

# **Teignbridge District Council**

## **RENT SUBSIDY FOR TDC OWNED COMMERCIAL PROPERTY**

### **Conditions of Funding**

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# **Rent Subsidy**

## **Conditions of Funding**

This document sets out the conditions that voluntary and community groups need to comply with if they are to be granted a reduced rent.

### **1. Introduction**

- 1.1 The Council recognises and respects the independence and value of the voluntary sector. It acknowledges the freedom of each voluntary organisation to choose its own area of activities and methods of working in accordance with the aims and objectives or terms of reference set out in its governing document.
- 1.2 In this context the Council operates the following Conditions of Funding – Reduced Rent.

### **2. General**

- 2.1 Applications are limited to community/voluntary sector organisations. A voluntary organisation is one that exists to provide a specialist or contracted service to users, is led by a management board, has an income and a formal structure. A community organisation is members led group, formed to pursue a common interest or cause and has a less formal structure.
- 2.2 A rent subsidy will be awarded up to a maximum of 75% of the annual market rent value or £4,000, whichever is the lesser.
- 2.3 A subsidy will not be granted to those organisations that hold financial reserves that exceed 2 complete calendar years of normal budgeted operating costs.
- 2.3 The funded voluntary organisation must operate within and/or for the benefit of residents of Teignbridge. The organisation must take positive steps to involve residents and users of services in its management and activities.
- 2.4 The organisation must involve beneficiaries in its management, and in particular user feedback should be obtained on a regular basis in order to monitor service provision.
- 2.5 The organisation must acknowledge the Council's assistance in any literature and publicity about the work of the organisation.
- 2.6 The organisation must be non-profit making. Any excess income generated by the organisation must be used for the benefit of the community it serves, in line with its aims and objectives. A realistic and open policy with regard to reserves will be expected to be in place.
- 2.7 The organisation must be non-party political. Its funds must not be used to pay for publicity which appears to support any political party.

### **3. Use of the Building or Land**

- 3.1 All requests for a reduced rent must be submitted with a proposal that summarises the proposed use of the land or buildings. The property must only be used for the purposes set out in the proposal and in the lease. Any change in use must be discussed with the Estates Service in advance and may affect the rent subsidy.

#### **4. Agreed statement**

- 4.1 All voluntary organisations with a reduced rent will have an agreed statement that summarises the use of the premises and the activities linked to the reduced rent. Organisations will be assigned an Officer who will be the main link with the Council on all matters relating to the reduced rent and with these Conditions of Funding.
- 4.2 All matters relating to the lease terms and market rent must be raised with the Council's Estates Service.

#### **5. Management Structure**

- 5.1 The organisation must have a governing document which is acceptable to the Council. This must provide for equality of opportunity, openness, and democratic processes. A copy of this document must be submitted to the Council which must be given advance notice of any proposed changes. Any proposed changes must be in line with charity and company law if appropriate.
- 5.2 The organisation must have a Management Committee (or equivalent) as specified in its constitution. Members of the Committee should be elected or appointed in accordance with the requirements of the organisation's constitution or governing document.
- 5.3 The organisation must comply with all aspects of the law and its Management Committee should acknowledge its responsibilities in this respect.
- 5.4 The Council does not require representation on the Management Committee of any voluntary organisation receiving a rent subsidy.
- 5.5 The organisation must nominate someone to be the main contact for all matters relating to the building, the lease and the reduced rent and must notify their Officer contact of any change to their nomination.

#### **6. Financial Procedures**

- 6.1 The organisation is required to submit annual financial accounts for all income and expenditure. These accounts must be received by the Council within six months of the end of the organisation's financial year.
- 6.2 Information on all other sources of funding for the organisation must be made fully available to the Council.
- 6.3 The organisation must be adequately insured to cover all risks (eg public liability theft, fire, employer's liability, third party damages, and buildings insurance). The Council accepts no liability for any losses, claims, damages, compensation etc., arising from the existence of and in connection with the organisation.

#### **7. Crime and Disorder**

- 7.1 All voluntary organisations with a reduced rent must make a positive contribution towards the creation of a Safer Teignbridge.
- 7.2 Contributions can range from making sure your staff, users and property are safe and secure to the direct delivery of services which will have an impact on crime and disorder.

## **8. Sustainable Development**

- 8.1 The Council is committed to sustainable development of the District. Voluntary organisations with a reduced rent must therefore be able to demonstrate that their activities contribute to developing sustainable communities. Contributions can include recycling material, buying from local suppliers and upkeep of premises.

## **9. Good Practice**

- 9.1 The Council wishes to encourage good practice in all organisations that are delivering a service in Teignbridge. The following are recommended as good practice:

- fair employment practices
- an inventory of assets
- a written compliments, comments and complaints procedure
- working towards an appropriate Quality Standard

## **10. Failure to Comply with Conditions**

- 10.1 In the event of an organisation failing to comply with any of above conditions, the Council reserves the right to demand payment of the rent in part or in full.

## **11. Equal Opportunities**

- 11.1 The organisation must have a written Equal Opportunities policy that applies to all of its activities i.e., employment, service delivery etc., and must be able to demonstrate that the policy is being implemented, monitored and evaluated regularly.

- 11.2 The organisation's Equal Opportunities policy must comply with its statutory obligations under all relevant equality legislation.

The organisation will not treat one group of people less favourably than others because of their gender, gender reassignment, sexual orientation, colour, race, nationality, religion, level of income, disability or ethnic origin.

## **12. Community Cohesion**

- 12.1 The Council expects all voluntary organisations in receipt of funding or grant aid to ensure services provided can also be accessed by the wider community regardless of their culture, colour, nationality, religion, gender, gender reassignment, sexual orientation or disability.

## **13. Timescales and Review**

- 13.1 Any subsidy awarded will be for a maximum one-off period of 4 years in order to align with the electoral cycle.

- 13.2 An organisation may reapply for a further subsidy period. However, the Council reserves the right to grant this only if the organisation is considered to make a significant contribution to the Council's corporate objectives.

- 13.3 The contents of this document will be reviewed on a regular basis.