

Berwick-upon-Tweed Town Council**LIST OF CHEQUE PAYMENTS**

The following cheque payments have been made by Berwick Town Council in line with the criteria set out in Section 9 of the Financial regulations

Voucher Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
336	15/12/2016	101455	IT support	Northern Lab	90.00	18.00	108.00
337	15/12/2016	101456	Expenses	C Seymour	44.10	0.00	44.10
338	15/12/2016	101457	Cleaning	Crystal Stone Ltd	77.50	0.00	77.50
339	15/12/2016	101458	Christmas lights instalation	Landels Electrical	1,850.00	370.00	2,220.00
340	15/12/2016	101459	Consultancy	Jo-Anne Garrick Ltd	742.00	0.00	742.00
341	15/12/2016	101460	Stationery	Border Office Style	161.21	32.24	193.45
344	15/12/2016	101462	Stationery	Viking	168.36	33.67	202.03
345	15/12/2016	101463	Rent	Edwin Thompson	1,650.00	330.00	1,980.00
346	15/12/2016	101463	Service charge	Edwin Thompson	53.39	10.68	64.07
347	15/12/2016	101464	P A Hire	PFL Audio	300.00	0.00	300.00
348	15/12/2016	101465	Poppy wreaths	A. Alsop	275.00	0.00	275.00
349	15/12/2016	101466	Bus Shelter cleaning	Wheeleigh Clean	251.00	0.00	251.00
350	15/12/2016	101467	Barrier supply	Northumberland County Council	282.31	56.46	338.77

Berwick-upon-Tweed Town Council
LIST OF DIRECT PAYMENTS

The following direct payments have been made by Berwick Town Council in line with the criteria set out in Section 9 of the Financial regulations

Voucher Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
333 Telecoms	15/12/2016	directdebit	phone	BT	64.07	12.81	76.88
334 Salaries: Pension	15/12/2016	directdebit	Pension	NEST	160.32	0.00	160.32
335 Electricity	15/12/2016	directdebit	Electricity	Southern Electric	51.89	2.59	54.48

The following direct card payments have been made by Berwick Town Council from the RFO's imprest account

Voucher Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
351 Publicity	22/12/2016	debitcard	Postage	Royal Mail	595.91	119.18	715.09
352 Publicity	22/12/2016	debitcard	Postage	Royal Mail	100.00	20.00	120.00
353 Website	22/12/2016	debitcard	Website hosting	Web Wiz	99.50	19.90	119.40

Explanatory Notes to accompany payment lists.

Cheque Payments

Reference	Note
336	Monthly IT support costs
337	cost of travel to meeting in Morpeth
338	Monthly office cleaning costs
339	Cost of BTC contribution to Rotary Christmas lights installation
340	Costs of consultancy support for Neighbourhood Plan [grant funded]
341	Office stationary
344	Office stationary
345/6	Office rent & service charge
347	Costs of Remembrance Day PA hire
348	Costs of Remembrance Day wreaths
349	Costs of quarterly bus shelter cleaning
350	Costs of Remembrance Day safety barriers

Direct Payments

Reference	Note
333	Monthly phone cost
334	Monthly pension cost
335	Monthly office electricity cost
351/352	Costs of distributing Neighbourhood Plan information [grant funded]
353	Annual website hosting cost