

FF133 Saltash Regatta

Items to note

- Their insurance is issued just before the event. Should the application be a success, it could to be subject to receiving a copy of all relevant Employers & Public Liability Insurance Certificates.
- A safeguarding policy has been provided, but we have noted that the applicant has mentioned that a full event management plan, and risk assessments are being produced. These could be requested prior to the event.

Available budget

6220 Festival Fund

£1531



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

23/02/2026

Contact Name:	[REDACTED]
Position:	Chair and Director (alongside others)
Organisation:	Saltash Regatta CIC
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Community Interest Company (CIC)
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	Saltash , Cornwall

How long has your organisation been in existence?	Over 23 years, the current committee has been in place for more than 10 years.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	21/02/2025	Saltash Regatta	£5000	Yes
	25/4/2024	Saltash Regatta	£4998.42	Yes
	1/4/2023	Saltash Regatta	£3000	Yes
	13/4/2022	Saltash Regatta	£2943	Yes
	03/08/2021	Saltash Regatta	£2929.43	Yes
Please list the aims and objectives of your organisation	<p>The committee remains committed to delivering this established two-day Waterside event completely free of charge, offering a diverse programme of performers, entertainers, musicians, community groups, traders, and charity supporters. The event is delivered almost entirely by volunteers and relies heavily on the support of Saltash Town Council's Festival Fund, without which it would not be possible to deliver the event at its current scale or maintain free access for the community.</p> <p>Live music and stage performances will take place throughout the two days, creating a vibrant atmosphere and encouraging community participation throughout the day. The Gig Rowers will return on Saturday, bringing excitement and visitors to the event. Community engagement remains a key priority, with all local schools invited to take part in the much-loved children's parade. This has been a bit flat over the years and maybe something we assess after this year as engagement has dissipated. Transport to the event will again be supported by Saltash Red Bus.</p> <p>One of the Regatta's most popular attractions, the Cardboard Boat Race, will return on Sunday, drawing enthusiastic participation from local businesses and community teams. Prior to the race, a paddleboard relay will be repeated, after a trail last year, adding a new and accessible water-based activity to the programme.</p>			

For 2026, Waterside Green will be dedicated as a child-focused area, creating a welcoming and safe space for families. This will include a pop-up play village offering imaginative and active play opportunities for younger children. Disney characters will return across the weekend, and we aim to secure a dedicated children's entertainer to further enhance the family offer on this site. This area will be designed specifically to support children's enjoyment and wellbeing.

Finances

We remain committed to delivering the Regatta in a financially responsible way, maintaining stability through careful budgeting and the retention of an annual reserve. In recent years, delivery costs have continued to rise while sponsorship has become increasingly challenging; however, we continue to generate income through stall bookings, local sponsorship, fundraising activity, and grant funding. Support from Saltash Town Council's Festival Fund remains a critical element of the event's financial structure and enables the Regatta to remain free, safe, and accessible while responding to rising delivery costs.

Sustainability & Environmental Responsibility

Environmental responsibility remains a key priority for the Regatta. Our commitment to reducing single-use plastics continues, and we work closely with Saltash Environmental Action (SEA) to support effective waste management and site cleanliness throughout the event. The cooperation of traders, volunteers, and the wider community is central to achieving these aims.

To support the ongoing development and financial sustainability of the event, we regularly review how our sites are used. For 2026, the main stage will be relocated to the area outside Livewire, supporting their venue and strengthening partnership working. This change will also allow Waterside Green to be used in a more flexible, revenue-generating way, while remaining clearly focused on children and family provision.

Previous improvements to the bar area, including undercover facilities, have proven successful and will continue in 2026. The return of the disco caravan will once again provide free music between stage performances on Saturday, contributing to a lively and welcoming atmosphere.

A second stage will continue to operate, ensuring a varied and inclusive programme of local performers and community groups on Saturday. Following positive community feedback, a local Sea Shanty group will perform on Sunday

	<p>afternoon on Jubilee Green, following the Cardboard Boat Race, adding to Regatta's traditional character and appeal. We will tailor the musical performances in such a way to enable all acts to be seen, by adjusting performance times. This also saves on costs.</p> <p>We continue to operate as a Community Interest Company (CIC), reinforcing our commitment to delivering clear community benefit and reinvesting any surplus back into the event and the wider community.</p>	
		Yes / No or N/A
Are you part of a religious group?		No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?		N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?		N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?		N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?		N/A

2. Your project

Project	Start Date	Saturday 25 th July 2026
	Finish Date	Sunday 26 th July 2026
	Total Cost	17849.62
	Grant Applied For	£ 5000

Project title:	Saltash Regatta and Waterside Festival
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>The Saltash Regatta & Waterside Festival is a free, community-led event celebrating Saltash through a schedule of water and land-based activities on the River Tamar. The event brings together residents, community groups, businesses, and stakeholders over two days and is delivered almost entirely by volunteers.</p> <p>For 2026, we will once again partner with Saltash Environmental Action to support effective waste management and site cleanliness throughout the festival, ensuring the event is delivered in a responsible and environmentally conscious way.</p> <p>We place high value on the support we receive from our community, local businesses, and sponsors, and this is reflected across our marketing materials, website, and social media platforms. Our overarching aim is to ensure the long-term sustainability of the event and to generate a modest surplus that can be reinvested into future Regattas.</p>
	<p>Community Engagement</p> <p>Community involvement remains central to the success of the Regatta. Engagement includes:</p> <ol style="list-style-type: none"> 1. Children’s Parade – The festival opens with a colourful children’s parade led by civic participants, with invitations extended to local schools, preschools, and local organisations 2. Sponsorship & Local Support – Local businesses contribute through sponsorship and in-kind support, helping to sustain and develop the event. Support from Saltash Town Council’s Festival Fund is essential to the delivery of the Regatta, and without this funding the event could not be delivered at its current scale or remain free and accessible to the community. 3. Volunteer-Led Committee – The Regatta is fully organised and delivered by a dedicated team of local volunteers, supported by professional expertise from Diverse Events in areas such as stall bookings and event management, ensuring the event is well-managed, compliant, and delivered to a high standard. 4. Cardboard Boat Race – A much-loved competition encouraging participation from local businesses and community teams, attracting strong spectator interest. 5. Paddleboard Relay – A pilot last year will become an addition for 2026, taking place ahead of the Cardboard Boat Race, offering an engaging waterside activity. 6. Paint Party – An interactive activity encouraging creativity and shared enjoyment for children and families. 7. Churches Together Service – An open-air service held on Sunday morning, welcoming members of the wider community. 8. Livewire Partnership – The main stage will be located outside Livewire, supporting the venue and providing opportunities for young and emerging performers to gain experience and exposure. Live music and stage performances will take place on Saturday only.

	<p>Alongside this, Waterside Green will be dedicated as a child-focused area, featuring a pop-up play village, returning Disney characters, and the planned inclusion of a children's entertainer, ensuring a welcoming and inclusive family environment across the weekend.</p> <p>The continued support of Saltash Town Council's Festival Fund underpins all community engagement activity across the weekend and plays a vital role in enabling inclusive participation for residents of all ages.</p>
Where will the project/ activity take place?	Brunel, Jubilee and Waterside Greens

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts local businesses and brings visitors to the area.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	It is an event that has been run for over one hundred years; is well attended and attracts very positive feedback.
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)	We seek financial support from Cornwall Councillors and funding from local businesses. We will sell raffle tickets with cash prizes.
How will the project be managed and how will you measure its success?	<p>The event is being managed by volunteers from the Saltash regatta committee, working with Diverse events for stall bookings and compliance.</p> <p>The success will be measured in attendance and feedback.</p>

<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>It is essential that we are fully funded by July 2026</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people. Our safeguarding policy will be adhered to and shared.</p> <p>This plan will be circulated to police, fire, ambulance, licensing, street works, and Cornwall Council Events Team.</p> <p>If the events team deems it necessary, it will also be sent to the Local Event Safety and Guidance Group.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>£150.00 £1650.00 £400.00 £130.00 £400.00 £570.00 £160.00 £130.00 £21.00 £50.00 £350.00 £400.00 £35.00 £100.00 £20.00 £30.00 £300.00 £120.00 £400.00 £100.00 £360.00 £60.00 £200.00 £80.00 £250.00 £1958.40</p>	<p>Bulldog Media Medical raffle prizes Food volunteers Barretts Privateers Insurance Artwork Mike Pitches Temporary Events Notice Licence for Car Park Mr Phils Magic Disney Characters CIC fee Callington youth group Parade sweets Voucher parade Sultans Paint party Morzim Roxie Pop up play Sponsor banners Samba Kernow Raffle printing Toilet clean Security</p>
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	£3,106.00 Event Management/ hire £200.00 The Fuzztones £25.96 Cardboard boat trophies £100.00 Tom hannigan £78.00 Bacon rolls set up day £128.93 Fuel £2,000.00 Stage and sound £500.00 Observer £1,005.00 Toilets 55.25 Bank Charges £200.00 livewire £336.00 generator £498.48 Waste £991.60 Traffic £200.00 Rock choir Total £ 17849.62
How will you promote STC once application and project are complete?	Saltash Town Council will be promoted on all social media advertising, as well as editorial content, banners and within the programme.

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)
Sponsorship through South West Surfacing Specialists	3000	Usual sponsors – interest expressed	Letters going out 1 st March 2026 after our next meeting
Cornwall Council	£500	Not successful last year but requested	Letters going out 1 st March 2026
Local businesses	£2500		Letters going out 1 st March 2026
Stall bookings and inflatables	6500		Bookings in progress

Raffle / paint sales	£500		

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

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

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

We always get our insurance document just before the event.

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

Signed:			
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Print Name(s):	██████████		
Position(s):	Saltash regatta Chair		
Date:	23/02/2026		

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

We always get our insurance document just before the event.

5. Declaration by the applicant

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

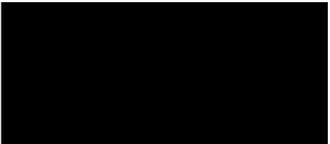
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Signed:		26/02/2026	
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Saltash regatta



Your Account

**COMMUNITY ACCOUNT**

01 January 2026 to 31 January 2026

Money In	£0.00	Balance on 01 January 2026	£5,007.41
Money Out	£4.25	Balance on 31 January 2026	£5,003.16

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
19 Jan 26	SERVICE CHARGES REF : 474444068	PAY		4.25	5,003.16

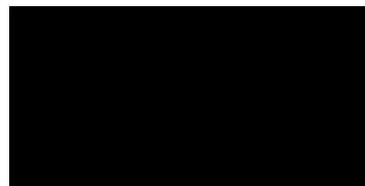
Transaction types

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





Saltash Regatta Committee CIC



10/02/2025

Annual Report

Saltash Regatta and Waterside Festival 2025

This report is submitted on behalf of the organising committee of the Saltash Regatta and Waterside Festival to inform parishioners, Town Councillors, residents, and visitors of the event's achievements, ongoing challenges, and future aims.

The Saltash Regatta continues to be a well-attended and valued community event, bringing together residents, local organisations, and visitors to celebrate the town, its waterside, and its strong sense of community. The event is delivered by a very small core team of volunteers, supported by Diverse Events and is responsible for fundraising, planning, event delivery, entertainment coordination, marketing, and compliance.

Funding, Fundraising, and Finances

The Regatta continues to face increasing financial pressures as costs rise across all aspects of event delivery. In this context, the support received through Saltash Town Council Festival Funding is not simply helpful, but essential to the successful staging of the event.

The funding awarded by Saltash Town Council specifically supported key operational elements that are fundamental to delivering a safe, well-managed, and compliant community event. This included traffic management measures to ensure the safe movement of vehicles and pedestrians, the licensing of the car park to provide lawful and accessible parking provision, professional event management support to coordinate delivery and oversee compliance, and the provision of entertainment in the form of a marching band, which plays an important role in creating atmosphere and enhancing the overall visitor experience.

Each of these elements is critical to the event's infrastructure. Traffic management ensures public safety and minimises disruption to residents. Properly licensed parking provision allows the event to operate within regulatory requirements. Professional event management ensures that health and safety standards, risk assessments, and operational planning are robust and compliant. The inclusion of live entertainment such as a marching band strengthens the

Regatta's appeal, encourages attendance, and helps sustain the vibrant community spirit for which the event is known.

Without the financial contribution from Saltash Town Council to cover these specific costs, the organising committee would not be able to meet the necessary legal, safety, and operational standards required to deliver the Regatta. Quite simply, without this funding, the event could not go ahead in its current form.

While this grant funding is indispensable, it does not cover the full cost of delivering the Regatta. As a result, fundraising and sponsorship activity remains increasingly important. Income from stall bookings continues to grow year on year and provides a vital contribution to the overall budget. The organising committee continues to actively pursue additional sponsorship, grant opportunities, and fundraising initiatives to ensure the long-term financial sustainability of the event while maintaining the high standards expected by the community.

Community Engagement and Development

This year we will work on improving a dedicated children's and family area on Waterside Green. This space will be designed to provide a safer, more inclusive, and engaging environment for younger attendees and families. The introduction of this area was piloted in 2025 and will continue to be developed and improved in future years.

The Regatta also continues to benefit from strong community involvement, local organisations, and partner groups who support activities and logistics across the event site. Environmental considerations remain important, with ongoing efforts to maintain cleanliness and reduce waste where possible.

Entertainment and Cost Management

In response to rising costs, the organising committee is actively reviewing the costs of running two stages and intends to use the space outside Livewire this year, enabling stall bookings on Waterside green and reducing sound engineer costs. We will continue to have an undercover bar and the popular disco caravan.

Successes, Challenges and Future Considerations

The successes have been the Cardboard Boat race, paint party, sea shanty singers and stalls. The challenges are the children's parade which lacks support and is labour intensive, with road closures. Finding affordable entertainers continues to be difficult for us. Volunteer recruitment remains a significant challenge, with the event continuing to rely on a small number of committed individuals. Security, traffic management, and parking arrangements also require ongoing review as attendance continues to grow.

Securing long-term funding, increasing fundraising capacity, and maintaining volunteer support will be key priorities to ensure the Regatta can continue in future years.

Governance and Conclusion

The Saltash Regatta operates as a Community Interest Company (CIC), providing a stronger governance structure and improved transparency. Planning for future Regattas will continue in partnership with key stakeholders, with dates confirmed following discussions with relevant clubs and service providers. This year's event will be held over the weekend of July 25th and July 26th, 2026.

The Saltash Regatta remains a much-loved community event that delivers social, cultural, and economic benefits to the town. Continued support from the Town Council, local businesses, volunteers, and parishioners is essential to its long-term success.

Submitted by:



Chair, Saltash Regatta and Waterside Festival

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Saltash Regatta C.I.C.

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

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

Saltash Regatta C.I.C.

INTERPRETATION

1. Defined Terms

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

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock²

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

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

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

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

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

3.4 If:

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

3.4.2 all its liabilities have been satisfied

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

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

Name:

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

Charity Registration Number (if applicable): []

Company Registration Number (if applicable): []

Registered Office: []³

4. Not for profit

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

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects⁴

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

6. Powers

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

7. Liability of members⁵

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

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

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁶

8. Directors' general authority

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

9. Members' reserve power

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

10. Chair

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

11. Directors may delegate⁷

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

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁸

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

13. Calling a Directors' meeting

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

- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:
 - 13.2.1 all the Directors agree; or
 - 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁹
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings¹⁰

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or

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

16. Chairing of Directors' meetings

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

17. Decision-making at meetings¹¹

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

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

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

18. Decisions without a meeting¹³

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

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

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

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

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

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

19. Conflicts of interest¹⁴

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

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

20. Directors' power to authorise a conflict of interest

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

21. Register of Directors' interests

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

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

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁵

22. Methods of appointing Directors

22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁶

A person ceases to be a Director as soon as:

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

24. Directors' remuneration¹⁷

24.1 Directors may undertake any services for the Company that the Directors decide.

24.2 Directors are entitled to such remuneration as the Directors determine:

- (a) for their services to the Company as Directors; and
- (b) for any other service which they undertake for the Company.

24.3 Subject to the Articles, a Director's remuneration may:

- (a) take any form; and

- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁸

BECOMING AND CEASING TO BE A MEMBER¹⁹

26. Becoming a member²⁰

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²¹

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²²

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

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

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

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

29. Written resolutions

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

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

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

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

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

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

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

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

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

31. Irregularities

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

32. Minutes

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

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

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

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

33. Records and accounts²⁵

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

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

34. Indemnity

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

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

34.3 In this Article:

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

35. Insurance

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

35.2 In this Article:

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

36. Exclusion of model articles

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

SCHEDULE
INTERPRETATION

Defined terms

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

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

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Registered Society”	<p>“Registered Society” means –</p> <p>(a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or</p> <p>(b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;”</p>
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

²⁰ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.)] Article 26.3 provides that the Directors are also members of the company.

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

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

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

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

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

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

Saltash Regatta CIC — Micro-Entity Accounts

SALTASH REGATTA CIC

Micro-entity Accounts

for the period 18 April 2024 to 30 April 2025

Profit and Loss Account

	£
Turnover	25,114.67
Event and administrative costs	(17,836.24)
Surplus for the financial period	7,278.43

The company has no other recognised gains or losses.

Balance Sheet

as at 30 April 2025

	£
Current assets	
Cash at bank and in hand	9,118.42
Creditors: amounts falling due within one year	(857.95)
Net assets	8,260.47
Capital and reserves	8,260.47

Notes to the Micro-Entity Accounts

1. **Basis of preparation**

These accounts have been prepared in accordance with the provisions applicable to micro-entities under FRS 105 and the Companies Act 2006.

2. **Accruals**

The expenditure includes accruals for event costs relating to the 2025 Saltash Regatta which were invoiced after year-end.

3. **Members and directors**

No dividends were paid and no profits were distributed to members or directors during the period.

Statutory Statements

The company is entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit.

The directors acknowledge their responsibility for:

- complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006.

Approved by the Board

Signed on behalf of the company on **5 January 2026**

Director:



Signature:



Livewire Youth Music Project

www.livewireyouth.com

Registered Charity Number (Great Britain) 1205758

19/01/2026

Saltash Regatta 2026

Letter of Support

To Whom It May Concern,

Livewire Youth Project, Saltash is pleased to offer its full support for the Saltash Regatta 2026. We have a strong commitment to supporting community events that positively impact young people and bring the town together.

As a youth-focused organisation, Livewire Youth Project will support the Regatta by offering opportunities for young people to engage in live music and creative performance. This includes providing young musicians with the chance to perform at a large, well-established community event, helping them to build confidence, develop performance skills, and gain valuable experience in a supportive and inclusive environment.

The Regatta offers an excellent platform for young people who may not otherwise have access to public performance opportunities. Taking part helps to nurture talent, encourage positive social engagement, and strengthen connections between young people and the wider community.

We fully support the Saltash Regatta and recognise the significant benefits it brings to the town, including community pride, increased footfall, and economic activity. We look forward to working collaboratively to ensure the continued success of the event in 2026.

Yours sincerely,

Livewire Youth Project
Saltash

Safeguarding Policy

Safeguarding policy for children and vulnerable adults

Introduction

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

Purpose of the policy

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

Relevant Legislation, Policy, and Guidance

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

Policy Objectives

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

Diverse Events CIC does not directly engage in activity with, nor have unsupervised access to, or contact with, children or vulnerable adults, but Diverse Events CIC does take seriously its obligations

to operate in such a way as to ensure, so far as is possible, that its work causes no harm to anyone who comes into contact with it or its work.

Safeguarding defines a child as “anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children’s Act 2004 “Safeguarding and promoting the welfare of children” means:

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

Safeguarding vulnerable adults – applies to an adult who:

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

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

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

Implementation

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

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

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

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

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

Responsibilities

██████████ of Diverse Events CIC is the “Designated Safeguarding Lead,” dealing with any concerns about child and vulnerable person protection.

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

- Know which outside protection agency to contact in the event of a protection concern coming to their attention.
- Provide information and advice on safeguarding and child protection.
- Ensure that appropriate information is available at the time of referral.
- Liaise with all external agencies, as appropriate.
- Keep relevant people informed about any action taken and any further action required.
- Ensure that an appropriate written record is kept of any referral and action taken, and that this is kept safely and in confidence.
- Advise staff and volunteers of protection needs.
- Act as a source of advice and support for staff and volunteers on safeguarding and child/vulnerable person protection matters.

Expectations

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

Staff and volunteers must:

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

Staff and volunteers must not:

- Ever be left unattended with a child or vulnerable adult.
- Have physical contact with a child or vulnerable adult.
- Make suggestive or inappropriate remarks to a child or vulnerable adult.
- Be unnecessarily inquisitive – do not ask for personal details.
- Do or say anything that might make a child or vulnerable person feel uncomfortable and that includes being aggressive, hostile, or impatient.
- Be drawn into personal conversations or introducing personal subjects with children or vulnerable persons.

- Make comments that could be misinterpreted, such as about a child or vulnerable persons appearance.
- Exchange personal contact details including email or phone numbers.
- Contact a child or vulnerable persons through any form of social media.
- Permit a child to swear or use sexualised language unchallenged.
- Permit a child to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism.
- Promise that information shared by a child or vulnerable adult will be kept confidential.
- Try to investigate any allegation of abuse themselves.

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

Procedures

Reporting concerns about a child or vulnerable person:

Concerns about a child may come from:

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

Disclosure from a child or vulnerable adult

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

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

You should not:

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

- Contact the alleged abuser.

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

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

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

Responding to an emergency

A child or vulnerable person is at immediate risk of harm

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

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

Concerns arising from a script or performance

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

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

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

Allegations against staff or volunteers

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

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

An allegation is defined as:

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

An allegation may concern:

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

An allegation may arise because of:

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

Managing the allegation procedure

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

- Calling 999 if the child or vulnerable is in immediate danger.
- Calling GATEWAY on 01752 668000 or email gateway@plymouth.gov.uk
- Calling Plymouth Out of Hours Service on 01752 346984
- Report it [online](#) if in Plymouth
- Calling Adult Social Care on 01752 668000
- Calling 101
- Calling MASH on 0345 155 1071
 - o And completing a [MASH referral](#) to be emailed to mashsecure@devon.gov.uk
- Calling MARU (Multi Agency Referral Unit) on 0300 123 1116
- Calling Care Direct on 0345 155 1007 or emailing customerservicecentrecaredirectteam-mailbox@devon.gov.uk or their Emergency Duty Service on 0845 6000 388
- If in Cornwall calling 0300 1234 131 or 01208 251300

Responding to an allegation

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

Record keeping

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

DIVERSE EVENTS CIC

Safeguarding Concern Form

This form should be used to record safeguarding concerns that are

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

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

DO NOT ASK LEADING QUESTIONS.

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

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

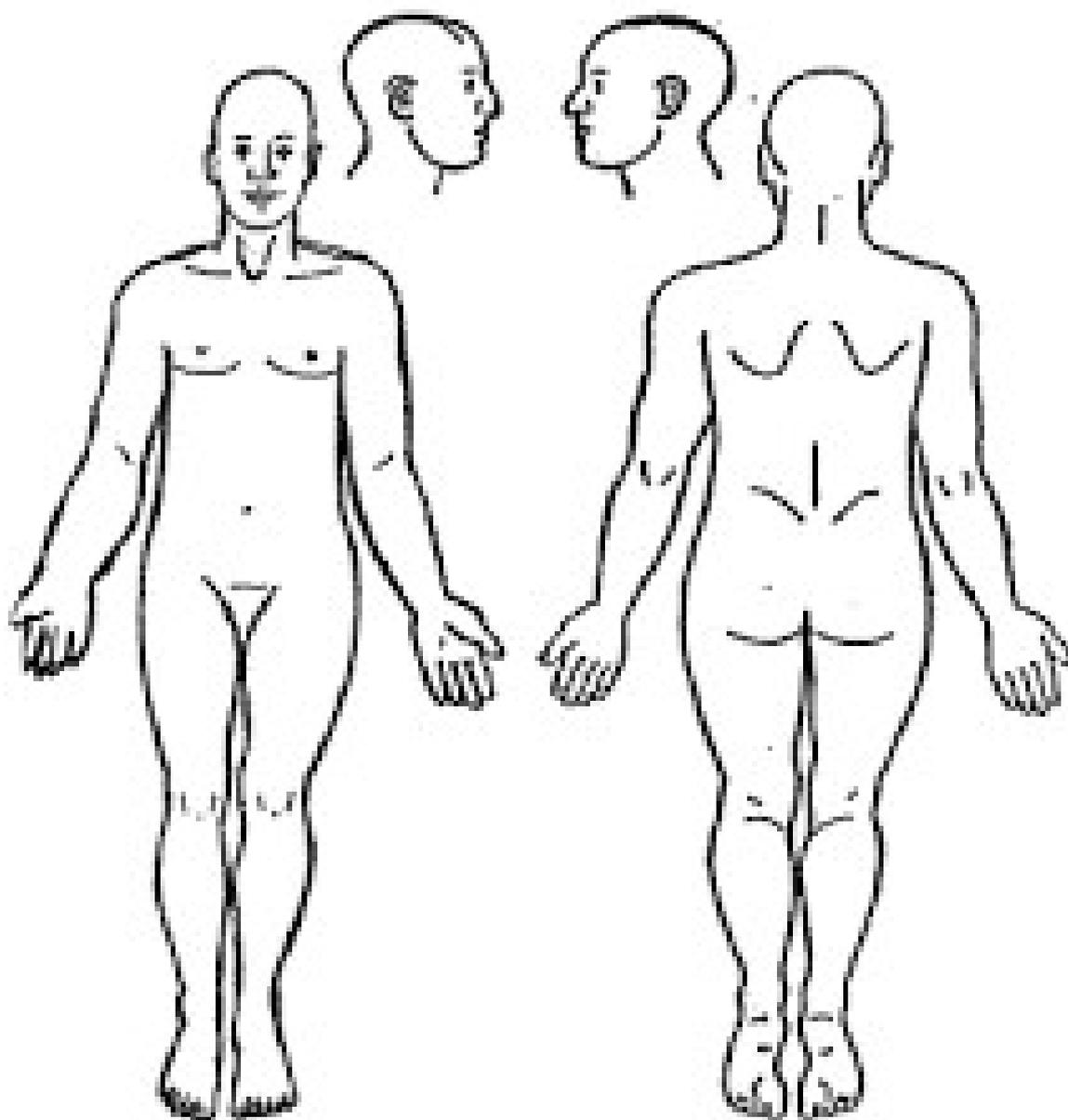
Body Map

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

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

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

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





Diverse Events <info@diverse-events.com>

2026 events

Peninsula Medics Ltd <events@peninsulamedics.co.uk>
To: Diverse Events <info@diverse-events.com>

26 January 2026 at 10:41

Morning sir,



Event	Date	2025	2026	Difference	Notes
Saltash Regatta & Waterside Festival	25-Jul	£1,500.00	£1,650.00	£150.00	



SAMBA KERNOW

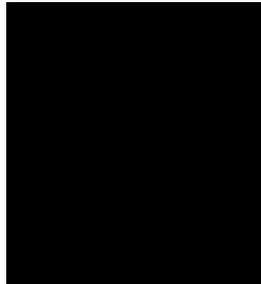
Quotation to: Saltash Regatta

Date: 25th July 2026

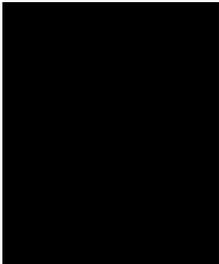
Amount: £200

Please accept this quotation for our entertainment services for the 2026 Saltash Regatta.

Cheque payable to:



BACS:



Please identify the BACS for our reference purposes.

Many thanks,



FOX SECURITY LTD

QUOTE: CWPR003
Date: 27th January 2026
Pride Events

Fox Security Ltd

Company number: 14738033

VAT number: 438 0466 89

Email: [REDACTED]

www.fox-security.org

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
13	1 x SIA Security for Saltash Regatta 17:00-06:00 24 th July 2026	£18.50	£240.50
42	6 x SIA Security for Saltash Regatta 13:00-20:00 25 th July 2026	£18.00	£756.00
11	1 x SIA Security for Saltash Regatta 20:00-07:00 25 th July 202	£18.50	£203.50
24	6 x SIA Security for Saltash Regatta 13:00-16:30 26 th July 2026 (minimum charge of 4 hours)	£18.00	£432.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

		Subtotal	
		VAT	
		Total	

THANK YOU FOR USING FOX SECURITY LTD!

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

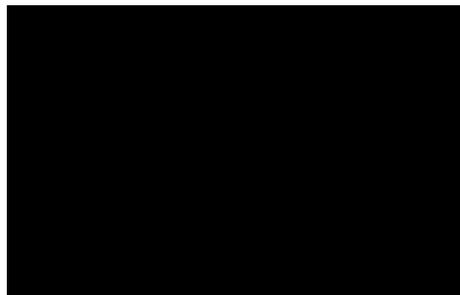




FTaSGroup

FTaSGROUP

Traffic Management



Location / Event: Saltash Regatta
25th & 26th July, 2026

To: [REDACTED] (Diverse Events)

Quotation as requested

19/02/2026

Dear [REDACTED]

I write to propose a cost of £991.60 for the traffic management and works in support of the 2026 Saltash Regatta & Waterside Festival.

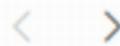
If acceptable, Payment can be made either by cheque to [REDACTED] or directly to bank sort cod [REDACTED].

Many thanks for your custom, kind regards,





Re: Rock Choir Cornwall



Summary by Copilot



Rock choir- [REDACTED]@rockchoir.com>

To: You; [REDACTED]@saltashregatta.co.uk; Diverse Events

Reply Reply all Forward

Sun 25/01/2026 07:23

You replied on Sun 25/01/2026 10:45

[View conversation](#)

Start reply with:

Thank you!

Great, thank you so much!

Perfect, thank you!

Good Morning [REDACTED]

Brilliant! Out fee for 2026 is £200

Thanks
[REDACTED]