

Date:

07 September 2023 00:31:29

From: [David Brown](#)
To: [Katherine Joy](#)
Subject: Re: Community Committee Agenda
Date: 06 September 2023 17:05:05

Hi Katherine

All good. Just got home. Had a wonderful time. Back to work tomorrow

Could you please let me know if we have more information about the banners. We have been looking at other options with the park etc.

Kind regards

David

Sent from my iPhone

On 6 Sep 2023, at 14:22, Katherine Joy <katherine@marlow-tc.gov.uk> wrote:

Hello David

I hope you had a lovely holiday and are raring to go!

Please find attached the Community Committee agenda which will go out tomorrow lunchtime. You'll see that you're down to give a verbal update on the banner situation. Hope that's okay with you?

Chris H wants to put an item up about Gossmore (pavilion facilities). I have asked him to provide a report if he requires this issue to be a decision item. If we can't get the report in time for release tomorrow, then the item will be re-defined as an update (information only) and no decisions can be taken.

This applies to all the other items for this meeting.

Look forward to hearing from you soon.

Many thanks
Kind regards
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL
T: 01628 484024

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<Community Committee Agenda 12.09.23.doc>

From: [REDACTED]
To: [Katherine Joy](#)
Subject: RE: [EXTERNAL] Abandoned Wheelie Bin
Date: 06 September 2023 16:23:59

Thanks Katherine. I've passed this to the local officer to deal with.

Cheers,

[REDACTED]###

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

From: Katherine Joy <katherine@marlow-tc.gov.uk>
Sent: Friday, August 25, 2023 3:39 PM
To: [REDACTED]
Subject: [EXTERNAL] Abandoned Wheelie Bin

You don't often get email from katherine@marlow-tc.gov.uk. [Learn why this is important](#)

Hello [REDACTED]

We've had a report in of an abandoned wheelie bin just off the High Street in Marlow. Residents believe it belonged to previous tenants living over one of the High Street shops, but it has not moved, been used by any residents or been emptied for months. As you can see from the image the bin is overflowing with non green waste and is attracting other rubbish which the adjacent businesses are doing their best to clear.

The owner of the land has confirmed that the bin is not theirs and want it removed. Is this something that your team can help with please?

The bin is located in the alley running up the side of the Duke of Clarence, 56-58 High Street, Marlow SL7 1HL.

Many thanks
Kind regards
Katherine

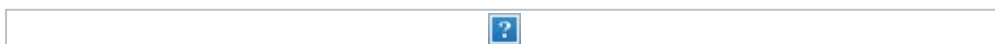
Katherine Joy | Deputy Clerk

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From: [Chris Hoyle](#)
To: [Katherine Joy](#)
Subject: Re: Gossmore toilets required expenditure
Date: 06 September 2023 15:42:16

Whatever works for you

I'll provide a verbal update on the wider strategy piece as well

Thanks

Chris Hoyle
[REDACTED]

On 6 Sep 2023, at 15:28, Katherine Joy <katherine@marlow-tc.gov.uk> wrote:

Hi Chris

I know that [REDACTED] has been working on this issue and has a draft report compiled. I'll leave it on the agenda as a decision item as per your email and present [REDACTED] report as supplementary information to the meeting.

Thanks again
Katherine

Katherine Joy | Deputy Clerk

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From: Chris Hoyle <choyle@marlow-tc.gov.uk>
Sent: 06 September 2023 15:11
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: Re: Gossmore toilets required expenditure

[REDACTED] and [REDACTED] have handled the quotes and provided the information

[REDACTED] mentioned that this is ready to go to Town Council for approval

My belief is this needs to be washed through a sub committee first

So my assumption is this has gone through all the process requirements needed

Please let me know if that's not the case

Chris Hoyle




On 6 Sep 2023, at 15:08, Katherine Joy <katherine@marlow-tc.gov.uk> wrote:

Hi Chris

Many thanks for the report.

Do you have the quotations for the works showing the cost breakdown please? (at this price we should be seeking 3 quotations). Also has there been any talk about handing these facilities back to Buckinghamshire? I know that we have been trying to estimate footfall for the toilet that was open, but this data is not through yet.

I also know that  has recorded another leaking pipe and potential electrical hazard today.

I will collate some data regarding the ongoing costs for these facilities (cleaning / opening closing / utility bills / maintenance costs) to present to the meeting.

Many thanks

Kind regards
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Katherine Joy | Deputy Clerk

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From: Chris Hoyle <choyle@marlow-tc.gov.uk>
Sent: 06 September 2023 14:47
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Cc: #####
Subject: Fwd: Gossmore toilets required expenditure

Hey Katherine

Apologies for the delay

Find attached

I will be led by you on whether we need to publish publicly all of the attached - or just the headline requirement

I'd like the meeting to get all the information

Thank you!

Chris Hoyle

#####

From: [Katherine Joy](#)
To: [Katherine Joy](#)
Subject: Gossmore toilets
Date: 06 September 2023 15:40:42

How much have we spent so far
Is [REDACTED] report ready to go to committee
any other information ???

Katherine Joy | Deputy Clerk

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From: [Katherine Joy](#)
To: [Chris Hoyle](#)
Subject: Re: Gossmore toilets required expenditure
Date: 06 September 2023 15:28:46

Hi Chris

I know that [REDACTED] has been working on this issue and has a draft report compiled. I'll leave it on the agenda as a decision item as per your email and present [REDACTED] report as supplementary information to the meeting.

Thanks again
Katherine

Katherine Joy | Deputy Clerk

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From: Chris Hoyle <choyle@marlow-tc.gov.uk>
Sent: 06 September 2023 15:11
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: Re: Gossmore toilets required expenditure

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My belief is this needs to be washed through a sub committee first

So my assumption is this has gone through all the process requirements needed

Please let me know if that's not the case

Chris Hoyle
[REDACTED]

On 6 Sep 2023, at 15:08, Katherine Joy <katherine@marlow-tc.gov.uk> wrote:

Hi Chris

Many thanks for the report.

Do you have the quotations for the works showing the cost breakdown please? (at this price we should be seeking 3 quotations). Also has there been any talk about handing these facilities back to Buckinghamshire? I know that we have been trying to estimate footfall for the toilet that was open, but this data is not through yet.

I also know that [REDACTED] has recorded another leaking pipe and potential electrical hazard today.

I will collate some data regarding the ongoing costs for these facilities (cleaning / opening closing / utility bills / maintenance costs) to present to the meeting.
Many thanks

Kind regards
Katherine

Katherine Joy | Deputy Clerk

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From: Chris Hoyle <choyle@marlow-tc.gov.uk>
Sent: 06 September 2023 14:47
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Cc: [REDACTED]
Subject: Fwd: Gossmore toilets required expenditure

Hey Katherine

Apologies for the delay

Find attached

I will be led by you on whether we need to publish publicly all of the attached
- or just the headline requirement

I'd like the meeting to get all the information

Thank you!

Chris Hoyle



From: [Katherine Joy](#)
To: [Jocelyn Towns](#)
Subject: Re: Christmas Lights sponsorship
Date: 06 September 2023 15:12:32

The only building / land that we can use is [REDACTED] owned. The other building owners will not give permission or the buildings themselves are unsuitable (fabric of building / building height). We have very limited choices to fill the gap in this location.

Katherine Joy | Deputy Clerk

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From: Jocelyn Towns <[REDACTED]>
Sent: 06 September 2023 15:09
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: RE: Christmas Lights sponsorship

Another quick question, are all the buildings at the top of the High Street owned by [REDACTED] or are there other landlords we could approach?

Thanks
Jocelyn

Jocelyn Towns
[REDACTED]

From: Katherine Joy <katherine@marlow-tc.gov.uk>
Sent: Wednesday, September 6, 2023 2:56 PM
To: Jocelyn Towns <[REDACTED]>
Subject: Re: Christmas Lights sponsorship

Hi Jocelyn

Please find attached the costings for hire, installation and storage. This coming season will be year 4 of a 5 year contract. The council has no plans (that I have been made aware of) to expand the scheme in any way during this contract.

However, I have been in discussion with [REDACTED] about increasing lighting in West and Spittal Streets. This was at their bequest (for Spittal St initially) and they have had proposals and costings to review. Any proposal would need to go to TC for approval and any additional funding required.

The entire scheme will be looked at by the Community Committee next year in readiness for tender preparation.

The gap in the High street, which was very noticeable, was as a result of a fixing point being withdrawn by the building owner. Again, I'm working with [REDACTED] to try to secure either a new fixing or the installation of a column to support the cross street motifs in the area of the gap, on their properties / land. My first meeting was back in February and we are inching towards a conclusion. I hope that we can get this sorted for this year, but I'm very much in the hands of [REDACTED] and Chris F who has been party to the meetings.

Hope this helps.

Kind regards
Katherine

Katherine Joy | Deputy Clerk

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From: Jocelyn Towns <[REDACTED]>
Sent: 06 September 2023 14:37
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: FW: Christmas Lights sponsorship

Hi Katherine,

Please see my below email in answer to [REDACTED] I just wondered if you could give me the figures he has asked for, please and if there is any update on the lights coverage this year, as the top of the town did look very empty last year, though I know we had more coverage in West and Spittal streets.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED]
Sent: Wednesday, September 6, 2023 2:23 PM
To: 'Jocelyn Towns' <[REDACTED]>
Subject: RE: Christmas Lights sponsorship

Hi Jocelyn

I brought your e-mail to the attention of the Executive meeting on Monday and they have a couple of questions

1. Despite asking previous years we have not been made aware of the breakdown of the costing of lights, ie how much is carried forward each year. How much is required for this year's lights.
2. Concern was mentioned about the lack of lights at the top end of the High Street. When I spoke to Chris about this he didn't come back with a tangible answer We are concerned as a [REDACTED] that the lights we donate to are lacking over at least a quarter of the High Street. This was mentioned by stall holders at our Christmas Late Night Shopping last year!

I know that [REDACTED] has been having negotiations with regard to bringing landlords on board but if previous years are to be an example, then we are looking at another shortfall.

Kind regards
[REDACTED]
[REDACTED]

From: Jocelyn Towns <[REDACTED]>
Sent: Monday, September 4, 2023 3:42 PM
To: [REDACTED]
Subject: Christmas Lights sponsorship

Hi [REDACTED]

Can you believe on the hottest day of the year I am writing to you to ask about Christmas Lights sponsorship? Crazy, but it will be on us very soon. It would be wonderful to have your support again this year, to help us provide the fabulous lights that are welcomed by all. We have a celebrity lined up and will announce who it is nearer the time.

Thanks, let me have your thoughts.

Jocelyn

Jocelyn Towns



From: [Chris Hoyle](#)
To: [Katherine Joy](#)
Subject: Re: Gossmore toilets required expenditure
Date: 06 September 2023 15:11:25

[REDACTED] and [REDACTED] have handled the quotes and provided the information

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Chris Hoyle

[REDACTED]

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Hi Chris

Many thanks for the report.

Do you have the quotations for the works showing the cost breakdown please? (at this price we should be seeking 3 quotations). Also has there been any talk about handing these facilities back to Buckinghamshire? I know that we have been trying to estimate footfall for the toilet that was open, but this data is not through yet.

I also know that [REDACTED] has recorded another leaking pipe and potential electrical hazard today.

I will collate some data regarding the ongoing costs for these facilities (cleaning / opening closing / utility bills / maintenance costs) to present to the meeting.

Many thanks

Kind regards

Katherine

Katherine Joy | Deputy Clerk

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Thank you!

Chris Hoyle

#####

From: [Katherine Joy](#)
To: [Jocelyn Towns](#)
Subject: Re: Christmas Lights sponsorship
Date: 06 September 2023 15:11:07

Yes, the costs are excluding VAT. Not much I can do about Chris being involved - [REDACTED] is on the case too. I'll certainly let you know if I need your help, thank you.

Kind regards
Katherine

Katherine Joy | Deputy Clerk

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From: Jocelyn Towns <[REDACTED]>
Sent: 06 September 2023 15:05
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: RE: Christmas Lights sponsorship

Thanks Katherine, is the price in the spreadsheet before VAT? So, I was right in what I said to [REDACTED] but worries me that Chris is working with [REDACTED] I will happily get involved if I can help move it forward a bit faster, as it would be good to have a resolution for this year.

Thanks again.
Jocelyn

Jocelyn Towns
[REDACTED]

From: Katherine Joy <katherine@marlow-tc.gov.uk>
Sent: Wednesday, September 6, 2023 2:56 PM
To: Jocelyn Towns <[REDACTED]>
Subject: Re: Christmas Lights sponsorship

Hi Jocelyn

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The gap in the High street, which was very noticeable, was as a result of a fixing point being withdrawn by the building owner. Again, I'm working with [REDACTED] to try to secure either a new fixing or the installation of a column to support the cross street motifs in the area of the gap, on their properties / land. My first meeting was back in February and we are inching towards a conclusion. I hope that we can get this sorted for this year, but I'm very much in the hands of [REDACTED] and Chris F who has been party to the meetings.

Hope this helps.

Kind regards
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

T: 01628 484024

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From: Jocelyn Towns <[REDACTED]>
Sent: 06 September 2023 14:37
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: FW: Christmas Lights sponsorship

Hi Katherine,

Please see my below email in answer to [REDACTED] I just wondered if you could give me the figures he has asked for, please and if there is any update on the lights coverage this year, as the top of the town did look very empty last year, though I know we had more coverage in West and Spittal streets.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED]
Sent: Wednesday, September 6, 2023 2:23 PM
To: 'Jocelyn Towns' <[REDACTED]>
Subject: RE: Christmas Lights sponsorship

Hi Jocelyn

I brought your e-mail to the attention of the Executive meeting on Monday and they have a couple of questions

1. Despite asking previous years we have not been made aware of the breakdown of the costing of lights, ie how much is carried forward each year. How much is required for this year's lights.
2. Concern was mentioned about the lack of lights at the top end of the High Street. When I spoke to Chris about this he didn't come back with a tangible answer We are concerned as a [REDACTED] that the lights we donate to are lacking over at least a quarter of the High Street. This was mentioned by stall holders at our Christmas Late Night Shopping last year!
I know that [REDACTED] has been having negotiations with regard to bringing landlords on board but if previous years are to be an example, then we are looking at another shortfall.

Kind regards

[REDACTED]

[REDACTED]

From: Jocelyn Towns <[REDACTED]>

Sent: Monday, September 4, 2023 3:42 PM

To: [REDACTED]

Subject: Christmas Lights sponsorship

Hi [REDACTED]

Can you believe on the hottest day of the year I am writing to you to ask about Christmas Lights sponsorship? Crazy, but it will be on us very soon. It would be wonderful to have your support again this year, to help us provide the fabulous lights that are welcomed by all. We have a celebrity lined up and will announce who it is nearer the time.

Thanks, let me have your thoughts.

Jocelyn

Jocelyn Towns

[REDACTED]

From: [Katherine Joy](#)
To: [Chris Hoyle](#)
Subject: Re: Gossmore toilets required expenditure
Date: 06 September 2023 15:08:45

Hi Chris

Many thanks for the report.

Do you have the quotations for the works showing the cost breakdown please? (at this price we should be seeking 3 quotations). Also has there been any talk about handing these facilities back to Buckinghamshire? I know that we have been trying to estimate footfall for the toilet that was open, but this data is not through yet.

I also know that [REDACTED] has recorded another leaking pipe and potential electrical hazard today.

I will collate some data regarding the ongoing costs for these facilities (cleaning / opening closing / utility bills / maintenance costs) to present to the meeting.

Many thanks

Kind regards

Katherine

Katherine Joy | Deputy Clerk

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From: Chris Hoyle <choyle@marlow-tc.gov.uk>
Sent: 06 September 2023 14:47
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Cc: [REDACTED]
Subject: Fwd: Gossmore toilets required expenditure

Hey Katherine

Apologies for the delay

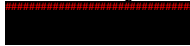
Find attached

I will be led by you on whether we need to publish publicly all of the attached - or just the headline requirement

I'd like the meeting to get all the information

Thank you!

Chris Hoyle



From: [Jocelyn Towns](#)
To: [Katherine Joy](#)
Subject: RE: Christmas Lights sponsorship
Date: 06 September 2023 15:05:35

Thanks Katherine, is the price in the spreadsheet before VAT? So, I was right in what I said to [REDACTED] but worries me that Chris is working with [REDACTED] I will happily get involved if I can help move it forward a bit faster, as it would be good to have a resolution for this year.

Thanks again.

Jocelyn

Jocelyn Towns
[REDACTED]

From: Katherine Joy <katherine@marlow-tc.gov.uk>
Sent: Wednesday, September 6, 2023 2:56 PM
To: Jocelyn Towns <[REDACTED]>
Subject: Re: Christmas Lights sponsorship

Hi Jocelyn

Please find attached the costings for hire, installation and storage. This coming season will be year 4 of a 5 year contract. The council has no plans (that I have been made aware of) to expand the scheme in any way during this contract.

However, I have been in discussion with [REDACTED] about increasing lighting in West and Spittal Streets. This was at their bequest (for Spittal St initially) and they have had proposals and costings to review. Any proposal would need to go to TC for approval and any additional funding required.

The entire scheme will be looked at by the Community Committee next year in readiness for tender preparation.

The gap in the High street, which was very noticeable, was as a result of a fixing point being withdrawn by the building owner. Again, I'm working with [REDACTED] to try to secure either a new fixing or the installation of a column to support the cross street motifs in the area of the gap, on their properties / land. My first meeting was back in February and we are inching towards a conclusion. I hope that we can get this sorted for this year, but I'm very much in the hands of [REDACTED] and Chris F who has been party to the meetings.

Hope this helps.

Kind regards
Katherine

Katherine Joy | Deputy Clerk

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From: Jocelyn Towns <[REDACTED]>
Sent: 06 September 2023 14:37
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: FW: Christmas Lights sponsorship

Hi Katherine,

Please see my below email in answer to [REDACTED] I just wondered if you could give me the figures he has asked for, please and if there is any update on the lights coverage this year, as the top of the town did look very empty last year, though I know we had more coverage in West and Spittal streets.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED]
Sent: Wednesday, September 6, 2023 2:23 PM
To: 'Jocelyn Towns' <[REDACTED]>
Subject: RE: Christmas Lights sponsorship

Hi Jocelyn

I brought your e-mail to the attention of the Executive meeting on Monday and they have a couple of questions

1. Despite asking previous years we have not been made aware of the breakdown of the costing of lights, ie how much is carried forward each year. How much is required for this year's lights.
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I know that [REDACTED] has been having negotiations with regard to bringing landlords on board but if previous years are to be an example, then we are looking at another shortfall.

Kind regards

[REDACTED]

[REDACTED]

From: Jocelyn Towns <[REDACTED]>
Sent: Monday, September 4, 2023 3:42 PM
To: [REDACTED]
Subject: Christmas Lights sponsorship

Hi [REDACTED],

Can you believe on the hottest day of the year I am writing to you to ask about Christmas Lights sponsorship? Crazy, but it will be on us very soon. It would be wonderful to have your support again this year, to help us provide the fabulous lights that are welcomed by all. We have a celebrity lined up and will announce who it is nearer the time.

Thanks, let me have your thoughts.

Jocelyn

Jocelyn Towns
[REDACTED]

From: [Katherine Joy](#)
To: [Jocelyn Towns](#)
Subject: Re: Christmas Lights sponsorship
Date: 06 September 2023 14:56:20
Attachments: [REDACTED]

Hi Jocelyn

Please find attached the costings for hire, installation and storage. This coming season will be year 4 of a 5 year contract. The council has no plans (that I have been made aware of) to expand the scheme in any way during this contract.

However, I have been in discussion with [REDACTED] about increasing lighting in West and Spittal Streets. This was at their bequest (for Spittal St initially) and they have had proposals and costings to review. Any proposal would need to go to TC for approval and any additional funding required.

The entire scheme will be looked at by the Community Committee next year in readiness for tender preparation.

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Hope this helps.

Kind regards
Katherine

Katherine Joy | Deputy Clerk

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From: Jocelyn Towns <[REDACTED]>
Sent: 06 September 2023 14:37
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: FW: Christmas Lights sponsorship

Hi Katherine,

Please see my below email in answer to [REDACTED] I just wondered if you could give me the figures he has asked for, please and if there is any update on the lights coverage this year, as the top of the town did look very empty last year, though I know we had more coverage in West and Spittal streets.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED] >
Sent: Wednesday, September 6, 2023 2:23 PM
To: 'Jocelyn Towns' <[REDACTED]>
Subject: RE: Christmas Lights sponsorship

Hi Jocelyn

I brought your e-mail to the attention of the Executive meeting on Monday and they have a couple of questions

1. Despite asking previous years we have not been made aware of the breakdown of the costing of lights, ie how much is carried forward each year. How much is required for this year's lights.
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I know that [REDACTED] has been having negotiations with regard to bringing landlords on board but if previous years are to be an example, then we are looking at another shortfall.

Kind regards
[REDACTED]
[REDACTED]

From: Jocelyn Towns <[REDACTED]>

Sent: Monday, September 4, 2023 3:42 PM

To: [REDACTED]

Subject: Christmas Lights sponsorship

Hi [REDACTED],

Can you believe on the hottest day of the year I am writing to you to ask about Christmas Lights sponsorship? Crazy, but it will be on us very soon. It would be wonderful to have your support again this year, to help us provide the fabulous lights that are welcomed by all. We have a celebrity lined up and will announce who it is nearer the time.

Thanks, let me have your thoughts.

Jocelyn

Jocelyn Towns
[REDACTED]

From: [Chris Hoyle](#)
To: [Katherine Joy](#)
Cc: [REDACTED]
Subject: Fwd: Gossmore toilets required expenditure
Date: 06 September 2023 14:47:43
Attachments: [Marlow Town Council Gossmore Park Rediation Funding Request September 2023.docx](#)

Hey Katherine

Apologies for the delay

Find attached

I will be led by you on whether we need to publish publicly all of the attached - or just the headline requirement

I'd like the meeting to get all the information

Thank you!

Chris Hoyle

[REDACTED]

From: [Jocelyn Towns](#)
To: [Katherine Joy](#)
Subject: FW: Christmas Lights sponsorship
Date: 06 September 2023 14:39:21

Hi Katherine,

Please see my below email in answer to [REDACTED] I just wondered if you could give me the figures he has asked for, please and if there is any update on the lights coverage this year, as the top of the town did look very empty last year, though I know we had more coverage in West and Spittal streets.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED] >
Sent: Wednesday, September 6, 2023 2:23 PM
To: 'Jocelyn Towns' <[REDACTED]>
Subject: RE: Christmas Lights sponsorship

Hi Jocelyn

I brought your e-mail to the attention of the Executive meeting on Monday and they have a couple of questions

1. Despite asking previous years we have not been made aware of the breakdown of the costing of lights, ie how much is carried forward each year. How much is required for this year's lights.
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I know that [REDACTED] has been having negotiations with regard to bringing landlords on board but if previous years are to be an example, then we are looking at another shortfall.

Kind regards
[REDACTED]
[REDACTED]

From: Jocelyn Towns [REDACTED]

Sent: Monday, September 4, 2023 3:42 PM

To: [REDACTED]

Subject: Christmas Lights sponsorship

Hi [REDACTED],

Can you believe on the hottest day of the year I am writing to you to ask about Christmas Lights sponsorship? Crazy, but it will be on us very soon. It would be wonderful to have your support again this year, to help us provide the fabulous lights that are welcomed by all. We have a celebrity lined up and will announce who it is nearer the time.

Thanks, let me have your thoughts.

Jocelyn

Jocelyn Towns
[REDACTED]

From: [Jocelyn Towns](#)
To: [Katherine Joy](#)
Subject: FW: Christmas Lights sponsorship
Date: 06 September 2023 14:37:11

Hi Katherine,

Please see my below email in answer to [REDACTED] I just wondered if you could give me the figures he has asked for, please and if there is any update on the lights coverage this year, as the top of the town did look very empty last year, though I know we had more coverage in West and Spittal streets.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED]
Sent: Wednesday, September 6, 2023 2:23 PM
To: 'Jocelyn Towns' <[REDACTED]>
Subject: RE: Christmas Lights sponsorship

Hi Jocelyn

I brought your e-mail to the attention of the Executive meeting on Monday and they have a couple of questions

1. Despite asking previous years we have not been made aware of the breakdown of the costing of lights, ie how much is carried forward each year. How much is required for this year's lights.
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I know that [REDACTED] has been having negotiations with regard to bringing landlords on board but if previous years are to be an example, then we are looking at another shortfall.

Kind regards
[REDACTED]
[REDACTED]

From: Jocelyn Towns [REDACTED]

Sent: Monday, September 4, 2023 3:42 PM

To: [REDACTED]

Subject: Christmas Lights sponsorship

Hi [REDACTED],

Can you believe on the hottest day of the year I am writing to you to ask about Christmas Lights sponsorship? Crazy, but it will be on us very soon. It would be wonderful to have your support again this year, to help us provide the fabulous lights that are welcomed by all. We have a celebrity lined up and will announce who it is nearer the time.

Thanks, let me have your thoughts.

Jocelyn

Jocelyn Towns
[REDACTED]

From: [Katherine Joy](#)
To: [David Brown](#)
Subject: Community Committee Agenda
Date: 06 September 2023 14:22:23
Attachments: [Community Committee Agenda 12.09.23.doc](#)

Hello David

I hope you had a lovely holiday and are raring to go!

Please find attached the Community Committee agenda which will go out tomorrow lunchtime. You'll see that you're down to give a verbal update on the banner situation. Hope that's okay with you?

Chris H wants to put an item up about Gossmore (pavilion facilities). I have asked him to provide a report if he requires this issue to be a decision item. If we can't get the report in time for release tomorrow, then the item will be re-defined as an update (information only) and no decisions can be taken.

This applies to all the other items for this meeting.

Look forward to hearing from you soon.

Many thanks
Kind regards
Katherine

Katherine Joy | Deputy Clerk

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From: [Katherine Joy](#)
To: [REDACTED]
Subject: Notices
Date: 06 September 2023 14:15:50

Hi [REDACTED]

Just letting you know that we have official notices to go up on Thursday please. They've been printed and are ready when you are.

Many thanks
Katherine

Katherine Joy | Deputy Clerk

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From: [Katherine Joy](#)
To: [REDACTED]
Subject: Land Registry
Date: 06 September 2023 14:14:17

Hi [REDACTED]

The Community Committee has asked for an update on the registration of land at Gossmore recreation ground. Do you have a quick update for me please? Verbal one will do.

Many thanks
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

T: 01628 484024

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From: [Jocelyn Towns](#)
To: [Katherine Joy](#)
Subject: RE: Christmas Lights
Date: 06 September 2023 13:37:24
Attachments: [REDACTED]

Just heard from [REDACTED] can we forward him an invoice for £750.00 please.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: Katherine Joy <katherine@marlow-tc.gov.uk>
Sent: Wednesday, September 6, 2023 10:15 AM
To: Jocelyn Towns [REDACTED]
Subject: Re: Christmas Lights

Morning Jocelyn

Thanks for all that - off to a flying start.

The higher sponsorship level was David's suggestion. We could offer the same benefits to our existing sponsors and defend this on the basis that they are on an old "contract" for want of a better word and their benefits are protected. The 2023 benefits package applies to new sponsors ? I think that would work.

Kind regards
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

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any attachments).

From: Jocelyn Towns <[REDACTED]>
Sent: 06 September 2023 09:20
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: FW: Christmas Lights

Hi Katherine,

Could you add to your invoices [REDACTED] please for £500.00. Note that [REDACTED] is covering [REDACTED] [REDACTED] [REDACTED] so correspondence to [REDACTED] please.

I have a 'probably' from [REDACTED] [REDACTED] but won't hear officially until their budget meeting in 3-4 weeks, which will be early October, that that should be fine.

I have written to Dave re the change to the £1,000 sponsorship 'appreciation' but haven't heard anything back from him. I just don't know how to position this to three sponsors that have supported us over the years. I asked Colleen and she said she thought Dave had discussed it with you? I wondered if we could 'honour' previous sponsors and change it for new ones. Your thoughts.

Thanks

Jocelyn

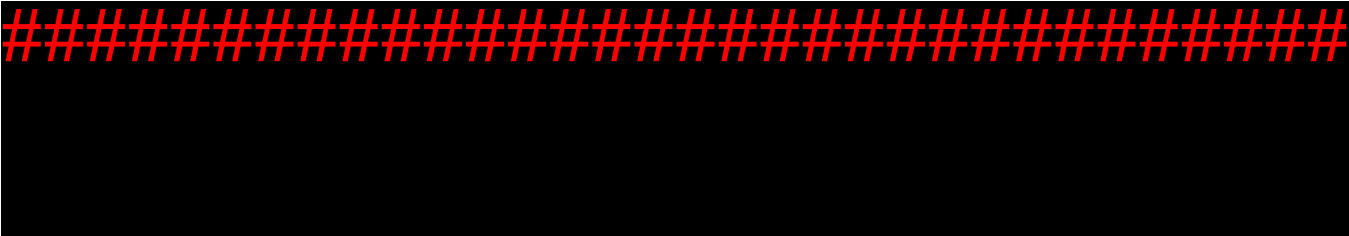
Jocelyn Towns
[REDACTED]

From: [REDACTED]
Sent: Tuesday, September 5, 2023 3:23 PM
To: Jocelyn Towns [REDACTED]
Subject: Re: Christmas Lights

Hi Jocelyn,

That's perfect, thank you very much.

Kind regards
[REDACTED]
[REDACTED]
[REDACTED]



From: Jocelyn Towns <[REDACTED]>

Date: Tuesday, 5 September 2023 at 14:23

To: [REDACTED]

Subject: RE: Christmas Lights

Hi [REDACTED]

Thank you that is great news, I will ask the office to issue an invoice for £500.00 as before. Thank you for picking this up in [REDACTED] absence.

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED]

Sent: Tuesday, September 5, 2023 1:42 PM

To: [REDACTED]

Subject: Christmas Lights

Hi Jocelyn,

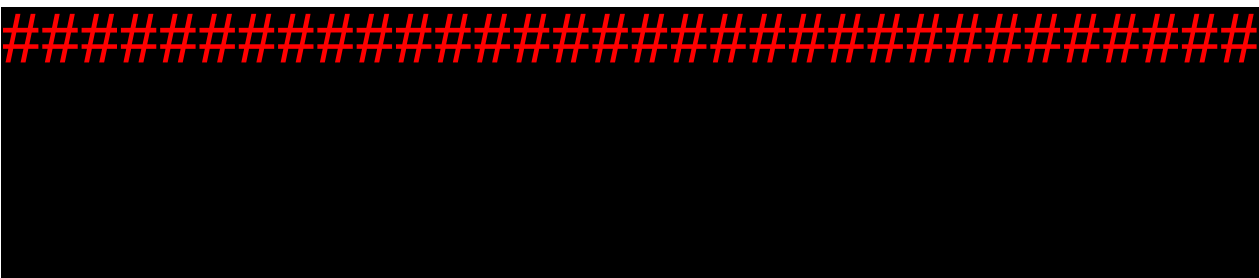
I hope you are well.

I am currently covering for [REDACTED] whilst she is on [REDACTED].

We would of course be very happy to support the Christmas lights again this year and look forward to hearing from you.

Thank you

Kind regards
[REDACTED]
[REDACTED]
[REDACTED]



From: [Katherine Joy](#)
To: [REDACTED]
Subject: Fw: marlow firm MTC repersenattion.docx
Date: 06 September 2023 12:48:47
Attachments: [REDACTED]

Hi [REDACTED]

As you can see, this came in with a short notice request to post. I was not prepared to post this publicly as CF had asked, as he had used the term "Marlow Town Council" and referenced a meeting at which Cllrs had voted, which was not a public meeting.

I immediately shared my concerns with Richard who agreed that the statment should not reference Marlow Town Council. To say that the Town Council had agreed a statement which was clearly agreed at a group meeting, could open the Town Council up to fierce criticism.

Richard had queried this with Chris who had told him categorically that this did not need to go through TC or committee to be posted.

After a further phone with Richard, he agreed to make amendments and would submit personally.

I advised Chris that I would not submit the statment and was referring it back to Richard.

If you need any more detail then please let me know. Not sure why CF didn't copy you in?

Many thanks
Kind regards
Katherine

Katherine Joy | Deputy Clerk

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From: Chris Funnell <cfunnell@marlow-tc.gov.uk>
Sent: 06 September 2023 11:58

To: Katherine Joy <katherine@marlow-tc.gov.uk>

Cc: [REDACTED]; Richard Scott <rscott@marlow-tc.gov.uk>

Subject: marlow fim MTC repersenattion.docx

22/06443/FULEA

Katherine

In [REDACTED] absence can you please send the above members representation to the planning officer for the above application through our normal

Channels(ie as we would respond with comment to any planning application) and copy me into that .The document is not for further circulation other than to the planning officer.

Please make sure that the document is sent today as this marks the end of the secondary consultation deadline .

If you have any queries, please ring me as I'm travelling today .

Thanks

chris

From: [Katherine Joy](#)
To: [Chris Funnell](#)
Subject: Re: marlow fim MTC repersenattion.docx
Date: 06 September 2023 12:40:49

Hi Chris

I have just spoken with Richard and he is going to make the submission.

Regards
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

T: 01628 484024

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From: Chris Funnell <cfunnell@marlow-tc.gov.uk>
Sent: 06 September 2023 11:58
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Cc: ##### Richard Scott <rscott@marlow-tc.gov.uk>
Subject: marlow fim MTC repersenattion.docx

22/06443/FULEA

Katherine

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If you have any queries, please ring me as I'm travelling today .

Thanks

From: [Katherine Joy](#)
To: [Colleen Stapley - Marlow Town Council](#)
Subject: Re: Town Council meeting
Date: 06 September 2023 12:35:48

Hi Colleen

Sorry, I'm not familiar with the group or [REDACTED] Do you have any background for me please?

Many thanks
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

T: 01628 484024

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From: Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>
Sent: 06 September 2023 12:31
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: FW: Town Council meeting

Hi Katherine,

Can you please see below and respond to [REDACTED]

Kind regards,

Deputy Mayor Cllr Colleen Stapley
Chairman of Environment and Wellbeing Committee
Marlow South East Ward

MARLOWTOWNCOUNCIL



Court Garden

Pound Lane
Marlow
Bucks SL7 2AG
T: 01628 484024
[REDACTED]

Please note that I work full-time and have Mum duties in addition to my volunteer council work - I may not be able to get back to you right away but I will do my best.

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

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From: [REDACTED]
Date: Wednesday, 6 September 2023 at 11:08 am
To: Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>
Subject: Town Council meeting

Hi Colleen,

Hope you're well! I was speaking to [REDACTED] in August and she invited me to the next MTC meeting on the 12th. I emailed her to confirm but her OOO says she's away until the 13th so wanted to check to see if it's ok if I come along?

I only want 5 mins to introduce the town councillors so they know what it's about. As a group, I know they have Marlow's best interests at heart.

I can give a short update on where the cards are up to as well.

Thanks

[REDACTED]

From: [Katherine Joy](#)
To: [Chris Funnell](#)
Subject: Re: marlow fim MTC repersenattion.docx
Date: 06 September 2023 12:31:54

Hi Chris

I'd be grateful if you could liaise with Richard regarding the posting of this statement.

As the meeting at which the voting took place was not a meeting of Marlow Town Council (i.e. open to the public and a legal notice served) and this is referenced in the statement, I am not able to post this as an MTC comment.

Many thanks
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

T: 01628 484024

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From: Chris Funnell <cfunnell@marlow-tc.gov.uk>
Sent: 06 September 2023 11:58
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Cc: ##### Richard Scott <rscott@marlow-tc.gov.uk>
Subject: marlow fim MTC repersenattion.docx

22/06443/FULEA

Katherine

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Please make sure that the document is sent today as this marks the end of the secondary

consultation deadline .

If you have any queries, please ring me as I'm travelling today .

Thanks

chris

From: [Colleen Stapley - Marlow Town Council](#)
To: [Katherine Joy](#)
Subject: FW: Town Council meeting
Date: 06 September 2023 12:31:38

Hi Katherine,

Can you please see below and respond to [REDACTED]

Kind regards,

Deputy Mayor Cllr Colleen Stapley
Chairman of Environment and Wellbeing Committee
Marlow South East Ward

MARLOWTOWNCOUNCIL



Court Garden
Pound Lane
Marlow
Bucks SL7 2AG
T: 01628 484024
[REDACTED]

Please note that I work full-time and have Mum duties in addition to my volunteer council work - I may not be able to get back to you right away but I will do my best.

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From: [REDACTED]
Date: Wednesday, 6 September 2023 at 11:08 am
To: Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>
Subject: Town Council meeting

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Hope you're well! I was speaking to [REDACTED] in August and she invited me to the next MTC meeting

on the 12th. I emailed her to confirm but her OOO says she's away until the 13th so wanted to check to see if it's ok if I come along?

I only want 5 mins to introduce the town councillors so they know what it's about. As a group, I know they have Marlow's best interests at heart.

I can give a short update on where the cards are up to as well.

Thanks



From: [REDACTED] ; Katherine Joy
Cc: [REDACTED]
Date: 06 September 2023 12:29:07

Hi all,

[REDACTED] has said he will come by the office on Friday to pick up the utility key for Gossmore toilet block.

Thanks

[REDACTED]

[REDACTED]
Marlow Town Council
Court Garden, Pound Lane
Marlow, Bucks
SL7 2AG
01628 484 024

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From: [Chris Funnell](#)
To: [Katherine Joy](#)
Cc: [REDACTED]; [REDACTED]; [Richard Scott](#)
Subject: marlow fim MTC repersenattion.docx
Date: 06 September 2023 11:58:17
Attachments: [marlow fim MTC repersenattion.docx](#)

22/06443/FULEA

Katherine

In [REDACTED] absence can you please send the above members representation to the planning officer for the above application through our normal Channels(ie as we would respond with comment to any planning application) and copy me into that .The document is not for further circulation other than to the planning officer.
Please make sure that the document is sent today as this marks the end of the secondary consultation deadline .

If you have any queries, please ring me as I'm travelling today .

Thanks

chris

From: [Katherine Joy](#)
To: [REDACTED]
Subject: Fw: Invoice INV-1803 from [REDACTED] for MARLOW TOWN COUNCIL
Date: 06 September 2023 10:14:58
Attachments: [REDACTED]

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

T: 01628 484024

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From: [REDACTED]
Sent: 06 September 2023 09:51
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: Invoice INV-1803 from [REDACTED]
[REDACTED]



[View invoice](#) £494.57 due 6 Oct
INV-1803

Hi KATHERINE JOY,

Here's invoice INV-1803 for GBP 494.57.

The amount outstanding of GBP 494.57 is due on 06 Oct 2023.

[REDACTED]

[REDACTED] online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,

#####

From: [Katherine Joy](#)
To: [Jocelyn Towns](#)
Subject: Re: Christmas Lights
Date: 06 September 2023 10:14:52
Attachments: [REDACTED]

Morning Jocelyn

Thanks for all that - off to a flying start.

The higher sponsorship level was David's suggestion. We could offer the same benefits to our existing sponsors and defend this on the basis that they are on an old "contract" for want of a better word and their benefits are protected. The 2023 benefits package applies to new sponsors ? I think that would work.

Kind regards
Katherine

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL
T: 01628 484024

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From: Jocelyn Towns [REDACTED]
Sent: 06 September 2023 09:20
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: FW: Christmas Lights

Hi Katherine,

Could you add to your invoices [REDACTED] please for £500.00. Note that [REDACTED] is covering [REDACTED], so correspondence to [REDACTED] please.

I have a 'probably' from [REDACTED] but won't hear officially until their budget meeting in 3-4 weeks, which will be early October, that that should be fine.

I have written to Dave re the change to the £1,000 sponsorship 'appreciation' but haven't heard

anything back from him. I just don't know how to position this to three sponsors that have supported us over the years. I asked Colleen and she said she thought Dave had discussed it with you? I wondered if we could 'honour' previous sponsors and change it for new ones. Your thoughts.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED] >
Sent: Tuesday, September 5, 2023 3:23 PM
To: Jocelyn Towns <[REDACTED]>
Subject: Re: Christmas Lights

Hi Jocelyn,

That's perfect, thank you very much.

Kind regards
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

From: Jocelyn Towns <[REDACTED]>
Date: Tuesday, 5 September 2023 at 14:23
To: [REDACTED]
Subject: RE: Christmas Lights

Hi [REDACTED]

Thank you that is great news, I will ask the office to issue an invoice for £500.00 as before. Thank you for picking this up in [REDACTED] absence.

Jocelyn

Jocelyn Towns
[REDACTED]

From: #####

Sent: Tuesday, September 5, 2023 1:42 PM

To #####

Subject: Christmas Lights

Hi Jocelyn,

I hope you are well.

I am currently covering for ##### whilst she is on #####.

We would of course be very happy to support the Christmas lights again this year and look forward to hearing from you.

Thank you

Kind regards

#####

#####

From: [REDACTED]
To: [Katherine Joy](#)
Subject: Invoice INV-1803 from [REDACTED] for MARLOW TOWN COUNCIL
Date: 06 September 2023 09:51:29
Attachments: [REDACTED]



[REDACTED] £494.57 due 6 Oct
INV-1803

Hi KATHERINE JOY,

Here's invoice INV-1803 for GBP 494.57.

The amount outstanding of GBP 494.57 is due on 06 Oct 2023.

View your bill online:

[REDACTED]

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,

[REDACTED]

From: [Jocelyn Towns](#)
To: [Katherine Joy](#)
Subject: FW: Christmas Lights
Date: 06 September 2023 09:20:44
Attachments: [REDACTED]
[image002.png](#)

Hi Katherine,

Could you add to your invoices [REDACTED] please for £500.00. Note that [REDACTED], so correspondence to [REDACTED] please.

I have a 'probably' from [REDACTED] but won't hear officially until their budget meeting in 3-4 weeks, which will be early October, that that should be fine.

I have written to Dave re the change to the £1,000 sponsorship 'appreciation' but haven't heard anything back from him. I just don't know how to position this to three sponsors that have supported us over the years. I asked Colleen and she said she thought Dave had discussed it with you? I wondered if we could 'honour' previous sponsors and change it for new ones. Your thoughts.

Thanks

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED]
Sent: Tuesday, September 5, 2023 3:23 PM
To: Jocelyn Towns [REDACTED]
Subject: Re: Christmas Lights

Hi Jocelyn,

That's perfect, thank you very much.

Kind regards
[REDACTED]
[REDACTED]
[REDACTED]

From: Jocelyn Towns <[REDACTED]>

Date: Tuesday, 5 September 2023 at 14:23

To: [REDACTED]

Subject: RE: Christmas Lights

Hi [REDACTED]

Thank you that is great news, I will ask the office to issue an invoice for £500.00 as before. Thank you for picking this up in [REDACTED] absence.

Jocelyn

Jocelyn Towns
[REDACTED]

From: [REDACTED]

Sent: Tuesday, September 5, 2023 1:42 PM

To: [REDACTED]

Subject: Christmas Lights

Hi Jocelyn,

I hope you are well.

I am currently covering for [REDACTED] whilst she is on [REDACTED].

We would of course be very happy to support the Christmas lights again this year and look forward to hearing from you.

Thank you

Kind regards
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

From: [Katherine Joy](#)
To: [REDACTED]
Subject: Fw: Your [REDACTED] Invoice is Attached
Date: 06 September 2023 09:11:38
Attachments: [image2488ff.PNG](#)
[REDACTED]

Katherine Joy | Deputy Clerk

MARLOWTOWNCOUNCIL

T: 01628 484024

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From: [REDACTED]
Sent: 05 September 2023 22:40
To: Katherine Joy <katherine@marlow-tc.gov.uk>
Subject: Your [REDACTED] Invoice is Attached

Dear Marlow Town Council,

We would like to thank you for your recent order SO1854397. We can confirm that your order has now been dispatched.

Please find your invoice INV1662229 attached.

Please note that if your order was prepaid this invoice is for your VAT records only.

Should you have any queries regarding this invoice please contact our accounts department on [REDACTED] or email [REDACTED]

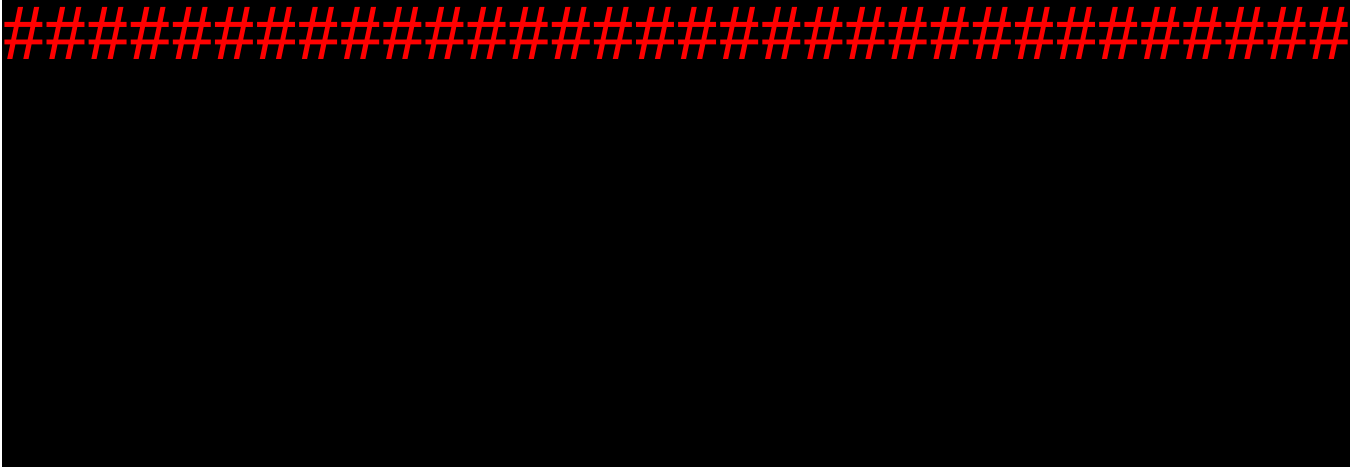
If this email is coming to the incorrect email address please notify us immediately and we will amend our records.

Kind Regards

Accounts

Credit Control

[REDACTED]



From: [REDACTED]
To: [Katherine Joy](#)
Subject: Order Approval Required
Date: 06 September 2023 10:15:54



Approval required

Marlow Town Council:

[REDACTED] submitted an order requisition on 06 September 2023 for Marlow Town Council (Marlow Town Council). Order details are below.

Approve or reject this order

Order Summary

Order Number	203-2594169-4173948
Placed by	[REDACTED]
Deliver to	[REDACTED] MARLOW TOWN COUNCIL COURT GARDEN POUND LANE MARLOW, SL7 2AG, GB
Items in Order	1
Total	£12.98

Items in Order



[Universal USB Hand Warmer Mouse Pad - Large - Electric Heating Pad,USB Heated Mouse Pad Mat Winter Warm Plush Hand Warmer with Wrist Guard \(Black\)](#)
£12.98 | Qty: 1

From: [REDACTED]
To: [Katherine Joy](#)
Subject: 4 Pairs Winter Half Finger Gloves... https://www.amazon.co.uk/dp/B0B9NHG7GR?ref=ppx_pop_mob_ap_share
Date: 06 September 2023 10:04:38

#####

4 Pairs Winter Half Finger Gloves... https://www.amazon.co.uk/dp/B0B9NHG7GR?ref=ppx_pop_mob_ap_share

Kind Regards

[REDACTED]

#####

Marlow Town Council
01628 484024

From: [REDACTED]
To: [Katherine Joy](#)
Subject: Sep and Oct Training Dates
Date: 06 September 2023 06:46:05

NFP WORKSHOPS

We run affordable training courses for charities, schools, healthcare and public sector organisations.

BOOKING DETAILS

Workshops are held online via Zoom. 10.00 to 12.30 on a single date. There is a break 11.10 to 11.20. Multiple dates shown are alternative dates. Each workshop costs £95 per participant. There are no discounts available. Our website contains booking links allowing you to pay by debit card, credit card, PayPal or Google Pay. Google nfp workshops to go to our website. If you can't book online we can accept BACS payments. Please send the workshop names, workshop dates, participant names, participant email addresses and your postal address to paybybacs1@nfpmail1.co.uk

WORKSHOP FORMAT

Workshops consist of talk, questions and answers. There are no power points or audio visuals. There are no break out sessions, role playing exercises or group activities. Participants are not expected to introduce themselves. Workshops run better if participants are on video but it is not compulsory. Each workshop follows a script. By using scripts more topics can be covered in less time with complete accuracy. Participants are sent a copy of the script by email after the workshop. The trainer may add unscripted remarks during the workshop to liven things up. Workshops do not require prior knowledge. Everything is explained in everyday language. Jargon and acronyms are kept to a minimum.

QUESTIONS

We do not offer in house courses, courses on other topics, bid writing services or consultancy services. If you have a question please email question1@nfpmail1.co.uk If you wish a phone chat please send your name, number and available times to callback1@nfpmail1.co.uk

209 REVIEWS FROM PAST PARTICIPANTS

Our website includes 209 reviews from past participants together with the names of their organisations and the dates they submitted their comments. Google nfp workshops to go to our website.

BID WRITING

MON 04 SEP 2023 MON 18 SEP 2023 MON 02 OCT 2023 MON 16 OCT 2023

Do you know the most common reasons for rejection? Are you gathering the right evidence? Are you making the right arguments? Are you using the right terminology? Are your numbers right? Are you learning from rejections? Are you assembling the right documents? Do you know how to create a clear and concise standard funding bid? Are you communicating with people or just excluding them? Do you know your own organisation well enough? Are you thinking through your projects carefully enough? Do you know enough about your competitors? Are you answering the questions funders will ask themselves about your application? Are you submitting applications correctly?

MAJOR DONOR FUNDRAISING

TUE 05 SEP 2023 TUE 03 OCT 2023

Major Donor Characteristics, Motivations and Requirements. Researching and Screening Major Donors. Encouraging, Involving and Retaining Major Donors. Building Relationships with Major Donors. Major Donor Events and Activities. Setting Up Major Donor Clubs. Asking For Major Gifts. Looking After and Reporting

[Back](#)

to Major Donors. Delivering on Major Donor Expectations. Showing Your Appreciation to Major Donors. Fundraising Budgets and Committees.

CORPORATE FUNDRAISING

TUE 19 SEP 2023 - TUE 17 OCT 2023

Who are these companies? Why do they get involved? What do they like? What can you get from them? What can you offer them? What are the differences between donations, sponsorship, advertising and cause related marketing? Are companies just like trusts? How do you find these companies? How do you research them? How do you contact them? How do you pitch to them? How do you negotiate with them? When should you say no? How do you draft contracts? How do you manage the relationships? What could go wrong? What are the tax issues? What are the other considerations?

TRUST FUNDRAISING

WED 06 SEP 2023

Are you applying to the right trusts? Are you applying to enough trusts? Are you asking for the right amount of money? Are you applying in the right ways? Are your projects the most fundable projects? Are you carrying out trust fundraising in a professional way? Are you delegating enough work? Are you highly productive or just very busy? Are you looking for trusts in all the right places? How do you compare with your competitors for funding? Is the rest of your fundraising hampering your bids to trusts? Do you understand what trusts are ideally looking for?

INTRODUCTION TO FUNDRAISING

WED 20 SEP 2023

The workshop is for people who wish to move into fundraising, have just started in fundraising or have responsibilities for fundraisers. We examine each of the different areas of fundraising - public donors, major donors, legacies, trusts and corporates. We explain how the different areas fit together and support each other to create a balanced fundraising effort. We look at how much investment each area of fundraising requires, what returns to expect and how long it is likely to take to achieve those returns. We examine what the rest of your organisation could be doing to help make your fundraising more successful.

LEGACY FUNDRAISING

WED 04 OCT 2023

Why do people make legacy gifts? What are the ethical issues? What are the regulations? What are the tax issues? What are the statistics? What are the trends? How can we integrate legacy fundraising into our other fundraising? What are the sources for research? How should we set a budget? How should we evaluate our results? How should we forecast likely income? Should we use consultants? How should we build a case for support? What media and marketing channels should we use? What about in memory giving? How should we setup our admin systems? What are the common problems & pitfalls?

FUNDRAISING REGULATIONS AND GDPR

WED 18 OCT 2023

The workshop looks at who the regulatory bodies for fundraising are and what they regulate. We examine GDPR, PECR and the other regulations governing fundraising activities. We describe each of the most important procedures to follow. Past enforcement actions and the penalties issued to organisations that broke the rules are described. We explain how to prepare a check list of points you need to ensure that your organisation follows. We look at how best to explain the regulations throughout your organisation and ensure that they are followed by staff, trustees, volunteers and supporters.

RECRUITING AND MANAGING VOLUNTEERS

THU 07 SEP 2023 THU 05 OCT 2023

An introduction to recruiting and managing volunteers within organisations. Topics Covered : Who Volunteers - What Volunteers Do - Why People Volunteer - Getting People Involved - Trends - Responding to Trends - Volunteering Plans - Tough Questions - Mission Statements - Avoiding Problems - Legal Issues - Expenses & Benefits - Volunteer Roles - Recruiting Volunteers - Diversity - Increasing Diversity - Selecting Volunteers - Interviews - Checks & References - Training & Support - Managing Volunteers - Policy Documents - Feedback - Volunteer Problems - Retaining Volunteers - Volunteer Recognition - Getting Started - Best Projects - Key Volunteers

MANAGING STAFF

THU 21 SEP 2023 THU 19 OCT 2023

An introduction to the concepts and issues of managing staff within organisations. Topics Covered : Leadership - Standards - Direction - Leadership Styles - Motivating Staff - Job Design - Recognition Principles - Enhancing Engagement - Organising Staff - Job Definitions - Building Teams - Team Performance - Delegating Work - Expert Tasks - Staff Development - Designing Jobs - Managing Performance - Performance Reviews - Skills Development - Coaching - Mentoring - Managing Change - People Problems - Respecting People - Disciplinary Issues - Unfair Dismissal - Dismissal Steps - Negative Behaviour - Under Performance - Absenteeism - Long Term Absence - Poor Timekeeping - Challenging Conversations

CHARITY FINANCE

FRI 08 SEP 2023 FRI 06 OCT 2023

An introduction to the principles of finance and accountancy within charities. Topics Covered : Regulators - Management Accounts - Annual Accounts - SORP - Accruals Accounting - Fund Accounting - Designated Funds - Managing Money - Donated Income - Primary Purpose Trading - Capital Growth - Core Costs - Cash Flow - Reserves - Charity Accounting Systems - Salaries - Checks & Controls - Income - Final Accounts - Public Benefit - Audits - Independent Examination - Qualified Reports - Budgets - Management Meetings - Presenting Accounts - Fundraising & Finance - Gift Aid - VAT Benefits - Trading Income

PROJECT MANAGEMENT

FRI 22 SEP 2023 FRI 20 OCT 2023

An introduction to the principles and issues of project management within organisations. Topics Covered : Project Phases - Scoping - Objectivity - Project Teams - Project Terms - Lean Approach - Logical Framework - Critical Path Diagrams - Pert Diagrams - Gantt Charts - Preparation - Outputs & Outcomes - Stakeholder Analysis - Context Charts - Project Plans - Task Language - Milestones - Dependencies - Changing Plans - Managing Cash Flow - Overheads - Staff Costs - Cash Flow Forecasts - Spending Processes - Financial Reporting - Risk Management - Slippage - Audit Trails - Communication Lists - Evaluation - Wrapping Up Projects - Celebrating Achievements

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