

FF128 Saltash May Fair

Things to note

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

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 ☒

DATE APPLICATION SUBMITTED:

24th February 2025

Contact Name:		
Position:	Committee Member and Treasurer	
Organisation:	Saltash Fair Committee	
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation:	Constituted committee of volunteers	
Charity/Company number (if applicable)	N/A	
What geographical area does your organisation cover?	Saltash	
How long has your organisation been in existence?	Since 22 nd July 1980	

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

Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ?	Date Applied	Project	Amount Applied for	Successful Y/N
(Please list – continue on a separate sheet if necessary)	2024	Saltash May Fair 2024	£5,000	Y
	2023	Saltash May Fair 2025	£3,000	Y
	2022	Big Jubilee Lunch	£1,500	Y
	2022	Saltash May Fair 2022	£2,976.72	Y
	2021	SaltFest 2021	£1,477.75	Y
Please list the aims and objectives of your organisation	<p>Aims as stated in the May Fair Constitution:</p> <ul style="list-style-type: none"> The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II. The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash. <p>Other Aims:</p> <ul style="list-style-type: none"> To deliver a free-access weekend event across Fore Street, Victoria Gardens and Longstone Park, featuring local performers, musicians, traders and charities. To boost footfall into the town centre, supporting local businesses and strengthening the high street economy. To provide a platform for local musicians and performers to showcase their talent. To promote health and wellbeing through inclusive activities such as outdoor wellness sessions and running races. To foster community cohesion by bringing people together in a shared celebration. To use the May Fair as a platform to promote environmental awareness by encouraging recycling, waste reduction, and sustainable practices. 			
What are the main activities of your organisation?	<p>The Saltash May Fair Committee is a volunteer-led organisation dedicated to organising the annual Saltash May Fair, as well as other community events such as SaltFest and the Big Jubilee Lunch. Our volunteers plan, coordinate and deliver these events, engaging in year-round fundraising to ensure their success. We aim to maintain a reserve to safeguard against unforeseen costs and to support the sustainability of future events. Through our activities, we bring the community together, support local businesses and charities, and promote cultural, social and environmental engagement in Saltash.</p>			

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

2. Your project

Project	Start Date	3 rd May 2024
	Finish Date	4 th May 2024
	Total Cost	£ 15,405
	Grant Applied For	£ 5,000

Project title:	Saltash May Fair
Description of project (please continue on a separate sheet if necessary):	<p>Saltash May Fair is a two-day community festival featuring a street market on Fore Street and a large stage on Longstone Park celebrating both local talent and professional acts. The lineup ranges from the children of St Stephens Primary School to Livewire sessions, providing a platform for emerging young musicians to develop their skills and gain performance experience. Building on the huge success of last year's ABBA tribute act, this year's headline act will be Kern oasis, an Oasis tribute band, marking the much-anticipated 2025 Oasis reunion tour and adding an exciting, Brit Pop element to the festival's live music programme.</p> <p>Victoria Gardens hosts a Youth Village, coordinated by Saltash Youth Network, highlighting the diverse youth organisations in the town.</p> <p>This will be our fourth year collaborating with Tamar Trotters, who deliver the Saltash Half Marathon, a 5K race, and a Fun Run for children on the Sunday of the weekend. Building on this, we are expanding Sunday into 'Wellbeing Sunday', and this year we will be collaborating with the Integrated Care Board to promote health and wellbeing.</p>

	<p>Community engagement is at the heart of the event:</p> <ul style="list-style-type: none"> • Local businesses and charities have the opportunity to set up stalls to raise funds and awareness. • A deposit scheme offers free spaces in the street market to town centre businesses. • Local musicians have the opportunity to showcase their talent. • A dedicated Green Team will promote environmental awareness, encourage waste segregation, and support sustainability efforts. <p>Highlights of the two-day Festival include:</p> <ul style="list-style-type: none"> • Street Market (Saturday 3rd) • Youth Village in Victoria Gardens (Saturday 3rd) • Parade of Youth (Saturday 3rd) • Free music in Longstone Park (Saturday 3rd) • Rubik's Cube competition (Saturday 3rd) • Dog Show (Sunday 4th) • Running Races (Sunday 4th) • Wellbeing events (Sunday 4th) <p>Saltash May Fair is a celebration of community, strengthening social connections, supporting local businesses, and fostering civic pride.</p>
Where will the project take place?	Longstone Park, Victoria Gardens and Fore Street

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The event is expected to attract around 7,000 visitors from Saltash and surrounding areas, benefiting individuals, businesses and community organisations.</p> <p>Saltash May Fair has intergenerational appeal, catering to a wide range of ages and interests. It fosters community connections, provides free entertainment, and promotes wellbeing through activities like the running races and Wellbeing Sunday.</p> <p>The event also boosts the local economy, increasing footfall and visibility for local businesses. Around 50 local charities and community groups have a platform to raise funds and awareness.</p> <p>Additionally, the festival engages volunteers of all ages, offering meaningful opportunities to contribute, develop skills, and support sustainability efforts through the Green Team.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Saltash May Fair has been held for over 40 years, and has always been extremely well attended. It has consistently attracted extremely positive feedback from local shops, businesses, the community and visitors.</p>

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>The May Fair enjoys the support of local businesses, charities, community groups and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event significantly in the past with funding and logistical support.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The event is managed by a committee of volunteers, supported by a local not-for-profit Community Interest Company to ensure smooth logistics, adherence to HSE regulations, and overall event safety.</p> <p>To measure success, we will:</p> <ul style="list-style-type: none"> • conduct a visitor feedback survey, building on insights from last year's responses. • track visitor numbers, using estimated footfall to assess community engagement. • gather feedback from traders, charities and performers, evaluating their experience and impact. • assess volunteer participation, aiming to strengthen long-term engagement. <p>These measures will help us refine and improve future events while demonstrating May Fair's value to the community.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The May Fair will be held on the first weekend of May.</p> <p>Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in the middle of March.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>A full event management plan and risk assessments are produced by our event partner to ensure the event is safe for all, including children, young people and vulnerable people. This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, it is also sent to the Local Event Safety Advisory Group.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<table border="0"> <tr><td>Staging and Sound</td><td>2,160</td></tr> <tr><td>Entertainment</td><td>1,900</td></tr> <tr><td>Traffic Management</td><td>1,500</td></tr> <tr><td>Licenses & Insurance (inc.PRS)</td><td>1,100</td></tr> <tr><td>Raffle printing</td><td>55</td></tr> <tr><td>Raffle prizes</td><td>300</td></tr> <tr><td>Medical cover</td><td>1,275</td></tr> <tr><td>Security</td><td>1,125</td></tr> <tr><td>Waste Management</td><td>380</td></tr> <tr><td>Event Management</td><td>3,000</td></tr> <tr><td>Volunteer expenses</td><td>300</td></tr> <tr><td>Ground mats</td><td>450</td></tr> <tr><td>Marketing & Publicity (inc. leaflets & posters)</td><td>500</td></tr> <tr><td>Toilets, barriers, fire trolley etc.</td><td>1,100</td></tr> <tr><td>Photography</td><td>120</td></tr> <tr><td>Red Bus</td><td>140</td></tr> <tr><td>Total costs:</td><td>£15,405</td></tr> <tr><td colspan="2">STC grant will be used to cover:</td></tr> <tr><td colspan="2"> <ul style="list-style-type: none"> • Traffic Management • Security • Stage and sound on Longstone Park • Insurance </td></tr> </table>	Staging and Sound	2,160	Entertainment	1,900	Traffic Management	1,500	Licenses & Insurance (inc.PRS)	1,100	Raffle printing	55	Raffle prizes	300	Medical cover	1,275	Security	1,125	Waste Management	380	Event Management	3,000	Volunteer expenses	300	Ground mats	450	Marketing & Publicity (inc. leaflets & posters)	500	Toilets, barriers, fire trolley etc.	1,100	Photography	120	Red Bus	140	Total costs:	£15,405	STC grant will be used to cover:		<ul style="list-style-type: none"> • Traffic Management • Security • Stage and sound on Longstone Park • Insurance 	
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<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has over 2,500 followers.</p> <p>The STC logo will be included on posters and leaflets.</p>																																						

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Business Sponsorship	£1500	✓	Too early for confirmation
Stall Bookings	£5000	✓	Too early for confirmation, but seems a reasonable assumption based on previous years
Fundraising	£1500 (Raffle etc.)	✓	Raffle tickets will go on sale in March
Cornwall Council Community Chest Fund	£700	✓	Provisional confirmation received.
Howton Solar Farm	£1120	✓	Too early for Confirmation
Tamar Trotters (from the Half Marathon etc.)	£500	✓	Too early for confirmation, but a reasonable assumption based on previous years.

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

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To follow.
A letter head showing the organisation's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organisation's latest set of accounting statements (if any exist)	Have attached latest bank statement.
Copies of any letters of support for your project	
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	✓
A copy of your organisation's Safeguarding Policy (if relevant).	✓
Other (please list)	Please find attached quotes for: <ul style="list-style-type: none"> • Traffic Management (£1,500) • Security (£1125) • Insurance (£610) • Stage and sound on Longstone Park (£2160) TOTAL: £5395

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

The company we used last year for the stage on Longstone Park has been sold, so we are currently in negotiations to find an alternative. The quote will be supplied by mid-March.

5. Declaration by the applicant

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

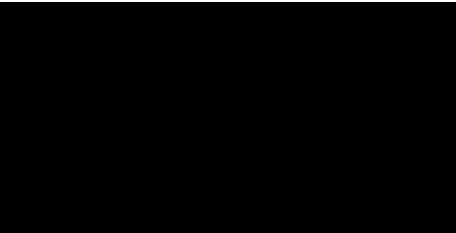
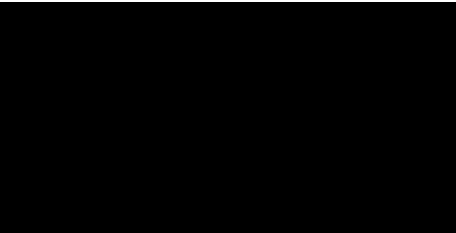
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed:		
Print Name(s):		
Position(s):	Volunteer Committee Member	
Date:	24th February 2025	

CONSTITUTION OF THE SALTASH FAIR COMMITTEE



TITLE

1. The Title of the Committee hereinafter referred to, shall be "The Saltash Fair Committee"

THE CONSTITUTION

2. The Committee hereby formulate the following rules as the Constitution of the Committee.

DATE OF OPERATION

3. The Constitution shall come into effect on 22nd July 1980

SCOPE OF OPERATION

4. The Constitution, as amended from time to time, is the sole course of authority of the Committee

OWNERSHIP

5. All cash and other assets collected by, or donated to the Committee, or acquired by the Committee, are the property of the Committee and are held to be in the name of the Committee.

THE AIM AND PURPOSE OF THE COMMITTEE

6. .1 The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.
6. .2 The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally.

MEMBERSHIP OF THE COMMITTEE

7. .1 Membership is open to anyone who supports the aim and purpose of the committee
7. .2 There will be no membership fees
7. .3 The Committee will consist of at least three members, but there is no maximum limit to Committee members
7. .4 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected
7. .5 The Committee will consist of at least 3 people elected at the AGM
7. .6 Members will take on responsibilities to chair meetings and take notes as required
7. .7 One member of the Committee shall be appointed by the others as Treasurer

FUNCTION OF THE COMMITTEE

8. .1 Meetings shall be held as necessary
8. .2 A quorum shall be three members
8. .3 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected

FINANCE

9. .1 The Committee is responsible for the safety and proper management of the assets of the Committee
9. .2 The Committee shall produce a set of annual accounts
9. .3 Each financial year shall begin on 1st July and end on 30th June

ANNUAL GENERAL MEETING

- 10. .1 The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM.
- 10. .2 The AGM will hear reports of the years work, receive the report of the finances, accept the resignation of the outgoing Committee and elect Committee members for the next year.
- 10. .3 All members are entitled to vote.
- 10. .4 Voting shall be by a show of hands.
- 10. .5 If no committee is formed at the AGM, an EGM will be called. If no committee is formed at the EGM the committee will cease to exist after distributing the assets and property.

EXTRAORDINARY GENERAL MEETING

- 11. .1 An EGM may be called to resolve a serious problem or if it is proposed to change the Constitution.
- 11. .2 14 days public notice of an EGM must be given.

AMENDMENTS TO THE CONSTITUTION

- 12. .1 The Constitution may be amended by a majority vote at the AGM or EGM.

ASSETS AND PROPERTY

- 13. .1 These are the responsibility of the Committee at all times
- 13. .2 A register of property should be maintained

DISSOLUTION

- 14. .1 The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or EGM. Funds and other remaining assets shall be distributed to other local events or charities.

Correct as of Feb. 2020

February 2025

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 being 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

 of 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
- 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.

Name of vulnerable person	
Date of birth or approximate age	
Gender	
Time	
Date	
Location	
Others present	
The vulnerable persons account	
Description of any visible bruising or other injuries (size, shape, colour, placement of injury - also record on a body map)	

Any other observations/information (including the child's emotional state, appearance, or behaviour)	
If you have spoken to anyone else about your concerns, please give details	
Signature	
Printed Name	
Position	
Telephone Number	
Address	
Email	
DSL – Date received	
DSL – Referred to whom (name of person, contact details, service, report number)	

Conclusion

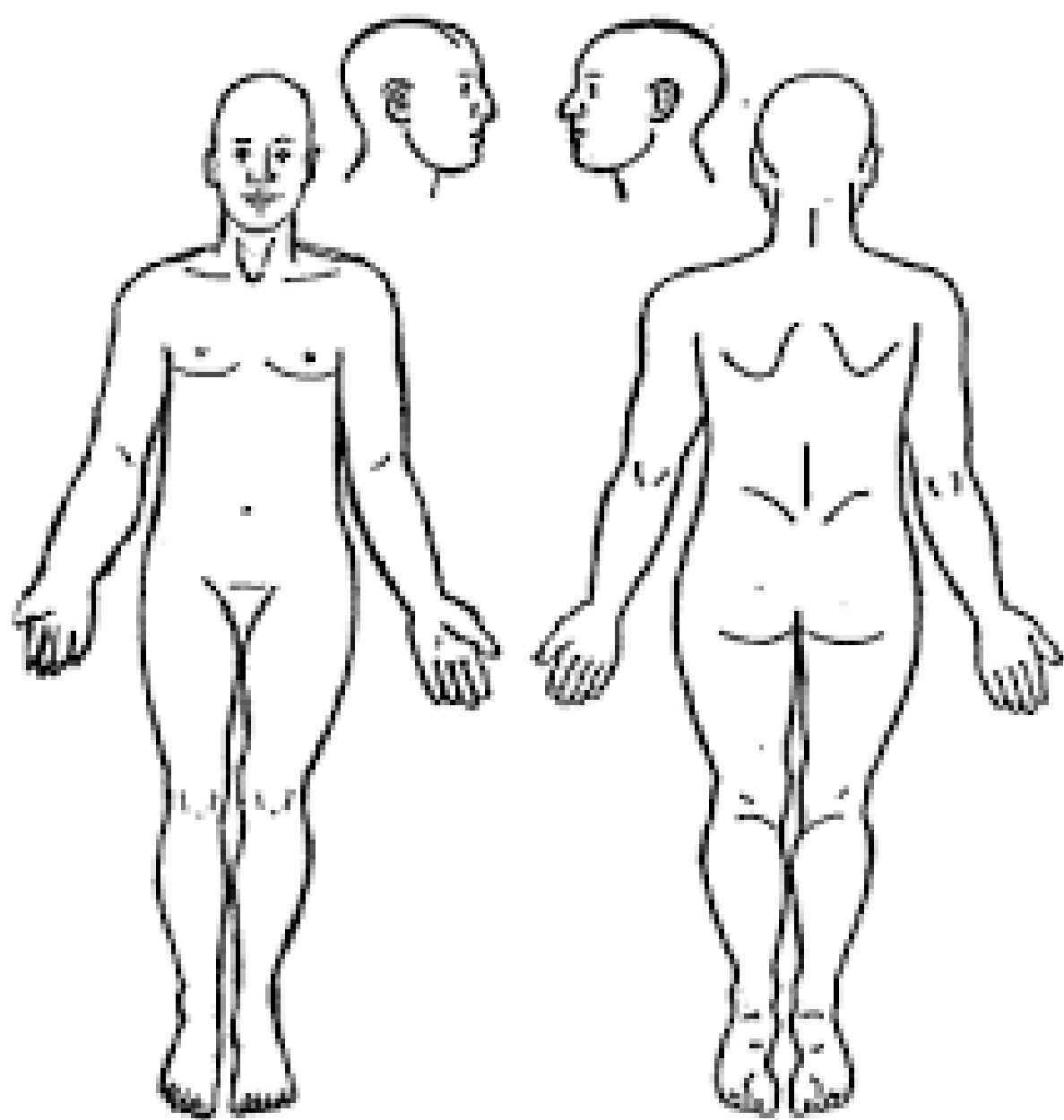
Body Map

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)



Account name or alias
SALTASH FAIR COMMITT

Account currency
GBP

Debit or credit
Any

Current cleared balance
4821.03

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					4,821.03
10-Sep-2024	BAC			355.80	4,821.03
27-Aug-2024	POS		-4.55		4,465.23
15-Jul-2024	BAC			793.00	4,469.78
10-Jun-2024	BAC			1,737.86	3,676.78
05-Jun-2024	EBF		-4,291.33		1,938.92
29-May-2024	EBF		-140.00		6,230.25
28-May-2024	DPC			4,643.86	6,370.25
28-May-2024	DPC			451.23	1,726.39
23-May-2024	EBF		-658.66		1,275.16
23-May-2024	EBF		-354.00		1,933.82
21-May-2024	POS		-55.00		2,287.82
16-May-2024	EBF		-120.00		2,342.82
16-May-2024	EBF		-50.00		2,462.82
16-May-2024	EBF		-200.00		2,512.82
16-May-2024	BAC			250.00	2,712.82
10-May-2024	EBF		-50.00		2,462.82
10-May-2024	EBF		-789.60		2,512.82
10-May-2024	EBF		-250.00		3,302.42
10-May-2024	EBF		-2,655.00		3,552.42

09-May-2024	BAC		150.00	6,207.42
08-May-2024	DPC		250.00	6,057.42
07-May-2024	EBF	-150.00		5,807.42
03-May-2024	POS	-18.79		5,957.42
03-May-2024	POS	-17.26		5,976.21
03-May-2024	EBF	-208.26		5,993.47
03-May-2024	EBF	-665.26		6,201.73
03-May-2024	EBF	-20.00		6,866.99
30-Apr-2024	POS	-22.00		6,886.99
30-Apr-2024	EBF	-2,160.00		6,908.99
29-Apr-2024	POS	-20.00		9,068.99
29-Apr-2024	POS	-46.55		9,088.99
29-Apr-2024	POS	-37.95		9,135.54
26-Apr-2024	POS	-45.00		9,173.49
26-Apr-2024	BAC		5,000.00	9,218.49
25-Apr-2024	EBF	-50.00		4,218.49
23-Apr-2024	POS	-33.95		4,268.49
23-Apr-2024	POS	-36.49		4,302.44
23-Apr-2024	POS	-23.22		4,338.93
23-Apr-2024	POS	-1,200.00		4,362.15
22-Apr-2024	POS	-17.98		5,562.15
22-Apr-2024	POS	-30.25		5,580.13
18-Apr-2024	EBF	-472.50		5,610.38

17-Apr-2024	EBP	<div></div>	-885.00	6,082.88
Opening balance				6,967.88
Totals			-15,778.60	13,631.75



Saltash May Fair Committee





Your Quotation

Here is your quotation. If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy Details below and then press the **Continue button**.

To edit your information please press the [back](#) button, change your details and re-submit.

[< Go Back](#)

Total Payable (Single Period Policy) £609.70	
Insurance Provider Covéa Insurance	
The premiums shown are based on current rates and are valid for this quote only.	
Turnover Max. £30,000	
Number of Visitors 5000	
Public Liability (compulsory) £5,000,000	
Employers Liability (optional) £10,000,000	
Number of Employees 10	
Property Cover (optional) £10,000	
Single Article Limit £4,000	
Cancellation (optional) Not Required	
Marquee - Property Damage (optional) Not Required	
Public Liability Excess £250.00 This excess is not applicable to the Public Liability personal injury section.	
Employers Liability Excess N/A This excess is not applicable to the Employees Liability section.	
Property Excess £250.00	
Money Excess	

Stock Excess

Gazebo Excess

£500.00

This excess is not applicable to the Public Liability personal injury section.

Period of Insurance

Period of Insurance stated in the Schedule and any subsequent period for which We have accepted a renewal premium.

Gazebo Requirements

In respect of Section 1: Public Liability

If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings.

The Policy Excess is increased to £500 in respect of damage caused by a Gazebo

The above amount includes:

Insurance Premium Tax (IPT)

£64.25

Policy Fee

£10.00

Start Date of Event: 02/05/2025

End Date of Event: 05/05/2025

 Please confirm you have read the following documents:

 Not Confirmed

Terms and Conditions

 Not Confirmed

Policy Documentation

 Not Confirmed

Policy Summary

 Not Confirmed

Insurance Act

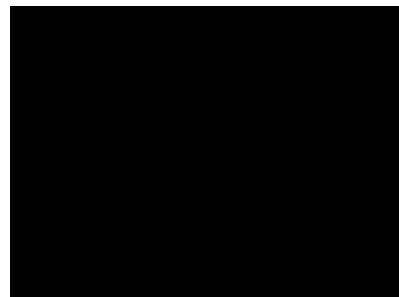
 Not Confirmed

Notice to Policyholder

Continue >

[Home](#) | [Contact Us](#) | [Legal Stuff](#) | [!\[\]\(5eb1325dfdc3f1cad8426726c0db51cd_img.jpg\)](#) | [!\[\]\(312638b5686dbc3f6ff8424fd17b3fb2_img.jpg\)](#)

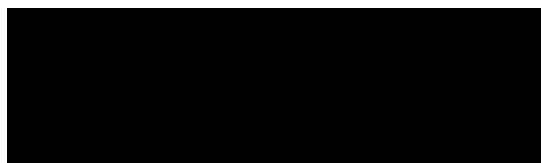
Powered by ProExe ©



Invoice number: QUOTE-SMF
Invoice date: N/A
Due date: N/A

Invoice To:
Saltash May Fair Committee
Saltash
PL12

Description	Total
Saltash May Fair 2025 – Custom Quote	
	Total £1500.00



Thank you for choosing FTaSGROUP.
Please do not hesitate to contact us if you require assistance.

FOX SECURITY LTD

QUOTE: CWPR002

Date: 9th January 2025

Pride Events

Fox Security Ltd

Company number: 14738033

VAT number: 438 0466 89

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
13	1 x SIA Security for Saltash May Fair 17:00-06:00 2 nd May 2025	£17.50	£227.50
33	6 x SIA Security for Saltash May Fair 16:00-21:30 3 rd May 2025	£16.50	£544.50
9.5	1 x SIA Security for Saltash May Fair 21:30-07:00 3 rd May 2025	£17.50	£166.25

VAT
Total



THANK YOU FOR USING FOX SECURITY LTD!

Please note payment is due 7 days from the date of invoice



SALTASH MAY FAIR 2024

Event Dates	4 th and 5 th May 2024
Total Actual Cost	£17,423
Grant Awarded from STC	£ 5,000
Fair Committee	

Please list the aims and objectives of your organisation	<ul style="list-style-type: none"> * To boost community cohesion through a free-admission, weekend event across Fore Street, Victoria Gardens and Longstone Park * To boost footfall in to the retail centre of the town * To offer traders the opportunity to sell products * To offer charities and community groups the platform to promote their activities and raise funds * To offer opportunities to boost health and wellbeing, including running races and outdoor fitness sessions * To offer local musicians the opportunity to showcase their talent on a large stage * To collaborate with Saltash Youth Network to provide a Youth Village in Victoria Gardens * To promote awareness of environmental issues <p>All these aims were met through Saltash May Fair 2024.</p>
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	<p>Highlights on Saturday 4th included:</p> <ul style="list-style-type: none"> • Market the length of Fore Street • Parade of Youth • Youth Village in Victoria Gardens • Free, live music in Longstone Park until 9:30 pm, with an ABBA tribute band as the headline act <p>Highlights on Sunday 5th included:</p> <ul style="list-style-type: none"> • Half Marathon, 5K and Fun Run, with over 400 runners • Maypole dancing with Geraldine Lamb School of Dance • Outdoor yoga sessions • Dog Show
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Who benefitted from the project?	<p>The event attracted over 7,000 visitors from Saltash and surrounding areas over the two days.</p> <p>It delivered a positive impact for local businesses, bringing visitors to Saltash and promoting our town to a wider audience.</p> <p>It offered free entertainment, helping families who may be struggling in the current cost of living crisis and boosting community cohesion.</p> <p>Local charities and community groups (Approx. 50) Local business taking a stall (Approx. 50) Youth groups (Approx. 10)</p>
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What sponsorship did you receive for this project?

For the second year running, we worked with the organisers of the Regatta and Christmas Festival to create a sponsorship booklet that was hand-delivered to businesses on the industrial estates as well as the town centre. It did not generate as much income as the first edition, but was still worthwhile.

Fore Street businesses donated prizes for a raffle that raised over £250.

Sale of tickets in the May Fair cash raffle generated £1010.

Over £5000 was brought in through stalls.

Cornwall Councillors granted £800.

Tamar Trotters shared some of the expenses for medical services and toilets, as well as donating £660.

GENERAL COMMENTS

Although the rain on Sunday led to a drop in overall footfall, May Fair 2024 was still a resounding success. We owe a great deal of thanks to a whole host of organisations, especially Tamar Trotters who excelled in delivering the running races, but the team of volunteers who organise the event would particularly like to thank Saltash Town Council for its generous funding. It is no exaggeration to say that we would not have been able to deliver the event without the funding from the Town Council. We would also like to thank the Mayor and Deputy Mayor for being so gracious in presenting various awards and giving various speeches over the weekend.

STREET MARKET

With over 100 stalls, the market offered a wide variety of wares and brought in over £5000 in revenue to help deliver the event.



PARADE OF YOUTH AND AWARDS

Awards given at the Parade of Youth:

- **Prizes** to the Saltash Community School students who had designed the medals in the running races
- **The Pip Miller Award for Sporting Achievement**
To Toby Nakamura, top athlete in his age group (U 14s) in backstroke
- **Unsung Hero Award**
Don Berry, for his work as Chair of the Saltash Youth Network
- **Best Dressed Youth Group**
To the field gun crews of St Stephens Primary School and Brunel Primary School, who led the Parade of Youth.



MUSIC ON LONGSTONE PARK

In recent years, we've been working to enhance the music experience on Longstone Park, aiming to create a bit of a 'festival' atmosphere. The large stage provides a fantastic platform for local musicians, and creates a vibrant gathering space. With 2024 marking the 50th anniversary of ABBA's Eurovision victory, we were thrilled to welcome the ABBA Reunion tribute act. It was an unforgettable highlight that proved to be a huge success.

The line up for 2024:

11:00	St Stephens Primary School
11:30	Grace Notes Acapella
12:00	Roxie D'eville
12:45	Livewire
15:15	Ellen Triffit
16:30	Rock Choir
17:45	Division
19:30	Abba Reunion



MAYPOLE DANCING



It wouldn't be May Fair without Maypole dancing!

We are grateful to Geraldine Lamb School of Dance for braving the rain and mud and giving us some colour on an overcast Sunday.

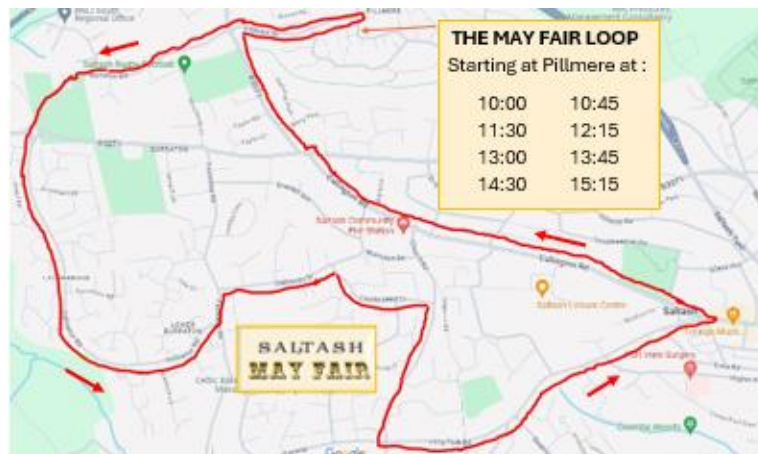
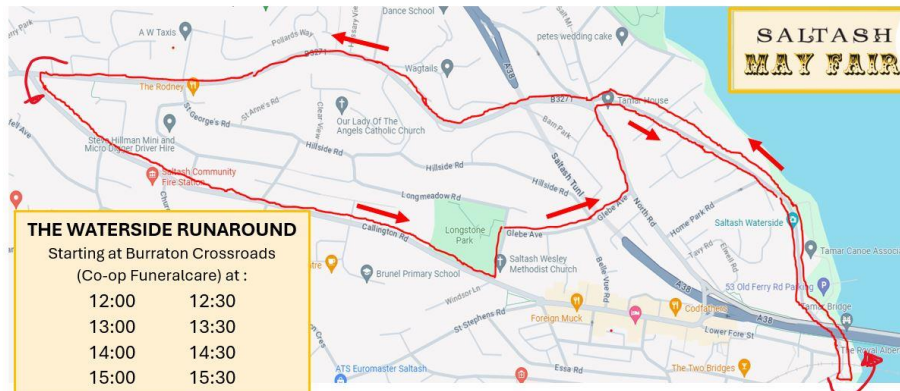
RUBIK'S CUBE COMPETITION

We like to try and introduce a new element each year. Thinking about a new 'attraction' we realised that as well as being the 50th anniversary of ABBA's win at the Eurovision Song Contest, it was also the 50th anniversary of the invention of the Rubik's Cube. So we set up a competition on the trailer stage at the bottom of Fore Street. The winner impressed everyone by solving the cube in an astonishing 12 seconds!



SALTASH RED BUS

In previous years, public service buses have diverted down Glebe Avenue when Fore Street was closed to traffic. However, in 2024, bus companies decided to avoid Callington Road and Glebe Avenue entirely, sticking instead to North Road and New Road. While this improved traffic flow on Glebe Avenue, we were concerned it might make access to the town centre more difficult. To address this, we partnered with the Red Bus to introduce two pick-up routes. The initiative was a great success, and we are now looking to make it a permanent feature of future May Fairs.



VOLUNTEERS

Huge thanks to:

- Colin Bunting and the Tamar Trotters for delivering the running races.
- Staff and students at Saltash Community School. The students were excellent ambassadors for their school.
- The litter picking team from SEA.



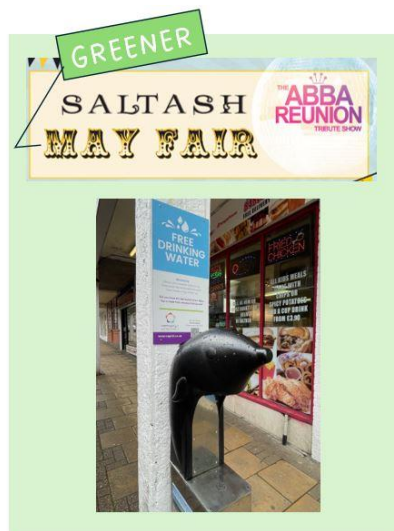
A GREENER MAY FAIR

A key focus of May Fair 2024 was using it as a platform to raise awareness of environmental issues.



Working with Biffa, our waste management contractor, we had extra recycling bins and food waste bins to encourage people to separate waste responsibly.

We worked with Flotsam Flo, who won a Judges Commendation Award at the 2022 Cornwall Sustainability Awards, asking people to bring in their decommissioned lifejackets to upcycle in to back packs.



We provided water for dogs, gave information about the water fountain on Fore Street, and encouraged people to bring their own drinks in flasks.

Congratulations to Martin Lister, who won our Green Quiz, which we ran to promote awareness of our local environment.

Have a go at the quiz. It's on the next page.



1	What is the name of the iconic bird that nests on cliffs along the Cornish coastline?	a	Puffin
		b	Guillemot
		c	Chough
		d	Fred
2	SEA has a can crusher on their May Fair stall. How long can a television run for using the energy saved by recycling one aluminium can?	a	60 minutes
		b	90 minutes
		c	120 minutes
		d	180 minutes
3	What is the name of the organisation dedicated to conserving and restoring Cornwall's natural habitats that works on Churchtown Farm Nature Reserve?	a	Cornwall Wildlife Trust
		b	Cornish Conservation Society
		c	Nature Cornwall
		d	Wild Cornwall Initiative
4	Which of these marine creatures is the focus of conservation efforts in Cornwall due to its declining population?	a	Loch Ness Monster
		b	Basking Shark
		c	Leatherback Turtle
		d	European Eel
5	Which plant species is commonly found in the marshes and wetlands of Cornwall, providing habitat for various wildlife?	a	Foxglove
		b	Sea Thrift
		c	Purple Loosestrife
		d	Bluebell
6	How many daffodil bulbs have volunteers planted in the ancient woodland of Coombe Woods in recent years?	a	7,800
		b	8,700
		c	78,000
		d	870,000
7	Friends of Tintcombe are volunteers who help nature thrive in the 14 acres of urban green space behind Saltash Fire Station. Which bird features on their logo?	a	Canada Goose
		b	Saltash Swan
		c	Great Spotted Woodpecker
		d	Lesser Spotted Heron
8	Recent waste collection changes will cut Cornwall's annual emissions by nearly 18,000 tonnes of CO ₂ . How many times would the average car drive around the world to produce the same amount of CO ₂ ?	a	547 times
		b	1,547 times
		c	2,547 times
		d	3,547 times
9	Between March 1 st and Aug 31 st dogs need to be kept on the lead south of the railway in Churchtown Farm so they don't disturb skylarks, which nest on the ground. Why do skylarks prefer to nest on the ground?	a	To avoid predators like carrion crow
		b	To protect their eggs from extreme weather
		c	To camouflage their nests
		d	Because they're too lazy to climb trees
10	What is the Litter Rangers scheme, run by Saltash Environmental Action?	a	Residents receive training from Girl Guide Rangers in waste management
		b	Residents receive a superhero cape to battle litterbugs under the cover of darkness
		c	Residents adopt a road in Saltash and commit to keeping it litter free through regular litter picks
		d	Residents participate in workshops on the environmental impact of littering