



**Directorate for Deputy Chief Executive
Business Intelligence & Community
Support**

Service Director: Matthew Everitt
Buckinghamshire Council
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Ms Janis Anderson
Granborough Parish Council
32 Rectory Close
Marsh Gibbon
OX27 0HT

Date: 24th March 2025
Purchase Order Number: **6590093893**

Dear Ms Anderson,

I am pleased to inform you that the Winslow and Villages Community Board has allocated a maximum of £6,199.29 towards the Playground Enhancement and Resurfacing Project from its allocated budget.

The amount of £6,199.29 equates to 45% of the total project cost £13,713.04. If there is a reduction in the total project cost, the contribution to the project from the Winslow and Villages Community Board will be 45%.

A contribution is made on the condition that *'the applicant must acknowledge the Community Board's financial support in any publicity, printed or website material and use the supplied Community Board's approved logo'*. You have agreed to recognise the Community Board by way of 'a plaque which will be displayed at the entrance of Playground' and 'Chairman of the Community Board will be invited to attend the opening ceremony'.

As the Community Board budget is devolved from the Buckinghamshire Council budget, I have a responsibility to ensure this financial contribution is monitored and managed appropriately and transparently. As such, please be aware this contribution is made subject to the attached Terms and Conditions.

Funding is allocated on the condition that the project is completed by the completion date detailed in your application or within a maximum of 12 months from date of this letter.

I look forward to receiving the following documents on completion of the project:

- Invoice quoting purchase order number **6590093893** addressed to Buckinghamshire Council.
- A statement of income and expenditure – please find template attached.
- Supporting evidence such as receipts and supplier invoices.
- Redacted bank statement/s.

All evidence listed above must pertain to the organisation bank account provided on your application. Please send all documentation to winvill@buckinghamshire.gov.uk. On completion of our due diligence checks the funds will be transferred directly into Granborough Parish Council bank account via a BACS payment.

In collaboration with the Community Board Manager, as per the Terms and Conditions, you will be required to complete an evaluation report within 8 weeks of the completion of this project. The Community Board Manager will contact you to arrange a meeting either online or in person. They may want to visit the project, if applicable.

Please acknowledge acceptance of this funding offer and attached Terms and Conditions by email or letter within four weeks of the date of this letter.

If you have any queries, please feel free to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jilly Jordan', with a stylized flourish underneath.

Jilly Jordan
Chairman of the Winslow and Villages Community Board