



TOTNES TOWN COUNCIL

The Guildhall Offices

5 Ramparts Walk

Totnes

Devon TQ9 5QH

Tel 01803 862147

Fax 01803 864275

Email office@totnestowncouncil.gov.uk

Website www.totnestowncouncil.gov.uk

23rd June 2020

Dear Business Owner

My name is Claire Allford and I am Town Councillor part of that includes being a link councillor for certain organisations one of which is the Chamber of Commerce of which I am the link.

My communication to date has been with Sarah Kidd, Chair of the Commerce but I would like to ensure that I make contact with all businesses, with that in mind I would like you to have my email address to contact me any time with any concerns that you may have about the town centre.

cllr.allford@totnestowncouncil.gov.uk

As a council we are now looking at creating our own database of contact details for all businesses so that in the future we can inform you ourselves of any news or events that we may be holding that affects your business i.e. road closures.

If you would like to be included in the database please fill in your contact details on the below form, return to Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes, TQ9 5QH or email me on the above email address.

I will make sure they are included on the database.

Your details will be held by our Visit Totnes Marketing Manager, Sam Branch and not passed on to any third party. Sam may occasionally contact you with information about tourism for the town.

I look forward to hearing from you and working together more in the future.

CLlr Claire Allford

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NAME OF BUSINESS.....

CONTACT NAME.....

EMAIL ADDRESS.....

OR PHONE NUMBER.....