

## Town Clerk | Swaffham Town Council

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**From:** Town Clerk | Swaffham Town Council  
**Sent:** 01 March 2022 10:47  
**To:** Town Clerk | Swaffham Town Council  
**Subject:** RE: Cookes AV/Conference proposal

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**From:** Matthew Morrison <[gtbgtb@hotmail.com](mailto:gtbgtb@hotmail.com)>  
**Sent:** 22 February 2022 11:33  
**To:** Administrator | Swaffham Town Council <[administrator@swaffhamtowncouncil.gov.uk](mailto:administrator@swaffhamtowncouncil.gov.uk)>; Mark <[MARK@COOKES.CO.UK](mailto:MARK@COOKES.CO.UK)>  
**Subject:** Cookes AV/Conference proposal

Dear Hannah Duggan,

Please see attached information and quotation for your Town Hall.

My apologies for the last minute delivery of this. Sadly I underestimated the impact of delays in reply from manufacturers with home working staff.

If you would like me to attend or talk through to explain any part of this or answer any questions then please get in touch.

I have included additional seats for public meetings and guests which can easily be removed, if required.

Best Regards,

Matthew Morrison  
Cookes  
07976449578