



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE TOWN COUNCIL (Councillors M Walsh, A Turner, G Hall, I Pearce, N Davis, J Coombs, I McLauchlan, J Roberts, D Knights, P Summerbell, A Ball and L Byrne)

Dear Councillor,

You are summoned to attend a meeting of the **Town Council** to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 26th March 2019 AT 7.00 PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths
Clerk to the Town Council
20th March 2019

AGENDA

The Town Council Prayer

A minute's silence in respect of the late Cllr Dennis Green (Cllr G Hall)

1. Welcome and Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk

2. Acceptance of Minutes of Previous Meeting of the 29th January 2019

To receive and approve as a correct record the [minutes](#) of the Town Council meeting held on the 29th January 2019

3. Declarations of Interest and Dispensations

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure)

4. Public Forum

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 e-k. The public are welcome to stay and observe the rest of the meeting

5. Report from Thames Valley Police

To receive a report from Thames Valley Police.

6. Reports from District and County Councillors

To receive a report from Cllr Bendyshe-Brown (BCC) and Wycombe District Councillors (WDC) on matters concerning Princes Risborough



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7. Council Committees

(a) To receive and note the minutes of: -
Planning Committee [5th February 2019](#) Planning Committee [5th March 2019](#) (draft)
Town Committee [5th February 2019](#) Town Committee [5th March 2019](#) (draft)
Finance Committee [21st January 2019](#) Finance Committee [18th February 2019](#) (draft)
Events Committee [12th March 2019](#) (draft)
Admin/H&R Committee [21st February 2019](#) Admin/H&R Committee [8th March 2019](#) (draft)
Commercial Services Committee [12th February 2019](#) (draft) Commercial Services
Committee [7th March 2019](#) (draft)

8. Correspondence

To decide on the response to correspondence received at the Town Council

9. Finance

1. Financial Documents for approval

- a. To review and approve the Finance Risk Assessment and Management recommended by the Finance Committee
- b. To review and approve the Audit Plan recommended by the Finance Committee
- c. To review and approve the Internal Audit Terms of Reference recommended by the Finance Committee

2. Invoices over £5000 for approval

- a. To approve the invoice from Wilkinson Eyre for £7,500.00
- b. To approve the invoice from Sparkx for £68,109.00

3. Expenditure for approval recommended by the Economic Regeneration Working Group

- a. To approve the expenditure for the Princes Risborough Farmers Market
- b. To approve the cost of purchasing a food demonstration kitchen

4. Reserves

To consider an update from the Town Clerk in relation to year end projections, status of reserves and decide on potential earmarking of funds at year end

10. Princes Risborough Literary Institute (Cllr M Walsh)

To discuss and decide on a request from the Princes Risborough Snooker Club concerning access across the rear of the property at 39 High Street to the Literary Institute

11. Councillor Vacancy (Cllr M Walsh)

To decide on the preferred candidate for the vacancy of a Councillor by co-option

12. Creation of a new role- Bookings & Property Officer (Cllr I McLauchlan)

1. To approve the recommendations from the Admin & H/R Committee for the following: -
 - a. For the job description for a new Booking and Properties Clerk
 - b. For the rate of pay to be advertised for the new Booking and Properties Clerk
 - c. For the advertisement for the role of a new Booking and Properties Clerk



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13. Economic Regeneration

- a. To receive a report from the Economic Regeneration Working Group (Cllr I Pearce)
- b. To appoint Peter Gott as a consultant for the implementation of the Princes Risborough Farmers Market
- c. To receive a report on 39 High Street (Cllr M Walsh)

14. Old British School Foundation

To receive a report from the Old British School Foundation Trustees (Cllr M Walsh)

15. Death of a Senior Person of State (Cllr M Walsh)

To discuss and decide on an action plan for the death of a Senior Person of State

16. Free Parking Days (Cllr A Ball)

To discuss and decide on the free parking dates for the year 2019/2020

17. Grant Application (Cllr I Pearce)

To approve the recommendation from the Finance Committee regarding a grant from the First Steps Pre-School for £ 212.24 to purchase notice board

18. Local Plan

To consider the Planning Inspector modifications of the Local Plan and decide on any actions to be taken (Cllr M Walsh)

19. Future Agenda items

To receive items to be included in the next agenda that fall under the remit of this Committee

20. Exclusion of Press and Public

To pass a resolution to exclude the public and press in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss and decide on the recipients of the Citizens Awards, the preferred supplier for a tractor and storage unit and staff matters

21. Date of next meeting

To note the date of the next meeting

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Transport, Economy,
Environment

**Buckinghamshire County
Council**

County Hall, Walton Street
Aylesbury, Buckinghamshire HP20 1UA

Executive Director: Neil Gibson

Telephone 0845 3708090
www.buckscc.gov.uk

Ref: DS/ROWIP
Date: 29th January 2019

Mrs Griffiths
Parish Clerk
Princes Risborough Town Council
The Princes Centre
Clifford Road
Princes Risborough
Bucks
HP27 0DP

Dear Mrs Griffiths

Subject: Review of Buckinghamshire County Council's Rights of Way Improvement Plan

Every highway authority must have a rights of way improvement plan (ROWIP). These plans set out how the public rights of way network can meet the needs of the public, now and in the future.

The County Council's first rights of way improvement expired at the end of 2018 and work to produce a new one has now begun, aiming for adoption in early 2020.

As required, Buckinghamshire, is writing to inform Princes Risborough Town Council that the process of carrying out a new assessment and review of Buckinghamshire's ROWIP is about to begin.

The views of Princes Risborough Town Council are important in developing a ROWIP which meets local needs. I would be grateful if Princes Risborough Town Council could provide information about the public rights of way network in your parish to support producing the new ROWIP.

To guide your response, a questionnaire is appended to this letter. It is preferred that you submit your response to this online at https://www.surveymonkey.co.uk/r/BCCROWIP_PARISH_SURVEY However, electronic or paper responses will also be accepted. Please submit your parish response by **Monday 15th April 2019**.



Event proposal: Risborough Rainbow Run

Princes Risborough Primary School Association (PRPSA) are exploring a potential new fundraising event, and seek the Council's approval for use of King George V Park as part of the activity.

Suggested date: afternoon, Sunday 29 September

Event outline:

Based on the popular Colour Runs, PRPSA would run an obstacle course with paint stations, alongside refreshments and music.

The event would be situated on the School field on Wellington Avenue with obstacle course, paint stations, refreshments and music all located within the School premises. Participants would pay an entry fee to take part in the event, arriving wearing a white T-shirt and supplied with sunglasses to participate fully in the course.

For the keener older children and parents, we would like to include an optional 5k run, in partnership with Run in the Park (using their equipment and under their licence), using King George V park as part of the course. We would start and end the 5k route on the school field. The 5k participants would run around the perimeter of the park, away from the playground equipment and skate park. PRPSA, liaising with Run in the Park, would organise volunteer stewards marshalling people crossing Wellington Avenue, and also round the park perimeter itself.

We anticipate the maximum number of participants in the full event at 200 adults and children, with an estimated maximum 50 people choosing to follow the 5k route.

Organising team

Representatives from:

- PRSPA
- PRPS (sports staff, site manager and sports governor)
- Run in the Park

Risk management (5k route)

- PRPSA will work with the organisers Run in the Park to ensure we maintain their high standards.
- All participants will be required to register in advance, and check-in on the day, so that an accurate and comprehensive list of runners is in place.
- There will be no paint or obstacles in King George V park.
- All marshals will be issued with high-vis jackets, and be fully briefed in advance of the event.
- All 5k participants will start from the school field, to enable us to focus our marshalling.
- The route to and from the School field to King George V park will be marshalled to ensure disruption to pedestrians is kept to a minimum.
- Dedicated marshals will supervise the crossing of Wellington Avenue at a set point.
- The perimeter of the park will be marshalled.


PRPSA Chair

Princes Risborough Town Council Finance Risk Assessment and Management 2019

Reviewed and agreed 26th March 2019

Area	Risks identified	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to WDC Amount not received by PRTC	L	To determine the precept amount. The Council receives a budget update report, including actual position and projected position to end of year against budget and indicative figures of costs and income for the next year obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings and agrees the total budget. The amount between income and expenditure is the value that needs to be met and the Council makes a Resolution as to the amount of precept to request. This figure is submitted by the Clerk in writing to WDC. The Clerk informs Council when the monies are received (approx April & September time).	Existing procedure adequate.
Banking Arrangements and Procedures Banking Security & Access to Finances	Accounts & Bank Reconciliation Inadequate checks Bank mistakes Loss Charges Payments	L	One current bank account used daily with RFO & Accounts Assistant. Accounts are reconciled using the RBS Omega system within 5 days of receipt of statement. 32day notice account held for reserve funds not required in the month which pays interest. Transfers are made by Clerk as authorised in the Financial Regulations. No one person has access to monies held in the bank accounts. The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction. Finance Committee appoints a Cllr to check bank reconciliation and report to the council. Lloyds Bank is used which offers no charges. Each payment is released or signed by 2 Councillors as detailed on the bank mandates.	Existing procedure adequate. Review the Financial Regulations when necessary. Monitor the bank statements monthly. Review bank signatory list annually
Maintaining Financial records & systems that are correct and comply with accounting practice	Inadequate records Financial irregularities Adverse audit reports, legal action and loss of confidence in Town Council. Loss of income through error or fraud Accounts. The RBS Omega accounts system is used which is an accepted accounts package for local authorities. Loss of key staff trained in financial systems and processes	L	The Council has Financial Regulations. Financial transactions are recorded by the Clerk at least monthly and financial reports presented to council on a monthly basis. An independent auditor checks the records on an annual basis ensuring compliance with VAT, tax and NI conditions and accuracy of accounts as part of the internal audit process. Year-end accounts are drawn up and submitted along with the annual return. Clerk keeps up to date with legislative changes. Fidelity Guarantee Insurance. No petty cash arrangements. A back up is also made to the main server at the end of each day and then backed up to a cloud server off site. Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued. Staffing arrange so that knowledge is distributed between RFO and at least one other member of staff.	Existing procedure adequate. Review the Financial Regulations when necessary. T own Clerk continually reviews controls and current procedures. Review Insurance Policy annually. Existing procedure adequate. Existing procedure adequate. Existing procedure adequate.

Maintaining Financial Control and comply with accounting practice	Financial Regulations become out of date with change in technology, regulations or business. Lack of budgetary oversight/overspend against budget. Lack of finance to meet unbudgeted, urgent commitments (with safety implications)	L	The Clerk to react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provides a strong framework compatible with Council's practices. Monthly review of Income and Expenditure by Finance Committee. Quarterly review of Committee budgets by Committees. Contingency included in budget.	Review Financial Regulations at least every two years. Existing procedures adequate Review reserves annually.
Direct costs Overhead expenses Debits	Goods not supplied but billed Incorrect invoicing Loss of stock Unpaid invoices	L	The Council has Financial Regulations which set out the requirements. At monthly Finance meetings the list of invoices awaiting approval is distributed to Councillors. These are considered and the Councillors approve the list of requests for payment. Two Councillors check each invoice against the cheque book/payment method and associated paperwork and initials the invoice and cheque stub. The Council has minimal stocks, these are checked and monitored by the Clerk/Maintenance Team. Unpaid invoices are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary
Grants and support -payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly. The Town Council has adopted the General Power of Competence.	Existing procedure adequate.
Grants receivable	Receipts of Grant	L	The Town Council does not presently receive any regular grants. One off grants may come with terms and conditions to be satisfied. All monies received are entered and payments made against the project.	Procedure would need to be formed, if required.
Charges -rentals receivable	Receipt of rental Insurance implication	L / M	Rental of the Community Centre, Recreation ground and the Market House - The Clerk issues terms and conditions of usage and a booking form to all applicants. The Town Council copy is held by the Clerk. Invoices are raised on a monthly basis. The cheque is received and banked. The Council is notified accordingly. A Risk Assessment and copy of Insurance is requested of all users who are required to provide a copy to the Town Council. All Town Council property is covered by Public Liability insurance.	Existing procedure adequate. Review agreement and fees annually. Ensure payment, risk assessment and copy of Review training records annually
All actions taken by the Town Council comply with current legislation	Non-compliance with legislation or practice leading to the Council being "Ultra Vires" Illegal activity or payments	L	Town Clerk to keep up to date with changes in legislation seeking advice when necessary attending relevant training sessions. Councillors to attend training sessions when relevant. Membership of SLCC, BALC and NALC. All activity and payments within the powers of the Town Council to be resolved and minuted at Finance/ Full Town Council Meetings.	Review membership annually Existing procedures adequate.

Best value Accountability	Work awarded incorrectly Overspend on services	L/ M	Town Council practice would be to seek, if possible, three quotations for any work required to be undertaken or goods where the cost is more than £600. For major contract services, where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council will comply with the relevant requirements of the Regulations which require councils to use the Contracts Finder website to advertise contract opportunities. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Included in Financial Regulations.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue. Annual return	L	The Admin &HR Committee authorises the appointment of all employees. The Council authorises the creation of new roles. Salary rates are agreed in contract and any amendment agreed by council and recorded in personnel files. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI) & pension to the Council. These are inspected at Finance meetings and signed off. All salary, pension, Tax and NI contributions are worked out by the Clerk. All Tax and NI payments are submitted by the Clerk. Each member of staff has a contract of employment and job description. Employer's Annual Return is completed by the Clerk and submitted online to the Inland Revenue within the prescribed time frame. The LGPS Annual Pension return is completed and returned with the prescribed time frame.	Existing appointment and payment system is adequate. Existing procedures adequate.
Employees	Loss of key personnel Health & Safety Actions undertaken by staff Fraud by staff	L	Long term incapacity of Clerk (more than 3 months) would be covered by appointment of temporary Clerk Short term illness would be covered by the Deputy Clerk. The Clerk should be provided with relevant training, reference books, access to professional and legal advice required to undertake the role. The Maintenance Team should be provided with adequate direction and safety equipment needed to undertake the roles, ie. protective clothing and training. Ellis Whittam appointed as H/R and H&S Consultants The office staff should be provided with adequate direction and relevant training as necessary. Appraisals are carried out annually with one to one interviews conducted on a quarterly basis. The requirements of the Fidelity Guarantee Insurance to be adhered to with regards to Fraud.	Existing procedure adequate. Purchase revised books. Membership of the SLCC, NALC/BALC renewed annually. Monitor working conditions, safety requirements and insurance regularly. Reviewed every 3 years.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. The annual budget is set with this in mind.	Reviewed annually with Insurance policy Existing procedure adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT returns are lodged on a quarterly basis in line with accepted procedures The Council use the RBS Omega system which incorporates a VAT schedule which is an accepted package.	Existing procedure adequate.
Annual Governance and Accountability Return (AGAR)	Submit within time limits	L	The AGAR is completed by the FCO and Internal Auditor then presented to the Council for approval and is signed by the Chairman of the Council at that meeting. Once approved and signed by the Council it is sent on to the External Auditor within time limit with the supporting information requested.	Existing procedures adequate.

Insurance	Adequacy Cost Compliance Fidelity Guarantee	L/ M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures and Fidelity checks are in place. Town Council use Zurich who is a recognized provider for Town & Parish Councils.	Existing procedure adequate. Review Insurance provision annually. Review of compliance.
Data Protection	Policy Provision	L	Registration with the Data Protection Agency. Appointment of Data Protection Officer.	Review annually
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the FOI Act.



PRINCES RISBOROUGH TOWN COUNCIL



Internal Audit Plan

This Internal Audit Plan runs from January of each year. It actually covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

January/ February	<ol style="list-style-type: none">1) The Finance Committee to meet with the Clerk to review this Audit Plan.2) The Finance Committee to meet with the Clerk to review the Terms of Reference for the Internal Audit (every 3 years).3) The Finance Committee to meet with the Clerk to review the Terms of Engagement for the Internal Auditor.4) The Council to appoint the Internal Auditor for the 16 months starting in April.
February /March	<ol style="list-style-type: none">1) The Council to approve this Audit Plan.2) The Finance Committee to review the Finance Risk Assessment and Management Plan.3) The Council to review and approve a Finance Risk Assessment and Management Plan as recommended by the Finance Committee.4) The Council to approve the Terms of Reference for the Internal Audit (every 3 years).
April	<ol style="list-style-type: none">1) The Finance Committee to meet with the Clerk to review the Council's system for internal financial control.
May	<ol style="list-style-type: none">1) The Internal Auditor to receive the accounts for the last 12 months.2) The Internal Auditor to meet with the Clerk and Chairman of the Finance Committee if there are any issues raised by the Internal Audit.3) The Finance Committee to review the effectiveness of the Internal Audit.
May/June	<ol style="list-style-type: none">1) The Council to review any issues raised by the Internal Auditor.2) The Council to receive a copy of the Annual Return to the External Auditor, and to approve it.3) Council to note any issues which may need to be addressed in the next Audit cycle.4) The Council to receive a report from the Finance Committee on the effectiveness of the Internal Audit.
September	<ol style="list-style-type: none">1) Council to receive a report from the External Auditor and review any issues raised by the External Auditor.

Internal Audit Service – Terms of Reference

Mission

To assist local councils to maintain and improve internal control in accordance with proper practices as set out in the Accounts and Audit Regulations.

Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (Annual internal audit report) of the Annual Return.
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The Scope of Internal Audit Activity

- There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and nonfinancial systems of internal control.

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name
- Segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of Access

There are no limitations on Internal Audit's access to records. Internal Auditors have the authority to:

Agenda Item NO 10

Sorry for the delay in replying since our meeting.

We felt that the meeting was very positive and has the potential to benefit both of us, and the town as well.

Would you be kind enough to feedback the results from the council meeting on our request for continued access across the land to gain access to the back of the literary institute and occasional access to the fire escape to do work on the roof of the building.

We are also keen to find people we could potentially borrow various articles of furniture for events. If you are aware of anyone we could borrow a projector that can be connected to a DVD player to screen films we would also be very grateful if you could pass on their details.

Can you please also add this email address to the festival mailing list. and ask Annabelle to contact me about using the hall for something during the festival on the 6th July.

We look forward to working with you more in the future.

Kind Regards

Jayne Mylchreest

From: [REDACTED]
Sent: 01 February 2019 14:07
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: 2019 - 3 free days for parking
Attachments: 3days free conditions.doc

Dear Town Clerks and HWBIDCO

Wycombe District Council's Cabinet Member for Environment, Julie Adey, has agreed once again that Marlow, Princes Risborough, High Wycombe and Bourne End should be offered free parking for three days in the WDC car parks within the next financial year (April 2019 to March 2020).

The four local area Councils affected are Marlow Town Council (Marlow Town car parks), Princes Risborough Town Council (Princes Risborough Town car parks), Wooburn and Bourne End Parish Council (Wakeman Road car park, Bourne End) and also High Wycombe Town Committee delegated to HWBIDCO for events (High Wycombe Town centre car parks operated by Wycombe District Council).

The days as before may be taken as separate days or combined. Terms and conditions as before.

I would be grateful if you could advise me which dates you would like this to apply to for 2019/20.

It is preferable to advise the dates as soon as possible for planning purposes, however, please note, as a minimum, at least 2 months' notice will be required in advance of the nominated dates. Once the dates have been supplied, they can be changed if necessary, providing 1 months' notice is given.

Parking Services will close the pay machines on the relevant days and attach a simple notice.

The Town Council/Committee or Parish Council will be responsible for advertising this facility should they wish to but it would be appreciated if the proposed text could be shared with the Parking Service in advance as experience shows that information on offers of free parking can be misconstrued and may cause future issues.

I shall hope to hear from you with your proposed dates.

Regards

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

**Minor Grants up to £250
Application Form**

**To be completed and submitted with the supporting information required
as per the Grant Application Process (3) of the Grant Awarding Policy**

1. Name of Organisation	FIRST STEPS PRE-SCHOOL
2. Name, Address and Position of Contact in Organisation	LEADER FIRST STEPS PRE-SCHOOL SCOUT & GUIDE CENTRE LONGLICK ROAD, PRINCES RISBOROUGH HP27 9HN
3. Telephone Number and/or Email Address of Contact	[REDACTED] firststepscontact@gmail.com
4. Is the Organisation a Registered Charity? If yes, Charity Number	<input checked="" type="radio"/> Yes/No 1035692
5. Amount of grant requested?	£ 212.24
6. For what purpose or project is the grant requested?	NEW NOTICE BOARDS FOR DISPLAYS IN THE SETTING FOR THE CHILDREN & PARENTS/CARERS
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 212.24
8. When will the money be spent?	JANUARY 2019 (see attached invoices/orders)
9. Who will benefit from the project? Give details of age groups catered for. (if applicable).	20 CHILDREN (2 YEARS OLD x 6 3 YEARS OLD x 14)