

Correspondence Log

Council
Appendix A
Monday, 23 August 2021

Date	Correspondence from	Correspondence to (or synopsis of content)	Actioned by	Outcomes
22/07/2021	Fantasy Prints	Invoice - Standing Orders	Finance Officer	
28/07/2021	Advance Northumberland	Invoices Rent Rms 210 & 211, August	Finance Officer	
28/07/2021	Fantasy Prints	Invoice - Banner	Finance Officer	
28/07/2021	HSL Compliance	Invoices - Spittal Splash Park	Finance Officer	
28/07/2021	24/7 Business Support	Invoice - Lenovo ThinkPad Yoga 2-in-1 Business Laptop	Finance Officer	
02/08/2021	Google	Invoice - g-suite	Finance Officer	
03/08/2021	Barclays	Advance notification of Mixed payment plan charges for bank accounts	Finance Officer	
03/08/2021	Valuation Office Agency	Reminder - request for rent, lease or ownership details	Finance Officer	
03/08/2021	The Drop Zone Services	Invoice - Hand sanitisers	Finance Officer	
03/08/2021	Ryecroft Glenton	Annual Internal Audit Report 2020/21	Finance Officer	
03/08/2021	Gro C Grieve	Customer Statement	Finance Officer	
03/08/2021	Allotment & Leisure Gardener	Publication - Issue 3 2021	Assistant to the Clerk	
03/08/2021	Printerland	Invoice and Statement	Finance Officer	
03/08/2021	24/7 Business Support	Invoices - Sim contract for CCTV and Hosted Email Exchange	Finance Officer	
05/08/2021	NCC	Invoice Cabin hire Apr-Jun	Finance Officer	
05/08/2021	Marcus Mace	Freemen application forms	Assistant to the Clerk	
05/08/2021	Express Solicitors	Damage claim Have Park	Town Clerk	
05/08/2021	Shiel & Morrison	Invoice - Mayor's cards and envelopes	Finance Officer	
06/08/2021	Barclays	Account statements July	Finance Officer	
09/08/2021	Fresh Group	Invoice - Water Bowser	Finance Officer	
09/08/2021	Local Resident	Planning application 21/02724/FUL	Town Clerk	
16/08/2021	The Drop Zone Services	Invoice - Hand Sanitisers	Finance Officer	

16/08/2021	BT	Invoices	Finance Officer	
17/08/2021	PJ Brown	Invoices - Repairs to, and removal of, benches	Finance Officer	