

CC287 Pillmere Christmas light switch on

Areas of concern

- Their constitution states they will provide accounting statements and be examined by an independent person, they currently do not do either of these
- No one on the committee has undergone safeguarding training. They do not have a safeguarding policy or a safeguarding plan for this event
- They wish to purchase food items but the grants policy does state we do not fund hospitality

Budget 6210 Community Chest

Budget availability £8,300

Saltash Town Council – Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

5th September 2025

Contact Name:	[REDACTED]
Position:	Committee Member
Organisation:	Pillmere Community Association
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Community Association
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	Pillmere
How long has your organisation been in existence?	Since 2003 in various forms

	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	30/11/2025 /
	Finish Date	4/1/2026 /
	Total Cost	£ £380
	Grant Applied For	£ £380

Project title:	Pillmere Christmas Celebration
Description of project (please continue on a separate sheet if necessary):	Plymouth Garden Centre kindly donate a Christmas tree each year to the residents of Pillmere. PCA members erect the tree and have a community light switch on event which is proposed for xxxxx. The event is a social occasion with selection packs for the children and mince pies/sausage rolls. We run a competition through December for the children to decorate the tree with home made decoration. PCA judge the decorations and winners get an Amazon vouchers and a selection box for every child who entered. These are delivered just before Christmas Day.

Where will the project/activity take place?	On the Green at the top of Pillmere
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	There are 558 -properties in Pillmere, so well over 1,000 residents could participate
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Feedback from previous events has been very positive and is seen to bring the community together
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)	Committment from Crownhill Garden Centre to provide the Christmas tree
How will the project be managed and how will you measure its success?	PCA manage the project within the committee, and daily monitor the condition of the tree (in the event of extreme weather or other damage) and repair as necessary. We will measure success by taking feedback on the day, and subsequently via social media

Please give the timescale and key milestones for your project, including a start date and finish date.	The tree is erected late November/Early December and the light switch on event will be then. The tree decoration competition will be run through December with prizes given just before Christmas
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)	N/A

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)	Amazon Vouchers x 2 - £40 Tree Lights x 2 - £80 Batteries - £15 Mince Pies 120 - £30 Selection Boxes 100 - £150 Sausage Rolls - £15
How will you promote the contribution to your project from STC?	Leaflet Printing - £50 £380 in total We will promote STC's contribution via our Facebook page, leaflets dropped through doors and our notice board

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)

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

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	N/A
A letter head showing the organisation's address and contact details	Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	N/A

Copies of any letters of support for your project		N/A
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.		The meadow project is not yet complete
Other (please list)		

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

We do not hold public liability insurance, and do not produce accounts
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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) it is a condition of the grant that the support of the Town Council is clearly 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.
- (vi) 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 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:			
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Print Name(s):		
Position(s):	MEMBER	
Date:	3/9/2025	

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	

Pillmere Community Association

Constitution.

1. Name

The name of the organisation is **Pillmere Community Association**

2. Administration

Subject to the matters set out below the Organisation shall be administered and managed in accordance with this constitution by members of the Management Committee, constituted by clause 7. of this constitution ('the Management Committee').

3. Objects

The objects of the Organisation ('the objects') are:

- a. To promote the interests of the community of **Pillmere** and it's environs.
- b. To help to provide social activities and facilities for the community and to raise funds for these purposes.
- c. To represent the views and interests of the community to elected councils and other bodies.
- d. To liase with the **Pillmere** Parish Council as appropriate.
- e. To ensure the environment of **Pillmere** is clean and safe and a pleasurable area for the community of **Pillmere** to live within and enjoy.
- f. To assist in the improvement of communication in the widest sense within the parish.

4. Powers

In furtherance of the objects the Management Committee may exercise the following powers:

- a. power to raise funds and to invite and receive contributions;
- b. power to buy or lease and to maintain equipment or materials necessary for the achievement of the objects;
- c. power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- d. power to sell, lease or dispose of all or any part of the property of the Organisation;
- e. power to borrow money and to charge all or any part of the property of the Organisation with repayment of the money borrowed;
- f. power to employ such paid workers (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all

- reasonable and necessary provision for the payment of pensions and superannuation for paid workers and their dependants;
- g. power to publish books, periodicals, pamphlets and other material in printed, recorded or electronic format, and to hold intellectual property rights in any such material;
 - h. power to organise conferences, debates, seminars, and other such special events as the Management Committee may determine;
 - i. power to co-operate with other organisations in furtherance of any of the objects or of similar purposes;
 - j. power to provide indemnity insurance cover for members of the Management Committee (or any of them) out of the funds of the Organisation: Provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or not.
 - k. power to do all such other lawful things as are necessary for the achievement of the objects.

5. Membership

(Who your members are, it is good to be able to co-opt other people in to the group or on to the committee who live locally or can offer specialist skills. This is also important when trying to attract funding as it shows you are being inclusive , in other words open to the wider community.)

- a. Membership shall be open to all residents of Pillmere.
- b. All households shall have an equal vote.
- c. All members should actively seek to represent the various needs of the area, and must not discriminate on the grounds of ethnicity, political opinion, race, religious opinion, sex, sexuality or disability.
- d. Members shall at all times conduct themselves in a reasonable manner when attending meetings or any function in connection with the Association.
- e. Local people who share the aims of the Association can become co-opted members but they will not have a vote.

6. Honorary Officers

At the Annual General Meeting the members shall elect from among themselves the following Honorary Officers, who shall hold office from the conclusion of that meeting:

The Chair
The Secretary
The Treasurer

7. Management Committee

The Management Committee shall consist of:

- a. The Honorary Officers specified in the preceding clause, plus
- b. Not less than 2 and not more than 15 Ordinary Members, and representatives of Group Members, elected at the Annual General Meeting, who shall hold office from the conclusion of that meeting and
- c. Not more than 6 persons whom the Management Committee may co-opt.

All members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

A member of the Management Committee shall cease to hold office if s/he:

- a. has been convicted of any offence involving dishonesty or deception;
- b. has been adjudged bankrupt or sequestration of her/his estate has been awarded and s/he has not been discharged;
- c. has made a composition or arrangement with, or granted a trust deed for, her/his creditors and has not been discharged;
- d. has been removed by the Charity Commissioners or by any court or under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986 from being concerned with the management or control of any body;
- e. has become incapable by reason of mental disorder, illness or injury of managing his or her own affairs;
- f. is absent without the permission of the Management Committee from all its meetings held within a period of six months and the Management Committee resolves that s/he shall cease to hold office; or
- g. notifies the Management Committee of her/his resignation: Provided that at least four members of the Management Committee will remain in office when the notice of resignation is to take effect.

8. Meetings and proceedings of Management Committee

- 8.1 The Management Committee shall hold at least 6 ordinary meetings each year. A special meeting may be called by the chair or by any two members of the Management Committee upon not less than 3 days' notice being given to the members of the Management Committee of the matters to be discussed.
- 8.2 There shall be a quorum when 4 persons are present at the meeting.
- 8.3 When a vote is taken the matter shall be decided by a majority of those present and voting. In the case of equality of votes the chair shall have a second or casting vote.
- 8.4 The Secretary shall keep minutes of the proceedings of the Management Committee.
- 8.5 In the absence of the Chair or Secretary the first business of the meeting shall be to ensure that a substitute is appointed for the duration of the meeting.

9. Sub-committees

The Management Committee may appoint such sub-committees as it thinks fit for supervising or performing any activity or service, defining the terms of reference and determining each sub-committee's composition and the duration of its activities. All acts and proceedings of each sub-committee shall be reported as soon as possible to the Management Committee.

10. Receipts and expenditure

The funds of the Organisation including all subscriptions, donations, contributions and bequests, and receipts of any other nature shall be paid into an account operated by the Management Committee in the name of the Organisation at such bank or other financial institution as the Management Committee shall from time to time decide. Funds belonging to the Organisation shall be applied only in furthering the objects.

11. Accounts

11.1 The Treasurer shall present to each ordinary meeting of the Management Committee an up-to-date statement of the accounts.

11.2 The Treasurer shall prepare annual statements of accounts to 31st December, which, after examination by an independent person appointed by the Management Committee, shall be presented to the Annual General Meeting.

12. Indemnity

No member of the Management Committee shall be liable:

- a. for any loss to the property of the Organisation by reason of any improper investment made in good faith (so long as s/he shall have sought professional advice before making such investment); or
- b. for the negligence or fraud of any agent employed by her/him or by any other member of the Management Committee in good faith (provided reasonable supervision shall have been exercised);

and no member of the Management Committee shall be liable by reason of any mistake or omission made in good faith by any member of the Management Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member whom it is sought to make liable.

13. General meetings

13.1 There shall be an Annual General Meeting of the Organisation which shall be held in the month of May of each year or as soon as is practicable thereafter. Every Annual General Meeting shall be called by the Management Committee. The secretary shall give at least 21 day's notice of the Annual General Meeting to all members of the Organisation, who shall be entitled to attend and vote at the meeting.

13.2 The business of each Annual General Meeting shall be:

- a. to receive any apologies;
- b. to approve the minutes of the previous Annual General Meeting;
- c. to receive the Annual Report of the Management Committee;
- d. to receive the accounts of the Organisation for the preceding financial year;
- e. to elect the Honorary Officers specified in clause 6 of this constitution;
- f. to elect the members of the Management Committee specified in sub-clause 7(b);
- g. to appoint one or more qualified auditors or independent examiners for the coming year to audit or examine the accounts of the Organisation;

- h. to consider and vote on any proposals to alter this constitution in accordance with clause 14 of this constitution;
- i. to consider any other business of which due notice has been given.

13.3 The Management Committee may call an Extraordinary General Meeting at any time. If at least ten members of the Organisation request such a meeting in writing stating the business to be considered, the secretary shall call such a meeting without delay. At least 21 days' notice must be given and the notice must state the business to be discussed.

13.4 Notice for the General Meetings shall consist of ensuring that a Notice of the Meeting is publicised in the usual places within the Parish e.g. notice boards and the Post Office. In addition there should also be an insertion in the appropriate local newspapers.

14. Procedure at general meetings

All general meetings shall be chaired by the Chair appointed at the preceding Annual General Meeting or, in his/her absence, by a person appointed at the beginning of the meeting. The Secretary or some other person specially appointed by the meeting shall keep a full record of proceedings at every general meeting. There shall be a quorum when at least 5 persons are present.

All resolutions at General Meetings other than those relating to matters referred to under clauses 14 & 15 shall be decided by a majority of those present and voting. In the case of equality of votes the Chair shall have a second or casting vote.

15. Alterations to the Constitution

This Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting.

16. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Organisation it shall call a General Meeting of all members of the Organisation, of which not less than 21 days' notice shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Management Committee shall have the power to realise any assets held by or on behalf of the Organisation. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to such other Charitable organisation or organisations (having objects similar to the Organisation) as the General Meeting or the Management Committee (in absence of direction from the General Meeting) may determine.

This constitution was adopted at the Annual General Meeting of the organization held on 19th February 2003 and the Chairman, Secretary and Treasurer were authorized to sign the document on behalf of the members of the organization. The constitution has been subsequently amended at an Extraordinary General Meeting held on 6th August 2003, and the Chairman, Secretary and Treasurer were authorized at that meeting to sign the amended document on behalf of the members of the organization.

Signed:



----- **Chairperson**

----- **Secretary:**

----- **Treasurer:**

Dated: 04/06/08 -

Policy Schedule

This schedule tells you what is insured with us. It should be read carefully with your policy wording(s) and statement of fact.

Schedule effective date: 12/09/2025

Insurance details

Policy number: [REDACTED]

Period of insurance: From 12/09/2025 to 11/09/2026 both days inclusive.
This policy is a continuing cover policy.

Anniversary date: 12 September

Insured: Pillmere Community Association

Address: [REDACTED]

Additional insureds: None

Business: Charity/not-for-profit organisation - Community / Residents Association

Premium details

Annual premium: £80.00

Insurance Premium Tax (IPT): £9.60

Annual total: £89.60



MG 024189 F1VI029A 709F304EG00118 39300 C 36974

Issued on 07 July 2025

PILLMERE COMMUNITY ASSOCIATION

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
7 Jun	Start Balance			1,146.23
12 Jun	 Direct Credit From Saltash RC CH Ref: Rotary Saltash		75.00	1,221.23
25 Jun	 Cheque Issued Ref: 100045	104.11		1,117.12
4 Jul	Balance carried forward			1,117.12
Total Payments/Receipts		104.11	75.00	

07 Jun - 04 Jul 2025

Start balance	£1,146.23
Money out	£104.11
► Commission charges	£0.00
Money in	£75.00
► Gross interest earned	£0.00
End balance	£1,117.12

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


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

MG 023960 F1V1631A 709F304GF00114 39300 C 02133

PILLMERE COMMUNITY ASSOCIATION

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
7 Feb	Start Balance			1,198.23
23 May	 Cheque Issued Ref: 100041	52.00		1,146.23
6 Jun	Balance carried forward			1,146.23
Total Payments/Receipts		52.00	0.00	

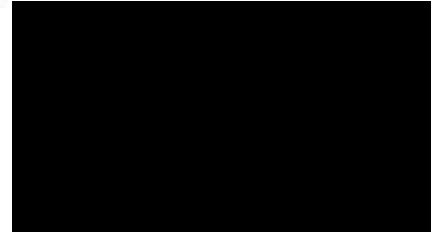
07 Feb - 06 Jun 2025

Start balance	£1,198.23
Money out	£52.00
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£1,146.23

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

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

21379 00001 F1V1631A 1 of 3





Tesco Mince Pies 6 Pack

£1.50

£0.25 each



1



1 in basket



Save to list



About this product

6 Shortcrust pastry cases with a mincemeat filling



Home



Favourites



Search



Clubcard



£1.50

Search Groceries...

3 for £5.00 Mix & Match



Iceland 40 (approx.) Mini Party Sausage Rolls 720g



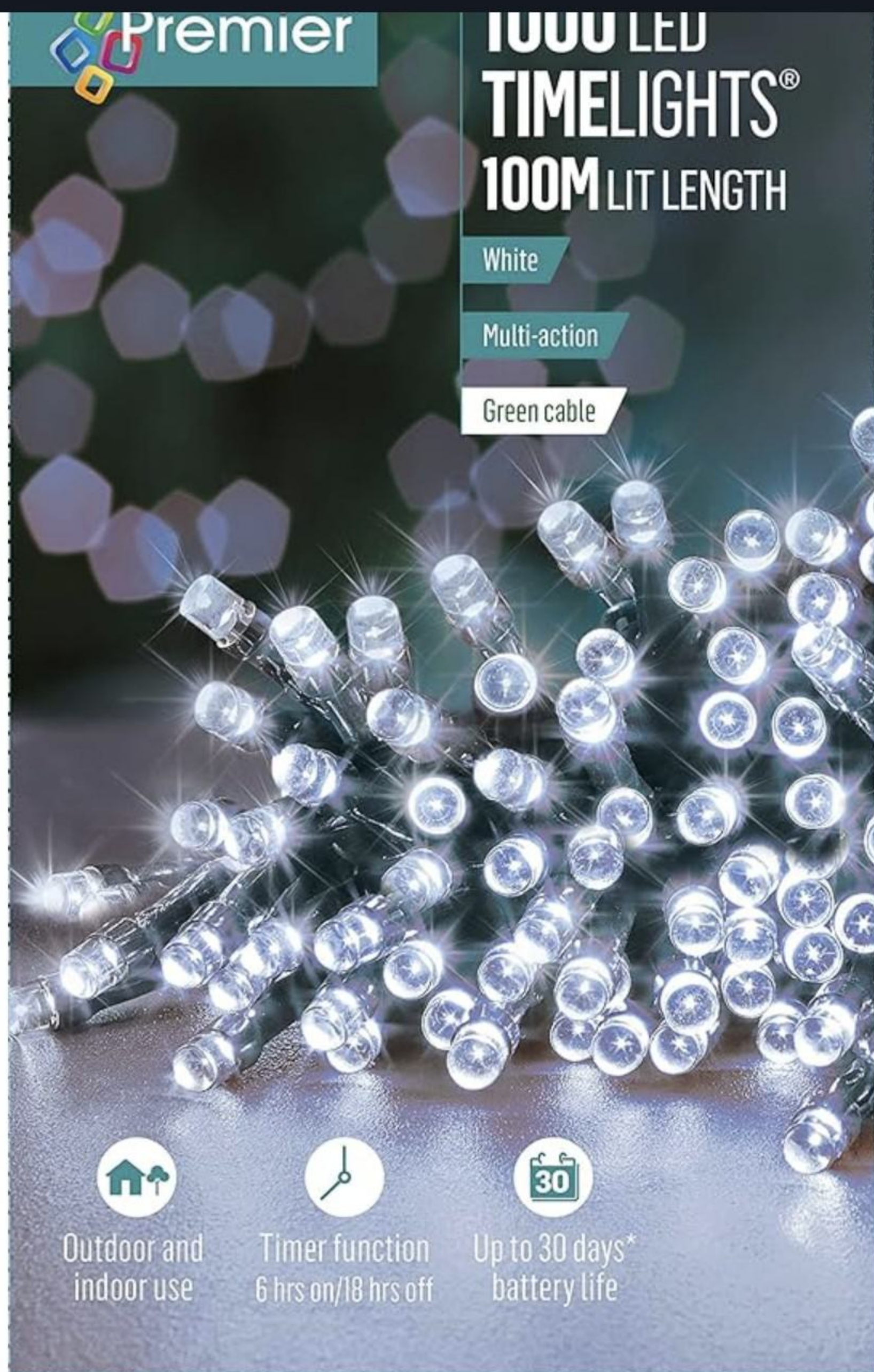
£2.50

35p per 100 gram

or

MULTIBUY PRICE from £1.67 each

Add



-6% £43⁴⁹



amazon.co.uk



Menu



Stores

Manager's Special

Occasions & Seasonal

Offers

Search Big Brands, Big Savings...



WAS £1.75

Save 46p (26% OFF)

NOW £1.29

Cadbury



bmstores.co.uk

