

Parish Clerk

From: BlackwellBate Payroll <payroll@blackwellbate.co.uk>
Sent: 09 September 2025 14:19
To: Parish Clerk
Cc: Alex Blackwell - Blackwell Bate; Melanie Blackwell - Blackwell Bate
Subject: Re: SALARY PROCESSING

Good Afternoon John,

I trust this message finds you well.

Thank you for your email. Following a discussion with Alex, he has confirmed that our standard fee for managing a single-person payroll is £275 plus VAT annually. However, to support you, Alex is happy to offer the same level of service at a reduced rate of £200 plus VAT per year.

Given that there are only six months remaining in this financial year, we propose an initial fee of £100 plus VAT, which can be paid via monthly direct debit at a rate of £20 per month.

If you're happy to proceed on this basis, please let me know, and I will arrange for our accounts team to issue the formal proposal.

Should you have any questions or require further clarification, please don't hesitate to reach out. I'm happy to assist.

Best regards

Sam - Payroll Team

BlackwellBate
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Menheniot Parish Clerk

From: Jamie Micklewright <jamiemicklewright@prydis.com>
Sent: 26 September 2025 15:00
To: clerk@menheniotparish.org.uk
Cc: Sandra Kowal
Subject: RE: NEW PAYROLL

Good afternoon John,

Thank you for getting in touch.

Assuming there wouldn't be any pension to be processed for yourself on the payroll, I would quote £90 for the quarter.

That would be based on a monthly payroll process. There is the option of a quarterly payroll process and this would be quoted at £22.50 for the quarter.

Kind regards

Jamie Micklewright
Payroll Manager

T: +44(0) 1392 539003

Please note: Our office has moved to a new location. Our new address is: Clyst House, Manor Drive, Clyst St. Mary, Exeter, EX5 1GB



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