

SMALL GRANT APPLICATION FORM (£500 maximum)



About your Group or Organisation

Name of group/organisation/charity:

Okehampton Rugby Football Club

Registered Charity Number (if applicable): **N/A**

Registered address:

**The Showground
Glendale Road
Okehampton
EX20 1LN**

Contact name and address (if different): [REDACTED]

Email [REDACTED] Phone/mobile: [REDACTED]

Contact's role within organisation: **Funding, Finance & Sponsorship Officer**

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

Okehampton RFC is a Rugby Club which runs 3 senior Men's teams, Colts (Under 17-19s) and junior ages from Under-7s through to Under 16s. The club is now also running an adult Women's team in addition to two youth level girl's teams.

What is your organisations total membership? **In excess of 500 members**

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? **Yes**

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

The grant is seeking financial assistance with the purchase of new training equipment, this would benefit all of the adult and junior sides who play contact rugby.

Payment details, if successful

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

- By Cheque payable to: **Okehampton Rugby Football Club**
- 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:

No need for a cheque to be presented, but would be happy to do a 'presentation' of the new training equipment with the Town Mayor, if successful in our bid.

Local Involvement

How does the organisation benefit the community?

Providing accessible rugby for men and women of the local community as either players, supporters or volunteers. Our clubhouse and grounds are also available for community use and hire.

Of the total membership, approximately how many reside in:

a) Okehampton? **300**

b) Okehampton Hamlets? **50**

Average number of members attending each meeting?

ORFC have a full committee of 25 members who support roughly 250 players across all age groups and squads

Number of meetings per year? **4 committee meetings, 1 x AGM - Games played weekly**

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.

Okehampton RFC 1st XV men's team are currently competing at the highest level of South West rugby. In order to be competitive at this level the team need to train with the most up to date and effective equipment. The team need new tackle bags to both refine skills but also adapt to new regulations introduced this season, designed to make tackling and contact rugby safer for all participants. The new changes are the most fundamental change to the game for some time and will require significant additional coaching & practice to implement. New tackle bags for which we are seeking funding would be hugely beneficial in this regard.

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 hard to determine accurately, however the club serves all of Okehampton (current TC boundary and OHPC new developments) and also brings people to the Town from all across the local area. If considering the club as a whole, the membership is likely in the region of 50% Town residents, 10% OHPC residents and 40% residents of areas surrounding Okehampton (towns and villages) – it is important to note however that the club itself, the activity it generates and the people it involves is all centred around the core Town Council footprint.

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

Tackle bags retail at £60 per unit, however through our providers we can source them for £50 each and are in need of 15 new pads - this will be for the benefit of all teams and ages who play contact rugby.

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

Are you contributing matched funding? **Yes, ORFC will directly fund the remainder**

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

Organisation	Amount	Outcome if known
None		

Is your organisation running fundraising activities for this project? **No**

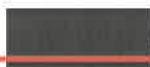
When do you anticipate the money will be spent (date)? **As soon as available if successful**

Checklist:

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? **No**
- Your project/activity will directly benefit the residents of Okehampton? **Yes**
- 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? **Yes**

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant



Dated **23/Jul/2023**

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 or by contacting the Council on 01837 53179.

SMALL GRANT APPLICATION FORM (£500 maximum)



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity:

Meldon Viaduct Trust (Charity)

Registered Charity Number (if applicable): Charity 1084844 / Company 03625472

Registered address: Devon County Council, Room 180, County Hall, Topsham Road, Exeter, EX2 4QD

Contact name and address (if different): Matthew Roke

Email: [redacted]@gov.uk Phone/mobile: [redacted]

Contact's role within organisation: On behalf of [redacted]

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

In February 1999 the Meldon Viaduct Company was set up for the sole purpose of safeguarding and maintaining the Viaduct to ensure its future as a monument to Victorian engineering and as a valuable recreational resource to tourists and the local community of Okehampton.

What is your organisations total membership? The shareholders are Aggregates Industries Ltd, Dartmoor National Park, Devon County Council and West Devon Borough Council.

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 :

Payment details, if successful

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

- By Cheque payable to:
- 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:

Please contact  info@meltonviaduct.co.uk

Local Involvement

How does the organisation benefit the community?

Meldon Viaduct is one of only two examples of a wrought iron truss girder viaduct in Britain and its national importance is recognised by protection as a Scheduled Monument. In 1996 the viaduct was refurbished as part of the Dartmoor Way footpath and the Devon Coast to Coast cycle route. The panoramic views from the viaduct of Dartmoor and beyond attract many tourists and locals every year.

In 2003 the Trust requested contributions from local organisations to put towards the ongoing maintenance and future refurbishment. The Town Council recognising the importance of this structure to both the historic environment but also as a tourism and leisure attraction agreed to provide an annual contribution in the knowledge that the money is safeguarded within the Trust and will be used when it is needed.

Of the total membership, approximately how many reside in:

a) Okehampton? Unknown

b) Okehampton Hamlets? Unknown

Average number of members attending each meeting? 4

Number of meetings per year? 2

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 Meldon Viaduct Trust is supported by local grant contributions which are solely used to repair and maintain the viaduct.

The grant award will be retained along with other Partner Contributions to fund essential repairs & maintenance to the viaduct in 2023/24 financial year. Repair costs for 2023/24 are expected to be over £20,000, exact figures to be confirmed.

Additionally, a major refurbishment has been planned for 2029 since the Trust's inception in 1999. Consequently, there has always been a need to build up the reserves to provide match funding for a future grant application.

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.

Unknown

.....

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

.....

.....

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
Devon County Council	£9,200	Confirmed
Okehampton Hamlet	£500	Confirmed
Dartmoor Active Leisure	£1000	Not yet confirmed
Aggregate Industries	£5,300	Confirmed
Okehampton Utd Charity	£1000	Not yet confirmed

Is your organisation running fundraising activities for this project? No

When do you anticipate the money will be spent (date)? Major refurbishment due between now and 2029, survey underway.

Checklist:

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/

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? YES



2 Church Meadow
Okehampton
EX20 1LP
07782222404
0183752238

jeanandallenton@icloud.com

Grant Application to Okehampton Town Council

I am requesting grant funding of £3400 for

1. A third of the cost of putting on "Celebration in The Park" on July 9th, 2023.
2. A Contribution of £2000 towards to cost of erecting, looking after whilst up and dismantling The Christmas Lights.

The cost of Celebration in The Park was just over £4200, and it was agreed that OTC, OUC and OHPC would split the cost. Everything Okehampton has received £1400 from OUC and £1000 from OHPC.

Everything Okehampton is undertaking fund raising in the next few months. This will consist of selling 500 Okehampton Calendars and putting on a charity dinner in November.

However, these projects will not cover the cost of the Christmas Lights and we would therefore request a grant of £2000 to help with these costs.

	A	B	C	D	E
1	Everything Okehampton April 2022-March 2023				
2	Balance BF	£12,431.56			
3					
4	Income				£12,431.56
5	Grants	£4,000.00		Income	£6,583.30
6	Bags	£368.51		Expenditure	£9,433.33
7	Cards	£126.00			
8	Dinner	£612.01		Balance	£9,581.53
9	Calendar	£1,221.78			
10	EE	£255.00			
11					
12	Total	£6,583.30		Bank Balance	£9,581.53
13					
14	Expenditure				
15	Coronation	£840.98	Chair	C Marsh	<i>al/arl</i>
16	Adverts	£3,294.00			13.4.2023
17	Insurance	£379.72			
18	Lights	£4,337.87	Treasurer	ALB Fisher	<i>al/arl</i>
19	App	£580.76			13.4.2023
20	Total	£9,433.33			
21					
22	I have examined these financial				
23	statements as if Everything Okehampton				
24	was a registered charity. In the course of				
25	my examination no matter has come to my attention				
26	which gives me reasonable cause to believe				
27	that in any material aspect the requirements				
28	to keep accounting records and to				
29	prepare a financial statement has not been met;				
30	or to which in my opinion, attention should be drawn				
31	in order to enable a proper understanding of the financial				
32	statement to be reached				
33					
34	R Jennings	<i>16.4.23</i>			
35					

SMALL GRANT APPLICATION FORM (£500 maximum)



About your Group or Organisation

Name of group/organisation/charity:

Okehampton Simmons Bowling Club

Registered Charity Number (if applicable):

Registered address:

Simmons Park, Okehampton, EX20 1DX

Contact name and address (if different):

Okehampton, EX20 1NU

Email: info@okehamptonbowls.co.uk Phone/mobile

Contact's role within organisation: Treasurer

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

We provide activity for all ages and abilities to play bowls, giving both exercise and social interaction.

What is your organisations total membership? 112

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:

Payment details, if successful

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

- By Cheque payable to:Okehampton Simmons Bowling Club
-
- 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:

We would be delighted to have a cheque presentation which raises the profile of both Town Council and Bowling club.

We can do a cheque presentation anytime that would suit the Town Mayor just

Local Involvement

How does the organisation benefit the community?

We provide a valuable service allowing members of all ages to enjoy sport and social interaction in a lovely setting which benefits their health and allows them to partake in activities which are suited to all abilities.

Of the total membership, approximately how many reside in:

- a) Okehampton?100.....
- b) Okehampton Hamlets? ...12

Average number of members attending each meeting?approx 40

Number of meetings per year?26 weeks of the year at least and about 4/5 times a week

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.

After 25 years our trusted glass washer in the bar has stopped working and this is mainly the amount of use in the summer when our pub league is playing weekly raising money for local charities. It is used throughout the year at various events including Mayors Charity Day, Friendlies, County & League

.....
matches, not forgetting our social events through the winter. We also are a part of the GP referral scheme which helps people get back into healthy exercise.
.....

.....
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.

90% Live in Okehampton & 10% living in the Hamlets
.....
.....

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

Countertop Glasswasher £764.40 including VAT
.....
.....

What is the amount of grant requested? £382.20
.....

Are you contributing matched funding?Yes 50% = £382.20
.....

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)?31st October
.....

Checklist:

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
Is your application retrospective?	YES
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

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicantDated ...18/10/2023

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 or by contacting the Council on 01837 53179.



Okehampton District Community Transport Group

Okehampton Town Council

18.08.23

Dear Emma

We would like to apply for a grant of £1000 to allow us to continue to provide our much needed services. We have continued to see an increase in demand with many new clients registering to use our services. These services are a lifeline to many of our frail, disabled and socially isolated clients and we continue to strive to increase the options available for social as well as medical journeys.

Our latest accounts are available on the Charity Commission website.

I have also attached a general letter which I have sent to all Parish and Town Councils to request grants which gives more information about the current situation.

Yours sincerely

Sue Wonnacott

Manager



September 2023

Dear Sir/Madam

Consideration of the Ring & Ride and Community Car Services in your Parish Precept.

The Okehampton District Community Transport Group (ODCTG) exists to serve the older or more disabled members of our community by providing them with the means of getting about when they are unable to use either their own or public transport. We are very proud of our service, which has been in existence for 33 years.

Our Ring & Ride fifteen-seat minibus, which can cater easily for wheelchair passengers, does daily trips to and from Okehampton from different locations each day. All our passengers tell us how grateful they are for this service. For some it is the only day they get out of the house to meet other people.

Due to the increase in demand we now have two wheelchair accessible vehicles which are used for visits to doctors or hospitals, and also to supplement the minibus for other trips.

For those who prefer a more personal one-to-one service to get them to the doctor's or hospital or any social visits there is the Community Car Scheme which is provided by volunteer drivers using their own cars. Again our passengers express their appreciation of this service without which they would have great difficulty. As so many of our clients are in rural locations we run up a lot of 'dead' miles which we need to pay the driver but which the passengers do not pay for, to try and help those who find it difficult to pay for transport out of their income.

In 2016 we purchased a 15 seater minibus which we are using as a community bus, available to groups as well as our own lifestyle trips. The trips run each Tuesday and we also have Saturday and Sunday trips when we have an available driver. It is regularly booked by groups such as the Parkinsons, MS Group, local Church and youth groups. We keep the costs as low as possible, just covering our costs, however we do need to obtain funding for the ongoing insurance and regular servicing costs.

The demand for our car scheme continues to increase each year putting our service under pressure. We currently have over 1800 individual clients registered with our scheme plus we provide assistance with local care homes and facilities.

We have continued to have a huge increase in the number of new clients registering for our services which in turn has increased the number of requests we are receiving. Unfortunately this has led to us having to decline some bookings as our volunteers can only do so much! This is very disappointing to us and we are doing our best to recruit more volunteers to enable us to cover as many as possible.



STATISTICS

Ring & Ride - The annual figures have started to return to normal with 889 passengers being taken shopping into Okehampton and 12719 miles covered from April 2022 to March 2023.

Lifestyle Trips - These trips have become popular with an increase in new clients and people wanting to take advantage of a day out now that restrictions have been removed, we have taken 666 passengers to various destinations, covering 7464 miles. Often we have had to put on an extra vehicle so that we don't disappoint anyone.

We also had 30 private hires for our bus.

Volunteer Car & Wheelchair Accessible Scheme

April 2022 to March 2023

We carried 3130 passengers, 149 in wheelchairs on 5210 journeys. We received 642 cancellations and were unable to help 232 requests, mainly due to the extremely short notice provided but also the high demand on our volunteers. Our drivers covered 97658 miles and donated 8500 volunteer hours assisting our clients.

This scheme costs £26000 per year to run.

We cover a very rural area of approximately 274 square miles with transport out of our catchment area to healthcare appointments.

OTC
residents
→

We currently have 699 clients registered in your area, some of whom use us on a regular basis for the Ring and Ride shopping bus, for Wheelchair Accessible Transport, our Volunteer Car Scheme and lifestyle trips

Devon County Council and West Devon Borough Council currently provide funding to ODCTG, although DCC have not increased this in over 10 years and WDBC cut the grant by 50% last year and there are no guarantees that this funding will be available in future years. We do appreciate that in the present financial climate your Council may find it hard to finance all it wishes to do, but it is also now that we desperately need your support more than ever if we are to keep up our vital services. The general increases in all costs and especially the seemingly unstoppable rise in that of fuel means that our services are running at a loss. If your Council has supported us in the past, our most grateful thanks and the hope that you will be able to continue to do so. If not please, please, try and help us this year. Our budget is closely monitored by Devon County Council and they have approved our business plan for the forthcoming year. Our accounts have been filed with the Charity Commission on time every year and are available to view online.

Thank you for taking the time to read this letter, and to consider our request. Please do not hesitate to contact us if you would like to know more about us or you would like one of us to come and do a presentation at one of your meetings.

Yours sincerely

Mrs Sue Wonnacott
Manager



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From **1st April 2021** **Period start date** **To 31st March**
2022 **Period end date**

Charity name:

Okehampton District Community Transport

Group Charity registration number:

41577 Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provide transport facilities for persons who are elderly or disabled, poor, mothers with young children or people living in isolated areas where there are no adequate public transport facilities
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	A regular weekday bus service from different villages into Okehampton for shopping and social contact. We provide a voluntary door to door car service for transport to hospitals, medical centres and for shopping. We organise bus trips to local towns and other places of interest
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have noted the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Our shopping days, lifestyle trips and community cars provide a great service and our transport for medical and hospital appointments are a vital part of community welfare. Our services are widely appreciated by both our clients and the care community.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a sound financial position
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Group seeks to hold sufficient unrestricted reserves to cover gaps in funding or cash flow, and to ensure that all outstanding obligations can be met if it was decided to cease operations
Amount of reserves held	Para 1.22	£64272
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Drivers are organised by our Manager who reports to the Management Committee.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Proposed and voted onto the Management Committee during Committee meetings.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Okehampton District Community Transport Group
Other name the charity uses	Ring & Ride

13
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19
20

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
-----------------	------	---------

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg
Secretary,

Chair, etc)

Date

Graham Harding	Tony Leech
Treasurer	Chairman

1/9/22

**OKEHAMPTON DISTRICT COMMUNITY TRANSPORT GROUP
BALANCE SHEET 31ST MARCH 2022**

Balance Brought Forward	43589.50
Surplus for the Year	20682.07

64271.57

Nat West Bank	81948.27
Receipts not Credited	2204.53
Outstanding Expenses	1561.23
Accrued cost of new Citroen	18320.00
	64271.57

Outstanding Expenses

HMRC	BACS	516.40
Fuelcard	DD	528.14
Banking	INC	0.00
Littlejoh	266	10.00
Bray	267	30
Whitely	280	20.00
Baker	282	30
Netherw	283	20.00
100 Clut	288-9	50.00
Badges	291	20.00
Viking	BACS	86.33
WDBC	BACS	72.06
Drivers	BACS	178.30

1561.23

0

Receipts not Credited

Banking	1084.68
Wison	12.00
Seamoor Lotto	16.00
Drivers	301.05
Donation	50.00
Banking	740.8

2204.53

0

Vehicles

Mercedes	WA70SJO	01/21	£56,870
Ford	WA19FKL	07/19	£34,345
Mercedes	HV16NXU	05/16	£55,020
Citroen	WF61NHX	02/12	£14,915

Outstanding purchase	
Citroen Berlingo 1.2 Petrol	£20,320

**OKEHAMPTON DISTRICT COMMUNITY TRANSPORT GROUP
INCOME & EXPENDITURE ACCOUNT
1ST APRIL 2021 TO 31ST MARCH 2022**

Mar 31

	Mercedes WA70SJO	Mercedes HV16NXU	Ford WA19FKL	Citroen WF61NHX	Community Cars	TOTAL
Income						
School Contract	21836.67					21836.67
Fares	4027.00	4086.00	3253.95	1221.00	6620.44	19208.39
BSOG	1203.42	0.00	300.00	300.00		1803.42
	27067.09	4086.00	3553.95	1521.00	6620.44	42848.48
Expenses						
Drivers	23136.60	3564.20	188.10	144.90	2944.55	29978.35
Tax & Insurance	1794.14	1887.53	1167.86	984.96		5834.49
Service & Repairs	2058.42	2911.89	684.24	667.12		6321.67
Fuel	6778.10	1139.31	976.52	325.76		9219.69
	33767.26	9502.93	3016.72	2122.74	2944.55	51354.20
Services Surplus/Deficit	-6700.17	-5416.93	537.23	-601.74	3675.89	-8505.72
Fundraising						
DCC Grants					20246.00	
WDBC Grants					9442.00	
Oke TC & Parish Councils					4055.00	
Trusts & Foundations					1690.78	
Donations					26680.91	
HMRC Furlough & Gift Aid					2936.08	
Sale of Goods					3809.13	
Christmas Dinner					0.80	
100 Club					2784.00	71644.70
Administration Expenses						
Salaries					29408.69	
Stationery, Postage & Computers					1953.78	
Telephone					3121.24	
Insurance					1089.38	
Rent & Rates					5779.82	
Publicity					274.00	
100 Club					830.00	42456.91
Surplus/Deficit						20682.07

Examiners unqualified report

Independent Examiner's Report to the Trustees of

Okehampton District Community Transport Group

I report on the accounts of the Okehampton District Community Transport Group for the year ended 31st March 2022, attached.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts: you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

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


Independent examiner's statement

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

- (1) Which gives me reasonable cause to believe that in any material respect the requirements
- To keep accounting records in accordance with section 41 of the Act, and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

Have not been met, or

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

Name: Beverley Lawson 

Relevant professional qualification or body: Okehampton Golf Club

Address: Ockington, Northams Meadow, High Street, Okehampton, Devon, EX20 1JP

Date: 21st June 2022



**Torridge, North,
Mid & West Devon**

PO Box 113
The Ockment Centre
Okehampton
EX20 1AR

Adviceline: 0808 2787 999

Emma James - Town Clerk
Town Hall, Fore Street
Okehampton
Devon EX20 1AA
Tel: 01837 53179
townclerk@okehampton.gov.uk

25 August 2023

Dear Ms James,

**Citizens Advice Torridge, North Mid and West Devon - Okehampton Town Council
Grant Request**

I am writing to ask if you would please give consideration to a grant request of £5,000 to continue to support the valuable work of Citizens Advice in Okehampton. We are incredibly grateful for your Council's support that you have shown us over the years. Your grants have been paramount in supporting the increase in demand for advice in your area.

During the 2022-23 financial year, Citizens Advice Torridge, North, Mid and West Devon helped 676 residents from Okehampton town wards through online appointments, phone calls, webchats, letters, emails and face to face.

1640 issues were raised, which is a 52% rise on the 2021-22 financial year. The most common enquiry related to welfare benefits as the cost-of-living crisis impacted people's financial situations, with our clients looking for ways to maximise their income.

We helped clients access £392,860 of income gain during the year, by maximising their household income in the form of welfare support. This money is then brought into the local economy. This is an additional 92% on the previous year.

This was partly through the face-to-face service offered from the Ockment Centre but also by our digital advisers located in all our offices answering calls and emails from all the towns and villages in the 4 districts that we support.

On average a general advice session costs £94. This is an increase on last year because the length of client sessions has increased, due to issues becoming more complex. Also, higher supervisory staff costs and running costs. Therefore, the 676 Okehampton residents helped has cost the service over £63,500.

We are fortunate to continue to also have the very generous support of Okehampton United Charities for the town as well, of course, as grant funding from West Devon Borough Council and Devon County Council.

We ask that your Council consider contributing once again to the cost of our service that we provide for your residents. This includes recruiting and training and supporting volunteers to give accredited advice in complex areas as well as information and signposting. Few realise that Torridge, North, Mid & West Devon Citizens Advice is a Charity and not a government funded agency, which means we can only provide this service based on the funding we have been successful in securing for that year. As a charity, we rely on donations in the form of grants and other charitable funds to keep our doors open to the public and run a free service for the community.

Citizens Advice Torridge, North, Mid and West Devon offers a free, confidential service to all members of the public. We provide advice and information for the benefit of the individual and the community and many local residents come to us in difficult circumstances when they have no one else to turn to.

Volunteers & staff are recruited from the communities in which we work. We undertake an annual community, client and workforce profile to analysis the current workforce profile to ensure it is representative of the communities in which we work. All our recruitment policies & training focus on equity and diversity.

Our specialist training and advice giving, is regulated by the Financial Conduct Authority (FCA) and the Advice Quality Standard (AQS). We are also cybersecurity certified.

We are a trusted organisation and are regularly audited to demonstrate that our advice is accessible, effectively managed, and our advisors have the skills and knowledge to meet the needs of our clients.

We are a member of Citizens Advice, our National Body. We receive no funding from them and operate as a local, independent Charity. They provide a national database where we store client statistics. They provide us with the overarching policies and procedures required for the smooth running of the charity.

Should your councillors like further information, I would be happy to come and discuss our work within Okehampton in more detail. Please email me at vicki.rowe@ruraldevoncab.org.uk and we will arrange a mutually convenient time to meet. We attach our annual funding report and a copy of our annual accounts.

Yours sincerely,



Vicki Rowe

Chief

Executive

Officer

Citizens Advice Torridge, North, Mid and West Devon

Torridge, North, Mid and West Devon Citizens Advice Bureau

Statement of Financial Activities (including the Income and Expenditure Account)

Year ended 31 March 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income:					
Donations and Legacies	2	11,813	-	11,813	11,388
Charitable activities	3				
- Charitable activities from public bodies		364,316	-	364,316	370,470
- Charitable activities from non-public bodies		27,101	479,446	506,547	536,450
Investment income	4	6,482	-	6,482	15,359
Total income		409,712	479,446	889,158	933,667
Expenditure					
Charitable activities	5	404,241	495,038	899,279	836,466
Total expenditure		404,241	495,038	899,279	836,466
Net income / (expenditure)		5,471	(15,592)	(10,121)	97,201
Transfers between funds		(3,389)	3,389	-	-
Net movement in funds		2,082	(12,203)	(10,121)	97,201
Reconciliation of funds					
Total funds brought forward	14	431,163	18,630	449,793	352,592
Total funds carried forward	14	433,245	6,427	439,672	449,793

The notes on pages 17 to 28 form an integral part of these Financial Statements.

Torridge, North, Mid and West Devon Citizens Advice Bureau

Balance Sheet

Company Number: 03520698

As at 31 March 2022

	Note	Total funds 2022 £	Total funds 2021 £
Fixed assets			
Tangible assets	9	137,273	142,849
Investment property	9	190,625	190,625
		<u>327,898</u>	<u>333,474</u>
Current assets			
Debtors	10	37,285	22,945
Cash at bank and in hand		306,050	329,213
		<u>343,335</u>	<u>352,158</u>
Creditors: Amounts due within one year	11	(175,589)	(87,331)
Net current assets		<u>167,746</u>	<u>264,827</u>
Total assets less current liabilities		<u>495,644</u>	<u>598,301</u>
Creditors: Amounts due in more than one year	12	-	(93,937)
Provisions for liabilities	13b	(55,972)	(54,571)
Net assets		<u>439,672</u>	<u>449,793</u>
Unrestricted income funds			
<i>Designated funds</i>			
- Assets Fund		147,129	147,129
- Redundancy Fund		48,506	48,506
- Property Repair and Maintenance Fund		32,910	32,910
- Business Development Fund		17,579	17,579
- Covid Recovery Fund		45,000	45,000
<i>Undesignated funds – 'free reserves'</i>		142,121	140,039
	14	<u>433,245</u>	<u>431,163</u>
Restricted income funds	14	6,427	18,630
Total Charity funds		<u>439,672</u>	<u>449,793</u>

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2022

14. Particulars of individual funds (continued)

2021 Comparative Note

	Funds at 2020	Incoming resources	Outgoing resources	Transfers /gains & (losses)	Funds at 2021
	£	£	£	£	£
Unrestricted funds:					
<i>Designated funds</i>					
Asset fund	148,531	-	-	(1,402)	147,129
Redundancy fund	44,097	-	-	4,409	48,506
Property repair and maintenance fund	12,910	-	-	20,000	32,910
Business development fund	17,579	-	-	-	17,579
Covid recovery fund	-	-	-	45,000	45,000
<i>Undesignated funds</i> <i>('free' reserves)</i>	125,335	449,568	(360,119)	(74,745)	140,039
	348,452	449,568	(360,119)	(6,738)	431,163
Restricted funds:					
Money Advice Service-MaPS funded	-	75,352	(76,014)	662	-
Macmillan	-	99,009	(98,938)	(71)	-
Henry Smith Debt Project	-	42,450	(38,820)	-	3,630
Heat Well for Less	-	25,731	(25,772)	41	-
Quids for Kids	-	19,080	(19,706)	626	-
Fairer Charging	-	24,385	(24,385)	-	-
HealthWatch	-	27,544	(27,595)	51	-
Action for children	-	10,900	(11,015)	115	-
GP Surgery Bideford	-	582	(1,746)	1,164	-
Universal Credit	-	101,561	(101,134)	(427)	-
Memory Café	4,524	7,761	(10,429)	(1,856)	-
BEIS funded IT and advice line	-	34,360	(40,793)	6,433	-
Okehampton United	-	15,000	-	-	15,000
Charities- face to face					
Social Prescribing	(384)	384	-	-	-
	4,140	484,099	(476,347)	6,738	18,630
	352,592	933,667	(836,466)	-	449,793

Torridge, North, Mid and West Devon Citizens Advice Bureau

Notes to the Financial Statements

For the Year Ended 31 March 2022

15. Share Capital

The charity is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

All trustees are members of the company and the number of members at 31 March 2022 was 26 (2021: 23)

16. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	327,898	-	327,898
Net current assets	161,319	6,427	167,746
Non-current liabilities	(55,972)	-	(55,972)
	<u>433,245</u>	<u>6,427</u>	<u>439,672</u>

2021 Comparative note

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	333,474	-	333,474
Net current assets	246,197	18,630	264,827
Non-current liabilities	(148,508)	-	(148,508)
	<u>431,163</u>	<u>18,630</u>	<u>449,793</u>

17. Reconciliation of net income/(expenditure) to net cash flows from operating activities

	2022 £	2021 £
Net income/(expenditure) for the reporting period	(10,121)	97,021
Adjustments for:		
Depreciation charge	5,576	5,743
Interest and rents from investment property	(6,482)	(15,359)
(Increase)/decrease in debtors	(14,340)	3,716
Increase in creditors & provision	11,731	3,858
Net cash (used in)/provided by operating activities	<u>(13,636)</u>	<u>95,159</u>

18. Post balance sheet event.

On 29 April 2022, the premises owned by the Charity in Bideford was sold for £338,000. This property was held partly as an investment property and partly as a fixed asset. The sale of the property has the impact of reducing fixed assets and increasing cash. A small profit was made on the sale after repayment of the loan and all other costs.