



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

<b>Contact Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	Saltash May Fair Committee
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Constituted Community Group
<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

How long has your organization been in existence?	Since the 22 <sup>nd</sup> of July 1980
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

## 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<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)	2019	Saltash May Fair 2019		£1499.50 Yes, but never received (cancelled due to covid-19)
	2018	Saltash May Fair 2018		£900 £1550 S106
	2017	Saltash May Fair 2017		£2000 £2875 S106
	2016	Saltash May Fair 2016	£1344.61	£1350.00
	2015	Saltash May Fair 2015	£974.99	£974.99
<b>Please list the aims and objectives of your organization</b>	<b>Constitutional Aims and Purpose:</b> The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.			
	The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally.			
	<b>Other Aims:</b> To offer a one day Town Centre event for free; involving a range of performers, entertainers, musicians, bands, traders and charities.			

	<p>Saltash May Fair, and by extension, “SaltFest” has joined the “Festival Vision 2025” initiative, in working towards an environmentally sustainable festival. We hope to reduce waste where possible, reduce the amount of single use plastics, remove plastic straws and cutlery, and work with audiences to positively influence travel choices to reduce travel-related emissions.</p> <p>We aim to continue to raise funds from Waitrose Community Matters, sponsorship, and through grants.</p> <p>This event will offer two stages, one providing a platform for local community groups, and one for more festival style entertainment. We want to ensure community groups and acts are given the opportunity to perform, as well as enabling the event to spread across Fore Street and Longstone Park.</p> <p>The event offers so much to the community; it showcases Saltash and brings together the community, businesses, and groups within Saltash and further afield.</p> <p>The main aim is to bring the Saltash community together.</p>
<p><b>What are the main activities of your organization?</b></p>	<p>The Saltash May Fair Committee traditionally holds a one day festival across Fore Street, Victoria Gardens, and Longstone Park. Offering free entertainment, music, and stalls to the local community and surrounding areas in Devon and Cornwall. This couldn’t happen in May 2020, or May 2021, so a new event is planned, “SaltFest”, for when Covid-19 restrictions are lifted, which will follow a similar template.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> <li>- Local shops and charities are invited to attend as traders to sell goods and raise awareness</li> <li>- Free spaces (deposit scheme) are offered to businesses who have a shopfront in Fore Street or the immediate area</li> <li>- Sponsorship is sought from local businesses</li> <li>- The Committee is led by volunteers, local to Saltash</li> <li>- Local groups are able to showcase their talent across the two stages</li> </ul>

	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	31 / 07 / 2021
	<b>Finish Date</b>	31 / 07 / 2021
	<b>Total Cost</b>	£11525.05
	<b>Grant Applied For</b>	£1477.75

<b>Project title:</b>	SaltFest 2021
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>SaltFest 2021 is a one day free community festival held in Saltash. Events include: dog show, two stages of entertainment (both community based and festival based), market stalls, charity stalls, and kids activities. The event is free to the public and free to attend.</p> <p>It is estimated that the visitor numbers will reach over 5,000 visitors, similar to the May Fair.</p>

<p><b>Where will the project/activity take place?</b></p>	<p>Longstone Park, Victoria Gardens, Fore Street</p>
<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 is estimated to attracts around 5,000 visitors from Saltash and the surrounding areas. This positively impacts on local businesses, brings visitors to the area, increases social interaction, and greatly increases community cohesion .</p> <p>Visitors (Approx 5,000) Local charities (Approx 50) Local business stall holders (Approx 72)</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>Saltash May Fair has run for many years, being well attended, and attracts very positive feedback from local shops, businesses, the community, and the visitors to the event. After two years without the May Fair, the community is in need of a community event.</p> <p>A lack of events means many charities and community groups are struggling to reach their audience.</p> <p>Additionally research suggest that community cohesion has declined quite substantially during the pandemic. The pandemic has put a higher strain on social resources among the community, who have experienced negative changes in their lives.</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>SaltFest is supported by local businesses, charities, community groups, and volunteers.</p> <p>The Saltash Chamber of Commerce, Cornwall Council, and Saltash Town Council have all supported the May Fair significantly over the past years to ensure the event can go ahead, we hope to gain the same support in regards to SaltFest.</p>

<b>How will the project be managed and how will you measure its success?</b>	<p>The event is managed by a volunteer committee, with logistical support by a local not-for-profit Community Interest Company to ensure the event runs safely and meets HSE regulations.</p> <p>Attendance and the sense of community achieved by such events is how the success of the event will be measured, alongside visitor numbers and feedback.</p>
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	The event will take place on the 31 <sup>st</sup> of July 2021.
<b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b>	A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people, and vulnerable people. This plan is circulated to police, fire, ambulance, licencing, Streetworks, and Cornwall Council Events Team. If the events team deem it necessary it is also sent to the Local Event Safety and Guidance Group.

### 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>Below is the budget for SaltFest 2021. We are requesting funding for the highlighted items.</p> <table border="1"> <tr> <td>£350.00</td><td>Storage</td></tr> <tr> <td>£150.00</td><td>Artwork</td></tr> <tr> <td>£1,625.05</td><td>Event Management</td></tr> <tr> <td>£1,300.00</td><td>Medical</td></tr> <tr> <td>£177.75</td><td>Saltash Observer</td></tr> <tr> <td>£75.25</td><td>Traditional Marketing (Leaflets)</td></tr> <tr> <td>£500.00</td><td>Security</td></tr> <tr> <td>£200.00</td><td>Staffing and Volunteers</td></tr> <tr> <td>£225.00</td><td>Waste Management</td></tr> </table>	£350.00	Storage	£150.00	Artwork	£1,625.05	Event Management	£1,300.00	Medical	£177.75	Saltash Observer	£75.25	Traditional Marketing (Leaflets)	£500.00	Security	£200.00	Staffing and Volunteers	£225.00	Waste Management
£350.00	Storage																		
£150.00	Artwork																		
£1,625.05	Event Management																		
£1,300.00	Medical																		
£177.75	Saltash Observer																		
£75.25	Traditional Marketing (Leaflets)																		
£500.00	Security																		
£200.00	Staffing and Volunteers																		
£225.00	Waste Management																		

	£1,500.00	Traffic Management
	£150.00	Saltash Town Band (Parade & Perform)
	£100.00	SCC Stage
	£480.00	Fore Street Stage Sound
	£100.00	Live music FS
	£1,800.00	Live Music LSP
	£1,668.00	Longstone Stage & Sound
	£21.00	Event Licence
	£150.00	COVID measures
	£111.00	Toilets
	£50.00	Raffle 3rd prize
	£100.00	Raffle 2nd prize
	£150.00	Raffle 1st prize
	£42.00	Raffle ticket printing
	£500.00	Insurances
How will you promote STC once application and project are complete?		Saltash Town Council will be promoted and thanked on social media, as well as any editorial we achieve after a successful funding bit.

**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)
Saltash Town Council Festival Fun	£1477.75	✓	
Waitrose Bags of Help	£300.00	✓	Too early for confirmation
Business Sponsorship	£1000.00	✓	Too early for confirmation
Stall Bookings	£3500.00	✓	Too early for confirmation, currently have £547.00
Fundraising	£1000.00	✓	Too early for confirmation



Please confirm the bank account your project is using is in the project's name/organization name	Saltash Fair Committee
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**4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organization's most recent bank statements</b> (mandatory)	TBC
<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 <b>STC</b> please include a brief report and evidence of how you promoted the contribution from the Council</b>	✓
<b>Other</b> (please list)	Please find attached quotes for: - Medical Cover - Saltash Observer



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

The event's Public Liability Insurance, and Employer's Liability Insurance has not been included as it will be purchased closer to the time. As the uncertainty continues in relation to events being able to go ahead due to COVID, we haven't renewed the insurance as of yet to save on expenditure that may not be needed.

Copies of all public liability insurance for contractors and exhibitors and entertainers and performers is held by the May Fair Committee as bookings are confirmed. As bookings have not been confirmed (only pencilled in) due to COVID, we do not yet have copies of these.

**5. Declaration by the applicant**

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

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

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

I/we accept the following:

(i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;

(ii) that any grant offered will be used only for the purposes set out in this application;

(iii) that we will provide reports on progress at the request of the Town Council;

(iv) the support of the Town Council will be publicised;

(v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

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

<b>Signed:</b>			
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<b>Print Name(s):</b>			
<b>Position(s):</b>	Committee member		
<b>Date:</b>			

## **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.

Name of Organisation/ Applicant:	SaltFest
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:	31/07/21
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:	1477.75
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
How much does the organisation have as substantial and allocated resources?	£1599.40

#### 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
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.	No

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 type="checkbox"/>
Increases visitors to Saltash and improves the local economy.	<input checked="" type="checkbox"/>
Promotes environmental issues which improve the local area.	<input checked="" 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:	12/05/21
Date approved by Chair and Vice Chair of P&F: <b>If application is refused please follow appeal procedures.</b>	14/05/21
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.
If not how much was unspent:	£0.00
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.

Date Admin Completed:	Click or tap to enter a date.	Signed:	
Date Finance Completed:	Click or tap to enter a date.	Signed:	

INCOME				EXPENDITURE			
Date	Amount	Description	Type	Date	Amount	Description	Type
30/04/2019	£2,534.12	Stalls (Diverse Events)	Stalls	03/08/2018	£27.73	Storage Aug	Storage
24/04/2019	£100.00	Ads Gas	Sponsorship	03/09/2018	£27.73	Storage Sept	Storage
26/04/2019	£100.00	Computech	Sponsorship	03/10/2018	£27.73	Storage Oct	Storage
30/04/2019	£100.00	Westcountry Skip Hire	Sponsorship	03/11/2018	£27.73	Storage Nov	Storage
17/04/2019	£300.00	Quora	Sponsorship	03/12/2018	£27.73	Storage Dec	Storage
04/05/2019	£100.00	The Bookshelf (Cash)	Sponsorship	03/01/2019	£27.73	Storage Jan	Storage
10/05/2019	£715.11	Raffle money	Entertainment	03/02/2019	£27.73	Storage Feb	Storage
10/05/2019	£135.00	Treasure Hunt raffle	Entertainment	03/03/2019	£27.73	Storage March	Storage
09/05/2019	£1,215.47	Stalls (Diverse Events)	Stalls	03/04/2019	£27.73	Storage April	Storage
10/05/2019	£5.00	Donation (Diverse Events)	Sponsorship	11/04/2019	£50.00	Leaflet artwork	Advertising
18/11/2019	£215.00	Waitrose Green Tokens Sponsorship	Sponsorship	11/04/2019	£944.77	Diverse Events	Hire and Services
07/02/2019	£1,922.00	STC Festival Fund	Grant	11/04/2019	£2.50	Letters to shops (Diverse Events)	Advertising
01/05/2019	£100	Saphira Jewellers (Voucher)	Sponsorship	12/04/2019	£21.00	Temporary Event Notice	Insurance & Licences
01/05/2019	£15	UK Teck (Trophy for Unsung Hero)	Sponsorship	12/04/2019	£250.00	SkyMind Studios	Entertainment
				12/04/2019	£332.40	Medical	Hire and Services
				12/04/2019	£300.40	Brandon Hire	Hire and Services
				14/04/2019	£1,000.00	Big Stage	Entertainment
				15/04/2019	£42.00	Raffle Books	Entertainment
				15/04/2019	£548.00	Big Stage	Entertainment
				15/04/2019	£9.99	A2 laminated (Diverse Events)	Entertainment
				21/04/2019	£62.00	Leaflets	Advertising
				22/04/2019	£180.00	Love Saltash	Advertising
				22/04/2019	£157.50	Saltash Observer	Advertising
				25/04/2019	£300.00	Costume Characters	Entertainment
				22/04/2019	£3.50	Stickers & raffle book (Diverse Events)	Entertainment
				30/04/2019	£30.00	STC Staging	Entertainment
				03/05/2019	£27.73	Storage May	Storage
				04/05/2019	£200.00	1st prize Raffle	Entertainment
				04/05/2019	£100.00	2nd prize raffle	Entertainment
				04/05/2019	£50.00	3rd prize raffle	Entertainment
				09/05/2019	£150.00	Samba Kernow	Entertainment
				09/05/2019	£171.60	Security	Hire and Services
				12/05/2019	£100.00	Shades	Entertainment
				12/05/2019	£6.80	Volunteers snacks	Expenses
				12/05/2019	£3.35	Volunteers water	Expenses
				12/05/2019	£23.25	Haribo trail & volunteers snacks	Expenses
				12/05/2019	£36.00	Food vouchers	Expenses
				12/05/2019	£49.26	2x Staff	Expenses
				12/05/2019	£50.00	Cycle Marshal	Expenses
				12/05/2019	£30.00	2x staff	Expenses
				12/05/2019	£22.98	Youth Trophy	Entertainment
				22/05/2019	£60.00	Bins	Hire and Services
				25/05/2019	£50.00	Charlie Harris	Entertainment
				29/05/2019	£790.00	FTAS Traffic Management	Hire and Services
				29/05/2019	£273.22	Cormac	Hire and Services
				03/06/2019	£27.73	Storage June	Storage
				03/07/2019	£27.73	Storage July	Storage
				03/09/2019	£300.00	Saltash Town Band	Entertainment
				24/01/2019	£20.00	Raffle Licence	Insurance & Licences
				15/11/2019	£16.50	Save the date banner	Advertising

## Your Statement



### Account Summary

Opening Balance	1,599.36
Payments In	0.00
Payments Out	0.00
Closing Balance	1,599.36

**Interest Rate - Valid as at end date of the statement period**  
0.01% AER

**17 January to 16 February 2021**

### Account Name

Saltash Fair Committee

### Your Business Money Manager details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
16 Jan 21	BALANCE BROUGHT FORWARD			1,599.36
16 Feb 21	BALANCE CARRIED FORWARD			1,599.36

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).



## Your Statement



### Account Summary

Opening Balance	1,599.36
Payments In	0.04
Payments Out	0.00
Closing Balance	1,599.40

**Interest Rate - Valid as at end date of the statement period**  
0.01% AER

**17 February to 16 March 2021**

### Account Name

Saltash Fair Committee

### Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
16 Feb 21	BALANCE BROUGHT FORWARD			1,599.36
16 Mar 21	CR GROSS INTEREST TO 15MAR2021		0.04	1,599.40
16 Mar 21	BALANCE CARRIED FORWARD			1,599.40

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

## Your Statement



### Account Summary

Opening Balance	1,599.40
Payments In	0.00
Payments Out	0.00
Closing Balance	1,599.40

**Interest Rate - Valid as at end date of the statement period**  
0.01% AER

**17 March to 16 April 2021**

### Account Name

Saltash Fair Committee

### Your Business Money Manager details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
16 Mar 21	BALANCE BROUGHT FORWARD			1,599.40
16 Apr 21	BALANCE CARRIED FORWARD			1,599.40

### Information about the Financial Services Compensation Scheme

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## Your Statement



### Account Summary

Opening Balance	4,316.55
Payments In	0.00
Payments Out	27.73
Closing Balance	4,288.82

17 January to 16 February 2021

### Account Name

Saltash Fair Committee

### Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
16 Jan 21	BALANCE BROUGHT FORWARD			4,316.55
03 Feb 21	SO ATLAS STORAGE			
	SALTASH MAYFAIR	27.73		4,288.82
16 Feb 21	BALANCE CARRIED FORWARD			4,288.82

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

## Your Statement



### Account Summary

Opening Balance	4,288.82
Payments In	0.00
Payments Out	27.73
Closing Balance	4,261.09

17 February to 16 March 2021

### Account Name

Saltash Fair Committee

### Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
16 Feb 21	BALANCE BROUGHT FORWARD			4,288.82
03 Mar 21	SO ATLAS STORAGE			
	SALTASH MAYFAIR	27.73		4,261.09
16 Mar 21	BALANCE CARRIED FORWARD			4,261.09

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

## Your Statement



### Account Summary

Opening Balance	4,261.09
Payments In	0.00
Payments Out	27.73
Closing Balance	4,233.36

17 March to 16 April 2021

### Account Name

Saltash Fair Committee

### Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
16 Mar 21	BALANCE BROUGHT FORWARD			4,261.09
06 Apr 21	SO ATLAS STORAGE			
	SALTASH MAYFAIR	27.73		4,233.36
16 Apr 21	BALANCE CARRIED FORWARD			4,233.36

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

# **CONSTITUTION OF THE SALTASH FAIR COMMITTEE**

## **TITLE**

1. The Title of the Committee hereinafter referred to, shall be "The Saltash Fair Committee"

## **THE CONSTITUTION**

2. The Committee hereby formulate the following rules as the Constitution of the Committee.

## **DATE OF OPERATION**

3. The Constitution shall come into effect on 22<sup>nd</sup> July 1980

## **SCOPE OF OPERATION**

4. The Constitution, as amended from time to time, is the sole course of authority of the Committee

## **OWNERSHIP**

5. All cash and other assets collected by, or donated to the Committee, or acquired by the Committee, are the property of the Committee and are held to be in the name of the Committee.

## **THE AIM AND PURPOSE OF THE COMMITTEE**

6. .1 The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.
6. .2 The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally.

## **MEMBERSHIP OF THE COMMITTEE**

7. .1 Membership is open to anyone who supports the aim and purpose of the committee
7. .2 There will be no membership fees
7. .3 The Committee will consist of at least three members, but there is no maximum limit to Committee members
7. .4 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected
7. .5 The Committee will consist of at least 3 people elected at the AGM
7. .6 Members will take on responsibilities to chair meetings and take notes as required
7. .7 One member of the Committee shall be appointed by the others as Treasurer

## **FUNCTION OF THE COMMITTEE**

8. .1 Meetings shall be held as necessary
8. .2 A quorum shall be three members
8. .3 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected

## **FINANCE**

9. .1 The Committee is responsible for the safety and proper management of the assets of the Committee
9. .2 The Committee shall produce a set of annual accounts
9. .3 Each financial year shall begin on 1<sup>st</sup> July and end on 30<sup>th</sup> June

## **ANNUAL GENERAL MEETING**

10. .1 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.
10. .2 The AGM will hear reports of the years work, receive the report of the finances, accept the resignation of the outgoing Committee and elect Committee members for the next year.
10. .3 All members are entitled to vote.
10. .4 Voting shall be by a show of hands.

10. .5 If no committee is formed at the AGM, an EGM will be called. If no committee is formed at the EGM the committee will cease to exist after distributing the assets and property.

#### **EXTRAORDINARY GENERAL MEETING**

- 11. .1 An EGM may be called to resolve a serious problem or if it is proposed to change the Constitution.
- 11. .2 14 days public notice of an EGM must be given.

#### **AMENDMENTS TO THE CONSTITUTION**

- 12. .1 The Constitution may be amended by a majority vote at the AGM or EGM.

#### **ASSETS AND PROPERTY**

- 13. .1 These are the responsibility of the Committee at all times
- 13. .2 A register of property should be maintained

#### **DISSOLUTION**

- 14. .1 The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or EGM. Funds and other remaining assets shall be distributed to other local events or charities.



INCOME				EXPENDITURE			
Date	Amount	Description	Type	Date	Amount	Description	Type
30/04/2019	£2,534.12	Stalls (Diverse Events)	Stalls	03/08/2018	£27.73	Storage Aug	Storage
24/04/2019	£100.00	Ads Gas	Sponsorship	03/09/2018	£27.73	Storage Sept	Storage
26/04/2019	£100.00	Computech	Sponsorship	03/10/2018	£27.73	Storage Oct	Storage
30/04/2019	£100.00	Westcountry Skip Hire	Sponsorship	03/11/2018	£27.73	Storage Nov	Storage
17/04/2019	£300.00	Quora	Sponsorship	03/12/2018	£27.73	Storage Dec	Storage
04/05/2019	£100.00	The Bookshelf (Cash)	Sponsorship	03/01/2019	£27.73	Storage Jan	Storage
10/05/2019	£715.11	Raffle money	Entertainment	03/02/2019	£27.73	Storage Feb	Storage
10/05/2019	£135.00	Treasure Hunt raffle	Entertainment	03/03/2019	£27.73	Storage March	Storage
09/05/2019	£1,215.47	Stalls (Diverse Events)	Stalls	03/04/2019	£27.73	Storage April	Storage
10/05/2019	£5.00	Donation (Diverse Events)	Sponsorship	11/04/2019	£50.00	Leaflet artwork	Advertising
18/11/2019	£215.00	Waitrose Green Tokens Sponsorship	Sponsorship	11/04/2019	£944.77	Diverse Events	Hire and Services
07/02/2019	£1,922.00	STC Festival Fund	Grant	11/04/2019	£2.50	Letters to shops (Diverse Events)	Advertising
01/05/2019	£100	Saphira Jewellers (Voucher)	Sponsorship	12/04/2019	£21.00	Temporary Event Notice	Insurance & Licences
01/05/2019	£15	UK Teck (Trophy for Unsung Hero)	Sponsorship	12/04/2019	£250.00	SkyMind Studios	Entertainment
				12/04/2019	£332.40	Medical	Hire and Services
				12/04/2019	£300.40	Brandon Hire	Hire and Services
				14/04/2019	£1,000.00	Big Stage	Entertainment
				15/04/2019	£42.00	Raffle Books	Entertainment
				15/04/2019	£548.00	Big Stage	Entertainment
				15/04/2019	£9.99	A2 laminated (Diverse Events)	Entertainment
				21/04/2019	£62.00	Leaflets	Advertising
				22/04/2019	£180.00	Love Saltash	Advertising
				22/04/2019	£157.50	Saltash Observer	Advertising
				25/04/2019	£300.00	Costume Characters	Entertainment
				22/04/2019	£3.50	Stickers & raffle book (Diverse Events)	Entertainment
				30/04/2019	£30.00	STC Staging	Entertainment
				03/05/2019	£27.73	Storage May	Storage
				04/05/2019	£200.00	1st prize Raffle	Entertainment
				04/05/2019	£100.00	2nd prize raffle	Entertainment
				04/05/2019	£50.00	3rd prize raffle	Entertainment
				09/05/2019	£150.00	Samba Kernow	Entertainment
				09/05/2019	£171.60	Security	Hire and Services
				12/05/2019	£100.00	Shades	Entertainment
				12/05/2019	£6.80	Volunteers snacks	Expenses
				12/05/2019	£3.35	Volunteers water	Expenses
				12/05/2019	£23.25	Haribo trail & volunteers snacks	Expenses
				12/05/2019	£36.00	Food vouchers	Expenses
				12/05/2019	£49.26	2x Staff	Expenses
				12/05/2019	£50.00	Cycle Marshal	Expenses
				12/05/2019	£30.00	2x staff	Expenses
				12/05/2019	£22.98	Youth Trophy	Entertainment
				22/05/2019	£60.00	Bins	Hire and Services
				25/05/2019	£50.00	Charlie Harris	Entertainment
				29/05/2019	£790.00	FTAS Traffic Management	Hire and Services
				29/05/2019	£273.22	Cormac	Hire and Services
				03/06/2019	£27.73	Storage June	Storage
				03/07/2019	£27.73	Storage July	Storage
				03/09/2019	£300.00	Saltash Town Band	Entertainment
				24/01/2019	£20.00	Raffle Licence	Insurance & Licences
				15/11/2019	£16.50	Save the date banner	Advertising
				01/05/2019	£100	Prize for Treasure Hunt	Expenses



**In**      **£7,556.70**  
**Out**      **£7,169.78**  
**P&L**      **£386.92**




[illegible]



Overview of the two accounts. 10 Sept 2020



Account overview




Last Updated 10 Sep 2020 12:29  

Account	Balance 
Community - Saltash Fair	GBP 4,963.85 
Bmm Account - Saltash Fair	GBP 1,599.28 

Overview of the two accounts. 30 April 2021

Account overview

Last Updated 30 Apr 2021 05:58  

Account	Balance 
Community - Saltash Fair	GBP 4,233.36 
Bmm Account - Saltash Fair	GBP 1,599.40 

Please provide us with a full billing address  
for our records

Event Services (S.W.) Ltd.  
Unit 4, The Chicken Shed  
Horningtops  
PL14 3GF  
office@eventservicesonline.com  
01752 829333  
www.eventservicesonline.com

## Quotation: Saltash 'Saltfest' 31st July 2021

<b>Order Date</b>	26/04/2021	<b>Delivery Address</b>
<b>Our Reference</b>	981	Longstone Park Saltash
<b>Your Reference</b>		Longmeadow Rd
<b>Rental Period</b>	30/07/2021 09:00 to 01/08/2021 22:00	Saltash
<b>Deliver</b>	30/07/2021 09:00 to 30/07/2021 09:00	PL12 6DW
<b>Use</b>	31/07/2021 09:00 to 31/07/2021 22:00	Please Provide a contact number
<b>Collect</b>	01/08/2021 09:00 to 01/08/2021 09:00	for the driver

Item	Type	Quantity	Price	Surcharge	Total
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### Outdoor Stage

Stage 1	Rental	1	700.00	0.00	700.00
65mm nut and bolt set (truss) (accessory)	Rental	6	0.00	0.00	0.00
Trilite Spigot (accessory)	Rental	6	0.00	0.00	0.00
Trilite Clip (accessory)	Rental	6	0.00	0.00	0.00
3m Trilite (accessory)	Rental	2	0.00	0.00	0.00
65mm nut and bolt set (truss) (accessory)	Rental	6	0.00	0.00	0.00
Trilite Spigot (accessory)	Rental	6	0.00	0.00	0.00
Trilite Clip (accessory)	Rental	6	0.00	0.00	0.00
<b>Total for Outdoor Stage:</b>					<b>£700.00</b>

### Sound

6kw PA system	Rental	1	450.00	0.00	450.00
<b>Total for Sound:</b>					<b>£450.00</b>

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## Quotation: Saltash 'Saltfest' 31st July 2021

Item	Type	Quantity	Price	Surcharge	Total
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### Crew

Audio Engineer	Service	1 x 1 Day	180.00		180.00
Total for Crew:					£180.00

### Transport

Delivery	Service	1 x 1	30.00		30.00
Collection	Service	1 x 1	30.00		30.00
Total for Transport:					£60.00

Rental charges	£1,150.00	Charge total	£1,390.00
Sale charges	£0.00	Tax total	£278.00
Service charges	£240.00	Charge and tax total	£1,668.00



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## Print deadline and advert costs

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23 April 2021 at 11:29

Good morning to you,

### Available issues:

My thoughts... the best two issues would be ... End of May issue & End of June issue

**May** to introduce the event & promote/encourage any participation required

**June** to promote, add further updates & make a note in diary for the long-awaited return of an exciting event in the town.

### Copy Date:

**May issue:** Wed 12th/Fri 14th May

**June issue:** Wed 16th/Fri 18th June

Could you give me an idea of size you might require?

*(Normal Rate £8.95pcc)*

**Your Reduced Rate - £3.95 per column centimetre**

I will be quite happy to place editorial with advert.

**Our exceptional & dedicated team have work endlessly to deliver the Observer into homes in Saltash & outlying areas for nearly 30 Years**

**We rely on your continued support to maintain a complimentary independent newspaper in Saltash**



# ESTIMATE

From: SKYMIND STUDIOS

To: Diverse Events

Issue Date	20/04/2021
Estimate No.	000003

Item	Description	Unit Cost	Qty	Total
	Live Sound System	300.00	1	300.00
	Sound Engineer	150.00	1	150.00
	Fuel	30.00	1	30.00
Sub Total:				480.00
Estimate Total (GBP):				480.00