

Abi Williams

From: Graham Clark <cllr.clark@cllr.melbournparishcouncil.gov.uk>
Sent: 04 November 2025 18:34
To: Abi Williams
Subject: Re: Arnold Baker - 14th edition - Local Council Administration

Abi, if you feel this would be useful to the office team please go ahead.

Note at the next meeting.

Regds Graham

On 04/11/2025 11:23 GMT Abi Williams <parishclerk@melbournparishcouncil.gov.uk> wrote:

Good morning Graham

Would you be amenable to the office purchasing the newest edition of Arnold Bakers Local Council Administration at a cost of £144 plus £5.40 shipping (£149.40).

<https://www.slcc.co.uk/product/1137/>

Happy to bring it to Council if you would prefer but thought we could proceed under delegated authority and then note at next full council.

Let me know what you think.

Many thanks

Abi

Abi Williams | Parish Clerk

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SLCC Enterprises Ltd

Invoice

Invoice No	ORD510227-1
Invoice Date	05/11/2025
Reference	AW051125

Melbourn Parish Council
Melbourn Community Hub, 30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	14th Edition Local Council Administration	£-144.00	£144.00	0.00	£0.00
1	Delivery (Standard)	£4.50	£4.50	20.00	£0.90

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	£148.50
Total Tax Amount	£0.90
Invoice Total	£149.40

Payment Due: 05/12/2025

REMITTANCE

Detach and return with payment

Invoice Number:	ORD510227-1
Client:	Melbourn Parish Council
Date:	
Amount Enclosed:	

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