



Mr Lee Jakeman,
Town Clerk,
Bridgnorth Town Council,
College House, St Leonards Close,
Bridgnorth

10/03/2022

Dear Lee,

As you are aware, Bridgnorth is to host the Twinning Festival on the weekend of 2-6 June when we expect to receive visits from Thiers and Schrobenhausen.

The Twinning committee is making the various preparations for this visit and you have already reserved castle Hall for the main dinner on Saturday 4th June.

I am now writing to confirm the usual request for funding for this event and would ask that your Council provide a budget of up to £3,500 to cover the various costs we will incur. Any expenditure will clearly be fully transparent and detail of all costs will be provided to your Council after the event. The main expenditure will of course be the dinner but also some costs will be incurred for transport of guests, entertainment etc.

Your confirmation that your Council has made provision for this would be much appreciated.

Can I also confirm that it is normal practice for the Mayor to entertain a modest group of "VIP's" to dinner on the Friday evening. This normally comprises visiting Mayors, Chairmen and Secretaries of their twinning associations, relevant partners, President, Chairman and Vice Chairman of our Twinning Association and perhaps also our Deputy Mayor. Therefore, a group of circa 20 people. Can I assume that you will make the necessary arrangements for this dinner?

We will have a clearer idea of our involvement at the end of this month, when we have requested final numbers from Thiers and Schrobenhausen.

*Kind Regards,
Yours Sincerely,*

A handwritten signature in blue ink, appearing to read "Ron Whittle".

Ron Whittle
Chairman of Bridgnorth Twinning Association