

DATE APPLICATION SUBMITTED:

22 May 2023

Contact Name:	[REDACTED]
Position:	[REDACTED]
Organisation:	Friends of Summerfields Park
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Constituted Group
Charity/Company number (if applicable)	Charity No: N/A Company No: N/A
How long has your organisation been in existence?	Since November 2021

Please note that a representative of your organisation may be asked to attend a meeting of the Services Committee to answer questions on your application.

Application continues on next page

<p>Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)</p>	<p>Date Applied</p>	<p>Project</p>	<p>Amount Applied for</p>	<p>Successful Y/N</p>
	<p>Aug 22</p>	<p>Basket Swing</p>	<p>£1,000</p>	<p>Yes</p>
<p>Please list the aims and objectives of your organisation</p>	<ol style="list-style-type: none"> 1. Organising volunteer site clearance days Working with Cormac to keep the park tidy and safe ready for installation of new equipment. 2. Design of park and play equipment Working up design drawings and specification with Cornwall Council. 3. Promotion Making the case for the refurbishment of the park and keeping residents informed about progress. 4. Fundraising Organising fundraising events, submitting applications and liaising with Cornwall Council to utilise the Section 106 funding available for the area. 			
<p>What are the main activities of your organisation?</p>	<p>At present the main activities of our organisation is arranging fundraising events and attending community events to fundraise and gain community support. We also collaborate with Cornwall Council and Cormac in relation to work that take place and decisions that are made.</p>			

Are you part of a religious group?	No
Is the application is for a Church, School, education, health or social service establishment?	No

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- 2. Your project** - a detailed project plan should be supplied to include:
- Full costs for equipment with ongoing maintenance (this will fall to with the owner of the land/specific play park) requirements included .
 - Materials and equipment which should be from responsibly sourced materials.
 - Details of any planning requirements.

Project	Start Date	ASAP
	Finish Date	15/05/2024
	Total Cost	£ 54,032.00
	Grant Applied For	£ 10,000.00

Project title:	Summerfields Play Phase 1
Description of project (please continue on a separate sheet if necessary):	<p>Friends of Summerfields Park is a voluntary committee of local residents with the aim of renovating Summerfields Park in St Stephens, Saltash as a beautiful, fun and safe environment for young people and families to enjoy. We were constituted on 1 November 2021 as an Unincorporated Group.</p> <p>Since 2009, Summerfields Park has fallen into a state of disrepair with play equipment being removed by Cornwall Council and not replaced. The park currently has no play equipment in it whatsoever and is not maintained as well as it could be. Trees, brambles and slippery moss have been left to grow over the boundaries and on the paths. Some local residents have also allowed dogs to foul in the park amongst the long grass. All of this now makes it a dangerous place for our children to play. Our nearest play area is over 1 mile away at Longstone Park so children living in St Stephens currently have no local space to be able to play in safely and this has led to them not knowing who their neighbour's are.</p>

	<p>Since our formation in November 2021, we have written a business plan (attached), carried out volunteer site clearance days in collaboration with Cormac and raised over £6,000 as a result of our fundraising activities</p> <p>In June 2022, we were pleased to receive confirmation from Cornwall Council that they intend to refurbish some the park in collaboration with us using Section 106 money identified for the area. This is dependent on us raising the additional monies to complete the renovation in full.</p> <p>We have now finalised the design scheme for the park with Cornwall Council who have received a quote through their tender process. The quote includes recycled materials where they can be used. The quote is for a steel construction due to the location of the park and its proximity to the woods a wooden structure will rot quickly and become slippery.</p>
Where will the project take place?	Summerfields Park, PL12 4AB

Who owns the land the play park is situated on and do you have written permission for the works?	Cornwall Council (letter of support and permission attached)
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<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>We have agreed with Cornwall Council that the park will be primarily for early years and primary age children (3yrs to 10yrs) and their families.</p> <p>In addition, we are making a nature / recreation area that will be developed for older people to enjoy and for families to watch their children playing.</p> <p>An important principle we are working to is that the park will be an inclusive space. To that end, the play equipment will be accessible for Disabled people whose physical mobility is restricted.</p> <p>A projected breakdown of the numbers of people who will visit the park each year is as follows:</p> <table border="1" data-bbox="699 779 1423 1099"> <thead> <tr> <th>Who</th><th>How many</th></tr> </thead> <tbody> <tr> <td>Early years children (0-5)</td><td>520</td></tr> <tr> <td>Primary aged children (5-11)</td><td>780</td></tr> <tr> <td>Secondary aged children (11-16)</td><td>260</td></tr> <tr> <td>Young adults (16-25)</td><td>52</td></tr> <tr> <td>Adults</td><td>104</td></tr> <tr> <td>Totals</td><td>1716</td></tr> </tbody> </table> <p>As Saltash is lacking in play areas we also believe that this project will benefit the whole town area and that residents will visit from other areas of the town to use this play area.</p>	Who	How many	Early years children (0-5)	520	Primary aged children (5-11)	780	Secondary aged children (11-16)	260	Young adults (16-25)	52	Adults	104	Totals	1716
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Young adults (16-25)	52														
Adults	104														
Totals	1716														
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>One of the first things we implemented at the time of our formation in November 2021 was a survey for the local community to establish evidence of need. 92% of the 286 respondents saying they would like to see the park refurbished and 79% saying they would use it. The results of the survey are included in the attached business plan. Since then our support has grown exponentially, we are regularly donated items from people from every corner of our town. We have a huge support network from a large number of residents.</p>														
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation including Consultation with Community)</p>	<p>Cornwall Council - Site owners; managing capital build and ongoing maintenance</p> <p>Saltash Town Council</p> <p>Brunel school - heavily reduced rentals, event advertising, cake donations for sales.</p> <p>St Stephens School - event advertising</p>														

Bishop Cornish School - event advertising

Businesses

Pengelly Funeral Service - Cash Donation

Essa Taxis - Cash Donation

AR Carpets and Rugs - Regular Cash Donations and raffle prizes

AME Builders - Cash raffle prize

Vulcanising SW - Raffle prize

USE Ability - Raffle prize

Flow Aesthetics - Raffle prize

Foreign Muck - Raffle prize

Saphira Jewelers - Raffle prize

Xin at the Rodney - Raffle prize

The Blondie Bar - Raffle prize

EW Music Services - Raffle prize

The Bookshelf - Raffle prize and advertising

Scents & Scentsibility - Raffle prize and advertising

Larry Coco Wax Melts - Raffle prize

Shell's Beauty Boutique - Raffle prize

All 4 Smalls - Raffle prize

Jelly Bears Workshop - Raffle prize

Tamar Wipers - Raffle prize

Serenity Mobile Beauty - Raffle prize

Marvel & Mum - Raffle prize

Florabella Florist - Raffle prize

Applejack Barn - Raffle prize

Bakes with Love - Raffle prize

Home Sewn - Raffle prize and materials donations

Perfectly Precious - Raffle prizes

FM with Kirsty - Raffle prize

Ronnies of Saltash - Raffle prize

Em's & Ali's Sweet Treats - Raffle prize

Xcel Dance School - Raffle prize

Nicky's Glow Beads - Raffle prizes and advertising

Moor 2 Shore Carpet Cleaning - Raffle prize

Eclectic Interiors - Raffle prize

Bradleys Estate Agents - Raffle prize

Belvoir Estate Agents - Raffle prize

KL Therapies - Raffle prizes and event organising on our behalf

Hell of a Crafty - Raffle prize and providing materials

Saltash Bakery - Raffle prize

The Cecil - Charity collection box on bar

The Two Bridges - Charity collection box on bar
Co-Op - ran raffle for us and donated, book shop in the shop, advertising.

Saltash Leisure Centre - Book shop and advertising
Tamar Fresh - donations of raffle prizes and anything we need that they can supply

South West Surfacing Limited - offered to work at a reduced rate.

CFD Architects - provided photocopying

Livewire - provided photocopying

Essentially Balanced - Organising events for us, raffle donations.

Lidl - raffle donations

Waitrose - Large donation

Whiz Kidz - raffle donations

Cath Scentiments - Raffle donations

Bliss Hair & Beauty - Raffle donations

Julie Turner cakes and catering - Raffle Donations

China Fleet Country Club - Raffle Donations

AR Carpets and Rugs - Raffle Donations

Serenity Mobile Beauty - Raffle Donations

Vikki's Vibes - Raffle Donations

Zammit's.co.uk - Raffle Donations, cake toppers

Relax Unwind Revive - Raffle Donations

Hedgegrow Pantry - Raffle Donations

Karen Writer - Permanent Makeup Artist - Raffle Donations

Barefoot Crystal Cards and Healing - Raffle Donations

Celtic Balance - Raffle Donations

Fortune from Fae - Raffle Donations

Tropic Ambassador Katie - Raffle Donations

Kimberely Zinn Hair - Raffle Donations

Living and Loving Minfully - Raffle Donations

Mynd Train - Raffle Donations

Bliss Beauty Paula - Raffle Donations

Here to Live Life - Raffle Donations

Hair4You - Raffle Donations

Amber Doughty Coaching - Raffle Donations

FM with Emma Tyler - Raffle Donations

Mr Kuet - donations of paper bags

Voluntary groups

Friends of Tincombe - Maintaining Park and developing flower beds

	<p>Saltash Lions - Holding fundraising events</p> <p>Saltash Scrap Store - Lending tools for clearance days</p> <p>CEPL12 - advertising</p> <p><u>Volunteers</u></p> <p>Fundraising events</p> <p>Promotion and publicity</p> <p>Local Residents - Regular donations for our books shops and coming forward to help run events</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>1. Cornwall Council</p> <p>As owners of the land and equipment on which Summerfields Park is situated, Cornwall Council are legally responsible for the management of the capital build, ongoing safety and maintenance of the site and health & safety requirements.</p> <p>2. Friends of Summerfields Park</p> <p>Responsible for raising funds additional to the Section 106 funding; promoting and publicising Summerfields Park; continued collaboration with Cornwall Council to ensure successful completion of the capital build; the ongoing maintenance of the site.</p> <p>Measures of success monitored by the Friends of Summerfields Park include:</p> <ul style="list-style-type: none"> ● Increased donations ● Increased visits to and participation in social media channels ● Increased volunteers ● Local press and PR coverage secured ● Capital build completed on time and on budget ● Park user numbers meet projected targets in first year of operation

<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p> <p>Note:</p> <p>The project should be completed within 12 months with an interim report submitted after six months have elapsed.</p>	<p>1. Contractor appointed by Cornwall Council following tender process - completed</p> <p>2. Work starts on site - By 01/09/2023</p> <p>3. Park opens - 01/11/2023</p>
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<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>	<ol style="list-style-type: none"> 1. Summerfields Park falls under the jurisdiction of Cornwall Council's Child Protection & Safeguarding Policy: https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/ 2. In addition, the Friends of Summerfields Park has its own Safeguarding Policy and the Treasurer is the designated Safeguarding Officer.
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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>	<p>Please see attached quote, for our first phase if this application is approved it is likely we will be able to afford an additional piece of equipment. This grant would be spent on equipment and installations costs, as detailed in the attached quote.</p>
<p>How will you promote STC once application and project are complete?</p>	<p>If this grant application is successful, the support of Saltash Town Council will be acknowledged in all publicity materials and on the Friends of Summerfields Park social media channels. Also through the local press and large local social media groups.</p>

Partnership funding.

Please provide evidence of secured funds raised and any confirmed partnership funding.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Cornwall Council Section 106	£21,950.67	✓	✓
Pengelly Funeral Service	£50.00 (cheque)	✓	✓
Essa Taxis	£20.00 (cheque)	✓	✓
AR Carpets and Rugs	£20.00	✓	✓
Saltash Lions Quiz Nights	£172 (cash)	✓	✓
██████ - Ince Castle	£500.00	✓	✓
Flutterbye Projects	£500.00	✓	✓
Co-Op Raffle	£200.00 (cash)	✓	✓
Waitrose (John Lewis)	£1000.00	✓	✓
Freemasons Caradon Lodge	undisclosed	✓	
Freemasons Zetland Lodge	undisclosed	✓	
Cornwall Kinsmen	£1000.00	✓	

Essa Building Solution	undisclosed	✓	
SPAR	undisclosed	✓	

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Other secured funds raised:

Source of funds eg. Donations, fundraising activity	Amount
Coffee morning and raffle	£1199.00
Just Giving Donations	£178.00
Go Fund Me	£181.00
Saltash Regatta	£215.92
Scrapstore Fair	£27.00
Halloween Freaky Fete	£989.21
Scratchcard game	£120.00
Christmas Sales	£1591.39
Easter Hamper Competition	£240.00
Easter Sales	£46.31
Spring Fete	£357.51
Mayfair Stall	£382.00
Marathon Sponsorship	£234.73
Book Sales	£820.87

Pamper Evening	£427.54
Donations	£64.25
Saltash Striders running club	£52.00

Please confirm the bank account your project is using is in the project's name/organisation name	Bank account is called Summerfields Play
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Application continues on next page

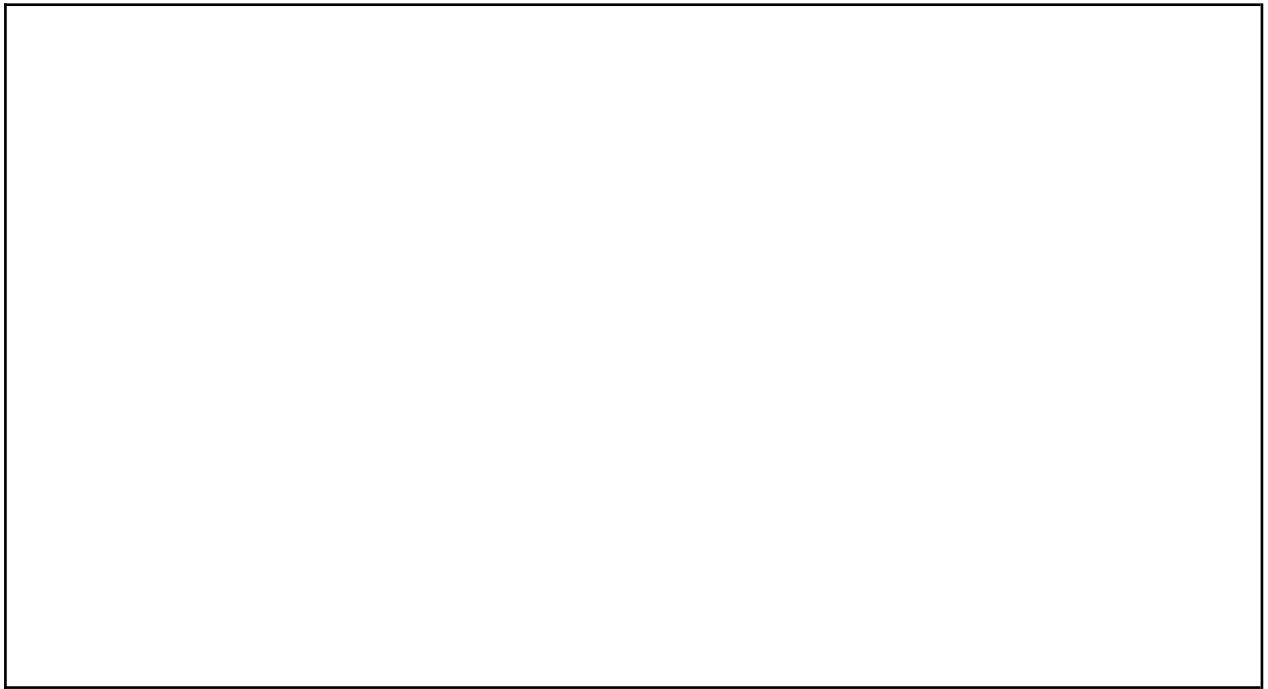
4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	✓

Evidence of local consultation demonstrating local need and community support	✓
A letter head showing the organisation's address and contact details	✓
A copy of your constitution and articles of association	✓
Accurate project costs with a detailed project plan • Full costs for equipment with ongoing maintenance ² requirements included. • Materials and equipment to be from responsibly sourced materials. • Details of any planning requirements.	✓
A copy of your organisation's latest set of accounting statements (if any exist)	✓
Evidence of secured funds raised by the organisation and any confirmed partnership funding	✓
Written confirmation of permission and support from the landowner for the scheme	✓
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)	

² Ongoing maintenance will fall with the owner of the land/specific play park.

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



Application continues on next page

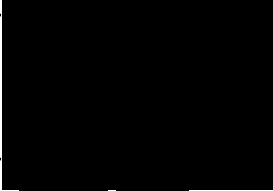


I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

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

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 as required by the Policy;
- (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):		
Date:	22 May 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



To Whom It May Concern

Your ref:

My ref:

Date: 19th May 2023

Dear Sir or Madam

We are writing to confirm Cornwall Council's support for the Friends of Summerfield Playground's application for funding towards new play equipment and other renovations to the Cornwall Council owned facility.

The council is committed to restoring the site as a strategic local play facility, in line with the adopted [Open Space Strategy and Standards - Cornwall Council](#), but the cost of the overall project far exceeds the budget currently available. At the current time we anticipate that we have a shortfall of approximately £40,000 to deliver a full new playground. A contribution of £10,000 would enable the delivery of an additional junior multi-play item such as the climbing frame. We have been working with the friends' group to develop the plans for the site and are reliant upon their support in engaging community feedback, promoting the project & volunteer opportunities through their events and for their fund-raising activities.

For more information on how Cornwall Council manages its playgrounds & project priorities and how communities can get involved please see: www.cornwall.gov.uk/playareas.

Yours faithfully

Public Space Officer
Natural Environment Service

Email: environmentservice@cornwall.gov.uk

Konsel Kernow

Cornwall Council, Pydar House,
Pydar Street, Truro, Cornwall TR1 1XU

Tel: 0300 1234 100 www.cornwall.gov.uk



Friends of Summerfields Park



email - 

Friends of Summerfields Park Constitution

1. Aim

To re-establish and promote Summerfields Park as a beautiful, fun and safe environment for young people and families to enjoy.

2. Governance

Friends of Summerfields Park is constituted as an unincorporated group.

3. Membership

Membership is open to individuals who:

- Support the aim of the group and are willing to give time to help achieve it
- Are aged 18 upwards
- Live and / or work in Saltash

4. Committee

- 4.1 The business of the group will be carried out by a Committee elected at the Annual General Meeting.
- 4.2 The Committee will consist of Saltash residents and will compose of three officer roles: Chair, Secretary and Treasurer.
- 4.3 Further members maybe co-opted onto the Committee as necessary.
- 4.4 Members may resign at any time.
- 4.5 The Committee will meet as necessary and not less than four times a year.
- 4.6 Additional committee meetings will be called by the Chair or Secretary giving notice at least seven days prior to the meeting.

5. Roles of the officers

- The Chair will be responsible for chairing all meetings, acting as spokesperson for the group and promoting its aims.
- The Secretary will be responsible for taking and circulating minutes, distributing meeting papers and publicising events.
- The Treasurer will be responsible for maintaining the accounts and presenting financial statements when necessary.

6. Annual General Meeting (AGM)

- 6.1 An AGM will be held each year and will be held within fifteen months of the previous AGM.
- 6.2 All members will be notified in writing within three weeks of the AGM confirming the date, time and venue.
- 6.3 The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greatest.

7. Code of Conduct

- 7.1 The group will not discriminate on the grounds of gender, ethnicity, sexuality, disability, religious or political belief and age.
- 7.2 Any offensive behaviour, including racist, sexist or inflammatory remarks will not be tolerated.
- 7.3 Anyone behaving in an offensive way or not abiding to the equal opportunities policy may be asked to resign from the group if an apology is not given or the behaviour is repeated.
- 7.4 Any member not attending a meeting without giving apologies or a valid explanation over a three month period will be contacted by the Chair and asked if they wish to resign.
- 7.5 All questions that arise at any meeting will be discussed openly and the Chair will seek to find consensus on any decisions made.
- 7.6 If a consensus cannot be reached, a vote will be taken to reach a majority. If the numbers of votes on each side is equal, the Chair shall have the deciding vote.

8. Finances

- 8.1 A bank account will be maintained by the group in the name of Summerfields Play.
- 8.2 Two signatories will be nominated by the Committee for the authorisation of expenditure. The signatories must not be related or members of the same household.
- 8.3 Financial records of income and expenditure will be maintained by the Treasurer and presented at every meeting.
- 8.4 All money raised by or on behalf of the Friends of Summerfield Park must only be used to further the aim of the group.

9. Amendments to this Constitution

- 9.1 Any amendments to this Constitution can only be proposed and agreed at an AGM.

- 9.2 Any proposal to amend the Constitution must be circulated to members at least seven days prior to the meeting.
- 9.3 Any proposal to amend the Constitution must be agreed by at least two thirds of those present at the meeting and entitled to vote.

10. Dissolution

- 10.1 If it is deemed necessary to close down the group, a special meeting will be called to agree its dissolution.
- 10.2 If the group is dissolved, any remaining funds and assets, once all outstanding debts have been paid, will be donated to an agreed local charity.

This constitution was agreed at a meeting of the Friends of Summerfields Park on:

Date:/...../.....

Signed:

Name

Position in group:

Signed:

Name:

Position in group:

Friends of Summerfields Park Children and Vulnerable Adults Safeguarding Policy

1. General Policy

Friends of Summerfields Park is firmly committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection.

This Policy commits all members regardless of their role, to report and refer any concerns they may have regarding the safety of any young person or vulnerable adult.

Aims of the Policy

- To clarify the roles and responsibilities of all parties.
- To support the promotion of a safe working environment and a culture of care in which the rights of all children, young people and vulnerable adults are protected and respected.
- To promote and embed clear guidance for those working with children, young people and vulnerable adults, and ensure through training and support that they are aware of these and able to implement them.

Scope of the Policy

The Policy relates to the group responsibility towards:

- children and young people
- vulnerable adults

This Policy and any related procedures and guidance applies to people who have contact with children and/or vulnerable adults. It also applies to people working on behalf of the group.

The Policy does not cover health and safety issues related to safeguarding children.

Review

The Policy will be reviewed annually and whenever there is a change in the related legislation. This will help ensure that the Policy is up to date and fit for purpose.

Status of Policy

Responsibility for the implementation of this policy lies with everyone.

The Committee are responsible for ensuring that the group has a Safeguarding Policy and for working within its remit.

This policy was approved and agreed by the Committee of Friends of Summerfields Park on the date shown below.

16th March 2021

2. Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

Child or Children

The Children Act 1989 defines a child as a person under eighteen for most purposes.

Vulnerable Adult or Adults

The Protection of Vulnerable Adults Scheme (PoVA 2004) defined a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- A substantial learning or physical disability;
- A physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs;
- A significant reduction in physical or mental capacity.

Young Person

The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and a vulnerable adult includes all people aged 18 and over subject to the criteria of the POVA Scheme.

Forms of abuse

The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect. These categories of abuse apply and will be relevant to vulnerable adults as well as to children.

Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

Emotional Abuse

Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:

- conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
- imposing developmentally inappropriate expectations
- causing the child or vulnerable adult to feel frightened or in danger – e.g. witnessing domestic violence
- exploitation or corruption of children, young people or vulnerable adults

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening, and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Neglect

Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of the neglected person's health and development. It may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Members should also be aware of other factors which influence these forms of abuse such as financial, racial or homophobic abuse.

3. Responsibilities

The Designated Safeguarding Trustee, working with the Committee, is responsible for:

- identifying events and projects that are likely to have an involvement with children and/or vulnerable adults.
- ensuring that all necessary procedures and practices are in place to provide adequate protection both for the individuals in these groups but also protection for the employees involved with them.
- ensuring that people dealing with these groups maintain adequate training and awareness of their responsibilities in this area.
- ensuring that external contractors and other bodies delivering services are aware of the Group's expectation.
- ensuring that carers and/or parents of the children and vulnerable adults are aware that in providing services the Group's members are not acting in loco parentis (a teacher or other adult responsible for children in place of a parent or guardian).
- ensuring that this policy is made available to carers and/or parents of the children and vulnerable adults to whom the Group is providing services.
- ensuring that people working regularly with children or vulnerable adults do not undertake direct work with children or vulnerable adults without an enhanced DBS check except under skilled supervision where approval has been given by the Chair of Trustees or Designated Safeguarding Trustee or Officer prior to commencement of the role.
- ensuring that proper records are kept of any incidents and that these are held securely.
- working with other associated agencies to ensure the proper transfer of information relating to dealings with children and vulnerable adults where necessary.

All persons are responsible for:

- ensuring that they are familiar with and understand the policies and procedures relating to their work with, or in the vicinity of, children and vulnerable adults.
- ensuring that they feel confident in working within this environment and working with their group leader or manager to ensure that they have the knowledge and skills to carry out their tasks in this context.
- working within the Equality Act 2010 and related legislation and treating equally and with respect children and vulnerable adults with whom they come into contact while carrying out their work.
- reporting to the committee any concerns they may have about abuse or a lack of care of children and vulnerable adults either from other staff, from carers, parents or those in loco parentis or any other person.

4. Reporting Procedures: What to do if you suspect someone is being abused

Where there is concern that any person is in immediate danger or a crime has been committed, the police should always be contacted on 999. Actions should be reported to the Chairman of Committee or designated Safeguarding Trustee.

5. Confidentiality

All employees and volunteers must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual working with Friends of Summerfields Park keep confidential any information that raises concerns about the safety and welfare of a child or vulnerable person.

6. The use of cameras, videos, or camera mobile phones

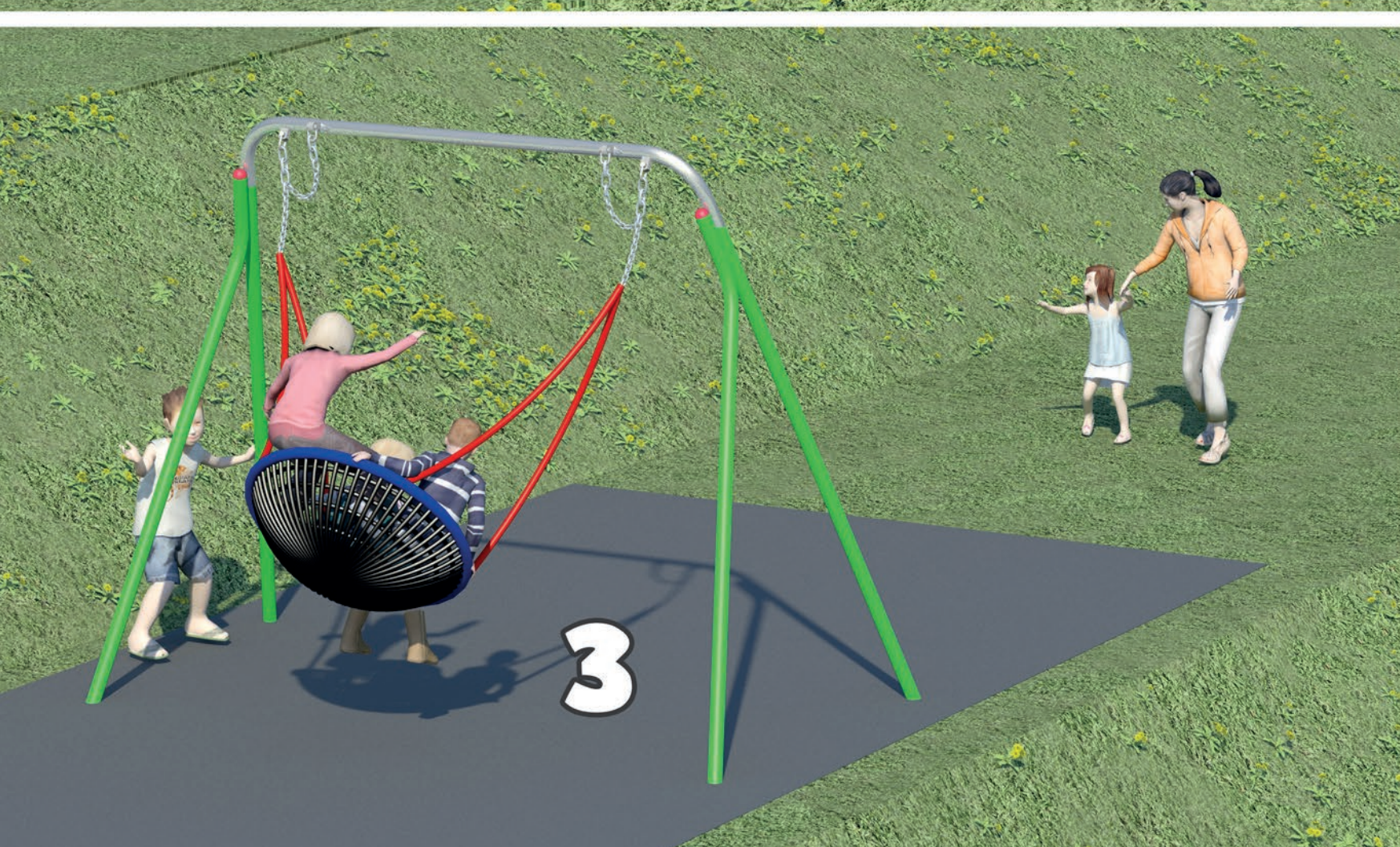
Friends of Summerfields Park may take photographs of children and young people participating in activities and events.

Friends of Summerfields Park reserves the right to prohibit the use of cameras, videos and mobile telephones with picture taking capacity at events it promotes.

Named Safeguarding Officer –

██████████

██████████



- Physical Development
- Role Play & Imagination
- Social
- Object
- Creative
- Inclusive

please refer to plan for equipment key



SENSORY PLAY PANEL

ROCK, PAPER, SCISSORS PLAY PANEL

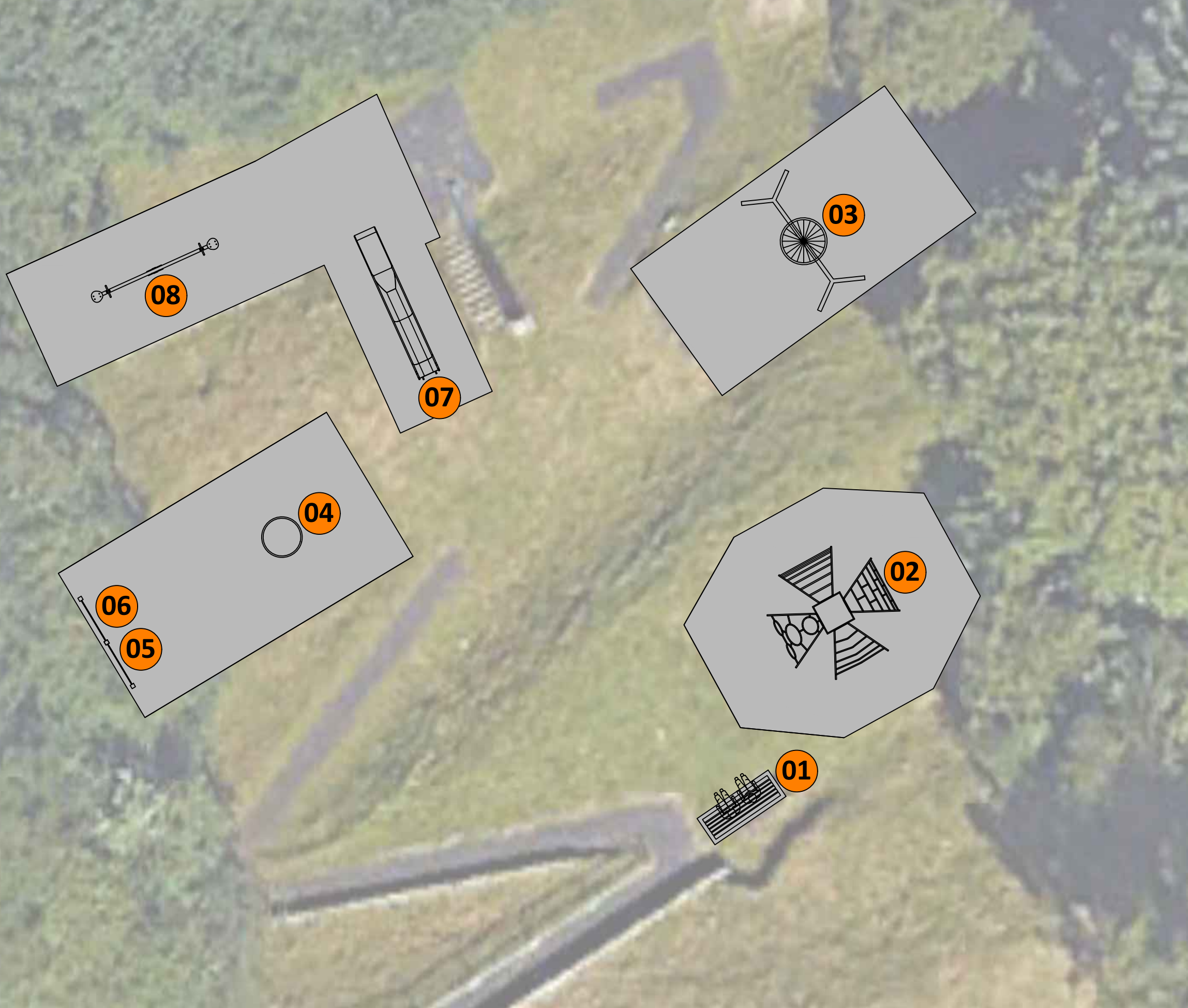
DOMES CLIMBING UNIT

INCLUSIVE DISH ROUNDABOUT

NEST SEAT SWING

Corserv Limited

Summerfields Play Park



Equipment List	
No.	Description
01	Steel Bench Seat
02	Dome Climbing Unit
03	Inclusive Nest Swing
04	Inclusive Dish Roundabout
05	Rock, Paper, Scissors, Play Panel
06	Sensory Play Panel
07	1.8m High Embankment Slide
08	Two Seat See-Saw

All new equipment to be installed onto new black EPDM wetpour surfacing.

Sutcliffe Play South West
Freeland Park
Lythcott Matravers
Dorset
BH16 6FH

Tel: 01202 621528
Email: sales@sutcliffeplaysw.co.uk
Internet: www.sutcliffeplay.co.uk



DRAWING BY	Selina	QUOTE NO.	12394
DATE	12/04/23	ACCOUNT MANAGER	Stewart Andrews
SCALE	1/100 @ A3		

Our Ref: 04/23/60012394/SA/RR

17th April 2023



Dear 

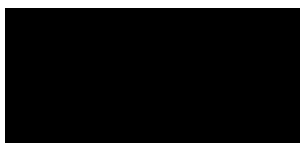
Summerfields Play Park

Further to your recent tender documents, I have pleasure in submitting a quotation and design proposal for your consideration.

All of the play equipment included in our proposal has been tested and certified to BS EN 1176 and Safety Surfaces have been tested and certified to BS EN 1177.

Should you require any additional information please do not hesitate to contact me on the telephone number given above.

Yours sincerely



design
make
play

SutcliffePlay
South West
Freeland Park, Wareham Road
Lyttchett Matravers,
Dorset BH16 6FH
Telephone 01202 621528
Facsimile 01202 621538
sales@sutcliffeplaysw.co.uk
www.sutcliffeplay.co.uk

Quotation

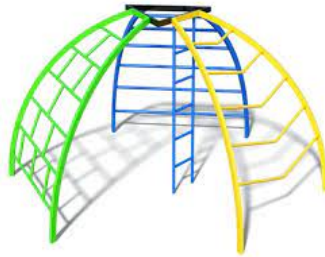
Summerfields Play Park

Removals

32	Sqm	Remove 32 sqm of existing Matta Tiles	£	1,280.00
37	Lm	Remove 37Lm of Kerb Edging	£	962.00

New Equipment

1	No	6030-044	Dome Climbing Unit	£	4,603.00
1			Installation	£	1,500.00



1	No	SNS080Z	Inclusive Basket Swing	£	4,399.00
1			Installation	£	1,302.00



1	No	SWD100GRY	Original Dish Roundabout	£	1,924.00
1			Installation	£	850.00



1	No	1004	1.8m High Trough Embankment Slide	£	4,147.00
1			Installation	£	1,134.00



1	No	0-44340-000	See-Saw	£	3,868.00
1			Installation	£	675.00

Kaiser & Kühne Freizeitgeräte



1	No	FIMZBA6	Maze Battle Play Panel 1200mm x 800mm	£	382.00
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1	No	FISENP6	Sensory Play Panel 1200mm x 800mm	£	359.00
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3	No	FIRPSQ1750	Recycled Plastic Posts	£	183.00
1			Installation	£	681.00
1			Play Panel Delivery	£	189.00

Playground Furniture

1			Solway Steel Bench	£	725.00
1			Installation	£	340.00

New Surfacing

106	Sqm	Regulate existing concrete bases	£	3,816.00
30.5	Sqm	New groundworks to extend existing bases	£	2,196.00
15.5	Sqm	New groundworks under embankment slide	£	1,240.00
60	Lm	Edge prep for new surfacing	£	1,560.00
29	Sqm	Supply & Install Black 40mm Wet Pour Surfacing	£	2,697.00
88.5	Sqm	Supply & Install Black 60mm Wet Pour Surfacing	£	8,939.00
35	Sqm	Supply & Install Black 70mm Wet Pour Surfacing	£	3,675.00

1	Machinery Hire	£	450.00
3	Skip	£	900.00
1	Site Welfare	£	1,450.00
1	Independent Post Installation Inspection	£	450.00
Sub Total Cost		£	56,876.00
(Less Special Discount)		£	2,844.00
<u>Total Cost of Scheme</u>		<u>£</u>	<u>54,032.00</u>

Please Note:

Due to Health & Safety requirements this quotation includes a cost to provide Heras Site Security Fencing for the duration of the works.

Payment is due within 30 days following date of invoice.

The price is subject to VAT at the current rate.

We are continually reviewing our prices due to the ongoing increase in costs of raw materials; therefore, we will be holding our quoted price for a period of 30 days from the date of the quotation.

Friends of Summerfields Park accounts 01/04/2022 - 31/03/2023

Opening Balance £1380.68

April 2022

Date	Description	In	Out	Total
06/04/2022	Opening Balance			£1380.68
30/04/2022	Closing Balance			£1380.68

£181.48 bank

£1199.20 cash

TOTAL £1380.68

May 2022

Date	Description	In	Out	Total
01/05/2022	Opening Balance			£1380.68
31/05/2022	Closing Balance			£1380.68

£181.48 bank

£1199.20 cash

Total £1380.68

June 2022

Date	Description	In	Out	Total
01/06/2022	Opening Balance			£1380.68
30/06/2022	Closing Balance			£1380.68

£181.48 bank

£1199.20 cash

TOTAL £1380.68

July 2022

Date	Description	In	Out	Total
01/07/2022	Opening Balance			£1380.68

13/07/2022	Lions Quiz Night	£50		£1430.68
31/07/2022	Closing Balance			£1430.68

£1370.48 bank

£60.20 cash

TOTAL £1430.68

income £50

expenditure £0.00

August 2022

Date	Description	In	Out	Total
01/08/2022	Opening Balance			£1430.68
09/08/2022	Just Giving	£119.62		£1550.30
15/08/2022	Expenses		£350.27	£1200.03
24/08/2022	Just Giving	£83.94		£1283.97
26/08/2022	Cheque/Book Donations	£83.00		£1366.97
31/08/2022	Closing Balance			£1366.97

£1306.77 bank

£60.20 cash

TOTAL £1366.97

income £286.56

expenditure £350.27

September 2022

Date	Description	In	Out	Total
01/09/2022	Opening Balance			£1366.97
03/09/2022	Regatta	£215.92		£1582.89
07/09/2022	Book Sales/Sweet Hamper	£39.00		£1621.89
10/09/2022	Preloved Sale	£27.00		£1648.89
14/09/2022	Ebay - BEADS		£46.11	£1602.78
16/09/2022	Co-Op Donation	£200.00		£1802.78
16/09/2022	Kidz Giftz		£469.74	£1333.04

20/09/2022	Booker		£22.75	£1310.29
20/09/2022	Charnwood Fundraising		£38.53	£1271.76
22/09/2022	Wholesale Sweets		£44.27	£1227.49
27/09/2022	Just Giving	£4.60		£1232.09
27/09/2022	Scrapstore Stall		£6.75	£1225.34
30/09/2022	Quiz Night & Raffle	£133.49		£1358.83
30/09/2022	Closing Balance			£1358.83

bank £732.22

cash £626.61

TOTAL £1358.83

income £581.01

expenditure £628.15

October 2022

Date	Description	In	Out	Total
01/10/2022	Opening Balance			£1358.83
01/10/2022	Scrapstore Fair	£27.00		£1385.83
02/10/2022	Book Sales	£55.00		£1440.83
03/10/2022	B Transfer School Xmas fair fee		£8.00	£1432.83
04/10/2022	Expenses to [REDACTED]		£485.73	£947.10
10/10/2022	The Works - LED Candles		£50.00	£897.10
10/10/2022	Gazebo Purchase - Ebay		£98.99	£798.11
12/10/2022	Diverse Events - Xmas Fest Fee		£15.00	£783.11
12/10/2022	Diverse Events - May Fair Fee		£15.00	£768.11
13/10/2022	Book Sales	£20.00		£788.11
18/10/2022	John Lewis	£1000.00		£1788.11
20/10/2022	Book Sales	£105.60		£1893.71
22/10/2022	Freaky Fete	£989.21		£2882.92

25/10/2022	Cornwall Community Foundation - [REDACTED]	£500.00		£3382.92
25/10/2022	Flutterbye Community Projects	£500.00		£3882.92
25/10/2022	Card Machine Purchase		£17.95	£3864.97
25/10/2022	Amazon		£8.39	£3856.58
26/10/2022	Cutprice Wholesaler		£262.08	£3594.50
28/10/2022	SumUp Card Payments	£0.98		£3595.48
31/10/2022	Closing Balance			£3595.48

cash £1223.42

bank £2372.06

Total £3595.48

income £3,197.79

expenditure £961.14

November 2022

Date	Description	In	Out	Total
01/11/2022	Opening Balance			£3595.48
08/11/2022	Scratchcard Game	£120.00		£3715.48
10/11/2022	Charwell Farm Xmas Fair Fee		£5.00	£3710.48
10/11/2022	The Core Xmas Fair Fee		£10.00	£3700.48
10/11/2022	Book Sales	£10.00		£3710.48
14/11/2022	SumUp card sales	£42.27		£3752.75
21/11/2022	Wholesale Toys		£214.33	£3538.42
21/11/2022	Wholesale Toys		£166.52	£3371.90
21/11/2022	SumUp card sales	£3.93		£3375.83
28/11/2022	SumUp card sales	£7.86		£3383.69

30/11/2022	Closing Balance			£3383.69
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cash £1223.42 bank £2160.27 Total £3383.69
 income £184.06 expenditure £395.85

December 2022

Date	Description	In	Out	Total
01/12/2022	Opening Balance			£3383.69
05/12/2022	SumUp card sales	£53.58		£3437.27
07/12/2022	Asda Hot Chocolate		£10.56	£3426.71
08/12/2022	Wholesale Sweets		£20.36	£3406.35
09/12/2022	Xmas Sales	£33.00		£3439.35
12/12/2022	SumUp card sales	£22.62		£3461.97
15/12/2022	SumUp card sales	£64.90		£3526.87
16/12/2022	Donations	£18.00		£3544.87
19/12/2022	Xmas Sales	£8.00		£3552.87
19/12/2022	SumUp card sales	£44.74		£3597.61
20/12/2022	Donations	£5.00		£3602.61
21/12/2022	Xmas Sales	£20.00		£3622.61
22/12/2022	Xmas Sales	£23.00		£3645.61
31/12/2022	Closing Balance			£3645.61

cash £1211.32 bank £2434.19 Total £3645.61
 income £292.84 expenditure £30.92

January 2023

Date	Description	In	Out	Total
01/01/2023	Opening Balance			£3645.61

09/01/2023	St Stephens Church Stall Fee		£6.00	£3639.61
09/01/2023	Refund uncollected books		£20.00	£3619.61
09/01/2023	SumUp card sales	£2.92		£3622.53
13/01/2023	Xmas/Book Sales	£1264.57		£4887.10
20/01/2023	Teddy sale	£3.00		£4890.10
27/01/2023	Pamper boxes		£63.25	£4826.85
30/01/2023	Book Sales	£159.71		£4986.56
31/01/2023	Closing Balance			£4986.56

cash £1037.55

bank £3949.01

Total £4986.56

income £1430.20

expenditure £89.25

February 2023

Date	Description	In	Out	Total
01/02/2023	Opening Balance			£4986.56
01/02/2023	refund - pamper boxes	£26.74		£5013.30
01/02/2023	pamper boxes		£8.00	£5005.30
03/02/2023	Sales - books	£15.00		£5020.30
07/02/2023	Sales - teddy	£10.00		£5030.30
10/02/2023	Sales - teddy	£5.00		£5035.30
10/02/2023	Asda		£46.55	£4988.75
14/02/2023	Asda		£9.00	£4979.75
14/02/2023	Home Bargains		£31.29	£4948.46
14/02/2023	Jax First Aid		£10.60	£4959.06
22/02/2023	Sales	£3.00		£4962.06
22/02/2023	Home Bargains		11.88	£4950.18
24/02/2023	Morrisons		£9.95	£4960.13

24/02/2023	Asda		£21.00	£4939.13
27/02/2023	Easter Hamper Sales	£240.00		£5179.13
27/02/2023	Cash Sales - Books/Toys	£143.07		£5322.20
27/02/2023	Morrisons		£21.92	£5300.28
27/02/2023	Lidl		£19.92	£5280.36
27/02/2023	Kidz Giftz		£224.54	£5055.82
27/02/2023	Expenses		£43.33	£5.012.49
27/02/2023	Bridge Schools		£20.00	£4992.49
28/02/2023	Closing Balance			£4992.49

Cash 1221.72

Bank £3770.77

Total £4992.49

Income £432.91

Expenditure £477.98

March 2023

Date	Description	In	Out	Total
01/03/2023	Opening Balance			£4992.49
03/03/2023	Refund	£10.77		£5003.26
03/03/2023	Party Perfecto prizes		£25.74	£4977.52
13/03/2023	Book Sales	£3.00		£4980.52
15/03/2023	Sales	£25.00		£5005.52
18/03/2023	Spring Fete	£357.51		£5363.03
20/03/2023	Easter Sales	£20.00		£5383.03
20/03/2023	Easter Sales	£10.00		£5393.03
20/03/2023	Easter Sales	£5.50		£5398.53
22/03/2023	Easter Sales	£10.81		£5409.34

27/03/2023	St Stephens Summer Festival		£10.00	£5399.34
30/03/2023	Book Sales	£161.15		£5560.49
31/03/2023	Expenses		£72.92	£5487.57
31/03/2023	Saltash Striders	£34.00		£5521.57
31/03/2023	Sales	£2.25		£5523.82
31/03/2023	Closing Balance			£5523.82

Cash £1774.38

Bank £3749.44

Total £5523.82

Income £639.99

Expenditure £108.66

YEAR END TOTALS

	Description	In	Out	Total
	2022/2023 Opening Balance			£1380.68
	MONEY IN			
	EXPENSES			
	YEAR END TOTAL			

Summerfields Play

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Your Account

[REDACTED]
 [REDACTED]

TREASURERS ACCOUNT

01 April 2023 to 30 April 2023

Money In	£16.00	Balance on 01 April 2023	£3,749.44
Money Out	£12.00	Balance on 30 April 2023	£3,753.44

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Apr 23	[REDACTED] 31085122413726000N 010832	FPI	5.00		3,754.44
03 Apr 23	[REDACTED] EASTER RAFFLE 000000000265592544 089101	FPI	5.00		3,759.44
04 Apr 23	[REDACTED]	FPO		12.00	3,747.44
06 Apr 23	[REDACTED] EASTER TREATS 600000001110194205 110603	FPI	6.00		3,753.44

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Summerfields Play

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Your Account

[REDACTED]
 [REDACTED]

TREASURERS ACCOUNT

01 May 2023 to 21 May 2023

Money In	£2,437.39	Balance on 01 May 2023	£3,753.44
Money Out	£0.00	Balance on 21 May 2023	£6,190.83

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 May 23	SUMUP PAYMENTS ACC PID288334-SUMUP	FPI	10.32		3,763.76
09 May 23	[REDACTED] 00153425632FRTV1WZ 090129	FPI	5.00		3,768.76
11 May 23	[REDACTED] SUMMERFIELDS DONAT	FPI	20.00		3,788.76
11 May 23	[REDACTED] 500000001130354346 309458	FPI	2.00		3,790.76
12 May 23	[REDACTED] RAFFLE RP4679960836966800 206810	FPI	10.00		3,800.76
12 May 23	[REDACTED] DONATIONS	FPI	10.00		3,810.76
12 May 23	SALTASH	DEP	1,770.00		5,580.76
12 May 23	SALTASH	DEP	252.00		5,832.76
15 May 23	[REDACTED]	FPI	5.00		5,837.76
15 May 23	[REDACTED] RAFFLE RP4679961264452900 206810	FPI	5.00		5,842.76
17 May 23	[REDACTED] MARATHON	FPI	169.73		6,012.49
17 May 23	[REDACTED]	FPI	3.00		6,015.49
17 May 23	[REDACTED] RAFFLE RP4679961599746600 206810	FPI	10.00		6,025.49
17 May 23	[REDACTED] 45071363 FP23137O08169028	FPI	3.00		6,028.49
18 May 23	[REDACTED] 600000001133622446 110602 10 18MAY23 17:42	FPI	10.00		6,038.49
18 May 23	[REDACTED] RAFFLE RP4679961735776400 206810	FPI	10.00		6,048.49

(Continued on next page)

TREASURERS ACCOUNT



Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
19 May 23	ISAMBARD EVENT 600000001134178463 309638	FPI	132.50		6,180.99
19 May 23	SUMUP PAYMENTS ACC PID293478-SUMUP	FPI	9.84		6,190.83

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

RE: Summerfields Section 106 Funds

[Redacted]
[Redacted]
[Redacted]

Sent: Friday, 12 August, 15:31

Information Classification: CONTROLLED

Hi [Redacted]

The value currently available is £21,950.67

The two schemes linked to Summerfield are below:

Site Address	Amount Due/ Paid	Amount Spent	Amount Remaining	Date payment received	Date to be used by
Old Churchtown Farm, Farm Lane, St Stephens, Saltash	£21,950.67	0	£21,950.67	03-Jun-21	03-Jun-26
Land to the West of 6 Churchtown Drive, St Stephens, Cornwall, PL12 4FB	Not received	0	Status of development not known		

Many thanks

[Redacted]
Public Space Officer
[Redacted]

From: [Redacted]
Sent: 12 August 2022 12:24
To: [Redacted]
Subject: Summerfields Section 106 Funds

CAUTION: This is an **EXTERNAL** email which was sent from outside of Cornwall Council's network. Do not click links, open attachments, or reply unless you recognise the sender and know the content is safe. Do not provide any login or password details if requested.

Hi [Redacted]

I hope this finds you well.

Would it be possible to have confirmation of the S106 amount that is available for us at all so that we can use it for match funding applications?

Best Wishes



Chair - Friend's of Summerfields Park

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Summerfields Play

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Your Account

[REDACTED]
 [REDACTED]

TREASURERS ACCOUNT

01 October 2022 to 31 October 2022

Money In	£2,600.98	Balance on 01 October 2022	£732.22
Money Out	£961.14	Balance on 31 October 2022	£2,372.06

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Oct 22	SALTASH	DEP	580.00		1,312.22
03 Oct 22	FRIENDS OF SIR ROB 600000001008816409 [REDACTED]	FPO		8.00	1,304.22
04 Oct 22	[REDACTED] 400000001014046559	FPO		485.73	818.49
10 Oct 22	WWW.THEWORKS.CO.UK CD 8914 09OCT22	DEB		50.00	768.49
10 Oct 22	eBay O*20-09189-76 CD 8914 09OCT22	DEB		98.99	669.50
12 Oct 22	WWW.DIVERSE-EVENTS CD 8914	DEB		15.00	654.50
12 Oct 22	WWW.DIVERSE-EVENTS CD 8914	DEB		15.00	639.50
13 Oct 22	S SIMPSON COOK BOOKS 200000001009828566 309668	FPI	20.00		659.50
18 Oct 22	JOHN LEWIS PLC JLP BACS 4062910	BGC	1,000.00	Waitrose	1,659.50
25 Oct 22	CORNWALL COMMUNITY VB/22/18 49023800162699000N	FPI	500.00	Ince Castle	2,159.50
25 Oct 22	[REDACTED] PUBIC VOTE 500000001019754937 770901	FPI	500.00	Flutterbye Community Projects	2,659.50
25 Oct 22	PAYPAL *LK SUPPLIE CD 8914	DEB			2,641.55
25 Oct 22	AMZNMktplace CD 8914	DEB		8.39	2,633.16
26 Oct 22	PAYPAL *CUT PRICE CD 8914	DEB		262.08	2,371.08
28 Oct 22 (Continued on next page)	SUMUP PAYMENTS ACC PID201510-SUMUP	FPI	0.98		2,372.06

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

Report on funding approved by Saltash Town Council for Basket Swing September 2022

Funding of 1k was approved through Saltash Town Council. This money is being held by Saltash Town Council until the works are done. The works will be completed for the Basket Swing soon and we will share this story of both funding pots when the work is confirmed to be happening and the funds are in process of being released. We will post on our Social media channels and share to the local press.