

ADMIN & LEGAL

24 MAR 2014

OFFICE RESOURCES

Scottish  
Borders



C O U N C I L

\*  
COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE

<u>Applicant Details</u> Name and Address of Applicant/Organisation:	Riddell Fiddles 17 Back Row Selkirk TD74LP
Telephone No:  E-mail address:	
Address to which payment should be made:	As above
<u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	<p>Riddell Fiddles is a Selkirk based community music group which provides tuition in fiddle and step dance to people of all ages. The group is now in its' eleventh year and many bands and groups have sprung up as a result of the initiative. The 'Riddell Fiddles' website <a href="http://www.riddellfiddles.co.uk">www.riddellfiddles.co.uk</a> is a source of music (recordings and notes) and is extensively used by groups throughout the borders and further afield. Local performances by the group within the past year include 'Selkirk Sessions, Scott's Selkirk, Lilliesleaf Christmas Concert, Selkirk haggis Hunt and the Flodden Memorial Garden opening ceremony to mention just a few.</p> <p>Successful tours to Canada (three times), Shetland and Plattling have put Selkirk on the map.</p> <p>.The group mainly funds itself through performances, ceilidhs and other activities.</p> <p>Riddell Fiddles acts as the presenting centre in the Borders for the Traditional Music Grades run by the Royal Conservatoire of Scotland with 24 candidates presented recently on the 8/3/14.</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Our spring/summer schedule is as follows:  <b>7th - 11th April</b> - Edinburgh Youth Gathering (juniors)  <b>Friday 25th April</b> - Kelso Parish Church - World War One &amp; 60s tunes for Christian Aid concert  <b>Sunday 18th May</b> - Songs of Praise at Lilliesleaf Church - led by Riddell Fiddles  <b>Friday 30th May</b> - Cool Concert, Coldstream (juniors)  <b>Saturday 14th June</b> - Morrison's, Hawick (busking) 11am  <b>July 2014</b> - Niebelungenspiel festival in Plattling (Back Row Band)  <b>Saturday 2nd August</b> - World Pipe Band Championships in Melrose ( blue polo shirts compulsory!)  <b>Saturday 15th August</b> - Stowed Out Festival  <b>Saturday 30th August</b> - Lilliesleaf Show  <b>Sunday 31st August</b> - 2 pm - Chisholme House Open Day, Roberton  <b>Friday 31st October</b> - 7.30pm - Victoria Hall, Selkirk (supporting the Bro Aled Welsh Male Voice Choir)  With such a hectic schedule (already!) and with more on the way we want to ensure our performances are up to scratch. Outside tutors can help us to work up achievable arrangements of tunes differentiated to suit the multi ability and multi age group.  To bring in outside tutors of excellence to teach on a Sunday morning at Argus Centre at our weekly 2.5 hour workshop would cost a total of <b>£500</b> (£100 x 5 sessions).It is this sum we are requesting.</p>
<p>When will the donation be required:</p>	<p>By May to allow tutor-led workshops for May and June.</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>Riddell Fiddles has toured extensively for the past few years and, although surviving, need extra funding to allow tutors of excellence to teach us. Our performance schedule has become more hectic in recent years and we need to build up new sets of tunes to cope with our demand. Visiting tutors of excellence (such as Amy Geddes of Pathhead) are essential to help our quality of sound to be acceptable for our audiences.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:</p> <p>Position F</p> <p>Date:</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b></p>	
<p>This completed form, accounts and any supporting details should be submitted to the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

\* Insert name of Fund.

## ***Riddell Fiddles Constitution***

The Group will be called *Riddell Fiddles*.

### **1. Aims and objectives**

The aims and objectives of the club will be:

- To provide inexpensive fiddle tuition & guitar accompaniment for traditional music
- To allow everyone, regardless of age, musical ability and financial status, to learn the playing of traditional music with other fiddles and guitars.
- To build up ceilidh bands of all age groups for local dances
- To employ visiting tutors of excellence to complement local teaching
- To involve players in local performances
- To facilitate attendance of players at folk festivals and concerts to widen the range of musical experience
- To provide guitar tuition in accompaniment
- To perform with local & visiting musicians and at local folk clubs.
- To build up a stepdance group and band for local performances

### **2. Membership**

Membership is open to any person – youth, tutor, player (whatever instrument), ancillary helpers, parent etc. who attend the group on a regular basis

All members will be subject to the regulations of the constitution and by joining the group will be deemed to accept them therein.

Members will be enrolled in one of the following categories:

- full member
- junior member
- family member
- Tutor
- Support Member (Parent, Cleaner etc.)

### **3. Membership fees**

Membership fees will be set annually according to tuition & other costs.

Fees will be paid per term with cases of financial hardship dealt with in confidence to allow said member to continue in group.

4.

The Management Committee will be elected at the AGM and consist of 8 persons made up to include the following categories.

- Chair
- Administrator/Secretary
- Treasurer
- Youth member
- Tutor Member
- Ancillary staff

Management Committee members will be elected annually at the Annual General Meeting. The Management Committee may co-opt any member to the Management Committee until the conclusion of the following AGM.

The Management Committee have authority on behalf of the group to apply on behalf of the group for funding or grants.

5. The Management Committee will be convened by the Administrator/Secretary and held no less than *three times* per year.

The quorum required for business to be agreed at Management

Committee meetings will be: Five

The Management Committee will be responsible for managing funds, booking tutors, accepting performances, deciding on fund-raising events to be held and organisation (with support) of group trips/tours.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers/ professional musicians to the Management Committee as necessary to fulfil its business.

6. Finance

All group monies will be banked in account held in the name of Riddell Fiddles .

The Administrator/Secretary & Treasurer will be responsible for the finances of the group.

The financial year of the club will end on: *5<sup>th</sup> April each year.*

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

## 7. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Administrator/Secretary. Not less than 21 clear days' notice is to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Nominations for officers of the Management Committee will be sent to the Administrator/Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 8

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

- Dissolution

A resolution to dissolve the group can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of a local traditional music organisation to be decided by the Management Committee.

- Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Declaration

*Riddell Fiddles* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: SHEILA SAPKOTA

DATE: 1/4/13

NAME: SHEILA SAPKOTA

POSITION: Group Chairperson

SIGNED: *KAREN HENDRY*

DATE 1/4/13

NAME: KAREN HENDRY

POSITION: ADMINISTRATOR/SECRETARY

## **Child Protection Policy**

**Statement:** Riddell Fiddles has a duty of care to safeguard all children involved in the organisation from harm.

Riddell Fiddles will ensure the safety and protection of all children involved in the group through adherence to the Child Protection guidelines adopted by Riddell Fiddles. A child is defined as a person under the age of sixteen years old.

### **Policy Aims**

The aim of the Riddell Fiddles Child Protection Policy is to promote good practice i.e. providing children and young people with appropriate safety, protection and encouragement whilst at Riddell Fiddles or associated guitar group.

### **Good Practice Guidelines**

All personnel are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

### **Our Practice**

- Always working in an open environment avoiding private situations and encouraging open communication. Parents are encouraged to stay (many learn an instrument at the same time) and have refreshments or watch the classes.
- All young people are treated with respect and dignity
- Within the group balanced relationships are built up based on mutual trust and empowering children to share in decision making.
- The aim is to make music enjoyable and fun.
- If a tutor needs to touch the child's hand to correct poor practice the child's permission must first be sought.
- At residential events such as folk festivals there must be an adequate number of parents in attendance. Adults, unless a parent/carer, should not enter children's rooms or invite children into their rooms.
- A responsible adult must not drink alcohol if in charge of young people.
- Tutors should give enthusiastic and constructive feedback.
- If, on a residential course, parents are not present written parental consent needs to be obtained including the right to administer/seek medical treatment.
- Parental consent is needed if tutors are required to transport young people in their cars.



## **Use of Photographic/Filming Equipment at Musical Events**

It is recognised that vigilance should be maintained in this area. However, due to the performance aspect of the group, it is inevitable that some photography will occur. Close monitoring is maintained to avoid unsuitable use of images .

## **Recruitment & Training of Tutors**

Riddell Fiddles recognises the need to take reasonable steps to ensure tutor suitability.

### **Tutor's background and career is known prior to working in the group**

All volunteers/staff should complete a form and are asked for disclosure details. Two fully disclosed staffs run Riddell Fiddles and one of these is always present at the group.

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

## **Declaration**

On behalf of Riddell Fiddles we, the undersigned, will oversee the implementation of the Child Protection Policy and take all reasonable steps to ensure it is adhered to.

### **Signed:**

*Allan Williams*

*Sheila Sapkota*

### **Name:**

**Allan Williams**

**Sheila Sapkota**

**Position within Riddell Fiddles**

**Position within Riddell Fiddles**

**Business Sponsor**

**Leader**

**Date: 1/4/13**

**Date: 1/4/13**

RIDDELL FIDDLES ACCOUNTS 6/4/12 to 5/4/13							
INCOME				EXPENDITURE			
DATES	DETAILS	SUBTOTAL	TOTAL	DATES	DETAILS	SUBTOTAL	TOTAL
6/4/12	C/F from previous year	£1.02	£1.02		<b>TUTOR FEES</b>		
	<b>GRANTS</b>			Apr-Apr	DK	£3,585.00	
10/4/12	Creative Arts Tutors Grant	£1,722.00		Apr-Apr	AG	£2,000.00	
16/4/12	EMI Junior Ceilidh Band Grant	£996.00		Apr-Apr	IF	£450.00	
6/5/12	Young Scot NAFCO projects	£350.00		Apr-Apr	HS	£535.00	
23/5/12	Creative Arts NAFCO Grant	£1,869.00		Apr-Apr	KE	£45.00	
14/9/12	A&B Hastings Grant balance	£136.00		Apr-Apr	KRH	£60.00	
5/11/12	Creative Arts NAFCO grant balance	£623.00			SAS	£100.00	
19/12/12	VAF Grant	£746.00		Apr-Apr	SH	£290.00	
8/3/13	SBC support group	£932.00	£7,374.00	Apr-Apr	TMcM	£80.00	£7,145.00
	<b>FEES</b>				<b>ADMIN. COSTS</b>		
Apr-Apr	RF Fees	£6,727.50	£6,727.50	Apr-Apr	Website (IO)	£195.00	
	<b>FUNDRAISING</b>			Apr-Apr	Administrator (KH) including printing	£3,585.94	£3,780.94
Apr-Apr	Melrose Rotary Club	£50.00			<b>OTHERS</b>		
Apr-Apr	Ceilidh, Tesco Busking	£634.33		Apr-Apr	Hall fees	£300.00	
Apr-Apr	Melrose Busking	£150.00		Apr-Apr	Cleaning (JM)	£900.00	
Apr-Apr	Selkirk Jubilee	£150.00		Apr-Apr	Catering	£573.50	
Apr-Apr	Coldstream Gaitherin	£25.00		Apr-Apr	Postage	£5.40	
Apr-Apr	Lauder Common Riding, Boston Hall	£146.00		Apr-Apr	Minibus hires/petrol (Coldstream, Glasgow, NAFCO)	£1,104.97	
Apr-Apr	St James Fair	£50.00		Apr-Apr	RCS Grades fees	£794.50	
Apr-Apr	card sales	£611.80		Apr-Apr	NAFCO (ferry, accommodation, catering, concert)	£2,506.37	
Apr-Apr	Scotts Selkirk Busking	£96.45		Apr-Apr	Trad music affiliation	£20.00	
Apr-Apr	Scotts Selkirk	£100.00		Apr-Apr	Cape Breton Cards	£360.00	
Apr-Apr	Scottish parliament fee	£100.00		Apr-Apr	Refund Jenna tickets	£36.00	£6,600.74
Apr-Apr	Scottish Parliament Heart of Hawick	£100.00					
Apr-Apr	Haining poetry evening	£40.00			<b>TOTAL EXPENDITURE</b>		£17,526.68
Apr-Apr	church concert	£157.04					
Apr-Apr	jam sales	£11.00					
Apr-Apr	£1 sheets	£456.00					
Apr-Apr	sweetie quiz	£89.20					
Apr-Apr	Prestongrange Sept12	£80.00			<b>Total Income</b>		£17,548.32
Apr-Apr	Quiz Night	£236.80	£3,283.62		<b>Total Expenditure</b>		£17,526.68
	<b>OTHERS</b>				Balance to c/f to 11/12		£21.64
Apr-Apr	interest	£0.18					
Apr-Apr	Ind. Accom. NAFCO (LP/IY)	£162.00	£162.18				
	<b>TOTAL INCOME</b>		£17,548.32				