

Correspondence Log

Council
Item 9, Appendix A
Monday, 26 March 2018

Date	From	To (or details of what correspondence is)	Who is dealing with this?	Outcome
20/02/2018	Riding of the Bounds Association	Minutes of meeting	Town Clerk	
20/02/2018	Resident	Osborne Crescent Play Park	Town Clerk	
21/02/2018	Berwick-upon-Tweed Old Age Pensioners Association	Grant Application	Finance Officer	Checked
21/02/2018	One person applying for Freedom of Berwick-upon-Tweed	Claim to be admitted to the Freedom of Berwick-upon-Tweed	Assistant to the Clerk	
22/02/2018	Northern Lab	Invoice – PO No 17–107	Finance Officer	Processed for payment
22/02/2018	Northumberland County Council	Planning Application Decision Notice	Assistant to the Clerk	Decision Recorded
22/02/2018	Northumberland County Council	Planning Applications	Assistant to the Clerk	

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23/02/2018	NHS Northumberland Clinical Commissioning Group (CCG)	Listening exercise events for new integrated hospital development	Assistant to the Clerk	
23/02/2018	Northumberland County Council	Planning Applications	Assistant to the Clerk	
27/02/2018	NEREO	Invoice – PO No 17–100	Finance Officer	Processed for payment
28/02/2018	Berwick-upon-Tweed Corporation (Freemen) Trustees	Insuring of Civic Regalia	Finance Officer	Trustees briefed
01/03/2018	Karen Pollock MBACP Counselling in Northumberland	Invoice – Consultancy and preparation of the LGBT+ Berwick community survey	Finance Officer	Processed for payment
01/03/2018	Northern Lab	Invoice – Inv No INV–3119	Finance Officer	Processed for payment
05/03/2018	Northumberland County Council	Planning Applications	Assistant to the Clerk	
05/03/2018	Northumberland County Council	Planning Application Decision Notice	Assistant to the Clerk	Decision Recorded

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06/06/2018	Arch	Invoices – Inv Nos ACI033304 and ACI033305	Finance Officer	Returned as incorrect
07/03/2018	HM Land Registry	Bank Hill	Town Clerk	
07/03/2018	Argos	Business Account	Finance Officer	Filed
07/03/2018	Northumberland County Council	Invoice – Inv No 155841	Finance Officer	Processed for payment
08/03/2018	Clerks & Councils	Publication – March 2018 Issue 116	Town Clerk	
08/03/2018	BT	Bill Ref: M033 DF	Finance Officer	Paid by direct debit
08/03/2018	Arch	Tenant Satisfaction Survey	Town Clerk	
08/03/2018	Sanderson, McCreath & Edney	Land at Bank Hill	Town Clerk	

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08/03/2018	Northumberland County Council	Planning Applications	Assistant to the Clerk	
08/03/2018	Viking Direct	Invoice – PO No 17–112	Finance Officer	Processed for payment
09/03/2018	Northumberland County Council	Invoice – Inv No 155938	Finance Officer	Processed for payment
09/03/2018	SLCC	The Clerk Magazine	Town Clerk	
09/03/2018	Local Business owner	Parking	Town Council officers	Forwarded to NCC
12/03/2018	Southern Electric	Invoice – Inv No 761700302 0011	Finance Officer	Paid by direct debit
12/03/2018	Barclays Bank	Bank Statement	Finance Officer	Accounts reconciled
12/03/2018	Northumberland County Council	Planning Applications	Assistant to the Clerk	

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12/03/2018	Northumberland County Council	Planning Application Decision Notices	Assistant to the Clerk	Decisions Recorded
12/03/2018	Persons travelling through Berwick during bad weather	A card with a complimentary letter	Town Council Officers	
13/03/2018	Russell Telecom	Invoice – Inv No 0050766	Finance Officer	Processed for payment
14/03/2018	County Councillor Anthony Murray	Invites to Charity Swan Song Event for Mayor and Councillors	Assistant to the Clerk	Forwarded to Mayor (cc Sergeant-at-Mace) and Councillors respectively
14/03/2018	Scottish Borders resident	CV application for any job at Scottish Borders Council	Assistant to the Clerk	Returned to sender
15/03/2018	Northumberland County Council	Planning Application Decision Notice	Assistant to the Clerk	Decision Recorded
15/03/2018	Northumberland County Council	Invoice – Inv No 156166	Finance Officer	Processed for payment

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15/03/2018	Rialtas Business Solutions Ltd	Invoice – Inv No SM18777	Finance Officer	Processed for payment
15/03/2018	In House Design	Invoice – PO No 17 – 086	Finance Officer	Processed for payment
15/03/2018	Campbell & Co	Invoice – PO No 17 – 064	Finance Officer	Processed for payment
19/03/2018	Berwick Academy	Cllr Roughead, BerwickAmbition Day	Assistant to the Clerk	Forwarded to Mayor
19/03/2018	Headway Northumberland	Invite to Mayor	Assistant to the Clerk	Forwarded to Mayor
19/03/2018	Argos	Proof of Purchase – PO No 17 – 110	Assistant to the Clerk	Filed
19/03/2018	Northumberland County Council	Invoice – Inv No 156465	Finance Officer	
19/03/2018	Blachere Illumination	Customer Contact Review Form	Assistant to the Clerk	Completed and returned

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19/03/2018	Differentia	Berwick Wayfinding Project Expression of Interest	Town Clerk	
19/03/2018	Northumberland County Council	Planning Application Decision Notices	Assistant to the Clerk	Decisions Recorded
19/03/2018	Northumberland County Council	Planning Application	Assistant to the Clerk	
19/03/2018	The National Allotment Society	Northern Regional Meeting of the National Allotment Society	Assistant to the Clerk	Forwarded to Councillors
19/03/2018	Barclays Bank	New Debit Card	Finance Officer	
19/03/2018	A member of NCC staff	Breach of Data Protection	Town Clerk	
20/03/2018	Northumberland County Council	Planning Application	Assistant to the Clerk	