

Correspondence Log

Council
Appendix A
Monday, 25 April 2022

Date	Correspondence from	Correspondence to (or synopsis of content)	Actioned by	Outcomes
22/03/2022	Green Lane Association	Countryside access: setting the record straight	Town Clerk	
22/03/2022	Berwick Community Trust	Invoice - Tourism Officer Subscription	Finance	
23/03/2022	Northumberland County Council	Berwick Partnership	Town Clerk	
24/03/2022	Drop Zone Services	Invoice - hand sanitiser stations	Finance	
24/03/2022	Barclays	Notification of bank charges	Finance	
24/03/2022	Barclays	Debit Card PIN - G Davies	Town Clerk	
24/03/2022	Barclays	Debit Card - G Davies	Town Clerk	
24/03/2022	NCC	Rates invoices	Finance	
24/03/2022	Local residents (x2)	Allotment payment (x2)	Finance	
24/03/2022	NCC	Parish election recharge May 2021	Finance	
24/03/2022	PKF Littlejohn	Berwick-upon-Tweed Town Council – 2021/22 AGAR external auditor instructions	Town Clerk	
28/03/2022	NCC	Invoice – Partnership Costs 21/22	Finance	
28/03/2022	Viking	Invoice - Stationery	Finance	
28/03/2022	Opus Energy	Invoice – Spittal Splash Park	Finance	
28/03/2022	24/7 Business Support	Camera 7 - The Maltings	Town Clerk	
28/03/2022	Cty Cllr G Hill	Play Park, Grove Gardens South	Town Clerk	
01/04/2022	24/7 Business Support	Invoice - Cloud May 2022	Finance	
04/04/2022	Barclays	Account Statements	Finance	
04/04/2022	Charity Bank Statement	Correspondence Signatories	Finance	
04/04/2022	Berwick Literary Festival	Invoice - Berwick Festivals postcards and posters	Finance	
04/04/2022	Berwick Community Trust	Invoice - Room hire	Finance	
05/04/2022	Northumberland County Council	Register of Electors - Notice of Alteration (APRIL 2022)	Assistant to the Clerk	
07/04/2022	Fabvent	Invoice - Bus shelters	Finance	

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07/04/2022	GlobalData.com	Freedom of Information request - IT	Town Clerk	Response provided
08/04/2022	Advance Northumberland	Invoices - Rent and Electricity	Finance	
08/04/2022	Fabvent	Invoice - Bench repair, new frame	Finance	
11/04/2022	Cllr G Smith	Protocol at Council meetings	Town Clerk	
13/04/2022	Berwick Riders Association	Invoices - Riding of the Bounds	Finance	
19/04/2022	Chris's Garden Maintenance	Invoice - grass cutting play parks	Finance	
19/04/2022	Northumberland ALC	Invoice - Subscription including National Affiliation Fee	Finance	
19/04/2022	Cllr R Driver	Berwick Toilets	Town Clerk	