

Saltash Town Council – Grant Application Form


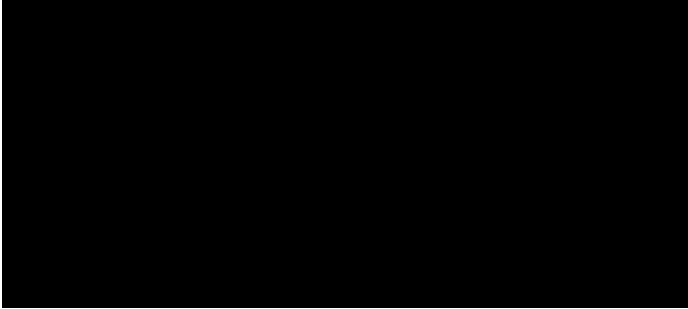
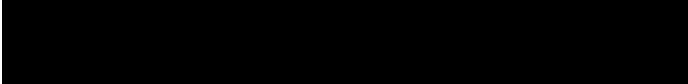

APPLYING FOR:

Community Chest Grant

(Tick one box)

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	CHAIRMAN
Organisation:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	CHARITABLE STATUS & A MEMBER OF THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS
Charity/Company number (if applicable)	Charity No: 1046226 Company No: _____
What geographical area does your organisation cover?	CORNWALL & DEVON PLUS OTHER COUNTIES IF NECESSARY.

How long has your organisation been in existence?	SINCE 1990 i.e. 36 YEARS
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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 2025	SALTASH MUSIC SPEECH & DRAMA FESTIVAL	£1000	YES
	OCTOBER 2024	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL	£1000	YES
Please list the aims and objectives of your organisation	OBJECT OF THE ORGANISATION IS TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ARTS & IN PARTICULAR THE ARTS OF MUSIC, SPEECH & DRAMA BY :- a) ORGANISING ANNUAL COMPETITIVE FESTIVALS, b) PRESENT & PROMOTE PUBLIC PERFORMANCES & CONCERTS, and c) TO AFFILIATE TO THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.			

2.

What are the main activities of your organisation?	TO HOLD AND PROMOTE AN ANNUAL COMPETITIVE FESTIVAL ENGAGING PROFESSIONAL ADJUDICATORS FOR EACH SPECIALISATION RECOMMENDED BY THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.
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	Yes / No or 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?	No
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	25 / 01 / 2027
	Finish Date	06 / 02 / 2027
	Total Cost	£ 5,500 To £6,000
	Grant Applied For	£ 1,000

Project title:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
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Description of project (please continue on a separate sheet if necessary):	TO PROVIDE A COMPETITIVE FESTIVAL WITH UP TO 3 DAYS OF SPEECH & DRAMA, 3 DAYS OF VOCAL SINGING, UP TO 5 DAYS OF INSTRUMENTALS CULMINATING WITH A GALA CONCERT ON THE FINAL DAY. ALL SECTIONS TO BE ADJUDICATED BY 3 SEPARATE PROFESSIONAL ADJUDICATORS.
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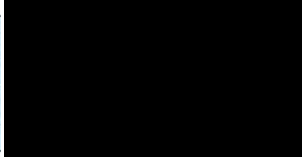
Where will the project/activity take place?	SALTASH WESLEY METHODIST CHURCH THE FESTIVAL, MANY PLACES IN THE TOWN BENEFITTING THROUGH VISITS, AND PURCHASING & EATING FOOD & DRINK, ETC.
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Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	ALL SPEECH & DRAMA ORGANISATIONS, CHOIRS, SOLOISTS, BANDS, SCHOOLS AND COLLEGES. IN 2026 WE HAD NEARLY 500 ENTRIES COMPRISING OVER 1000 PARTICIPANTS TO THE BENEFIT OF AUDIENCES AND TO THE TOWN WITH OVER 1500 PEOPLE VISITING
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What evidence do you have that this project is required? (This might be survey work or statistical evidence)	MANY EMAILS & TELEPHONE CALLS THANKING THE COMMITTEE FOR STAGING THE FESTIVAL. ALL WHO ENTERED THOROUGHLY HAD AN ENJOYABLE EXPERIENCE LEARNING FROM OTHERS TAKING PART.
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<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>2027 WILL BE THE 35th ANNUAL FESTIVAL AND SINCE COVID IN 2020/2021 WE HAVE BEEN FORTUNATE TO SEE AN INCREASE IN ENTRY NUMBERS EACH AND EVERY YEAR, INCLUDING INCREASES IN AUDIENCE NUMBERS FROM THE GENERAL PUBLIC, PARENTS AND TEACHERS.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>THE PROJECT WILL BE MANAGED BY OUR COMMITTEE OF TEN VOLUNTEERS TOGETHER WITH OTHER VOLUNTEER HELPERS ASSISTING AT THE FRONT OF HOUSE AND DOOR STEWARDS TOGETHER TROPHY SECRETARIES.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>THE PROPOSED START DATES FOR EACH SECTION IS AS FOLLOWS:- MONDAY 25 JANUARY 2027 - SPEECH & DRAMA UNTIL WEDNESDAY 27 JANUARY, THURSDAY 28 JANUARY - VOCAL SINGING UNTIL SATURDAY 30 JANUARY, MONDAY 1 FEBRUARY - INSTRUMENTAL UNTIL FRIDAY 5 FEBRUARY. SATURDAY 6 FEBRUARY - GALA CONCERT (ALL SESSIONS COULD BE 3 HOURS)</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>THE FESTIVAL USES THE POLICIES LAID OUT IN THE SYLLABUS AND PROGRAMME - CHILD PROTECTION & SAFEGUARDING SECTION. (SEE ATTACHMENT 'H'). BECAUSE WE WELCOME A LARGE NUMBER OF SCHOOL-AGED PARTICIPANTS, THE SAFETY & WELL-BEING OF CHILDREN AND VULNERABLE ADULTS IS CONSIDERED AT EVERY STAGE OF OUR DECISION MAKING. ALL FESTIVAL ACTIVITIES TAKE PLACE IN A CONTROLLED ENVIRONMENT AT SALTASH WESLEY CHURCH, →*</p>

Please confirm the bank account your project is using is in the project's name/organisation name



4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓ (A)
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	✓ (B)
A letter head showing the organisation's address and contact details.	CORRESPONDENCE BY EMAILS ✓ (C)
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	✓ (D)
A copy of your organisation's latest set of accounting statements (if any exist).	✓ (E)
Copies of any letters of support for your project.	✓ (F)
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.	✓ (G)
A copy of your organisations Safeguarding Policy (if relevant).	✓ (H)
Other (please list)	

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

N/A

SAFEGUARDING CONTINUED FROM PAGE 5.

* ← WHERE APPROPRIATE SUPERVISION, RISK ASSESSMENT PROCEDURES AND SAFEGUARDING MEASURES ARE IN PLACE. EMPLOYEES
 THE FESTIVAL ALWAYS ACCREDITED ADJUDICATORS WHO HAVE BEEN TRAINED IN SAFEGUARDING. A COMMITTEE MEMBER SITS WITH THE ADJUDICATOR & OVERSEES PROCEEDINGS. ANOTHER COMMITTEE MEMBER STANDS AT THE REAR OF THE CHURCH TO OBSERVE WHO IS COMING & GOING TOGETHER WITH TWO MEMBERS OBSERVING ALL PROCEEDINGS. YOUNG PEOPLE ARE ACCOMPANIED BY EITHER A PARENT OR A MEMBER OF THEIR SCHOOL STAFF. NO CHILD ATTENDS ALONE.
 THE FESTIVAL ALWAYS ENSURES THAT LEAST ONE TRAINED SAFEGUARDING-RESPONSIBLE PERSON IS PRESENT AT ALL TIMES. ALL VOLUNTEERS ARE PROVIDED WITH A GUIDANCE SHEET ON SAFEGUARDING INCLUDING NAMES OF CHAPERONES AND SAFEGUARDING COMMITTEE MEMBERS.
 THE FESTIVAL HAVE TWO CHAPERONES APPROVED BY CORNWALL COUNCIL FOR THE NEXT 2 YEARS. WE ALSO MEET WITH THE SAFEGUARDING TEAM FROM WESLEY CHURCH PRIOR TO THE FESTIVAL.
 SAFEGUARDING IS EMBEDDED NOT AS A SEPARATE TASK BUT AS A ROUTINE AND AN ESSENTIAL PART OF HOW WE OPERATE.
 IN CONJUNCTION WITH BIFF WE REVIEW & UPDATE OUR POLICY, IF REQUIRED, EVERY YEAR IN NOVEMBER.
 MOST OF OUR COMMITTEE HAVE UNDERGONE TRAINING THROUGH THEIR OTHER ACTIVITIES E.G. CHURCHES & SOME HOLD THE OFFICE OF SAFEGUARDING OFFICER. AS A COMMUNITY-RUN FESTIVAL, THAT IS ALL INCLUSIVE, SAFEGUARDING IS OF PARAMOUNT IMPORTANCE & FUNDAMENTAL TO US PROVIDING A SAFE ENVIRONMENT FOR EVERYONE.

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.

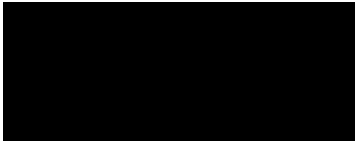

I/we accept the following:

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):	CHAIRMAN		
Date:	17 JUNE 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	



MODEL CONSTITUTION FOR THE USE OF AFFILIATED FESTIVALS ONLY

Note: This document had been drawn up in consultation with the Charity Commission in the light of circumstances at competitive festivals and should not be used as a guide for other organisations.

CONSTITUTION OF *(insert full title of festival)*

1. The name of the festival shall be the **SALTASH MUSIC, SPEECH & DRAMA FESTIVAL** Festival Association (hereinafter referred to as 'the Association').
2. The object of the Association shall be to advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Drama, and Dance, in all their branches.

In furtherance of the object of the Association but not further or otherwise the Association shall have the following powers:

- (1) To hold or promote annual competitive festivals.
 - (2) To present and promote public performances, concerts and recitals.
 - (3) To affiliate to The British & International Federation of Festivals and to further the charitable objects of the said Federation.
 - (4) To do all such other things as are necessary to the attainment of the object of the Association.
3. The income and property of the Association shall be applied solely towards the promotion of its objects as set forth in the constitution and no portion thereof shall be paid or transferred, directly or indirectly to the members of the Association. Provided nothing herein shall prevent the payment in good faith by the Association to any member of the Committee, member, officer or servant of the Association
 - (a) of reasonable and proper remuneration for services actually rendered including reasonable and proper fees and usual charges for any professional services;
 - (b) of reasonable interest on money lent to the Association;
 - (c) of reasonable and proper rent for premises demised or let to the Association;
 - (d) of expenses properly incurred on behalf of the Association, on condition that
 - (i) No person shall be entitled to vote on a resolution nor attend any meeting concerning his own appointment to his paid office of the Association or any payment made or to be made to him by the Association;

- (ii) notwithstanding anything contained in the constitution of the Association no resolution relating to the payment to any member of the Committee shall be effective unless it is passed at a committee meeting at which there is present a quorum which comprises not less than one third of the multiple of three next above the total of those entitled to attend the meeting, and a majority of persons who are not remunerated for services being rendered to the Association.
4. Membership of the Association shall be open to any person who is interested in the object of the Association.
5. The Officials of the Association shall be:
- (1) A Chairman
 - (2) A Vice-Chairman
 - (3) An Honorary Secretary or Secretary
 - (4) An Honorary Treasurer
6. The Officials of the Association shall be elected annually at the Annual General Meeting of the Association from the Members of the Association.
7. The Management of the Association shall be vested in the Committee.
8. The Committee shall consist of the Officials of the Association and ..6.. Members of the Association to be elected annually at the Annual General Meeting of the Association.
9. All the powers of the Association shall be vested in the Committee save in so far as the same are hereby expressly required to be exercised by the Association in General Meeting and save that the Committee shall not be empowered to wind up the Association but such winding up can be decided upon only by a General Meeting of the Association.
10. (1) All moneys belonging to the Association shall be paid into such Bank as may be specified by the Committee to the account of the Association.
- (2) All cheques drawn on the account of the Association shall be signed by two Officials of the Association.
11. The property and investments of the Association (other than money at the Bank) shall be held in the name of the Association by the Chairman, Secretary, or Honorary Treasurer for the time being.
12. (1) The Annual General Meeting of the Association shall be held in the month of ...OCTOBER..... in every year and at such meeting the Officials of the association and the Committee shall retire but shall be eligible for re-election.
- (2) The Annual General Meeting shall be convened by the Secretary by not less than 21 days' notice in writing given to the Members of the Association.

- (3) At the Annual General Meeting a full Account duly audited of all receipts, expenditure and property of the Association together with a Balance Sheet for the year ended~~July 2026~~..... previous to the meeting shall be presented by the Committee. At such meeting the Auditors for the ensuing year shall be appointed and the Officials and Committee shall be elected.
- (4) An Extraordinary General Meeting shall be convened by the Secretary upon a request by the Committee or by any six Members upon not less than fourteen days notice of such meeting being given to every Member which shall state the business to be conducted at the meeting.
- (5) Any 5 Members of the Association personally present shall be a quorum at any General Meeting.
- (6) At every General Meeting the chair shall be taken by the Chairman of the Association or in his absence by the Vice-Chairman. In the absence of the Chairman and the Vice-Chairman, a Chairman shall be elected by the Members present.
- (7) The voting at a General Meeting shall be by show of hands but the Chairman or any three Members may demand a poll which shall be immediately taken and the result thereof declared by the Chairman. In the case of equality of votes the Chairman of the Meeting shall have a second or casting vote.
13. At any General Meeting every Member of the Association shall subject as hereinafter provided have one vote provided that no person other than a Member duly registered on the Register of Members and who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership shall be entitled to vote.
14. (1) The Committee shall meet at least5..... times in every year.
- (2) Meetings of the Committee shall be covered by the Secretary of the Association by giving at least seven days' notice to each Member or such shorter notice as the Chairman of the Association may decide.
- (3) Any5..... Members of the Committee personally present shall form a quorum.
- (4) The provisions herein before set out in relation to voting and the taking of the chair at General Meetings shall apply to meetings of the Committee.
- (5) The Committee shall have power to fill casual vacancies on the Committee from the Members of the Association and to co-opt not more than2..... persons as Members of the Committee and such persons need not be Members of the Association.

15. A Resolution to wind up the affairs of the Association may only be moved at a General Meeting convened for the purpose. Such Resolution will become effective only if 75% (or other substantial percentage) of Members only attending the meeting vote in favour. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to The British & International Federation of Festivals for its general charitable purposes, or some other Institution or Institutions, having objects similar to the object of the Association and which shall prohibit the distribution of its or their income and property amongst its or their Members.

 16. Subject as hereinafter provided the Constitution of the Association as set out in this Schedule may be added to repealed or amended by resolution at any General Meeting provided that no such Resolution shall be deemed to have been passed unless it be passed by a majority of at least two thirds of the Members present at the meeting and entitled to vote. Provided no amendment shall be made to the Object Clause 2, the Dissolution Clause 15, and this clause and provided also that no amendment shall be made which would cause the Association to cease to be a charity in law.
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Note: The official adoption of the Constitution must be carried out at a Special General Meeting of Members after which the document becomes operative. Copies of the Constitution should be made available for Members, and will also be required by the Charity Commission if the Festival is applying for Registration as a Charity. When registering as a charity it is important to change this document as little as possible (you can set up several different management structures within the framework of this constitution - it is intended to be open-ended and allow growth and change). You should also make clear that you have followed this model when sending your forms into the Charity Commission and should contact the Federation if you get any queries from the Charity Commission.

(£)

Saltash Music Speech & Drama Festival

Breakdown of Accounts - 21st March 2026

<u>Income</u>	
Speech Entries	<u>£1,410.00</u>
Instrumental Entries	£497.50
Vocal Entries	£374.00
Speech Door	£272.00
Vocal Door	£90.50
Instrumental Door	£122.00
Advertising	£110.00
Friends	£720.00
Programme Sales	£202.00
Float	£150.00
Raffle	£114.00
Sum Up Payments	£842.66
Gala Concert	£155.00
Town Council	£1,000.00
Accommodation Refund	£120.00
TOTAL	£6,179.66

(£)

Expenditure

Printing	£557.15
BIFF Insurance	£285.00
Cash Float	£150.00
Accommodation	£180.00
Speech Adjudicator	£1,500.00
Vocal Adjudicator	£484.00
Instrumental Adjudicator	£849.15
Expenses	£39.79
Wesley Church	£1,551.00
Bounced Cheque	£7.50
Accompanist	£150.00
BIFF membership	£285.00

TOTAL

£6,038.59

Balance C/F	£4,505.03
Income	£6,179.66
TOTAL	£10,684.69
Expenditure	£6,038.59

TOTAL BALANCE

£4,646.10

Hon. Treasurer

Date

Independent Examiner

MG 025941 F1VI467A 709F301CF00119 39300 B 27487

THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FES

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 02 June 2026

Business Current Accounts

Community Account Statement	£4,646.10
.....	
Sort Code 20-50-40 • Account No 63470717	

Business Savings Accounts

Business Premium Account	£0.00
.....	
Sort Code 20-50-40 • Account No 73866912	

This is the end of your account summary.

Issued on 03 June 2026

 THE OFFICIALS
 SALTASH MUSIC SPEECH & DRAMA FESTI


Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
	No transactions within the period			
2 Jun	Start Balance			4,646.10
2 Jun	Balance carried forward			4,646.10
	Total Payments/Receipts	0.00	0.00	

20 May - 02 Jun 2026

Start balance	£4,646.10
Money out	£0.00
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£4,646.10

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

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



2/3

20293 00002 F1V1467A 2 of 3



Irwell
INSURANCE COMPANY LIMITED

Certificate of Employers' Liability Insurance^(a)

(The requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form)

Policy No: [REDACTED]

1. Name of policy holder: Saltash Music Speech & Drama Festival
2. Date of commencement of insurance policy: 00.00hrs on: 01/01/2026
3. Date of expiry of insurance policy: 23.59hrs on: 31/12/2026

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and

2. (a) the minimum amount of cover provided by this policy is no less than GBP 5,000,000 ^(c); or

~~(b) the cover provided under this policy relates to claims in excess of GBP~~

~~but not exceeding GBP~~

Signed on behalf of Irwell Insurance Company Limited (Authorised Insurer)

[REDACTED]

..... Signature

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. The Insurer on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary: Bennett Gould & Partners Limited, 1137 Beaufort House, 15 St Botolph Street, Aldgate, London EC3A 7BB
UMR: BENNETTGOULD_IRWELL-Y2025

Authorised Insurer: Irwell Insurance Company Limited
Issuing intermediary's reference:
(if different from the Policy Number stated above)



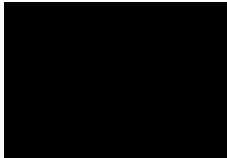
Irwell

INSURANCE COMPANY LIMITED

PUBLIC & PRODUCTS LIABILITY CERTIFICATE SCHEDULE

INSURER	Irwell Insurance Company Limited
POLICY NUMBER	IRW0131
PERIOD OF INSURANCE	From 1st January 2026 To 31st December 2026 Both dates inclusive
INSURED	Saltash Music Speech & Drama Festival
PUBLIC LIABILITY	£5,000,000 In respect of any one occurrence or series of occurrences arising out of one originating cause
PRODUCTS LIABILITY	£5,000,000 In respect of all occurrences arising during any one period of insurance

Signed on behalf on the Insurers:



Bennett Gould Underwriting

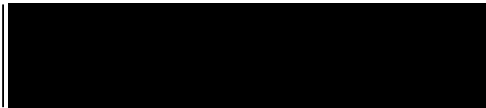
A trading style of Bennett Gould & Partners Ltd

Acting on behalf of Irwell Insurance Company Limited under Binding Authority Agreement number BENNETTGOULD_IRWELL-Y2025

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**CHILD PROTECTION POLICY (implemented from December 2005)
(updated June 2012, 2016, 2022 & 2025)
SALTASH MUSIC, SPEECH AND DRAMA FESTIVAL
Registered Charity No.1046226**

**CHAIRMAN
SECRETARY
TREASURER**



VENUE 2027 SALTASH WESLEY METHODIST CHURCH

The British & International Federation of Festivals for Music, Dance & Speech work with Festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation and our member Festivals are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the Federation and our member Festivals.

We recognise that :

- a) the welfare of the child / young person is paramount
- b) all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of abuse.
- c) working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

The Purpose of the Policy :

To provide protection for the children & young people who participate in our Festivals, including the children of Festival members

- and to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

We will seek to safeguard children and young people by :

- A) valuing them, listening to and respecting them
- B) adopting child protection guidelines through procedures and safe working practice from staff and volunteers
- C) recruiting staff and volunteers safely, ensuring all necessary checks are made
- D) sharing information about child protection and safe working practice with children, parents, staff and volunteers
- E) sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- F) providing effective management for staff and volunteers through supervision, support and training

The Federation will review this policy each year in November in line with Safe Network Guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

SAFER FESTIVALS STATEMENT

The Federation and its member Festivals use the following policies and procedures to provide **Safer Festivals** for children & young people.

- 1) A single, definitive Child Protection Policy adopted by all Federation Festivals.
- 2) Best practice advice in the form of **Safe Working Practice** and **Child Protection leaflets**, support and training for all Federation Festival staff and volunteers reporting procedures for anyone with a concern about a child.
- 3) Appropriate recruitment and induction procedures followed for all new staff and volunteers responsible for providing safe environments for the children / young people attending / performing at our Festivals.

- 4) One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.
- 5) All Festival staff and volunteers wear a badge to identify their roles and all teachers/parents/guardians are asked to report all incidents of any nature to any person wearing a Festival badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Child Protection** best practice advice. In addition each Festival will ensure the availability of a quiet area/room where concerns can be expressed in private.
- 6) For the duration of a Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.
- 7) No unauthorised photography or video recording of children and young people is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child is not included in official photos.
- 8) The Festival's Child Protection Policy and Safer Festivals Statement will be published explicitly in the Syllabus, Programme and on the Festival website, if one exists. Each teacher/parent/guardian/carer must read, understand and accept this information in order to give consent for their children/pupils to enter the Festival by box ticking/signing the appropriate section of the physical Festival Entry Form or Online Entry Procedure.

Updated to include recommendations by BIFF on 12/02/2022 & November 2025.

Without consent the entry to the Festival cannot be accepted.

If anyone requires an individual copy of this Festival's Child Protection Policy, please contact the Festival Chairman or General Secretary who will provide one immediately.



From: [REDACTED]
To: [REDACTED]
Date: Feb 24, 2025 2:39:30 PM
Subject: Fwd: Saltash Music, Speech & Drama Festival 2026

Good Afternoon [REDACTED]

My name is [REDACTED] and I chair the Saltash MS&D Festival. We have been a Festival here in Saltash, Cornwall since 1991 and have just finished our 33rd annual Festival.

I would like to officially enquire if you would like / be able to be our Speech Adjudicator for 2026. The Speech section usually lasts for 3 days in the first week of our Festival. Next year it will be from Monday 26th January through to Wednesday 28th January, number of entries permitting. We usually have full sections of verse speaking, duologues, humorous verse, prose both reading & speaking together with a sprinkling of drama classes.

Hopefully you will be able to join us here in Saltash next January, please can you reply to me on this email. For information my telephone number is [REDACTED] if you wish to know anything else at this time or if you have any queries.

Many Thanks.

[REDACTED]
Chair-Saltash Festival



34th Annual

**Saltash Music, Speech
& Drama Festival**

SALTASH WESLEY
METHODIST CHURCH

2026

26th JANUARY to 7th FEBRUARY

PROGRAMME £3.00p

 Supported by Saltash Town Council 

Church contact number during Festival 

**ALL ENTRIES MUST BE IN BY
MONDAY 24 NOVEMBER 2025**



34th

**Annual
Saltash Music, Speech
& Drama Festival**

SALTASH WESLEY
METHODIST CHURCH

2026

26th JANUARY TO 7th FEBRUARY

SYLLABUS

Supported by Saltash Town Council

(F)

From: [REDACTED]
To: [REDACTED]
Date: Jan 29, 2026 1:49:00 PM
Subject: FW: Festival feedback

Hi [REDACTED]

Thought you should see this as this is what the festival is about.

Hope the rest of the festival goes well.

[REDACTED]

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Subject: Festival feedback

We just wanted to say a huge thank you to everyone involved in organising the festival [REDACTED] had a truly lovely day.

He's new to the world of festivals, but we have a feeling he may well become a regular. He felt so positive heading into school this morning, and that's a feeling that money can't buy. He was a little disappointed by the Plymouth Argyle score last night, but even the rain and football couldn't dampen his spirits.

Please pass on our thanks to the whole team for such a well-organised and enjoyable event.

With thanks,

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Date: Jan 29, 2026 1:50:56 PM
Subject: FW: Thank you - another one

[REDACTED]

Subject: Thank you

Hello.

Just wanted to say thank-you for another lovely festival. My little band of performers have had such a great time and really enjoyed themselves.

Sorry I didn't get to come along and say hello - I was poorly at the start of the week and had back to back meetings today (and a theatre trip this evening).

Hope you've had a great week.

Best wishes -

[REDACTED]

Plymouth Performing Arts Academy
Plymouth, Devon, PL4 8AG

www.ppa.co.uk

[REDACTED]

From:

To:

Date: Jan 31, 2026 9:29:52 PM

Subject: Fwd: Saltash Gala Evening

More positive feedback.

Sent from my iPhone

Begin forwarded message:

Subject: Re: Saltash Gala Evening

Dear [REDACTED]

Thank you for your email. [REDACTED] is really pleased and would love to perform at the Gala. I want to thank you and your team for such a well-organised festival and for your kind words of encouragement for [REDACTED] throughout the festival. I must also thank the Adjudicator for her fair approach, feedback and top tips for children. Both [REDACTED] earned a lot, and this would help them in future festivals.

Looking forward to seeing you at the Gala.

Kind regards

On Sat, Jan 31, 2026 at 4:00 PM <voiceworks@blueyonder.co.uk> wrote:

Dear [REDACTED]

What a joy [REDACTED] were this year. It was wonderful to watch them perform.

I am pleased to let you know that [REDACTED] has been asked to perform at the Gala and his Set Verse Mr Mizen has been requested. [REDACTED] has won a number of additional trophies so it might be advisable to bring a bag with you.

I do hope you can attend.

Kind regards

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Date: Jan 29, 2026 4:43:59 PM
Subject: Fwd: Thank you

So another adjudicator wants to donate a trophy. It's for encouragement, so for the child who works hard but never quite makes the top three.

I think this is a marvellous idea.

Wow

Sent from my iPhone

Begin forwarded message:

[REDACTED]
Subject: I thank you

Dear All,
I wish to reiterate my thanks to you all for making me so welcome - what a lovely bunch you are.
I reached my hotel at 1am due to fog and a motorway diversion!! However I'm home to my four legged friends now
I mentioned [REDACTED] at appropriate adjudicator for you, just thought I'd pop it in writing. I've worked with him and he's young (in comparison 😊) He's lots of energy so will cope with the long days.
I would like to donate a cup/shield for encouragement if appropriate. Let me know your thoughts please.
[REDACTED]

I would also like to make a donation to the church if you could forward bank details. I was humbled by their work.
Hope everything settles down with the complaints it really is a dreadful sign of the times.
Take care and thank you again.

Kind regards

[REDACTED]

[REDACTED]

G

SALTASH MUSIC, SPEECH & DRAMA FESTIVAL 2026 FESTIVAL REPORT

Firstly, may I take this opportunity to thank the Town Council for their support towards the staging of the above Festival.

Our 2026 Festival was considered a big success in bringing together many hundreds of people to perform & support the local shops and hostelrys. We had over 500 entries spanning 6 days which was a slight increase in numbers from 2025. The Festival was in three sections i.e. 9 x 3 hour sessions of Speech, 3 x 3 hour sessions of Vocal & 5 x 3 hour sessions of Instrumental all adjudicated by three very experienced Adjudicators provided by the British & International Federation of Festivals, culminating in the very well supported & enjoyable Gala Concert at the end.

Despite several incidents regarding traffic accidents, etc. on the bridge & surrounding areas causing much delay & upset, the Adjudicators & our committee dealt with the situations with grace and understanding.

Throughout the whole Festival reference was made to the Town Council supporting the event on the screen at Saltash Wesley and on the syllabus & programme, seen on the attached sheets. The Festival was also advertised on several face book pages. Many people thought & said that it was brilliant to see the Town Mayor opening the Festival & the Deputy Mayor at the Drama night & Gala Concert. Thank you.

Very positive feedback has been received from both the Adjudicators and teachers/parents such as : "Thank you so much for another lovely Festival, parents were all saying how well run the Festival is run and how convenient it is that the age groups perform everything on the same day" and "It was nice to catch up at the Festival, we all thoroughly enjoyed it & being part of it" just to mention a few. It was also fantastic to note that we were considered an excellent Festival for neurodivergent children, who all felt safe & secure & proved to be amazing communicators. Thankfully there were no safeguarding issues to report.

Please also find attached finance sheets as at March this year together with a selection of invoices showing some of the major expenses that we have incurred. As usual you can see a very high percentage of our outgoings are on the Adjudicators fees which are set by the Federation of Festivals together with their accommodation, hire of Wesley Church, etc. culminating in costing the Festival approximately £6K to run. As can be seen the grant given by the Town Council to the Festival is of vital importance to continue our existence.

Finally, I hope that this is what is required by the Town Council & to once again thank them most sincerely for your continued support.


Chairman – Saltash Music, Speech & Drama Festival