

**From:** [REDACTED]  
**Sent:** 27 January 2020 14:22  
**To:** [REDACTED]  
**Cc:** Mike Robinson <Mike.Robinson@merton.gov.uk>  
**Subject:** Re: WCTT at Wilson in Feb- March?

Hi [REDACTED]

I think that it should be OK to extend use of the Wilson for a few more weeks, subject to final agreement on availability of your required dates.

I attach a (brand new and being trialled!) Application to Hire Form. You should be able to complete the text boxes on-line and then save and send it back to me. Could you complete it and get it back to me ASAP please and we can take it from there.

I've also attached a copy of the (STILL DRAFT) Venue Hire Policy that is referred to. Please note the content as is for the purposes of completing the form but please don't share with anyone as it isn't complete or yet agreed.

Many thanks

[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

On 15 Jan 2020, at 13:23, [REDACTED] wrote:

Dear [REDACTED]

I've spoken to [REDACTED] and he's said he'd like to come in to Wilson at 10:30 if that's okay with you?

I mentioned the possibility of our continuing until mid March- once again for 3 days per week? Is there anything you'd like from me in order to set this up?

Thanks [REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]