

John Fullbrook
Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
West Sussex BN44 3XZ
VAT: 191 5589 30

INVOICE 029

31 July 2019

Payment: 21 Days

Payment due by 21 August 2019

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
73:42 Hours	3. Preparing the evidence base and draft policies Tasks undertaken include: liaison between client and HDC. Preparation for and attendance at Parish Council meeting on 15/07/2019 and Steering Group meetings on 17/07/2019 & 31/07/2019. Assistance to the Clerk and Parish Council as requested, including reviewing documents and provision of a note for the Parish Council meeting on 24/07/2019. Working with volunteers to finalise evidence documents including advice/assistance/editing and review of documents as they are prepared. (N.B. total for this period was 80 hours 27 minutes but as 6 hours 45 minutes has already been invoiced under Invoice 018, as requested, the total billed under this invoice has been reduced to 73 hours 42 minutes)	75.00	20%	5,527.50
4:38 Hours	4. Prepare Pre-Submission Plan & consultation Tasks undertaken include: initial review of evidence prepared and consideration of plan structure and policies likely to be supportable by the evidence prepared.	75.00	20%	347.50
Expense	Subsistence	15.39	20%	15.39
Expense	Mileage (171 miles at £0.60/mile)	102.60	20%	102.60
Net Total				5,992.99
VAT				1,198.60
GBP Total				£7,191.59

Payment Details

Other Information

Squires Planning is the trading name of Squires Planning Ltd. The company is registered in England & Wales with Company Number 11917764. The registered office is Home Farm, Purley on Thames, Reading, Berkshire, RG8 8AX