

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

**Name of group/organisation/charity:**  
Okehampton & District Twinning Association

Registered Charity Number (if applicable): .....

Registered Office:

### Principal role of the organisation:

We are an organisation open to all residents of Okehampton and the surrounding villages. Through our long-standing annual exchanges since 1977 with our twin town of Craon, we either host or visit our French friends every year over the August Bank Holiday weekend. We organise activities aimed at expanding our knowledge & appreciation of each other's culture, language & traditions.

**Are you, or your organisation, the organiser of the event/activity?** **Yes**  
**Third-party applications through any 'parent' organisations will not be accepted.**

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? **No**

## Local Involvement

### How does the organisation benefit the community of Okehampton?

We offer the town the opportunity to gain a real insight into French life by spending time in a French family home or by hosting French families here in Okehampton. The benefits of such exchanges are manifold as they provide a real appreciation of another culture & language through warm hospitality and a range of organised group activities. We seek to draw our 2 communities together through shared experiences in a relaxed, convivial environment from which many long-lasting friendships have already been established. All our exchange activities are open to anyone who wishes to take part, either by hosting a French family or simply joining us in any of the activities. We will be promoting the exchange weekend through the local press, social media and through the French classes we run. We will also be organising introductory meetings in local schools, in order to encourage more families to take part.

### How many people in total use your organisation?

Our Association is made up of about 25 families / couples / individual members. But this does fluctuate year on year, and we are still building up numbers since the drop over the pandemic & lockdown periods on both sides of the Channel. We are hoping to raise awareness & increase numbers through our upcoming publicity campaign.

### Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? **60%**
- b) Okehampton Hamlets? **40%**

Average number of Okehampton beneficiaries attending each meeting/activity?

Number of meetings/activities per year? 30 - 40

## About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

Further to my conversation with Emma James, below is a draft outline of activities for the weekend, based on previous exchange programmes. Due to circumstances beyond our control on the French side, we have been unable to proceed very far with planning. I will send further information by the end of April.

Friday 23<sup>rd</sup> Aug – Craft activities - Ockment Centre

Saturday 24<sup>th</sup> Aug – Evening meal & musical entertainment – Ockment Centre

Sunday 25<sup>th</sup> Aug – Dartmoor walk, tea & games

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

We already have about 40% of our members from OHPC. At this stage, it is impossible to guesstimate how many will be participating.

Please supply full costings of the project, equipment or activity:

**Friday 23<sup>rd</sup> Aug – Craft activities - Ockment Centre**

Room hire .....£60.00

Workshop leader fee.....£100.00

**Saturday 24<sup>th</sup> Aug – Evening meal & musical entertainment – Ockment Centre**

Hall hire .....£80.00

Food (for French guests) & £20.00 per head .....£625.00 (Based on 25)

Ceilidh band (or other) .....£400.00

**Sunday 25<sup>th</sup> Aug – Dartmoor walk, tea & games**

Belstone Village Hall hire..... £60.00

**Total (unconfirmed) expenditure.....£1,305.00**

What is the amount of grant requested? **£350 00**

Are you contributing matched funding? **Yes**

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation | Amount | Outcome if known |
|--------------|--------|------------------|
|              |        |                  |
|              |        |                  |
|              |        |                  |
|              |        |                  |

Is your organisation running fundraising activities for this project? **Yes**

When do you anticipate the money will be spent (date)? **By 01 / 08 / 24**

**Check List:**

You are applying on behalf of a voluntary group, not-for-profit organisation or charity? **YES**

Your project/activity will directly benefit the residents of Okehampton? **YES**



Copies most recent accounts/budget/governing document enclosed **NO**  
**Our treasurer is away until the end of March.**

Is your application retrospective? **NO**

Have you received or been awarded a Town Council grant within this financial year? **NO**

Have you completed and submitted a feedback form or report for any previously awarded grant? **NO**

All applications must include:

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

### **Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to:
- **By BACS: Bank Name: Lloyds**

**Account Name: Okehampton Twinning Association**

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# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity:

OKEMENT RIVERS IMPROVEMENT GROUP

Registered Charity Number (if applicable): 1114174

Registered address: THE TOWN HALL

Contact's role within organisation: TRUSTEE

Contact's telephone number/mobile: 07881802055

Please give brief details of the principal role of the organisation: TO ENHANCE THE RIVER CORRIDOR. KEEP FREE OF LITTER AND FOREIGN DEBRIS. LITTER PICK AREAS OF THE TOWN. KEEP A WATCHING BRIEF OF POLLUTION

Are you, or your organisation, the organiser of the event/activity?  Yes  No  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? Yes  No

If yes, please provide details of the connection and how they would benefit:

## Local Involvement

How does the organisation benefit the community of Okehampton? WE KEEP THE RIVERS AS A PLACE TO BE PROUD OF, ENJOY & BENEFIT WILD LIFE. CIVIC PRIDE.

How many people in total use your organisation? ... CORE PEOPLE 20 MORE ON BIG PROJECTS eg- KEEP BRITAIN TIDY

Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? ..... THOUSANDS .....
- b) Okehampton Hamlets? ..... HUNDREDS! .....

Average number of Okehampton beneficiaries attending each meeting/activity? ..... 15-20 .....

Number of meetings/activities per year? ..... MONTHLY .....

### About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

THE OCKMENT CENTRE'S (COMMUNITY CENTRE) RIVER BANK IS REQUIRING CONTRACTORS TO CUT BACK COPPICE VEGETATION. WE DO THIS EVERY FOUR-FIVE YEARS. INSURANCE RENEWAL

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

Please supply full costings of the project, equipment or activity: .....

CONTRACTOR £850.00 H&S. EQUIPMENT & GLOVES, PICKERS £65.00  
PUBLIC LIABILITY and TRAILER INSURANCE £257.00

What is the amount of grant requested? £ 500 .....

Are you contributing matched funding? ..... YES .....

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation | Amount   | Outcome if known |
|--------------|----------|------------------|
| OT COUNCIL   | 500      | PENDING          |
| OHPC COUNCIL | 500      | PENDING          |
| OWN FUNDS.   | 172      | SECURED          |
|              | 1,172.00 |                  |

Is your organisation running fundraising activities for this project? ..... NO .....

When do you anticipate the money will be spent (date)? ..... ASAP BEFORE NESTING & RIVER LEVELS .....

**Check List:**

You are applying on behalf of a voluntary group, not-for-profit organisation or charity?

YES/NO

Your project/activity will directly benefit the residents of Okehampton?

YES/NO

Copies most recent accounts/budget/governing document enclosed

YES/NO

Is your application retrospective?

YES/NO

Have you received or been awarded a Town Council grant within this financial year?

YES/NO

Have you completed and submitted a feedback form or report for any previously awarded grant?

YES/NO

All applications must include:

- ✓ a statement of accounts for the most recent accounting year
- ✓ a copy of the governing document
- a copy of the current year's budget N/A
- costings if applying for a specific project N/A
- ✓ confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

# **The Okement Rivers Improvement Program**

## **Mission Statement**

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To Protect and Enhance Okehampton Town Rivers and Riverside Environment for the benefit and enjoyment of the local community and our visitors.

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## **Strategy**

1. Maintaining positive communications between the Rivers Group and riparian owners through partnership with the Environment Agency – Okehampton Town Council – West Devon Borough Council - Devon County Council – South West Water.
2. Encouraging maximum local participation in the Rivers Group's activities with frequent and positive feed back of our efforts and success.
3. Compiling a set of maps relating to the rivers and riverside environment to ensure a good understanding and a co-ordinated approach to projects.
4. Devising a system of river / riverside monitoring and cleaning that can be implemented by all participants, including riparian owners, so that the rivers look pristine for the enjoyment of the local community and visitors.
5. Ensuring that where possible a five metre 'Buffer Zone' is preserved in a natural / semi natural state beside the rivers for the benefit of wildlife. (non-native, alien species should not take over).\*
6. Notifying West Devon Borough Council Planning Office about historic features and built heritage such as stone buildings, retaining walls, weirs etc. with the view that these can be given due regard should they become subject to planning application proposing alteration or demolition.
7. Eliminating unattractive features, usually built, by attracting funding for improvements through partnerships and campaigns.
8. Requiring the highest standards of design on new structures adjacent to rivers i.e. buildings, fences, paths, parks, bridges etc.
9. Giving publicity to river work in the local press to increase local awareness and interest in the activities and aims of the group, creating a larger and ever more effective means for improvement.
10. Contacting the authority, riparian owner or private company at the earliest possible opportunity when problems arise or are ongoing and unresolved.

\* Environment Agency recommends a 5 metre buffer zone for river health and wellbeing. i.e. no tarmac, wrong plants etc.



OKEMENT RIVERS IMPROVEMENT GROUP  
 RECEIPTS AND PAYMENTS FOR YEAR END 31<sup>ST</sup> MARCH 2024

| RECEIPTS            | £                | PAYMENTS            | £                |
|---------------------|------------------|---------------------|------------------|
| Fundraising         | 152.47           | Meetings            | 49.20            |
| Grants              | 550.00           | Projects            | 850.00           |
| Donations           | <u>0.00</u>      | Insurance           | <u>282.09</u>    |
|                     | 702.47           |                     | 1181.29          |
| Balance at 31.03.23 | 2079.06          | Balance at 31.03.24 | 1600.24          |
|                     | £ <u>2781.53</u> |                     | £ <u>2781.53</u> |

Please note that these accounts will not be independently verified or audited and have been prepared from the records and information supplied.

APPROVAL OF INFORMATION

I certify that the books, vouchers and information produced, from which the attached accounts have been prepared contain a full record of the group's transactions to the best of my knowledge.

-----  
 Mrs C Mott – Treasurer

-----  
 Mrs Ann Wood – Chairman

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 Date

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity:

Okehampton Hockey Club.

Registered Charity Number (if applicable): n/a

Registered address: C/O

Contact's role within organisation: Chairman of Okehampton Hockey Club.

Please give brief details of the principal role of the organisation:

To allow people of all ages (5 to 70) and abilities to learn to play hockey and take part in league and friendly matches, training and coaching sessions and other activities that the club is involved with. We are an all-inclusive club.

Are you, or your organisation, the organiser of the event/activity? Yes / No  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant. Yes / No

If yes, please provide details of the connection and how they would benefit: N/A.

## Local Involvement

How does the organisation benefit the community of Okehampton?

We provide the opportunity to play hockey and to learn to play hockey for large numbers of local adults and children. We also help to maintain the viability of the OCRA hub by using all its services for post-match hospitality, quiz evenings etc. We are able to promote the town to visiting teams who we play and help to maintain social cohesion.

How many people in total use your organisation?

The hockey club has around 200 members, but the floodlights we are seeking funding for will benefit all of the other clubs that use the all-weather pitch, and that we estimate in excess of 1,000 people would benefit.

Of the total number of beneficiaries, approximately how many reside in:

a) Okehampton? We believe this would be in proportion to the respective populations of each council.

(b) Okehampton Hamlets? Please see the answer to part (a) above.

Average number of Okehampton beneficiaries attending each meeting/activity?

Over the course of a typical week, we believe this would be 500 people across all the sports clubs (not just hockey). There would be 90 plus hockey people using the pitch per week.

Number of meetings/activities per year?

Men's hockey training every Tuesday evening and Ladies on Wednesday evenings.

Junior hockey coaching takes place every Saturday morning from 9.30 to 11.30.

Back to hockey 'Pay and play' sessions for women on Monday's and additional skills and fitness training on Thursday evenings.

We have recently started a 'Back to hockey Pay and play' session for men every fortnight which alternates on Thursday evenings with a Gatters Hockey Club session; an Over 60's Hockey club with members travelling from all over Devon and Cornwall.

We currently play at least three Senior matches every weekend and we regular host Sunday junior festivals on behalf of Devon Hockey association.

## About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

The grant would be used to help fund new floodlights on the community all weather pitch at Okehampton College. This will benefit the residents of Okehampton by providing fit for purpose lighting with a comprehensive 10-year parts and labour warranty thereby eliminating costly repair bills in the event of lights failing. This will help to keep down the hire cost to all user groups and improve the future viability of the facility. If the project cost comes in as expected, then we would use the council grant to help secure a remote control system. This is an optional extra and would ensure that the lights are precisely controlled and programmed to go off at the end of sessions (making it easier to ensure they are not left on overnight). The new system would meet the standard needed to play competitive League and Cup Hockey on the pitch and a safer environment for existing activity.

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

We would guess that the proportion of people from each council area using the facility (and who therefore will benefit from the grant) would be the same proportion as the populations of each council area.

Please supply full costings of the project, equipment or activity: £35,000 (This is the likely cost based on initial costed proposals but the project is currently out to tender to firm up the price).

What is the amount of grant requested? £ 500

Are you contributing matched funding? Funds have been identified as below.

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation             | Amount  | Outcome if known                         |
|--------------------------|---------|--|
| OUC                      | £20,000 | We are optimistic of a positive outcome. |
| S106 (OCRA contribution) | £7,000  | We are optimistic of a positive outcome. |

|                    |        |   |
|--------------------|--------|---|
| DMAT               | £7,000 | Assured if the other funds are secured. |
| Raised from clubs. | £1,000 | Assured.                                |

Is your organisation running fundraising activities for this project? Yes –but these funds may be needed as a contingency and to help purchase an optional remote control system for the lights.

When do you anticipate the money will be spent (date)? Upon successful project completion which will be around July – August time as the project delivery will need to happen in the school holiday period.

**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/NO
- Your project/activity will directly benefit the residents of Okehampton? YES/NO
- Copies most recent accounts/budget/governing document enclosed YES/NO
- Is your application retrospective? YES/NO
- Have you received or been awarded a Town Council grant within this financial year? YES/NO
- Have you completed and submitted a feedback form or report for any previously awarded grant? YES/NO

All applications must include:

- a statement of accounts for the most recent accounting year
- a copy of the governing document a copy of the current year’s budget costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: .....
- By BACS: Bank Name: .....
- Account Name: .....
- Account Number: ..... Sort Code: .....

If your application is successful, the Town Mayor would like to hold a Grant Presentation Ceremony at a date to be agreed. Please indicate below any relevant contact details if different to those above: .....

.....

.....



## Okehampton Men's Hockey club



### Club constitution

#### **1. Name**

1.1. The club is called Okehampton Men's Hockey club.

#### **2. Objects**

2.1. The club is formed to play the game of hockey under the rules of hockey for the time being prescribed by the English Hockey Association.

2.2. The club may carry on any allied or ancillary activity approved by the Committee.

2.3. The club is to be affiliated to the Devon County Hockey Association and to be a member of the English Hockey Association and the thereby the West Hockey Association (a constituent body of the EHA).

#### **3. Membership**

The club consists of:

##### **3.1. Playing Members:**

Players are admitted to the club at the discretion of the committee. Players have voting rights.

##### **3.2. Honorary Members and Vice-presidents:**

Such persons appointed by the club in general meeting at the request of the Committee. Such persons do have voting rights.

#### **4. Officers**

4.1. The officers of the club are a chairman, a secretary, a treasurer, a fixture secretary, the captains and vice-captains of each XI of the club, and a social secretary.

4.2. The officers must be proposed, seconded and elected at each annual general meeting or are to be elected by the procedure for electing additional committee members set out below.

4.3. The officers hold office until the next annual general meeting when they must retire.

4.4. The officers are eligible for re-election from year to year.

#### **5. Committee**

5.1. Five members of the committee form a quorum and where appropriate in these rules, the word committee shall consist of at least five committee members.

#### **6. Election of committee**

6.1. The committee shall consist of the officers of the club.

6.2. Additional members of the committee may be elected at the Annual General Meeting or co-opted at any time by the committee.

6.3. All members of the committee are to retire every year at the annual general meeting. They are then eligible for re-election at that Annual general meeting.

#### **7. Delegation**

7.1. The committee may appoint sub-committees from its number and depute to them such powers and duties as it may determine.

7.2. The committee may delegate such duties to any member of the club as it may determine.



**Okehampton Men's Hockey Club**  
**Balance sheet**  
**2022 - 2023**

| <b>Income</b>               |     | <b>2022 - 2023</b> |
|-----------------------------|-----|--------------------|
| Opening balance             |     | 14004.19           |
| Subscriptions               |     | 3559.10            |
| Match fees                  | 1st | 2841.92            |
|                             | 2nd | 1437.10            |
| Training                    |     | 1750.90            |
| Saturday                    |     | 2727.98            |
| 100 club                    |     | 1429.79            |
| Kit sales                   |     | 0.00               |
| Sponsorship etc             |     | 2115.00            |
| Other                       |     | 2088.45            |
| Bank interest               |     | 0.00               |
| Income during year          |     | 17950.24           |
| Total income                |     | 31954.43           |
| <b>Expenditure</b>          |     | <b>2022 - 2023</b> |
| Pitch hire                  |     | 4987.50            |
| Teas                        |     | 660.00             |
| Travel expenses             |     | 1257.50            |
| Insurance                   |     | 0.00               |
| Affiliation & subs          |     | 1528.93            |
| New kit                     |     | 0.00               |
| Club kit                    |     | 2735.74            |
| 100 club                    |     | 440.00             |
| Ladies H C                  |     | 807.50             |
| Coaching / Umpiring exp     |     | 1970.00            |
| Training courses            |     | 0.00               |
| SumUp fees                  |     | 148.84             |
| Other                       |     | 2371.92            |
| Expenditure during the year |     | 16907.93           |
| Closing balance             |     | 15046.50           |
| Net profit/loss             |     | 1042.31            |
| Outstanding payments        |     |                    |
| Outstanding invoice         |     |                    |
| Adjusted bank balance       |     | 15046.50           |
| 5th April 2023              |     |                    |

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity:

Okehampton Community and Recreation Association

Registered Charity Number (if applicable): 1011839

Registered address: Pavilion in the Park, Okehampton, EX20 1GE

Contact name and address (if different): Ian Blythe

Email: [ian@ocrasport.org.uk](mailto:ian@ocrasport.org.uk) Phone/mobile: 07901827126

Contact's role within organisation: General Manager

1.  
Please give brief details of the principal role of the organisation:

To advance education and provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the inhabitants of Okehampton and its Parishes.

Are you, or your organisation, the organiser of the event/activity? Yes / No  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? Yes / No

If yes, please provide details of the connection and how they would benefit:

## Local Involvement

How does the organisation benefit the community of Okehampton?

We provide leisure and recreation opportunities for the local inhabitants to benefit physical and mental health, improving social welfare

How many people in total use your organisation? 61899 individual attendances overall in 2023



# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity:

Okehampton Community and Recreation Association

1011839

Registered Charity Number (if applicable):

Pavilion in the Park, Okehampton, EX20 1GE

Registered address:

Ian Blythe

Contact name and address (if different):

Email: [ian@ocrasport.org.uk](mailto:ian@ocrasport.org.uk)

Phone/mobile: 07901827126

Contact's role within organisation: General Manager

1.

Please give brief details of the principal role of the organisation:

To advance education and provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the inhabitants of Okehampton and its Parishes.

Are you, or your organisation, the organiser of the event/activity?

Yes / No

Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant?

Yes / No

If yes, please provide details of the connection and how they would benefit:

## Local Involvement

How does the organisation benefit the community of Okehampton?

We provide leisure and recreation opportunities for the local inhabitants to benefit physical and mental health, improving social welfare

How many people in total use your organisation? ...

61899 individual attendances overall in 2023

**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/NO
- Your project/activity will directly benefit the residents of Okehampton? YES/NO
- Copies most recent accounts/budget/governing document enclosed? YES/NO
- Is your application retrospective? YES/NO
- Have you received or been awarded a Town Council grant within this financial year? YES/NO
- Have you completed and submitted a feedback form or report for any previously awarded grant? YES/NO

**All applications must include:**

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

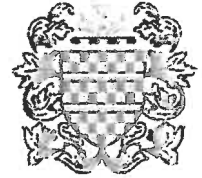
Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity: *2443 (Okehampton) Squadron Royal Air Force Air Cadets:*

Registered Charity Number (if applicable): .....*XR59828*.....

Registered address: .....*Old Military Sidings, Tors Road, Okehampton, EX20 1EF*.....

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Please give brief details of the principal role of the organisation: ...*To promote and encourage a practical interest in aviation and the Royal Air Force among young people. To provide training which will be useful in the Services and civilian life and to encourage the spirit of adventure and develop qualities of leadership and good citizenship.* .....

.....

.....

.....

Are you, or your organisation, the organiser of the event/activity? **Yes / No**  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? **Yes / No**

If yes, please provide details of the connection and how they would benefit: .....

.....

.....

## Local Involvement

How does the organisation benefit the community of Okehampton? ...*By providing access to an all inclusive disciplined youth organisation mirrored on the Royal Air Force where young people can learn life skills which will ultimately make them better members of the society they are part of.*.....

.....

.....

How many people in total use your organisation? ...*34 Cadets and 4 staff members*.....

Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? ...*Twenty-one*.....
- b) Okehampton Hamlets? ....*Eight with the rest of the cadets living outside of both of these areas*.....

Average number of Okehampton beneficiaries attending each meeting/activity? ....*Twenty*.....

Number of meetings/activities per year? .....*Fifty-Nine*.....

**About the Grant**

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

*This request is for funding to support an adventure training activity we have planned for this year. While we have a small number of volunteer staff at 2443 Squadron none are currently qualified to host the myriad of Adventure Training opportunities that are available locally so it is with this in mind that we would like to put a proposal forward for funding to provide all of our cadets with a weekend of adventure training activities provided locally with suitably qualified staff to include overnight accommodation and meals. Activities would include raft building, kayaking or canoeing, plus gorge scrambling, abseiling or archery, team games, high ropes, climbing wall etc. and would be an opportunity for our cadets to improve their teamwork and communication skills, it would also be an opportunity to encourage a spirit of adventure and as such fulfil two of the three aims of the Royal Air Force Air Cadets.*

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

.....*Not known*.....

Please supply full costings of the project, equipment or activity: .....*Please see attached quote below*.....

What is the amount of grant requested? £ *500*.....

Are you contributing matched funding? ....*We have set aside £3000 from Sqn Funds if needed*.....

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation                  | Amount       | Outcome if known                       |
|-------------------------------|--------------|--|
| <i>Okehampton Rotary Club</i> | <i>£600</i>  | <i>Pledged</i>                         |
| <i>United Charities</i>       | <i>£1000</i> | <i>In progress</i>                     |
| <i>Waitrose</i>               | <i>£???</i>  | <i>No specific amount, in progress</i> |
|                               |              |  |

Is your organisation running fundraising activities for this project?. *Coffee Morning & Cake Sale 16 Mar 24*

When do you anticipate the money will be spent (date)? ...*Deposit of £681 due 12 Feb 24. Balance in the region of £5800 due 29 Apr 24.*.....

**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/NO
- Your project/activity will directly benefit the residents of Okehampton? YES/NO
- Copies most recent accounts/budget/governing document enclosed YES/NO
- Is your application retrospective? YES/NO
- Have you received or been awarded a Town Council grant within this financial year? YES/NO
- Have you completed and submitted a feedback form or report for any previously awarded grant? YES/NO

**All applications must include:**

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: .....
- By BACS: Bank Name :.....*Lloyds Bank*.....  
Account Name: .....*2443 Sqn # TC Welfare Fund*.....

.....  
date

.....  
ions  
y

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this request. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at [www.okehampton.gov.uk/documents](http://www.okehampton.gov.uk/documents) or by contacting the Council on 01837 53179.

| <b>PAYMENTS</b>  |                  | <b>£</b>          |
|--|------------------|-------------------|
| <b>1. Finance</b>  |                  |                   |
| a) Loan or overdraft charges (if applicable)                               |                  | 0.00              |
| b) Loan repayments (if applicable)   |                  | 0.00              |
| <b>2. Payments from Education or Local Authority Grants</b>                |                  | 0.00              |
| <i>See Supplementary Page</i>  |                  |                   |
|  |                  |                   |
|  |                  |                   |
|  |                  |                   |
| <b>3. General Payments (if insufficient space continue on plain sheet)</b> |                  |                   |
| a) Cadet Subscriptions to Wing   |                  | 1,011.50          |
| b) Band  |                  | 0.00              |
| c) Sports  |                  | 585.00            |
| d) Canteen   |                  | 833.38            |
| e) Insurance   |                  | 506.24            |
| f) Rental of Land or Premises  |                  | 0.00              |
| g) Squadron Owned Vehicle (SOV)  |                  | 0.00              |
| h) Rations   |                  | 0.00              |
| i) Social & Fund-raising (state nature of activity)                        |                  | 3,212.30          |
| <i>See Supplementary Page</i>  |                  |                   |
|  |                  |                   |
|  |                  |                   |
|  |                  |                   |
|  |                  |                   |
| <b>4 Other Payments (specify)</b>  |                  | 6,261.49          |
| <i>See Supplementary Page</i>  |                  |                   |
|  |                  |                   |
|  |                  |                   |
|  |                  |                   |
|  |                  |                   |
|  |                  |                   |
| <b>5 Balance in hand as at 31 March 2023 - Welfare Account</b>             |                  | 6,346.86          |
|  | <b>* TOTAL B</b> | <b>£18,756.77</b> |

TOTALS A AND B MUST AGREE

## STATEMENT OF SQUADRON ASSETS AND LIABILITIES

|  |                   |
|--|-------------------|
| Total Value of Investments held  | 0.00              |
| Total Value of Land and/or buildings owned by the Squadron                 | 0.00              |
| Total Value of all other Squadron Assets (Specify Assets at current value) | 33,931.73         |
| Bank balances & cash held (this should equal Payments para 5)              | 6,346.86          |
| Any monies owed to the squadron as an asset                                |                   |
|  |                   |
|  |                   |
| <b>TOTAL SQUADRON ASSETS</b>   | <b>£40,278.59</b> |
| Any material liabilities that need to be met from the funds                | 0.00              |
|  |                   |
|  |                   |
|  |                   |
| <b>TOTAL SQUADRON LIABILITIES</b>  | <b>£0.00</b>      |

**That is the end of the Squadron's Annual Statement of Account. Please complete the following Charity Fundraising section to show the value of Air Cadets to our communities**

### CHARITY FUNDRAISING

The following supplementary question relates to charitable fundraising carried out by the squadron during the financial year. The donations may be amounts paid directly to the charity from amounts paid in to squadron funds (itemised on page 3) or indirectly using collecting tins, in which case the charity concerned would normally inform the squadron of the proceeds. This section is not subject to scrutiny by the independent examiner. The total amount donated or collected on behalf of each charity should be stated below:

| Amount of Money raised by the Sqn for "Other" Charities                                | Amount       |
|--|--------------|
| eg: Wings Appeal, RBL Poppy - Please list beneficiaries and amounts (even if estimate) |              |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| (Overtyping with Name of Charity or Delete if None)                                    | 0.00         |
| <b>TOTAL</b>   | <b>£0.00</b> |







Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? ....All of our activities are run by and used by local people. If an outside organisation runs a course or activity it will be for the use of people from the local community.
- b) Okehampton Hamlets? .....

Average number of Okehampton beneficiaries attending each meeting/activity? ..... 18

Number of meetings/activities per year? ..... 450

**About the Grant**

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

A commercial dishwasher for the kitchen. A wide variety of organisations use the kitchen for their own particular needs. It is also used for special dinners, social occasions and receptions. Since all ages are concerned for Health and Safety reasons we wish to install a commercial dishwasher rather than washing up in the sink.

.....

.....

.....

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

This is difficult for us to assess as we do not take personal details of all those using the hall from the different organisations and their activities. I can only say that almost all of our users are from the Okehampton area.

.....

Please supply full costings of the project, equipment or activity: .....

The average cost of a commercial dishwasher is in the region of £1270.00.

.....

What is the amount of grant requested? £ ... £500 would be very helpful towards the total cost.

Are you contributing matched funding? ..... Yes

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation                      | Amount | Outcome if known |
|-----------------------------------|--------|------------------|
| Okehampton Hamlets Parish Council | £500   |                  |
|                                   |        |                  |
|                                   |        |                  |
|                                   |        |                  |

Is your organisation running fundraising activities for this project? ..... Yes

When do you anticipate the money will be spent (date)? ..... Spring/early summer of 2024

**Check List:**

You are applying on behalf of a voluntary group, not-for-profit organisation or charity? **YES/NO**

Your project/activity will directly benefit the residents of Okehampton? **YES/NO**

Copies most recent accounts/budget/governing document enclosed - *we do not have a specific governing document except to say that the hall is provided to other* **YES/NO**

Is your application retrospective? *a resource for the local community that is warm, accessible, affordable & welcoming.* **YES/NO**

Have you received or been awarded a Town Council grant within this financial year? **YES/NO**

Have you completed and submitted a feedback form or report for any previously awarded grant? **YES/NO**

**All applications must include:**

- a statement of accounts for the most recent accounting year
- a copy of the governing document - *see above*
- a copy of the current year's budget - *from Caroline Stocker, our treasurer*
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: .....

- By BACS: Bank Name: Lloyds .....

Account Name: All Saints Church Hall, Okehampton .....

00563338

Sort Code: 309623 .....

All Saints Church Hall  
Balance Sheet at 31st December 2021

|                                       |           |
|---------------------------------------|-----------|
| Opening balance at 1st January 2022   | £2,200.82 |
| Total Receipts                        | £7,436.00 |
| Less: Payments                        | £6,213.22 |
| Closing balance at 31st December 2022 | £1,222.78 |
| Lloyds Bank statement balance         | £3,423.60 |

Independent Examiner's Report

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 trust as required by Section 130 of the Act; or
- 2) the accounts do not accord with those records.

**GRANT APPLICATION FORM**



Okehampton Town Council

**About your Group or Organisation**

Name of

group/organisation/charity: OCKMENT CENTRE

Registered Charity Number (if applicable): 1113703

Registered address: NORTH STREET  
OKEHAMPTON

Details of the principal role of the organisation: Okehamptons Community Centre since ~~1994~~ 1994 providing low cost room hire, signposting, a work club and a garden. Providing a community hub in the heart of okehampton.

Are you, or your organisation, the organiser of the event/activity?  Yes /  No  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? Yes   No

If yes, please provide details of the connection and how they would benefit: .....

**Local Involvement**

How does the organisation benefit the community of Okehampton? Providing low cost room hire, signposting and a work club. Housing and providing reception services for Citizens Advice, Community links and the community fridge.

How many people in total use your organisation? ...  
150-500 per day

Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? approx 70%
- b) Okehampton Hamlets? approx 10%

Average number of Okehampton beneficiaries attending each meeting/activity? 20

Number of meetings/activities per year? 2,500

### About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

To help ensure our reception is staffed to provide a warm welcome to all who visit. Numerous local residents call in for various reasons.

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

70% Okehampton, 10% Okehampton Hamlets. It's hard to judge but most people that walk in live locally.

Please supply full costings of the project, equipment or activity:

What is the amount of grant requested? £ 5,000.00

Are you contributing matched funding? No

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation | Amount | Outcome if known |
|--------------|--------|------------------|
|              |        |                  |
|              |        |                  |
|              |        |                  |
|              |        |                  |

Is your organisation running fundraising activities for this project? No our fundraising is for a garage project

When do you anticipate the money will be spent (date)? 24/25 financial year

**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/NO
- Your project/activity will directly benefit the residents of Okehampton? YES/NO
- Copies most recent accounts/budget/governing document enclosed YES/NO
- Is your application retrospective? YES/NO
- Have you received or been awarded a Town Council grant within this financial year? YES/NO
- Have you completed and submitted a feedback form or report for any previously awarded grant? YES/NO

**All applications must include:**

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

**Additionally, grant applications of over £500 must be accompanied by a letter, describing:**

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: .....
- By BACS: Bank Name: HSBC .....

**Forecast**

Actual Predicted Predicted  
 Oct - Dec 23 Jan - Mar 24 Apr - Jun 24

|                          |       |       |       |       |       |       |
|--------------------------|-------|-------|-------|-------|-------|-------|
| Room rental & catering   | 25381 |       | 25000 |       | 26000 |       |
| Grants / Funding         |       |       |       |       |       |       |
| Salaries                 |       | 18915 |       | 18000 |       | 18000 |
| Electric                 |       | 1682  |       | 1400  |       | 1200  |
| Gas                      |       | 380   |       | 800   |       | 400   |
| Waste                    |       | 196   |       | 261   |       | 261   |
| Sage                     |       | 90    |       | 90    |       | 90    |
| Water                    |       | 181   |       | 250   |       | 250   |
| Enviro Agency            |       |       |       |       |       |       |
| Sanitary                 |       |       |       |       |       |       |
| Insurance                |       |       |       |       |       |       |
| BT Phonelines & Internet |       | 464   |       | 500   |       | 500   |
| Chubb Alarms             |       |       |       |       |       | 500   |
| Ace Fire Alarms          |       |       |       | 400   |       |       |
| Boiler Service           |       |       |       |       |       |       |
| Accountant               |       |       |       |       |       | 1800  |
| Rental supplies          |       | 361   |       | 450   |       | 650   |
| Repairs & renewals       |       | 1068  |       | 550   |       | 550   |
| Office supplies          |       | 95    |       | 50    |       | 50    |
| Window Cleaning          |       |       |       | 80    |       | 80    |
| Cleaning supplies        |       | 262   |       | 250   |       | 250   |
| Companies House          |       |       |       | 13    |       |       |
| Garden supplies          |       |       |       | 40    |       | 40    |
| Business card fee        |       |       |       |       |       |       |
| Website                  |       | 102   |       |       |       |       |
| Staff training           |       |       |       |       |       |       |
| VAT Return               |       | 2555  |       | 2500  |       | 2500  |
| Totals                   | 25381 | 26351 | 25000 | 25634 | 26000 | 27121 |
| Profit / Loss            |       | -970  |       | -634  |       | -1121 |



# Ockment Centre

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

|   |             | Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | Total funds<br>£ | 2022<br>Total funds<br>£ |
|---|-------------|----------------------------|----------------------------------|------------------|--------------------------|
| <b>Income and endowments</b>                              | <b>Note</b> |                            |                                  |                  |                          |
| Donations and legacies                                    | 5           | 10,452                     | 10,350                           | 20,802           | 48,773                   |
| Charitable activities                                     | 6           | 293                        | 2,613                            | 2,906            | 1,634                    |
| Other trading activities                                  | 7           | 74,788                     | –                                | 74,788           | 49,748                   |
| Investment income   | 8           | 321                        | –                                | 321              | –                        |
| <b>Total income</b>                                       |             | <u>85,854</u>              | <u>12,963</u>                    | <u>98,817</u>    | <u>100,155</u>           |
| <b>Expenditure</b>  |             |                            |                                  |                  |                          |
| Expenditure on charitable activities                      | 9           | 93,003                     | 7,254                            | 100,258          | 83,037                   |
| <b>Total expenditure</b>                                  |             | <u>93,003</u>              | <u>7,254</u>                     | <u>100,258</u>   | <u>83,037</u>            |
| <b>Net (expenditure)/income and net movement in funds</b> |             | <u>(7,149)</u>             | <u>5,709</u>                     | <u>(1,441)</u>   | <u>17,118</u>            |
| <b>Reconciliation of funds</b>                            |             |                            |                                  |                  |                          |
| Total funds brought forward                               |             | 153,565                    | 83,075                           | 236,640          | 219,522                  |
| <b>Total funds carried forward</b>                        |             | <u>146,416</u>             | <u>88,784</u>                    | <u>235,200</u>   | <u>236,640</u>           |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 18 form part of these financial statements.



26<sup>th</sup> February 2024

Dear Clerk and Okehampton Town Councillors

I am writing on behalf of the Ockment Centre to apply for a grant of £5,000 to help support us with the services we provide to the Community.

The support of the Town Council is invaluable in helping to keep our reception staffed. As a Community Centre we feel it is very important to have a warm welcoming reception. We have a large knowledge of local services which helps with our signposting. Our reception is also used to signpost for the Citizens Advice and Community Links which are both housed in the Centre. The Community Fridge has also been here for over 18 months and has redistributed 11,000kgs of food that would otherwise have gone into landfill. This has massively increased our daily footfall.

Our Work Club has been running since 2011 and this year has been funded by United Charities, having the support of the Town Council always helps to secure funding and grants.

The Centre is a not for profit charity with any surplus monies going towards repairs of the building. Since the pandemic with all the rising costs we are running at a small loss. We are constantly working to increase our bookings and cut our costs where possible. The grant would help ensure our staffing levels (which are at minimum levels) remain in place to assist the community.

We are always busy fundraising for projects beyond our financial reach and are currently in the process of applying for planning to replace our river viewing platforms which enhance our beautiful community garden. Part of our fundraising in our reception area provides donated items of clothing etc. at a very low cost for the community to help with the cost of living.

I have attached our latest accounts.

Please do not hesitate to contact me for further information.

Yours faithfully

Donna Bending  
Ockment Team

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity: The Museum of Dartmoor Life.....

Registered Charity Number (if applicable): 1173111 .....

Registered address: 3 West Street Okehampton EX20 1HQ.....

Contact name and address (if different): Richard Jennings .....

unity to

Are you, or your organisation, the organiser of the event/activity? Yes  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? No

If yes, please provide details of the connection and how they would benefit: .....

## Local Involvement

How does the organisation benefit the community of Okehampton?

The museum is community hub providing a unique facility for the local community to learn about its local history. It maintains and seeks new aspects of regional heritage for future generations. It is also visitor attraction which encourages visitors to Okehampton which in turn boosts the local economy. It provides a meaningful experience for local volunteers and also provides for the local tourist information point.....

How many people in total use your organisation? ...

Approximately 10,000 visitors per year use the facility either as visitors to the museum or seeking information.

Of the total number of beneficiaries, approximately how many reside in:

a) Okehampton? Approximately 40% of users come from the EX20/21 postcode.....

b) Okehampton Hamlets?.....

Average number of Okehampton beneficiaries attending each meeting/activity? As above. ....

Number of meetings/activities per year? The facility is open from March to November each year. ....

## About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

The museum and its facilities are open to all and beneficial arrangements are made for local and repeat visitors. The museum runs annual exhibitions, works with community groups and provides outreach and inreach to organisations and local schools especially those with SEND. Continuous improvements are sought to the collection and short term grant related activities are sought to make improvements to the collection and infrastructure to maintain the facility for the town and its longer term future. This grant is our annual request to assist with the maintenance of the facility. ....

.....

.....

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

We have carried out audience development surveys which provide details of a breakdown of postcodes but not for OHPC in isolation. ....

.....

Please supply full costings of the project, equipment or activity: Please see attached letter. ....

.....

.....

What is the amount of grant requested? £ 5000 .....

Are you contributing matched funding? Yes, as part of normal turnover. ....

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation              | Amount     | Outcome if known                              |
|---------------------------|------------|---|
| Arts Council (MEND Grant) | £507,00.00 | In process                                    |
| Royal Society             | £3,500.00  | Restricted grant awarded for 2025 exhibition. |
|                           |            |   |
|                           |            |   |

Is your organisation running fundraising activities for this project? Yes for MEND .....

When do you anticipate the money will be spent (date)? In this FY.....

### Check List:

You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES

Your project/activity will directly benefit the residents of Okehampton? YES

Copies most recent accounts/budget/governing document enclosed YES

Is your application retrospective? NO

Have you received or been awarded a Town Council grant within this financial year? YES

Have you completed and submitted a feedback form or report for any previously awarded grant? YES

All applications must include:

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: The Museum of Dartmoor Life.....
-



## THE MUSEUM OF DARTMOOR LIFE

3 West Street  
Okehampton  
Devon  
EX20 1HQ

☎ 01837 52295

Emma James  
The Town Clerk  
Okehampton Town Council  
Fore Street  
Okehampton  
EX20 1AA

1 March 2024

Dear Emma

### APPLICATION FOR FINANCIAL ASSISTANCE - MUSEUM OF DARTMOOR LIFE

Traditionally, the Town Council has made available a grant to assist with the running of the Museum of Dartmoor Life which provides a resource for the Okehampton community and maintains a visitor attraction for the Town. Additionally, the museum provides the only tourist information facility in the North Dartmoor area. I would ask that the Town Council again considers providing financial assistance in this financial year.

In addition to the reports received by the Town Council from their nominated trustee, I can advise that the museum continues to thrive and a tremendous amount of time and in particular, volunteer effort, has been put in place for the museum to continue as a meaningful visitor attraction and community resource. The inclusion of the Tourist Information Point in the museum has maintained the focal point within the town and our volunteers continue to relished the challenge of information provision. In the 2023 season there were >10000 visitors to the information point.

Financially, the museum was able to generated a small surplus in the last FY, however, the forecast for this FY indicates a small deficit, mainly due to the urgent repairs needed to the roofs where there is ingress of water. The trustees have put in place a plan to reduce energy costs which increased by 130% in July 2022. A recent Condition Survey of the building and it's infrastructure is costed at £362k and a further Access Report indicates work in the region of £40k to improve accessibility needs. The trustees are mindful of these maintenance needs and are continuing to pursue a DCMS grant through the Arts Council. Longer term plans include; maintaining efforts to meet the criteria for applying for a National Lottery Heritage Fund grant to further update the infrastructure of the building and improve the interpretation and collection. In the shorter term we continue to provide an annual exhibition and we have again been awarded a grant from the Royal Society which will provide funding towards an exhibition that will run through the 2025 season.

We would ask the Town Council to consider maintaining their continued support of the museum in the next financial year and award a grant compatible with last year's funding of £3500. We also request that the £1500 previously made available to WDBC to assist with the tourist information facility is allocated to the museum to allow the trustees to maintain the facility. Our Annual Report and Accounts are attached.

We would be grateful if you would ask the Town Council to consider our request for financial assistance.

Yours sincerely  
*forwarded electronically*

R JENNINGS for Trustees

Charity Number 1173111  
[www.museumofdartmoorlife.org.uk](http://www.museumofdartmoorlife.org.uk)  
[enquiries@museumofdartmoorlife.co.uk](mailto:enquiries@museumofdartmoorlife.co.uk)

**MODL - Income, Expenditure and Forecasts - FY 23/24 As at 1 March 2024**

| Item                                | FY22/23                           | FY23/24 Actual    | FY23/24 FOO                       | FY23/24 Budget    | FY/24/25 Estimate  |
|-------------------------------------|-----------------------------------|-------------------|-----------------------------------|-------------------|--------------------|
| <b>INCOME</b>                       |                                   |                   |                                   |                   |                    |
| Front of House Sales                | £20,553.67                        | £24,002.05        | £24,002.05                        | £20,000.00        | £23,000.00         |
| Donations                           | £768.05                           | £720.00           | £720.00                           |                   |                    |
| Grants Unrestricted                 | £5,000.00                         | £5,000.00         | £5,000.00                         | £5,000.00         | £5,000.00          |
| Grants Restricted                   | £8,380.00                         | £126.00           | £126.00                           |                   |                    |
| Rents                               | £13,119.96                        | £11,958.28        | £12,318.28                        | £13,000.00        | £9,000.00          |
| Refunds/Other                       | £872.14                           | £196.46           | £200.00                           |                   | £100.00            |
| Bank Interest                       |                                   | £647.72           | £670.00                           | £575.00           | £1,000.00          |
| <b>Total</b>                        | <b>£48,693.82</b>                 | <b>£42,650.51</b> | <b>£43,036.33</b>                 | <b>£38,575.00</b> | <b>£38,100.00</b>  |
| <b>EXPENDITURE</b>                  |                                   |                   |                                   |                   |                    |
| Administration                      | £863.35                           | £1,020.44         | £1,100.00                         | £1,000.00         | £1,050.00          |
| Collection                          | £11.90                            | £160.53           | £160.53                           |                   |                    |
| Communications                      | £1,605.24                         | £941.64           | £1,000.00                         | £1,200.00         | £1,100.00          |
| Events expenditure                  | £4,372.32                         | £907.44           | £907.44                           | £1,000.00         |                    |
| Insurance                           | £3,882.98                         | £3,091.31         | £3,091.31                         | £4,000.00         | £3,500.00          |
| Maintenance                         | £1,417.86                         | £2,149.09         | £2,250.00                         | £2,000.00         | £2,000.00          |
| Other Property costs                | £516.88                           | £4,218.96         | £6,000.00                         | £4,000.00         | £3,000.00          |
| Marketing                           | £780.00                           | £826.00           | £826.00                           | £500.00           | £1,000.00          |
| Shop Stock                          | £3,464.57                         | £2,172.04         | £2,172.04                         | £2,000.00         | £2,000.00          |
| Staffing Costs                      | £15,208.59                        | £14,304.70        | £15,500.00                        | £15,100.00        | £16,700.00         |
| Utilities                           | £7,639.19                         | £3,486.45         | £5,000.00                         | £5,000.00         | £5,000.00          |
| Volunteer Expenses                  | £1,018.43                         | £609.86           | £700.00                           | £750.00           | £750.00            |
| Trustee Expenses                    |                                   | £504.60           | £504.60                           |                   |                    |
| Contingency                         |                                   |                   |                                   | £2,000.00         | £2,000.00          |
| Consultancy                         | £4,695.00                         | £1,017.50         | £1,017.50                         |                   |                    |
| Development/Improvements            | £250.00                           |                   |                                   |                   |                    |
| MEND RIBA Stage 3                   |                                   | £2,100.00         | £2,100.00                         |                   | £12,000.00         |
| Capital Expenditure                 | £1,197.55                         | £626.43           | £626.43                           |                   |                    |
| <b>Total</b>                        | <b>£46,923.86</b>                 | <b>£38,136.99</b> | <b>£42,955.85</b>                 | <b>£38,550.00</b> | <b>£50,100.00</b>  |
| <b>Surplus/(Deficit)</b>            | <b>£1,769.96</b>                  | <b>£4,513.52</b>  | <b>£80.48</b>                     | <b>£25.00</b>     | <b>£-12,000.00</b> |
| Previous Year I&E                   | Green Column Actual In Year Spend |                   | Forecast of Outturn in Year Spend |                   |                    |
| Budget This FY                      | Projected Budget Next FY          |                   |                                   |                   |                    |
| <b>Account Balances @ 1 Mar 24:</b> |                                   |                   |                                   |                   |                    |
| Current Account                     | £16,481.61                        |                   |                                   |                   |                    |
| Fixed Term Deposit                  | £25,575.00                        |                   |                                   |                   |                    |
| Instant Access Deposit              | £30,072.72                        |                   |                                   |                   |                    |
| Cash                                | £13.24                            |                   |                                   |                   |                    |
| <b>Total Cash Assets</b>            | <b>£72,142.57</b>                 |                   |                                   |                   |                    |
| <b>Set aside as:</b>                |                                   |                   |                                   |                   |                    |
| Reserves                            | £25,000.00                        |                   |                                   |                   |                    |
| Development Fund                    | £30,000.00                        |                   |                                   |                   |                    |
| Restricted Funds                    | £0.00                             |                   |                                   |                   |                    |
| Working Capital                     | £17,142.57                        |                   |                                   |                   |                    |
| <b>Total Cash Assets</b>            | <b>£72,142.57</b>                 |                   |                                   |                   |                    |
| <b>Restricted Funds</b>             |                                   |                   |                                   |                   |                    |
| <b>Balance</b>                      |                                   |                   |                                   |                   |                    |
| <b>Total</b>                        | <b>£0.00</b>                      |                   |                                   |                   |                    |



# The Museum of Dartmoor Life



## Trustees' Annual Report 2023

### Aim and Purpose

The aim of the charity is to provide and maintain the Museum of Dartmoor Life. The museum exists to provide opportunities for visitors, volunteers and members of the local community to learn about and enjoy the cultural and natural heritage of Dartmoor and Okehampton.

### Objectives and Activities

The trustees' objectives are to collect, conserve and interpret artefacts and stories relating to Dartmoor, its history and people, and to engage with visitors and the local community to inspire diverse audiences and future generations to appreciate and protect the Dartmoor and its heritage. The museum maintains the existing collection and conserves artefacts and records, presenting them to the public in an absorbing and informative way. The museum organises and hosts local exhibitions and aspires to be a vibrant centre of lifelong learning with an exciting and diverse programme of workshops and events for the local community and visitors alike. It is a specific objective that the museum is for the public benefit, whether this is part of life long learning or maintaining and developing the collection for visitors and the local community.

### Achievements, Performance and Outlook

The museum normally opens from March to October and the season proved productive with visitors returning after the pandemic. Exhibitions included 'the Railway coming to Okehampton' and a Queen's Platinum Jubilee exhibition which attracted national media attention. The Royal Society awarded a grant for a 'Dyeing on Dartmoor' project which included outreach activities and will be extended into the 2023 season with an exhibition.

We welcomed more than 7,500 visitors, which included a welcome return of our overseas visitors and groups. The museum continues to undertake the role of providing tourist information for the North Dartmoor area.

Routine maintenance and some improvements to the fabric of the building have been achieved, mainly on a self help basis, although there is continued deterioration to the fabric of the building's infrastructure which was not addressed in the 2004 refurbishment. A costed condition survey has been undertaken and listed works required at £727,000. These works will form part of the museum's bid to the Museum Estate and Development Fund; a DCMS funded opportunity administered through the Arts Council in 2023. Without substantial investment and improvement in the museum's infrastructure, this community hub and visitor attraction may be lost to future generations. The museum has a policy of sustainability and a longer term environmental control programme, if externally funded, will be put in place over the next two years to maintain the integrity of the museum and collection.

The trustees have set out their five year plan and continue to monitor and develop the strategic vision that will require, potentially; audience development, new digital interpretation and development of the premises. The project will need engagement with grant giving bodies, as well as a bid to the National Lottery Heritage Fund. New trustees with specific skills have been recruited specifically to help develop the museum's future. Trustees have continued to ensure good governance is in place and trustees, staff and volunteers have received external training (electronically) to assist with our objectives.

The museum was reaccredited with the Arts Council in 2017 and will continue with accreditation when the scheme is reintroduced by the Arts Council in 2023.



## **Financial Review**

In this accounting period the trustees continued their policy of financial caution, especially with the uncertainty of income streams and continually increasing utility and maintenance costs. However, the charity continued its trend of producing a small surplus over operating income and expenditure. Capital assets at the end of the accounting period are £315,000 although these assets cannot be used without undermining the work of the charity. Surplus funds have been set aside to invest in development and infrastructure funding, together with any matched funding requirements.

There remain a number of financial risks to the charity, not least any loss of rental or grant income. Therefore, the priority is to increase visitor numbers and shop revenue to offset any potential loss of revenue in other areas. The trustees will continue to exercise prudence in the next financial period and seek grants where possible.

The trustees are particularly grateful for the continued support of Okehampton Town Council without whose financial assistance the museum and charity would have ceased to be a going concern.

## **Reserves**

It is the charity's policy to maintain a balance on unrestricted funds, which equates to at least three months expenses and an amount to cover emergency situations that may arise from time to time, equivalent to £25,000. The balance of £67,028 held in unrestricted funds, meets this target. The trustees will continue with measures to ensure that cash reserves are maintained and available to meet unforeseen eventualities.

## **Volunteers**

Our volunteers continue to be the life blood of the organisation and the museum would not survive without the dedicated service provided by our volunteers. The trustees would like to take this opportunity to formally thank all volunteers who work tremendously hard in ensuring that the museum continues to fulfil its purpose. Without our volunteers' valuable contribution, the museum would be unable to meet its objectives. Volunteers undertake a variety of vital roles. These ensure that the maintenance, collection care and documentation of the museum's core activities are maintained.

In addition, in 2022 the front of house volunteers continued to provide the valued tourist information service that has received many plaudits. The museum continues to seek volunteers, especially front of house information advisers, who have an interest in supporting the community through the museum and its activities.

It is the aspiration of the trustees that all volunteers should enjoy a meaningful experience when associated with the museum and every effort is made to ensure their experience is as fulfilling and structured as possible.

## **Structure, Governance and Management**

The method of appointment of trustees and the charity's officers is set out in the charity's governing document. The trustees are responsible for the running of the museum and meet at least six times a year. This can be virtually or in person. Administrative matters are overseen by the trustees' officers which consist of the chair, immediate past chair, secretary and treasurer. Routine operational matters are delegated to the manager who, with lead volunteers, has day to day operational responsibilities. The trustees will continue to seek new trustees with appropriate skills to enhance the work of the charity.

**SMALL GRANT APPLICATION FORM (£500 maximum)**



Okehampton Town Council

**About your Group or Organisation**

Name of group/organisation/charity:

...OKEHAMPTON FAIRTRADE GROUP

Registered Charity Number (if applicable):

Please give brief details of the principal role of the organisation: TO PROMOTE UNDERSTANDING AND SUPPORT FOR FAIRTRADE IN THE TOWN THROUGH EVENTS AND PARTICIPATION IN TOWN INITIATIVES THUS MAINTAINING FAIRTRADE TOWN STATUS

What is your organisations total membership? 48 SUPPORTERS (10 STEERING COMMITTEE)

Are you, or your organisation, the organiser of the event/activity? Yes/No (No circled)

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? Yes/No (No circled)

If yes, please provide details of the connection and how they would benefit :

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: OKEHAMPTON FAIRTRADE GROUP
- By BACS: please send your bank details to Caroline Ellis accounts@okehampton.gov.uk or send them to the Town Hall, Fore Street, Okehampton, EX20 1AA.

Would you like a cheque to be presented to the organisation by the Town Mayor, if a suitable date can be arranged? If yes, please provide the relevant contact details: .....

YES

CONTACT THE SECRETARY CYNTHIA HIGBEE

**Local Involvement**

How does the organisation benefit the community? THE GROUP CAMPAIGNS FOR CONTINUED SUPPORT FOR FAIRTRADE WITHIN THE COMMUNITY TO ENABLE THE TOWN TO MAINTAIN ITS FAIRTRADE TOWN STATUS VALUING THIS ETHICAL STANDING

Of the total membership, approximately how many reside in:

- a) Okehampton? 38
- b) Okehampton Hamlets? 10 (includes members from outlying villages)

Average number of members attending each meeting? STEERING GROUP MEETINGS - 6  
OPEN MEETINGS 40-50

Number of meetings per year? STEERING GROUP EVERY 4-6 WEEKS  
1 or 2 OPEN MEETINGS + ATTENDANCE AT TOWN EVENT

**About the Grant**

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

THIS YEAR SIGNIFIES 30 YEARS SINCE THE FAIRTRADE MARK WAS INTRODUCED AND THE GROUP WOULD LIKE TO CELEBRATE THIS WITH A TEA PARTY AT THE OCKMENT CENTRE ON SEPT 21ST. THIS WOULD BE OPEN TO ALL INTERESTED MEMBERS OF THE COMMUNITY AND INCLUDE A SPEAKER/PRESENTATION WITH UP TO DATE INFORMATION OF FAIRTRADE'S WORK WITH THE FARMERS WHO GROW OUR FAVOURITE FOODS.

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

75% TOWN COUNCIL 25% OHPC AND BEYOND

ESTIMATE BASED ON SUPPORTER RESIDENCY

Please supply full costings of the project, equipment or activity: .....

£125

Hall Rental £45 Catering £60 Speaker Expenses £20

What is the amount of grant requested? £ 125 .....

Are you contributing matched funding? NO .....

Please give details of any other grant applications, made elsewhere, for the event/activity:

| Organisation | Amount | Outcome if known |
|--------------|--------|------------------|
|              |        |                  |
|              |        |                  |
|              |        |                  |
|              |        |                  |

Is your organisation running fundraising activities for this project? NO .....

When do you anticipate the money will be spent (date)? 21/9/24 .....

**Checklist:**

You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/NO

Your project/activity will directly benefit the residents of Okehampton? YES/NO

Is your application retrospective? YES/NO

Have you received or been awarded a Town Council grant within this financial year? YES/NO

Have you completed and submitted a feedback form or report for any previously awarded grant? YES/NO

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity

- **Tor Support Services**

Registered Charity Number (if applicable):

- **1163407**

*Please give brief details of the principal role of the organisation:*

- Tor Support Services provides free, confidential counselling for 5–25-year-olds who live in Okehampton and surrounding area. Our clients are local children and young people who are referred to us with a wide range of issues, from anxiety and depression, bereavement or parental separation, behavioural problems, substance abuse or self-harm. Increasingly we are seeing young people who are coping with the distress of gender dysphoria. Added to this are those whose lives have been impacted by the consequences of the Covid pandemic and more recently, the cost-of-living crisis.
- Counselling helps to navigate difficult emotions, find healthier coping mechanisms and make better choices in everyday lives. It can foster personal growth and resilience and helps clients to gain a better understanding of their feelings, reactions and thought processes.
- Sadly, research indicates that 50% of long-term mental health problems are established by age 14, 75% by age 25. Our online evaluation and client feedback indicates that over 90% of our clients show an improvement in their mental health after counselling.

*Are you, or your organisation, the organiser of the event/activity?* **Yes**  
*Third-party applications through any 'parent' organisations will not be accepted.*

*Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant?* **No**

*If yes, please provide details of the connection and how they would benefit: .....*

## Local Involvement

*How does the organisation benefit the community of Okehampton?*

- We understand that around 70% of our clients continue to be residents of Okehampton with almost all clients attending Okehampton College or its feeder primary schools. Our work has an impact not only on these individuals but on their family, friends and wider community. The locally based, accessible early intervention we offer improves the life chances the young people we see and this is vital to the health of the Okehampton community as a whole.

Please supply full costings of the project, equipment or activity:

- Each young client is offered a course of 8 free counselling sessions. The Full Cost Recovery for the 2024-25 financial year is calculated at £53.54p – this is the cost to Tor Support Services per session and includes an amount to cover administration and other service costs such as premises, training and safeguarding.

What is the amount of grant requested?

- £3,000 – this would fully fund 56 counselling sessions (i.e. support 7 clients with 8 sessions).

Are you contributing matched funding?

- No

Please give details of any other grant applications, made elsewhere, for the event/activity:

- Having grown from a turnover of about £60,000 a year just a few years ago to a turnover of over £100,000 now, Tor Support Services is at a new level of activity. Trustees with fundraising responsibilities apply to over 60 organisations across the year – both local and national – and the list below is not the entire list for the operational year but reflects the organisations we have contacted recently (and await their decision). We will be contacting both Okehampton United Charities and Okehampton Hamlets Parish Council during the spring term with new applications, as well as revisiting some of our other regular funders and sourcing new grants where possible.

| Organisation  | Amount              | Outcome if known |
|---|---------------------|------------------|
| The Woodcock Charitable Trust                               | £2,500              |                  |
| Barratt Community Fund (local division)                     | £1,500              |                  |
| The Schroder Charity Trust                                  | No amount specified |                  |
| Children in Need  | £14,413             |                  |
| Leonard Laity Trust   | £1,654              |                  |
| Devon Community Foundation CLASP (suicide prevention grant) | £8,267              |                  |

Is your organisation running fundraising activities for this project?

- In collaboration with James and Clare Rowley (who organised and raised funds during last October's 'Treadmillathon' event at Future Bodies Gym), we are in the midst of planning another independent fundraising activity with participation from some Tor Support Trustees and perhaps local community members.

When do you anticipate the money will be spent (date)?

- End of financial year 2024/25

#### Check List:

|  |            |
|--|------------|
| You are applying on behalf of a voluntary group, not-for-profit organisation or charity? | <b>YES</b> |
| Your project/activity will directly benefit the residents of Okehampton?                 | <b>YES</b> |
| Copies most recent accounts/budget/governing document enclosed                           | <b>YES</b> |
| Is your application retrospective?   | <b>NO</b>  |
| Have you received or been awarded a Town Council grant within this financial year?       | <b>NO*</b> |

**ON**

Have you received or been awarded a Town Council grant within this financial year?

**ON**

Is your application retrospective?

Copies most recent accounts/audit report

(\*our last funding from OTC was received 9 July 2023. I have answered 'No' to this question on the basis that the application will be reviewed at a June 2024 meeting).

Have you completed and submitted a feedback form or report for any previously awarded grant? **YES**

All applications must include:

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

By BACS: Bank Name: **Unity Trust Bank PLC**

Account Name: **Tor Support Services**

**Date: 7 March 2024**

**To: Policy and Resources Committee, Okehampton Town Council**

**Re: Grant Application for Tor Support Services (Registered Charity Number 1163407)**

Dear Sir / Madam,

I am a trustee of an Okehampton, Devon-based charity called Tor Support Services that provides free, confidential counselling for 5 – 25-year-olds who live in the town and surrounding area.

The Tor Support team consists of a voluntary board of Trustees, paid/voluntary counsellors, and a small office team. Both voluntary staff and paid staff work hard to ensure the core service runs efficiently and is available to those in crisis.

The charity has been offering this service since 2009. Our clients are local children and young people who are referred to us with a wide range of issues, from anxiety and depression, bereavement or parental separation, behavioural problems, substance abuse or self-harm. Increasingly we are seeing young people who are coping with the distress of gender dysphoria. Added to this are those whose lives have been impacted by the consequences of the Covid pandemic and the cost-of-living crisis.

Last year's generous grant from Okehampton Town Council assisted with the cost of providing our core delivery service. Our biggest challenge is to keep up with current growth and service demand, as we continue to see a rise in the number of primary age children being referred (primary referrals have risen from 28 children (under 10 years old) in 2020/21 to 71 in this age group in 2022/23).

The accessible, locally based, early intervention counselling we offer improves the life chances of children and young people by helping them to understand their situation, build resilience and provide the strategies to help them cope as they move towards adulthood.

Nationally, mental health services are severely over-stretched, and this is particularly the case for youth services. Sadly, research indicates that 50% of long-term mental health problems are established by age 14, 75% by age 25. Online evaluation and client feedback indicates that over 90% of our clients show an improvement in their mental health after counselling.

Unfortunately, the NHS services do not have enough capacity to deal with the demand and for this reason Tor Support Services are successful in filling the gap. We work closely with the Okehampton Medical Centre on developing integrated working models across community partners to improve the care of people in our local community who have active mental health problems. We hold regular multidisciplinary mental health meetings as part of this collaborative work. Also, we have close links with our local primary schools and operate from premises within Okehampton College.

Following a visit to the office in November 2023, Rt Hon. Mel Stride MP, Member of Parliament for Central Devon provided a letter of support for the work that we continue to provide:



Confidential  
Counselling for  
Young people



Community Centre, 20 Mill Rd, Okehampton, EX20 1PW.

01837 53668  
07886 444263  
www.torsupport.org.uk

*"The incidence of mental health concerns among our young population is growing every year and the accessible, locally based early intervention that Tor Support offers is vital and, without doubt, can be life changing. The charity provides a crucial lifeline and I support their work wholeheartedly".*

Tor Support Services is committed to safeguarding in line with national legislation - all our counsellors have taken professional training in counselling or psychotherapy and have relevant experience of supporting children and young people. Counsellors are DBS checked and carefully vetted, and the charity is a member of BACP (British Association of Counsellors and Psychotherapists).

### **Statement of accounts for the most recent accounting year 2022-23**

See .pdf document attached to the email. Accounts can also be viewed online at <https://torsupport.org.uk/accounts-for-year-end-march-2023/>

As we are now considering plans for raising the required funds for the next financial year, we are hopeful that you will consider an application for a grant of £3,000 to support our core service delivery.

- A grant of £3,000 would fully fund 56 counselling sessions (i.e. fully support 7 clients).
- Each client is offered a course of 8 free counselling sessions. The Full Cost Recovery for the 2024-25 financial year is calculated at £53.54p – this is the cost to Tor Support Services per session and includes an amount to cover administration and other service costs such as premises, training and safeguarding.
- This grant would be invaluable in reducing the current waiting list of 45 clients (22 primary age, 22 secondary age, 1 x 18+).
- The funding will continue to help us make a considerable difference by helping to ensure we can effectively manage the increasing number of referrals, deliver an efficient service offering as many counselling sessions as possible, and plan to use all our resources to best effect.

Although a specific amount of grant funding has been requested, we would of course greatly appreciate any support you are able to offer us and can assure Town Council members that the funds will be put to excellent use.

Thank you so much for taking the time to read and consider our application for funding. Should you require further information please do not hesitate to contact me.

Yours sincerely,

Anna-Marie Tooth | Trustee | Tor Support Services  
[a.tooth@torsupportservices.org.uk](mailto:a.tooth@torsupportservices.org.uk)



## Annex A

### Expenditure approved for 2023-2024 as at 4 April 2023

|   | <b>Amount</b>     |
|---|-------------------|
| <b>Staff/volunteer costs</b>                |                   |
| Staff salaries                              | 53,000.00         |
| HMRC/NEST Pension scheme                    | 4,500.00          |
| Travel                                      | 2,000.00          |
| Supervision                                 | 6,000.00          |
| Training                                    | 1,300.00          |
| Recruitment                                 | 0.00              |
| DBS checks                                  | 30.00             |
| <b>Total staff/volunteer costs</b>          | <b>66,830.00</b>  |
| <br>  |                   |
| <b>Organisational costs</b>                 |                   |
| Advertising                                 | 0.00              |
| Fundraising costs (Just Giving)             | 216.00            |
| Phone/Broadband                             | 900.00            |
| Office stationery                           | 350.00            |
| Consumable session resources                | 600.00            |
| Photocopying and printing                   | 350.00            |
| Annual subscriptions                        | 350.00            |
| Trustee expenses                            | 200.00            |
| Equipment                                   | 544.00            |
| Bank charges                                | 108.00            |
| Audit fee                                   | 350.00            |
| Governance costs                            | 0.00              |
| Insurance                                   | 550.00            |
| ICT software maintenance (Quick Books)      | 288.00            |
| <b>Total organisational costs</b>           | <b>4,806.00</b>   |
| <br>  |                   |
| <b>EIP sessions (anticipated full year)</b> | <b>16,380.00</b>  |
| <b>PCN Saturday sessions (full year)</b>    | <b>14,664.00</b>  |
| <b>Total budget</b>                         | <b>102,680.00</b> |

**Tor Support Services**  
**Statement of Financial Activities**  
**Year ended 31 March 2023**

|  |      | 2023                    |                       | 2022             |                  |
|--|------|-------------------------|-----------------------|------------------|------------------|
|  | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Income and endowments</b>                     |      |                         |                       |                  |                  |
| Donations and legacies                           | 4    | 16,144                  | 63,993                | 80,137           | 44,284           |
| Charitable activities                            | 5    | 1,058                   | –                     | 1,058            | 627              |
| Investment income                                | 6    | 514                     | –                     | 514              | 873              |
| <b>Total income</b>                              |      | <u>17,716</u>           | <u>63,993</u>         | <u>81,709</u>    | <u>45,784</u>    |
| <b>Expenditure</b>                               |      |                         |                       |                  |                  |
| Expenditure on charitable activities             | 7,8  | <u>43,748</u>           | <u>58,066</u>         | <u>101,814</u>   | <u>81,028</u>    |
| <b>Total expenditure</b>                         |      | <u>43,748</u>           | <u>58,066</u>         | <u>101,814</u>   | <u>81,028</u>    |
| Net losses on investments                        | 9    | –                       | (1,649)               | (1,649)          | (1,881)          |
| <b>Net expenditure and net movement in funds</b> |      | <u>(26,032)</u>         | <u>4,278</u>          | <u>(21,754)</u>  | <u>(37,125)</u>  |
| <b>Reconciliation of funds</b>                   |      |                         |                       |                  |                  |
| Total funds brought forward                      |      | 30,397                  | 30,334                | 60,731           | 97,856           |
| <b>Total funds carried forward</b>               |      | <u>4,365</u>            | <u>34,612</u>         | <u>38,977</u>    | <u>60,731</u>    |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 17 form part of these financial statements.

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity:

OKEHAMPTON FRIENDLY CIRCLE

Registered Charity Number (if applicable):

ESTABLISHED 1945

Registered address:

Email:

Contact's role within organisation:

TREASURER

Please give brief details of the principal role of the organisation:

TO FORM FRIENDSHIPS WITH LIKE Minded OTHERS IN THE OKEHAMPTON AREA, ENJOY MONTHLY MEETINGS WITH VARIED INTERESTING SPEAKERS, ARE ABLE TO ENJOY A YEARLY OUTING & XMAS LUNCH (BOTH SUBSIDISED BY THE CLUB)

Are you, or your organisation, the organiser of the event/activity?

Yes / ~~No~~

Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant?

Yes / No

If yes, please provide details of the connection and how they would benefit:

## Local Involvement

How does the organisation benefit the community of Okehampton?

BY GETTING WADLITS AND GENTS TO FORM FRIENDSHIPS (NEW & OLD) AND HAVE A GOOD MEETING PLACE EACH MONTH.

How many people in total use your organisation? ...

68

**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/~~NO~~
- Your project/activity will directly benefit the residents of Okehampton? YES/~~NO~~
- Copies most recent accounts/budget/governing document enclosed YES/~~NO~~
- Is your application retrospective? YES/NO
- Have you received or been awarded a Town Council grant within this financial year? ~~YES~~/NO
- Have you completed and submitted a feedback form or report for any previously awarded grant? YES/~~NO~~

**All applications must include:**

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

**Additionally, grant applications of over £500 must be accompanied by a letter, describing:**

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: .....
  - By BACS: Bank Name: LLOYDS BANK .....
-

BALANCE SHEET FOR OKEHAMPTON FRIENDLY CIRCLE

YEAR ENDING 30TH JUNE 2023

INCOME AND RECEIPTS

EXPENDITURE

|                        |                  |                     |                  |
|------------------------|------------------|---------------------|------------------|
| MAIN DRAW AND FOOTBALL | 522.90           | COUNCIL HALL HIRE   | 360.00           |
| VISITORS & SUBS        | 310.50           | FAIRPLACE HALL HIRE | 88.00            |
| REFRESHMENTS           | 107.02           | SPEAKERS            | 295.00           |
| GRANTS & DONATIONS     | 500.00           | COACHES             | 350.00           |
| OUTINGS                | 620.00           | BRITISH LEGION      | 30.00            |
| MISC                   | 20.00            | INSURANCE           | 71.92            |
| COFFEE MORNING         | 278.27           | XMAS LUNCH          | 820.00           |
| XMAS LUNCH             | 585.00           | COMM.EXPENSES       | 255.00           |
| TOTALS                 | 2943.69          |                     | 2269.92          |
| OPENING BANK BALANCE   | 5301.14          | CLOSING BANK BAL.   | 5974.91          |
|                        | <u>8244.83</u>   |                     | <u>8244.83</u>   |
| PETTY CASH IN HAND     | 21.38            | PETTY CASH C/fwd    | 21.38            |
|                        | <u>£ 8266.21</u> |                     | <u>£ 8266.21</u> |

cost of Hall Hire from March to July 2024  
 £50 PER MEETING.  
 COPY END.