

# **Grant Application Form**

APPLYING FOR:	<b>Community Chest</b>	Gran

(Tick one box) Festival Fund Grant

<b>✓</b>

Contact Name:

Position:

Chair

Crganisation:

Chair

Criends of Tincombe

Contact Address:

Telephone Number:

Status of Organization: Constituted Community Group

Charity/Company number Charity No:
(if applicable)
Company No:

E-mail:

What geographical area does
your organization cover?

Tincombe Green and surrounding area of Saltash

How long has your organization been in existence?	Since November 2020.

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

# 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years?	June 21	Tincombe Tea Party	£648	✓
(Please list – continue on a separate sheet if necessary)	May 22	Tincombe Tea Party	£335	✓
separate sheet ii necessary,	June 23	Tincombe Tea Party	£639.90	✓
Please list the aims and objectives of your organization	To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, enhancing the quality of life for nature and local people.  Working in collaboration with Cornwall Council, CORMAC, Cornwall Wildlife Trust and Urban Green Shoots, the Friends of Tincombe aims are to enhance the diverse natural environments and bringing people together as a community.			
What are the main activities of your organization?	<ul> <li>To identify, support, enhance and monitor habitats and the wildlife using them</li> <li>To improve public access throughout the site</li> <li>To identify and provide facilities and resources to increase safe public use and amenity</li> <li>To identify needs for educational activities at all levels from casual visitor to primary school child, and provide opportunities and facilities for meeting those needs</li> <li>To identify opportunities for social events, including fundraising</li> </ul>			

	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment  – is project in addition to statutory services?	N/A

# 2. Your project

Project	Start Date	31 <sup>st</sup> August 2024
•	Finish Date	31 <sup>st</sup> August 2024
	Total Cost	£ 1435.00
	Grant Applied For	£ 615.00

Project title:	Tincombe Tea Party
<b>Description of project</b> (please continue on a separate sheet if necessary):	The Tincombe Tea Party is a celebration of community and the natural habitat, giving residents the opportunity to enjoy picnics and time together on Tincombe Green, promoting wellbeing and alleviating social isolation.  Entry will be free.  A swing-band will provide live music, and there will be various activities for children, including bug hunts and some games.  The tea and refreshment tent will offer cake & teas, along with tombola.  We will offer local crafters and businesses the opportunity to set up stalls to promote and sell their wares and services.  We will set up recycling stations to encourage people to separate and dispose of waste responsibly.  We will set up an information stall to inform residents about improvements made to the Tincombe habitat by the Friends of Tincombe and through the Urban Green Shoots programme.
Where will the project/activity take place?	Tincombe Green adjacent to Tincombe Road.

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<ul> <li>The Tea Party 2024 will raise funds for the Friends of Tincombe to support community use of the area</li> <li>It will offer the users of Tincombe Park the chance to meet the Friends of Tincombe committee and allow consultation about future direction and projects.</li> <li>The Tea Party connects and celebrates the community.</li> <li>Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including play and leisure facilities. This will benefit all the users of Tincombe.</li> <li>Increasing numbers of people spending time in Tincombe.</li> <li>This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing.</li> <li>The 2<sup>nd</sup> Saltash Scouts will be receiving £150 in respect of their support for the event, providing them with income to support their activities.</li> </ul>
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	There has been a steady growth in the number of people following our Friends of Tincombe Facebook page, which now has over 806 followers due to the past success of our group and events.  There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.  This being our 4 <sup>th</sup> year the Tincombe Tea Party has become a well known and talked about event in Saltash and previous visitors always look forward to.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	We have used our Facebook page, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response over the last three years, with plenty of offers to help on the day.  The 2 <sup>nd</sup> Saltash Scouts will be supporting with marquees, and equipment.  Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.
How will the project be managed and how will you measure its success?	A volunteer committee has been set up to manage this project. It includes members with excellent experience of organising community events.  Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.

Please give the timescale and key milestones for your project,	The event will take place between 1pm and 5pm on 31st August 2024.
including a start date and finish date.	We have already submitted an application to Cornwall Council.
	The risk assessment has been completed and final checks will be made on the day.
	We are currently finalising the event management plan for this year's event, building on the plans from previous years.
	Our insurance will be renewed in late July 2024 as we cannot renew until one month before it runs out.
What arrangements do you have in place to ensure safeguarding of children and /or young people	This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.
and/or vulnerable people	We have designated a committee member to act as a Child
(applicable only if your project	Safety Officer on the day. The Child Safety Officer has a DBS
involves working with this client	· · · · · · · · · · · · · · · · · · ·
group)	jacket to ensure that she can be easily identified.

# 3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent	The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:	
on)		<mark>£120.00</mark> £445.00
	50m Electric cable	£50
	Tea, coffee, sugar	£35
	Public Liability Insurance (to follow	v) £150
	Cake	£85
	Misc from Scrapstore	£50
Hire of entertainment m		£500
chairs, tables water urns etc.		
	and logistical support	
	(2 <sup>nd</sup> Saltash Scouts)	
	GRAND TOTAL	£1435.00
	TOTAL BEING APPLIED FOR FROM STC	£615.00
How will you promote STC once application and project are complete?	Saltash Town Council will be promoted and thanked on social media, as well as in any editorial and in speeches on the day.	

# Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
2 <sup>nd</sup> Saltash Scouts	350 (Discount on marquee hire and logistical support)	✓	<b>✓</b>
Income from stall bookings (projected figure based on previous years)	150	N/A	
Fundraising on the day (projected figure based on previous years)	500	N/A	
Private donation of cakes	85	✓	✓

Please confirm the bank account your project is using is in the project's name/organization name	Friends of Tincombe
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#### 4. Further information enclosed Checklist.

	<b>Enclosed</b> (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To Follow Renewal before event in August
A letter head showing the organization's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	<b>√</b>
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	√ to follow
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	Before and after being awarded the grant we promote Saltash Town Council on social media, two local newspapers, local radio and at the event itself.

If any of the above documents have not been enclosed, please give reasons why in the box below:

,	Insurance certificate to follow after it has been
	renewed in July

#### 5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council:
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:		
Print Name(s):		
Position(s):	Chair	
Date:	3 <sup>rd</sup> April 2024	

# FRIENDS OF TINCOMBE - Constitution

1. Our Aims To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, which will enhance the quality of life for nature and local people. We focus on enhancing the diverse local natural environments and bringing people together as a community. We work in collaboration with Cornwall Council, CORMAC and Cornwall Wildlife Trust.

We will work to:

- i) find out the views of local people and site users
- ii) involve site users and local people in planning, decision-making and aspects of management affecting Tincombe Park Open Community Space or specific facilities within the site
- iii) improve funding to maintain and increase the facilities in the site
- iv) develop relevant and beneficial partnerships with the Council and other bodies
- v) encourage more people, from all sections of the community, to use the site and to enjoy its full potential, and promote an atmosphere of mutual appreciation and respect
- vi) encourage users, including ourselves, to organise social activities at the site
- vii) seek good working relations with other user groups based at the site
- viii) link with others to help protect and improve green open spaces generally
- **2. Membership** will be open to anybody with an interest in using the park, regardless of class, colour, nationality, culture, gender, age, religion or sexual orientation, as long as:
- i) they broadly agree with the aims of the group
- ii) either they are a member of the Facebook group 'Friends of Tincombe'
- ii a) or they have given their name and a form of contact to be put onto the membership list.

Members will receive information on how to become active in the Friends' activities and join any working groups.

The group supports equality and inclusivity, and is opposed to racism, sexism, homophobia and other forms of discrimination as listed at 2. Expressions of such prejudice will be challenged at meetings or other activities of the Association.

- Annual General Meeting Every year there will be an Annual General Meeting. At this meeting the members will:
  - · Hear and discuss a report from officers and reps on the activities of the Friends for the previous year
  - Hear and discuss a report on the group's finances, prepared by the Treasurer.
  - Decide whether to introduce a membership subscription for the forthcoming year
  - Identify and discuss matters of particular importance for the forthcoming year.
  - Make rules on the way the Friends group will operate eg by amending the Constitution.
  - Elect 3 members to be Chair, Secretary and Treasurer
  - Amend bank signatories where necessary
  - · Conduct any other relevant business the meeting so decides

Everybody on the membership list will receive at least two weeks' notice of the Annual General Meeting using the contact details on the membership list and by putting up notices around the site.

- **4. Other General Meetings** At least 3 other General Meetings for members and other park users will be organised and minuted during the year. These meetings will be publicised in good time to members and users. At these meetings officers and members of working groups will:
  - · Keep members up to date with, and discuss, plans and decisions affecting the site
  - Collect the views of members and other park users

In addition to the above, members (10 or more) have the right to compel the officers to call an Extraordinary General Meeting on a specific subject.

Procedure at All General Meetings The General Meetings shall be the decision-making body of the group. The meeting may if it wishes choose a chair and minute-taker from any of the members present. All members will have a right to attend and to vote. Decisions shall be by consensus where possible, or by a simple majority vote where necessary – except for amendments to the Constitution which require a two-thirds majority at the AGM. A quorum shall be 4 members except at the AGM where it will be 6. If there isn't a quorum, any decisions made regarding policy must be ratified at the following meeting. General Meetings may decide to set up working groups, or to delegate any relevant tasks to individual members.

- **6.** The work of the Friends Members will be encouraged to get actively involved in the work of the Friends. Anyone acting on behalf of the Friends will be expected to act in an appropriate manner, and to follow the general policies and decisions agreed by the members at the General Meetings. Working groups and officers can meet in between the general meetings in order to manage the affairs of the Friends including:
  - planning general meetings of the group and other activities
  - · working on funding bids
  - · managing Friends' projects
  - passing on the views of members to people responsible for the site such as employees and reps of the Council
  - meeting with other community groups
  - · managing the finances and publicity of the group

Officers and working groups are accountable to members through the General Meetings.

- 7. Finances A bank account will be set up in the name of the Friends of Tincombe. All money received in the form of donations, grants, subscriptions or any other contributions will be put into the bank account and will only be used to further the aims of the group. The Treasurer and Secretary and 1 other member will be signatories, and the Treasurer and one other of the signatories will be required to sign for all transactions. The annual accounts shall be independently verified, and the books shall be made available for inspection on request at the AGM.
- 8. Powers The Friends of Tincombe has the power to raise funds, to employ or hire such staff or advisors as are necessary, and to enter into any transactions necessary to further its aims. It has the power to manage, licence, lease or buy property and to maintain and equip it for use. It has the power to appoint trustees, and to take out trustee liability insurance cover.
- 9. **Dissolution** If a General Meeting, or 10 members, wish at any time to dissolve the Friends of Tincombe, they should give to all members at least 14 days notice of a Special General Meeting to discuss this exclusive matter. If such a decision is agreed at that meeting by a simple majority of those members present and voting, the assets will be disposed of to another voluntary organisation with compatible aims and principles, this group being agreed at the same meeting.

This Constitution was agreed at the Friends of Tincombe founding meeting / AGM on .................................[Date].



#### **Treasurers Account Statement**

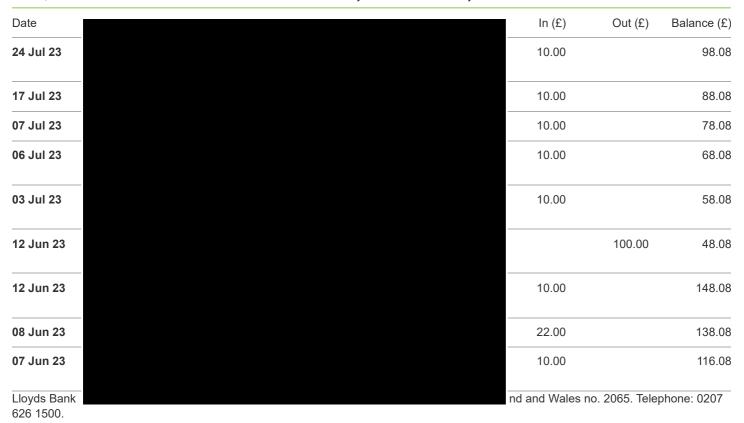
Printed: 24 March 2024



The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am -8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Туре	In (£)	Out (£)	Balance (£)
31 Oct 23				59.97	735.24
31 Aug 23			648.44		795.21
29 Aug 23			33.94		146.77
29 Aug 23				120.00	112.83
29 Aug 23				150.00	232.83
29 Aug 23				100.00	382.83
29 Aug 23				50.00	482.83
29 Aug 23				105.86	532.83
16 Aug 23				112.69	638.69
08 Aug 23				36.60	751.38
04 Aug 23			10.00		787.98
02 Aug 23			10.00		777.98
31 Jul 23			10.00		767.98
28 Jul 23			639.90		757.98
28 Jul 23			10.00		118.08
25 Jul 23			10.00		108.08



Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at <a href="https://www.FSCS.org.uk/">www.FSCS.org.uk/</a>.

## **Friends of Tincombe Annual Accounts**

# Profit and Loss 2023-2024

	2022-2023	
<b>Income</b> Total income	£1,614.22	£1,340.73
<b>Expenses</b> Total expenses	£1,345.53	£1,558.27
Profit/ Loss	£268.69	-£217.54
Year End Balance	£735.24	£466.55



Friends of Tincombe

#### Your Account



#### TREASURERS ACCOUNT

01 January 2024 to 31 January 2024

 Money In
 £0.00

 Money Out
 £0.00

#### **Your Transactions**

Date	Description	Туре	Money In (£)	Money Out (£)	Balance (£)

You have no transactions to display for this period.

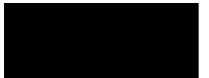
#### **Transaction types**

BGC	Bank Giro Credit	BP	Bill Payments	CHG	Charge	CHQ	Cheque
COR	Correction	CPT	Cashpoint	DD	Direct Debit	DEB	Debit Card
DEP	Deposit	FEE	Fixed Service	FPI	Faster Payment In	FPO	Faster Payment Out
MPI	Mobile Payment In	MPO	Mobile Payment Out	PAY	Payment	so	Standing Order
TFR	Transfer						



Friends of Tincombe

#### Your Account





#### TREASURERS ACCOUNT

01 February 2024 to 29 February 2024

 Money In
 £0.00

 Money Out
 £0.00

#### **Your Transactions**

Date	Description	Туре	Money In (£)	Money Out (£)	Balance (£)
------	-------------	------	--------------	---------------	-------------

You have no transactions to display for this period.

#### **Transaction types**

BGC	Bank Giro Credit	BP	Bill Payments	CHG	Charge	CHQ	Cheque
COR	Correction	CPT	Cashpoint	DD	Direct Debit	DEB	Debit Card
DEP	Deposit	FEE	Fixed Service	FPI	Faster Payment In	FPO	Faster Payment Out
MPI	Mobile Payment In	MPO	Mobile Payment Out	PAY	Payment	so	Standing Order
TFR	Transfer						



Friends of Tincombe

#### Your Account



#### TREASURERS ACCOUNT

01 March 2024 to 31 March 2024

 Money In
 £0.00

 Money Out
 £0.00

#### **Your Transactions**

Date	Description	Туре	Money In (£)	Money Out (£)	Balance (£)

You have no transactions to display for this period.

#### **Transaction types**

BGC	Bank Giro Credit	BP	Bill Payments	CHG	Charge	CHQ	Cheque
COR	Correction	CPT	Cashpoint	DD	Direct Debit	DEB	Debit Card
DEP	Deposit	FEE	Fixed Service	FPI	Faster Payment In	FPO	Faster Payment Out
MPI	Mobile Payment In	MPO	Mobile Payment Out	PAY	Payment	so	Standing Order
TFR	Transfer						













#### **Letter of support for Tincombe Tea Pary**

Dear Town Council,

I am writing to express my wholehearted support for the application that has been submitted by the Friends of Tincombe for funding towards hosting the Tincombe Tea Party in August 2024.

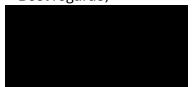
As a dedicated community group, the Friends of Tincombe have consistently demonstrated their commitment to promoting nature recovery in Tincombe. Their collaborative efforts with Cormac and Cornwall Council have resulted in significant strides towards promoting environmental issues in our community and improving the biodiversity of Tincombe.

This is the fourth year the Friends of Tincombe have come together to deliver the Tea Party for the community. Every year, they have built on the successes of the previous event, so that the Tea Party strengthens community cohesion at the same time as generating pride in Tincombe and serving as a catalyst for meaningful conversations around environmental stewardship.

The risk assessments for the event are comprehensive, with attention to detail. Fundraising at the Tea Party, including the sale of home-made cakes, will be used to help cover costs of delivering the event, with any surplus being put towards environmental initiatives in Tincombe. The collaboration with 2<sup>nd</sup> Saltash Scouts helps the scouts financially, but also generates a connection to the area for the young scouts.

I sincerely hope that you will look favourably on this funding application.

Best regards,



Councillor representing Saltash Essa on Cornwall Council

FW: Online Contact - Events

Contact photo

2024-03-24 20:46

Details Headers Plain text

This was the Andyloos quote - I asked for standard and accessible so they quoted both.

From Sen

Subject: RE: Online Contact - Events

Good morning,

Thank you for your enquiry.

All quotations are subject to availability at time of booking.

Please see our quotation below:

To hire x 1 Standard Event unit (caters up to 50 people per unit) would be £160.00 plus VAT including transport.

https://www.andyloos.co.uk/product/standard-portable-toilet-unit

or

To hire x 1 Standard Portable Toilet Unit with Disabled Access (Caters up to 50 people per unit) would be £195.00 plus VAT including transport.

https://www.andyloos.co.uk/product/standard-portable-toilet-unit-with-disabled-acce
ss/

Please note if unit/s are required in a field the unit/s will need to be:

Located by entrance of field as easy access is required (as delivery driver will be unable to drop off in the middle of the field or opposite end to entrance) Placed on a flat, firm level ground.

Delivery is normally one to two days before and collection one to two days after. If you require either same day or weekend delivery or collection, there will be an extra charge.

Due to the high demand for toilet & trailer hires please can you let us know as soon as possible as all quotations are subject to availability at time of booking.

Unfortunately, nothing can be booked until you have been invoiced and payment has been received.

Our Terms and Conditions are deemed to be accepted once you have agreed to proceed with our quotation, you will find these via a link in the below signature.

Please feel free to contact me should you require any further information.

Kind regards,

Event Sales Administrator

t: 01872 519408

e: Mandy@andyloos.co.uk

w:

Depot Address: School Road, Summercourt, Newquay, Cornwall, TR8 5EA Registered Number: 3347503 VAT Number: 381 7654 68

Please refer to our Terms & Conditions of hire.

The contents of this e-mail and any attachments are confidential and are solely for the person(s) at the e-mail address(es) above. If you are not the addressee, you may not disclose, distribute, copy or use this e-mail. Andy Loos Ltd accepts no legal liability for the contents of this e-mail including any errors, interception or interference, as internet communications are not secure. Whilst Andy Loos Ltd has taken all reasonable precautions to prevent transmission of computer viruses, malware or other unwanted programmes, should this occur we accept no liability



What type of product are you enquiring about?:

Event

What event Units do you need?:

Standard Portable Toilet Unit, Standard Portable Toilet Unit with Disabled Access Event Start Date:

31/08/2024

Event End Date:

31/08/2024

Number of Guests:

100

Event Postcode:

pl12 4py

What is the event?:

Community Tea party organised by the Friends of Tincombe group of voluteers Additional Information:

Just looking for one toilet but would like price for standard and disabled access please although would not need for both.

First Name:

liz

Last Name:

Lloyd

Email Address:

lizlloyd20@outlook.com

Business Or Personal Booking?:

Business

Do you already have an account?:

No

I would like to be contacted about future offerings & product information by Andyloos:

None at all

I agree to provide my information under Andyloos Privacy Policy: Checked









#### SMJ Heavy Duty 50m 13 Amp Thermal

113567



£47.99

#### K Spread the cost from £2.39 per month\*

\*on orders over £99. Pay in 3 also available on orders over £30

mc Only £45.59 with Motoring Club premium

Power input: 240V

· Cable length: 50m

#### undefined

1 Select Quantity

- 1 +

## 2 Check Availability

Postcode or location

Find



#### SUNSET SWING BAND

#### **Dance & Concert Band from the Swing Era**

#### **INVOICE**

To: Friends of Tincombe

Event: Tincombe Tea Party 31st August 2024 at Tincombe Green, Saltash

Play 2x 45 minute sets between 2 and 4 pm, consisting of swing and dance music plus other items to be requested

We understand that chairs and mains electricity will be provided; we will provide our own gazebo.

For the sum of £120 payable on completion



Treasurer, Sunset Swing

10<sup>th</sup> April 2024

