Saltash Town Council – Grant Application Form

APPLYING FOR: (Tick one box)

Community Chest Grant ✓

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	[redacted]
Position:	CHAIRMAN
Organisation:	SALTASH CHAMBER OF COMMERCE
Contact Address:	[redacted]
Telephone Number:	
E-mail:	
Status of Organisation:	REPRESENTATIVE BODY
Charity/Company number (if applicable)	**Charity No:** N/A **Company No:**
What geographical area does your organisation cover?	PLIZ

How long has your organisation been in existence?	70 YEARS

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 5 Years? (Please list – continue on a separate sheet if necessary)	2022	CHRISTMAS FESTIVAL		Y
	2023	"		Y
	2024	"		Y
	2025	"		Y
	2026	"		Y
Please list the aims and objectives of your organisation	TO SUPPORT THE BUSINESS COMMUNITY AND PROVIDE OPPORTUNITIES TO BOOST TRADE / BUSINESS			
What are the main				

activities of your organisation?	WE HAVE REGULAR MONTHLY MEETINGS OF MEMBERS TO DISCUSS ISSUES. WE REPRESENT MEMBERS ON OTHER FORUMS E.G. TOWN TEAM, SIDG PANEL AND ENSURE THE BUSINESS VOICE IS HEARD WE ORGANISE AND RUN THE CHRISTMAS FESTIVAL AND PROVIDE OUR TRAILER FOR OTHER EVENTS IN SALTASH AND S.E. CORNWALL

	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?	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

Project	**Start Date**	20 / 11 / 26
	Finish Date	3 / 12 / 26
	Total Cost	£ CIRCA £1600 + VAT
	Grant Applied For	£ 1000

Project title:	UPGRADE OF CHAMBER TRAILER USED AT EVENTS

Description of project (please continue on a separate sheet if necessary):	TO REFURBISH THE CHAMBER TRAILER AND UPGRADE IT ENSURING IT IS IN GOOD WORKING ORDER
Where will the project/activity take place?	THE TRAILER WILL THEN BE USED AT VARIOUS EVENTS IN THE TOWN

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	CHRISTMAS FESTIVAL REGATTA MAY FAIR HONEY FAIR - CALLINGTON
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	IT HAS BEEN NOTED BY MANY THAT THE TRAILER IS SHOWING ITS AGE AND WOULD BENEFIT FROM UPGRADE
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation	VERBAL SUPPORT FROM EVENT ORGANISERS AND COUNCILLORS

Consultation with Community)	
How will the project be managed and how will you measure its success?	THE USE OF THE TRAILER IS MANAGED BY CHAMBER MEMBERS AND MEASUREMENT OF SUCCESS RELATES TO THE SUCCESS OF THE EVENTS.
Please give the timescale and key milestones for your project, including a start date and finish date.	THE UPGRADE WILL HAPPEN IN NOV. 26 BUT IT IS HOPED THAT THIS WILL ENABLE THE USE OF THE TRAILER FOR SEVERAL YEARS.
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.)	N/A

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)	CHECKING/REPAIRING AS NECESSARY THE VEHICLE AND INSTALLING GRAPHICS TO APPROVE APPEARANCE

How will you promote the contribution to your project from STC?	THE TOWN EMBLEM WILL BE INCLUDED IN THE GRAPHICS

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organisation	**Contribution Sought** (£)	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓
Copies of all relevant Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	N/A
A letter head showing the organisation's address and contact details.	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	✓
A copy of your organisation's latest set of accounting statements (if any exist).	✓
Copies of any letters of support for your project.	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	
A copy of your organisations Safeguarding Policy (if relevant).	N/A
Other (please list)	

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

2. that any grant offered will be used only for the purposes set out in this application;

3. that we will provide reports on progress at the request of the Town Council;

4. it is a condition of the grant that the support of the Town Council is clearly publicised.

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

6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

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

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

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

Signed:	[redacted]		
Print Name(s):			
Position(s):	CHAIRMAN		
Date:	20/10/26		

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	

SALTASH & DISTRICT

CHAMBER OF COMMERCE & INDUSTRY

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2026

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2	-	Income & Expenditure Account;
3	-	Balance Sheet.



SALTASH & DISTRICT

CHAMBER OF COMMERCE & INDUSTRY

ACCOUNTANT'S REPORT

We confirm that the attached accounts are in accordance with the Treasurer's books and records which have been independently examined and found to be in order.

Date: 2026

[redacted]

Accounts approved by:

Date: 2026

[redacted]

Date: 2026

[redacted]

SALTASH & DISTRICT CHAMBER OF COMMERCE & INDUSTRY
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30TH JUNE 2026

	2026		2025	
	£	£	£	£
INCOME:				
Membership subscriptions		175		175
Grant		-		490
Interest received		39		14
Donations		400		-
Events:				
Lantern making and workshop		2,000		-
Festival fund grant		2,500		-
Santa fun run		1,501		-
Specsavers		150		-
Xmas raffle		100		-
		6,865		679
EXPENDITURE:				
Room and hall hire	195		150	
Web expenses	144		150	
Printing	252		50	
Advertising	471		89	
Bank charges	55		21	
Wreath	29		27	
Lantern making and workshop	1,643		330	
Christmas fair	1,204		-	
Fireworks	900		-	
Traffic management	-		180	
Event medic	495		250	
Xmas prize draw	100		-	
Security	59		-	
Donation	50		-	
TOTAL EXPENDITURE		(5,597)		(1,247)
NET SURPLUS		1,268		(568)
Transfer from 'Events'		-		1,104
Transfer from 'Parking'		-		4,689
		1,268		5,225

SALTASH & DISTRICT

CHAMBER OF COMMERCE & INDUSTRY

BALANCE SHEET

AS AT 30TH JUNE 2026

	2026 £	2025 £
CURRENT ASSETS:		
Cash at bank – Main	266	253
Cash at bank – Events	1,913	648
Cash at bank – Parking	4,691	4,701
CURRENT LIABILITIES:		
Creditors	-	-
	6,870	5,602
REPRESENT BY:		
Opening balance	5,602	377
Net surplus	1,268	5,225
Closing balance	6,870	5,602

The assets held by the club are Chairman's Chain of Office and two silver cups.

LLOYDS BANK

Your account statement

Issue date: 1 October 2026

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: DIRECT BUSINESS

002332 PDOEA02-20261002-29847-037524

SALTASH CHAMBER OF COMMERCE

[redacted]

[redacted]

[redacted]

39300 C

COMMUNITY ACCOUNT

SALTASH CHAMBER OF COMMERCE

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 01 Sep 2026	**£237.44**
Total Paid In	£0.00
Total Paid Out	£14.25
Balance On 21 Sep 2026	**£223.19**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Sep 26		**STATEMENT OPENING BALANCE**			**237.44**
15 Sep 26	SO	CHINE FLEET COUNTR		10.00	227.44
21 Sep 26	PAY	SERVICE CHARGES REF : 493736824		4.25	223.19
21 Sep 26		**STATEMENT CLOSING BALANCE**	**0.00**	**14.25**	**223.19**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

SO - Standing Order PAY - Payment

Support for charities and not-for-profit organisations

Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit **lloydsbank.com/not-for-profits** or scan the QR code.

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CONSTITUTION

SALTASH AND DISTRICT

CHAMBER OF COMMERCE

1. The Association shall be named the Saltash and District Chamber of Commerce.

2. The objects of the Association shall be:-

   (a) To promote the feeling of goodwill between traders/professionals generally

   (b) To further and protect the interest of traders/professionals within the Saltash and District and of members in particular

   (c) To discuss any matter affecting the interests of such traders etc. and to take such action thereon whether local or Parliamentary or otherwise as may be conducive to the welfare of the general body of traders and professions etc.

   (d) To promote by all possible means any measure for the advancement of the general interests of the town of Saltash and District

   (e) To be proactive with other organisations which exist within Saltash and District that enable the promotion/enhancement of members interests

   (f) To provide a facility for promotion of trade within Saltash and District

   (g) To keep members up to date on matters that potentially will have an impact on their trade/business

3. MEMBERSHIP

   (a) FULL MEMBERSHIP - Entitles members to access all facilities of the Chamber as shall be determined at time to time by the Committee and to be able to vote at all/any meetings of the Association

   (b) ASSOCIATE MEMBERSHIP - Entitles members to limited facilities of the Chamber as shall be determined at time to time by the Committee and will have no voting power at any/all meetings of the Association nor will

be eligible to be a member of the Committee

(c) Membership shall be open to any individual, company, partnership, association or professional practice which carries out trade, business or professional representation in the town and/or its surrounding district or represents either in part or in whole the business interests of Saltash and the surrounding district. Application shall be made for membership on the requisite form prescribed by the Committee from time to time and give such undertakings as may be required by them from time to time. Such application must be proposed and seconded by two members of the Association and such application discussed and voted upon by the Committee hereinafter referred to no later than the second Committee Meeting after the receipt of such application. The Committee may reject any application without explanation.

4. The Membership subscription shall be such amount as is fixed by the Association from time to time at its Annual General Meeting, or such other general meeting that is called to consider such, subject as follows:-

(a) The subscription shall be payable on the First day of November in each year

(b) Subscriptions of Members joining at or after the Annual General Meeting in the year shall cover Membership from the First day of November to the following year

(c) Members whose subscriptions have not been paid by the First day of January shall after having been given a further twenty one days written notice shall cease to be Members

(d) Those whose Membership has lapsed may rejoin during the same year without loss of continuity on payment of a rejoining fee which shall be determined from time to time by the Committee

5. A Member wishing to withdraw from the Association shall give written notice to the Hon. Secretary

6. The Committee have the power to request any Member to resign or terminate any Membership without explanation upon the vote of not less than two thirds of the whole Committee. At the discretion of the Committee upon termination of the Membership under this Rule the subscription paid for the current year and may be returned to the Member wholly or in part (determined by the Committee)

7. Upon nomination by two Members, a general Meeting may elect any Member who has rendered the Club exceptional service to be an Honorary Member. Such Member shall be exempt from the Membership subscriptions.

8. The management of the Chamber shall be controlled by a Committee made up of Chairman, Vice Chairman, Hon. Secretarym, Hon. Treasurer, Membership Secretary and a Committee of up to seven full members representing the traders, professions and associations in the area with power to co-opt. Four shall form a quorum over which at least two shall be the Chairman, Vice Chairman, Hon. Secretary or Hon. Treasurer.

9. All officers and all Members of the Committee shall retire annually but shall be eligible for re-election

10. The Annual General Meeting of the Association shall be held not earlier than the First day of October nor later than the Thirtieth day of October in every year to transact the following business:-

    (a) To receive a report by the Chairman as to the state of the Association's affairs and of the past year's activities

    (b) To consider and approve and adopt a statement of the Association's accounts for the preceding financial year

    (c) To elect a Chairman and Vice Chairman

    (d) To elect the Honorary Secretary and Honorary Treasurer and Members of the

Committee

(e) To appoint the Auditors

(f) To consider resolutions requiring the approval of the Members in General Meeting

(g) To deal with any special matter that the Committee desires to bring before the Members

(h) To determine the amount of the Annual Subscription

(i) To agree any changes to the Constitution

11. If any officer of the Association is unable to complete his/her term of office the Committee may appoint a Member to serve in his/her place but any officer so appointed shall retire at the next Annual General Meeting but may stand for re-election

12. Ordinary Meetings will be held as and when deemed necessary by the Committee and all Members will have due notice thereof

13. Nominations for Chairman Vice Chairman Hon. Secretary and Hon. Treasurer together with any resolutions to be discussed at the Annual General Meeting must be submitted in writing to the Hon. Secretary not less than ten days prior to the date of the Annual General Meeting. The nominations must include written confirmation by the nominees that they are prepared to stand for election

14. The Committee will meet on the First Monday of each month (except for August) or such other day as decided by the Committee

15. Any Member wishing for a specific matter to be discussed by the Committee must notify the Hon. Secretary by the Twentieth day of a preceding month and may attend the Committee meeting to discuss the item

16. The Hon. Secretary shall keep a true record of all proceedings at each/every Meeting and by way of e-mail communicate such minutes to members and conduct correspondence, the Membership Secretary shall maintain an up to date role of Members

17. The Hon. Treasurer shall receive subscriptions and keep a general account of all monies received and paid out and present the balance sheet at each Annual General Meeting

18. The Chairman or the Chair of any Meeting shall have a second or casting vote on all matters where a division is equal. In all votes the majority shall be fifty one percent of those present and able to vote. Proxy and postal votes will not be permitted (unless determined otherwise)

19. Every officer and Committee Member shall be entitled to recover from the Club the proper and reasonable expenses he/she has incurred in executing the duties with which he/she has been charged by the Committee save that travelling expenses to Meetings shall not be recoverable

20. No officer Committee Member nor any person acting on their behalf shall be liable for the acts receipts neglect or default or any officer Committee Member or person acting on their behalf or for any loss or expense to the Club arising from any error of judgement or any oversight on his/her part or from the bankruptcy insolvency or wrongful act of any person with whom any money securities or effects shall be entrusted or for any loss damage and misfortune whatsoever which shall happen in the execution of his/her office unless the same shall happen through his/her own wilful act or default.

21. For the avoidance of doubt the Association is not an arbiter of disputes between its Members nor is responsible for the promotion of any matter on behalf of single members which may be regarded as being to the detriment of another member of the Association

22. Any changes to this Constitution can only be made at the Annual General Meeting

23. If the Chamber should enter dissolution then any assets will be sold and all monies divided between the full membership (i.e. not associate members) on an equal basis

24. If the Chamber merges with another Chamber or representative body then all assets/

monies will be transferred to that Chamber or representative body



Saltash and District Chamber of Commerce and Industry



CHAIRMAN [redacted]