

Receipts and Payments November 2019

Payments Made

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

8 th November 2019	NPower	Denes Oval Electric Jul 19 – Sep 19	£862.92 + £43.15 VAT = £906.07
8 th November 2019	NPower	Lowestoft Cemetery PC Electric Jul 19 – Sep 19	£234.19 + £11.71 VAT = £245.90
12 th November 2019	Trevor Brown	Internal Audit Sep 19	£250.00
15 th November 2019	Cllr Knight	Reimbursement for Civic Pen	£15.00
15 th November 2019	Essex and Suffolk Water	Normanston Park Water 9/4/19 to 10/10/19	£533.83
18 th November 2019	Lloyds Bank	Credit Card Charges	£1,099.72
18 th November 2019	HMRC	HMRC October 2019	£4,105.49

Income Received

Date	Received From	Description	Amount
4 th November 2019	Tenant	Rental Income from Tenant	£213.16
5 th November 2019	Eventbrite	Monthly Market Income Oct 19	£34.52
12 th November 2019	HMRC	Vat Repayment Q2	£21,675.21
18 th November 2019	Market Income	Market Income 18/10/19 – 8/11/19	£276.00

Payments to Authorise

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.