

Figini, Stuart

From: Louise Rendle <louiserendle.wsun@btconnect.com>
Sent: 17 June 2020 15:31
To: Dunford, Peter
Cc: 'Diane Gooch'
Subject: Calne Voices and Calne Dementia - Admin support for Meetings (6 months costing)

Hi Peter,

Yes we would be more than happy to support a meeting in Jan/Feb. Again just bear in mind if it was a face to face meeting in Calne there would be an additional £30 cost.

Kind regards

Louise

Louise Rendle

Chief Executive
Wiltshire Service Users' Network
The Independent Living Centre
St. George's Road
Semington
BA14 6JQ
01380 871800
www.wsun.co.uk

The office is open Monday – Friday. If we are unavailable, please leave us a message and we will get back to you asap.



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From: Dunford, Peter [mailto:Peter.Dunford@wiltshire.gov.uk]
Sent: 17 June 2020 14:20
To: Louise Rendle <louiserendle.wsun@btconnect.com>

Cc: Diane Gooch <diane_e_gooch@yahoo.co.uk>

Subject: Calne Voices and Calne Dementia - Admin support for Meetings (6 months costing)

Louise,

Thank you for the costing.

If we wanted an additional meeting in January/February 2021, could you provide that support at an additional cost of £ 160 ?

Diane will shortly be issuing an agenda for the Calne Dementia Steering Group and Calne Voices to meet online on 1st July.

Regards,

Peter

Peter Dunford
Community Engagement Manager

Communities and Neighbourhoods

Wiltshire Council

Tel: 07827 958303

Email: peter.dunford@wiltshire.gov.uk

Web: <https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=166>

Sign Up to Melksham Our Community Matters <https://ocm.wiltshire.gov.uk/melksham/>

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From: Louise Rendle <louiserendle.wsun@btconnect.com>

Sent: 16 June 2020 17:32

To: Dunford, Peter <Peter.Dunford@wiltshire.gov.uk>

Cc: Diane Gooch <diane_e_gooch@yahoo.co.uk>

Subject: Calne Voices and Calne Dementia - Admin support for Meetings (6 months costing)

Hi Peter,

I hope you are well.

Please find below the costing for the admin support for Calne Dementia steering group and Calne Voices. This is based on on-line zoom meetings in July and October

2 Meetings - July & October both consisting of - 1 hour Voices Meeting & 1.5 hour Steering group meeting

Plus 6.5 hours general administration to include agenda setting, zoom meeting set up and invites, typing up and agreement distribution etc.

	Hours	Hourly Rate £	Total £
Meeting Costs Voices	1	17.86	17.86
Meeting Costs Steering Group	1.5	17.86	26.79
General Administration	6.5	17.86	116.09
			160.74
		X2 meetings	Total £321.48

Please note: If the meeting in October is face to face then the additional costs below would apply.

Travel time	1	17.86	17.86
Mileage			10.80
Parking			2.20
			30.86

If you would like any further clarification please either email me or give me a ring.

Kind regards

Louise Rendle

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