

**Whitchurch Town Centre Improvement Project
Publication of Cycle Trails leaflets and supporting website
Terms of Contract**

The following document signed by Whitchurch Association and **Mr John Buckley** sets out the agreed conditions, which will apply to the expenditure of no more than three thousand one hundred pounds (£3,100) for the management and implementation of The Cycle Trails Project (see proposal attached).

1. **Mr John Buckley is to be Project Manager for the Cycle Trails Project.**
2. The funding up to £3,100 will be used to prepare and publish 1,000 copies of each of four leaflets describing Cycle Trails in and around Whitchurch and to build a website that will publicise, expand upon and bring up to date the information in the leaflets.
3. The Cycle Trails website will provide a link to the Whitchurch Community Website when it exists under the auspices of the Town Centre Improvement Project Steering Group or its successors. An introductory page for the Cycle Trails will be provided for inclusion in the Whitchurch Community Website.
4. Payments are to be claimed from the **Treasurer of the Whitchurch Association** with supporting invoices or receipts. All payments must be claimed by 31 March 2010.
5. A **monthly progress report** shall be submitted to Councillor Keith Watts for presentation to the Town Centre Improvement Project Steering Group.
6. This project will be paid for by **SEEDA**. This will be stated on the leaflets and the website.
7. Copies of the artwork and web images delivered under this project will be deposited with Whitchurch Town Council for safekeeping at the end of this project.

Signed.....*John Buckley*..... (John Buckley)

Date.....*21.01.10*.....

Signed.....*Hamish Titcomb*..... representing Whitchurch Association

Date.....*14.12.09*.....

NOTE: John Buckley intends to maintain and update the Cycle Trails leaflets and website at his discretion in future as a voluntary contribution to the Community in Whitchurch.

2009-12-03