.00	£22,500.00
Town and Parish Council Grants	£5,250.00	£5,250.00
Other Grants	£48,275.00	£45,000.00
Fundraising		
Donations/Legacies	£8,500.00	£12,000.00
Sponsorship	£750.00	£1,000.00
Grants from Trusts and foundations	£50,650.00	£55,000.00
Local fundraising	£11,500.00	£11,500.00
Other Fundraising	£8,500.00	£10,500.00
Other Income		
Gift Aid	£1,250.00	£2,800.00
BSOG / Fuel Rebate	£4,225.00	£4,225.00
Bank / Savings / Deposit interest	£1,350.00	£500.00
Other Income	£27,950.00	£35,000.00
TOTAL INCOME	£455,710.00	£482,646.00
EXPENDITURE		
Employees expenditure		
Staff Wages inc NI	£212,721.00	£236,000.00
PAYE	£39,790.00	£53,000.00
Pensions	£9,252.00	£11,500.00
Training	£4,252.00	£5,500.00
Travel	£2,114.00	£1,699.00
Volunteers		
Payments to Volunteer Drivers	£49,855.00	£51,500.00
Volunteer Expenses	£3,114.00	£2,970.00
Vehicle expenditure		
Servicing	£18,588.00	£14,559.00
Repairs	£13,580.00	£11,450.00
Fuel	£23,500.00	£24,500.00
Insurance	£11,250.00	£12,520.00
Road Tax	£2,250.00	£2,250.00
Other Vehicle Costs	£5,858.00	£4,500.00
Motor Vehicle		
Mobility Scooters - Maintenance/Service	£2,950.00	£3,250.00
Office expenditure		
Rent / Lease / Hire	£8,530.00	£8,530.00
Cleaning (Inc PPE etc)	£500.00	£500.00
Telephone	£1,685.00	£1,850.00
Mobiles	£2,153.00	£1,685.00
Stationery(inc £750 budget for Com Hub)	£1,955.00	£1,955.00
Publicity	£1,000.00	£1,000.00
Water Rates	£1,450.00	£1,450.00
council tax	£1,332.00	£1,332.00
Membership / Registration Fee	£360.00	£360.00
Miscellaneous	£4,480.00	£2,480.00
Insurance	£2,100.00	£1,586.00
Fundraising costs	£3,500.00	£3,500.00
Banking Charges	£2,650.00	£1,650.00
Accountant / Book keeping charges	£4,500.00	£3,100.00
IT Licences / Support	£1,005.00	£550.00
Photocopier charges	£2,500.00	£2,200.00
IT Equipment	£2,500.00	£1,885.00
TOTAL EXPENDITURE	£441,274.00	£470,811.00
surplus/(deficit) income over expenditure	£14,436.00	£11,835.00

CONSTITUTION

I NAME

The Community Transport Organisation shall be called Mid Devon Mobility (hereinafter called "the Association").

II AREA

The Association shall serve the area of Devon and surrounding rural districts (hereinafter called the area of benefit).

III OBJECTIVES

The object of the Association is to enable frail, older; disabled and isolated people retain their independence and alleviate loneliness. Our organisation will connect communities whilst improving beneficiaries' wellbeing by promoting a variety of accessible services.

In furtherance of the above object but not further or otherwise the Association shall have the following powers:

- a) To obtain, collect and receive money and funds by way of contributions, donations, legacies, grants and any other lawful method.
- b) To work alongside other organisations operating within the area of benefit providing a focal point for encouraging the exchange of ideas and needs and promotion of specific accessible services to meet those needs.
- c) To do any other lawful thing in furtherance of the Charity's objectives.

IV MEMBERSHIP

Membership is open to the following groups which lie within the area of benefit - (a) voluntary organisations, (b) parish/town councils, (c) drivers, (d) individuals (e) groups

V ANNUAL GENERAL MEETING

The Annual General Meeting shall be held one a year during September – November or as soon as practicable thereafter and shall be open to the general public.

Groups and individuals eligible for membership shall be entitled to vote at the Annual General Meeting. In the case of equality of votes the Chair of the meeting shall have a second or casting vote.

The Management Committee (hereinafter referred to as "the Committee") shall consist of four or more members elected by and from the Association's membership and shall be elected for a period of one year at the Annual General Meeting. Should a vacancy arise between Annual General Meetings the Committee may co-opt a person to fill the vacancy.

The title of all and any real property which may be acquired by or for the purpose of the Association shall be vested in Trustees appointed by the Committee and who shall enter into a Deed of Trust setting forth the purposes and conditions under which they hold the said property in trust for the organisation. The number of Trustees shall not be less than three.

The Association shall be managed by the Committee whose members shall be the Charity Trustees of the Association within the meaning of Section 97 of the Charities Act 1993 - to be responsible for ensuring the proper observance of the Association's objectives as a registered charity. Vacancies may be declared and filled by vote at the next nearest General Meeting.

At the Annual General Meeting, the Association shall elect a Chair, a Vice Chair, a Company Secretary and such other honorary officers as the Association may decide.

VI THE MANAGEMENT COMMITTEE

Committee meetings shall be held at the discretion of the Committee, but not less than three times per annum. The CEO/Manager or other representative of paid staff will be asked to attend meetings but will not have voting rights.

The Committee may invite any person to attend its meetings as an observer but without the power to vote.

A Quorum shall be three voting members of the Committee or one third of the total number of Committee Members, whichever is the greater.

The Chair shall preside at Committee meetings and in their absence the elected Committee members present shall choose one of their members to preside.

Any member of the Committee who fails to attend three consecutive Committee meetings shall cease to be a member of the Committee unless they give a reason which is, in the opinion of the Committee, satisfactory.

The Committee shall have the power to co-opt persons having special knowledge or experience, provided that the number of co-opted members shall not exceed one third of the total membership of the Committee. They shall hold office until the end of the next Annual General Meeting.

The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

VII DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

The Committee shall have the following duties and responsibilities:

1. To comply with the terms of the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regards to the overseeing of:
 - a) The keeping of accounting records for the Association;
 - b) The preparation of annual statements of account for the Association
 - c) The auditing or independent examination of the statements of account of the Association;
 - d) The transmission of the statements of account to the Commissioners;
 - e) The preparation of an Annual Report and Annual Return and its transmission to the Commissioners; and

2. To oversee the set up a bank account and appropriate procedures to control and record all funds including fares, donations, contributions and bequests. The bank account is to be held in the name of the Association. All cheques drawn on the account must be signed by at least two duly appointed signatories, one of whom must be a member of the Committee or the Company Secretary.
3. To participate in the recruitment procedure to ensure that the Association's operations are conducted efficiently and lawfully.
4. To bring to the attention of Statutory Bodies at the earliest opportunity any matter which may bring the Statutory Body or the Association into disrepute or threaten the services provided.

VIII SUB-COMMITTEES

The Committee may from time to time appoint such sub-committees as may be deemed necessary and may determine their powers, duration and composition provided that any such sub-committee shall consist of a majority of Management Committee Members and for voting purposes at the sub-committee meetings Management Committee Members shall form a majority of the forum. All acts and proceedings of any such sub-committee shall be reported back to the Management Committee as soon as possible.

IX EXTRA-ORDINARY MEETINGS

Extra-ordinary meetings may be called by the Chair as they see fit.

X DISSOLUTION

The Association may be dissolved by a resolution carried by a two-thirds majority of those present and voting at an Extra-ordinary General Meeting convened for that purpose. Public notice of the meeting, including a written notice to Statutory Bodies, shall be given 21 days in advance. The resolution may give instruction for the disposal of any assets remaining after all liabilities and debts have been settled. Any such assets shall be transferred to some other charitable institution having similar objectives.

XI ALTERATIONS TO THE CONSTITUTION

Alterations to this Constitution must receive the assent of not less than two-thirds of the members of the Association present and voting at the AGM or Extra-ordinary General Meeting. A resolution for the alteration of the Constitution must be received by the Company Secretary at least 21 days before the meeting at which the resolution is to be brought forward. At least 7 days' notice of such a meeting must be given by the Company Secretary to the membership and must include notice of the alteration proposed. No alteration may be made to Clause III, X, or this clause and no alteration may be made which would cause the Association to cease to be a charity at law.

XII INTERPRETATION

The Interpretation Act 1889 applies for the interpretation of the Constitution as it applies for the interpretation of an Act of Parliament.



**Minutes of the Grants Sub-Committee held on Tuesday, January 30, 2024 at 13:00
in the Bungalow, 8 North Street, Crediton**

Present: Cllrs Steve Huxtable, Liz Brookes-Hocking, Joyce Harris (part meeting), Giles Fawssett & Jim Cairney

Apologies: None

Minute Taker: Emily Armitage

MINUTES

24 WELCOME AND INTRODUCTION: Opening of meeting by the Chair and councillor introductions

It was noted that no members of public were present, and the meeting would not be livestreamed, so it was not necessary to provide an introduction.

25 PUBLIC QUESTION TIME: To receive questions from members of the public relevant to the work of the council

No members of public present.

26 APOLOGIES: To receive and accept Town Councillor apologies

None.

27 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS: To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda
- To consider any dispensation requests

Cllr J Cairney declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

Cllr Brookes-Hocking declared a personal interest as she is a friend of Crediton Arts Centre.

28 CLIMATE EMERGENCY: To note that decisions will be made with the climate emergency at the forefront of decision and policy making.

Noted.

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

There was no requirement to change the order of business.

30 CHAIR'S AND CLERK'S ANNOUNCEMENTS: To receive any announcements which the Chair and Committee Clerk may wish to make

There were no announcements.

31 GRANTS SUB-COMMITTEE MINUTES:

To approve and sign the minutes of the meeting held on 28 November 2023, as a correct record. Minutes had been issued with the agenda.

It was **resolved** to approve the minutes. (Proposed by Cllr Brookes-Hocking)

Cllr Harris joined the meeting at 13.04

32 TO CONSIDER APPLICATIONS FOR 2024-2025 FOLLOWING RECEIPT OF FURTHER INFORMATION:

Significant Seams CIC - £1,260
Unite Carers in Mid Devon - £2,000
Credton Congregational Church - £3,000
Citizens Advice - £3,500

It was **resolved** to approve the following applications subject to ratification by Full Council:

Significant Seams CIC - £1,260
Unite Carers in Mid Devon - £2,000
Credton Congregational Church - £1,000
Citizens Advice - £3,500

Reduced amount awarded to Credton Congregational Church towards food costs as unable to support religious activities.

It was agreed to keep in contact with Citizens Advice regarding a start date for their services in the Age Concern building.

33 TO CONSIDER FURTHER APPLICATIONS FOR 2024-2025: Further information had been issued with the agenda

Credton Arts Centre (Shakespeare Production) - £500
Credton Arts Centre - Busk It! - £800
Credton Arts Centre (running costs) - £1,000
Mid Devon Mobility - £1,500

The Turning Tides Project - £2,000
Churches Housing Action Team (CHAT) - £3,000

It was **resolved** to approve the following applications subject to ratification by Full Council:

Crediton Arts Centre (Shakespeare Production) - £500
Crediton Arts Centre - Busk It! - £800
Crediton Arts Centre (running costs) - £1,000
Mid Devon Mobility - £1,500
The Turning Tides Project - £2,000
Churches Housing Action Team (CHAT) - £3,000

34 DATE OF THE NEXT MEETING: To note the date of the next meeting

The date of the next meeting was agreed as Tuesday 27 February but to note that a meeting may not be required. The meeting was closed at 13.39.

35 REPORTS

Signed

Dated.....