



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

You are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Finance Committee** which will be held at the Town Council Offices, on **Wednesday 8th November 2023 at 6.30pm** to consider the business detailed below.

Signed : *Clare Crane* **Town Clerk**

Date: 1st November 2023

**Members of the press and public are welcome to attend –
there will be an opportunity for public participation agenda item 6
SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP**

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 18th October (copy herewith)
5. To note progress on decisions made at the last meeting of the Finance Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To review and consider grant applications from various organisations for 2024/25

a) Proposal from Harleston Information Plus

Amount: £6,500

Purpose: To support core expenses, including rent, utilities, and salaries.

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

b) Proposal from Harleston Historical Society

Amount: £260

Purpose: To assist with the Museum's annual rent.

c) Proposal from Exchange 2

Amount: £1,245

Priority 1: Insurance - £743.89

Priority 2: General building maintenance - £500

d) Proposal from Redenhall with Harleston & Wortwell PCC

Amount: £2,000

Purpose: To provide a warm space.

8. Review and Voting on Each Grant Application in Compliance with the Grant awarding Policy and FR4.1.
9. To note the date of the next Finance Committee meeting as Wednesday 13th December to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Finance Committee Held at the Town Council Offices, Harleston at 6.30pm on Wednesday 18th October 2023

Present: Councillors – Paul MBA, Adrian Brownsea, Keith Harrison

Also Present: Clare Crane (Town Clerk) Emma Chandler (Deputy Clerk)

Members of the Public: 0

1. Welcome

Cllr Harrison welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

Apologies received from Cllr Scade due to a prior engagement.

No apologies were received from Cllr Attwood

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

None declared.

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 21st June 2023

Unanimously accepted.

Cllr Brownsea requested to review the Reserves Policy during the budgeting process.

Action – Town Clerk

5. To note progress on decisions made at the last meeting of the Finance Committee

Noted

6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

No members of the public present.

7. To receive and examine the contents of months 3-6 Income and Expenditure reports and formulate and agree any questions for the RFO.

Cllr Brownsea asked questions on the following budget lines.

121/4083 - Planters

121/4141 - Dog bins

123/1030 - Car Park Donations – Businesses. The Finance Committee requested that this is discussed at the November Town Council meeting.

123/1499 - Parish Partnership
125/1040 - Market Rents
201/1015 - Recreation Ground Advertising
202/1059 - Membership Direct Debits
202/1070 - Gym Food and Drink
All questions were satisfactorily answered by the RFO.

- a) **To receive and examine the contents of months 3-6 Bank Reconciliation and formulate and agree any questions for the RFO.**

Received and examined, Cllr Harrison confirmed that he is meeting with the Finance Officer on a monthly basis to fully examine and sign off the bank reconciliation.

- b) **To fully examine the end of the second quarter (6 months) and formulate and agree any questions for the RFO.**

All questions were asked at item 7

- c) **To receive and approve the contents of the Payments Lists listed below.**

- I. **6th July 2023.**

Unanimously approved.

- II. **4th August 2023 and to note the SLCC payment exceeds the budget line 101/4033**

Unanimously approved and noted. Town Clerk to ensure that adequate funds are available in the budget for 24/25.

Action - Town Clerk

- III. **16th August 2023**

Unanimously approved.

- IV. **11th September 2023**

Unanimously approved.

- V. **11th October 2023 and to note the following**

Callum Ward of £1,008.00 including VAT (TC)

Annual Allotment Rent of £680.00 (Amenities)

Workwear East Anglia LTD £781.91 including VAT (LCMC)

Unanimously approved and noted.

8. **To authorise the payment of £1,638.00, inclusive of VAT, to PKF Littlejohn for conducting the Limited Assurance Review of the Annual Governance Return for the year ending on March 31, 2023.**

Unanimously approved.

Action – Town Clerk

9. **To note the Amenities Committee delegated authority to the Town Clerk to purchase Christmas lights using the EMR 337.**

Unanimously approved. The Clerk noted that the Christmas Lights working group had expressed that they did not want to purchase new lights this year.

10. **To receive and acknowledge the financial report for the Jubilee Event that took place in May 2023.**

Received and acknowledged.

11. **To receive the following recommendations by the Leisure Centre Management Committee for expenditure as the proposed expenditures are either in excess of the budgeted amount or not included in the budget.**

Received.

- a) **Two quotes received for the Picos Sonic Tomograph on works to the Oak trees on the Recreation Ground one from Ravencroft Agricultural Services £1,245.00 plus VAT (copy herewith) and a second quote received from AT Coombes Association Limited £295.00 plus VAT per tree**

Agreed to accept the quote from AT Coombes Association Limited and delegated authority to the Clerk to determine the expenditure code that should be used for this purpose.

Action – Town Clerk

- b) Quote from Proludic £1,436.80 to repair the Giro Spiral on the Recreation Ground (confirmed by SNDC that S106 money could be used)**

Approved to recommend to the Town Council

Action – Town Clerk

- c) Quote from GRS £500.00 for a new deck and belt to repair the Treadmill in the Gym**

Approved

Action – Duty Manager

- d) Quote from GRS £100.00 to repair the spin bike in the Gym.**

Approved

Action – Duty Manager

- e) Quote from DRS £1,128.60 to repair the front door to the Leisure Centre building.**

Approved. The committee requested that the Clerk investigate the possibility of using section 106 funds for the repair.

Action – Town Clerk

- 12. To receive the following recommendation by the Leisure Centre Management Committee to review the quotes from Utility Aid for the electricity contract for the Leisure Centre Building and make recommendation to Town Council.**

The committee recommends to the Town Council the agree to the adoption of the 24 month contract with EDF.

Action – Town Clerk

- 13. To establish a working group responsible for formulating a 6 month forecast for 2023/24 and 2024/25 budget, and to outline the schedule of meetings for this working party.**

The working party will include Cllr Harrison, Cllr Brownsea and Cllr MBA and will meet on Tuesday 7th November 2023 at 10am

Action – Town Clerk and Cllrs Harrison, Brownsea and MBA

- 14. To note the date of the next Finance Committee meeting as Wednesday 8th November for the consideration of devolved budgets and Grant Applications to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm**

Meeting date noted.

Cllr Brownsea requested that the grant applications are advertised to encourage further interest from the community.

Action – Town Clerk

Meeting closed at 8.03pm.

Finance Committee – Progress Report – 12th October 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Finance	Item 10	Reserves	RFO to provide detailed explanations for all the earmarked reserves and publish the information on the website	RFO	September 2023	The RFO will provide the necessary details to the budget setting working party and subsequently present a report at the upcoming Finance Committee meeting. Ongoing
Finance June 2023	21 st June 2023 Item 15a	Budget	prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget.	Town Clerk	TC meeting 20 th December 2023	Outstanding
Finance June 2023	21 st June 2023 Item 15b	Budget	annual budget proposals including recommendations for the use of reserves and sources of funding.	Town Clerk	TC meeting 20 th December 2023	Outstanding
Finance June 2023	21 st June 2023 Item 15c	Budget	set salary budgets annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget.	Town Clerk	TC meeting 20 th December 2023	Outstanding
Finance October 2023	18 th October Item 4	Approval of minutes	Cllr Brownsea requested that the Reserves Policy be reviewed during the budget process.	Town Clerk	7 th November 2023 during working party meeting	
Finance October 2023	18 th October Item 7	Month 6 scrutiny	The Finance Committee requested that Car Park donations from local businesses are discussed and the November Town Council meeting	Town Clerk	November TC meeting	Added to agenda Matter Closed
Finance October 2023	18 th October Item 7c ii	Payments Lists 4 th August	Town Clerk to ensure adequate funds are allocated to 101/4033 in the 24/25 budget for SLCC etc	Town Clerk	8 th November 2023	

Finance Committee – Progress Report – 12th October 2023

Finance October 2023	18 th October Item 8	Payment to PKF Littlejohn	Clerk to make payment of £1638.00 + VAT	Town Clerk	ASAP	Completed Matter Closed
Finance October 2023	18 th October Item 11a	Picos Sonic Tomograph on works to the Oak trees	Operations Manager to instruct AT Coombes Association Limited at a cost of £295.00 plus VAT per tree. Clerk to determine the expenditure code that should be used for this purpose.	Operations Manager and Town Clerk	ASAP	Operations Manager informed. Matter Closed
Finance October 2023	18 th October Item 11b	Giro Spiral Repair	Recommend to Town Council the use of S106 Funds for the repair of the Giro Spiral using the quote from Proludic of £1,436.80	Town Clerk	October Town Council Meeting	Added to the agenda. Matter Closed
Finance October 2023	18 th October Item 11 C and D	Gym Repairs	Approved the quotes of £500 + VAT for repairs to the Treadmill and £100 for repairs to a Spin Bike. Duty Manager to liaise with the contractor	Duty Manager	ASAP	Duty Manager informed Matter Closed
Finance October 2023	18 th October Item 11e	Front door repairs	Quote of £1,128.60 from DRS to repair the front door to the Leisure Centre building approved by the Finance Committee The committee requested that the Clerk investigate the possibility of using section 106 funds for the repair.	Town Clerk Operations Manager	ASAP	SNC advised S106 cannot be utilised. Matter Closed
Finance October 2023	18 th October Item 12	Electricity Contract for the LC Building	Finance committee recommends to Town Council the 24 month contract with EDF	Town Clerk	October Town Council meeting	Added to the Town Council agenda. Matter Closed
Finance October 2023	18 th October Item 13	Finance Budget working party	Working party to include Cllr Harrison, Cllr Brownsea and Cllr MBA and will meet on Tuesday 7 th November 2023 at 10am	Working Party	7 th November 2023	Matter Closed
Finance October 2023	18 th October Item 14	Grant Funding	Town Clerk to advertise the grant funding to the community to encourage further applications by the 31 st October 2023	Town Clerk	ASAP	Social media post completed on 19 th October 2023 Matter Closed



Redenhall with Harleston Town Council

GRANT APPLICATION FORM

Please read the introductory notes and guidance leaflet before completing this form.

Name of Organisation: HARLESTON INFORMATION PLUS CHARITY

Main Contact: [REDACTED] **Position:** Chair

Address: [REDACTED]

Postcode: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Q1. How would you describe your organisation? *(Tick all boxes that apply)*

- a) Community group ☐
- b) Voluntary organisation. ☐
- c) Registered charity. ☒
Charity no: 1146735
- d) Company limited by guarantee. ☒
Company no: 4630178 *(this application is from the Charity)*
- e) Other, please state. ☐
.....

Q2. What are the main aims of your organisation?

To improve the quality of life for people living in the Harleston area. By providing information to make choices, helping with job search, work skills training and lifelong learning and social opportunities.

Q3. Does your organisation have;

- | | | | | | |
|----|---|-----|---|----|--------------------------|
| a) | A formal constitution? | Yes | ✓ | No | ☐ |
| b) | Public liability insurance? | Yes | ✓ | No | ☐ |
| c) | A health & safety policy <i>(if applicable)?</i> | Yes | ✓ | No | ☐ |
| d) | Child protection policy <i>(if applicable)?</i> | Yes | ✓ | No | ☐ |
| e) | Working with vulnerable adults policy <i>(if applicable)?</i> | Yes | ✓ | No | ☐ |
| f) | Accounts for the last financial year? | Yes | ✓ | No | ☐ |

Please provide copies of those ticked above

You already hold copies on file of our formal constitution (a) but we are happy to send again on request.

Q4. How much financial assistance are you seeking from the Town Council?

£6,500

Q5. Please provide an indication of how you intend to spend any grant awarded (a) or a breakdown of expenditure if the grant is for a one off purchase (b):

a) The Grant will go towards core costs: rent, utilities and salaries.

b)

Items of Expenditure	Approx. Cost

Q6. Approximately how many people would benefit from a grant?
Harleston has a population of 5,088. We are open to all. Please see report for figures.

Q7. How many of these are Redenhall/Harleston residents? We are open to all

Q8. What would this benefit be?

See supplementary report. There are many benefits: a focal point in the community where people can get advice/support/information, help to find employment, make career choices, learn work related skills. Social opportunities to improve wellbeing. Promotion of local voluntary groups to help Harleston remain vibrant.

Q9. Is this the first grant application you have made to Redenhall with Harleston Town Council?

Yes ☐ No ☒

Please include all the documentation in support of your application as listed in the guidance notes and return to the address noted. Closing date for applications is October 31st (for the following financial year)

DECLARATION

I submit this application on behalf of the stated organisation and believe all statements contained herein, and all accompanying documentation, to be accurate. I understand that if the information supplied is found to be false in anyway, the Town Council may seek to recover any grant made.

Signed:



Margaret Griffiths, Chair, Harleston Information Plus

Date: 31st October 2023



Redenhall with Harleston Town Council

GRANT APPLICATION FORM

Please read the introductory notes and guidance leaflet before completing this form.

Name of Organisation: Harleston and District Historical Society (Museum)

Main Contact: [REDACTED] Position: Hon. Secretary

Address: [REDACTED]

Norfolk Postcode: [REDACTED]

Telephone: [REDACTED] Email: [REDACTED]

Q1. How would you describe your organisation? (Tick all boxes that apply)

a) Community group ☒

b) Voluntary organisation. ☒

c) Registered charity. ☐
Charity no:

d) Company limited by guarantee. ☐
Company no:

e) Other, please state. ☐
.....

Q2. What are the main aims of your organisation?

Provides a focus in the town of Harleston and surrounding district for people interested in its history. The Museum provides a permanent home for documents and items relating to Harleston and the district. It is also a tourist attraction for those visiting the town.

Q3. Does your organisation have;

a) A formal constitution? Yes ☒ No ☐

b) Public liability insurance? Yes ☒ No ☐

c) A health & safety policy (if applicable)? Yes ☐ No ☐

d) child protection policy (if applicable)? Yes ☐ No ☐ N/A

e) Working with vulnerable adults policy (if applicable)? Yes ☐ No ☐ N/A

f) Accounts for the last financial year? Yes ☒ No ☐

Please provide copies of those ticked above

Q4. How much financial assistance are you seeking from the Town Council?

£ 2,600.00.

Q5. Please provide an indication of how you intend to spend any grant awarded (a) or a breakdown of expenditure if the grant is for a one off purchase (b):

a) The grant is to pay the rent for the Museum (payable to King George's Hall Management Group)

b)

Items of Expenditure	Approx. Cost

Q6. Approximately how many people would benefit from a grant?

Q7. How many of these are Redenhall/Harleston residents?

Q8. What would this benefit be?

Access to records, artefacts and items relating to Harleston and surrounding district. Museum is staffed by volunteers and open two mornings a week between May - September. Private visits are also possible.

Q9. Is this the first grant application you have made to Redenhall with Harleston Town Council?

Yes ☐

No ☒

Please include all the documentation in support of your application as listed in the guidance notes and return to the address noted. Closing date for applications is October 31st (for the following financial year) and April 30th.

DECLARATION

I submit this application on behalf of the stated organisation and believe all statements contained herein, and all accompanying documentation, to be accurate. I understand that if the information supplied is found to be false in anyway, the Town Council may seek to recover any grant made. If the purpose for which the grant was made fails to occur, I will return the grant to the Town Council.

Signed



Date

16/10/23



Redenhall with Harleston Town Council

GRANT APPLICATION FORM

Please read the introductory notes and guidance leaflet before completing this form.

Name of Organisation: Exchange 2

Main Contact: [REDACTED]

Position: Trustee

Address: [REDACTED]

Postcode: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Q1. How would you describe your organisation? *(Tick all boxes that apply)*

- a) Community group ☒
- b) Voluntary organisation. ☒
- c) Registered charity. ☒
Charity no: 1092397
- d) Company limited by guarantee. ☐
Company no:
- e) Other, please state. ☐
.....

Q2. What are the main aims of your organisation?

To provide drop-in and evening facilities for the youth of Harleston, Norfolk. The aim is to provide a safe and secure environment for young people aged 12-19 years, manned by volunteer Youth Leader's, in order to nurture and develop social and life skills and an understanding of their ability to contribute to society. The weekly drop-in service aims to provide a fun and social space for young people, in addition, support is provided around mental health and wellbeing and we are instrumental in monitoring and raising safeguarding concerns. Exchange 2 offers an accessible, youth-led space which is well placed to reach and involve young people who are at risk of:

- Falling into criminal justice involvement
- Engaging in antisocial behaviour
- Substance and alcohol use
- Making poor choices and taking unnecessary risk due to bullying and/ or peer pressure and boredom
- Leading to issues of low self-esteem and challenging mental health issues.

We aim to address issues at the earliest possible stages, thereby reducing impact on quality of life.

Q3. Does your organisation have;

- | | | | | | |
|----|---|-----|--------------------------|----|--------------------------|
| a) | A formal constitution? | Yes | ✓ | No | ☐ |
| b) | Public liability insurance? | Yes | ✓ | No | ☐ |
| c) | A health & safety policy (<i>if applicable</i>)? | Yes | ✓ | No | ☐ |
| d) | child protection policy (<i>if applicable</i>)? | Yes | ✓ | No | ☐ |
| e) | Working with vulnerable adults policy (<i>if applicable</i>)? | Yes | ☐ | No | ✓ |
| f) | Accounts for the last financial year? | Yes | ✓ | No | ☐ |

Please provide copies of those ticked above

Q4. How much financial assistance are you seeking from the Town Council?

£1245

Q5. Please provide an indication of how you intend to spend any grant awarded (a) or a breakdown of expenditure if the grant is for a one off purchase (b):

- a) Any grant awarded would go towards the core costs of running and maintaining Exchange 2. We have struggled to secure funding to repair The Cabin and have sought help from the local community by means of fundraising and in-kind help from various community groups. The Cabin is now in a good state of repair and we are seeking funds to be able to keep on top of general maintenance and repairs. In addition, one of our biggest costs is our insurance, therefore, we are also seeking funds to help towards this large expenditure, which we are expecting to increase in 2024. Exchange 2 operates on a relatively low budget and any funds received would be put towards our core running costs.

b)

Items of Expenditure	Approx. Cost
Priority 1 - Insurance (based on current policy)	£743.89
Priority 2 - General building maintenance	£500

Q6. Approximately how many people would benefit from a grant? 60

Q7. How many of these are Redenhall/Harleston residents? 60

Q8. What would this benefit be?

To ensure The Cabin remained open and functional for the young people of Harleston and to ensure they continue to have a safe space where they can relax and socialise in a supportive environment. Young people would have the opportunity to attend two weekly drop-in sessions where they have access to themed evenings including music, pizza and movie nights, a pool and football table, a selection of board games, arts and crafts, PlayStation and a TV for listening to music. We are hoping to recruit more volunteers in order to expand our provision and to open for more evenings throughout the week. In addition, our volunteers continue to build supportive relationships with the young people of Harleston and from this, we have identified several safeguarding concerns and have subsequently been instrumental in ensuring the safety and wellbeing of the young people within our town. When the Cabin is open, we see a reduction in vandalism and littering and feel our services contribute significantly to suppressing antisocial behaviour.

Harleston is a rural town, which offers few, free youth opportunities for young people and fewer job or training opportunities or facilities, leading to low levels of social mobility and financial exclusion. We see rural deprivation and isolation contribute to low aspirations which are perpetuated and amplified through local peer networks. The cost-of-living crisis has severely impacted the welfare of many local families, resulting in worsening mental and physical health needs, social isolation, low self-esteem, bullying and self-harm. Exchange 2 provides activities and opportunities to support a range of different circumstances and needs in a safe and

accessible space where complex anxieties can be identified and sympathetically addressed.

Q9. Is this the first grant application you have made to Redenhall with Harleston Town Council?

Yes ☒ No ☐

Please include all the documentation in support of your application as listed in the guidance notes and return to the address noted. Closing date for applications is October 31st (for the following financial year) and April 30th.

DECLARATION

I submit this application on behalf of the stated organisation and believe all statements contained herein, and all accompanying documentation, to be accurate. I understand that if the information supplied is found to be false in anyway, the Town Council may seek to recover any grant made. If the purpose for which the grant was made fails to occur, I will return the grant to the Town Council.

Signed



Date 29th October 2023



Redenhall with Harleston Town Council

GRANT APPLICATION FORM

Please read the introductory notes and guidance leaflet before completing this form.

Name of Organisation: REDENHALL WITH HARLESTON AND WORTWELL ICE

Main Contact: [REDACTED] Position: TREASURER

Address: [REDACTED]

Postcode: [REDACTED]

Telephone: [REDACTED] Email: [REDACTED]

Q1. How would you describe your organisation? (Tick all boxes that apply)

a) Community group ☐

b) Voluntary organisation. ☐

c) Registered charity. ☐

Charity no:

d) Company limited by guarantee. ☐

Company no:

e) Other, please state. ☒

CHURCH CHARITY

Q2. What are the main aims of your organisation?

FAITH ACTING FOR THE WELFARE OF ALL

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Q3. Does your organisation have;

a) A formal constitution? Yes ☒ No ☐

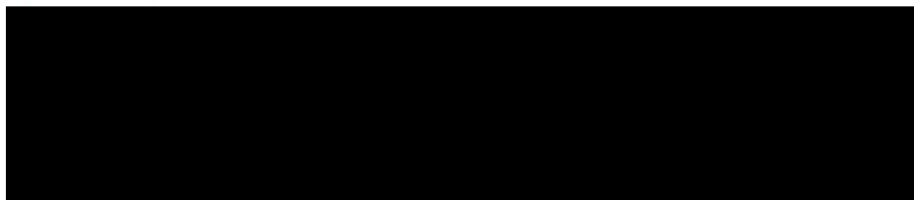
b) Public liability insurance? Yes ☒ No ☐

c) A health & safety policy (if applicable)? Yes ☒ No ☐

d) child protection policy (if applicable)? Yes ☒ No ☐

e) Working with vulnerable adults policy (if applicable)? Yes ☒ No ☐

f) Accounts for the last financial year? Yes ☒ No ☐



Please provide copies of those ticked above

Q4. How much financial assistance are you seeking from the Town Council?

£ 2,000

Q5. Please provide an indication of how you intend to spend any grant awarded (a) or a breakdown of expenditure if the grant is for a one off purchase (b):

- a) WARM SPACE IN CHURCH FOR ALL 7 DAYS A WEEK
ACTIVITIES TO SUPPORT THE LONELY AND THE
ELDERLY ESP THOSE LIVING WITH DEMENTIA
SEPARATE ACTIVITIES TO SUPPORT FAMILIES WITH YOUNG CHILDREN

b)

Items of Expenditure	Approx. Cost

Q6. Approximately how many people would benefit from a grant? 100 - 200

Q7. How many of these are Redenhall/Harleston residents? APPROX 100%

Q8. What would this benefit be?

WARM SPACE FOR THOSE SUFFERING FROM COST OF
LIVING CRISIS, SAFE AND ENJOYABLE ENVIRONMENT
FOR THE LONELY AND THOSE WITH DEMENTIA
SUPPORT FOR YOUNG FAMILIES AND SCHOOL GROUPS

Q9. Is this the first grant application you have made to Redenhall with Harleston Town Council?

Yes ☒

No ☐

Please include all the documentation in support of your application as listed in the guidance notes and return to the address noted. Closing date for applications is October 31st (for the following financial year) and April 30th.

DECLARATION

I submit this application on behalf of the stated organisation and believe all statements contained herein, and all accompanying documentation, to be accurate. I understand that if the information supplied is found to be false in anyway, the Town Council may seek to recover any grant made. If the purpose for which the grant was made fails to occur, I will return the grant to the Town Council.

Signed



Date

25/10/23