



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

DATE APPLICATION SUBMITTED:

1st March 2021

Contact Name:	
Position:	SOCIAL & PR SECRETARY - SALTASH BRANCH
Organisation:	Saltash & District Royal British Legion - BR2274
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Local Branch
Charity/Company number (if applicable)	Charity No: 219279 Company No:
What geographical area does your organization cover?	SALTASH & DISTRICT

How long has your organization been in existence?	Branch is 100 years old on 23rd July 2021
--	---

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

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)	Date Applied	Project	Amount Applied for	Successful Y/N
	2016	Festival of Remembrance	£432.00	Yes
	2017	Festival of Remembrance	£543.00	Yes
	2018	Festival of Remembrance	£700.00	Yes
	2019	Festival of Remembrance	£300.00	Yes
	2020	Festival of Remembrance	£550.00	Yes but returned event did not go ahead due to Covid
Please list the aims and objectives of your organization	<p>The RBL has been supporting members of the Royal Navy, Royal Marines, British Army, Royal Air Force, Reservists, Veterans and their families since 1921</p> <p>Offers financial guidance, help to live independently, help to get serving members back into the community after their service</p> <p>Provides a helping hand with the Handy van service</p> <p>Provides assisted holidays for service members, veterans and their families</p> <p>Offers help with health & rehabilitation issues</p> <p>Provides Admiral Nurses to offer practical, clinical and emotional support to families and carers of those with dementia.</p> <p>Just to name a few</p> <p>Many local residents have received support and welfare from the local RBL, which has been funded by the monies raised by the local Poppy Appeal</p>			

What are the main activities of your organization?	<p>To raise awareness of the services offered by the RBL to the local community</p> <p>To raise funds for the Poppy Appeal to be spent on the welfare and support of local people.</p> <p>Provide support to the local Dementia Veterans group</p> <p>Through the School Affiliation programme we ensure that the younger generation do not forget the past & continue to commemorate remembrance of those who gave their lives so that we can live ours.</p>
---	---

	Yes / No or N/A
Are you part of a religious group?	NO
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	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?	NO
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NO
If application is from an education, health or social service establishment – is project in addition to statutory services?	NO

2. Your project

Project	Start Date	30 / 10 / 2021
	Finish Date	30 / 10 / 2021
	Total Cost	£ 700
	Grant Applied For	£ 700 Any monies not used will be returned

Project title:	Saltash & District Royal British Legion Festival of Remembrance 2021
-----------------------	---

Description of project (please continue on a separate sheet if necessary):	<p>The Annual Festival of Remembrance event launches the 2021/22 Poppy Appeal for the Saltash & District area and will commemorate all the 100th Anniversary of the Branch and Centenary of the RBL</p> <p>The Concert part will be provided by all local groups: Saltash Town Band, either the Brunel School Choir or St Stephens Primary School Choir, and the Burraton Male Voice Choir and the service part includes the Parade of Standards from RBL branches from Devon and Cornwall, Other groups and cadets from Saltash & the surrounding area with a blessing by the Branch chaplain.</p> <p>It will engage local residents and dignitaries both young and old within the community as they come together to remember and celebrate those who gave their lives for town & Country. We do hope that you will support us by helping us to fund this event</p>
Where will the project/activity take place?	<p>Wesley Methodist Church Callington Road Saltash</p>
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<p>The Festival of Remembrance launches the Poppy Appeal within the Saltash & District area. The more money raised within the area, the more people can benefit, whether it is equipment to help mobility, white and brown goods for severe welfare cases and/or assistance with funerals for veterans in financial difficulties. e.g over £14,000 was spent in Saltash & District in only one quarter of 2019 This is what the Poppy Appeal raises funds for. Due to covid-19 we do not have figures for 2020</p>
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	<p>This is an annual event, where the community gets together to remember and to start the Poppy Appeal fortnight.</p>
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	<p>Due to the Covid-19 restrictions, I am unsure if normal fees will be waived this year as everyone is struggling to keep going.</p> <p>I may not be able to use the normal groups therefore am unsure of exact fees needed.</p> <p>The booking form for Saltash Town Band indicates their fee is £250. I am not sure at this stage whether they will waive this, but need to include the cost in this application.</p>

How will the project be managed and how will you measure its success?	<p>Festival of Remembrance will be advertised throughout Devon & Cornwall via local press and social media. Invites will be sent out to the other branches within Cornwall to take part, youth groups, schools and all cadet units will be invited to take part.</p> <p>Tickets will be on sale from a month before and banners will be put up throughout the town.</p> <p>A raffle will take place during the event, and there will also be merchandise available.</p>
Please give the timescale and key milestones for your project, including a start date and finish date.	<p>A month before - advertising, banners and tickets go on sale</p> <p>The festival occurs on 30th October. The Poppy Appeal is launched at this event and continues for a further 12 months until next year's event</p>
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	<p>Risk assessments of the church have been provided</p> <p>I have previously been DBS checked and was a Health & Safety Administrator so fully aware of the safeguarding issues. Any children will be accompanied by their teachers or parents</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>£100 estimated costs of banners & advertising</p> <p>£75 estimated costs for programmes & tickets</p> <p>£175 for cost of hiring the Wesley church</p> <p>£250 for Saltash Town Band</p> <p>£100 on other musicians and sundries</p> <p>total of £700</p>
How will you promote STC once application and project are complete?	<p>Saltash Town Council will be acknowledged on the banners and in the programmes as being funded by the Festival Fund.</p> <p>A vote of thanks will also be given by the Master of Ceremonies at the end of the event. The Mayor, their consort, and members of the STC will be invited to attend</p>

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)
Donations for the Raffle are provided by local businesses within the town Local Shops advertise by putting up posters for the event Two musical groups have agreed to provide their services this year by waiving their fees			
We are seeking the grant solely from the Saltash Festival Funds, however as this event will be promoted throughout the County, it will highlight Saltash Town Council's participation with this annual event.			

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓

A letter head showing the organization's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	We have the Royal Charter available online
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	N/A
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	Copy of programme and poster from 2019
Other (please list)	

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

The Royal Charter can be found:
<https://www.britishlegion.org.uk/quick-links/the-royal-charter>

The document is too large to enclose

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

Signed:			
Print Name(s):			
Position(s):	SOCIAL & PR SECRETARY - SALTASH BRANCH		
Date:	1st March 2021		

SUMMARY OF PUBLIC/PRODUCTS LIABILITY INSURANCE

Policy No

Name of policy holder	The Royal British Legion and subsidiary companies
Date of commencement of insurance policy.	01 October 2020
Date of expiry of Insurance policy.	30 September 2021
Limit of Indemnity	
Public Liability	£25,000,000 each event
Products Liability	£25,000,000 any one period of insurance

We confirm that the above numbered policy, subject to its terms conditions and exceptions will cover the insured against:

1. Legal liability to pay damages
 - And
2. Claim costs
 - In respect of
 - a. Bodily Injury (other than to any Employed person)
 - b. Property damage
 - c. Nuisance, trespass to land or trespass to goods, or interference with any easement

Which arises in connection with the Business and which occurs during the period of insurance

For on behalf of
Royal & Sun Alliance Insurance plc

Stewart Chamberlain
Senior Underwriter
Commercial Risk Solutions

Notes:

Policy information regularly requested from Employing companies is noted above. Please refer to the Policy, Schedule and wording for additional information regarding the specific policy endorsements, exclusions, excesses or conditions



The Royal British Legion – Saltash & District

Telephone:

[Email:](#)

Date: 1st March 2021

The Town Clerk – Mr Ray Lane
Saltash Town Council - Saltash Festival Fund Committee
Guildhall
Saltash
Cornwall

Dear Mr Lane

Re: Annual Festival of Remembrance Concert to launch the Poppy Appeal.

As Social & PR Secretary for the Saltash & District branch of the Royal British Legion, I am writing to you enclosing our application for Festival Funding, in order to launch this year's Poppy Appeal here in Saltash, with our Annual Festival of Remembrance event at the Wesley Church on the 30th October 2021.

I do hope the Committee look favorably on this application, as without the Festival Funding, we would not be able to stage this event which brings the Saltash Community together at this poignant time of year, particularly as this year we are celebrating 100years of the Branch and Centenary of TRBL

Any queries, please do not hesitate to contact me.

Yours faithfully

Saltash & District – Social & PR Secretary

Enc.



BRANCH ACCOUNTS

for the year ended 30th June 2020

Year End Unsigned

Branch Saltash RBL

County/District Cornwall

Branch Contact Address:

Branch Code

Branch Certificate

The summaries of Receipts & Payments and of Branch Assets and Liabilities which include all funds in the hands of the Branch or held on their behalf were approved by the Branch Committee on and we confirm that there are no other accounts or assets relative to the Branch.

We confirm that the duties of the Trustees have been carried out during the financial year 01 July 2019 to 30 June 2020 and on behalf of the Branch Committee, acknowledge that it is the Committee's duty as managing Trustees to maintain proper accounting records and to safeguard the property and funds of the Branch. We confirm that members of the Committee have been informed of this duty.

Signed _____	Chairman _____	Signed _____	Vice-Chairman _____
Signed _____	Treasurer _____	Signed _____	Secretary _____

Report of the Independent Examiner

(Note: An Auditor must submit an Audit Report in the format prescribed by their professional standards. This report will be attached to the Accounts.)

In accordance with the relevant Terms of Reference issued by the Board of Trustees of the Royal British Legion, I/we have examined the summary of Receipts and Payments in the General Account, Benevolent Account, Property Transactions and Other Funds for the year ended 30 June 2020 and of the Branch Assets and Liabilities as at that date together with the books and vouchers relating to those summaries.

In my/our opinion, the said summaries fairly state the transactions of the Branch for the year ended 30 June 2020, and its Assets and Liabilities at that date.

Except where stated below (if none then state none), no matter has come to my/our attention which gives reasonable cause to believe that proper accounting records have not been kept or that these Branch Accounts are not prepared in accordance with the books and supporting vouchers or that the Branch does not have proper title to the assets and stated bank balances.

Matters of Concern:

- ☒ I have checked bank statements, bank reconciliations and attached copies of bank statements are correct.
- ☐ I have checked Investment Reports and attached copies of Investments reports are correct, (if applicable).

Signed _____
Name And Address _____

Qualification BREC Nat. Dip. bma

Date 31/7/20

Annual General Meeting

These Accounts were adopted by the Annual General Meeting of the Branch on

Signed Secretary

This form must be completed, audited (or examined by an Independent Examiner) and the original sent to your County Secretary before 30 September 2020 together with stapled copies of all relevant bank accounts statements showing the balance at 30 June 2020. One photocopy (or scanned copy) to be retained by the Auditor/Examiner (as required) and one photocopy to be retained by the Branch. Please note that the Accounts should be submitted to County/District office prior to approval at AGM where the AGM is held after 30 September 2020

Branch Name

Saltash RBL

GENERAL ACCOUNT
RECEIPTS AND PAYMENTS SUMMARY
FOR YEAR ENDED 30TH JUNE 2020

Branch Code

	Current Year	Prior Year
	2020	2019
Receipts		
1. Membership Fees		
Legion membership fees collected	38.00	0.00
Branch subs from members (overseas only)	0.00	0.00
Branch subs from head office	180.00	0.00
	218.00	0.00
2. Branch Poppy Appeal Events		
Poppy Appeal events income	463.50	2,441.82
	463.50	2,441.82
3. Branch Fundraising Events		
Branch fundraising event income	715.00	2,488.88
	715.00	2,488.88
4. Festival of Remembrance Tickets		
Festival of Remembrance ticket income	0.00	0.00
	0.00	0.00
5. Branch Property Income (BPT)		
Rental income received from head office	0.00	367.28
Rental/hire income received locally	0.00	0.00
	0.00	367.28
6. Legacies		
Legacies received from head office	0.00	0.00
Legacies received locally	0.00	0.00
	0.00	0.00
7. Donations		
Donations	119.10	225.00
	119.10	225.00
8. Interest and Investment Income		
Bank interest	0.00	0.00
BFI interest	25.44	0.00
Interest and dividends on investments	0.00	0.00
Unrealised gains/losses on investments	0.00	0.00
Gain/loss on sale of investment	0.00	0.00
	25.44	0.00
9. Other Income		
BPT transitional funding	0.00	0.00
Other income from other parts of the Legion	20.00	0.00
Other Income (external)	50.00	0.00
Transfers	0.00	0.00
	70.00	0.00
Total Receipts (add 1 to 9)	£ 1,611.04	£ 5,522.98

Payments

11 Membership Fees

Legion membership fees paid to Novacraft

12 Poppy Appeal Events

Poppy Appeal event expenditure

Poppy Appeal event proceeds paid to head office

13 Branch Fundraising Events

Branch fundraising event expenditure

14 Festival of Remembrance Tickets

Festival of remembrance payments to head office

15 Branch Property Expenditure (BPT)

BPT rent paid

BPT rates

BPT property insurance

BPT utilities

BPT small property repairs and maintenance

BPT cleaning and caretakers

BPT property related legal and professional fees

BPT other expenditure

16 Ceremonial Expenditure (non - BCS)

Band/bugle player

Standard bearer's expenses

Standard bearer's equipment

Dignatory refreshments

Purchases of badges and wreaths

Other branch ceremonial event costs

17 Branch Community Support (BCS)

Hospital/home visiting travel expenses

Telephone buddy call expenses

Bereavement support travel expenses

One off gifts (not to exceed £20 per beneficiary)

Branch awareness events

Local Touchpoint expenditure

BCS Committee/Representative expenses

Branch Crisis Grant

18 Management and Administration

Conferences and meetings (inc travel expenses)

Hire of premises for meetings (non branch prop)

Bank charges (inc audit letters)

Audit and inde examination fees and expenses

Training and development costs and expenses

Branch recruitment expenditure

Printing, Stationery, Postage and Telephone

19 Purchase of Equipment

Purchase of branch equipment

20 Payment to Other Parts of the Legion

Donations to RBL County or District
Donations to RBL care home or break centre
Donations to Poppy Appeal from branch funds
Donations to NMA
Other payments to other parts of the Legion

21 Other Expenditure

Other expenditure

Total Payments (add 11 to 21)

Surplus/(Deficit) on Property Transactions

Surplus/(Deficit) on General Account

Opening Balance at 1st July

Closing Balance at 30th June

84.99		0.00
	84.99	0.00
150.00		0.00
0.00		0.00
25.00		0.00
0.00		0.00
75.00		0.00
	250.00	0.00
242.00		0.00
	242.00	0.00
£ 1,887.37		£ 1,403.53
	0.00	0.00
£ -276.33		£ 292.38
	3,050.03	2,757.65
£ 2,773.70		£ 3,050.03

Branch Name	Saltash RBL	Branch Code	
BENEVOLENT ACCOUNT		PROPERTY TRANSACTIONS	
FOR YEAR ENDED 30TH JUNE 2020		FOR YEAR ENDED 30TH JUNE 2020	
Receipts		Receipts	
27. Membership Fees		53. Branch Property Income (BPT)	
Legion membership fees collected	0.00	Rental income received from head office	0.00
Branch subs from members (overseas only)	0.00	Rental/hire income received locally	0.00
Branch subs from head office	0.00	Transfers	0.00
	0.00		0.00
28. Branch Poppy Appeal Events			£ 0.00
Poppy Appeal events income	0.00		
	0.00	54. Total Receipts	
29. Branch Fundraising Events		Payment	
Branch fundraising event income	0.00	55. Branch Property Expenditure (BPT)	
	0.00	BPT rent paid	0.00
30. Festival of Remembrance Tickets		BPT rates	0.00
Festival of Remembrance ticket income	0.00	BPT property insurance	0.00
	0.00	BPT utilities	0.00
31. Branch Property Income (BPT)		BPT small property repairs and maintenance	0.00
Rental income received from head office	0.00	BPT cleaning and caretakers	0.00
Rental/hire income received locally	0.00	BPT property related legal and professional fees	0.00
	0.00	BPT other expenditure	0.00
32. Legacies			0.00
Legacies received from head office	0.00	56. Total Payments	£ 0.00
Legacies received locally	0.00	57. Surplus/(Deficit) Trf To General Account or Transferred to separate Property Fund	£ 0.00
	0.00	58. Details of Branch Freehold/Leasehold Property	

33. Donations

Donations	0.00	
		0.00

34. Interest and Investment Income

Bank interest	0.00	
BFI interest	0.00	
Interest and dividends on investments	0.00	
Unrealised gains/losses on investments	0.00	
Gain/loss on sale of investment	0.00	
		0.00

35. Other Income

BPT transitional funding	0.00	
Other income from other parts of the Legion	0.00	
Other income (external)	0.00	
Transfers	0.00	
		0.00

36. Total Receipts (add 27 to 35)

	£ 0.00
--	--------

Payments**All Welfare\Benevolent Payment -****37. Membership Fees**

Legion membership fees paid to Novacroft	0.00	
		0.00

38. Poppy Appeal Events

Poppy Appeal event expenditure	0.00	
Poppy Appeal event proceeds paid to head office	0.00	
		0.00

39. Branch Fundraising Events

Branch fundraising event expenditure	0.00	
		0.00

40. Festival of Remembrance Tickets

Festival of remembrance payments to head office	0.00	
		0.00

41. Branch Property Expenditure (BPT)

BPT rent paid	0.00	
BPT rates	0.00	
BPT property insurance	0.00	
BPT utilities	0.00	
BPT small property repairs and maintenance	0.00	
BPT cleaning and caretakers	0.00	
BPT property related legal and professional fees	0.00	
BPT other expenditure	0.00	
		0.00

42. Ceremonial Expenditure (non - BCS)

Band/bugle player	0.00
Standard bearer's expenses	0.00

Details of Property

Is Property Freehold or Leasehold? _____

Date Acquired _____

Cost Price/Improvements to Year End £ _____

Mortgage Outstanding at Year End £ _____

Market Value at Year End * £ _____

Is the Branch Property vested in the Royal British Legion as Trustee _____

Current Annual Rent Receivable £ _____

Date of next Rent Review _____

Name of Tenant _____

For additional properties please continue to the last page

* To be completed by Head Office

Standard bearer's equipment	0.00	
Dignatory refreshments	0.00	
Purchases of badges and wreaths	0.00	
Other branch ceremonial event costs	0.00	
		0.00
43. Branch Community Support (BCS)		
Hospital/home visiting travel expenses	0.00	
Telephone buddy call expenses	0.00	
Bereavement support travel expenses	0.00	
One off gifts (not to exceed £20 per beneficiary)	0.00	
Branch awareness events	0.00	
Local Touchpoint expenditure	0.00	
BCS Committee/Representative expenses	0.00	
Branch Crisis Grant	0.00	
		0.00
44. Management and Administration		
Conferences and meetings (inc travel expenses)	0.00	
Hire of premises for meetings (non-branch prop)	0.00	
Bank charges (inc audit letters)	0.00	
Audit and inde examination fees and expenses	0.00	
Training and development costs and expenses	0.00	
Branch recruitment expenditure	0.00	
Printing, stationery and postage	0.00	
		0.00
45. Purchase of Equipment		
Purchase of branch equipment	0.00	
		0.00
46. Payment to Other Parts of the Legion		
Donations to RBL County or District	0.00	
Donations to RBL care home or break centre	0.00	
Donations to Poppy Appeal from branch funds	0.00	
Donations to NMA	0.00	
Other payments to other parts of the Legion	0.00	
		0.00
47. Other Expenditure		
Other expenditure	0.00	
		0.00
48. Total Payments (add 37 to 47)	£	0.00
49. Service Committee Costs Refunded		0.00
50. Surplus/(Deficit) on Benevolent Account	£	0.00
51. Opening Balance at 1st July		0.00
52. Closing Balance at 30th June	£	0.00

Branch Name

Saltash RBL

SUMMARY OF BRANCH ASSETS AND LIABILITIES

AT 30TH JUNE 2020

59. BANK AND CASH BALANCES**General Account**

Cash

Details of financial institution, account number and sort code

Current Account

BFI Account -

Total General Account (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for General Account (balance must agree to line 26 excluding property fund transferred if applicable)

Earmarked funds

Details of financial institution, account number and sort code

Current Account -

Total Earmarked funds (including investments and assets)

Less Investments purchase/sales

Less assets purchase/sales

Total for Earmarked funds

60. FREEHOLD AND LEASEHOLD PROPERTY

Estimated Market Value at 30th June *

Balance at 1st July

Freehold or Leasehold Properties

61. INVESTMENTS

Balance at 1st July

Total Market Value at 30th June

62. OTHER ASSETS

Fixtures and Fittings Balance at 1st July

Fixtures and Fittings

63. DEBTORS (monies owed to Branch)

Total Debtors

64. CREDITORS (monies owed by Branch)

Total Creditors

65. TOTAL NET ASSETS OF BRANCH

Current Year: 2020

Prior Year: 2019

0.00

0.00

1,479.30

1,781.07

1,294.40

1,268.96

£ 2,773.70

£ 3,050.03

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 2,773.70

£ 3,050.03

0.00

0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£

£

£ 0.00

£ 0.00

£ 0.00

£ 0.00

0.00

0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 2,773.70

£ 3,050.03

* To be completed by Head Office

BRANCH ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2020

Continuation Sheet

Branch Name

Branch Code

Give details of any major transactions or unusual circumstances occurring after 30 June 2020

(if none state none)

NONE

Give details of any outstanding Guarantees given by the Branch, any future commitments entered into or contingent liabilities. (if none state none)

Chq for £125.00 not presented as at 30/6/20 payable to RBL Poppy Appeal.

For Field Staff Comments

For Finance Use Only

1. Recorded on CBA (please tick)

2. Entered in SUN

Journal No

3. Other observations

<u>Branch name</u> Saltash RBL	OTHER FUNDS FOR THE YEAR ENDED 30 June 2020	<u>Branch Code</u>
<u>PROPERTY</u> <u>Receipts</u>	Current Year: 2020	Prior Year: 2019
	<div></div>	<div></div>

Branch Property Income (BPT)	0.00	0.00
Rental income received from head office	0.00	0.00
Rental/hire income received locally	0.00	0.00
Transfers		
	0.00	0.00
	0.00	0.00
Total Receipts		
Payments		
Branch Property Expenditure (BPT)	0.00	0.00
BPT rent paid	0.00	0.00
BPT rates	0.00	0.00
BPT property insurance	0.00	0.00
BPT utilities	0.00	0.00
BPT small property repairs and maintenance	0.00	0.00
BPT cleaning and caretakers	0.00	0.00
BPT property related legal and professional fees	0.00	0.00
BPT other expenditure	0.00	0.00
	0.00	0.00
	0.00	0.00
Total Payments		
Surplus/Deficit on Fund		
Opening Balance at 1st July		
Closing Balance at 30th June	£ 0.00	£ 0.00

<u>Branch name</u>	OTHER FUNDS	<u>Branch Code</u>
Saltash RBL	FOR THE YEAR ENDED 30 June 2020	
Name of Fund: Saltash Festival of Remembrance 2018	Current Year: 2020	Prior Year: 2019
Reason for Restriction/Keeping Separate		
Annual Event		
Receipts		
Membership Fees	0.00	795.50
Branch subs from members (overseas only)		
	0.00	795.50
	0.00	795.50
Total Receipts	0.00	795.50
Surplus/Deficit on Fund	0.00	0.00
Opening Balance at 1st July		
Closing Balance at 30th June	£ 0.00	£ 0.00
Name of Fund: Monies collected for Poppy Appeal	Current Year: 2020	Prior Year: 2019
Reason for Restriction/Keeping Separate		
Payments for wreaths and monies raised from fundraising		
Receipts		
Branch Poppy Appeal Events	464.48	0.00
Poppy Appeal events income		
	464.48	0.00

Total Receipts	464.48	0.00
Payments		
Poppy Appeal Events		
Poppy Appeal event expenditure	339.48	0.00
	339.48	0.00
Other Expenditure		
Other expenditure	125.00	0.00
	125.00	0.00
	464.48	0.00
Total Payments		
Surplus/Deficit on Fund	0.00	0.00
Opening Balance at 1st July	0.00	0.00
Closing Balance at 30th June	£ 0.00	£ 0.00

Name of Fund: Saltash Festival of Remembrance 2019

Reason for Restriction/Keeping Separate

For Poppy Appeal

Receipts

Branch Poppy Appeal Events

Poppy Appeal events income

Total Receipts

Payments

Poppy Appeal Events

Poppy Appeal event expenditure

Poppy Appeal event proceeds paid to head office

Total Payments

Surplus/Deficit on Fund

Opening Balance at 1st July

Closing Balance at 30th June

Current Year: 2020

Prior Year: 2019

978.00	0.00
978.00	0.00
978.00	0.00
300.00	0.00
678.00	0.00
978.00	0.00
978.00	700.00
0.00	-700.00
0.00	700.00
£ 0.00	£ 0.00

BRANCH ACCOUNTS - ADDITIONAL INFORMATION

Branch Name Saltash RBL

Branch Code

DETAILS OF ADDITIONAL FREEHOLD/LEASEHOLD PROPERTY

Details of property

Is property Freehold or Leasehold?

Leasehold

Cost Price/Improvements to 30th September

£ 0.00

Date Acquired

Mortgage Outstanding at 30 June

£ 0.00

Estimated Market Value at 30 June *

£

Is the Branch property vested in The Royal British Legion as Trustee?

No

Current Annual Rent Receivable

£

0.00

Date of next Rent Review

Name of Tenant

* To be completed by Head Office

FOR ADDITIONAL INFORMATION

DO NOT SEND THIS REPORT TO FINANCE AT YEAR-END. THIS REPORT IS FOR TREASURER AND COMMITTEE PURPOSES ONLY.

Pls state clearly currency you are using if not Pounds Sterling

Page 1

V09.01

Forthcoming Remembrance Events

Saturday 2nd November 2019 – 10.00am til 12 noon

RBL Coffee Morning – Wesley Church, Callington Road, Saltash

~~~~~

**Sunday 10<sup>th</sup> November 2019 – 2pm**

Civic Remembrance Service at Wesley Methodist Church

Followed by a Parade down to St Nicholas & St Faith Church for

Wreath laying

~~~~~

Monday 11th November 2019 – 10.45am muster

RBL 2 Minutes Silence & Salute - Outside Brunel Pub, Fore St, Saltash

Please feel free to join us in

~~~~~

# LIVE ON

TO THE MEMORY OF THE FALLEN  
AND THE FUTURE OF THE LIVING



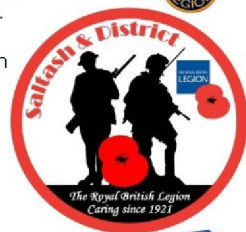
You don't have to have served  
to become a member of the  
**Royal British Legion**

Reg Charity No: 219279

The Royal British Legion is not only about the "Poppy" on Remembrance Day. The Legion provides support for members of the Royal Navy, British Army and Royal Air Force, Reservists, veterans and their families all year round. From money worries, seaside breaks with the family, careers advice after Service, independent living to care in later life, we're here to help.

If you want to join a network of people who care about, and campaign for, Armed Forces personnel and their families during and after their Service, then we are looking for you to become a member of the **SALTASH & DISTRICT** Branch (BR2274)

Meetings are every 4<sup>th</sup> Wednesday of the month, 7.30pm for 8.00pm except August & December  
Saltash Football Club, Kimberley Stadium, Saltash.



**JOIN TODAY**

For more information, please contact:

Branch Secretary on email: [redacted]

To join: [www.britishlegion.org.uk/membership](http://www.britishlegion.org.uk/membership) or phone: 0808 802 8080



**ROYAL BRITISH LEGION**  
**Saltash & District Branch**



## Festival of Remembrance



**to launch the Poppy Appeal**

**Saturday 26<sup>th</sup> October 2019 - 7.30pm**

Wesley Methodist Church  
Callington Road, Saltash

**With Music from**



**Choir**



Our thanks also go to Saltash Town Council and the Festival Fund for helping us to fund this event

Good Evening, Ladies and Gentlemen

Welcome to our 2019 Festival of Remembrance which marks the start of our Poppy Appeal. This year Rwindband are joined again by St Stephens Primary School Choir and we have the Burraton Male Voice Choir returning to the repertoire. I think the music will reflect the occasion, so sit back and enjoy the show.

As always our Branch has been very busy at many fund raising events, for which I voice my thanks to my hard working team of volunteers, my thanks also to the very generous people of Saltash. Thank you.

Chairman  
Saltash & District  
Royal British Legion



Reveille – RWindband  
~~~~~

The National Anthem – RWindband

God save our gracious Queen,
Long live our noble Queen,
God save the Queen:
Send her victorious,
Happy and glorious,
Long to reign over us:
God save the Queen.

Thy choicest gifts in store,
On her be pleased to pour;
Long may she reign:
May she defend our laws,
And ever give us cause
To sing with heart and voice
God save the Queen
~~~~~

March of the British Legion - RWindband  
~~~~~

Vote of Thanks – (President of Saltash RBL)
~~~~~

Barnum & Bailey’s Fractured Favorite – RWindband

The organisers of this event wish to say a big “Thank You” to all the performers and volunteers for their help and support

Our thanks also go to Saltash Town Council and the Festival Fund for helping us to fund this event



## Hymn

Jerusalem (Tune – Parry) - Accompanied by

And did those feet in ancient time  
Walk upon England's mountain green?  
And was the holy Lamb of God  
On England's pleasant pastures seen?  
And did the countenance divine  
Shine forth upon our clouded hills?  
And was Jerusalem builded here  
Among those dark satanic mills?

Bring me my bow of burning gold!  
Bring me my arrows of desire!  
Bring me my spear! O clouds, unfold!  
Bring me my chariot of fire!  
I will not cease from mental fight,  
Nor shall my sword sleep in my hand,  
Till we have built Jerusalem  
In England's green and pleasant land.

~~~~~

Act of Remembrance

Last Post – RWindband

Exhortation – (Chairman of Saltash RBL)

They shall grow not old, as we that are left grow old;
Age shall not weary them, nor the years condemn
At the going down of the sun and in the morning
We will remember them
WE WILL REMEMBER THEM

Programme

Opening Address - : (President of Saltash RBL)

March of the British Legion - RWindband
~~~~~

### Introduction to the St Stephens School Choir

A Land Fit for Heroes (from Edith's Wartime Scrapbook)

We Shall Remember

A Special Song written for this occasion  
~~~~~

Introduction to the RWindband

Abide with Me

Sheltering Sky

Shannon Falls
~~~~~

### Introduction to the Burraton Male Voice Choir

Anthem from Chess

Finlandia

The Last Farewell  
~~~~~


Service of Remembrance

Opening Address - (President of Saltash RBL)

Service - Branch Chaplain Prebendary

~~~~~

## Hymn

Dear Lord and Father of Mankind (Tune: Repton) –  
Accompanied by

Dear Lord and Father of mankind, forgive our foolish ways!  
Re-clothe us in our rightful mind, in purer lives thy service find,  
in deeper reverence, praise; in deeper reverence, praise.

In simple trust like theirs who heard, beside the Syrian sea,  
the gracious calling of the Lord, let us, like them, without a word,  
rise up and follow thee; rise up and follow thee.

O Sabbath rest by Galilee! O calm of hills above,  
where Jesus knelt to share with thee the silence of eternity  
interpreted by love! interpreted by love!

Drop thy still dews of quietness, till all our strivings cease;  
take from our souls the strain and stress,  
and let our ordered lives confess  
the beauty of thy peace; the beauty of thy peace.

Breathe through the heats of our desire thy coolness and thy balm;  
let sense be dumb, let flesh retire; speak through the earthquake,  
wind, and fire,  
O still, small voice of calm; O still, small voice of calm.  
~~~~~

Reading - Branch Chaplain Prebendary

Hymn

Eternal Father (Tune: Melita) - RWindband

Eternal Father, strong to save,
Whose arm doth bind the restless wave,
Who bidd'st the mighty ocean deep
Its own appointed limits keep:
hear us when we cry to thee
For those in peril on the sea.

Saviour, whose almighty word
The winds and waves submissive heard,
Who walkedst on the foaming deep,
And calm amid its rage didst sleep:
hear us when we cry to thee
For those in peril on the sea

sacred Spirit, who didst brood
Upon the chaos dark and rude,
Who bad'st its angry tumult cease,
And gavest light and life and peace:
hear us when we cry to thee
For those in peril on the sea.

Trinity of love and power,
Our brethren shield in danger's hour;
From rock and tempest, fire and foe,
Protect them wheresoe'er they go:
And ever let their rise to thee
Glad hymns of praise from land and sea.
~~~~~

Prayers - Branch Chaplain Prebendary

## **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:                                                                               | 30/10/21                            |
| 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:                                                                                          | £700.00                             |
| If Community Chest application has the grant applied for exceeded £1000:                                                | N/A                                 |
| If Festival Fund application has the amount exceeded £1500 per day:<br><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.                                                                 | Yes |
| 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.                                                  | Yes |
| 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 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 type="checkbox"/>            |

|                                                                                                                    |          |
|--------------------------------------------------------------------------------------------------------------------|----------|
| Date application sent for review by the Chair and Vice Chair of P&F:                                               | 09/04/21 |
| Date approved by Chair and Vice Chair of P&F:<br><b>If application is refused please follow appeal procedures.</b> | 23/04/21 |
| 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: |  |