**DRAFT**

**TO BE PRODUCED ON LYTCHETT MATRAVERS PC LETTERHEAD**

**To:**

**Mr Giles Clark**

**CEO**

**Primrose Solar (4) Limited**

**Mimosa House,**

**12, Princes Street**

**London W1B 2LL**

Dear Mr Clark,

**Primrose Solar**

**Community Support for Lytchett Matravers Parish Council**

Further to our recent communications, I write to confirm that:

* The Parish Council is pleased to accept a donation from Primrose Solar of £25,000. We agree that this sum is contributed by Primrose Solar to the Parish Council solely for the purpose of funding refurbishment work for the Village Hall toilets/cloakroom area.
* Primrose will not in any circumstances have any obligation to pay the Parish Council more than £25,000
* The Parish Council will not use Primrose’s funds for any other purpose and, if for any reason it wishes to, we will contact you in order to agree a different use for the funds which is acceptable to both of us.
* The Parish Council takes full responsibility for managing the procurement contract and for disbursing Primrose's funds.
* The Parish Council accepts that Primrose has no responsibility for ensuring that the works and/or services supplied by the contractor will be fit for purpose, installed correctly, or will produce the results which the Parish hopes for.
* The Parish Council accepts that Primrose has not been involved in selecting the preferred supplier and takes no responsibility for their suitability or otherwise.
* The Parish Council will let Primrose know when the money has been spent and the works are complete.

Our bank account details are as follows and we look forward to payment as soon as possible:

Account name: Lytchett Matravers Parish Council. HSBC Community Current Account.

Sort code: 40 37 36

Account number: 72172437

Yours faithfully,

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Chair

Lytchett Matravers Parish Council