

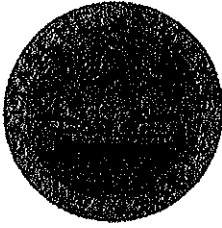
CC276 Saltash Girlguiding

Points to note

- The Saltash Girlguiding District has funds in the Natwest bank account totalling £53,615.66. This has been ringfenced for the kitchen works which total £61,405.
- Grant funding from other sources totals £21,500.
- The grant is to pay towards new appliances and an upgrade on the electrics which will be done once the money has been raised.

Budget code 6210

Available funds £7,060



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

[Redacted date]

Contact Name:	[Redacted]
Position:	Trustee
Organisation:	GirlGuiding Saltash District
Contact Address:	[Redacted]
Telephone Number:	[Redacted]
E-mail:	[Redacted]
Status of Organization:	Charity
Charity/Company number (if applicable)	Charity No: 1197382 Company No:
What geographical area does your organization cover?	Saltash

<p>How long has your organization been in existence?</p>	<p>Charity since 6 January 2022. We are part of Girlguiding UK, we are one of the Districts that form Girlguiding UK.</p>
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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
<p>Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)</p>	n/a			
<p>Please list the aims and objectives of your organization</p>	<p>Girlguiding is the leading charity for girls and young women in the UK. We provide girls and young women with opportunities to develop and grow on a personal level through having great fun, adventures and opportunities they may not otherwise try. We run meetings every week at the Guide Headquarters during term time for our girls and have lots of units that meet one evening per week. We have different sections starting with Rainbows who are age 5-7 and in our District we have 2 units. Next there are the Brownies from age 7-10 and in our District we have 3 units. Following on we have Guides age 10-14 and we have three units and we have one Ranger unit who are all 14- 25 year olds. We also have a very active Trefoil Group which caters for adult members. In total we have approximately 250 members who all meet at the Guide Headquarters on either a weekly or regular monthly basis.</p>			

What are the main activities of your organization?	Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.
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	Yes / No or N/A
	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	01 / 01 / 2024
	Finish Date	31 / 03 / 2025
	Total Cost	£ 61,405
	Grant Applied For	£ 1,000

Project title:	Kitchen Build and Refit
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<p>Description of project (please continue on a separate sheet if necessary).</p>	<p>Our current kitchen is not equipped to enable disabled members and users to access it as the space is small and not equipped to be able to adapt the worktops etc to accommodate height needs. We have raised the funds to extend the kitchen but do not have sufficient funds to equip the kitchen and upgrade to 3 phase electricity . The grant will go towards refitting the extended kitchen including appliances and also upgrading to 3 phase electricity.. The new equipped kitchen will allow access for disabled members and other users. The new kitchen, once fitted out, will enable us to do more skills based projects with our members developing skills in catering, cooking and running events/functions, which all develop great organisational and life skills. We hire out our Headquarters to many families and other organisations for parties/events at very reasonable rates. We keep these rates as low as possible to encourage bookings that are affordable to all.</p>
<p>Where will the project/activity take place?</p>	<p>Saltash Guide Headquarters, Warfelton Crescent, Saltash PL12 4NE</p>
<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>All Girlguiding members, approximately 250 at present. Girlguiding and Scout members that hire the hall for sleepovers/holidays Private hirers of the hall, the hall is hired out to members of the public for parties and fundraising events, the new kitchen will enable the hall to be better utilised.</p> <p>We would expect in excess of 1,000 people to benefit</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Many Girlguiding groups that hire the hall for sleepovers/holidays tell us that the kitchen is too small and not accessible to disabled members. Saltash Girlguiding regularly hold fundraising events and we find that the kitchen is too small .</p>

<p>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)</p>	<p>All of the Guide leaders, members and their families are in support of this project and can see the benefit that it will have to our members and the wider community.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The Guide Headquarters committee will manage the project, one of our committee members works for a large building company and will oversee the project for us. The success will be measured in the increased hall usage and being able to offer facilities that are accessible to all</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>01.01.24 – Foundations for new kitchen were started. 27.08.24 – Kitchen build will begin 25.10.24 – Kitchen build complete 30.11.24 – Kitchen fitted out with equipment that we already have 31.01.25 – 3 phase electric completed 31.03.25 – New kitchen appliances purchased and installed</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>All Girlguiding leaders have to partake in safeguarding training and all leaders and adult helpers are DBS checked.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>The Grant would go towards the new kitchen appliances</p> <table border="1" data-bbox="730 315 1441 1736"> <thead> <tr> <th colspan="2" data-bbox="730 315 1066 360">Grant Costings for Kitchen</th> <th data-bbox="1066 315 1441 360"></th> </tr> <tr> <td data-bbox="730 360 1066 439"></td> <td data-bbox="1066 360 1441 439"></td> <td data-bbox="1305 383 1441 416">Quote/Est</td> </tr> </thead> <tbody> <tr> <td data-bbox="730 439 1066 495">Architects Fees</td> <td data-bbox="1066 439 1441 495" rowspan="2" style="background-color: black;"></td> <td data-bbox="1305 439 1441 472">1,500.00</td> </tr> <tr> <td data-bbox="730 495 1066 562"></td> <td data-bbox="1305 495 1441 528">360.00</td> </tr> <tr> <td data-bbox="730 562 1066 618">Kitchen Build</td> <td data-bbox="1066 562 1441 618"></td> <td data-bbox="1305 562 1441 595">33,000.00</td> </tr> <tr> <td data-bbox="730 618 1066 719">Building Control/Inspection</td> <td data-bbox="1066 618 1441 719"></td> <td data-bbox="1305 618 1441 651">1,281.00</td> </tr> <tr> <td data-bbox="730 719 1066 775">Foundations</td> <td data-bbox="1066 719 1441 775"></td> <td data-bbox="1305 719 1441 752">2,000.00</td> </tr> <tr> <td data-bbox="730 775 1066 831">3 Phase Electric</td> <td data-bbox="1066 775 1441 831"></td> <td data-bbox="1305 775 1441 808">5,813.57</td> </tr> <tr> <td data-bbox="730 831 1066 887">Elecric Work</td> <td data-bbox="1066 831 1441 887"></td> <td data-bbox="1305 831 1441 864">2,000.00</td> </tr> <tr> <td data-bbox="730 887 1066 943">Bricks</td> <td data-bbox="1066 887 1441 943"></td> <td data-bbox="1305 887 1441 920">1,440.19</td> </tr> <tr> <td data-bbox="730 943 1066 999">Boiler Removal</td> <td data-bbox="1066 943 1441 999"></td> <td data-bbox="1305 943 1441 976">292.80</td> </tr> <tr> <td data-bbox="730 999 1066 1055">Kitchen units</td> <td data-bbox="1066 999 1441 1055"></td> <td data-bbox="1305 999 1441 1032">4,927.57</td> </tr> <tr> <td data-bbox="730 1055 1066 1111">Rightway Environmental</td> <td data-bbox="1066 1055 1441 1111"></td> <td data-bbox="1305 1055 1441 1088">1,668.00</td> </tr> <tr> <td data-bbox="730 1111 1066 1167">Kitchen Fitter</td> <td data-bbox="1066 1111 1441 1167"></td> <td data-bbox="1305 1111 1441 1144">1,000.00</td> </tr> <tr> <td data-bbox="730 1167 1066 1223">Kitchen Appliances</td> <td data-bbox="1066 1167 1441 1223"></td> <td data-bbox="1305 1167 1441 1200">3,921.98</td> </tr> <tr> <td data-bbox="730 1223 1066 1279">Kitchen Light</td> <td data-bbox="1066 1223 1441 1279"></td> <td data-bbox="1305 1223 1441 1256">500.00</td> </tr> <tr> <td data-bbox="730 1279 1066 1335">Kitchen Doors</td> <td data-bbox="1066 1279 1441 1335"></td> <td data-bbox="1305 1279 1441 1312">600.00</td> </tr> <tr> <td data-bbox="730 1335 1066 1391">Kitchen Flooring</td> <td data-bbox="1066 1335 1441 1391"></td> <td data-bbox="1305 1335 1441 1368">300.00</td> </tr> <tr> <td data-bbox="730 1391 1066 1447">Tree Removal</td> <td data-bbox="1066 1391 1441 1447"></td> <td data-bbox="1305 1391 1441 1424">300.00</td> </tr> <tr> <td data-bbox="730 1447 1066 1503">Plumbing</td> <td data-bbox="1066 1447 1441 1503"></td> <td data-bbox="1305 1447 1441 1480">500.00</td> </tr> <tr> <td data-bbox="730 1503 1066 1559"></td> <td data-bbox="1066 1503 1441 1559"></td> <td data-bbox="1305 1503 1441 1536"></td> </tr> <tr> <td data-bbox="730 1559 1066 1615"></td> <td data-bbox="1066 1559 1441 1615"></td> <td data-bbox="1305 1559 1441 1592"></td> </tr> <tr> <td data-bbox="730 1615 1066 1671"></td> <td data-bbox="1066 1615 1441 1671"></td> <td data-bbox="1305 1615 1441 1648"></td> </tr> <tr> <td data-bbox="730 1671 1066 1727"></td> <td data-bbox="1066 1671 1441 1727"></td> <td data-bbox="1305 1671 1441 1704">61,405.11</td> </tr> </tbody> </table>	Grant Costings for Kitchen					Quote/Est	Architects Fees		1,500.00		360.00	Kitchen Build		33,000.00	Building Control/Inspection		1,281.00	Foundations		2,000.00	3 Phase Electric		5,813.57	Elecric Work		2,000.00	Bricks		1,440.19	Boiler Removal		292.80	Kitchen units		4,927.57	Rightway Environmental		1,668.00	Kitchen Fitter		1,000.00	Kitchen Appliances		3,921.98	Kitchen Light		500.00	Kitchen Doors		600.00	Kitchen Flooring		300.00	Tree Removal		300.00	Plumbing		500.00												61,405.11
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		61,405.11																																																																						
<p>How will you promote STC once application and project are complete?</p>	<p>We will promote STC in our Social Media posts, and in all publicity relating to the new kitchen</p>																																																																							

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)
Sylvia Waddilove Foundation UK	£20,000	✓	✓
Cornwall Community Foundation	£1,500	✓	

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

	Enclosed (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)	✓

A letter head showing the organization's address and contact details	N/A
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	N/A
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	N/A
Other (please list)	

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

WE DO NOT HAVE LETTER HEAD.
 ECCLESIASTICAL INSURANCE SHOWS GUILD HEADQUARTERS ADDRESS &
 CONTACT ADDRESS FOR [REDACTED]
 CHARITY COMMISSION SHOWS THAT [REDACTED]
 [REDACTED]

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.

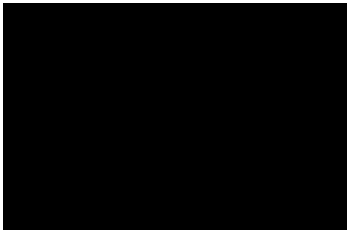

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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):	Trustee		
Date:	3/9/24		

Girlguiding Saltash District T/A SALTASH DISTRICT GIRL GUIDES Year Account



TREASURERS ACCOUNT

01 August 2024 to 31 August 2024

Money In	£3,923.40	Balance on 01 August 2024	£6,863.95
Money Out	£231.39	Balance on 31 August 2024	£6,653.90

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Aug 24		FPI	3,902.06		6,863.95
07 Aug 24		FPO		230.00	6,633.95
07 Aug 24		FPI	20.00		6,653.95
20 Aug 24		DEB		1.36	6,652.59
20 Aug 24		DEB		0.03	6,652.56
22 Aug 24		DEB	1.34		6,653.90

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			

Account Name
 SALTASH DISTRICT GUIDES HQ
 MANAGEMENT ACCOUNT
 BUSINESS CURRENT ACC



Current Account

Summary	
Statement Date	01 AUG 2024
Period Covered	02 JUL 2024 to 01 AUG 2024
Previous Balance	£53,615.66
Paid In	£598.48
Withdrawn	£5,350.90
New Balance	£48,863.24
BIC	NWBKGB2L
IBAN	GB83NWBK52104216180607

[Redacted]
 SALTASH DISTRICT GUIDES HQ
 [Redacted]

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
 If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 JUL 2024	BROUGHT FORWARD			53,615.66
	[Redacted]	37.50		53,653.16
08 JUL	[Redacted]	50.00		53,703.16
	[Redacted]		16.98	53,686.18
15 JUL	[Redacted]	115.00		53,801.18
	[Redacted]	70.00		53,871.18
16 JUL	[Redacted]	40.28		53,911.46
	[Redacted]		1,440.19	52,471.27
19 JUL	[Redacted]		750.00	51,721.27
	[Redacted]		750.00	50,971.27
22 JUL	[Redacted]		19.59	50,951.68
	[Redacted]		193.00	50,758.68
23 JUL	[Redacted]		235.99	50,522.69
24 JUL	[Redacted]	62.50		50,585.19
	[Redacted]		750.00	49,835.19
25 JUL	[Redacted]		918.00	48,917.19
26 JUL	[Redacted]	40.00		48,957.19
29 JUL	[Redacted]		25.93	48,931.26
	[Redacted]		25.89	48,905.37
30 JUL	[Redacted]		225.33	48,680.04
01 AUG	[Redacted]	130.00		48,810.04

National Westminster Bank Plc. Registered in England & Wales No.929027.
 Registered Office: 250 Bishopsgate, London, EC2M 4AA.
 Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Account Name
SALTASH DISTRICT GUIDES HQ
MANAGEMENT ACCOUNT
BUSINESS CURRENT ACC

Account No Sort Code Page No
16180607 52-10-42 2 of 3



Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			48,810.04
		53.20		48,863.24

Receipts (In)	2023
Census monies per HQ	0.00
Uniform	150.75
Overpayments for Hoodies	0.00
Events	0.00
Monthly Badge Orders	235.73
Christmas Badges	160.00
District Bags	42.75
District Badges	16.00
Interest on Business Reserve A/C	25.72
Payment received from eBay	52.68
Donations	4.18
Girlguiding HQ Grant	
Training	0.00
Payments received in error to 3rd Guides	0.00
Repayment 3rd Brownies re Expenses paid	43.35
Other	0.00
Sub total	731.16

Ringfenced monies:	
Hardship Fund/District Equipment	1,955.06
Closed Units	2,652.28

HQ Management Income:

Unrestricted Funds

Rent	4,430.00
District events and sleepovers	172.00
Pack Hols/Hire non-District	368.00
Hall Bookings/Donations	4,111.50
Deposits	400.00
Trainings	0.00
Sundries	82.80
Other Grants/ Donations	0.00
Utilities Refund	1,225.58
	10,789.88

Restricted Funds

Fundraising	1319.80
Other Grants/ Donations	0.00
	1,319.80

Sub Total **£17,448.18**

	2022
Census monies per HQ	712.00
Uniform	463.25
Overpayments for Hoodies	8.70
Events	0.00
Monthly Badge Orders	162.83
Christmas Badges	156.00
District Bags	115.50
District Badges	12.00
Leadership books	5.50
Interest on Business Reserve A/C	2.62
Payment received from eBay	0.00
Donations	0.00
Girlguiding HQ Grant	200.00
Training	0.00
Payments received in error to 3rd Guides	41.50
DC re 2 payments paid in error	75.67
Other	0.00
	1,955.57

HQ Management Income:

Unrestricted Funds

Rent	3,750.00
District events and sleepovers	25.00
Pack Hols/Hire non-District	632.00
Hall Bookings/Donations	2,707.50
Deposits	0.00
Trainings	0.00
Sundries	0.00
Other Grants/ Donations	12.50
Received in error-2nd Saltash Brownies	10.00
	7,137.00

	2,166.86
	1,000.00
	3,166.86
	10,303.86

Sub Total **£12,259.43**

Note:

Transfer between accounts:

To Business Reserve from Current A/C - Ringfenced monies £2,652.28

Payments (Out)	2023	
Census	86.00	
Saltash Youth Council Membership Fee	10.00	
Mileage	29.40	
Grants	0.00	
Monthly Badge Orders for Units	232.00	
Award Certificates & Badges/District Stock	0.00	
Post/Stationery	6.00	
Christmas Badges	164.00	
5 Year Awards	15.50	
Badges - District stock	2.70	
Gifts/Donations	0.00	
Refreshments	7.81	
Books	0.00	
Guide Helper Badges	0.00	
Events	0.00	
RBL Saltash re Remembrance Wreath	27.50	
Refund to DC re ebay payments	52.68	
Uniform purchased & refunds	71.14	
3rd Saltash Brownies Expenses	43.35	
	<hr/>	
	748.08	

	2022	
Census	120.00	
Saltash Youth Council Membership Fee	0.00	
Mileage	102.31	
Grants	120.00	
Monthly Badge Orders for Units	159.23	
Award Certificates & Badges/District Stock	7.65	
Post/Stationery	7.92	
Christmas Badges	193.50	
Hoodie refunds	8.70	
3rd Saltash Guides monies received in error	41.50	
Gifts/Donations	11.00	
Books	13.50	
Guide Helper Badges	2.80	
2nd Saltash Rainbows Subs held re 2021	35.00	
Hot water boiler	69.99	
Events	106.39	
RBL Saltash re Remembrance Wreath	27.50	
Refund to DC re ebay payments	75.67	
Uniform purchased & refunds	938.70	
3rd Saltash Rainbows - DC census 2021&2022	73.00	
	<hr/>	
	2,114.36	

Ringfenced monies:	
Hardship Fund/District Equipment	495.18
	<hr/>
	495.18

Closed Units	0.00	
HQ Management Committee		
Unrestricted Funds		
Services & Maintenance	1,203.91	
Council Tax		
Cleaning & Supplies	412.31	
Gardening & Supplies	1,354.22	
Utilities	2,591.00	
SWW	0.00	
Insurance	1,488.16	
Sundries	85.80	
deposit refunds	180.00	
Caretaker	2,235.96	
Internet & Zoom	278.72	
Equipment	688.99	
PPL/PRS Licence	294.00	
	<hr/>	
	10,813.07	

Services & Maintenance	835.07	
Council Tax	0.00	
Cleaning & Supplies	626.02	
Gardening & Supplies	1,148.97	
Utilities	1,368.40	
SWW	0.00	
Insurance	1,287.53	
Sundries	289.99	
Caretaker	1,906.63	
Internet & Zoom	205.71	
Equipment	0.00	
PPL/PRS Licence	357.82	
Refund Rent Overpaid-2nd Saltash Brownies	190.00	
Saltash District re Payment rec'd in error	10.00	
	<hr/>	
	8,226.14	

Restricted Funds		
Fundraising	255.16	
Kitchen Extension Expenses	1,881.00	2,136.16
Sub Total	<hr/>	<hr/>
	£14,192.49	

	0.00	0.00
	<hr/>	<hr/>
	£10,340.50	

Surplus or (Deficit) for the year **£3,255.69**

£1,918.93

	2023		2022
Brought Forward: Current	1,682.88		1,815.39
Ringfenced monies	0.00		0.00
Business Reserve	1,202.63		1,200.01
Petty Cash	50.00		78.90
HQ Management Current Account unrestricted	30,490.31		31,579.45
HQ Management Current Account restricted	21,598.09		18,431.23
	£55,023.91		£53,104.98
Carried Forward: Current	1,640.24	3100.12	1,682.88
Ringfenced monies	1,459.88		0.00
Business Reserve	3,880.63		1,202.63
Petty Cash	50.00		50.00
HQ Management Current Account unrestricted	30,467.12		30,490.31
HQ Management Current Account restricted	20,781.73		21598.09
	£58,279.60		£55,023.91

Assets and Liabilities: In addition to the above cash balances Girlguiding Saltash District has equipment to the value of £25077.68 and liabilities of £0.00. There are no other assets or liabilities.

Prepared by

Reviewer's Certificate: The above statements agree with the records and vouchers of Girlguiding Saltash District for the financial year ended 31 December 2023

Reviewed by:

GIRLGUIDING SALTASH DISTRICT CONSTITUTION

1 NAME

The charity's name is Girlguiding Saltash District

2 THE PURPOSE OF THE CHARITY IS:-

The purpose of the charity is to promote Girlguiding which is a national organisation and has organised guiding activities by establishing units (Rainbows, Brownies, Guides and Rangers) in its District. The District also leases and manages its Guide Headquarters, for which a separate management committee will be formed.

3 TRUSTEES

The charity shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the charity.

There are to be a minimum for 3 Trustees and a maximum of 7. The majority of Trustees must be members of Girlguiding.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) Set up a Guide HQ management committee to manage the running of the Saltash Guide HQ, to include external hiring of the hall

5 MEMBERSHIP

The charity shall have a membership. Leaders, helpers, Parents and Guardians of members of Saltash Girlguiding over the age of 18 will automatically be members of the charity. Membership lasts until the member resigns from membership by notifying the Secretary in writing or by electronic means. The membership list will be taken from Girlguiding GO.

The Trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

6 ANNUAL GENERAL MEETING - AGM

The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

- (1) There must be at least 6 members present at the AGM.
- (2) Every member has one vote.
- (3) The trustees shall present the annual report and accounts upon which the membership shall vote.
- (4) Immediately following the vote referred to in sub para (3) above all trustees shall stand down but shall be eligible for re election.
- (5) Any person may stand for election as a Trustee including but not limited to members
- (6) Members shall elect a minimum of 4 and a maximum of 7 trustees to serve for the next year. There must be a Trustee from each section of Girlguiding, the leaders Trustee being the District Commissioner.
- (7) It is the duty of all Trustees to attend the AGM unless there are compelling reasons why they are not able to do so, such reasons to be reported to the Secretary in advance of the AGM

7 TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. Minutes must be kept of Trustee Meetings. The first meeting shall take place immediately following the conclusion of the AGM at which trustees will elect three officers: a chair, treasurer, and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) It is anticipated that all trustees will attend at least 1 Trustee Meeting in each year unless there are compelling reasons why they are not able to do so, such reasons to be reported to the Secretary in advance of any meeting.
- (5) During the year, the Trustees may appoint up to 2 additional trustees provided such appointment does not result in exceeding the maximum number of 7 trustees provided for by para 6(6) of this Constitution. They will stand down at the next AGM.
- (6) The Trustees may make reasonable additional rules and policies to help run the charity. These rules must not conflict with this constitution or the law.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep annual accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank accounts. All cheques must be signed by 2 Trustees and all electronic payments must be approved in advance by 2 Trustees
- (5) Bank accounts can only be set up on the express permission of the Trustees.

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority of those present at the meeting. There must be at least three trustees present at any General Meeting. Minutes must be kept.

- (1) Winding up - any money or property remaining after payment of debts will automatically pass to Caradon Tamar Division
- (2) Changes to the Constitution - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) General Meeting - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

10. HOLDING MEETINGS ONLINE OR BY TELEPHONE

In respect of all and any meetings of Girlguiding Saltash District where circumstances make it impracticable for these to be held face to face they may be held by phone / video or other electronic means, even where this governing document requires them to be held physically face-to-face. Trustees and members shall still have the right to vote, but may be required to do this electronically, or by other means (such as by post) and will not have the right to attend a meeting in person or to participate other than to vote.

Signed _____ Date 6/1/2022
Name _____
Position TRUSTEE



Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy Number	
1. Name of policyholder	The Guide Association, Girlguiding and all its members and administrative units; Friends of Guiding, The Trefoil Guild, Girlguiding Cymru, Girlguiding Ulster, Girlguiding Scotland, Girlguiding UK Trading Services, The Guide Association Trading Services Limited, Bronerion Ltd and The Guide Association Trust Corporation
2. Date of commencement of insurance policy	01 January 2024
3. Date of expiry of insurance policy	31 December 2024

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b).
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer)


Tim Bailey
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.



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CLEAR ENDEAVOUR SCOUTERS POLICY SCHEDULE

Date of Issue	06/06/2024
Policy Plan	Clear Endeavour Scouters Scheme
Schedule for Policy Number	[REDACTED]
Insured Groups	The Committee for the time being of the Saltash District Guides Association
Business Description	Guide Association
Correspondence Address	[REDACTED]
Effective Date of Cover	15/07/2024
Expiry Date of Cover	14/07/2025 at 23:59hrs
Insurance Premium	£ 1,322.26
Insurance Tax @ 12%	£ 158.67
Total Premium including IPT	£ 1,480.93
Reason for Issue	Renewal



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Property Damage Section

Insured

Address of Premises To be insured

Saltash District Guide Headquarters
Warfelton Crescent
Saltash
Cornwall
PL12 4NE

Item	Description	Sum Insured
(a)	Buildings including Tenants Improvements	£622,701
(b)	Contents (including computers, office machinery and consumable stock)	£27,976
(c)	Camping, Marquees and other activity equipment (including banners, trophies etc.) belonging to the Insured Group or for which they are responsible (excluding watercraft)	£12,721
(d)	Watercraft including ancillary equipment owned by the Insured Group, being craft which do not exceed 5 metres in length and are designed to produce a maximum speed not exceeding 15 knots	Not Insured
(e)	Wearing apparel and personal belongings the property of officers, members, employees and volunteers of the Insured Group	Not Insured
Total Material Damage Sum Insured		£663,398



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Insured Events - Premises 1

Cover Number	Insured Events	Insured
1.	Fire Lightning and Explosion	Yes
2.	Aircraft	Yes
3.	Riot	Yes
4.	Malicious Persons	Yes
5.	Earthquake	Yes
6.	Subterranean Fire	Yes
7.	Storm	Yes
8.	Flood	Yes
9.	Escape of Water	Yes
10.	Impact	Yes
11.	Falling Trees	Yes
12.	Falling Aerials	Yes
13.	Escape of Oil	Yes
14.	Sprinkler Leakage	Yes
15.	Accidental Damage	Yes
16.	Subsidence	No
17.	Theft or Attempted Theft of Contents	Yes
18.	Glass and Sanitary Fixtures	Yes

Policy Excess applicable

Excess for Insured Events numbered 1 to 15 and 17	£50 Each and every loss
Excess for Insured Event 16 (if insured)	£1,000 Each and every loss
Excess for Optional Extension 1 (if insured)	£100 Each and every loss

Franchise

In respect of Insured Event 18 Glass and Sanitary Fixtures the Company shall not be liable for any loss or damage which does not exceed £25.



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Memoranda applicable to Property Damage Section

Optional Extension 1 Worldwide Accidental Damage Cover

Applies to Item/Items (c) listed in the Property Damage section

Construction Amendment Clause

Not Operative

CC123 Subject to Survey Clause

Not Operative

SCHJE068 Section 1 Property Damage – Glass and Sanitary Fixtures

Operative

C1668 - Felt and flat roof maintenance condition

It is a CONDITION PRECEDENT TO LIABILITY in respect of any claim for DAMAGE to or DAMAGE directly or indirectly arising from or in connection with any felt or flat roofs at the PREMISES that

1. At YOUR expense a visual inspection of the condition of the roof(s) is completed every two years by a qualified building surveyor or other competent contractor
2. Any defects identified must be rectified as soon as is reasonably possible or within 60 days from the date of identification whichever is the sooner unless otherwise agreed in writing by US
3. YOU retain records of the inspection and any remedial works undertaken and make these available to US if required

SCHJE046 - Contents Definition - Floating Contents

Cover in respect of Contents applies at all specified premises occupied by you in connection with your business

SCHJE068 - Glass and Sanitary Fixtures

In respect of Insured Event 18 Glass and Sanitary Fixtures (if included) it is hereby noted that exclusion (ii) does not apply in respect of the wired glass at the premises situated at.

Business Interruption Section		Not Insured
(a)	Loss of Income/Revenue Maximum Indemnity Period 12 Months	Not Insured
(b)	Additional Cost of Working Maximum Indemnity Period 12 Months	Not Insured

Money Section with Assault Extension	Not Insured
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Liabilities Section	Not Insured
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Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	SALTASH DISTRICT HQ MANAGEMENT COMMITTEE
Name of local commissioner:	[REDACTED]
Contact details for local commissioner (email address or phone number):	[REDACTED]

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	[REDACTED]
Contact details for independent reviewer (email address or phone number):	[REDACTED]

I confirm that I have carried out the following checks on the accounts for the above unit or level:

A bank account exists in the name of the unit or level, and most income is recorded here	<input checked="" type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none"> • Bank statements • Paying in books • Cheque books • Invoices • Receipts 	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input checked="" type="checkbox"/>
Cash held is minimal	<input checked="" type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input checked="" type="checkbox"/>

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

N/A

* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature [REDACTED]

Date 20/02/2024

Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	SALTASH DISTRICT
Name of local commissioner:	[REDACTED]
Contact details for local commissioner (email address or phone number):	[REDACTED]

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	[REDACTED]
Contact details for independent reviewer (email address or phone number):	[REDACTED]

I confirm that I have carried out the following checks on the accounts for the above unit or level:

A bank account exists in the name of the unit or level, and most income is recorded here	<input checked="" type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none"> • Bank statements • Paying in books • Cheque books • Invoices • Receipts 	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input checked="" type="checkbox"/>
Cash held is minimal	<input checked="" type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input checked="" type="checkbox"/>

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

N/A

* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature .. [REDACTED]

Date 20/02/2024