

Correspondence Log

Council
Item 7, Appendix B
Monday, 22 January 2018

19/12/2017	Kompan	Statement of Account	Finance Officer	
19/12/2017	Consulate General of Japan	Mayor	Mayor	
20/12/2017	Northumberland County Council	Planning Application Decision Notice	Assistant to the Clerk	Decision Recorded
20/12/2017	Shiel & Morrison Printers	Invoices – PO Nos 17–073 and 17–091	Finance Officer	
20/12/2017	Ryecroft Glenton	Christmas Card to Town Council	Assistant to the Clerk	Displayed at Town Council Office
21/12/2017	Arch	Invoice – Inv No WLI005882	Finance Officer	
21/12/2017	Northumberland County Council	Reminder Notice: Invoice – Inv No 151242	Finance Officer	
22/12/2017	Capital Solutions	Reminder	Town Clerk	Emailed response

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22/12/2017	Stadt Haan Postmark	Mayor	Mayor	Collected by Mayor
22/12/2017	Newcastle City Council	Mayor and Sheriff	Mayor	Collected by Mayor
02/01/2018	Visitor	Coach Park	Town Council officers	Forwarded to Councillors
03/01/2018	Tyneside Postmark	Mayor		
03/01/2018	HMRC	Changes to HMRC systems	Finance Officer	
03/01/2018	Northumberland County Council	Planning Application Decision Notices	Assistant to the Clerk	Decisions Recorded
03/01/2018	Northumberland County Council	Planning Application	Assistant to the Clerk	Considered by Planning Committee
03/01/2018	Berwick Riders Association	Town Clerk	Town Clerk	

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04/01/2018	Arch	Invoices – Inv Nos ACI031786, ACI031787, ACI031788 and ACI031789	Finance Officer	
04/01/2018	Clerks and Councils Direct	Publication – January 2018 Issue 115	Town Clerk	
05/01/2018	Adam Douglas Legal LLP	Unit on Castlegate Car Park	Town Clerk	
05/01/2018	Barclays	Bank Statement	Finance Officer	
05/01/2018	Tustain Motors	Donation for Christmas Tree	Finance Officer	
05/01/2018	Kompan	Statement of Account	Finance Officer	
05/01/2018	SLCC	Membership periodical	Town Clerk	NFA
08/01/2018	Northumberland County Council	Planning Application Decision Notice	Assistant to the Clerk	Decision Recorded

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08/01/2018	BT	Invoice – Bill Ref M031 5W	Finance Officer	
08/01/2018	Fantasy Prints	Invoice – Inv No 108330	Finance Officer	
08/01/2018	Northumberland County Council	Planning Application	Assistant to the Clerk	Considered by Planning Committee
08/01/2018	Adam Douglas Legal LLP	Unit on Castlegate Car Park	Town Clerk	
10/01/2018	Two people applying for Freedom of Berwick-upon-Tweed	Freedom Applications	Assistant to the Clerk	
10/01/2018	Community Development Trust	Payment	Finance Officer	
11/01/2018	Northumberland County Council	Planning Application Decision Notices	Assistant to the Clerk	Decision Recorded
12/01/2018	Northumberland County Council	Invoice – Inv No 153475	Finance Officer	

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12/01/2018	Southern Electric	Invoice – Inv No 761700302 0009	Finance Officer	
12/01/2018	Two people applying for Freedom of Berwick-upon-Tweed	Freedom Applications	Assistant to the Clerk	
12/01/2018	Russell Telecom	Invoice – PO No 17-067	Finance Officer	
15/01/2018	Barclays	Bank Statement	Finance Officer	
15/01/2018	Northumberland County Council	Planning Application	Assistant to the Clerk	
15/01/2018	Local Resident	Allotment waiting list application form	Assistant to the Clerk	Details added to allotment waiting list.