

7.7

Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 06 December 2018 12:54
To: Deputy Clerk | Swaffham Town Council
Subject: RE: REFUND for buttercross stone

Claire,

I will take this to the Council meeting next Wednesday for approval.

Best regards,

Richard Bishop
Town Clerk



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Tel **01760 722922** Fax **01760 720469** www.swaffhamtowncouncil.gov.uk



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From: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Sent: 19 November 2018 13:05
To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>
Subject: FW: REFUND for buttercross stone

Richard

Do we accept this?

Regards

Claire Smith
DeputyTown Clerk



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From: Accounts - H Brett and Son <accounts@hbrettandson.co.uk>
Sent: 16 November 2018 10:35
To: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Subject: REFUND for buttercross stone

Dear Claire

Hope you are well, I have spoken to Kevin our financial director, and he has proposed a refund of £800.00 plus VAT @ 20% totalling £960.00.

If you can please let me know where you would like the cheque send to and who you would like it payable to, that would be brilliant.

Also, he said that if you have any photographs of the stone in situ that you can email to us, he would love to see them.

thanks and kind regards

Cath

From: Accounts - H Brett and Son [<mailto:accounts@hbrettandson.co.uk>]
Sent: 08 October 2018 10:06
To: 'Deputy Clerk | Swaffham Town Council' <deputyclerk@swaffhamtowncouncil.gov.uk>
Cc: 'H Brett and Son' <hbrettandson@btconnect.com>
Subject: RE: Attached from Keith Blake

Dear Claire

Thank you for your email, I have passed this to Laura Stevens who will be in contact with you directly reagarding the works, costs etc.

Laura's email is hbrettandson@btconnect.com

Warmest regards

Cath

From: Deputy Clerk | Swaffham Town Council [<mailto:deputyclerk@swaffhamtowncouncil.gov.uk>]
Sent: 13 August 2018 16:22
To: Accounts - H Brett and Son <accounts@hbrettandson.co.uk>
Subject: RE: Attached from Keith Blake

Hi Cath

I hope all is well with you. Our Buttercross works project is moving forward and we have now got a contractor – Quinn Construction. They are replacing a number of stones in the Buttercross and so I thought it would be most convenient if they were to purchase the stone at the same time as the others and brought it to you for the inscription. They will then pick it up when ready.

It that acceptable to you? If so could we come to an agreement regarding the costs – we have already paid for the stone and inscription – perhaps some of that could be refunded. I will give you a call to discuss if that is ok?

Regards

Claire Smith
DeputyTown Clerk



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From: Accounts - H Brett and Son <accounts@hbrettandson.co.uk>
Sent: 10 April 2018 09:45
To: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Subject: RE: Attached from Keith Blake

Dear Claire

Thank you for your email, apologies for the delay in replying.

The plaque is approximately 4ft by 3ft

Please let me know if you have any other queries.

Kind regards

cath

From: Deputy Clerk | Swaffham Town Council [<mailto:deputyclerk@swaffhamtowncouncil.gov.uk>]
Sent: 29 March 2018 09:59
To: Accounts - H Brett and Son <accounts@hbrettandson.co.uk>
Subject: RE: Attached from Keith Blake

Hi Cath


Thanks for sending this to me – do you know the size of the plaque please?

Regards

Claire Smith
DeputyTown Clerk



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From: Accounts - H Brett and Son <accounts@hbrettandson.co.uk>
Sent: 07 February 2018 11:11
To: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Subject: Attached from Keith Blake

Dear Claire Smith

Please find attached scan copies from Keith Blake.

Kind regards

Cath

Catherine Royal
Accounts Department

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Thetford
Norfolk
IP25 6DH

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