

## Correspondence Log

Council  
Appendix A  
Monday, 13 December 2021

Date	Correspondence from	Correspondence to (or synopsis of content)	Actioned by	Outcomes
22/11/2021	Transport North East	Enhanced Partnership Update	Town Clerk	
23/11/2021	Festive Lighting	Invoice - lamp for projector	Finance Officer	
24/11/2021	Landels Electrical	Invoice - Christmas Lighting	Finance Officer	
24/11/2021	Northumberland County Council	Invoice - Nov 21 Payroll	Finance Officer	
25/11/2021	Northumberland County Council	Invoice Reminder - Partnership costs SLA 2021-22 - 1st installment	Finance Officer	
25/11/2021	Working visitor to Northumberland	Union Jack Flag on Layby on A68	Town Clerk	Response provided
25/11/2021	Viking	Invoice - Stationery	Finance Officer	
26/11/2021	Shiel & Morrison	Invoice - Remembrance Sunday	Finance Officer	
29/11/2021	Advance Northumberland	Invoices - Rent	Finance Officer	
30/11/2021	North Northumberland Voluntary Forum	NNN Winter Meeting - Friday 3 December	Town Clerk	
30/11/2021	Berwick Concert Band	Invoice - Remembrance Sunday	Finance Officer	
02/12/2021	24/7 Business Support	Invoice - Cloud Jan 2022	Finance Officer	
05/12/2021	Viking	Invoice - Stationery	Finance Officer	
06/12/2021	RS Components	Invoice – HDMI Splitter	Finance Officer	
06/12/2021	Royal British Legion	Donation for Poppy Wreaths	Finance Officer	