

How long has your organisation been in existence?	Since November 2020. – 5 years & 5 months
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Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)	June 21	Tincombe Tea Party	£648	✓
	May 22	Tincombe Tea Party	£335	✓
	June 23	Tincombe Tea Party	£639.90	✓
	May 24	Tincombe Tea Party	£615	✓
	May 25	Tincombe Tea Party	£575	✓

<p>Please list the aims and objectives of your organisation</p>	<p>To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, enhancing the quality of life for nature and local people.</p> <p>Working in collaboration with Cornwall Council, CORMAC, Cornwall Wildlife Trust, Urban Green Shoots and University of Plymouth, the Friends of Tincombe aims are to enhance the diverse natural environments and bringing people together as a community. Particularly aiming at educational events next.</p>
<p>What are the main activities of your organisation?</p>	<ul style="list-style-type: none"> ● To identify, support, enhance and monitor habitats and the wildlife using them ● To improve public access throughout the site ● To identify and provide facilities and resources to increase safe public use and amenity ● To identify needs for educational activities at all levels from casual visitor to primary school child, and provide opportunities and facilities for meeting those needs ● To identify opportunities for social events, including fundraising

	<p>Yes / No or N/A</p>
<p>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?</p>	<p>N/A</p>
<p>If application is from an education, health or social service establishment – do you work in partnership with other groups?</p>	<p>N/A</p>
<p>If application is from an education, health or social service establishment – is project in addition to statutory services?</p>	<p>N/A</p>

2. Your project

Project	Start Date	29 / 08 / 2026
	Finish Date	29 / 08 / 2026
	Total Cost	£ 1,383.88
	Grant Applied For	£ 428.88

Project title:	Tincombe Tea Party
Description of project (please continue on a separate sheet if necessary):	<p>The Tincombe Tea Party is a celebration of community and the natural habitat, giving residents the opportunity to enjoy picnics and time together on Tincombe Green, promoting wellbeing and alleviating social isolation.</p> <p>Entry will be free.</p> <p>A swing-band will provide live music, and there will be various activities for children, including bug hunts and some games.</p> <p>The tea and refreshment tent will offer cake & teas, along with tombola.</p> <p>We will offer local crafters and businesses the opportunity to set up stalls to promote and sell their wares and services.</p> <p>We will set up recycling stations to encourage people to separate and dispose of waste responsibly.</p> <p>We will set up an information stall to inform residents about improvements made to the Tincombe habitat by the Friends of Tincombe and through the Urban Green Shoots programme.</p>
Where will the project/activity take place?	Tincombe Green adjacent to Tincombe Road.

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<ul style="list-style-type: none"> ● The Tea Party 2026 will raise funds for the Friends of Tincombe to support community use of the area. Last year we raised money for 12 wildlife rubbings which we have placed around the park. ● It will offer the users of Tincombe Park the chance to meet the Friends of Tincombe committee and allow consultation about future direction and projects. ● The Tea Party connects and celebrates the community. ● Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including education and leisure facilities. This will benefit all the users of Tincombe. ● Increasing numbers of people spending time in Tincombe. ● This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing. ● Oaklands Community Centre will be receiving £100 in respect of their support for the event, providing them with income to support their activities. Also we will be donating £60 to Livewire for offering to play at this event.
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>There has been a steady growth in the number of people following our Friends of Tincombe Facebook page, which now has over 888 followers due to the past success of our group and events.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</p> <p>This being our 6th year the Tincombe Tea Party has become a well known and talked about event in Saltash and previous visitors always look forward to.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>We have used our Facebook page, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response over the last five years, with plenty of offers to help on the day.</p> <p>Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>A volunteer committee has been set up to manage this project. It includes members with excellent experience of organising community events.</p> <p>Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The event will take place between 1pm and 5pm on 29th August 2026.</p> <p>We have already submitted an application to Cornwall Council.</p> <p>The risk assessment has been completed and final checks will be made on the day.</p> <p>We are currently finalising the event management plan for this year's event, building on the plans from previous years.</p> <p>Our insurance will be renewed in late July 2026 as we cannot renew until one month before it runs out.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.</p> <p>We have designated a committee member to act as a Child Safety Officer on the day. The Child Safety Officer has a DBS check for children, and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</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>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</p> <table border="0"> <tr> <td>Live Music</td> <td>£240.00</td> </tr> <tr> <td>2 x Toilet Hire</td> <td>£330.00</td> </tr> <tr> <td>Teardrop Banners</td> <td>£188.88</td> </tr> <tr> <td>Tea, coffee, sugar, milk</td> <td>£45</td> </tr> <tr> <td>Public Liability Insurance (to follow)</td> <td>£170</td> </tr> </table>	Live Music	£240.00	2 x Toilet Hire	£330.00	Teardrop Banners	£188.88	Tea, coffee, sugar, milk	£45	Public Liability Insurance (to follow)	£170
Live Music	£240.00										
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	<p>Cake £100</p> <p>Hire of chairs, tables water urns etc. and logistical support (Oaklands Community Centre) £250</p> <p>Livewire Entertainers £60</p> <p>GRAND TOTAL £1,383.88</p> <p>TOTAL BEING APPLIED FOR FROM STC £428.88</p>
How will you promote the contribution to your project from STC?	Saltash Town Council will be promoted and thanked on social media, as well as in any editorial and in speeches on the day.

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)
Income from stall bookings (projected figure based on previous years)	150	N/A	
Fundraising on the day (projected figure based on previous years)	500	N/A	
Private donation of cakes	100	✓	✓
Oaklands Community Centre	150 (Discount on kitchen equipment hire and logistical support)	✓	✓

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

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	To Follow Renewal before event in August
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 organisation'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 Town Council.	Before and after being awarded the grant we promote Saltash Town

	Council on social media, two local newspapers, radio and at the event itself.
A copy of your organisations Safeguarding Policy (if relevant).	✓
Other (please list)	

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

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

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

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

Signed:			
Print Name(s):			
Position(s):	Chair		
Date:	6 th April 2026		

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

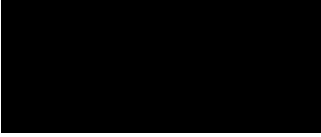
COMPLETED FORMS SHOULD BE RETURNED TO:

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

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

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

Friends of Tincombe




Your Account

**COMMUNITY ACCOUNT**

01 February 2026 to 28 February 2026

Money In	£0.00	Balance on 01 February 2026	£815.47
Money Out	£16.75	Balance on 28 February 2026	£798.72

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Feb 26	 100000001704255980 RED BUS	FPO		12.50	802.97
17 Feb 26	SERVICE CHARGES REF : 476061034	PAY		4.25	798.72

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			

Friends of Tincombe

Your Account

COMMUNITY ACCOUNT

01 March 2026 to 31 March 2026

Money In	£0.00	Balance on 01 March 2026	£798.72
Money Out	£119.75	Balance on 31 March 2026	£678.97

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
12 Mar 26	ANDY LOOS LIMITED 200000001726370867	FPO		115.50	683.22
17 Mar 26	SERVICE CHARGES REF : 478546916	PAY		4.25	678.97

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			



FRIENDS OF TINCOMBE



FRIENDS OF TINCOMBE - Constitution

1. Our Aims To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, which will enhance the quality of life for nature and local people. We focus on enhancing the diverse local natural environments and bringing people together as a community. We work in collaboration with Cornwall Council, CORMAC and Cornwall Wildlife Trust.

We will work to:

- i) find out the views of local people and site users
- ii) involve site users and local people in planning, decision-making and aspects of management affecting Tincombe Park Open Community Space or specific facilities within the site
- iii) improve funding to maintain and increase the facilities in the site
- iv) develop relevant and beneficial partnerships with the Council and other bodies
- v) encourage more people, from all sections of the community, to use the site and to enjoy its full potential, and promote an atmosphere of mutual appreciation and respect
- vi) encourage users, including ourselves, to organise social activities at the site
- vii) seek good working relations with other user groups based at the site
- viii) link with others to help protect and improve green open spaces generally

2. Membership will be open to anybody with an interest in using the park, regardless of class, colour, nationality, culture, gender, age, religion or sexual orientation, as long as:

- i) they broadly agree with the aims of the group
- ii) either they are a member of the Facebook group 'Friends of Tincombe'
- ii a) or they have given their name and a form of contact to be put onto the membership list.

Members will receive information on how to become active in the Friends' activities and join any working groups.

The group supports equality and inclusivity, and is opposed to racism, sexism, homophobia and other forms of discrimination as listed at 2. Expressions of such prejudice will be challenged at meetings or other activities of the Association.

3. Annual General Meeting Every year there will be an Annual General Meeting. At this meeting the members will:

- Hear and discuss a report from officers and reps on the activities of the Friends for the previous year
- Hear and discuss a report on the group's finances, prepared by the Treasurer.
- Decide whether to introduce a membership subscription for the forthcoming year
- Identify and discuss matters of particular importance for the forthcoming year.
- Make rules on the way the Friends group will operate eg by amending the Constitution.
- Elect 3 members to be Chair, Secretary and Treasurer
- Amend bank signatories where necessary
- Conduct any other relevant business the meeting so decides

All members will have a right to attend and to vote. Decisions shall be by consensus where possible, or by a simple majority vote where necessary – except for amendments to the Constitution which require a two-thirds majority at the AGM. A quorum shall be 4 members except at the AGM where it will be 6. If there isn't a quorum, any decisions made regarding policy must be ratified at the following meeting. General Meetings may decide to set up working groups, or to delegate any relevant tasks to individual members.

6. The work of the Friends Members will be encouraged to get actively involved in the work of the Friends. Anyone acting on behalf of the Friends will be expected to act in an appropriate manner, and to follow the general policies and decisions agreed by the members at the General Meetings. Working groups and officers can meet in between the general meetings in order to manage the affairs of the Friends including:

- planning general meetings of the group and other activities
- working on funding bids
- managing Friends' projects
- passing on the views of members to people responsible for the site such as employees and reps of the Council
- meeting with other community groups
- managing the finances and publicity of the group

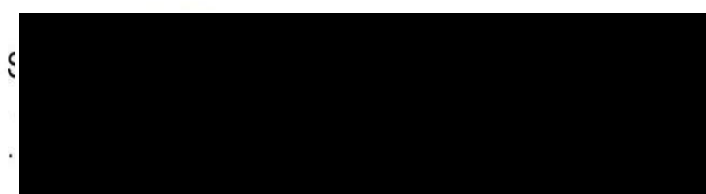
Officers and working groups are accountable to members through the General Meetings.

7. Finances A bank account will be set up in the name of the Friends of Tincombe. All money received in the form of donations, grants, subscriptions or any other contributions will be put into the bank account and will only be used to further the aims of the group. The Treasurer and Secretary and 1 other member will be signatories, and the Treasurer and one other of the signatories will be required to sign for all transactions. The annual accounts shall be independently verified, and the books shall be made available for inspection on request at the AGM.

8. Powers The Friends of Tincombe has the power to raise funds, to employ or hire such staff or advisors as are necessary, and to enter into any transactions necessary to further its aims. It has the power to manage, licence, lease or buy property and to maintain and equip it for use. It has the power to appoint trustees, and to take out trustee liability insurance cover.

9. Dissolution If a General Meeting, or 10 members, wish at any time to dissolve the Friends of Tincombe, they should give to all members at least 14 days notice of a Special General Meeting to discuss this exclusive matter. If such a decision is agreed at that meeting by a simple majority of those members present and voting, the assets will be disposed of to another voluntary organisation with compatible aims and principles, this group being agreed at the same meeting.

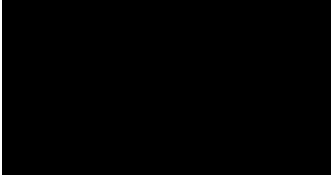
This Constitution was agreed at the Friends of Tincombe founding meeting / AGM on [Date].





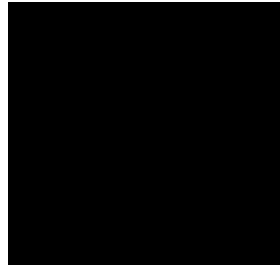
INVOICE

Gig: The Other Woman @ Tincombe Tea Party
Date: 29th August 2026



Description	Unit Price
1 hour acoustic set	£100.00
	Subtotal £100
	Total £100

Payments can be made to:



Thank you for having our band play - we'd love to do it again! Feel free to get in contact with us.

Yours sincerely,





QUOTATION

19 March 2026

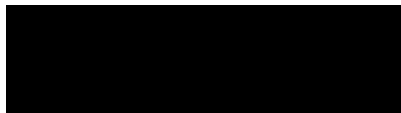
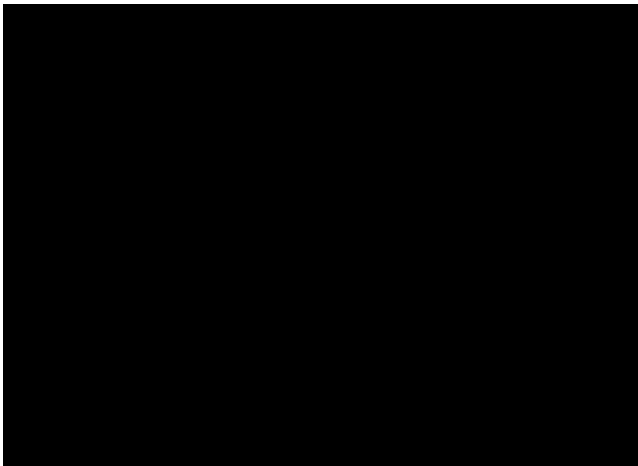
To: Friends of Tincombe

Event: Tincombe Tea Party 29th August 2026 at Tincombe Green, Saltash

Play 2x 45-minute sets between 2 and 4 pm, consisting of swing and dance music plus other items to be requested

We understand that chairs and mains electricity will be provided; we will provide our own gazebo.

For the sum of £140 payable on completion (includes fee of £20 for deputy First Trumpet)



Sunset Swing is covered by Public Liability Insurance with Making Music.
All Sunset Swing proceeds after expenses are given to charity.
The band has generated over £5000 in donations (direct and indirect) since 2016.
Recipients include Parkinsons UK, Mencap, Shelterbox, and Livability

TEARDROP FLYING FLAG ADVERTISING BANNERS

SKU: TDFFB

£66.15 Ex VAT

High-impact Teardrop Flying Banners printed on polyester with sublimation inks for long-lasting UV and waterproof durability. Supplied with carbon fibre pole, carry case, and base options. Available in Small, Medium, and Large sizes.

-  **FAST UK DELIVERY**
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-  **BESPOKE DESIGN SERVICE AVAILABLE**

PLEASE SELECT YOUR OPTIONS:

TEARDROP BANNER SIZE

Small 225cm

£66.15

BASE OPTION

SMALL

- NONE
- GROUND SPIKE + ~~£13.49~~ £12.55
- SMALL BASE PLATE + ~~£15.20~~ £14.21
- TANK BASE & SPINDLE + ~~£27.90~~ £26.02
- CROSS BASE & WATER BAG + ~~£30.30~~ £28.26
- WHEEL BASE & CONVERSION KIT + ~~£42.97~~ £39.96
- CONCRETE BASE & SPINDLE + ~~£45.43~~ £41.97
- HORIZONTAL SURFACE MOUNT + ~~£16.45~~ £15.30
- ANGLED WALL MOUNT + ~~£12.25~~ £11.39
- VERTICAL WALL MOUNT + ~~£12.25~~ £11.39

PRINTING SERVICE

- YOU SEND US YOUR DESIGN
- WE DESIGN FOR YOU + £30.00

After receiving your order, we will carefully review your artwork and provide a digital proof for approval. If we notice any issues, we will let you know before printing. This ensures you are completely satisfied before production begins.

need help setting up your artwork? Additional information and templates are available in the printing and artwork section below



Drop files here to upload

After receiving your order, we will carefully review your artwork and provide a digital proof for approval. If we notice any issues, we will let you know before printing. This ensures you are completely satisfied before production begins.

Max file size: 20 MB

Permitted file types: jpg jpeg jpe png bmp tiff tif pdf zip

£157.40 Ex VAT

2

ADD TO BASKET



The Tincombe Tea Party Safeguarding Policy

1. Introduction The Tincombe Tea Party is committed to safeguarding and promoting the welfare of all individuals, particularly children, young people, and vulnerable adults. This policy outlines our approach to ensuring a safe environment for all attendees, volunteers, and staff.

2. Purpose This policy aims to:

- Provide a safe and welcoming environment for all participants.
- Ensure that safeguarding procedures are in place and followed.
- Outline the responsibilities of volunteers and staff in relation to safeguarding.

3. Scope This policy applies to all volunteers, staff, and participants involved in The Tincombe Tea Party, including any external partners or guests.

4. Responsibilities

- **Event Organisers:** Ensure that all safeguarding measures are implemented and reviewed regularly.
- **Volunteers and Staff:** Follow safeguarding procedures and report any concerns.
- **Participants:** Treat others with respect and report any concerns to organisers.

5. Safeguarding Procedures

- All volunteers and staff must be aware of safeguarding principles and know how to report concerns.
- A designated safeguarding officer (DSO) will be appointed for each event.
- Any concerns should be reported immediately to the DSO, who will take appropriate action in line with local safeguarding procedures.
- If a child or vulnerable adult is in immediate danger, emergency services should be contacted.

6. Safe Recruitment

- Volunteers and staff working closely with children or vulnerable adults must undergo appropriate checks, including Disclosure and Barring Service (DBS) checks where applicable.
- References may be requested for volunteers working in sensitive roles.

7. Code of Conduct

- Treat all participants with respect and dignity.
- Avoid being alone with a child or vulnerable adult whenever possible.
- Never use inappropriate language or behavior.
- Ensure physical contact is appropriate and necessary.

8. Reporting and Recording Concerns

- Any safeguarding concerns must be recorded accurately and confidentially.

- The safeguarding officer will liaise with appropriate agencies if necessary.
- Records must be kept securely and shared only with relevant authorities.

9. Review and Monitoring

- This policy will be reviewed annually or as required to comply with legal and best practice guidance.
- Feedback from volunteers and participants will be considered in policy updates.

10. Contact Information For safeguarding concerns, contact: [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Last Reviewed: 01/04/2026