**Receipts and Payments November 2019**

**Payments Made**

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| Date | Payment to | Description | Amount |
| 1st November 2019 | Need2Store | Civic Artefact Storage Oct 19 – Nov 19 | £200.00 + £40.00 VAT = £240.00 |
| 1st November 2019 | Purcell Architecture Ltd | Lowestoft Town Hall Repairs | £448.41 + £89.68 VAT = £538.09 |
| 1st November 2019 | Alan Green | Travel Reimbursement for Conference | £129.15 |
| 1st November 2019 | MS Oakes | Lowestoft Town Hall Repairs | £12,210.33 + £2,442.07 VAT = £14652.40 |
| 1st November 2019 | Sarah Foote | Reimbursement for Remembrance and Meeting Expenses | £17.10 |
| 1st November 2019 | Zoe Sprake | Lowestoft Collection Spoon Tray | £2070.00 |
| 1st November 2019 | St John Ambulance | Mental Health First Aid Training (1 day) and 2x Emergency First Aid at Work Training (1 day) | £470.00 + £94.00 VAT = £564.00 |
| 1st November 2019 | St John Ambulance | Mental Health First Aid Training (2 days) | £300.00 + £60.00 VAT = £360.00 |
| 1st November 2019 | Broadland Security Alarms | Supply and Installation of Town Hall Fire Extinguishers | £405.00 + £81.00 VAT = £486.00 |
| 6th November 2019 | SCC Pension Fund | Pensions October 2019 | £4,615.29 |
| 8th November 2019 | Guy McGregor & Associates Ltd | Payslips and Pension Uploads Jul 19 – Sep 19 | £104.00 + £20.80 VAT = £124.80 |
| 8th November 2019 | East Point Business Services | Hamilton House Capital Repayments Oct 18 – Dec 19 | £16,787.00 + £3,357.40 VAT = £20,144.40 |
| 8th November 2019 | East Point Business Services | Hamilton House Rent Aug 18 – Dec 19 | £19,905.41 + £3,981.08 VAT = £23,886.49 |
| 8th November 2019 | NPower | Triangle Market Electric Oct 19 | £249.03 + £12.45 VAT = £261.48 |
| 8th November 2019 | NPower | CCTV Electric Oct 19 | £170.73 + £34.15 VAT = £204.88 |
| 8th November 2019 | NPower | Kensington Gardens Electric Jul 19 – Sep 19 | £221.35 + £11.07 VAT = £232.42 |
| 8th November 2019 | NPower | Sparrows Nest Electric Jul 19 – Sep 19 | £239.03 + £11.95 VAT = £250.98 |
| 8th November 2019 | NPower | Normanston Park Electric Jul 19 – Sep 19 | £456.41 + £22.82 VAT = £479.23 |
| 8th November 2019 | NPower | Denes Oval Electric Jul 19 – Sep 19 | £862.92 + £43.15 VAT = £906.07 |
| 8th November 2019 | NPower | Lowestoft Cemetery PC Electric Jul 19 – Sep 19 | £234.19 + £11.71 VAT = £245.90 |
| 12th November 2019 | Trevor Brown | Internal Audit Sep 19 | £250.00 |

**Income Received**

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| --- | --- | --- | --- |
| Date | Received From | Description | Amount |
| 4th November 2019 | Tenant | Rental Income from Tenant | £213.16 |
| 5th November 2019 | Eventbrite | Monthly Market Income Oct 19 | £34.52 |
| 12th November 2019 | HMRC | Vat Repayment Q2 | £21,675.21 |

**Payments to Authorise**

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| Payment To | Description | Amount |
| Great Yarmouth Heating | Central heating work at Whitton Hall including installation of a Magnaclean. \*1 | £1,886.97 + VAT |
| Broadland Security Alarms | Callout to Town Hall alarm activation 24/07/2019 | £123.75 + £24.75 VAT = £148.50 |
| Waveney Norse | Grounds Maintenance Contract April – Sept 2019 \*2 | 6x £60,400 + 6x £12,080 VAT = 6x £72,480 |

\*1 This has already been authorised up to £1,500 however additional work was needed that was identified when the work was being done.

\*2 The total for the Norse invoices is £362,400 Net or £434,880 Gross, which is above the delegated limit of the Finance and Governance Committee. This means this payment will need to be authorised at Full Council.