

7.2

Kouy Young

From: Edward Brown
Sent: 16 June 2021 13:01
To: Mike Balbini
Cc: Ian Clarke; Kouy Young; Angela King; [REDACTED]
Subject: Tea Bar Proposal for R&A 24th June
Attachments: CAFE SET UP COSTS 3.xlsx; CCAccounts summary 2020-2021.xlsx; Draft Tea Bar Proposal3.docx; Grant application-form-teabar1.doc; Grant application-form-teabar2.doc

Morning Mike.

Please find attached a proposal, costing sheet, account details and two grant application forms in connection with this project for discussion at next week's R&A meeting

I'll bring signed copies of the grant application forms with me to the FC meeting on Monday evening.

Please let me know as a matter of urgency if there is any difficulty with this.

Regards

Eddie

From: Edward Brown
Sent: 15 June 2021 20:13
To: Mike Balbini
Cc: Ian Clarke; Kouy Young; Angela King; [REDACTED]
Subject: RE: Booking Form for Coffee Morning

Evening Mike.

See the email below from Kouy requesting that I complete and return to the office a booking form and a payment by the end of this week for the Social Seniors Tea Bar (Not Coffee Bar) planned for opening on 9th September.

As you know, I shall be presenting this project on behalf of the Shinfield Parish Volunteer Group together with two grant applications at the R&A meeting on 24th June.

This is a well thought through proposal that, with goodwill from SPC, will I believe bring a real benefit to the Seniors of Spencers Wood and it would also demonstrate SPC's commitment to reducing loneliness and isolation within the parish.

I appreciate that Kouy is only following office protocol so please ask her not to override my bookings. If the decisions of R&A are favourable next week I will arrange forms and money straight away. If not, the booking can be cancelled. We can surely wait until then.

Many thanks

Eddie

Sent from [Mail](#) for Windows 10

From: [Kouy Young](#)
Sent: 15 June 2021 14:54
To: [Edward Brown](#)
Cc: [Ian Clarke](#)
Subject: Booking Form for Coffee Morning

Hi Eddie,

It was lovely to see you earlier,

I am emailing in regards to the provisional booking we have in the calendar for a coffee morning starting from September. We have just updated our booking form, and require this to be filled out and sent back in with the payment by the end of the week, as we already have a few enquiries for some of those dates.

If you could get the needed information back over to Angela ASAP, that would be great

Kind Regards

Kouy Young

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