



23 JUL 2018

## SHREWSBURY TOWN COUNCIL COMMUNITY GRANTS FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

<b>PROJECT</b> (In no more than 25 words)	<b>New floor for Meole Brace Peace Memorial Hall</b>	<b>GRANT AMOUNT REQUESTED</b>	<b>£2000</b>
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### Contact Details

**Q1** Name of organisation making application: **Meole Brace Peace Memorial Hall**

Name of contact for this application

Title : **Mr** First Name: **Peter** Surname: **Dunhill**

Position held in the organisation:

**Trustee/Committee Member**

Contact Address, including full postcode:

Postcode:

Contact Telephone Number:

Email address:

### About your organisation

**Q2** What type of organisation are you?

Tick (✓) relevant category:

Registered Charity:

(Y ) Charity Registration Number **1170090**

Voluntary Organisation: ( )  
Company Limited by Guarantee: ( ) Company Number .....  
Other – Please specify: .....

**Q3 When was your organisation established?**

**November 2016. Please note that the original Meole Brace Peace Memorial Hall unincorporated charity (no 227801) was established in 1921 with a Trust Deed. In November 2016 the Charitable Incorporated Organisation – Meole Brace Peace Memorial Hall was registered. At present the two charities co-exist but the assets and liabilities of the ‘old’ charity have just been transferred to the ‘new’ charity with money going into the ‘new’ charity’s bank account. We are in the process of transferring the Land Registry entry. When this has been done the ‘old’ charity will be dissolved and a set of final accounts for the old charity will be drawn up. This has all been the subject of minuted resolutions at AGMs of both the old and new charities in April 2018.**

**Q4 Briefly describe your organisation.**

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.  
If you are a new organisation, describe the services/activities you plan to provide.

**We are in essence a traditional ‘village hall’ despite Meole Brace now being a suburban area as well as being a living memorial to those from the area who fell and served in the two world wars.**

**We have a strong active committee drawn from the local area and including representatives from local user groups such as Nobold WI and Meole Brace Garden and Allotment Club.**

**Our aim is to provide a hospitable, comfortable and welcoming environment for community groups and individuals and to encourage positive community activity which enhances well being and inclusiveness.**

**The Peace Hall is a special part of the local heritage, sitting as it does in the ‘village’ conservation area, but it also serves and is well used by residents of neighbouring Meole Brace Estate. It plays an active role in bringing these two communities together.**

**Regular user groups include**

*Meole Brace Garden & Allotment Club* - 7 club meetings 6 Committee during the year plus the big Garden Show in August  
*Nobold Womens Institute* - 11 evening meetings a year  
*Flower Show Bees and Honey* - 6 evening meetings a year  
*Watercolour Art Classes* - 10 Autumn morning sessions and 10 Spring morning sessions  
*Tap, Ballet and Private lessons* one evening per week during term time  
*Craft meeting* – one session (1.30-3.30) per month  
*Salinka Stars* (young and teenage dance troupe) – 4.00-9.00 pm every week  
*Senior Citizens (WRVS)* - afternoons every week  
*Shrop Sings* – evenings, weekly, term time only  
*Puddles Playgroup* – one morning (Friday) every week  
*Shropshire Musical Singers* – one evening per week (Sept till end of June)  
*Born to Move* (dance group for children) – every Saturday morning until September

**In the last year occasional user groups included**

The hall is used as a *polling station* for local and general elections  
4 x *Severn Hospice* events – Severn Hospice is our special charity and we give 4 free bookings per year  
25 x *Parties* including New Year's Eve  
3 x *Fund raising events* for the Hall – Blackheart (musical duo), Table top sale, 40's themed evening, Shropshire Musical Singers  
1 x *Morris Dancing Practice* day  
1 x *Public sector meeting* – Police and Crime  
4 x *Theatre group* rehearsals  
7 x *Dance Practice/Rehearsals*  
3 x *Arts Alive Shows* (subsidised touring entertainment)  
7 x *Yoga sessions* spread over June and July  
2 x *Music practice/rehearsal*  
1 x *Music concert* from a private teacher  
1 x *Macmillan Cancer Support* coffee morning  
2 x *Action for Children* training days

**Q5 If you are a subsidiary of a larger organisation, please state which one.**

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**Q6 Does your organisation have an agreed Constitution or Memorandum of Association?**

Please state which and attach a copy: **Constitution**

**Q7 What is your primary source of funding?**

The general running of the Peace Memorial Hall is covered by the income from charges.

Volunteer effort plays a major contribution in keeping running costs and maintenance

costs down so that charges are kept low. We have a group which runs fundraising events

(concerts, fayres etc) which contribute towards refurbishment/improvement projects and complement grant funding for more major works.

### **Details of the project or activity you are planning**

**Q8 Describe the projects/activity you plan to use this grant for.**

i) Try to be specific about what you will do and how you will do it.

**We are seeking funding to replace our floor in the main hall and smaller meeting area which is suffering from dry rot. We have sought advice and quotes from local flooring companies which have advised a complete replacement of load bearing joists on a damp proof membrane, coupled with insulation and where possible improved ventilation. The whole will be covered with a top layer of engineered oak flooring finished with a suitable lacquer to support heavy foot traffic. The fascia/skirting boards will also be replaced.**

**The floor replacement will take approximately two weeks to complete and will hopefully take place in September. Regular user groups will be given financial help if there is a significant difference between our charge and that of a replacement venue. We are obviously keen to retain their bookings.**

ii) Please state how you have identified this need and how the project will benefit the people of Shrewsbury, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

**We commissioned a structural survey (Bob Johnson Consulting Structural Engineers). The bearing battens sit on the original cinder/ash base and are increasingly subject to dry rot. We have patched and replaced several sections over the years but to our dismay our 'sprung' has increasingly begun to sag and give way and in places there is a marked odour of decay. This is beginning to constitute a health and safety risk and a local yoga group has decided to relocate its activities until the problem has been resolved.**

**Our building is of the classic cladded ex WW1 double army hut design which over the years has been 'modernised' but is now in need of a major refurbishment to improve insulation, weather proofing, environmental sustainability and the general attractiveness and versatility of the hall. This floor replacement is the most pressing**



action and represents phase one of this overall refurbishment which will take place over the coming years with an intended minimum of disruption.

We intend to consult the people in our catchment area about this process and the final 'look' we wish to achieve. We will not be able to resolve our lack of parking facilities but are keen to play our part in encouraging people to walk or cycle and lift share in order to enjoy our facilities

As a result of replacing our floor we anticipate retaining and extending our healthy level of bookings thus meeting our aim of providing a facility that stimulates positive and socially inclusive community activity

iii) How many people from the Parish of Shrewsbury do you expect to benefit directly from your project or activity?

750

**Q9** What criteria will be used to measure the success of the project and how many people from the Parish of Shrewsbury do you expect to benefit from it?

The success of the project will be measured by

- the actual construction of a stable and long lasting floor
- the level of satisfaction expressed by users of the hall – this will be assessed both informally and formally via the consultation exercise planned for later phases of the refurbishment
- an increase in the number and variety of bookings and activities
- the number of direct beneficiaries is hard to assess but the calculation of 750 has been reached by estimating the number of individual users associated with each booking organisation or group

## Health & Safety

**Q10** What, if any, special safety issues are related to your project/activity?

Please provide the following information –

i) What kind of insurance does your organisation have?

We have insurance provided by Allied Westminster Village Guard Village Hall Insurance which includes Property Damage, Business Interruption (£10K), Employers Liability (£10M), Public and Products Liability (£5M), Libel and Slander (£500K), Legal Expenses (£100K), Trustee Indemnity (£100K)

ii) Do the leaders have the relevant qualifications and/or experience?

Our Chairman (Bob Mills) is a qualified engineer, our Treasurer (Jane Williams) is an NHS Finance Manager and we have Committee Members who have professional heritage management experience, village hall and charity advice giving experience and community enterprise experience

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities, CRB Checks etc.)? *You may be required to submit copies of your policies*

We have

- health and safety procedural notices
- an equal opportunities policy

## Funding of your project

### Q11 Previous Applications

If you have applied for and received funding from Shrewsbury Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Award £

### Q12 Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £2000 and provide a detailed breakdown as to how you have reached this figure

Project Expenditure Please list all items of expenditure for your project	Amount of Project
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Remove existing floor, skirting and remove waste from site. Lay DPM. Lay insulating material. Lay treated timber bearers. Lay 22mm engineered oak flooring. Refit fascia boards	£12370
VAT	£2474
	£
	£
	£
<b>Total</b>	<b>£14844</b>
<b>Project Income</b> Please list how the project shall be funded	
<b>National Lottery Awards for All</b>	£9995
<b>Meole Brace Peace Memorial Hall Reserves (built up by fund raising activities)</b>	£2849
	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£2000

### Q13 Covering a Shortfall

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

**We will have to embark on further fundraising which could delay the project and could possibly involve closing the Hall for a period if the floor deteriorates faster than predicted**

### Q14 Sustainability

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council

**The project is a capital one and is thus will not require regular ongoing funding. The nature of the work means that the Hall will become more sustainable in financial,**

physical and environmental terms. The Peace Memorial Hall does have reasonable reserves which would cover a year of trading without income and unexpected maintenance costs. The Trustees will be drawing on further reserves to act as match funding for grant applications for the next phases of the overall refurbishment

## Your Accounts

**Q15** Please provide the following details from your most recent annual accounts

Total Income	£9799
Less Total Expenditure	£6106 (does not include value of substantial volunteer maintenance input)
Surplus / Loss	£3693
Savings (Reserves, Cash, Investments)	£22677

*Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.*

**You need to include these documents with this application.**

## Account Details

**Q16** Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name:

Bank/building society name:



Bank/building society address:

Who are the signatories and what position do they hold in your organisation?

- |   |                    |                             |
|---|--------------------|-----------------------------|
| 1 | Name Bob Mills     | Position Chairman           |
| 2 | Name Jane Williams | Position Treasurer          |
| 3 | Name Anne Ost      | Position Bookings Secretary |

### Any Other Information

**Q17 Any other information which you consider to be relevant to your application.**

The Annual Accounts (Financial Statement) for the year ending December 2017 have been prepared for the 'old' organisation (charity reg 227801) and are currently being inspected. The 'new' organisation (charity reg 1170090) has only just had a bank account opened (after some delay caused by Nat West) but has now had the assets from the old account transferred into it. A copy of the independently inspected accounts will be sent as soon as it is available.

### Declarations

**Q18 Declaration**

Please give details of a senior member of your organisation.  
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of MEULE BRACE PEACE (insert name of organisation):  
MEMORIAL HALL

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the*

purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: CHAIR

Title ..... First Name: ..... Surname: .....

Organisation address:

.....

.....

Postcode: .....

Telephone: .....

Signed: ..... Date: ...../...../.....

#### Q19 Signature of Person Completing the Application

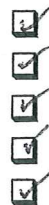
This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q18**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... Date: .....

#### Checklist

1. Have you answered every question?
2. Have all signatures been completed?
3. Have you included a copy of your constitution?
4. Have you included a copy of your most recent audited accounts?
5. Please state any supporting documents you are submitting:



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inspected version  
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