

**Berwick-upon-Tweed Town Council**  
**PAYMENTS TO BE APPROVED**

See page 3 for accompanying explanatory notes

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
395	Stationary & Equipment	04/02/2016	101257	Printing	Shiel Morrison	267.00	0.00	267.00
396	Stationary & Equipment	04/02/2016	101257	Printing	Shiel Morrison	35.00	7.00	42.00
397	Civic expenses	11/02/2016	101257	Printing	Shiel Morrison	44.00	8.80	52.80
399	Professional Services	11/02/2016	101259	Legal services	Collingwood Legal	1,411.00	282.20	1,693.20
400	Bins - litter/grit	11/02/2016	101260	Litter bins	Broxap Ltd	2,070.00	414.00	2,484.00
401	Cleaning	11/02/2016	101261	Cleaning	Crystal Stone Ltd	60.00	0.00	60.00
402	Publicity	11/02/2016	101262	Neighbourhood plan publicity	Johnston Publishing Ltd	275.00	55.00	330.00
403	Maintenance & installation	11/02/2016	101263	Festive Lighting	Steven Monks	3,727.00	745.40	4,472.40
404	Equipment & Furniture	11/02/2016	101263	Office equipment	Steven Monks	155.00	31.00	186.00
405	Bus Shelter Maintenance	11/02/2016	101263	Bus Shelter repairs	Steven Monks	124.98	25.00	149.98
406	Job Evaluation	11/02/2016	101264	Job evaluation	Local Government Resource Centre	300.00	60.00	360.00
407	Civic expenses	11/02/2016	101265	Regalia Replacement	Thomas Frttorini Ltd	3,304.93	660.99	3,965.92
408	Site Repairs	11/02/2016	101266	Fence repair	Northumberland County Council	280.00	0.00	280.00

**Berwick-upon-Tweed Town Council**  
**PAYMENTS MADE: TO BE NOTED**

See page 3 for accompanying explanatory notes

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
398	Bus Shelter Purchase	11/02/2016	101258	Bus Shelter purchase	Morethan Shelters	336.00	67.20	403.20

**DIRECT PAYMENTS TO BE NOTED**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
409	Electricity	11/02/2016	directdebit	Electricity	Southern Electric	49.78	2.48	52.26
410	SSP Electricity	11/02/2016	directdebit	Electricity	British Gas	12.14	0.60	12.74

Explanatory Notes to accompany payment list.

**Voucher Notes**

- 395-6 Printing & delivering newspaper inserts for Neighbourhood plan
- 397 Civic Party Christmas cards
- 398 Additional work on Asda bus shelter
- 399 Cost of legal advice during August
- 400 Cost of new litter bins
- 401 Office cleaning cost
- 402 Cost of having neighbourhood plan inserts included in newspaper
- 403 Cost of checking christmas lights, installing lights on trees provided by BTC and taking lights down again
- 404 cost of repairing office emergency light
- 405 cost of repairing lights at various bus shelters
- 406 cost of Sargent at Mace/Mayor's Secretary job evaluation
- 407 cost of new Sherrif's Lady's pendent, covered by insurance claim [less £100 excess]
- 408 fence repairs at Highcliffe play area
- 409 Office electricity cost
- 410 Spittal Splash Park electricity costs