

SAFFRON WALDEN TOWN COUNCIL

Grants Policy

Version	Date Adopted Policy	Minute Reference	Review Date
1	October 2016	A & S 116-16	October 2018
2	June 2018	F & E 380-18	October 2020
3	July 2019	F & E 038-19	October 2020



11 Emson Close
Saffron Walden
Essex, CB10 1HL

T: (01799) 516501
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GRANT AID APPLICATION GUIDELINES

Saffron Walden Town Council offers 2 different types of grant funding namely:

1. Grants for up to £300 per annum
2. Grants for reduced hire fees for any of the Town Council's managed facilities (eg Town Hall, Golden Acre Community Centre, The Common, Bridge End Garden)

The application form at the end of these guidelines should be used for either of the grant applications.

The application form is presented in sections for completion being:

- Section 1: About the applicant
- Section 2: Details of the project / funding request
- Section 3: Funding requirements (financial information)
- Section 4: Contact details

All sections of the application form must be completed.

Please note that incomplete applications will not be considered.

Ordinarily, only one grant per organisation per financial year (1st April – 31st March) will be considered.

The Council may seek to recover any grants following the sale of any property or equipment within 5 years of the grant being awarded. The grant recipient must notify the Town Council in advance of any such sale.



Who can apply?

Although funding is limited, the Town Council will aim to distribute funds to those who need it most, whether it is working with disadvantaged groups, health, social inclusion, sports events, charitable events, a trip or new initiatives and projects. We are pleased to consider any application that will benefit people living within the Saffron Walden Town Council area.

What we look for in an application

- Does the project benefit residents of the parish of Saffron Walden?
- What are the lasting benefits of the project?
- Is the application realistic?
- Have you applied for funding from other sources?
- Is the application form filled in completely and correctly?
- Will the project be well run and effectively managed?
- Will the project be all-inclusive?

A criterion for awarding the grant is that the recipient acknowledges funds from SWTC and attends the Annual Parish Meeting – see the section “Successful Applicants” for further details.

Please note that grant payments can only be made retrospectively. The Town Council will only make advance payments of grants in exceptional circumstances.

How to apply

We recommend that your application be planned well in advance and sent to us before any event takes place. It can be sent to us at any time and you only need to fill out one form. Carefully complete the enclosed application and send it to us, ensuring, if applicable, all the relevant documents are enclosed.

Accounts – If your organisation has accounts please supply photocopies of the last 6 months of your account statements. If you do not have up to date accounts, please supply us with a 6 month forecast of accounts for your project.

Constitution – Where applicable please supply us with a copy of your organisation’s constitution.

Charity registration Number – Where applicable please supply us with your organisation’s charity registration number.

Written Quotations – For all applications requiring equipment purchase we will require 2 quotes. For all applications requiring building work we will require 3 quotes.



What happens to your application?

1. Return your form to:

The Town Clerk
Saffron Walden Town Council
The Town Hall,
Market Street,
Saffron Walden
Essex, CB10 1HR
Tel: 01799 516501 / email: townclerk@saffronwalden.gov.uk

2. On receipt of your application, it will:

- Be reviewed by Officers to ensure it is complete and all appropriate supporting material (as detailed on the application form) has been provided.
- In the event of any queries, you may be contacted by an Officer to provide further information.
- Incomplete applications will not be considered by Committee therefore it is important that the application form is fully completed along with all supporting documentation.

3. Consideration of your application:

- Grants are considered by the Town Council's Finance & Establishment Committee on a quarterly basis being: April, July, October, January of each year
- Dates of Committee meetings are shown on the Town Council website, www.saffronwalden.gov.uk
- Completed application forms **must** be received in the Town Council offices at least one week prior to the meeting date
- **Applicants must attend the meeting to speak further in support of your request and to address any queries from the Committee.**
- You will be advised by an Officer of the date and time when your application will be considered. Grants will not ordinarily be considered by Committee in the absence of the applicant.



4. Committee decision:

- You will be notified in writing of the Committee's decision.
- If your request has been successful, you will be provided with details of how to claim your grant money
- If your request has been declined, you will be provided with reasons for refusal. There is no appeal system and the decision of the Committee is final.

5. Successful Applicants:

Must provide a statement setting out how the money has been applied, this can be done by:

- a) Sending us copies of the relevant invoices and/or receipts, or
- b) Submitting a statement confirming how the money has been applied, or
- c) By supplying a copy of your annual report and accounts

All successful grant recipients must also:

- Acknowledge the grant funding from SWTC – we will send you the Town Council logo for inclusion on publicity material.
- Attend the Annual Parish Meeting to provide a written and verbal update on their project and how the funding from SWTC supported it.



GRANT AID APPLICATION FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant											
1	<p>Name of Applicant/Organisation <i>Saffron Walden Musical Theatre Company (SWMTC)</i></p>										
2	<p>Applicant contact name, address, email and telephone* <i>Jane Chate, SWMTC Honourable Secretary The Wash, 53-54 Thaxted Road, Debden</i></p> <p><small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small></p>										
3	<p>Aims & Objectives of Applicant / Organisation The object of the Company shall be the study and performance of operatic works, musical comedies, musical productions, plays or entertainments; the education of Members and supporters in the arts of music and stagecraft</p>										
4	<p>What is the Nature of your Organisation? ie are you a registered Charity, Social Enterprise or Community Interest Company?</p> <p>Voluntary Group</p>										
5	<p>Does Your Organisation Have:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">A constitution:</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="padding-left: 20px;">Accounts:</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="padding-left: 20px;">Equal opportunities policy:</td> <td style="text-align: right;">No</td> </tr> <tr> <td style="padding-left: 20px;">Safeguarding or child protection policy*</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="padding-left: 20px;">Health and Safety policy</td> <td style="text-align: right;">No, but we have risk assessments</td> </tr> </table> <p style="padding-left: 20px;">once we are in the Town Hall.</p> <p>Please include a copy of these documents where available.</p> <p>If these documents are not supplied, please advise why these details are missing.</p> <p><i>*If you are not able to provide a safeguarding or child protection policy, please advise how you will monitor and ensure the protection of children and vulnerable adults.</i></p>	A constitution:	Yes	Accounts:	Yes	Equal opportunities policy:	No	Safeguarding or child protection policy*	Yes	Health and Safety policy	No, but we have risk assessments
A constitution:	Yes										
Accounts:	Yes										
Equal opportunities policy:	No										
Safeguarding or child protection policy*	Yes										
Health and Safety policy	No, but we have risk assessments										



6	<p>Is your application for a reduced hire fee for any Town Council premises? NO</p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>If No, please proceed to question 7.</p>
7	<p>Have you previously applied to SWTC for grant funding? Yes</p> <p>SWMTC applied and was awarded a grant in 2016 for some sound equipment.</p> <p>SWMTC Youth Group was awarded a grant in May 2021 for its production of The Wind in the Willows. Please note, the Youth Group is run as a separate entity, with separate accounts, chair and committee.</p>
	<p>For Office use only regarding questions 6 & 7:</p> <p>Commercial hire cost:</p> <p>Resourcing cost to Town Council:</p> <p>Potential Net loss / profit:</p> <p>Confirm details of any previous grants awarded to this Organisation:</p> <p>Additional Information:</p>



Section 2 – The Project

8 Project name: Saffron Walden Musical Theatre Company Centenary Year Production of “Kinky Boots”

Project aim:

To bring live theatre back to Saffron Walden after a break of 2 years, to an audience of the local community. To celebrate our company’s centenary year with a fun and engaging production. To allow our local community the opportunity to be involved both on stage and behind the scenes, with many aspects of the production. To allow all our volunteers, many of whom are over 65 to get back to their hobbies and see their friends, improving mental health and social isolation. Using local companies for their services surrounding the production, such as graphic design (Big Barn Creative), printing (Printing.com), ice-creams (Saffron Ice Creams), Beer (Adnams), photo printing (Art@Home) to name but a few, bringing revenue back into the local economy.

Start Date: September 2021

End Date: March 2022



9	<p>Please give details of the project activities and timeline</p> <p>Musical theatre production to take place at Saffron Walden Town Hall in March 2022, celebrating the company's Centenary. Rehearsals began in September, twice weekly, with additional Sunday rehearsals. Technical and dress rehearsals in March, followed by 6 performances running from 8-12th March 2022</p> <p>Local volunteers help design and build the set, costume the production and run the whole event. This totals a cast and crew of approximately 40. We estimate a total audience of approx. 1,200.</p>
10	<p>What particular need do you consider the project will meet?</p> <p>Bringing live theatre back to the local community, which has been so missed during the pandemic.</p> <p>Allowing local people to engage in their hobbies, volunteer and meet friends, assisting with mental health and social isolation.</p> <p>Using local companies for services, enabling money to go back into the local community</p> <p>All these have a positive impact on the mental health and well being of the local community.</p>
11	<p>How have you identified the need for this project? Please include your experience in this field and research and scoping that has been carried out with the intended target group</p> <p>See attached document for research.</p>



12	<p>Please give a reasonably accurate figure for the number of people, within Saffron Walden Town Council's area (the parish of Saffron Walden and Little Walden, see map attached for the area served by SWTC), the project will serve. If possible, please provide evidence of this within the Data Protection Act:</p> <p>Approx 20 cast members and 20 Volunteers behind the scenes. 1000 members of the Town Council community coming to see live theatre In addition, for services we cannot provide ourselves, for example graphic design, printing, rehearsal room hire, we always use local businesses. Therefore providing income to local people and establishments.</p>
13	<p>Please give a brief outline of:</p> <ul style="list-style-type: none">• How this project benefits the residents of Saffron Walden Town Council's area;• On the change you wish to see as a result of your project or activity for the residents of the Saffron Walden parish;• How your project will be measured <p>The production will help with the mental health and social well being of the local residents. So many people have missed the opportunity to go to live events with their friends and families. To get together and have a fun evening! It also enables our volunteers to get together and so what they enjoy so much, cutting down on social isolation and feelings of depression.</p> <p>We are also celebrating 100 years of musical theatre in the town. Quite an achievement. World War 2 and March 2021 were the only times the company did not put on a production, and we would like to honour that.</p> <p>We would love to get more people involved with the company and hope that this production will entice people to join, both on stage and behind the scenes.</p>



14	<p>Where will any equipment be kept and how will it be insured?</p> <p>The company has a store on Fairycroft Road where everything is stored. We have building and contents insurance.</p>
15	<p>Address where <u>main</u> activities will take place</p> <p>The set build and production take Saffron Walden Town Hall. We hire the Assembly Room for two weeks and the Court Room/ Scrivener Room for a week each.</p> <p>Twice weekly rehearsals take place at Saffron Walden Baptist Church, providing a local establishment with revenue.</p>
16	<p>How will you ensure that the project will be all-inclusive?</p> <p>Whilst we have auditions for cast members as we need a certain standard of singers, no one is turned away on account of their appearance, gender or ethnicity.</p>
Section 3 – Funding Requirement	
17	<p>What is the total cost of the project? Please attach a budget breakdown for this cost</p> <p>£16.600 Budget attached.</p>
18	<p>Amount requested from Saffron Walden Town Council and for what purposes (please be as specific as possible)</p> <p>£300. The production has a very high wardrobe budget, due to the amount of boots required, if we were awarded a grant, it could be put towards the cost of costumes. Alternatively, the cost of timber has increased exponentially over the last year, we</p>



	would be grateful of the grant to go towards our set build costs.
19	<p>Have you applied for funding from other sources for this project?</p> <p>YES <input type="checkbox"/></p> <p>If yes, please indicate how much and who from We have applied Uttlesford Council for their Leisure and Cultural Grant of £500</p>
20	<p>Have you applied for funding from other sources for any other project which may relate to this funding request? If so, please give details of when, and if the application was successful, please give details of the grant received.</p> <p>NO</p>
21	<p>How will you ensure that SWTC support of this project is promoted?</p> <p>SWTC logo and special thanks given in the programme. SWTC to be mentioned and thanked on all our social media pages; Facebook, Instagram and Twitter. We can also add something to our website, swmtc.net</p>



Section 4 – Contact Details

22 Contact details for this application
(this must be someone who has full knowledge of the application and can answer questions about it). Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held

Name Jane Chate

Tel No 07796 270068

Email address secretary.swmtc@gmail.com

Date of application 6/1/22

23 Bank/Building Society Details

Grants will ordinarily be made by cheque payment.
Name to appear on cheque payment: Saffron Walden Musical Theatre Company

If this is not the name of the group applying, please provide an explanation for variance.

24 Declaration – must be signed by at least 2 persons

We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:

Name of Organisation: SAFFRON WALDEN MUSICAL THEATRE COMPANY

Signed: (1st person) Jane Chate, 6/1/22

Name: Jane Chate

Position in Organisation: Honourable Secretary

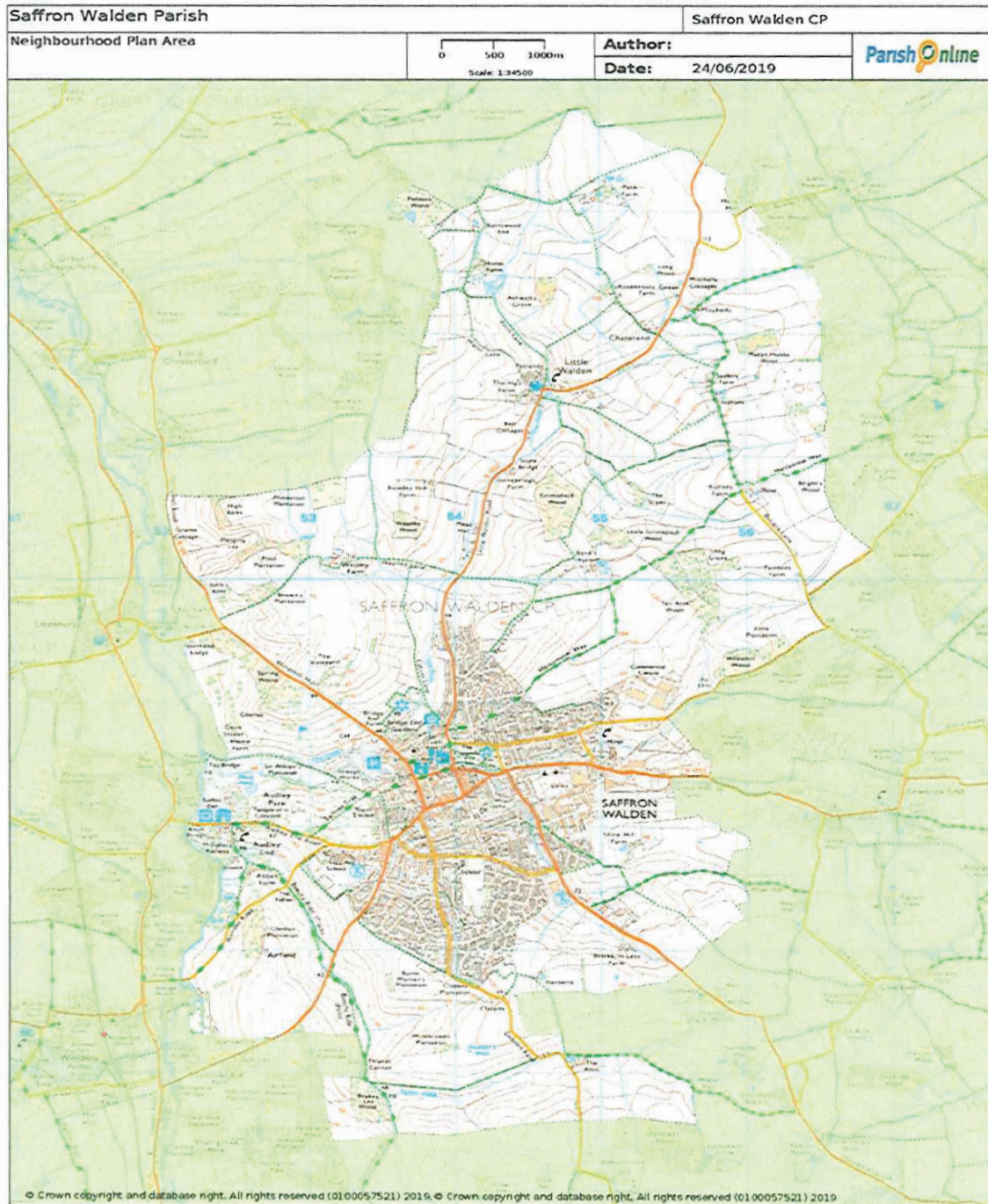
Signed: (2nd person) Fiona Wilson Waterworth, 6-1-22

Name: Fiona Wilson Waterworth

Position in Organisation: Chair



**Map showing the parish of Saffron Walden.
The Town Council serves all the area shown in white**



Saffron Walden Musical Theatre Company
Accounts for the year ended 30th April 2021

Saffron Walden Musical Theatre Company
Accounts for the year ended 30th April 2021
Main Society Income and Expenditure Account

	Year to 30th April 2021 No Productions		Year to 30th April 2020 My Fair Lady	
	£		£	
Income				
Tickets	0		11,735	
Programme sales	0		393	
Show raffles profit	0		438	
Bar profit	0		753	
Production fees	0		720	
Sponsorship and advertising	0	0	704	14,743
	<u>0</u>		<u>14,743</u>	
Expenditure				
Musical Director	0		600	
Music hire and performance royalties	383		2,700	
Band	0		2,200	
Chorus mistress	0		802	
Town Hall	0		2,989	
Rehearsal rooms hire	216		1,204	
Rehearsal pianist	0		1,210	
Scenery/Set/Props/Lighting/Sound	135		1,041	
Costumes/Wigs/Makeup/T-shirts	60		1,554	
Posters/Boards/Flyers/Programmes	0		1,023	
Medical cover	0		80	
Gifts	0		125	
Mic licence	0	-794	0	-15,528
-Loss/Profit on show	<u>0</u>	<u>£ -794</u>	<u>0</u>	<u>£ -785</u>
Other income				
Membership subscriptions	843		688	
100 Club (net income)	275		221	
Quiz night profit	0		0	
Weekly raffles	0		0	
Summer Reunion	0	1,118	252	1,161
	<u>0</u>		<u>252</u>	<u>1,161</u>
Other expenditure				
NODA subscription	163		185	
NODA insurance	359		378	
NODA lunch	0		0	
Secretarial expenses	0		85	
Legal expenses	690		0	
Company hoodies	0		0	
Website	144		144	
Summer Reunion	0		288	
AGM room hire	0		28	
Donation	0	-1,356	50	-1,158
	<u>0</u>		<u>50</u>	<u>-1,158</u>
Fairycroft Services				
Income	450		1,290	
Expenses	-652	-202	-1,173	117
	<u>-652</u>		<u>-1,173</u>	<u>117</u>
Fairycroft Road building				
Council tax	324		309	
Insurance	433		472	
Electricity	99		217	
Water	300		301	
Trustee change	0	-1,156	11	-1,310
	<u>0</u>		<u>11</u>	<u>-1,310</u>
Depreciation of stage and set tools and equipment				
		-1,389		-1,852
Net -Loss	<u>£ -3,779</u>		<u>£ -3,827</u>	

	2020		2019	
	No productions		Barnum	
Income	£	£	£	£
Ticket Sales			8,384	
Programme Sales and Raffle and Bar			1,205	
Programme Advertisements			450	
Production Fees			990	
Members Subscriptions			990	
Sundry Income			<u>400</u>	
				12,419
Expenditure				
Hire of Town Hall			2,890	
Hire of Rehearsal Rooms			1,506	
Royalties and Score Hire			1,199	
Seating platforms			300	
MD			400	
Orchestra			1,880	
Accompanist, voice coach, Assistant MD			1,429	
Scenery and Props			2,048	
Sound and Lighting			362	
Wardrobe			242	
Make-up and Hair			155	
Posters/Flyers/Ticket Forms			652	
Programmes			596	
First Aiders and Front of House			80	
Chaperones			-	
Postage, Telephone, copying and other admin expenses			27	
			<u>-</u>	13,766
Show Profit/(Loss)			<u>-</u>	<u>1,347</u>
Total			<u><u>-</u></u>	<u><u>1,347</u></u>
Balance Sheet	£	£	£	£
Debtors				
Bank Account and cash	1,509		939	
	<u>4,306</u>		<u>4,151</u>	
	5,815		5,090	
Creditors	<u>1,040</u>		<u>2,500</u>	
	<u><u>4,775</u></u>		<u><u>2,590</u></u>	
Funds:				
B'fwd	2,590		3,936	
Profit/(Loss) for the year	-		- 1,346	
Adjustments to reserves	<u>2,185</u>		<u>-</u>	
C'fwd	<u><u>4,775</u></u>		<u><u>2,590</u></u>	

Saffron Walden Musical Theatre Company
Accounts for the year ended 30th April 2021
Balance Sheet

	2021		2021	2020		2020
	£		£	£		£
Fixed assets						
Property - 25, Fairycroft Road	150,000			150,000		
Scenery, props, tools, lighting/sound equipment and construction materials	<u>4,166</u>		154,166	<u>5,555</u>		155,555
Current Assets						
Debtors & Pre-payment- Main Society	0			0		
- Youth Group	<u>1,509</u>	1,509		<u>939</u>	939	
Cash at bank						
Lloyds current account	1,014			8,545		
Barclays membership account	85			393		
Barclays social committee account	2,166			1,756		
Barclays savings account	21			21		
Fairycroft Road account	724			1,410		
Lloyds current account - Youth Group	<u>4,306</u>	8,316		<u>4,150</u>	16,275	
Current Liabilities						
Creditors - Main Society	-460			-6,184		
- Youth Group	<u>-1,040</u>	-1,500		<u>-2,500</u>	-8,684	
Net Current Assets			8,325			8,530
Total Assets and Liabilities			<u>£ 162,491</u>			<u>£ 164,085</u>
Society Funds						
Funds brought forward			58,731			63,765
Unrealised Revaluation Surplus Reserve			105,354			105,354
Prior year adjustments (Main Society)			0			140
Prior year adjustments (Youth group)			2,185			
-Loss (Main Society)			-3,779			-3,827
-Loss/Profit (Youth Group)			0			-1,347
Funds carried forward			<u>£ 162,491</u>			<u>£ 164,085</u>

Check 0

Saffron Walden Musical Theatre Company
Accounts for year ended 30 April 2021
Fixed Assets

	£
25 Faircroft Road, Saffron Walden, Essex	
Revalued at 30 April 2016 and Net Book Value at 30 April 2020	<u>150,000</u>
Scenery, properties, lighting and sound equipment, tools and construction equipment	
Net book Value at 30 April 2020	5,555
Additions/disposals in year	0
Depreciation at 25% pa	-1,389
Net Book Value at 30 April 2021	<u>£ 4,166</u>

Saffron Walden Musical Theatre Company
Accounts for the year ended 30th April 2020

Unrealised Revaluation Surplus Reserve Account

		£
25 Fairycroft Road, Saffron Walden, Essex		
Open market value per Mullucks Wells on 13 May 2016 on the basis of planning consent for 2 flats	150,000	
Valued in accounts at 30 April 2015 Revaluation Surplus Reserve	<u>57,500</u>	92,500
Scenery, properties, lighting and sound equipment, tools and construction equipment		
Estimated value at 30 April 2016	15,000	
Net book value at 30 April 2016 Revaluation Surplus Reserve	<u>2,146</u>	12,854
Total Unrealised Revaluation Surplus account		<u>£ 105,354</u>



Saffron Walden Musical Theatre Company Child Protection Policy - May 2021

Saffron Walden Musical Theatre Company recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

The society recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to practice which protects children from harm. All members of the society accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

The society believes that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of the society should be clear on how to respond appropriately.

The society will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the society provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children.
- It will undertake relevant development and training.
- It will hold a register of every child involved with the society and will retain a contact name and number close at hand in case of emergencies.

The society has child protection procedures which accompany this policy. This policy should also be read in conjunction with the society's Equal Opportunities Policy and Health & Safety Policy.

The society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Katie Bailey and she can be contacted on 07905 833374.

This policy will be regularly monitored by the Executive Committee of the society and will be subject to annual review.

Date: 4th May 2021

CHILD PROTECTION PROCEDURES

Responsibilities of the Society

At the outset of any production involving children the society will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person with designated responsibility for child protection.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority).
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents

- The society believes it to be important that there is a partnership between parents and the society. Parents are encouraged to be involved in the activities of the society and to share responsibility for the care of children. All parents will be given a copy the society's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children home.

Unsupervised Contact

- The society will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure.

Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

- The society has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Suspicion of abuse

- If you see or suspect abuse of a child while in the care of the society, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Chairman.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the society, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

Disclosure of abuse

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.

access to children. An Enhanced disclosure will be required for anyone with unsupervised access.

- The society will have a written code of practice for the handling of disclosure information.
- The society will ensure that information contained in the disclosure is not misused.

Chaperones

- Chaperones will be appointed by the society for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- Chaperones are required to hold volunteer or professional chaperone licences. They will be required to supply photographic proof of this licence and will have it on view whilst caring for the children at all performances.
- Chaperones will be made aware of the society's Child Protection Policy and Procedures.
- Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents, or unless signed permission from parents has been received.
- Children will be adequately supervised while going to and from the toilets.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

Signed: _____ Date: _____

Katie Bailey
SWMTC Child Protection Officer

Saffron Walden Musical Theatre Company

KINKY BOOTS - production costs

Hire of Town Hall	3000
Hire of Rehearsal Rooms	1600
Royalties and Score Hire	3000
MD	1200
Orchestra	1980
Accompanist	1200
Scenery and Props	1000
Sound and Lighting	500
Wardrobe	1500
Make-up and Hair	200
Posters/Flyers/Ticket Forms	800
Programmes	400
First Aiders and Front of House	80
Postage, Telephone, copying and other admin expenses	200
Total	<u><u>16660</u></u>

Below is an extract from a report on www.mentalhealth.org.uk regarding how engaging the arts can help with mental health issues, can improve the sense of well being, helps engage the community, reduces social isolation.

Being engaged in the Arts

Do you recognise a feeling of joy that you can get when taking part in cultural activities such as music, museums, dance groups and theatre?

Getting involved with the arts can have powerful and lasting effects on health. It can help to protect against a range of mental health conditions, help manage mental ill-health and support recovery³.

There are many ways to engage in arts and improve your mental health:

- Art and health programmes led by artists and musicians can deliver health benefits through participatory arts programmes and arts engagement in everyday life.
- When we talk about the arts, we include visual and performing arts, such as traditional craft, sculpture, digital art, text, dance, film, literature, music, singing, gardening and the culinary arts.

"Arts and creativity are an important part of the programmes we run at the Mental Health Foundation, art can be a different and fun way to express and talk about emotion." Jolie Goodman, Programmes Manager for Empowerment and Later life.

Arts can make a powerful contribution to our mental health

Engaging in the arts seems to be growing in popularity as a way to improve your wellbeing. Participating in the arts can enable people to deal with a wide range of mental ill-health conditions and psychological distress.

The best part is that it helps people to improve their mental health through creativity. Making art is helping many people express themselves, without having to use words^{4,5}.

Arts can create a feeling of community

The arts also help at a community level. As we age, we might face isolation through a loss of social connections, such as friends, family and workplace - as well as other limitations such as decreasing physical health.

Through getting involved in arts programmes, people in later life can rebuild their social connections and extend existing support in their communities. Getting in touch with others helps in alleviating loneliness and isolation. This is also true for care homes, where arts