



West Horsley Parish Council

PRIOR APPROVAL FOR NEWSLETTERS

Newsletters

To confirm the Council gives prior approval for the commissioning of the design, print and circulation of the next two issues of the Parish Council newsletter (Winter 2026 and Summer 2027), estimated costs excluding VAT as follows:

The Creative Workshop to design and produce all artwork	£550
Simply Print Partners CD Ltd for printing the newsletters	£750
Mailbird for envelopes and postage	£1,500
 Total estimated cost for per newsletter	 £2,800

These costs are well within the £7,500 annual budget set for Newsletters.

Signed: Chairman

Date:

Prepared by the Clerk, July 2026