

FF130 Saltash MSD Festival

Items to note

- Their insurance expires in December 2025, their event is January 2026
- I have queried their safeguarding policy which was last updated/adopted in 2016. Their response is below

It should be noted that our Safeguarding Policy is one that is recommended & governed by The British & International Federation of Festivals (BIFF) guidelines for all member Festivals. The Federation review this policy each year in November in line with safe Network Guidance or sooner in light of any changes in legislation or guidance. All changes are communicated to member Festivals in time for the start of the new Festival year.

Our 2026 syllabus and programme will be amended to show that BIFF updated their recommendations to member Festivals on 12 February 2022.

The Saltash Festival Designated Safeguarding lead is Carolyn Statton and we have two approved Cornwall Council chaperones with new certificates for the next three years and I can confirm that at least one of them will be in attendance for the duration of the Festival. Additionally we hold a meeting with Saltash Wesley Methodist Church prior to the Festival to discuss with their safeguarding designated officer any common subjects.

Our next Committee meeting is scheduled for 23 September 2025 where the subject of safeguarding will be discussed fully.

Budget 6220 Festival Fund

Budget Availability £4,875

Saltash Town Council – Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

DATE APPLICATION SUBMITTED:

Contact Name:	<div></div>
Position:	CHAIRMAN
Organisation:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
Contact Address:	<div></div>
Telephone Number:	<div></div>
E-mail:	<div></div>
Status of Organisation:	CHARITABLE STATUS & A MEMBER OF THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS
Charity/Company number (if applicable)	Charity No: 1046226 Company No: /
What geographical area does your organisation cover?	CORNWALL & DEVON PLUS OTHER COUNTIES IF NECESSARY

How long has your organisation been in existence?	SINCE 1990 i.e. 35 YEARS
---	--------------------------

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

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	OCT. 2024	SALTASH MUSIC SPEECH & DRAMA FESTIVAL	£1000	YES
Please list the aims and objectives of your organisation	<p>OBJECT OF ORGANISATION TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ARTS & IN PARTICULAR THE ARTS OF MUSIC, SPEECH & DRAMA BY :-</p> <p>a) HOLDING ANNUAL COMPETITIVE FESTIVALS,</p> <p>b) TO PRESENT & PROMOTE PUBLIC PERFORMANCES & CONCERTS,</p> <p>and c) TO AFFILIATE TO THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.</p>			

What are the main activities of your organisation?	TO HOLD AND PROMOTE AN ANNUAL COMPETITIVE FESTIVAL ENGAGING PROFESSIONAL ADJUDICATORS FOR EACH SPECIALISATION RECOMMENDED BY THE FEDERATION OF THE BRITISH & INTERNATIONAL FESTIVALS.
--	---

	Yes / No or 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?	No
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	26 / 01 / 2026
	Finish Date	07 / 02 / 2026
	Total Cost	£ 5,500 to 10,000
	Grant Applied For	£ 1,000

Project title:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
----------------	--

Description of project (please continue on a separate sheet if necessary):	TO PROVIDE A COMPETITIVE FESTIVAL WITH UP TO 3 DAYS OF SPEECH & DRAMA, 3 DAYS OF VOCAL SINGING, UP TO 5 DAYS OF INSTRUMENTALS, CULMINATING WITH A GALA CONCERT ON THE FINAL DAY. ALL SECTIONS TO BE ADJUDICATED BY PROFESSIONAL ADJUDICATORS.
--	---

Where will the project/activity take place?	GALTASH WESLEY METHODIST CHURCH WITH OVER 1500 PEOPLE VISITING THE FESTIVAL, MANY PLACES IN THE TOWN BENEFITTED THROUGH VISITS, PURCHASING & EATING FOOD AND DRINK, ETC.
--	---

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	ALL SPEECH & DRAMA ORGANISATIONS, CHOIRS, SOLOISTS, BANDS, SCHOOLS & COLLEGES. LAST YEAR WE HAD NEARLY 500 ENTRIES COMPRISING OVER 1000 PARTICIPANTS TO THE BENEFIT OF AUDIENCES AND TO THE TOWN.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	MANY EMAILS THANKING THE COMMITTEE FOR STAGING FESTIVAL. ALL WHO ENTERED THOROUGHLY HAD AN ENJOYABLE EXPERIENCE LEARNING FROM OTHERS TAKING PART.

<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>2026 WILL BE THE 34th ANNUAL FESTIVAL AND SINCE COVID IN 2020 WE HAVE BEEN FORTUNATE TO SEE AN INCREASE IN ENTRY NUMBERS EACH & EVERY YEAR, INCLUDING INCREASES IN AUDIENCES FROM THE GENERAL PUBLIC, PARENTS & TEACHERS.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>THE PROJECT WILL BE MANAGED BY OUR COMMITTEE OF TEN VOLUNTEERS TOGETHER WITH OTHER VOLUNTEER HELPERS ASSISTING AT THE FRONT OF HOUSE AND DOOR STEWARDS & TROPHY SECRETARIES.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>THE PROPOSED START DATES FOR EACH SECTION IS AS FOLLOWS:- MONDAY 26 JANUARY 2026 - SPEECH & DRAMA UNTIL WED. 28 JANUARY THURSDAY 29 JANUARY - VOCAL SINGING UNTIL SAT. 31 JANUARY MONDAY 2 FEBRUARY - INSTRUMENTAL UNTIL FRIDAY 6 FEBRUARY SAT. 7 FEBRUARY - GALA CONCERT (ALL SESSIONS COULD BE 3 HOURS)</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>THE FESTIVAL USES THE POLICIES LAID OUT IN THE SYLLABUS AND PROGRAMME SAFEGUARDING & CHILD PROTECTION SECTION ATTACHED. (ATTACHMENT 'H') WE HAVE 3 DESIGNATED CHAPERONES APPROVED BY CORNWALL COUNCIL FOR THE NEXT 3 YEARS. WE ALSO WILL MEET WITH THE SAFEGUARDING TEAM FROM WESLEY CHURCH PRIOR TO THE FESTIVAL.</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	ADJUDICATOR FEES & ACCOMMODATION, HIRING OF WESLEY CHURCH, PRINTING OF SYLLABUS & PROGRAMME
How will you promote the contribution to your project from STC?	ON THE SYLLABUS & PROGRAMME STATES SUPPORTED BY STC. FOR DURATION OF FESTIVAL SCREENS INSIDE CHURCH ADVERTISE STC. & AT GALA CONCERT.

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)
NONE			

Please confirm the bank account your project is using is in the project's name/organisation name

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓ (A)
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	✓ (B)
A letter head showing the organisation's address and contact details.	CORRESPONDENCE DONE BY EMAILS. (C)
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	✓ (D)
A copy of your organisation's latest set of accounting statements (if any exist).	✓ (E)
Copies of any letters of support for your project.	✓ (F)
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 Town Council.	✓ (G)
A copy of your organisations Safeguarding Policy (if relevant).	✓ (H)
Other (please list)	

--	--

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

N/A

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 Grants 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:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. 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.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/~~we~~ confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):	CHAIRMAN		
Date:	30 JUNE 2025		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	



MODEL CONSTITUTION FOR THE USE OF AFFILIATED FESTIVALS ONLY

Note: This document had been drawn up in consultation with the Charity Commission in the light of circumstances at competitive festivals and should not be used as a guide for other organisations.

CONSTITUTION OF *(insert full title of festival)*

1. The name of the festival shall be the **SALTASH MUSIC, SPEECH & DRAMA FESTIVAL** Festival Association (hereinafter referred to as 'the Association').
2. The object of the Association shall be to advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Drama, and Dance, in all their branches.

In furtherance of the object of the Association but not further or otherwise the Association shall have the following powers:

- (1) To hold or promote annual competitive festivals.
 - (2) To present and promote public performances, concerts and recitals.
 - (3) To affiliate to The British & International Federation of Festivals and to further the charitable objects of the said Federation.
 - (4) To do all such other things as are necessary to the attainment of the object of the Association.
3. The income and property of the Association shall be applied solely towards the promotion of its objects as set forth in the constitution and no portion thereof shall be paid or transferred, directly or indirectly to the members of the Association. Provided nothing herein shall prevent the payment in good faith by the Association to any member of the Committee, member, officer or servant of the Association
 - (a) of reasonable and proper remuneration for services actually rendered including reasonable and proper fees and usual charges for any professional services;
 - (b) of reasonable interest on money lent to the Association;
 - (c) of reasonable and proper rent for premises demised or let to the Association;
 - (d) of expenses properly incurred on behalf of the Association, on condition that
 - (i) No person shall be entitled to vote on a resolution nor attend any meeting concerning his own appointment to his paid office of the Association or any payment made or to be made to him by the Association;

- (ii) notwithstanding anything contained in the constitution of the Association no resolution relating to the payment to any member of the Committee shall be effective unless it is passed at a committee meeting at which there is present a quorum which comprises not less than one third of the multiple of three next above the total of those entitled to attend the meeting, and a majority of persons who are not remunerated for services being rendered to the Association.
4. Membership of the Association shall be open to any person who is interested in the object of the Association.
5. The Officials of the Association shall be:
- (1) A Chairman
 - (2) A Vice-Chairman
 - (3) An Honorary Secretary or Secretary
 - (4) An Honorary Treasurer
6. The Officials of the Association shall be elected annually at the Annual General Meeting of the Association from the Members of the Association.
7. The Management of the Association shall be vested in the Committee.
8. The Committee shall consist of the Officials of the Association and 6 Members of the Association to be elected annually at the Annual General Meeting of the Association.
9. All the powers of the Association shall be vested in the Committee save in so far as the same are hereby expressly required to be exercised by the Association in General Meeting and save that the Committee shall not be empowered to wind up the Association but such winding up can be decided upon only by a General Meeting of the Association.
10. (1) All moneys belonging to the Association shall be paid into such Bank as may be specified by the Committee to the account of the Association.
- (2) All cheques drawn on the account of the Association shall be signed by two Officials of the Association.
11. The property and investments of the Association (other than money at the Bank) shall be held in the name of the Association by the Chairman, Secretary, or Honorary Treasurer for the time being.
12. (1) The Annual General Meeting of the Association shall be held in the month of OCTOBER in every year and at such meeting the Officials of the association and the Committee shall retire but shall be eligible for re-election.
- (2) The Annual General Meeting shall be convened by the Secretary by not less than 21 days' notice in writing given to the Members of the Association.

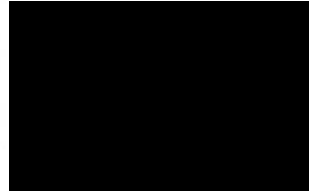
- (3) At the Annual General Meeting a full Account duly audited of all receipts, expenditure and property of the Association together with a Balance Sheet for the year ended~~July 2025~~..... previous to the meeting shall be presented by the Committee. At such meeting the Auditors for the ensuing year shall be appointed and the Officials and Committee shall be elected.
 - (4) An Extraordinary General Meeting shall be convened by the Secretary upon a request by the Committee or by any six Members upon not less than fourteen days notice of such meeting being given to every Member which shall state the business to be conducted at the meeting.
 - (5) Any 5 Members of the Association personally present shall be a quorum at any General Meeting.
 - (6) At every General Meeting the chair shall be taken by the Chairman of the Association or in his absence by the Vice-Chairman. In the absence of the Chairman and the Vice-Chairman, a Chairman shall be elected by the Members present.
 - (7) The voting at a General Meeting shall be by show of hands but the Chairman or any three Members may demand a poll which shall be immediately taken and the result thereof declared by the Chairman. In the case of equality of votes the Chairman of the Meeting shall have a second or casting vote.
13. At any General Meeting every Member of the Association shall subject as hereinafter provided have one vote provided that no person other than a Member duly registered on the Register of Members and who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership shall be entitled to vote.
14. (1) The Committee shall meet at least 5 times in every year.
- (2) Meetings of the Committee shall be convened by the Secretary of the Association by giving at least seven days' notice to each Member or such shorter notice as the Chairman of the Association may decide.
- (3) Any 5 Members of the Committee personally present shall form a quorum.
- (4) The provisions herein before set out in relation to voting and the taking of the chair at General Meetings shall apply to meetings of the Committee.
- (5) The Committee shall have power to fill casual vacancies on the Committee from the Members of the Association and to co-opt not more than 2 persons as Members of the Committee and such persons need not be Members of the Association.

15. A Resolution to wind up the affairs of the Association may only be moved at a General Meeting convened for the purpose. Such Resolution will become effective only if 75% (or other substantial percentage) of Members only attending the meeting vote in favour. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to The British & International Federation of Festivals for its general charitable purposes, or some other Institution or Institutions, having objects similar to the object of the Association and which shall prohibit the distribution of its or their income and property amongst its or their Members.
16. Subject as hereinafter provided the Constitution of the Association as set out in this Schedule may be added to repealed or amended by resolution at any General Meeting provided that no such Resolution shall be deemed to have been passed unless it be passed by a majority of at least two thirds of the Members present at the meeting and entitled to vote. Provided no amendment shall be made to the Object Clause 2, the Dissolution Clause 15, and this clause and provided also that no amendment shall be made which would cause the Association to cease to be a charity in law.

*Note: The official adoption of the Constitution must be carried out at a Special General Meeting of Members after which the document becomes operative. Copies of the Constitution should be made available for Members, and will also be required by the Charity Commission if the Festival is applying for Registration as a Charity. When registering as a charity it is important to change this document **as little as possible** (you can set up several different management structures within the framework of this constitution - it is intended to be open-ended and allow growth and change). You should also make clear that you have followed this model when sending your forms into the Charity Commission and should contact the Federation if you get any queries from the Charity Commission.*

MG 028699 F1VI767A 709F301RF00133 39300 B 15146

THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FES



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 17 June 2025

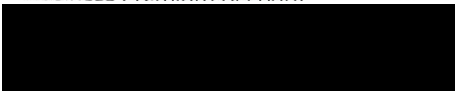
Business Current Accounts

Community Account Statement	£4,505.03
-----------------------------	-----------



Business Savings Accounts

Business Premium Account	£0.00
--------------------------	-------



This is the end of your account summary

Issued on 18 June 2025

THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FESTI

No transactions within the period			
17 Jun	Start Balance		4,505.03
17 Jun	Balance carried forward		4,505.03
	Total Payments/Receipts	0.00	0.00

If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Start balance	£4,505.03
Money out	£0.00
Commission charges	£0.00
Money in	£0.00
Gross interest earned	£0.00
End balance	£4,505.03

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Saltash Music Speech & Drama Festival

Breakdown of accounts - Year End, 30th June 2025

Income

Speech Entries	£1,336.50
Instrumental Entries	£431.50
Vocal Entries	£394.00
Speech Door	£365.00
Vocal Door	£102.50
Instrumental Door	£191.00
Advertising	£240.00
Friends	£670.00
Programme Sales	£228.00
Float	£150.00
Raffle	£113.00
Sum Up Payments	£411.61
Gala Concert	£160.00
Town Council	£1,000.00
TOTAL	£5,793.11

Expenditure

Printing	£488.00
BIFF Insurance	£245.00
Cash Float	£150.00
Accommodation	£240.00
Speech Adjudicator	£941.99
Vocal Adjudicator	£366.10
Instrumental Adjudicator	£519.80
Expenses	£144.35
Wesley Church	£1,480.00
New Banner	£120.00
Accompanist	£120.00
BIFF membership	£248.00

TOTAL	£5,063.24
--------------	------------------

Balance C/F	£3,775.16
Income	£5,793.11
TOTAL	£9,568.27
Expenditure	£5,063.24

<u>TOTAL BALANCE</u>	£4,505.03
-----------------------------	------------------

Hon.Treasurer**Date****Independent Examiner**

(H)

**CHILD PROTECTION POLICY (implemented from December 2005)
(updated June 2012 & 2016)**

**SALTASH MUSIC, SPEECH AND DRAMA FESTIVAL
Registered Charity No.1046226**

**CHAIRMAN
SECRETARY
TREASURER**



VENUE 2025 SALTASH WESLEY METHODIST CHURCH

The British & International Federation of Festivals for Music, Dance & Speech
work with Festivals everywhere to help create thousands of educational
performance opportunities for children and young people each year.

The Federation and our member Festivals are committed to ensuring safe
environments for children and young people and believe that it is always
unacceptable for a child or young person to experience abuse of any kind.
We recognise our responsibility to safeguard the welfare of all children and young
people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members,
volunteers, students or anyone working on behalf of the Federation and our member
Festivals.

We recognise that :

- a) the welfare of the child / young person is paramount
- b) all children, regardless of age, disability, gender, racial heritage, religious
belief, sexual orientation or identity, have the right to equal protection from
all types of abuse.
- c) working in partnership with children, young people, their parents, carers and
other agencies is essential in promoting young people's welfare

The Purpose of the Policy :

- To provide protection for the children & young people who participate in our
Festivals, including the children of Festival members
- and to provide staff and volunteers with guidance on procedures they should
adopt in the event that they suspect a child or young person may be
experiencing, or be at risk of, harm

We will seek to safeguard children and young people by :

- A) valuing them, listening to and respecting them
- B) adopting child protection guidelines through procedures and safe working practice from staff and volunteers
- C) recruiting staff and volunteers safely, ensuring all necessary checks are made
- D) sharing information about child protection and safe working practice with children, parents, staff and volunteers
- E) sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- F) providing effective management for staff and volunteers through supervision, support and training

The Federation will review this policy each year in November in line with Safe Network Guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

SAFER FESTIVALS STATEMENT

The Federation and its member Festivals use the following policies and procedures to provide **Safer Festivals** for children & young people.

- 1) A single, definitive Child Protection Policy adopted by all Federation Festivals.
- 2) Best practice advice in the form of **Safe Working Practice** and **Child Protection leaflets**, support and training for all Federation Festival staff and volunteers reporting procedures for anyone with a concern about a child.
- 3) Appropriate recruitment and induction procedures followed for all new staff and volunteers responsible for providing safe environments for the children / young people attending / performing at our Festivals.

- 4) One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.
- 5) All Festival staff and volunteers wear a badge to identify their roles and all teachers/parents/guardians are asked to report all incidents of any nature to any person wearing a Festival badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Child Protection** best practice advice. In addition each Festival will ensure the availability of a quiet area/room where concerns can be expressed in private.
- 6) For the duration of a Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.
- 7) No unauthorised photography or video recording of children and young people is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child is not included in official photos.
- 8) The Festival's Child Protection Policy and Safer Festivals Statement will be published explicitly in the Syllabus, Programme and on the Festival website, if one exists. Each teacher/parent/guardian/carer must read, understand and accept this information in order to give consent for their children/pupils to enter the Festival by box ticking/signing the appropriate section of the physical Festival Entry Form or Online Entry Procedure.

Without consent the entry to the Festival cannot be accepted.

If anyone requires an individual copy of this Festival's Child Protection Policy, please contact the Festival Chairman or General Secretary who will provide one immediately.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

From 25 May 2018 new regulations came into force which gives individuals greater control over the collection and use of their personal data.

One of the key principles of the legislation is that data must be processed fairly and that consent must be given unconditionally, with the choice to opt-out if so wished.

Under this new regulation the Saltash Music, Speech & Drama Festival is the data controller & can be contacted by ringing or emailing the General Secretary or the Chairman. In order to run the organisation, we hold names, addresses, email contact details & telephone numbers. This information is held securely on the personal computers of the relevant secretaries and is password protected.

The records we have are used only for the general administration of the Festival and no third party will be given access to any information we hold without prior consent.

Below is a copy of the Festival's Privacy Policy.

The Saltash Music, Speech & Drama Festival is a performing arts organisation run entirely by volunteers and registered with the charity commission (No. 1046226). It is a member of the British & International Federation of Festivals.

What information do we collect about you?

We collect information about you when you, or the person responsible for you, or your teacher makes a request for you to take part in the Festival. We will only ask for the information that we need to make that entry.

How will we use the information about you?

We collect information about you in order to sort out your entry into classes in the Festival and for some other administrative functions.

Access to your data and correction.

You can ask for a copy of the information that we hold about you. You can get this free by writing to the General Secretary (email: [REDACTED]) We want to make sure that your personal information is correct and up to date. You may ask us to correct or remove information you think is not right.

Do we share this information with anyone else?

We will not tell anyone outside the Festival about the information that we collect about you unless we have to do so by law, but names (only) of people taking part in the Festival will appear in the festival programme.

Transfer of Data

The Festival will always ensure that your personal information is looked after properly.

If you wish a copy of our Privacy Policy please contact the General Secretary.



Irwell

INSURANCE COMPANY LIMITED

Certificate of Employers' Liability Insurance^(a)

(The requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form)

Policy No: [REDACTED]

1. Name of policy holder: Saltash Music Speech & Drama Festival
2. Date of commencement of insurance policy: 00.00hrs on: 01/01/2025
3. Date of expiry of insurance policy: 23.59hrs on: 31/12/2025

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and

2. (a) the minimum amount of cover provided by this policy is no less than GBP 5,000,000 ^(c); or

~~(b) the cover provided under this policy relates to claims in excess of GBP~~

~~but not exceeding GBP~~

Signed on behalf of Irwell Insurance Company Limited (Authorised Insurer)

[REDACTED SIGNATURE]

Signature

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

Note: The information below this line does not form part of the statutory certificate. The Insurer on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary: Bennett Gould & Partners Limited, 1137 Beaufort House, 15 St Botolph Steet, Aldgate, London EC3A 7BB
UMR: BENNETTGOULD_IRWELL-Y2024

Authorised Insurer: Irwell Insurance Company Limited
Issuing intermediary's reference:
(if different from the Policy Number stated above)



Irwell
INSURANCE COMPANY LIMITED

PUBLIC & PRODUCTS LIABILITY CERTIFICATE SCHEDULE

INSURER	Irwell Insurance Company Limited
POLICY NUMBER	IRW0131
PERIOD OF INSURANCE	From 1st January 2025 To 31st December 2025 Both dates inclusive
INSURED	Saltash Music Speech & Drama Festival
PUBLIC LIABILITY	£5,000,000 In respect of any one occurrence or series of occurrences arising out of one originating cause
PRODUCTS LIABILITY	£5,000,000 In respect of all occurrences arising during any one period of insurance

Signed on behalf on the Insurers:

Bennett Gould Underwriting

A trading style of Bennett Gould & Partners Ltd
Acting on behalf of Irwell Insurance Company Limited under Binding Authority Agreement number BENNETTGOULD_IRWELL-Y2024

CG

**SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
2025 FESTIVAL REPORT**

Firstly, may I take this opportunity to thank the Town Council for their support towards the staging of the above Festival.

Our 2025 Festival was considered a big success in bringing together many hundreds of people to perform & support the local shops and hostellers. We had nearly 500 entries spanning 6 days which was an increase in numbers from 2024. The Festival was in three sections i.e. 7 x 3 hour sessions of Speech, 3 x 3 hour sessions of Vocal & 5 x 3 hour sessions of Instrumental all adjudicated by three very experienced Adjudicators provided by the British & International Federation of Festivals, culminating in the Gala Concert at the end.

Throughout the whole Festival reference was made to the Town Council supporting the event on the screen at Saltash Wesley and on the syllabus & programme, as can be seen on the attached sheets.

Very positive feedback has been received from both the Adjudicators and teachers/parents such as : "Thank you so much for another lovely Festival, parents were all saying how well run the Festival is and how convenient it is that the age groups perform everything on the same day" and "It was nice to catch up at the Festival, we all thoroughly enjoyed it & being part of it" just to mention a few.

Please also find attached finance sheets as at February this year together with a selection of invoices showing some of the major expenses that we have incurred. As you can see a very high percentage of our outgoings are on the Adjudicators fees which are set by the Federation of Festivals.

Finally, I hope that this is what is required by the Town Council & to once again thank you most sincerely for your continued support.


Chairman – Saltash Music, Speech & Drama Festival