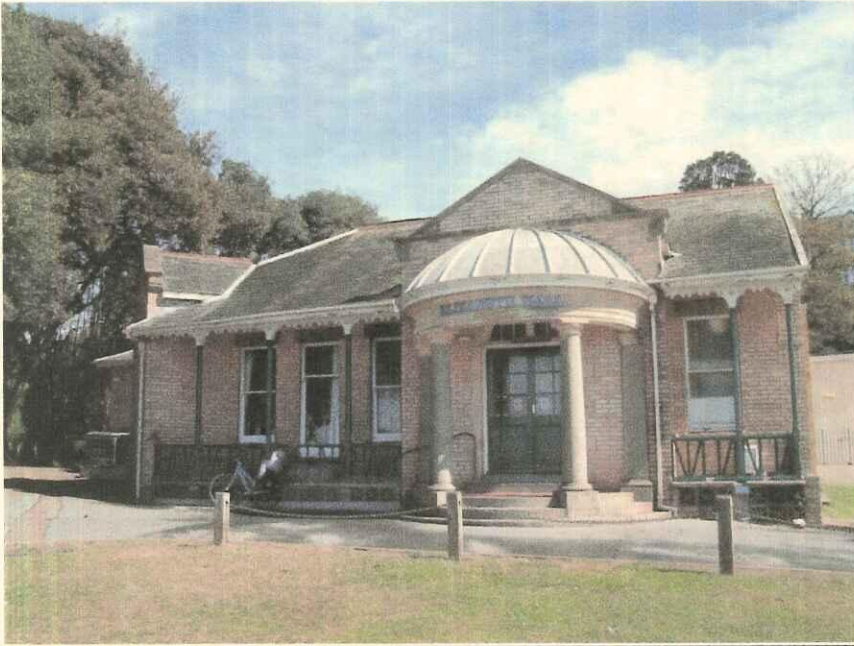


Friends of Elizabeth Hall

Expression of Interest Submission 6th July 2012



The Friends of Elizabeth Hall Group (FoEH) was established to save the Elizabeth Hall for the Community. Our intention is to purchase or negotiate a long secure lease arrangement with East Devon District Council. The group has been in existence since April of this year when the intention to sell the Elizabeth Hall site was announced. Our purpose is to raise funds to retain and refurbish the existing hall and site for the community, and build a wing to replace that which was demolished.

It is also our intention to continue the use of Elizabeth Hall as a Public Hall in line with its existing planning approval D1.

To East Devon District Council

The Friends of Elizabeth Hall, herewith register our Expression of Interest in respect of the prospective purchase of the Elizabeth Hall site, Exmouth.

Our offer, at this point in time, is £200,000 plus VAT as applicable for purchase.

For and on behalf of Friends of Elizabeth Hall

[Redacted signature block]

Date

.....5 July 2012.....

List of Contents	page number
Section 1 Company and Contact Details	3
Contact details for the Friends of Elizabeth Hall	3
Management Committee	3
Section 2 Evidence of experience and previous projects	4
Experience	4
Previous Projects	5
Section 3 Method of Funding	6
Capital Funding	6
Revenue and Operating Costs	6
Additional Revenue Opportunities	7
Section 4 Proposed Schemes and Uses	8
Key Features	8
Users (2012)	9
Other activities and Groups	9
Conclusion	10
Letter of support from SpaceX	11
Letter of support from EDVSA	12

List of Contents (continued)	page number
Appendix A Projected Capital Plan	13
Appendix B Proposed Ground Plan (Draft)	14
Appendix C Projected Revenue	15
Appendix D Projected Operating Costs	16

Section 1 Company and Contact Details

It is the intention of the Friends of Elizabeth Hall to set the group up as a Charitable Trust registered with the Charity Commissioners and apply for registration as a Company Limited by Guarantee. Friends of Elizabeth Hall is already registered as an unincorporated voluntary organisation with a ratified constitution and clear aims and objectives.

Contact details for the Friends of Elizabeth Hall

Management Committee

Chairperson

Treasurer

Secretary

Sub-committees have been formed for the following activities:

Funding

Project Management

Fundraising

Media

Financial Management

Arts

Supporter Liaison Co-ordinator

Volunteer Lawyer and Accountant currently being sought and will be in place subject to progression to full tender proposals.

Section 2 Evidence of experience and previous projects

The combined knowledge, experience, skills and quality of our management team of nine are considerable. We also have support from specialist advisors with knowledge and expertise in the arts, the law and finance. Our team portfolio combines successful careers in international, national and small business, the arts, crafts, education, community work, government projects and civil service departments.

We have contacted and had meetings and discussions with the following organisations that have offered assistance to us on the bid and implementation of our proposals.

- EDVSA – East Devon Volunteer Support Agency – letter of support attached
- Devon County Council
- Community Council of Devon
- Devon Historic Buildings Trust
- UKAPT – The UK Association of Building Preservation Trusts
- Spacex Gallery – letter of support attached
- The Asset Transfer Organisation – Department of Communities and Local Government.

Other support and funding organisations have also been identified and will be contacted during the tender stage.

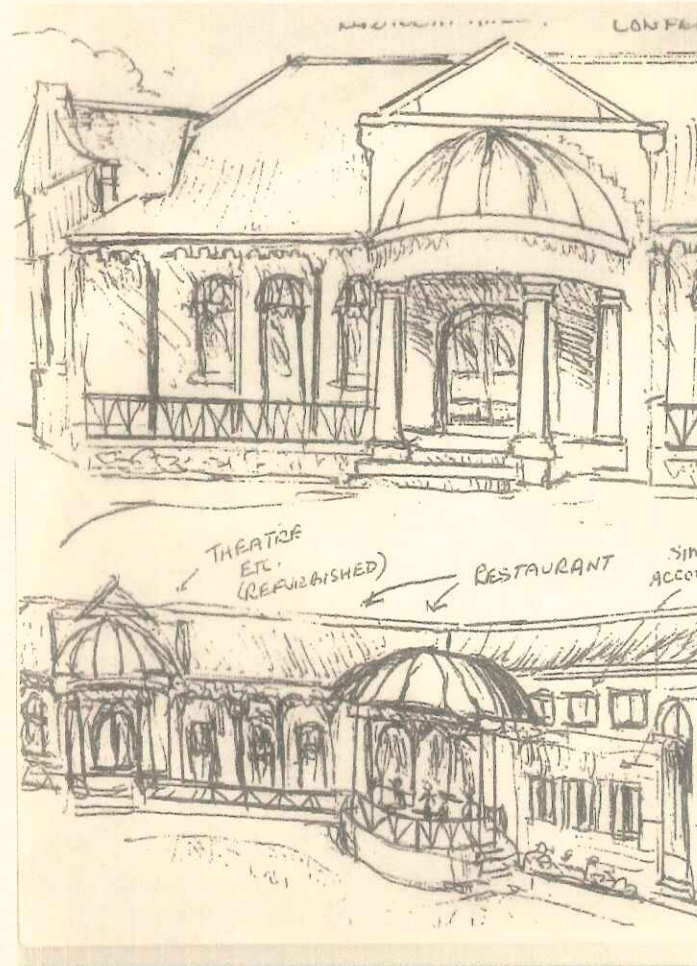
Experience in

- start up and management of major community project, funding and fundraising
- management roles in major and vital European and British industries and organisations
- development of EU and LEA funded education and employment projects within adult education colleges
- acquisition of buildings/premises building conversion funded by local government, and project management of scheme sponsored by business.
- support roles to senior management, administrative officer level
- teaching in schools, adult and further education, education guidance and youth and community work
- research and development, software engineering and control systems worldwide.
- planning and engineers departments local authorities and central government
- setting up and running community groups management of community projects
- management and training of volunteers, recruitment and training of staff

Previous Projects

- Creation and management of Highfields Induction and Training Scheme sponsored by industry, funded by government organisations and City Council. Responsible to management committee. Plus 'spin offs' of HITS Advice Centre and HITS Homes Trust for young people, funded by local authorities.
- Start-up of Westcotes Open Workshops. Community education project funded by Local Education Authority
- Start-up of LIFT community project for mental health service users to gain education, qualifications, training and employment – funded through Local Education Authority and government bodies. MIND respect award project.
- Project worker in team providing pilot and model Pathways programme funded through EU
- Management committee Quay Arts Centre (Newport IOW) Company sponsorship, Arts Council funding for revenue and capital costs and producing and obtaining approval for the first years budget.
- Fundraising for voluntary projects etc.etc.

We are registered to access information and advice from relevant Voluntary Organisations including the National Council for Voluntary Organisations and Community Voices.



Section 3 Method of Funding

It is the belief of the FoEH group that the hall should be a self-funding venture under the control of the community. FoEH will set up a management structure with representatives from the Town Council as well as from the community groups within the town.

Capital Funding

Initial funding of £250,000 has been offered as a five-year interest free loan additionally a further offer has been made of approximately £20,000 as gift funding; this figure will be firmed up at the bid stage. Additional funding will be sought from the following organisations:

- Heritage Lottery Fund
- Community Council of Devon
- Sources being identified by UKAPT
- The Asset Transfer Organisation – Department of Communities and Local Government.

Funding will also be required for the capital costs for refurbishment and rebuilding of the demolished wing. These are detailed in the draft projected Capital Budget plan at appendix 1.

A proposed ground plan, draft version, has been included at appendix 2. The extension would provide a further 330 square metres of built area. The estimated building cost would be £500,000. This is based upon a building cost of £1,500 per square metre from information supplied by preferred builder. A team of volunteers may carry out some refurbishment.

Revenue and Operating Costs

Using the 2012 booking figures supplied by EDDC, we have prepared projected revenue and operating costs, appendices 3 and 4 attached. The assumptions used are identified on each appendix.

The projected revenue for the existing hall is through:

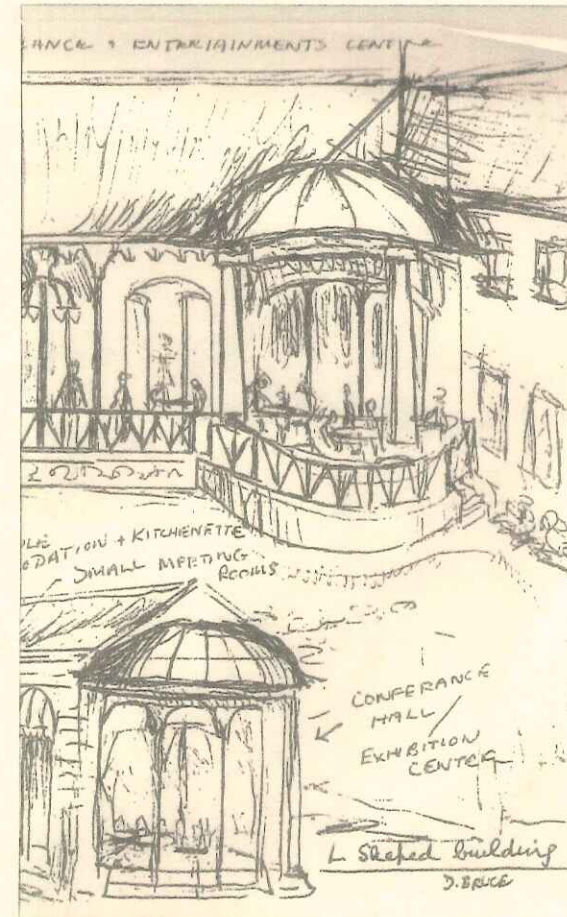
- hire of halls to existing and new users.
- lease of the basement as offices or hire to musicians (based upon current requests from young musicians).
- sponsorship for community arts events and possibly some charges for entry to specific exhibitions.
- income from Cafe
- optional annual membership that would entitle residents to concessionary or free entry for some charged events. Members could also receive updates on forthcoming public events.
- hire of outside space for summer events eg as an additional venue for Exmouth festival events, carnival preparation and activity and street theatre events.
- fundraising
- by increasing hire through appropriate marketing
- Income from advertisers in promotional publicity

Additional Revenue Opportunities

The additional wing will enable concurrent hire of halls and rooms, this could include:

- Weddings and civil partnerships. A number of people in the Town have expressed a wish to use the venue for their receptions.
- Events Organisers have indicated that they have requirements for venues within period buildings in attractive settings. This would also bring trade to local hotels and shops.
- Language schools etc would be encouraged to hire space for their summer evening beach activities.
- Arts events could also be staged in appropriate rooms without interfering with other booked community activities. Some would be funded by applications for Arts Council and Lottery funding, and some would be self-funding by charging an entry fee.
- Outside theatre and music events could be staged on summer evenings using the building as a backdrop to the production.

The additional letting potential would significantly increase the revenue stream and would allow hire to community groups to be reduced to a reasonable level.



Section 4 Proposed Schemes and Uses

The Hall occupies a unique location in the town, it is well known, well loved and is enjoyed by many residents and visitors. Its passing trade potential is considerable because of the seafront location. The car parking on site is key to hire of the halls..

Many other venues in the town do not have adequate parking or space that can cater for 20 to 200 people and would allow groups like the orchestras to move large instruments in and out. Adequate parking for visitors to events in the main hall is critical for commercial venue bookings and events.

It is important to retain the openness of the site with its grass and trees surrounding the extended building. It is the combination of a Victorian styled building and its magnificent associated surrounding space that makes Elizabeth Hall so special to Exmothians and visitors. It is probably unique in this world of continuous infill development and it offers the possibility of being returned to its original external style with a new wing, which will be designed to allow space and light into the building.

When completed it will become a jewel on the sea front that Exmouth's residents and visitors will continue to be proud of and enjoy for years to come.

Working in partnership with the Town and District Councils we believe Elizabeth Hall will be a success and satisfy many of the stated desires of Exmothians. We will ensure the Elizabeth Hall is effectively managed and our aim is for it to become self-financing.

Key Features

- The right location in the right setting and self-funding.
- Open spaces for a range of events.
- An all year round Cafe.
- Increased hire from additional space and improved marketing.
- Adequate space and parking for small or large events.
- Satisfies the aspiration of many Exmothians - over 11,000 names on the petition to save the hall.
- Improved access for people with disabilities throughout the new building
- Attractive landscaping and gardens outside
- Initially staffed by volunteers but as revenue increases up to 5 staff may be employed.
- Increased revenue for the hotels and shops from 2 to 4 day Events / Conferences.
- Environmentally friendly services installed
- Improved links with Town and shops through well-designed signage throughout the site, internal displays and information packs.
- Introduction of activities and events involving all age ranges in the town.

Users (2012)

Devon Sheltered Homes (Bystock Court)
Exmouth in Bloom
Devon Air Ambulance Trust
Neo Natal Unit
Exmouth Liberal Democrats
The Labour Party
Exmouth Area Liberal Democrats
Hospiscare Exmouth & Lymptone
Royal Air Forces Association
Exmouth Lawn Tennis Club
Exeter and East Devon Motor Neurone
Exmouth Lions Club
East Devon Constituency Liberal Democrats
Devon Orchid Society
Exmouth Art Group
Exmouth and District U3A
Exmouth Light Orchestra
Friends of Elizabeth Hall
Devoncourt Hotel
Rolle Medical Partnership (Rolle PPG)
Devon Care Training – DCC
Devon Carers Voice
Accent International English Language Teaching
Smartmove Community Housing Aid
James Crole Funfairs

Other activities and Groups

Some other groups have indicated that if charges were more reasonable and that access to booking was easier that they would like to use the hall, others groups would be invited

- Dance Groups
- Music groups want rooms to practice – the basement rooms would be ideal.
- Camera Club/ Cinema Club interested in basement
- Senior Citizens Groups
- Choirs
- Youth Clubs
- Domestic Violence counselling and training groups etc
- Local Food Fairs, Book Fairs, Antiques Fairs etc.
- Rehearsal Rooms
- Bridge, Chess and Scrabble clubs
- Table Tennis Club, War gaming club meetings etc.
- Wedding Receptions
- Lunchtime Concerts and one hour theatre events

Conclusion

We believe that Friends of Elizabeth Hall does represent a large body of opinion of residents and frequent visitors who wish to retain a rejuvenated Public Hall which they see as Exmouths community facility, strategically located on Exmouths seafront.

A fully refurbished and extended Elizabeth Hall sited in its natural environment, with the Beacon above, and fronted by its 'village green' will provide an exciting feature on the seafront, linking Exmouths treasured past with a modern approach to community based provision.

We see continuous activities at Elizabeth Hall with the site teeming with people come foul or fair weather, offering a welcome to all.

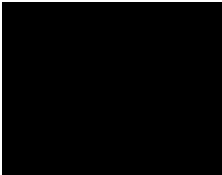
This will be a much needed community resource, and the imaginative programmes it offers will be a magnet for residents and visitors alike. It will provide an exciting feature on the seafront, linking Exmouths treasured past with a modern approach to community based provision.

We see continuous activities at Elizabeth Hall with the site teeming with people come foul or fair weather, offering a welcome to all.




Ideas Into Action

for the people and places of East Devon



4th July 2012

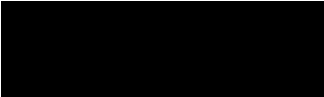
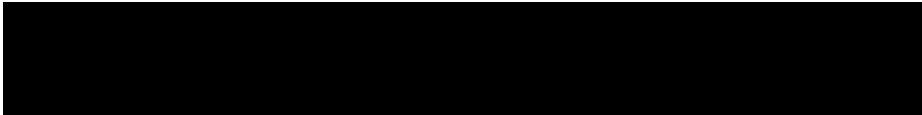


EDVSA is the Council for Voluntary Services (CVS) for East Devon. It is funded by Devon County Council, East Devon District Council and the Devon Primary Care Trust to provide support services to voluntary and community sector groups in the District, including;

- Advice and information.
- Fundraising support.
- Governance and Good Practice.
- Resource hire.
- Training.
- Volunteer Centre and brokerage.
- We offer additional activities to support networking across East Devon and act as a voice for the local voluntary and community sector with statutory agencies.

With regards to the Elizabeth Hall development, if your group is invited by EDDC to build on your Expression of Interest and develop your proposals further, then EDVSA can offer you some development support, as a part of our CVS function. We would be happy to work with you to enable you to make the most of the support and resources available to community groups.

Yours sincerely

2 July 2012



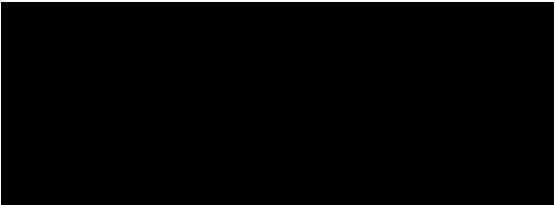
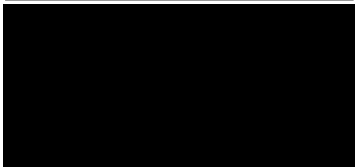
We are very excited about the possibility of being involved in the Lone Twin project at Elizabeth Hall, Exmouth.

We support your proposals to introduce a community arts programme to be based at the Elizabeth Hall as part of the proposals for the future use of the hall. The Theo Jansen kinetic Sculpture on Exmouth Beach attracted significant viewing figures and we would hope that we would be able to use Exmouth seafront and the hall in any future projects that require a coastal input.

We would be interested in running some workshops alongside the project in the Hall and we would promote these events to all of our mailing list, website and brochure.

We support your bid and recognise the significance of this project and the scale of attention and audiences it will bring to the region.

Yours sincerely



Projected Capital for Elizabeth Hall

Period of Expenditure	2011/12	2012/13	2013/14	2014/15	2015/16
Premises					
Existing property repairs		£50,000			
Basement refurbishment			£10,000		
Install solar panels in hidden roof valley		£15,000			
Office furniture computer etc		£5,000			
Convert café, new kitchen & stage area			£35,000		
Furniture, kitchen equipment etc for café			£10,000		
Build new extension				£500,000	
Install fire & security system for whole building				£30,000	
Expose interior roof trusses in old building					£10,000
Replace heating rads & pipes in old building				£5,000	
Plant scrubs to soften appearance of rear				£2,000	
Total Capital Expenditure per year		£70,000	£55,000	£537,000	£10,000

Notes	Repairs as follows: Roof £30k, Ext woodwork £10k, Heating mods £2k, Interior decoration £7k	Basement Refurb: redcoration, secure internal doors to rooms, appropriate floor coverings, secure electrics	Plan & build extension to provide 5 bookable rooms, user self catering kitchen & staff office. Make Access Corridor thro old Kitchen, install new heating system and link to existing	Expose roof trusses if attractive feature. Apply appropriate insulation as req'd. Provide new lighting for hall
	Investigate if removal of suspended ceiling in old hall exposes roof trusses that are attractive feature	Convert for café: remove int wall, close off unwanted doors, replaster as req'd, redecorate	Replace heating rads & pipes in old building	
	Install solar panels in hidden roof valley, to offset hall electricity costs	Create & equip café kitchen in Stage Area, build dividing wall between Main Hall & Stage Area	Plant scrubs to soften appearance of rear of building & to make overall site appearance more attractive	
		Furniture, kitchen equipment etc for café	Install fire & security system for whole building	

**Appendix A Projected
Capital Plan for FoEH Expression
of Interest**

Projected Revenue for Elizabeth Hall

Elizabeth Hall Bookings

Month	2012 Booking Fees	2012/13 Booking Fees	2013/14 Booking Fees	2014/15 Booking Fees	2015/16 Booking Fees
Jan 12	£108.60				
Feb 12	£901.20				
Mar 12	£1,329.80				
Apr 12	£1,470.10				
May 12	£1,699.40				
June 12	£1,110.70				
July 12	£3,533.60				
Aug 12	£3,676.00				
Sept 12	£1,718.92				
Oct 12	£918.30				
Nov 12	£708.80				
Dec 12	£83.80				
Anticipated lettings from existing build		£17,259.22	£14,387.06	£11,509.65	£13,811.58
Café input @ £40 ave profit per day			£9,600.00		
Café input @ £80 ave profit per day				£28,800.00	
Café input @ £120 ave profit per day					£43,200.00
Lettings in new extension				£14,400.00	£36,000.00
Lettings from private functions			£10,000.00	£15,000.00	£20,000.00
Exhibitions (art, events etc)			£2,000.00	£4,000.00	£8,000.00
Fund raising activities for EH			£5,000.00	£5,000.00	£5,000.00
Total Revenue	£17,259.22	£17,259.22	£40,987.06	£78,709.65	£126,011.58
Notes	Assume same as 2012	Assume same as 2013 (increased booking by 20%, but excludes fair)	Assume same as 2014 but fees decreased by 20%	Assume same as 2015 increased by 20%	
		EH Fund Raising. Assumes 25 events with tables @ £10/table	Assume 40% occupancy once per day for 2 hrs min	Assume 50% occupancy twice times per day for 2 hrs min	
		Assume 20 private functions/per year (wedding receptions, etc)	Assume 30 private functions/per year (wedding receptions, etc)	Assume 40 private functions/per year (wedding receptions, etc)	
		Assume café operating from September	Assume 5 additional rooms available to rent separately @ £10/hr		

**Appendix C Projected
Revenue for FoEH
Expression of Interest**

Projected Expenditure for Elizabeth Hall

Period of Expenditure	2011/12	2011/12	2012/13	2013/14	2014/15	2015/16
Premises						
Property maintenance	£7,530		£4,000	£4,000	£4,000	£8,000
Cleaning	£5,933		£5,933	£5,933	£8,900	£8,900
Boiler,microwave, furniture	£1,469					
Electricity	£1,784		£681	£749	£974	£1,266
Gas	£565		£706	£883	£1,766	£2,295
Rates	£2,685		£537	£537	£1,000	£1,000
Security system maint fee					£300	£300
Insurance (3rd party public liability)			£1,500	£1,500	£3,000	£3,000
Insurance (buildings, contents)	£744		£781	£820	£1,230	£1,292
Sub-total	£20,710	£17,005	£14,139	£14,422	£21,170	£26,053
Other						
Replacement cooker	£1,130					
Performing Rights Fees	£78		£78	£78	£78	£78
Advertising	£400		£1,000	£1,000	£1,000	£1,000
Employ manager from Jun '13				£22,410	£27,000	£29,700
Employ 3 junior staff from Jun '14					£23,531	£29,484
Employ dep manager from Jul '15						£14,963
Employ 1 junior staff from Apr '15						£9,450
Other unspecified (contingency)	£5,819		£2,500	£2,500	£2,500	£2,500
Sub-total	£7,427	£7,427	£3,578	£25,988	£54,109	£87,175
Internal Recharges??	£530	£530				
Furniture replacement			£1,000	£1,000	£1,000	£2,000
Total Expenditure	£28,667	£24,962	£18,717	£40,410	£75,278	£113,228
Income (ref revenue sht)	£15,755	£15,755	£17,259	£40,987	£78,710	£126,012
Net Profit	-£12,912	-£9,207	-£1,457	£577	£3,432	£12,784
Notes	From Fol request dated 28 June 12	From Fol request dated 28 June 12; totals only	Assume rates relief @ 80% for charity registered company	Assume rerated to £3500	Extension so rerated. Assume new rates are £5000	
			Assume electricity bill halved and £300 rebate from power generated for export by installation of solar panels	Staff employment costs are salary + on costs (35%); manager £20000 pa	Staff employment costs are salary + on costs (35%); junior staff £7000 pa	Staff employment costs are salary + on costs (35%); deputy manager £15000 pa
			Public liability insurance is estimate only			

Appendix D Projected Operating Costs for FoEH Expression of Interest