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# UPPINGHAM TOWN COUNCIL

Town Clerk: Neil Wedge

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Address: Town Hall, High Street East, Uppingham,  
 Rutland LE15 9PY

## Grant Aid Application Form

27 OCT 2017

### Part 1 – Information about you or your organisation:

Name of Organisation:	UPPINGHAM FETE FLOWER AND PRODUCE SHOW	
Name of Representative	NICOLA JERVIS	
Telephone Numbers:	Main – 01572 822109	Mobile - 07703984032
Email Address:	uppinghamshow@gmail.com	
Address of Organisation:	c/o 28 Bramble Close, Uppingham, Oakham. Rutland LE15 9PH	
Address of Representative:	28 Bramble Close, Uppingham, Oakham. Rutland LE15 9PH	
To whom should the grant aid cheque be made payable to?	UPPINGHAM FLOWER AND PRODUCE SHOW	

### Part 2 – What is your idea and reason for applying for grant aid funds from Uppingham Town Council?

The Uppingham Fete Flower and Produce Show (U.F.F.P.S.) Committee intend to host the annual U.F.F.P.S. within the town on Sunday August 5th 2018. Following the positive comments from both the stall holders and the general public that attended the Show in August 2017. The Committee once again would like to hold the U.F.F.P.S. on Tod's Piece.

Overall feed- back from last year's Show, was the U.F.F.P.S. was more accessible to residents in Uppingham, was a welcome use of Tod's Piece and made use of the adjoining facilities of both the Towns Football Club and Scout Hut.

The U.F. F.P.S. 2018 will once again include the Traditional Produce Tent as in previous years, where residents from both Uppingham and the surrounding villages are encouraged to showcase their gardening, baking and artistic abilities.

All in the spirit of friendly competition.

The U.F.F.P.S will provide a variety of trade stands for local charities, local traders and businesses, traditional crafts, children's entertainment, visit from the Rare Bread Farm in Oakham for petting of llamas and goats as well as the Fun Dog Show.

For the younger members of the community there will be a funfair, face painting and interactive involvement. In addition there will be live music, featuring local artists, Radio Rutland will be streaming the Show live throughout the afternoon. A variety of refreshments will be available, using a local caterer and local food, together with various other attractions.

The aim of the event is to bring the various communities within Uppingham and the surrounding villages in Rutland together.

By providing a wide range of attractions, we hope to bring the town together, increasing community spirit.

### Part 3 – Who in the community would benefit from your project and what difference would it make?

The U.F.F.P.S. is aimed at the whole community, with attractions to cater for all age groups. There will be Free attractions, to make the day an enjoyable event for all.

Publicity is a high priority for the Committee; as such flyers publicising the event are hand delivered to all households in Uppingham and surrounding villages.

This event is sure to bring additional trade to the town and spreading the community spirit.

All local businesses will be given the opportunity to have a trade stand at the show.

Giving them the opportunity to showcase their products enabling them to increase potential future customers. They will also be given the opportunity to advertise within the show schedule and to advertise around the arena.

**Part 4 – How will you know the project has been a success having used the money requested?**

The Produce Tent gives the opportunity to budding gardeners, artists and bakers to collectively showcase their talent. In 2017 a new cup was introduced in memory of the late Ray Ingram who will be greatly missed for his passion of gardening as he unfortunately passed away during the year; we therefore approached Ray Ingram's wife to present the cup at the show to the winner of the class. The other classes were well attended this year with also some new young exhibitors which is encouraging for future generations to follow in.

The Show offers free admission and free entertainment for individuals, families and the local Community to enjoy in August. The Show is also aimed at complimenting other events the Town has to offer during the Summer holiday period.

The U.F.F.P.S. offers a unique opportunity to bring together those from different ethnic and age groups to share the interests of others and to showcase the talents of the residents in and around the Uppingham area.

**Part 5 – What is the total cost of your project or idea? (please enclose any quotes you have received)**

Attached are quotes for: See income and expenditure statements.

**Part 6 – How much are you applying for?**

£1,000.00 (One thousand pounds).

**Part 7 – Have you applied for funding elsewhere and if so to please provide details?**

No.

**Part 8 – Please give a description and breakdown of how you will spend the money including the date when it is needed?**

If the grant application is successful, we would spend the funding on the hire of the Produce tent, together with the rental of tables and chairs for the show.

**Part 9 – If your application is unsuccessful do you have other funds available to ensure your project or idea progresses? Please give details.**

Please find attached copies of our accounts for the last two years and how with the help of your grant we are able to host the Annual Fete, Flower and Produce show.

We don't currently have any offers of funding for the 2018 Show. This would have to be sought, if the application were to be unsuccessful.

**Part 10** – You will need to supply the most recent set of accounts for your organisation including a balance sheet where available or applicable. Please state the date of the accounts and attach a copy.

Attached.

**Part 11** – Please confirm by attaching a letter of authority for this application to be made on behalf of the organisation or alternatively a set of formal minutes signed by the Chairman where a decision has been agreed to apply.

Please find attached: Approved minutes / letter or email of authority (delete as appropriate)

**Part 12** – Please confirm the following information if you are sports club or organisation:

A	Does your organisation include participation by children under the age of 18?	Yes	
B	If 'yes' to A above do you have a safeguarding policy in place and operational? (Risk Assessment checked by Town Clerk)	Yes	
C	Does your organisation include participation by both able and disabled individuals?	Yes	

Part 13 – Please confirm the following:

A	Do you agree to allow members of council inspect the project for the grant aid monies have been applied for?	Yes	
B	Do you agree to confirm that the funds have been used for the specific purposes set out in this application?	Yes	
C	Do you consent to provide an update for the annual town meeting held in May each year if requested to do so?	Yes	

**Part 14** – Emergency funding application:

Please explain why this is an emergency funding application (only complete if this application needs to be granted outside of the months of May and November):  
Not applicable.

Full Name: Nicola Jervis

Signature: *Nicola Jervis*

Date: 27/10/2017

Please return the form and enclose a set of accounts (if applicable) to Neil Wedge, Uppingham Town Council, 49 High Street East, Uppingham, Rutland LE15 9PY

## Uppingham Flower and Produce Show 2017 Banking

	Debits	Credits	Balance
<b>Current Account</b>			
<b>As 2016 Accounts</b>			£4,165.58
Lottery license	£20.00		
Uppingham T C Grant		£1,000.00	
Adverts		£410.00	
Adverts		£40.00	
Rutland Radio	£126.00		
Stall monies		£114.00	
Hexagon Leisure Deposit	£250.00		
New Octopus Tent	£407.06		
Schedule printing	£359.95		
Feast Day		£620.70	
Tea tent water boiler	£198.00		
Raffle Tickets Quoin	£88.20		
Event insurance	£98.00		
Stalls Bacs		£65.00	
Quoin Print posters	£28.00		
New cup and prize stickers	£106.25		
Pimms tent purchases	£100.00		
New 1st aid kit	£35.20		
Tea tent expenses	£96.55		
Nicky expenses	£10.00		
Show Pay In		£1,339.42	
Engraving Timpsons	£130.00		
Hexagon Leisure Marquee	£565.00		
Ticketmaster voucher	£150.00		
Pimms expenses	£9.70		
Rocky Road Music	£200.00		
Stall Bacs		£25.00	
<b>Assuming All Presented</b>	<b>£2,977.91</b>	<b>£3,589.12</b>	<b>£611.21</b>
<b>Bank Balance</b>			<b>£4,776.79</b>
<b>Cash in Hand</b>			<b>£0.00</b>
<b>Total</b>			<b>£4,776.79</b>
<b>Deposit Account</b>			
<b>As 2016 Accounts</b>			<b>£2,443.54</b>
<b>Interest to date</b>		<b>£1.01</b>	
<b>Current Balance</b>			<b>£2,444.55</b>

## Uppingham Flower and Produce Show 2017 Expenses

		<b>2017</b>	<b>2016</b>
		To Date	To Date
<b>Trophies</b>	<b>Engraving</b>	£130.00	£150.00
<b>Ray Ingram Cup</b>		£100.00	
<b>Printing</b>	<b>Schedules</b>	£359.95	£60.00
	<b>Posters and Fliers</b>	£28.00	£113.00
<b>Feast Day</b>	<b>Bird Boxes</b>		£41.53
<b>Publicity</b>	<b>Banners</b>		
<b>Raffle</b>	<b>Licence</b>	£20.00	£20.00
	<b>Ticket printing</b>	£88.20	£79.20
	<b>Prizes</b>	£150.00	£150.00
<b>Marquee Expenses</b>		£815.00	£813.00
<b>Band Marquee</b>		£407.06	
<b>Pimms Tent frame/Jugs</b>			£39.96
<b>Show</b>	<b>PA System</b>	£200.00	£200.00
	<b>Rutland Morris</b>		£75.00
	<b>Rutland Radio</b>	£126.00	£126.00
	<b>PL Insurance</b>	£98.00	£95.81
	<b>Bands</b>	£200.00	£150.00
	<b>Misc</b>		
	<b>Judges Fees</b>	£30.00	£30.00
	<b>Produce Tent Misc</b>	£6.25	
	<b>Produce Tent Stationery</b>		
	<b>License for Pimms Tent</b>	£30.00	£21.00
	<b>Pimms Tent Expenses</b>	£109.70	£121.13
	<b>Tea Tent Water Boiler</b>	£198.00	
	<b>Tea Tent Ingredients etc</b>	£96.55	
<b>Committee Expenses</b>	<b>Stationery</b>	£10.00	£0.00
	<b>Banner ties</b>		
	<b>First Aid Supplies</b>	£35.20	
		<b>3,237.91</b>	<b>2,285.63</b>

<b>Donations and Grants</b>	<b>Uppingham Town Council</b>	£1,000.00	£1,000.00
<b>Family Day/ Feast Day</b>		£3.00	£23.21
<b>Advertising</b>	<b>Schedule</b>	£520.00	£372.00
	<b>Banners</b>		£150.00
<b>Show Stalls</b>	<b>Trade Stalls</b>	£489.00	£260.00
	<b>Ice Cream Van</b>	£0.00	£100.00
	<b>Rides</b>	£47.60	£59.00
	<b>Charity Stalls</b>	£0.00	£100.00
<b>Pimms Tent</b>		£185.50	£314.01
<b>Schedule Sales</b>			£91.00
<b>Show Tent Entries</b>	<b>Nett of Prize Money</b>	£50.10	£14.75
<b>Raffle tickets</b>		£1,080.70	£946.00
<b>Show</b>	<b>Dog Show</b>	£143.80	£104.50
	<b>Teas and Cakes</b>	£329.42	
		<hr/>	<hr/>
		<b>3,849.12</b>	<b>3,534.47</b>

## Health and Safety Report Uppingham Fete Flower and Produce Show 2017

### **Marque;**

Pleased to say no issues over the three nights on site - maybe due to camera that covers the skate park and football pitch.

Delay in erecting the marque - should have been on site at 10.00am didn't arrive until 3.00pm - 7.00pm before we left the site, didn't bring the chairs and tables - they again should have arrived at 10.00am didn't arrive until 7.00pm.

Arranged for storage of the chairs and tables in the Bowls Club, which had to be cancelled.

As it was, turned out better, as the chairs and tables were closer to where we wanted them - maybe an idea next year, to ask Jeff Lewen to bring the tables and chairs on the Saturday afternoon then we don't have to move them very far.

Vikings arrived on site at 5.00pm for additional "security" Saturday evening.

### **Loos;**

Public loos at the back of the Football Club - out of action.

Not able to access Scout Hut loos

Football Club not open initially.

Fortunately Neil Wedge switched off the Town Hall alarm and allowed access to the Vikings and use Sunday a.m.

### **Pre Show;**

Need No Waiting cones on the drop downs 1&2 Thursday latest

### **Sunday;**

Need to emphasise to all drivers as they enter the site to observe the 5mph max speed limit, use hazard lights and Keep of the Football Pitch.

Rotary member had to be stopped from driving across the middle of the pitch  
Corby train wheel marks "spinning" for approx. 3m on the goal area. On Monday  
had to go and rake out and make good the wheel marks.

No other reported issues on the day.

**Layout;**

Overall comments when ringing round the Raffle Prize winners

"thought it was well organised"

"plenty of variety"

"something for everyone"

"must have taken a lot of organisation"

"many thanks for your organisation and a very well run event"



Chairpersons report for 2017 by Nicola Jervis

Uppingham Fete, Flower and Produce Show held on August 6<sup>th</sup> 2017.

The show was another success with approximately over 1,500 people visiting the show even though there had been changeable weather to the run up to the show and on the day started off with sunshine which then changed to cloud.

Publicity was carried out through Rutland Radio, Banners on the Uppingham town boundaries and also each dwelling in Uppingham had a schedule delivered 3 weeks before the show. There were also several shops and establishments that willingly displayed the schedules and were topped up regularly as necessary. Posters were displayed when the banners were being erected also.

It is to be noted that when applying for the grant through the Uppingham Town County Council that there are now only two months when grants are discussed which is November and May. They have also asked that included information about Child Protection Policy or how we manage safeguarding within the show. Grant information to be shared at the next meeting for planning of the show for 2018. Risk assessment is also to mention members of the Committee who are currently DBS screened within their job roles, also will investigate if we can apply to all get volunteer DBS done through on what was a 99 form which I am led to believe should not cost us very much.

We have continued to work in partnership with the Uppingham Town County Council and Uppingham Town Football Club. The 21 local businesses have donated prizes for the Grand Prize Draw with some also being involved with advertising. Thank you to Graham for sorting out the new schedule layout and advertisements. The new posters which were designed by Rutland Creative were a breath of fresh air and should be adapted to the schedule but leaving the events of the day off as these do change.

Thank you to Emily for working with the Uppingham Vets Practice for prizes for all the dogs who entered the dog show and also Chloe who with Emily changed some of the classes of the dog show making them more fun. Thorpe by Water again sponsored the Rosettes this year colours were 1<sup>st</sup> orange, 2<sup>nd</sup> purple, 3<sup>rd</sup> green, with the Best in Show being red. Emily and Chloe you did a brilliant job together and the ring sides were full. Uppingham vets continue to support us with Judges for the day.

In the show tent area thank you Karen for your long distant support and also on the run up to the show organisation of entrees, along with Annie and Sarah on the Saturday evening at Don Paddies. On the day the quick erecting of tables soon saw the show tent in action and ready to receive all entries from exhibitors registered and some late registration by Karen and Annie. I am informed that there was an increase in exhibitors but that Karen's report.

For the entertainment Rob Persani was certainly more on the ball with his prompt guidance from the committee, The Jason Chandler Jazz Quartet was certainly different to our previous performers and at regular intervals swapped with Rob Persani giving an even balance of entertainment playing at the right level.

Thanks to Fiona and her team for providing us with Bettsy's Tea again after an absence; it is great being able to have tea out of **China cups and Saucers** and **yummy cakes**. The varied seating of bales and tables and chairs was lovely to have again.

I would like to conclude that I appreciate all the support that I have had from the committee members this year and I hope the current committee will stay and help us to develop the show further so that we can expand the Uppingham Fete Flower and Produce Show Profile. I would like to be able welcome any new members to the team and take the Uppingham Fete, Flower and Produce Show to the next successful year.