



Chideock Parish Council

Mr G Longden
SWARCO
Head of Commercial

Via Email

27th November 2024

Dear Mr Longden

RE: PAYMENTS OF £1,000 TO CHIDEOCK PARISH COUNCIL

I refer to the email threads you have had with our Parish Clerk, Tan Cox. I understand that she wrote on 2nd November querying why two amounts of £833.34 had been received by the parish council in May 2024.

You replied to our Clerk on 6th November confirming that a duplicate payment had been made and that you will generate a credit note that will then be offset against next year's invoice.

Can I just say that we are all new councillors, and the Clerk did not take up office until July 2024, therefore the invoice that you refer to was sent by the outgoing clerk. We have been looking into the SWARCO invoices sent to you by the previous Clerk and taken advice on the matter. We have found that the invoices sent to you were incorrect and should have been for the full amount of £1,000. No VAT should have been deducted as the parish council is not registered for VAT.

We would therefore be very grateful if the outstanding amount of £167.66 could be paid to us, for this year. We attach an invoice for this amount. We will send another invoice for the amount outstanding in 2025 - £167.66 in February 2025

Thank you for assisting in this matter.

Yours sincerely

Caroline Parkins

Cllr Caroline Parkins
Chairman - Chideock Parish Council
www.chideockparishcouncil.com



Chideock Parish Council

INVOICE

INVOICE NO: 001

DATE: 27th November 2024

FROM: Chideock Parish Council

FAO: Tan Cox Clerk/RFO

www.chideockparishcouncil.com

**TO: SWARCO Smart Charging Ltd
1 Maxted Corner
Maxted Road
Hemel Hempstead Industrial Estate
HP2 7RA**

2024 Annual Rental Fee for the use of 3 parking spaces at Foss Orchard Car Park, Chideock. Outstanding amount	£167.66
Total payable	£167.66

Electronic payment to **Chideock Parish Council**

Lloyds Bank

Chideock Parish Council

30 99 50

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THANK YOU