



To: Parish/Town Council Representatives

Finance  
Mrs B M Burchell  
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20 November 2014

Dear Sir/Madam

**Precept for the Financial Year 2015 / 2016**

I would be grateful if you could notify me of your Parish/Town Council's precept requirements for the financial year 2015/2016 by completing the attached parish precept form to the nearest pound and returning it to me by NO LATER THAN **Monday 12<sup>th</sup> January 2015**.

If no precept is required please submit a 'nil' return.

Payment of the precept will be made in two instalments, the first by the 30<sup>th</sup> April 2015 and the second by the 30<sup>th</sup> September 2015.

If you think you may have difficulty meeting the return date please do not hesitate to contact me.

Yours faithfully,

P C Johnson  
Finance Manager