



Saltash Town Council

Grant Application Form

APPLYING FOR: Community Chest

***Grant

(Tick one box)

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	[REDACTED]
Position:	Secretary
Organisation:	Saltash Old Cornwall Society
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	
Status of Organization:	Local Organisation
Charity/Company number (if applicable)	Charity No: No Company No: NA
What geographical area does your organization cover?	Saltash

How long has your organization been in existence?	70 years approx.
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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	
<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>	No			
<p>Please list the aims and objectives of your organization</p>	<p>Saltash Old Cornwall Society is a local organisation with a wide ranging aim of preserving and celebrating Cornwall’s unique culture, tradition and its language and dialect and caring for the local environment; and preserving its Architecture and historic monuments Also to promote public awareness of these topics and projects, especially in Saltash</p>			

What are the main activities of your organization?	To share knowledge and history of Saltash and Cornwall. To invite speakers to meetings and learn more of Saltash and Cornwall and its Heritage – and is always open to new members which is encouraged. The group visit various places and buildings on historic interest, and often report findings in the local press. We feel this engages the community both historically and culturally
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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?	NA
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?	NA
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NA
If application is from an education, health or social service establishment – is project in addition to statutory services?	NA

2. Your project

Project	Start Date	1st / June / 2023
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£300

<p>Project title:</p>	<p>New Sound system</p>
<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>To purchase a sound system (Microphone, stand and sound box) This system will be vital to accommodate speakers and members to produce sound clarity during meetings and gatherings. The sound system is portable and can be easily stacked away into a small space. At the moment, with our meetings in a hired Church Hall of St Nicholas, where SOCS has met for many years, the hall does not have a very good acoustics, so it is very difficult for members and guests to hear and communicate at meetings and guest speaker's presentations. The sound system when we tested a unit on test loan made all the difference.</p>
<p>Where will the project/activity take place?</p>	<p>St Nicholas and St Faith Church rooms which we hire for our meetings. The SOCS has no affiliation to the Church other than to hire the rooms for meetings and events</p>
<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The Saltash Old Cornwall Society and guests. The SOCS regularly invite guests as speakers (every month) and visitors from all over Cornwall for special events. We would be willing to loan the sound system to other organisations to increase use if deemed appropriate. SOCS has up to 50 members and with other organisations and guests beneficiaries would be in the hundreds</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Each monthly meeting members struggle to hear, but when we brought in a test system the benefit vote was unanimous</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>Almost every member of the SOCS is members other organisations and as such relates to at least 200 personnel. They have all supported this project in the way of supporting the idea and results of such an excellent system. SOCS is a well-established and respected organisation and vital to Saltash's Community life.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>SOCS will manage the sound system and easily put it in place before the meetings and safely put away in the Church Hall store after meetings in a small space provided. We know of the success due to the test undertaken and unanimously agreed to the system</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>As soon as funding is allocated to SOCS the sound system will be purchased for immediate use. The system will be used in perpetuity</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>NA</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)	Purchasing a new sound system Roland Mobile Cube Amp £225 Mic stand and bag £25 Microphone £100
How will you promote STC once application and project are complete?	Via press, media and Facebook/Social Media channels. Plus a label on the system with STC sponsorship printed

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)
Benefactor (deceased)	£50		bequeathed
Project cost £350 asking for £300 please			

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)	To follow
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	attached
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	To follow
A copy of your organization's latest set of accounting statements (if any exist)	To follow
Copies of any letters of support for your project	To follow
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	NA
Other (please list)	

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

These will be delivered by hand in hard copies by Monday evening (late) through Guildhall door in envelope clearly marked

5. Declaration by the applicant

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

I 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):	Secretary (SOCS)		
Date:	21 st April 2023		

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 or enquiries@saltash.gov.uk

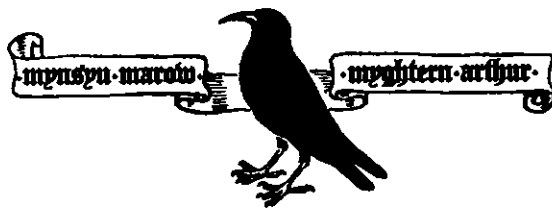
OFFICE USE ONLY:	
Date received	
Received by	
Application reference	
Date to P&R Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Application refused by P&R Chair or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Old Cornwall Society - Saltash
Accounts for
MMXXII

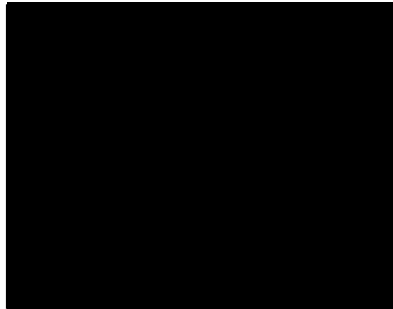
Opening Balance	£ 2,118.85
Income	£ 1,338.50
Expenses	£ 406.67
Closing balance	£ 3,050.68
Cash in hand	£ 20.50
Balance in Bank	£ 3,071.18

Saltash Old Cornwall Society

PRESIDENT:



HON. SECRETARY:



The Town Clerk
Saltash Guildhall

Dear Madame

RE COMMUNITY CHEST APPLICATION

I refer to the application recently submitted on behalf of this society together with bank statements showing a reasonably substantial sum in credit.

This money is largely the result of a bequest from the late Colin Squires, a keen local historian and member of this society.

It has been agreed that the bequest should be put towards a project in his memory and the one that has found most favour is the restoration and re-erection of a medieval cross shaft found in the St. Stephens vicarage grounds and now recumbent. It was a project greatly favoured by Mr. Squires and he did some considerable work in communicating with the former Caradon council and the church authorities regarding the viability of the project. We have not yet carried out costings but anticipate that the obtaining of authority to do this work as well as the work itself would use up most of the moneys in hand and we may indeed be seeking grant funding from suitable sources to assist in this. We would of course have to retain some funding for the society's regular expenses. To this extent the money we hold is 'ring fenced.'

I will be pleased to answer any queries regarding this application.

Yours sincerely



CONSTITUTION OF SALTASH OLD CORNWALL SOCIETY as proposed at a Committee Meeting held on 17 February 1994 and amended on 15 March 1994

1. **NAME**
The name of the Society shall be **The Saltash Old Cornwall Society**. It shall be affiliated to the Federation of Old Cornwall Societies
2. **OBJECTS**
The objects of the Society shall be:
 - 2.1. collecting recording and handing on information relating to Cornwall which might otherwise be lost
 - 2.2. giving watchful care to antiquities and other items of interest in Saltash and the surrounding district:
 - 2.3 fostering the old customs of Cornwall
 - 2.4 encouraging interest in Cornish dialect and the Cornish language
 - 2.5 encouraging the use of public footpaths in Saltash and the surrounding district
 - 2.6 handing on to Cornish children their heritage of Cornish Tradition
3. **COLOURS OF THE SOCIETY**
The colours of the Society shall be royal blue, black and gold
4. **MEMBERSHIP**
Membership shall be open to all persons in sympathy with the aims of the Old Cornwall Movement
5. **SUBSCRIPTION**
The annual subscription shall be decided by the members present and voting at the Annual General Meeting. It shall be payable on 1st April in each year without demand but may be paid in advance at the Annual General Meeting when the amount of the ensuing year's subscription has been decided
6. **THE SOCIETY'S FINANCIAL YEAR AND BANKERS**
 - 6.1 The Society's financial year shall end on the 31st day of December in each year to which date the accounts of the Society shall be balanced
 - 6.2. The Bankers of the Society shall be Lloyds Bank PLC until such time as the Society by resolution at an AGM shall decide otherwise. The duly authorised officers to sign cheques shall be either the Treasurer or the President of the Society
7. **SOCIETY'S OFFICERS AND COMMITTEE**
 - 7 The affairs of the Society shall be managed by a Committee of not more than 12 persons comprising the Officers of the Society and three other members who shall (with the exception of the Immediate Past President and as stated below) be elected at the Annual General Meeting
 - 7.1 The Officers of the Society shall consist of:

The President	The Vice President
The Immediate Past President	The Recorder
The Secretary	The Treasurer
The Press Secretary	The Journeys Secretary
The Programme Secretary	
 - and the appropriate Officers shall carry out the duties specified from time to time by the Committee
 - 7.2 The Committee shall have power to co-opt additional members and to appoint one or more sub-committees for such purposes as it may deem appropriate
 - 7.3 Co-opted members shall be allowed to speak at Committee meetings but not to vote unless their position has been ratified by the members in general meeting
 - 7.4 Casual vacancies on the Committee shall be covered by co-option
8. **COMMITTEE MEETINGS**
 - 8.1 The Committee shall normally meet in October February and March in each year and there shall be such other meetings as the members of the Committee deem appropriate
 - 8.2 Minutes shall be taken of all the proceedings of the Committee
 - 8.3 A quorum shall comprise 5 members of the Committee
 - 8.4 In the event of a tied vote the Chairman of the meeting shall have a further casting vote

9. **ANNUAL GENERAL MEETING**

An Annual General Meeting of the Society shall normally be held on the fourth Monday in March in each year except when such Monday falls in the Easter weekend in which case the Annual General Meeting shall be held on either the preceding Monday or the following Monday at the discretion of the Committee

At the Annual General Meeting the following business shall be transacted:

9.1 Reports from the President the Secretary and such other Officers as shall have been decided by the Committee

9.2 The presentation and, if accepted, the passing of the audited accounts for the previous financial year ended on the 31st day of December prior to the meeting. The accounts shall comprise a balance sheet showing the moneys received by the Society and paid by the Society in the previous financial year.

9.3 The setting of the subscription and visitors' fees for the ensuing year after the presentation of a projected budget and the Committee's recommendations

9.4 Distribution of donations (if any) to be made by the Society

9.5 The election of the Society's Officers and Committee members, the Society's auditor (who may be a member of the Society) and the two representatives of the Society to the Federation of Old Cornwall Societies. The President shall normally serve for a period of 2 years and the Vice President shall be deemed to be the President elect. The President shall not normally be entitled to re-election until a period of four years has elapsed from the termination of his or her Presidency but in exceptional circumstances may serve for a further period of office after the expiration of the initial two years of his or her Presidency.

9.6 Such other business as shall have been communicated to the Honorary Secretary at least 7 days prior to the meeting or as may be accepted by the President for discussion at the meeting

10. **SPECIAL GENERAL MEETINGS**

An Extraordinary General Meeting may be requisitioned:

10.1 By request of the Committee OR

10.2 By written notice to the Secretary signed by not less than 10 members and specifying the purpose for which the meeting is required

10.3 Such extraordinary general meeting shall be convened as soon as practicable after the receipt of any such request or notice

10.4 The Committee shall decide the time and place of an extraordinary general meeting and notification of it shall be given to the members in writing

11 **QUORUM**

At a Meeting of any description at least one third of the members whose subscriptions have been paid for the current year and who are thus entitled to vote shall form a quorum

12 **AMENDMENTS TO THE CONSTITUTION**

No alteration or addition to this Constitution shall be made except by a resolution carried by a two thirds majority of the members present at an Annual General Meeting entitled to vote and actually voting

13. **VISITORS**

Visitors will be welcomed but shall pay such fees as shall be decided at the Annual General Meeting. No visitor shall be entitled to attend more than two meetings as a visitor in the winter period from September to April.

14 **DISSOLUTION OF THE SOCIETY**

If the Society shall pass in general meeting by a majority comprising three quarters or more of the members present and entitled to vote a resolution of intention to dissolve the Society any balance then in the accounts shall be disposed of as the Society at that meeting shall resolve and thereupon the Society shall be treated as dissolved. If the Society does not resolve within three months of the date of the resolution of the intention to dissolve upon the disposition of any such balance it shall be divided equally between all persons who were members of the Society at the date of the resolution of the intention to dissolve.



Confirmation of Liability Insurance

This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

Policyholder: The Federation of Old Cornwall Societies
Policy Number: S16000
Policy Wording: Charities and Community Groups

Professional liability insurance

Period of Insurance: 01 August 2022 to 31 July 2023 (both dates inclusive)
Limit: £500,000
Basis: Aggregate

Public liability insurance

Period of Insurance: 01 August 2022 to 31 July 2023 (both dates inclusive)
Limit: £5,000,000
Basis: Any One Claim / Aggregate

Signed for and on behalf of Markel (UK) Limited:

A handwritten signature in black ink, appearing to be "S. Fisher".

Dated 1 August 2022

Note: This certificate of insurance is for information purposes only. You should refer to the actual policy document for the binding terms, conditions and exclusions of cover

Saltash Old Cornwall Society



President: [REDACTED]

Secretary: [REDACTED]

Vice President: [REDACTED]

Treasurer: [REDACTED]



From: Bob Munro
Sent: 21 April 2023 19:40
To: saltash town council
Cc: sue hooper
Subject: Sound system funding application

To Saltash Town Council

I am more than happy, as someone who for 48 years has known about the Saltash Old Cornwall Society and its contribution to the life of our town, to support and endorse its application to you for £300 to fund a sound system, to use and loan as indicated on the application form by Saltash Old Cornwall Society.

With every good wish

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Reverend Bob Munro