

Correspondence Log

Council
Appendix A
Monday, 24 January 2022

Date	Correspondence from	Correspondence to (or synopsis of content)	Actioned by	Outcomes
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	
08/12/2021	Berwick Community Trust	Invoice - Room hire	Finance Officer	
08/12/2021	ID Card Centre	Invoice - Councillor ID Cards	Finance Officer	
13/12/2021	Barclays	Confirmation of mandate change request	Assistant to the Clerk	
17/12/2021	Russell Telecom	Invoice - Town Council telephone system	Finance Officer	
21/12/2021	Zoom	Invoice - Standard Pro Annual	Finance Officer	
22/12/2021	Brunel Engraving	Invoice - Memorial Plaque	Finance Officer	
03/01/2022	Guild of Mace Bearers	Invoice - Annual Subscription	Finance Officer	
03/01/2022	24/7 Business Support	Invoice - Cloud Feb 2022	Finance Officer	
04/01/2022	Berwick Community Trust	Invoice - Meeting room hire	Finance Officer	

Date	Correspondence from	Correspondence to (or synopsis of content)	Actioned by	Outcomes
10/01/2022	Citizens Advice Northumberland	The Madeleine Kinlen Fund - Round 2 now open!	Town Clerk	
10/01/2022	Barclays	Confirmation of mandate change request	Assistant to the Clerk	
10/01/2022	Northern View	Invoice - Meeting room hire	Finance Officer	
11/01/2022	Northumberland County Council	Register of Electors - Notice of Alteration (JANUARY 2022)	Assistant to the Clerk	
11/01/2022	Barclays	Account Statements December	Finance	
11/01/2022	Berwick Literary Festival	Invoice - Berwick Festivals Advert on Town Map & Mini Guide	Finance	
11/01/2022	Northumberland County Council	Invoice - Hire of storage container October to December 2021	Finance	
11/01/2022	Northumberland County Council	Invoice - Installing Litter Bins	Finance	
11/01/2022	Northumberland County Council	Invoice - Winter planting	Finance	
11/01/2022	Northumberland County Council	Invoice - December Payroll	Finance	
11/01/2022	Northumberland County Council	Confirmation of setup of Direct Debit for payroll	Finance	
13/01/2022	Northumberland County Council	Invoice - January Payroll	Finance	
13/01/2022	Northumberland County Council	Invoice - Remove and re-install street furniture for Rotary Christmas Tree	Finance	
13/01/2022	Northumberland County Council	Invoice - Recharge for Berwick Hoppa - Jan - Mar 2022	Finance	
14/01/2022	Advance Northumberland	Invoice - Electricity	Finance	
14/01/2022	Advance Northumberland	Invoices - Rent	Finance	
17/01/2022	Northumberland County Council	Storm Arwen Review	Town Clerk	
18/01/2022	Northumberland County Council	Queen's Platinum Jubilee Fund	Town Clerk	
19/01/2022	Northumberland County Council	Proposed Lease to Tweedmouth Amateurs Football Club at Five Arches Park	Town Clerk	