



Chideock Parish Council

Est. 1988

8th August 2024

Dear Anna

Re: PAYMENT OF INVOICES ON BEHALF OF THE PARISH COUNCIL

Our Clerk has passed your email of 2nd August to me.

We are grateful for the help with bus timetables and thank you for placing them in the 3 bus shelters.

We will contact WATAG and ask that all invoices are sent to our Clerk for payment in the usual way. As you know, invoices need to be authorised by the parish council prior to payment, and it is for the Clerk to make payment via the parish council's bank account.

We would ask that you do not make any further payments on the council's behalf. However, as this has already been done the Clerk will need your bank details to re-imburse you as all our payments are now processed electronically.

Yours sincerely

Caroline Parkins

Cllr Caroline Parkins
Chairman - Chideock Parish Council