



Saltash Town Council



Grant Application Form

APPLYING FOR: Community Chest Grant
 (Tick one box) Festival Fund Grant

DATE APPLICATION SUBMITTED: 14th February 2023

Contact Name:	██████████
Position:	Committee Member and Treasurer
Organisation:	Saltash Fair Committee
Contact Address:	██████████ ██████████ ██████████ ██████████
Telephone Number:	0 ██████████
E-mail:	██████████
Status of Organisation:	Constituted committee of volunteers
Charity/Company number (if applicable)	N/A
What geographical area does your organisation cover?	Saltash
How long has your organisation been in existence?	Since 22 nd July 1980

Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organization Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	2022	Big Jubilee Lunch	£1,500	Y
	2022	Saltash May Fair 2022	£2,976.72	Y
	2021	SaltFest 2021	£1,477.75	Y
	2019	Saltash May Fair 2019	£1,922	Y
	2018	Saltash May Fair 2018	£900	Y
<p>Please list the aims and objectives of your organization</p>	<p>Aims as stated in the May Fair Constitution:</p> <ul style="list-style-type: none"> 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. <p>Other Aims:</p> <p>To offer a weekend event across Fore Street, Victoria Gardens and Longstone Park that is free admission, and involves a range of local performers, musicians, traders and charities. The Festival boosts footfall into the town centre, offers local musicians the opportunity to showcase their talent, promotes health and wellbeing, and promotes community cohesion.</p> <p>Saltash May Fair has joined the “Festival Vision 2025” initiative, working towards an environmentally sustainable festival. We aim to reduce waste wherever and whenever possible, reducing the amount of single use plastics, and removing plastic straws and cutlery. We will work with audiences to positively influence travel choices to reduce travel-related emissions.</p> <p>The main aim, however, is to deliver an event that brings the Saltash community together and promotes community pride and cohesion.</p>			

What are the main activities of your organization?	<p>The Saltash May Fair Committee comprises volunteers, local to Saltash, who organise the Saltash May Fair, and other one-off major festivals such as SaltFest and the Big Jubilee Lunch.</p> <p>The volunteers on the committee engage in fundraising, and look to maintain an account credit to carry forward each year, to cover any financial issues that might arise.</p>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	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	6 th May 2023
	Finish Date	7 th May 2023
	Total Cost	£ 17,431
	Grant Applied For	£ 3,000

Project title:	Saltash May Fair
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>Saltash May Fair delivers a street market on Fore Street, free entertainment and two stages, providing a platform for local community groups as well as for more professional entertainment, and giving local charities and community groups the chance to raise funds. Victoria Gardens is the venue for a Youth Village hosted by Saltash Town Youth Council.</p> <p>Last year, we collaborated with the Tamar Trotters to introduce a 'Wellbeing Sunday' and made the event a 2-day festival. This was a great success, and we aim to build on this in 2023 with a climbing wall in Longstone Park and various activities promoting a healthy lifestyle alongside the Saltash Half Marathon, a 5k race and a Fun Run.</p> <p>This year, the May Fair falls on the Coronation weekend, and we will be marking the occasion by hiring in large screens on Saturday 6th to broadcast the coronation, staging live music to run until 9pm in Longstone Park on Saturday 6th, as well as inviting the community to a Big Coronation Picnic Lunch in Longstone Park in the afternoon of Sunday 7th.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ul style="list-style-type: none"> • Local businesses and charities are invited to set up stalls to raise funds and awareness. • Free spaces (deposit scheme) are offered to businesses who have a shopfront in the town centre • Local groups are able to showcase their talent across the two stages • This year, the community will be invited to join their neighbours on Fore Street and Longstone Park to celebrate the Coronation of King Charles III <p>Highlights of the 2-day Festival include:</p> <ul style="list-style-type: none"> • A Civic Parade (Saturday 6th) • A Youth Village in Victoria Gardens (Saturday 6th) • A Parade of Youth (Saturday 6th) • A Dog Show (Saturday 6th) • Free music in Longstone Park until 9pm (Saturday 6th) • Half Marathon, 5K and Fun Run (Sunday 7th) • Outdoor climbing wall and promotion of healthy lifestyles (Sunday 7th) • Big Coronation Picnic Lunch (Sunday 7th) <p>All of this helps to celebrate community, and promote community cohesion and civic pride.</p>
<p>Where will the project take place?</p>	<p>Longstone Park, Victoria Gardens, Fore Street</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The event expects to attract around 6,000 visitors from Saltash and the surrounding areas.</p> <p>It also has an inter-generational appeal, catering to various age groups and interests.</p> <p>The May Fair has a positive impact on local businesses, brings visitors to Saltash, and promotes our town to a wider audience.</p>
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	<p>Visitors (Approx. 6,000)</p> <p>Local charities (Approx. 50)</p> <p>Local business taking a stall (Approx. 70)</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Saltash May Fair has been staged for over 40 years, and has always been extremely well attended.</p> <p>It has consistently attracted extremely positive feedback from local shops, businesses, the community and visitors.</p>
<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>	<p>The May Fair enjoys the support of local businesses, charities, community groups, and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event significantly in the past.</p>
<p>How will the project be managed and how will you measure its success?</p>	<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>We ran a feedback survey after the last May Fair, and will run a similar survey this time. We will use visitor numbers as another measure to judge the success.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The May Fair will be held on the first weekend of May. Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in the beginning of March.</p>
<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>	<p>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.</p> <p>This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, it is also sent to the Local Event Safety Advisory Group.</p>

3. How you will pay for your project.

<p>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>	<table> <tr><td>Staging and Sound</td><td>2,000</td></tr> <tr><td>Entertainment</td><td>2,500</td></tr> <tr><td>Traffic Management</td><td>2,250</td></tr> <tr><td>Licenses and Insurance</td><td>621</td></tr> <tr><td>Large screens</td><td>3,000</td></tr> <tr><td>Raffle printing</td><td>150</td></tr> <tr><td>Medical</td><td>1,020</td></tr> <tr><td>Security</td><td>540</td></tr> <tr><td>Waste Management</td><td>150</td></tr> <tr><td>Event Management</td><td>2,500</td></tr> <tr><td>Volunteer expenses</td><td>200</td></tr> <tr><td>Marketing & Publicity</td><td>350</td></tr> <tr><td>Toilets, barriers</td><td>1,000</td></tr> <tr><td>Climbing Wall</td><td>650</td></tr> <tr><td>Music for Big Lunch</td><td>500</td></tr> <tr><td>Total costs</td><td>£17,431</td></tr> <tr><td colspan="2">STC grant will be used to cover:</td></tr> <tr><td colspan="2"> <ul style="list-style-type: none"> • Medical • Stage and sound on Longstone Park • Security </td></tr> </table>	Staging and Sound	2,000	Entertainment	2,500	Traffic Management	2,250	Licenses and Insurance	621	Large screens	3,000	Raffle printing	150	Medical	1,020	Security	540	Waste Management	150	Event Management	2,500	Volunteer expenses	200	Marketing & Publicity	350	Toilets, barriers	1,000	Climbing Wall	650	Music for Big Lunch	500	Total costs	£17,431	STC grant will be used to cover:		<ul style="list-style-type: none"> • Medical • Stage and sound on Longstone Park • Security 	
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<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has over 1,900 followers.</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)
Business Sponsorship	£1500	✓	Too early for confirmation
Stall Bookings	£3000	✓	Too early for confirmation, but seems a reasonable assumption based on previous years
Fundraising	£1500 (Raffle etc.)	✓	Raffle tickets will go on sale in March
Cornwall Council Community Chest Fund	£650	✓	
Awards For All (Coronation Funding)	£3000		
Tamar Trotters (from the Half Marathon etc.)	£500	✓	

Please confirm the bank account your project is using is in the project's name/organization name	Yes.
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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)	To follow
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)	✓
A copy of your organization's latest set of accounting statements (if any exist)	Have attached latest bank statement
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 Council	✓
Other (please list)	Please find attached quotes for: <ul style="list-style-type: none"> • Stage and Sound in Longstone Park (£1,560) • Security (£540) • Medical (£1,020) TOTAL: £3,,120 (but we recognise that the maximum STC can award is £3,000)

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 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):	Committee Member		
Date:	14th February 2023		

Account name or alias SALTASH FAIR COMMITT	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 10606.33		

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			10,606.33
		Opening balance			
		Totals	0.00	0.00	



Saltash May Fair Committee

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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 22nd 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 1st July and end on 30th 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.

Correct as of Feb. 2020



Quote Date: 07/02/2023

To: Diverse Events

From: Heppz Security Limited
97 Newnham Road
Plympton
Devon
PL7 4AU
Web: www.heppz-security.co.uk
Email: contact@heppz-security.co.uk

DESCRIPTION	DATE	TIME	HOURS	OVERTIME	RATE	AMOUNT
1 Door Supervisor	05/05/2023	20:00 – 06:00	10 HRS		£18ph	180
3 Door Supervisors	06/05/2023	18:00 – 22:00	4 HRS x 3		£18ph	216
1 Door Supervisor	06/05/2023	22:00 – 06:00	8 HRS		£18ph	144
					TOTAL	£540

Thank you.

**DEVON
EMS**



AmbFAS

18th January 2023

Thank you for asking for a quote for cover for :

Saltash May Fair

6th and 7th May 2023 in Fore Street and Longstone Park Saltash, PL12

1 x MFAU/Ambulance (inc. mileage of 50 miles base to base) for 16 hours

3 x First Responders for 16 hours

1 x Medical Car (on 7th May only, to cover the running events) for 4 hours

£1,020

Please do not hesitate to contact us with any questions.

services@devonems304.onmicrosoft.com

Diverse Events



XLA Audio
28 WHITEHAVEN WAY
PLYMOUTH
PL66BJ

Quotation: Saltash May Fair 2023 Longstone Park

Order Date	08/01/2023	Delivery Address
Our Reference	64	
Your Reference		
Rental Period	06/05/2023 09:00 to 06/05/2023 22:00	

Item	Type	Quantity	Price	Surcharge	Total
Staging					
4ft by 2ft Stage Deck	Rental	10			
3ft Stage Legs (<i>accessory</i>)	Rental	17			
Inflatable Stage	Rental	1			
Amplifiers					
L'Acoustics LA4	Rental	1			
L'Acoustics LA8	Rental	1			
Speakers					
L'Acoustics 12XT	Rental	2			
L'Acoustics ETR12-2 (<i>accessory</i>)	Rental	2			
L'Acoustics Kilo	Rental	2			
L'Acoustics Kiva	Rental	8			
L'Acoustics Kibu-sb (<i>accessory</i>)	Rental	2			
L'Acoustics SB18	Rental	4			

Diverse Events



XLA Audio
28 WHITEHAVEN WAY
PLYMOUTH
PL66BJ

Quotation: Saltash May Fair 2023 Longstone Park

Item	Type	Quantity	Price	Surcharge	Total
Mixing Consoles					
DIGICO S21	Rental	1			
DIGICO D-Rack (<i>accessory</i>)	Rental	1			
Power Distribution					
32/3 disro	Rental	1			
Lighting Fixtures					
Marq Gesture Spot 500	Rental	2			
Equinox 260ZR	Rental	4			
Lighting Consoles					
Chamsys Magic Q PC Wing Compact	Rental	1			
Truss					
Truss Podiums 1m	Rental	2			
Truss Podiums 2m	Rental	2			
Crew					
Day Rate	Service	2 x 1 Day			
Crew	Service	2 x 1 Day			

Transport

Diverse Events





XLA Audio
28 WHITEHAVEN WAY
PLYMOUTH
PL66BJ


Quotation: Saltash May Fair 2023 Longstone Park


Item	Type	Quantity	Price	Surcharge	Total
Delivery & Collection	Service	1 x 1 miles			
Charge total					£1,300.00
Tax total					£260.00
Charge and tax total					£1,560.00


SOME FACEBOOK COMMENTS AFTER MAY FAIR 2022


 West Coast Caterers · [Follow](#) ...
Great day, well done all xxx
Like Reply 40 w


 Andy Stafford
Whata crackin day. Superb organising by all, particularly Diverse Events. So good to see old friends, and new, after such a long absence due to the Pandemic.
BATTLEFIELD LIVE KERNOW laser tag will be there again next year.
Like Reply 40 w

 Jane Michie ...
Well done to the team
Like Reply 40 w

 Si Robs
Thank you so much for organising such a tremendous event for our Saltash Community. **My Goodness Natural Skincare** and Celtic Balance will definitely back next year!! 👍
Like Reply 40 w

 Mary Povey ...
It was a wonderful event, well done to all who organised it and took part.
Like Reply 40 w

 Gaynor Winsor ...
We had a fantastic day, well done everyone for making it happen 👍👏
Like Reply 40 w

 Dianne Shorthouse ...
I walked up there and it was great to see families making picnics and enjoying the live bands. Saw some cute toddlers swaying to the music
Like Reply 40 w

SALTASH TOWN COUNCIL LOGO PLACEMENT ON LEAFLETS

SATURDAY 10AM - 8PM

FORE STREET, LONGSTONE PARK. & VICTORIA GARDENS

Street market in Fore Street	10am - 4pm
Entertainment in Fore Street	10am - 4pm
Food stalls in Longstone Park	10am - 8pm
Live music in Longstone Park	10am - 8pm
Dog show in Fore Street	3pm - 4pm

Youth Village in Victoria Gardens

Children's activities and inflatables

Did you know the Saltash May Fair comes with a price tag of over £12,000?
Help fund the fun by buying raffle tickets!

SUNDAY 9.30AM - 3PM

LONGSTONE PARK

Saltash Half Marathon, 5k, and Fun Run
Food stalls, climbing wall, and inflatables
Taster sessions in Yoga, Pilates, and Dance
Silent Disco @ 2.15pm

Sign up to activities and the runs via our Facebook!



Diverse Events CIC



RAFFLE

1ST PRIZE £150 | 2ND PRIZE £100 | 3RD PRIZE £50

AN EXAMPLE OF SALTASH TOWN COUNCIL LOGO PLACEMENT ON A FACEBOOK POST

Saltash May Fair
23 April 2022 · 🌐

A huge thank you to our sponsors, who collectively provide a good chunk of the funds required to run the Saltash May Fair!

🗨️ We still need to raise £3623.07, so HELP FUND THE FUN by purchasing raffle tickets 🎟️, available over the Saltash May Fair 2022 weekend, or currently available from [The Bookshelf](#), [Community Enterprises PL12](#) or [Piglets](#)

- 💜 Saltash Town Council
- 💙 Cornwall Council
- 💛 Saltash Tandoori Restaurant
- 💚 Carlton Plastics - SW Ltd
- 🤍 Ads Gas
- 🖤 Chapple Property Management
- 🧡 Eclectic at home
- 🤎 The Bookshelf
- ❤️ UKTeck Computer Services & Repairs