



Haec sunt nostra robora.

Oakengates Town Council

FAO Stephen Christopher
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Town Clerk: Michael Gledhill
Deputy Town Clerk: Max Clowes

Date: Friday the 2nd July 2010

Dear Mr Christopher,

Re: Annual Return for the year ended 31st March 2010

I enclose the following documents:

1. Annual Return for the year ended 31st March 2010
2. Bank reconciliation and two copy bank statements (deposit and current accounts)
3. Explanation of variances
4. Summary income and expenditure (variation last year between boxes 7 & 8)

Please note that the address of our council has changed and that on the retirement of Mr Moore that I am now the new Town Clerk.

Yours sincerely

Michael Gledhill
Oakengates Town Clerk

Enclosures: As above.