

## **FF131 Saltash Christmas Festival**

Items to follow

- Bank statements/accounting statements
- Insurance certificate

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:**

|   |  |  |
|---|--|--|
| <b>Contact Name:</b>  | <div style="background-color: black; width: 150px; height: 20px;"></div>         |  |
| <b>Position:</b>  | Chair of Christmas Festival Organising Committee,<br>Saltash Chamber of Commerce |  |
| <b>Organisation:</b>  | Saltash Chamber of Commerce  |  |
| <b>Contact Address:</b>                                     | <div style="background-color: black; width: 300px; height: 100px;"></div>        |  |
| <b>Telephone Number:</b>                                    |  |  |
| <b>E-mail:</b>  |  |  |
| <b>Status of Organisation:</b>                              | Chamber of Commerce  |  |
| <b>Charity/Company number (if applicable)</b>               | N/A  |  |
| <b>What geographical area does your organisation cover?</b> | Saltash  |  |
| <b>How long has your organisation been in existence?</b>    | Since 1950   |  |

## 1. Organisation Background

|   | Date Applied   | Project  | Amount Applied for | Successful Y/N |
|---|--|--|--------------------|----------------|
| <b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b><br><br>(Please list – continue on a separate sheet if necessary) | 2024   | Saltash Christmas Festival   | £2,500             | Yes<br>£2,500  |
|   |  | In 2024, the STC grant was designed to cover the firework display, road closures and insurance. Sadly, the Christmas Festival had to be cancelled due to Storm Darragh. We went ahead with certain elements, including the firework display, but with no income from stalls or raffle we used the STC grant on the firework display, event management and medical cover. |                    |                |
|   | 2023   | Saltash Christmas Festival   | £1,500             | Yes<br>£1,500  |
|   | 2022   | Saltash Christmas Festival   | £1,500             | Yes<br>£1,500  |
|   | 2021   | No application made to Town Council  |                    |                |
|   | 2020   | No application made to Town Council  |                    |                |
|   | 2019   | Saltash Christmas Festival   | £1,500             | No<br>£0       |
| <b>Please list the aims and objectives of your organization</b>   | <b>Aims of the Chamber:</b> <ul style="list-style-type: none"> <li>to further and protect the interests of traders/professionals within Saltash and District, and of Chamber members in particular</li> <li>to discuss any matter affecting the interests of members</li> <li>to take actions to support and promote the welfare of the general body of traders and professions</li> <li>to promote measures for the economic advancement of the town of Saltash and District.</li> <li>to be proactive with other organisations within Saltash and District to enable the promotion/enhancement of members' interests.</li> <li>to keep members up to date on matters that could potentially have an impact on their trade or business.</li> </ul> <b>Aims of the Christmas Festival:</b><br>To deliver a Christmas event in the town centre that is free admission, and involves a range of local traders, charities, community groups and schools, boosting footfall, promoting the retail heart of the town, providing opportunities for creative art in schools and promoting community cohesion and pride. |  |                    |                |

|   |   |                 |
|---|---|-----------------|
| <b>What are the main activities of your organisation?</b> | The Chamber's Christmas Festival Committee has responsibility for organising and delivering the town's annual Christmas Festival and Lantern Parade.  |                 |
|   |   | 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

|                |                          |                                   |
|----------------|--------------------------|-----------------------------------|
| <b>Project</b> | <b>Start Date</b>        | Saturday 6 <sup>th</sup> Dec 2025 |
|                | <b>Finish Date</b>       | Saturday 6 <sup>th</sup> Dec 2025 |
|                | <b>Total Cost</b>        | £ 9091                            |
|                | <b>Grant Applied For</b> | £ 2500                            |

|                               |  |
|-------------------------------|--|
| <b>Project title:</b>         | Saltash Christmas Festival and Lantern Parade<br>Saturday 6 <sup>th</sup> December 2025  |
| <b>Description of project</b> | <p>The Chamber took on organising the Christmas Festival and Lantern Parade in 2017, and has continued to grow the event ever since.</p> <p><b>Planned Features of 2025 Festival:</b></p> <ul style="list-style-type: none"> <li>• Street Market on Fore Street</li> <li>• Rides, inflatables and carousel on Fore Street</li> <li>• Santas on Bikes on Fore Street</li> <li>• Santa Fun Run across the Tamar Bridge and back (thanks to collaboration with the Tamar Trotters)</li> <li>• Treasure Hunt (thanks to collaboration with Redeemer Church and town centre retailers)</li> <li>• Lantern Parade (thanks to funding from Saltash Scrapstore, with lantern workshops held in all four Saltash-based primary schools.)</li> </ul> |



|   |  |
|---|--|
| <b>Where will it take place?</b>  | Fore Street, Saltash   |
| <b>Who will benefit from the project?</b><br><br><b>(What groups will benefit and approx. how many people will benefit in total)</b>                          | <p>The Festival has a positive impact on local businesses, promotes our town to a wider audience, and boosts community cohesion.</p> <p>Visitors: approx. 5,000<br/> Local charities with a stall: approx. 30<br/> Local business taking a stall: approx. 40</p> <p>Specific groups that will benefit:</p> <ul style="list-style-type: none"> <li>• Town centre retailers, through the boost in footfall</li> <li>• Local charities and organisations, through opportunities to raise funds and awareness</li> <li>• Primary schools, through the creativity, sense of fun and pride of place delivered by the lantern workshops and Lantern Parade</li> </ul> |
| <b>What evidence do you have that this project is required?</b>   | <p>Saltash Christmas Festival has been staged in its current format for over 10 years, and is always well attended. It has consistently attracted positive feedback from local shops, businesses, the community and visitors.</p> <p>Specific evidence:</p> <ul style="list-style-type: none"> <li>• Thousands of people who attend each year</li> <li>• Surveys from previous Christmas festivals</li> <li>• High numbers of bookings from stall holders</li> </ul>   |
| <b>What support have you received for this project?</b><br>(Please tell us about any expressions of support you have received from outside your organisation) | <p>The Christmas Festival enjoys the support of local businesses, charities, community groups, volunteers and schools.</p> <p>Specific support for this year's event includes:</p> <ul style="list-style-type: none"> <li>• Offers of sponsorship from local businesses</li> <li>• High number of stall bookings</li> <li>• Commitment from primary schools to take part in the lantern workshops</li> <li>• Commitment from local youth groups to volunteer at the event</li> <li>• Commitment from Tamar Trotters to deliver the Santa Fun Run</li> </ul>  |
| <b>How will the project be managed and how will you measure its success?</b>  | <p>The event is managed by a volunteer committee within the Saltash Chamber of Commerce, with logistical support provided by Diverse Events (a local not-for-profit Community Interest Company) to ensure the event runs safely and meets HSE regulations. The volunteers and the CIC have a wealth of experience in delivering events and festivals in Saltash.</p> <p>We will use visitor numbers as one measure to judge the success of the event.</p>  |
| <b>Please give the timescale and key milestones for your project,</b>   | <p>The Saltash Christmas Festival is always held on the first Saturday of December, which this year falls on 6<sup>th</sup> December.</p> <p>Paperwork for road closures will be submitted in September, along with risk assessments.</p>  |

|  |  |
|--|--|
| including a start and finish date.   | Raffle tickets will go on sale in November.  |
| What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people? | <p>A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people and vulnerable people.</p> <p>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, the event plan is also sent to the Local Event Safety Advisory Group.</p> |

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

|  |   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
|--|---|------------------------|------|----------|------|----------------------------------|------|-------------------------------------|-----|---------|------|--------------------|--------|------------------|--------|-----------------------|------|-------------------------|------|-----------|------|----------------|-------|---------------|----|---------------------------------|--|---------------------------|--|---|--|-----------|---------|-------------|------|-------------|---------|----------------|--------|
| <p><b>What will the money be spent on?</b><br/>(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p> | <table> <tr><td>Licenses and Insurance</td><td>£750</td></tr> <tr><td>Security</td><td>£240</td></tr> <tr><td>Entertainment (e.g. stiltwalker)</td><td>£350</td></tr> <tr><td>Printing (raffle, posters, leaflet)</td><td>£90</td></tr> <tr><td>Medical</td><td>£461</td></tr> <tr><td>Traffic Management</td><td>£1,500</td></tr> <tr><td>Event Management</td><td>£2,250</td></tr> <tr><td>Marketing &amp; Publicity</td><td>£400</td></tr> <tr><td>Barriers &amp; fire trolley</td><td>£150</td></tr> <tr><td>Fireworks</td><td>£900</td></tr> <tr><td>Lantern Parade</td><td>£2000</td></tr> <tr><td>Treasure Hunt</td><td>£0</td></tr> <tr><td colspan="2"><i>(carried over from 2024)</i></td></tr> <tr><td colspan="2"><b>Total costs: £9091</b></td></tr> <tr><td colspan="2">STC grant will be used to help cover items such as:</td></tr> <tr><td>• Medical</td><td>£460.97</td></tr> <tr><td>• Fireworks</td><td>£900</td></tr> <tr><td>• Insurance</td><td>£609.70</td></tr> <tr><td>• Barrier hire</td><td>£88.80</td></tr> </table> | Licenses and Insurance | £750 | Security | £240 | Entertainment (e.g. stiltwalker) | £350 | Printing (raffle, posters, leaflet) | £90 | Medical | £461 | Traffic Management | £1,500 | Event Management | £2,250 | Marketing & Publicity | £400 | Barriers & fire trolley | £150 | Fireworks | £900 | Lantern Parade | £2000 | Treasure Hunt | £0 | <i>(carried over from 2024)</i> |  | <b>Total costs: £9091</b> |  | STC grant will be used to help cover items such as: |  | • Medical | £460.97 | • Fireworks | £900 | • Insurance | £609.70 | • Barrier hire | £88.80 |
| Licenses and Insurance   | £750  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Security   | £240  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Entertainment (e.g. stiltwalker)   | £350  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Printing (raffle, posters, leaflet)  | £90   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Medical  | £461  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Traffic Management   | £1,500  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Event Management   | £2,250  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Marketing & Publicity  | £400  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Barriers & fire trolley  | £150  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Fireworks  | £900  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Lantern Parade   | £2000   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| Treasure Hunt  | £0  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| <i>(carried over from 2024)</i>  |   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| <b>Total costs: £9091</b>  |   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| STC grant will be used to help cover items such as:  |   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| • Medical  | £460.97   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| • Fireworks  | £900  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| • Insurance  | £609.70   |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| • Barrier hire   | £88.80  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |
| How will you promote STC once application and project are complete?  | Saltash Town Council will be promoted in editorial pieces and flyers as well as through social media, including our FB page, which has over 2,000 followers.  |                        |      |          |      |                                  |      |                                     |     |         |      |                    |        |                  |        |                       |      |                         |      |           |      |                |       |               |    |                                 |  |                           |  |   |  |           |         |             |      |             |         |                |        |

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

| <b>Organisation</b>                             | <b>Contribution Sought (£)</b> | <b>Applied</b><br>(please tick as appropriate) | <b>Granted</b><br>(please tick as appropriate) |
|---|--------------------------------|--|--|
| Business Sponsorship                            | £500                           |  | Too early for confirmation                     |
| Stall Bookings                                  | £2000                          | £2064 as of 3 <sup>rd</sup> Sept.              | Assumption based on previous years             |
| Fundraising                                     | £1000<br>(Raffle, events etc.) |  | Raffle tickets will go on sale in Nov.         |
| Scrapstore (for Lantern Parade)                 | £2000                          | ✓  |  |
| Donation from the proceeds of the Santa Fun Run | Approx. £500                   |  | Assumption based on previous years             |

|   |      |
|---|------|
| <b>Please confirm the bank account your project is using is in the project's name/organization name</b> | Yes. |
|---|------|

#### 4. Further information enclosed Checklist.

|   | Enclosed<br>(please tick)   |
|---|---|
| <b>A copy of your organization's most recent bank statements</b><br>(mandatory)   | To follow   |
| <b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)                  | To follow   |
| <b>A letter head showing the organization's address and contact details</b>   | ✓   |
| <b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)                    | ✓   |
| <b>A copy of your organization's latest set of accounting statements</b> (if any exist)   |   |
| <b>Copies of any letters of support for your project</b>  |   |
| <b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b> | ✓   |
| <b>Other</b> (please list)  | <p>Please find attached quotes for:</p> <ul style="list-style-type: none"> <li>• Medical £460.97</li> <li>• Fireworks £900</li> <li>• Insurance £609.70</li> <li>• Barrier hire £88.80</li> </ul> <p><b>TOTAL REQUESTED : £2500</b></p> |

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

**Declaration by the applicant**

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

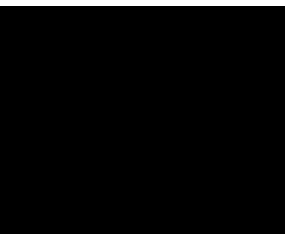
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

|                       |   |  |  |  |
|-----------------------|---|--|--|--|
| <b>Signed:</b>        |  |  |  |  |
| <b>Print Name(s):</b> |   |  |  |  |
| <b>Position(s):</b>   | Chamber Member,<br>Chair, Chamber of<br>Commerce Christmas<br>Festival Committee    |  |  |  |
| <b>Date:</b>          | 16 <sup>th</sup> September 2025   |  |  |  |



# CONSTITUTION

## SALTASH AND DISTRICT CHAMBER OF COMMERCE

As approved at the Annual General  
Meeting dated 1<sup>st</sup> October 2012



Hon. Secretary

6. The Committee have the power to request any Member to resign or terminate any Membership without explanation upon the vote of not less than two thirds of the whole

Committee. At the discretion of the Committee upon termination of the Membership under this Rule the subscription paid for the current year and may be returned to the Member wholly or in part (determined by the Committee)

7. Upon nomination by two Members, a general Meeting may elect any Member who has

rendered the Club exceptional service to be an Honorary Member. Such Member shall

be exempt from the Membership subscriptions.

8. The management of the Chamber shall be controlled by a Committee made up of Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Membership Secretary and a Committee of up to seven full members representing the traders, professions and

associations in the area with power to co-opt. Four shall form a quorum over which at least two shall be the Chairman, Vice Chairman, Hon. Secretary or Hon. Treasurer.

9. All officers and all Members of the Committee shall retire annually but shall be eligible

for re-election

10. The Annual General Meeting of the Association shall be held not earlier than the First

day of October nor later than the Thirtieth day of October in every year to transact the following business:-

(a) To receive a report by the Chairman as to the state of the Association's affairs and of the past year's activities



- (b) To consider and approve and adopt a statement of the Association's accounts for the preceding financial year
  - (c) To elect a Chairman and Vice Chairman
  - (d) To elect the Honorary Secretary and Honorary Treasurer and Members of the Committee
  - (e) To appoint the Auditors
  - (f) To consider resolutions requiring the approval of the Members in General Meeting
  - (g) To deal with any special matter that the Committee desires to bring before the Members
  - (h) To determine the amount of the Annual Subscription
  - (i) To agree any changes to the Constitution
11. If any officer of the Association is unable to complete his/her term of office the Committee may appoint a Member to serve in his/her place but any officer so appointed shall retire at the next Annual General Meeting but may stand for re-election
12. Ordinary Meetings will be held on the first Monday of each month or other such day as determined by the committee. The committee will meet after the ordinary meeting if necessary.
13. Nominations for Chairman Vice Chairman Hon. Secretary and Hon. Treasurer together with any resolutions to be discussed at the Annual General Meeting must be submitted in writing to the Hon. Secretary not less than ten days prior to the date of the Annual General Meeting. The nominations must include written confirmation by the nominees that they are prepared to stand for election
14. The Hon. Secretary shall maintain a true record of all proceedings at each/every Meeting and by way of e-mail communicate such minutes to members and conduct



1. The Association shall be named the Saltash and District Chamber of Commerce.

2. The aim of the Association shall be:-

- (a) To promote the feeling of goodwill between traders/professionals generally
- (b) To further and protect the interest of traders/professionals within the Saltash and District, and of members in particular
- (c) To discuss any matter affecting the interests of such traders etc. and to take such action thereon whether local or Parliamentary or otherwise as may be conducive to the welfare of the general body of traders and professions etc.
- (d) To promote by all possible means any measure for the advancement of the general interests of the town of Saltash and District
- (e) To be proactive with other organisations which exist within Saltash and District that enable the promotion/enhancement of members interests
- (e) To provide a facility for promotion of trade within Saltash and District
- (f) To keep members up to date on matters that potentially will have an impact on their trade/business

### 3. MEMBERSHIP

(a) FULL MEMBERSHIP - Entitles members to access all facilities of the

Chamber as shall be determined at time to time

by the Committee and to be able to vote at all/any meetings of the Association

(b) ASSOCIATE MEMBERSHIP - Entitles members to limited facilities of the

Chamber as shall be determined at time to time

by the Committee and will have no voting power

at any/all meetings of the Association nor will



be eligible to be a member of the Committee

(c) Membership shall be open to any individual, company, partnership, association or professional practice which carries out trade, business or professional representation in the town and/or its surrounding district or represents either in part or in whole the business interests of Saltash and the surrounding district. Application shall be made for membership on the requisite form prescribed by the Committee from time to time and give such undertakings as may be required by them from time to time. Such application must be proposed and seconded by two members of the Association and such application discussed and voted upon by the Committee hereinafter referred to no later than the second Committee Meeting after the receipt of such application.

The Committee may reject any application without explanation.

4. The Membership subscription shall be such amount as is fixed by the Association from

time to time at its Annual General Meeting, or such other general meeting that is called

to consider such, subject as follows:-

(a) The subscription shall be payable on the First day of November in each year

(b) Subscriptions of Members joining at or after the Annual General Meeting in the year shall cover Membership from the First day of November to the following year

(c) Members whose subscriptions have not been paid by the First day of January shall after having been given a further twenty one days written notice shall cease to be

Members

(d) Those whose Membership has lapsed may rejoin during the same year without loss

of continuity on payment of a rejoining fee which shall be determined from time to time by the Committee

5. A Member wishing to withdraw from the Association shall give written notice to the



which may be regarded as being to the detriment of another member of the Association

20 Changes to this Constitution can be made at the Annual general meeting or at an Extraordinary General Meeting if required

21. If the Chamber should enter dissolution then any assets should be either vested in a like minded organisation to continue the aims of the Chamber Of Commerce, or with Saltash Heritage to maintain the History of the Chamber of Commerce.

This CONSTITUTION was agreed at the Annual General Meeting dated 1st October 2012



## 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

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: 06/12/2025

End Date of Event: 06/12/2025

 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 >



# Diverse Events 2025 season

Event Medical Service Tender proposal

## Contents

|  |   |
|--|---|
| About Peninsula Medics Ltd .....           | 2 |
| Quality Statement .....                    | 2 |
| Tender Response .....                      | 2 |
| Operational Calculations .....             | 2 |
| Presentation rate .....                    | 2 |
| Reasonably Foreseeable Presentations ..... | 2 |
| Infrastructure and Equipment .....         | 3 |
| Terms and Conditions .....                 | 3 |
| Payment Terms .....                        | 3 |
| Pricing and Recommendations .....          | 4 |
| REDACTED .....                             | 4 |
| REDACTED .....                             | 4 |
| REDACTED .....                             | 4 |
| REDACTED .....                             | 4 |
| REDACTED .....                             | 4 |
| REDACTED .....                             | 4 |
| Saltash Christmas Festival .....           | 4 |
| Tier 3 Event .....                         | 4 |
| REDACTED .....                             | 4 |
| Confirmation .....                         | 4 |

Confidential. Only to be shared with Organisers of the events listed within this document.

About Peninsula Medics Ltd

REDACTED

Quality Statement

REDACTED

Tender Response

REDACTED

Operational Calculations

REDACTED

Presentation rate

REDACTED

Reasonably Foreseeable Presentations

REDACTED

Confidential. Only to be shared with Organisers of the events listed within this document.



## Infrastructure and Equipment

REDACTED

## Terms and Conditions

REDACTED

## Payment Terms

Peninsula Medics Ltd standard payment terms are for payment at least 24 hours prior to the event. This can be negotiated as required for each overall client.

## Pricing and Recommendations

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

## Saltash Christmas Festival

Tier 3 Event

*Recommended Input:*

3 Event Medical Responders

*Rationale:*

While this event is likely to see a very low Presentation Rate and Reasonably Foreseeable Presentations of minor slips, trips and falls, the layout of the event makes it difficult to access the site quickly, meaning the responding team will be away from the first aid post for longer periods. A third Responder allows the first aid post to remained staffed at all times.

*Total Price:*

£460.97

REDACTED

REDACTED

## Confirmation

All prices quoted above are subject to final verification and confirmation on booking.



# Brandon Hire Station

The UK's Tool and Equipment Hire Specialist

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

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

## Hire Order

Order No [REDACTED]  
Date : 07/01/2025  
Your Ref : SALTASH CHRISTMAS FESTIV  
AL  
Our Ref : adcros  
Page : 1 of 1

DIVERSE EVENTS CIC

Account: A1105213

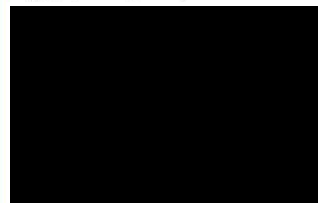
| Item   | Description                   | Quantity | Unit | Price | Period | Total | VAT |
|--|-------------------------------|----------|------|-------|--------|-------|-----|
| <b>Order 82011305/1 Start of hire Friday 05/12/25 to Monday 08/12/25</b>   |                               |          |      |       |        |       |     |
| Deliver To: Diverse Events CIC<br>Saltash Christmas Festival<br>Fore Street<br>Saltash<br>PL12 (economics.fatherly.note) |                               |          |      |       |        |       |     |
| Despatch From: 82 Brandon Hire Station Plympton Date 05/12/2025  |                               |          |      |       |        |       |     |
| RSG01  | Crowd Control Barrier         | 20       | Each | 2.20  | Job    | 44.00 | S   |
| 368009   |                               |          |      |       |        |       |     |
| DELIV  | Delivery Charge               | 1        | Each | 15.00 | Each   | 15.00 | S   |
| COLLECT  | Collection Charge             | 1        | Each | 15.00 | Each   | 15.00 | S   |
| TSD  | Transport Supplement Delivery | 1        | Each |       |        |       |     |
| Goods:   |                               |          |      | 74.00 |        |       |     |
| VAT:   |                               |          |      | 14.80 |        |       |     |
| Total:   |                               |          |      | 88.80 |        |       |     |

# CELEBRATION PYROTECHNICS

where timing & choreography  
make the difference



Celebration Pyrotechnics



www.celebrationpyro.com

## Confirmation of Booking

Date: 6<sup>th</sup> December 2025 (Saturday)

Time: 6:15pm provisional

Venue: Saltash Town Centre

Client: Saltash Chamber of Commerce c/o



Special Requests: \_\_\_\_\_

*Please arrange for stewards to formally close the green at 5pm and clear the adjacent footpaths 10 minutes prior to firing so that we can start promptly.*

Action to be undertaken by client: *Please confirm the display budget and any special requests at your earliest convenience*

Payments via cheque or bank transfer please to



Display Value: £750.00 +VAT

Deposit Due: £150.00

By: 23-01-26

Balance Due: £900.00

By: 23-11-26

*Terms: All monies paid will be refunded, less deposit, if notice of cancellation is given more than 14 days before event. Should display be cancelled within 14 days of event, a 25% charge will apply. If cancelled on day of event, a 50% charge will apply. Should the display be postponed, a charge will be made to cover any direct costs Celebration Pyrotechnics Ltd. incur, as appropriate. Cash paid in to our account will incur a 2.5% surcharge. The event organiser is responsible for enforcing exclusion zones by the provision of stewards and public safety barriers as required by Celebration Pyrotechnics Ltd. **Please ensure you inform your venue of these booking details.***

Thank you for your booking, we look forward to providing your display.

