

Assessment Form

Applicant	Boyton PCC Church Hall Committee		
Programme	Boyton Solar & Wind Farms Community Fund	Round	28th April 2021
Date Received	18 March 2021	Application No	BSWF/21/16
Legal Status	PCC	Date Established:	2002
Constitution/ Articles received	Constitution	Safeguarding/Child Protection Policy received	Yes Safeguarding officer details provided
Amount requested	£1,140.00	Percentage of total project cost	100%
Total activity cost	£1,140.00	Total amount raised so far	£0.00
Impact	Maximise ability to strengthen community cohesion and build social capacity		
Primary Beneficiary	Local residents	Primary Age	All Ages
Total Beneficiaries	350 Cost per head: £3.26	Project area of benefit	Boyton
Key purpose of organisation			
The Boyton Church Hall Committee is a committee of Boyton PCC but includes non-Church members. Its object is to operate and maintain the church hall for the benefit of the whole community in Boyton. It charges community groups and local families £10 to hire the hall. It raises additional funds to maintain and improve the hall.			
Project details			
The front door to the hall is beyond repair and needs replacing. The grant will enable us to acquire and install a new front door.			
Needs, disadvantages and opportunities			
The church hall is open to all. It is part of our brief as Christians to reach out to the needy and the disadvantaged. This project will ensure that the lonely and those on low incomes will continue to have the opportunity to enjoy the camaraderie that the hall provides.			
Outcomes			
The expected outcome will be an improved community facility open to all. Our church hall, built nearly 100 years ago in 1923, remains fit for purpose but does require regular maintenance and repair.			
Application history:			
Overall number and amount of grants received from CCF and details of previous three grants: They have previously received 4 grants from this fund totalling £9,009.06: 2019- £1101.60 for 3 new wooden doors - Feedback received - <i>The grant has improved a central community facility to the benefit of all residents.</i> 2017 - £1,785 towards planning and architect fees to replace the old toilet building. 2016 - £4,140 & £97.26- towards installing a Defibrillator 2014 - £1,885 - towards new equipment All end of grant reports have been received.			
Project breakdown			
Capital Costs – Requesting: £1,140.00 Total cost: £1,140.00 New door- 950.00 + VAT Two quotations attached			

Please provide details of the other funding you are seeking or have secured for this activity
None being sought – however, any shortfall on grant award will be covered through their own funds.
Assessor's Comments
<p>Additional organisation details: They hall committee provide support and a social venue for all ages in the Parish of Boyton. There are 9 unrelated committee members following a Constitution. They hold four management meetings a year.</p> <p>Additional project information: Seeking 100% funding for this project for the purchase of a new front door. Two quotes have been provided and this is for the lower of the two quotes given.</p> <p>Financial information: Hall Accounts to year ending 31st December 2019 Income: £2,544.46 Outgoings: £3,330.08 Assets £5,435.34</p> <p>Reserve policy details – No policy has been provided</p> <p>Recommendations: Suitable supporting documents have been provided to support this application. This group are well known to the Boyton fund and have always provided timely End of Grant reports. I believe this project would be of benefit to the Boyton area. I would recommend it be funded.</p>



QUOTE

Tim Smith
Boyton Church Hall

Date
2 Mar 2021

Expiry
1 Apr 2021

Quote Number
QU-0367

VAT Number
282908671

Clear Home
Improvements Limited
12 Merchants Quay,
Pennygillam Ind Est,
Launceston,
PL15 7QA
01566248070 &
07808284275
info@clearhomeimprovements.co.uk
www.clearhomeimprovements.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
To supply and install a new chartwell green on white Solidor solid composite door with black handles. All fitted and finished with a fenestration certificate and a 10 year insurance backed guarantee. (This is a premium door and there are slightly cheaper alternatives if you require a cheaper quote)	1.00	950.00	20%	950.00
Subtotal				950.00
TOTAL VAT 20%				190.00
TOTAL GBP				1,140.00

Terms

The goods are property of Clear Home Improvements Ltd until full payment has been made. For full T&C's please refer to job confirmation email.



Horizon Home Improvements
Unit 3a-3c, Vic's Yard, Quarry
Crescent, Pennygillam Ind. Estate
Launceston, PL15 7PF

Tel. 01566 773777
www.horizon-hi.co.uk
VAT Reg. No. 866 961 665

Mr Tim Smith
Boyton church Hall
Boyton
Launceston
PL15 9RN

CUSTOMER QUOTATION NO. 2481

Date: 12/02/2021
Salesperson: Aidan Libby
Phone: 07969 760932
Valid For: 30 Day(s)
Site Address: Boyton church Hall
Boyton
Launceston
PL15 9RN

Dear Tim,

We have the pleasure in offering our quotation to supply and install one composite door to the designs enclosed:

- Cottage Solid composite entrance door
- Chartwell green frame and slab externally
- White internally
- Antique black Lever/Lever door handle
- Antique black letterbox
- Barrels to be key operated both sides
- White door hinges
- Door closer to be installed to door
- Cabin hook for door
- To include all making good
- To include full site clearance and waste removal

Terms:

- 40% deposit on placing your order with the remaining balance paid on completion
- Orders are subject to our Terms & Conditions
- Quotes are valid for 30 days

Guarantee:

- 10-Year Company Guarantee
- Comprehensive Independent Warranty

If you have any further questions or would like to see a sample range please don't hesitate to contact me or pop into our showroom in Launceston.

Many Thanks,

Aidan Libby



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Thank you.

Sub-Total ex VAT	£1,110.00
VAT @ 20 %	£222.00
Total inc VAT	£1,332.00

This is a Claim Under the Construction Contracts Act 2002

How To Pay



Direct Deposit

Bank **Santander**
Acc. Name **Horizon Home Improvements**
Sort Code **09 01 50**
Acc. No. **05305551**



Mail

QUOTATION NO. 2481



TERMS & CONDITIONS

1. The words 'The Company' refers to Horizon Home Improvements Ltd.
2. It is the intention of The Company that all terms of a contract between the Customer and The Company are contained in this document and in the brochures and specifications provided to the Customer.
3. The Customer shall grant The Company's employees access to premises at reasonable times for the purpose of taking measurements and of carrying out the work specified.
4. Representatives and showroom samples are used to demonstrate a typical window and its composition. Minor deviations from this standard may be unavoidable from time to time as it is our policy to continually improve products, methods and materials. We reserve the right to change specifications from time to time and in such circumstances every effort will be made to advise the Customer of any such unavoidable changes.
5. The Company guarantees to repair or replace free of charge any unit manufactured by it which proves defective as a result of faulty materials or workmanship within 10 years from the date of installation and The Company's formal written guarantee will be sent to the Customer once full payment has been made. The Company shall only be liable for losses that are foreseeable.
6. In the event that the Customer insists against The Company's advice on ordering a glazed installation of a size or style which results in The Company's recommended maximum size for a particular area of glass being exceeded, The Company shall not be responsible for any risk or potential adverse consequence involved and The Company's above mentioned guarantee shall not apply to any defect which is the result of the installation of an oversize unit.
7. The Customer is advised and accepts that the installation may cause damage to decorations. It is anticipated that the area around the windows, doors etc when installed will require redecoration following completion of the installation. This will be the Customer's responsibility. The Company will make good any damage caused in the course of installation to plaster, floor, rendering or brickwork but does not undertake to provide matching ceramic or other tiles or specialised finishes such as tyrolean or pebble dash or to remove intact any panes of glass or frames from old windows required to be retained by the Customer. This provision does not exclude The Company's responsibility for damage which is beyond what is reasonably commensurate with the fitting of such installations in the usual way (for example damage to other areas of the premises where the windows, doors etc are not being fitted).
8. The Customer agrees to accept installation within 26 weeks.
9. **Notice of the Right to Cancel:**
 - i. Customers have rights to cancel under the Consumer Contracts Regulations. However, as The Company's products are made specifically to the Customer's requirements and made-to-measure this right does not apply. The Company gives the customer a right to cancel the Contract within a seven day cooling off period. In circumstances where the Customer is taking out a finance option through the Company, the cooling off period is extended to 14 days as a matter of courtesy, as agreed by our lender. The cooling off period commences when order confirmation paperwork is issued on the stipulated date specified on the document itself.
 - ii. Notification of any cancellation within the seven day period must be in writing (which may be by electronic mail) and either taken or sent to The Company's head office (detailed overleaf).
 - iii. The notification is deemed to be served as soon as it is posted or taken to The Company's head office (or in the case of electronic communication from the day it is sent). For avoidance of doubt, if posting the notice, the Customer is advised to obtain proof of postage or send the notice by Recorded Delivery.
 - iv. A detachable cancellation form is provided on the bottom of these Terms & Conditions for the Customers use if required.
 - v. For "specified" contracts (which includes a contract "for the supply of goods made to a customer's specification or clearly personalised and any services in connection with the provision of such goods"), the consumer may be required to pay for goods or services received before the end of the cancellation period.
10. This Contract is subject to a satisfactory Company surveyor's inspection and report. Should the surveyor's inspection and report disclose material adverse structural conditions or further costs are involved, The Company will be entitled to terminate this contract by written notice to the Customer and will refund any monies paid by the Customer in full. Other than where there is a right for the Customer to cancel, (when a full

refund of monies paid will be given), the Customer will be expected to pay and any losses which The Company suffers because of the Customer cancellation.

11. The Company cannot be held responsible for any defects already existing with the structure of the property where The Company carries out an installation.
12. The Company will install the items within a reasonable time.
13. No guarantee or warranty is given that any installation undertaken by The Company will reduce, eliminate or be free from condensation.
 - i. Any delivery or installation dates quoted are approximate. The Company will make every effort to complete the work within a reasonable time from the date of your order, but cannot be held responsible for delays due to weather or other circumstances beyond its control. The Company will not be liable for any loss or damage suffered by the Customer through any reasonable or unavoidable delay in delivery howsoever caused.
 - ii. As soon as the goods have been delivered to the Customer, the Customer shall be held responsible for them. It is recommended that the Customer arranges insurance cover for the goods as The Company will not be held liable for any losses or damage to goods once the Customer has accepted delivery (other than damage caused by The Company's negligence), nor shall any liability of the Customer to The Company be diminished or extinguished by reason of such loss.
 - iii. Any building or construction works The Company contracts to be carried out is covered by a separate builders guarantee.
14. Any claim by the Customer for compensation for damage done by The Company (howsoever arising) must be made in writing to reach The Company within 7 days of its occurrence, in default of which The Company will accept no liability for such damage.
15. The Company reserves the right to charge reasonable costs for storage and other reasonable costs incurred in the event of deferment or delay in the delivery and/or installation caused by the Customer.
16. **Retention of Title**
 - i. The Company will remain the sole and absolute owner of all equipment supplied under this contract until payment in full has been made. Until receipt by the Company of such payment the Customer will hold the equipment for the Company as bailee and will not move any such equipment from the place in which it has been installed.
 - ii. When payment of the contract price is overdue the Customer suffers distress or execution to be levied against their effects, makes arrangements or composition with their creditors or has a receiving order in bankruptcy made against them then the Company shall be entitled to recover equipment from the customer. The Company may for the purpose of recovery of its equipment enter the premises where it is installed and may remove the same.
17. On satisfactory completion of the work the Customer agrees to pay the balance due referred to in the Order Confirmation. The Customer shall not be entitled by reason of any alleged minor defect to withhold more than a proportionate amount of the sum due to The Company. Where payment is not made on satisfactory completion of the installation any monies outstanding after one month of the invoice date will result in a 3% surcharge over and above the current bank base rate, which will be calculated on a monthly basis until the date of the actual payment. Any variation in the applicable rate of VAT chargeable which occurs before full payment is made will be passed on to the Customer.
18. **Use of Information:**

The details provided (name, address, telephone number and e-mail address where applicable) will be held internally for quoting purposes for a reasonable period and if you take out the contract with the Company, on a lawful basis, for the duration of the guarantee period so that the terms of contract may be honoured. In line with GDPR regulations we will not share your information with any third party for marketing purposes..

If you wish to opt in to receive direct marketing information from the company about future products and services please inform us either by post at Horizon Home Improvements Ltd, 3a-3c Vic's Yard, Quarry Crescent, Pennygillam Industrial Estate, Launceston, PL15 7PF, via e-mail at info@horizonhomeimprovements.co.uk

If you wish to cancel the contract you **MUST DO SO IN WRITING** within 7 days (14 days if taking out finance) and deliver notice of your cancellation personally or send it (which may be by electronic mail) to The Company named below. You may use this form if you want to but you do not have to. (Complete, detach and return this form **ONLY IF YOU WISH TO CANCEL THE CONTRACT.**)

To: Horizon Home Improvements Ltd, 3a-3c Vic's Yard, Quarry Crescent, Pennygillam Industrial Estate, Launceston, PL15 7PF (e-mail: info@horizonhomeimprovements.co.uk)

I/We (delete as appropriate) hereby give notice that I/We (delete as appropriate) wish to cancel my/our (delete as appropriate) contract:

Name: _____ Address: _____

Signed: Dated:



GDPR Statement/Privacy Notice

From May 25th 2018 GDPR comes into effect, replacing the Data Protection Act 1998. This statement provides you with details of how we collect and process your personal data including information you may provide when you purchase a product or service.

What data we collect about you

Data means any information capable of identifying the customer. The data we may process could be as follows - Identity data, including company name, first name and last name. Contact data, such as billing address, delivery address, e-mail address and telephone numbers. Transaction data, will include details about payments between us and other details of purchases made. Financial data, we do not store or have access to your payment information. Marketing Communications, this will include your preferences in receiving marketing communications from us. By agreeing to this quotation / agreement you are also consenting to your personal data being shared with third parties (where applicable CPA, QANW and FENSA) for the purposes of fulfilling the requirements of the Competent Person Scheme for self-certification under the Building Regulations. Personal data includes title, name, address, phone number and email address. This data will be used to provide essential documentation and will be retained on file for the lifetime of the guarantees. Please note your information will never be passed to a third party for marketing purposes.

Where we are required to collect data by law or under the terms of the contract between us and you do not provide us with the data required or requested, we may not be able to perform the contract - i.e. deliver goods or services to you or fulfil any warranty or guarantee periods. If you don't provide us with the requested data, we may have to cancel a product or service you have ordered, but if we do, we will notify you at the time.

How we collect your personal data

We collect data about you through various methods. You may provide data by filling in forms or by communicating with us by phone, post, e-mail or otherwise. This will include when you order our products or services or start the business relationship with an initial enquiry.

How we use your personal data

We will only use your personal data when legally and/or lawfully permitted. The most common uses of your personal data are where we need to perform the contract between us or to comply with a legal or regulatory obligation.

Purposes for processing your personal data

We've set out the ways we intend to use your data and the legal grounds for which we will process such data.

To process your order - identity and contact - performance of a contract with you.

To deliver your order including managing payments, fees and charges. Collect and recover money owed to us - identity, contact, transaction - performance of a contract with you, necessary for our legitimate interest to recover money owed.

To manage our relationship with you, to include notifying you of any changes to policy or terms and conditions.

To honour warranty and guarantee periods that we offer on our services.

Marketing Communications

You will only receive marketing communications if you have requested information from us.

Disclosures of your personal data

We may have to share your personal data with the parties set out below.

HMRC, regulators and other authorities in the UK and other relevant jurisdictions who require reporting of processing activities. IT services providers that we may use.

Third parties (where applicable CPA, QANW and FENSA) for the purposes of fulfilling the requirements of the contract i.e. warranty and guarantees on products and services.

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, sub-contractors and others who in order to conduct business between us, need to know such data at the time. They will only process your data on our instructions and they are subject to a duty of confidentiality.

Data Retention

We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the purposes for which we process your personal data and the applicable legal requirements.

By law we have to keep basic information about our customers (including contact, identity and financial/transaction data) for six years after they cease being customers for tax purposes.

In some circumstances you may ask us to delete your data (see below).

Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data, these include the right to:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

If you have any questions or require more information about how we use your personal information please contact us by e-mail at:

info@horizonhomeimprovements.co.uk, by phone on 01566 77377 or by post to Unit 3a-3c, Vic's Yard, Quarry Crescent, Pennygillam Ind. Estate, Launceston, PL15 7PF

Working in your home

Our commitment to you throughout your project



Working safely in the home guidance

www.horizon-hi.co.uk | 01566 773 777 | info@horizon-hi.co.uk

Important new guidance when having improvements carried out in your home

This guide outlines our commitment to keeping your family and our team safe during your upcoming improvement works and what we may need from you to ensure safety.

Prior to your installation

We will keep in contact with you prior to our visits to your home to talk through the details of the work being carried out and agree how risks can be reduced. Please tell us if anyone in your household has symptoms of coronavirus.

Steps to a safer installation



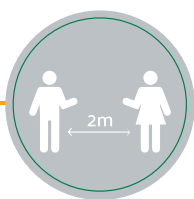
Minimise pre-installation visits

We'll use phonecalls, emails and conference calling apps like Zoom or Skype to get in touch with you to minimise contact before the installation.



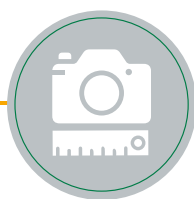
Clean surfaces

Disinfect surfaces around the working area, in 'high traffic' areas such as doorhandles and shared toilets before, during and after work is carried out.



Keep a social distance

Please maintain a distance between your family and our team. Keep any pets away from the work areas and avoid using spaces where work is taking place.



Your measurements

To avoid a visit to your home, we may request from you photos of your property and rough measurements so we can provide an initial quote.



External survey

Where possible, we will try and carry out any pre-contract property surveys externally, using PPE and distancing measures.



Advising

To help you choose the perfect products for your installation, sales advisors will use images, digital visualisation tools and screen-sharing.



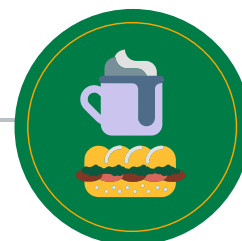
Surveying

Surveyors will complete and provide you with a self-assessment to confirm neither parties are suffering from Coronavirus symptoms.



Installing

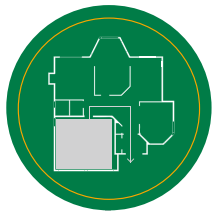
Installation teams will work safely in your property to protect your household members by adhering to a government approved checklist of safety measures.



Food and drink

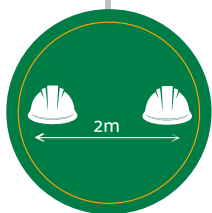
Please do not offer us food and drink as we will bring our own.

How we will work in your home



We will agree work areas with you

Before starting work we will agree with you a plan of where our team be working, outlining the entrance and exit path so contact can be avoided wherever possible. We will try and work in one room at a time and carry out as much work as possible outside.



We will keep our distance

Our team will keep distance between you and each other as much as possible. The same team will be allocated to your home for each visit.



We will use correct PPE

Our installation team will be fully equipped with PPE in accordance with the current Government Guidance. PPE will be suitably disposed of between jobs and at the end of each workday.



We will wash our hands

Our workers will sanitise their hands at regular intervals throughout the working day. Hard surfaces in the working area will be cleaned down at the end of each working day and left in a hygienic condition.



Our final inspection

To avoid an additional visit to the house by the surveyor, the installer will carry out the final inspection on completion of the installation. They will record the work through images.

Can we enter your property?

We will take great caution and implement safety measures when entering your property to carry out any installation. However, there may be cases where we are unable to enter the property unless it is an emergency.



Very High Risk

We will not enter properties with vulnerable groups unless it's an emergency.



High Risk

We will not enter key workers' properties unless it's an emergency.



Medium Risk

Where the property is occupied but there are no Coronavirus symptoms we can enter the property with measures in place.



Low Risk

We can enter empty properties safely with measures in place.

During any installation, it is in our best interest to keep the members of your household safe, as well as protecting our team.

We will work with you to take all of the necessary precautions outlined in this guide. If you have any questions please get in touch.

