**250Budget for the Totnes Community Charter**

15 November 2021

Total of £3000 agreed by Totnes Town Council

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| **Item** | **Breakdown** | **Amount £** | **Notes** |
| Consultants time (5 days) | £250 per 8-hour day  | 1,250 |  |
| Design of invite flyer  |  | 200 |  |
| Printing of flyer to send to all households  | 10,200  | 346 |  |
| Royal Mail leaflet drop | To include pick-up in Totnes | 865.20 |  |
| Hire of meeting room | St John’s for 2 December | 45 |  |
| Hire of St John’s | All spaces for 5 FebTotal of £257.50 for 5 hours (12 to 5pm) | 257.50 | For all spaces apart from the meeting room.  |
| Childcare for 5 Feb | 3 hour creative workshop including materials & 2 staff for up to 40 children, fully insured. | 250 |  |
| Workshop materials |  | 50 |  |
| **TOTAL** |  | **3,263.70** |  |
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