

## **FF127 Saltash Regatta**

Things to note

The Saltash Regatta Committee will obtain insurance prior to the event taking place.

Members are asked to note that Saltash Regatta was awarded a grant in May 2024 and the grants policy states

*Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.*

Due to the election the next Policy and Finance Committee is scheduled to take place on 10<sup>th</sup> June 2025, which is after the event takes place. Therefore the grant application needs to be received at this Policy and Finance Committee.

**Budget code: 6220 Festival Fund**

**Available funds £15,450 2025/2026 budget**



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

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**DATE APPLICATION SUBMITTED:**

19/02/2025

<b>Contact Name:</b>		
<b>Position:</b>	Chair	
<b>Organisation:</b>	Saltash Regatta CIC	
<b>Contact Address:</b>		
<b>Telephone Number:</b>		
<b>E-mail:</b>		
<b>Status of Organisation:</b>	Community Interest Company (CIC)	
<b>Charity/Company number (if applicable)</b>	Charity No: Company No:	
<b>What geographical area does your organisation cover?</b>	Saltash , Cornwall	

<b>How long has your organisation been in existence?</b>	Over 23 years, the current committee has been in place for 10 years.
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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

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	25/4/2024	Saltash Regatta	£4998.42	Yes
	1/4/2023	Saltash Regatta	£3000	Yes
	13/4/2022	Saltash Regatta	£2943	Yes
	03/08/2021	Saltash Regatta	£2929.43	Yes
	11/11/2019	Saltash Regatta	£2985.20	Yes
<b>Please list the aims and objectives of your organisation</b>	<p>The committee remains committed to delivering this two-day Waterside event completely free of charge, featuring a diverse range of performers, entertainers, musicians, bands, traders, and charity supporters.</p> <p>The <b>Gig Rowers will return on Sunday, 8th June 2025</b>, bringing excitement to the waterfront. Community engagement is a key priority, with all local schools invited to participate in the vibrant children's parade. <b>Transport to the event will be provided by Saltash Red Bus.</b></p> <p>One of our most popular attractions, the <b>Cardboard Boat Race</b>, will return in 2025, drawing enthusiastic participation from businesses and spectators alike. This will run on Sunday</p> <p>A key addition for 2025 is a <b>child-friendly space on Waterside Green</b></p> <ul style="list-style-type: none"> <li>• <b>Children's Entertainment:</b> On <b>Saturday</b>, <b>Mr. Phil Magic</b> will be delighting families with his fantastic magic show.</li> <li>• <b>Disney Characters:</b> Roaming characters will be present <b>both days</b>, adding extra fun for children and families.</li> <li>• <b>Creative Workshop:</b> On <b>Sunday</b>, a <b>sea-themed creative workshop</b> will take place, led by two experienced workshop leaders, providing a hands-on activity for children.</li> </ul>			

## Financial Sustainability

We are committed to running the regatta prudently, ensuring financial stability by maintaining a reserve each year. Last year's event was the most expensive in recent history due to rising costs and reduced sponsorship. We continue to raise funds by stall bookings, sponsors and grants.

## Sustainability & Environmental Responsibility

Our commitment to banning single-use plastics remains strong, and we have made significant strides in becoming more eco-friendly. Support from our local community is essential in achieving this goal. Working with SEA ensures a clean site.

To support our continued growth, we seek additional funding each year. Last year, we upgraded our bar area with undercover options, and for 2025, we will expand it further. The addition of the disco caravan also added free music, between sets. We shall add this again in 2025. This enhances the bar area at the same time.

The **main stage on Waterside Green** will showcase local talent alongside a performance trailer provided by the Saltash Chamber of Commerce. For the past few years, we have operated two stages to ensure both community bands and professional entertainers have the opportunity to perform.

We have secured a performance by a local Sea Shanty group on Sunday, which has been requested by the community. This will be on Jubilee Green, after the cardboard Boat race.

We are also pleased to announce that we are now officially a **Community Interest Company (CIC)**, reinforcing our commitment to benefiting the local community.

	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
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## 2. Your project

<b>Project</b>	<b>Start Date</b>	Saturday 7 <sup>th</sup> June 2025
	<b>Finish Date</b>	Sunday 8 <sup>th</sup> June 2025
	<b>Total Cost</b>	£20,200.65
	<b>Grant Applied For</b>	£ 5000

<b>Project title:</b>	Saltash Regatta and Waterside Festival
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>The <b>Saltash Regatta &amp; Waterside Festival</b> is a <b>free, community-led event</b> celebrating Saltash with exciting <b>water-based activities on the River Tamar</b>. It brings together local <b>residents, businesses, and stakeholders</b> over two vibrant days and is run almost entirely by volunteers.</p> <p>This year, we are once again partnering with <b>Saltash Environmental Action</b> to help keep our area clean and tidy throughout the festival.</p> <p>We greatly value the support we receive from our community, businesses, and sponsors, and we proudly reflect this in all our <b>marketing materials, website, and social media</b>. Our overarching goal is to <b>ensure the event's sustainability</b> and generate a small surplus to carry forward for future years.</p> <p><b>Community Engagement</b></p> <p>We actively involve the community in various ways, including:</p> <ol style="list-style-type: none"> <li>1. <b>Children's Parade</b> – Led by civic participants, the Regatta opens with a colorful children's parade, inviting <b>local schools, preschools, Rainbows, Brownies</b>.</li> <li>2. <b>Sponsorship &amp; Support</b> – Local businesses contribute through sponsorship, helping to sustain and grow the event.</li> <li>3. <b>Volunteer-Led Committee</b> – The event is fully organized and managed by <b>local volunteers</b> dedicated to bringing this festival to life.</li> <li>4. <b>Cardboard Raft Race</b> – A fun-filled competition drawing enthusiastic local participants.</li> <li>5. <b>Paint Party</b> – A joyful, interactive activity where both children and adults can create color and laughter.</li> </ol>

	<p>6. <b>Churches Together Service</b> – An open-air service held on <b>Sunday morning</b>, welcoming the whole community.</p> <p>7. <b>Livewire Music Collaboration</b> – We maintain strong ties with <b>Livewire</b>, providing a platform for young musicians to showcase their talents and gain exposure in the music industry.</p> <p>8. <b>Two Stages of Entertainment</b> – Performances span the entire festival site, featuring the <b>Saltash Chamber of Commerce trailer</b> and a <b>hired platform stage</b>, ensuring a diverse lineup of local talent.</p> <p><b>Behind the Scenes</b></p> <p>The <b>committee</b> oversees every aspect of the event, including:</p> <ul style="list-style-type: none"> <li>• <b>Booking traders, entertainers, and activities (Diverse Events manage this aspect)</b></li> <li>• <b>Advertising and marketing</b></li> <li>• <b>Ensuring safety and compliance</b></li> <li>• <b>Event setup and takedown</b></li> <li>• <b>Fundraising and financial management –</b></li> </ul>
<b>Where will the project/ activity take place?</b>	Brunel, Jubilee and Waterside Greens

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts local businesses and brings visitors to the area.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	It is an event that has been run for over one hundred years; is well attended and attracts very positive feedback.
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)	We seek financial support from Cornwall Councillors and funding from local businesses. We will sell raffle tickets with cash prizes.

<b>How will the project be managed and how will you measure its success?</b>	<p>The event is being managed by volunteers from the Saltash regatta committee, working with Diverse events for stall bookings.</p> <p>The success will be measured in attendance and feedback.</p>
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	It is essential that we are fully funded by June 2025
<b>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)</b>	<p>A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people. Our safeguarding policy will be adhered to and shared.</p> <p>This plan will be circulated to police, fire, ambulance, licensing, street works, and Cornwall Council Events Team.</p> <p>If the events team deems it necessary, it will also be sent to the Local Event Safety and Guidance Group.</p>

### 3. How you will pay for your project.

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)				
	<b>Estimated</b>	<b>Quoted</b>	<b>Invoiced</b>	<b>Description</b>
	£150.00			Bulldog Media
	£700.00			Insurance
	£2,009.40			Stage Jubilee and sound (STC)
	£499.20			PA on trailer stage
	£1,500.00			Medical
	£396.05			Observer
	£1,424.50			Security (STC)
	£120.00			Tamar Trash
	£157.50			Artwork
	£3,406.20			Event Management
	£1,385.22			Traffic
	£150.00			Mike Pitches
	£21.00			Temporary Events Notice
	£55.00			Licence for Car Park

	£90.00		trailer stage union
	£250.00		raffle winner first prize
	£100.00		raffle third prize
	£100.00		Raffle second prize
	£334.92		waste
	£100.00		Tom hannigan
	£120.00		Roxie
	£200.00		livewire
	£300.00		Mr Phils Magic
	£200.00		Simon and John
	£350.00		Town Band
	£300.00		Sultans
	£0.00		The Morzim
	£300.00		Riptide
	£400.00		Disney Characters
	£144.00		banners
	£1,632.00		Toilets (STC)
	£383.10		generator
	£280.00		Buses
	£15.00		crepes
	£13.05		toilet roll
	£6.49		toilet roll
	£24.90		sweets
	£30.00		voucher parade
	£10.00		world pizza (volunteers food)
	£10.00		west coast
	£76.00		zettle jungle food
	£190.00		Paint party
	£17.00		petes icecream
	£33.87		Cardboard boat trophies
	£100.00		raffle paid 3rd
	£100.00		raffle paid 3rd
	£200.00		Simon and John
	£16.25		breakfast rolls
	£80.00		churrios
	£250.00		raffle paid 1 st
	£400.00		Barretts Privateers
	£250.00		pop up pay
	£200.00		wreckers
	£200.00		samba
	£370.00		Creative Workshop
	£50		Tuna (singer)
	£20,200.65		



How will you promote STC once application and project are complete?	Saltash Town Council will be promoted on all social media advertising, as well as editorial content.
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**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:**

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Sponsorship through South West Surfacing Specialists	3000		Letters going out 1 <sup>st</sup> March 2025
Cornwall Council	£500		Letters going out 1 <sup>st</sup> March 2025
Local businesses	£4500		Letters going out 1 <sup>st</sup> March 2025
Stall bookings	6500		Bookings just opened and we are halfway to our target
Raffle / paint sales	£500		

<b>Please confirm the bank account your project is using is in the project's name/organisation name</b>	Yes
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#### **4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	This is issued just before the event.
<b>A letter head showing the organisation's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	✓
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	✓
<b>A copy of your organisations Safeguarding Policy (if relevant)</b>	✓

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

We always get our insurance document just before the event.

## 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.

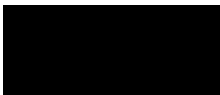
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Saltash regatta Chair		
<b>Date:</b>	25/02/2025		

The Companies Act 2006

Community Interest Company Limited by Guarantee

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**Articles of Association<sup>1</sup>**

**of**

**Saltash Regatta C.I.C.**

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(CIC Limited by Guarantee, Schedule 1, Small Membership)

**The Companies Act 2006**  
**Community Interest Company Limited by Guarantee**

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# **The Companies Act 2006**

## **Articles of Association**

**of**

**Saltash Regatta C.I.C.**

### **INTERPRETATION**

#### **1. Defined Terms**

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

### **COMMUNITY INTEREST COMPANY AND ASSET LOCK**

#### **2. Community Interest Company**

The Company is to be a community interest company.

#### **3. Asset Lock<sup>2</sup>**

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum or Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: **Saltash Regatta C.I.C.**

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body is defined as a CIC or charity, a permitted society or non-UK based equivalent. )

Charity Registration Number (if applicable): [ ]

Company Registration Number (if applicable): [ ]

Registered Office: [ ]<sup>3</sup>

#### **4. Not for profit**

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

### **OBJECTS, POWERS AND LIMITATION OF LIABILITY**

#### **5. Objects<sup>4</sup>**

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to organising an annual Waterside Festival over two days, for the community of Saltash, Cornwall ].

#### **6. Powers**

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

#### **7. Liability of members<sup>5</sup>**

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES<sup>6</sup>**

#### **8. Directors' general authority**

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.



**9. Members' reserve power**

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

**10. Chair**

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

**11. Directors may delegate<sup>7</sup>**

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:
- 11.1.1 to such person or committee;
  - 11.1.2 by such means (including by power of attorney);
  - 11.1.3 to such an extent;
  - 11.1.4 in relation to such matters or territories; and
  - 11.1.5 on such terms and conditions;
- as they think fit.
- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

**DECISION-MAKING BY DIRECTORS**

**12. Directors to take decisions collectively<sup>8</sup>**

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

**13. Calling a Directors' meeting**

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

13.3 Notice of Directors' meetings must be given to each Director.

13.4 Every notice calling a Directors' meeting must specify:

13.4.1 the place, day and time of the meeting; and

13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.5 Notice of Directors' meetings need not be in Writing.

13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

#### **14. Participation in Directors' meetings**

14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:

14.1.1 the meeting has been called and takes place in accordance with the Articles; and

14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.<sup>9</sup>

14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

#### **15. Quorum for Directors' meetings<sup>10</sup>**

15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].

15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:

15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

**16. Chairing of Directors' meetings**

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

**17. Decision-making at meetings<sup>11</sup>**

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.<sup>12</sup>

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

**18. Decisions without a meeting<sup>13</sup>**

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

**19. Conflicts of interest<sup>14</sup>**

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

- 19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.
- 19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
  - 19.3.2 not be counted in the quorum for that part of the meeting; and
  - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

## **20. Directors' power to authorise a conflict of interest**

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
  - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
  - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

## **21. Register of Directors' interests**

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in

a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

## **APPOINTMENT AND RETIREMENT OF DIRECTORS<sup>15</sup>**

### **22. Methods of appointing Directors**

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

### **23. Termination of Director's appointment<sup>16</sup>**

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

### **24. Directors' remuneration<sup>17</sup>**

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
  - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and

- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.
- 25. Directors' expenses**
  - 25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:
    - (a) meetings of Directors or committees of Directors;
    - (b) general meetings; or
    - (c) separate meetings of any class of members or of the holders of any debentures of the Company,
- or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

## **MEMBERS<sup>18</sup>**

### **BECOMING AND CEASING TO BE A MEMBER<sup>19</sup>**

- 26. Becoming a member<sup>20</sup>**
  - 26.1 The subscribers to the Memorandum are the first members of the Company.
  - 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
  - 26.3 Each member of the company shall be a Director.
  - 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
  - 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.
- 27. Termination of membership<sup>21</sup>**
  - 27.1 Membership is not transferable to anyone else.
  - 27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

## **DECISION MAKING BY MEMBERS**

### **28. Members' meetings<sup>22</sup>**

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.<sup>23</sup>

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.<sup>24</sup>

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

### **29. Written resolutions**

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

## **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

### **30. Means of communication to be used**

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

### **31. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

### **32. Minutes**

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:



- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and
- 32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

- 32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

### **33. Records and accounts<sup>25</sup>**

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

- 33.1 annual reports;
- 33.2 annual returns; and
- 33.3 annual statements of account.
- 33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

### **34. Indemnity**

- 34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:
  - (a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;
  - (b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and
  - (c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

### **35. Insurance**

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

### **36. Exclusion of model articles**

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

## SCHEDULE

### INTERPRETATION

#### Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

Term	Meaning
1.1 <b>“Address”</b>	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 <b>“Articles”</b>	the Company’s articles of association;
1.3 <b>“asset-locked body”</b>	means (i) a community interest company, a charity <sup>26</sup> or a Permitted Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 <b>“bankruptcy”</b>	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 <b>“Chair”</b>	has the meaning given in Article 10;
1.6 <b>“Circulation Date”</b>	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 <b>“Clear Days”</b>	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 <b>“community”</b>	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 <b>“Companies Acts”</b>	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 <b>“Company”</b>	[ ] [Community Interest Company/C.I.C.];
1.11 <b>“Conflict of Interest”</b>	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	<b>“Director”</b>	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	<b>“Document”</b>	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	<b>“Electronic Form” and “Electronic Means”</b>	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	<b>“Hard Copy Form”</b>	has the meaning given to it in the Companies Act 2006;
1.16	<b>“Memorandum”</b>	the Company’s memorandum of association;
1.17	<b>“participate”</b>	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	<b>“Permitted Registered Society”</b>	<p>“Registered Society” means –</p> <ul style="list-style-type: none"> <li>(a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or</li> <li>(b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;”</li> </ul>
1.19	<b>“the Regulator”</b>	means the Regulator of Community Interest Companies;
1.20	<b>“Secretary”</b>	the secretary of the Company (if any);
1.21	<b>“specified”</b>	means specified in the articles of association of the Company for the purposes of this paragraph;
1.22	<b>“subsidiary”</b>	has the meaning given in section 1159 of the Companies Act 2006;
1.23	<b>“transfer”</b>	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	<b>“Writing”</b>	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

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<sup>1</sup> On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

<sup>2</sup> See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

<sup>3</sup> See regulation 23 of the Regulations and [Parts 6 and 10] of the Regulator’s information and guidance notes. If the company does not specify that the remaining residual assets are to be transferred to a particular Asset Locked Body, an appropriate recipient will be chosen by the Regulator, in consultation with the company’s directors and members.

<sup>4</sup> On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

<sup>5</sup> On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

<sup>6</sup> Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

<sup>7</sup> Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

<sup>8</sup> Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

<sup>9</sup> Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

<sup>10</sup> The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

<sup>11</sup> Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

<sup>12</sup> You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

<sup>13</sup> Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

<sup>14</sup> The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

<sup>15</sup> Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

<sup>16</sup> The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

<sup>17</sup> See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

<sup>18</sup> See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

<sup>19</sup> There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been

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formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

<sup>20</sup> Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: <http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>).] Article 26.3 provides that the Directors are also members of the company.

<sup>21</sup> Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

<sup>22</sup> The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

<sup>23</sup> Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

<sup>24</sup> Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

<sup>25</sup> See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>).] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

<sup>26</sup> Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.

INCOME 2024				EXPENDITURE 2024		
Date		Amount projected	Description	To pay	Amount	Description
16/07/2024	£4,630.65		Stalls	25/04/2024	£150.00	Bulldog Media
29/07/2024	£1,663.55		Stalls	16/07/2024	£666.04	Insurance
10/06/2024	£4,998.22		Saltash Festival Fund	03/07/2024	£1,680.00	Stage Jubilee and sound
29/07/2024	£1,642.00		Bar	03/07/2024	£1,500.00	Medical
08/08/2024	£500.00		Cornwall Council Community Fund	03/07/2024	£396.05	Observer
17/07/2024	£250.00		Grove - Raffle	16/07/2024	£1,306.80	Security
16/07/2024	£300.00	This was a direct cheque to the band so will put accounts out		10/07/2024	£157.50	Artwork
03/07/2024	£250.00			16/07/2024	£3,406.20	Event Management
	£330.25		Raffle	06/04/2024	£84.00	selfie board
	£200.00		Paint Party sales	17/01/2025	£1,385.22	Traffic
08/07/2024	£3,000.00		Lead Sponsor SW Surfacing - main stage	17/07/2024	£150.00	Mike Pitches
03/07/2024	£100.00		Nickys Glow Beads - paint party	Diverse	£21.00	Temporary Events Notice - CTW7WDL3-101007172806
13/02/2024	£350.00		New View - boat race	Diverse	£55.00	Licence for Car Park
23/09/2024	1000		Noakes - waterside stage		£90.00	trailer stage union
02/07/2024	£400.00		rowan house (M&C Care Ltd)	16/07/2024	£250.00	raffle winner first prize
15/07/2024	£200.00		IMH -	17/07/2024	£100.00	raffle third prize
02/07/2024	£200.00		livewire	17/07/2024	£100.00	Raffle second prize
14/06/2024	£200.00			06/08/2024	£334.92	waste



02/07/2024	£100.00			17/07/2024	£100.00	
06/02/2024	£150.00		essa building - busses	26/07/2024	£200.00	livewire
02/07/2024	£200.00		prb carpentry	26/07/2024	£200.00	
				22/07/2024	£400.00	
				16/07/2024	£300.00	Sultans
				16/07/2024	£360.00	
				13/07/2024	£0.00	The Morzim
		Income (paid)	£20,664.67	16/07/2024	£300.00	Saltash Town band
		Expenditure	£16,978.29	17/07/2024	£300.00	Riptide
		Profit and Loss	<b>£3,686.38</b>	13/07/2024	£0.00	wreckers
				16/07/2024	£144.00	banners
				06/08/2024	£1,490.90	Toilets
				06/08/2024	383.1	generator
				17/07/2024	£15.00	crepes
				17/07/2024	£13.05	toilet roll
				17/07/2024	£6.49	toilet roll
				17/07/2024	£24.90	sweets
				17/07/2024	£30.00	voucher parade
				17/07/2024	£10.00	world pizza
				17/07/2024	£10.00	west coast
				17/07/2024	£76.00	zettle jungle food
				17/07/2024	£190.00	Paint party
				17/07/2024	£17.00	petes icecream
				17/07/2024	£33.87	Cardboard boat trophies
				17/07/2024	£16.25	breakfast rolls
				17/07/2024	£80.00	churrios
				16/07/2024	£75.00	
				16/07/2024	£370.00	

# Saltash Regatta & Waterside Festival Safeguarding Policy 2025

## 1. Introduction

The Saltash Regatta & Waterside Festival is a free, two-day community event celebrating Saltash through a diverse range of activities—from water-based events and performances to family activities and community engagements. We are committed to providing a safe, secure, and welcoming environment for everyone, especially children, young people, and vulnerable adults. This policy outlines our commitment and the procedures to safeguard all participants during the event.

## 2. Aims and Objectives

Our safeguarding policy is underpinned by the event's core aims and objectives:

- **Inclusive Community Engagement:** To ensure that every participant, whether a local school, volunteer, trader, performer, or visitor, feels safe and valued.
- **Family-Friendly Environment:** To provide engaging activities and dedicated spaces (e.g., children's parade, child-friendly zones, magic shows, creative workshops) in a secure setting.
- **Protection of Vulnerable Individuals:** To create a culture of vigilance and accountability where any safeguarding concern is addressed promptly and appropriately.
- **Partnership and Volunteer Involvement:** To work with local organisations, volunteers, and community groups in fostering a secure environment for all.

## 3. Scope

This policy applies to:

- All event organisers, committee members, staff, and volunteers.
- External partners and service providers (e.g., Saltash Environmental Action, Saltash Red Bus).
- All participants, attendees, and visitors, with special focus on children, young people, and vulnerable adults.

## 4. Key Principles

1. **Child and Vulnerable Adult First:** The welfare of children, young people, and vulnerable adults is our paramount concern.
2. **Prevention:** We proactively prevent abuse and neglect through robust procedures, training, and awareness.
3. **Transparency:** All safeguarding processes are clear, transparent, and accessible.
4. **Collaboration:** We work in partnership with local safeguarding agencies, community groups, and volunteers to uphold these standards.
5. **Accountability:** Every team member is responsible for maintaining a safe environment.

## 5. Roles and Responsibilities

### Event Safeguarding Lead (ESL)

- **Role:** Acts as the primary contact for all safeguarding concerns.
- **Responsibilities:**
  - Oversee the implementation and monitoring of safeguarding procedures.
  - Ensure all staff and volunteers receive appropriate safeguarding training.
  - Liaise with local safeguarding agencies when necessary.

### Staff and Volunteers

- **Responsibilities:**
  - Read, understand, and adhere to this safeguarding policy.
  - Remain vigilant and report any concerns or potential risks to the ESL immediately.
  - Participate in any mandatory safeguarding training sessions.

### External Partners & Contractors

- **Responsibilities:**
  - Comply with this safeguarding policy.
  - Report any safeguarding concerns related to their area of work to the ESL.

## 6. Safer Recruitment and Training

- **Recruitment:** All staff and volunteers working directly with children or vulnerable adults will undergo appropriate background checks and provide satisfactory references.
- **Training:** All involved personnel must attend safeguarding briefings or training sessions relevant to their role before the event.
- **Code of Conduct:** All individuals are expected to interact with participants using respectful, non-discriminatory, and professional behavior at all times.

## 7. Managing Safeguarding Concerns

### Identification and Reporting

- **Immediate Danger:** In an emergency where someone is in immediate danger, call emergency services immediately (999 ).
- **Non-Emergency Concerns:** Any concerns, suspicions, or disclosures of abuse should be reported directly to the ESL.
- **Documentation:** The ESL will document all safeguarding concerns, including details such as time, date, individuals involved, and any action taken.
- **Confidentiality:** While confidentiality will be maintained, it should never be used to conceal or ignore a safeguarding concern.

### Response and Referral

- The ESL will assess the situation and, where necessary, refer the case to local safeguarding authorities or the police, following statutory guidelines.

- Support will be provided to anyone affected, ensuring they are aware of the next steps and available resources.

## 8. Safeguarding During Event Activities

- **Children's Areas & Family Zones:** Dedicated staff will be assigned to supervise areas such as the children's parade, child-friendly spaces, and interactive workshops.
- **Public Spaces:** Measures will be in place to avoid isolated areas where unsupervised interactions might occur. Staff and volunteers are encouraged to work in pairs, particularly in areas where children are present.
- **Vendor and Performance Areas:** Organisers will ensure that all external participants, including traders and performers, adhere to this safeguarding policy.

## 9. Environmental and Venue Considerations

- **Safe Environment:** The event site will be inspected and maintained to meet safety standards, including clear evacuation routes, first aid points, and well-lit areas.
- **Collaboration with Partners:** Working with local organisations such as Saltash Environmental Action, we ensure that the event's setup supports a secure and family-friendly environment.

## 10. Monitoring and Review

- **Post-Event Review:** After the event, the organising committee will review any safeguarding incidents or feedback received and update policies as necessary.
- **Continuous Improvement:** Feedback from all stakeholders will help improve our safeguarding practices for future events.

## 11. Communication of Policy

- This safeguarding policy will be made available to all staff, volunteers, external partners, and, where appropriate, participants.

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### Approved by:

Saltash Regatta & Waterside Festival Organizing Committee

Date: [Insert Date]

# Safeguarding Policy

## Safeguarding policy for children and vulnerable adults

### *Introduction*

Diverse Events CIC is an organisation that provide benefit to the people who live work and/or run a business in Devon and Cornwall, and to visitors to Devon and Cornwall. In particular the company's objective is to advance the community cohesion and the well-being of Devon and Cornwall communities, along with the community groups within them. We do this by developing and implementing projects that will support existing community groups, traders, and artists as well as providing a platform for businesses and artists.

### Purpose of the policy

This policy and its associated procedures set out the duties of Diverse Events CIC to safeguard and promote the welfare of children, young people, and vulnerable adults. This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people.

### Relevant Legislation, Policy, and Guidance

- The Children Acts 1989 and 2004
- Data Protection Act 2018
- General Data Protection Regulation EU
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- The Counter-Terrorism and Security Act 2015
- United Nations Convention on the Rights of the Child 1991
- HM Government (2015) Working Together to Safeguard Children

### Policy Objectives

Unless individuals are safe and treated well, with dignity and respect, it is impossible for them to realise their potential or to benefit fully from their involvement or attendance in or at events. Our main policy objective is to ensure that we will promote safeguarding as the moral norm so that it becomes "everybody's business." By everybody's business we mean everyone working with children, families, and vulnerable adults all understand their safeguarding responsibilities and their active role in working together to safeguard children and vulnerable adults from harm. All staff members and volunteers have an applied understanding of what safeguarding means, knows that safeguarding is everyone's responsibility, knows the signs and symptoms of potential harm, how to access safeguarding information, advice, and guidance, and is committed to making an informed contribution to safeguarding children, young people, and vulnerable adults.

Diverse Events CIC does not directly engage in activity with, nor have unsupervised access to, or contact with, children or vulnerable adults, but Diverse Events CIC does take seriously its obligations to operate in such a way as to ensure, so far as is possible, that its work causes no harm to anyone who comes into contact with it or its work.

Safeguarding defines a child as "anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of

age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children's Act 2004 "Safeguarding and promoting the welfare of children" means:

- protecting children from maltreatment
- preventing impairment of their health or development
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care.
- enabling them to have optimum life chances and to enter adulthood successfully.

Safeguarding vulnerable adults – applies to an adult who:

- has needs for care and support (whether the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Diverse Events CIC will endeavour to safeguard children and vulnerable adults by:

- adopting best practice safeguarding and child/vulnerable adult protection procedures, ensuring all who work or volunteer on behalf of the organisation follow them.
- reporting any concerns to relevant authorities including statutory agencies and local authorities
- providing effective management of all staff and volunteers and associates through support and providing appropriate access to information regarding the concerns

## Implementation

Diverse Events CIC will ensure all staff and volunteers are aware of, and have sight of, these policies.

A culture of mutual respect between children/vulnerable adults, and those representing Diverse Events CIC in all its activities will be encouraged, with good practice bring modelled.

No volunteers or staff are ever left with unsupervised access to children or vulnerable adults. If this changes in the future, then they will be vetted with an appropriate level of DBS check.

If any safeguarding concerns are raised, then Diverse Events CIC will be supportive when these reports are received and take them in good faith. Concerns raised will always lead to action being taken.

Diverse Events CIC has an open accountability where staff and volunteers can feel confident that they can raise any matter of genuine concern without fear of reprisal in the knowledge that they will be taken seriously and that matters will be investigated appropriately and regarded as confidential.

## Responsibilities

[REDACTED] Diverse Events CIC is the "Designated Safeguarding Lead," dealing with any concerns about child and vulnerable person protection.

The role of the designated person(s) is to:

- Know which outside protection agency to contact in the event of a protection concern coming to their attention.
- Provide information and advice on safeguarding and child protection.
- Ensure that appropriate information is available at the time of referral.

- Liaise with all external agencies, as appropriate.
- Keep relevant people informed about any action taken and any further action required.
- Ensure that an appropriate written record is kept of any referral and action taken, and that this is kept safely and in confidence.
- Advise staff and volunteers of protection needs.
- Act as a source of advice and support for staff and volunteers on safeguarding and child/vulnerable person protection matters.

## Expectations

Diverse Events CIC staff and volunteers are required to uphold the highest levels of professional conduct in their dealings with children and vulnerable people. This includes avoiding any physical, verbal, or other conduct that could be construed as abusive, by not placing themselves in situations where they are open to false allegations and by protecting children and vulnerable people from abuse by others.

Staff and volunteers must:

- Model good practice and appropriate conduct
- Value and respect children as individuals
- Treat all children and vulnerable people equally, with respect and dignity.
- Keep a physical and professional distance from children and vulnerable people.
- Report any safeguarding concern or allegation following the safeguarding procedures.

Staff and volunteers must not:

- Ever be left unattended with a child or vulnerable adult.
- Have physical contact with a child or vulnerable adult.
- Make suggestive or inappropriate remarks to a child or vulnerable adult.
- Be unnecessarily inquisitive – do not ask for personal details.
- Do or say anything that might make a child or vulnerable person feel uncomfortable and that includes being aggressive, hostile, or impatient.
- Be drawn into personal conversations or introducing personal subjects with children or vulnerable persons.
- Make comments that could be misinterpreted, such as about a child or vulnerable persons appearance.
- Exchange personal contact details including email or phone numbers.
- Contact a child or vulnerable persons through any form of social media.
- Permit a child to swear or use sexualised language unchallenged.
- Permit a child to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism.
- Promise that information shared by a child or vulnerable adult will be kept confidential.
- Try to investigate any allegation of abuse themselves.

The Sexual Offences Act 2003 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust. This applies even if they do not work together directly.

## Procedures

*Reporting concerns about a child or vulnerable person:*

Concerns about a child may come from:

- A child or vulnerable person disclosing abuse.

- Evidence of physical hurt, which may or may not be accompanied by unusual behaviour by a child.
- Hearing or seeing inappropriate conduct against a child or vulnerable person.
- The conduct of Diverse Events CIC staff or volunteers

### *Disclosure from a child or vulnerable adult*

If a child or vulnerable person should raise or make an allegation of abuse to you:

- Stay calm and listen carefully to what is said.
- Take what they are saying seriously.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Tell them that the matter will only be disclosed to those who need to know about it.
- Allow the child or vulnerable person to continue at their own pace.
- Ask questions for clarification only.
- Reassure the child or vulnerable person that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Make a written report of what was said, using the child or vulnerable person's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the report is signed and dated.
- Report to the Designated Support Lead immediately

You should not:

- Promise to keep secrets.
- Ask leading questions that suggest a particular answer.
- Express an opinion about what you have been told.
- Start to investigate.
- Contact the alleged abuser.

Those who abuse others can be any age (even children), gender, ethnic background, or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

The person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a responsibility of the professional protection agencies, following a referral from the Designated Support Lead. Accordingly, you should report the matter to the Designated Support Lead immediately.

Hearing a disclosure of abuse can be upsetting and support may need to be sought. NSPCC Helpline can be contacted on 0808 800 5000.

### *Responding to an emergency*

#### *A child or vulnerable person is at immediate risk of harm*

If you think that a child is at immediate risk of harm, then:

- Ensure the appropriate emergency service is contacted if the child needs immediate protection or medical attention.
- Inform the Designated Safeguarding Lead as soon as possible.
- Complete the report form and send it to the Designated Safeguarding Lead

### *Concerns arising from a script or performance*

Particular care must be given to texts, images or other media that are or could be inferred to be:



- Gratuitously offensive in language
- Sexually explicit
- Containing nudity or representations of sexual acts
- Promoting illegal or criminal behaviour
- Describing or promoting abuse, self-harm including suicide
- Describing or promoting the support of terrorism or radicalisation
- Describing or promoting violence, inequality, or inhumanity

If you have any of these concerns, then you should contact the Designated Safeguarding Lead.

### *Allegations against staff or volunteers*

Diverse Events CIC recognises that abuse can occur within organisations where volunteers have opportunities to have contact with children or vulnerable people. No volunteers or staff should ever be left with unsupervised access to children or vulnerable adults.

A culture of vigilance ensures that an attitude of “it couldn’t happen here” is avoided. When dealing with an allegation against staff or volunteers of Diverse Events CIC, the welfare of the child or vulnerable person is kept as the central concern.

An allegation is defined as:

- Behaviour that has harmed a child or vulnerable person, may have harmed a child or vulnerable person, or might lead to a child or vulnerable person being harmed.
- Having committed or planning to commit a criminal offence against a child or vulnerable person or related to a child or vulnerable person.
- Behaviour towards a child or vulnerable person that indicates they would be unsuitable to work with children or vulnerable people.

An allegation may concern:

- Any type of abuse
- A breach of Diverse Events CIC practices or procedures
- Accessing abusive images of children online, grooming children or vulnerable person online with the intent to cause harm.

An allegation may arise because of:

- A direct allegation from a child or parent against an individual
- A staff member or volunteer’s concern about another’s behaviour.
- Police or Local Authority contact with Diverse Events CIC concerning a staff member or volunteer.
- Diverse Events CIC staff or volunteers being informed that they have been the subject of allegations, have harmed a child or vulnerable person or committed an offence against or related to a child or vulnerable person.

### *Managing the allegation procedure*

Once an allegation has been received by Diverse Events CIC it will be directly referred to the appropriate services this will be:

- Calling 999 if the child or vulnerable is in immediate danger.
- Calling GATEWAY on 01752 668000 or email [gateway@plymouth.gov.uk](mailto:gateway@plymouth.gov.uk)
- Calling Plymouth Out of Hours Service on 01752 346984
- Report it [online](#) if in Plymouth
- Calling Adult Social Care on 01752 668000
- Calling 101

- Calling MASH on 03451551071
  - o And completing a [MASH referral](#) to be emailed to mashsecure@devon.gov.uk
- Calling MARU (Multi Agency Referral Unit) on 0300 123 1116
- Calling Care Direct on 0345 155 1007 or emailing customerservicecentrecaredirectteam-mailbox@devon.gov.uk or their Emergency Duty Service on 0845 6000 388
- If in Cornwall calling 0300 1234 131 or 01208 251300

### *Responding to an allegation*

In dealing with an allegation against Diverse Events CIC, staff and volunteers will hold no responsibility for the decisions made by the appropriate team. Staff or volunteers will be immediately suspended until any investigation has been finalised. On completion of investigations Diverse Events CIC will impartially decide whether the staff or volunteer will continue working with or the organisation. This decision will be final.

### *Record keeping*

Diverse Events CIC will keep clear and comprehensive records of any safeguarding concern or allegation made against an individual, including details of how the allegations were followed up and resolved, and details of the decisions reached, and any action taken will be kept. Records should distinguish between fact, hearsay, and opinion. Additional records e.g. email or hard copy documents are likely to be created as part of the process.

## Safeguarding Concern Form

This form should be used to record safeguarding concerns that are

- as a result of a direct disclosure
- a concern expressed by a third party or
- observation of a child

It should be completed as soon as possible after the concern has been expressed and sent to the Designated Safeguarding Lead within 24 hours.

DO NOT ASK LEADING QUESTIONS.

<b>Name of vulnerable person</b>	
<b>Date of birth or approximate age</b>	
<b>Gender</b>	
<b>Time</b>	
<b>Date</b>	
<b>Location</b>	
<b>Others present</b>	
<b>The vulnerable persons account</b>	
<b>Description of any visible bruising or other injuries (size, shape, colour, placement of injury - also record on a body map)</b>	
<b>Any other observations/information (including the child's emotional state, appearance, or behaviour)</b>	

<b>If you have spoken to anyone else about your concerns, please give details</b>	
<b>Signature</b>	
<b>Printed Name</b>	
<b>Position</b>	
<b>Telephone Number</b>	
<b>Address</b>	
<b>Email</b>	
<b>DSL – Date received</b>	
<b>DSL – Referred to whom (name of person, contact details, service, report number)</b>	
<b>Conclusion</b>	

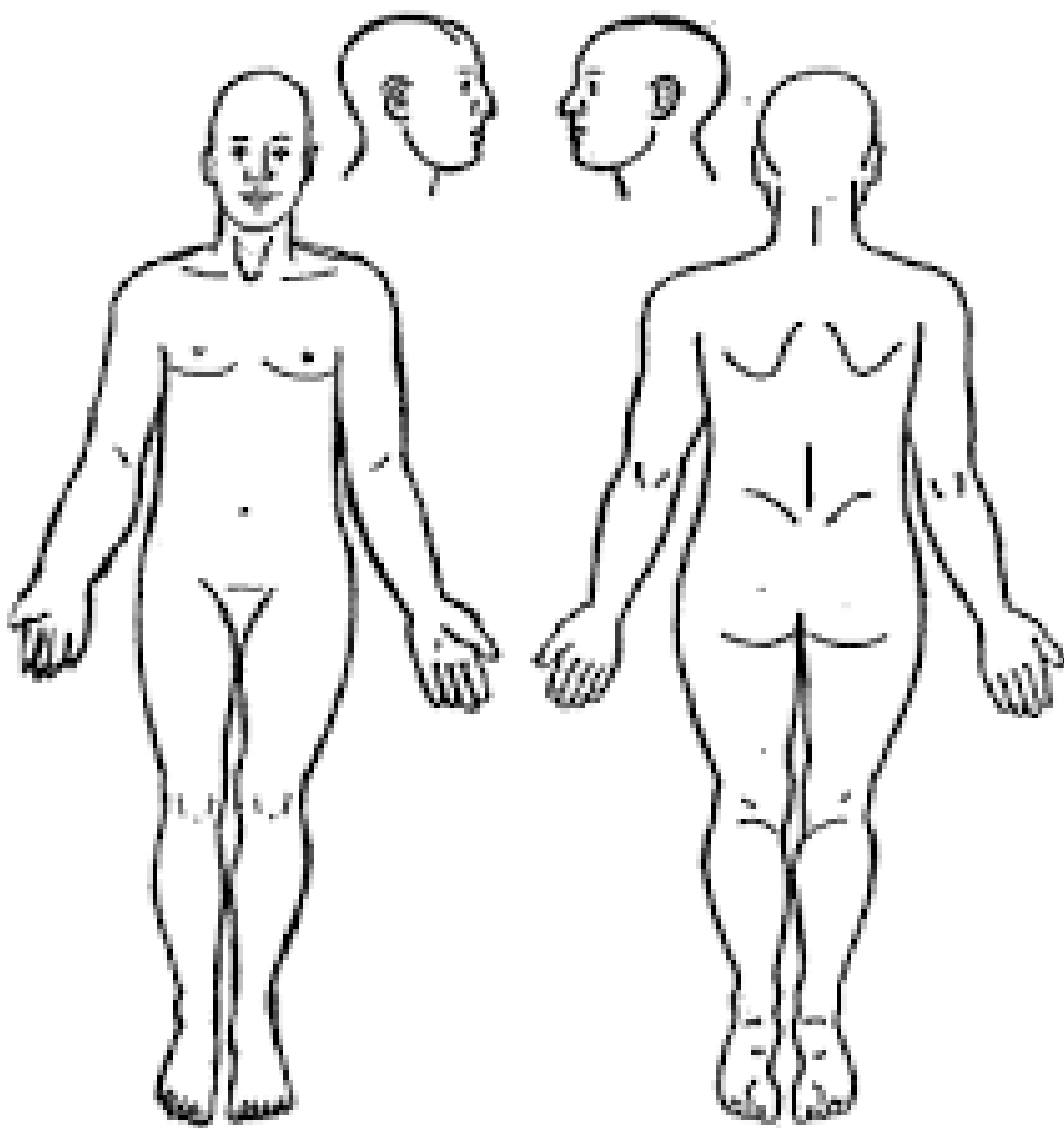
## Body Map

This Body Map is to be used in conjunction with the Safeguarding Referral Form to record the location, size and number of injuries which may have been caused as a result of abuse or inappropriate care.

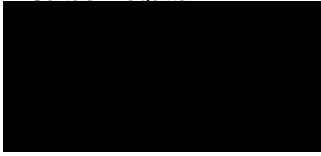
The completed Body Map should be submitted with the Safeguarding Referral form.

Please draw on the body map in black ink, using the following key to indicate the different types of injury (shading or alphabetic code), and provide brief details for each injury, e.g. measurements of wound, colour of bruise, etc using arrows.

A - red areas (not broken down), B - Bruising, C - scalds, burns, D - cuts, wounds, E - other (specify)



Saltash regatta



## Your Account

Sort Code  
Account Number



## COMMUNITY ACCOUNT

01 February 2025 to 25 February 2025

Money In £0.00  
Money Out £0.00

## Your Transactions

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

You have no transactions to display for this period.

## Transaction types

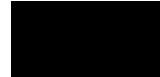
<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment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

Saltash regatta



## Your Account

Sort Code  
Account Number



## COMMUNITY ACCOUNT

01 August 2024 to 31 August 2024

Money In	£500.00	Balance on 01 August 2024	£6,221.06
Money Out	£2,208.92	Balance on 31 August 2024	£4,512.14

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Aug 24	DIVERSE EVENTS 600000001399609003 BIFFA	FPO		334.92	5,886.14
06 Aug 24	DIVERSE EVENTS 300000001403322202	FPO		383.10	5,503.04
06 Aug 24	HIRE STATION LIMIT 100000001390714090	FPO		1,490.90	4,012.14
08 Aug 24	CORNWALL COUNCIL 211638	BGC	500.00		4,512.14

## Transaction types

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



# Brandon Hire Station

The UK's Tool and Equipment Hire Specialist

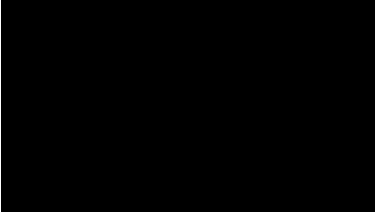
Brandon Hire Station Plympton  
Lister Close  
Plympton  
Plymouth  
Devon  
PL7 4BA  
Tel: 01752 330320

**Head Office:** Brandon Hire Station, 72-75 Feeder Road, St. Phillips, Bristol, BS2 0TQ.  
**T:** 01179 719 119

## Hire Order

Order No : 82011288  
Date : 07/01/2025  
Your Ref : SALTSH REGATTA  
Our Ref : adcros  
Page : 1 of 1

DIVERSE EVENTS CIC



Account: A1105213

Item	Description	Quantity	Unit	Price	Period	Total	VAT
<b>Order 82011288/1 Start of hire Friday 06/06/25 to Monday 09/06/25</b>							
Deliver To: Diverse Events CIC Saltash Regatta Jubilee Green Park Saltash PL12 6BN (glitz.tall.dangerously)							
Despatch From: 82 Brandon Hire Station Plympton Date 06/06/2025							
310395	6 Bay Urinal	2	Each(F)	65.00	Job	130.00	S
310398	Disabled Toilet	3	Each(F)	65.00	Job	195.00	S
310392	Event Toilet	10	Each(F)	46.25	Job	462.50	S
COC	CALL OUT CHARGE	1	Each	325.00	Each	325.00	S
after 19:00 on Saturday or before 10:00 Sunday							
L12	ADDITIONAL SERVICE - TOILETS	15	Each	12.50	Each	187.50	S
DELIV	Delivery Charge	2	Each	15.00	Each	30.00	S
COLLECT	Collection Charge	2	Each	15.00	Each	30.00	S
Goods:				1360.00			
VAT:				272.00			
Total:				1632.00			

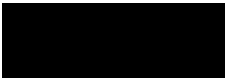


# FOX SECURITY LTD

QUOTE: CWPR002

Date: 9<sup>th</sup> January 2025

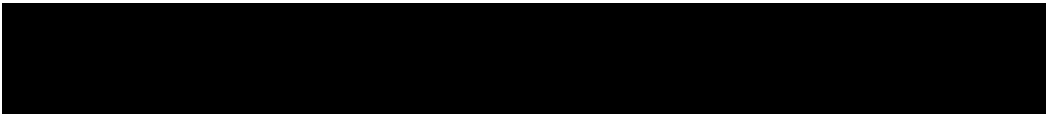
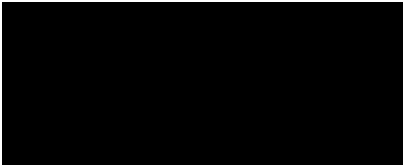
Pride Events



**Fox Security Ltd**

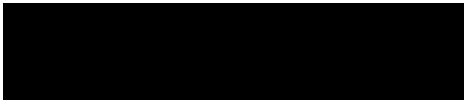
Company number: 14738033

VAT number: 438 0466 89



Email 

[www.fox-security.org](http://www.fox-security.org)



QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
			
			
13	1 x SIA Security for Saltash Regatta 17:00-06:00 6 <sup>th</sup> June 2025	£17.50	£227.50
42	6 x SIA Security for Saltash Regatta 13:00-20:00 7 <sup>th</sup> June 2025	£16.50	£693.00
9	1 x SIA Security for Saltash Regatta 20:00-07:00 7 <sup>th</sup> June 2025	£17.50	£157.50
21	6 x SIA Security for Saltash Regatta 13:00-16:30 8 <sup>th</sup> June 2025	£16.50	£346.50
			

# Quotation: Main Stage - Saltash Regatta & Waterside Festival

<b>Delivery Address</b>	<b>Quoted On</b>	03/02/2025
	<b>Quote Valid Until</b>	10/02/2025
	<b>Our Reference</b>	Q25-128
	<b>Updated at</b>	06/02/2025 10:22
	<b>Deliver to Site By</b>	05/06/2025 08:00
	<b>Collect from Site By</b>	09/06/2025 18:00

Item	Type	Qty	Unit Price	Line Price
------	------	-----	------------	------------

## Transport

Transportation (LGV - 3.5T Cat B Long Wheelbase Van)	Service	2	£9.10	£18.20
Transport Total:				£18.20

## Audio - Loudspeakers, Amps & Processing

[Kit] Martin Audio Torus & SXCF	Rental	1		
Includes - Martin Audio Torus T1230 30deg Constant Curvature Enclosure - 2-way passive (1x 12", 3x 1")	Rental	2	£70.00	£98.00
Includes - Martin Audio T12 Pole Adapter (single box)	Rental	2	£10.00	£14.00
Includes - Flightcase for 2x T1215/30	Rental	1		
Includes - Martin Audio SXCF118 Subwoofer - Cardioid (1x 18" , 1x 14")	Rental	2	£110.00	£154.00
Includes - Martin Audio SXC Transit Cover	Rental	2		
Includes - M20 Distance Pole 900 - 1450mm Adjustable	Rental	2	£5.00	£7.00
Includes - [Kit] Martin Audio iK42 Amp Sleeve (Single)	Rental	1		
Includes - Martin Audio iK42 Amplified Processor (4x 5000W)	Rental	1	£130.00	£91.00
Includes - 2x Ethercon to RJ45 Flylead - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - 4x Ethercon to 8x XLR (Analogue/AES SneakSnake) - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - Canford Modular 2U Frame	Rental	1		
Includes - 3U Rack	Rental	1		
Includes - 8 Way Unmanaged Ethernet Switch	Rental	1		
Includes - PSU for 8 Way Unmanaged Ethernet Switch	Rental	1		
Includes - 16A Plug to True1	Rental	1	£1.00	£0.70
Includes - RJ45 to 4x XLR3F Fan	Rental	1	£2.50	£1.75
Includes - 01m Shielded Network Cable	Rental	1	£1.00	£0.70
Includes - 10m NL4 - 4 Core Speakon Cable	Rental	2	£5.00	£7.00
Includes - 20m NL4 - 4 Core Speakon Cable	Rental	2	£7.50	£10.50
Martin Audio SXCF118 Subwoofer - Cardioid (1x 18", 1x 14")	Rental	2	£110.00	£154.00
Includes - Martin Audio SXC Transit Cover	Rental	2		
[Kit] Martin Audio iK42 Amp Sleeve (Single)	Rental	1		
Includes - Martin Audio iK42 Amplified Processor (4x 5000W)	Rental	1	£130.00	£91.00
Includes - 2x Ethercon to RJ45 Flylead - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - 4x Ethercon to 8x XLR (Analogue/AES SneakSnake) - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - Canford Modular 2U Frame	Rental	1		
Includes - 3U Rack	Rental	1		
Includes - 8 Way Unmanaged Ethernet Switch	Rental	1		

Item	Type	Qty	Unit Price	Line Price
<i>Includes</i> - PSU for 8 Way Unmanaged Ethernet Switch	Rental	1		
<i>Includes</i> - 16A Plug to True1	Rental	1	£1.00	£0.70
<i>Includes</i> - RJ45 to 4x XLR3F Fan	Rental	1	£2.50	£1.75
<i>Includes</i> - 01m Shielded Network Cable	Rental	1	£1.00	£0.70
Audio - Loudspeakers, Amps & Processing Total:				£638.40

## Technicians

Event Engineer (Senior)	Service	1	£350.00	£350.00
Technicians Total:				£350.00

## Lighting & Special Effects - LED & Effects Lights

LEDJ Spectra 18T3 IP66 Wash 40deg (18x3W RGB LED)	Rental	8	£25.00	£120.00
<i>Includes</i> - Flightcase for LEDJ Spectra 18T3	Rental	1		
<i>Includes</i> - Half Coupler	Rental	8		
<i>Includes</i> - Safety Bond 25kg	Rental	8		
eLumen8 Virtuoso 2000 LED Fresnel RGBAL	Rental	2	£30.00	£36.00
<i>Includes</i> - 16A T-Line to Powercon Blue	Rental	2		
<i>Includes</i> - Safety Bond 25kg	Rental	2		
<i>Includes</i> - 200kg Quick Trigger Clamp	Rental	2		
<i>Includes</i> - Barndoor for Virtuoso 2000 Fresnel	Rental	2		
<i>Includes</i> - Safety Bond 5kg	Rental	2		
Lighting & Special Effects - LED & Effects Lights Total:				£156.00

## Audio - Mixing Desks

Allen & Heath SQ-5 Digital Mixing Desk	Rental	1	£150.00	£60.00
<i>Includes</i> - Allen & Heath SQ-5 Flightcase	Rental	1		
<i>Includes</i> - 13A Plug to C13 IEC	Rental	1		
<i>Includes</i> - Mini Jack to 2x Jack Cable	Rental	1	£0.40	£0.16
<i>Includes</i> - USB A to B Cable	Rental	1	£0.50	£0.20
Allen & Heath GX4816 - 48 in 16 out Digital Stage Box	Rental	1	£100.00	£40.00
<i>Includes</i> - 13A Plug to C13 IEC	Rental	1		
Audio - Mixing Desks Total:				£100.36

## Rigging & Trussing - Scaffold

500mm Boom Arm Stage Black	Rental	2	£5.00	£0.00
2m Aluminium Scaffold Pole Black	Rental	4	£4.00	£0.00
Rigging & Trussing - Scaffold Total:				£0.00

## Audio - Mics & DIs

[Kit] Mic/Stand/Cables Package B	Rental	1	£150.00	£60.00
<i>Includes</i> - Audio Technica Pro37 Pencil Condenser	Rental	2		
<i>Includes</i> - Generic Microphone Clip	Rental	2		
<i>Includes</i> - Audix D6 Kick Drum Mic	Rental	1		
<i>Includes</i> - Audix Microphone Clip	Rental	1		
<i>Includes</i> - Sennheiser E604 Clip on Drum Mic	Rental	4		
<i>Includes</i> - Sennheiser E614 Pencil Condenser	Rental	2		
<i>Includes</i> - Sennheiser MZQ 1 Microphone Clip	Rental	2		
<i>Includes</i> - Shure Beta B57A Vocal/Instrument Mic	Rental	2		
<i>Includes</i> - Shure Microphone Clip	Rental	2		
<i>Includes</i> - Shure SM57 Instrument Mic	Rental	4		
<i>Includes</i> - Shure Microphone Clip	Rental	4		
<i>Includes</i> - Shure SM58 Vocal Mic	Rental	6		
<i>Includes</i> - Shure Microphone Clip	Rental	6		
<i>Includes</i> - JTS TM-929 Switched Vocal Mic	Rental	1		
<i>Includes</i> - Orchid Active Mono DI Box	Rental	6		
<i>Includes</i> - 03m XLR Audio Signal Cable	Rental	15		
<i>Includes</i> - 05m XLR Audio Signal Cable	Rental	15		

Item	Type	Qty	Unit Price	Line Price
<i>Includes</i> - 10m XLR Audio Signal Cable	Rental	10		
<i>Includes</i> - Production Rack Case with Storage Door	Rental	1		
<i>Includes</i> - [Kit] Small Black Mic Stand Set	Rental	1	£20.00	£8.00
<i>Includes</i> - Mic Stand - Tall Black Boom	Rental	9		
<i>Includes</i> - Mic Stand - Short Black Boom	Rental	6		
<i>Includes</i> - Mic Stand - Very Short Black Boom	Rental	1		
<i>Includes</i> - 12 Compartment Mic Stand Case	Rental	1		
<i>Includes</i> - PVC Tape - Black	Sale	1	£1.20	£0.48
<i>Includes</i> - PVC Tape - Grey	Sale	1	£1.20	£0.48
<i>Includes</i> - PVC Tape - White	Sale	1	£1.20	£0.48
<i>Includes</i> - MagTape   XtraMat 50m x 50mm Matte Black Gaffer Tape	Sale	1	£6.50	£2.60
<i>Includes</i> - MagTape   XtraMat 50m x 50mm Matte White Gaffer Tape	Sale	1	£6.50	£2.60
Audio - Mics & DIs Total:				£74.64

## Rigging & Trussing - Stands

Tank Trap 600mm	Rental	4	£10.00	£0.00
Rigging & Trussing - Stands Total:				£0.00

## Set & Staging - Alistage Imperial Stage

[Kit] 1000mm Alistage Stage (8'x4')	Rental	12		
<i>Includes</i> - Alistage Leg 975mm (Braced)[yellow]	Rental	48	£1.50	£72.00
<i>Includes</i> - Alistage Screw Jack 450mm	Rental	48	£0.50	£14.40
<i>Includes</i> - Alistage Stage Deck (8' x 4')	Rental	12	£16.50	£198.00
Set & Staging - Alistage Imperial Stage Total:				£284.40

## Set & Staging - Shelters

6m x 4m Pop-Up Marquee with Sides	Rental	1	£75.00	£52.50
Set & Staging - Shelters Total:				£52.50

<p>Quotations are valid until the date shown above and are subject to VAT at the standard rate of 20% and final equipment specification and availability. Orders are only accepted upon receipt of a valid purchase order. Payment terms are a non-refundable 25% of total order amount upon acceptance of order to guarantee the equipment booking for your event. Payment due in full prior to delivery of equipment. <b>You will be required to show a form of valid Photo ID plus a utility bill (dated within 3 months) prior to our release of the hired equipment.</b> E&amp;OE. All supplied goods remain the property of Nub Sound Ltd unless paid for in full.</p>	<b>Includes Discount:</b>	£738.20
	<b>Sub-Total:</b>	£1,674.50
	<b>VAT:</b>	£334.90
	<b>Total:</b>	£2,009.40

### Insurance

Equipment Value for Insurance Purposes: **£60,616.91 +VAT**

Nub Sound would like to draw your attention to the conditions of our insurance policy. It is standard and as such that our insurance will provide cover only while a Nub Sound employee or SIA registered security guard is in attendance, it would be necessary for the client to provide adequate insurance cover for those periods when an Nub Sound employee or SIA registered security guard is not in attendance, unmanned periods during the daytime and overnight will need to have insurance provision provided and evidenced by the client.

### Transport

Equipment Weight for Transit Information: **1927kg**

Where equipment is collected from Nub, it is the hirer's responsibility to ensure that the vehicle used is suitable to carry the above weight of equipment.

**Price**

- This quotation excludes all costs associated with crew meals, refreshments and accommodation, unless otherwise stated in the quotation.
- This quotation is subject to our standard Terms & Conditions
- All prices are subject to VAT at the current rate
- Copies of our Terms & Conditions are attached or have been submitted to you. Our Terms and Conditions apply at all times

**Safety Policy**

- Nub Sound will ensure that all our equipment used is fully PAT tested
- Employees shall not, under any circumstances, carry out dangerous tasks for which they have not been trained
- Nub Sound shall hold, for the duration of service, full insurance policy with respect to Public, Employee and Employers liabilities
- Full Risk Assessments, Method Statements are available on request



Redeemer Church Saltash  
hello@redeemersaltash.uk  
www.redeemersaltash.uk  
01752 568400

25 Feb 2025

To Whom It May Concern,

We have been supporters of this event for many years and we shall continue to offer our full backing to the successful running of the event. We have an annual church service which is always well attended, we also thoroughly enjoy organising the cardboard boat race. We will support the event in a similar way this year, following relevant guidelines and working within the capacity we can manage [REDACTED] always talks to us about what the Regatta needs and we are currently preparing for 2025.

We fully support the event; it is great for the community and brings trade to our town at the same time.

Regards

[REDACTED]

Paster Redeemer Saltash



Saltash Regatta Committee

[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

19/08/2024

Regatta Reflections – Chair's report  
Regatta 13th and 14th July 2024

Chair and (Diverse Events CIC), along with the volunteers organising the annual Regatta and Waterside Festival, would like to share that the event was a great success. We were blessed with good weather and great attendance.

Sponsorship was sourced in the main from Saltash Town Council, which we were extremely grateful for, in addition we gained financial support from South West Surfacing Specialists LTD as our main business sponsor.

We attracted new sponsors this year from Saltash Opticians and Rowan House. Financial contributions were also gained from Cornwall Council, Carlton Plastics, Waterways, the Sue Hooper Charitable Foundation, Grove Nurseries Boarding Kennels, Infinite, Nicky's Glow Beads, Shaped Interiors and a small number of other businesses locally.

We had the usual challenge with support to run the event. We have not been successful in finding more volunteers, leaving the main tasks of fundraising, managing the event, organising the entertainment and all marketing down to very few people. We used an external company to help with marketing which was okay they but needed input and direction from the organisers.

As always, the expertise of Diverse Events for event management plans, stall bookings (amongst many other things) is invaluable. The money raised through stall bookings increases year on year and contributes to the costs. This year it was just under £6700; increase of £1000 from last year.

We could also not have had other key activities such as the Cardboard Boat Race, without the support of Redeemer Church, Saltash.

We lost our Royal Navy support and had to rely on very young marshalls from Saltash Community School who manned road blocks etc. They were committed and invaluable but also inexperienced, which is not always a good representation of such a large event. The future needs to be with increased staffing, this must be a priority going forward.

Other crucial supporters included Mike Pitches Photography and The Saltash Red Bus, which was very used and donations were given by passengers. We have had feedback to say that this really increased footfall to Fore Street.

The Saltash Town Council service delivery team was really helpful throughout every stage of the preparations.

A huge thanks to the Mayor at the Civic and Children's Parade. The Mayor opened the event and supported it in several other ways.

Saltash Town Band led the procession safely to the Waterside where prizes were handed out.

A huge thanks to SEA (Saltash Environmental Action) and the litter rangers who worked hard to keep the site clean.

We were fortunate to have an undercover bar area provided by Born Hectic events and the addition of the disco caravan. We were pleased to promote a new talent; Tom Hannigan made his debut this year and was very good.

Finding acts for the smaller stage can be a challenge as everyone now wants to play on the big stage. We tried having Waterside Green as a child-friendly space and will improve on this in the future. This will just be improved organisation and communications.

Other improvements would be to find more external parking for the Gig rowers, to keep the roads clear. Increased security will also help with this and reduce parking rage. We feel that the younger marshals do not get the same respect and vehicles would just ignore them and drive in. We need to manage this, with the event being so well attended.

We could not find a free recycling service this year for the boats, so had to use our budget for the removal of cardboard.

The future date for Regatta has not yet been set but this date will come through negotiations with Caradon Gig rowers, Saltash Sailing Club and Born Hectic, who run the bar.

We could not have run this event without the financial support received by Saltash Town Council. The increased grant allowed us to stay in credit, which is quite an achievement. We may have even made a small profit; we just have a few invoices to chase.

We became a CIC this year, which was another success.

As the Chair, I have given up, giving up! We shall do it all again next year, providing we can continue as we are, and keep getting successful grants and sponsorship. An AGM will vote in roles, and I will put my hat in the ring again I am sure.

Yours Sincerely

A solid black rectangular box used to redact the signature of the Chair.

Chair