



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

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**DATE APPLICATION SUBMITTED:**

06/04 /2021

<b>Contact Name:</b>	
<b>Position:</b>	Chairman
<b>Organisation:</b>	Saltash Regatta
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Community Organisation
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b>  <b>Company No:</b>



<b>What geographical area does your organization cover?</b>	Saltash , Cornwall
<b>How long has your organization been in existence?</b>	Over 20 years, current committee has been in place for 7 years.

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

<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
	11/11/2019	Saltash Regatta	£ 2985.20	Yes – not accessed due to Covid
	15/10/2018	Saltash Regatta	2320	Yes
	21/3/2017	Saltash Regatta	2000	Yes
	20/2/2016	Saltash Regatta	1742	Yes
	2015	Saltash Regatta	1512	Yes



**Please list the aims and objectives of your organization**

The aims of the committee are to continue to offer this two day Waterside event for free; involving a range of performers, entertainers, musicians, bands, traders and charity supporters.

This year we need to ensure our event is as Covid secure as it can be, despite selecting a later date. We still want to ensure we are following all current guidelines.

Community engagement is usually high; with all schools invited to join the children's parade. Transport to the event is provided. Every aspect of this years event will be tailored to meet the guidelines at the time.

We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. The cardboard boat race has great interest and attracts many businesses and spectators. It is our intention to hold the cardboard boat race this year and invite the local paddleboard company to offer safe paddle board experiences.

Our aim is to run the regatta in a prudent manner and we hope to maintain an account credit to carry forwards each year. We intend to continue to grow in a steady manner over the coming years, with an intention to become the best riverside event in Devon and Cornwall. Our commitment to banning single use plastic is high and we have made great progress in become more ecofriendly.

All our local supporters are key to this aim, and provide essential support.

Our intention each year is to seek further regional funding to continue our growth. We raise funding from sponsors including Tesco and Waitrose.

We have upgraded our stage in previous years, by hiring equipment which complements the trailer from Saltash Chamber of Commerce. The event has used two stages for the last few years as we want to ensure community bands are given the opportunity to perform, along with



	<p>'paid for' entertainers. It means entertainment will be across the whole site, not just on Waterside Green.</p> <p>This event offers so much to the community; it showcases Saltash and brings together the community, businesses and stakeholders. It covers two days and is run essentially with volunteers. This year we will again be engaging with the Community Ambassadors and seek support from Saltash.net students. This gives young people volunteering hours and can benefit their future CVs and experiences.</p> <p>We reflect the support we are given in our entire marketing, website, Facebook etc, as logos and named supporters. The over arching aim is to ensure this event continues and can try to make a small profit to carry forwards.</p>
<p><b>What are the main activities of your organization?</b></p>	<p>The Saltash Regatta committee runs a 2 day Waterside festival, based around the Caradon Gig Rowing Championships which offers free entertainment, music, water sports and stalls to the local community and surrounding areas in Devon and Cornwall.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ol style="list-style-type: none"> <li>1. The Caradon Gig Rowing Championship is held on the River Tamar, attracting gigs from all over Cornwall to compete. This year we are unsure of the level of engagement from the gigs, due to the impact of the pandemic.</li> <li>2. Saltash Sailing Club holds a one day Regatta event, with local teams of all ages, from Devon and Cornwall taking part.</li> <li>3. A children's parade usually opens the Regatta, where all local schools, organisations, preschools, brownies, rainbows and the local Town band are invited to join this civic parade. This year we are unsure of how this will happen and are waiting on covid guidance regarding social distancing.</li> <li>4. Local shops and charities are invited to attend as traders to sell goods and raise awareness. Free</li> </ol>



	<p>pitches are offered to Saltash businesses (non food).</p> <ol style="list-style-type: none"> <li>Sponsorship is sought from local businesses.</li> <li>The Committee is led by volunteers, local to Saltash.</li> <li>The cardboard raft race attracts local competitors as a fun event.</li> <li>The paint party attracts children and adults to create colour and laughter.</li> <li>Churches Together enjoy an outdoor service on Sunday morning.</li> <li>Strong links with Livewire provides a platform for local musicians to show case their talents and boost their potential in the music industry.</li> <li>Two stages are used across both days; covering the whole site, using the Saltash Chamber of Commerce trailer and a hired platform stage.</li> </ol> <p>The committee organises the full event, booking traders, advertising, maintaining safety, setting up and clearing away the event and all associated administration.</p>
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	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?	No
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A



## 2. Your project

<b>Project</b>	<b>Start Date</b>	04 / 09 / 2021
	<b>Finish Date</b>	05 / 09 / 2021
	<b>Total Cost</b>	£ 16609.43
	<b>Grant Applied For</b>	£ 2928.43

<b>Project title:</b>	Saltash Regatta 2021
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>Saltash Regatta is one of the most colourful events held in Cornwall and, certainly for South East Cornwall, is the most popular annual regatta.</p> <p>On the river there is sailing, canoeing and wild swimming, as well as the very popular cardboard boat race.</p> <p>Saltash Regatta is not just about water sports; there is so much more ashore to keep everyone in the family happy and entertained; bands of all types, street entertainers and children's rides and entertainment. A wide range of market stalls and food vendors will cater to suit all tastes and budgets, alongside some quirky and interesting craft stalls.</p>
<b>Where will the project/activity take place?</b>	Jubilee Green Car Park, Old Ferry Road, Waterside Green and Brunel Green.



<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts on local businesses and brings visitors to the area.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>It is an event that has run for over one hundred years; is well attended and attracts very positive feedback.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization  Consultation with Community)</p>	<p>We are well supported by local businesses, schools and charities. Larger organisations such as St Austell Brewery and Tesco have offered us financial support in the past and we intend this for the future.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>Numbers of visitors and feedback.</p>



<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	It is essential that we are in a position to start making payments from July 2021
<b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people</b>  (applicable only if your project involves working with this client group)	We risk assess activities, provide medical cover, security and use volunteers who have been fully inducted. Children and vulnerable adults will not be our sole responsibility at any point, but safety is an overarching principle and factor.

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

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>Highlighted in yellow are the costs asked for in this application</p> <table> <tr> <td>£380.00</td><td>Billy Wiz – Children’s entertainer</td></tr> <tr> <td>£820.00</td><td>Sound for stages – This funding</td></tr> <tr> <td>£850.00</td><td>Staging – This funding</td></tr> <tr> <td>£703.43</td><td>Insurance – This funding</td></tr> <tr> <td>£175.00</td><td>Samba Kernow Cornish dancers</td></tr> <tr> <td>£1,300.00</td><td>Medical cover</td></tr> <tr> <td>£350.00</td><td>Traditional Marketing (Observer/Love Saltash)</td></tr> <tr> <td>£100.00</td><td>Leaflets / timetable</td></tr> <tr> <td>£150.00</td><td>Artwork</td></tr> <tr> <td>£200.00</td><td>Misc Marketing (social media)</td></tr> <tr> <td>£500.00</td><td>Volunteers, including HMS Drake</td></tr> <tr> <td>£100.00</td><td>Paint Party</td></tr> <tr> <td>£1032.00</td><td>Toilets</td></tr> <tr> <td>£40.00</td><td>Trophies</td></tr> </table>	£380.00	Billy Wiz – Children’s entertainer	£820.00	Sound for stages – This funding	£850.00	Staging – This funding	£703.43	Insurance – This funding	£175.00	Samba Kernow Cornish dancers	£1,300.00	Medical cover	£350.00	Traditional Marketing (Observer/Love Saltash)	£100.00	Leaflets / timetable	£150.00	Artwork	£200.00	Misc Marketing (social media)	£500.00	Volunteers, including HMS Drake	£100.00	Paint Party	£1032.00	Toilets	£40.00	Trophies
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	£550.00	Buses
	£50.00	Electric to The Union
	£2,825.00	Musical Entertainment
	£384.00	Skip Hire
	£100	Chamber stage (trailer)
	£700.00	Sand
	£1000.00	Security
	£550.00	Bins
	£150.00	Premises License
	£1,600.00	Event Management
	£2,000.00	Traffic Management
How will you promote STC once application and project are complete?		Saltash town Council will be promoted as our biggest sponsor on all marketing, social media, programmes and radio advertising.

**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:**

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Tesco Bags for Life	£1000	Yes	Unknown( too early)
St Austell Brewery	£1200	Yes	Unknown( too early)
Local businesses	£3500	Yes	Unknown( too early)
Stall bookings	£7500	Yes	Unknown( too early)



Go Fund Me	£750	Planned	
Waitrose	£ 450	Planned	Unknown( too early)

<p>Please confirm the bank account your project is using is in the project's name/organization name</p>	<b>Saltash Regatta Fund</b>
	<b>Account number</b>
	<b>Sort Code</b>

**4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organization's most recent bank statements</b> (mandatory)	
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	
<b>A letter head showing the organization's address and contact details</b>	



<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)		
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)		
<b>Copies of any letters of support for your project</b>		
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>		
<b>Other</b> (please list)	<p>I have used historic quotes – updated quotes will be forwarded as soon as available. Some invoices require a payment and we want to avoid commitment at this early stage due to ongoing Covid restrictions.</p>	

If any of the above documents have not been enclosed, please give reasons why in the box below: (I have noted in box above as this box cannot be typed in).



Date	Amount paid	Description	Type
30/11/18	£2,288.40	Saltash Town Council Festival Fund	Grant
01/03/19	£1,000.00	Tesco bags of help	Grant
15/03/19	£400.00	Carlton Plastics	Sponsorship / Fundraising
15/03/19	£200.00	Spinnaker	Sponsorship / Fundraising
23/03/19	£5,303.68	Stalls (Diverse Events)	Stalls
30/05/19	£164.00	Quiz	Sponsorship / Fundraising
31/05/19	£150.00	Cornwall College	Sponsorship / Fundraising
13/06/19	£150.00	Eco Windows	Sponsorship / Fundraising
20/06/19	£250.00	Baileys - cups	Sponsorship / Fundraising
20/06/19	£450.00	Creative Kernow	Sponsorship / Fundraising
11/07/19	£1,000.00	Shelley's Bar and Thatchers	Sponsorship / Fundraising
25/06/19	£53.39	Bucket shaking (Diverse Events)	Sponsorship / Fundraising
26/06/19	£100.00		Sponsorship / Fundraising
09/07/19	£2,495.89	Stalls (Diverse Events)	Stalls
10/07/19	£300.00	refund	Entertainment
11/07/19	£661.00	Cornwall Councillors (Sand) -	Grant
11/07/19	£489.82	Cornwall Councillors -	Grant
11/07/19	£1,422.50	Cups	Other
11/07/19	£20.00	Essa Taxis	Sponsorship / Fundraising
12/07/19	£272.00	Cups to Football Club	Other
01/08/19	£50.00	Bond Timber	Sponsorship / Fundraising
05/08/19	£151.40	Buses	Sponsorship / Fundraising
16/08/19	£400.00	St Austell Brewery - after Port Elliot	Sponsorship / Fundraising
28/10/19	£109.40	Scrapstore	Sponsorship / Fundraising
18/09/19	£482.00	Waitrose	Sponsorship / Fundraising
01/10/19	£50.00	Grove Nurseries	Sponsorship / Fundraising
		UKTeck	Sponsorship / Fundraising
		Just Be	Sponsorship / Fundraising
		Income	£18,413.48
		Expenditure	£16,676.40
		Profit	<b>£1,737.08</b>
		Bank balance at end of year	£7,367.91

Date	Amount	Description	Type
06/02/19	£549.19	Diverse Events first payment	Hire and Services
05/02/19	£380.00	Billy Wiz	Entertainment
28/03/19	£536.70	Sound ( repaid)	Entertainment
25/04/19	£90.00	STC Staging	Entertainment
11/06/19	£593.52	Insurance	Insurance & Licences
11/06/19	£1,244.88	Cups	Other
17/06/19	£930.40	Medical	Hire and Services
17/06/19	£400.00		Hire and Services
17/06/19	£240.00	Love Saltash - DPS - 15th May deadline	Advertising
17/06/19	£150.00	Saltash Observer (15 x 3) - 22nd May deadline	Advertising
23/06/19	£120.00	Volunteer refreshments	Expenses
24/06/19	£157.50	Paint Party	Entertainment
24/06/19	£828.00	Toilets	Hire and Services
24/06/19	£38.45	Trophies	Expenses
24/06/19	£530.00	Buses	Hire and Services
11/07/19	£50.00	Electric to The Union	Hire and Services
24/06/19	£150.00	Wreckers	Entertainment
24/06/19	£615.60	Sand	Entertainment
24/06/19	£200.00	Joint Chiefs	Entertainment
24/06/19	£200.00	The Morzim	Entertainment
24/06/19	£300.00	The Andy Quick Band	Entertainment
24/06/19	£400.00	Malavita	Entertainment
24/06/19	£250.00	Smokey King Shufflers	Entertainment
24/06/19	£250.00	Horses on the beach	Entertainment
24/06/19	£115.00	Riptide	Entertainment
24/06/19	£300.00	Datura roots	Entertainment
24/06/19	£1,253.00	Suitcase Singers	Entertainment
24/06/19	£70.90	Bus stop signs (Diverse Events)	Advertising
24/06/19	£58.00	Banners (Diverse Events)	Advertising
24/06/19	£40.00		Entertainment
24/06/19	£39.99	Craft Tape	Entertainment
24/06/19	£18.00	sweets	Entertainment
25/06/19	£584.06	Event Management remaining	Hire and Services
25/06/19	£120.00	Artwork to Ambika	Advertising
26/06/19	£300.00	error, refunded	Entertainment
27/06/19	£100.00	uncle	Entertainment
01/07/19	£125.00	Cornish Jam	Entertainment
01/07/19	£343.20	Security	Hire and Services
02/07/19	£109.68	Cancellation policy	Insurance & Licences
05/07/19	£400.00	- Fish	Expenses
05/07/19	£200.00	Volunteers	Hire and Services
05/07/19	£300.00	BBC band - now Levens Four	Entertainment
08/07/19	£840.00	Large stage	Entertainment
08/07/19	£50.00		Expenses
10/07/19	£324.00	Skip	Hire and Services
10/07/19	£2.50	Letters to shops (Diverse Events)	Advertising
10/07/19	£79.83	Craft tape (Diverse Events)	Entertainment
10/07/19	£25.00	Website Domain ( )	Advertising
10/07/19	£21.00	Temporary Event Licence (Diverse Events)	Insurance & Licences
11/07/19	£200.00	HMS Drake	Entertainment
22/07/19	£80.00		Hire and Services
09/08/19	£100.00	Scrapstore Band	Hire and Services
07/09/19	£1,273.00	Traffic management	Entertainment



# **CONSTITUTION – SALTASH REGATTA COMMITTEE 2021**

**Name :** Saltash Regatta Committee

**Location :** Saltash Cornwall

**Objectives :** To organise and stage the annual Saltash Regatta

**Powers :** In furtherance of the objectives, but not otherwise, the management committee (Committee) may exercise the power to :

1. Raise funds and to invite and receive contributions, provided that in raising funds, the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
2. Buy, rent or take lease or in exchange any property or assets necessary for the achievement of the objectives, and maintain or equip for use as necessary.
3. Subject to any consents required by law, the Committee may also sub-let property, and sell, loan or rent its assets to other organisations in Saltash and district.
4. Subject to any consents required by law, the Committee may borrow money and charge all or any part of the assets of the Regatta with repayment of the money so borrowed.
5. Subject to any consents required by law, the Committee may operate a lottery or draw in order to raise funds.
6. Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives, and to exchange information and advice with them.
7. Appoint and constitute such advisory committees as the Committee may think fit.
8. Do all such other lawful actions as are necessary for the achievement of the objectives.

**Membership :** Membership is open to anyone, subject to approval by the Committee. There will be no membership fees.

**Management Committee :** The Committee shall consist of at least three members, but there is no maximum limit to Committee members co-opted.

1. Meetings shall be held at least three times per year. One third of Committee members must be present to form a quorum (minimum three members).
2. The Regatta may take out and pay for indemnity insurance for the annual event, or personal indemnity on behalf of Committee members, or insurance of the assets.
3. All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected.
4. The Committee shall produce a set of annual accounts.
5. Committee Officers will include an elected Chairman, Treasurer and Secretary.

**Annual General Meeting (AGM) :** The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM. The AGM will hear reports of the years work, receive the report of the Treasurer, accept the resignation of the outgoing Committee and elect Committee members for the next year.

**Voting at AGM :** All members are entitled to vote. Voting shall be by a show of hands. In the event of a tie, the Chairman's vote is decisive.



**Special General Meeting (SGM)** : The Chairman may call a SGM to resolve a serious problem or if it is proposed to change the Constitution. 14 days public notice of a SGM must be given.

**Amendment** : The Constitution may be amended by a majority vote at the AGM or SGM.

**Assets and Property** : These are the responsibility of the Committee at all times, and a Register should be maintained.

**Income and Expenditure** : This is the responsibility of the Treasurer and Committee. Proper accounts shall be kept and made available to members at the AGM. Accounts shall be audited annually according to law by a qualified person who is not a member. The accounting year shall be from each September.

**Bank Account** : An account shall be opened in the name of the Regatta and the signatures of at least two Committee members will be needed for cheques to be drawn on the account.

**Dissolution** : The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or SGM. Funds and other remaining assets shall be distributed to other local charities or to Saltash Town Council in respect of assets acquired with grants.

Chair –

Treasurer –

Secretary –





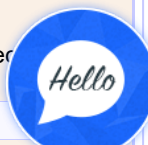
# The Specialist Broker

## Your Quotation

Here is your quotation. If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy Details below and then press the **Continue** button.

To edit your information please press the [back](#) button, change your details and re-submit.

<b>Total Payable (Single Period Policy)</b>	<b>£703.43</b>	
Insurance Provider		Covéa Insurance
The premiums shown are based on current rates and are valid for this quote only.		
Turnover	Max. £30,000	
Number of Visitors	10000	
Public Liability (compulsory)		£5,000,000
Employers Liability (optional)		£10,000,000
Number of Employees	15	
Property Cover (optional)		£5,000
Single Article Limit		£4,000
Cancellation (optional)		Not Available
Marquee - Property Damage (optional)		Not Required
Public Liability Excess	£250.00	This excess is not applicable to the Public Liability personal injury section.
Employers Liability Excess	N/A	This excess is not applicable to the Employees Liability section.
Property Excess	£250.00	
Money Excess		
Stock Excess		
Gazebo Excess	£500.00	This excess is not applicable to the Public Liability personal injury section.
Exclude - Water Based Activities		Excludes any water based activity
Sale or Supply of Food and Drink		In respect of Section 1:  Public Liability Cover (e) is added to the Policy as shown below:-  (e) the sale or supply of food and drink in connection with the Event
Gazebo Requirements		In respect of Section 1: Public Liability  If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings.  The Policy Excess is increased to £500 in respect of damage caused by a Gazebo





The above amount includes:		
Insurance Premium Tax (IPT)	£74.30	
Policy Fee	£10.00	

Start Date of Event: 03/09/2021

End Date of Event: 06/09/2021

☐ I have read the [Terms and Conditions](#)

☐ I have read the [Policy Details](#)

☐ I have read the [Policy Summary](#)

☐ I have read the [Insurance Act](#)

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**ADDRESS**

Saltash Regatta

**DATE**  
 13/11/2019

**TOTAL**  
**£820.00**

DATE	ACTIVITY	DESCRIPTION	QTY	AMOUNT
13/11/2019	<b>Bishop Sound BB215A</b>	Bishop Sound BB215A Loudspeaker	2	40.00
13/11/2019	<b>Bishop Sound Dual 15" Subwoofer</b>	Beta 15" Dual 1200w RMS Passive Subwoofer	2	40.00
13/11/2019	<b>Allen &amp; Heath GLD80</b>	GLD 80 - 48ch Digital Mixer	1	50.00
13/11/2019	<b>Mackie SMR 450</b>	450 Watt Active Speaker	4	60.00
13/11/2019	<b>SM58</b>	Shure SM58 wired Microphone	4	20.00
13/11/2019	<b>Shure SM57</b>	Shure SM57 Microphone	2	20.00
13/11/2019	<b>AKG Drum Kit Mic Set</b>	AKG Drum Set Session 1 Microphone Set	1	15.00
13/11/2019	<b>Boom Stand</b>	Tall Boom Stand	6	0.00
13/11/2019	<b>Sound Engineer</b>	Sound Engineer	20	300.00
				Subtotal: 545.00
13/11/2019	<b>1.5 Metre Truss Podium</b>	1.5 Metre F34 Global Truss Podium including base and top plates	2	45.00
13/11/2019	<b>1 Metre Truss Podium</b>	1 Metre F34 Global Truss Podium including base and top plates	2	20.00
13/11/2019	<b>MARQ Gesture Spot 500</b>	120W LED Motorized Focus Spotlight	2	30.00
13/11/2019	<b>Par 64</b>	Par 64 1000W Long Nose	8	80.00
13/11/2019	<b>6 Channel Dimmer</b>	6 Channel DMX Dimmer	2	20.00
13/11/2019	<b>ADJ LED par</b>	ADJ Tri Par Profile Plus	8	80.00

**Terms & Conditions**

Please note quotes are valid for up to and including 30 (Thirty) days from the document date.

**TOTAL****£820.00**

THANK YOU.



**ADDRESS**

Saltash Regatta

**DATE**  
13/11/2019**TOTAL**  
**£850.00**

DATE	ACTIVITY	DESCRIPTION	QTY	AMOUNT
13/11/2019	<b>Deliver &amp; Install</b>	Deliver & Setup Stage Deck & Canopy	1	250.00
13/11/2019	<b>Stage Deck</b>	8'x4' Steel Deck C/W Legs and Screw Jacks	9	180.00
13/11/2019	<b>Stage Skirt</b>	Black Stage Skirt	1	0.00
13/11/2019	<b>Stage Steps</b>	Adjustable Stage Steps	1	20.00
13/11/2019	<b>6mx3m Stage Canopy</b>	6mx3m Black Gazebo	1	150.00
13/11/2019	<b>Collect &amp; Take down</b>	Collection & Take down of Stage Deck & Canopy	1	250.00

**Terms & Conditions**

Please note quotes are valid for up to and including 30 (Thirty) days from the document date.

**TOTAL** **£850.00**

THANK YOU.

Full terms & conditions are available upon request.

Confirmation of any quotation maybe subject to a deposit to secure goods and services.

If you have any queries please feel free to contact us.

Accepted By

Accepted Date





Saltash Regatta Committee

[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

Re: Saltash Regatta 2019

#### Chairman's report

This was a very successful event this year. We had high numbers on the Saturday as the sun was shining. Sunday was a lot wetter and therefore, was less well attended. This seems to be a pattern each year and I feel we should adapt the entertainment on Sunday of Regatta to reflect this. We had several acts singing to a very small number of people on Jubilee Green, I feel this should be adjusted for future years. The committee and partners are exploring Classic Car options as an alternative. We have had positive feedback and happy visitors.

For the first time in over 10 years; the event has not made a loss.

Factors influencing this were Tesco funding, Saltash Town Council funding, Eco cups, Cornwall Councillors Community Chest funding, increased stall bookings, (thanks to Diverse events) and a few more sponsors, thanks to [redacted] at Born Hectic and her brewery contacts. [redacted] did a great job with contacting local businesses, we have learnt for the future that our fund raiser needs to send the invoices as soon as sponsorship is agreed and take the money before adding them to marketing as one or two did not pay.

**Set up and preparation** was relatively straight forward and was very smooth until approximately 16.30 on Friday. At this time all volunteers were being briefed; someone jumped the bridge; the generator turned up; traders were disgruntled about pitches and we did not have enough hands on deck. It was also a later finish than usual. Cars were still parked in the way on Old Ferry Road and Jubilee Car Park.

Possible recommendations –

1. Have the volunteer meeting the night before.
2. Ask traders to arrive after midday on the Friday so we spend less hours on site preparing or have two shifts of helpers.
3. Attempt an earlier road closure?



- 1 The Boat Race – Thanks
- 2 Funding – Thanks
- 3 Stall bookings – Thanks to
- 4 Using waterproof stages – Good contact from
- 5 Eco glasses – Thanks and West Design products
- 6 Fish and FEAST– Thanks
- 7 Team spirit and external support – Thanks to our committee and volunteers
- 8 Great feedback – Thanks to our community
- 9 Waste management – Thanks to
- 10 Spotless sight - Thanks to



### **Next year's thoughts**

- 1 A greasy pole
- 2 Ask Cornwall Pride back
- 3 Clarity on who does what (ie banners etc)
- 4 Prepare a time line and schedule things in like preparing the programme so we all have the time.
- 5 Use SWW water stations
- 6 Try and get an ATM
- 7 Have ashtrays
- 8 Use Urinals
- 9 Treasure Hunt on Saturday after parade
- 10 Be clearer on music and who is booking and confirming acts.
- 11 More cups and a new design
- 12 Separate meetings for different aspects – Boat race / Marketing / Funding / Logistics
- 13 Consider security for future Regattas, in particular, Saturday 14.00 – 20.00 (peak drinking time)
- 14 Make a feature of the novelty race using “sit on tops”.

Our many partners help to make this event happen, Saltash Sailing Club and Caradon Pilot Gig Club in particular keep this a true Regatta, but there are a host of other organisations, sponsors, stall holders and individuals that help make it all happen.

Saltash Town Council was our biggest sponsor and we reflected this in our marketing. The Saltash Town Council logo was prominent on all our programmes, Facebook marketing and Website. We thanked them in our local advertising, The Observer, Love Saltash and radio interview with radio Cornwall. The logo was on our banners.

### **Annual Report Saltash Regatta 2020**

Due to the current global pandemic the Saltash Regatta Committee were not able to hold their annual event in 2020. The decision to postpone to 2021 was made with a provisional date of 4<sup>th</sup> and 5<sup>th</sup> September 2021 made prior to the recent Government roadmap being announced.

The Committee are looking at all options and assessing the ever changing circumstances with the hope to hold an event this summer, dependent on further developments and Government guidance in the coming months as to what the restrictions and possible relaxation of measures may be.

Yours Sincerely

Saltash Regatta  
Committee Chair:



**Saltash Gateway CIC**

4 Fore Street, Saltash  
Cornwall PL12 6JL



22/04/2021

Saltash Regatta 2021

Letter of support

To Whom It May Concern

We have been supporters of this event for many years and we shall continue to offer our full backing to the successful running of the event. We provide transport to visitors of the event and have helped to ferry the gig rowers and members of the public from various locations in Saltash, over both days. We will support in a similar way this year, following relevant guidelines and working within the capacity we can manage.                      always talks to us about what the Regatta needs and we have already begun discussing 2021.

We fully support the event; it is great for the community and brings trade to our town at the same time.

Regards

Hub & Transport Manager Community Enterprises PL12



## Chairpersons Report – Regatta 2019

This was a very successful event this year. We had high numbers on the Saturday as the sun was shining. Sunday was a lot wetter and therefore, was less well attended. This seems to be a pattern each year and I feel we should adapt the entertainment on Sunday of Regatta to reflect this. We had several acts singing to a very small number of people on Jubilee Green, I feel this should be adjusted for future years. The committee and partners are exploring Classic Car options as an alternative. We have had positive feedback and happy visitors.

For the first time in over 10 years; the event has not made a loss.

The event made a **profit** of £1687.08. Factors influencing this were Tesco funding, Saltash Town Council funding, Eco cups, Cornwall Councillors Community Chest funding, increased stall bookings, (thanks to Diverse events) and a few more sponsors, thanks to , Born Hectic and her brewery contacts . did a great job with contacting local businesses, we have learnt for the future that our fund raiser needs to send the invoices as soon as sponsorship is agreed and take the money before adding them to marketing as one or two did not pay.

**Set up and preparation** was relatively straight forward and was very smooth until approximately 16.30 on Friday. At this time all volunteers were being briefed; someone jumped the bridge; the generator turned up; traders were disgruntled about pitches and we did not have enough hands on deck. It was also a later finish than usual. Cars were still parked in the way on Old Ferry Road and Jubilee Car Park.

Possible recommendations –

1. Have the volunteer meeting the night before.
2. Ask traders to arrive after midday on the Friday so we spend less hours on site preparing or have two shifts of helpers.
3. Attempt an earlier road closure?

The **parade** this year was a bit quiet and I would not want to do this without a marching band again. We did adapt and overcome but missed the band and Samba Kernow. It was a good idea using the big stage and car park for presentations. It was great to have recognition from Saltash Town Council.

Possible recommendations:

1. Make sure we get confirmation of bands early.
2. Consider a new theme – School /Nursery Junk bands – make own instruments, set out a song to practice, engage with scrap store. This will be eco and fun!  
(Update - A letter has been sent to each school and nursery).

**Transport and Parking** as always, issues with lack of room and a little hiccup with rowers and towers! However, overall the service was excellent; Community Enterprises were flexible, accommodating and good value. A service we need and can not do without.

Possible recommendations:

1. Set times for 3 buses to collect all rowers (7.30 am – 8.00 am), Take back towers, and then set a time for end of day.

**Music and Entertainment** highlights were Riptide, Levens Four, , Malavita, Cornish Jam, Rock Choir, had a hiccup with The Union but this is manageable in the future.

Possible recommendations:

- 1 Wreckers to have set slot
2. Engage with the junk band at Scrapstore for a slot
3. Consider what we have on Sunday on Waterside Green and less paid acts

(Update – working towards car show on Sunday)



The **Cardboard Boat Race** was epic, outstanding, well organised and all went beautifully! I am so grateful to Jon, Dee and Simon. The video was amazing. We must get this contact for next year.

In all, our Success stories were:

- 1 The Boat Race – Thanks I
- 2 Funding – Thanks and the Chair.
- 3 Stall bookings – Thanks to
- 4 Using waterproof stages – Good contact from
- 5 Eco glasses – Thanks and West Design products
- 6 Fish and FEAST– Thanks
- 7 Team spirit and external support – Thanks to our committee and volunteers
- 8 Great feedback – Thanks to our community
- 9 Waste management – Thanks to
- 10 Spotless sight - Thanks to and SEA

### **Next year's thoughts**

- 1 A greasy pole
- 2 Ask Cornwall Pride back
- 3 Clarity on who does what (ie banners etc)
- 4 Prepare a time line and schedule things in like preparing the programme so we all have the time.
- 5 Use SWW water stations
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- 14 Make a feature of the novelty race using “sit on tops”.

Our many partners help to make this event happen, Saltash Sailing Club and Caradon Pilot Gig Club in particular keep this a true Regatta, but there are a host of other organisations, sponsors, stall holders and individuals that help make it all happen.

It is a great event, lots of work, but long may it continue!

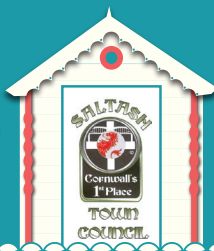
Chair 2019



SALTASH  
**Regatta** 2019  
WATERSIDE FESTIVAL

PROGRAMME  
OF **EVENTS**

22<sup>ND</sup> & 23<sup>RD</sup>  
**JUNE**



SPECIAL THANKS TO OUR MAIN SPONSORS



# SALTASH Regatta

WATERSIDE FESTIVAL 2019

**FREE MUSIC AND ENTERTAINMENT**  
and a variety of stalls and activities ALL WEEKEND

## SATURDAY 22<sup>ND</sup> JUNE

Meet at Victoria Gardens at 10am for the 'Seaside' themed parade. We will leave at 10.30am heading down Fore Street to the Waterside with a fishy surprise! Opening ceremony will follow on Jubilee Green.

### ON LAND

#### JUBILEE GREEN

10.00 - 17.00 Market and inflatables

12.00 - 17.00 Billy Wiz  
appearing throughout the day

#### JUBILEE GREEN STAGE

10.45 Official Opening  
12.00 Rock Choir  
13.20 Horses on the Beach  
14.50 Morzim  
16.00 The Viewers  
17.20 Cornish Jam

#### OLD FERRY ROAD

10.00 - 17.00 Market and children's rides

#### WATERSIDE GREEN

10.00 - 17.00 Market stalls

#### WATERSIDE GREEN STAGE

11.00 Livewire  
13.20 The Sultans  
14.50 Cornwall Pride  
16.00 Riptide

#### BRUNEL GREEN

Caradon Pilot Gig Club Regatta  
'Mixed Championships'

### ON THE WATER

10.00 - 18.00 Caradon Pilot Gig Club gig racing with a guest crew from Italy  
10.00 - 16.00 Saltash Sailing Club dinghy pursuit races  
13.00 - The 5-Town Challenge, starting from the slipway by Ashtorre Rock  
Come and cheer on dignitaries from five local towns as they fight it out kayaking for the Five Towns Trophy!

## SUNDAY 23<sup>RD</sup> JUNE

### ON LAND

#### JUBILEE GREEN

10.00 - 17.00 Market stalls and inflatables

#### JUBILEE GREEN STAGE

12.00 The Joint Chiefs  
13.00 The Andy Quick Band  
14.20 Dautara Collective  
15.30 Malavita

#### OLD FERRY ROAD

10.00 - 17.00 Market stalls and rides

#### WATERSIDE GREEN

10.00 - 17.00 Market stalls

#### WATERSIDE GREEN STAGE

10.30 Saltash Churches Together  
11.30 Tom Baker  
13.30 Simon and his Uncle  
14.30 Charlie Louise  
15.30 BBC Band

#### SLIPWAY BY ASHTORRE ROCK

Specially imported Regatta beach

10.00 Wild Swim  
12.45 Cardboard Boat Race with a blessing of the boats by Rev. Brian Anderson  
17.00 Community litter pick  
EVERYONE WELCOME

#### BRUNEL GREEN

10.00 - 14.00 Caradon Gig Club Taster Day  
13.30 Paint Party

### ON THE WATER

Saltash Rowing Club 'Flash Boat Regatta'  
Saltash Sailing Club Try sailing!  
Caradon Gig Club Taster Day

## DID YOU KNOW?

We have made the Festival Vision 2025 pledge. We aim to achieve a 50% reduction in festival-related greenhouse gas emissions.

## BY 2025 OUR AIMS ARE...

No plastic bottles  
No plastic straws  
An increased amount of recycling  
No plastic cutlery or food packaging  
Working to reduce transport emissions

FESTIVAL  
VISION  
2025

## ALL WEEKEND

Saltash Sailing Club will be open for drinks and cream teas  
Livewire will be rocking refreshments and hosting a table-top sale  
Ashtorre Rock serving teas, coffee and snacks





# SALTASH Regatta 2019

WATERSIDE FESTIVAL

IS SPONSORED BY:



## OUR EVENT PARTNERS ARE:



Diverse Events



PLEASE RECYCLE AT THE REGATTA

[saltashregatta.co.uk](http://saltashregatta.co.uk)

Saltash Regatta and Waterside Festival 2019





12/4/2021

Quote to: Saltash Regatta

Date: 4<sup>th</sup> September 2021

Fee: £175

Cheque payable to: Samba Kernow

BACS:

Please identify the BACS for our reference purposes.

Many thanks,



(treasurer)





Saltash Regatta Committee  
c/o 14 Lockyer Terrace  
Saltash  
PL12 6DF  
[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

Re: Saltash Regatta 2019 - **A massive Thank you**

We would like to express our thanks for giving your support.

The event is mainly run by volunteers and relies heavily on local sponsorship, support, and the coming together of the community.

Fortunately, once again our sponsors and supporters made the event financially viable to go ahead, without them we simply wouldn't have an event! Saltash Town Council was instrumental in their support as our biggest sponsor and we could not have had the visitors we had without Community Enterprises.

In addition to our sponsors, the support of HMS Drake, Barne Barton Ambassadors, and students from Saltash.net Six Form meant we had enough physical support to ensure the event was safe and enjoyable for all who attended. The Saltash Town Council wardens could not do enough to help and were invaluable during the weekend.

We were thrilled the Major could open the event and the way in which schools, preschools and local groups made such a massive effort to attend the parade, along with our visiting dignitaries.

The Sailing Club helped with safety on the water; The Union helped with electric (and parking issues), CBL moved the sand and United Reform Church made the cardboard boat race epic!

A special note of gratitude goes from myself as the Chair, to Diverse Events, Aaron has increased our exhibitor bookings significantly, as well as constantly going above and beyond his remit to ensure the event is a success.

So many helped – too many to list, thank you to you all.

Let's do it again shall we?

If you want to make sure you are involved next year and have any feedback, please do get in touch by contacting [info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

Kindest Regards,

Chairperson  
Saltash Regatta Committee



## Transactions

Available balance	<b>£6,847.69</b>
Last night's balance	£6,847.69
Overdraft limit	£0.00

Showing **1** transaction between **27/02/2020** and **27/02/2020** from 30/10/2019 to 28/02/2020

Date	Description	Money in	Money out	Balance
27/02/2020	Counter Credit CREATIVE KERNOW LT CREATIVE KERNOW BGC	£50.00		£7,467.91

### Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in [Cloud It](#)

If you can't find the relevant statement/transactions online, you can order a copy statement

B: [Bank UK PLC](#). Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.



# Billy Wiz Entertainments

## Diverse Events

### CONTRACT No:

*This contract is confirmation that you have booked Billy Wiz Magician to perform as detailed in the following engagement schedule. Please check all information is correct and confirm via email to \_\_\_\_\_ or you can confirm online at \_\_\_\_\_ within 7 days.*

*Thank you for booking Billy Wiz Magician, I look forward to seeing you on the day.*

### ENGAGEMENT SCHEDULE:

**ACT:** Magic Shows and Close Up Magic  
**DATE:** Sunday 5th September 2021  
**TIME:** 12 to 5pm  
**EVENT:** Saltash Regatta  
**VENUE:** Saltash

**FEE: £380** The fee is payable by cash, cheque or BACS

**I have read the Engagement Schedule and General Terms & Conditions below and agree they will be adhered to.**

Bookers Signature: x

Date: x

Bookers Tel No:

Mobile:

Artistes Signature:

Date: 6th April 2021

### GENERAL TERMS & CONDITIONS

- Contract:** Please check all the information is correct and confirm via email to \_\_\_\_\_ or confirm on line at \_\_\_\_\_  
These inclusive terms and conditions shall deemed accepted even if it is not confirmed within the prescribed 7 days, provided no written objection has been made.
- Cancellations:** Cancellations must be made either by telephone or registered post. If a cancellation is made 28 days or less prior to the engagement date the booker shall be liable for the full performance fee.
- Outdoor Venues:** Billy Wiz's magic show cannot be performed outdoors unless he's undercover with three sides, He shall not be expected to perform in adverse weather or ground conditions, and the contractual fee shall be paid irrespective of the weather. He will be prepared to perform in a reasonable alternative venue within reasonable distance of the original venue. Billy Wiz's decision as to the working conditions is final.
- \*\* Parking:** It's the client's responsibility to ensure there is adequate parking close to the venue entrance for Billy Wiz.  
If Billy wiz cannot perform the show due to lack of parking, the client shall still be liable for the Full Performance Fee.  
(Unloading then parking elsewhere is not an option.) The client is responsible for any parking charges incurred.
- Performance Times:** It's the client's responsibility to ensure that the children are present on time, so the show can start at the booked time.  
A late start may mean a shortened show to allow Billy Wiz to finish on time. In this happens the full performance fee will still be payable.
- Adult Supervision:** Billy Wiz is not engaged in a supervisory role, therefore please ensure at least two responsible adults are present in the room always during the entertainment to act in such a role. For safety reasons, any children present who are under 3 years old must be kept safely away from the performance area.





## **Grant Application Checklist**

### **PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:**

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.



Is application fully completed:	<input checked="" type="checkbox"/>
Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:	No
When is the event or project to commence:	04/09/21
Does the application directly benefit the residents of Saltash and clearly demonstrate this:	Yes
Is the application submitted 20 working days prior to the next P&F Meeting:	Yes
Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:	Yes
Amount of funding applied for:	£2928.43
If Community Chest application has the grant applied for exceeded £1000:	N/A
If Festival Fund application has the amount exceeded £1500 per day: <i>(please note maximum of 2 days per event)</i>	No

Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

Copies of the most recent bank statements must be provided.	Yes
Public Liability Insurance Certificates are required for any events or projects.	No – They wish to request funding for the purchase of the insurance
If staff will be involved Employee Liability Insurance Certificates are required.	N/A
Buildings Insurance will be required if an application relates to funding towards this purpose.	N/A
Full contact details for the applicant as well as any registered address for the organisation should be supplied.	Yes
A copy of the constitution for the organisation should be included.	Yes
Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.	Yes



What Key Priority Area does the application fall under:

**(Please tick all that apply)**

The promotion of tourism and leisure for both residents and visitors to the area with a community focus.	<input checked="" type="checkbox"/>
Supporting local safety campaigns.	<input type="checkbox"/>
Benefit health and wellbeing.	<input checked="" type="checkbox"/>
Promote pride in the community.	<input checked="" type="checkbox"/>
Highlight important local issues/history/culture to local residents and students.	<input checked="" type="checkbox"/>
Promote a sports -related initiative or event.	<input checked="" type="checkbox"/>
Increases visitors to Saltash and improves the local economy.	<input checked="" type="checkbox"/>
Promotes environmental issues which improve the local area.	<input type="checkbox"/>
Takes into account locals when organising events.	<input checked="" type="checkbox"/>
Takes the environment and waste management into consideration.	<input checked="" type="checkbox"/>

Date application sent for review by the Chair and Vice Chair of P&F:	27/04/21
Date approved by Chair and Vice Chair of P&F: <b>If application is refused please follow appeal procedures.</b>	04/05/21
Date to be received by P&F Committee:	27/05/21

Checklist after Committee Consideration:

Date letter sent to inform applicant of the decision:	Click or tap to enter a date.
Date for supporting documents and receipts to be received:	Click or tap to enter a date.
Date for report to be received by P&F Committee after the event:	Click or tap to enter a date.

Checklist after Event / Project Completed:

Receipts sent to Finance:	Choose an item.
Did all the funding awarded be utilized:	Choose an item.
Date Finance has been informed of funding used:	Click or tap to enter a date.
Date report received by P&F:	Click or tap to enter a date.