

06/11/2024

Berwick upon Tweed Town Council Current Year

Order Dates From 05/09/2024 To 06/11/2024

Page 1

15:18

Purchase Order Listing - By Order Number

All Suppliers

< ----Expenditure Allocation--- >

Order No	Date/Month	Supplier Name	Stage	Status	Comm	Item	Title Description	Item Total	Order Value	Code	Centre	Amount
20-151	16/10/2024 (7)	MKM	Posted	Cancelled	Yes	1	timber for benches	67.85	67.85	4500	201	0.00
24-193	05/09/2024 (6)	WH Smith	Posted	Complete	Yes	1	USB Memory Stick	29.99	29.99	4102	103	29.99
24-194	06/09/2024 (6)	Advance Northumberland	Posted	Complete	Yes	1	Meeting Room - Interviews - Chief	285.00	285.00	4007	101	285.00
24-195	09/09/2024 (6)	Yorkshire Trading Co	Posted	Complete	Yes	1	Refuse sacks x 5 - litte picking	8.29	8.29	5200	601	8.29
24-198	10/09/2024 (5)	Viking	Posted	Complete	Yes	1	Yellow A4 paper	22.47	100.14	4102	103	100.14
						2	Black Lever Arch A4	12.45				
						3	Blue Lever Arch A4	44.85				
						4	A4 Pockets pack of 100	20.37				
24-199	10/09/2024 (6)	Post Office	Posted	Complete	Yes	1	Recorded Delivery	3.05	3.05	4101	103	3.05
24-200	11/09/2024 (6)	Mailchimp	Posted	Complete	Yes	1	Essentials 500	10.01	10.01	4252	106	10.01
24-200*	11/09/2024 (6)	Mailchimp	Entered	Complete	Yes	1	Essentials 500	0.01	0.01	4252	106	0.01
24-202	11/09/2024 (5)	Fantasy Prints	Posted	Complete	Yes	1	Newsletter printing - A3 d/sided x	102.21	102.21	4252	106	102.21
24-202*	11/09/2024 (6)	Fantasy Prints	Entered	Complete	Yes	1	Newsletter printing	10.00	10.00	4252	106	10.00
24-204	12/09/2024 (6)	Yorkshire Trading Co	Posted	Complete	Yes	1	Mould & Mildew Blaster Trig	1.49	17.42	4602	202	11.46
						2	Kilrock Moisture Trap	3.99		4508	201	5.96
						3	Tree Ties	5.96				
						4	Tape Gaffa	3.99				
						5	Thick Sponge Scourer (6 pk)	1.99				
24-205	16/09/2024 (6)	HB Editorial Services Ltd	Posted	Complete	Yes	1	Recruitment - Chief Officer Advert	595.00	595.00	4107	103	595.00
24-209	16/09/2024 (6)	Printerland	Posted	Complete	Yes	1	Extra hi capacity black toner	118.42	118.42	4104	103	118.42
24-210	16/09/2024 (6)	Berwick Community Trust	Posted	Complete	Yes	1	Tourism subscription	7,500.00	7,500.00	4905	401	7,500.00
24-211	17/09/2024 (6)	Fantasy Prints	Posted	Complete	Yes	1	Vinyls - ex Iceland shop, Marygate	906.30	906.30	4504	201	906.30
24-215	19/09/2024 (6)	Tweedhill Computers	Posted	Complete	Yes	1	Repair laptop not charging	45.00	45.00	4055	102	45.00
24-216	19/09/2024 (6)	Royal British Legion	Posted	Active	Yes	1	Plain wreath	160.00	160.00	5450	702	160.00
24-217	20/09/2024 (6)	Post Office	Posted	Complete	Yes	1	Recorded Delivery		3.05	4101	103	3.05
						2	Melton BS - update pass book	3.05				
24-221	23/09/2024 (6)	Brunel Engraving	Posted	Complete	Yes	1	Brass Memorial Plaque	31.97	39.92	4500	201	39.92
						2	Delivery	7.95				
24-223	24/09/2024 (6)	Printerland	Posted	Complete	Yes	1	Extra hi capacity Magenta toner	198.00	198.00	4104	103	198.00
24-225	24/09/2024 (6)	Yorkshire Trading Co	Posted	Complete	Yes	1	Chalk to write 'Wet Paint'	1.65	1.65	4500	201	1.65

Continued over page

15:18

Purchase Order Listing - By Order Number

All Suppliers

< ----Expenditure Allocation--- >

Order No	Date/Month	Supplier Name	Stage	Status	Comm	Item	Title Description	Item Total	Order Value	Code	Centre	Amount
24-227	26/09/2024 (6)	Amazon Payments UK	Posted	Complete	Yes	1	Ink Cartridges Multi Pack for Epson	17.07	21.23	4104	103	21.23
						2	Delivery	4.16				
24-228	26/09/2024 (6)	Northumberland County	Posted	Complete	Yes	1	Descents for Freedom Ceremony	140.00	140.00	5402	701	140.00
24-229	26/09/2024 (6)	Yorkshire Trading Co	Posted	Complete	Yes	1	Toilet Rolls (24pk)	6.65	6.65	4004	101	6.65
24-230	26/09/2024 (6)	Screwfix	Posted	Complete	Yes	1	6.35mm mixed screwdriver set 33	16.66	23.23	4502	201	23.23
						2	Adhesive Clear 290ml	6.57				
24-231	26/09/2024 (6)	Screwfix	Posted	Complete	Yes	1	Safety boots black Size 9	42.99	42.99	4603	202	42.99
24-232	27/09/2024 (6)	24/7 Business Support	Posted	Cancelled	Yes	1	Clean office windows	25.00	25.00	4058	102	0.00
24-233	27/09/2024 (6)	24/7 Business Support	Posted	Complete	Yes	1	Service call	65.00	65.00	4109	103	65.00
						2	Archive 'projects@' create					
						3	Change 'town.clerk@' to					
						4	Remove Projects Officer 365					
						5	Create 365 account for Ops					
24-234	27/09/2024 (6)	Colin Renton Window	Posted	Complete	Yes	1	Clean office windows	25.00	25.00	4058	102	25.00
24-235	27/09/2024 (6)	Grant Applications	Posted	Complete	Yes	1	Choices4Growth CIC		2,500.00	5052	501	2,500.00
						2	Part-time emotional support worker	2,500.00				
24-236	27/09/2024 (6)	Grant Applications	Posted	Complete	Yes	1	Berwick Literary Festival		2,500.00	5052	501	2,500.00
						2	Support for the Schools	1,750.00				
						3	Employ temp social media mgr 3	750.00				
24-243	01/10/2024 (6)	Rapid Reaction NE Ltd	Posted	Active	Yes	1	Remembrance First Aid cover	165.00	165.00	5450	702	165.00
24-244	01/10/2024 (6)	PFL AUDIO	Posted	Active	Yes	1	Remembrance PA & Audio Hire	425.00	425.00	5450	702	425.00
24-245	02/10/2024 (7)	HS Direct	Posted	Complete	Yes	1	Safety First Package	1,109.00	1,109.00	4253	106	1,109.00
24-250	03/10/2024 (7)	MKM	Posted	Complete	Yes	1	Council Slab	10.00	10.00	4505	201	10.00
24-251	04/10/2024 (7)	Northumberland County	Posted	Active	Yes	1	Remembrance Sunday		230.00	5450	702	230.00
						2	Barriers litter pick Castlegate War	230.00				
24-252	04/10/2024 (7)	Council HR and	Posted	Complete	Yes	1	Recruitment Chief Officer	2,118.76	2,118.76	4107	103	2,118.76
24-253	04/10/2024 (7)	SLCC Enterprises	Posted	Complete	Yes	1	ILCA - S Robinson	120.00	120.00	4003	101	120.00
24-255	07/10/2024 (7)	Northumberland County	Posted	Complete	Yes	1	Compound at Ramparts 01.10.24 -	625.00	625.00	4607	202	625.00
24-262	08/10/2024 (7)	To be authorised by	Posted	Complete	Yes	1	Mayor's Sunday: flowers, cordial,	27.00	27.00	5405	701	27.00
24-265	11/10/2024 (7)	Mailchimp	Posted	Complete	Yes	1	Essentials 500	10.03	10.03	4252	106	10.03
24-266	15/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	sanding discs	6.98	6.98	4500	201	6.98

Continued over page

15:18

Purchase Order Listing - By Order Number

All Suppliers

< ----Expenditure Allocation--- >

Order No	Date/Month	Supplier Name	Stage	Status	Comm	Item	Title Description	Item Total	Order Value	Code	Centre	Amount
24-267	15/10/2024 (7)	Bryson Electrical Ltd	Posted	Complete	Yes	1	Fire lighting and emergency lighting	818.10	818.10	4057	102	818.10
24-268	16/10/2024 (7)	Safety Signs 4 Less	Posted	Complete	Yes	1	'No Fouling' Sign	18.08	42.00	5200	601	42.00
						2	'No Fouling' Sign	14.23				
						3	'No Fouling' Sign	9.69				
24-269	16/10/2024 (7)	Bryson Electrical Ltd	Posted	Active	Yes	1	ceiling tiles	63.00	63.00	4057	102	63.00
24-270	16/10/2024 (7)	Amazon Payments UK	Posted	Active	Yes	1	algi remover	44.41	44.41	5450	702	44.41
24-271	17/10/2024 (7)	WH Smith	Posted	Complete	Yes	1	Stationery	15.97	77.17	4102	103	15.97
						2	Stamps - Remembrance Sunday	61.20		5450	702	61.20
24-272	18/10/2024 (7)	The Lookout	Posted	Complete	Yes	1	Catering: Mayor's Sunday (58	966.67	966.67	5405	701	966.67
24-273	18/10/2024 (7)	24/7 Business Support	Posted	Complete	Yes	1	Create new email account: Cllr P	65.00	65.00	4109	103	65.00
24-274	16/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	sanding discs	34.92	34.92	4500	201	34.92
24-275	16/10/2024 (7)	Amazon Payments UK	Posted	Active	Yes	1	coffee for office	5.00	5.00	4003	101	5.00
24-276	21/10/2024 (7)	Northumberland County	Posted	Complete	Yes	1	Licence for Compound 01.07.24 -	281.00	281.00	4607	202	281.00
24-277	16/10/2024 (7)	MKM	Posted	Active	Yes	1	timber for spittal pavilion	87.15	87.15	4500	201	87.15
24-278	22/10/2024 (7)	Grant Applications	Posted	Complete	Yes	1	South East Northumberland Rail		500.00	5052	501	500.00
						2	Website hosting, maintenance and	256.00				
						3	Newsletter printing	170.00				
						4	New campaign leaflet	74.00				
24-279	16/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	spray paint, gloves and paint	55.78	55.78	4500	201	55.78
24-280	16/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	cable ties	14.99	14.99	4508	201	14.99
24-281	23/10/2024 (7)	The IT Bay (Ikonix)	Posted	Complete	Yes	1	Lenovo Think Book for Chief	816.66	816.66	4055	102	816.66
24-282	24/10/2024 (7)	Amazon Payments UK	Posted	Complete	Yes	1	A4 window sign holder - pack of 5	49.86	49.86	4057	102	49.86
24-283	25/10/2024 (7)	Yorkshire Trading Co	Posted	Complete	Yes	1	Toilet rolls (24pk) x 2	13.31	13.31	4004	101	13.31
24-284	16/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	brackets for benches	31.24	31.24	4500	201	31.24
24-285	16/10/2024 (7)	MKM	Posted	Complete	Yes	1	timber for benches	67.85	67.85	4500	201	67.85
24-286	16/10/2024 (7)	Flannigan Skip Hire	Posted	Complete	Yes	1	skip hire	165.00	165.00	4508	201	165.00
24-287	16/10/2024 (7)	Keith J Thomas Premier	Posted	Complete	Yes	1	locate and implement picnic Tables	3,558.00	3,558.00	4500	201	3,558.00
24-288	16/10/2024 (7)	Keith J Thomas Premier	Posted	Complete	Yes	1	Additional work needed on benches	298.00	298.00	4500	201	298.00
24-289	28/10/2024 (7)	Greaves West & Ayre -	Posted	Complete	Yes	1	Payroll for quarter ended 30 Sept		315.00	4000	101	105.00
						2	Processing charges	315.00		4609	202	105.00

Continued over page

15:18

Purchase Order Listing - By Order Number

All Suppliers

< ----Expenditure Allocation--- >												
Order No	Date/Month	Supplier Name	Stage	Status	Comm	Item	Title Description	Item Total	Order Value	Code	Centre	Amount
										4614	202	105.00
24-290	01/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	supplies for bench main	40.10	40.10	4500	201	40.10
24-291	29/10/2024 (7)	Colin Renton Window	Posted	Complete	Yes	1	Clean office windows	25.00	25.00	4058	102	25.00
24-292	29/10/2024 (7)	To be authorised by	Posted	Complete	Yes	1	Chief Off Interview - Travel &	200.00	200.00	4004	101	200.00
24-293	29/10/2024 (7)	To be authorised by	Posted	Complete	Yes	1	Chief Off Interview - Travel	243.50	243.50	4004	101	243.50
24-294	01/10/2024 (7)	Viking	Posted	Complete	Yes	1	office deviders and supplies	353.59	353.59	4057	102	268.00
										4102	103	85.59
24-295	01/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	supplies for wardens	364.06	364.06	4603	202	364.06
24-296	01/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	supplies for benches	101.65	101.65	4500	201	101.65
24-297	01/10/2024 (7)	FABVENT	Posted	Complete	Yes	1	decommision of the splashpark	125.00	125.00	4753	302	125.00
24-298	01/10/2024 (7)	FABVENT	Posted	Complete	Yes	1	replace damaged pannel bus	335.00	335.00	4502	201	335.00
24-299	31/10/2024 (7)	Rotary Club of Berwick-	Posted	Complete	Yes	1	Road closure for Christmas Market	500.00	500.00	5052	501	500.00
24-300	01/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	ear defenders	44.99	44.99	4603	202	44.99
24-301	01/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	wood filler	26.65	26.65	4500	201	26.65
24-302	01/10/2024 (7)	Screwfix	Posted	Complete	Yes	1	drill bits for bench repairs	27.60	27.60	4500	201	27.60
24-303	01/10/2024 (7)	MKM	Posted	Active	Yes	1	slabs for bins	26.97	26.97	4500	201	26.97
24-304	01/10/2024 (7)	Kompan Scotland Ltd	Posted	Active	Yes	1	Seesaw Flagstaff	4,461.27	4,461.27	4701	301	4,461.27
24-305	05/11/2024 (7)	Fantasy Prints	Posted	Active	Yes	1	Newsletter Printing November	210.00	210.00	4252	106	210.00
24-306	01/10/2024 (7)	NBB Recycled Furniture	Posted	Active	Yes	1	Bins for Marygate	790.00	790.00	4505	201	790.00
24-307	01/10/2024 (7)	Screwfix	Posted	Active	Yes	1	screws for tree supports	19.98	19.98	4508	201	19.98
24-308	01/10/2024 (7)	Amazon Payments UK	Posted	Active	Yes	1	tree ties	36.20	36.20	4508	201	36.20
24-309	01/10/2024 (7)	Currys	Posted	Active	Yes	1	5 Monitors for Office	375.83	375.83	4055	102	375.83
								37,074.68	37,074.68			36,981.83