

THE APPLICATION FORM

Name of Group Applying	Newton Abbot Community Shed
Are you a registered charity? If so, please give your number	No
Please give estimated dates for Project start? Project end?	7 July 2023 Ongoing
How much will the project cost? How much is your grant request? How will you raise the rest? Will the project receive match funding – please provide details What other grants have been given or refused for the same project?	£5K approximate startup cost £963 Subscriptions Donations Local fundraising/sponsorship No None

Tell us about your group, what does it do?

Newton Abbot Community Shed (NACS) exists to address isolation and loneliness in the local community by providing a safe, volunteer-run space containing a variety of tools and equipment. People – ‘Shedders’ – can use the facilities to make and repair items in the company of others, acquiring and passing-on knowledge and skills in the process.

Does your project/organisation have a social media/website presence?

(Please provide details).

Website: <https://newtonabbotshed.co.uk>

Facebook: Newton Abbot Community Shed Group (link on website)

How will you publicise the Newton Abbot Town Council grant?

(Please note it is mandatory as part of the grant award conditions, to supply all press releases concerning the grant to Newton Abbot Town Council for us to share on our social media platforms).

Posts on Facebook Group and Page

Supporter/sponsor footer on website and email signature

Credit on regular online and hard-copy newsletter

How will the funds be spent? How will it benefit the people of Newton Abbot?

1. Essential insurances - £383
2. Extra power points in venue (Newton Abbot Library, former pottery studio) – budget figure £400
3. Necessary equipment – mitre saw
Numerous hand- and power tools have been donated, but this is a notable outstanding need that will receive considerable use.

These items of expenditure are necessary for the Community Shed to operate. The people of Newton Abbot will benefit from having a vibrant community facility, whose effectiveness has been proven in the several hundred Men’s- and Community Sheds operating across the UK.

(You can continue on an extra sheet if you wish to)

Sustainability Plan

Tell us how the project will continue once the grant has been spent.

NACS will be sustained by a membership/subscription model as well as by the sale of items made and upcycled by volunteers (as distinct from Shedders) in the Shed for this specific purpose. Capital costs will be met by a combination of revenue and funding/sponsorship.

Safeguarding

Where appropriate please provide us with a copy of the project/organisation's safeguarding policy with reference to children and vulnerable adults.

Policy attached

Contact name	Peter Stevens
Contact address	Passmore Edwards Centre Market Street Newton Abbot TQ12 2RJ
Contact telephone and email address	hello@newtonabbotshed.co.uk

Bank Account Details



Account Name **Newton Abbot Community Shed**

Sort code **30-99-50**

Account Number **66940968**

Bank address **Lloyds Bank plc
Westminster House
Phoenix Way
Swansea SA7 9HG**

If you do not have a Bank Account for your group, the Council will arrange to hold any grant awarded for you for up to 12 months and will reimburse against receipts.

<p>Does your group meet all legal requirements for this project (e.g., Public Liability, insurance, protection of children and vulnerable adults etc.)</p>	<p>Answer YES or NO</p> <p>Yes</p> <p>It is YOUR responsibility to check</p>
	<p>Signed</p>  <p>(CHAIR, NACS)</p> <p>Print Name</p> <p>Date 06/07/2023</p>
<p>Declaration.</p> <p>I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.</p> <p>Signed </p> <p>Date 06/07/2023</p>	

Please include your constitution and most recent set of accounts if you have these, but it is not essential to receive a grant.

Constitution attached. No accounts as yet – NACS is in its startup phase.

If you need any help in completing this form, please telephone the Deputy Town Clerk on 01626 201120



Constitution of Newton Abbot Community Shed (Unincorporated Association)

Date of adoption: 11 April 2023

1. NAME

- 1.1 The name of the Organisation is Newton Abbot Community Shed, an Unincorporated Association with Charitable Objects, herein referred to as 'NACS'.

2. OBJECTS

- 2.1 The aims (objects) of NACS are:

(a) To promote social inclusion for public benefit through the provision of a facility particularly, but not exclusively, for members of the local community at risk of being socially excluded, herein referred to as 'Shedders'.

(b) To prevent social exclusion by promoting the opportunity for friendships, social engagement, skill sharing and learning in a safe and enjoyable environment, in which Shedders can meet and carry out creative projects acceptable to NACS and of their own choosing, individually, jointly and for the benefit of the wider community.

(c) To promote good health and wellbeing to Shedders through active participation and, from time to time, providing opportunities for relevant health and wellbeing-related organisations to raise awareness of good health strategies for the benefit of NACS.

(d) To promote and raise awareness of environmental, economic and sustainability issues related to the re-use and repair of items as an alternative to discarding them, and from time to time to hold events in furtherance of those objectives.

3. POWERS

- 3.1 NACS has power to do anything which is lawful and is considered as furthering its Objects or is conducive to doing so. In particular, NACS has power to:

(a) Raise, collect and obtain funds, receive grants and donations.

(b) Make, repair, renovate, restore and upcycle items on the order of individuals and organisations for payment to contribute to NACS funds.

(c) Make, repair, renovate, restore and upcycle items for sale to contribute to NACS funds.

(d) Use funds in furtherance of the work of NACS.

(e) Acquire and manage buildings.

(f) Cooperate with local authorities, other organisations, charities and community residents of Newton Abbot and surrounding areas in a common effort to achieve the Objects of NACS and exchange knowledge and information.

4. MEMBERSHIP

- 4.1 Those over 18 years of age who wish to benefit from NACS may apply to join as Shedders irrespective of religion, political views, nationality, (dis)ability, race, sexual orientation or gender identity.
- 4.2 Individual Shedders' membership lasts for one year from the date of joining and must be renewed annually at the price or suggested donation level set by the Management Committee for that year, or at a concessionary reduced level at the Management Committee's discretion.
- 4.3 Shedders are entitled to vote at General Meetings.
- 4.4 The Management Committee may create a membership in addition to Shedders to allow people to support NACS without attendance. Such members shall be referred to as Supporter Members and shall have no voting rights at general meetings.
- 4.5 Shedders and Supporter Members may make voluntary additional donations to support NACS. The amount of any donation will be at the donor's discretion. Personal details may be requested by the Management Committee in order to claim Gift Aid.
- 4.6 The Management Committee reserves the right to reject or terminate the membership of any Shedder, giving full reasons in writing, should they unanimously agree that to do so is in the best interests of NACS. The Shedder has the right to have their opinion heard before any decision and may have an advocate present, chosen by them.
- 4.7 Shedders must understand and agree to the terms of this Constitution on joining and must understand and sign NACS's Code of Conduct and any other documents and policies deemed necessary by the Management Committee.
- 4.8 The Management Committee will adhere to the UK General Data Protection Regulation (UK GDPR) 2021 when keeping records of memberships.

5. MANAGEMENT COMMITTEE

- 5.1 The Management Committee shall meet not less than three times per annum.
- 5.2 Decisions at Committee meetings must be voted on and only matters with a majority vote will be considered approved.
- 5.3 Members of the Management Committee must be elected or re-elected at an Annual General Meeting from among the current cohort of Shedders. *(See Section 8)*
- 5.4 The number of Members of the Management Committee elected or re-elected at an Annual General Meeting shall be no fewer than five.
- 5.5 Nominations to elect a Shedder to the Management Committee must be in writing, with the nominee's prior consent, and given to the Secretary no later than seven days prior to an AGM. Should the number of nominations be less than the number of vacancies then verbal nominations shall be accepted at the AGM (subject to the nominee's consent) and elected at the discretion of the voting members.

- 5.6 The Management Committee elected at an AGM shall have the power to co-opt further Shedders to the Management Committee, provided that the number of co-opted Shedders shall not exceed one third of the total membership of the Management Committee. Co-opted Management Committee members shall have the right to vote.
- 5.7 Should the number of members of the Management Committee be four or fewer and no more than ten at any time, interim members can be appointed to the Management Committee until the next AGM, at which they may stand for election.
- 5.8 Any member of the Management Committee who fails to attend three consecutive Committee meetings without reasonable excuse shall lose their place on the Management Committee. Any vacancy resulting from failure to attend may be filled by co-option in accordance with clause 5.6.
- 5.9 The office of Chairperson shall not be held by any one person for more than three consecutive years. Other members of the Management Committee shall not hold their position for more than five consecutive years.

6. FUNCTION OF THE MANAGEMENT COMMITTEE

- 6.1 The Management Committee shall make such decisions and regulations as its members consider appropriate for the efficient conduct of NACS.
- 6.2 The Management Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide are necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Management Committee.

7. CONDUCT OF MEETINGS

- 7.1 All meetings of the Management Committee or of any of its sub-committees shall be presided over by its Chairperson. If the Chairperson is not present, those present shall elect one of their number to temporarily take the Chair for that meeting. In the case of a tied vote, the Chairperson of any meeting shall have a second or casting vote.
- 7.2 Management Committee meetings may have no more than two Shedders who are present as non-voting Observers. Observers may contribute to the discussion.

8. GENERAL MEETINGS

- 8.1 A first Annual General Meeting shall be held within twelve months of the date of adoption of this Constitution, with a minimum of twenty-one days' notice given to all Shedders and Supporting Members, notifying them of the date, venue and agenda.
- 8.2 Subsequent Annual General Meetings shall be held within thirteen months of the previous AGM, with a minimum of twenty-one days' notice given to all Shedders and Supporting Members, notifying them of the date, venue and agenda.
- 8.3 Minutes must be kept of each AGM, made available in draft form to all Shedders within four weeks of the meeting and agreed at the following AGM.

- 8.4 Signed proxy votes from Shedders unable to attend a General Meeting shall be in the possession of the Chairperson not less than twenty-four hours before the meeting starts. Such proxy votes shall be retained with the record of the meeting by the Secretary.
- 8.5 Extraordinary General Meetings may be called by agreement of at least two thirds of the Management Committee with a minimum of fourteen days' notice should they need Shedders to vote on matters concerning the alteration of this Constitution.
- 8.6 The quorum at General Meetings shall be 10% of the total number eligible to vote.

9. FINANCE AND PROPERTY

- 9.1 Any money or property in the possession of NACS shall be used only for the benefit of NACS and its members, and in the furtherance of its Objects.
- 9.2 Any bank account opened by or for NACS shall be in the name of Newton Abbot Community Shed.
- 9.3 Cheques shall be signed by two members of the Management Committee. Expenditure of £20 or more shall be authorised by two members of the Management Committee.
- 9.4 Members of the Management Committee shall not receive money from NACS, except to reimburse reasonable out of pocket expenses.
- 9.5 A record of all monetary transactions shall be kept by the Treasurer and an overview presented at each Management Committee meeting. Annual accounts must be produced for the AGM and available to view by any Shedder at any time once produced.

10. DISSOLUTION

- 10.1 NACS may be wound up at any time if agreed by two-thirds of the members eligible to vote who are present at any General Meeting.
- 10.2 In the event of dissolution, any assets remaining after all debts have been paid shall be given to another organisation with similar aims.

11. INDEMNITY

- 11.1 NACS shall indemnify and keep indemnified every officer, member and volunteer from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith and arising therefrom) made or brought against NACS in connection with its activities, the actions of its Officers, members or volunteers, or in connection with its property and equipment. This indemnity shall not extend to wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer, member or volunteer sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.

Signed by: Signature Print Name Date

Chairperson

Treasurer

Secretary

Committee Member

Committee Member



Safeguarding Adults at Risk

The policy sets out Newton Abbot Community Shed's values in relation to safeguarding, and outlines the roles and responsibilities of the Management Committee as well as highlighting what is not their responsibility.

Definitions

Shedder refers to an adult who has joined Newton Abbot Community Shed (subsequently referred to as NACS) and has received a numbered membership card in return for their annual subscription.

Volunteer refers to a Shedder who has also taken on a specific role e.g. First Aider, activities guide, session foreman etc. They will have had training and/or be experienced in that particular area.

Supporter Member refers to a person who has registered their interest in and support for NACS and its objectives, but does not take part in practical making/repairing sessions.

Visitor refers to a one-time guest of a Shedder; or an adult who is attending a skills course of one or more sessions without becoming a Shedder; or a person attending an event put on by NACS such as a Repair Café.

NACS recognises that by providing activities for the local community, it has a duty of care to protect its members and others from harm.

The Management Committee sets out the following values in safeguarding its members:

- All members and visitors have the right to participate in activities free from-abuse or neglect or fear of abuse or neglect
- All members and visitors have the right to have their views, wishes, feelings and beliefs respected and taken into account
- All members and visitors have the right to be provided with a safe environment with adequate health and safety procedures in place
- All members and visitors have the right not to be discriminated against for their age, gender, sexuality, race or other personal characteristic
- All members and visitors have the right to have any allegation they make about abuse or neglect taken seriously and acted on immediately

Newton Abbot Community Shed Safeguarding Contact

Below is the main contact for reporting a safeguarding issue as described in this policy or for obtaining further information.

Safeguarding Contact (SC): Emily Graydon

SC Tel: 07818 467188

SC Email: safeguardingnacs@gmail.com



Safeguarding Policy

What is Safeguarding?

Safeguarding means protecting a person's right to a safe environment, free from abuse or neglect. It is about people and organisations working together to prevent and stop both the risks and experiences of abuse and neglect, whilst ensuring that an adult's wellbeing is promoted. This includes, where appropriate, having regard for their views, wishes, feelings and beliefs.

How do we determine whether an adult is at risk?

The Care Act 2014, which provides the legal framework for safeguarding, identifies 'an adult at risk'. This supersedes the commonly known No Secrets statutory guidance which covered adult safeguarding and defined a vulnerable adult (now referred to as an adult at risk) as a person 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

The **Care Act 2014** recognises an adult at risk (historically referred to as a vulnerable adult) as an adult who:

- a. Has needs for care and support.
- b. Is experiencing, or is at risk of, abuse or neglect, and
- c. As a result of those needs is unable to protect [himself or herself]¹ against the abuse or neglect or the risk of it.

To ensure that this document reflects current legislation and to avoid any implication that people with care and support needs are inherently vulnerable, all references will be made to 'adults at risk', rather than 'vulnerable adults'.

What is Care and Support?

Care and support, which can also be known as social care, is help provided to people in need of practical support due to illness, disability, old age or a low income (NHS, 2017).

It can include, but is not limited to having a care professional help around the home, getting to and from work or the shops, or cooking meals. It can also include having structural changes made to the home to help a person manage. Care and support services are the responsibility of Local Authorities, but can also be carried out by private companies, charities or family and friends.

Are Shedders and visitors considered adults at risk?

Not necessarily. A Shedder or visitor will only be considered an adult at risk if they fit with the above definition of an adult at risk, as defined by the Care Act 2014, which provides a legal framework for delivering care services and safeguarding. Many Shedders live and carry out their lives independently, without the need for care or support to carry out their daily tasks and activities. They are not experiencing or at particular risk of abuse or neglect and they are able to protect themselves.



Safeguarding Policy

What is abuse?

Types of abuse vary. A person can be abused verbally, physically, psychologically or financially. It can happen as a result of an action, or as a result of a failure to act. It can happen when an adult at risk is wrongly influenced to carry out a financial or sexual exchange that they do not consent to, or aren't able to consent to.

Abuse can lead to a violation of a person's human and civil rights and can occur in any relationship or environment. It may result in a person being hurt or exploited. Sometimes the abuse is illegal and the adult at risk is protected by the law, as is everybody else.

Abuse is a wrongful use of power and can come in any of the following forms:

Psychological e.g. emotional abuse or depriving a person of contact with another.

Sexual e.g. inappropriate looking or touching, taking sexual photos or rape.

Physical e.g. hitting, restraining or pushing.

Financial e.g. theft or putting pressure on somebody about their financial arrangements.

Modern Slavery e.g. forced labour.

Discriminatory e.g. harassment or insults because of a person's race, gender or identity.

Neglect e.g. ignoring emotional or physical needs.

Self-neglect e.g. a person not caring for their own personal hygiene or health.

Please note that the above are intended only as examples and not an exhaustive list. It is recognised that some instances of abuse may not fit neatly into these categories. If you have reason to believe somebody is being abused or neglected you must act in line with this policy.

An abuser can be anybody - a person abusing an adult at risk might be at risk themselves. This is still abuse and should be dealt with in line with this policy.

Our role in safeguarding adults at risk

The Management Committee recognises that from time to time, adults at risk may become members of NACS. The following section details the roles and responsibilities of NACS the Shed in safeguarding adults at risk.

Prevent:

- NACS' activities risk assessment will be regularly reviewed and will include an assessment of safeguarding for adults at risk, including mitigation strategies
- All volunteers will be carefully recruited and references and Disclosure and Barring Service (DBS) checks will be carried out for any volunteer working directly with adults at risk
- All new volunteers will be given an induction that covers health and safety and safeguarding procedures including reading and understanding this policy
- Health and safety procedures will be regularly reviewed by the Management Committee to ensure minimal risk to everyone.
- The Management Committee will always ensure recorded information is stored safely and securely and is accessible only to those who need the information in the protection of adults at risk.



Safeguarding Policy

Report:

Although every effort will be made to prevent instances of abuse, if a member does witness an incident, or have a concern about an adult at risk they should:

- Take ALL suspicions or allegations of abuse seriously
- Report quickly using the reporting form included in this document, giving all of the detail they know and leaving nothing out
- Submit the form to a Safeguarding Contact (SC) with no delay.
- If they think the matter is serious and the adult at risk may be being, or have been harmed, they should not wait to find a SC but phone the police immediately

On receipt of a completed reporting form, the SC will:

- Seek help from the Local Authority's Adult Social Care department (details at rear of policy) or call the police if they think a crime is being committed.
- If the concern is considered minor and an adult at risk has brought a worry about another member to the SC's attention, they will discuss with the Management Committee to ensure that all efforts are in place to protect the person i.e. they are supervised or the activities are in large groups.
- Individuals should never try to resolve a serious allegation of abuse or neglect themselves. It could make things worse.

Remember, an adult at risk should never be left alone with an untrained person who has not had the relevant checks.

Record:

The SC who receives a report, or witnesses any incident of abuse will:

- d. Listen carefully, giving full attention and never directly questioning the adult at risk unless the report comes from them in person.
- e. Allow the reporter to provide a spontaneous account, never interrupting to ask something when the person is recalling events.
- f. Make an accurate record of the information, taking care not to miss any details, however insignificant they may feel those details to be at the time.
- g. Use the reporter's own words where possible.
- h. Explain that they cannot promise to not share this information with other appropriately selected people – never offering false confidentiality.
- i. Reassure the reporter that they did the right thing by raising the issue.
- j. Explain what they will do next and that they will need to get help to keep the adult at risk safe.
- k. Never ask the reporter to repeat their account to anybody else.

Choosing an appropriate level of safeguarding

Not all of the responsibilities will apply at all times, but the above summarises the safeguarding actions that the SC or volunteers might carry out, depending on the assessed level of risk to members or visitors at any one time. This safeguarding strategy is based heavily on prevention; however, it recognises that having recording and reporting systems in place is good practice in case of abuse at a future time.



Safeguarding Policy

The Management Committee recognises that its volunteers are not care practitioners and that an adult at risk may need professional support. The Committee will seek advice from their Local Authority wherever there is any doubt.

Safeguarding is not a one-off exercise and this policy and the procedures within it will be regularly reviewed and updated as appropriate.

When we cannot act

The Management Committee will work with NACS volunteers and professional care practitioners. Therefore, help will need to be sought for any instance or allegation of abuse towards an adult at risk. Local Authorities take the lead in providing care to adults at risk in their area and should always be the first point of contact, unless the situation is deemed an emergency or crime, at which point the police should be called.

If you believe an adult to be at risk who has no care arrangements in place and you are concerned, you should speak with [insert reference to actual local care giving authority] for advice. It is not the responsibility of NACS to organise or seek carers for members.

This document will be reviewed annually to ensure it reflects best practice and the needs of Newton Abbot Community Shed.

Safeguarding of our all NACS members and visitors is vitally important to us and below is a summary of our values and the person to be contacted with any concerns.

Newton Abbot Community Shed Safeguarding Contact

Below is the main contact if you need to report a safeguarding issue as detailed in this policy or need further information.

Safeguarding Contact (SC): Emily Graydon

SC Tel: 07818467188

SC Email: safeguardingnacs@gmail.com

The above-named person is responsible for **recording** safeguarding issues or concerns, **alerting** the local authority or police if an issue arises, **getting advice** from the local authority on safeguarding in NACS and **arranging training** as necessary.

You should contact the above-named contacts if you have any concerns about an adult in NACS, including yourself.

Incident Reporting Form

This form will be used by the Safeguarding Contacts to record disclosures or suspicions of abuse. The completed form will be used to report incidences to the relevant authorities.

Copies of this safeguarding incident form can be found in the Newton Abbot Community Shed Information folder.



Safeguarding Policy

Incident Reporting Form

This form will be used by the Safeguarding Contacts to record disclosures or suspicions of abuse. The completed form will be used to report incidences to the relevant authorities.

Copies are in the NACS Volunteer information folder

Your name:		Tel no:	
The adult at risk's details			
Name:		Tel no:	
Address:			
D.O.B:			
Other relevant details about the adult, if known <i>e.g. home circumstances:</i>			
Carers details, if known:			
Details of the allegations/suspicions			
Are you recording:			
Disclosure made directly to you by the adult	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/> (tick as appropriate)
Disclosure or suspicions from a third party	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/> (tick as appropriate)
Your suspicions or concerns	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/> (tick as appropriate)
Date and time of disclosure:			
Date and time of incident:			
Details of the allegation/suspicions. State exactly what you were told/observed and what was said. Use the persons own words as much as possible:			
Action taken so far:			
Signed:		Date:	