**Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Payment To** | **Description** | **Amount** |
| 6th January 2020 | Suffolk Pension Fund | Pensions December 2019 | £4,615.29 |
| 7th January 2020 | Nicholsons Solicitors | Legal advice regarding Marina Theatre | £291.33 + £58.27 VAT = £349.60 |
| 7th January 2020 | Nicholsons Solicitors | Legal advice regarding Hamilton House lease | £2,311.67 + £462.33 VAT = £2,774.00 |
| 7th January 2020 | Liquid DJ | Sound systems for Remembrance and Armistice Day 2019 | £550.00 |
| 7th January 2020 | NPower | Kensington Gardens Electric Sept-Nov 19 | £128.96 + £6.45 VAT = £135.41 |
| 7th January 2020 | NPower | Town Hall Electric November 2019 | £273.41 + £13.67 VAT = £287.08 |
| 7th January 2020 | Pearce and Kemp | Triangle Market Electrical Socket Repairs | £110.64 + £22.13 VAT = £132.77 |
| 7th January 2020 | Nicholsons Solicitors | General Legal Advice | £411.67 + £82.33 VAT = £494.00 |
| 7th January 2020 | Lowestoft Armed Forces Day | Armed Forces Day event grant | £5,000 |
| 7th January 2020 | Gazprom Energy | Denes Oval Gas September 2019 | £29.93 + £1.50 VAT = £31.43 |
| 7th January 2020 | Sarah Foote | Reimbursement for office and meeting expenses | £6.00 |
| 9th January 2020 | MS Oakes | Town Hall Roof Works | £3,728.99 + £745.80 VAT = £4,474.79 |
| 9th January 2020 | NPower | Triangle Market Electric Dec 19 | £305.47 + £15.27 VAT = £320.74 |
| 13th January 2020 | Gazprom Energy | Town Hall Gas December 2019 | £41.45 + £2.07 VAT = £43.52 |
| 13th January 2020 | Stems Florist | Wreaths for Holocaust Memorial Day | £120.00 |
| 13th January 2020 | NPower | CCTV Electric December 2019 | £170.73 + £34.15 VAT = £204.88 |
| 13th January 2020 | Blachere Illumination | Christmas Lights 2019 | £4,936.70 + £987.34 VAT = £5,924.04 |
| 13th January 2020 | HMRC | Additional HMRC Payment | £3,983.97 |
| 15th January 2020 | East Suffolk Norse | January Maintenance Charge | £60,400.00 + £12,080.00 VAT = £72,480.00 |
| 16th January 2020 | Lloyds Bank | Credit Card Charge | £6.00 |
| 16th January 2020 | Lloyds Bank | Office equipment and meeting expenses | £55.31 |
| 16th January 2020 | Shona Bendix | Reimbursement for Postage | £6.50 |
| 20th January 2020 | Public Works Loan Board | Repayment of Marina Theatre Box Office Loan | £7,270.50 |
| 20th January 2020 | Salaries | Correction of November and December Salaries | £676.60 |
| 21st January 2020 | NPower | Lowestoft Cemetery PC Electric Q3 2019-2020 | £246.11 + £12.31 VAT = £258.42 |
| 21st January 2020 | Wave | Kensington Gardens Water Bill May-November 2019  | £241.48 |
| 21st January 2020 | EPBS | Install Shower Screen and Radar Lock | £515.00 + £103.00 VAT = £618.00 |
| 21st January 2020 | NPower | Town Hall Electric December 2019-2020 | £282.38 + £14.12 VAT = £296.50 |
| 21st January 2020 | HMRC | December PAYE | £4,674.15 |
| 21st January 2020 | NPower | Sparrows Nest Electric Q2 2019-2020 | £175.13 + £8.76 VAT = £183.89 |
| 21st January 2020 | NPower | Sparrows Nest Electric Q3 2019-2020 | £268.98 + £13.45 VAT = £282.43 |
| 21st January 2020 | NPower | Pakefield Street PC Electric Q3 2019-2020 | £371.63 + £18.58 VAT = £390.21 |
| Scheduled | East Suffolk Norse | February Maintenance Charge | £60,400 + £12,080 VAT = £72,480 |
| 6th January 2020 | Petty Cash | Milk | £0.69 |

**Receipts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Payment From** | **Description** | **Amount** |
| 20th December 2019 | Market Income | Market Income | £78.50 |
| 3rd January 2020 | Market Income | Market Income | £12.00 |
| 13th January 2020 | Tenant | Rental Income from Tenant | £6,300.00 |
| 21st January 2020 | NPower | Credit Note for Q2 Sparrows Nest Electric | £239.03 + £11.95 VAT = £250.98 |

**Payments to Authorise**

|  |  |  |
| --- | --- | --- |
| **Payment to** | **Description** | **Amount** |
| Guy McGregor Associates | Payslips Q3 2019-2020 | £100.50 + 20.10 VAT = £120.60 |
| Anglia Revenues | Council tax bill leaflets | £1401.00 + VAT |
| RRC International | Additional cost for IEMA Training Course, Exam and Membership | £239.50 + VAT |
| The Parkinson Partnership LLP | Retainer for VAT/Finance advice to 31/3/2021 | £200.00 |
| SLCC | SLCC Practitioners’ Conference 2020 Deputy Clerk | £315.00 inc VAT |
| SLCC | SLCC Practitioners’ Conference 2020 Town Clerk | £339.00 inc VAT |