

Correspondence Log

Council
Appendix A
Monday, 25 October 2021

Date	Correspondence from	Correspondence to (or synopsis of content)	Actioned by	Outcomes
23/09/2021	NCC Climate Change Team	Community Climate Champion Launch Event	Town Clerk	
23/09/2021	The Drop Zone Services	Invoice - Hand Sanitisers	Finance Officer	
23/09/2021	Barclays Bank	Advance notification of Mixed payment plan charges for bank accounts	Finance Officer	
23/09/2021	Barclays Bank	Bank Statements	Finance Officer	
23/09/2021	Barclays Bank	Mandate Change	Assistant to the Clerk	
04/10/2021	24/7 Business Support	Invoice - Cloud of November 2021	Finance Officer	
04/10/2021	Total Leisure Engineering	Invoice - Spittal Splash Park	Finance Officer	
04/10/2021	HSL Compliance	Invoice - Spittal Splash Park	Finance Officer	
05/10/2021	NCC	Receipt of Road Closure Applications	Assistant to the Clerk	
06/12/2021	Berwick Community Trust	Invoice - Meeting room hire	Finance Officer	
11/10/2021	NCC	Invoice - Hire of storage container July to Sept 2021	Finance Officer	
11/10/2021	Barclays	Bank Statements	Finance Officer	
11/10/2021	Barclays	Mandate Change	Assistant to the Clerk	
11/10/2021	Local Resident	Concil Tax Support	Assistant to the Clerk	Returned to resident with explanation
12/10/2021	Brunel Engraving	Invoice - Memorial Plaque	Finance Officer	
13/10/2021	AA	Statement of account	Finance Officer	
14/10/2021	Russell Telecom	Invoice - Town Council telephone system	Finance Officer	
18/10/2021	Chair of Berwick-in-Bloom	Resignation	Town Clerk	
19/10/2021	Local Resident	Track between the Main Guard and 1 Wellington Terrace Berwick upon Tweed	Town Clerk	
19/10/2021	City of Haan	Your partner city Haan	Town Clerk	