

**Agenda No. 6**

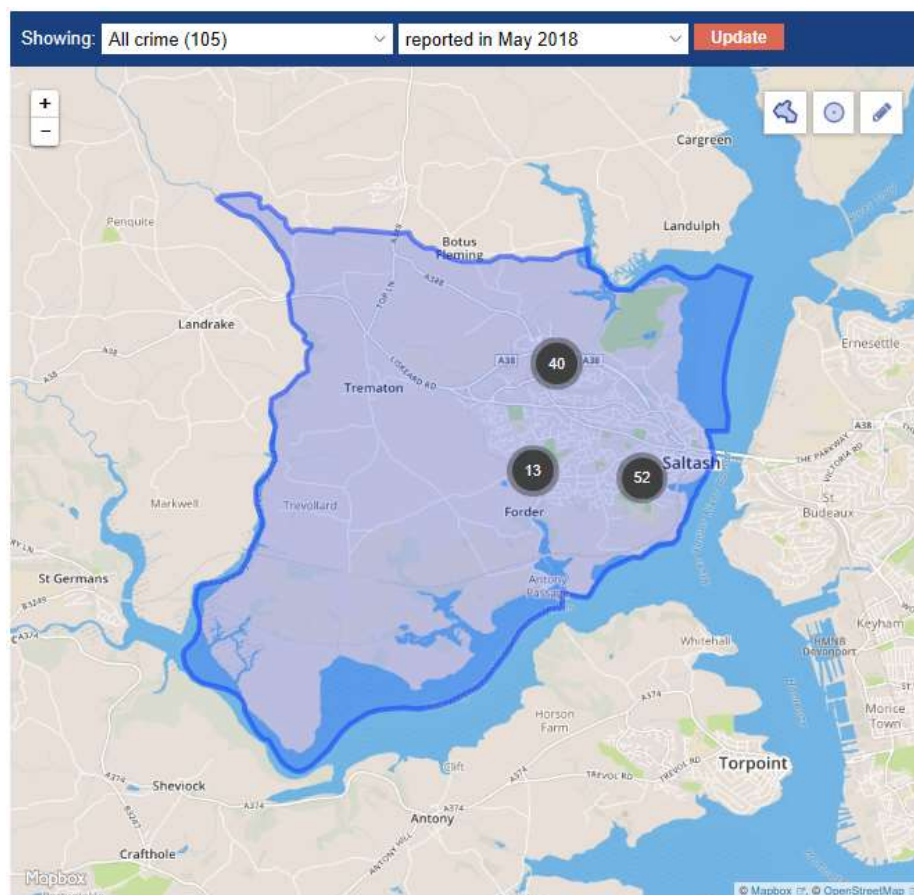
MAYOR'S REPORT TO SALTASH TOWN COUNCIL 2ND AUGUST 2018

Since the last meeting the Mayor has attended the following:

Friday 6 <sup>th</sup> July	Tamar Friends Club 30 Years Celebration
Sunday 8 <sup>th</sup> July	Torpoint Town Council Civic Service
Tuesday 17 <sup>th</sup> July	Resident's 100 <sup>th</sup> Birthday Celebrations at St. Anne's Care Home

The Deputy Mayor has attended:

Friday 6 <sup>th</sup> July	Waterside Explorer Scout Unit Awards
Saturday 21 <sup>st</sup> July	Saltash Open Golf Championship at China Fleet Club
Saturday 28 <sup>th</sup> July	Saltash Foodbank Annual Fundraising, Coffee & Information Morning

**Agenda No. 7****All crime (105)****Crime types**

- Anti-social behaviour (30)
- Bicycle theft (0)
- Burglary (5)
- Criminal damage and arson (6)
- Drugs (3)
- Other crime (1)
- Other theft (9)
- Possession of weapons (1)
- Public order (4)
- Robbery (0)
- Shoplifting (4)
- Theft from the person (0)
- Vehicle crime (8)
- Violence and sexual offences (34)

**Agenda No. 8**

Community Enterprises PL12 – Report to follow.

**Agenda No. 9**

Updates currently unavailable.

**Agenda No. 11 – Minutes for Approval**

DRAFT Full Town Council Minutes 5<sup>th</sup> July 2018 – Please see website.

DRAFT Full Town Council Minutes 17<sup>th</sup> July 2018 – Please see website.

**Agenda No. 12a-b**

## June Income

	Details	Net	VAT	Gross	S106
Barclays	Transfer from Barclays Active Saver to Current A/c to cover Salaries & Expenditure	£50,000.00	£0.00	£50,000.00	
Barclays	Loyalty Reward 13/4-13/5	£6.58	£0.00	£6.58	
Cemetery Income		£2,374.00	£0.00	£2,374.00	
Comwall Council	Refund for Maurice Huggins Rates	£274.95	£0.00	£274.95	
Guildhall Income		£122.40	£0.00	£122.40	
Miscellaneous	Rental of Ground for Cables around St Stephens Grave Yard	£4.64	£0.00	£4.64	
Moorings	Fees	£458.33	£91.67	£550.00	
Public Sector Deposit Fund	Interest	£90.60	£0.00	£90.60	

## June Expenses

Supplier	Details	Net	VAT	Gross	S106
A2B Office Technology Ltd	Floor Cable Cover x 6	£97.27	£19.45	£116.72	
Adepta	Water Pump for Watering the Hanging Baskets	£156.17	£31.25	£187.42	
Alexandra Workwear	Staff Uniform	£241.91	£48.39	£290.30	
Alexandra Workwear	Staff Uniform - Trousers	£31.99	£6.40	£38.39	
Alexandra Workwear	Staff Uniform - Trousers (Returned & Credited)	£44.99	£9.00	£53.99	
Amazon	Pontoon Key fobs Box of 10	£27.94	£5.59	£33.53	
Amazon	Keyboard & Mouse	£21.28	£0.00	£21.28	
Amazon	Wall Clock	£24.26	£0.00	£24.26	
Amazon	Ink Cartridge	£20.99	£0.00	£20.99	
Amazon	Printer/ Scanner	£89.96	£0.00	£89.96	
Anthony's Taxis	Staff Taxi Fares for Committee Meeting	£54.00	£0.00	£54.00	

Aquastorage System Cleaning Ltd	Legionella Risk Assessment for Longstone Depot & Maurice Huggins Room	£140.00	£28.00	£168.00	
Arborcure Ltd	Hire & Labour of Grass Cutter for Waterfront Greens	£817.50	£163.50	£981.00	
ASG	Repair Churchtown Cemetery Alarm	£75.00	£15.00	£90.00	
Bailey Partnership	Final Payment for Stage 1 Surveyors Fees for Station	£4,700.00	£940.00	£5,640.00	
Barclays	Bank Charges 13/4 - 13/5	£26.31	£0.00	£26.31	
Barclays	Credit Card Charge	£32.00	£0.00	£32.00	
Brandon Hire	Fencing for Pillmere - May 2018	£37.80	£7.56	£45.36	
Chubb	Fire Extinguishers - July 2018	£38.76	£7.75	£46.51	
Cormac Solutions Ltd	Waterside Toilets Repair to Blocked Toilet	£53.15	£10.63	£63.78	
Cornwall Council	Alexandra Toilets Rates June 2018	£54.00	£0.00	£54.00	
Cornwall Council	Guildhall Rates June 2018	£818.00	£0.00	£818.00	
Cornwall Council	Staff Training - ID Checker	£10.00	£0.00	£10.00	
Cornwall Council	Waterfront Rates June 2018	£72.00	£0.00	£72.00	
Cornwall Council	Belle Vue Toilets Rates June 2018	£112.00	£0.00	£112.00	
Cornwall Council	Belle Vue Office Rates June 2018	£53.36	£0.00	£53.36	
Cornwall Council	Belle Vue Toilets Rates 17-18 Pro Rata	£158.18	£0.00	£158.18	
Cornwall Council	Planning Application for Directional Sign	£50.00	£0.00	£50.00	
Cornwall Pensions	Pensions June 2018	£6,263.33	£0.00	£6,263.33	
Crown Copiers	Photocopying Charges Feb 18 - May 18	£178.68	£35.74	£214.42	
Crown Copiers	Photocopying Charges Jan 18 - Apr 18	£249.98	£50.00	£299.98	
Currys	Shredder for the Guildhall	£233.32	£46.67	£279.99	

Dainton Group Services	Waterfront Cabin July 2018	£128.58	£25.72	£154.30	
Devon & Cornwall Maintenance Solutions	Repair to Water Ingress Cemetery Shed	£435.00	£87.00	£522.00	
Devon & Cornwall Maintenance Solutions	Internal & External Decorations & Repair to Longstone Depot	£10,000.00	£2,000.00	£12,000.00	
Devon Contract Waste Ltd	Blue Bags for Guildhall Waste	£95.00	£19.00	£114.00	
Direct Water Tanks	Water Tank for Watering the Hanging Baskets	£136.58	£27.32	£163.90	
DLJ Electrical	Handryer for Waterside Toilets	£125.00	£25.00	£150.00	
DWP	DWP Deduction June 2018	£130.41	£0.00	£130.41	
EDF	Elwell Woods Electricity March - June 18	£76.34	£3.82	£80.16	
EDF	Christmas Lights Point 1	£19.00	£1.00	£20.00	
EDF	Christmas Lights Point 2	£21.85	£1.15	£23.00	
EDF	Christmas Lights Point 3	£16.15	£0.85	£17.00	
EDF	Christmas Lights Point 4	£16.15	£0.85	£17.00	
EDF	Christmas Lights Point 5	£23.75	£1.25	£25.00	
EDF	Christmas Lights Point 6	£20.90	£1.10	£22.00	
EE	Mobile Phones May 2018	£87.14	£17.43	£104.57	
Efficient Comms Ltd	Guildhall Telephone - May 2018	£54.66	£10.93	£65.59	
Efficient Comms Ltd	Handset for Accounts - Belle Vue	£195.00	£39.00	£234.00	
Four Acres Garden Centre	Tubular Hook for Cemetery Hut	£16.65	£0.00	£16.65	
Furniture at Work	Office Chair	£77.00	£15.40	£92.40	
Garden 4 Less	Hose Reel & Lance Sprayer for Watering the Hanging Baskets	£144.99	£0.00	£144.99	
Geoff Peggs Associates	Consultancy Report Victoria Gardens	£240.00	£48.00	£288.00	
Geoff Peggs Associates	Consultancy Inspection Cemetery Shed	£120.00	£24.00	£144.00	



Glendale Grounds Management Ltd	Grass Cutting & General Maintenance May 2018	£1,384.45	£276.89	£1,661.34	
Glendale Grounds Management Ltd	Grass Cutting & General Maintenance June 2018	£1,384.45	£276.89	£1,661.34	
Glendale Grounds Management Ltd	Grass Cutting at Pillmere - April 2018	£240.00	£48.00	£288.00	
Glendale Grounds Management Ltd	Grass Cutting & Vegetation to Footpaths May 2018	£135.55	£27.11	£162.66	
Glendale Grounds Management Ltd	Grass Cutting & Vegetation to Footpaths June 2018	£135.55	£27.11	£162.66	
Gordon Morris	Service for Hearing Loop	£374.25	£74.85	£449.10	
Grantham Piano Services Ltd	Guildhall Piano Tuning - Mayor's Making	£72.00	£14.40	£86.40	
HMRC	NI June 2018	£5,917.26	£0.00	£5,917.26	
ICO	Data Protection 18-19 Fee	£35.00	£0.00	£35.00	
IRQ Systems Ltd	Hardware & Software Upgrade to Comply with GDPR	£9,040.00	£1,808.00	£10,848.00	
IRQ Systems Ltd	IT Support & Maintenance - June 2018	£330.00	£66.00	£396.00	
IRQ Systems Ltd	Office 365 Software & Exchange Mailbox	£228.60	£45.72	£274.32	
Junkyard Skate Park CIC	Youth Work Final Payment 2018/19	£3,000.00	£0.00	£3,000.00	
Local World	Office Manager Advert	£350.00	£70.00	£420.00	
Michaels Civic Robes	Cleaning of Mayoral Robe	£87.50	£17.50	£105.00	
Michaels Civic Robes	Mayoral Robe	£1,363.45	£272.69	£1,636.14	
Mike Pitches	Mayoral Ceremony Official Photos 18/19	£70.00	£0.00	£70.00	
Moorings	Refund for Annual Mooring	£291.67	£58.33	£350.00	
Plymouth Battery Centre Ltd	Excide Marine Battery & Box	£116.51	£23.30	£139.81	
Psychology Associates Ltd	Refund for Hire of Council Chamber	£99.00	£0.00	£99.00	
Rosevale Accountants	Finance Consultancy Work May 2018	£460.00	£0.00	£460.00	

Royal British Legion	Royal British Legion Saltash - Festival Fund	£700.00	£0.00	£700.00	
Sage UK Ltd	Card Machine Charges- June 2018	£28.00	£5.60	£33.60	
Sage UK Ltd	Card Machine Transaction Charges - June 2018	£4.80	£0.00	£4.80	
Sage UK Ltd	Card Machine Transaction Charges - June 2018	£1.76	£0.00	£1.76	
Saltash & District Observer	Town Messenger - June 2018	£300.00	£0.00	£300.00	
Saltash & Plougastel Twinning Association	Picture to the Mayor of Plougastel 2018	£65.00	£0.00	£65.00	
Saltash DIY and Home Decorating	Various DIY Materials & Uniform	£398.47	£75.86	£474.33	
Saltash Window Cleaning	Guildhall Window Cleaning June 2018	£45.00	£0.00	£45.00	
Scientific Services	Air Monitoring at the Station Building	£195.00	£39.00	£234.00	
Screwfix	Door Closer for Guildhall Side Door	£91.66	£18.33	£109.99	
Screwfix	Marine Safety Hasp & Staple - Ann Glanville	£5.83	£1.16	£6.99	
Screwfix	Materials for Guildhall Toilets	£1.49	£0.30	£1.79	
Screwfix	New Door Lock - Belle Vue Toilets	£9.16	£1.83	£10.99	
Screwfix	Materials for Pontoon Repairs	£12.49	£2.50	£14.99	
Shaun Libby	Internal Guildhall Decoration Works	£4,200.00	£840.00	£5,040.00	
SLCC Enterprises Ltd	SLCC Full Membership 18/19	£308.00	£0.00	£308.00	
SLCC Enterprises Ltd	Staff Training - VAT Training	£125.00	£25.00	£150.00	
Sonia's Buffets	Buffet for Saltash Rugby Club	£240.00	£0.00	£240.00	
South West Hygiene	Guildhall Sanitary Disposal 2018-19	£56.28	£11.26	£67.54	
South West Water	Belle Vue Toilets March - June 2018	£123.05	£0.00	£123.05	
South West Water	Alexandra Square Water Charges March - June 2018	£37.63	£0.00	£37.63	



South West Water	Waterside Toilets Water March - June 2018	£244.44	£0.00	£244.44	
Spot On Supplies	Cleaning Materials for Public Toilets	£165.62	£33.12	£198.74	
Staff	Staff Expenses	£28.00	£0.00	£28.00	
Staff	Staff Travel	£65.81	£0.00	£65.81	
Staff Salaries	Jun-18	£20,174.04	£0.00	£20,174.04	
Survey Monkey	Survey Monkey Subscription for Neighbourhood Plan	£280.00	£56.00	£336.00	
Tartendown Nursery	Summer Hanging Baskets Fore Street	£936.00	£187.20	£1,123.20	<b>\$106</b>
The Core	Second Payment for Delivery of Youth Work 2017/18	£5,000.00	£0.00	£5,000.00	
The Defib Pad	Defib Care Case and Wall Mount Guildhall	£124.99	£25.00	£149.99	
The Original Factory Shop	Stage Steps	£15.00	£0.00	£15.00	
UK Fuels	Petrol for Cemetery Lawn Mower 30/5	£21.59	£4.32	£25.91	
UK Fuels	Petrol for Cemetery Lawn Mowers 11/6 & 14/6	£43.52	£8.70	£52.22	
UK Fuels	Petrol for Cemetery Lawn Mower 5/6	£21.76	£4.35	£26.11	
Westcountry Supply Company	Hazard Chemical Cupboard	£373.77	£74.75	£448.52	

**Agenda No. 15 a-b: Committee Minutes for Approval**

DRAFT Services Committee Minutes 16<sup>th</sup> July 2018 – Please see website.

DRAFT Staffing Committee Minutes 17<sup>th</sup> July 2018 – Please see website.

**Agenda No. 17 a-c: Sub-Committee Minutes for Approval**

DRAFT Library Sub-Committee Minutes 20<sup>th</sup> July 2018 – Please see website.

DRAFT Property Maintenance Sub-Committee Minutes 20<sup>th</sup> July 2018 – Please see website.

DRAFT Business Strategy and Forward Planning Sub-Committee Minutes 25<sup>th</sup> July 2018 – To follow.

**Agenda No. 19a****Saltash Section 106 Funding Deployment Panel****Application Form****A. Overview**

Name &amp; Address of Organisation \_\_\_\_\_

Great War 1914-1918 Commemorative Events Committee

Title of Project \_\_\_\_\_ Saltash Remembers The Great War 1914-1918

Brief Description of Project \_\_\_\_\_ To provide a series of commemorations, events and permanent reminders of Saltash's part in the Great War.

Total Funding Requested \_\_\_\_\_ £3,359

Dates/instalments that funding is Required \_\_\_\_\_ As soon as possible to allow these 5 parts of the project to go ahead

Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies) \_\_\_\_\_ ✓

Copy of Standing Orders (except for public bodies) \_\_\_\_\_ ✓ **Mission Statement**Copy of Insurance for this project (if applicable) **N/A if Council adopts items applied for.****B. Declaration**

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact \_\_\_\_\_ Sue Hooper

Date \_\_\_\_\_

**C. About the applicant organisation**

1. Brief description of aims of organisation \_\_\_\_\_ To inform and provide a permanent reminder for Saltash residents and visitors of the sacrifices made by the soldiers who departed from the Town during the Great War. In a Civic Ceremony we will provide a metal 2m representation of the Silent Soldier. A field of poppies has been planted in addition to thousands of poppy seeds throughout the town, as well as the Commonwealth War Graves in our local churches. A window display will be encouraged in every local shop. Music and films of the era will be presented and there will be a huge press and media campaign to ensure full public inclusion. It is our intention that youth groups, schools, and all members of the community feel part of our plan to promote this part of our history.


2. Status of organisation

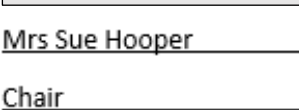
Charity ☐ Public Body ☐ Community Organisation ☒  
 CIC ☐ Other \_\_\_\_\_ ☐

3. Date founded April 2018

4. Project Contact name Mrs Lynn Marsh

Position Committee Member

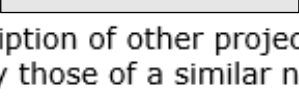
Contact tel. 

Email 

5. Senior Contact name Mrs Sue Hooper

Position Chair

Contact tel. 

Email 

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for \_\_\_\_\_

The Saltash Memorial Peace Garden, opened in November 2016, in Alexandra Square, was established to remember all those who lost their lives in conflict. It has been the jewel in the crown in Saltash when reflecting on previous wars. The Great War Events Committee has come out of this project with several of its members still playing a major and active part.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets? \_\_\_\_\_

They would revert back to Saltash Town Council

#### **D. About the Project / Project Element**

1. Title of Project / Project Element \_\_\_\_\_

Saltash Remembers The Great War 1914-1918

2. Description \_\_\_\_\_

One "blue" plaque and 2 large (3m x 2m) photographic information display boards depicting the troops leaving, placed at the embarkation points in the town. A commemorative scroll with names of the dead not recorded on our War Memorials and part funding for a carpet of poppies which will be displayed at the local church, akin to the ceramic poppies at the Tower of London together with part publicity material.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

i) Town Centre Regeneration ☒

The commemorative plaques, similar to the blue plaque scheme, which is already attracting thousands of visitors to Saltash, will increase footfall of visitors, who we envisage will spend money in our shops, eateries and hotels; and visit our local History Centre. More visitors to the town to view the poppy and shop window displays, organised by two Town Centre business people. These visitors will use the town shops and cafes. The plaques, photographic information display boards and scroll will attract visitors researching family history as well as visits from schools, both local and regional. The photographic information display boards will contain a historical tribute and contemporary photographs of troops leaving by train and ferry. The scroll will recognise the omission of some names on our War Memorial, discovered through local research. It will be scribed on high quality paper, framed and displayed in our local church and/or Guildhall.

All our events are planned to recognise the significance and importance of this special anniversary. We believe that in honouring those who were prepared to give their life in sacrifice, this project will enable Saltash residents and visitors to join together in commemorating and celebrating this once in a lifetime 100<sup>th</sup> anniversary. Also, the physical reminders we will provide will prove an everlasting tribute. In doing so, at the same time, Saltash will encourage, in our view, families of those troops, possibly from all over the country to visit our Town, to pay their respects and view the historic pictorial displays, scrolls and memorial plaques and thus use our local services.

ii) Generation of Employment Space      ✓

Our work will link to the available services, enabling the shops, cafes, etc to provide their services, which we feel will support existing employment.

iii) Other Community Benefit      ✓

Community cohesion and co-operation enhanced with the assembling of the carpets of poppies by several local organisations, visitors to Saltash and youth groups. This project, which we believe to be unique in this area and beyond, has generated more interest from local groups than anticipated and therefore the project has expanded to take this into account with local exhibitions planned around Saltash Town Centre, which will also help Town Centre regeneration and boost the local economy. This will instil pride in Saltash, not only for this year but in perpetuity. The historical content on both the photographic information display boards and plaques will inform of the thousands of local, Cornish and other soldiers stationed in Cornwall who left the County via Saltash Railway Station or the Saltash ferry.

The event is all inclusive and our organising committee is open to all in order to fairly represent the opinions of the town. Local schools, Saltash Heritage, local organisations, individuals, businesses and councillors are already involved.

There will be an opportunity to see films of the era, re-enactment involving local organisations and theatre groups, take part in a first world war sing-a-long, WW1 poetry workshops, involving every school year group, in one of the local business premises in the town.

4. Details of volunteer time involved in project \_\_\_\_\_

We have a committee of 20, donating thousands of hours of their time in fundraising, producing poppy carpets, poppy planting and watering, historical research, meetings with benefactors and landowners in addition to promotional preparation.

## 5. Details of other sources/amounts of funding secured \_\_\_\_\_

Saltash Town Council - £1,000; China Fleet Club - £100; STC Community Chest -£1,000 – Part Poppy Carpets (expanded project due to community interest); Cornwall Council Community Chest - £400, Saltash Naval Association - £200; Royal British Legion - £200.

## 6. Details of other sources/amounts of funding pending \_\_\_\_\_

## 7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
Banners, Plaque, Silent Soldier, Carpets of Poppies (part), Film Licences, Commemorative music, Publicity (part)	£2,900*	Other funding sources £2,900 – see D5. *Secured.
Photographic Information Display Boards depicting the troops departing for the Great War, situated at the Railway Station and ferry slip	£1,979	
Commemorative Scroll listing names of those who lost their lives and not included on the War Memorial	£350	
One plaque placed at the embarkation point in the Town – (a second plaque at the second embarkation point funded by CC Community Chest)	£240	
Carpets of Poppies and display materials for public viewing – part funding	£550	
Publicity – part funding	£240	
TOTAL	£6,259	

8. Total costs requested from Section 106 Funding £3,3599. If approved, when would the project begin? Immediately10. When would the project be complete? November 2018
 11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)? We have contacted Saltash Town Council to ask if the Council will adopt the Plaques, and Photographic Information Display Boards (await response)

 12. Do you require insurance for this project? No if Saltash Town Council adopts the items applied for.



If yes, please give details \_\_\_\_\_

13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

14. Does the project require work valued at £25,000 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage \_\_\_\_\_

Permissions granted for the Plaques and the Photographic Information Display Boards by Ashtorre Rock and Network Rail

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
There should be no risks involved as all the fitments will be installed by professional installers used by Councils and GWR		

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

### E. Project Management

1. Project Manager name Mrs Sue Hooper
- Position Chair
- Contact tel.
- Email

## 2. Breakdown of Project Management Costs

Item	Cost	Source of cost (Inc. estimate).	included in Section D estimates?
Photographic Information Display Boards depicting Troops Embarkation x 2	Nil		
Scroll	Nil		
Plaque x 1	Nil		
Carpets of Poppies	Nil		
Publicity	Nil		
TOTAL	£0.00		

### F. Total Costs requested from Section 106 Funding

1. Costs from Section D1     £3,359
2. Costs from Section D2     £0.00
3. Costs from Section E     £0.00
4. TOTAL COSTS                £3,359

### G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

**Agenda No. 19b****Saltash Section 106 Funding Deployment Panel****Application Form****A. Overview****1. Name & Address of Organisation**

Saltash Chamber of Commerce, Saltash, Cornwall

**2. Title of Project**

Saltash Christmas Festival, 1<sup>st</sup> December 2018

**3. Brief Description of Project**

A free family fun day open to the whole of Saltash as well as communities further afield. The Saltash Christmas Festival provides a real community feel each year, offering live music, family entertainment and a large street market, finished off with a Lantern Parade and fireworks, attracting thousands of visitors to the town centre.

The Christmas Festival was successfully delivered by Saltash Town Council for many years, but in 2017 the Chamber of Commerce agreed to take on the organisation and delivery, with the aim of giving this much-loved event a stable future. Dedicated volunteers within the Chamber worked hard to ensure that the 2017 edition was a huge success.

The Lantern Parade was introduced in 2012, and has grown to become a vital element of the Christmas Festival. In the first year, two community artists based in Gloucester were commissioned to set up the Parade, running workshops in Saltash primary schools for children to make pyramid-shaped lanterns using willow and paper. This proved to be an excellent way of boosting footfall to the Christmas Festival and generating community cohesion - children in our Saltash primary schools now look forward to their 'turn' to make and carry their own lantern. The artists from Gloucester have trained Saltash artists, and for the last few years the workshops have been delivered entirely by local people, leading to a saving of more than £3000 over the costs in the first years, and delivering a financial boost to the local creative industry sector. Saltash is part of a joint funding application to the Arts Council encompassing several towns within Cornwall. If the bid is successful, each town will receive funding to enhance their own Lantern Parade, including funding to make a large-scale lantern that will also be taken to the City of Lights Parade in Truro. This will promote Saltash further afield and enhance community pride.

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**4. Total Funding Requested**

£8811.22

**5. Dates/instalments that funding is Required**

As soon as possible, so that provisional bookings that have been made for entertainment can be confirmed.

**6. Please tick to indicate that the following documents have been enclosed**

- |  |                                  |
|--|----------------------------------|
| Copy of Accounts (except for public bodies)        | <input checked="" type="radio"/> |
| Copy of Standing Orders (except for public bodies) | <input type="radio"/>            |
| Copy of Insurance for this project (if applicable) | <input type="radio"/>            |

**B. Declaration**

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact \_\_\_\_\_

Date \_\_\_\_\_

**C. About the applicant organisation****1. Brief description of aims of organisation**

To provide support to Chamber members, and to represent the business community of Saltash.

**2. Status of organisation**

- |         |                       |             |                       |                                  |                       |
|---------|-----------------------|-------------|-----------------------|----------------------------------|-----------------------|
| Charity | <input type="radio"/> | Public Body | <input type="radio"/> | Community Organisation           | <input type="radio"/> |
| CIC     | <input type="radio"/> | Other       | Chamber of Commerce   | <input checked="" type="radio"/> |                       |

**3. Date founded**

1950

**4. Project Contact name** Ayesha Slader

Position Secretary, Chamber of Commerce

Contact tel.

Email

**5. Senior Contact name** Peter Ryland

Position

Chairman, Chamber of Commerce

Contact tel.

Email

**6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for**

Members of the Chamber of Commerce have direct experience of organising past Christmas Festivals and Lantern Parades, as well as the Saltash May Fair and Saltash Regatta.

**7. In the event that your organisation ceased to exist, what would happen to its resources and assets?**

They would be taken over by Saltash Heritage.

**D. About the Project / Project Element****1. Title of Project / Project Element**

Saltash Christmas Festival, 1<sup>st</sup> December 2018

**2. Description**

A free family fun day open to the whole of Saltash as well as communities further afield. The Festival provides a real community feel each year, offering live music, family entertainment and a large street market, finished off with a Lantern Parade and fireworks.

**3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them**

- i) Town Centre Regeneration ☒
- Promoting footfall in the town centre
  - Providing a platform for town centre businesses to showcase what they have to offer during the Christmas shopping period and beyond
  - Promoting the image of a vibrant town centre
- ii) Other Community Benefit ☒

- Delivers free lantern workshops in each of the primary schools, bringing art in to the curriculum at a time when there isn't much funding for this type of activity
- The Festival as a whole, and the window dressing competition (judged by children) in particular, make children aware of what there is on offer in the town centre
- Gives charities and community groups the opportunity to set up stalls to promote their activities and raise funds
- Fosters a sense of community cohesion
- Supports local cadet groups

#### **4. Details of volunteer time involved in project**

The event is planned and managed by a small team of volunteers within the Chamber, sourcing logistical support, and liaising with schools, retailers, charities and community groups. These volunteers invest a total of approximately 150 hours. On the day of the event, cadets, members of the public and staff from primary schools give a cumulative total of over 75 hours of time voluntarily.

#### **5. Details of other sources/amounts of funding secured**

Stall bookings to date amount to approximately £150.

#### **6. Details of other sources/amounts of funding pending**

- We are actively seeking sponsorship from local businesses
- An application has been submitted to the Waitrose Green Token Scheme
- An application has been submitted to the Arts Council
- There will be income from an estimated 100 stall holders

#### **7. Breakdown of costs**

<b>Item</b>	<b>Cost</b>	<b>Source of cost</b>
Fireworks	£720.00	Estimate based on previous years
Lanterns	£2300.00	Estimate based on previous years
Insurance	£600.00	Estimate based on previous years
Market & Event Management	£1038.00	Quote
Traffic Management	£1112.00	Quote
Road Closure – Cormac	£273.22	Estimate based on previous years
Marketing – Observer	£150.00	Estimate based on previous years
Marketing – Love Saltash	£150.00	Estimate based on previous years
Medical Cover	£320.00	Quote
Temporary Events Notice	£21.00	Estimate based on previous years
Marketing – Leaflets	£65.00	Estimate based on previous years
Marketing – Artwork	£50.00	Estimate based on previous years



STC Staging (Trailer)	£30.00	Estimate
Sound System and Sound Engineer	£250.00	Estimate based on previous years
<b>Items that would be reduced or cut if sufficient funding is not realised</b>		
Children's Entertainment	£150.00	Estimate based on previous years
Photographer	£75.00	Estimate based on previous years
2 x Snow Cannons	£600.00	Estimate based on previous years
Town Band	£150.00	Estimate based on previous years
Horn Speakers	£107.00	Estimate based on previous years
Marshalls (donations for 30 volunteers from organisations such as the Air Cadets)	£300.00	Estimate based on previous years
Stage Manager and Fire Breathing	£350.00	Estimate based on previous years
<b>TOTAL</b>	<b>£8811.22</b>	

**8. Total costs requested from Section 106 Funding**

£8811.22

**9. If approved, when would the project begin?**

Organisation of the project has already started: stall holders have made bookings, risk assessments have been carried out and provisional bookings have been made to secure entertainment.

**10. When would the project be complete?**

1<sup>st</sup> December 2018

**11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?**

None required.

**12. Do you require insurance for this project?** Yes ● No ○

**If yes, please give details**

£5 million Public Liability Insurance (to protect public). £10 million Employers Liability Insurance (to protect volunteers).

**13. Does the project require work valued at £2,500 or above from any individual supplier?** Yes ○ No ●

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

**14. Does the project require work valued at £25,000 or above from any individual supplier?** Yes ☐ No ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

**15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage**

- Permission to use land, including permission to close off Fore Street
- Temporary Events Notice

**16. Please provide a brief summary of any project risks and how they will be mitigated:**

Risk Item	Severity	Proposed Mitigation
Shortfall in funding	High	Various funding bids are being made and sponsorship is being actively sought. If funding is insufficient then the entertainment offer will be reduced.

**E. Project Management**

1. Project Manager name Ayesha Slader

Position Secretary, Chamber of Commerce

Contact tel.

Email

**2. Breakdown of Project Management Costs**

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
None			

Total	£0.00		

**F. Total Costs requested from Section 106 Funding**

1. Costs from Section D1     £\_\_\_\_\_
2. Costs from Section D2     £\_\_\_\_\_
3. Costs from Section E       £\_\_\_\_\_
4. TOTAL COSTS                £8811.22

**G. Treatment of Value Added Tax**

Please note that the grants under this scheme are provided net of VAT.

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**RECENT EXPENDITURE**

<b>Item</b>	<b>2016 (STC)</b>	<b>2017 (CoC)</b>	<b>2018 (estimated) (CoC)</b>
Photos	£60.00	£81.00	£0.00
Photographer	£0.00	£60.00	£75.00
Lantern Parade	£2260.00	£2029.84	£2300.00
Marshals	£175.00	£190	£300.00 (Extra marshals needed due to lack of able volunteers)
Saltash Town Band	£200.00	£150.00	£150.00
Marketing – Leaflets	£71.00	£62.00	£65.00
Medical Cover	£180.00	£50.00	£320.00
Fireworks	£720.00	£720.00	£720.00
Snow Machines	£575.00	£565.00	£600.00
Fire Show, Entertainment & crafts	£375.00	£380.00	£500.00
Marketing & Artwork – Love Saltash	£450.00	£150.00	£150.00
Marketing – The Observer	£350.00	£150.00	£150.00
Traffic Management	£750.00	£1385.22	£1385.22
Market & Event Management	£450.00	£758.00	£1038.00 (Extra staff needed on the day due to lack of able volunteers)
Horn Speakers	£107.00	£107.00	£107.00
Temporary Event Notice	£0.00	£21.00	£21.00
Insurance	£0.00	£585.13	£600.00
Artwork	(£100.00)	£50.00	£50.00
STC Stage	£0.00	£0.00	£30.00
Sound System	£0.00	£250.00	£250.00
Miscellaneous	£0.00	£64.90	£100.00
<b>Total</b>	<b>£6723.00</b>	<b>£7809.09</b>	<b>£8911.22</b>

**Recent Income**

<b>INCOME</b>			
<b>Item</b>	<b>2016</b>	<b>2017</b>	<b>2018 (forecast)</b>
Saltash Town Council	£6150.00	£0.00	£0.00
S106	£0.00	£7130	£8811.22
Saltash Chamber of Commerce	£250.00	£0.00	£0.00
Stalls	£1078.00	£1444.57	£1500.00
Sponsors	£150.00	£40.00	£300.00
<b>Total</b>	<b>£7628.00</b>	<b>£8614.57</b>	<b>£10611.22</b>

**N.B.** The Chamber worked hard last year to deliver extra income from stall bookings. This year, we intend to focus on raising income from sponsors.

**Reserve Fund**

The Chamber's aim is to accrue an earmarked Reserve Fund that will be held to meet any outstanding liabilities should an element of the event fail and subsequently result in a deficit. With the Christmas Festival costing in the range of £8500, we intend to build a reserve of at least £5000 over the next few years.

<b>Reserve Fund</b>		
<b>2016</b>	<b>2017</b>	<b>2018 (forecast)</b>
£0.00	£1999.21	£3700



## South West Response

Community Medical &amp; Safety Services

**Customer:** Saltash Chamber of Commerce

Invoice Number: 201804

**Invoice Date:** 19/2/18

Invoice Due: 31/12/18

## Invoice

Daniel Snaith

**Director & Event  
Co-ordinator**

13 Daleswood Road

Tavistock, Devon

PL19 SHE

07564 833 312

Facebook.com/SWRResponse

SWResponse.com

**Job Description:** Saltash Christmas Festival

**Job Period:** 1st December 2016 12:00 - 20:00

<b>Service/Product</b>	<b>Unit Price (£)</b>	<b>Quantity</b>	<b>Total (£)</b>
1 x Emergency Medical Technician	£136.00	1	£136.00
1 x First Responder	£80.00	1	£80.00
1 x Emergency Care Assistant	£104.00	1	£104.00
<b>BACS Payments to:</b>			
<b>South West Response</b>			
		<b>Total</b>	<b>£320.00</b>

**Thank you for choosing South West Response**

Please contact us about other opportunities and quotes.

Facebook.com/SWRResponse

[www.SWResponse.com](http://www.SWResponse.com)

07564 833 312



## Diverse Events

47 Elm Road  
 Mannamead  
 Plymouth, PL4 7AZ  
 0131 46 EVENT  
 info@diverse-events.com

## QUOTE

Saltash Chamber of Commerce  
 Saltash

Invoice #: N/A

Date: June 24, 2018

Booking ID: N/A

Date	Description	Amount	Payment	Balance
01/12/2018	Event Management Plan (2hrs)	£ 30.00		£ 30.00
	Risk assessments (1.5hrs)	£ 22.50		£ 22.50
	Event notification forms (1hrs)	£ 15.00		£ 15.00
	Temporary Events Notice (0.5hr)	£ 7.50		£ 7.50
	Site plans (5hrs)	£ 75.00		£ 75.00
	Physically marking out layout (2hrs)	£ 30.00		£ 30.00
	Online marketing - unpaid adverts (3hrs)	£ 30.00		£ 30.00
	On the day onsite logistics and management (18 hrs)	£ 270.00		£ 270.00
	Liaising with stakeholders (20hrs)	£ 300.00		£ 300.00
	Managing exhibitors bookings/payments (2 hrs)	£ 30.00		£ 30.00
	Expenses (Paper, pens, ink, elec, fuel, etc)	£ 15.00		£ 15.00
	Marketing to exhibitors (2hrs)	£ 30.00		£ 30.00
	Bridge crossings (minimum of 2)	£ 3.00		£ 3.00
	<b>57hrs @ £15.00p/h + £18.00</b>			
	2x additional staff 12hrs @ £7.50	£ 180.00		£ 180.00
				<b>£ 1,038.00</b>

Reminder: Please include the invoice number on your payment method

Terms: Balance due in 30 days

### REMITTANCE

Customer Name: Saltash Chamber of Commerce

Customer ID:

Invoice #: N/A

Date: June 24, 2018

Amount Due: £ 1,038.00

Amount Enclosed:

AMBIKA OLNEY @yahoo.com

## Invoice

157 St Stephens Rd.

Saltash

03/11/2017

PL12 4NH

Invoice no. 014

07779 622241

FAO Aaron Monk  
Saltash Chamber of Commerce

For producing the Christmas festival 2017 artwork  
1 x Single A5 promotional page for LoveSaltash Magazine  
1 x Centre page spread for LoveSaltash Magazine  
1 x A5 double sided promotional flyer

Invoice total

£50 GBP

It has been a pleasure working on this project with you

Please make cheques payable to: A. Olney

**SOUTH WEST SOUND & LIGHT**  
SALES HIRE & INSTALLATIONS OF

The Old Smithy, Church Road, Cockwood, Exeter  
Telephone: 01626 890806 Fax: 01626 890807  
www.southwestlighting.co.uk

**EQUIPMENT HIRE CONTRACT**

THIS AGREEMENT made the 1 day of 12 2017  
between South West Sound & Light  
and South West Sound & Light

Name Adam Monk  
Address [REDACTED]  
Telephone [REDACTED]  
Date & Place of use of equipment [REDACTED]

**LIST OF EQUIPMENT**

2x PA horns + stands  
2x stands  
1x Mixer Amp + 750w in case  
1x mic + XLR lead  
1x Mini. Sub. Unit + 2x leads x12 + 7 cables

Hire Fee 60.  
VAT 12.  
Total 72. 426 pax

Deposit: 100 (returnable)

CASH ☐ CARD ☐ CHEQUE ☒

Equipment to be returned by Date 4/12/17 Time 4pm  
A Penalty of 10% (per hour) will be charged for late return.  
The Hirer agrees to accept full responsibility for any loss or damage incurred. The Hirer accepts that the equipment is working correctly and has been adequately instructed in its correct use and operation.

I have read and understood the conditions of hire.  
Signed Adam Date 1/12/17

**SOUTH WEST SOUND & LIGHT**  
SOUTH WEST SOUND & LIGHT  
EXETER

VISA DEBIT 0023  
1000 0000 0000 0023  
ICC PAN 5611 00

SALE CARDHOLDER COPY  
PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS

AMOUNT £42.00  
Verified by PIN  
THANK YOU  
11/20 01/12/17  
AUTH CODE: [REDACTED]

IS RECEIPT  
COMMON  
£30.00  
-RESENT  
40156-00  
039756

**Simeon Kiola Invoice**  
Simeon "Kiola" Dignam-Crotty

Simeon Dignam-Crotty  
3 Branch Street, Leeds  
LS12 5PW

FAO Aaron Monk  
[info@diverse-events.com](mailto:info@diverse-events.com)

For the Supply of: 1xPerformer to Perform Jumping Stilts and Fire Shows  
in Saltash, Cornwall. Dec 2<sup>nd</sup> 2017

**Total Fee £250.00**

Please Make any Cheques payable to

**Mr Simeon Dignam-Crotty**  
3 Branch Street, Leeds, LS12 5PW

Pay By, Cash, Cheque or Bank Transfer.  
My Bank Details



Kind Regards and Thank You  
Simeon Dignam-Crotty



Celebration Pyrotechnics  
5 Priory Road  
Bodmin  
Cornwall  
PL31 2AF  
Tel: 01208 78790  
www.celebrationpyro.com

### Confirmation of Booking

Date: 2<sup>nd</sup> December 2017 (Saturday)  
Time: 6:30pm  
Venue: Saltash Town Centre (Victoria Gardens)  
Client: Saltash Chamber of Commerce [REDACTED]

#### Special Requests

*Please arrange for a greater stewarding presence who will formally close & clear the footpaths 10 minutes prior to firing so that we can start promptly. Close park at 17:30*

*Action to be undertaken by client: Please confirm the display budget and any special requests at your earliest convenience*

*Payments via cheque or bank transfer please to HSBC Sort: 40-12-22 Acc: 01390899*

Display Value: £600.00 +VAT

Deposit Due: £120.00 By: 18-08-17

Balance Due: £600.00 By: 18-11-17

*Terms: All monies paid will be refunded, less deposit, if notice of cancellation is given more than 14 days before event. Should display be cancelled within 14 days of event, a 25% charge will apply. If cancelled on day of event, a 50% charge will apply. Should the display be postponed, a charge will be made to cover any direct costs Celebration Pyrotechnics Ltd. incur, as appropriate. Cash paid in to our account will incur a 2.5% surcharge. The event organizer is responsible for enforcing exclusion zones by the provision of stewards and public safety barriers as required by Celebration Pyrotechnics Ltd. Please ensure you inform your venue of these booking details.*

Thank you for your booking, we look forward to providing your display.

Members of the British Pyrotechnics Association and CBI Explosive Industry Group  
VAT Registered: 799 6251 63 Directors: Roger C. Bricknell & Thomas C. Bricknell

Emma Jolly  
2 Rodney Cottages  
Saltash  
Cornwall  
PL12 4AJ

TO:  
Saltash Chamber of Commerce  
Saltash  
Cornwall

Please pay the following for work completed:

27 <sup>th</sup> Nov 2017	Assisting at St Stephens Primary Lantern workshop	£40
28 <sup>th</sup> Nov 2017	Assisting at Bishop Cornish Primary Lantern Workshop	£40
29 <sup>th</sup> Nov 2017	Leading Brunel Primary Lantern workshop	£100
1 <sup>st</sup> /2 <sup>nd</sup> Dec 2017	Lantern making	£200
Additional material costs	Tape	£5.99
	LED lights	£9.25
<b>TOTAL</b>		<b>395.24</b>



## Invoice for work done on Saltash Lantern event 2017

## From -

Jill Hudson – Artist  
Bagmill Barn, Trematon  
Saltash, Cornwall, PL124RX

## To -

Saltash Chamber of Commerce

## For -

4 <sup>th</sup> Nov – Messy church workshop	£80
24 <sup>th</sup> Nov – Burraton school workshop	£120
24 <sup>th</sup> Nov – Shell club workshop then star build at home	£80
27 <sup>th</sup> Nov – St. Stephen's School at Core	£120
28 <sup>th</sup> Nov – Bishop Cornish School	£120
30 <sup>th</sup> Nov – Burraton School	£120

Making of Penguin large lantern	£360
Ballerina large lantern re-furb	£120

Core hire and transport	£125
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Materials purchased for lantern making	£289.60
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Amount to go towards annual storage of lanterns at Quickstore	£100
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Total	£1634.60
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Thankyou  
Kind Regards  
Jill Hudson

Please make the amount payable to;  
Jill Hudson




Aaron Monk <aaron.monk2@googlemail.com>


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**Receipt for your PayPal payment to Broadley Printers**  
1 message

---

[Redacted]
3 November 2017 at 08:49

To: Aaron Monk <info@diverse-events.com>


3 Nov 2017 08:49:01 GMT

[Redacted]

Dear Diverse Events,


You sent a payment of £62.00 GBP to Broadley Printers ([internet@broadleys.biz](mailto:internet@broadleys.biz))

Thanks for using PayPal. To see all the transaction details, log in to your PayPal account.

---

<b>Seller</b> Broadley Printers <a href="mailto:internet@broadleys.biz">internet@broadleys.biz</a>	<b>Note to seller</b> You haven't included a note.
<b>Delivery address – confirmed</b> Aaron Monk <span>[Redacted]</span> <span>[Redacted]</span> <span>[Redacted]</span> United Kingdom	<b>Dispatch details</b> The seller hasn't provided any dispatch details yet.

---

Description	Unit price	Qty	Amount
A4, A5, A6 or DL Printed Colour leaflets / flyers on 150gms [5000,A5 2-sided] Item Number 122701778655	£62.00 GBP	1	£62.00 GBP
			
Postage and packaging			£0.00 GBP
Insurance - not offered			—
<b>Total</b>			<b>£62.00 GBP</b>
<b>Payment</b>			<b>£62.00 GBP</b>



Hendra Manor, Higher Tremar, Nr Liskeard, Cornwall PL14 5JH  
 Telephone: (01579) 345699 • Mobile: 07971 484872  
 E: [maryecrawford@hotmail.com](mailto:maryecrawford@hotmail.com) W: [www.saltash-observer.co.uk](http://www.saltash-observer.co.uk)

### INVOICE/STATEMENT

Invoice to:

Chamber of Commerce Christmas Festival  
 c/o Aaron Monk  
 Saltash

Invoice Date 14 11 17  
 Invoice No 16343  
 Account No  
 Order No November 17  
 Ordered by Aaron Monk

Description	Rate	Extras	TOTAL
Christmas Festival - <i>Special Rate for early payment</i>			£150.00
November 17 Issue			
		Total Due	£150.00

To enable the Saltash and District Observer to maintain exceptional value for money, we would appreciate payment within 7 days of invoice/statements

7.5% interest will be added to overdue accounts per month

Please tear off and enclose with your payment

Payment due by 21<sup>st</sup> November 2017 141/ Nov 16343

Please remit the amount due by \_\_\_\_\_ Acc/Ref \_\_\_\_\_

Cheques should be crossed and made payable to:  
 The Saltash and District Observer at the above address  
 Receipts will not normally be issued unless requested

**£150.00**

Thank you for your support



**Invoice Date:**  
2<sup>nd</sup> December 2017

# INVOICE

94 Vicarage Gardens  
Plymouth  
PL5 1LJ

Mobile 07801 854 825

**E:** info@mikepitchesphotography.co.uk  
**W:** www.mikepitchesphotography.co.uk

Aaron Monk  
t/a Diverse Events



Description	Quantity	Price	Amount
<b>Saltash Christmas Festival 2017</b>			
Event Photography / Social Media			
Onsite 13:00 – 18:30 (2 <sup>nd</sup> December '17)	5.5		<b>£50.00</b>
Editing	1		<b>£10.00</b>

**QUOTE TOTAL: £60.00**

**Quote Expires: 15th December 2017**

(10 day payment terms as sole trader)

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**Social Media Links:**



[www.facebook.com/mikepitchesphoto](http://www.facebook.com/mikepitchesphoto)



@mikepitchesog



## Skymind Studios CIC

Invoice No: 947  
Date: 27/11/2017  
Terms: NET 30  
Due Date: 27/12/2017  
Bill To: Diverse Events  
diverseeventssw@gmail.com

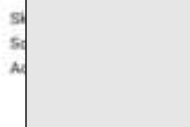
## Invoice

Description	Quantity	Rate	Amount
Live Sound: PA Hire & speaker setup, Organiser, Multiple Performances	1	£250.00	£250.00*

\*Indicates non-taxable item

## Payment Details

We accept BACS payment or CASH



Subtotal £250.00  
Total £250.00  
PAID £0.00

**Balance Due £250.00**

Invoice no **201712021**Invoice date **27/9/17*****The Snow Project***

Unit 2E Westfield House, Broad Lane, Bramley, Leeds. LS13 3HA

0845 61 91 666

[info@thepartyproject.co.uk](mailto:info@thepartyproject.co.uk)**Customer Details**

Address

tel

[email](#)**INVOICE**

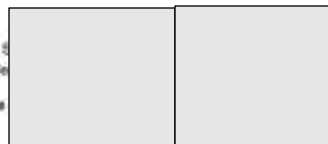
Item	Quantity	Unit Price	Total
2 x Snow Cannon Event. Booking ref 201712021 Saturday 2nd Dec 17. Access 1200, Start 1400, Finish 1830	1	£ 565.00	£ 565.00
Total			£ 565.00

*There is no VAT applicable to this invoice***PAYMENT DETAILS**

CASH AT EVENT

Please make cheques payable to "The Snow Project"  
BACS payments should be sent to The Snow Project. Sort Code

If there is a dispute on this invoice you should notify the Project Manager within 14 days of the event date.



**ZIG ZAG**  
**CHILDREN'S ENTERTAINER**

101 Victory Street  
Plymouth  
PL2 2DA  
07979655018

**INVOICE**

To: Danielle

29 September 2017

For the supply of one Christmas magic show for your Christmas Fair.

Child's Name:

Date: Saturday 02nd December

Time: 02.00pm – 03.00pm

Venue: Fore Street, Saltash (Parking will be required)

No of Children: Unknown

Contact No: If you could forward one please

Amount Due £ 90.00

Less Deposit £ 40.00

Balance Due on Day £ 50.00

Cheques payable to Zig Zag Please

If paying into Bank please mark as Saltash Fair 02 Dec

Bank Account Details

Account Name:  A Zig Zag

Account Number:

Sort code:

Thank you for your valued custom.



MG 000827 F1V1879A 89993PAVB00089 39300 1488364011

SALTASH CHAMBER OF  
COMMERCE EVENTS

Issued on 22 February 2018



THE OFFICIALS  
SALTASH CHAMBER OF COMMERCE  
EVENTS  
SAPHIRA JEWELLERS LTD  
158 FORE STREET  
SALTASH CORNWALL  
PL12 6JR



## Your Community Account

► Our UK ring-fencing plans

We plan to transfer UK retail and business banking customers to our ring-fenced bank in April 2018.

Learn more, including how to participate in the court process should you wish, at [\[home.barclays/ring-fencing-explained\]](http://home.barclays/ring-fencing-explained) or contact us via your usual point of contact at Barclays.

Date	Description	Money out £	Money in £	Balance £
20 Jan	Start Balance			3,384.43
26 Jan	On-Line Banking Bill Payment to Ftasgroup Ref: 5cc001	1,385.22		1,999.21
21 Feb	Balance carried forward			1,999.21
	Total Payments/Receipts	1,385.22	0.00	

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

## At a glance

20 Jan - 21 Feb 2018

Start balance	£3,384.43
Money out	£1,385.22
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£1,999.21

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

Over the next few months you may notice a change to the numbering of your statements. For each of the accounts you hold, the page numbering will start from page 1. The issue date at the top right hand corner will help you sequence your statements. Please be aware you may receive this message more than once.