

WroughtonPC Finance

From: WroughtonPC Finance
Sent: 19 May 2025 16:08
To: 'Michael Ethridge'
Subject: RE: Wroughton Council tracking report April 2025.

Mike,

We are now going to have to pass this over to our finance and general committee for them to make a decision on this. Therefore the invoice will be outstanding until they have decided how they wish to proceed.

Once I have this information I will come back to you.

Regards,

Zoe Dyer
Finance Assistant
My working hours are:
Monday 9am-5pm
Wednesday 9am -5pm



From: Michael Ethridge <info@designprintdistributiongroup.co.uk>
Sent: 19 May 2025 12:40
To: WroughtonPC Finance <finance@wroughton.gov.uk>
Cc: Emma Freemantle <clerk@wroughton.gov.uk>
Subject: RE: Wroughton Council tracking report April 2025.

Hi Zoe

Thanks for coming back to me.

The tracking, as stated is there to guide you on areas covered, not a reference for each and every individual property.

I reiterate that every newsletter was delivered and therefore the invoice stands.

We are happy with our position on this, the reason being is that we did a good, honest, reliable and timely job on your behalf, you seem insistent on implying that there was either wrongdoing on our part or even deliberate undelivery, neither is true.

Best wishes

Mike

From: WroughtonPC Finance <finance@wroughton.gov.uk>
Sent: 19 May 2025 12:33
To: Michael Ethridge <info@designprintdistributiongroup.co.uk>
Cc: Emma Freemantle <clerk@wroughton.gov.uk>
Subject: RE: Wroughton Council tracking report April 2025.

Hi Mike,

Thanks for replying to the email.

I have gone through the tracking and checked all the roads in which you have covered, there are a handful of farms on there, which come under Wroughton and are not rural out of the way properties, the rest are roads/areas which have been missed.

Before we agreed to go with your company a list of all the areas we required to be covered were emailed over, again a list was provided when the magazines were collected both in paper form and again emailed over. We gave you a surplus of newsletters 'just in case', which would have given you about an extra 250, therefore my question to you is where have the extras gone? We asked for 4063 houses to be covered and gave you 4250 newsletters.

If our request to cover these areas were to much for your company then this should have been stated from the beginning, not after our parish were expecting these newsletters and us working hard in the office to make this happen.

Therefore based on this, as I said we are happy to pay the invoice sum of £638.75

Kind Regards,

Zoe Dyer
Finance Assistant
My working hours are:
Monday 9am-5pm
Wednesday 9am -5pm



From: Michael Ethridge <info@designprintdistributiongroup.co.uk>

Sent: 19 May 2025 12:21

To: WroughtonPC Finance <finance@wroughton.gov.uk>

Cc: Emma Freemantle <clerk@wroughton.gov.uk>

Subject: RE: Wroughton Council tracking report April 2025.

Hi Zoe

Thanks for your email, Lee has sent this over to me to respond.

We delivered every single magazine provided, therefore the original invoice stands.

Re the areas provided, a lot of them we are unaware of and therefore must be extremely rural or off the beaten track, examples of which being Chilton Farm, Red Barn, White Horse Cottages. The price we gave is for a door drop to Wroughton not for the delivery to addressed properties, I think Lee advised that if that level was required then you would need to send via Direct Mail at approx. £1.50 per door vs what we have charged of approx. 16 pence per door.

Also, the tracking is there for you to reference the areas covered, not for individual addresses.

We did the very best job possible, in a very good timescale, and I re-iterate that all material provided was delivered so we cannot possibly adjust the bill.

I hope this helps

Mike

From: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Sent: 19 May 2025 12:11
To: Michael Ethridge <info@designprintdistributiongroup.co.uk>
Subject: Fw: Wroughton Council tracking report April 2025.

Sent from [Outlook for Android](#)

From: WroughtonPC Finance <finance@wroughton.gov.uk>
Sent: Monday, May 19, 2025 10:14:25 AM
To: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Cc: Emma Freemantle <clerk@wroughton.gov.uk>
Subject: RE: Wroughton Council tracking report April 2025.

Hi Lee,

I have now gone through the list you have sent through, we are still missing a lot of areas. I understand you no longer have a supply of leaflets, however we gave you 250 more than you needed, so you had enough to cover all areas we requested plus some.

Missing areas:

Bassett Down,
Chilton Farm
Church Hill
Costow
Cleverdon Gardens
Drovers Lane
Ely Court
Fairwater Court
Glebe Lane
Hall Close
Hay Lane
Markham Place
Moore Close
Overtown
Red Barn
South Leaze
Swindon Road
White Horse Cottages
Woodland View
Zoar Close
Part of Swindon Road

And 203 houses in West Wichel

This is totally around 550 houses.

We are happy to pay your invoice, however not the full amount due to this.

Looking at the amount you should have covered and the amount you have covered we believe its around 25% missed. Therefore we are happy to pay £638.75 (Incl vat)

Kind Regards,

Zoe Dyer
Finance Assistant
My working hours are:
Monday 9am-5pm
Wednesday 9am -5pm



From: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Sent: 14 May 2025 09:36
To: WroughtonPC Finance <finance@wroughton.gov.uk>
Subject: Re: Wroughton Council tracking report April 2025.

Hi Katy,

Hope your well,

Please see updated tracking report Below.

<https://www.google.com/maps/d/edit?mid=1J0desouAPUU0c4DJTEwiv6Xr2yVsUss&usp=sharing>

Many thanks,

Lee

Sent from [Outlook for Android](#)

From: WroughtonPC Finance <finance@wroughton.gov.uk>
Sent: Monday, May 12, 2025 9:51:25 AM
To: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Subject: RE: Wroughton Council tracking report April 2025.

Brilliant Thanks. Much Appreciated

Kind Regards,

Zoe Dyer
Finance Assistant
My working hours are:
Monday 9am-5pm
Wednesday 9am -5pm



From: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Sent: 12 May 2025 09:44
To: WroughtonPC Finance <finance@wroughton.gov.uk>
Subject: Re: Wroughton Council tracking report April 2025.

Hi Zoe,

I will get on to the tracking team today to get this sorted and add my tracking so you can see all the extra roads I covered.

Thanks,

Lee

Sent from [Outlook for Android](#)

From: WroughtonPC Finance <finance@wroughton.gov.uk>
Sent: Monday, May 12, 2025 9:25:59 AM
To: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Subject: RE: Wroughton Council tracking report April 2025.

Hi Lee,

Any update on this please?

Kind Regards,

Zoe Dyer
Finance Assistant
My working hours are:
Monday 9am-5pm
Wednesday 9am -5pm



From: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Sent: 07 May 2025 14:09
To: WroughtonPC Finance <finance@wroughton.gov.uk>
Cc: Cathy Martyn <deputyclerk@wroughton.gov.uk>; Emma Freemantle <clerk@wroughton.gov.uk>
Subject: Re: Wroughton Council tracking report April 2025.

Hi Zoe,

I Will get the tracking team to send this over for you tomorrow , a lot of those roads I did on Friday and they have been covered we haven't delivered to farms and are out of Magazines now, it maybe be better to go the Direct Mail route on this in future it is a lot more expensive but it does have a 100 percent accuracy rate on Distribution and farms etc can be covered on this kind of drop.

Many thanks,

Lee

Sent from [Outlook for Android](#)

From: WroughtonPC Finance <finance@wroughton.gov.uk>
Sent: Wednesday, May 7, 2025 1:22:52 PM
To: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Cc: Cathy Martyn <deputyclerk@wroughton.gov.uk>; Emma Freemantle <clerk@wroughton.gov.uk>
Subject: RE: Wroughton Council tracking report April 2025.

Thanks Lee,

Just a little concerned as based on the tracking information you sent through. It looks like these roads are missing:

Bassett Down
Brimble Hill
Chilton Farm
Church Hill
Coombe Close
Costow
Clevedon Gardens
Drover Lane, Science Museum
Elcombe
Ely Court
Fairwater Court
Glebe Lane, Science Museum
Greens Lane
Hall CVlose
Hay Lane
Langton Park
Markham Place
Mill Lane
Moore Close
Moormead Road

Overtown
Priors Hill
Red Barn
South Leaze
St Helens Garden, The Pitchens
Sun Lan
Swindon Road
The Court, burderop Close
Wainwright Mews
Wanshot Close
West Leaze
White House Cottage, Science Museum
Woodland View
Zoar Close

Can you please confirm these have been covered and send through the tracking for this?

Kind Regards,

Zoe Dyer
Finance Assistant
My working hours are:
Monday 9am-5pm
Wednesday 9am -5pm



From: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Sent: 07 May 2025 11:28
To: WroughtonPC Finance <finance@wroughton.gov.uk>
Cc: Cathy Martyn <deputyclerk@wroughton.gov.uk>; Emma Freemantle <clerk@wroughton.gov.uk>
Subject: Re: Wroughton Council tracking report April 2025.

Hi Zoe,

All is completed now i went wroughton and filled in any slight gaps last friday.

Thanks,

Lee

Sent from [Outlook for Android](#)

From: WroughtonPC Finance <finance@wroughton.gov.uk>
Sent: Wednesday, May 7, 2025 11:22:04 AM
To: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Cc: Cathy Martyn <deputyclerk@wroughton.gov.uk>; Emma Freemantle <clerk@wroughton.gov.uk>
Subject: RE: Wroughton Council tracking report April 2025.

Hi Lee,

I've just been looking at your tracking and comparing the list of houses we gave you, we seem to have very large gaps of streets missing. Can you please advise if you have another tracking list, we do know that 2 of the streets I cant find on your tracking have been done as the ladies work within our parish.

We want to get your invoice paid, however need to check all areas are covered first.

Kind Regards,

Zoe Dyer
Finance Assistant
My working hours are:
Monday 9am-5pm
Wednesday 9am -5pm



From: Lee Phillips <lee@designprintdistributiongroup.co.uk>
Sent: 01 May 2025 17:38
To: WroughtonPC Finance <finance@wroughton.gov.uk>
Subject: Wroughton Council tracking report April 2025.

Hi Zoe,

Hooe your well,

Please see attached your tracking report below, the roads you where querying should have had one now and when I am in Swindon tomorrow, I will do the top off prior hill and any gaps on tracking with the few left here.

<https://www.google.com/maps/d/edit?mid=1J0desouAPUU0c4DJTEwiv6Xr2yVsUss&usp=sharing>

Many thanks,

Lee

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