

Friday, 30 May 2025

CABINET

A meeting of **Cabinet** will be held on

Monday, 9 June 2025

commencing at **5.30 pm**

The meeting will be held in the Banking Hall, Castle Circus entrance on the left corner of the Town Hall, Castle Circus, Torquay, TQ1 3DR

Members of the Committee

Councillor David Thomas (Chairman)

Councillor Billings

Councillor Jacqueline Thomas

Councillor Bye

Councillor Tranter

Councillor Chris Lewis

Councillor Tyerman

A Healthy, Happy and Prosperous Torbay

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Town Hall, Castle Circus, Torquay, TQ1 3DR

Email: governance.support@torbay.gov.uk - www.torbay.gov.uk

CABINET AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Minutes** (Pages 5 - 26)
To confirm as a correct record the Minutes of the meeting of the Cabinet held on 13 May 2025.
3. **Disclosure of Interests**
 - (a) To receive declarations of non pecuniary interests in respect of items on this agenda.

For reference: Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.
 - (b) To receive declarations of disclosable pecuniary interests in respect of items on this agenda.

For reference: Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

(Please Note: If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)
4. **Urgent Items**
To consider any other items the Chairman decides are urgent.
5. **Matters for Consideration**
6. **Community Grant Fund 2025/2026** (Pages 27 - 60)
To consider a report on the above.
7. **Budget Monitoring 2024/2025 Quarter 4 Outturn** (To Follow)
To consider a report that provides a high-level budget summary of the Council's revenue and capital position for the financial year 2024/25 based on the final outturn position for the year ended 31st March 2025.

Live Streaming and Hybrid Arrangements

To encourage more people to engage in our public meetings the Council is live streaming our Cabinet meetings on our YouTube channel in addition to recording the meetings and publishing the recording on our website. To watch the meeting live please visit <https://www.youtube.com/user/torbaycouncil>.

We are also using hybrid meeting arrangements to enable officers and Councillors who are not members of the Cabinet to either attend the meeting in person or to attend the meeting remotely via Zoom. Anyone attending the meeting remotely must use their raise hand function when they wish to speak and to declare any interests at the appropriate time. If anyone attending the meeting remotely loses connection the meeting will continue and they will have the option to follow the meeting via the YouTube live stream.

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Minutes of the Cabinet

13 May 2025

-: Present :-

Councillor David Thomas (Chairman)

Councillors Billings, Bye, Chris Lewis, Jacqueline Thomas, Tranter and Tyerman

(Also in attendance: Councillors Bryant (virtual), Cowell, Douglas-Dunbar (virtual), Law (virtual), Barbara Lewis (virtual), Long (virtual), Spacagna (virtual), Stevens (virtual) and Twelves (virtual))

118. Minutes

The Minutes of the meeting of the Cabinet held on 15 April 2025 were confirmed as a correct record and signed by the Chairman.

119. Disclosure of Interests

No interests were declared.

120. Urgent Items

The Cabinet considered the item in Minute 128, and not included on the agenda, the Chairman being of the opinion that it was urgent by reason of special circumstances i.e. the matter having arising since the agenda was prepared and it was unreasonable to delay a decision until the next meeting.

121. Matters for Consideration

The Cabinet considered the following matters, full details of which (including the Cabinet's decisions and recommendations to Council) are set out in the Record of Decisions appended to these Minutes.

122. Formation of a Social Housing Delivery Programme for Torbay and Associated Financing Proposal

123. Housing Policies

124. Torbay Council Food Action Plan

125. Update on Domestic Abuse Safe Accommodation Needs Assessment Refresh - Report of the Overview and Scrutiny Board

126. Plan for Neighbourhoods

- 127. **Joint Recommissioning of the Local Healthwatch Contract**
- 128. **Call-in of the Cabinet's Decision on Brokenbury Solar Farm – Report of the Overview and Scrutiny Board**

Chairman/woman

Record of Decisions

Formation of a Social Housing Delivery Programme for Torbay and Associated Financing Proposal

Decision Taker

Cabinet on 13 May 2025.

Decision

1. that Cabinet notes that the existing total amount of capital grant funding received to support the project is £5 million, comprising £3 million from The Levelling Up Partnership and £2 million from The Devon and Torbay Devolution Deal, and notes that this grant funding will be used for both interim funding of schemes before Business Cases are finalised, and for part funding of completed schemes;
2. that Cabinet approves the principle of the funding model for the Accommodation Repurposing Project, namely that each scheme is funded by a combination of Homes England grant, an appropriate level of supported prudential borrowing, with any residual funding requirement made up from monies already received from the Levelling-Up Partnership, the Devon and Torbay Devolution Deal (or any other relevant affordable housing subsidy available to Torbay Council at the time);
3. that subject to Full Council approving the £20 million prudential borrowing, Cabinet approves the stated ambition to create an Accommodation Repurposing Programme that is able to deliver an average of 75 units per year and that Full Business Cases for each scheme be presented to Cabinet for approval in due course;
4. that subject to Full Council approving the £20 million prudential borrowing, Cabinet provide delegated authority to the Director of Finance, in consultation with the Cabinet Member for Housing and Finance, to acquire sites for the Accommodation Repurposing Programme, ahead of Cabinet consideration of a Full Business Case (where necessary);
5. that Cabinet requests that Head of Strategic Housing & Delivery prepare an annual report for consideration by the Overview and Scrutiny Board and Cabinet, demonstrating progress against the project; and

That Cabinet recommends to Council:

6. that £20 million of prudential borrowing be approved to part fund individual schemes within the Accommodation Repurposing Programme, subject to repayment of borrowing being supported by rental income from the schemes after deduction of projected management and operating costs and appropriate allowances for future maintenance cost of the properties (taking account of any grant funding that may be available for the individual site).

Reason for the Decision

The Housing Delivery Plan was created to bring forward opportunities over the next five years, both for direct Council housing delivery and housing delivery through partners. One of the direct interventions identified was the Accommodation Repurposing Project, incorporating schemes designated under the title of 'Hotels to Homes'. This was designed to respond to

Torbay's characteristics of having large numbers of small urban brown-field sites many of which were unviable leisure and holiday accommodation such as former hotels, bed & breakfasts, and guest houses. Through this initiative, such properties would be purchased by the Council and converted into new homes.

In addition, the Government had asked all local authorities to accelerate house building throughout the United Kingdom. An increase to delivery numbers in the Accommodation Repurposing Scheme would help Torbay towards meeting that requirement. Furthermore, the Council intended to commit to this level of self-delivery through the emerging Torbay Local Plan, as a way of demonstrating how it would achieve its mandatory planning targets and kick-start the local construction sector. With the Local Plan including this as part of the delivery trajectory for housing (and specifically affordable housing), it was necessary to ensure there was appropriate capital funding in place to meet this obligation.

Implementation

The decision in respect of 1. to 5. will come into force and may be implemented on 23 May 2025 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny). The decision in respect of 6. will be considered at the Adjourned Annual Council meeting on 15 May 2025.

Information

An increased and extended social housing grant programme has now been published by Government, with the funding now secure for Brampton Court (and greater understanding on the likely future requirements to secure grant in the coming years) it was now possible to progress decision making for a long term scheme.

A programme and funding proposal had been developed that could sustainably deliver a large number of homes on brownfield sites to help contribute to the requirements of the emerging Torbay Local Plan and the increased housing target that had been given to the Local Planning Authority.

At the meeting Councillor Tyerman proposed and Councillor Chris Lewis seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

Option 1 – do nothing. This would result in under performance against Local Plan/MHCLG delivery numbers.

Option 2 – proceed with the formation of a Social Housing Delivery Programme and associated financing. This would achieve all the objectives stated in this report and ensure delivery of a large capital housing programme of new homes for the benefit of households with a local connection to Torbay.

Option 3 – partial implementation. This was an option, however, the Council would be more susceptible to market fluctuations in borrowing costs and potentially be unable to upskill and increase capacity to a sufficient level, which would impact upon the Council's ability to deliver. It would also not signal the right level of commitment to the Registered Provider/private sector, which may hinder the Council's ability to get longer-term buy-in or investment for wider growth.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

15 May 2025

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

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Record of Decisions

Housing Policies

Decision Taker

Cabinet on 13 May 2025.

Decision

1. that the Housing Policies set out in Appendices 1 to 8 of the submitted report be adopted by Torbay Council, and the Director of Regeneration be given delegated authority, in consultation with the Cabinet Member for Housing and Finance, to review the policies and make changes as appropriate and in line with any changes to legislation, including consideration around the wording of the definition of 'vulnerable tenants'.
2. that the Monitoring Officer be requested to make a technical amendment to the general limitations within the Officer Scheme of Delegation in relation to property disposals not applying in relation to the Right to Buy Policy and the Director of Finance be given delegated authority to dispose of property in accordance with the Right to Buy Policy.

Reason for the Decision

The various housing policies would provide a robust governance framework around the management of the Councils housing stock following the transfer of housing from TorVista Homes to Torbay Council. To also respond to the recommendation from the Overview and Scrutiny Board.

Implementation

This decision will come into force and may be implemented on 23 May 2025 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

Following the transfer of housing stock from TorVista to Torbay Council, the Council needed to have in place a robust governance framework which incorporated all legislative and compliance requirements around the management of the Councils housing stock. Therefore, the following policies had been developed:

- Tenancy Policy
- Damp and Mould Policy
- Complaints Policy
- Lettings Policy
- Tenant Involvement Policy
- Rent arrears and debt recovery Policy
- Right to Buy Policy
- Minimum lettable Standard

The Cabinet also had before them a report from the Overview and Scrutiny Board which recommended 'including consideration around the wording of the definition of 'vulnerable tenants' to the delegation in 2 above.

At the meeting Councillor Tyerman proposed and Councillor David Thomas seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

There were no alternative options considered.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

15 May 2025

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Torbay Council Food Action Plan

Decision Taker

Cabinet on 13 May 2025.

Decision

That the Torbay Food Action Plan be approved.

Reason for the Decision

To ensure a coordinated and focused approach to promoting positive change within Torbay's food system locally and support the future resilience of Torbay's communities.

Implementation

This decision will come into force and may be implemented on 23 May 2025 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

In 2025, the Torbay Food Strategy was published. It set out the blueprint for the approach to sustainable food systems change in Torbay. The subsequent development of a Council Food Action Plan was the next step in supporting food systems change in Torbay. It aimed to set out some of the actions that the Council could take to deliver the Torbay Food Strategy.

At the meeting Councillor Tranter proposed and Councillor Bye seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

There were no alternative options considered.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

15 May 2025

Signed: _____
Leader of Torbay Council on behalf of the Cabinet

Date: _____

Record of Decisions

Update on Domestic Abuse Safe Accommodation Needs Assessment Refresh – Report of the Overview and Scrutiny Board

Decision Taker

Cabinet on 13 May 2025.

Decision

That the Cabinet's response to the Update on Domestic Abuse Safe Accommodation Needs Assessment Refresh – Report of the Overview and Scrutiny be approved as published.

Reason for the Decision

The Cabinet was required to respond to the findings of the Overview and Scrutiny Board.

Implementation

This decision will come into force and may be implemented on 23 May 2025 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

The Cabinet received the report of the Overview and Scrutiny Board on the update on Domestic Abuse Safe Accommodation Needs Assessment Refresh. In accordance with section D7 of the Standing Orders in relation to Overview and Scrutiny as set out in the Constitution, the Cabinet was required to respond to the recommendations of the Overview and Scrutiny Board within two months. Subsequently the Cabinet prepared a response to the recommendations of the Overview and Scrutiny Board which was proposed by Councillor Tranter, seconded by Councillor Billings and agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

None

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

15 May 2025

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

Record of Decisions

Plan for Neighbourhoods

Decision Taker

Cabinet on 13 May 2025.

Decision

1. that governance arrangements for the Torquay Place Leadership Board, as set out at Appendix 1 to this report and as submitted to the Ministry for Housing, Communities and Local Government (MHCLG), be ratified by Torbay Council;
2. that the Director of Finance be given delegated authority, in consultation with the Cabinet Member for Place Development and Economic Growth, to ratify the Torquay Place Leadership Board's decisions on approved grant allocation business cases and to approve the draw down of the Grant Funding from the MHCLG Grant Pot for those grant allocations; and
3. that the Council's thanks be placed on record to the members of the Torbay Place Leadership Board in improving outcomes for residents in Torbay and its continued work alongside the newly established Torquay Place Leadership Board.

Reason for the Decision

Ratification of the partnership will support the Torquay Place Leadership's Board. The Board will act as the accountable body for £19,537,000 of interventions to Torquay over the next 10 years.

Implementation

This decision will come into force and may be implemented on 23 May 2025 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

During October 2023, the previous Government launched the Long-Term Plan for Towns (LTPFT) initiative. Some fifty-five towns were selected, including Torquay. The new Government had since confirmed that Torquay had been allocated £19,537,000 of funding (75% capital, 25% revenue) over 10 years as part of seventy-five areas. Alongside the reconfirmation of funding came new guidelines, deadlines, requirements, and opportunities.

In Spring 2024 The Torbay Place Leadership Board agreed to fulfil the role of the 'Neighbourhood Board' (was town board) under the name The Torquay Place Leadership Board.

New guidance stated that a Neighbourhood Board should bring together those with a deep connection to Torquay such as local businesses, grassroots campaigners, workplace representatives, faith and community leaders and any other relevant organisations. Furthermore the guidance set out that all members of the Board had an equal right to vote on Board issues and that the Board would work as partners with Torbay Council to develop a plan for their local area and distribute funding to the projects to deliver on this vision.

Government guidance stated the new Neighbourhood Board needed to have convened by 22 April 2025 to confirm membership, elect an independent Chairperson and discuss any proposals to alter the Torquay boundary suggested by the Ministry of Housing, Communities and Local Government. The Torquay Place Leadership Board met on 9 April 2025 in order to comply with this requirement.

By 'Winter 2025' the Torquay Place Leadership Board is required to have developed a Regeneration Plan, setting out a vision for the next decade. It would also need to set out an Investment Plan for the first four years of the programme. Torbay Council would support the Board to develop and deliver the Plan. Money for those interventions would be released yearly from April 2026.

At the meeting Councillor David Thomas proposed and Councillor Chris Lewis seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

The options were:

Ratify the role and strategic vision of the Torquay Place Leadership Board. This option presented a unified approach to Torbay Council's partnership with the Board which would be fed back to MHCLG. This was the preferred option.

Not to ratify the role of the Torquay Place Leadership Board. This decision would be fed back to MHCLG and would undermine the partnership, releasing of funds and delivery timetable. This option was therefore discounted.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

15 May 2025

Signed: _____
Leader of Torbay Council on behalf of the Cabinet

Date: _____

Record of Decisions

Joint Recommissioning of the Local Healthwatch Contract

Decision Taker

Cabinet on 13 May 2025.

Decision

- (i) that the Director of Adults and Community Services be instructed to commence the procurement process in accordance with Contract Standing Orders and Procurement Policy;
- (ii) that the local Healthwatch organisation continues to be commissioned jointly with Devon, Plymouth, and Torbay under a joint contract with Devon County Council and Plymouth City Council; with Devon County Council being the Lead Commissioner; and
- (iii) that the Director of Adults and Community Services, in consultation with the Cabinet Member Adult and Community Services, Public Health, and Inequalities, be delegated authority to award the Healthwatch contract to the preferred bidder.

Reason for the Decision

The Health and Social Care Act 2012 requires every local authority in England with adult social care responsibility to have a local Healthwatch organisation in place, acting as a consumer voice for the health and social care system. Therefore, by law, Torbay Council must commission a suitable service.

Implementation

This decision will come into force and may be implemented on 23 May 2025 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

The Local Government and Public Involvement in Health Act 2007, as amended by the Health and Social Care Act 2012, mandated that local authorities commission local Healthwatch organisations. These organisations were designed to give citizens and communities a stronger voice to influence and challenge how health and social care services were provided in their area.

Since 2020 the local Healthwatch organisation had been jointly commissioned by Devon County Council, Plymouth City Council and Torbay Council; with Devon being the Lead Commissioner. This had enabled a single provider to support consumer voice activities which covered the whole Integrated Care System the three local authorities are part of.

This joint arrangement had enabled the local Healthwatch organisation to work more efficiently across the system and enabled local authorities to benefit from economies of scale which would not have been possible if each Council commissioned a separate consumer voice organisation.

At the meeting Councillor Tranter proposed and Councillor David Thomas seconded a motion which was agreed unanimously, as set out above.

Alternative Options considered and rejected at the time of the decision

The options available for recommissioning in Devon were:

- i. to recommission jointly with Devon, Plymouth and Torbay Councils again (the status quo)
- ii. commission separate local Healthwatch organisations for Devon, Plymouth, and Torbay
- iii. to commission on a larger scale in collaboration with either Cornwall or Somerset.

The third option would mean that the consumer voice organisation would have to span more than one Integrated Care System, an unrealistic challenge in terms of governance or effective public profile. This option was therefore discounted.

The three local authorities considered whether to recommission their local Healthwatch organisation on an individual basis, as they did originally in 2013, or to continue with the joint arrangements which have been in place since 2020. This consideration took account of the forthcoming local government re-organisation facing the three local authorities and the ongoing development of the Integrated Care System for the area covered by Devon, Plymouth, and Torbay Councils.

Commissioners agreed that continuing to base the local Healthwatch organisation area on the Integrated Care System footprint was the most sustainable and strategically effective way forward. This was because all the proposed local authority boundary change options followed the Devon Integrated Care System area and did not change the boundaries with Cornwall or Somerset.

Commissioners also agreed that recommissioning local Healthwatch on a three-authority basis would enable them to maintain the economy of scale (around 8% savings on the nationally recommended funding level) achieved by having one rather than three organisations in place. The recommended option was therefore to jointly recommission the local Healthwatch organisation for Devon, Plymouth and Torbay, with a requirement that the provider was able to maintain a structure which covered the integrated care system regardless of the outcome of local government re-organisation and the resulting local authorities covering the system area.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

15 May 2025

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

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Record of Decisions

Brokenbury Solar Farm - Cabinet's Response to Call-in

Decision Taker

Cabinet on 13 May 2025.

Decision

That the Cabinet reconfirms the following decision made on 15 April 2025:

That the following decision of Cabinet made on 11 June 2024 be rescinded:

‘that the Chief Executive in consultation with the Leader of the Council, Finance Director and Cabinet Member for Finance should review and agree the final business plan after the EPC tender and Power Purchase Agreement (PPA) stage are complete and subject to that agreement is then authorised to agree and finalise the detailed terms and enter into contract with South West Water (SWW) or another purchaser of the electricity.’; and

That subject to the above, authority be delegated to the Director of Finance, in consultation with the Cabinet Member for Place Development and Economic Growth, to agree and finalise the detailed lease terms, in line with an independent market valuation, and enter into a long lease for the land edged red as set out in Appendix 1 to the submitted report.

And modifies the following:

That the decision of the Cabinet to recommend the following to Council be rescinded (Minute 116 refers) and that the report be withdrawn from the Adjourned Annual Council Meeting on 15 May 2025:

“That Cabinet recommends to Council:

That the following decision of Council made on 18 July 2024 be rescinded:

‘that up to £2,750,000 of prudential borrowing be approved subject to securing a unit rate per MWh that exceeds the loan repayments, covers projected maintenance and other operational and equipment replacement costs and provides an appropriate surplus per annum over the life of the scheme commensurate with level of risk.’”

Reason for the Decision

The Cabinet was required to respond to the findings of the Overview and Scrutiny Board within ten working days.

Implementation

This decision will be implemented immediately in accordance with Standing Order D9.5.

Information

On 15 April 2025 the Cabinet considered a report on the Brokenbury Solar Farm and determined:

1. That Cabinet recommends to Council:

That the following decision of Council made on 18 July 2024 be rescinded:

‘that up to £2,750,000 of prudential borrowing be approved subject to securing a unit rate per MWh that exceeds the loan repayments, covers projected maintenance and other operational and equipment replacement costs and provides an appropriate surplus per annum over the life of the scheme commensurate with level of risk.’

2. That the following decision of Cabinet made on 11 June 2024 be rescinded:

‘that the Chief Executive in consultation with the Leader of the Council, Finance Director and Cabinet Member for Finance should review and agree the final business plan after the EPC tender and Power Purchase Agreement (PPA) stage are complete and subject to that agreement is then authorised to agree and finalise the detailed terms and enter into contract with South West Water (SWW) or another purchaser of the electricity.’; and

3. That subject to 2. above authority be delegated to the Director of Finance, in consultation with the Cabinet Member for Place Development and Economic Growth, to agree and finalise the detailed lease terms, in line with an independent market valuation, and enter into a long lease for the land edged red as set out in Appendix 1 to the submitted report.

The decision was subsequently Called-in and the Overview and Scrutiny Board met on 7 May 2025 to consider details of a call-in by five Members of the Council. The Overview and Scrutiny Board made the following recommendation:

‘That the decision be referred back to the Cabinet for reconsideration, on the grounds that Board considers that there was insufficient evidence available to the Cabinet at the time it made its decision and recommends in reconsidering the decision, that Cabinet receives a detailed business case which sets out all of the risks and mitigations of delivering the solar farm in-house for transparency of the decision.’

The Cabinet have considered the recommendation of the Overview and Scrutiny Board and have determined that, in their opinion, they had sufficient evidence available at the time the decision was made, and reconfirmed with modification the decision they made on 15 April 2025, as set out above.

Alternative Options considered and rejected at the time of the decision

The Cabinet had the following options to respond to the recommendations of the Overview and Scrutiny Board as set out in Standing Orders – Overview and Scrutiny:

- (i) confirm the decision without modification; or
- (ii) confirm the decision with modification; or
- (iii) rescind the decision.

Is this a Key Decision?

No

Does the call-in procedure apply?

No

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None

Published

15 May 2025

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet

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Meeting: Cabinet

Date: 9 June 2025

Wards affected: All

Report Title: Community Grant Fund Policy 2025/2026

When does the decision need to be implemented? Immediately following call-in period

Cabinet Member Contact Details: Councillor Alan Tyerman, Cabinet Member for Housing and Finance, Alan.tyerman@torbay.gov.uk

Director Contact Details: Matthew Fairclough-Kay, Director of Corporate Services, matthew.fairclough-kay@torbay.gov.uk

1. Purpose of Report

- 1.1 Torbay Council is introducing a Community Grant Fund for 2025 to further support the voluntary and community sector organisations because we believe that a vibrant Third Sector is vital to our community.
- 1.2 The Council is committed to supporting organisations that deliver projects which have a beneficial impact on the local community and support one or more of the Council's strategic themes from the Torbay Community and Corporate Plan. This grant fund aims to further enable work in Torbay's deprived areas outside of Torquay, which is benefiting from other significant place-based funding.

2. Reason for Proposal and its benefits

- 2.1 The proposals in this report help us to deliver the Council's ambition by providing further funding to the voluntary and community sector organisations in support of our long-term objectives for the Bay.

3. Recommendation(s) / Proposed Decision

1. That the Community Grant Fund Policy 2025/2026 set out at Appendix 1 to the submitted report be approved and opened to applications in accordance with the policy.

Appendix

Appendix 1: Community Grant Fund Policy 2025/2026, including the Grant Application Form

Background Documents

None

Supporting Information

1. Introduction

- 1.1 Torbay Council is introducing a Community Grant Fund for 2025/2026 to further support the voluntary and community sector organisations because we believe that a vibrant Third Sector is vital to our community.
- 1.2 The Council is committed to supporting organisations that deliver projects which have a beneficial impact on the local community and support one or more of the Council's strategic themes from the Torbay Community and Corporate Plan. This grant fund aims to further enable work in Torbay's deprived areas outside of Torquay, which is benefiting from other significant place-based funding.

2. Options under consideration

- 2.1 This fund was considered in the approval of the budget for 2025/2026. The option to not spend this allocation has been discounted as it does not meet the aims and objectives.

3. Financial Opportunities and Implications

- 3.1 This fund is limited to the current budget year; applications will be assessed against the outcomes in our Community and Corporate Plan to ensure that the allocations further the agreed objectives contain therein.

4. Legal Implications

- 4.1 Upon approval of any grant fund, the Council will enter into a grant agreement with the relevant organisation to ensure that the grant payments are managed appropriately.

5. Engagement and Consultation

- 5.1 This fund was included as part of the budget consultation for 2025/2026. At the Council Meeting of 27 Feb 2025, the Chief Finance Officer 2025/2026 Budget Update Report included the following information on this allocation in relation to the receipt of the Recovery Grant:

The receipt of circa £2m 'Recovery Grant' for 2025/26 has been allocated based on a national formula whereby Councils with large pockets of deprivation have received larger sums. Several specific allocations within this budget update paper will help address deprivation issues including funding for:

· Affordable housing;

- *Child care preventative measures;*
- *Youth Justice and Family Assessment Resource Centre;*
- *Play Parks and*
- *Sport and Leisure*

In addition to this, £200k one-off funding is allocated to enable further targeted support for local communities. This could be in the form of a 'Community Grant Fund' with options for facilitating applications / payments being considered alongside existing grant funding arrangements such as the Household Support and Lottery Funds.

£18k on-going funding is also being added to Community Ward budgets increasing the amount of spend available for each Councillor to £2,500 per annum.

6. Purchasing or Hiring of Goods and/or Services

6.1 Not applicable

7. Tackling Climate Change

7.1 Grant applications will be assessed using the strategic themes in the Community and Corporate Plan, including those relating to tackling climate change.

8. Associated Risks

8.1 Entering into funding agreements with third parties carries inherent risk. Such risk is mitigated through the application process and due diligence. Details on what the Council require from applicants to mitigate financial and delivery risk can be found in the application form included at Appendix 1.

9. Equality Impact Assessment

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Age Page 31	<p>18 per cent of Torbay residents are under 18 years old.</p> <p>55 per cent of Torbay residents are aged between 18 to 64 years old.</p> <p>27 per cent of Torbay residents are aged 65 and older.</p>	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's older and younger residents.</p> <p>We know that older people face increased fragility as they age and may require additional support to live independently. We also know that young people benefit from having access to good quality education and skills development opportunities and a healthy home environment.</p>	<p>Not applicable</p>	<p>Not applicable</p>

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Page 32		<p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
Carers	<p>At the time of the 2021 census there were 14,900 unpaid carers in Torbay. 5,185 of these provided 50 hours or more of care.</p>	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's residents who are carers.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact</p>	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
		assessments may be required for approved projects.		
Disability	In the 2021 Census, 23.8% of Torbay residents answered that their day-to-day activities were limited a little or a lot by a physical or mental health condition or illness.	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents. This includes people with disabilities as we recognise that they face additional barriers when accessing buildings and participating in public life. The Fund may provide opportunities to enhance accessibility.</p> <p>To support people with disabilities, reasonable adjustments are available throughout the Community Grant Fund application process to support</p>	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Page 34		<p>people with disabilities with applying for the Fund.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
Gender reassignment	<p>In the 2021 Census, 0.4% of Torbay's community answered that their gender identity was not the same as their sex registered at birth. This proportion is similar to the Southwest and is lower than England.</p>	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents.</p> <p>It is not anticipated that any adverse impacts will be caused by the</p>	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
		<p>implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
<p>Marriage and civil partnership</p>	<p>Of those Torbay residents aged 16 and over at the time of 2021 Census, 44.2% of people were married or in a registered civil partnership.</p>	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>	<p>Not applicable</p>	<p>Not applicable</p>

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Pregnancy and maternity	Over the period 2010 to 2021, the rate of live births (as a proportion of females aged 15 to 44) has been slightly but significantly higher in Torbay (average of 63.7 per 1,000) than England (60.2) and the South West (58.4). There has been a notable fall in the numbers of live births since the middle of the last decade across all geographical areas.	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>	Not applicable	Not applicable
Race	In the 2021 Census, 96.1% of Torbay residents described their ethnicity as white. This is a higher proportion than the South	The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Page 37	West and England. Black, Asian and minority ethnic individuals are more likely to live in areas of Torbay classified as being amongst the 20% most deprived areas in England.	<p>residents and promoting equality and community cohesion.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
Religion and belief	64.8% of Torbay residents who stated that they have a religion in the 2021 census.	The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents and promoting equality and community cohesion.	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 38</p>		<p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
Sex	51.3% of Torbay's population are female and 48.7% are male	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact</p>	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
		assessments may be required for approved projects.		
Sexual orientation	In the 2021 Census, 3.4% of those in Torbay aged over 16 identified their sexuality as either Lesbian, Gay, Bisexual or, used another term to describe their sexual orientation.	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>	Not applicable	Not applicable
Veterans	In 2021, 3.8% of residents in England reported that	The Community Grant Fund 25/26 will help to ensure that the	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Page 40	they had previously served in the UK armed forces. In Torbay, 5.9 per cent of the population have previously serviced in the UK armed forces.	<p>organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
Additional considerations				
Socio-economic impacts (Including impacts on child poverty and deprivation)		The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Page 41		<p>residents including those from disadvantaged backgrounds.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
Public Health impacts (Including impacts on the general health of the population of Torbay)		<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which will contribute to positive public health outcomes.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund.</p>	Not applicable	Not applicable

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
		<p>However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>		
<p>Human Rights impacts</p>		<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's most vulnerable residents. It will operate in accordance with the Human Rights Act despite an eligibility criteria which limits some activity e.g. That of a political nature.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail</p>	<p>Not applicable</p>	<p>Not applicable</p>

Protected characteristics under the Equality Act and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
		of the applications further impact assessments may be required for approved projects.		
Child Friendly Page 43	Torbay Council is a Child Friendly Council and all staff and Councillors are Corporate Parents and have a responsibility towards cared for and care experienced children and young people.	<p>The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting Torbay's young residents.</p> <p>It is not anticipated that any adverse impacts will be caused by the implementation of the Fund. However, due to the unknown detail of the applications further impact assessments may be required for approved projects.</p>	Not applicable	Not applicable

10. Cumulative Council Impact

- 10.1 The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting the broad spectrum of Torbay's residents. It is therefore, anticipated that the cumulative council impact will be positive.

11. Cumulative Community Impact

- 11.1 The Community Grant Fund 25/26 will help to ensure that the organisation meets its corporate vision and aims which includes supporting the broad spectrum of Torbay's residents. It is therefore, anticipated that the cumulative community impact will be positive.

TORBAY COUNCIL

Torbay Community Grant Fund Policy 2025/2026

1. Introduction

- 1.1 Torbay Council supports charity, voluntary and community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects which have a beneficial impact on the local community and support one or more of the Council's strategic themes from the Torbay Community and Corporate Plan.

2. Scope

- 2.1 This policy applies only to the allocation of the Torbay Community Grant Fund 2025/26 to the Third Sector, who may apply for grants of up to £40,000 of the £200,000 fund.
- 2.2 In exceptional circumstances, the panel may consider sums higher than £40,000 and applicants should contact comgrant25@torbay.gov.uk if they believe they have an exceptional case that warrants consideration.
- 2.3 This policy does not apply to any other means of financial support from the Council that may be available under other schemes.

3. Purpose of the Community Grant Fund 2025/2026

- 3.1 The Council has introduced this fund to further support the vital work that is undertaken by the communities of Torbay. The fund has been established to offer help to the voluntary and community sector (VCS) to gain access to new significant capital funding streams in year. Funding can be made towards costs to cover capital works and/or specific outlay for activity related to capital expenditure. Capital expenditure can be defined as expenditure on a physical object, building or asset.
- 3.2 Funding will only be provided where it can be demonstrated that a defined impact will be made that supports the ambitions and visions of the Community and Corporate Plan. Organisations should demonstrate an outcomes focus in applications for funding.

Applicants should demonstrate how the funding will achieve improvements within Bay's most deprived areas that sit outside of Torquay, which is benefiting from other specific place-based funding.

Applications should also highlight where any Council funding will enable further funding and/or support from third parties.

- 3.3 Torbay Council residents will be the main recipients of the funding. The Council will require that all funding awards support the strategic themes of the Community and Corporate Plan, namely:

Community and People:

- Ensure our town centres are safe and welcoming for all.
- Keep children safe in their communities and provide safe environments for our young people to thrive in.
- Ensure early intervention is effective and targeted.
- Provide the best care and support available so that residents are empowered to achieve what matters most to them.
- Provide clear signposting for those needing our help.
- Support and encourage community action.
- Improve wellbeing and reduce social isolation.

Pride in Place:

- Draw investment into our towns and breathe life into our town centres, partnering with the private sector to deliver major projects.
- Maximise heritage and cultural opportunities for the enjoyment and benefit of residents and visitors.
- Ensure the effective operation of SWISCo to have resources to reinvest in Torbay.
- Deliver priority capital projects within the Council's Capital Programme.
- Improve the delivery, affordability and quality of housing (including housing standards) for residents in Torbay.
- Improve the delivery of our planning service.
- Protect and enhance our lived, built and natural environments, including our green spaces.

Economic Growth:

- Encourage aspiration, providing opportunities for everyone to raise their skill level, particularly in high value careers.
- Drive training opportunities across all sectors to empower people to improve their skills.

- Improve transport links to and within Torbay.
- Develop a year-round economy.
- Increase the amount of full-time employment opportunities within Torbay.
- Focus on inclusive growth, with opportunities which benefit everyone.

3.4 The Council retains the right to publicise all beneficiaries of the Community Grant Fund 2025/26 and the specific objectives that the funding will be used for.

4. Which organisations are eligible to apply for small grants funding?

4.1 Your organisation must:

- a) provide community activities or services within the Torbay Council area, which support the strategic themes of the Community and Corporate Plan;
- b) demonstrate the services it is providing by giving details of its activities and the number of people it is in contact with;
- c) actively promote equality issues within its structure and operations;
- d) ensure that any previous funding received from Torbay Council has been spent in accordance with the funding award conditions attached to them;
- e) ensure that all funding awards are spent within 12 months of being awarded;
- f) ensure, wherever possible, acknowledgement of the funding award from the Torbay Community Grant Fund in its marking collateral, website and premises;
- g) have a formal constitution or set of rules;
- h) have a bank account requiring at least 2 unrelated signatories;
- i) operate with no undue restrictions on membership; and
- j) have a detailed plan as to how the grant fund will be promoted.

And be either:

- A constituted group with a volunteer management committee, with a minimum of three unrelated members, that meets on a regular basis (at least 3 times per year).
- A registered charity, with a board of trustees.

Or:

- A registered Community Interest Company, and provide copies of your Community Interest Statement, details of the Asset Lock included in your Memorandum and Articles of Association, and a copy of your latest annual community interest report.

4.2 An organisation can only submit one application per year.

5. Which organisations are not eligible to apply for small grants funding?

5.1 We will not permit applications for community grants funding:

- from groups promoting or lobbying for particular religious or political beliefs or campaigns;
- from organisations that do not do work within the boundaries of the Torbay Council area;
- from individuals;
- from organisations which aim to distribute a profit;
- from organisations with no established management committee/board of trustees (unless a CIC); or
- that are incomplete.

5.2 The Council reserves the right to reject any application for any reason.

5.3 The Council reserves the right to cease to license any organisation with a minimum of 7 days notice for any reason. If fraudulent or illegal activity is suspected cessation will be immediate.

6. What will and will not be funded?

6.1 Funding will only be considered for work that will be undertaken in Torbay and will be wholly or significantly for the direct benefit of Torbay residents living outside of Torquay and within areas of deprivation.

6.2 Awards cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought.

6.3 Any funding award must only be spent for the approved purpose i.e. applicants must be able to demonstrate that the funding has been spent on the specific purpose outlined in the funding application form and detailed in the final funding offer letter by providing receipts/evidence.

6.4 Torbay Council does not fund applications for structural purchases.

6.5 Awards cannot be used for funding day-to-day operational costs.

7. Risk considerations in funding awards

7.1 The Council acknowledges that the creativity and innovation of the VCS sector can carry risks for non-delivery, for example where a new idea does not work out as intended.

7.2 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.

7.3 In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, any agreed funding may be subject to payment plan linked to agreed milestones.

7.4 Funding awards to VCS groups will be looked on more favourably where applications can demonstrate:

- a) a strong evidence of need;
- b) evidence that the proposed approach is likely to achieve the desired outcomes;
- c) that the application does not contain or produce high revenue costs that cannot be sustained;
- d) that a lasting benefit can be achieved in Torbay's most deprived areas; and
- e) greater impact that may be possible through match funding or enablement of other funding sources.

8. Funding Conditions

8.1 Information of the conditions that will apply to funding awards (as set out in this Policy) will be made available to applicants before they apply.

8.2 All funding offers will be subject to the recipients accepting the funding conditions.

9. Assessment Process

9.1 Applicants must complete a standard application form and provide the supporting documents.

- 9.2 The Council will let you know if you have been successful within 6 weeks of the application deadline – so please take this into consideration when planning your project – payments will be made directly into your BACS account no later than 12 weeks from the date of consideration by the Panel or in accordance with any agreed payment plan.
- 9.3 All funding applications will be assessed by a panel comprising of the Council’s Chief Executive and the Director of Finance, their recommendations for funding awards will be presented to Cabinet for their decision.
- 9.4 Appeals against the process used to award funding will be dealt with using Torbay Council’s complaints procedure. There is no right of appeal as to the decision outcome itself.

10 Other Relevant Funding

- 10.1 If this grant is not suitable for groups looking for funding, it may be beneficial to review the Torbay Council Community Fund administered via Torbay Communities, which provides smaller organisations grants up to £400.

Whilst this is significantly smaller in terms of value, it does have fewer requirements and may be suitable for smaller groups or individuals with less infrastructure etc.

The criteria for the fund are narrower than those covered in this policy, and are listed here for reference:

- People’s health and wellbeing. Helping people get more active or look after themselves better.
- Developing arts, culture and experience of Torbay by providing opportunities to make Torbay a better place to live, work or learn.
- Improving the environment that people live in by caring for, improving and regenerating open spaces, parks, places and buildings.
- Supporting positive ageing and community cohesion through more integrated arrangements with the voluntary and community sector, assets are developed to allow people to feel empowered to stay well in their home and local area.
- Children and young people’s experiences in Torbay are improved by becoming or staying healthy, developing skills and experiences, access to clean and secure environments to meet, play and socialise.

The link to the Community Fund is here: [Torbay Communities | Torbay Council Community Fund](#).

Torbay Community Grant Fund 2025/2026

Grant Application Form

Reasonable adjustments are available should you require support completing this application form. Please contact comgrant25@torbay.gov.uk if you require such assistance.

The Community Grant 2025/2026 Funding Panel is usually able to make monetary awards up to £40,000 for charity, voluntary and community sector organisations.

Funding can be made towards costs to cover capital works and/or specific outlay for activity related to capital expenditure. Capital expenditure can be defined as expenditure on a physical object, building or asset.

In exceptional circumstances, the panel may consider sums higher than £40,000 and applicants should contact comgrant25@torbay.gov.uk if they believe they have an exceptional case that warrants consideration.

It is essential you refer to the policy to ensure your application supplies all the information needed for the funding panel to make a decision.

The vision for the Community Grant Fund 2025/2026

Torbay Council recognises the value that independent, not-for-profit charity, community and voluntary sector organisations have in the local community. The Community Grant Fund 2025/26 and its good causes funding programme demonstrates Torbay's commitment to deliver and support a successful third sector, which have a beneficial impact on the local community and support the strategic themes of the Torbay – Community and Corporate Plan.

The criteria for the funding programme reflects the Torbay Council's Community and Corporate Plan Priorities. Your application should demonstrate how you contribute towards one of the criteria listed in the policy.

Timescale for funding decisions

Decisions on funding applications are considered once a year (see below timetable), unless otherwise advertised. We will let you know if you have been successful within 6 weeks of the application deadline - so please take this into consideration when planning your activities.

2025/2026 timetable for applications

The funding panel will meet: **31 July 2025**

Please return your application forms no later than: **4pm, 25 July 2025**

Any applications received after this date will be considered at the next panel meeting.

Please return your completed application forms to: comgrant25@torbay.gov.uk

If you do not have an email account, you can post your application to:

Torbay Community Grant Fund 2025/26, c/o PA to the Chief Executive, Town Hall, Castle Circus, Torquay, TQ1 3DR.

Torbay Community Grant Fund Application Form 2025/2026

1. **Name of your organisation:**

2. **Landline no:**

Mobile Telephone:

Email:

3. **Contact Name** (please provide the names of two people who are able to discuss the application).

Main contact:

Second contact:

If we need to ask you for some more information about this application what is the best day / time to call you?

4. **Your organisation address:**

Address for correspondence:

5. **Does your organisation have a bank account?** If yes, please give details

Name of Account: e.g. Anytown Community Group

Bank Address:

Sort Code:

Account Number:

How many signatories are required to sign cheques?

(Please note: funding awards will be made by BACS transfer into the account shown above).

6. a. How much funding do you require from the Torbay Community Grant Fund? £.....

(Maximum of £40,000)

b. What was the annual income of your organisation last year? £.....

c. What is the projected income for your organisation this year? £.....

This should be the same as at question 16.

Which of the criteria outlined in the policy (section 3.3) does your application best fit? Please tick all that apply.

Community and People:	
Ensure our town centres are safe and welcoming for all.	
Keep children safe in their communities and provide safe environments for our young people to thrive in.	
Ensure early intervention is effective and targeted.	
Provide the best care and support available so that residents are empowered to achieve what matters most to them.	
Provide clear signposting for those needing our help.	
Support and encourage community action.	
Improve wellbeing and reduce social isolation.	
Pride in Place:	
Draw investment into our towns and breathe life into our town centres, partnering with the private sector to deliver major projects.	
Maximise heritage and cultural opportunities for the enjoyment and benefit of residents and visitors.	
Ensure the effective operation of SWISCo to have resources to reinvest in Torbay.	
Deliver priority capital projects within the Council's Capital Programme.	
Improve the delivery, affordability and quality of housing (including housing standards) for residents in Torbay.	
Improve the delivery of our planning service.	
Protect and enhance our lived, built and natural environments, including our green spaces.	

Economic Growth:	
Encourage aspiration, providing opportunities for everyone to raise their skill level, particularly in high value careers.	
Drive training opportunities across all sectors to empower people to improve their skills.	
Improve transport links to and within Torbay.	
Develop a year-round economy.	
Increase the amount of full-time employment opportunities within Torbay.	
Focus on inclusive growth, with opportunities which benefit everyone.	

7. Please tick one or more of the following which best describes your organisation:

- Informal group or organisation
- Registered Charity - (please give charity number)
- Company Limited by Guarantee, Company Number
- Community Interest Company
- Other, please describe

8. In which areas of Torbay does your organisation work? Funding will only be considered for work that will be undertaken in Torbay and will be wholly or significantly for the direct benefit of Torbay residents living in deprived areas that sit outside of Torquay.

- All of Torbay** **Specific area**
 (please say where)

9. How many people are involved in the running of your organisation?

- Committee Members Other volunteers
- Do you have any paid staff? Full Time Part Time.....
 If yes, who supervises them?

10a. What is your organisation set up to do? Please write in your own words the purpose of your organisation.

10b. What do you want the funding for?

10c. If you have a constitution please enclose it with your application.

10d. How long has your organisation been in existence?

15 Does your organisation have the following?

Please indicate yes, no, or n/a (not applicable) if, for example, you do not employ staff

Contracts of Employment for paid staff	Terms of Employment
Induction Manual	Public Liability Insurance
Professional Indemnity Insurance	Employers Liability Insurance
Complaints Procedures	Health and Safety Policy
Disciplinary/Grievance Procedure	Volunteer Policy
Safeguarding policy	Equalities policy

16 Please provide details of your organisation’s budget for this financial year: (2025/26) Where does your money come from throughout the year?

Income (£)	
Grants (confirmed)	
Grants (not yet confirmed)	
Sale of goods or services	
Subscriptions / membership fees	
Other Income (please state):	
Total anticipated income for the financial period 2024/25	A

❶ This should be the same as at question 6c

Expenditure (£)	
Salaries / Wages / Staff Recruitment	
Volunteer Costs (expenses, training, etc)	
Venue Costs (rent, heating, lighting, etc)	
General Running Costs (post, phone, insurance, etc)	
Other Costs (please state):	
Total anticipated expenditure for the period 2024/25	B

Total anticipated surplus/deficit for 2024/25 (A minus B)	❷ + / -
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❷ Please note: a surplus means that you expect to raise more money than you need i.e. A is bigger than B. A deficit means that your committed expenditure exceeds the amount of money you think you are going to receive i.e. B is bigger than A.

Does your organisation have any reserves?

(Financial reserves can be one of three types. General Free Reserves can be used to pay for any activity that furthers your organisation's aims and objectives. Restricted Reserves are monies that must only be spent on a specific activity e.g. a grant given to buy a photocopier. Designated Reserves are made when your organisation decides to put money aside for a later purpose e.g. for children to attend a major sports event, but may later choose to use the money for a different purpose e.g. if the event is cancelled).

General Free Reserves	£.....
Designated Reserves	£.....
Restricted Reserves	£.....
Total Monies Currently at Bank	£.....

- 17. Please attach the following documents. Failure to do so will make your application ineligible.** (Wherever possible please provide these documents electronically to speed up your application).

Last three months bank statements: this must include all three of the following: account number, sort code and name of the account
e.g. Anytown Community Group

Additionally:

Two quotes from suppliers - if you are seeking funding to purchase equipment etc.

Declaration

2 signatures are required (one must be a member of the management committee) - these can be scanned signatures so that your application can be submitted by email.

Declaration: I confirm that the information provided is true and that my organisation has charitable aims and objectives and is a not-for-profit organisation:

Signed:

Date:

Position in Organisation:

Signed:

Date:

Position in Organisation:

* The information you have provided will be used for the administration of the Torbay Community Grant Fund 2025/26 applications. Torbay Council is registered under the Data Protection Act 1998 for these purposes. We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information and to protect public funds in other ways, as permitted by law. We may also share this information with other bodies administering public funds for these purposes. *We will not disclose information about you to anyone, unless the law permits us to.* The Council is the Data Controller for the purposes of the Data Protection Act 1998.

If you want to know more about the information we have about you, or the way we use your information, please write to the Council's Data Protection Officer, Torbay Council, Information Compliance Team, Town Hall, Castle Circus, Torquay, TQ1 3DR.

Please return your completed application form and supporting documents to:
comgrant25@torbay.gov.uk

If you do not have an email account or you are not able to provide scanned copies of supporting documents you can post your application to:

Torbay Community Grant Fund 2025/2026, c/o PA to the Chief Executive, Town Hall, Castle Circus, Torquay, TQ1 3DR