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Dear Michael,

Thanks for the email, the NFTS project sounds fantastic but I know absolutely nothing about it so I could do with an update especially as I've been asked to go to a meeting at the School in early December.

I've enclosed the invoices for the two lots of service charge due this financial year; as far as I can tell these are correct. I had a long conversation with Ian Nelson about rent and service charge and us getting out of the loop. He is not surprisingly keen that you pay direct to the landlord which would mean paying by direct debit and very definitely paying bang on time. My feeling is that if Glasshouse would accept this, and I am not as sure as Ian that they would, it would be beneficial for the Lux long-term to get into the rhythm of paying on the quarter day, providing of course the BFI release your grants on time. I think we need to have a meeting with Ian to discuss this, but I'd rather leave it until after the New Year.

With regards to the outstanding rent invoice I am waiting for the BFI to sort out the incorrect service charge as its all on the same invoice.

I wasn't aware that your auditors had closed the Lottery account. I'd like to see the paperwork on this.

I am having a last minute nightmare with the proposed production fund but some of this can't wait much longer. Can you ring and we can sort out a time to meet next week.

Best wishes

Gill Henderson