

£3000 +

CA Advice

GRANT APPLICATION FORM



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity:
Citizens Advice Torridge, North, Mid & West Devon

Registered Charity Number (if applicable): 1068496

Registered address: Centenary House, Peninsula Park, Rydon Lane, Exeter, Devon EX2 7XE

Contact name and address (if different): ~~Resonance Training~~
Citizens Advice Torridge, North, Mid & West Devon
PO Box 113, The Ockment Centre, Okehampton EX20 9BL

Email: @citizensadvice.org.uk

Contact's role within organisation: CEO and Trustee Support Officer

Please give brief details of the principal role of the organisation: Citizens Advice Torridge, North, Mid & West Devon is a local charity providing free, independent, confidential and impartial advice on all subjects to members of the local community. We will help anyone who comes to us asking for help to resolve their problems, irrespective of who they are or what the nature of their problem is. We understand that not everyone understands what rights and responsibilities are available to them or know about the help that they can have. We also understand that some people are less able to advocate for themselves and we aim to ensure that nobody suffers as a result of this. In addition to giving advice, we will campaign for fairness within our society and provide documented evidence to stakeholders to influence government policy.

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 face to face advice in the Ockment Centre in Okehampton as well as providing a free, local telephone service. Our services are available to support any resident in the Okehampton area and surrounding Hamlets that needs our advice. We provide a free, confidential, impartial service and we value diversity, promote equity and challenge discrimination; principles that are embedded within the culture of our organisation and reflected in our work. Our financial advice is regulated by the Financial Conduct Authority (FCA), and we have the Advice Quality Standard (AQS) accreditation. We now also have casework status in Debt, Welfare Benefits, Health & Community Care, Disability, Housing and Consumer recognising that we are working at the highest level of advice. We are Cybersecurity Plus certified.

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

In the financial year 2025-26 we helped 636 people in Okehampton with a total of 2,171 problems. In so-doing, we uplifted household income by £752,341. 70% of people we help tell us that they feel less stressed, depressed and anxious thanks to our help. 47% of people say their health has improved thanks to our help and 76% of people say that we completely resolved their problem. 86% of people would recommend us and 86% of people say they would not have been able to resolve their problem without our intervention. We therefore provide a crucially important service within the local communities.

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

a) **Okehampton?** In 2025-26 we helped 509 Okehampton residents
.....

b) **Okehampton Hamlets?** In 2025-26 we helped 127 residents in Okehampton Hamlets
.....

Average number of Okehampton beneficiaries attending each meeting/activity? 100%

Number of meetings/activities per year? We are available 5 days per week all year round with the exception of the period between Christmas and New Year when we are closed. Okehampton is unique within our organisation in that we are able to provide face-to-face advice on three days per week. Elsewhere this service is only available on two days per 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.

The cost of living crisis continues to worsen particularly as increased fuel costs impact on so many aspects of day to day living. Increasing numbers of people are seeking our help and the problems that they have are increasingly complex and take more time to resolve. In order to mitigate unmet demand, therefore, we not only need to retain our paid adviser in our Okehampton office, we need to recruit and train more volunteers. Currently it costs £1,650 to train one new volunteer to the point whereby they can work with clients and we have the costs of ongoing mentoring, training and support. Our operating costs continue to rise but our abiding aspiration is to help more people and reduce unmet demand.

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: We aim to recruit 3 new volunteers in Okehampton at a cost of £4,950. The balance of our grant request would contribute to the retention of our paid adviser in the Okehampton office.

What is the amount of grant requested? £8,000

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 West Devon Borough Council Parish Councils Partnerships with Macmillan, Money and Pensions Service, Energy Redress		

Is your organisation running fundraising activities for this project? Not as such but we apply for support where we see an opportunity as outlined above.

When do you anticipate the money will be spent (date)? 1 year from receipt of funding.....

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: Citizens Advice Torridge, North, Mid & West Devon

Account Number:

If you are successful your own bank would like to know about the grant. Please state the date to be agreed. Please indicate below any relevant contact details in the event of those above.....

Contact Vicki Rowe, Chief Executive Officer: 01237 879140 and/or 01866 287200.....

vicki.rowe@citizensadvice.org.uk.....

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

Dated 30th. April 2026.....

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.



Torrige, North, Mid & West Devon

Mrs. Emma James, Town Clerk
Okehampton Town Council
Town Hall
Fore Street
Okehampton
EX20 1AA

30th. April 2026

Dear Mrs. James,

Ref: Grant Funding Application

I am pleased to attach our completed application together with supporting documents as stipulated in your guidance.

Our Charity is fortunate to have enjoyed the support of Okehampton Town Council and Okehampton United Charities which has enabled us to maintain our presence in the town at the Ockment Centre, providing face-to-face advice to residents in Okehampton and surrounding Hamlets 3 days a week.

We are able to provide extended service in Okehampton as we have a trained, paid adviser available who we wish to retain. We are conscious that as people’s problems become more complex and the cost-of-living crisis remains unrelenting, increasing numbers of people need our help and we have unmet demand. In order to mitigate this, we not only need to retain our paid adviser, we urgently need to recruit and train additional volunteers. Whilst we also provide advice via our free, local AdviceLine telephone service as well as email advice, we recognise that the provision of a face-to-face service is crucial particularly to vulnerable clients.

I shall be more than happy to come to your meeting, give a brief presentation supporting this application and answer any questions Town Councillors may have about the work that we do and the benefit to the local community.

We attach our latest audited accounts and our Articles of Association. Our Budget is an internal document, but it is balanced and includes ongoing support from Okehampton Town Council.

Yours sincerely



Torrige, North, Mid and West Devon Citizens Advice is authorised and regulated by the Financial Conduct Authority (FRN617776). If you're not happy with the service or advice you receive you have the right to make a complaint. If TNMWD CA are not able to resolve your complaint you can ask the financial ombudsman service to investigate for you. Full details of our complaints policy can be found at

www.citizensadvice.org.uk/about-us/contact-us/complaints and details of the financial ombudsman service can be found at www.financial-ombudsman.org.uk

We are a charity – please support us by making a donation



Charity registration number 1068496
Company Limited by Guarantee
Registered number 03520698 England
VAT Registration number 243490903
VICKI ROWE- CEO

Torrige, North, Mid and West Devon Citizens Advice Bureau

Statement of Financial Activities (including the Income and Expenditure Account) Year ended 31 March 2025

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income:					
Donations and Legacies	2	6,020	-	6,020	7,143
Charitable activities	3				
- Charitable activities from public bodies		374,445	8,000	382,445	437,760
- Charitable activities from non-public bodies		66,306	824,479	890,785	870,526
Investment income	4	15,704	-	15,704	5,588
Total income		462,475	832,479	1,294,954	1,321,017
Expenditure					
Charitable activities	5	570,406	848,349	1,418,755	1,297,134
Total expenditure		570,406	848,349	1,418,755	1,297,134
Net income / (expenditure)		(107,931)	(15,870)	(123,801)	23,883
Transfers between funds		(9,530)	9,530	-	-
Net movement in funds		(117,461)	(6,340)	(123,801)	23,883
Reconciliation of funds					
Total funds brought forward	14	397,539	6,340	403,879	379,996
Total funds carried forward	14	280,078	-	280,078	403,879

The notes on pages 19 to 30 form an integral part of these Financial Statements.

Torrige, North, Mid and West Devon Citizens Advice Bureau

Balance Sheet

Company Number: 03520698

As at 31 March 2025

	Note	Total funds 2025 £	Total funds 2024 £
Fixed assets			
Tangible assets	9	4,536	6,621
		<u>4,536</u>	<u>6,621</u>
Current assets			
Debtors	10	75,063	29,495
Cash at bank and in hand		375,371	579,778
		<u>450,434</u>	<u>609,273</u>
Creditors: Amounts due within one year	11	(171,892)	(211,015)
		<u>278,542</u>	<u>398,258</u>
Net current assets			
		<u>278,542</u>	<u>398,258</u>
Total assets less current liabilities		<u>283,078</u>	<u>404,879</u>
Provisions for liabilities	13	(3,000)	(1,000)
		<u>280,078</u>	<u>403,879</u>
Net assets		<u>280,078</u>	<u>403,879</u>
Unrestricted income funds			
<i>Designated funds</i>			
- Redundancy Fund		71,532	89,394
- Business Development Fund		-	49,517
- IT replacement and additions		15,000	40,000
- Property reserve		10,000	30,000
- Sickness cover fund		10,000	10,000
<i>Undesignated funds – 'free reserves'</i>		173,546	178,628
		<u>280,078</u>	<u>397,539</u>
Restricted income funds	14	-	6,340
	14	<u>-</u>	<u>6,340</u>
Total Charity funds		<u>280,078</u>	<u>403,879</u>

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the board of trustees on 18 September 2025 and were signed on their behalf by

CONFIDENTIAL

GRANT APPLICATION FORM



Okehampton Inwon Council

About your Group or Organisation

Name of group/organisation/charity:

The Ockment Centre

Registered Charity Number (if applicable):

1113703

Registered address: North Street

Okehampton

Devon EX20 1AR

Contact name and address (if different):



Email: Contact@ockmentcentre.org

Phone/mobile:

Contact's role within organisation:

Team Manager

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

We are Okehampton

Community Centre that serves the community providing signposting, a work club, a community fridge and garden. We provide rooms for hire and catering options to support this.

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 a warm, welcoming community information hub and services. We support all our local groups and the Citizens Advice.

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

150 - 500 each day

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

- a) Okehampton? 70% approx
- b) Okehampton Hamlets? 25% approx

Average number of Okehampton beneficiaries attending each meeting/activity? 10-45

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.

The grant will help towards keeping the reception staffed. This provides the community with a warm welcome, signposting services and reception services for local groups using the centre.

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.

Based on a educated estimated guess from engaging with our visitors, 70% Okehampton and 25% hamlets.

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
United Charities for walk clubs	£9,672-96	
Coronation Food Project	£4,890-00	

Is your organisation running fundraising activities for this project?

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

- a) Okehampton? 70% approx
- b) Okehampton Hamlets? 25% approx

Average number of Okehampton beneficiaries attending each meeting/activity? 10-45

Number of meetings/activities per year? 2,500

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Based on a educated estimated guess from engaging with our visitors, 70% Okehampton and 25% hamlets.

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
United Charities for Walk Club	£9,672-96	
Coronation Food Project	£4,890-00	

Is your organisation running fundraising activities for this project?

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

Account Name: OCKMENT CENTRE

Account Number:

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

.....
.....

I have read the guidance and 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 30.3.26

The information that you provide will be held by the 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.

Profit and Loss Budget
For Period Ending 31 March 2027

Account number	Account description	1 - 30 Apr 26	1 - 31 May 26	1 - 30 Jun 26	1 - 31 Jul 26	1 - 31 Aug 26	1 - 30 Sep 26	1 - 31 Oct 26	1 - 30 Nov 26	1 - 31 Dec 26	1 - 31 Jan 27	1 - 28 Feb 27	1 - 31 Mar 27
2121	Sales	8,500	7,600	8,600	9,600	7,800	8,600	9,600	9,600	8,700	9,600	9,600	9,600
4000	Outside catering	-	100	100	100	100	100	100	100	200	100	100	100
4010	Sales - refreshments	500	500	500	500	500	500	500	500	500	500	500	500
	Sales - rooms	6,000	7,000	9,000	9,000	7,000	8,000	9,000	9,000	8,000	9,000	9,000	9,000
4940	Other Income	9,000	-	-	-	-	-	-	-	-	-	-	-
	Funding	9,000	-	-	-	-	-	-	-	-	-	-	-
	Total Sales	17,500	7,600	9,600	9,600	7,800	8,600	9,600	9,600	8,700	9,600	9,600	9,600
2021	Direct Expenses	50	70	70	70	70	70	70	70	90	70	70	70
5000	Outside catering costs	20	20	20	20	20	20	20	20	20	20	20	20
	Cost of Sales - Goods	50	50	50	50	50	50	50	50	50	50	50	50
	Gross Profit (Loss) %	17,450	7,530	9,530	9,530	7,530	8,530	9,530	9,530	8,610	9,530	9,530	9,530
	Gross Profit (Loss) %	99.71%	99.08%	99.27%	99.27%	99.08%	99.19%	99.27%	99.27%	98.97%	99.27%	99.27%	99.27%
7000	Overheads	8,824	8,074	8,344	8,394	7,894	11,924	8,624	9,824	8,974	9,024	8,424	8,774
7030	Employee Wages and Salaries	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
7110	Employer's Pension	195	195	195	195	195	195	195	195	195	195	195	195
7130	Water Rates	500	-	-	500	-	-	500	-	-	500	-	-
7130	Premises Insurance	-	-	-	-	-	3,500	-	-	-	-	-	-
7200	Electricity	500	450	450	450	450	450	500	600	600	600	600	500
7210	Gas & Oil	400	200	20	20	20	100	200	400	500	500	400	400
7520	Office Stationery	10	10	10	10	10	10	10	10	10	10	10	10
7540	Internet Charges	-	-	450	-	-	450	-	-	450	-	-	450
7610	Accountancy Fees	-	-	-	-	-	-	-	1,400	-	-	-	-
7600	Repairs and Renewals	50	50	50	50	50	50	50	50	50	50	50	50
7810	Cleaning	50	50	50	50	50	50	50	50	50	50	50	50
7820	Waste	80	80	80	80	80	80	80	80	80	80	80	80
8210	Subscriptions	39	39	39	39	39	39	39	39	39	39	39	39
	Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-
	Taxation	-	-	-	-	-	-	-	-	-	-	-	-
	Total Overheads	8,824	8,074	8,344	8,394	7,894	11,924	8,624	9,824	8,974	9,024	8,424	8,774
	Net Profit (Loss)	8,626	8,644	1,196	1,136	204	(3,394)	908	(204)	(344)	506	1,108	758
	Net Profit (Loss) %	49.29%	(1.18%)	12.35%	11.83%	(6.79%)	(39.47%)	9.44%	(3.05%)	(4.16%)	5.27%	11.52%	7.86%

Profit and Loss Budget

For Period Ending 31 March 2027

Account number	Account description	1 Apr 26 - 31 Mar 27 Budget YTD
	Sales	108,200
2121	Outside catering	1,200
4000	Sales - refreshments	6,000
4010	Sales - rooms	101,000
	Other Income	9,000
4840	Funding	9,000
	Total Sales	117,200
	Direct Expenses	840
2021	Outside catering costs	240
5000	Cost of Sales - Goods	600
	Gross Profit/(Loss)	116,360
	Gross Profit/(Loss) %	99.28%
	Overheads	107,098
7000	Employee Wages and Salaries	84,000
7030	Employer's Pension	2,340
7110	Water Rates	2,000
7130	Premises Insurance	3,500
7200	Electricity	6,150
7210	Gas & Oil	3,160
7520	Office Stationery	120
7540	Internet Charges	1,800
7810	Accountancy Fees	1,400
7800	Repairs and Renewals	600
7810	Cleaning	600
7820	Waste	960
8210	Subscriptions	488
	Other Expenses	-
	Taxation	-
	Total Overheads	107,098
	Net Profit/(Loss)	9,262
	Net Profit/(Loss) %	7.90%

Ockment Centre

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	3	17,164	6,983	24,147	34,508
Charitable activities	4	4,125	-	4,125	3,790
Other trading activities	5	79,393	-	79,393	85,199
Investment income	6	2,006	-	2,006	1,709
Total income		102,688	6,983	109,671	125,206
Expenditure on:					
Raising funds		2,793	(2,793)	-	-
Charitable activities	7	(112,326)	(4,988)	(117,314)	(101,873)
Total expenditure		(109,533)	(7,781)	(117,314)	(101,873)
Net (expenditure)/income		(6,845)	(798)	(7,643)	23,333
Net movement in funds		(6,845)	(798)	(7,643)	23,333
Reconciliation of funds					
Total funds brought forward		152,943	105,590	258,533	235,200
Total funds carried forward	16	146,098	104,792	250,890	258,533

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

The funds breakdown for 2024 is shown in note 16.

The notes on pages 8 to 16 form an integral part of these financial statements.

Ockment Centre

**(Registration number: 05713281)
Balance Sheet as at 31 March 2025**

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	12	82,056	82,616
Current assets			
Debtors	13	6,967	9,299
Cash at bank and in hand		<u>167,992</u>	<u>176,560</u>
		174,959	185,859
Creditors: Amounts falling due within one year	14	<u>(6,125)</u>	<u>(9,942)</u>
Net current assets		<u>168,834</u>	<u>175,917</u>
Net assets		<u>250,890</u>	<u>258,533</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		104,792	105,590
Unrestricted income funds			
Unrestricted funds		<u>146,098</u>	<u>152,943</u>
Total funds	16	<u>250,890</u>	<u>258,533</u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 6 to 16 were approved by the trustees, and authorised for issue on 7/11/25 and signed on their behalf by:



The notes on pages 8 to 16 form an integral part of these financial statements.

Okement Centre
North Street
Okehampton
EX20 1AR

April 9th, 2026

To Okehampton Town Council,

I write this letter in support of our application for funding support for the **Okehampton Health and Wellbeing Event**.

Our application seeks funding to support the delivery of a community event that brings together organisations from the Voluntary, Community and Social Enterprise (VCSE) sector. These organisations play an important role in improving awareness, accessibility, and collaboration across local support services.

The event will provide an opportunity for community organisations to showcase the services and activities they offer, helping residents better understand the range of support available within Okehampton Town and the surrounding Okehampton Hamlets. By bringing organisations together in one accessible location, the event will enable residents to connect with services that support their health, wellbeing, social needs, and community participation.

The event will also support partnership working within the VCSE sector by creating opportunities for organisations to share knowledge, build relationships, and strengthen local networks.

Although the event will take place in Okehampton Town, it will be widely promoted to surrounding rural communities where residents may face additional barriers to accessing information and services. This will help ensure that people living in more isolated areas have equal access to information, advice, and local support.

We are requesting **£750** to support the delivery of this community event. The funding will contribute towards venue hire, promotion and marketing, event materials, and coordination to ensure the event is accessible, well attended, and able to effectively showcase local services.

The event will directly benefit residents of Okehampton by increasing awareness of local services and improving access to information, advice, and community opportunities. We expect approximately 240 - 270 people to attend, with an estimated 74% of attendees being residents from Okehampton Town (178 and 200) and 26% of attendees being residents from Okehampton Hamlets (62 and 70).

Many of the organisations participating provide services that operate within Okehampton Town. As a result, the benefits will extend beyond those attending on the day, as residents will gain greater awareness of support they can access throughout the year.

While the event will also attract attendees from surrounding rural communities, hosting it within Okehampton Town strengthens the town's role as a central hub for community engagement, information, and access to support services.

Headline Outcomes

- 1. Improved awareness of local services**
Residents of Okehampton will have increased awareness of the range of voluntary, community, and social enterprise (VCSE) services available to support health, wellbeing, and community participation.
- 2. Better access to information and support**
Approximately 240–270 attendees, will benefit from direct access to information, advice, and signposting to local services.
- 3. Stronger community collaboration**
Bringing together 20 - 30 local organisations will strengthen partnership working across the VCSE sector, improving coordination of support for residents across Okehampton Town and the surrounding rural communities.

In conclusion, I would ask for your consideration of this event which aims to strengthen community wellbeing and resilience in Okehampton and Hamlets by improving awareness of local support, encouraging community participation, and ensuring residents can more easily access the services and organisations that support their health, wellbeing, and social connections.

Many thanks for the time taken in considering our application.



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

a) Okehampton?
1 2 6 0

b) Okehampton Hamlets? 7 4

Average number of Okehampton beneficiaries attending each meeting/activity? 252 Okehampton residents have taken 1516 journeys in 2025/26

Number of meetings/activities per year? 3 6 6 9 j o u r n e y s i n 2 0 2 5 / 2 6

.....

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 is intended for our core services, meeting the cost of running our vehicles, and the wider costs of operating a charity.

.....
.....
.....
.....
.....

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.

Brightley 0.7%

Southcott 0.2

Meldon 0.5%

Stockley 4.39%

.Data extracted from our booking system

.....
.....

Please supply full costings of the project, equipment or activity: Our community car scheme costs £32000 per year. Our vehicle maintenance is £25000

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

Are you contributing matched funding? We are seeking funds from local grant giving organisations and national funding streams.

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

Organisation	Amount	Outcome if known
Parish councils	Variable	Tbc
Masons Community Foundation	£5000	Last installment of 3 year funding
DCC (Ring & Ride)	19914	Confirmed
WDBC	£6533	Confirmed for 2026/27

Is your organisation running fundraising activities for this project? .Yes, coffee mornings, attending community events.....

When do you anticipate the money will be spent (date)? April 26 – March 27

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? **NO**
- 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 £400 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: Natwest.....
- Account Name: ODCTG

Account Number:

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

.....
.....

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 28th April 2026.....

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.

Profit and Loss

Okehampton District Community Transport Group
For the year ended 31 March 2025

	2025
Turnover	
BSOG Citroen	650.00
BSOG Ford	650.00
BSOG Mercedes	650.00
BSOG Ring & Ride	3,316.78
Citroen Income	1,412.00
DCC Grants	19,148.00
DCC School Contract	23,977.04
Fares for Community Cars	4,616.07
Ford Income	5,358.95
Mercedes Income	10,787.20
Oke TC and PC Grants	3,470.00
Ring & Ride Income	7,638.50
Trusts and Foundations Grants	21,400.00
WDBC Grants	6,533.00
Total Turnover	109,607.54
Cost of Sales	
Drivers Community Cars	1,722.81
Drivers Mercedes	5,053.96
Drivers Ring & Ride	26,975.67
Fuel Costs Citroen	394.87
Fuel Costs Ford	1,505.47
Fuel Costs Mercedes	2,707.78
Fuel Costs Ring & Ride	6,298.70
Service & Repairs Citroen	426.32
Service & Repairs Ford	1,213.27
Service & Repairs Mercedes	2,149.26
Service & Repairs Ring & Ride	2,280.61
Tax & Insurance Citroen	900.00
Tax & Insurance Ford	1,100.00
Tax & Insurance Mercedes	1,615.00
Tax & Insurance Ring & Ride	1,689.76
Total Cost of Sales	56,433.48
Gross Profit	53,174.06
Administrative Costs	
100 Club Prizes	650.00
Bank Charges	296.72
Employer Pensions	256.34
Insurance	1,140.70
Professional Fees & Subscriptions	134.96
Rent & Rates	7,073.76
Salaries & Wages Administration	48,161.54
Stationery, Postage and Computing	3,601.12
Telephone	3,378.88
Total Administrative Costs	64,894.02
Operating Profit	(11,719.96)
Other Income	
100 Club Income	790.00
Bank Interest	1,131.41
Donations	4,953.16
Gift Aid	3,462.90
Total Other Income	10,337.47
Profit on Ordinary Activities Before Taxation	(1,382.49)
Profit after Taxation	(1,382.49)

Balance Sheet

Okehampton District Community Transport Group
As at 31 March 2025

31 Mar 2025

Fixed Assets

Tangible Assets

Depreciation on Motor Vehicles

(166,955.00)

Motor Vehicles

166,955.00

Total Tangible Assets

-

Total Fixed Assets

-

Current Assets

Cash at bank and in hand

OKEHAMPTON DISTRICT

13,434.09

Total Cash at bank and in hand

13,434.09

Bank 35 Day Deposit Account

10,593.22

Bank 95 Day Deposit Account

21,066.35

Total Current Assets

45,093.66

Creditors: amounts falling due within one year

Accruals

2,332.04

Debtors & Prepayments

(1,182.10)

Total Creditors: amounts falling due within one year

1,149.94

Net Current Assets (Liabilities)

43,943.72

Total Assets less Current Liabilities

43,943.72

Net Assets

43,943.72

Capital and Reserves

Current Year Earnings

(1,382.49)

Retained Earnings

45,326.21

Total Capital and Reserves

43,943.72



Unit 3 Okehampton Business Park
High Stockley Mead
Okehampton
Devon
EX20 1FJ
Tel: 01837 55000
www.odctg.co.uk
Email: manager@odctg.co.uk

Attn: Accounts Officer
Tracey Bryant
Okehampton Town Council
Fore Street
Okehampton
EX20 1AA

29th April 2026

Dear Tracey

ODCTG Request for a grant funding 2026/27

We are respectfully requesting a grant of £5000.

The demand for our services continues, and we are finding that our beneficiaries needs are becoming more complex. We recruited 9 new drivers in the year 25/26, 2 of which have become "bus "buddy's" helping those who would like to join our trips but lack the confidence and/or have a physical disability which prevents them from doing so.

Our own effort in raising funds continues, with various community events being held throughout the year. Our coffee mornings continue to be successful, and our clients have been very generous with their donations. We also seek funding from grant giving organisations and local funding streams.

We are seeing on average 18 new clients sign up monthly, in total we have 2115 clients of which;

- 1260 are in Okehampton
- 74 clients within Okehampton Hamlets

Our latest accounts for 2025/26 are available on the charities commission website.

We thank you for your continued support and appreciate all the assistance you can and do give to us, and if you require any further information please contact me.

Kind regards



Charity Number 1024617

GRANT APPLICATION FORM



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity: Okehampton Pride

Registered Charity Number (if applicable): N/A

Registered address:

Contact name and address:

Email: okehamptonpride@gmail.com Phone/mobile:

Contact's role within organisation: Founder / Co-Chair

Please give brief details of the principal role of the organisation: To provide a pride event in Okehampton to help improve diversity & inclusion in the local area

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? It provides LGBTQIA+ people with a safe space in the community to express themselves freely.

How many people in total use your organisation? ... Total throughout the year is around 300

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

a) Okehampton? 50%

b) Okehampton Hamlets? 50%

Average number of Okehampton beneficiaries attending each meeting/activity? Meetings 6 Activities 100

Number of meetings/activities per year? Currently 3 events with hope to expand

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 Pride on 18th July, Simmons Park, again
re-attending the purpose of providing a safe space for the
community & helping to raise awareness.
We would like to hold events & meetings throughout the
year

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.

Impossible to judge

Please supply full costings of the project, equipment or activity: Cost can be explained through contacting Council

What is the amount of grant requested? £ 3000

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
None		

Is your organisation running fundraising activities for this project? Yes

When do you anticipate the money will be spent (date)? 18th July 2026

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: *Okehampton Pride*
- Account Number:

If your application is successful, the Town Council will issue a grant presentation agreement to you at a date to be agreed. Please indicate below any relevant details of other grants you have received or are applying for:

.....
.....

I have read the guidelines and understand that grants are only available to organisations operating locally in Okehampton and that I have answered all questions to the best of my knowledge and ability.

Signature of applicant: Dated *16/4/26*

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 Pride



29/04/2026

Dear Town Council,

I am writing this supporting letter for the Okehampton Pride's grant application. We have requested £3000.00 to help fund our Pride event in Simmons Park on Saturday 18th July 2026.

I would like to share the many ways a local Pride event serves as a transformative force for both our town's residents and the wider region. Beyond the vibrant celebration, Pride events provide essential social, health, and economic benefits that strengthen the fabric of our community.

Benefits for Town Residents

- Fostering Belonging and Reducing Isolation:** For many LGBTQ+ residents, particularly those in smaller towns or rural areas such as ours, Pride is a vital "lifeline" that combats social isolation. It provides a visible, safe space where individuals can connect with others, helping to break down "invisible barriers" and allowing people to feel they can finally be their authentic selves.
- Mental Health and Wellbeing:** By promoting inclusivity, these events aim to reduce the stress and anxiety associated with discrimination. They also serve as hubs for awareness, connecting residents with critical support services and charities like The Eddystone Trust and Space Youth Services.
- Empowering Local Youth:** A local Pride event provides LGBTQ+ youth with much-needed role models and resources within their own community, showing them they are seen and respected where they live, rather than only in distant large cities.
- Building Community Ties:** Pride is for everyone. It invites allies, families, and neighbours to celebrate diversity together, fostering empathy and education that dismantles prejudice and strengthens social bonds across the whole town.

Wider Regional and Economic Benefits

- Boosting the Local Economy:** Pride events are proving to be significant drivers of tourism . They attract visitors who support local businesses. Many regional festivals in other areas have seen surges in local trade as a direct result of these festivities.
- Enhancing Town Reputation:** Successfully hosting a Pride event signals that our town is "open, progressive, and diverse". This image makes the area more attractive to a broader range of visitors which can lead to long-term economic growth and increased "pride in place".
- Supporting Local Charities:** Many Pride events serve as fundraisers for local charities and community interest groups, reinvesting revenue back into community initiatives and support services that benefit the entire area.

In summary, a local Pride event is more than just a celebration—it is a commitment to the inclusivity of every resident and an investment in our town's future as a welcoming, vibrant, and safe destination.

Sincerely,





Issue date: 1 April 2026

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

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



40400 B



COMMUNITY ACCOUNT

OKEHAMPTON PRIDE

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

Account summary

Balance On 27 Feb 2026	£1,098.65
Total Paid In	£0.00
Total Paid Out	£64.15
Balance On 17 Mar 2026	£1,034.50

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
27 Feb 26		STATEMENT OPENING BALANCE			1,098.65
04 Mar 26	DEB	J&S... £0.00		29.90	1,068.75
04 Mar 26	DEB	D... £0.00		30.00	1,038.75
17 Mar 26	PAY	S... 3295767		4.25	1,034.50
17 Mar 26		STATEMENT CLOSING BALANCE	0.00	64.15	1,034.50

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

Payment types:

DEB - Debit Card PAY - Payment

Support for charities and not-for-profit organisations

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



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

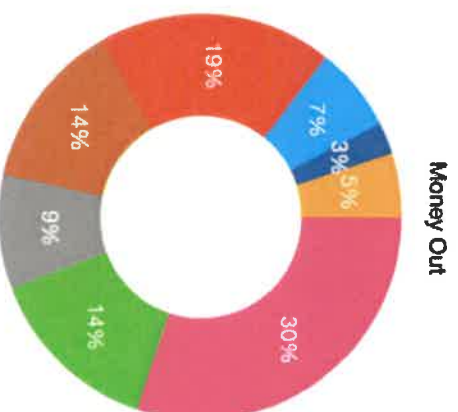
100901490200010003
POD210W3100000

Potential costs with grant allocated

Money In	
Pride Community Account	£1,489
Town Council Grant	£3,000
Total income	£4,489

Money Out	
Talent	£380
Sound System	£420
Merchandise	£270
Facilities	£400
Site Infrastructure - Seating, staging, decoration	£555
Site Activity	£200
St Johns	£75
Insurance/TEN	£152
Total expenses	£2,992

Money Available for 2027 Pride	
Remaining Funds	£1,527



- Talent
- Sound System
- Merchandise
- Facilities
- Site Infrastructure - Seating, staging, decoration
- Site Activity
- St Johns
- Insurance/TEN

Cost of Favours

Item	True Cost	With Discount	Saving
Sound System	£550.00	£420.00	£130.00
House of Veracee	£360.00	£200.00	£160.00
Sofire Somaricas	£120.00	£80.00	£90.00
Mary Hinge	£300.00	£250.00	£50.00
Site Staff x 10	£889.70	0	£889.70
			£1289.70

Ideal Wishlist

Item	Cost	Solution
Main Stage	£1400.00	Band Stand
FOH Fencing	£72.00	N/A
B/S Fencing	£31.00	N/A
Marquee	£595.00	Vets deal to have dogs show for use of marquee
Second Stage	£1000.00	Staging and Talent
Site Security x 4	£940.00	N/A
Walking Samba Band	£200.00	N/A
Entertainingly Different	£350.00	N/A
	£4288.00	



Okehampton Town Council

GRANT APPLICATION FORM

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):

Email: treasurer@dartmoorlife.org.uk Phone/mobile:

Contact's role within organisation: Treasurer

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

The museum exists to provide opportunities for visitors, volunteers and members of the community to learn about and enjoy the cultural and natural heritage of Dartmoor and Okehampton

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

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

Approximately 10,000 visitors a year use the facility as visitors to the museum or seeking information

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

- a) Okehampton? Approximately 40% of visitors come from the EX20/EX21 postcode area
- 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 in-reach 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. The 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 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? £ 3500

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

Is your organisation running fundraising activities for this project?

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

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

Account Name: The museum of Dartmoor Life

Account Number:

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

.....

I have read the guidance and 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 (I have signed on behalf of the organisation) Dated 22/4/2026

The information that you provide will be used 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.



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

20th May 2026

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 Laura Bird, I can advise that the museum has had another successful year 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 relish in the challenge of information provision. In the 2025 season there were >10000 visitors to the information point.

Financially the museum was able to generate a small surplus in the last financial year. This was mostly due to unexpected bequeathments and grants, however, the forecast for this FY indicates a small deficit, again mostly due to maintenance. We are still working on 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.

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 years funding of £3500. This was reduced from £5000 as the Town Council did not see itself able to continue funding the tourist information office. Last year we were able to secure the missing funding of £1500 pounds from Okehampton BID. However, it is not clear whether we will be able to secure that funding on an ongoing basis. We are grateful for all the funding and support we receive. Your continued support financially and otherwise has allowed us to continue serving the community of Okehampton and beyond as detailed and demonstrated in the Annual Report and Accounts attached.

We would be grateful if you would ask the Town Council to consider our request for financial assistance as detailed in the attached Application Form.

Yours sincerely
(Forwarded electronically)

Charity Number 1173111
www.dartmoorlife.org.uk
treasurer@dartmoorlife.org.uk





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

27 December 2023

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 has had another successful year 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 relish in the challenge of information provision. In the 2025 season there were >10000 visitors to the information point.

Financially the museum was able to generate a small surplus in the last financial year. This was mostly due to unexpected bequeathments and grants, however, the forecast for this FY indicates a small deficit, again mostly due to maintenance. We are still working on 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.

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 years funding of £3500. The application form and 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)



Charity Number 1173111
www.dartmoorlife.org.uk

treasurer@dartmoorlife.org.uk



The Museum of Dartmoor Life Receipt and Payment Accounts

**Charity No
1173111**

For the period
from **1 Apr 2024** To **31 Mar 2025**

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Front of House Sales	30,736			30,736	24,632
Rents	14,780			14,780	13,518
Donations	1,345			1,345	720
Grants	5,000	3,475		8,475	5,128
Refunds/Other	757			757	217
Bank Interest	1,699			1,699	681
Sub total (Gross income for AR)	54,317	3,475	-	57,792	44,894
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	54,317	3,475	- 0	57,792	44,894
A3 Payments					
Staff Costs	17,812			17,812	15,494
Stock	7,216			7,216	3,397
Event Costs	1,224	3,435		4,659	1,291
Utilities	5,000			5,000	4,995
Insurance	3,057			3,057	3,091
Routine Maintenance	1,694			1,694	2,342
Repairs and other Property Costs	9,327			9,327	4,219
Communications	1,182			1,182	999
Administration	805			805	1,051
Capital Expenditure	1,080			1,080	626
Volunteer Travel and Subsistence	1,080			1,080	1,332
Professional and Management Fees	936			936	1,018
Marketing	1,169			1,169	1,056
Development					2,100
Collection and Other Costs	48			48	162
Sub total	51,630	3,435	-	55,065	43,173
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	51,630	3,435	- 0	55,065	43,173
Net of receipts/(payments)	2,687	40	-	2727	1,721
A5 Transfers between funds				-	-
A6 Cash funds last year end	69,350		-	69,350	
Cash funds this year end	72,037	40	-	72,077	69,350

Section B Statement of assets and liabilities at the end of the period

Categories

Details

Unrestricted funds
to nearest £

Restricted funds
to nearest £

Endowment funds
to nearest £

B1 Cash funds

Lloyds Bank 30-96-23 28255168	4,489	40	-
Lloyds Bank Deposit 18515851LS	26,498		-
Lloyds Bank 32 Day Notice 20970956LS	35,448		
Lloyds Bank Instant Access 34918368	5,435		
Petty Cash	169	-	-
Total cash funds	72,037	40	-

Unrestricted funds
to nearest £

Restricted funds
to nearest £

Endowment funds
to nearest £

B2 Other monetary assets

Stock	1,000	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Fund to which asset belongs

Cost (optional)

Current value (optional)

B3 Investment assets

		-	-
		-	-
		-	-
		-	-

Fund to which asset belongs

Cost (optional)

Current value (optional)

B4 Assets retained for the charity's own use

Museum Premises	Unrestricted funds	-	300,000
Fixtures, Fittings and Equipment	Unrestricted funds		15,000
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Fund to which liability relates

Amount due (optional)

When due (optional)

B5 Liabilities

		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

[Signature line]

GRANT APPLICATION FORM

NDSART



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity:

North Dartmoor Search and Rescue Team

Registered Charity Number (if applicable) **1200541**

Registered address:

**North Dartmoor Search and Rescue Team
Unit 3, Hameldown Road
Okehampton
EX20 1UB**

Contact name and address (if different):

Email: roger.clarke@ndsart.org.uk

Phone: 01800 3779



Contact's role within organisation: **Grants Officer**

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

North Dartmoor Search and Rescue Team (NDSART) is a volunteer-led organisation providing life-saving support to the Police around Okehampton and across rural and semi-rural areas of Devon and Dartmoor. Operating 24/7, 365 days a year, our trained volunteers conduct search operations, medical first response, and incident management to locate and assist vulnerable, missing, or injured individuals

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 team saves lives by offering specialist search, medical, technical, and evacuation support in locations that are often inaccessible to statutory emergency services, as well as within Okehampton and other local towns and villages while working closely with the police and ambulance service to improve outcomes and reduce pressure on public resources. Its presence helps keep local residents, workers, and visitors safe, supports confidence in outdoor access to Dartmoor, and underpins Okehampton's role as a key gateway town, benefiting local tourism and the wider economy. In addition, the team strengthens community resilience by providing high-level training, skills development, and volunteering opportunities for local people, alongside prevention, safety education, and community engagement activities. Collectively, this work makes Okehampton a safer, more resilient, and more connected community.

How many people in total use your organisation?

43.....

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

- a) Okehampton? **20%**
- b) Okehampton Hamlets? **60% (20% of the team will travel from further away to support the team)**

Average number of Okehampton beneficiaries ending each meeting/activity? **25 to 30**

Number of meetings/activities per year? **Team Training 47 x nights of the year (Tuesdays), additional water rescue training x 6 full days per year, additional rope training x 6 full days per year, additional medical training an additional x6 days per year, search dog training an additional 40 days per year (Sundays) . Joint training with other rescue teams approximately 10 days per 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 grant will be used to purchase essential medical equipment to support emergency response in Okehampton and surrounding areas. This includes replacing two defibrillators with smaller, more portable units, and acquiring two Creative PC-3000 vital signs monitors to track patients' condition, including pulse and oxygen levels.

This equipment will directly benefit Okehampton residents by improving the speed and quality of care in emergencies, helping to achieve better patient outcomes before ambulance services arrive.

We provide support cover at numerous fundraising and community events throughout the year across Okehampton. Specific dates and locations vary for callouts so we are unable to predetermine when the equipment will be used.

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.

To benefit the residents of Okehampton and its four Hamlets (Brightly, Southcott, Meldon and Stockley). Please give an approximate number of people expected to benefit and a breakdown of participants from within the area of benefit.

Any residents could stand to benefit in theory although unlikely, we could have up to between 50 and 70 call outs per year as a team, based on total residents below in this catchment, if 1% were in need of support then this would = 110 people.

Okehampton: around 9,100 people (2021 estimate)

Note: the civil parish of Okehampton has about 7,400 residents per 2021 census data .

Okehampton Hamlets (including Brightley, Southcott, Meldon, and Stockley): approximately 1,765 residents

Please supply full costings of the project, equipment or activity: **Purchase of medical equipment comprising: two defibrillators at £999 each (plus VAT) and two Creative PC-3000 multi-parameter monitors at £850 each (plus VAT).**

What is the amount of grant requested? **£ 4437 (Includes VAT)**

Are you contributing matched funding? **If a requirement then we can consider match funding,**

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

This is the first grant at this stage for this specific set of equipment

Organisation	Amount	Outcome if known

Is your organisation running fundraising activities for this project? **We run multiple activities throughout the year to raise funds to purchase new equipment**

When do you anticipate the money will be spent (date)? **July/August 2026**



North Dartmoor Search and Rescue Team

30/04/26

Okehampton Town Council
Town Hall
Okehampton
EX20 1AA

Dear Sir/Madam,

Re: Grant Application for Essential Medical Equipment

We are writing to apply for a grant towards the purchase of essential medical equipment to support our emergency medical provision at incidents within Okehampton and the surrounding area.

The purpose of this application is to replace outdated equipment and improve the quality of care we are able to provide. We are seeking funding towards the purchase of two defibrillators at £999 each (plus VAT), and two Creative PC-3000 multi-parameter vital signs monitors at £850 each (plus VAT). This equipment is essential for delivering timely and effective emergency medical support.

The total amount requested is £3,698 (excluding VAT).

This equipment will directly benefit residents of Okehampton by ensuring that high-quality emergency care is available at local events, public gatherings, and in urgent situations. Improved monitoring and faster access to defibrillation will enhance patient outcomes and potentially save lives before ambulance services arrive.

While our services can be deployed across a wider area, a significant proportion of those benefiting will be Okehampton Town residents. We regularly provide cover at numerous events held within the town throughout the year, including community fairs, fundraising events, and sporting activities. These events attract large numbers of local residents, ensuring that the majority of direct beneficiaries are from Okehampton itself.


We trust this application demonstrates the clear and direct benefit this funding would provide to the local community, and we hope it will be given favourable consideration.

I am unable to e mail out our recent accounts due to them being password protective but I can post them or drop them off in person if preferred

Yours faithfully,

Grants Officer

Re: 2026/27 Grant application

From:  <[redacted]@ndsart.org.uk>

Date: Wed 5/26/2026 8:12 AM

To: Tracey Bryant <accounts@okehampton.gov.uk>

 2 attachments (2 MB)

Accounts Dec 25 NDSART .docx; Letter sent 20 May.docx;

Hi Tracey

Thank you so much for your email.

In terms of what we are looking for we are in need of:

- 1. x 2 Vital signs monitors - Creative PC-3000 Vital Signs Monitor (SpO2 (Creative), PR, NIBP, Temp)| PROACT Medical
- 2. x 2 mini Defibrillator - DefibWarehouse – Wide range of defibrillators

Please also find attached a copy of a screenshot of our accounts, please do let me know if you need any further detail.

We would happily join on the 8th June, if not myself then one of our team medics or doctors, shall I wait for confirmation that you would like us to attend?

Kind Regards



Grants Officer
North Dartmoor Search and Rescue (NDSART)
NDSART is a registered charity - No. 1200541



Accounts Dec 2025 NDSART

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to account £	Restricted funds to account £	Endowment funds to account £
B1 Cash funds	General Account	12,000	-	-
	Project Account	2,000	-	-

NDSART CO Accounts

Page 1

Account No	Unrestricted funds to account £	Restricted funds to account £	Endowment funds to account £
COF	14,000	-	-
	-	-	-
Total cash funds	14,000	-	-

(Agree balances with records and accounts reconciled)

B2 Other monetary assets

Details	Unrestricted funds to account £	Restricted funds to account £	Endowment funds to account £
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which assets belong	Cost (optional)	Current value (optional)

B4 Assets retained for the charity's own use

Details	Fund to which assets belong	Cost (optional)	Current value (optional)
Building		11,000	10,000
Land/ten			12,000
Land/ten - 17100001		25,000	25,000
Land/ten - 17110002		21,000	21,000
General Use		10,000	10,000
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Mr James Wright	
	Mr Brian Appleton	

RBL

GRANT APPLICATION FORM



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity:

Royal British Legion Social Club

Registered Charity Number (if applicable):

Registered address: 3 Station Road, Okehampton EX20 1DY

Contact name and address (if different):

Email:

Contact's role within organisation: Club Chairperson

Please give brief details of the principal role of the organisation: We aim to provide a welcoming and safe space for our members and guests - including current and past members of the armed forces.

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 offer a space for events, including local crib, darts, snooker tables throughout the year. A safe, comfortable place for members, veterans and current members of the armed forces to meet.

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

120 approx

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

- a) Okehampton? } 120
- b) Okehampton Hamlets? }

Average number of Okehampton beneficiaries attending each meeting/activity? 50-60

Number of meetings/activities per year? 90-100 plus meetings + private Events

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.

Fire door - replacement £500 Carpets £ -

fridge £375.60 Chairs x 12 £1000 approx

Toilet systems £300 Tables x 4 = £560

Replacement LED lights £160.00

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:

as above

What is the amount of grant requested? £ 5000

Are you contributing matched funding? No as there are many other things that need updating or replacing

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? ongoing

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

Check List:

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

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: *RBL Oke Social Club*
- By BACS: Bank Name: *Lloyds*
- Account Name: *RBL Oke Social Club*
- Account Number: *08300012345678901234*

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

.....

.....

.....

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

Signature of applicant: Dated *28/4/26*

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 set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone 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.

GRANT APPLICATION FORM

Tor Support



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity: *Tor Support Services*

Registered Charity Number (if applicable): *1163407*

Registered address:

Tor Support Services, Okehampton College, 20 Mill Road, Okehampton, Devon, EX20 1PW

Contact name and address (if different):

Email: *funding@torsupportservices.org.uk* Phone/mobile: *01237 851111*



Contact's role within organisation: *Fund raiser*

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

Tor Support Services (TSS) provides free professional and confidential counselling for 5-25 year olds living in Okehampton and the surrounding area. TSS is made up of a voluntary board of Trustees, a small office team and a mixture of both paid and voluntary counsellors. Everyone works hard to achieve the charity's objectives of supporting young people in crisis. We endeavour to help alleviate emotional and psychological distress through professional therapy, helping to improve quality of life, self-esteem and happiness.

The charity has been providing this service locally since 2009. Our service users are children and young people who are experiencing issues ranging from, but not exclusive to, anxiety, depression, parental separation, bereavement, eating disorders, low self-esteem, substance abuse and/or self-harm. Currently we are seeing a growing number of clients coping with issues of gender dysmorphia as well as the long-term socio-economic impacts of the cost of living.

The main objective of the charity is to provide local, easily accessible, counselling to young people in need. Our user feedback indicates that over 90% of services users experience an improvement in their mental health after access to local counselling. We believe that by providing early intervention we can ensure better outcomes for young people, preventing their issues from worsening and improve overall wellbeing.

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?

Tor Support Services works closely with Okehampton Medical Centre, as well as Okehampton college, the local feeder primary schools and youth clubs, to offer an integrated healthcare model that is locally available, unbiased and easily accessible. We are successfully filling a gap within the overstretched healthcare system that currently does not have enough capacity to deal with the exponential demand. The early intervention counselling that we offer improves the life chances of the young people by enabling them to better understand their situation, helping them to build resilience and develop strategies to help them cope both now and in their future.

We have noticed that the level of need amongst our clients is becoming more complex. Some of the children we support have high-level, complex mental health needs, and are on the waiting list for Children and Young Person's Mental Health Services (formerly known as CAMHS). Our service can 'hold' these young people while they wait- often for several months- who in many instances are self-harming and having suicidal thoughts and feelings (20% and 22% respectively, of all beneficiaries in the previous financial year).

We provide an average of 8 counselling sessions per child, and our employed counselling team are supported by a team of qualified and training volunteer counsellors. Currently, our volunteer counsellors deliver approximately 25% of all counselling sessions.

By providing a service that is integrated within the community, we are able to extend our support to local children and young people that really need it. By being centred within the community we are able to offer early intervention counselling and psychotherapy that works to help our service users tackle difficult emotions, find healthier coping mechanisms and make better choices in their everyday lives.

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

In the year to end March 2026 we received 265 referrals.

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

- a) Okehampton?
- b) Okehampton Hamlets?

Our records show that in the past year, clients whose postcodes are in the Okehampton Hamlets area = 31; Okehampton North = 75; Okehampton South = 47

We are requesting funding to the value of £5,000, which would cover the full cost of almost 94 counselling sessions. At an average 8 sessions per client, this equates to nearly 12 clients. From an annual client list in excess of 250 clients, we can guarantee that we will have had 12 clients from the Town Council administrative area, and if we are successful in our grant request, the grant will be recorded as benefitting that group.

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

Number of meetings/activities per year?
Over the past year we have delivered an average of 59 counselling sessions per week (during term time)

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 fund the counselling sessions – The full cost of these, at £53.34 per session, includes counsellor fees, administration and costs for training and safeguarding.

“Tor Support Services provides a vital source of emotional support ... Their counsellors offer a safe, trusted space ... we consistently see increased confidence, improved wellbeing, and better engagement in school as a result. Their work is invaluable to both our students and the wider community.”

Ross Corkell - Assistant Principal & Designated Safeguarding Lead (Okehampton College)

Our latest available complete-year (24/25) feedback data collected from beneficiaries post-counselling shows that:

- 89% reported an improvement in their overall wellbeing following counselling
- 94% agreed with the statement 'The counsellor helped me to understand my situation and feelings'
- 87% agreed 'I feel more positive since going for counselling'

Your support will mean that we can continue to provide our unique service to Okehampton residents on our waiting list, many of whom will have nowhere else to turn. We simply would not be able to continue to exist without the support of grant makers, with most of our income derived from this source.

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.

Our records show that in the past year, of clients whose postcodes were recorded (there are some data gaps), 31 reside in the Okehampton Hamlets area; 75 in Okehampton North; 47 in Okehampton South. Of a total 265 referrals, this means that approximately 11.7% reside in Okehampton Hamlets, and 46% in Okehampton North or South.

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

Our 2026-27 budget is below:

Staff/volunteer costs

Non-counselling staff salaries	32,500.00	34,800.00
Counselling staff salaries	32,500.00	33,700.00
HMRC/NEST Pension scheme	5,400.00	5,000.00
Travel	1,500.00	1,000.00
Supervision	6,000.00	7,300.00
Training	500.00	700.00
Recruitment	0.00	0.00
DBS checks	100.00	200.00
Total staff/volunteer costs	78,500.00	82,700.00

Organisational costs

Advertising	0.00	0.00
Fundraising costs (Just Giving)	216.00	216.00
Phone/Broadband	800.00	900.00
Office stationery	150.00	280.00
Consumable session resources	1,000.00	1,300.00
Photocopying and printing	0.00	0.00
Annual subscriptions	300.00	350.00
Trustee expenses	650.00	600.00
Equipment	1,000.00	1,000.00
Bank charges	110.00	120.00
Audit fee	800.00	800.00

Governance costs	0.00	0.00
Insurance	800.00	1,100.00
ICT software maintenance (Quick Books)	480.00	500.00
Annual Microsoft charge	1,600.00	1,500.00
Total organisational costs	7,906.00	8,666.00

EIP sessions	12,500.00	12,000.00
PCN Saturday sessions	14,664.00	12,000.00
Total budget	113,570.00	115,366.00

What is the amount of grant requested? £5000.00

Are you contributing matched funding? No

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

The following is a list of grant income secured against 2026-27 budget, and grants applied for that will be applied in 2026-27 if successful

Organisation	Amount	Outcome if known
<i>Awards for All (National Lottery)</i>	<i>£15,000</i>	<i>Secured (total grant £20,000, with £15,000 applied in 26-27)</i>
<i>The Gibbons Trusts</i>	<i>£2000</i>	<i>Secured</i>
<i>Northbrook Community Trust</i>	<i>£7282</i>	<i>Secured</i>
<i>Okehampton United Charities</i>	<i>£24,595</i>	<i>Secured</i>
<i>Farringdon House Schools Trust</i>	<i>£6000</i>	<i>Pending</i>
<i>Norman Family Trust</i>	<i>£2559</i>	<i>Pending</i>
<i>Albert Hunt Trust</i>	<i>£5000</i>	<i>Pending</i>
<i>Anton Jurgens</i>	<i>£9866</i>	<i>Pending</i>
<i>BCH 1971 CT</i>	<i>£1000</i>	<i>Pending</i>
<i>Viscount Amory CT</i>	<i>£1000</i>	<i>Pending</i>
<i>Leach Fourteenth Trust</i>	<i>£1000</i>	<i>Pending</i>

Is your organisation running fundraising activities for this project?

We have just (in February) employed two very experienced members of staff with different but complementary specialisms (one in grant fundraising, and one in community/event engagement and communications) – each on the basis of 10 hours per month for a fixed term period, to support the Trustee team, who have previously done this on an entirely voluntary basis but no longer have the capacity to do so.

This year we are working towards securing our future and stabilising the organisation by diversifying our income sources on a sustainable, long-term basis. We envisage that our largest source of income will continue being from grants, and so within that, we have worked over the past three months to identify a wider range of prospective funders whose interests strongly align with our work and whose criteria we meet so that we are not as heavily reliant on a handful of regular supporters. We have also started to develop ideas and plans to strengthen support from the local business community and population, which will be built carefully over time.
Eg,

- *We are at the very early stages of exploring income diversification strategies and in the first instance, have been making contact with a number of local organisations and businesses to explore what support might look like going forward. This isn't limited to direct financial contributions- we've also been thinking creatively about what businesses might be able to offer, including sponsoring fundraising activities, donating their services or expertise, and other collaborative arrangements that could be mutually beneficial.*
- *We've been putting together a plan to make better use of our social media presence, which will play an important role in raising our profile with both potential donors and the wider community.*
- *We are in the process of developing our website with two goals in mind- making it easier for potential donors and grant makers to find clear information about what we do, and streamlining the donation process for Individual Giving so that giving is as simple as possible.*
- *Longer term, we are planning development for events and community fundraising activities that will take a little longer to implement. These will not only help with income generation but will also give us meaningful opportunities to engage with our local community and raise awareness of the work Tor Support Services does.*

When do you anticipate the money will be spent (date)? *The money will be spent within the 26-27 financial year.*

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? | NO |
| 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:

1st May 2026

To Whom it may concern,

We remain enormously grateful for your generous support over so many years and are turning to Okehampton Town Council once again now, in the context of a challenging funding landscape. We are respectfully requesting a grant of £5000, which will support 12 children and young people in crisis who are residents of Okehampton Town, through a course of counselling sessions.

Our completely free face to face counselling service for children and young people age 5-25 is unique in the local area and can be life-changing, and sometimes life-saving. We support young people with issues such as anxiety and depression, bereavement or parental separation, self-harm, gender dysphoria, and suicidal ideation.

Over the past year, we have received 265 referrals and provided an average of 59 counselling sessions per week (during term time).

Some of the children we support have high-level, complex mental health needs, and are on the waiting list for Children and Young Person's Mental Health Services (formerly known as CAMHS). Our service can 'hold' these young people while they wait- often for several months- who in many instances are self-harming and having suicidal thoughts and feelings (20% and 22% respectively, of all beneficiaries last year).

We provide an average of 8 counselling sessions per child, and our employed counselling team are supported by a team of qualified and training volunteer counsellors. Currently, our volunteer counsellors deliver approximately 25% of all counselling sessions.

We are based at Okehampton College, who provide us with office and counselling space, and associated utilities worth more than £7000 annually, free of charge. Our provision is not limited in any respect to pupils at the school. Parents, teachers, health or social care professionals, or young people themselves can refer to us. We also have a contract with the local Primary Care Network, for whom we provide sessions to their patients, up to the age of 25. We forge strong partnerships in the local area, working closely with primary schools as well as Okehampton College, and other local services such as Community Links who provide family support, and our local Wellbeing Alliance. Our collaborative approach and positive working relationships in the community help ensure better outcomes for local young people and their families.

"Tor Support Services provides a vital source of emotional support ... Their counsellors offer a safe, trusted space ... we consistently see increased confidence, improved wellbeing, and

better engagement in school as a result. Their work is invaluable to both our students and the wider community.”

Ross Corkell - Assistant Principal & Designated Safeguarding Lead (Okehampton College)

Our latest available complete-year (24/25) feedback data collected from beneficiaries post-counselling shows that:

- 89% reported an improvement in their overall wellbeing following counselling
- 94% agreed with the statement ‘The counsellor helped me to understand my situation and feelings’
- 87% agreed ‘I feel more positive since going for counselling’
- 65% agreed their family relationships had improved
- 67% agreed ‘I feel more able to cope at school since having counselling’.

After a period of significant organisational change, we are working hard to secure our future so that we can continue to be here for young people who so desperately need us and have nowhere else to turn, but we urgently need the help of grant makers. We have new plans in place via investment in employed fundraising & community engagement roles since February 2026 (having previously relied on the ability and resources of Trustees to lead in this area), to help secure our future. These include diversifying our fundraised income sources, re-establishing and strengthening warm but lapsed relationships with grant funders, and building new relationships.

Beyond stabilising our cash flow over the next few months, we have ambitious plans to grow our resources so that we can meet rising demand as families face an increasingly complex set of social and economic circumstances.

Yours sincerely,



Tor Support Services

Statement of Financial Activities for the Year Ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	2	21,243	67,325	88,568	94,040
Charitable activities	3	-	22,400	22,400	21,075
Investment income	4	1,793	-	1,793	1,099
Total income		23,036	89,725	112,761	116,214
Expenditure on:					
Charitable activities	5	(41,951)	(64,356)	(106,307)	(91,931)
Total expenditure		(41,951)	(64,356)	(106,307)	(91,931)
Gains/losses on investment assets		-	123	123	442
Net (expenditure)/income		(18,915)	25,492	6,577	24,725
Gross transfers between funds		21,506	(21,506)	-	-
Net movement in funds		2,591	3,986	6,577	24,725
Reconciliation of funds					
Total funds brought forward		23,791	39,911	63,702	38,977
Total funds carried forward	16	26,382	43,897	70,279	63,702

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

The funds breakdown for 2024 is shown in note 16.

Tor Support Services

(Registration number: 1163407)
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	11	322	167
Investments	12	19,225	19,102
		<u>19,547</u>	<u>19,269</u>
Current assets			
Cash at bank and in hand	14	53,794	47,137
Creditors: Amounts falling due within one year	15	<u>(3,062)</u>	<u>(2,704)</u>
Net current assets		<u>50,732</u>	<u>44,433</u>
Net assets		<u>70,279</u>	<u>63,702</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		43,897	39,911
Unrestricted income funds			
Unrestricted funds		<u>26,382</u>	<u>23,791</u>
Total funds	16	<u>70,279</u>	<u>63,702</u>

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on and signed on their behalf by:





Okehampton Town Council

GRANT APPLICATION FORM

About your Group or Organisation

Name of group/organisation/charity:

Wren Music

Registered Charity Number (if applicable): 1128790

Registered address: Ebenezer Hall, North Street, Okehampton, EX20 1AR

Contact person: **John Wren**

Same as organisation: **Yes**

Email: **john.wren@wrenmusic.co.uk**

Contact person: **John Wren**

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

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 funding will contribute to salaries.

Local Involvement

How does the organisation benefit the community of Okehampton?

Our programme contributions to community cohesion and social health. Please see supporting document.

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

In the last year we hve figures for we had a total of Total attendance: 1675
People counted once per project, so someone who attends 36 sessions of a choir is counted just once not 36, as is someone who attends just once.
The figure includes an estimate of audiences where our groups have performed.
The figure below for Okehampton /Hamlet esidents refers to regular group activities not audiences.

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

a) Okehampton? 183 at weekly/monthly groups counted just once

b) Okehampton Hamlets? 45 at regular weekly groups counted just once

Average number of Okehampton beneficiaries attending each meeting/activity? 183

Number of meetings/activities per year? 144 weekly sessions, 44 monthly sessions.

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 will contribute to our all year round programme. Please see Supporting document

.....

.....

.....

.....

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.

80% Okehampton, 20% Okehampton hamlets. based on address information relating to the above figures

.....

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

.....

.....

What is the amount of grant requested? £ 5000

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
Please see attached budget.		

Is your organisation running fundraising activities for this project? Yes

When do you anticipate the money will be spent (date)? 31 March 2027

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? NO
- 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:
- By BACS: Bank Name: The Cooperative Bank

Account Name: **Wren Music Charity** No. 128790

Account Number: **08 02 900**

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.....

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

The information that you provide will be used for the purpose of the administration of this request. We will keep the information in accordance with the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to any other person or 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.

Wren Music Contribution to Okehampton.

It has been difficult to know how to pitch this proposal. 'Place making in Okehampton' is one of four activity areas in our Strategic Plan, and we make strenuous efforts to develop additional community arts projects for the town.

We currently run musical activities all year round on a weekly and monthly basis, with one-off events as stand-alone events in Okehampton, or as part of broader Devon wide projects featuring some delivery in Okehampton.

This application to Okehampton Town Council is based on a contribution towards this all-year-round programme.

Tuesday	West Devon Folk Choir, adults. Meets 36 weeks per year. Performs at local events. No auditions and no requirement to read music.
Wednesday	Wren Music Folk School: Children aged 5 to 16. New project started in 2026. 36 weeks per year. Three sessions per evening. 5-7, 8-11 and 12-16. Progress monitored by Arts Awards.
Thursday	<ul style="list-style-type: none"> • Singing for Wellness: Adults with poor lung health. Meets 36 weeks per year plus top up sessions during holidays to keep their exercises going. • Street Band (adults) (weekly during winter projects). Performs at local events. • Folk Club (monthly) at The Plume of Feathers.
Friday	Sing and Play: under-fives and their adults. Meets 36 weeks per year. Opportunity for older, retired volunteers as well as families.
Saturday	<ul style="list-style-type: none"> • Mixed monthly Folk Orchestra Open access rehearsal group for Beginners and improvers adults and young people (monthly) • Mensing: men's choir (monthly). Perform at local and regional events. Featured on Channel 5.

Benefits for Okehampton

We have created a programme for all ages to participate in group activities that will help address and prevent isolation and loneliness. The World Health Organisation has declared loneliness a global concern, lonely people experience poorer mental and physical health. Secondly, research and theory from social pedagogy shows that a 'common third' activity can help build strong links between people. Finally, research is emerging suggesting that joining a social group linked to a medical illness can give comfort in the moment but can risk

delaying recovery. So, if all your social activities are predicated on having a particular condition, it becomes socially risky to recover from that condition. Combining these 3 ideas, we use professional facilitators to run music/arts group activities which have a social focus. Meeting regularly with other people can reduce and prevent loneliness Tackling a common third activity such as writing a song, trying an instrument, or making a banner can enhance the links between people Crucially, if you get 'better' from your loneliness then you can still come, because the group wasn't advertised as being for loneliness.

With large scale house building our town is changing: more and different people are moving here. Families arrive in the area without extended family networks, and more older adults are choosing here as a picturesque place to retire, which is often a long way from their adult children. Our vision is a welcoming programme, with something fun and interesting to do. We have no auditions, no waiting lists, no experience necessary and no need to read music. We treat social health as equal to the arts activity, and there will always be a hot drink and chat. With this project we will empower people to feel safe expressing themselves and to be part of a long-term, healthy community.

Wren Music Budget Document

Assumptions made in creating our budget for this programme.

We have made our calculations based on our 2024/25 figures when approximately 41% of our expenditure was spent on Okehampton projects.

We spent on project costs (materials, venue hire) £46,000 in total and £19,000 on Okehampton projects = 40%.

40% of staff costs on Okehampton projects = £40,775*

This was against a total expenditure of £205,065 (see enclosed certified accounts)

**This does not account for additional spend in Okehampton within Devon wide projects. Such as The Inclusive Ceilidhs and Westcountry Carols projects which had delivery sessions in Okehampton.*

We have applied a 40% rule to our annual planning budget 2026/27, approved by our Trustees in January 2026.

Where this figure is lower or higher, we have made calculations based on what is known about staffing and additional funding, e.g. Associate Artists usually work away from Okehampton.

The figure for Public Grants includes this application, and applications to be made to Devon County Council, West Devon Borough Council and Okehampton Hamlets Parish Council.

In addition we are carrying forward Trust and Foundation amounts of: £3500 from Okehampton United Charity, and £2500 from Scops Arts Trust.

We are asking Okehampton Town Council for a contribution of £5,000 towards a total anticipated budget of £104,500.

Wren Music Budget Plan 2026/27		
Income	Budget 26/7	Okehampton
Contracts: Private	£22,000	
Contracts: Public	£4,000	
Giving: Fundraising Events	£10,000	£4,000
Giving: Individual Donations	£15,000	£3,750
Grants: Lottery Grants	£100,000	£20,000
Grants: Public	£20,000	£11,000
Grants: Trusts and Foundations	£75,000	£33,750
Trading: Box Office	£3,000	£ 2,000
Trading: Sales: Merchandise	£2,000	
Trading: Subscriptions/Membership	£60,000	£30,000
Total Income	£311,000	£104,500
Expenditure		
Core Costs: Marketing & Communications:	£10,000	£4,000
Core Costs: Bank Charges	£70	£28
Core Costs: Board Costs	£1,200	£480
Core Costs: Insurances	£3,270	£1,308
Core Costs: Office Costs	£2,250	£900
Core Costs: Premises and Utilities	£23,700	£9,480
Core Costs: Professional fees	£5,206	£1,870
Core Costs: Resources: maintenance/repair	£1,000	£ 400
Core Costs: Transport Costs:	£12,000	£4,800
Project costs: Direct costs	£35,000	£14,000
Project Costs: Associate Artists	£40,000	£ 2,500
Project Costs: Freelance fees	£13,000	£ 3,000
Staff Costs: Office Team On costs	£16,554	£6,621
Staff Costs: Other: Training/DBS	£12,986	£ 5,194
Staff Costs: Salaries: Office Team	£57,699	£23,080
Staff Costs: Salaries: Creative team	£54,111	£21,645
Staff Costs: Creative Team On Costs:	£12,986	£5,194
Total Expenditure	£301,031	£104,500
Anticipated Surplus to reserves	£9,969	

WREN MUSIC

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income and endowments from:							
Donations and legacies	3	7,903	-	7,903	26,190	200	26,390
Charitable activities	4	129,595	90,916	220,511	128,359	56,080	184,439
Other trading activities	5	665	-	665	1,931	-	1,931
Investments	6	24	-	24	41	-	41
Other income	7	3,590	-	3,590	342	-	342
Total income		<u>141,777</u>	<u>90,916</u>	<u>232,693</u>	<u>156,863</u>	<u>56,280</u>	<u>213,143</u>
Expenditure on:							
Charitable activities	8	122,087	82,978	205,065	159,516	63,257	222,773
Total expenditure		<u>122,087</u>	<u>82,978</u>	<u>205,065</u>	<u>159,516</u>	<u>63,257</u>	<u>222,773</u>
Transfers between funds		<u>1,366</u>	<u>(1,366)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds	9	21,056	6,572	27,628	(2,653)	(6,977)	(9,630)
Reconciliation of funds:							
Fund balances at 1 April 2024		<u>(23,837)</u>	<u>835</u>	<u>(23,002)</u>	<u>(21,184)</u>	<u>7,812</u>	<u>(13,372)</u>
Fund balances at 31 March 2025		<u>(2,781)</u>	<u>7,407</u>	<u>4,626</u>	<u>(23,837)</u>	<u>835</u>	<u>(23,002)</u>

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

WREN MUSIC

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
Fixed assets					
Tangible assets	13		2,355		2,237
Current assets					
Debtors	14	6,065		996	
Cash at bank and in hand		9,742		148	
		<u>15,807</u>		<u>1,144</u>	
Creditors: amounts falling due within one year	15	<u>(13,536)</u>		<u>(26,383)</u>	
Net current assets/(liabilities)			<u>2,271</u>		<u>(25,239)</u>
Total assets less current liabilities			<u>4,626</u>		<u>(23,002)</u>
Income funds					
Restricted funds	16		7,407		835
Unrestricted funds	17		(2,781)		(23,837)
			<u>4,626</u>		<u>(23,002)</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 22 July 2025

