

WYMONDHAM TOWN COUNCIL
SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE
WILL BE A MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE ON
TUESDAY 18th April 2023 in the COUNCIL OFFICES at 7.00 pm

A G E N D A

1. Apologies for absence
2. To receive Declarations of Interest **A**
3. To confirm the minutes of the Finance & General Purposes Committee meeting held on 21st February 2023. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 21st February 2023/ previous meetings.
5. Public Participation – members of the public may make representations, ask, or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.
6. Grant Application – Wymondham in Bloom **C**
7. Grant Application – Wymondham Satellite Rotary **D**

Council Offices
Ketts Park Harts Farm Road
Wymondham
NR18 0UT

T B Gurney
Town Clerk
11th April 2023

Committee Members

Cllr. Halls	Cllr. Flatt	Cllr. Hurn
Cllr. Elliott	Cllr. Holden	

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

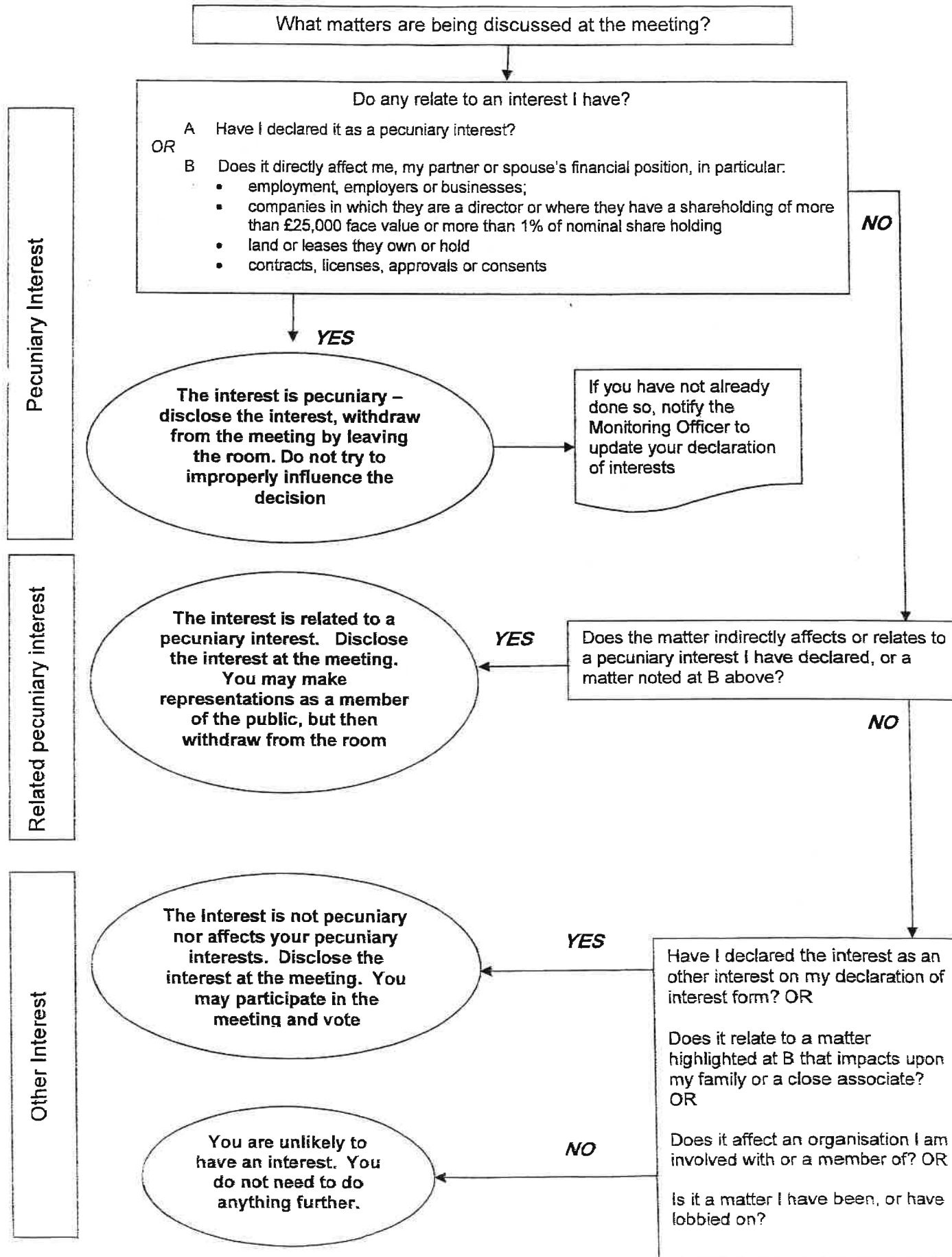
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANC**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Tuesday 21st February 2023
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Holden
	Elliott (Chair)

Also Present 0 members of the public

F01/23	<u>APOLOGIES FOR ABSENCE</u> – None
F02/23	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> Cllr. Holden – fees & Charges – allotment holder – pecuniary interest – will not take part in vote.
F03/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Hurn and seconded by Cllr. Holden it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 20 th December 2022 as a correct record.
F04/23	<u>PROGRESS UPDATES:</u> None.
F05/23	<u>PUBLIC PARTICIPATION:</u> None.
F06/23	<u>FEES AND CHARGES</u> Cllr. Elliot outlined that with inflation currently 10% + the Councils overheads were rising and there was pressure on costs. Market stall fees had been reviewed and changes implemented last year. After discussion upon the proposition of Cllr. Elliott and seconded by Cllr. Hurn it was agreed to increase Cemetery fees by 10%, Allotments by 5% and to leave all other fees unaltered.
F07/23	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 31 st December 2022 as shown by the 'Draft Internal' accounts that had been prepared. Income is in surplus against budget by £6460 with expenditure above budget by £3562, a net surplus of £2898. Clerk then outlined that he considered there were no areas of concern
F08/23	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Halls and seconded by Cllr Hurn resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
F09/23	<u>NORFOLK PENSION FUND</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Flatt the letter from Norfolk Pension Fund advising contribution rates for 2023 – 2026 was noted and unanimously approved.

(The meeting closed at 19.15 pm)

DATED this day of2023

SIGNED (Chairman)



Wymondham Town Council

Grant Application Form

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

1 Your organisation

a) Name of organisation.

Wymondham BG Ltd (T/A Wymondham Town Team & Wymondham in Bloom)

b) Address.

For correspondence ~~2 Bowdham Crescent Wymondham NR18 0SE~~

c) Description of your organisation's activities.

Wymondham Town Team was set up by the Wymondham Business Group in 2015 to promote activities and events within Wymondham. We consist of volunteers who freely give their time and skills to develop our Town's community and spirit. Events include Vintage Day, Light Up Wymondham and Wynterfest.

d) How long has your organisation been in existence?

Since 2015

2 Contact details

a) Name of contact.

Kim Carsok

b) Position within organisation.

Volunteer Project Coordinator for Wymondham in Bloom

c) Address for correspondence (if different from above).

d) Telephone.

~~01509 551700~~

e) email.

wymbloom@gmail.com



3 Your application

a) Please give a brief description of the project for which the grant is intended.

Wymondham in Bloom 2023 will once again brighten up the town centre this summer with an impressive array of flowers and plants. With WTC Grant funding, business owners with a public facing frontage will be able to purchase plants, compost, hanging baskets and other associated items at a 50% discount to create displays along the streets for all to enjoy.

Wymondham in Bloom will be publicised on social media and through local news outlets, encouraging more footfall on the high street. We will also join in again with Anglia in Bloom, our regional section of the RHS Britain in Bloom campaign, and hope to reach a Gold award. This involves cooperation with a wide variety of community groups such as Greening Wymondham, WynG, the Garden Club, Allotments Association, schools, care homes, etc. and will also highlight the great work done by the council staff in improving and maintaining our public green spaces. The fee for taking part in Anglia in Bloom will be £165, and we will also contribute to community planting projects around the town which will benefit our entry.

In 2022, despite economic challenges, we managed to get more than 60 businesses involved in Wymondham in Bloom. Most of them chose to use our town council grant-funded vouchers to subsidise their displays. In total we paid out £1,608.12 to Myhill's and Wymondham Garden Centre for voucher reimbursements. The average subsidy amount used per business was £40.85 and total tracked spend of £3,652.30.

The success of last year has encouraged us to set a goal of exceeding 65 participants for the business floral displays, with an expected total tracked spend on floral displays of £4,000 (half of which would be funded by the WTC grant). A handful of businesses participate without using any grant funding, so we expect approximately 50 to do so.

b) Who will benefit from the proposed project?

The community as a whole will benefit from a brighter and greener place to live, increased visitor numbers (thereby increasing sales by businesses, contributing to a stronger local economy), stronger sense of pride of place (shown to contribute to reduction in crime and anti-social behaviour), higher environmental awareness and new partnerships between local authorities, businesses and community groups.

c) What is the total cost of your project?

£4,750

d) What is the grant amount you are requesting from Wymondham Town Council?

£2,375

e) How much does your organisation currently have to put towards this project?

£250



f) Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. suppliers estimate (or price lists) of the likely cost of all items of expenditure e.g. goods or labour.

Item	Cost £
Business floral display plants and supplies	4000
Anglia in Bloom entry fee	165
Community planting project plants and supplies	335
Design and printing of application forms, flyers, posters	200
Winners' certificates and prizes	50
TOTAL	4750

g) Will you be seeking grant assistance from South Norfolk Council? Yes/No (please delete as appropriate).

If 'No' please state why not.

No, we are not aware of any SNC funding pots which we are currently eligible for or which are appropriate for this project

h) Have you made applications to any other body for grant aid for this project? Yes/No (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £

i) If you have received any other sources of funding, not specified above, please give details.

Grant money spent on floral display materials for shop fronts is match funded by the participating businesses themselves at a minimum of 50%. Therefore every £1 of grant money for floral displays will be matched by at least £1 of business spend on plants and accessories.

j) If there is a shortfall between your contribution and assuming a Town Council grant, how will you raise the balance?

The project is underwritten by Wymondham Business Group. We will also ask for donations from the general public, run fundraisers like a plant sale and seek business sponsorships.

k) If the application is for a capital project, who owns the land or buildings?

n/a



l) Please supply the details of the arrangements under which you have use of this land or building (e.g. tenancy, lease).

n/a

4 Previous applications

a) Has your organisation previously applied for a grant from Wymondham Town Council? Yes/~~No~~ (please delete as appropriate).

If yes, please give details of the project and the date and amount of grant received.

Wymondham in Bloom 2022 £1,752

Wymondham in Bloom 2021 £1,780

Wymondham in Bloom 2019 £1,250

Wymondham in Bloom 2018 £995

5 Protection of Children & Vulnerable Adults

Does your project involve direct work with children under 18 or disabled adults under 25 without their normal carers present? **NO**

If YES you must supply a copy of your organisation's policy for the protection of children and vulnerable adults.

Y/N If Yes copy enclosed

6 Your financial situation

Where possible all applications should be accompanied by the following financial information. If you are unable to provide the information please give a reason.

- A copy of your latest audited accounts or other financial report which indicates your financial position

Enclosed Y/N If No Why?

- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y/N If No Why? Information included above

- Photocopy of bank statements covering the past 6 months.

Enclosed Y/N If No Why?

- A copy of your organisation's constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y/N/N/a If No Why?

- Where appropriate plans showing the proposals

Enclosed Y/N/N/a If No Why?

- Please delete as appropriate.



The council may request additional information depending on the project and the amount of grant sought. Please also note that payment of grant funds is made against receipted invoices.

I declare the information provided is correct at the time of this application.

Signed

A handwritten signature in blue ink, which appears to be 'J. Smith', is written over a series of diagonal black lines that serve as a guide.

Date 10/04/2023

Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.

If you have any queries, please contact the Town Clerk on 01953 603302 or email office@wymondhamtc.co.uk



Wymondham Town Council

Guidelines for the award of grants

- 1 An organisation applying for a grant from Wymondham Town Council must be based in the Parish of Wymondham with its membership open to interested residents in the Parish.
- 2 The Town Council will consider applications which relate to either;
 - A clearly identified capital project or,
 - A specific project or event or service
- 3 The Town Council will not normally subsidise running costs or write-off debts.
- 4 The purpose for which a grant will be considered will usually fall into one of the following categories;
 - Furtherance of the Town Council's primary responsibilities e.g. to sport, recreation and the arts.
 - Projects promoted by Wymondham based organisations to the benefit of deserving groups of Wymondham residents, e.g. children, adolescents, the elderly, the disabled.
 - For the conservation of Wymondham's heritage, whether in the form of buildings, artefacts or documents.
 - To promote and publicise the Town of Wymondham.

This list is not necessarily exclusive and applications may be considered for other purposes.
- 5 The Town Council will not make grants to the following;
 - An organisation the primary purpose of which is the propagation or furtherance of political, religious, moral or philosophical viewpoints of causes.
 - General charities, whether local, national or international.
 - Individuals however deserving.
 - A sponsorship scheme e.g. walks runs and other efforts.
- 6 Grants, subject to the over riding constraints of the Council's budget, will not normally exceed half of any approved cost. If South Norfolk Council is grant aiding the maximum is one third.
- 7 In considering applications the Town Council will have regard to the applicant organisations ability to contribute their part of the cost to carry out the project, event or service and will require submission of accounts, balance sheet and written estimates with the application.

Wymondham in Bloom 2023

Cost Estimates

Floral Display Materials for approximately
50 business displays cost on average £80 each £4,000
Design and printing of application forms, flyers, posters £200
Winners' certificates and prizes £50
Plants for community projects £335
Anglia in Bloom RHS Entry Fee £165
TOTAL £4,750

We have identified 110+ businesses on our Anglia in Bloom judging route. Town Team volunteers will approach these businesses in person and via email or phone as necessary. Our target is to convince at least 65 to participate this year. Not all businesses will choose to use the grant-funded discount, so some floral displays will be 100% business sponsored for the Wymondham in Bloom campaign (these are not counted in the above cost estimates). Many though will only be convinced to participate due to the discount as they are cost conscious and facing ever rising cost increases.

In order to be eligible for the grant-funded discount, businesses must submit an online signup form to the Wymondham in Bloom team. They will then be issued a participation voucher which can be redeemed at Wymondham Garden Centre, Myhill's or an approved stallholder on the market. Their agreement to participate will include involvement in the marketing and promotional activities via social and traditional media.

Wymondham in Bloom will again enter the Anglia in Bloom regional campaign which is part of the Royal Horticultural Society's well-known Britain in Bloom competition. In 2019 we exceeded expectations and were awarded a Silver Gilt and since then we have held that level and increased points to be in touching distance of a Gold level award.

We'll also continue engagement with other community groups to celebrate their green projects around Wymondham. Greening Wymondham, the Wymondham Gardener Club, The Wymondham Allotments Association, Wymondham Nature Group and many more are passionate about our green spaces. Their work will be presented to the Anglia in Bloom judges as well. We expect an uptick in volunteering due to the publicity surrounding Wymondham in Bloom. Already we've grown our regular volunteer crew from a handful to more than a dozen.

Lastly the council activities for our green spaces will also be praised. Wymondham has lovely parks, flower planters, nature areas and other spots maintained by the council staff. We aim to show off their great work and also identify areas where volunteers may be able to help out as well. The Anglia in Bloom judging process involves a variety of areas such as environmental responsibility where it isn't just about flowers – for this we will seek to support projects such as litter picking and rainwater harvesting. The environmental and sustainability aspect will also ensure we encourage businesses involved in our floral display competition to reuse containers and baskets from previous years and to upcycle other used items into planters where possible.

BALANCE SHEET
30 APRIL 2022

	2022 £	2021 £
CURRENT ASSETS	23,303	20,143
PREPAYMENTS AND ACCRUED INCOME	400	393
NET CURRENT ASSETS	23,703	20,536
TOTAL ASSETS LESS CURRENT LIABILITIES	23,703	20,536
ACCRUALS AND DEFERRED INCOME	5,060	443
NET ASSETS	18,643	20,093
RESERVES	18,643	20,093

NOTES TO THE FINANCIAL STATEMENTS

1. STATUTORY INFORMATION

Wymondham BG Ltd is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address are as below:

Registered number: 08991511

Registered office: 1 Middleton Street
Wymondham
Norfolk
NR18 0AB

2. AVERAGE NUMBER OF EMPLOYEES

The average number of employees during the year was NIL (2021 - NIL).

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

BALANCE SHEET - continued
30 APRIL 2022

The financial statements have been prepared in accordance with the micro entity provisions

The financial statements were approved by the Board of Directors and authorised for issue on 24 October 2022 and were signed on its behalf by

A handwritten signature in dark ink, appearing to be 'S P Green', written over a horizontal line.

S P Green - Director



Wymondham Town Council

Grant Application Form

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

1 Your organisation

a) Name of organisation.

Wymondham Rotary Satellite Group

b) Address.

c/o Mrs Maureen Huckle,
~~0211 111 111~~
~~111 111 111~~
~~111 111 111~~

c) Description of your organisation's activities.

Wymondham Rotary Satellite Group organizes a range of local events to raise funds for local charities and good causes.

d) How long has your organisation been in existence?

9 years

2 Contact details

a) Name of contact.

Mrs Maureen Huckle

b) Position within organisation.

Member

c) Address for correspondence (if different from above).

d) Telephone.

~~0211 111 111~~

e) email.

~~p.huckle@wymondham.gov.uk~~

3 Your application

a) Please give a brief description of the project for which the grant is intended.

Following the successful event held in 2022 which Wymondham Town Council supported with a grant, RSG are planning to run a Food and Drink Festival in Wymondham Town Centre on Sunday June 25th 2023.

Approximately 60 food and beverage traders are expected to take part.

It is anticipated that sponsorship and charges to traders will cover running costs for the event itself but to make the event attractive to Wymondham residents and visitors we would like to organize street entertainment to take place throughout the day. This will include various musicians, a Punch and Judy entertainer, a Town Crier, Face Painting. If successful, the grant funding will be used to cover 50% of the entertainment costs.

Unfortunately, if our application is unsuccessful, we will have very limited family entertainment at the event.

b) Who will benefit from the proposed project?

The community of Wymondham.

Local traders will benefit from increased weekend footfall.

Local charities supported by Wymondham Rotary Satellite Group will receive all profit from the event (if any) the current charity of the year supported by the Group is Homestart Norfolk and the Community Outreach programme based at the Catholic church

c) What is the total cost of your project?

£1910 (budget attached)

d) What is the grant amount you are requesting from Wymondham Town Council?

£375 (50% of entertainment costs)

e) How much does your organisation currently have to put towards this project?

£375 (from deposits paid by traders)

f) Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. suppliers estimate (or price lists) of the likely cost of all items of expenditure e.g. goods or labour.

Item	Cost £
Town Crier and support	150
Punch and Judy / Magic Show	300
One Voice choir	150
Face painting materials	100
Local Radio	50
	£750



g) Will you be seeking grant assistance from South Norfolk Council? No (please delete as appropriate).

If 'No' please state why not.

We have been advised that no funds will be available.



h) Have you made applications to any other body for grant aid for this project? No (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £

i) If you have received any other sources of funding, not specified above, please give details.

None

j) If there is a shortfall between your contribution and assuming a Town Council grant, how will you raise the balance?

A sponsorship package is being sought from local businesses.
Charges to stall holders but it is likely the family entertainment element will be seriously curtailed if the grant application is unsuccessful.

k) If the application is for a capital project, who owns the land or buildings?

N/A

l) Please supply the details of the arrangements under which you have use of this land or building (e.g. tenancy, lease).

N/A

4 Previous applications

a) Has your organisation previously applied for a grant from Wymondham Town Council? Yes/No (please delete as appropriate).

If yes, please give details of the project and the date and amount of grant received.

Yes 2022 Food and Drink Festival. £282.50 (50% of final entertainment expenditure)

5 Protection of Children & Vulnerable Adults

Does your project involve direct work with children under 18 or disabled adults under 25 without their normal carers present?

If YES you must supply a copy of your organisation's policy for the protection of children and vulnerable adults.

NO	
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6 Your financial situation

Where possible all applications should be accompanied by the following financial information. If you are unable to provide the information please give a reason.

- A copy of your latest audited accounts or other financial report which indicates your financial position

Enclosed Y/N*	If No Why?
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y/N*	Figures are estimates based on what was paid last year, we are not able to book until the grant funding is confirmed
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- Photocopy of bank statements covering the past 6 months.

Enclosed Y	Latest bank statement
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- A copy of your organisations constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y*	Unchanged since this was submitted in 2022.
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- Where appropriate plans showing the proposals

Enclosed Y	N/A
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- Please delete as appropriate.*

The council may request additional information depending on the project and the amount of grant sought. Please also note that payment of grant funds is made against receipted invoices.

I declare the information provided is correct at the time of this application.

Signed M Huckle

Date 9th April 2023

Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.



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Wymondham Town Council

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This list is not necessarily exclusive and applications may be considered for other purposes.

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event or service and will require submission of accounts, balance sheet and written estimates with the application.

Food & Drink Festival Budget

Event Management

Road closures	45
Road closed / car park signs	100
Insurance	0
Venue hire	0
SNDC Bins	140
First Aid Cover	0
Health and Safety Advice	100
Sundries	375

Advertising

4 x banners	120
Flyers x200	30
Social Media (boosting posts)	50
Road signs	

Street Entertainment

Punch and Judy -Dave Doughnut	300
Face painting - purchase of paints etc	100
Choir	150
Other entertainment	100
Town Crier	150
Radio Station	50

Misc.

Guides	50
Town Team	50

1910