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Parish Clerk:
Alison Reynolds

December 2023

Dear

Thank you for your interest in the mowing tender for Roade Parish Council.

Please find enclosed the quote document, a map of the village showing areas to be mown and a return addressed envelope marked 'Mowing tenders'.

Please read through the documents carefully and complete the enclosed form.

A council representative will be available during the beginning of January to meet with you and show you the areas to be mown and answer any questions that you may have. Please let me know as soon as possible if you would like to arrange this?

It is especially important that you use an envelope clearly marked 'Mowing Tender' (or one can be provided) to return the tender to us as we have an extremely strict procedure to follow. Any quotes that are received after 12 noon on 31st January 2024 will NOT be considered.

I look forward to receiving your quote. The tenders will be considered at the F&GP Committee meeting on 6th February, with the final decision being made by the full Council at the Ordinary Meeting of the Council on Monday 8th January 2024 with a view to the new contract starting on 1st April 2024.

Yours Sincerely

Alison Reynolds
Clerk & RFO
Roade Parish Council

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