

**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

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
358 Community Projects	05/01/2017	101468	Grant	Berwick Youth Activity Group	679.19	0.00	679.19
359 BEES	05/01/2017	101469	Grant	Spittal Improvement Trust	717.43	0.00	717.43
360-5 Salaries:	05/01/2017	101470	Salaries:	Northumberland County Council	3,244.58	0.40	3,244.58
367 Flagstaff Park Equipment	05/01/2017	101471	Play Equipment	Kompan	2,945.00	589.00	3,534.00
368 Flagstaff Park Equipment	05/01/2017	101471	Play Equipment	Kompan	2,484.95	496.99	2,981.94
369 Planning Advice	05/01/2017	101472	Consultancy	Jo-Anne Garrick Ltd	1,166.00	0.00	1,166.00
370 Remembrance Day	05/01/2017	101473	Printing	Shiel Morrison	278.00	0.00	278.00
371 Publicity	05/01/2017	101473	Printing	Shiel Morrison	292.00	0.00	292.00
372 IT Support	05/01/2017	101474	IT support	Northern Lab	90.00	18.00	108.00
373 Photocopies	05/01/2017	101475	Photocopies	Capital Solutions	107.81	21.56	129.37
384 Inspections	24/11/2016	101452	Play Area Inspections	Tyne & Wear Play Association	90.00	0.00	90.00
385 Inspections	24/11/2016	101452	Play Area Inspections	Tyne & Wear Play Association	90.00	0.00	90.00
386 inspections	24/11/2016	101452	Play Area Inspections	Tyne & Wear Play Association	90.00	0.00	90.00
387 inspections	24/11/2016	101452	Play Area Inspections	Tyne & Wear Play Association	90.00	0.00	90.00
388 Flagstaff Park Equipment	20/01/2017	101476	Play Equipment	Kompan	74,012.55	14,802.51	88,815.06
389 Mayor personal & official expenses	20/01/2017	101477	Printing	Shiel Morrison	58.00	11.60	69.60
390 inspections	20/01/2017	101478	Play Area Inspections	Tyne & Wear Play Association	250.00	0.00	250.00
391 Berwick in Bloom [annual]	20/01/2017	101479	Grant	Cittaslow Berwick	200.00	0.00	200.00
392 Staff	20/01/2017	101480	Staff	Northumberland County Council	9,274.00	0.00	9,274.00
393 Equipment Maintenance	20/01/2017	101480	Equipment removal	Northumberland County Council	274.25	54.85	329.10
394 Bins - litter/grit	20/01/2017	101480	Litter bin replacement	Northumberland County Council	143.31	28.66	171.97
395-402 Salaries:	27/01/2017	101481	Salaries:	Northumberland County Council	3,315.84	0.00	3,315.84
403 Photocopies	27/01/2017	101482	Photocopies	Capital Solutions	62.80	12.56	75.36
404 Bus Shelter Maintenance	27/01/2017	101484	Bus Shelter cleaning	Wheeleigh Clean	251.00	0.00	251.00
405 IT Support	27/01/2017	101485	IT support	Northern Lab	90.00	18.00	108.00
406 Relocation costs	27/01/2017	101485	IT equipment	Northern Lab	122.86	24.57	147.43
416 Other Marketing	09/02/2017	101486	Conference Fee	Northumberland Tourism	20.00	4.00	24.00
417 Relocation costs	09/02/2017	101487	Removals	Shunters	480.00	96.00	576.00
418 Publicity	09/02/2017	101488	Domain name fee	Peritus	100.00	20.00	120.00

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
419 Other Marketing	09/02/2017	101489	Conference Fee	Border Events	30.00	6.00	36.00
420 Stationery & Printing	09/02/2017	101490	Stationery	Viking	35.90	7.18	43.08
421 Cleaning	09/02/2017	101491	Cleaning	Crystal Stone Ltd	46.50	0.00	46.50
422 Community Projects	10/02/2017	101492	Grant	56 North	281.29	0.00	281.29
425 Consultancy	24/02/2017	101493	Consultancy	Juar Consultants	750.00	150.00	900.00
426 Relocation costs	24/02/2017	101494	IT support	Northern Lab	482.50	96.50	579.00
427 Bins - litter/grit	24/02/2017	101495	Litter bins	Glasdon UK Ltd	393.60	78.72	472.32
428 Subscriptions	24/02/2017	101496	Subscription	Information Commissioner	35.00	0.00	35.00
429 Maintenance & installation	24/02/2017	101497	Christmas lights instalation	Steven Monks	3,585.00	717.00	4,302.00
430 Planning Advice	24/02/2017	101498	Consultancy	Jo-Anne Garrick Ltd	1,032.00	0.00	1,032.00
431 Bins - litter/grit	24/02/2017	101499	Litter bin replacement	Northumberland County Council	28.01	5.60	33.61
432 Bins - litter/grit	24/02/2017	101499	Litter bin replacement	Northumberland County Council	32.96	6.59	39.55
433 Bins - litter/grit	24/02/2017	101499	Litter bin replacement	Northumberland County Council	108.33	21.67	130.00
434 Bins - litter/grit	24/02/2017	101499	Litter bin replacement	Northumberland County Council	32.96	6.59	39.55
435 Lights & Fittings	24/02/2017	101499	Christmas lights supply points	Northumberland County Council	3,101.85	620.37	3,722.22
436 Relocation costs	24/02/2017	101500	Photocopier move	Capital Solutions	240.00	48.00	288.00
437 Photocopies	24/02/2017	101500	Photocopies	Capital Solutions	138.52	27.70	166.22
438 Subscriptions	24/02/2017	101501	Subscription	Society of Local Council Clerks	121.00	0.00	121.00
440 Flagstaff Park Equipment	24/02/2017	101502	Consultancy	AOC Holdings Ltd	810.00	162.00	972.00
449 IT Support	09/03/2017	101503	IT support	Northern Lab	90.00	18.00	108.00
450 Planning Advice	09/03/2017	101504	Consultancy	Jo-Anne Garrick Ltd	400.00	0.00	400.00
451 Stationery & Printing	09/03/2017	101505	Compliment slips	Shiel Morrison	49.00	9.80	58.80
452 Public Seat Maintenance	09/03/2017	101506	Materials	MKM Building Supplies	115.01	23.01	138.02
453 Other Marketing	09/03/2017	101507	Design services	J Herbert	40.00	0.00	40.00
454 Other Marketing	09/03/2017	101507	Design services	J Herbert	20.00	0.00	20.00
455 Grants	09/03/2017	101508	Grant repayment	Groundwork UK	230.79	0.00	230.79

**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
354 Water	05/01/2017	directdebit	Water services	Northumbrian Water	47.23	0.00	47.23
355 Salaries: Pension	05/01/2017	directdebit	Pension	NEST	160.32	0.00	160.32
356 Telecoms	05/01/2017	directdebit	phone	BT	78.82	15.76	94.58
357 SSP Electricity	05/01/2017	directdebit	Electricity	British Gas	9.03	0.45	9.48
374 Water [owned]	06/01/2017	directdebit	Water services	Northumbrian Water	180.91	0.00	180.91
407 Gas	09/02/2017	directdebit	Gas	Southern Electric	88.71	4.43	93.14
408 Electricity	09/02/2017	directdebit	Electricity	Southern Electric	45.65	2.28	47.93
409 Telecoms	09/02/2017	directdebit	phone	BT	127.86	25.57	153.43
410 Telecoms	09/02/2017	directdebit	Internet services	BT	104.20	20.84	125.04
411 SSP Electricity	09/02/2017	directdebit	Electricity	British Gas	9.48	0.47	9.95
412 SSP Electricity	09/02/2017	directdebit	Electricity	British Gas	13.43	0.67	14.10
439 Electricity	24/02/2017	directdebit	Electricity	Southern Electric	49.19	2.45	51.64
443 Telecoms	09/03/2017	directdebit	phone	BT	64.37	12.87	77.24
444 SSP Electricity	09/03/2017	directdebit	Electricity	British Gas	14.54	0.72	15.26
445 Salaries: Pension	09/03/2017	directdebit	Pension	NEST	160.32	0.00	160.32
446 Salaries: Pension	09/03/2017	directdebit	Pension	NEST	160.32	0.00	160.32
423 Relocation costs	10/02/2017	BACS	Deposit	Arch	369.00	0.00	369.00
424 Relocation costs	10/02/2017	BACS	Deposit	Arch	677.00	0.00	677.00
447 Rent	09/03/2017	BACS	Rent	Arch	369.00	73.80	442.80
448 Rent	09/03/2017	BACS	Rent	Arch	677.00	135.40	812.40

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
413 IT Equipment	09/02/2017	debitcard	IT equipment	Argos	37.49	7.50	44.99
414 Relocation costs	09/02/2017	debitcard	Post redirection	Post Office	260.00	0.00	260.00
415 Publicity	09/02/2017	debitcard	Software	Survey Monkey	250.00	50.00	300.00

## Explanatory Notes to accompany payment lists.

### Cheque Payments

Reference	Note
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358	payment of Community Project grant
359	Payment of BEES grant
360-5	December salary payment
367/8	Equipment & installation work at Flagstaff Park
369	Consultancy on the Neighbourhood plan
370	Printing for Remebrance Day
371	Printing for Neighbourhood Plan
372	Monthly IT support payment
373	Monthly photocopying cost
384-7	Cost of annual play area inspections
388	Equipment & installation work at Flagstaff Park
389	Printing Mayor's Christmas cards
390	Post-installation inspection at Flagstaff Park
391	Northumbria in bloom entry fee for 2017
392	Local Services officer cost to March
393	Removal of defective play equipment
394	removal of damaged litter bin
395-402	January salary payment
403	Monthly photocopying cost
404	Bi-monthly bus shelter cleaning cost
405	Monthly IT support payment
406	IT equipment for wiring new offices for local network
416	Cost of attending Tourism Conference
417	Cost of Office removals to new site

Reference	Note
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418	Neighbourhood Plan website hosting cost
419	Cost of attending Tourism Conference
420	Office stationary cost
421	Office cleaning cost
422	payment of Community Project grant
425	Berwick Barracks revival project workshop costs
426	Relocating and setting up office network in new office
427	New novelty litter bins for play areas
428	Cost of Registration with Office of Information Commissioner
429	Cost of installing Christmas lights
430	Consultancy on the Neighbourhood plan
431-4	Charge for replacing litter bins
435	Cost of new supply points for Christams Lights
436	Cost of moving office photocopier
437	Monthly photocopying cost
438	SLCC subscription
440	Archaeology work at Flagstaff Park Play Area
449	Monthly IT support payment
450	Consultancy on the Neighbourhood plan
451	Cost of Compliment slips with new address
452	Materials for seat refurbishment work
453-4	Design services for advert & map work
455	Repayment unspent of Neighbourhood Plan Grant

## Direct Payments from Current account

Reference	Note
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354	Cost of Office water supply
355	December pension payment
356	Phone bill
357	Splash Park Electricity
374	Blakwell Gardens Allotments water charge
407	Office Gas charge
408	Office electricity charge
409	Phone bill
410	Internet costs

Reference	Note
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411	Splash Park Electricity
412	Splash Park Electricity
439	Office electricity charge
443	Phone bill
444	Splash Park Electricity
445	January pension payment
446	February Pension Payment
423-4	Deposit for new Offices
447-8	Monthly Rent for new Offices

## Direct Payments from RFO's Imprest Account

Reference	Note
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413	Replacement portable hard drive
414	Cost od post re-direction to new office
415	Annual subscription to Survey Monkey's survey service