



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



For those who wish to participate, prayers will be held at 6.25pm in the Council Chamber.

To all members of the Council:

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

Wednesday 25th March 2026 at 6:30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Council Members:

Appledore Ward: Cllr Bell, Cllr Edwards, Cllr Hames and Cllr Tait

Northam/Orchard Hill ward: Cllr Himan, Cllr Horrocks, Cllr Leather, Cllr Lo-Vel, Cllr Newman-McKie and Cllr Whittaker.

Westward Ho! ward: Cllr Bach, Cllr Hodson, Cllr Sawyer and Cllr Singh.

Questions by the public: There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

Recording, photographs and filming: In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states: *Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 19th March 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

AGENDA

- 1 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
- 2 **To agree the agenda as published**
- 3 **To receive any dispensations and disclosable pecuniary or other interests**
Members are reminded that all interests must be declared prior to the item being discussed.
- 4 **Mayor's Announcements**
- 5 **To confirm as a correct record and sign the minutes of the meeting of the Council held on 4th March 2026 (attached under separate cover)**
- 6 **To receive and adopt the reports of confirmed minutes and resolutions contained therein from Committees and Sub-Committees (attached under separate cover)**
 - Finance & Human Resources 14th January and 11th February 2026
 - Planning & Development 15th January, 5th and 26th February 2026
 - Environment & Maintenance 15th October 2025
 - Review 6th November 2025 and 12th February 2026
- 7 **Public Participation**
- 8 **To receive a report (if any) from Devon & Cornwall Constabulary**
- 9 **To receive a report (if any) from the Devon County Councillor**
- 10 **To receive reports (if any) from Torridge District Members**
- 11 **To receive an update regarding Local Government Reorganisation (LGR) (p3)**
- 12 **To consider the action point update (p4)**
- 13 **To receive the Clerk's report (p5)**
- 14 **To note the initial data collected by the Council's two operational Mobile Vehicle Speed Indicator Devices (p7 and enclosed)**
- 15 **To consider:**
 - a) Presenting the final version of the Northam Neighbourhood Plan to the District Council for adoption, and
 - b) Making plans for the referendum (p8)
- 16 **To consider closing the council for staff training (p9)**
 - a) SLCC regional seminar 6th June 2026
 - b) DALC annual conference (expected to be 7th October)
- 17 **To note the proposed calendar of meetings 2026-27 (p9 and enclosed)**
- 18 **To consider and adopt the below listed controlled documents recommended by committees (p9 and enclosed)**
 - i. Grants Policy v1.1
 - ii. DBS Policy v0.1
 - iii. Maternity Scheme (2026.02.26)
- 19 **To consider meeting Cllr Hind of Bideford Town Council to hear that Council's proposals for the Taw and Torridge and Taw Trust Port (p11 and enclosed)**
- 20 **To consider the request for an extraordinary grant by the Friends of Northam Square Hall (p11)**

Item 1 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Item 2 **To agree the agenda as published**

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Members are reminded that all interests must be declared prior to the item being discussed

Item 4 **Mayor’s Announcements**

Item 5 **To confirm as a correct record and sign the minutes of the meeting of the Council held on 28th January 2026** *(attached under separate cover)*

Item 6 **To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees** *(enclosed under separate cover)*

- Finance & Human Resources 14th January and 11th February 2026
 - Planning & Development 15th January, 5th and 26th February 2026
 - Environment & Maintenance 15th October 2025
 - Review 6th November 2025 and 12th January 2026
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Item 7 **Public Participation**

We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

Item 8 **To receive a report (if any) from Devon & Cornwall Constabulary**

Item 9 **To receive a report (if any) from the Devon County Councillor**

Item 10 **To receive reports (if any) from the Torridge District Members**

Item 11 **To receive an update regarding Local Government Reorganisation (LGR) and consider convening a special meeting at which to agree a Council response**

Local government reorganisation (LGR) proposals for Devon are now out for consultation, with five alternative models for consideration.

These proposals will shape how services are delivered, how decisions are made, and how parish and town councils are engaged in the future structure of local government.

The deadline for submissions is 26 March 2026.

Item 12 Action points

<p>2508/283 Meeting with Northam Lions FC</p>	<p>Cllrs Bach, Edwards and Lo-Vel, with the Town Clerk, met with representatives of Northam Lions FC. A way forward was identified and a revised agreement will be drawn up. ONGOING</p>
<p>2512/520 Libraries Unlimited Consultation</p>	<p>Write to the relevant officer and cabinet member at Devon County Council requesting Northam Library be re-banded to a band C and to request the criteria used to place branches in the various bands. ONGOING</p>
<p>2512/525 Speedwatch</p>	<p>Advise the Police of the intention to recommence the SpeedWatch initiative in the Parish and of the volunteer coordinator. A total of four volunteers needed, the coordinator plus three. Adverts to be placed on the Council's website and social media now the Christmas and New Year break is over. ONGOING</p>
<p>2601/551 Pension arrangements for Council Staff</p>	<p>Prepare a report and consultation proposition for staff regarding the Local Government Pension Scheme. ONGOING</p>
<p>2603/652 Suggest dates for farewell for Rev Jules</p>	<p>To be arranged. ONGOING</p>
<p>2603/662 Adopt the Defibrillator at the Lifeboat Station in Appledore</p>	<p>Coxswain advised of Council's decision. COMPLETE</p>
<p>2603/663 Prepare the final version of the Northam Neighbourhood Plan</p>	<p>On the agenda. COMPLETE</p>
<p>2603/663 Continue to lease G14/G15 at Windmill Lane</p>	<p>The landlord has been advised. COMPLETE</p>
<p>2603/665 Revise the council services leaflet</p>	<p>To be started. COMPLETE</p>
<p>2603/666 Advise Crimestoppers of their successful grant application</p>	<p>Crimestoppers have been advised of their successful request and have been invited to the Grant Award evening. COMPLETE</p>

Item 13 To receive the Clerk's report

On 28th February 2026 the Council's balances were:

Petty Cash	£54.55	no interest	
Hinkley & Rugby Building Society	£183,784	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£97,601.27	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£97,102.27	interest rate is 3.35%	General and Earmarked Reserves
Cambridge Building Society	£9,281.88	interest rate is 1.75%	Tennis Reserves
Coop Bank (current account)	£5,717.36	no interest	General expenditure

Total cash in hand (SCRIBE) £393,541.33

The bank reconciliation to be signed by the Chair is presented overleaf.

Petty Cash: A screen shot of the petty cash cashbook is presented, showing the items on which the Council has spent petty cash in the month. The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash				2025-26 Northam TC Petty Cash													
Details				Income			Expenditure						Balance at start of FY				
Date	Transaction	Description	Ref	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refreshments	Maintenance	Office expenses	Total out	£	13.45	Reconciliation balance		
2.2.26	115	Cash withdrawal	-	20.00		20.00						0.00		100.84			
4.2.26	116	Refreshments	PC25-26.108			0.00			1.20			1.20		99.64			
5.2.26	117	Batteries	PC25-26.109			0.00	0.73				3.62	4.35		95.29			
5.2.26	118	Refreshments	PC25-26.110			0.00			1.89			1.89		93.40			
6.2.26	119	Refreshments	PC25-26.111			0.00			3.99			3.99		89.41			
9.2.26	120	Trickle vent	PC25-26.112			0.00	0.56			2.80		3.36		86.05			
10.2.26	121	Refreshments	PC25-26.113			0.00			3.98			3.98		82.07			
10.2.26	122	Refreshments	PC25-26.114			0.00			1.45			1.45		80.62			
11.2.26	123	Refreshments	PC25-26.115			0.00			1.20			1.20		79.42			
16.2.26	124	Town Hall Keys	PC25-26.116			0.00	1.50			7.50		9.00		70.42			
16.2.26	125	Refreshments	PC25-26.117			0.00			2.98			2.98		67.44			
19.2.26	126	Town Hall Keys	PC25-26.118			0.00	1.67			8.33		10.00		57.44			
23.2.26	127	Refreshments	PC25-26.119			0.00			1.39			1.39		56.05			
25.2.26	128	Refreshments	PC25-26.120			0.00			1.50			1.50		54.55	£	54.55	
Number of transactions	131			735.00		735.00	55.92	65.06	184.80	261.70	81.42	648.90	86.10	Difference between receipts and payments			

Tennis courts:

The gross volume of sales in January 2026 was £155.00. After fees, the Council has received £147.00. Since 1st April 2025, the Council has received £5,665.84 for tennis court memberships and bookings.

Payments: Between 1st and 28th February 2026, the council made 38 payments of £100 or more totalling £60,994.21 (exVAT) (detailed below), a total of 139 payments, and received £7.68 in refunds, totalling £62,890.46 (exVAT).

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute
1352	13.02.26	£100.00	£20.00	£120.00	End of year health check	ICT	Scribe - Accounts	
1386	18.02.26	£100.00	£0.00	£100.00	May Fair 2026	Community	May Fair Costs	
1350	13.02.26	£110.00	£22.00	£132.00	Northam Hall	Northam Hall	Maintenance	
1312	06.02.26	£110.92	£22.18	£133.10	Burrough Farm	Environment & Maintenance	Burrough Farm	
1323	10.02.26	£111.21	£5.56	£116.77	Electricity - Pavilion	Pavilion & CPT	Electric	
1294	02.02.26	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1293	02.02.26	£120.10	£0.00	£120.10	Plants	Parks & Recreation	Anchor Park	2511/458
1391	19.02.26	£130.48	£26.10	£156.58	Flags	Environment & Maintenance	Bone Hill Memorial	
1351	13.02.26	£135.00	£0.00	£135.00	Repairs	Environment & Maintenance	Bus Shelters	
1353	13.02.26	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1354	13.02.26	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1355	13.02.26	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1326	13.02.26	£139.60	£27.92	£167.52	Fuel	Council Machinery & Equipment	Fuel	
1313	06.02.26	£141.52	£28.30	£169.82	Burrough Farm	Environment & Maintenance	Burrough Farm	
1295	02.02.26	£144.69	£0.00	£144.69	Insurance	Administration	Town Hall - Buildings Insurance	
1405	26.02.26	£170.00	£34.00	£204.00	Mower	Council Machinery & Equipment	Machinery Maintenance	
1356	13.02.26	£190.00	£38.00	£228.00	Electrical work	Pavilion & CPT	Maintenance	
1324	10.02.26	£191.72	£9.59	£201.31	Electricity Account	Northam Hall	Electric	
1357	13.02.26	£240.00	£48.00	£288.00	Computer and software	Planning & Development	NNP	
1296	02.02.26	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1367	13.02.26	£316.00	£63.20	£379.20	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1297	02.02.26	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Pear Mapping	
1358	13.02.26	£338.00	£67.60	£405.60	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
1281	02.02.26	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1359	13.02.26	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1322	10.02.26	£565.43	£113.09	£678.52	Gas Account	Northam Hall	Gas	
1360	13.02.26	£731.12	£146.22	£877.34	Electrical work	Northam Hall	Maintenance	
1314	06.02.26	£832.25	£166.45	£998.70	Training	Training	Training	
1361	13.02.26	£950.00	£190.00	£1,140.00	Burrough Farm	Environment & Maintenance	Burrough Farm	
1320	09.02.26	£1,307.47	£0.00	£1,307.47	Insurance	Insurances	General	2405/027
1395	24.02.26	£2,485.00	£497.00	£2,982.00	Mayor's Charity event	Members	Civic Reception	
1362	13.02.26	£2,603.00	£520.60	£3,123.60	Finger Post	Environment & Maintenance	Westward Ho! Finger Post	
1407	27.02.26	£2,632.20	£0.00	£2,632.20	Pensions	Staff Costs	Salaries, HMRC and NEST	

1376	18.02.26	£4,793.84	£0.00	£4,793.84	Pensions	Staff Costs	Salaries, HMRC and NEST	2601/560
1400	24.02.26	£5,179.98	£1,036.00	£6,215.98	MSVIDs	Environment & Maintenance	MVSIDs	2602/236
1401	25.02.26	£7,186.26	£0.00	£7,186.26	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1363	13.02.26	£7,665.61	£0.00	£7,665.61	Election Fees	Elections	Election Costs	
1387	18.02.26	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2602/619
Totals:	38	£60,944.21	£3,400.22	£64,344.43				

Item 14 To note the initial data collected by the Council's two operational Mobile Vehicle Speed Indicator Devices

Location:	Churchill Way, Appledore	Bay View Road, Northam
	Monitoring period: 11 March 2026 to 18 March 2026	Monitoring period: 11 March 2026 to 16 March 2026
Traffic Volumes:	Incoming vehicles: 8,570 (towards Northam) Outgoing vehicles: 10,144 (towards Westward Ho!)	Incoming vehicles: 3,978 (towards Appledore) Outgoing vehicles: 5,156 (towards Northam)
Average Speeds:	Incoming average speed: 25.38 mph Outgoing average speed: 25.79 mph	Incoming average speed: 24.56 mph Outgoing average speed: 26.45 mph
Maximum Recorded Speeds:	Incoming speed: 60 mph Outgoing speed: 70 mph	Incoming maximum: 68 mph Outgoing maximum: 74 mph
Speed Percentiles - Incoming direction:	30 th percentile: 23 mph 50 th percentile (median): 24 mph 85 th percentile: 28 mph	30 th percentile: 21 mph 50 th percentile (median): 23 mph 85 th percentile: 28 mph
Outgoing direction	30 th percentile 23 mph 50 th percentile (median): 25 mph 85 th percentile 29 mph	30 th percentile: 23 mph 50 th percentile (median): 25 mph 85 th percentile: 30 mph
Observations:	Most recorded speeds fall between 23–29 mph. Higher speeds (35–50+ mph) appear during low-traffic night-time hours, based on timestamped measurement logs. One or two vehicles reached high peak speeds (70 mph).	Most speeds remain at or just below 30 mph. Most vehicles travel at 23–30 mph. Northam-bound traffic shows slightly higher average and percentile speeds. One or two vehicles reached high peak speeds (68–74 mph).

Next steps: The Environment & Maintenance committee will receive a more detailed report, covering at least a month. These will be shared with the Neighbourhood Policing team and Devon County Council.

Item 15 To consider:

- a) presenting the final version of the Northam Neighbourhood Plan to the District Council for adoption, and**
- b) making plans for the referendum**

Compressed versions of the Northam Neighbourhood Plan (NNP) maybe accessed by following the link supplied in the email containing the agenda pack.

The final version of the plan is available on the dedicated website www.northamneighbourhoodplan.co.uk.

Should this Council approve this version, which has been amended to incorporate the feedback from the Regulation 16 examination process, it can be presented to the District Council for inclusion at that Council's April 2026 meeting. Should it be adopted by that council, the NNP will be put to a referendum of all the communities represented by this Council.

The referendum must take place no less than 56 days from the date of the District Council adopting the NNP. Should it be adopted on the 13th April, the referendum must be held by the 8th June 2026. This referendum is undertaken in the same was as any other election managed by the District Council, using postal and proxy voting (etc.) and the usual polling places.¹

The District Council may not undertake any undue publicity of the NNP as part of the referendum. This Council and its community may, however, do so. [The Neighbourhood Planning \(Referendums\) Regulations 2012](#) prescribe the detail of the process. This Council may incur expenses in publicising the referendum, to a statutory limit of £2,362 + 0.059p/elector:

(Appledore:	2974+
Northam:	4218+
WWHo!:	<u>3329+</u>
Total (31.12.25):	10,521x
	<u>0.059p</u>
	£620.74+
Base limit:	<u>£2,362</u>
Maximum:	<u>£2,982.74</u>

All expenses must be declared.

Preparations for the referendum will take significant organisation and time. The NNP Working Group comprises only 3 members. It would be sensible to appoint further members of this council and co-opted members of the public to that group to assist with this final stage

Recommendations:

- a) The Council approve this final version of the Northam Neighbourhood Plan for submitting to the District Council for adoption and referendum.**
 - b) The Council delegate responsibility for the preparation and publicity for the referendum to the NNP Working Group, appointing other members as it sees fit.**
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¹ (The Neighbourhood Planning (Referendums) Regulations 2012. Sch.3 s5 and 14)

Item 16 To consider closing the council for staff training

At its meeting on the 11th February (min 2602/607), the Finance & HR committee agreed to send all four members of the office staff to SLCC regional seminar on the 6th June 2026. With all four staff going, the Council offices would need to be closed for the day.

Similarly, the Devon Association of Local Councils annual conference is expected will be held in early October (normally the first Wednesday). All four members of the office staff would benefit from attendance (as would, in this case, members of the Council).

Recommendation: The Council close the offices on the 6th June and the date of the DALC conference 2026 for staff training (expected to be 7th October).

Item 17 To adopt the proposed calendar of meetings 2026-27

The proposed calendar is enclosed. Should it be adopted, calendar invites will be circulated.

Recommendation: Adopt the calendar as presented.

Item 18 To consider and adopt the below listed controlled documents recommended by committees

- i. **Grants Policy v1.1**
- ii. **DBS Policy v0.1**
- iii. **Maternity Scheme (2026.02.26)**

The above controlled documents were considered in detail by the Review Committee, all are recommended for adoption by the Council.

In considering the **Grants policy**, the committee discussed any increase to the ‘normal maximum’ grant figure. The figure in the draft policy presented to the meeting (£1,500) has been retained in the draft presented to this Council.

The Council’s ‘normal maximum’ for each grant award was £500 until 2018-19, rising to £750 in 2019-20. Applying the standard indexation formula to the grant award figure² (below), the amount of £1,058 is achieved.

All items RPI Jan 2026	406.4 x
Grant value	<u>£750</u>
Product	304,800 ÷
All Item RPI Apr 2019	<u>288.2</u>
Indexed value	<u>£1,058</u>

There is statutory limit set on grant awards for councils with the General Power of Competence. Should a council operate without that Power, it relies on S137 of the Local Government Act (1972), which provides for a council to incur expenditure for community benefits when no other specific statutory power exists. The 2025/26 expenditure limit is £11.10 per elector. It requires a direct, proportional benefit to the community and is commonly used for grants to local organisations. Should this Council rely on S137, with approximately 10,500 electors it could award grants totalling up to **£116,783** (10,500 x £11.10).

Recommendation: Adopt the controlled documents as presented.

² Multiplying the ‘normal maximum’ by the ‘All Items index value of RPI’ for the month of the review (most recent available is Jan26), then divide the product by the ‘All Items index value of RPI’ for the month in which the value was last increased.

Item 19 To consider meeting Cllr Hind and other members of Bideford Town Council to hear that Council's proposals for the Taw and Torridge and Taw Trust Port

Cllr Hind contacted this Council in late January 2026 requesting that members of both council meet informally following that Council's passing of a motion to:

1. support the establishment of Torridge and Taw Trust Port
2. lobby local Members of Parliament, Torridge District Council, North Devon District Council, all Town and Parish Councils around the Torridge and Taw Estuary, the Torridge and Taw Maritime Forum, Bideford Regeneration Board, local business, and all leisure users of the estuaries to achieve this end.
3. notify all the above of the Council's aim and position and promote the project on social media and in the press.

This Council held an informal briefing session on the 12th March 2026 to outline the background to Trust Ports and assist them in understanding the reasons behind this decision.

Recommendation: The Council consider whether or not to meet with members of Bideford Town Council regarding the Trust Post proposals for the Torridge and Taw estuary, delegating this to specific members if appropriate.

Item 20 To consider the request for an extraordinary grant by the Friends of Northam Square Hall

The Friends of Northam Square Hall are fundraising to purchase the Grade II listed 'Leisure Centre' in Northam Square and request that Northam Town Council make a donation to that fund, outlining the request with the below letter (please also see the enclosed papers):

Dear Northam Town Councillors

I wonder if you might consider giving us an extraordinary Grant towards acquiring the old Leisure Centre In Northam either this financial year or after April

We are able to offer the following if you can help

£10	Friend of the Hall	Your name will be listed on our supporters page on our website
£25	Community Builder	A thank you card signed by the Committee
£50	Hall Hero	Invitation to a supporters event
£100+	Legacy Supporter	Your name on a Commemorative plaque in the entrance porch.

This hall belongs to all of us . Together we can save it. Please donate and share this campaign with friends, family and neighbours - every voice and every pound counts.

Any Grant from Northam Town Council will assist in our other Grant Applications as proof of the Town Council's support for this project.

I include a small leaflet I have put together for your information, plus a recent Bank Statement. Your donation will be used towards the purchase of the property. Should this not happen then I can promise your donation will be returned to you 100%.

Recommendation: The Council consider this grant request.
