

Hitchin & Harpenden Conservative Association
PO Box 1241, Harpenden, AL1 9JF
Tel: 01582 761796
Email: office@hitchinandharpendenconservatives.co.uk
www.hitchinandharpendenconservatives.co.uk

27th April 2020



Bim Afolami MP
House of Commons
Westminster
London
SW1A 0AA

Invoice

For Constituency Office and other services provided
by Hitchin & Harpenden Conservative Association in
February, March and April 2020.

£2,925.00

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For Constituency Office and other services provided
by Hitchin & Harpenden Conservative Association at
a cost of £100.00 per day for the equivalent of:

Four days in February 2020	£400.00
Thirteen days in March 2020	£1,300.00
Twelve and a quarter days in April 2020	£1,225.00
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	£2,925.00
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Services provided included:

- Answering the telephone.
- Writing standards and responses to constituent emails.
- Proof-reading letters and email correspondence.
- Assisting with casework.
- Other administrative services as required.

- Keeping on top of trends and monitoring local media and social media, particularly looking to keep on top of potential issues relating to COVID-19 and feeding these in to the MP and his team as required.
- Monitoring updates from local authorities and community groups and keeping the MP abreast of the local response to COVID-19.
- Planning and organising the MP's regular Parliamentary tours for constituents.
- Assisting the MP with extensive research, planning and administrative tasks (e.g. minute-taking, writing up outcomes, identifying talking points, assessing potential options and making recommendations on next steps) for two projects designed to feed in to the Government's economic plans.
- Assisting the Parliamentary team with administrative tasks relating to the management and upkeep of Bim's website.
- Administrative support for Bim's weekly newsletter for constituents and finding local and national information which could be helpful to constituents to be shared on social media.
- Assisting with the proof-reading of newspaper articles as required.