



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

DATE: 29 June 2020

You are summoned to attend a video conference live event of

FINANCE COMMITTEE

to be virtually via Microsoft Teams video conference on

Monday 29 June 2020, 2.15pm

COMMITTEE MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Hawkins	East Ward	Cllr. Shepherd	East Ward

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

Mrs V. Tunnadine, Town Clerk

The Town Council resolved from 20 May 2020, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

AGENDA FOR THE MEETING OF FINANCE COMMITTEE

29 JUNE 2020

PART I

1. Apologies for Absence

Receive apologies from members.

2. Declaration of Interests and Requests for Dispensations

Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

ADVICE NOTE:

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Interim Monitoring Officer at least 24 hours in advance of the meeting.

3. Public Participation

Receive any questions or representations which have been received from members of the public.

ADVICE NOTE:

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

4. EXCLUDED ITEM: Public Bodies (Admission to Meetings) Act 1960

Consider whether any matters should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context.

5. Budgetary Control Statement 2020/21: 31 May 2020

Review and approve the budgetary control statement for the period to 31 May 2020.

6. Payments for Approval

- a) Note that prior to the meeting Cllr Kenyon and Cllr Shepherd will access the Electronic Banking System to reconcile the monthly report of all payments made for the relevant period and will then recommend for approval that each payment aligned with the invoices.
- b) Approve and record the monthly report of payments for May 2020.

7. Bank Reconciliation

Approve and sign the bank reconciliation as at 31 May 2020.

8. Investments CCLA

Note that a transfer of £300,000 has been made from the HSBC account to the CCLA Investment Fund.

9. Next Meeting

Note the next meeting will take place on Monday 21 September 2020 at 6.00pm, Virtual, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

Next Meeting PART II

Private Section

There are no further items in this part of the Agenda.

**FOR THE ATTENTION OF ALL MEMBERS OF
THE FINANCE COMMITTEE
AND FOR INFORMATION TO ALL REMAINING MEMBERS
OF THE TOWN COUNCIL**

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website:

www.penrithtowncouncil.co.uk

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk.



Penrith Town Council

BUDGETARY CONTROL STATEMENT: TWO MONTHS ENDED 31 MAY 2020

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
454,233	454,233	Council Tax	75,706	75,706	0
7,829	7,829	EDC - CTRS Grant	1,305	1,305	0
		Other Income:			
500	500	Investment Income	83	219	136
10	10	Miscellaneous Income	2	0	(2)
462,572	462,572	TOTAL INCOME	77,096	77,230	134
		EXPENDITURE			
		PLANNING COMMITTEE:			
0	0	Officer Support	0	273	(273)
15,000	15,000	Planning Consultancy	1,000	0	1,000
0	0	Consultation	0	79	(79)
15,000	15,000	Planning Committee Total	1,000	352	648
		CCEG COMMITTEE:			
		Town Projects:			
30,000	30,000	Town Projects	5,000	5,052	(52)
0	0	Covid-19 Response	0	6,024	(6,024)
30,000	30,000		5,000	11,076	(6,076)
		Arts & Entertainment:			
5,000	5,000	Officer Support	833	0	833
7,500	7,500	Arts & Cultural Strategy	0	0	0
30,000	30,000	Events Grants	5,000	3,609	1,391
42,500	42,500		5,833	3,609	2,224
		Environment:			
15,500	15,500	Greening	1,550	603	947
32,000	32,000	Community Grants	5,333	0	5,333
		Corporate Communications:			
15,000	15,000	Community Engagement	2,500	38	2,462
1,830	1,830	Press Support	305	0	305
0	0	Youth Advisory Panel	0	0	0
16,830	16,830		2,805	38	2,767
136,830	136,830	CCEG Committee Total	20,521	15,326	5,195
		FINANCE COMMITTEE:			
		Staffing:			
174,900	174,900	Salaries	28,029	28,025	4
15,420	15,420	National Insurance	2,471	2,453	18
30,980	30,980	Superannuation	4,964	4,967	(3)
950	950	Staff Training	158	190	(32)
3,000	3,000	Conferences	500	0	500
700	700	Staff Expenses	117	51	66
225,950	225,950		36,239	35,686	553

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		Accommodation:			
8,250	8,250	Rent	1,375	1,250	125
1,900	1,900	Heat, Light & Water	317	240	77
670	670	Service Charges	112	109	3
230	230	Room Hire	38	0	38
380	380	Insurances	63	70	(7)
(50)	(50)	Letting Income	(8)	0	(8)
11,380	11,380		1,897	1,669	228
		Civic Functions:			
400	400	Civic Functions	67	0	67
700	700	Mayoral Expenses	117	0	117
300	300	Deputy Mayor's Expenses	50	0	50
100	100	Civic Regalia	17	51	(34)
1,500	1,500		251	51	200
		Cost of Democracy:			
2,020	2,020	Members' Training	337	0	337
200	200	Members' Expenses	33	0	33
200	200	Notice/Honours Board	33	0	33
2,420	2,420		403	0	403
20,000	20,000	IT	3,333	3,382	(49)
2,050	2,050	Website	342	3,080	(2,738)
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(233)	(233)	0
1,550	1,550	Allotments	258	(75)	333
975	975	War Memorial	163	87	76
1,080	1,080	Benches	180	(70)	250
8,550	8,550	Bus Shelters	8	(122)	130
300	300	Bandstand	50	192	(142)
250	250	Musgrave Monument	42	(58)	100
(2,110)	(2,110)	Fairhill Park	(352)	(249)	(103)
1,200	1,200	Toilets	200	0	200
1,500	1,500	Play Areas	250	0	250
1,175	1,175	Coronation Gardens	195	0	195
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
9,500	9,500	Fairhill Site Improvements	(4,799)	(2,169)	(2,630)
4,000	4,000	Thacka Glen	667	0	667
300	300	Signage, etc	50	1,000	(950)
8,400	8,400	Community Caretaker	1,400	991	409
11,074	11,074	Contribution to/(from) Devolution Reserve	0	0	0
46,344	46,344		(1,921)	(706)	(1,215)
		Other Overheads:			
2,350	2,350	Printing, Postage & Stationery	392	300	92
1,700	1,700	Audit Fees	283	215	68
3,700	3,700	Insurance	617	611	6
100	100	Bank Charges & Interest	17	7	10
3,500	3,500	Accountancy Fees	417	400	17
3,400	3,400	Legal Fees	567	56	511
730	730	Licences	122	0	122
2,000	2,000	Subscriptions	333	494	(161)
17,480	17,480		2,748	2,083	665
8,000	8,000	Repairs & Renewals	500	0	500
335,124	335,124	Finance Committee Total	43,792	45,245	(1,453)
4,500	4,500	Contingency	750	0	750
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
491,454	491,454	TOTAL EXPENDITURE	66,063	60,923	5,140
(28,882)	(28,882)	INCREASE/(DECR) IN GENERAL RESERVE	11,033	16,307	5,274

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		RESERVES:			
		General Reserve:			
184,170	184,170	Balance brought forward 1 April 2020	184,170	236,149	51,979
(28,882)	(28,882)	Increase/(decrease) in year	11,033	16,307	5,274
155,288	155,288	Balance carried forward	195,203	252,456	57,253
		Devolution Reserve:			
100,279	100,279	Balance brought forward 1 April 2020	100,279	101,059	780
11,074	11,074	Contribution from/(to) 2020/21 Budget	0	0	0
111,353	111,353	Balance carried forward	100,279	101,059	780
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2020	50,000	50,000	0
0	0	Contribution from/(to) 2020/21 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
316,641	316,641	TOTAL RESERVES	345,482	403,515	58,033



Penrith Town Council

BALANCE SHEET AS AT 31 MAY 2020

	£	£
Investments		
Penrith Building Society	85,673	
Cumberland Building Society	84,999	
CCLA Public Sector Deposit Account	<u>173,860</u>	
		344,532
Current Assets		
Debtors	413	
Debtor - VAT	5,254	
Prepayments	6,730	
HSBC Bank Account	<u>464,601</u>	
	476,998	
Current Liabilities		
Creditors	1,000	
Accruals	13,016	
Payroll Control	7,222	
Receipts in Advance	<u>396,777</u>	
	418,015	
Net Current Assets		58,983
		<u>403,515</u>
Represented by:		
Reserves		
General Reserve		252,456
Devolution Reserve		101,059
Acquisitions Reserve		50,000
		<u>403,515</u>



Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

Mrs V M Tunnadine
Penrith Town Council
Unit 1
Church House
19-24 Friargate
Penrith, Cumbria
CA11 7XR



Account Summary

Opening Balance	512,405.81
Payments In	3,105.90
Payments Out	50,895.34
Closing Balance	464,616.37

3 May to 2 June 2020

International Bank Account Number
GB64HBUK40361021582240

Branch Identifier Code
HBUKGB4148T

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
40-36-10 21582240 84

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
02 May 20	BALANCE BROUGHT FORWARD			512,405.81
04 May 20	CR PUBLIC SECTOR DEPO		55.89	
	BP JEAN AIREY			
	PENRITH TOWN COUNC	200.00	INV 11	
	BP CUMBRIA ASSOCIATIO			
	SUB 20/21 PTC	1,317.06	INV 13	510,944.64
05 May 20	VIS INT'L 0089999794 www.bizay.co.uk			
	INTERNET	158.27	CCR 03	510,786.37
09 May 20	DR TOTAL CHARGES TO 17APR2020	10.40		510,775.97
	SUPPORT INFO 1			
11 May 20	BP CAME & COMPANY 15165541	3,685.50	INV 16	
	BP KTD			
	K126324	1,782.00	INV 17	
	BP KTD			
	K126325	1,914.00	INV 18	
	BP KTD			
	K126345	58.50	INV 19	
	BP KTD			
	K126344	104.70	INV 20	
	BP KTD			
	K126364	52.80	INV 21	
	BP AMEY			
	90787320	469.38	INV 22	
	BP BEACON FIRE			
	PTC INV 49728	36.12	INV 15	502,672.97
	BALANCE CARRIED FORWARD			502,672.97

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

3 May to 2 June 2020

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
40-36-10 21582240 85

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
12 May 20	BP BALANCE BROUGHT FORWARD KOMPAN			502,672.97
	PTC INV 206983	9,821.08	INV 14	492,851.89
13 May 20	BP KOMPAN PTC INV 206983	9,821.08	INV 14	483,030.81
15 May 20	DD BRITISH GAS TRADIN	SUPPORT INFO 2 9.76		483,021.05
19 May 20	BP HMRC PAYE/NIC CUMB 475PK00871578	SUPPORT INFO 3 4,141.54		
	BP CUMBRIA LOCAL GOVT PENRITH TOWN COUNC	SUPPORT INFO 4 3,461.23		
	BP BAG IT DONT BIN IT PENRITH TOWN COUNC	423.60	INV 23	
	BP LOWTHER FORESTRY PEN13 26373	414.00	INV 24	
	BP HEATONS OFFICE SOL PENRITH TOWN COUNC	1,510.22	INV 25	473,070.46
20 May 20	BP KTD K126462	187.20	INV 26	472,883.26
21 May 20	CR CUMBRIA C F BP CUMBRIA ASSOCIATIO CA692		3,000.00	
	BP RURAL SERVICES PAR RTG2052	17.00	INV 27	
	BP B BIDS LTD INV 1669	180.00	INV 28	
	BP AMEY 90788169	120.00	INV 29	
		240.00	INV 30	475,326.26
22 May 20	VIS INT'L 0062393023 ADOBE ACROPRO SUBS ADOBE.LY/BILL	SUPPORT INFO 5 15.17		475,311.09
26 May 20	DD NEW STAR NETWORKS	SUPPORT INFO 6 209.05		475,102.04
27 May 20	BP P FOOTE PENRITH TOWN COUNC	592.87	SALARY	474,509.17
28 May 20	BP VIVIEN TUNNADINE PENRITH TOWN COUNC	2,938.30	SALARY	
	BP CAROL GREY PENRITH TOWN COUNC	1,300.20	SALARY	
	BP ROSALYN RICHARDSON PENRITH TOWN COUNC	1,300.20	SALARY	
	BP ANNA MALINA PENRITH TOWN COUNC	1,314.22	SALARY	
	BP IAN PARKER PENRITH TOWN COUNC	2,462.52	SALARY	
	BP JOHN JONES PENRITH TOWN COUNC	592.87	SALARY	464,600.86
	BP BALANCE CARRIED FORWARD			464,600.86

Jean Airey

CODE 7820
Audit fees

Mrs V Tunnadine
Town Clerk
Council Office
19-24 Friargate
Penrith
CA11 7XR

22nd April 2020

INVOICE

To undertaking the Internal Audit for the conclusion of the financial year ending 31st March 2020
Period 1st December 2020 – 31st March 2020
To submitting the required report.
To completing the Annual Governance and Accountability Return(AGAR)
Annual Internal Audit Report 2019/2020

SUBT CODE 09 - 01 - 28

ACC NUM 4547 4276 0170 0849 (santander)

£200.00

ACC NAME Jean Airey

RECEIVED 23 APR 2020

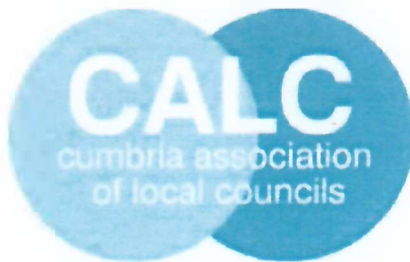
CHECKED 23 APR 2020

E-MAILED 30 APR 2020

*Made
Jard*

63 Trinity Way, Keswick, Cumbria CA12 4HZ
T: 017687 72465 E: gdairey25@gmail.com

CODE 7870
SUBSCRIPTIONS



Fire and Rescue Service Headquarters
Carleton Avenue
Penrith
Cumbria, CA10 2FA

01768 812663
office@calc.org.uk

April 2020

Ms Viv Tunnadine
Clerk
Penrith TC
Unit 1, Church House
19-24 Friargate
PENRITH
CA11 7XR

RECEIVED 27 APR 2020

CHECKED 27 APR 2020

E-MAILED 30 APR 2020

Janet

Dear Colleague,

ANNUAL SUBSCRIPTION 2020/21

I would like to thank your Council for its valued membership of the Cumbria Association of Local Councils over the past year. Annual subscriptions to the Association for 2020/21 are now due.

The subscription for your Council is made up of two payments, one to the Cumbrian Association of Local Councils (CALC) and one to the National Association of Local Councils (NALC). Each portion of the subscription fee is itemised separately. The NALC portion of the fee for 2020/21 is calculated at 7.2p per elector and the CALC portion is calculated in proportion to the square root of your electorate.

For 2020/21 your CALC/NALC subscription fee is: **£1,317.06**

This sum is made up of:
NALC subscription at £914.47
CALC subscription at £402.59

Please note that a member council cannot be a member of CALC without being a member of NALC and vice versa.

Could you please put this membership subscription request before the next meeting of your Council so that continuation of membership can be authorised for payment? I enclose a note as a reminder of the benefits of CALC membership.

You may pay us by cheque at the address shown at the top of this letter or alternatively pay by BACS as follows: Cumbria Local Councils Association, HSBC, A/C: 31300393, Sort Code: 40-36-10.

President: Cllr David Graham

Chairman: Cllr Sue Castle-Clarke

Chief Officer: Samantha Bagshaw

www.calc.org.uk



CODE 7830

INSURANCE

Mrs Viv Tunnadine
Penrith Town Council
Council Office
First Floor, Parish Centre
St Andrew's Place
Penrith
Cumbria
CA11 7XX

INVOICE

Date: 29th April 2020

Client Reference: 15165541

Type of Policy	Insurer	Insurer Pol No.	Policy Term	Premium(£)
Local Council Scheme	Pen	RGBDX6962034	18/05/2020 to 17/05/2021	£3,245.98
Sub Total				£3,245.98
Total Fees				£50.00
IPT at the prevailing rate				£389.52
TOTAL				£3,685.50

Payment Options

Notes

BACS Payment

If you'd like to pay by bank transfer, please send your payment to :

Bank : Lloyds
Sort Code : 30-80-12
Account : 19511668
Reference: Please quote 15165541

Cheque

Please make your cheque payable to Came & Company with 15165541 noted on the reverse

Please post them to;
Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY

RECEIVED 01 MAY 2020

CHECKED 01 MAY 2020

E-MAILED 06 MAY 2020



Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
T: 01483 462860
E: local.councils@cameandcompany.co.uk
www.parishinsurance.co.uk



CODE 7510
making sense of IT website

T: 01539 733288

W: www.ktdonline.com

E: sales@ktdonline.com

Account Name

PENRITH TOWN COUNCIL
UNIT 1 CHURCH HOUSE
19-24 FRIARGATE
PENRITH
CUMBRIA
CA11 7XR

Delivery Address

Document No K126324

Date / Tax point 29Apr20

Page 1 / 1

Rep No K50

Our Reference 515038

Your Order No

Account No

K17046

INVOICE

<u>Product Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Goods Value</u>	<u>VAT</u>
BSWWEBDEV	WEB DEVELOPMENT	1	EACH	1,485.00	£1,485.00	A

WEB CHANGES TO PENRITHTOWNCOUNCIL.CO.UK

TO UPDATE THE PENRITH TOWN COUNCIL WEBSITE WITH A CLIMATE CHANGE SECTION
RESEARCH ON EXISTING SITE
UPDATE CURRENT HOME PAGE LAYOUT TO ACCOMMODATE NEW SECTION
DESIGN AND DRAW THE ICON TO BE USED WITH THE NEW SECTION
LOCAL IMPLEMENTATION AND TESTING
IMPLEMENTING MOBILE COMPATIBILITY
LIVE IMPLEMENTATION
TESTING FUNCTIONALITY AND MOBILE CONNECTIVITY

RECEIVED 01 MAY 2020

CHECKED 01 MAY 2020

E-MAILED 06 MAY 2020

John

VAT Codes: A = 20.00 % X = Exempt
Z = Zero Rate

Goods £1,485.00
VAT £297.00
Invoice **£1,782.00**

Customer VAT number

Please send payment via BACS to Natwest sort code 53-61-07, a/c no 24001953 or remit to the above address.

Title to all goods and services supplied shall remain vested in Aindale Business Management Services Ltd (Aindale) and shall not pass to you the client until the purchase price for the above goods and services has been paid in full and received by Aindale. Goods supplied may also be used in lien against any debt or other unpaid amounts supplied by Aindale.

PAYMENT TERMS: 30 DAYS END OF MONTH

75738

A Division of Aindale Business Management Services Ltd,
Registered Office 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED
Registered No. 1871557, VAT Reg No. 399 4569 74
EORI No. GB399456974000

Microsoft Partner Network





CODE 7510
webs.te

T: 01539 733288

W: www.ktdonline.com

E: sales@ktdonline.com

Account Name

PENRITH TOWN COUNCIL
UNIT 1 CHURCH HOUSE
19-24 FRIARGATE
PENRITH
CUMBRIA
CA11 7XR

Delivery Address

Document No K126325

Date / Tax point 29Apr20

Page 1 / 1

Rep No K50

Our Reference 514380

Your Order No

VIV TUNNADINE

Account No

K17046

INVOICE

<u>Product Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Goods Value</u>	<u>VAT</u>
BSWWEBDEV	WEB DEVELOPMENT	1	EACH	1,595.00	£1,595.00	A

COOKIE CONSENT - PENRITHTOWNCOUNCIL.CO.UK

RECEIVED 01 MAY

CHECKED 01 MAY 2020

E-MAILED 06 MAY 2020

Janika

VAT Codes: A = 20.00 % X = Exempt
Z = Zero Rate

Goods £1,595.00
VAT £319.00
Invoice **£1,914.00**

Customer VAT number

Please send payment via BACS to Natwest sort code 53-61-07, a/c no 24001953 or remit to the above address.

Title to all goods and services supplied shall remain vested in Aindale Business Management Services Ltd (Aindale) and shall not pass to you the client until the purchase price for the above goods and services has been paid in full and received by Aindale. Goods supplied may also be used in lien against any debt or other unpaid amounts supplied by Aindale.

PAYMENT TERMS: 30 DAYS END OF MONTH

75739



A Division of Aindale Business Management Services Ltd.
Registered Office 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED
Registered No. 1871557, VAT Reg No. 399 4569 74
EORI No. GB399456974000



T: 01539 733288

W: www.ktdonline.com

E: sales@ktdonline.com

IT

Account Name

PENRITH TOWN COUNCIL
UNIT 1 CHURCH HOUSE
19-24 FRIARGATE
PENRITH
CUMBRIA
CA11 7XR

Delivery Address**Document No** K126344**Date / Tax point** 30Apr20**Page** 1 / 1**Rep No** K39**Our Reference****Your Order No**

Mrs Viv Tunnadine

Account No

K17046

INVOICE

<u>Product Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Goods Value</u>	<u>VAT</u>
ANTI-SPAM SERVICES						
MSS-SN25	SPAMSTORE STD 25 USER	1	EACH	87.25	£87.25	A
PENRITHTOWNCOUNCIL.CO.UK						
COVER	27/05/20 - 26/08/20	1	EACH			A

RECEIVED 04 MAY 2020

CHECKED 04 MAY 2020

E-MAILED 03 MAY 2020



VAT Codes: A = 20.00 % X = Exempt
Z = Zero Rate

Goods £87.25
VAT £17.45
Invoice **£104.70**

Customer VAT number

Please send payment via BACS to Natwest sort code 53-61-07, a/c no 24001953 or remit to the above address.

Title to all goods and services supplied shall remain vested in Aindale Business Management Services Ltd (Aindale) and shall not pass to you the client until the purchase price for the above goods and services has been paid in full and received by Aindale. Goods supplied may also be used in lien against any debt or other unpaid amounts supplied by Aindale.

PAYMENT TERMS: 14 DAYS

75757

A Division of Aindale Business Management Services Ltd.
Registered Office 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED
Registered No. 1871557, VAT Reg No. 399 4569 74
EORI No. GB399456974000


Microsoft Partner Network




T: 01539 733288

W: www.ktdonline.com

E: sales@ktdonline.com

Account Name

PENRITH TOWN COUNCIL
 UNIT 1 CHURCH HOUSE
 19-24 FRIARGATE
 PENRITH
 CUMBRIA
 CA11 7XR

Delivery Address**Document No** K126364**Date / Tax point** 30Apr20**Page** 1 / 1**Rep No** K50**Our Reference** 514939**Your Order No****Account No**

K17046

INVOICE

<u>Product Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Goods Value</u>	<u>VAT</u>
1X MICROSOFT CORDLESS KB & MOUSE SET FOR ROS						
HSOM3050KM	M/S W/LESS D/T 3050 K/B/MS BLK	1	EACH	44.00	£44.00	A
BUILDNC	ROSALYN	1	EACH			A

RECEIVED 04 MAY 2020

CHECKED 04 MAY 2020

E-MAILED 5 MAY 2020

VAT Codes: A = 20.00 % X = Exempt
 Z = Zero Rate

Goods	£44.00
VAT	£8.80
Invoice	£52.80

Customer VAT number

Please send payment via BACS to Natwest sort code 53-61-07, a/c no 24001953 or remit to the above address.

Title to all goods and services supplied shall remain vested in Aindale Business Management Services Ltd (Aindale) and shall not pass to you the client until the purchase price for the above goods and services has been paid in full and received by Aindale. Goods supplied may also be used in lien against any debt or other unpaid amounts supplied by Aindale.

PAYMENT TERMS: 30 DAYS END OF MONTH

75778



A Division of Aindale Business Management Services Ltd,
 Registered Office 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED
 Registered No. 1871557, VAT Reg No. 399 4569 74
 EORI No. GB399456974000





Invoice

Email: accountsreceivable@amey.co.uk

Invoice To:

Account Number: 406250/4000/4000

Penrith Town Council
Unit 1 Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

Information

VAT No: GB813047950
Invoice Number: 90787320
Invoice Date: 30/04/2020
Bill to Party No.: 406250/4000
Customer Order No: April 2020
Customer Order Dt: 30/04/2020
Sales Order Number: 649505

Payment Terms: 30 days after invoice date

Invoice Details

Item	Description	Quantity	Unit	Unit Price	Curr	VAT Rate	Net Amount	VAT	Gross Amount
0010	Labour (hours) <i>Caretaker duties April 2020</i>	25.00	PU	15.37	GBP	20.00	384.25	76.85	461.10
0020	Mileage	15.00	PU	0.46	GBP	20.00	6.90	1.38	8.28
Total Amount Due					GBP		391.15	78.23	469.38

RECEIVED 01 MAY 2020

CHECKED 01 MAY 2020

E-MAILED 06 MAY 2020

Page 1 of 1

If paying by cheque, please write the invoice number(s) on the back of the cheque and send to:

Accounts Receivable
Enterprise Managed Services Ltd
The Sherard Building
Edmund Halley Road
Oxford OX4 4DQ

Account Number: 406250/4000
Invoice Date: 30/04/2020
Invoice Number: 90787320
Total Amount Due: 469.38

If you wish to pay electronically, please phone **01865 713539** for details.

Beacon Fire Protection Limited

Unit 6B Redhills Business Park
Penrith
Cumbria
CA11 0DT

Invoice

Company VAT Reg.	Tax Date	Invoice No
734719419	28/04/2020	49728

Invoice To
FAO Ian Parker Penrith Town Council Church House 19-24 Friargate Penrith Cumbria CA11 7XR

Here at Beacon Fire Protection Ltd we take privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

P.O. No.	Terms	Eng	Account No.
2020-21-04	Due on receipt	PD	PENRI037

Item	Description	Qty	Unit Price	Amount
SVSC1	Fire Extinguisher Service Charge		25.00	25.00
Tags	Tamper Tags	2	0.85	1.70
OR2A	O-Ring Discharge Hose	1	1.70	1.70
Washer2A	2KG Co2 Horn Washer	1	1.70	1.70
SVFB1	Fire Blanket Checked	1	0.00	0.00

RECEIVED 28 APR 2020

CHECKED 28 APR 2020

E-MAILED 29 APR 2020

Jarker

All equipment remains the property of Beacon Fire Protection Limited until full payment has been made.

Please note that late payment will be subject to the Late Payment of Commercial Debts (Interest) Act 1998 as Amended and Supplemented by the Late Payment of Commercial Debts Regulations 2002 & Additional Admin Fees.

Goods are sold & services supplied in accordance with our terms and conditions of sale, a copy of which is available on request.

Payment can be made by cheque, BACS, cash, or card payments over the phone.
Bank details: Sort Code 60 16 21 Account Number 79432514

Queries must be reported within 14 days of invoice date.

Subtotal £30.10

VAT Total £6.02

Total £36.12

New Bank Details
Sort Code 60-16-21
Account Number 79432514

RECEIVED 27 APR 2020

CHECKED 27 APR 2020

E-MAILED 30 APR 2020

Jan Pa


Page 1 of 3

Ian Parker
Penrith Town Council
Church House
19-23 Friargate
Penrith
CA11 7XR

Sales - Invoice

Invoice No. 206983
Invoice to Customer No. 200844
Order No. SO16677
Document Date 21-04-2020
Due Date 21-05-2020

CODE

7635

Salesperson Paul Taylor
E-Mail pautay@kompan.com
Office Phone No. 07764 365668

Customer Order No. FAIRHILL PLAYING FIELD
Customer Order No. Fairhill Play Area

Project Name TENDER: Fairhill Playing Field

Item No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
	Equipment					
M18601-01P	KOMPAN Home Multi Seesaw Inground 40cm	1	Pieces	3,130.00	30.00	2,191.00
INSTALLATION	Installation - M18601-01P KOMPAN Home Multi Seesaw		Pieces	625.00		
GXY916000-3417	KOMPAN Supernova Inground 60cm, colour night sky blue	1	Pieces	3,780.00	30.00	2,646.00
INSTALLATION	Installation - GXY916000-3417 KOMPAN Supernova		Pieces	590.00		
KSW90045-0909	KOMPAN Swing Frame, 2.5m high c/w 2 flat seats & 1 nest 100mm dia. nest, steel, inground 90cm	1	Pieces	2,700.00	30.00	1,890.00
INSTALLATION	Installation - KSW90045-0909 KOMPAN Swing Frame, 2.5m high c/w 2 flat seats		Pieces	820.00		
PCM112401-CUSTOM	PCM112401 Custom Variant 20070606	1	Pieces	6,290.00	30.00	4,403.00
INSTALLATION	Installation - PCM112401-CUSTOM PCM112401 Custom Variant		Pieces	1,293.00		
GXY957000-3817	KOMPAN Saturn Carousel Inground 90cm	1	Pieces	4,100.00	30.00	2,870.00
INSTALLATION	Installation - GXY957000-3817 KOMPAN Saturn Carousel		Pieces	663.00		
SC-FAHR PANEL	FAHR Panel Games Water Cycle Panel 1800mm x 800mm FIWACY3	1	Pieces	295.00		295.00
SC-FAHR PANEL	FAHR Panel Games What time Is It Panel 1800mm x800mm	1	Pieces	195.00		195.00
SC-FAHR	FAHR Posts 100x100m x 1550mm Recycled Square Plastic Post	4	Pieces	64.00		256.00
SC-INSTALLATION	Installation of FAHR Play Panels		Pieces	188.00		
SC-EASIGNF	EA Playgrnd Sign, 400mm x 400mm, screen printed aluminium		Pieces	150.00		
INSTALLATION	Installation - SC-EASIGNF EA Playgrnd Sign, 400mm x 400mm,		Pieces	145.00		

KOMPAN Scotland Ltd | Quarrywood Court | Livingston, EH54 6AX | Scotland | Office Phone No. 01506 442266
E-Mail kompan.scotland@kompan.com | www.kompan.com

Company Registration No. SC127228 | VAT Registration No.553320274
(Nordea | Bank Account No. 44261301 | Bank Branch No. 40 48 78)

Sales - Invoice

Ian Parker
Penrith Town Council
Church House
19-23 Friargate
Penrith
CA11 7XR

Invoice No. 206983
Invoice to Customer No. 200844
Order No. SO16677
Document Date 21-04-2020
Due Date 21-05-2020

Salesperson Paul Taylor
E-Mail pautay@kompan.com
Office Phone No. 07764 365668

Customer Order No. FAIRHILL PLAYING FIELD
Customer Order No. Fairhill Play Area

Project Name TENDER: Fairhill Playing Field

Item No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
SC-AP50-2800	EA Post for Sign, 50mm dia. Galvanised post, 3m long Groundworks		Pieces	93.00		
SC-REMOVE13	Excavate & dispose 1.2m fence To be removed and sat to the side.		Metre	20.30	5.00	
SC-REMOVE04	Excavate & dispose gate		Pieces	101.60	5.00	
SC-REMOVE08	Excavate & dispose swing, per swing bay		Pieces	320.30	5.00	
SC-INSTALL LANDSCAPE	Supply MOT Type 1		Pieces	14.06		
SC-INSTALL LANDSCAPE	Excavate New Areas, Type 1 & Edging Hire of Plant, 5 Days Labour		Pieces	4,071.00	7.00	
SC-BITMAC	Bitmac Surfacing Safer Surfacing		Squ. Metre	83.33		
SC-WETPOUR	EPDM Wetpour Safer Surfacing, supply & lay Fencing		Squ. Metre	54.00	2.30	
SC-IAEBT2.7X1.0PC	IAE Playspec Bow Top Fence, 1.0m high, 2.7m wide 12mm bar, 96mm centers, PPC BLUE		Pieces	115.20		
SC- IAEPG1000PCHC	IAE single leaf Prosafe pedestrian gate 1.0m high, PPC coated, hydraulic closer YELLOW		Pieces	805.29		
SC-IAEPOST1.0PC	IAE Post 50mm x 50mm x 1.0m high, PPC coated BLUE		Pieces	27.49		
SC-FENCE04	Install pedestrian gate		Pieces	148.40		
SC-FENCE03	Install bow top fencing		Metre	26.60	5.00	
FREIGHT	Equipment Delivery Charge Preliminaries	1	Pieces	1,622.46		1,622.46
SC-CDMHERAS	Heras site security fencing		Pieces	300.00		
				Total Excl. VAT		16,368.46
					20% VAT	3,273.69
				Total Incl. VAT		19,642.15

Payment Terms Net 30 days

KOMPAN Scotland Ltd | Quarrywood Court | Livingston, EH54 6AX | Scotland | Office Phone No. 01506 442266
E-Mail kompan.scotland@kompan.com | www.kompan.com

Company Registration No. SC127228 | VAT Registration No. 553320274
(Nordea | Bank Account No. 44261301 | Bank Branch No. 40 48 78)



BIDBI Proforma Invoice

SALES ORDER

Page 1

Invoice To : Penrith Town Council Unit 1 Church House 19-24 Friargate Penrith Cumbria CA11 7XR	Deliver To : Penrith Town Council 19 Greendales Allithwiate Grange-over-Sands Cumbria LA11 7RU
---	--

Sales Order No	21276
Sales Order Date	04/05/2020
Order No	
Account Ref	PEN007

This is not a V.A.T Invoice - By placing this order you have agreed to our terms and conditions attached

Qty	Ordered	Product Code	Description	Unit Price	Net Amount
400.00		PRO-423700-04-L-NAT	Promotional Cotton Bag Unprinted	0.82	328.00
1.00		DELIVERY	3 to 4 working day delivery from payment	0.00	0.00

RECEIVED 1 1 MAY 2020

CHECKED 1 2 MAY 2020

E-MAILED 1 4 MAY 2020

Payment Instructions:
We can accept card payments by phone, bank transfers, or cheques.

Acct Name: Bag It Don't Bin It Ltd
Bank: HSBC
Sort code: 40-09-12
Account: 62586762

IBAN: GB96HBUK40091262586762
SWIFT:HBUKGB4112M

Total Net Amount	£	328.00
Carriage	£	25.00
Total VAT Amount	£	70.60
Order Total	£	423.60

Lowther Forestry Group Ltd

Registered Office: Estate Office, Lowther Castle, Lowther, Nr Penrith, Cumbria, CA10 2HH

T.01931 712218

F.



Vat No. GB 698 0654 85

Registered in England.

INVOICETo:- **Penrith Town Council**Unit 1
Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR
Invoice No: 26373
Invoice Date: 11/05/20
Account No: PEN13
Order No: 2020-21-05
Analysis Code: F378-23
Enterprise Code: FX

Description	Quantity	Unit Price	Amount	VAT%	VAT Amount
Fairhill Tree Hazard Survey CP5267					
To provide a team of arborists and a woodchipper to remove a decaying larch (tree no, 899), chip branches to site and remove logs	1.00	345.00	345.00	20.00	69.00

RECEIVED 11 MAY 2020

CHECKED 12 MAY 2020

E-MAILED 14 MAY 2020

Amount Total	£345.00
VAT	£69.00
Invoice Total	£414.00

Terms & Conditions

Payment of Total Due shall be made (unless otherwise agreed in writing) within 30 days of invoice date and, in the event of that payment not being made on or before due date, interest shall be payable by the addressee on the Total Due (including VAT) or any outstanding part thereof at 5% above the Base Lending Rate for the time being of National Westminster Bank plc on a day to day basis from the invoice date until actual payment. All goods to remain the property of Lowther Forestry Group Ltd until paid in full.

In event of query:

Contact: Tash Wetherill
 Tel: 01931 712218
 E-Mail: accounts@lowther-forestry.co.uk

Payment Details:

Bank: NatWest plc
 Sort Code: 60-16-21
 Account No: 08257671
 Ref: PEN13
 Remittance to: accounts@lowther-forestry.co.uk



FS 556628



Invoice

customer name: Penrith Town Council
 account code: PENTOW

tax date: 11/05/2020
 invoice number: SINV10403964
 VAT No: 392 4083 45

invoice address:
 Penrith Town Council
 Unit 1, Church House
 19-24 Friargate
 (not open on a Thurs or Fri)
 Penrith
 Cumbria
 CA11 7XR

delivery address:
 Penrith Town Council
 Unit 1, Church House
 19-24 Friargate
 (not open on a Thurs or Fri)
 Penrith
 Cumbria
 CA11 7XR

T: 0151 649 6005
 F: 0151 649 6055
 accounts@heatons.net

All Values Shown in GBP

CODE	DESCRIPTION	QTY	PACK	VAT	EACH	TOTAL
SORD10648009	Your Ref: Viv - Covid Packs	Ordered By: Viv Tunnadine		Del Ref: SDEL10611926		Order Date: 04/05/2020
RTM	Glue Stick Medium 20gm	34	12	S	5.00	170.00
HEA369	3 Ply Disposable Face Mask EN149:2001	4	50	S	44.50	178.00
HX37800	Maped Kidi Cut Scissors 12cm Assorted (Pack of 12) 037800	34	1	S	15.00	510.00
EN09804	Nu Education Sketchbook A4 Black (Pack of 50) NU602007	8	1	S	37.59	300.72

signature:



delivered:

06/05/2020 12:58

printed name:

viv

SORD10648009	Your Ref: Viv - Covid Packs	Ordered By: Viv Tunnadine		Del Ref: SDEL10611976		Order Date: 04/05/2020
OPTWIP	Optim 1 Antibacterial Wipes - Pack 160	4	1	S	24.95	99.80
					delivered:	printed name:
						Total: 1,258.52

VAT CODE	VAT RATE	VAT AMOUNT	GOODS	Total Goods:	1,258.52
S	20 %	251.70	1,258.52	V.A.T.:	251.70
Z	0 %	0.00	0.00	Total Inc. V.A.T.:	1,510.22

RECEIVED 11 MAY 2020

CHECKED 12 MAY 2020

E-MAILED 14 MAY 2020



Our bank account details have changed. Please make sure your records are up to date
 our bank details: Barclays Bank bank account number: 10460486 bank sort code: 20-50-51

Page 1 of 1

Accounts Nett Monthly, Shortages Must Be Reported In 3 Days Otherwise We Cannot Accept Liability In Accordance With The Provisions Of Section 19 Of The Sales Of Goods Act 1983.
 PLEASE OBSERVE OUR CREDIT TERMS

HEATONS

We Reserve The Right Of Disposal Of Goods Which Are Subject To The Contract Until They Have Been Paid For. E. & O.E. Co. Reg No 1995153.

FORM: 006

T: 01539 733288

W: www.ktdonline.com

E: sales@ktdonline.com

Account Name

PENRITH TOWN COUNCIL
UNIT 1 CHURCH HOUSE
19-24 FRIARGATE
PENRITH
CUMBRIA
CA11 7XR

Delivery Address**Document No** K126462**Date / Tax point** 11May20**Page** 1 / 1**Rep No** K39**Our Reference****Your Order No**

Mrs Viv Tunnadine

Account No

K17046

INVOICE

<u>Product Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Goods Value</u>	<u>VAT</u>
AINDALE PREMIUM ADSL - UNLIMITED SERVICE FOR - 01768899695						
** YOUR MONTHLY DOWNLOAD ALLOWANCE IS UNLIMITED						
MA1-BBUL	AINDALE PREMIUM ADSL UNLIMITED	1	EACH	120.00	£120.00	A
ADDITIONAL IP ADDRESS X 1 (B) FOR - 01768899695						
MAI-B1	ADDITIONAL FIXED IP - 1	1	EACH	12.00	£12.00	A
AINDALE PREMIUM ADSL1/2+ - ELEVATED BEST EFFORTS FOR - 01768899695						
MAB-BEBE	AINDALE ELEVATED BEST EFFORTS	1	EACH	24.00	£24.00	A
COVER	15/06/20 - 14/09/20	1	EACH			A

RECEIVED 12 MAY 2020

CHECKED 12 MAY 2020

E-MAILED 14 MAY 2020



VAT Codes: A = 20.00 % X = Exempt
Z = Zero Rate

Goods	£156.00
VAT	£31.20
Invoice	£187.20

Customer VAT number

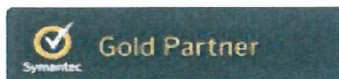
Please send payment via BACS to Natwest sort code 53-61-07, a/c no 24001953 or remit to the above address.

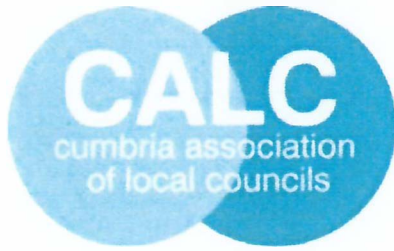
Title to all goods and services supplied shall remain vested in Aindale Business Management Services Ltd (Aindale) and shall not pass to you the client until the purchase price for the above goods and services has been paid in full and received by Aindale. Goods supplied may also be used in lien against any debt or other unpaid amounts supplied by Aindale.

PAYMENT TERMS: 30 DAYS END OF MONTH

75879

A Division of Aindale Business Management Services Ltd,
Registered Office 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED
Registered No. 1871557. VAT Reg No. 399 4569 74
EORI No. GB399456974000





Fire and Rescue Service
 Headquarters
 Carleton Avenue
 Penrith, Cumbria
 CA10 2FA
 01768 812663
 office@calc.org.uk

Penrith Town Council
townclerk@penrithtowncouncil.co.uk

INVOICE

Invoice No: CA692

Invoice Date: 13 May 2020

Item	Cost
Local Council Review 2020/21 Subscription	£17.00
Total	£17.00

Bank Details: HSBC, Sort code: 40-36-10, A/c No: 31300393
 A/c Name: Cumbria Association of Local Councils

RECEIVED 14 MAY 2020

A handwritten signature in black ink, appearing to be "J. R.", is written over the "RECEIVED" stamp.

CHECKED 14 MAY 2020 Please make cheques payable to Cumbria Association of Local Councils

E-MAILED 21 MAY 2020



Invoice for: Penrith Town Council

15 May 2020

Viv Tunnadine
Town Clerk
Penrith Town Council
Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

INVOICE NUMBER RTG/20/52

Membership Subscription to the RURAL MARKET TOWNS GROUP
1st April 2020 - 31st March 2021

	£
	150
+ VAT	30
TOTAL	180

Cheques payable to The Rural Services Partnership Ltd to be sent to:
PO Box 101, Craven Arms SY7 7AL

RECEIVED 19 MAY 2020

BACS SORT CODE: 30 65 93 - ACCOUNT NUMBER: 14877960

CHECKED 19 MAY 2020

E-MAILED 21 MAY 2020

PLEASE QUOTE THE INVOICE NUMBER ON

ALL CORRESPONDENCE

Jarvis

Providing a voice for rural communities and service providers

Graham Biggs MBE, FCIS, Chief Executive PO Box 101, Craven Arms, SY7 7AL

Tel: 01588 674922 www.rsnonline.org.uk email: graham.biggs@sparse.gov.uk twitter: @rsnonline

Company Registration No. 6960646 VAT Registration No. 900 3612 76

British BIDs
The Master's House
19 Lower Brook Street
Ipswich
Suffolk
IP4 1AQ
Tel : 0845 1120118

Email : contact@britishbids.info

British
BIDs™
Leading the BID industry

29
7030

INVOICE

Penrith Town Council

Invoice No	1669
Invoice Date	18/05/2020
Order No	
Account Ref	PENRJTH

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	British BIDs 3R Tool Kit Sesion 29th May 2020	100.00	100.00	20.00	20.00

RECEIVED 20 MAY 2020

CHECKED 20 MAY 2020

E-MAILED 21 MAY 2020



The full amount payable is due within 30 days of the date of invoice. Please note that attendance at events/training is dependent on payment being received prior to event date regardless of invoice date.

Payments can be made by BACS, as follows:
Lloyds Bank – Wellingborough branch – Sort Code 30 99 26
Account No 15206968

Total Net Amount	£	100.00
Carriage Net	£	0.00
Total VAT Amount	£	20.00
Invoice Total	£	120.00

British BIDs is the trading name for B BIDs Ltd. Registered in England. No 7473073 VAT Reg No.191 2398 94
Registered Office: 33 Margaret Street, London, England, W1G 0JD
British BIDs is a registered Trade Mark of Central Management Solutions Ltd.

www.britishbids.info

Invoice
Enterprise Managed Services Ltd

Penrith Town Council
Unit 1 Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

The Sherard Building
Edmund Halley Road
Oxford OX4 4DQ

Email AccountsReceivable@amey.co.uk

Facsimile 0845 365 1389
Finance Telephone 01865 713 539
Site Telephone 01768 212819/212800

Page 1 of 1

Account Number (Bill To) 0000406250/4000
Invoice Number 0090788169
Invoice Date 14/05/2020
Purchase Order Number 2020-21-07

Email scmanager@penrithtowncouncil.co.uk

VAT Reg Number GB813047950

Site / works Carried out:

Penrith Bandstand
Penrith
CA11 7DA

As per quote

PAYMENT DUE BY 13/06/2020								
Date	Description	Job Number	Total Qty	UOM	Unit Price	Net Price	VAT	Gross
14/05/2020	Pressure washer bandstand and resand	0019643809	1.00	PU	200.00	200.00	40.00	240.00

VAT Summary	
VAT Rate	GBP
20.000	40.00

Totals	GBP	200.00	40.00	240.00
---------------	------------	--------	-------	--------

Payment Terms 30 days after invoice date

Late payment may result in services being suspended without further notice

Our preferred payment method is BACS, whilst we also accept Credit / Debit Card, PayPoint, Cheque, and Online.

Legal Company Name Enterprise Managed Services Ltd

Bank Name HSBC Bank Plc

Account Number 81351818

Sort Code 40-02-50

IBAN GB30MIDL40025081351818

Swift Code MIDLGB22

Remittances sent electronically to AccountsReceivable@amey.co.uk

By Post to: Accounts Receivable, The Sherard Building, Edmund Halley Road, Oxford, OX4 4DQ UK

Payment online www.Amey.co.uk

RECEIVED 19 MAY 2020

CHECKED 19 MAY 2020

E-MAILED 21 MAY 2020

**Finance Committee
Cash Card Receipts**

Ref	VERIFIED	Goods Received	SUPPLIER/PAYEE	TOTAL	CODE	BUDGET	
20-03	YES	YES	Bizay - Covid 19 Craft Box	£158.27	6001	Covid 19	04/05/2020

May

Do not show again



Order: 989758



Status:
Waiting for validation



Your order is awaiting validation to become available for production.

Delivery address



Delivery: 12/05/2020
Viv Tunnadine

19 Greendales, Allithwaite
LA11 7RU Grange-over-Sands
United Kingdom

Billing information



VAT number: Not provided
Penrith Town Council

Unit 1, Church House,, 19-24 Friargate,
CA11 7XR Penrith
United Kingdom

Invoice

Change information

Product(s)



Stress Reliever LIVERPOOL

500 units
No customization
Not Applicable
Light blue - 500 units

£121.49
~~£126.49~~

Includes 1st Purchase Discount

£5.00

Transportation

£10.40

Value credited in client account

£6.61

TOTAL WITHOUT VAT

£131.89

VAT

£26.38

TOTAL PAYABLE

£158.27



Finance Committee
29 June 2020
Payments for Approval
Supporting Information

Ref	Date	Payee	Amount	Description	Method
Support 01	09 May 2020	HSBC	£10.40	Bank Charges	DD
Support 02	15 May 2020	British Gas Trading	£9.76	Electricity Bandstand	DD
Support 03	19 May 2020	HMRC PAYE	£4141.54	National Insurance	BACS
Support 04	19 May 2020	Cumbria Local Govt	£3461.23	Pension Contributions	BACS
Support 05	22 May 2020	Adobe	£15.17	Software	VISA CC
Support 06	26 May 2020	New Star Networks	£209.05	Telephone Broadband	DD

Bill number: 789947
 Bill date: 1 May 2020
 This is a VAT invoice
 VAT registration number 684 9667 62



Account number

BGL19344

Any questions?

You've signed up for an online only product so you can talk to us online, simply log in to www.britishgaslite.co.uk and contact us on webchat.

> Talk to us online



Mr Ian Parker
 Penrith Town Council
 Cornmarket
 Penrith
 Cumbria
 CA11 7HS

Your Lite electricity bill

Penrith Town Council, Site Supply, Cornmarket, Penrith, Cumbria,
 CA11 7HS

28 Feb 2020 to 28 Apr 2020

ESTIMATED
 READINGS

Balance brought forward from your last bill	£15.79
Electricity charges exc VAT	£24.33
Payment	£15.79 CR
Credit note	£15.79 CR
VAT at 5%	£1.22

About your plan

Your energy plan doesn't require notice to leave. If you don't agree a new plan or switch supplier you'll move to our Out of Contract rates from 30 August 2023.

COLLECTED By

DIRECT DEBIT

Total charges (inc VAT)

£9.76

We'll take this payment on or around
15 May 2020

Ian Parker

RECEIVED 01 MAY 2020

CHECKED 01 MAY 2020

E-MAILED 06 MAY 2020

Suffert 1

Invoice

Mrs Viv Tunnadine
Penrith Town Council
Unit 1
19-24 Friargate
Penrith
Cumbria
CA11 7XR

In association with

**Your Account**

Name	Penrith Town Council
Account no.	8887
Invoice no.	191923
Tax Date	7 May 2020
Period	April 2020

Invoice

<u>This Invoice</u>	<u>Amount</u>
01768899773 Main Number - Virtual Licence May-20	£ 9.00
01768892700 Elevated Throughput for Broadband May-20	£ 8.00
01768892700 Broadband Protect May-20	£ 3.99
01768892700 Fixed line rental	£ 19.27
01768892700 Broadband	£ 40.00
01768899695 Fixed line rental	£ 19.27
3273PenrithTownCouncil VoIP rental	£ 72.00
01768425850 VoIP call charges	£ 0.13
01768425854 VoIP call charges	£ 0.47
01768425851 VoIP call charges	£ 1.60
01768425998 VoIP call charges	£ 0.48
Subtotal	£ 174.21
VAT at 20.0%	£ 34.84
Invoice Total	£ 209.05

Customer Service

T 08000 546 200
F 08000 546 300
E operations@nsn.co

Payments

This invoice is for information only. The amount shown will be collected by Direct Debit on or just after 21/05/2020 with reference V0021523. If there are any changes to the amount, date or frequency of your Direct Debit we will notify you 10 working days in advance of your account being debited or as otherwise agreed.

<u>Tax summary</u>	<u>Net</u>	<u>Tax</u>
VAT at 20.0%	£ 174.21	£ 34.84
GB 108 9889 61		07143368

RECEIVED 12 MAY 2020
CHECKED 12 MAY 2020
E-MAILED 14 MAY 2020





Invoice

Adobe Systems Software
Ireland Ltd
4-6 Riverwalk
Citywest Business Park
Dublin 24
Ireland

VAT No: GB779019395

Bill To:
MRS V M TUNNADINE
PENRITH TOWN COUNCIL
CA11 7XR
GREAT BRITAIN

Invoice/Credit memo Invoice

Invoice Number: IEN2020014344192

Invoice Date: 20/05/2020

Billing Date: 20/05/2020

Customer Order Number: ADB033842401UK

Order Number 5023044299

Customer 549869696

Payment Method

Credit Card

Contact

<https://helpx.adobe.com/contact.html>

Product Number and Item description	Ordered Qty	Qty Back Order	Shipped Qty	Unit Price	Extended Price
65232729 APCC,ALL,MLP,DRI01,EUW,001,N/A,1 YR Line Tax Rate: 20 %	1		1	12.64	12.64

<http://www.adobe.com/support/service/>

NET AMOUNT 12.64	TOTAL VAT 2.53
Invoice Number IEN2020014344192	Total Due 0.00
VAT Code STD	VAT Rate 20 %

Goods	12.64
Delivery Charges	0.00
VAT	2.53
Total Incl. VAT	15.17
Amount Paid	15.17
Currency	GBP

VAT



Penrith Town Council

Payments Schedule May 2020

Date	Ref	Details	Net £	VAT £	Total £	Budget
06/05/2020	20-16	Came & Company - Insurance May 20 - June 21	3,685.50	-	3,685.50	Other Overheads - Insurance
06/05/2020	20-17	KTD - Website amendments - Climate Change	1,485.00	297.00	1,782.00	Website
06/05/2020	20-18	KTD - Website amendments - Cookies consent	1,595.00	319.00	1,914.00	Website
06/05/2020	20-19	KTD - Domain services 27/5/20 - 26/8/20	48.75	9.75	58.50	IT
06/05/2020	20-20	KTD - Anti-spam services 27/5/20 - 26/8/20	87.25	17.45	104.70	IT
06/05/2020	20-21	KTD - Wireless keyboard and mouse	44.00	8.80	52.80	IT
06/05/2020	20-22	Amey - Community Caretaker duties April 2020	391.15	78.23	469.38	Devolved Services - Community Caretaker
13/05/2020	20-23	BIDBI Ltd - Craft bags	353.00	70.60	423.60	Town Projects - Covid-19 Response
13/05/2020	20-24	Lowther Forestry Group - Fell larch tree	345.00	69.00	414.00	Devolved Services - Fairhill Park
13/05/2020	20-25	Heatons - Supplies for craft boxes	1,258.52	251.70	1,510.22	Town Projects - Covid-19 Response
13/05/2020	20-26	KTD - ADSL services	156.00	31.20	187.20	IT
20/05/2020	20-27	Cumbria Assocn Local Councils - Review Subscription 2020/21	17.00	-	17.00	Other Overheads - Subscriptions
20/05/2020	20-28	Rural Services Partnership - Rural Market Towns Membership	150.00	30.00	180.00	Other Overheads - Subscriptions
20/05/2020	20-29	British Bids - Training Tool Kit	100.00	20.00	120.00	Staffing - Training
20/05/2020	20-30	Amey - Bandstand Pressure Wash & Sand	200.00	40.00	240.00	Bandstand
05/05/2020	CCR20-03	Bizay - Craft bag items	131.89	26.38	158.27	Town Projects - Covid-19 Response
19/05/2020	DD/STO	HMRC - Tax & NI, May 2020	4,141.54	-	4,141.54	Staffing - Salaries
19/05/2020	DD/STO	Cumbria CC - Superannuation - May 2020	3,461.23	-	3,461.23	Staffing - Salaries
28/05/2020	DD/STO	Net Pay - May 2020	10,501.18	-	10,501.18	Staffing - Salaries
09/05/2020	DD/STO	Bizay - Craft bag items	10.40	-	10.40	Town Projects - Covid-19 Response
22/05/2020	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
26/05/2020	DD/STO	New Star Networks - Broadband	174.21	34.84	209.05	IT
15/05/2020	DD/STO	British Gas - Electricity, Bandstand	9.30	0.46	9.76	Devolved Services - Bandstand
Total			28,358.56	1,306.94	29,665.50	

Bank Reconciliation

Bank Ref: 1205	Date To: 31/05/2020
Bank Name: HSBC	Statement Ref: 1205 2020-06-02 01
Currency: Pound Sterling	

Balance as per cash book at 31/05/2020: 464,600.86

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
<hr/>				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
<hr/>				<u>0.00</u>

Reconciled balance : 464,600.86

Balance as per statement : 464,600.86

Difference : 0.00

3 May to 2 June 2020

Account Name
 Penrith Town Council

Your Statement
Sortcode Account Number Sheet Number
 [REDACTED] 85

Your Business Current Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
12 May 20	BP BALANCE BROUGHT FORWARD KOMPAN			502,672.97
	PTC INV 206983	9,821.08		492,851.89
13 May 20	BP KOMPAN PTC INV 206983	9,821.08		483,030.81
15 May 20	DD BRITISH GAS TRADIN	9.76		483,021.05
19 May 20	BP HMRC PAYE/NIC CUMB 475PK00871578	4,141.54		
	BP CUMBRIA LOCAL GOVT PENRITH TOWN COUNC	3,461.23		
	BP BAG IT DONT BIN IT PENRITH TOWN COUNC	423.60		
	BP LOWTHER FORESTRY PEN13 26373	414.00		
	BP HEATONS OFFICE SOL PENRITH TOWN COUNC	1,510.22		473,070.46
20 May 20	BP KTD K126462	187.20		472,883.26
21 May 20	CR CUMBRIA C F		3,000.00	
	BP CUMBRIA ASSOCIATIO CA692	17.00		
	BP RURAL SERVICES PAR RTG2052	180.00		
	BP B BIDS LTD INV 1669	120.00		
	BP AMEY 90788169	240.00		475,326.26
22 May 20	VIS INT'L 0062393023 ADOBE ACROPRO SUBS ADOBE LY/BILL	15.17		475,311.09
26 May 20	DD NEW STAR NETWORKS	209.05		475,102.04
27 May 20	BP P FOOTE PENRITH TOWN COUNC			474,509.17
28 May 20	BP VIVIEN TUNNADINE PENRITH TOWN COUNC			
	BP CAROL GREY PENRITH TOWN COUNC			
	BP ROSALYN RICHARDSON PENRITH TOWN COUNC			
	BP ANNA MALINA PENRITH TOWN COUNC			
	BP IAN PARKER PENRITH TOWN COUNC			
	BP JOHN JONES PENRITH TOWN COUNC			464,600.86
	BALANCE CARRIED FORWARD			464,600.86