

## Correspondence Log

Council  
Item 6, Appendix A  
Monday, 16 April 2018

<b>Date</b>	<b>From</b>	<b>To (or details of what correspondence is)</b>	<b>Who is dealing with this?</b>	<b>Outcome</b>
27/03/2018	Berwick Slow Food	Berwick Food & Beer Festival	Town Council officers	
27/03/2018	NBSL	Remittance Advice	Finance Officer	
27/03/2018	Local Resident	Allotment Waiting List Form	Assistant to the Clerk	Added to the allotment waiting list
27/03/2018	Northumberland County Council	Street Lighting Issues	Town Clerk	Forwarded to Councillors
28/03/2018	A-ha! Distribution	Invoice – Inv No 2725	Finance Officer	
28/03/2018	Northumberland County Council	Planning Application	Assistant to the Clerk	
29/03/2018	Berwick Riders Association	Riding of the Bounds	Town Clerk	Response provided
29/03/2018	Viking	Invoice – PO No 17–120	Finance Officer	

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29/03/2018	Border Office Style	Invoice – PO No 17–121	Finance Officer	
02/04/2018	Google	Invoice - Inv No 3441585466	Finance Officer	
03/04/2018	NCC	Planning Application Decision Notice	File	
03/04/2018	NCC	Northumberland Local Plan Consultation	File - email already forwarded to councillors	
04/04/2018	Northern Lab	Invoice - Inv No INV-3159	Finance Officer	
04/04/2018	NCC	Planning Application Decision Notice	File	
04/04/2018	Berwick Preservation Trust	Letter concerning Lions Allotments	Town Clerk to reply	
04/04/2018	NCC	Withdrawal of planning application	File	

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04/04/2018	Talking Matters Berwick	Allotment Waiting List Form	Assistant to the Clerk	
05/04/2018	HMRC	BACS Remittance Advice	Finance Officer	
05/04/2018	NCC	Payroll Invoice	Finance OFFicer	
05/04/2018	Legh Walker	Invoice for bus shelter maintenance / cleaning	Finance Officer	
06/04/2018	NCC	Planning Application	Assistant to the Clerk	
06/04/2018	Barclays	Bank Statement	Finance Officer	
09/04/2018	BT	Bill Ref: M034 H3	Finance Officer	
09/04/2018	Arch	Invoices - Inv Nos WLI006117, ACI034188, ACI034189, ACI034190 and ACI034191	Finance Officer	

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09/04/2018	Rapid Reaction	Invoice - PO No 17-118	Finance Officer	
10/04/2018	Friends of Five Arches	Five Arches Public Park	Town Clerk	
11/04/2018	Northumberland County Council	Non Domestic Rate Bills – Acc Ref: 2800253863	Finance Officer	
11/04/2018	Tyneside Postmark	Cllr L Stephenson	Assistant to the Clerk	Notified Cllr Stephenson that letter has been left at reception