# SAINT IVES TOWN COUNCIL



# **APPLICATION FOR FINANCIAL ASSISTANCE**

COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

**PROJECT :** (In no more than 25 words) Future-proofing the annual Fireworks in Hemingford event: Improving our environmental and economic sustainability for the benefit of the communities of St Ives.

AMOUNT REQUESTED

#### **Contact Details**

	Name of organisation making application:							
	Fireworks in Hemingford Voluntary Organisation							
	Name of contact for this application: (title, first name and surname)							
	Mr. Matt Deacon Position held in organisation:							
Volunteer Fundraiser								
	Contact Address:							
	Telephone: Email:							

#### About your organisation

 Q2
 What type of organisation are you? (tick (✔) relevant category)

 Registered Charity:
 Charity Registration Number:

Voluntary Organisation:	~	
Company Limited by Guarantee:		Company Number:
Other – Please specify:		

Q3	Briefly describe your organisation.					
	Describe your organisation, including how many members/users you have, whether there is a					
	subscription fee and the usual activities/services you provide.					
	If you are a new organisation, describe the services/activities you plan to provide.					
	The Fireworks in Hemingford Voluntary Organisation exists solely to deliver a high-quality fireworks and family fun event for the people of St Ives and surrounding communities every November. We attract around 3500 attendees each year on average.					
	<ul> <li>We compromise of a small leadership team, supported by a team of event volunteers drawn from diverse groups including: <ul> <li>St lves Rowing Club</li> <li>Hemingford Regatta</li> <li>Hemingford United Football Club</li> <li>73 Huntingdon Air Training Corp Cadets</li> <li>1<sup>st</sup> Needingworth Scouts</li> <li>MAGPAS</li> </ul> </li> <li>We sell tickets to help cover the composition of the event. We are not-for-profit and our policy is to keep the ticket price as affordable as possible whilst covering the cost of the event and maintaining a modest reserve, for example to mitigate poor ticket sales in the event of inclement weather.</li> </ul>					
Q4	If you are a branch of a larger o	rganisation, please	state which one:			
	N/A					
Q5						
	Constitution		Memorandum of Association?			
	Terms of Reference	X	Governing Document			
<b>Q</b> 6	What is your primary source of	funding?				
	Ticket sales an	nd pitch fees for con	cession stands			

# Details of the project or activity you are planning

Q7 Describe the projects/activity you plan to use this grant for

i) Try to be specific about what you will do and how you will do it.

Fireworks in Hemingford want to invest in event infrastructure to help push them towards becoming even more sustainable and viable and thus ensuring the longevity of the event.

Every year, money is spent hiring in certain amounts of equipment which if we were to own and store ourselves, we can eliminate these costs from our annual budgeting creating less of a deficit in our annual accounting and allowing us to give more to our local community groups.

These items include:

- Ticket Scanners (for admitting entrance to the display field)
- Starlink Internet for remote internet access (to ensure ticket scanners have internet access and creating the ability to take further digital donations from the crowd on the night)
- Fencing (to improve health & safety and replace ageing existing fencing)
- Bins (to improve the waste collection and recycling process, ensuring we do our bit to maintain a healthy environment)
- Tent to host future sponsors at the event (we intend to attract larger sponsorships from local companies in future years, and are preparing to host receptions as part of those sponsorship packages)

ii) Please state how you have identified this need and how the project will benefit the people of St Ives, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

The benefits of our event to the people of St Ives is:

- a.) Public safety providing a safe and controlled environment.
- b.) Ensuring families in St Ives and the surrounding area can enjoy the spectacle of fireworks and come together as a community.

Your grant funding will directly help keep this event financially viable, and will indirectly support our local Fire and Rescue Service and NHS services – both Cambridgeshire Fire and Rescue Service and the East of England Ambulance Service recommend attending organised firework displays to keep families safe from domestic burns and explosives injuries.

Our event meets local demand, helping households in St Ives to avoid the hazards of holding amateur fireworks events at home whilst enjoying a much-loved evening outdoors as the winter months loom.

By holding an event with predictable timings, we not only support public safety but also the mental well-being of those living in the area. It helps individuals with PTSD because they are aware of when and where the event will occur, rather than being alarmed by the hundreds of individual household fireworks displays which are likely to be held in lieu of the Fireworks in Hemingford.

Furthermore, owners of noise-sensitive dogs, cats and other animals can prepare accordingly and avoid the unpleasant experience of their pets and/or working animals being startled and stressed by unexpected domestic fireworks displays.

We have identified specific needs and opportunities to become more sustainable through discussions with those involved in organising the event, the professional opinion of our event management support team, and by highlighting areas within the budget where we can see money can be saved by housing our own infrastructure.

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

Fireworks in Hemingford attracts on average 3,500 guests from St Ives and the surrounding areas annually, who come to enjoy the community spirit and, of course, the fireworks.

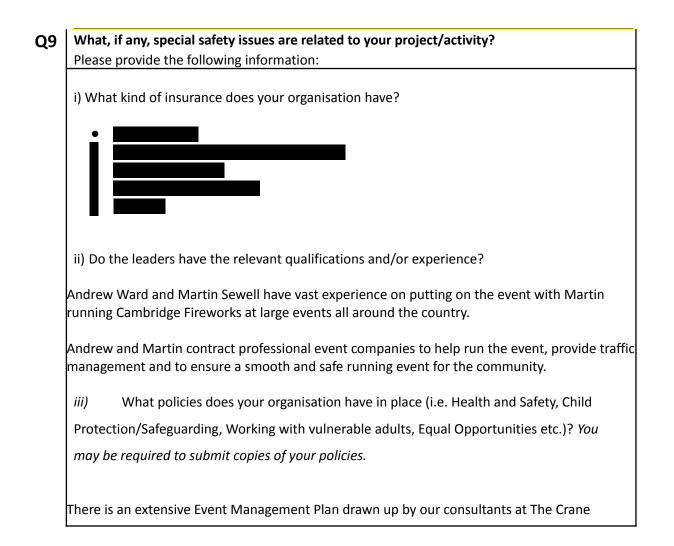
As a result of the event, at least 6 community groups (as listed in Q3) benefit from donations, as well as local business' generating income from providing services that help make the event happen.

# Q8 What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?

Success is measured by footfall numbers and direct feedback from attendees. As the grant is asking to fund some of the infrastructure rather than to support a deficit we believe we have a strong plan for creating longevity of the event, and would like to introduce more repeatable measures of success in future years so we can track the wider impact of our event. In the immediate term, our focus is on ensuring the event survives the next year or two so we can improve from a position of financial stability.

Not only does the event benefit the attendees, the community groups who volunteer their time, and local businesses; the idea of having some of our infrastructure means that we can help support other local community events such as discounted hire of scanners, remote internet and other event infrastructure.

#### Health & Safety



Event, including our Health & Safety Plan and details of a Health & Safety Lead Officer on the ground on the night of the event. A professional risk assessment is also undertaken by Cambridge Fireworks as the supplier and operator of the pyrotechnics.

# Funding of your project

#### Q10 Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given
		(£)
N/A	N/A	N/A

	Project Funding							
	Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).							
	Tell us the amount of grant requested £9119 and provide a detailed breakdown as to how you have reached this figure							
	Project Expenditure Please list all items of expenditure for your project							
	Ticket Scanners							
	Starlink Internet for remote internet access (including 5year data usage)							
	Fencing							
	Bins							
	Tent to host future sponsors at the event							
	Total							
	Project Income							
	Please list how the project shall be funded							
	This specific project is to future-proof the event by purchasing sustainable infrastructure items, and thus will not in itself generate additional income.							
	What is the difference? This should be the same as the amount of Grant you are applying for							
12								

#### Your Accounts

#### Q14 Please provide the following details from your most recent annual accounts

**Total Income** 

Less Total Expenditure

Surplus / Loss

Savings (Reserves, Cash, Investments)



Please provide a copy of your most recent annual accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

#### **Account Details**

Please give us your bank or building society account details				
You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.				
Account name:				
Bank/Building Society name:				
Bank/Building Society address:				
Who are the signatories and what position do they hold in your organisation?				
Name     Position       Andrew Ward     Chair				
				Martin Sewell

# **Any Other Information**

#### **Q16** Any other information which you consider to be relevant to your application.

We ask the Council to consider how many community events have been cancelled in the local area in recent years, such as the Big Weekend in Cambridge. We want to ensure this longstanding event is preserved for the people of St Ives, and not allow it to disappear.

The cost of living crisis means we need to keep ticket prices down so it stays accessible for as many people as possible (especially families) and does not exclude those who cannot afford it.

This funding will make a big difference by helping us to stay afloat and keep improving this special night for all in St Ives.

#### Declarations

#### Q17 Declaration

Post held in organisation: Chair Person

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

*I confirm, on behalf of*Fireworks in Hemingford (*insert name of organisation*):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

	Postcode: PE273NL
Telephone:	
Signed	Date: 30/10/2023

#### Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17** 

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Da	ate: 30 October 2023
Checklist	
<ol> <li>Have you answered every question?</li> <li>Have all signatures been completed?</li> </ol>	
<b>3.</b> Have you included a copy of your governing do	cument?

4.	Have you included copies of your latest meeting and AGM minutes?	
5.	Have you included a copy of your most recent accounts?	
6.	Have you included a copy of your most recent bank statement?	
7.	Please state any supporting documents you are submitting:	



# Event Management Plan

4th November 2023

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#### 1. Event Safety Policy

The Event organiser acknowledges their responsibility to plan, manage and monitor this event to ensure that all staff, participants and the public are not exposed to Health & Safety risks. We intend to produce a safely planned, organised and delivered event, working within statutory legislation and guidance such as the Health & Safety At Work Act 1974 and within the spirit of the Purple or Green Guide.

All employees and volunteers will be reminded of their duty to take care to ensure everyone's Health & Safety and the potential impact of their acts or omissions. All reasonable precautions will be in place to minimise any negative impact on safety.

The Premises Licence Holder for the event shall give notice of the event date no later than 3 months before the event to the Council's Licensing Authority and the Safety Advisory Group (SAG). The notice will include a draft version of the Event Management Plan (EMP).

The Premises Licence Holder shall submit the final agreed version of the EMP to the Safety Advisory Group no later than 28 days before the event. The final version of the EMP must be agreed by the Licencing Authority and Cambridgeshire Constabulary.

Any changes to the final EMP may only be made with the written agreement of the Licensing Authority as the contents of the EMP will be regarded and treated as though

they are premises licence conditions.

#### 1.1 Plan Aim and Objectives:

This plan is designed to bring together all the individual organisations and agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which emergency management may be implemented

- to be a point of reference for all staff and the emergency services
- to be a record of responsibilities, briefings and incidents

#### 2. Event Summary

2.1	Dates and Times	Date	Time
	Field preparation (grass cutting, etc)	29/10/22 - 02/11/23	Varies
	Arrival on site	04/11/2023	08:00
	Event starts	04/11/2023	17:00
	Event finishes	04/11/2023	19:30
	Guests Depart site	04/11/2023	20:00

#### Event dates:2.2 Event Location:

Site name: Fireworks Field Site Address: London Road, St Ives, Cambs Site Postcode: PE27 5ER Site (main entrance(s)) off London Road (leotard.offline.knees)

#### 2.3 Event overview:

The Fireworks in Hemingford (FiH) Display is an annual pyro-musical event held on the nearest Saturday to the 5th of November (4th November 2023). The event is run by a voluntary committee with support from Volunteers from local organisations and charities and overseen by event management company, The Crane Event.. The purpose of the event is to provide an organised fireworks display for the residents of the Hemingford's, St Ives and the surrounding villages with the vast majority of guests travelling no more than 10 miles. Any profits being donated to local charities and community groups.

The display is an outside event held on The Fireworks Field part of Geaves Farm using the main field for the bonfire, firework display and the viewing crowd. The Mid-Anglia Caravan Club also attend the event from the Thursday before the event and use the rear of this field and a separate entrance/exit for its members' vehicles. The bonfire area will be cordoned off and a distance (approx 150m+) away.

Adjacent fields are used for car parking.

The event set-up commences seven days preceding focusing on the construction of the bonfire moving equipment to the site from the storage area and erection of cordons.

On the day, the crowd area is laid out, the lighting is installed, the firework contractor sets up the display, the sound system is installed, the fair rides arrive on site and set up and local organisations/concessions set up their stalls.

The gates will open at 5:00pm, the bonfire will be lit at 5:30pm, the firework display takes place between 6:45 and 7:15pm, and the event is then broken down following the departure of guests.

The day after the event the remaining equipment is cleared back to the storage area, and the field is walked and cleared of any rubbish and firework debris.

The following weekend the fire area is swept for metallic debris and ash removed from the site.

Site maximum capacity	5000
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Please state the maximum number of people you expect at any one time

Public Visitors	Participants	Staff	Volunteers	Other	Total
4500		5	40	20	4565

Please state the maximum number of people you expect at any one time							
Public Visitors	Participants	Staff	Volunteers	Other	Total		
4500		5	40	20	4565		
Target audience is a full mix, but primarily, given the timing and scope of the event family groups.							

# 3. Event Staffing

# 3.1 Roles, responsibilities and contact details of operational staff:

Group/company/charity organising the event:

	1	<b>I</b>
Role	Name	Responsibilities
Event Manager		Overall Running of the event DBS Checked
Deputy Event Manager		In support of above
H&S Officer		<ul> <li>Ensure that the event is delivered safely,</li> <li>risks assessed, mitigated and reviewed</li> </ul>
Lead First Aider		<ul> <li>Provision of first aid during the event.</li> <li>Note limited staff</li> </ul>
	•	•

	involved in set up of the event, during which time provision of first aid will be delivered locally and staff will have 1st aid kits available to facilitate this	
Lead Fire Warden	<ul> <li>Ensure safe delivery of event, including safe lighting and burning of the bonfire,</li> <li>fire points suitably located and stocked</li> <li>exit routes clear,</li> <li>act as Fire Marshall in the event of an uncontrolled fire</li> </ul>	
Deputy Fire Warden	<ul> <li>In support of above</li> </ul>	
Lead Safeguarding Officer	<ul> <li>Management of vulnerable person protocol</li> <li>NPPV level 3+SC</li> <li>DBS checked</li> </ul>	
Deputy Safeguarding Officer	Management of vulnerable person protocol • Safeguarding	

Security (SIA)	level 2 • DBS checked Ensure event remains safe and secure.	
Chief Marshall	Control site access • Directing concession • Brief marshals • Support gate	
Deputy Chief Marshall	In support of above	
Provision of Pyro- Musical Display	<ul> <li>To provide &amp; run Firework display</li> <li>Liaise with Event Manger regarding event safety/weather conditions</li> <li>Liaise and work with PA provider to ensure sound quality and volume are appropriate for the event</li> </ul>	

# 3.2 Organogram of responsibilities:

Those individuals named above in bold run the event. The Event Manager has overall responsibility for the event and all others named in bold report directly to the Event Manager. All Marshalling teams report to the Chief Marshall/Deputy.

#### 3.3 Communications on site:

Two-way radios will be the primary form of communication on site. Channel 1 will be used in the 1st instance and any interference will prompt sequential channel increase until this is no longer an issue. Radio will be provided to each team for use with spares available. Should radios fail to function, mobile telephone communication will be the secondary form (mobile signal in the vicinity is good).

Communication with emergency services will be via mobile phone and made by the Event Manager or Deputy. Any location-specific information will be communicated using What3Words.

Primary guest communication will be via the public announcement system provided by Blueshed Events. Should this fail, megaphones will be used as a secondary communication medium.

#### 3.4 Staff Briefing:

All FiH Staff will be briefed by the Event Manager in advance of the event. All concessions will be provided with a copy of an event guide and the full EMP in advance of the event and their understanding of its requirements confirmed. Issuance and acknowledgement of the EMP will be recorded in the 2023 Contacts Spreadsheet.

#### Stewards Briefing can be found here

All support teams will be briefed on arrival on site by the Chief Marshall.

The briefing will confirm:

- Issuance and understanding of the stewarding document
- Receipt of licencing and insurance information
- Roles and responsibilities of the team
- Point(s) of contact and communication methods for the team
- Emergency procedures

The delivery of these briefings will be recorded in the event log, signed and dated by the FiH staff delivering and the lead individual from the support team.

#### 4. Activities

All providers and concessions will provide individual risk assessments and insurance to FiH in advance of the event. Noting the FiH maintain insurance for staff which includes volunteers. The provision, review, and acceptance of these will be recorded in the 2023 Contacts Spreadsheet.

#### 4.1 Firework and pyrotechnic management:

To be provided and managed by Cambridge Fireworks Ltd. – Separate Risk Assessment to be completed and provided to FiH in advance of the event. The provision, review, and acceptance of these will be recorded in the 2023 Contacts Spreadsheet

#### 4.2 Fair rides and inflatables:

Harris' Funfair provides fairground attractions Showman's Guild Membership Number: E474 Inflatables – not to be used at any time

Harris' provide a selection of small fairground rides, a concession stand, and fun house. This is a longstanding arrangement, and both Lead Safeguarding Officer and Fire Wardens are aware of the location and arrangements.

Sufficient dedicated space (Approx. 4500m2) is provided to the left of the entrance to the main arena. This area of ground is slightly raised in relation to the entrance and other areas of the field and is, therefore, the firmest and driest area of the field and suited to the housing of these attractions. The space will allow for the fun house, concession stands and "hook a duck" to create a perimeter on one side. The 2 or 3 small roundabouts will be installed in front of this area and spaces to prevent crowding. The areas will be well-lit to prevent slips, trips, or falls. All rides will be installed by the funfair who based on their membership of the showman's guild are sufficiently qualified and insured to do so.

#### 4.3 Live music, bands, shows and displays:

Live music will be present and playing from a suitable trailer stage (6x6m) Public Announcement system in place will to be used to make announcements and provide pre-recorded music for the event, music forming part of the pyrotechnical display.

#### 4.4 Water-based activities:

Not applicable. No water-based activities as part of this event.

The event is located close to water and guest travel across the town bridge to attend. MAGPAS will be undertaking a street collection during the event and will be in this area should any issue arise and also act as Marshals to ensure the highway remains clear.

The St Ives Rotary Club/5th St Ives Scout Leaders have also been approached to provide additional support in this area however are not able to assist this year. 2 extra marshalls will be deployed to watch over the area.

The event is aware of watercraft from local boat yards using the river to view the event. It is envisaged that the presence of increased watercraft would facilitate safe rescue of any individuals falling onto the water during this period. Further to this roped floatation devices are present on the quay.

It is noted that this has to date never occurred and the high sides of the Town Bridge provide a suitable barrier.

#### 4.5 Animals on site:

No animals are permitted on site. The site is a field used to graze sheep but is prepared for use prior to the event including the removal of any excess faeces. Hand sanitiser and handwashing facilities are available on-site for use.

#### 4.6 Camping on site:

The Mid Anglia Caravan Club controls the caravans on site and ensures suitable distance between each van. This area (approx 15000m2) is also segregated from the main event including use of an alternate entrance/exit.

The Caravan Club will have no electrical hook-ups on-site, provide their own Risk Assessments and have strict guidelines that their members must follow:

- 6m between each caravan
- 10m 'through route' for movement and emergency vehicles
- Cars to be parked to the left of each caravan only
- No open fires

The setup of this area is managed by the Club's rally coordinator who is the point of contact with FiH. Given that the caravans are situated a number of days prior to the event commencing, FiH will review and confirm the suitability of the vans' location prior to the event. The completion of this will be recorded in the event log.

#### 4.7 Fundraising:

Magpas Air Ambulance will obtain relevant street collection licencing and provide this to FiH in advance of the event. The provision of this will be recorded in the 2023 Contacts Spreadsheet.

All other concessions will control their fundraising independently through sales of goods. They will provide the FiH with details of funds raised after the event. The provision of this will be recorded in the 2023 Contacts Spreadsheet.

The event is funded primarily through tickets sales. Additional low-level funding is provided by concession fees, sponsorship and donations.

#### 4.8 Other activities:

See Appendix C

Risk	To Whom: Guest (G) Staff (S)	Rating	Action	Rating
Burns from bonfire/ash	G/S	High	30m marshalled cordon erected. Wind direction and speed assessed by EM and CF to ensure safe ignition See section 6.6.6	Low
Burns from firework debris	G/S	High	50m marshalled cordon. Wind direction and speed assessed by EM and CF to ensure safe ignition. Fall out area including public footpath marshalled. Trained CF staff have access only. Separate risk Assessment and Method Statement provided by Cambridge Fireworks	Low
Foreign or inappropriate objects on fire	G/S	Med	Fire located on private land. Fire constructed by FiH staff. Fire checked for foreign items by FiH staff prior to ignition. Landlord informed that FiH staff only to construct/add material to bonfire See section 6.6.6	Low

#### 5. Event Risk Assessments and Hazard Management

				1
Slips, trips and falls	G/S	Med	All guest areas lit for duration of event. All staff carry torches and wear appropriate footwear. Main entrance/exit lined with astroturf. Field vegetation cut prior to event	Low
Injury from moving vehicle	G/S	High	All areas lit and all staff to wear Hi-Viz Clothing Site speed limit 5mph with hazard lights off leaving indicators free to signal direction. No vehicle movement outside of car park during event. Car park lit and marshalled by a trained team. Pedestrian-only entrance to event and exit from the car park. Marshalling of Car Park and London Road.	Low
Injury from barbed wire situated at field perimeters	G/S	Low	Restricted guest access to perimeters. All areas lit. FiH staff aware of fence location.	Low
Injury from machinery	S	Med	All equipment and farm vehicles operated on private land only and by trained and authorised FiH staff. No lone working permitted. FiH staff only to be present during operation	Low
Injury due to improper installation/usa ge of fairground equipment	G	Low	Fair provided and installed by reputable provider and member of showman's guild with suitable qualifications and insurance. Large space provided to facilitate suitable distancing between attractions. Areas lit by tower lights and fairground provided lighting. Power cables covered by cable ramps Ground assessment made on the day	Low

			to ensure it is firm enough to house the small roundabout. Prevailing wind direction and strength considered when positioning the fun house and concession stand to protect other attractions and prevent any destabilisation thereof Covid risk assessment and certification details provided separately	
Manual handling	S	Low	Heavier objects lifted by multiple staff or utilising farm machinery. Staff involved in site preparation and clearance are reminded of MH good practice	Low
Violence and aggression	G/S	Low	Timing design and target 'family' audience for event minimises risk.	Low
Intoxication	G/S	Low	Timing design and target 'family' audience for event minimises risk	Low
Theft / robbery	G/S	Low	Minimise cash on site. All cash held in secure location. Sums of cash transportedby multiple staff	
Loss of power	G/S	Low	Mains power available on site. All concessions use generators. Tower lights run from generators with power sockets providing 4x alternate power sources	Low
Adverse weather (wind)	G/S	High	All structures secured to ground. Weather monitored prior to event by FiH/CF to ensure wind direction and speed appropriate for safe firing and event delivery.	Med
Terror attack	G/S	Low	See section 6.4	Low

Bomb threat	G/S	Low	See section 6.3	Low
Suspicious package	G/S	Low	See section 6.2	Low
Covid-19	G/S	Med	As of March 2022, the government formally removed all restrictions in England. FiH still encourages staff and delegates to be considerate of others' personal space and ask that make use of hand sanitizer stations and wash your hands frequently. All Personnel are encouraged to take a lateral flow test prior to arrival and inform their manager in the event of a positive result. Should they show symptoms, they will be advised to stay at home. Hand sanitiser will be provided, and signposted at the entrance, near waste bins, in toilets and by all concessions.	Med
Electrical equipment (shocks)	G/S	Med	All sources of electricity are earthed. Access restricted to staff only. Equipment rented in good serviced condition. Expectation that where applicable all electrical equipment on site has been PAT tested.	Low
Lone working	S	High	Not permitted – minimum of 2 staff operating at all times	Low
Obstructed site access	G/S	High	Signage, cordons and cones erected 7 days prior to event to prevent obstruction of all access routes. All access points are checked in morning of event, and prior to gates opening.	Low
Transmission of disease/virus	G/S	Med	Cattle removed from field at least 3 weeks prior to event, likely rain during	Low

from cattle/cattle faeces			this period to cleanse the field and field topping to ensure grass/weeds at low level and remaining faeces is mulched	
Illness caused by contaminated food/drink	G/S	Med	All vendors to provide licensing details, risk assessments and insurance. FiH to inspect each vendor to ensure suitable sanitary facilities in place	Low

#### 6. Emergency Management

#### 6.1 Emergency procedures

The event itself will operate under a 'traffic light' system of alert: -

CODE GREEN	This will represent normal operational conditions Indicates that the event is operating as business as usual.	
CODE AMBER	This is an evaluation process. Security will secure the event to prevent additional persons entering the area. All suppliers are to be instructed to prepare to stop any activity and prepare to issue evacuation instructions.	
CODE RED	This means that there is a serious or major incident exists This would be effective immediately when any amber state or incident was confirmed by the Event Team or on the advice of the emergency services on site and that an initial situation or incident has the potential to require a local or full-scale evacuation of the event site i.e. we have a confirmed bomb threat, fire, structural collapse etc.	

Note: \* = Any members of the Event Team present at Event Control at any particular time when a report is made of an incident that is so serious (i.e. life-threatening, risk of damage to property etc.) and that urgent and immediate action is required, have the authority to declare a 'Code Amber' or 'Code Red' alert.

Emergency access:

Entrance A - Site main entrance (leotard.offiline.knees) 9.3m wide

Entrance B - Caravan entrance (shocks.constants.weeknight) 4 meters wide

Entrance C - Farm entrance (ramps.soil.soils) 4 meters wide

Code Amber

If the Event Liaison Team ('ELT') should declare an Amber alert the following procedure will be followed: -

• A member of the Event Organisers team will go to the location to investigate/coordinate the response to the incident

• Resources will be deployed as requested/deemed necessary

• All radio users on the event site will be instructed to maintain radio silence, until advised by Event Control, or unless an urgent transmission is required

- All staff will be advised to 'stand by' and await further instructions.
- All access routes to be kept clear to prepare for the arrival of the emergency services
- ELT will decide if the event should be suspended

• Should the ELT feel it likely that it will be necessary to evacuate the event site and move to Condition Red then an instruction may be given to prepare or remove all obstacles at the exit areas

If the incident that caused the Amber alert is contained, the ELT will decide whether to stand down to Code Green. However, if the incident looks to worsen then all staff will be advised to stand by for Condition Red.

#### Code Red

If an incident worsens or is severe enough to require the cancellation and/or evacuation of all or part of the event site the Police be called to assume control of the site. The ELT will direct all event staff to assist the emergency services as requested. The ELT will ensure that:

• Where possible exit and entry points are cleared of any obstructions (barriers, queues, refuse etc.)

• Designated E.S.R.P. (Emergency Services Rendezvous Points) are secured for the emergency services and access routes kept clear. These will be found at:

Entrance A - Site main entrance (leotard.offline.knees)

Entrance B - Caravan entrance (shocks.constants.weeknight)

Entrance C - Farm entrance (ramps.soil.soils)

• Cordon to be established around the incident area

• The ELT will, based on information received, decide on available exit routes - those not available will have divert set up (event staff) at critical points to direct the public to alternative exits. The public will be directed away from the incident site and area secured.

• Stewards, security staff and event staff to be positioned at key points to inform and manage the evacuation of the public from the event site. These key points will be at the HQ, as well as the egress to main entrance/ exit **(leotard.offline.knees).** 

• If required by the police to assist in implementing any temporary road closures of adjacent roads to enable the safe evacuation of the event site

• The 'show stop procedure' will be implemented to halt stage performances and instructions/advice given to the public

• All staff will continue to maintain radio silence until further notice unless transmission is required

#### 6.2. Bomb/Terrorist Threat

The current UK threat level for international terrorism is SUBSTANTIAL, meaning an attack within the UK is likely. There is currently no specific threat against this event. The procedure for dealing with a bomb threat is detailed below.

Stewards/volunteers are provided to monitor crowds and will be fully briefed on what to do in the event of an emergency. Stewards will be briefed on the difference between unattended and suspicious items using the HOT principle:

- H Has the item been Hidden? Has it deliberately been concealed?
- **O** Is it Obviously suspicious? Does it seem odd or out of place?
- **T** Is it Typical for the location

A procedure will be in place for managing lost property.

Communication equipment and telephone numbers will be available for staff eg mobile phone, emergency numbers, radios, and important contact number.

A "grab bag" is provided at the Registration Desk/ Control and equipment in place to support action e.g. barriers, loud hailers, radios, cordon tape.

In the event of a bomb threat, call takers should be aware of the necessity to record fully:

- Exact wording and any code word used
- Exact location details given of the bomb or device
- Timescales for explosion
- Details of organisation claiming responsibility
- Details of further threats e.g. secondary devices
- Details of any instructions given
- Point of Contact for Police Force Control Room
- What initial actions are being considered / underway, e.g. search of location(s)
- Details of any suspicious objects located
- Information with regard to caller, e.g. Accent, Apparent age, background noise,

• Information re source of call, e.g. 1471 dialed re number, mobile / landline, call recording system in place

If the threat is received at CONTROL:

Radio security immediately and inform them, using the code word that you have received a threat.

If the threat is received by any volunteer of member of event staff:

Radio CONTROL immediately on Channel 1 and inform them, using the code word that you have received a threat. CONTROL will inform Security immediately. Security or CONTROL in their absence, will liaise immediately with the Police and Fire and Rescue Services via 999 to enable a bomb threat assessment to be carried out. Security, if advised, will then evacuate the area by the fire/evacuation procedure.

#### 6.3 Suspicious packages:

Please note these important definitions as given by the Police:

#### Unattended items

• can't identify owner but item is typical of surroundings e.g. bag containing food, drink, sun lotion etc., left on a picnic rug

#### Suspicious items

• Unusual characteristics and owner or legitimate purpose can't be established.

#### Utilise the HOT Principle (Suspicious Packages Recognition) as stated in 6.2

To double check your concerns:-

- Ask people in the immediate area to identify their own belongings.
- Is the bag / package theirs?
- Does it belong to someone they know?
- Did they see who left it?
- Was there anything suspicious about the way it was left?

Once the item has been deemed suspicious Do Not Touch It and follow the actions below:-

#### Action at the scene of a suspect device

CONFIRM - that the item is suspicious
 CLEAR - the area working outwards from the device
 CORDON - off the required distances
 CONTROL - the incident
 CHECK - all the above has been completed

Information that will be required

WHAT - is it?
WHERE - is it?
WHY - is it there, why is it suspicious?
WHEN - was it found, placed or reported?
WHO - found it, who is the potential target or perpetrator?
Transmission distances for a suspect device

When undertaking the actions above remember not to use radios or phones within 15m of the suspect item and try to keep out of line of sight but behind something substantial like a building but away from glazing.

15 metres - mobile phones and hand-held radios50 metres - vehicle-mounted radio deviceCordon distances (National Minimum Distances)

100 metres - small items i.e. briefcase/ rucksack
200 metres - larger items up to motor cars
400 metres - vans and lorries.

#### Mitigation against a vehicle-borne terrorist attack.

The site has some vehicle barriers.

If the threat is received at CONTROL:

#### 6.5 Fire precautions, equipment and procedures:

Fire points will be located at the main entrance, by the toilets/site office near the staging area and by the bonfire. Each point will be stocked with at least 3 large extinguishers. The primary media will be powder to accommodate the most likely source of fire which is electrical. Carbon dioxide will be included in the staging fire point. Water and Foam extinguishers will also be located by the staging and bonfire points. Buckets of sand will also be located at each point to address any fuel spillages. The area of ground surrounding the bonfire will be stripped of all flammable material and vegetation to prevent fire spreading. A front loader will remain in the vicinity whilst the fire is at its peak should a further fire break need to be created.

Concessions must provide their own firefighting equipment. This includes Cambridge Fireworks. The Fire Warden and Cambridge Fireworks staff are trained Fire Marshalls and will be responsible for action taken as a result of an uncontrolled fire including contacting the emergency services and site evacuation as per 6.1 and Appendix K.

#### 6.6 Site safety

**6.6.1** The event set will be completed during the morning and early afternoon of the event day. Vehicle access to the site is only through the main gates that become the public entrance for the event. Access will be controlled by the Chief Marshall and a strict 5 mph speed limit enforced at all times. No vehicles will be allowed to enter or leave or move around the site area between 4pm to 8pm or at any time that members of the public are in the main field.

**6.6.2** Car parking is marshalled and there is a pedestrian route from the car park into the main arena.

**6.6.3** The car park and pedestrian access route, entrance and main arena are lit using tower lights that are cordoned and marshalled to prevent unauthorised access.

**6.6.4** Guest access during the event is restricted to the car park and main arena. The entire main arena is equally cordoned and marshalled to prevent access to the fringe area and bonfire. The concession and hedge line form a barrier on the other side of the field, which in any case is patrolled by FiH staff. The firework fall-out area is also restricted access within the field, however, there is the possibility of some debris falling within the adjacent field that has a permitted right of way across it. The logistics of closing the footpath and defining an alternate route across private land for the 15 minutes the event runs is not deemed proportionate and as such FiH staff will patrol the area during firing to ensure civilians are not in the vicinity during firing.

**6.6.5** The bonfire will be built the week prior to the event, the bonfire is constructed from donated wood that is delivered to the farm and transported to the bonfire area. The bonfire is constructed by FiH. No other individuals are authorised to add material to the fire. Construction will utilise farm equipment and vehicles, only trained operatives will operate these.

Any material in situ prior to construction by FiH will be removed and examined prior to inclusion. All material added by FiH will be checked for suitability prior to inclusion. On completion of the build digital images of the fire will be taken and used as reference on the

day of the event to confirm no additional material has been added. This confirmation process will also visually inspect the interior for any foreign objects, material or beings, which will be removed if found.

Efforts will be made during construction to install barriers to prevent animal ingress post building and prior to ignition. The bonfire is located in the main field (singers.nitrogen.sharpness) and is segregated from the main field by a temporary barrier that is a minimum of 30 metres from the bonfire and 50 meters from the firing site. The barrier is marshalled by the Explorer Scouts Volunteer Group. The bonfire area and main field has temporary tower lighting to provide lighting. The lighting near to the bonfire display is turned off during the firework display.

Only FiH staff are to approach the bonfire, which will be lit using a butane gas fuelled flame torch. No other accelerants will be used to ignite the fire. Dry straw will be placed on the fire immediately prior to lighting to ensure provision of sufficient dry material for the fire to take hold.

After lighting the bonfire will not be approached by any staff. FiH will ensure the fire has dies down sufficiently to leave site and the fire will be monitored by the Mid Anglia Caravan Club during the night. FIH will return to the site at first light to round up the fire and ensure it is sufficiently controlled and safe to be left unattended. The fire debris will be removed from the site one week after the event to ensure the ash is cold and safe to transport. The ash will be transported to farmland and ploughed into the field

#### 6.7 Severe weather

Weather is key to any outdoor event and the monitoring of such is vital to avoid any potential risk to the attendees. As a result of this, all precautions must be taken to ensure that any adverse weather can be dealt with as well as being informed of what to expect. The weather will be monitored through conventional systems such as Weather Apps, and BBC Weather as well as visual assessments.

**Long-Term Weather Monitoring** - BBC Weather (http://www.bbc.co.uk/weather)and Met Check (http://www.metcheck.com/UK) will be used to monitor the weather. The long-range forecast monitors 10 days in advance. Top temperatures, wind speed and whether rain has been forecast or not, will be recorded.

**Short Range Forecast** - Again utilising BBC weather (http://www.bbc.co.uk/weather) and Met check (http://www.metcheck.com/UK). These forecasts offer more in depth and accurate information.

The below conditions and times at which they are forecast to occur will be recorded:

- Heavy rain
- Wind speed
- Storms, in particular, electrical storms
- High Temperature

These reports will be continued after the event in order to monitor the weather during the load out.

## Identification of Adverse Weather

## Rainfall

Rainfall will be displayed as red if the forecast is predicted to be heavy, yellow to orange if the forecast is moderate to light and white if it is forecast as no rain.

## Storms

Should any type of storm be forecast then it must be entered into the extreme weather column. Management must be on alert.

# Wind Speed

Wind speed will display as red when the wind is predicted to be above 30MPH on that day, yellow to orange for forecasts of 7 to 23 MPH and White for wind speeds forecast below 7 MPH.

# Warning Information

If any of the monitored types of weather reach potentially dangerous proportions then management must be on alert.

## **Arrangements and Procedures**

## Wet Weather

During periods of bursts of intermittent rainfall, event marquees will provide temporary shelter, though if the rain looks to be extended and heavy, it will be discussed to carry on or close the event. The ground will be monitored for slipperiness and build-up of any rainwater.

If wet weather is predicted in advance, participants will be advised to dress accordingly and be notified via email and social media.

# Strong Winds

Approaching 30 MPH - the event teams will be on standby should the site need to be cleared.

Exceeding 30 MPH - Gazebos to be dropped.

Exceeding 40 MPH - The event will be cancelled, and the site will be evacuated.

#### **Electrical Storms**

In the event of a thunderstorm with lightning that may be nearby, the event will be postponed, and the site closed. .

This process will all be recorded on the FiH 2023 Event Log.

## 6.8 Incident reporting procedure:

Incidents can be reported by staff, volunteers and guests (anyone). All incidents must be reported to a member of FiH staff who will record the incident on the FiH 2023 Incident Log. The FiH staff member will then consider the root cause of the incident, any immediate corrective/preventive action and any action required to prevent a recurrence. Where applicable, FiH will consider implementing a check to ensure the action taken has been effective in addressing the issue and preventing recurrence. To avoid any volunteer's being put in a dangerous situation, the reporting process is to inform the Event Management team who will assist the staff member in dealing with incidents to ensure content and a robust approach.

## 7. Welfare

#### 7.1 First aid:

Medical cover will be provided by AMSUK who have supported events for many years. Event details have been provided to AMSUK to facilitate their professional consideration of the required cover. This has been defined as 3 medical technicians. To date, there have been no significant accidents or injuries during the event. Minor cuts and grazes from falls and ash dust in the eye are the most common incidents, for which AMSUK are more than equipped to address. The number of 1st aiders provided by AMSUK is based on responses by FiH to standard questions around the event size and structure and based on the risks acted with the event. The responses given by FiH are worst-case scenarios to ensure cover is more than adequate for the event.

The First aid point is located adjacent to the toilets and concessions. AMSUK will erect an open sided gazebo and have a vehicle onsite.

During the limited periods where FiH staff are operating and AMSUK are not in attendance. FiH is responsible for the provision of its own First Aid and First Aid Kits are in all vehicles used by FiH staff, ensuring first aid kits are always on-site. Note – Lone working is not permitted.

If a serious injury occurs the Event Manager or AMSUK in conjunction with the Event Manager will contact the emergency services for support. What3words will be used to identify the best ingress point for the emergency services and the location of the injured party.

Emergency access:

Entrance A - Site main entrance (leotard.offline.knees) Entrance B - Caravan entrance (shocks.constants.weeknight) Entrance C - Farm entrance (ramps.soil.soils)

Any Health & Safety Incidents will be reported and investigated as per section 6.8.

# 7.2 Lost and found child and vulnerable person procedure:

During the event, the Event Compere will advise the crowd that any lost children/persons should make themselves known to a Marshall in a Hi-Viz jacket, the Compere will be advised of the 'lost person' and over the PA tell the crowd that a lost child has been found (no names given over the PA), and that parents or carers missing a child should head to the compere area.

Should a Marshall be made aware of a lost child by the parent or carer, the safeguarding officer will be informed and take control. The parents will be asked to move to the compere area and provide a description of the lost individual. All Marshalls will be informed and an announcement made over the PA system (no names given over the PA).

Once located below protocol will be followed:

The Safeguarding Officer will take responsibility for care of the individual and move the individual to the site office. The deputy Safeguarding Officer will attend the Compere area and using radios (switched to the next available channel) ask the parents/carers to describe the lost individual and answer key questions such as age, descriptions, and colour of clothing worn, as directed by the Safeguarding Officer. In addition, an image of the parents/carers will be provided to the Safeguarding Officer to see if the vulnerable person can visually confirm the identity of their parents/carers.

Assuming suitable responses, the deputy Safeguarding Officer will escort the parents/carers to the lost individual. If responses are unsatisfactory further questioning will be completed and consideration given to contact the Emergency Services for support. Activation of this procedure and actions taken will be recorded on the FiH 2023 Safeguarding Log.

# 7.3 Safeguarding:

Safeguarding will be the responsibility of Safeguarding Officers Helen Ward (Safeguarding level 2) and Andy Ward (Safeguarding level 1). At no point during the event will any staff aside from the Safeguarding Officer above be alone with any guest.

Any concerns raised by guests or staff in relation to the safety of children or vulnerable individuals will result in an immediate investigation by the Safeguarding Officer. Any such investigations will be recorded on the FiH 2023 Safeguarding Log

# 7.4 Nursing parents and baby changing facilities:

The event duration and scope is such that no separate facility for feeding or changing a baby is specifically provided. The disabled toilet does however include changing facilities.

# 7.5 Equality:

Access to the event is not restricted or limited in any way by FiH. However, given the nature of the event access can be challenging for less able-bodied individuals. FiH will assist with any special requirements that guests may have to accommodate them and offer an all-encompassing event. Alternate disabled parking and disabled toilet facilities are provided. Any special request/requirements from guests will be directed to the Event Manager or Chief Marshall for attention and be recorded on the FiH 2023 Incident Log.

# 7.6 Welfare

A source of mains water is provided on-site for staff and guests as required. All users must provide their own drinking receptacle. Small camping stoves are available for staff to use to make hot drinks. Camping chairs will be provided for staff rest. Toilets are available for use on-site during the event and farm toilets are to be used during the preparation activities.

# 8. People Management

The Event Manager is responsible for the overall management and care of staff and volunteers. There is little needed in this area due to the limited operational work involved by

each team of supporters. However, should an issue with the staff or volunteers arise, this would be investigated by the Safeguarding Officer and recorded on the FiH 2023 Human Resources log. Details will be kept in confidence.

As required by the premises licence, a plan is put in place to:

- Deter and prevent crime and disorder.
- Detail the security arrangements to keep attendees, staff, performers, visitors, contractors, traders (all persons on site) safe and secure.
- Detail the security arrangements for protecting assets within the premises including infrastructure, stages, equipment, etc.
- Detail the security arrangements to prevent unauthorised access to the premises.
- Detail the procedures for managing exclusion and eviction from the premises.
- Set out procedures for managing incidents of disorder and antisocial behaviour.

# 8.1 Security:

While SIA security is present, the event has not been subject to any situation where security has been needed to take action. The event is run relatively early in the day and aimed directly at families so does not face issues presented by groups of young adults, or individuals under the significant influence of alcohol or drugs. The event does not allow access to under 16's without an accompanying responsible adult. Tickets are pre booked only.

All SIA security and stewarding staff shall receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed Security & Crowd Manager prior to each event. All security and stewarding staff must be easily identifiable. Registered Security Industry Authority staff (SIA) staff to wear visible SIA badges at all times when on duty.

In the unlikely event that any staff is subject to any verbal or physical abuse, this will be reported to the Chief Marshall who will report to security and record in the incident log. Working with The Chief Marshall, SIA will act to diffuse the situation in an effective and timely fashion, but if this is not possible, the Chief Marshall will request support from the Event Manager and that the Emergency Services are contacted to provide support. If the event is subject to robbery, all staff are advised to cooperate fully and hand over goods as requested. If staff safety is threatened access to this office can be granted by the Event Manager (the only member of staff on-site with access). Any such incidents will be reported to the Emergency Services by the Event Manager.

Consideration shall be given to the wearing of body-worn video (BWV) cameras by some designated Security Industry Authority security personnel. The devices will be switched on at relevant times, ie. when responding to incidents, and during the search of a person, to capture best evidence.

Any CCTV and BWV recordings will be held for a minimum of 31 days and made available, for inspection by the Licensing and Responsible Authorities on reasonable request.

# 8.2 Crowd management:

The entrance to the event is from London Road into the field via the triple gates **(engineers.passes.bloodshot)**, the walkway from London Road to the field entrance is lined with Hera's fencing with lighting attached. Additional lighting is provided by a tower light. The entrance area is manned by the volunteer group from the Hemingford Regatta Committee and FiH staff.

All Volunteers will be wearing Branded Hi Viz Vests.

Guest entrance is by advanced ticket only ticket. FiH has moved to electronic tickets and will scan these on arrival. Should a queue develop, selective scanning will be implemented to alleviate the pressure on the gate. Guests will be encouraged to arrive early to avoid crowds at the gate. The field is sufficient in size (Approx. 17500m2 ) to accommodate far more than expected numbers and guest areas are marked with rope cordons. Cordons are marshalled by the Explorer Scouts to ensure guests remain within public areas. Lighting towers are also cordoned to prevent guest access.

Concessions are located on the opposite side of the field in a single line to minimise crowding and bunching of guests. Concessions have been contracted to complement one another and allow guests quick and direct access to goods with minimal queuing.

The target audience of the event is families and as such, there has never been an issue in the crowd. However, should an issue present, incident and emergency protocols will be implemented as per sections 6.1 and 6.8.

# 8.3 Drink/ Drugs

Challenge 25 age verification policy will apply to the premises whereby all bar staff will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic

mark or other form of identification that complies with any mandatory condition that may apply to this licence.

Illegal drugs and psychoactive substances will be prohibited items. Possession for use or supply will result in refusal of admission to, or ejection from the premises, this will be recorded, and report to the Cambridgeshire Constabulary (when necessary). A drugs policy will be included within the Event Management Plan and agreed with the Licensing Authority and Responsible Authorities prior to the event.

Anyone under the influence of illegal drugs or psychoactive substances who is vulnerable will be managed through the process set out in the Children & Vulnerable Adults Policy included within the Event Management Plan

A refusal book to be maintained to record any refusal to sell alcohol and to be kept on site and be made available for inspection by the police or an authorised officer.

Drinks will be served in non-glass receptacles only.

The Premises Licence Holder shall ensure that any third party company engaging in the sale of alcohol on the premises shall ensure their staff have received training in responsible alcohol sales within the last 6 months, including age verification training. Training records will be available for inspection by the police or other authorised officer on request.

A contact telephone email to be advertised at least one week before the event either at the venue and/or on the website, where concerns and/or suggestions can be raised either before, during or after the proposed event. A written record of such emails and actions taken to be maintained.

Procedure on noting unruly and drunken behaviour is as follows:

- Call CONTROL/ Registration, inform them of the nature and exact location
- CONTROL will then send (via radio or verbally) licensed stewards/security
- If necessary CONTROL will call the Police

• Consider your own personal safety; do not take any action which might put this at risk and allow SIA to intervene where necessary.

# 8.4 Lost Property:

Lost property will be handed into the stage area or collected during the clean-up process. All property will be cataloged, and Social Media/email used to engage with anyone contacting FiH regarding said property. For incidentals, gloves, hats etc. these will be returned without questions and images posted via social media to facilitate this. High-value goods (phones, wallets etc.) will involve questioning as to PIN, contents etc. to confirm the owner is genuine prior to return.

If insufficient details are provided to return high-value goods or they are not claimed within 24 hours of the event FiH will hand these over to the Police. The property will be retained for 12 months before disposal via domestic waste collection or an appropriate recycling scheme.

## 9. Vehicle Management

## 9.1 Traffic management:

A professional Traffic Management Contractor has been procured to oversee and advise on all Traffic Management related matters leading up to and on event day, the contractor will supply a suitably qualified Traffic Manager and assistant throughout the event. RS Events and Traffic Management LTD will fulfill this role, they have a significant proven track record dealing with similar and large events such as County Shows, Garden Shows and were recently heavily involved with both The Queens Jubilee and Operation London Bridge. They also provided flawless support for Fireworks in Hemingford in 2022

See sections 9.2 and 9.3 - limited impact on the road network as a result of the event. Access points for the onsite (off-road) car parking are sufficient as to minimise impact and ensure a smooth flow of traffic from London Road to the Event. Should the event be subject to additional attendance as seen at the last event a second overflow car park is available for use with minimal change to car park signage. Given the proximity to A1123 and A1307, and a limited number of attending cars, traffic disperses rapidly from the Event. For specifics, see below.

## 9.2 Road closures:

Not applicable. No roads will be closed because of this event. There will be additional foot traffic on London Road/The Causeway, but this road is not subject to heavy traffic and is restricted at the town bridge, so the additional footfall for a short period of time does not cause a significant issue. This road will however be monitored by the Traffic Manager and

marshalled by FiH to ensure it remains passable. MAGPAS and the St Ives Rotary Club engaged accordingly.

#### 9.3 Car park closures:

Not applicable. The event has ample on-site parking (Approx. 13750m2) with the addition of an overflow car park with a further (Approx. 7990m2)

Guests may choose to utilise parking within St Ives and arrive on foot at the event over the Town Bridge and along The Causeway. This route has restricted vehicular access and pavements on both sides

## 9.4 Directional signage:

Directions to the event (including postcode for Sat Nav) are detailed on the FiH website (<u>www.fireworksinhemingford.uk</u>). Minimal road traffic signs will be erected to direct traffic to the on-site car park which will be changed to direct to the overflow car park should the need arise. Signage will consist of 1 x Firework Event Parking arrow Right on Low rd approaching London Rd and 1 x Firework Event Parking arrow Left on London Rd directing traffic into the on site car park

## 9.5 Public transport management:

Not applicable. This is a local event, and it is not anticipated that there is any significant increase in demand for public transport as a result.

## 9.6 Car parking:

The event has ample parking on site directly off London Road. Parking spaces will be approx 2.5x5m per vehicle with 6-7m between rows, The field could accommodate 2 single rows and 2 double rows of 100 cars totalling 600 vehicles and has never reached capacity.

A second car park field is available should full capacity in car park 1 be reached, this car park could accommodate another 480 vehicles. This second field also accommodates the disabled/motorbike/cycle parking. All vehicles are left at the owner's risk. The fields are lit with mobile tower lights that are cordoned to prevent guest access. Tower lights will be controlled by either FiH or Blueshed. The parking has a primary 7m wide double gated entrance (deeper.ruling.logged) This entrance is sufficient to allow good flow of traffic and prevent any significant queues on the public highway. A 7m wide double gated exit (eyelishes.twinking.socialite) is in place. There is a separate 3.5m wide pedestrian access point from the carpark field to the event main entrance (searcher.conspired.saying). Cordons will be erected a week in advance of the event to prevent parking in front of these gates. At this time vegetation in the gate areas will be trimmed, gate integrity checked, padlocks checked for function, no parking signs and cordons installed, No Parking cones will be installed 24hrs prior to the event between all of the car park entrances/exits. The completion of this will be recorded in the event log. Car park access points will be confirmed as clear on the day of the event and locks removed. Any vehicle obstructing entrances will be reported to the authorities by the Event Manager. Should the vehicles not be moved before the event commences the alternate entrance can be used.

The ground is generally firm and well-drained, ingress and egress has never been an issue, even in wet years. Should this become a problem, suitable 4X4 and Farm vehicles are available to assist in guest vehicle movement In the unlikely event that the field becomes muddy and significant mud is transferred onto the public highway FiH will remove this to return the road to previous condition as soon as practicable.

The car park has been and continues to be marshalled by an experienced team from the 73rd Squadron of the ATC. In addition for this year's Event RSETM will provide a Traffic Manager and an experienced Operative (present in the Car Parks throughout) to brief, advise and oversee the ATC, RSETM staff will be clearly visible in full hi viz clothing head to toe and will be supplied (RSETM) with coloured wands. The ATC will provide torches and Hi-Vis jackets for their Marshalls. A single point of contact between RSETM, the ATC and the event will be confirmed and a briefing given prior to the event commencing. All Volunteers will be wearing Hi Viz Vests and head torches.

#### 10. Technical Support

#### 10.1 Temporary Demountable Structures (TDS):

The use of 3x3m gazebo has been prescribed by the first aid provider. This will be erected and left with sides open until such time as it may be required for the provision of treatments. Then sides will be closed to provide the necessary privacy. Should weather conditions preclude the use of this shelter i.e excessive wind, it is likely that the same prevailing weather condition will see the event cancelled. The decision regarding suitability to proceed will be made during the preceding week and the day of the event. These decisions will be made by the FiH Event Manager in conjunction with Cambridge Fireworks and consider views of all other supporting organisations. The decision-making process with be recorded on the event log. All other activities as part of the event are outside.

# 10.2 Staging:

A 6 x 6m trailer stage will be present at the event for musical acts and entertainers to perform from the PA system. The PA system and all associated cabling and power is the responsibility of Blueshed Events. Speakers are located to prevent fall from the front of the stage. The trailer stage itself is purposely built for events with suitable fire exits Access to the trailer is strictly restricted to performers, Blueshed Events Operatives, Cambridge Fireworks Launch Crew, and the core event management team

# 10.3 Electrics:

No electrical devices are provided or controlled by FiH aside from battery powered torches. Mains power is located at the entrance to the event, this is only used by the Hemingford Regatta Gate Team to power additional site strip lighting within the temporary structure at the entrance to the event and this will only be used if the tower light does not provide sufficiently lighting.

All other parties involved in the event provide their own power sources and are responsible for ensuring proper maintenance of these. FiH will request PAT testing and servicing records from all parties using such equipment. For those using generators, it has been advised to use diesel as opposed to petrol and hot to 'hot fuel' them, ie. ensure they are turned off before refueling.

# 10.4 Lighting:

Aside from the gate lighting as mentioned above, FiH procure 4 powered lighting towers to ensure suitable lighting at the event. These towers are located as follows:

- Car park (roadmap.states.bounded)
- Entrance (others.disbelief.adjusted)
- Field 1 (cobbles.triedness.shunted)

## • Field 2 (nuzzled.belief.agency)

All stewards are advised to carry torches and given the nature of the event many guests also carry torches. In addition, powerful battery-powered site lights are maintained on-site for emergency use.

#### 10.5 Sound system:

The public announcement system, also used for playing pre-recorded music and delivery of the pyro-musical event is supplied, staffed and supported by Blueshed. Should the PA system fail, megaphones are located on-site to facilitate effective communication. This communication will be made by the Event Manager and Chief Marshall only.

#### 10.6 Noise management policy:

The event by its very nature, is short-lived and located rurally. The event is timed to be a family event and to be completed by the middle of the evening so as not to cause disturbance to residents.

The PA system is directed away from town and towards Hemingford Road. There are no residential premises within the vicinity of the PA system. Residents of London Road are all contacted individually prior to the event.

The fireworks display is delivered by Cambridge Fireworks as a licensed Firework Company and is planned and delivered based on the location and proximity to residential premises.

The event has not received any noise complaints and would take such matters seriously should they be received. Any feedback will be recorded on the incident log.

## 11. Communications Plan

## **11.1 Wider communication:**

General communication regarding the event will be made via Social Media and the FiH Website. The event is generally publicised on completion of the previous year's event, again in August to ensure details are captured in any local press and again at the beginning of October. At this point flyers and larger banners are also erected. Specific communication with residents (London Road) will be by written format.

Communication with FiH staff in advance of the event is via phone, messaging, email, and face-to-face meetings. Where practicable on the day, meetings will be face-to-face. However, this may not always be possible due to logistics under these circumstances two-way radios will be the primary form of communication on site. Channel 1 will be used in the 1st instance and any interference will prompt sequential channel increase until this is no longer an issue. Radios will be provided to each team for use with spares available. Should radios fail to function, mobile telephone communication will be the secondary form (mobile signal in the vicinity is good).

Primary guest communication will be via the public announcement system provided by Reed Events. Should this fail megaphones will be used as a secondary communication medium.

# 11.2 Media:

Marketing material/press releases are generally provided to the local press and interested groups in August and again in October. More frequent communication is made via Social Media. All enquiries are directed to the FiH staff involved in media relations as detailed in Appendix C. Enquiries are normally received via email or messaging systems and responded to accordingly.

The main queries and questions received relate to event timing, pricing, access and content for which there are standard and simple responses. A post-visit press communication is also made detailing the funds raised as a result of the Event.

# 12. Sanitary Facilities

8 clearly labelled litter bins will be located in well-lit areas of the site in the main crowd area adjacent to the concessions. Concession is to remove all self-generated litter and waste products from the site.

A litter pick will be completed the day after the Event followed by a sorting process. The sorting will be undertaken by FiH staff wearing suitable protective clothing and facilitating the recycling of all suitable items. Minimal quantities of waste will be transferred to an appropriate landfill facility.

Also, see section 14

# 12.2 Toilets

FiH will provide 10 portable toilets for use by guests and staff which will be made up of 1 x accessible toilet, and 9 portaloos. The disabled toilet will also house a baby changing facility. Battery-operated motion-sensing lighting will be installed in each toilet. The toilets will be provided fully stocked and cleaned by the contracted supplier. 30-minute cleaning will be

undertaken throughout the term of the event. Hand sanitiser will be located inside each toilet and also outside of toilet block

# 13. Catering and Hospitality

# 13.1 Food and drink

This is provided by external companies as detailed in appendix M. At the point of contract the event is explained to each of the contractors to ensure they understand the short timeframe of operation and the high number of guests.

# 13.2 Alcohol

Provided by external companies as detailed in appendix M. At the point of contract the event is explained to each of the contractors to ensure they understand the short timeframe of operation and the high number of guests. FIH are currently applying for a premises license so that the stall holders will not need to apply for TENs.

## 13.3 Trade Stalls

Not applicable

## 14. Environmental Protection

FiH takes steps to minimise the environmental impact of its pyro-musical display and bonfire.

## 14.1 Water

No waste products from this Event enter the water table/system. Any fuel or liquid spillages will be contained using sand, removed, and disposed of safely. Small quantities of ash may reach the river but this is highly unlikely and even so, would be in such small quantities that there would be no environmental impact.

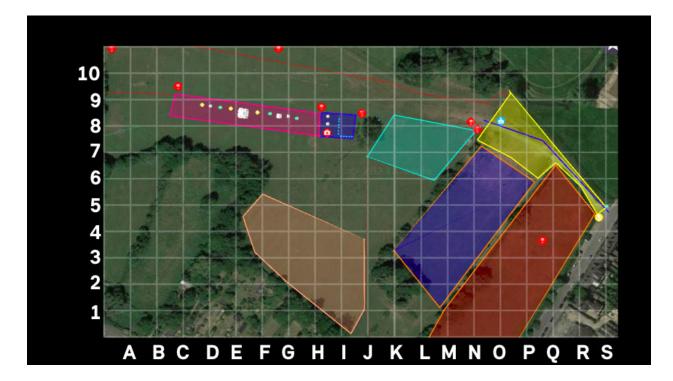
## 14.2 Land

The land used for the Event is fertile grazing land. On the day after the Event, litter picking is undertaken to ensure all litter is removed and the cattle can safely return to the field. All litter is sorted and where possible recycled. The remaining waste is disposed of via landfill. Waste ash from the fire has any metal removed and recycled as scrap before being removed from the site and spread across arable land as a natural fertiliser.

## 14.3 Air

FiH takes great care when constructing its bonfire to ensure that the content is suitable and will not when burning give off toxic or dangerous fumes. The fire may be damp when lit and there is the potential for some initial smoking but once hot very little smoke of ash is produced as the wood burns very efficiently. Prevailing wind direction has been considered when setting the fire to minimise the risk of hot ash/embers entering the crowd or moving towards any buildings.

Given the time of year, it is generally the case that the land and surrounding vegetation is sufficiently damp that any falling fire debris will not cause a fire. Should this happen extinguishers are available for use.



# Appendix A - Location Map and Site Maps

#### Site Overview

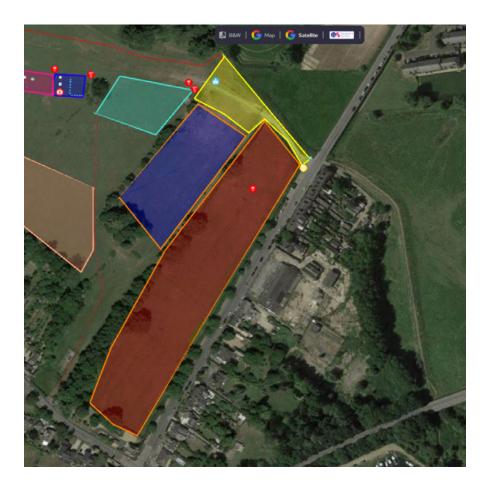
Orange – Perimeter Red & Blue – Car park & Accessible parking (Approx. 24700m2) Green – Fire and Fireworks Purple - Staging Salmon – Caravans (Approx. 15000m2) Turquoise – Fair (Approx. 4500m2) Blue – Toilets, site office and first aid Pink - Concessions Red dashed lines – Guest Area (Approx. 17500m2) with an option to increase this by a further 6000m2 by pushing the concession line back to the hedge line) Yellow – Main entrance (9.3m wide)



# Parking Area

- 1- Primary double gated entrance/exit (deeper.ruling.logged) 7m wide
- 2- Secondary double gated entrance/exit (eyelishes.twinking.socialite) 7m wide

There is a separate pedestrian access point from the carpark field to the event main entrance (searcher.conspired.saying) 3.5m wide



#### Main Arena

Red dashed lines – guest area (Approx. 17500m2) Purple - Stage Pink– concessions Blue – Toilets, 1st Aid and site office Turquoise – Fair (Approx. 4500m2) Yellow – Main entrance (9.3m wide)



#### **Entrances and exits**

Green – main entrance and exit

Red - emergency exit 1

Turquoise - emergency exit 2 (with 2 optional sub routes)

Emergency access:

Entrance A - Site main entrance (leotard.offiline.knees)

Entrance B - Caravan entrance (shocks.constants.weeknight)

Entrance C - Farm entrance (ramps.soil.soils)



Fire points and lighting



## - Fire points

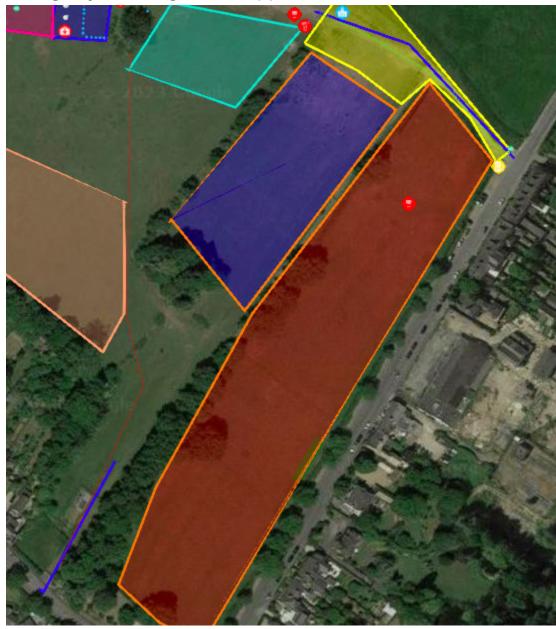
- 1 Main entrance servicing entrance and car park
- 2 Site office servicing main arene and concession
- 3 Servicing Bonfire
- CF Cambridge Fireworks fire point



- Lighting

- Car park (roadmap.states.bounded)
- Entrance (**others.disbelief.adjusted**)
- Field 1 (cobbles.triedness.shunted)
- Field 2 (nuzzled.belief.agency)





Blue /emergency access/egress route(s)

# Appendix B- Event Schedule

See FiH 2023 Event Log

Role	Name	Responsibilities
Marshalling Car Park	73	Marshalling Car Park
		Ensure safe ingress and egress of vehicles to and from event
Marshalling Crowd		Marshalling Crowd Ensuring crown remains behind fire/fireworks cordon
Marshalling Gate	Hemingford	Marshalling Gate Checking tickets
Quayside Safety		Overall marshalling of Quay area
Media Relations		Engagement with press
	-	Management of Social Media
		Provision of marketing material
Welfare Manager		Ensuring welfare of staff and guests
Production Manager		To ensure safe delivery

# <u>Appendix C - Roles and Responsibilities - staff not covered in section 2.0</u>

r	· · · · · ·	
Deliveries, Infrastructure	Managing supply and collection of all required equipment. Sourcing and managing concessions	
Treasurer	Payment on invoices	-
Site clearance/ Litter pick	Clean up of the field the next day	
Collection from Individuals watching from the causeway (not attending the event)	Collection of money in buckets on the St Ives Bridge/Causeway. Provision of street collector licence Monitoring of safety on the causeway	
Site lighting	Provision of tower lights	-
PA System	To provide sound system and commentary for the event	
Sanitary Facilities	Provision of Temporary Toilets for the day of the event. 4 able bodied, 1 urinal, 1 disabled including babychanging. Each toilet provide stocked and ready to use.	

Fairground rides		<ul> <li>Provision of fairground rides</li> <li>(Showman's guild #E474)</li> </ul>	
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## Appendix D - Marshal's briefing

All volunteers will be emailed a steward briefing guide which can be found here -

# https://bit.ly/FIHStewards2023

A verbal briefing will be shared with all marshalling teams by the Chief Marshal prior to the event when each of the teams arrive on site. It is expected that each marshalling team will have a Lead Marshall who will in the event that the entire team does not receive the briefing cascade this accordingly. The delivery of the briefing by the Chief Marshal will be recorded in the event log and countersigned by the lead Marshall representing the group.

# <u>Appendix E - Insurance</u>



## Appendix F - Licences and Permissions

The following licences have been applied for:

Licence or permission required for	Licence or permission required from	Applied (date)	Received (date)	Conditions of licence - summary (Ensure paperwork is in Event Control Folder)
Use of site	N/A	To be recorded in the 2023 Contacts List and filed Electronically in the FiH 2023 folder		Private arrangement between FiH and Land Owner
Alcohol (Premises)	ТВС			Applied for by The Crane Event on behalf of FiH to cover all
Music (Premises)	ТВС			entertainment and sales of alcohol.

#### Appendix G - Emergency Services Contact Details

Should the need arise, contact will be made with the Emergency Services via 999. This contact will be made by the Event Manager or Chief Marshall only. The nature of the emergency will be clearly communicated and What3words used to provide the emergency services with site access details and the location of the incident. The incident will be recorded on the FiH 2023 Incident Log.

Police – Engaged through ESAG only. Emergency contact via 999

Fire - Engaged through ESAG only. Emergency contact via 999

Ambulance – Engaged through ESAG only. Emergency contact via 999

## Appendix H - Public Address Scripts

## **Opening scripts:**

To all our guests, welcome to FiH 2023. It's just a few minutes before we start the display, please be patient whilst we ensure all guests are safely inside the Venue.

To all our guests, welcome to FiH 2023. It is now time for this year's pyro-musical extravaganza, please join me as we count down from 10......

## **Closing Script:**

To all our guests, thank you for coming to FiH 2023. We hope that you have enjoyed the display and to see you all again next year. If you haven't already, please and make sure you sample the food and drink on offer from our amazing concession before heading home. Take care everyone and stay safe FiH.

## Curtailment/Cancellation:

To all our guests, can I have your attention please. Due to unforeseen circumstances, we have had to cancel this evenings show and please make your way to the main exit as directed by our Marshalls I repeat, please make your way to the main exit as directed by our Marshals.

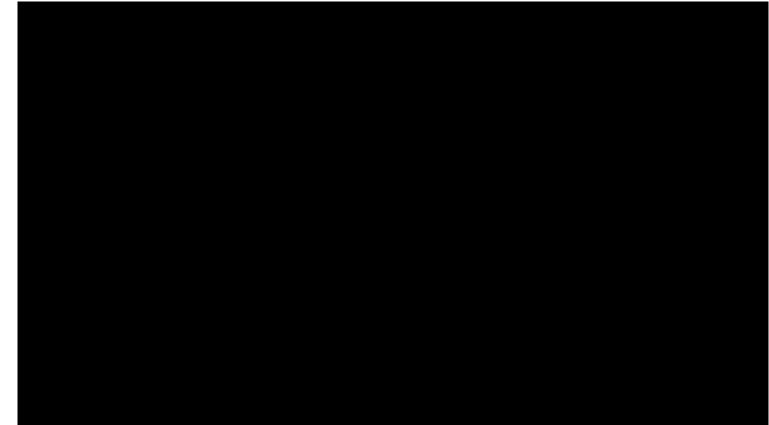
To all our guests, can I have your attention, please. Due to unforeseen circumstances, we have had to cancel this evening's show, please make your way to the alternate exit as

directed by our Marshalls. I repeat, please make your way to the alternate exit as directed by our Marshalls

# Appendix I - Stall Holders and Activity Providers - expectations and responsibilities

- Please make yourself familiar with the content of this EMP in particular sections 6 and 7
- Please do not attend site if you feel unwell
- All providers are encouraged to take a lateral flow test prior to arrival and inform their manager in the event of a positive result.
- Please provide hand sanitiser for anyone attending your concession to use
- Please inform the Chief Marshall or Event Manager of any issues at your earliest opportunity
- Please arrive on site in good time site and be ready for the event to start at 5pm
- Please sign in with the Chief Marshall on arrival
- The Chief Marshall will direct you to your pitch
- Please adhere to the site speed limit of 5mph
- Please provide, licences, insurance, safety certificates, risk assessments in advance of the event to justin@thecraneevent.co.uk

# Appendix J - Catering Providers



Sales		
Food Sales		
Food Sales		
Food Sales		
Bar Services		

Appendix K - Contractors on Site - their responsibilities

## Appendix L - Signage Required

It is the responsibility of FiH to erect, maintain and remove all signs, aside from the one located at Jones Boatyard which is managed by the proprietor following provision by FiH. All signs will be erected on the 1st Weekend of October or as near as practicably possible. All signs will be removed on the day after the event

- In advance of the event set of small signs advertising the event will be located on verges (with landowner permission) on all major routes into St Ives. These will be wooden backed and staked signs with printed and laminated details:
  - Fireworks in Hemingford Logo (including Facebook logo)
  - Advance tickets only
  - o 5pm 4th Nov
  - London Road
- A large canvas sign will be placed below the Jones Boatyard Sign
- A large canvas sign will be placed at the entrance to the event

# Appendix M - Incident Forms

All incidents, accidents, near misses, improvements and feedback will be recorded on the FiH 2023 Incident Log. This form will record the date and time of the incident the incident details, who is recording the incident, immediate action is taken and any actions to prevent a recurrence. The form is located in the FiH 2023 folder

# Appendix N - Drugs Policy

The purpose of this policy is to:

- Ensure a safe and enjoyable experience for all event attendees.
- Comply with the Misuse of Drugs Act 1971 and other relevant legislation.
- Provide guidelines for addressing drug-related issues during the event.
- Promote awareness of the legal and safety implications of drug use.

# 3. Definitions

- Drug: Any substance listed under the Misuse of Drugs Act 1971, including but not limited to controlled drugs, prescription medications, and legal substances.
- Controlled Drugs: Substances classified under the Misuse of Drugs Act 1971 as Class A, Class B, or Class C drugs.

## 4. Prohibited Activities

During Fireworks in Hemingford, the following activities are strictly prohibited:

- a. Possession, use, distribution, or sale of controlled drugs on event premises.
- b. Being under the influence of drugs while attending the event.
- c. Unauthorized possession or distribution of prescription medications.
- d. Encouraging or facilitating drug-related activities on the event premises.

# 5. Searches and Security

For the safety of all attendees, security personnel may conduct searches at the entrance or within the event premises to detect and confiscate any prohibited substances. Attendees refusing such searches may be denied entry or removed from the event.

## 6. Medical Assistance

In case of drug-related emergencies or concerns, please seek immediate assistance from the event's medical personnel. Your health and safety are our top priorities.

## 8. Confidentiality

Any information regarding drug-related incidents or medical assistance will be treated confidentially, in compliance with applicable laws and regulations.

## 9. Consequences of Violation

Violation of this policy may result in:

- Removal from the event premises.
- Notification to law enforcement authorities.
- Possible legal consequences.
- Future restrictions from attending Fireworks in Hemingford



कार्य, येथे क्षेत्र के क्षेत्र व्यक्ति यस राज्यको सम्मान प्रयोग के विद्याले कि व्यक्त महीत. साल भाषान देखेलाता की शरा व्यक्ति में विद्यार में बन्दीय का सुर्वेष के मालि मा





2 Comet Way St Ives Cambridgeshire PE27 3UX

Email: info@cambridgefireworks.com

Health, Safety and Environmental Method Statement for Firework Displays

Client:	Fireworks in Hemingford Committee
Address:	London Road, St Ives
Produced By:	
Date Of Issue:	19 <sup>th</sup> Oct 2023
Ref:	
REVISION And DATE:	Rev 00 19 <sup>th</sup> Oct 2023

#### Introduction

• Set-up, fire and clear away firework display using Fire-By-Wire system.

#### **Description of Works**

- Unloading equipment
- Setting up the display
- Ensuring Safety zones are adhered to
- Assessing weather conditions
- Final checks and adjustments to display kit
- Firing procedure
- Emergency procedure
- After-show checks
- Tidying site

#### **Site Inductions**

• Cambridge Fireworks operatives will attend a site-specific induction with the site management prior to any works commencing

#### Work Area

As detailed on the site-specific layout.

#### **Health Hazards**

• Health hazards will be identified during induction process.

#### **Safety Hazards**

- Site specific safety hazards will be identified during induction process.
- Safety hazards associated with this task are:
  - Working at height (unloading material)
    - Falling tools / materials
    - Hot debris
    - Working with explosive materials

#### **Environmental Aspects**

• It is not envisaged that the works covered by this method statement will affect the environment. All airborne materials are biodegradable. Any debris around the launch site will be cleared up and removed from site once the show is complete.

#### Safety of Third Parties

- As discussed with the client and noted on the site-specific layout, safety zones will be adhered to at all times. All Cambridge Fireworks staff are aware of the safety zones and should these be infringed upon at any time, the show will stop.
- The weather will be fully assessed throughout the event. If there are concerns from the firer that there could be any risk from fireworks, they will be removed from the display.
- If it is deemed unsafe for whatever reason to carry on with the display once it has started, the firer will cease.
- If it is deemed unsafe for the display to commence for whatever reason, the firer will make the client aware.

#### Sequence of Works

- Ensure area of work is clear and free of obstructions.
- Ensure safety zones are set up and adequate, or the client confirms they have measures in place to adhere to them.
- Unload firing tubes/racks and bolt together.
- Stake down tubes/racks where required.
- Ensure water suppression is on hand at all times from this point forward.
- Angle racks/tubes to allow for any wind direction.
- Load fireworks to tubes, ensuring the tubes are first clear of any debris/obstruction.
- Push fireworks to the bottom of all tubes to ensure complete launch, this is checked using measuring device.
- Set out firing equipment; firing facility (laptop or battery box), cables, sequencers and modules.
- Plug in fireworks according to their designated positions in the firing sequence.
- Ensure no crossover of fireworks, fuses, launch charges.
- Run safe test sequence on the fireworks.
- Change out any igniters as necessary should there be test fails.
- Re-run test if required.
- No fireworks to be left unattended once loaded to tubes.
- 10 Minutes before the display, re-run test sequence and check all tubes, racks, cables.
- Insert "Dead Man's Handle" into the sequencer unit. Without this the display will not fire.
- Fire display on client authority.
- Check throughout the display for falling debris, crowd movement or undischarged fireworks.
- Show to be halted if the firer is aware of or made aware of any issues.
- Once display is complete, a standby period of 5 minutes should be adhered to in case of any delayed launch charges.
- Firer to approach site, inspect tubes and declare safe.
- Water will be used to dowse any smouldering units.
- Any unused ordinance to be safely re-boxed and put directly into a vehicle.
- Cables and firing equipment to be collected and re-boxed.
- Tubes to be dismantled and loaded back onto vehicle.
- Area to be raked to ensure any foils are collected as far as reasonably possible.
- Client to be made aware that the area is safe.

#### Supervision

• The Firer for these works will be

#### **Monitoring Arrangements**

- The Firer for Cambridge Fireworks will check that works are being carried out in accordance with this method statement at all times.
- Live risk assessments will be carried out on the night and adjustments to the display made as required.

#### Workforce Details

- One Firer, two assistants
- 5 additional crew during the day

#### **Training and Competency**

- Firer has been in the industry for 20 years and has BPA Qualification.
- Assistant Firers has 15 years experience and BPA Qualification.

#### **Safety Procedures**

- Safe systems of work are to be implemented at all times
- No specific works permits are required for this task
- Firing kit is fully electronic, with no direct attendance to the fireworks during the display.

#### **Emergency Procedures**

- In the event of an emergency operatives will:
- Cease the display immediately
- Raise the alarm where required
- Unplug firing equipment.
- Make their way to the nearest emergency muster point as determined by the client.

#### **Rescue Procedures**

- No rescue procedures are envisaged. If there is fire around any of the fireworks, full evacuation to be adhered to.
- The firer to liaise directly with emergency services should the need arise.

#### Accidents / Incidents

- All Accidents / Incidents will be reported to the Firer and then the responsible person for the client if required.
- All Accidents / Incidents will be recorded.

#### **First Aid**

- In the event of an accident, the event will be assessed, and first aid administered as necessary.
- If required, the fire brigade and/or ambulance service will be called via 999 or 112.
- It is noted that the client is responsible for any First Aid to the general public.

#### **Welfare Facilities**

• Welfare facilities are provided by the client and are available for use.

#### Waste Management

• All waste will be removed from the site and disposed of by Cambridge Fireworks.

#### Safe Systems of Work

- Risks are assessed prior to works being carried out and also as the task changes
- The risks are assessed both by all operatives carrying out the work and the Firer.

#### Access & Place of Work

• As detailed on the site-specific layout.

#### Plant & Equipment

- Fire-By-Wire digital firing system.
- Metal racked tubes and cake holders.
- Hammers
- Stakes
- Lawn rakes

#### **Personal Protective Equipment**

- Safety footwear
- Gloves

#### **House Keeping**

• The working area will be kept clean and clear at all times.

#### Smoking

• All operatives are informed that all sites are non-smoking

#### Deliveries to and from the Site

• All vehicle movement as shown on the site-specific layout plan.

#### **Storage of Materials**

- Only show specific materials will be present at the display.
- Materials will be kept in UN Approved packaging until such time that the firing tubes are ready to accept them.

#### Manual and Mechanical Handling

• One person will not carry more than 20kg at one time or any more than they can comfortably manage

#### **Parking Arrangements**

• Vehicles will need access to the areas designated on the site-specific layout plan.

#### **Risk Assessments**

• Please see site specific Risk Assessment that relate to this contract.

#### **Activity Specific Precautions**

• There are no major COSHH issues identified with materials that are to be used

APPROVED BY (PRINT):	
SIGNED:	
DATE:	
DIRECTOR RESPONSIBLE (PRINT):	Mark Wadsworth
SIGNED:	
DATE:	10 <sup>th</sup> September 2021

This constitution describes the role, membership and operation of the Committee of the Fireworks in Hemingford. In the interest of openness, especially for new members of the Committee, the Committee should re-adopt their constitution at each Annual General Meeting.

#### Committee membership -

The committee is the body which has governance responsibility for Fireworks in Hemingford event. Membership of the committee is by nomination only.

A Secretary/note taker must ensure that nominated Members are recorded in the minutes of the meeting which is normally the Annual General Meeting.

Membership of the Committee ends upon:

- a) the resignation of the member
- b) the member no longer qualifying as a member
- c) dissolution of the Committee

#### AGM –

The Committee must hold an Annual General Meeting within six months of the end of the financial year (Calendar year adopted).

The Annual General Meeting must:

- a) Undertake governance oversight: adopt (or re-adopt) the constitution, note the dates of charity's financial year, agree the number of members that may be elected to the Committee, agree the quorum for each of the meetings of the Committee and any sub-committees
- b) Review the previous year, receive and consider the annual statement of accounts prepared by the treasurer
- c) Make appointments, approve the nomination of the Chair, elect a Secretary/note taker and elect a Treasurer.

Following each Annual General Meeting, the Secretary/note taker must ensure that:

- a) all nominated or elected members are recorded,
- b) the Annual Report and Accounts are filed.

Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

#### Committee - purpose -

The Committee is a team of volunteers who work together, to make sure the Fireworks in Hemingford is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Committee support helps other volunteers run the event safely.

Members of the Committee must act collectively, and in the best interests of the Fireworks in Hemingford.

The Committee must act in the best interests of the event, acting with reasonable care and skill and take steps to be confident that:

- a) The event is:
  - I. well managed
  - II. carrying out its purposes for the public benefit
  - III. complying with this governing document and the law
  - IV. managing its resources responsibly
- b) the event is operating compliant with EMP, including effective management of the Key Policies
   The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy and Anti-bullying Policy.
- c) there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the event
- d) the event has a positive image in the local community

The Committee members must themselves collectively:

a) develop and maintain a risk register, including putting in place appropriate mitigations

b) ensure that the finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Fireworks in Hemingford

c) maintain and manage:

- I. a reserves policy
- II. an investment policy
- III. a public benefit statement

d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Fireworks in Hemingford is properly protected and maintained

e) promote and support the development of community groups in the local area.

f) ensure the appointment and management and operation of any subcommittees, including appointing a Chair to lead the sub-committee

g) ensure that effective administration is in place to support the work of the Committee

h) appoint any Administrators, Advisers and co-opted members of the Committee

i) ensure transparency of operation, including:

- I. prepare and approve the Annual Accounts
- II. prepare and approve the Annual Report (which must include the Annual Accounts)
- III. following the AGM, ensure that a copy of the Annual Report and Accounts is filed

j) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor

k) individually and collectively maintain confidentiality regarding appropriate Committee business

I) where staff are employed:

- I. act as a responsible employer in accordance with Fireworks in Hemingford values and relevant legislation
- II. ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
- III. ensure that appropriate specific personnel insurance is in place

The Committee may create sub-committees to manage the work it deems necessary ensuring that:

- a) the purpose of each sub-committee is clear and has been agreed by the Committee
- b) each sub-committee of the Committee consists of members approved by the Committee
- c) the Chair of the Committee is an ex officio member of each subcommittee

Members of sub-committees are not Committee members unless they are members of the Committee.

#### Committee - membership -

Subject to the conflict-of-interest rules, a Committee member may be a member of more than one Committee. The Committee and any sub-committees should, wherever possible, have as full voting members at least two people aged between their 18th and 60th birthdays.

The Group Trustee Board

- a) The ex officio members of a Committee are:
  - I. The Chair
  - II. The Secretary (if appointed)
  - III. The Treasurer
- b) The elected members of a Committee are persons elected at the Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the Committee at their AGM. There must be a maximum of six elected members
- c) The nominated members of a Committee are persons nominated by the Chair. The nominations must be approved at the Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.
- d) The co-opted members of a Committee are persons co-opted annually by the Chair. The number of co-opted members must not exceed the actual number of elected members.

#### Trustee Board - Conduct of meetings -

Only members of a Committee as defined above may vote in meetings of the Committee. At its Annual General Meeting, the Committee must make a resolution defining a quorum for meetings of the Committee and its sub-Committees.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is taken not to have been carried.

#### Constitution for Fireworks in Hemingford

In order to discharge their responsibilities, the Committee may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video. Electronic voting (such as email/messenger/what's app) is allowed for decision making of the Committee when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Committee meeting.

END OF DOUCMEN



Original Date	19 <sup>th</sup> Oct 2023	Site visit	18/10/23
Originator	Martin Sewell	date	
Display/client	Fireworks in Hemingford		
Risk Rating	LOW		

L– Likelihood S– Severity RR – Risk Rating

(Min. Rev Periods: Significant Risk (High) – 12 monthly; Medium and Low – 2 yearly)

Hazards and Activity	Rick from:	Risk contr	before ols		Control Measures		lual Ris contro	
		L	S	RR		L	S	RR
Shell falling into crowd due to poor lifting charge, firework failure, or launch tube failure.	Risk of burns and blast	4	5	20	Direct all shell away from Crowd and maintain distance between crowd and mortars greater than 1m/mm shell with 50m minimum. Use only belted launch tubes. Crowd barrier is a rope erected by client All shells are to be "pushed home with wooden handle to reduce risk of a "lazy lift"	1	5	5
Shell burst reaching crowd – spider, octopus, palm etc. shells.	Risk of burns.	3	3	9	Direct burst further form crowd. Remove these from display if wind will carry over the crowd. Fire by wire (FBW) software allows these to be removed during the show if needed	1	3	3
Dust from shell bust reaching crowd – risk to eyes particularly when wind in direction of crowd	Risk to eyes particularly when wind in direction of crowd	5	1	5	Determine direction of wind on night and locate display to avoid debris falling in direction of crowd. Increase distance to crowd when wind strong and in direction of crowd Monitor during show and use FBW to remove shells if necessary.	2	1	2

Prepared by Martin Sewell Director of Cambridge Fireworks Ltd



Racked mortar tubes falling apart due to double burst and discharging into crowd	Risk of burns and blast	3	5	15	Racked mortar tubes not to be used. Grouped mortar tubes held in specially designed steel frames using industry standard fibreglass tubes capable of withstanding double burst.	1	5	5
					Timed fuses not to be used between shells 3" and over in size, so that a "chain" in big shells is not started that can't be stopped.			
					If the firer believes a tube burst has happened, they will shut down firing from that site or type of firework until they can satisfy them selves its safe to start it again.			
Mortar tubes busting and blast or shrapnel from blast injuring firework igniters	Blast/ hit by flying debris	2	4	8	Use industry standard tubes that withstands high pressures and does not fracture fail. Mortar firing to be remote. No fireworks are hand lite, a minimum of 5 min is	1	4	4
					observed after a show has finished before anyone returns in case of a hang fire.			
Manual Handling injuries	Back injuries/pulled mussels	4	3	12	Manual handling training course for all staff. Participants taught about correct procedures as part of the session. Which items require 2 person's minimum handling.	2	3	6
Moving fireworks around site	Damage to fireworks/ explosion/fire	4	4	16	All fireworks to be moved in UN boxes. All boxes to be sealed with Parcel tape. Boxes carried one at a time and placed not dropped.	2	2	4
Rocket sticks falling into crowd	Risk of injury by impalement	4	5	20	No rocket sticks used in the display.	1	5	5
Grouped candles falling apart and discharging into crowd	Risk from burns/flying debris	4	4	16	Candle held in purpose made frames and inspected and maintained for each display. Or secured as individuals to stakes with cable ties, if this is done the candle is on the "back side of the stake" so that if it broke free it could only fall away from the crowd.	1	4	4

Prepared by Martin Sewell Director of Cambridge Fireworks Ltd



					All candles to be a minimum of 25m from the crowd but also a minimum distance of 1 m per mm of calibre to be maintained. I.e., a 14mm candle will be 25m back from the crowd, a 40mm candle will be 40m from the crowd			
Candle or cake not completely discharged and remaining live after display	Risk of delayed discharge or firing during disposal	5	4	20	A 5 min period is observed after a display in case of delayed discharge. All material sprayed with water prior to removal. Inspection immediately after display by Site Manager with removal on night and disposal by burning under controlled condition later and carried out by senior firework staff.	1	4	4
Injury from a trip or fall, more likely once dark.	Concussion/ broken bones	3	3	9	If the carried object is big enough to obscure your view of the ground and feet regardless of weight you will seek assistance from a second member of the team. All surfaces are as level as practicable given the "outdoor environment, all trip hazards are removed. Once dark, all crew will be using torches and tripod lights will be erected to light the working areas	1	3	3
Fireworks igniting vegetation, buildings etc	Risk of out-of- control fire	4	5	20	There are no buildings in range. All firework vehicles to be moved out of range of the display. Inspect and take appropriate action of vegetation on day. Fire officer informed of event by client if they deem necessary, if a public display, then the client is to consult with the relevant Safety Advisory Group (SAG) and carry out anything they require	1	5	5



Unforeseen/ changeable environmental factors	Risk of injury to crowd, crew or buildings	4	5	20	Firer in charge to assess the venue when they arrive, complete the dynamic risk assessment which considers things like weather, changes to site layout, preposed firework to be used, ground conditions and if that concludes the show to be a high-risk situation then they either make changes to bring the risk down or cancel the display.	1	5	5
Premature ignition of fireworks	Risk of injury to crew	3	5	15	Restricted access to ignition points beyond which only firework staff permitted, firework modules not to be connected to a sequencer until all work on that site is complete, Deadman's handles to be removed during testing and crew are asked to stand clear. No smoking is permitted within 25m of any fireworks or vehicles carrying fireworks, this includes e cigarettes.	1	5	5
Distress or injury to animals and livestock	Risk of distress/ injury due to noise	5	2	10	Client is required to notify any close neighbor's they feel necessary, this maybe a few letters/calls, may be a social media post, if a large-scale public event, then any requirements laid out by SAG need to be followed	2	2	4
Injury to "others" priory to the display starting	Risk of burns, blast or trips and falls	3	5	15	Once Cambridge firework crew are on site, only them allowed on to the firing site, site controlled by barriers/ropes etc. and to be marshalled by the client/venue unless otherwise stated in writing by Cambridge Fireworks. The firing site will remain in the control of Cambridge Fireworks until the display equipment has been cleared up and all clear is given.	1	5	5
General Injury to crew during construction of the display	Risk of trapped fingers, fiberglass splinters, squashed toes, hurt backs, cut fingers etc.	4	2	8	All crew to wear appropriate footwear, be supplied with gloves, to follow the manual handling training and to follow the method of working, Phrases like "get a move on", "hurry up" or "jump to it we are running out of time!" are to be avoided by senior staff, instead it should be everybody pulling together as a team	1	2	2

Prepared by Martin Sewell Director of Cambridge Fireworks Ltd



					and if the show needs to be 10 min late to ensure crew and public safety then so be it.		
Crowd pushing on to the firing site before/ during the display	Burns/ blast to crowd	1	5	5	Area to be cordoned off by client/venue. Client/venue to control that cordon, any event where alcohol is present then extra staff/ security may be required. A go/ no go decision of firing the display is down to the senior firer in conjunction with the venue/client or there representative.		



Severity of Harm Likelihood of Occurrence		Minor - Causing minor injuries (e.g., cuts, L scratches). No lost time likely other than first aid treatment.	Low - Causing moderate injuries (e.g., sprains, bruises, black nails etc.).	Medium - Causing temporary disability/ ω significant injury (e.g., fractures).	High - Causing permanent disability (e.g., Ioss of limb, sight or hearing).	Major - Death to one or more people. Loss or damage is such that it could cause serious disruption (major fire, structural damage).
Unlikely/Remote - Loss, accident or illness could only occur under exceptional conditions. Situation is well managed, and all reasonable precautions have been taken.	1	1	2	3	4	5
Low/Improbable - Situation generally well managed but occasional lapses could occur. Also applies to situations where people are required to behave in order to protect themselves but are well trained.	2	2	4	6	8	10
<b>Medium/Occasional</b> - Insufficient or substandard controls. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions. (e.g., adverse weather, original site not suitable, refresher training required)	3	3	6	9	12	15
High/Probable - Serious failures in management controls. Effects of human behavior or other factors could cause an accident but is unlikely without additional factor. (e.g., equipment not used properly, poorly trained or equipped staff, weather)	4	4	8	12	16	20
Almost Certain/Frequent - Absence of any management controls. Almost 100% certainty that an accident will happen. (E.g., Smoking while handling fireworks, faulty equipment, and untrained staff).	5	5	10	15	20	25

A 5x5 risk grid should be used to evaluate the risk; Risk Rating = Likelihood x Severity

Multiplying relevant likelihood of occurrence by severity of harm gave a risk factor priority risk from identified hazards and activities as low/medium/high rating which was then checked in the table below to decide the level of actions required.

15-25	High – unacceptable - immediate actions required
8-12	Medium – efforts should be made to reduce the risk
1-6	Low – acceptable – no action required – to be monitored

Prepared by Martin Sewell Director of Cambridge Fireworks Ltd



SAINT IVES TOWN COUNCIL



## APPLICATION FOR FINANCIAL ASSISTANCE

COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result its a delay in the determination of your application

PROJECT : (In no more than 25 words)

To provide tailored exercise to Over 65-year-olds in St Ives, improving mental and physical wellbeing alongside improving social connections.

AMOUNT REQUESTED:

Contact Details

	Name of organisation making application: Fitness Rush Community CIC								
ł	Name of contact for this application:								
	(title, first name and surname) Mr Liam Rushmer								
	Position held in organisation: Director								
	Contact Address:								
	Telephone: Email: community@fitnessrush.co.uk								

About your organisation

 Q2
 What type of organisation are you? (tick (✓) relevant category)

 Registered Charity:
 Charity Registration Number:

 Voluntary Organisation:
 Company Limited by Guarantee:

 Company Limited by Guarantee:
 ✓

 Other – Please specify:

## Q3 Briefly describe your organisation.

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.

Fitness Rush Community CIC provides tailored wellness interventions to those who are typically excluded from exercise due to homelessness, economic deprivation, or wellbeing challenges, including mental health and isolation difficulties.

Our initiatives are provided without charge to participants to ensure everyone gets a chance to use exercise as a tool to improve their mental and physical health, alongside increasing and neutering social connections.

Our free initiatives reach ensure the most isolated and deprived members of the community use our state-of-the-art mobile fitness facility to improve their physical and mental health as well as increasing social connections, through the provision of exercise tailored to individual participants. So far, 100 have benefitted from our work in Huntingdonshire and Fenland. Over the next 12 months, we expect to reach a total of 300 over 65-year-olds in the area.

Current commissioning through the Cambridgeshire County Council will allow us to deliver fitness classes to over 300 over 65-year-olds throughout Huntingdonshire and Fenland with the hope of encouraging independent living.

Services include non-judgemental and tailored exercise that suits the individual needs of each participant.

Q4 If you are a branch of a larger organisation, please state which one: N/A

Q5 What is your primary source of funding?

Funding is provided through local and county council authorities, charitable organisations, and individuals, alongside donations from community and corporate events.

#### Q6

 Does your organisation have any of the follow? Please state which one and provide a copy with your application

 Constitution
 Memorandum of Association?

 Terms of Reference
 Governing Document

#### Q7

Details of the project or activity you are planning

## Describe the projects/activity you plan to use this grant for

## i) Try to be specific about what you will do and how you will do it.

We plan to continue our current format of delivering tailored exercise to over 65-year-olds at our primary location at Eden Place, St Ives, through a course of 20 group exercise sessions.

Our mobile fitness facility has been designed to cater for all ages and abilities no matter their or circumstances. With a built-in treadmill, rowing machine, exercise bike, squat rack, cable column and extensive equipment that can be taken outside, we are able to respond to the individual needs and develop participants at a pace suited to them.

The outcomes of this project will be that at least 16 elderly individuals from the St Ives area will engage in tailored exercise programmes that increase their physical health, increasing the time spent living independently with fewer health issues. At the same time, it will increase social interactions, reducing the loneliness, depression, and anxiety in the participants.

## ii) Please state how you have identified this need and how the project will benefit the people of St Ives.

Wide research has shown that as people age, it is important for them to stay active, maintaining muscle strength, flexibility and general health. However, as people get older, it can be harder to exercise because of a number of barriers, including gyms not being tailored for the older generation and trainers not able to cope with pre-existing conditions. Other barriers such as a lack of access to transport and reduced income can have a real affect.

It is also widely acknowledged that loneliness is at a high level with the older population, leading to a range of health issues including cognitive degenerative issues and mental health issues. Group fitness brings people together, giving a boost to mood as well as much needed social interaction and the formation of lasting relationships.

We have been visiting Eden Place for six weeks and have identified a real need to continue our fitness initiatives, not only for the physical and mental health of our participants but also the opportunity to increase social interaction with their peers. Through participant reviews of our services, we know that those taking part receive huge benefits to their general health and wellbeing.

Places for People, who manage Eden Place, recognise the importance of our work, and have agreed a continuation will help encourage their residents to see the benefits of physical exercise as well as reaching out to more residents at Eden Place.

This project has wider benefits to the St Ives Community, including a reduction of the number of people using statutory services like Doctors, Social Services, and mental health support services. There will also be a decrease in the number of people relying on others for basic care needs.

## iii) How many people from St lves do you expect to benefit directly from your project or activity?

A present, we are training 8 individuals but would like to increase the number to 16, with a view to increase even further with adequate promotion and support from local partnerships such as Central Co-op, Places for People and Social Prescribers. As this is a continued pilot scheme, the indirect and future impact will look to benefit thousands of individuals across the county.

# Q8 How will you measure the success of the project and how many people from St Ives do you expect to benefit from it?

We believe the integrated care system is well placed to begin etching out a progressive plan towards sustainable health and fitness provisions for everyone to benefit from no matter their circumstance.

Our previous experience has allowed us to develop specific interventions for individual subgroups and communities as a whole. The following groups are at the forefront of our developments.

Physical activity is beneficial for the physical and mental health of the elderly. These benefits, which include the prevention of heart disease, stroke, diabetes, falls, cognitive decline and dementia, and depression, are clearly outlined by the World Health Organisation (2003) and in the recent Chief Medical Officer's report on activity and health in England (Department of Health, 2004). However, there remain no published European guidelines for physical activity for the health of adults aged 70 and over.

However, research indicates that a long-term mixed exercise programme is effective in improving muscle force and function, and functional abilities in healthy elderly women over 70 years of age. The men showed to require intensities of training higher than 60% 1RM to improve muscle function, but moderate training has shown to improve their functional abilities.

These improvements can best be explained by increases in muscle function, and in particular by task-independent increases in leg power in the females and possibly by enhanced movement coordination, motor control and higher velocity of execution in the males but not strength. Muscles start to behave like young muscle again.

Additionally, the heart and circulatory system showed small improvement in terms of increased peak aerobic capacity, heart rate and peak oxygen extraction during aerobic exercise. This produced an improvement in exercise tolerance. The participants could achieve more physical work.

The outcomes prove that even small amounts of regular exercise can improve balance and coordination, increase the cardiovascular system, strengthen muscles & bones whilst boosting mental wellbeing.

Continuing with our collaborative work with the ICS and associated subgroups, we plan to create realistic KPIs and agree on the appropriate metrics to measure the impact of the projects.

Working with current baseline data that reflects the conditions of our beneficiaries will serve as a benchmark for measuring protocols. Blended reporting will give us the opportunity to gauge continued success and assist with future adjustments to ensure the best possible outcomes for community members. Initial focus groups will pave the way for tailored initiatives and ensure the crucial buy in of our participants.

•

<ul> <li>i) What kind of insurance does your organisation have?</li> <li>Public Liability</li> <li>Professional Indemnity</li> <li>Fully Comprehensive Vehicle Insurance</li> <li>ii) Do the leaders have the relevant qualifications and/or experience?</li> <li>20 combined years in the fitness industry</li> <li>Level 2 Fitness Instructor</li> <li>Level 3 Personal Training</li> <li>Level 3 Education and Training</li> <li>Member of the ICS Frailty subgroup for South Fenland.</li> <li>What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies.</li> <li>Safeguarding:</li> <li>Adult at Risk</li> <li>Children</li> <li>Equality</li> </ul>	۲ ۲	What, if any, special safety issues are related to your project/activity? Please provide the following information:
Public Liability         Professional Indemnity         Fully Comprehensive Vehicle Insurance         ii)       Do the leaders have the relevant qualifications and/or experience?         20 combined years in the fitness industry         Level 2 Fitness Instructor         Level 3 Personal Training         Level 3 Exercise Referral         Level 3 Education and Training         Member of the ICS Frailty subgroup for South Fenland.         What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies.         Safeguarding:         Adult at Risk         Children	i)	What kind of insurance does your organisation have?
Fully Comprehensive Vehicle Insurance         ii)       Do the leaders have the relevant qualifications and/or experience?         20 combined years in the fitness industry         Level 2 Fitness Instructor         Level 3 Personal Training         Level 3 Exercise Referral         Level 3 Education and Training         Member of the ICS Frailty subgroup for South Fenland.         What policies does your organisation have in place (i.e. Health and Safety, Child         Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies.         Safeguarding:         Adult at Risk         Children	P	
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20 combined years in the fitness industry Level 2 Fitness Instructor Level 3 Personal Training Level 3 Exercise Referral Level 3 Education and Training Member of the ICS Frailty subgroup for South Fenland. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies. Safeguarding: Adult at Risk Children	F	ully Comprehensive Vehicle Insurance
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Level 2 Fitness Instructor Level 3 Personal Training Level 3 Exercise Referral Level 3 Education and Training Member of the ICS Frailty subgroup for South Fenland. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies. Safeguarding: Adult at Risk Children	20	combined years in the fitness industry
Level 3 Exercise Referral Level 3 Education and Training Member of the ICS Frailty subgroup for South Fenland. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies. Safeguarding: Adult at Risk Children	f	
Level 3 Education and Training Member of the ICS Frailty subgroup for South Fenland. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies. Safeguarding: Adult at Risk Children	Le	vel 3 Personal Training
Member of the ICS Frailty subgroup for South Fenland. What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies. Safeguarding: Adult at Risk Children	Le	vel 3 Exercise Referral
What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies. Safeguarding: Adult at Risk Children	Le	vel 3 Education and Training
What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You may be required to submit copies of your policies. Safeguarding: Adult at Risk Children	Me	ember of the ICS Frailty subgroup for South Fenland.
Safeguarding: Adult at Risk Children	Wł Pro	hat policies does your organisation have in place (i.e. Health and Safety, Child otection/Safeguarding, Working with yungraphe adults. Savel O
Children		
	Adı	ult at Risk
Equality	Chil	dren
	Equ	ality

## Funding of your project

### Q10 Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given (£)
N/A		
N/A		
N/A		

#### Q11 Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Project Expenditure	
	Amount of
Please list all items of expenditure for your project	Project
Mobile Fitness Facility	
Fitness Professional	-
Managerial and Reporting	-
	-
Total	-
Project Income	-
Please list how the project shall be funded	
St lves Community Grant	_
	-
What is the difference?	
This should be the same as the amount of Grant you are applying for	

#### Q12 Covering a Shortfall

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

We have created a number of contingency plans to ensure the delivery of our initiatives continue without interruption.

Additional Funding: We continuously look for other potential sources of funding, such as grants from other foundations, government agencies, or private donors. We also engage with local businesses and philanthropic organisations that might be willing to contribute.

Fundraising Campaigns: The use of targeted fundraising campaigns help bridge the funding gap of any shortfalls we may face. This can include crowdfunding, direct appeals to supporters, or hosting fundraising and community events.

Cost Reduction: We are prepared to reduce costs where possible to allow the continuation of our projects.

Partnerships: Collaborations with other organisations that share our goals, such as PCN'S, Community Groups and Charities can help bring in additional resources and funding to support the project.

#### Q13 Sustainability

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?

Our mobile fitness initiatives throughout Huntingdonshire and Fenland have proved a beneficial resource for over 65's, financially deprived individuals, those with learning difficulties or disabilities. We have found a sharp rise in those wanting to continue with us after the initial funding has ended.

We plan to install community wellness hubs to become an inclusive part of rural and urban locations and begin to encourage a wider range of individuals to begin, enjoy and benefit form fitness.

Utilising community members to become personal trainers and create a sustainable training hub for everyone to use safely. Fixed locations working closely with the ICS and integrated neighbourhood teams to encourage visitations from organised subgroups.

The mobile fitness facility will then become our community outreach vehicle to encourage individuals to use exercise as a tool to improve their overall well-being.

Main differences between our current and future projects are the location. The beneficiaries, approach, scope, and outcomes remain similar. One notable difference is our newly formed collaborations with the integrated neighbourhoods' subgroups, giving us both the opportunity to deliver the very best healthcare interventions possible within the communities we serve.

Our vision is to use this project as a pilot scheme, which is forecasted to grow into a national network of wellness hubs across every constituency in the UK, giving everyone the opportunity to access exercise wherever, whenever or whoever they are.

## Your accounts

## Q14 Please provide the following details from your most recent annual accounts



Account Details

organisation. We will only pay grants into a	nk/building society account in the name of your
Account name:	
Bank/Building Society name:	
Bank/Building Society address:	
Who are the signatories and what position d	o they hold in your organisation?
Name	Positon
Liam Rushmer	Director
Dianna Chattaway	Director
	sign each cheque or withdrawal. These peo Account name: Bank/Building Society name: Bank/Building Society address: Who are the signatories and what position de Name Liam Rushmer

## Any Other Information

#### Q16

Any other information which you consider to be relevant to your application.

#### Q17

Declarations

#### Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of Fitness Rush Community CIC

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: Director

#### Organisation address:



#### Q18

## Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same** person who has signed in Q17.

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.* 

Signed: ..... Date: <u>30/09/23</u> Checklist

1. Have you answered every question?

2. Have all signatures been completed?

- 3. Have you included a copy of your governing document?
- 4. Have you included copies of your latest meeting and AGM minutes?
- 5. Have you included a copy of your most recent accounts?
- 6. Have you included a copy of your most recent bank statement?
- 7. Please state any supporting documents you are submitting:

### ARTICLES OF ASSOCIATION of FITNESS RUSH COMMUNITY CIC (the "Company")

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#### PART 1 INTERPRETATION AND LIMITATION OF LIABILITY

#### **Defined terms**

- 1. In the articles, unless the context requires otherwise—
  - "articles" means the company's articles of association;
  - "bankruptcy" includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
  - "chairman" has the meaning given in article 13;
  - "chairman of the meeting" has the meaning given in article 40;
  - "Companies Acts" means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;
  - "director" means a director of the company, and includes any person occupying the position of director, by whatever name called;
  - "distribution recipient" has the meaning given in article 32;
  - "document" includes, unless otherwise specified, any document sent or supplied in electronic form;
  - "electronic form" has the meaning given in section 1168 of the Companies Act 2006;
  - "fully paid" in relation to a share, means that the nominal value and any premium to be paid to the company in respect of that share have been paid to the company;

- "hard copy form" has the meaning given in section 1168 of the Companies Act 2006;
- "holder" in relation to shares means the person whose name is entered in the register of members as the holder of the shares;
- "instrument" means a document in hard copy form;
- "ordinary resolution" has the meaning given in section 282 of the Companies Act 2006;
- "paid" means paid or credited as paid;
- "participate", in relation to a directors' meeting, has the meaning given in article 11;
- "proxy notice" has the meaning given in article 46;
- "remote communication" means any electronic communication including telephone conference, video conference, the internet, or any other method currently available or developed in the future by which shareholders, or directors as the case may be, not present in the same physical location may simultaneously communicate with each other;
- "shareholder" means a person who is the holder of a share;
- "shares" means shares in the company;
- "special resolution" has the meaning given in section 283 of the Companies Act 2006;
- "subsidiary" has the meaning given in section 1159 of the Companies Act 2006;
- "transmittee" means a person entitled to a share by reason of the death or bankruptcy of a shareholder or otherwise by operation of law; and
- "writing" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

#### Liability of members

2. The liability of the members is limited to the amount, if any, unpaid on the shares held by them.

#### PART 2 DIRECTORS DIRECTORS' POWERS AND RESPONSIBILITIES

#### Number of directors

3. The board of directors consists of four directors, each of whom is a natural person aged at least eighteen years. Directors need not be shareholders in the company.

#### **Directors' general authority**

4. Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.

#### Shareholders' reserve power

- 5. a. The shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action.
  - b. No such special resolution invalidates anything which the directors have done before the passing of the resolution.

#### **Directors may delegate**

- 6. a. Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles
  - i. to such person or committee;
  - ii. by such means (including by power of attorney);
  - iii. to such an extent;
  - iv. in relation to such matters or territories; and

v. on such terms and conditions; as they think fit.

- b. If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- c. The directors may revoke any delegation in whole or part, or alter its terms and conditions.

#### Committees

- a. Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.
  - b. The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

#### DECISION-MAKING BY DIRECTORS

#### Directors to take decisions collectively

- 8. a. The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 9.
  - b. If
    - i. the company only has one director, and

ii. no provision of the articles requires it to have more than one director, the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making

#### **Unanimous Decisions**

- 9. a. A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
  - b. Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
  - c. References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.
  - d. A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

#### Calling a directors' meeting

- 10. a. Any director may call a directors' meeting by giving reasonable notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.
  - b. Notice of any directors' meeting must indicate
    - i. its proposed date and time;
    - ii. where it is to take place; and
    - iii. if it is anticipated that directors participating in the meeting will not be in the same place, what form of remote communication will be used.
  - c. Notice of a directors' meeting must be given to each director, but need not be in writing.
  - d. Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than seven days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the

meeting, or of any business conducted at it.

#### Participation in directors' meetings

- 11. a. Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when
  - i. the meeting has been called and takes place in accordance with the articles, and
  - ii. they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
  - b. In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or what form of remote communication they may use to communicate with each other.
  - c. If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

#### Quorum for directors' meetings

- 12. a. At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
  - b. The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two.
  - c. If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision
    - i. to appoint further directors, or
    - ii. to call a general meeting so as to enable the shareholders to appoint further directors.

#### Chairing of directors' meetings

- 13. a. If the chief executive officer is also a director, then the chief executive officer will chair the directors' meetings. Otherwise, the directors may appoint a director to chair their meetings.
  - b. The person so appointed for the time being is known as the chairman.
  - c. The directors may terminate the chairman's appointment at any time.
  - d. If the chairman is not participating in a directors' meeting within 10 minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

#### **Casting vote**

- 14. a. If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
  - b. But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

#### **Conflicts of interest**

- 15. a. The company, acting by a resolution of its members, may lend money to any director, officer, or employee of the company.
  - b. If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
  - c. But if paragraph (d) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.

- d. This paragraph applies when
  - i. the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;
  - ii. the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
  - iii. the director's conflict of interest arises from a permitted cause.
- e. For the purposes of this article, the following are permitted causes
  - i. a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;
  - subscription, or an agreement to subscribe, for shares or other securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such shares or securities; and
  - iii. arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.
- f. For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- g. Subject to paragraph (h), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.
- h. If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum

purposes.

#### Records of decisions to be kept

16. The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

#### Directors' discretion to make further rules

17. Subject to the articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

#### APPOINTMENT OF DIRECTORS

#### Methods of appointing directors

- 18. a. Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director
  - i. by ordinary resolution, or
  - ii. by a decision of the directors.
  - b. In any case where, as a result of death, the company has no shareholders and no directors, the personal representatives of the last shareholder to have died have the right, by notice in writing, to appoint a person to be a director.
  - c. For the purposes of paragraph (b), where two or more shareholders die in circumstances rendering it uncertain who was the last to die, a younger shareholder is deemed to have survived an older shareholder.

#### Termination of director's appointment

- 19. A person ceases to be a director as soon as—
  - a. that person ceases to be a director by virtue of any provision of the Companies Act
     2006 or is prohibited from being a director by law;
  - b. a bankruptcy order is made against that person;
  - c. a composition is made with that person's creditors generally in satisfaction of that person's debts;
  - d. a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
  - e. notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

#### **Directors' remuneration**

- 20. a. Directors may undertake any services for the company that the directors decide.
  - b. Directors are entitled to such remuneration as the directors determine
    - i. for their services to the company as directors, and
    - ii. for any other service which they undertake for the company.
  - c. Subject to the articles, a director's remuneration may
    - i. take any form, and
    - ii. include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

- d. Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- e. Unless the directors decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested.

#### Directors' expenses

- 21. The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at
  - a. meetings of directors or committees of directors,
  - b. general meetings, or
  - c. separate meetings of the holders of any class of shares or of debentures of the company, or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

### PART 3 SHARES AND DISTRIBUTIONS SHARES

#### All shares to be fully paid up

- 22. a. No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the company in consideration for its issue.
  - b. This does not apply to shares taken on the formation of the company by the subscribers to the company's memorandum.

#### **One Class of Shares**

- 23. The company is authorised to issue a single class of shares with the following rights, privileges, restrictions and conditions:
  - a. Class A Common Voting shares, without nominal par value, the holders of which are entitled:
    - i. to receive notice, attend, and vote at all meetings of shareholders; and
    - ii. to a dividend as fixed by the directors.
  - b. In the event of liquidation, dissolution or winding up of the company or other distribution of the assets of the company among shareholders for the purpose of winding up its affairs, the holders of the class A common shares will be entitled to share equally, share for share, in the distribution of any remaining balance of the assets and properties of the company.

#### Company not bound by less than absolute interests

24. Except as required by law, no person is to be recognised by the company as holding any share upon any trust, and except as otherwise required by law or the articles, the company is not in any way to be bound by or recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it.

#### Share certificates

- 25. a. The company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds.
  - b. Every certificate must specify
    - i. in respect of how many shares, of what class, it is issued;
    - ii. the nominal value of those shares;

- iii. that the shares are fully paid; and
- iv. any distinguishing numbers assigned to them.
- c. No certificate may be issued in respect of shares of more than one class.
- d. If more than one person holds a share, only one certificate may be issued in respect of it.
- e. Certificates must
  - i. have affixed to them the company's common seal, or
  - ii. be otherwise executed in accordance with the Companies Acts.

#### **Replacement share certificates**

- 26. a. If a certificate issued in respect of a shareholder's shares is
  - i. damaged or defaced, or
  - ii. said to be lost, stolen or destroyed, that shareholder is entitled to be issued with a replacement certificate in respect of the same shares.
  - b. A shareholder exercising the right to be issued with such a replacement certificate
    - i. may at the same time exercise the right to be issued with a single certificate or separate certificates;
    - ii. must return the certificate which is to be replaced to the company if it is damaged or defaced; and
    - iii. must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the directors decide.

#### Share transfers

- 27. a. Shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the directors, which is executed by or on behalf of the transferor.
  - b. No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any share.
  - c. The company may retain any instrument of transfer which is registered.
  - d. The transferor remains the holder of a share until the transferee's name is entered in the register of members as holder of it.
  - e. The directors may refuse to register the transfer of a share, and if they do so, the instrument of transfer must be returned to the transferee with the notice of refusal unless they suspect that the proposed transfer may be fraudulent.

#### **Transmission of shares**

- 28. a. If title to a share passes to a transmittee, the company may only recognise the transmittee as having any title to that share.
  - b. A transmittee who produces such evidence of entitlement to shares as the directors may properly require
    - i. may, subject to the articles, choose either to become the holder of those shares or to have them transferred to another person, and
    - ii. subject to the articles, and pending any transfer of the shares to another person, has the same rights as the holder had.
  - c. But transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, in respect of shares to which they are entitled, by reason of the holder's death or bankruptcy or otherwise, unless they become the holders of those shares.

#### Exercise of transmittees' rights

- 29. a. Transmittees who wish to become the holders of shares to which they have become entitled must notify the company in writing of that wish.
  - b. If the transmittee wishes to have a share transferred to another person, the transmittee must execute an instrument of transfer in respect of it.
  - c. Any transfer made or executed under this article is to be treated as if it were made or executed by the person from whom the transmittee has derived rights in respect of the share, and as if the event which gave rise to the transmission had not occurred.

#### Transmittees bound by prior notices

30. If a notice is given to a shareholder in respect of shares and a transmittee is entitled to those shares, the transmittee is bound by the notice if it was given to the shareholder before the transmittee's name has been entered in the register of members.

#### DIVIDENDS AND OTHER DISTRIBUTIONS

#### Procedure for declaring dividends

- 31. a. The company may by ordinary resolution declare dividends, and the directors may decide to pay interim dividends.
  - b. A dividend must not be declared unless the directors have made a recommendation as to its amount. Such a dividend must not exceed the amount recommended by the directors.
  - c. No dividend may be declared or paid unless it is in accordance with shareholders' respective rights.
  - d. Unless the shareholders' resolution to declare or directors' decision to pay a dividend, or the terms on which shares are issued, specify otherwise, it must be paid by reference to each shareholder's holding of shares on the date of the resolution or decision to declare or pay it.

- e. If the company's share capital is divided into different classes, no interim dividend may be paid on shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrears.
- f. The directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment.
- g. If the directors act in good faith, they do not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on shares with deferred or non-preferred rights.

#### Payment of dividends and other distributions

- 32. a. Where a dividend or other sum which is a distribution is payable in respect of a share, it must be paid by one or more of the following means
  - i. transfer to a bank or building society account specified by the distribution recipient either in writing or as the directors may otherwise decide;
  - ii. sending a cheque made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered address (if the distribution recipient is a holder of the share), or (in any other case) to an address specified by the distribution recipient either in writing or as the directors may otherwise decide;
  - sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified either in writing or as the directors may otherwise decide; or
  - iv. any other means of payment as the directors agree with the distribution recipient either in writing or by such other means as the directors decide.
  - b. In the articles, "the distribution recipient" means, in respect of a share in respect of which a dividend or other sum is payable
    - i. the holder of the share; or

- ii. if the share has two or more joint holders, whichever of them is named first in the register of members; or
- iii. if the holder is no longer entitled to the share by reason of death or bankruptcy, or otherwise by operation of law, the transmittee.

#### No interest on distributions

- 33. The company may not pay interest on any dividend or other sum payable in respect of a share unless otherwise provided by
  - a. the terms on which the share was issued, or
  - b. the provisions of another agreement between the holder of that share and the company.

#### **Unclaimed distributions**

- 34. a. All dividends or other sums which are
  - i. payable in respect of shares, and
  - ii. unclaimed after having been declared or become payable, may be invested or otherwise made use of by the directors for the benefit of the company until claimed.
  - b. The payment of any such dividend or other sum into a separate account does not make the company a trustee in respect of it.
  - c. If
    - i. 12 years have passed from the date on which a dividend or other sum became due for payment, and

ii. the distribution recipient has not claimed it,

the distribution recipient is no longer entitled to that dividend or other sum and it ceases to remain owing by the company.

#### Non-cash distributions

- 35. a. Subject to the terms of issue of the share in question, the company may, by ordinary resolution on the recommendation of the directors, decide to pay all or part of a dividend or other distribution payable in respect of a share by transferring non-cash assets of equivalent value (including, without limitation, shares or other securities in any company).
  - b. For the purposes of paying a non-cash distribution, the directors may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution
    - i. fixing the value of any assets;
    - ii. paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients; and
    - iii. vesting any assets in trustees.

#### Waiver of distributions

- 36. Distribution recipients may waive their entitlement to a dividend or other distribution payable in respect of a share by giving the company notice in writing to that effect, but if
  - a. the share has more than one holder, or
  - b. more than one person is entitled to the share, whether by reason of the death or bankruptcy of one or more joint holders, or otherwise,

the notice is not effective unless it is expressed to be given, and signed, by all the holders or persons otherwise entitled to the share.

#### CAPITALISATION OF PROFITS

#### Authority to capitalise and appropriation of capitalised sums

37. a. Subject to the articles, the directors may, if they are so authorised by an ordinary resolution—

- decide to capitalise any profits of the company (whether or not they are available for distribution) which are not required for paying a preferential dividend, or any sum standing to the credit of the company's share premium account or capital redemption reserve; and
- appropriate any sum which they so decide to capitalise (a "capitalised sum") to the persons who would have been entitled to it if it were distributed by way of dividend (the "persons entitled") and in the same proportions.
- b. Capitalised sums must be applied
  - i. on behalf of the persons entitled, and
  - ii. in the same proportions as a dividend would have been distributed to them.
- c. Any capitalised sum may be applied in paying up new shares of a nominal amount equal to the capitalised sum which are then allotted credited as fully paid to the persons entitled or as they may direct.
- d. A capitalised sum which was appropriated from profits available for distribution may be applied in paying up new debentures of the company which are then allotted credited as fully paid to the persons entitled or as they may direct.
- e. Subject to the articles the directors may
  - i. apply capitalised sums in accordance with paragraphs (c) and (d) partly in one way and partly in another;
  - make such arrangements as they think fit to deal with shares or debentures becoming distributable in fractions under this article (including the issuing of fractional certificates or the making of cash payments); and
  - iii. authorise any person to enter into an agreement with the company on behalf of all the persons entitled which is binding on them in respect of the allotment of shares and debentures to them under this article.

## PART 4 DECISION-MAKING BY SHAREHOLDERS ORGANISATION OF GENERAL MEETINGS

#### Attendance and speaking at general meetings

- 38. a. A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
  - b. A person is able to exercise the right to vote at a general meeting when
    - i. that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
    - ii. that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
  - c. The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
  - d. Use of remote communication is permitted in determining attendance at a general meeting and it is immaterial whether any two or more shareholders attending the meeting are in the same place as each other.
  - e. Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them by means of remote communication or by proxy.

#### Quorum for general meetings

a. A minimum of 51 percent of the shares entitled to vote, represented by persons counted in attendance at the meeting, will constitute a quorum entitled to take action at a meeting of shareholders.

b. No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

#### **Chairing general meetings**

- 40. a. If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
  - b. If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within 10 minutes of the time at which a meeting was due to start
    - i. the directors present, or

ii. (if no directors are present), the meeting,must appoint a director or shareholder to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.

c. The person chairing a meeting in accordance with this article is referred to as "the chairman of the meeting".

#### Attendance and speaking by directors and non-shareholders

- 41. a. Directors may attend and speak at general meetings, whether or not they are shareholders.
  - b. The chairman of the meeting may permit other persons who are not
    - i. shareholders of the company, or
    - ii. otherwise entitled to exercise the rights of shareholders in relation to general meetings,

to attend and speak at a general meeting.

#### Adjournment

42. a. If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum

ceases to be present, the chairman of the meeting must adjourn it.

- b. The chairman of the meeting may adjourn a general meeting at which a quorum is present if
  - i. (a) the meeting consents to an adjournment, or
  - ii. it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- c. The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- d. When adjourning a general meeting, the chairman of the meeting must
  - i. either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
  - ii. have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- e. If the continuation of an adjourned meeting is to take place more than fourteen days after it was adjourned, the company must give at least seven clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)
  - i. to the same persons to whom notice of the company's general meetings is required to be given, and
  - ii. containing the same information which such notice is required to contain.
- f. No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

#### VOTING AT GENERAL MEETINGS

#### Voting: general

43. A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles.

#### Errors and disputes

- 44. a. No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
  - b. Any such objection must be referred to the chairman of the meeting, whose decision is final.

#### **Poll votes**

- 45. a. A poll on a resolution may be demanded
  - i. in advance of the general meeting where it is to be put to the vote, or
  - ii. at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
  - b. A poll may be demanded by
    - i. the chairman of the meeting;
    - ii. the directors;
    - iii. two or more persons having the right to vote on the resolution; or
    - iv. a person or persons representing not less than one tenth of the total voting rights of all the shareholders having the right to vote on the resolution.

- c. A demand for a poll may be withdrawn if
  - i. the poll has not yet been taken, and
  - ii. the chairman of the meeting consents to the withdrawal.
- d. Polls must be taken immediately and in such manner as the chairman of the meeting directs.

#### **Content of proxy notices**

- 46. a. Proxies may only validly be appointed by a notice in writing (a "proxy notice") which
  - i. states the name and address of the shareholder appointing the proxy;
  - ii. identifies the person appointed to be that shareholder's proxy and the general meeting in relation to which that person is appointed;
  - iii. is signed by or on behalf of the shareholder appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - iv. is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
  - b. The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
  - c. Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
  - d. Unless a proxy notice indicates otherwise, it must be treated as
    - i. allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
    - ii. appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

#### **Delivery of proxy notices**

- 47. a. A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person.
  - b. An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
  - c. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
  - d. If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

#### Amendments to resolutions

- 48. a. An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if—
  - notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
  - ii. the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
  - b. A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if
    - i. the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and

- ii. the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- c. If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

## PART 5 ADMINISTRATIVE ARRANGEMENTS

#### Means of communication to be used

- 49. a. Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.
  - b. Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
  - c. A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

#### **Company seals**

- 50. a. Any common seal may only be used by the authority of the directors.
  - b. The directors may decide by what means and in what form any common seal is to be used.
  - c. Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.

- d. For the purposes of this article, an authorised person is
  - i. any director of the company;
  - ii. the company secretary (if any); or
  - iii. any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

#### No right to inspect accounts and other records

51. Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company's accounting or other records or documents merely by virtue of being a shareholder.

#### Provision for employees on cessation of business

52. The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

#### DIRECTORS' INDEMNITY AND INSURANCE

#### Indemnity

- 53. a. Subject to paragraph (b), a relevant director of the company or an associated company may be indemnified out of the company's assets against—
  - any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
  - any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),

- iii. any other liability incurred by that director as an officer of the company or an associated company.
- b. This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.
- c. In this article
  - i. companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
  - ii. a "relevant director" means any director or former director of the company or an associated company.

#### Insurance

- 54. a. The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.
  - b. In this article
    - i. a "relevant director" means any director or former director of the company or an associated company,
    - a "relevant loss" means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company, and
    - iii. companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

#### **OFFICERS**

#### **Appointment of Officers**

55. The following officer will be appointed by the directors of the company at the first meeting of the directors or as soon after the first meeting of the directors as possible, if not already

appointed:

- a. Chief Executive Officer.
- 56. The directors may appoint additional officers or assistant officers as required.
- 57. Any appointee may hold one or more offices.

#### Term of Office

58. Each officer will hold office until a successor is duly appointed and qualified or until the officer's death or until the officer resigns or is removed as provided in these articles.

#### Removal

59. Any officer or agent appointed by the directors or by the subscribers may be removed by the directors at any time with or without cause, provided, however, any contractual rights of that person, if any, will not be prejudiced by the removal.

#### Vacancies

60. The directors may fill a vacancy in any office because of death, resignation, removal, disqualification, or otherwise.

#### **Chief Executive Officer**

- 61. Subject to the control and supervisory powers of the directors, the powers and duties of the chief executive officer will be:
  - a. To have the general management and supervision, direction and control of the business and affairs of the company;
  - b. To preside at all meetings of the shareholders and, if the chief executive officer is also a director of the company, to preside at meetings of the directors;
  - c. To call meetings of the shareholders to be held at such times and at such places as the chief executive officer will deem proper within the limitations prescribed by law or by these articles;

- d. To ensure that all orders and resolutions of the directors are effectively carried out;
- e. To maintain records of and certify, whenever necessary, all proceedings of the directors and the shareholders;
- f. To put the signature of the company to all deeds, conveyances, mortgages, guarantees, leases, obligations, bonds, certificates and other papers and instruments in writing which have been authorised by the directors or which, in the opinion of the chief executive officer, should be executed on behalf of the company; to sign certificates for the company's shareholders; and, subject to the instructions of the directors, to have general charge of the property of the company and to supervise and manage all officers, agents and employees of the company; and
- g. To perform all other duties and carry out other responsibilities as determined by the directors.

#### **Delegation of Authority**

62. The directors reserve the authority to delegate the powers of any officer to any other officer or agent, notwithstanding any provision in these articles.



#### Democratic

From:	Fitness Rush Community CIC <community@fitnessrush.co.uk></community@fitnessrush.co.uk>		
Sent:	02 October 2023 09:41		
То:	Clerk		
Subject:	Community grant		
Attachments:	image002.png; image004.png		
Follow Up Flag:	Follow up		
Flag Status:	Flagged		

You don't often get email from community@fitnessrush.co.uk. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

#### Good morning

Please can you add this email from Eden place to my grant application for Fitness Rush Community CIC.

Kind regards,

Liam Rushmer

Director | Fitness Rush Community CIC Phone: Site: www.fitnessrush.co.uk/community Email: community@fitnessrush.co.uk

To: Fitness Rush Community CIC <community@fitnessrush.co.uk> Cc:

Hi Liam,

Is the email I sent okay?

Kind regards

**Housing & Wellbeing Coordinator** 



Eden Place, Langley Close, St Ives, Cambridgeshire, PE27 5SF

INVESTORS IN PEOPLE\* We invest in people Gold



From:

Sent: 02 October 2023 09:29 To: 'Fitness Rush Community CIC' <community@fitnessrush.co.uk> Subject: RE: [EXTERNAL] Flyer

Hello,

For the past 6 weeks, Eden Place (an extra care scheme) has been having a mobile gym visit the grounds- run by Rush Fitness. This was initially funded by the local council to try to encourage older people to become more active.

However this funding has now stopped.

The residents at Eden Place really enjoyed these sessions. On the average week, 7 residents attended. The mobile gym was different to other activities they tried because of the equipment that the gym was providing. Also the residents would receive some 1:1 training, meaning that their class was specially tailored to meet the individual's needs.

The mobile gym costs

per visit.

As I am sure you can appreciate, my residents rely on their pension and cannot afford to fund this gym themselves.

The gym was coming to site every week. This would park outside Eden Place. This would be on site for almost 1 hour. It has been really positive for the residents and something they very much looked forward to.

I have one resident who suffers with Parkinson's. Before the gym he would struggle to walk and move. His speech was delayed & slow. After the gym he could move much easier & even his speech was better. This is just 1 example of the positive impact of the gym.

Most of my residents struggle with mobility & use mobility aides. They cannot access the community unless they go out in taxis.

Having the gym come on site was a real lifeline. Hopefully we can find some more funding for this activity to continue.

Kind regards

**Housing & Wellbeing Coordinator** 



Eden Place, Langley Close, St Ives, Cambridgeshire, PE27 5SF



4

I will be there as normal on Bank Holiday as normal.

It seems to be going brilliantly so far.

Kind regards,

Liam Rushmer

Director | Fitness Rush Community CIC Phone Site: www.fitnessrush.co.uk/community Email: community@fitnessrush.co.uk

On 24 Aug 2023 14:32,

wrote:

Hi Liam,

Will you be doing the gym this Monday at Eden Place?

I ask because its bank holiday so I am not sure if your working or not. I have the day off.....

If your not gonna be here then I can put a notice on the posters to let people know. I leave work tomorrow about midday, so please let me know before then so I can let everyone know.

I hope this Mondays session went well- apologies, but I had to cover another scheme.

Kind regards

Housing & Wellbeing Coordinator	
Eden Place, Langley Close, St Ives, Cambridgeshire, PE27 5SF	
×	
From: Fitness Rush Community CIC < <u>community@fitnessrush.co.uk</u> > Sent: 28 July 2023 12:57 To:	
Subject [Entended] river	
Does it need any more information on it?	
Kind regards,	
Liam Rushmer	
Director   Fitness Rush Community CIC Phone: Site: www.fitnessrush.co.uk/community Email: community@fitnessrush.co.uk	

# SAINT IVES TOWN COUNCIL



# **APPLICATION FOR FINANCIAL ASSISTANCE**

COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT: (In no more than 25 words) To continue the services to the community provided by the St Ives Dementia Friendly Community Group

AMOUNT REQUESTED:

### **Contact Details**

	on: St Ives Dementia Friendly Community Group	
Name of contact for this application:		
Position held in organisation:	Secretary	
Contact Address:		
Telephone: Em	nail	

## About your organisation

Q2	What type of organisation are you? (tick ( $\checkmark$ ) relevant category)					
	Registered Charity:		Charity Registration Number:			
	Voluntary Organisation:	✓				
	Company Limited by Guarantee:		Company Number:			
	Other – Please specify:					

#### Briefly describe your organisation. 03

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.

The St Ives DFC was founded in 2016 by the then Mayor Cllr Ian Jackson under the guidance and direction of the Alzheimer's Society. Its primary activity initially was to increase awareness of the dementia condition through regular Dementia Friends sessions available for all, plus encouraging businesses, especially shops and pubs to recognise the needs of those with dementia and assist them to continue their lives as normally as possible.

The Group has grown since to support and coordinate a wide range of activities for people with dementia and their carers living in our town and local villages. These activities include the pre-existing Memory Lane Singing Café; Love to Move sessions devised by the British Gymnastics Foundation; Reminiscence sessions run at the Museum and jointly with Love to Move sessions; Friendship Lunches; and the Riverport Singers, the St Ives Dementia Friendly Community Choir. The Group has also taken on the management of the Dementia Café, after the Alzheimer's Society withdrew its funding for it in 2020. We aim to host regular Dementia Friends sessions to raise further awareness of dementia in our town, and keep approaching local businesses to become dementia friendly. New activities this year are a monthly Games session led by coaches from One Leisure in St. Ives, and a Carers Breakaway hour during a Love to Move session.

Our vision is to build a strong community with support, respect and understanding for those living with dementia.

Our groups are open to all. Besides our attendees with dementia, in our groups we also welcome people with Parkinson's and anyone else who feels they could benefit from our activities. We also encourage attendees who have lost loved ones to dementia to carry on enjoying our activities.

The Alzheimer's Society has recognised our development as an excellent example of what can be achieved by voluntary effort within a caring community and we have been approached by other communities in the region for advice and guidance.

All the activities we offer have been very popular and provide valuable social interaction and stimulation to those with dementia, plus opportunities to find respite, comfort and support for their carers. (See Q.11 for typical numbers at each of our activities).

The success and growth of the DFCG relies on grants to provide the extra funds we need. We are extremely grateful for the Town Council's grant awarded to us in April 2021, that helped us enormously, providing security and stability for our group, as well as a muchappreciated recognition of the work we do in our town. We were also grateful for the top up grant of 2022.

Even with the increased fees our attendees are now paying, without further external funding we cannot cover our expenses for the full range of activities we are keen to continue to offer. Therefore, we are hoping that the Town Council will agree to continue to financially support the Group.

We have a management Committee of two officers and three committee members. Currently our Steering Group has 10 members. Our activity leaders and volunteer assistants number around 30. Our activities are enjoyed by over 100 people which include both those with dementia and their carers.

Q4 | If you are a branch of a larger organisation, please state which one:

We report regularly to and receive guidance and information from the Alzheimer's Society.

However, our management, development, growth and forward planning is our own.

# Q5 Does your organisation have any of the follow? Please state which one and provide a copy with your application

	Constitution	<b>~</b>	Memorandum of Association?
	<b>Terms of Reference</b> (Vision, Mission and Values Statement)	•	
<b>)</b> 6	What is your primary source of funding?		Donations, fees, current Town Council grant.

#### Details of the project or activity you are planning

Q7 Describe the projects/activity you plan to use this grant for i) Try to be specific about what you will do and how you will do it. To continue running all our activities in town: Dementia Café to meet once a month. Memory Lane Singing Café to meet once a month. Reminiscing Session at the Museum twice a month. Love to Move/Reminiscing joint sessions to be held three times a month. Riverport Singers Dementia Friendly Community Choir to meet every week during school term time. Dementia Friends awareness sessions at the Corn Exchange. (Approx. 4/year) Friendship Lunches once a month. Games sessions once a month. Further details have been provided in Q3. In addition to the weekly rehearsals, the choir will present two annual concerts at the Corn Exchange. The large "Awareness Day" event which we put on this year in the Corn Exchange, although remarkably successful, was expensive to stage and is unlikely to become an annual event. Smaller awareness promotions will probably take place around town in 2024. ii) Please state how you have identified this need and how the project will benefit the people of St lves, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need. Dementia is a term used to describe a number of symptoms brought on by brain disease or injury, for which there is no known cure and now recognised as the biggest killer, having overtaken cancer, heart disease and stroke. It puts enormous strain on the families of those with dementia and the Social Services provided by our local authorities, who cannot cope with the demand it puts on them to support those families. The 900,000 people in the

cope with the demand it puts on them to support those families. The 900,000 people in the UK with dementia will be 1m by 2025 and 2m by 2051 (source the Alzheimer's Society). Our need for financial support is therefore on-going. Through volunteer effort and experienced session leaders we provide understanding and guidance to families with dementia, therapy in terms of activities with known benefits, and respite for carers. Our work is recognised and promoted by the Alzheimer's Society.

During the pandemic our Zoom sessions were received with much gratitude by our attendees, many of the carers describing these weekly social interactions and stimulus as their 'lifelines' in these very difficult months of isolation.

Since our activities restarted in the summer of 2021, we have noted an increase in levels of attendance. Despite the fact that we lose several members each year to the disease, many new people have found us through our extensive advertising. Sadly, the number of people with a new diagnosis will only increase over time.

The Dementia Friendly Community Choir specifically has been created to provide a link to the whole of the St. Ives community, where people with dementia and their carers can sing together with other members. Regular concerts bring excitement to the lives of people who live with dementia, and give them opportunities to shine and feel a valuable part of the local community. The concerts also help spread further awareness of how we can all help people with dementia to live well and as full a life as possible. Our first concert was held in the Corn Exchange in June 2022, attended by our Mayor, who has attended each of our concerts since. They have all been beautiful and heart-warming occasions for our Community. The Mayor also supported our Memory Lane Singing Café as one of his charities for the year 2023.

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

It is difficult to measure accurately. Activities are attended by approximately 100 people, and the number of attendees keep growing. Besides our attendees, the benefits will be invaluable for the entire family and friends of those living with dementia (or Parkinson's), and the many members of the community, for example those who volunteer at the activities, or members of the public attending concerts given by the Choir.

We also strongly believe in helping others beyond our Group. We held a fundraising event in May 2022 for Dementia UK's Admiral Nurses. The June 2022 concert raised money for the local Ukrainian community, and the June 2023 concert raised funds towards musical instruments for Thorndown school. Riverport Singers were part of a joint concert in November 2022 with the Huntingdon Male Voice Choir to raise money for Dementia UK. The choir also supported the Alzheimer's Research UK fundraiser concert hosted by Karen England in the Free Church in May 2023.

We have been invited to give presentations on our work at the St. ives Rotary Club and the Darby and Joan Club as well as a cinema screening of "The Father" in the Corn Exchange. Several organisations outside of St. Ives have been signposted to us by Alzheimers to give advice on how to run their own groups. We also interact with other local organisations to mutual benefit through Jane Jenner's Care Network.

# Q8 What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?

We keep registers for people attending our activities, and records of concert ticket sales. We regularly ask our attendees to provide feedback. We have a Carer representative in the Steering Group. We held a large dementia awareness event in the town this year which was particularly well attended.

See above for estimate of people benefitting.

# **Health & Safety**

# Q9 What, if any, special safety issues are related to your project/activity? Please provide the following information:

- i) What kind of insurance does your organisation have?
- ii) Do the leaders have the relevant qualifications and/or experience? Yes

iii) What policies does your organisation have in place (i.e. Health and Safety, Child

Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? You

may be required to submit copies of your policies

We have Safeguarding Adults at Risk, Health and Safety, Diversity and Equal Opportunities and Privacy policies

# Funding of your project

If you	<b>us Applications</b> have applied for and received funding from St Ives Town Council in th e details of the amount, the year and briefly what the funding was us	• •
Year	Project Description	Amount given
2021	Same project as this time: to supplement our income (from	
	fees and donations) to deliver our wide range of dementia friendly activities in the town.	
	Our previous application also included request for funding to	
	help deliver the online activities during the pandemic. These	
	included weekly Reminiscing, Love to Move and Singing	
	sessions. These sessions were described by many as their	
	lifelines during these difficult times. There seems to be little	
	hangover effect from Covid and good attendance has been experienced in all our activities.	
2022	Continuing project: to supplement our income (from fees and	
2022	donations) to deliver our wide range of dementia friendly	
	activities in the town.	
2023	Continuing project: application made for supplemen	
	our income, but to date no answer has been forthcoming.	

12	Project	Funding		2	-4
			amount of funding you ne ey is for (please enclose a		
	Tell us tl you have	down as to hov			
ł	Project I	Amount of			
	Please li				
Ī	Love to				
			Delivery Fees		
			Refreshments		
Ī	Memory	Lane Singing Café	Hall Hire <mark>(</mark> Burleigh Centr		
			Refreshments		
ľ	Reminis	cing at the Museum	Delivery Fees		
			Refreshments		
	Riverpor	rt Singers	Hall Hire <mark>(</mark> Corn Exchange		
	(St Ives I	Dementia Friendly	Musical Director Fees		
	Commu	nity Choir)	Accompanist Fees		
ľ	Dement	ia Café	Hall Hire (Free Church)		
			Refreshments		
			Speakers/Entertainers		
Ī	Games		Hall hire (BHCC)		
			Refreshments		
Ī	Dement	ia Friends	Hall Hire (C.Ex.)		
	Awarene	ess Sessions			
	Public Li	ability Insurance <mark>(</mark> tha	at covers all our groups) by	Ansvar Insurance	
	Hunts Fo	orum subscription			
	Equipme	ent			
Ì					
	Project I Please li	Income st how the project sł	nall be funded		
	Love to	Move/Reminiscing	Attendee Fees Approx		
			25 attending x 36 wks)	1. S.	

M	emory Lane Singing Café	Donations only approx. x 12 weeks				
	eminiscing at the Museum					
Riv	verport Singers	Attendee Fees Approx				
	1 0	on ave 41 attending x 36 wks)				
De	ementia Café	Attendee Fees Approx				
		based on average				
		23 attending x 12 wks)				
Ga	ames	Attendee fess approx.				
		based on average 13 attending)				
Do	onations:	approximation based on previous years				
Gr	ant	(CCC)				
Pro	ofit from concerts					
То	tal					
	hat is the difference?					
	This should be the same as the amount of Grant you are applying for.					
	(Some of the figures used are approximations, and the hire of the					
		is unknown, so our request has been				
	rounded up).					
If t	overing a Shortfall the Town Council makes ar e Project and how will you	will that impact on				
fui ou ma	the Town Council makes a rther increase the fees we ir users, or reduce the nun any of our attendees come om the regular social intera	a deterrent to te in. Currently				
	our budget decreases, we illed leaders who are deliv	will not be able to afford paying our current rering our activities.	rates to the			
ve	erefore, we would have to ry time consuming to writ ear.	-				
ma lev	deficit will inevitably creat aintain the continuity of o vels caused by change and rers/families. We are seek	ave high anxiety In them and their				
De	We will of course conduct specific fund-raising events (such as concerts pro Dementia Friendly Community Choir) and moneys raised could go towards deficit.					
ue	ficit.					

benefactors. If we were granted less money than requested, we would need to put these moneys towards the upkeep of our group activities. Currently we have the freedom to allocate these donations to what the donators have intended them for: special treats such as providing folders and outfits for the choir, taking a group outing, providing new singing books for the Singing café. It would be a great shame not to have such treats as they bring so much joy to the people we cater for.

### Q13 Sustainability

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?

We have introduced charges/higher charges to our attendees and do regular fundraising events, such as concerts. We have collection boxes around the town, and are continually researching other avenues of suitable funding.

## **Your Accounts**

Q14 Please provide the following details from your most recent annual accounts



# **Account Details**

Q15	Please give us your bank or building society account details You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.
	Account name:
	Bank/Building Society name:
	Bank/Building Society address:
2	
	Who are the signatories and what position do they hold in your organisation?

Name	Positon
Roger Kuch	Chair and Treasurer
George Smerdon	Management Committee Member
Agi Peach	Secretary

# **Any Other Information**

# **Q16** Any other information which you consider to be relevant to your application.

Over the years we have built up a considerable following for our activities and are in close touch with many families who have come to rely on the support we can offer to those living with dementia.

We feel we are making a huge difference in helping those with dementia maintain their health and normal lifestyle for longer than would otherwise be the case, which goes some way to relieve pressure on our overstretched social and health services. We are also providing a much-needed network of support for the carers of those living with dementia.

We are very proud of what we have achieved in our town. Not just the support we can give to our attendees but also being instrumental in increasing awareness of the dementia condition and creating a dementia friendly community in St Ives.

We are extremely grateful for the grants we have received during the past years, and are very much hoping that the Town Council can continue to support us.

We had a better than projected income last year from various donations, increased number of attendees and fees, and concert income. We did have some big expenses though, staging the successful Dementia Awareness Day in May, and introducing the monthly Games sessions involving coaches from One Leisure. We have a healthy bank balance at the moment, and would love to keep it that way. Any excess money we raise we are keen to put towards trips and special events for our attendees.

We are hoping that the Council will be happy to continue to support us. Now that we have had a normal year following Covid restrictions, we estimate that we need £4000 subsidy every year to be able to deliver all our activities. We hope the Town Council will find these figures agreeable and continue their much-valued support for the St Ives Dementia Friendly Community.

# Declarations

# Q17 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of St Ives Dementia Friendly Community Steering Group, that I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: Chair

Name: Mr Roger Kuch		
Address:		

Signed:	Roger Kuch	Date:	31/10/2021
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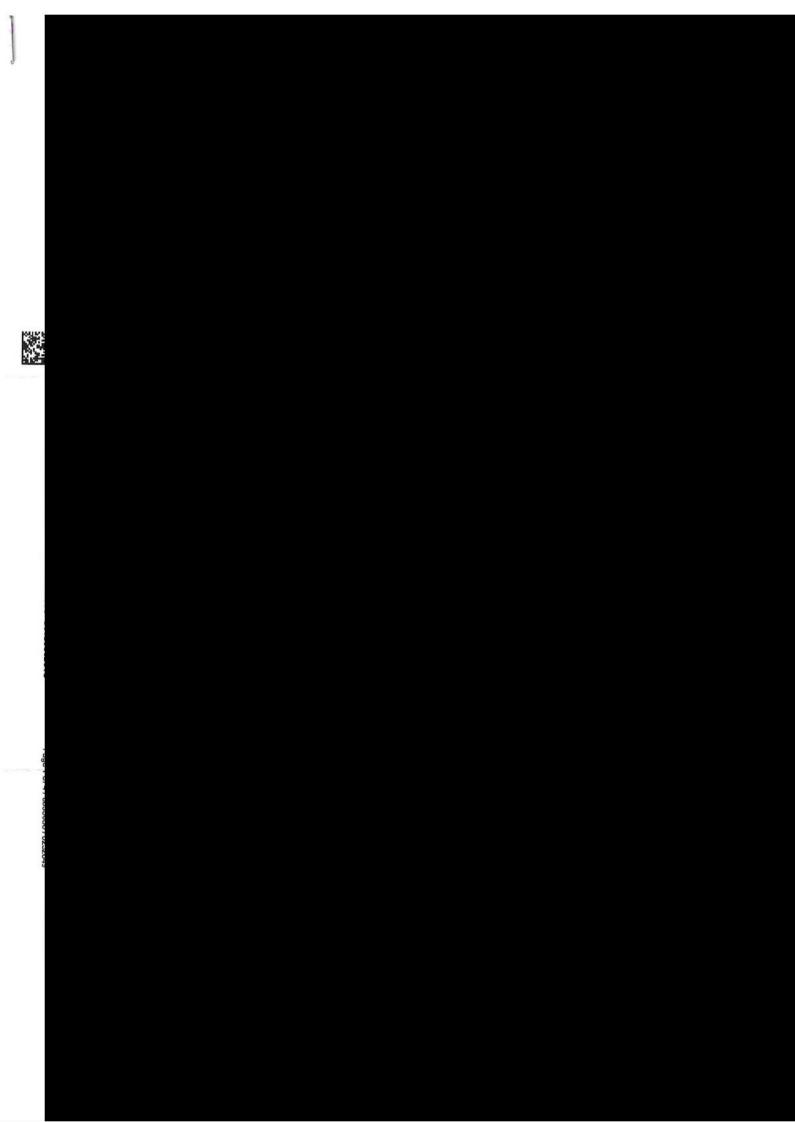
# Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17** 

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Date: 31/10/2021

Checklist		
1.	Have you answered every question?	
2.	Have all signatures been completed?	
3.	Have you included a copy of your governing document?	
4.	Have you included copies of your latest meeting and AGM minutes?	
5.	Have you included a copy of your most recent accounts?	
6.	Have you included a copy of your most recent bank statement?	
7.	Please state any supporting documents you are submitting: Budget calculations 2023/24	
	PLI certificate.	
	Vision, Mission and Values Statement.	
	Health and Safety Policy.	
	Diversity and Equal Opportunities Policy.	
	Safeguarding Adults at Risk Policy.	
	Privacy Policy.	_
	Volunteers Policy.	



# ANNUAL BUDGET FOR THE DFC ACTIVITY GROUPS 2023/4

Activity				
Love to				
Move/				
Reminiscing				
	- 3			
Memory				
Lane Singing				
Cafe				
Reminiscing	-			
Choir	-			
×	_			
Dementia				
Café				
D Friends				
sessions				

# ANNUAL BUDGET FOR THE DFC ACTIVITY GROUPS 2023/4

Comos	DUCC		
Games	BHCC		
ALL DFC			
GROUPS			

Other forecast expenditure:

Marketing

Equipment

PLI + Hunts Forum

Training

Total expenditure



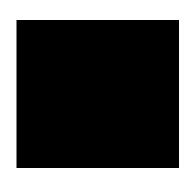
Other forecast income:

Concert ticket sales

Donations

Grant (CCC)

Total income



# THE ST IVES DEMENTIA FRIENDLY COMMUNITY GROUP

Simple Unincorporated Constitution 2020 (edited 2022)

### NAME

1

The name of the organisation organization shall be The St Ives Dementia Friendly Community Group, hereinafter called 'the Group'.

### AIMS

The aims of the Group shall be to spread awareness of the nature of dementia as a brain disease and its effects on the behaviour of people in our community and surrounding villages and their personality, personality and health, and how with understanding we can understand their needs. In this way the Group strives to help them to live well with their dementia for as long as possible. The Group also makes businesses and other organisations aware of how small changes within their premises can make big differences to those with dementia. Finally the Group assists local volunteer groups organize and promote regular activities and events designed for those with dementia, their carers and families. All activities of the Group shall be conducted under the guidance of The Alzheimer's Society. To preserve and protect good health and wellbeing among people with dementia, their families and carers, by promoting, enabling and delivering activities and events for citizens in and around St Ives, Cambridgeshire.

To spread awareness of dementia and encourage our town to become more and more dementia friendly.

#### POWERS

To further these aims the Group shall have power to:

(a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.

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(b) Liaise with local authorities, voluntary

organisations<u>organizations</u> and the residents of St Ives and surrounding villages in a common effort to carry out the aims of the Group.

(c) Do all such lawful things as will further the aims of the Group.

#### MEMBERSHIP

\_\_\_\_\_The Group shall offer membership to people living with dementia, their carers, volunteers and anyone who supports our activities and the aims of the Group.

for citizens in and around St Ives sessions. MANAGEMENT

\_\_\_\_\_(a) The <u>Committee Group membership</u> elected annually at the Annual General Meeting (AGM) shall manage the Group.

(b) The <u>Committee</u>Group membership shall be led by <u>thea</u> <u>Cehair</u>, <u>assisted by the Treasurer and the Secretary</u>, and not more than three <u>other elected Committee members</u>.

\_(c) -The <u>Committee</u>Group may co-opt further or replacement members as necessary.

who will assume the roles of secretary and treasurer.

(c)The Group may co-opt further voting members who shall resign at the next Annual General Meeting.

(de) The Steering Group, that includes the Committee, activity leaders and a carers' representative, shall meet at least four times each year.

(<u>e</u>fe) At least t<u>hree Committeewe Group</u> members shall be present at a <u>CommitteeGroup</u> meeting to be able to make decisions. <u>Voting at Committee meetings shall be by show of hands. If there is a</u> <u>tied vote, the Chair shall have a casting vote.</u>

(fgf) A proper record of all transactions and meetings shall be kept.

Commented [KJ1]: The traditional English spelling is more generally used, but if you prefer the US Z (or Oxford Uni) please ignore me.

**Commented [KJ2]:** You should detail how many posts there are that make the committee. Ie *The Group shall be administered by a Management Committee of the Officers and not more than*<u>other members</u>

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**Commented [KJ3]:** If you don't specify how voting is carried out this may cause you problems later on. Ie Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a casting vote.

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Formatted: Font: (Default) StoneSans-Italic, 14 pt, Font color: Custom Color(RGB(39,38,39)), English (United Kingdom) (gh) –<u>Committee m</u>Hembers shall resign after one year and <u>can</u> be nominated and re-elected at an Annual General Meeting.

#### **GENERAL MEETINGS**

(a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.

(b) Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.

(c) A Special General Meeting may be called at any time at the request of the <u>Committee Group</u>, or not less than three members. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

(d) Three Committee members being present shall enable a General Meeting to take place.

(e) Proposals to change the constitution shall be given in writing to the <u>Cehair at least seven days before an Annual General Meeting and approved by 2/3 majority</u> of the Steering Group members present.

#### ACCOUNTS

(a) \_\_\_\_\_\_ The funds of the Group, \_P-including all donations, grants, contributions and bequests, shall be paid into an account operated by the GroupROUP. All cheques drawn on the account shall be signed by at least two members of the Group.

(b) \_\_\_\_\_\_The funds belonging to the Group shall be applied only to ◄ further the aims of the Group.

\_\_\_\_\_(c) A current record of all income, funding and expenditure shall be kept. Voluntary

**Commented [KJ4]:** What would happen if your membership reached 50 people? It's fine to stick with the number as long as you have considered if it would still be relevant in future years.

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in-mind-accounts-systems/

Commented [KJ5]: There's some great free software available here https://www.resourcecentre.org.uk/information/money-

#### DISSOLUTION

(a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of the Steering Group members present at a Special General Meeting.

(b)\_\_\_\_\_\_If confirmed, the Group shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organizsation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

#### **SIGNED IN AGREEMENT**

Name:		(Chair)
	Signed	Date
Name:		(Secretary)
	Signed	Date
Name:		(Treasurer)
	Signed	Date

4

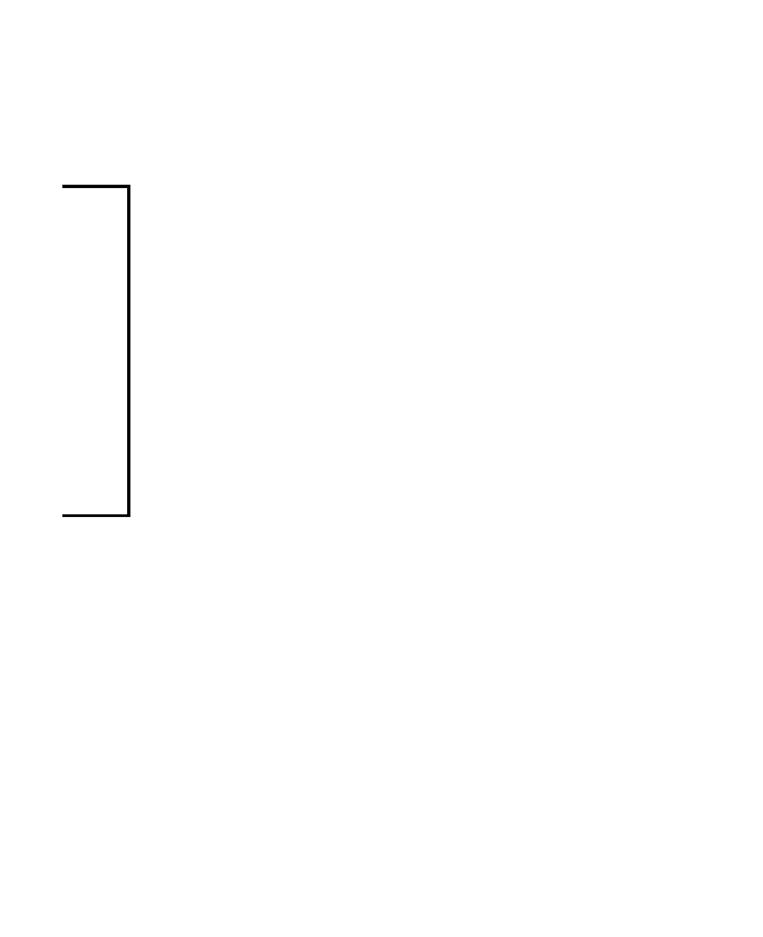
**SIGNED IN AGREEMENT** 

# **REVIEW**

The Committee shall review this Constitution hevery two years.

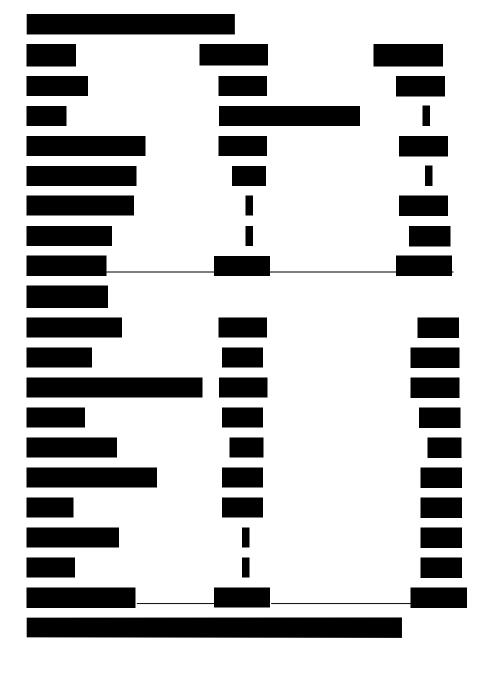
# Dementia Friendly Community Group Financial Summary y/e Jan. 2023.

Transactions are shown in the month they appeared on the bank statement. Balances shown are totals as at month end. Year end is 31st January.



#### DEMENTIA FRIENDLY COMMUNITY GROUP

#### **INCOME AND EXPENDITURE REPORT**





#### Notes to the accounts:

- 1. There were fourteen separate donations, with the total being a 27.5% increase on last year.
- 2. At the end of the FY, we were awaiting the Town Council grant.
- 3. Activities income includes the Riverport Singers, Dementia Café, Reminiscence (at both the Norris Museum and the BHCC), Love to Move, and Memory Lane Singing Café.
- 4. The income from the concerts, both summer and Christmas was excellent, and after expenses, allowed us to make donations to the Ukraine appeal and money towards instruments at Thorndown school. There is still some ticket income outstanding, which will accrue in 2023.
- 5. "Miscellaneous" includes collections from the Memory Stars Christmas trees, a raffle for a knitted family and two other collection boxes.
- 6. Marketing costs were considerably reduced this year because the cost incurred last year gave us a good base and has carried us through this year. It will inevitably increase in 2023.
- 7. The cost of venue hire reflects the increase in activity over the previous year which was so badly affected by Covid-19. It covers hire of space at the Free Church, the Corn Exchange, and the Burleigh Hill Community Centre. All have increased their costs for 2023.
- 8. The cost of running our sessions has also increased considerably this year for the same reason as the venue hire. This includes running the Riverport Singers choir rehearsals, Reminiscence (at both the Norris Museum and the BHCC), and Love to Move.
- 9. Insurance cost is for the Public Liability cover which we must have for our activities.
- 10. The subscription is to the Hunts Forum who helped us a great deal to set up as a properly structured group, thus enabling us to formally apply for grants. They continue to offer help where needed, as well as offering training courses and advertisements for grant applications.
- 11. Equipment includes a projector for the Dementia Café, jigsaw puzzles and security for our goods in the BHCC cupboards.
- 12. The Zoo trip was repeated this year and the increase in cost (mainly for the coach) is evident.
- 13. Donations I have already mentioned.
- 14. Training cost is for some of our volunteers to attend a First Aid course which is a requirement from the St. Ives Community Association, and is also a good idea.
- 15. The shortfall recorded for the year is slightly over the amount which was voted by the Town Council for this year but which had not been forthcoming at the end of the FY. (It has now been paid over to us). Otherwise, we would have come close to breaking even. We expect to need a similar amount for this coming year, and have made appropriate application for a grant to the Town Council.

# THE ST IVES DEMENTIA FRIENDLY COMMUNITY GROUP

# **Diversity and Equal Opportunities Policy 2022**

#### **POLICY STATEMENT**

- The St Ives Dementia Friendly Community Group (hereinafter called 'the Group') recognizes that certain individuals and groups in society suffer discrimination on the grounds of age, sex, sexual orientation, race, colour, nationality, ethnic or national origin, religious belief, gender, gender reassignment, disability, and marital status, culture and socio-economic background.
- The Group does not discriminate on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, civil partner status, pregnancy or maternity, disability, religion or belief or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales (referred to as Protected Characteristics in the Equality Act 2010)
- 3. The Group seeks to ensure that we do not engage in direct or indirect discrimination on the grounds above.
- 4. The Group will seek to ensure that our services and resources are relevant -and are perceived by them as being so to to all members and everyone participating in activities delivered and promoted by the Group. -and volunteers and are perceived by them as being so.

The aim of the policy is to ensure no Member applicant or volunteer is discriminated against either directly or indirectly on the grounds above.

5. The <u>Chair and Committee</u> Members and <u>nominated Chair</u> have primary responsibility for ensuring equal opportunities in service delivery practice. All Members and <u>volunteers</u> must adhere to this policy in the course of their work, monitor it on a day-today basis and report on its operation to the Committee.

#### SERVICE PROVISION

- We will work actively towards ensuring that our services and resources are relevant to all members and service users. We will examine each area of work to determine whether:
  - \_\_The service is offered in an accessible and relevant way.
  - •\_\_\_\_Alternative methods would be more appropriate.
  - \_Additional services should be developed.
  - There are any practices/procedures which are discriminatory.
- 2. All written resources for groups and individuals produced by <u>the</u> <u>Group the Group</u>-will\_+reflect the mixed community within which we work and stereotyped images of particular groups will not be reinforced. All Members and volunteers must ensure that their work reflects these principles.
- Users must have easy access to information about the Groupthe Group's' services which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type.
- 4. It is also recognized that the Group the Group might will not be able to meet all the demands made upon its services. There will be a drawn-up and publicly available list of priorities for the service which will be reviewed at least annually.
- Additionally, it is recognized that there may from time to time be complaints against Members or the service. <u>Anyone wishing to make</u> <u>a complaint will be advised to do so in writing, addressed to the</u> <u>Chair, by the Member who was made aware of the problem.</u> A notice

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will be displayed in the general office, giving details of how a complaint may be made. The procedure will also be regularly publicised.

# **SIGNED IN AGREEMENT**

<u>y)</u>

#### REVIEW

The Committee will review this document every two years.

# THE ST IVES DEMENTIA FRIENDLY COMMUNITY GROUP

# Health and Safety Policy 2022

# **STATEMENT OF INTENT**

The policy of the St Ives Dementia Friendly Community Group, hereinafter called 'the Group', is to provide and maintain safe and healthy working conditions and environment for all our Group Members, activity and event leaders, volunteers, plus any other people who are directly affected by our activities and events, such as members of the public.

# RESPONSIBILITY

Overall and final responsibility for health and safety at all events and activities organized by the Group lies with the Committee. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For our Committee meetings the responsible person is the Chair.

For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

# **GENERAL ARRANGEMENTS**

The main activity of the Group is to organize Dementia Friends Awareness sessions and social activities for those affected by dementia, their families, friends and carers and other interested members of the public. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event including equipment, venue, leaders, volunteers and attendees. Appropriate precautions will be taken to minimize hazards at all events and activities. The Group may also run regular events at the same venue or using the same equipment, such as our Committee and Group meetings, the Dementia Friendly Community Choir rehearsals and performances, and the Memory Lane Singing Cafe. In this case we will carry out a general risk assessment for the event/activity/equipment/venue in liaison with the venue operators. All general risk assessments will be reviewed at least once a year.

The Group will have a trained first-aider present at all events which are open to the public.

The Group will make sure all present at events and activities are aware of the location of fire exits.

All present will be made aware of the precautions they need to take as noted on the relevant risk assessment.

No leader will run an event or activity on their own, and at least two others (co-leaders or volunteers) should stay at an event until it is finished and the last attendees have left.

The Group will hold Public Liability Insurance.

# **SIGNED IN AGREEMENT**

Name:		(Chair)
	Signed	Date
<u>Name:</u>		(Secretary)
		•••••
	Signed	Date

# REVIEW

The Committee will review this document every two years.



# St Ives DFCG Steering Group Meeting 5 September 2023 Field Lodge

**Present:** Roger Kuch, Sue McIntyre, Jinty Garbutt, Agi Peach, Susan Bate, David Judge, Linda Martinez

**Apologies:** Polly Carpenter-O'Driscoll, Mary Hayward-Eyre, Heather Jones, Sandy Hadleigh, Jo Dodds

# **Reports from activities:**

**Museum Reminiscing Group** Susan asked for feedback from the museum group if they want to do anything different but all participants like it exactly as it is.

**Monday Group** going really well with min 30, sometimes 36-38 participants. Jigsaws and water paints are popular.

Request for 63/100 piece jigsaws to take home. Linda kindly offered to lend us some from Field Lodge, Sam and Keri will drop them off at Dementia Cafe on their visit on the 19th September.

**Carers Group** is going from strength to strength with active participants. 13 present this morning for the hand massage workshop. There will be follow up physiotherapist sessions and Jane Jenner has promised us funding from the town council Innovation Grant from Cambridgeshire County Council to cover these sessions and teas/coffees at The Haywain pub, who have kindly offered to host the group outside their opening hours.

Carers File is being reorganised and reproduced with Sue's help. There will be a copy that can be borrowed to view at home. There will also be a digital copy to be emailed out to all the carers in our group. It's a labour of love! Jane Jenner has offered help with printing/photocopying. Thank you everyone working on this extremely valuable resource.

There has been a request from the carers to see the minutes of the Steering Group meetings, so from now on the minutes will be distributed to all carers and volunteers.

**Memory Lane Singing Cafe** continues to be a very well attended super joyful session. We look forward to the big 10th birthday celebration this autumn to be held at the Corn Exchange. Awaiting details from George and Sam.

**The Choir** with 52 singers gave a sold out concert in June to friends and family, and our volunteers. Another fabulous occasion and joyous celebration of what our little community can achieve together. The concert was supported by the Over Community Singers and Drummers the second time, who have also helped to

organise the raffle. Our Mayor and Sam dazzled with their solos! The concert raised over £1200.

Nearly the whole choir had coffee after the last rehearsal of the term in the Tony Burgess Room, that the Corn Exchange kindly set up for us free of charge.

A lot of members carried on meeting up in the summer break for coffee in the Golden Lion, at the time of our usual rehearsal. Another pub in town generously letting the group have a private room for their gatherings, that included singing along to the choir playlist! The Choir will recommence on 7 September with 58 members on the register. The Corn Exchange cafe will open up on Thursdays for our choir members only, after our rehearsals.

The next concert will be 22 December, and for the first time we will not have a guest choir, so we can also have some townsfolk attending our concert, besides friends and family and our volunteers.

**The Dementia Cafe** is doing well. We had a couple of sessions supporting our attendees to create their Playlists for Life, and enjoyed musical entertainment from the Fenland Harmonica Guys and John Pilbeam. We are looking forward to Keri's hand massage/Namaste care workshop next (from Field Lodge), then hopefully a ukulele group in October, a bingo morning in November and Thorndown School choir's visit for the Christmas Cafe. We have asked our attendees to suggest future speakers/entertainers.

Our **finances** are looking good and stable. We are still waiting for this year's town council grant to be paid into our account.

We had a brilliant **day out to the Cambridge Botanical Gardens in July**, organised by Sue. She negotiated that, as a community group, our visit was free, and the coach was kindly paid by Memory Lane Singing Cafe.

The monthly **Games Sessions** are not as well attended as we originally hoped for but those who come have a good time. The current set up is quite expensive with two coaches coming from One Leisure to run the sessions. We have agreed to continue with the monthly Games Sessions next year, but run it ourselves and purchase equipment such as skittles, boccia, balls, net, hoops, etc. The Town Council is currently considering a special grant in support of these sessions. We have also some other avenues to try for grants such as Buckles, Community Chest, Mind. We are also hoping to run the session a little later, starting at 2pm, in the hope that a later starting time will suit our attendees better.

We have discussed the possibilities for organising group swimming sessions but this seems to be very difficult logistically, and we have decided to focus our efforts elsewhere.

We are hoping to organise a **tea dance**, either this autumn or early next year, at the Corn Exchange. We are waiting to hear back from the Rug-Cutters Lindy Hop Club whether they'd be happy to facilitate the dance.

The question of whether we should become a charity (as we are currently a voluntary organisation) has cropped up again, and we have decided to put it on the agenda for our next meeting to discuss pros and cons. Sue has kindly offered to research it.

Our next meeting will be at Field Lodge (thank you again for hosting) on Tuesday, 5 December, 9.30 am.





# St Ives DFCG AGM 10 March 2023, Norris Museum

**Present:** Roger Kuch, David Judge, Sue McIntyre, Jinty Garbutt, George Smerdon, Mary Hayward-Eyre, Agi Peach

**Apologies:** Polly Carpenter-O'Driscoll, Ann Lorman, Susan Bate, Sandy Hadleigh, Heather Jones

The Group has adopted last year's AGM's minutes as a true representation of the meeting.

**In his Chair's report**, Roger recalled the challenges of the past year, starting with Covid restrictions once again in January, and then a heat wave in the summer that forced us to cancel some of our activities.

Roger has thanked us all for our continued hard work and "going the extra mile" yet again this past year. He thanked us all individually for our contributions, as well as praising the fabulous team we are together. Roger has also expressed his gratitude to all the volunteers who are supporting our activities with caring conversations and providing refreshments.

In his report Roger has also mentioned the following:

- 4 members of the Group attended First Aid Training.
- We have been successful attaining a top-up grant from the Council again, for this financial year.
- The facilities at Burleigh Hill CC have been improved, though a few issues remain to be resolved.
- The Riverport Singers gave two sell-out concerts, both attended by the Mayor and many of our volunteers. From the funds we raised at the concerts, we made donations to the local Ukrainian community via Rotary, and Thorndown Primary School towards musical instruments.
- We look forward to holding our Dementia Awareness Day in May.
- We have added a new session of Games to our list of activities.
- We hope to fund a day (or two) out for our members again this year.

**In his Treasurer's report**, Roger has stated that our finances are in a good position, owing to a top-up grant being voted by the Town Council, good income from our activities, as well as increased donations during the year, including very generous sums from the Free Church, Rotary and the St Ives Community Choir. With last year's Town Council grant that has now been paid and the outstanding funds raised with choir concert ticket sales (which we are still waiting for the Corn Exchange to transfer to our account), we are maintaining our balance. This means we will need to

keep applying for a Town Council grant of at least £3K to break even each year, especially as all the venues we are using are increasing their hall hire fees this year.

# The 2022/23 accounts were adopted.

George and the rest of the Group thanked Roger for all his hard work as a Chair and Treasurer.

# **Election/Re-election of Committee members**

Roger will continue as Chair/Treasurer and Agi as Secretary. Susan and Sue stay on as Committee members and Sandy has been nominated to be our fifth Committee member and was voted for unanimously.

# Update on our activities:

**Monday Group (Reminiscing and Love to Move)** has had 36 attendees last week! Besides the benefits of the exercise, it is a great social opportunity for both our attendees and their carers. We have decided to use every 4<sup>th</sup> Monday of the month to invite more volunteers in to help engaging our attendees whilst facilitating a carers' meeting in the conference room between 11.00-12.00. We are hoping to trial this in April. George will contact the Singing Café's volunteers and Agi the Choir members who might be available to help. It's great to have Mary supporting the group whenever she can, besides leading the sessions when Polly is not available, and it is also lovely to welcome Mary on the Steering Group.

**Memory Lane Singing Café** continues to be a popular session on the calendar of our community and is very well attended, often to full house! As one of the Mayor's chosen charity, they will receive a donation later this year. There are plans of creating seasonal singing booklets.

**Dementia Café** continues to be a great meeting place for many and a place of entry for newcomers into our community. We are providing entertainment and talks and fabulous cakes – even pancakes! (thanks Andrew and Sandy) and most importantly company. The Carers' Tips folder is now full of useful information and appreciated by many of our carers. We have decided to keep this folder with the Monday Group and Sue brings it over to the Café, to make it more accessible for our carers.

**Friendship Lunches** keep going with around 20 attendees each month and are much appreciated!

**Riverport Singers** is going from strength to strength, have 55 members on the register and rehearsals have around 40 singers each week. The Choir had a fabulous, sold-out Christmas concert in collaboration with Thorndown School Choir. The concert raised £100 in donations for the school to spend on musical instruments. We welcomed many of our volunteers to the concert with complimentary tickets. The Choir's next engagement will be their appearance in Karen England's Charity concert on 17 May at the Free Church, raising funds for Alzheimer's Research UK. The Summer concert will be on 25 June.

**Our new venture: Games Session** was piloted in January, with two coaches from One Leisure and was a great success, so we have decided to make it a monthly event, every first Tuesday of the month. Gilly has produced great flyers for us. Our second session was just a few days ago. We are finding our way and see what games work best. We are also planning to buy some board games and dominos to play before the coaches start their activities.

# Dementia Awareness Day, Friday 19 May 10.00-14.00 Corn Exchange

Using lan's successful event in 2017 as a template, we feel it is time to have another big event in St Ives to raise awareness of dementia, reach out to people who might need us and haven't yet found us, and provide some guidance to our local organisations and businesses on how to make their premises more dementia friendly. With this event we are also hoping to reboot the regular Dementia Friends sessions in St Ives, that have lapsed in the last year due to a mixture of reasons, such as an apparent lack of interest from the public (quite possibly not helped by insufficient advertising on our part), and the consequences of the Alzheimer's Society's reorganisation of the DF training. Hopefully we can now get back on track with the DF sessions delivered by Chantal in her new role as Dementia Friends Ambassador.

Our event will coincide with Dementia Action Week promoted by the AS.

We have talked through the action plan for the day, deciding on which organisations/services/businesses we will approach to hold stalls at the event, the programme of the day, what advertising materials we will need to produce, what activities we will run on the day, how we will manage the space and refreshments, and what steps we will need to take to invite representatives of as many of our local businesses and community spaces as possible.

# AOB:

We agreed to repeat our Thank You To Our Volunteers' Tea Party this summer.

Our next Steering Group meeting will be on Tuesday, 18 April at 12.00pm at the Free Church, after the Dementia Café. This meeting will be focused on our upcoming Dementia Awareness Day on 19 May.







# **CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)**

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

	Policy Number:	
1. Name of policyholder:		
2. Date of commencement of insurance:		

3. Date of expiry of insurance:

We hereby certify that subject to paragraph 2:-

- 1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
- 2. (a) the minimum amount of cover provided by this policy is no less than  $\pm 5$  million (c)

For and on behalf of ANSVAR INSURANCE A business division of Ecclesiastical Insurance Office plc



Notes:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

#### **IMPORTANT NOTICE TO POLICYHOLDERS**

Under the terms of the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 the requirement to display a certificate will be satisfied if it is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

Certificates of Insurance must clearly state the name of the policyholder and, where applicable, make reference to insured subsidiary companies.

As required by your policy terms, any change to the name of the policyholder or the formation, acquisition or divestment of subsidiary companies must be notified to Ansvar.

If you have any associated companies you will need to have separate cover.

# THE ST IVES DEMENTIA FRIENDLY COMMUNITY STEERING-GROUP

# Privacy Policy January 20229

#### INTRODUCTION

The St Ives Dementia Friendly Community <del>Steering</del>-Group (hereafter referred to as 'the Group') takes <del>your</del>-privacy seriously and is fully committed to handling the information we collect <del>from you</del> in a secure and responsible manner that adheres to the guidelines of the General Data Protection Regulations which came into force on 25 May 2018.

This privacy policy explains how we use your personal information, in particular:

- •\_\_\_•What information we collect
- AWith whom the information may be shared
- The choices members and attendees have regarding their information

If we are provided with information by which the provider can be identified, we will use that information only for the purpose stated when it is shared with us. The information will be stored in a secure manner. The information will not be passed on to any third party without explicit consent. We will give members and attendees the option to review choices and to opt-out of further communications and/or to delete all details permanently.

#### THE INFORMATION WE COLLECT

The information we shall collect will comprise name, postal address, email address, home telephone number and mobile number of members and attendees.

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### HOW WE MAY CONTACT MEMBERS AND ATTENDEES

-We may contact members and attendees via email, post or telephone calls<u>according to</u> their <u>indicated preference.</u>-

#### **OUR USE OF PERSONAL INFORMATION**

Personal information collected and processed by the Group may be used for the following purposes:

- Administer donation, membership or legacy (including processing gift aid)
- Communication to keep members and attendees updated with our work, meetings, activities and projects
- Ensure we know how members and attendees prefer to be contacted
- Provide information to members and attendees as requested you with information you have asked for
- Research and statistical information related to our work and projects

Processing personal data for the above purposes may entail sharing the information with <u>Group DFC</u>-members. Members' information may be shared internally for the purposes of making contact.

#### ACCESSING PERSONAL INFORMATION

Members and attendees have the right to ask the Group (the Secretary) in writing, for a copy of all the personal information held about them and for it to be updated if incorrect. Chair.

#### **RETAINING INFORMATION**

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Information will be deleted from our membership records immediately if a member resigns from the Group, or an attendee no longer attends activities organized by us.

#### COMPLAINTS

If there is a complaint about how we are using information, the Chair should be contacted in the first instance. If the issue remains unresolved, the member or attendee has the right to complain to the Information Commissioner.

#### **NOTIFICATION OF CHANGES**

If the Group decides to change its Privacy Policy, members will be contacted directly.

#### LAW ENFORCEMENT AGENCIES OR GOVERNMENT AGENCIES

We will only share information if we believe that disclosure is reasonably necessary to comply with a law, regulation or legal request; to protect the safety, rights, or property of the public, any person, or the Group; or to detect, prevent, or otherwise address fraud, security or technical issues.

#### HOW LONG WE KEEP PERSONAL INFORMATION

The Group retains personal information only for as long as necessary for purposes of honouring the Constitution and Vison Statement and thereafter for a variety of legitimate legal purposes. This is also the case for anyone that we share information with and who carries out services on our behalf. These might include retention periods:

- Mandated by law, contract or similar obligations applicable to our work and projects
- For preserving, resolving, defending or enforcing our legal/contractual right
- ANeeded to maintain adequate and accurate financial records.

#### RIGHTS

As a data subject, members and attendees have a number or rights.

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- Access and obtain a copy of personal information on request
- \_\_\_Require the Group to delete or stop processing personal\_\_\_\_\_ information
- Object to the processing of personal information where the Group is relying on its legitimate interests as a legal ground for processing

Anyone who would like to exercise any of these rights can contact the Chair via email or by post to Roger Kuch 13 Ilex Road, St Ives PE27 3AL e-mail: rnjkuch@gmail.com

#### SIGNED IN AGREEMENT

Name:		(Chair)
	Signed	Date
Name:		(Secretary)
	Signed	Date
Name:		(Treasurer)
	Signed	Date

SIGNED IN AGREEMENT

#### REVIEW

The Committee will review this document every two years.

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# THE ST IVES DEMENTIA FRIENDLY COMMUNITY GROUP

# Safeguarding Adults at Risk Policy 2022

#### AIMS

The St Ives Dementia Friendly Community Group, hereinafter called 'the Group', works with adults (and their carers) that may have care and support needs. This policy will ensure that such adults will be treated with respect, understanding and tolerance at all times during the activities and events organised by the Group. The group will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps the Group will make to safeguard an adult with care and support needs if they are deemed to be at risk. This policy sets out the roles and responsibilities of the Group in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

The Group will ensure that decisions made will allow adults to make their own choices and include them in any decision making. The Group will also ensure that safe and effective working practices are in place.

This policy is intended to support <u>members</u>volunteers working within the Group to understand their role and responsibilities in safeguarding adults. All <u>membervolunteers</u> are expected to follow this policy.

The key objectives of this policy are for all membervolunteers of the Group to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

#### This policy is based on +

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The Care Act 2014 and the Care and Support statutory guidance Under the Human Rights Act 1998, <u>that states</u> everyone has the right to live free from abuse and neglect.

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Copies of this policy <u>willshould</u> be available <u>to all members of the within the Group.</u> <u>The and the Group will not tolerate the abuse of adults in the organisation and</u> <u>leaders of volunteers activities supported by the Group willshould</u> be made aware of how this policy can be accessed.

#### WHAT IS SAFEGUARDING ADULTS?

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.' Care and Support Statutory Guidance, Department of Health, updated February 2017

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

The Group adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

• Empowerment

•

Protection

- Prevention
- Proportionality

- Partnership
- ionality
- Accountability

The Group will not tolerate the abuse of adults and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. The Group should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. The Group should be transparent and accountable in delivering safeguarding actions.

The Group will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. As adults may have

different preferences, histories and life styles, the same process may not work for all.

#### WHO DO ADULT SAFEGUARDING DUTIES APPLY TO?

The Care Act 2014 sets out that adult safeguarding duties apply to any adult who:

- Has care and support needs
- Is experiencing, or is at risk of, abuse and neglect, and
- Is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs

#### WHO DO I GO TO IF I AM CONCERNED?

The named responsible person for safeguarding duties for the Group is Roger Kuch. All volunteers should contact Roger for any concerns/queries they have in regards to safeguarding adults. Tel: 07796 783521 e-mail: rnjkuch@gmail.com

A log of the concern must be kept (see later).

Roger will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

Roger will also ensure that the safeguarding adults' policies and procedures are in place and up to date. They will ensure a safe environment is promoted for <u>members</u>, <u>as well as</u> volunteers and adults accessing the activities and events provided by the Group. Roger will ensure they are up to date with their safeguarding adults training.

#### WHAT SHOULD I DO IF I AM CONCERNED?

Volunteers in the Group who have any adult safeguarding concerns should:

#### Respond

Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services

- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act

against their wishes or without their consent, you must record your decision and the reasons for this.

#### Record

- Reports of a safeguarding incident should be recorded in one of the logbooks held by Roger. The report needs to include the date, time and place of the activity or event, details of the incident, and the name and contact details of the adult concerned. Advice given if appropriate should also be recoded. The logbooks should be retained by Roger who should have sole access.
- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personnel for accessing confidential information. ([See the Group's Privacy Policy)]

#### Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- The adult's wishes and preferred outcome
- Whether the adult has mental capacity to make an informed decision about their own and others' safety
- The safety or wellbeing of children or other adults with care and support needs
- Whether there is a person in a position of trust involved
- Whether a crime has been committed

These considerations should inform the decision whether to notify the concern to the following people:

- The police if a crime has been committed
- Relevant regulatory bodies such as Care Quality Commission, Charities commission
- Service commissioning teams
- Family/relatives as appropriate (seek advice from adult Social Services)

#### lan

Roger lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

#### WHAT ARE OUR ROLES AND RESPONSIBILITIES?

All <u>members</u>volunteers in the Group are expected to report any concerns to the named person for safeguarding. If the allegation is against one of the Group <u>membervolunteers</u>, seek advice from the Group's safeguarding lead, Roger. Roger should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The Social Services will decide on who will lead on a safeguarding enquiry should it progress to that stage. The Group should not conduct its own safeguarding enquiry. The Group's safeguarding leads should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a personcentred approach is adopted.

#### **COMPLAINTS PROCEDURE**

The Group promotes transparency and honesty when things go wrong. All <u>membervolunteers</u> <u>-activity leaders and volunteers</u> should apologise and be honest with service users and other relevant people when things go wrong.

The Group is committed to ensuring that volunteers who in good faith whistle-blow in the public interest will be protected from reprisals and victimisation.

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice. The Group will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern. It important to take action because it may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

#### **CONFIDENTIALITY AND INFORMATION SHARING**

The Group expects all volunteers to maintain confidentiality at all times. In line with Data Protection law the Group does not share information if not required. [[See the Group Privacy Policy.]]

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharinginformation/keymessages.asp

#### **APPENDIX**

#### What are the types of safeguarding adult's abuse?

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical
- Neglect

Discriminatory

Domestic violence

Organisational

Sexual

Modern Slavery

• Financial

• Psychological

Self-neglect

However, the Group advises you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

#### What are the possible signs of abuse?

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly
- The person never seems to have money
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms)
- The person has signs of a pressure ulcer
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

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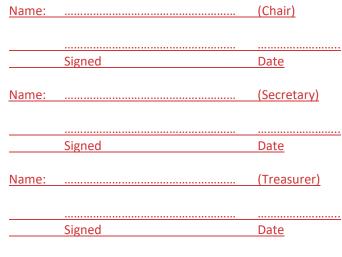
You should ask the person should you be unsure about their well-being as there may be other explanations to the above presentation.

#### Who abuses and neglects adults?

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- Partners
- Other family members
- Neighbours
- Friends
- Acquaintances
- Local residents
- People who deliberately exploit adults they perceive as vulnerable to abuse
- Paid staff or professionals
- Volunteers and strangers

#### **SIGNED IN AGREEMENT**





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#### REVIEW

The Committee will review this document every two years.

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## THE ST IVES DEMENTIA FRIENDLY COMMUNITY GROUP

### Vision, Mission and Values Statements 2022

### **OUR VISION**

To see our town becoming a Dementia Friendly Community, where people with dementia are understood, respected and supported - and therefore remain integrated and valued in the local community.

#### **OUR MISSION**

We are committed to raising awareness of dementia in our community and to supporting and promoting activities and events that enable people with dementia to live well and as full a life as possible.

We carry out our mission by:

- providing regular short awareness sessions in our town and local villages to create Dementia Friends
- offering and delivering dementia awareness sessions to local businesses and organisations that encourage them to make their premises more dementia friendly, and train their staff to become Dementia Friends
- organising, co-ordinating, supporting and promoting trips, events and activities that are provided for people living with dementia and their carers in our town and surrounding villages, including without limitation the Dementia Café, Reminiscing sessions, the Memory Lane Singing Cafe, Love to Move sessions, Friendship Lunches, and the rehearsals of the Riverport Singers (the St Ives Dementia Friendly Community Choir). <u>Besides the weekly rehearsals, t</u>The Choir aims to provide regular opportunities to its members to perform in concerts

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in the town, contributing to make them feel valued and respected in the community.

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#### **OUR VALUES**

Our work will be guided and informed by our beliefs and commitments as follows:

#### Respect

We treat everyone with respect and offer help whenever we are able, in all our activities and engagements with people.

#### Appreciation

We recognise and value the contribution of volunteers within our Group and in the activities and events we deliver and promote.

#### **Being well informed**

We feel it is important that all our Members and volunteers are Dementia Friends, and have a good understanding of dementia and how it affects a person with dementia, as well as their families/carers. [new line space]

We also try to ensure that all our Members are fully aware of all current developments in our town that lead our community further down the path to becoming dementia friendly.

#### Quality

We strive for excellence in our services. We invite participant feedback and practice self-evaluation to enable continuous improvement.

#### Openness

We welcome new Members and ideas that help our mission to improve the Formatted: Font color: Auto provisions available in our town for people living with dementia, and enable

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us to make our community more dementia friendly. We aim to be approachable at all times.

## SIGNED IN AGREEMENT

Name:		(Chair)
	Signed	Date
Name:		(Secretary)
	Signed	Date
Name:		(Treasurer)
	Signed	Date

#### **SIGNED IN AGREEMENT**

#### **REVIEW**

The Committee will review this document every two years.

# THE ST IVES DEMENTIA FRIENDLY COMMUNITY GROUP

## **VOLUNTEERS POLICY 2022**

This policy sets out what we can reasonably expect from volunteers of the St Ives Dementia Friendly Community Group, hereinafter called 'the Group', and how they are supported by the Group.

The Group appreciates their volunteers who are invaluable in delivering the various activities run, organised and promoted by the Group.

The Group is committed to providing volunteers with a supportive environment. We hope that they will find their volunteer experience enjoyable and rewarding.

## **VOLUNTEER ROLE**

We hope that volunteers will be able to work with us regularly so that we can each get the most from the volunteering experience.

Our activity leaders will approach the volunteers with a list of roles and dates of scheduled sessions and ask them to indicate their availability.

Volunteers can sign up to fulfil various roles, such as making refreshments, setting out furniture, registering attendees, initiating conversation and assisting attendees in their activities.

We expect our volunteers to perform their role to the best of their ability and to follow our procedures and standards set out in our policies.

## **INDUCTION AND TRAINING**

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist volunteers to meet the standards we expect from volunteers and to ensure their health and safety. We will provide our volunteers access to our Constitution, Vision, Mission and Values Statement and all our policy documents. We will request they would sign an agreement that defines their role and membership of the Group.

## SUPERVISION AND SUPPORT

The main point of contact for our volunteers is their activity leader, with whom they can discuss their role and any problems or complaints they may have. We request our volunteers to give as much notice as possible if they are unable to volunteer when expected.

## **EXPENSES**

We will reimburse certain out-of-pocket expenses incurred in connection with volunteering for us.

## **INSURANCE**

The Group has a Public Liability Insurance that provides adequate cover for our volunteers while they are undertaking voluntary work approved and authorised by us.

## CONFIDENTIALITY

In the course of providing volunteering services, volunteers may have access to confidential information relating to personal details of our attendees. We expect our volunteers not to use or disclose this information to any person either during their volunteering experience with us or at any time afterwards.

### LEAVING

The signed agreement may be cancelled any time at the discretion of either party. We ask our volunteers to give us as much notice as possible if they want to stop volunteering with us.

## **SIGNED IN AGREEMENT**

Name:		(Chair)
	Signed	Date
<u>Name:</u>		(Secretary)
	Signed	Date
	Signed	Date
<u>Name:</u>		(Treasurer)
	Signed	Date

**SIGNED IN AGREEMENT** 

## **REVIEW**

The Committee shall review this Constitution hevery two years.