



Saltash Town Council



Grant Application Form

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

DATE APPLICATION SUBMITTED: 5th September 2023

Contact Name:	[REDACTED]
Position:	Chair of Christmas Festival Organising Committee, Saltash Chamber of Commerce
Organisation:	Saltash Chamber of Commerce
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Chamber of Commerce
Charity/Company number (if applicable)	N/A
What geographical area does your organisation cover?	Saltash
How long has your organisation been in existence?	Since 1950

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	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	Saltash Christmas Festival	£1,500	Yes £1,500
	2021	No application made to Town Council		
	2020	No application made to Town Council		
	2019	Saltash Christmas Festival	£1,500	No £0
<p>Please list the aims and objectives of your organization</p>	<p>Aims of the Chamber:</p> <ul style="list-style-type: none"> to further and protect the interests of traders/professionals within Saltash and District, and of Chamber members in particular to discuss any matter affecting the interests of members to take actions to support and promote the welfare of the general body of traders and professions to promote measures for the economic advancement of the town of Saltash and District. to be proactive with other organisations within Saltash and District to enable the promotion/enhancement of members' interests. to keep members up to date on matters that could potentially have an impact on their trade or business. <p>Aims of the Christmas Festival: To deliver a Christmas event in the town centre that is free admission, and involves a range of local traders, charities, community groups and schools, boosting footfall, promoting the retail heart of the town, providing opportunities for creative art in schools and promoting community cohesion and pride.</p> <p>Saltash Christmas Festival 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, remove plastic straws and cutlery. We will work with audiences to positively influence travel choices to reduce travel-related emissions.</p>			

What are the main activities of your organisation?	The Chamber's Christmas Festival Committee has responsibility for organising and delivering the town's annual Christmas Festival and Lantern Parade.	
		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	Saturday 2 nd Dec 2023
	Finish Date	Saturday 2 nd Dec 2023
	Total Cost	£ 9665
	Grant Applied For	£ 1500

Project title:	Saltash Christmas Festival and Lantern Parade Saturday 2 nd December 2023
Description of project	<p>The Chamber of Commerce took on the mantle of organising the Christmas Festival and Lantern Parade in 2017, and have continued to grow the event ever since.</p> <p>Highlights of 2023 Festival:</p> <ul style="list-style-type: none"> • Street Market on Fore Street • Rides, inflatables and carousel on Fore Street • Santas on Bikes parking on Fore Street en route to Children's Hospice • Santa Fun Run across the Tamar Bridge and back (thanks to collaboration with the Tamar Trotters) • Treasure Hunt (thanks to collaboration with Redeemer Church and Fore Street retailers) • Lantern Parade (with lantern workshops in all four primary schools as well as local groups) <p>All this helps to celebrate community and promote community cohesion, as well as bringing people to the town's retail heart.</p>

Where will it take place?	Fore Street, Saltash
Who will benefit from the project? (What groups will benefit and approx. how many people will benefit in total)	<p>The Festival has a positive impact on local businesses, promotes our town to a wider audience, and boosts community cohesion.</p> <p>Visitors: approx. 5,000 Local charities with a stall: approx. 30 Local business taking a stall: approx. 40</p> <p>Specific groups that will benefit:</p> <ul style="list-style-type: none"> • Town centre retailers, through the boost in footfall • Local charities and organisations, through opportunities to raise funds and awareness • Primary schools, through the creativity, sense of fun and pride of place delivered by the lantern workshops and Lantern Parade
What evidence do you have that this project is required?	<p>Saltash Christmas Festival has been staged in its current format for over 10 years, and is always well attended. It has consistently attracted positive feedback from local shops, businesses, the community and visitors.</p> <p>Specific evidence:</p> <ul style="list-style-type: none"> • Thousands of people who attend each year • Surveys from previous Christmas festivals • High numbers of bookings from stall holders
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	<p>The Christmas Festival enjoys the support of local businesses, charities, community groups, volunteers and schools.</p> <p>Specific support for this year's event includes:</p> <ul style="list-style-type: none"> • Offers of sponsorship from local businesses • 37 stalls booked so far (as of 29th August.) • Commitment from primary schools to take part in the lantern workshops • Commitment from local youth groups to volunteer at the event • Commitment from Tamar Trotters to deliver the Santa Fun Run • Support from Saltash Air Cadets in the Lantern Parade
How will the project be managed and how will you measure its success?	<p>The event is managed by a volunteer committee within the Saltash Chamber of Commerce, with logistical support provided by Diverse Events, a local not-for-profit Community Interest Company, to ensure the event runs safely and meets HSE regulations. The volunteers and the CIC have a wealth of experience in delivering events and festivals in Saltash.</p> <p>We will use visitor numbers as one measure to judge the success of the event.</p>
Please give the timescale and key milestones for your project, including a start and finish date.	<p>The Saltash Christmas Festival is always held on the first Saturday of December, which this year falls on 2nd December.</p> <p>Paperwork for road closures is about to be submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in November.</p>

What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people?	<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, the event plan is also sent to the Local Event Safety Advisory Group.</p>
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3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>Entertainment (stilt walkers etc) £1,000</p> <p>Licenses and Insurance £500</p> <p>Raffle printing £75</p> <p>Medical £550</p> <p>Traffic Management £1,500</p> <p>Event Management £2,000</p> <p>Volunteer expenses £250</p> <p>Marketing & Publicity £500</p> <p>Barriers & fire trolley £150</p> <p>Fireworks £950</p> <p>Lantern Parade £2000</p> <p>Treasure Hunt £100</p> <p>Photography £90</p> <p>Total costs £9665</p> <p>STC grant will be used to cover:</p> <ul style="list-style-type: none"> • Road Closures
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How will you promote STC once application and project are complete?	Saltash Town Council will be promoted in editorial pieces and flyers as well as through social media, including our FB page, which has over 2,000 followers.
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Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Business Sponsorship	£1000		Too early for confirmation
Stall Bookings	£2000 (Currently £1500)	✓	Assumption based on previous years
Fundraising	£1000 (Crowdfunder, Raffle etc.)		Raffle tickets will go on sale in Nov.
Cornwall Council Community Chest Fund	£500		
Scrapstore (for Lantern Parade)	£2000		✓
Santa Fun Run	Approx. £500		Assumption based on previous years
Cornwall Community Foundation	£1000	✓	

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)	
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"> • Road Closure (£1500) TOTAL REQUESTED : £1500

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

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, Chair of Chamber of Commerce Festival Committee		
Date:	5 th September 2023		



SALTASH CHAMBER OF
COMMERCE EVENTS

Issued on 22 February 2023

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
21 Jan	Start Balance			3,783.51
27 Jan			1,500.00	5,283.51
6 Feb		754.50		4,529.01
		1,385.22		3,143.79
		1,700.00		1,443.79
9 Feb		1,784.44		-340.65
			720.00	379.35
21 Feb	Balance carried forward			379.35
	Total Payments/Receipts	5,624.16	2,220.00	

21 Jan - 21 Feb 2023

Start balance	£3,783.51
Money out	£5,624.16
▶ Commission charges	£0.00
Money in	£2,220.00
▶ Gross interest earned	£0.00
End balance	£379.35

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



GRAHAM SYKES

37 Rolle Street
 Exmouth Devon EX8 2SN
 Tel: 01395 255 100
 Email: event@graham-sykes.co.uk
 Web: www.graham-sykes.co.uk

Confirmation of Cover

Thank you for insuring with Graham Sykes Insurance, and we acknowledge receipt of your payment £482.80. This payment includes an admin fee of £10.00.

We have pleasure in confirming the details of your cover as follows:

Policy Type:	Multiple	Turnover:	£20,000
Event Name:	Not Applicable	Held in Open:	Yes
No. of Events:	2	Max. Attendance:	Limit 10,000
Venue:	Not Applicable	Generators:	£3,000
Event Type:	Community Fun Day	Generators Excess:	£500.00
Public Liability:	£5,000,000	Marquees:	Not Required
P/Lia. Excess:	£250.00	Marquees Excess:	Not Applicable
Banners:	Not Required	Stock:	Not Required
Banners Excess:	Not Applicable	Stock Excess:	Not Applicable
Employers Liability:	£10,000,000	Money with Assault:	Not Required
No. of Employees:	10	Money Excess:	Not Applicable
Products Liability:	No	Cancellation Cover:	Not Applicable
Prod. Lia. Excess:	Not Applicable	Cancellation Excess:	Not Applicable
Property Cover:	£2,500	Member to Member:	No
P/Cover Excess:	£250.00	Number of Members:	-

No advice or recommendation has been made in relation to this policy.

IMPORTANT NOTES

- Cover is based on the information supplied and it is essential that YOU check the above information and the enclosed documents to ensure that the details quoted are correct.

HOW TO PROCEED

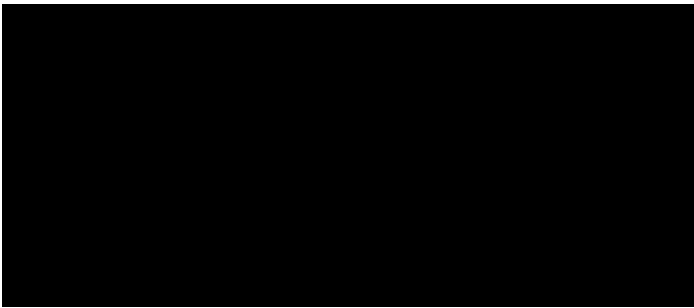
- Check the enclosed Statement of Fact form, contact us immediately if you find any errors
- Please keep your documents in a safe place

If you have any queries, please do not hesitate to contact us.

Graham Sykes

Graham Sykes Insurance

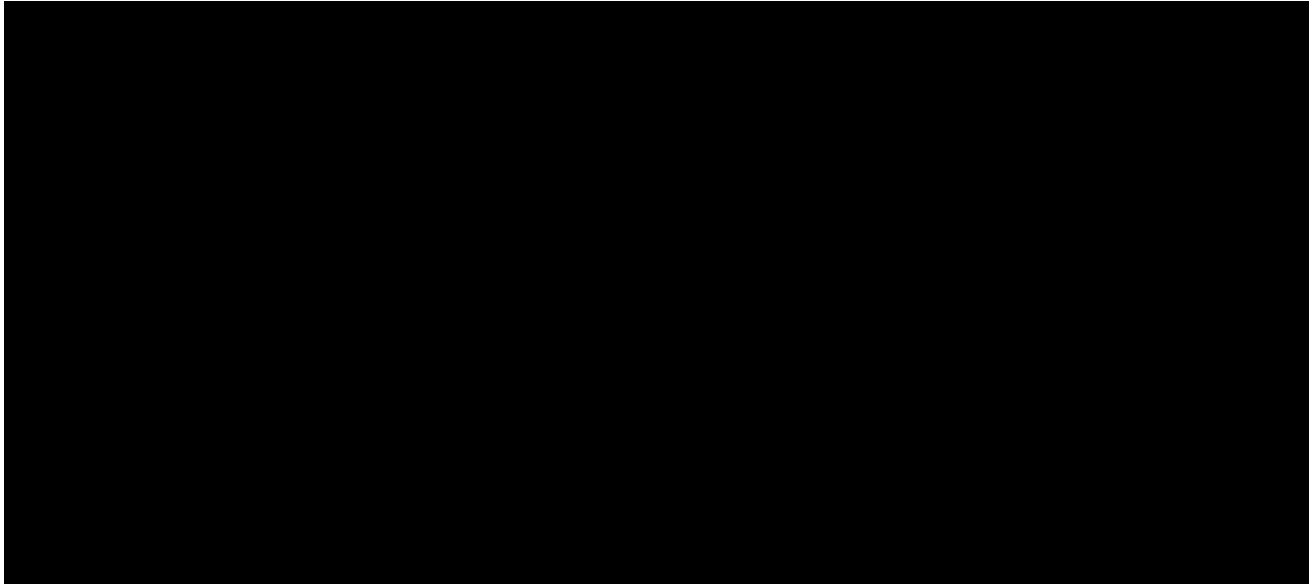
Our Terms and Conditions of Business are attached



Invoice number: QUOTE
Invoice date: N/A
Due date: N/A

Saltash Chamber of Commerce
Saltash
PL12

Description	Total
Saltash Christmas Festival 2023 – Custom Quote	
- Site survey	£10.00
- Closure	£48.00
- Traffic management plan	£75.00
- Advance notice signage	£25.00
- No waiting cones	£180.00
- Traffic cones	£85.00
- Diversion signs	£45.00
- Diverted traffic signs	£30.00
- Road closed signs	£30.00
- Road ahead closed signs	£40.00
- Temporary obstruction signs	£30.00
- Sandbags	£20.00
- Staffing	£568.78
- Insurances, vehicles, overheads, storage & miscellaneous costs	£40.00
- Slipway Closure	£273.22
Total	£1500.00



CONSTITUTION

SALTASH AND DISTRICT CHAMBER OF COMMERCE

As approved at the Annual General
Meeting dated 1st October 2012

Hon. Secretary

6. The Committee have the power to request any Member to resign or terminate any Membership without explanation upon the vote of not less than two thirds of the whole

Committee. At the discretion of the Committee upon termination of the Membership under this Rule the subscription paid for the current year and may be returned to the Member wholly or in part (determined by the Committee)

7. Upon nomination by two Members, a general Meeting may elect any Member who has

rendered the Club exceptional service to be an Honorary Member. Such Member shall

be exempt from the Membership subscriptions.

8. The management of the Chamber shall be controlled by a Committee made up of Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Membership Secretary and a Committee of up to seven full members representing the traders, professions and

associations in the area with power to co-opt. Four shall form a quorum over which at least two shall be the Chairman, Vice Chairman, Hon. Secretary or Hon. Treasurer.

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

for re-election

10. The Annual General Meeting of the Association shall be held not earlier than the First

day of October nor later than the Thirtieth day of October in every year to transact the following business:-

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

- (b) To consider and approve and adopt a statement of the Association's accounts for the preceding financial year
- (c) To elect a Chairman and Vice Chairman
- (d) To elect the Honorary Secretary and Honorary Treasurer and Members of the Committee
- (e) To appoint the Auditors
- (f) To consider resolutions requiring the approval of the Members in General Meeting
- (g) To deal with any special matter that the Committee desires to bring before the Members
- (h) To determine the amount of the Annual Subscription
- (i) To agree any changes to the Constitution

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

12. Ordinary Meetings will be held on the first Monday of each month or other such day as determined by the committee. The committee will meet after the ordinary meeting if necessary.

13. Nominations for Chairman Vice Chairman Hon. Secretary and Hon. Treasurer together

with any resolutions to be discussed at the Annual General Meeting must be submitted

in writing to the Hon. Secretary not less than ten days prior to the date of the Annual General Meeting. The nominations must include written confirmation by the nominees

that they are prepared to stand for election

14. The Hon. Secretary shall maintain a true record of all proceedings at each/every Meeting and by way of e-mail communicate such minutes to members and conduct

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

2. The aim of the Association shall be:-

- (a) To promote the feeling of goodwill between traders/professionals generally
- (b) To further and protect the interest of traders/professionals within the Saltash and District, and of members in particular
- (c) To discuss any matter affecting the interests of such traders etc. and to take such action thereon whether local or Parliamentary or otherwise as may be conducive to the welfare of the general body of traders and professions etc.
- (d) To promote by all possible means any measure for the advancement of the general interests of the town of Saltash and District
- (e) To be proactive with other organisations which exist within Saltash and District that enable the promotion/enhancement of members interests
- (e) To provide a facility for promotion of trade within Saltash and District
- (f) To keep members up to date on matters that potentially will have an impact on their trade/business

3. MEMBERSHIP

(a) FULL MEMBERSHIP - Entitles members to access all facilities of the

Chamber as shall be determined at time to time

by the Committee and to be able to vote at all/any meetings of the Association

(b) ASSOCIATE MEMBERSHIP - Entitles members to limited facilities of the

Chamber as shall be determined at time to time

by the Committee and will have no voting power

at any/all meetings of the Association nor will

be eligible to be a member of the Committee

(c) Membership shall be open to any individual, company, partnership, association or professional practice which carries out trade, business or professional representation in the town and/or its surrounding district or represents either in part or in whole the business interests of Saltash and the surrounding district. Application shall be made for membership on the requisite form prescribed by the Committee from time to time and give such undertakings as may be required by them from time to time. Such application must be proposed and seconded by two members of the Association and such application discussed and voted upon by the Committee hereinafter referred to no later than the second Committee Meeting after the receipt of such application.

The Committee may reject any application without explanation.

4. The Membership subscription shall be such amount as is fixed by the Association from

time to time at its Annual General Meeting, or such other general meeting that is called

to consider such, subject as follows:-

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

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

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

Members

(d) Those whose Membership has lapsed may rejoin during the same year without loss

of continuity on payment of a rejoining fee which shall be determined from time to time by the Committee

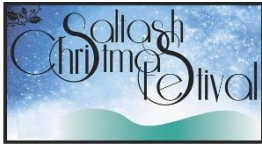
5. A Member wishing to withdraw from the Association shall give written notice to the

which may be regarded as being to the detriment of another member of the Association

20 Changes to this Constitution can be made at the Annual general meeting or at an Extraordinary General Meeting if required

21. If the Chamber should enter dissolution then any assets should be either vested in a like minded organisation to continue the aims of the Chamber Of Commerce, or with Saltash Heritage to maintain the History of the Chamber of Commerce.

This CONSTITUTION was agreed at the Annual General Meeting dated 1st October 2012



SALTASH CHRISTMAS FESTIVAL COMMITTEE
c/o SALTASH CHAMBER OF COMMERCE

Saturday 3rd December, 2022

REPORT TO SALTASH TOWN COUNCIL

The volunteer team at the Saltash Chamber of Commerce that organises and delivers the Saltash Christmas Festival is delighted to celebrate another successful event, bringing the community together in the retail heart of the town.

Total expenditure on the Festival amounts to just under £9,000. This is a large sum for the Chamber to raise, so we are extremely grateful to the Town Council for their grant of £1,500. Saltash Scrapstore was our other major sponsor this year, with a donation of £2,000 to cover the Lantern Parade and the sale of goods at the Pop-up Christmas shop organised by Scrapstore volunteers raising over £1,200.

It was the logos of the Chamber, Town Council and Scrapstore that featured on the poster and leaflets:



Christmas Market 1pm – 7pm

The market proved to be extremely popular with exhibitors as well as the general public, with spaces selling out by the beginning of October, generating over £2,000 in income for the Festival.

Santas on Bikes 1pm

Over 200 Santas on Bikes parked up on Fore Street in their annual ride to Little Harbour Children's Hospice. A total of £5,600 was raised for the charity.

Santa Fun Run 2pm

Excellent organisation from Tamar Trotters Running Club ensured that the town's second Santa Fun Run was another jolly success, with 200 Santas running across the Tamar Bridge and back.

Pop-up Carols 5pm

Collaboration with Redeemer Church delivered an outdoor Pop-up Carol Service, which was greatly enjoyed by all. A QR code linking to carol song sheets publicised on social media meant we could reduce the number of paper copies printed. Redeemer Church also delivered a popular Treasure Hunt with clues in Fore Street shops.

Lantern Parade

The Chamber is extremely grateful to Saltash Air Cadets for allowing us to use their Drill Hall as 'Lantern HQ' and for their help with the logistics of the Parade. Thanks to funding from Saltash Scrapstore, workshops to make lanterns were held in all four primary schools, delivering an opportunity to spread the word about Scrapstore's efforts to minimise the amount going to landfill. The Parade was led by a blue and yellow Dove of Peace, carried by members of Saltash Wesley Youth Club and Ukrainians living in Saltash, who had made the lantern together in a workshop at the Church. The 'Saltash Bull', made before Covid, made a welcome reappearance, carried by submariners from HMS Drake.

Fireworks

Celebration Pyrotechnics, based in Bodmin, delivered another fantastic display, bringing the Festival to a glorious close.

Window Dressing Competition

Children from Saltash primary schools judged the window dressing competition, with the Chamber Cup being presented to Eclectic Interiors and the Children's Champion trophy going to West Country Embroidery.

Post on Facebook following the Festival:

Another HUGE thank you to those who contributed to this year's Saltash Christmas Festival, from sponsors, supporters, funders, stall holders, and of course all of you for purchasing raffle tickets (which really do help fund the event!)

The Saltash Christmas Festival would not be possible without the grants from Saltash Town Council and Cornwall Council, as well as donations from Saltash Scrapstore, sponsorship from All Home Improvements Cornwall, Carlton Plastics - SW Ltd, The Bookshelf.

In addition to our sponsors and funders, the Saltash Christmas Festival 2022 wouldn't happen without the countless hours of donated time, energy, and support from many supporting organisations and people:

- ❤️ Saltash Chamber of Commerce members (for delivering the event)
- 🧡 Tamar Trotters Running Club Saltash (for the Saltash Santa Fun Run 2022)
- 💛 Saltash Air Cadets (in supporting raffle sales and event stewarding and hosting the lanterns)
- 💚 Redeemer Church:Saltash (for the pop up carol singing and Treasure Hunt)
- 💙 Community Enterprises PL12 (for providing electric and housing the PA)
- 💜 FTaS Group Traffic Management (for road closures)
- 🤎 Diverse Events CIC (for event support and production)
- 🖤 Saltash Town Council (for use of the PA system)
- ❤️ Devon and Cornwall Cycle Marshals (for marshalling support)