

Correspondence Log

Council
Appendix A
Tuesday, 29 June 2021

Date	Correspondence from	Correspondence to (or synopsis of content)	Actioned by	Outcomes
08/04/2021	Nationwide Building Society	Bank Statements	Finance Officer	
12/04/2021	Brunel Engraving	Invoice - Memorial Plaque	Finance Officer	
15/04/2021	What Do They Know	Freedom of Information request - Littering and Fly-tipping	Town Clerk	Response provided
19/04/2021	Barclays Bank	Statement	Finance Officer	
20/04/2021	Russell Telecom	Invoice - Town Council telephone system	Finance Officer	
22/04/2021	Northumberland County Council	Northumberland Respect Campaign	Town Clerk	
23/04/2021	Local Resident	Town litter bins - especially on the Town Walls	Town Clerk	
27/04/2021	City of Casey Council	Official - Ending of Sister City Agreement - City of Casey and Berwick Upon Tweed - 27-04-2021	Town Clerk	
30/04/2021	NCC	Paryroll Invoice	Finance Officer	
03/05/2021	Google	Invoice - g-suite	Finance Officer	
10/05/2021	Berwick Decorating Centre	Household Refuse Collection Centre, one way system	Town Clerk	
11/05/2021	Melton Building Society	Saving interst statement	Finance Officer	
11/05/2021	JPI Media	Statement	Finance Officer	
11/05/2021	Barclays	Statement	Finance Officer	
11/05/2021	Leigh Walker	Bus shelter cleaning invoice	Finace	
11/05/2021	Sister Hazel	Freeman paperwork	Assistant to the Clerk	
17/05/2021	BT	Invoices	Finance Officer	
21/05/2021	Fabvent	Invoices - Bus Shelter repairs and Spittal Splash Park	Finance Officer	
24/05/2021	Douglas W Gillie	Invoice - Bus Shelter Repairs	Finance Officer	
25/05/2021	24/7 Business Support	Invoice - Hosted Exchange Email	Finance Officer	
28/05/2021	Charity Bank Statement	statement	Finance Officer	

28/05/2021	Barclays	statement of charges	Finance Officer	
01/06/2021	Google	Invoice - g-suite	Finance Officer	
02/06/2021	24/7 Business Support	Invoice - Cloud Migration Stage 2	Finance Officer	
02/06/2021	24/7 Business Support	Invoice - Cloud Services June 2021 and July 2021	Finance Officer	
04/06/2021	Visitor	Recent visit as cyclist	Town Clerk	Response provided
07/06/2021	TSO Host	Invoice - Website Renewal	Finance Officer	
07/06/2021	PROSPER Learning Trust	Gilbert Ward Academy Consultation - a new Special Free School for Children Aged 11-16	Town Clerk	
09/06/2021	Steven Monks	Invoice - Spittal Splash Park	Finance Officer	
11/06/2021	Fabvent	Invoices - Bus Shelter repairs and Flagstaff Play Area	Finance Officer	
17/06/2021	Advance Northumberland	Essential works to Berwick WorkSpace	Town Clerk	
17/06/2021	Northumbrian Water/Essex & Suffolk Water	Consultations on new connections charging	Town Clerk	
18/06/2021	Valuation Office	Information request	Town Clerk	