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Sent: 21 September 2022 16:23

To: Clayton, Graeme <Graeme.Clayton@Barnet.gov.uk>

Subject: RE: update

Hi Graeme,

I just wanted to confirm that Rev. Robin Sims-Williams will be at the Area committee meeting tomorrow evening, as will I. I think it would be great for him to speak about the project. Will I be called upon to speak as well, or is it enough that he does?

Here are the last remaining bits of information you required from us regarding the application. If you could pass them on to the Committee, I would be very grateful.

- Please find Artist Contract attached (note this does not include final fee and that was still in negotiation at the time. The final fee is as per budget breakdown.
- Design fee for booklet (invoice attached) (please note there is a small error in the budget. Where it says "artist fee = £750; production fee= £500; printing= 400", that should read "artist fee = £700; production fee= £500 printing=450". This does not make a difference to overall budget. (Please ignore the "lead line files" in this invoice which refer to another expenditure outside of this budget)
- The breakdown of the bookmark (keepsakes) expenditure: Artist fee: £350; Lay out: £150; Printing; £150
- Travel is for the artist who will need to visit the glass manufacturer and All Saints Church during production and installation. Costs for All Saints Church's travel are minimal and taken on by individuals. (Transport of the glass along with installation and production are all part of the one quotation). I would say the travel line is a fairly conservative one and it wouldn't surprise me if more trips were necessary for the Artist to view the artwork during its different stages.
- Marketing will include posters and flyers to advertise both the launch and the future engagement events. Design work is taken on voluntarily by local people, so the costs are primarily for printing.
- The church is not VAT registered and so all budgets are inclusive of VAT.

Let me know if I have missed anything out.

Many thanks again for all your help.

Giulia

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