

Finance and Policy Payments List

| IB Reference | Committee | Supplier | Description | Total | VAT | Minute Ref: (if applicable) |
|--------------|-------------------------|---------------------------|--------------------------------------|-----------|---------|--------------------------------|
| | F&P (Corporate Service) | | | | | |
| IB 5622 | Already Paid | BT | Internet Services | £1,002.00 | £167.00 | |
| IB 5623 | | Perran Signs | Remove Old Vinyls & Add New Graphics | £1,248.00 | £208.00 | |
| IB 5624 | | Amazon | Logitech Conference Cam | £287.35 | £47.89 | |
| IB 5625 | | Amazon | Desktop PC | £64.28 | £10.72 | |
| IB 5626 | | Barron Surveying Services | Interim Stage Fee | £3,600.00 | £600.00 | |
| IB 5627 | | Ice Cold Gorilla | Design & Marketing | £450.00 | £0.00 | |
| IB 5628 | | Amazon | Laminator | £35.04 | £5.84 | |
| IB 5629 | | Dell | IT Equipment | £417.92 | £69.65 | |
| IB 5630 | | Duchy Alarms | Intruder Alarm | £574.19 | £95.70 | |
| IB 5632 | | Viking | Stationary Order | £65.56 | £10.93 | |
| IB 5633 | | Datasharp UK Ltd | Printing Costs | £347.78 | £57.96 | |
| IB 5635 | | Cornwall Council | Mountwise BID Levy | £146.38 | £0.00 | |
| IB 5637 | | Cornwall Council | Marcus Hill BID Levy | £503.89 | £0.00 | |
| IB 5639 | | DISC | Emergency Grant Release | £250.00 | £0.00 | |
| IB 5641 | | Swift Catering | Soap Dispensers and Hand Gel | £179.90 | £29.99 | |
| IB 5642 | | Amazon | Doorbell for Office | £453.61 | £75.59 | |
| IB 5643 | | Maurice Parker | Mountwise Drawings | £1,890.00 | £315.00 | |
| IB 5644 | | Pure Clean | Window Cleaning | £120.00 | £20.00 | |
| IB 5645 | | Amazon | Bluetooth Headset | £25.98 | £0.00 | |
| IB 5646 | | Amazon | Bluetooth Headset | £113.55 | £0.00 | |
| IB 5647 | | Viking | Hand Sanitizer | £49.43 | £8.24 | |
| IB 5648 | | Viking | Stationary Order | £79.26 | £13.21 | |
| IB 5649 | | Dean Hancock | Jet out Gully - MH | £66.00 | £11.00 | |
| IB 5650 | | WPS Insurance | Fleet Insurance | £45.93 | £4.92 | |
| IB 5651 | | ESPO | Megaphone | £60.00 | £10.00 | |
| IB 5652 | | WPS Insurance | Fleet Insurance | £4,348.20 | £463.20 | |
| IB 5653 | | WPS Insurance | Fleet Insurance | £1,019.20 | £109.20 | |
| IB 5654 | | Amazon | Battery Charger | £15.89 | £0.00 | |
| IB 5655 | | Amazon | Battery Charger | £61.97 | £10.33 | |

Finance and Policy Payments List

| | | | | | | |
|---------|--|--------|-------------------|------------|-------|--|
| IB 5656 | | Amazon | Bluetooth Headset | £99.96 | £0.00 | |
| IB 5657 | | Amazon | Bluetooth Headset | £93.45 | £0.00 | |
| | | | | £17,714.72 | | |

Tourism and Leisure Payments List

| IB Reference | Committee | Supplier | Description | Total | VAT | Minute Ref: (if applicable) |
|--------------|----------------------|----------------------------------|---|-----------|-----------|--------------------------------|
| | T&L (TIC & Library) | | | | | |
| IB 5564 | Credit Note Attached | Outstanding Map Distributors Ltd | Coast Tide Times 2020 | £84.00 | £0.00 | |
| IB 5565 | | Laurence Associates | Planning Consultancy Services | £840.00 | £140.00 | |
| IB 5563 | Added After Agenda | MeiLoc Landscape Architects Ltd | VAT left Unpaid | £2,258.48 | £2,258.48 | |
| IB 5566 | Added After Agenda | Arrow Industrial Group Ltd | Service Visit of Library Automatic Door | £237.60 | £39.60 | |
| IB 5567 | Added After Agenda | Aventail Security | Library Security | £811.20 | £135.20 | |
| IB 5568 | Added After Agenda | Aventail Security | Library Security | £811.20 | £135.20 | |
| | | | | £5,042.48 | | |

NEWQUAY COUNCIL



| | |
|--|-------------------------------------|
| RFO's Report to: | Full Council |
| Date: | Mar-20 |
| Title: | February Payments for Authorisation |
| Service Area: | All Service Areas Affected |
| Ward(s) Affected: | All Wards |
| Relevant Working Party / Committee: | N/A |

| | | | |
|---|---|--|-----|
| Key Decision: | Y | Procurement Method: | N/A |
| Urgent Decision: | Y | Date next steps can be taken: (e.g. referral on of recommendation or implementation of substantive decision) | N/A |
| Exempt Information: | N | External Lead Times: | N/A |
| Appropriate pre-decision notification given to ward member if delegated? | | | |

| | | | |
|-----------------|--|--------------|--|
| Author: | Andrew Curtis | Role: | Town Clerk and Responsible Financial Officer |
| Contact: | Tel: 01637 878388 - E-mail: acurtis@newquaycouncil.co.uk | | |

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Required action from members:

- | | | |
|-----|---|------------------|
| 1.0 | - | Note |
| 2.0 | - | Note |
| 3.0 | - | Note & Authorise |
| 4.0 | - | Authorise |
| 5.0 | - | Authorise |
| 6.0 | - | Authorise |
| 7.0 | - | Note |

1.0

Bank Balances

Below are the Bank Account Balances as at 29.02.20

| Account: | Balance: |
|-------------------------------|----------------------|
| Natwest NTC Current Account | £1,000.00 |
| Natwest NTC Reserve | £1,227,807.61 |
| Unity Bank NTC | £460,269.61 |
| Unity Bank Reserve | £592,064.39 |
| Natwest TIC Current Account | £144,921.90 |
| Unity Bank TIC | £164,675.48 |
| CCLA Deposit | £250,000.00 |
| Total Account Balances | £2,840,738.99 |

2.0

Direct Debits & Standing Orders

| Direct Debits / Standing Orders: | Total: | Acc: |
|-----------------------------------|-------------------|------|
| ALD Automotive | £1,799.29 | NTC |
| Allstar | £826.45 | NTC |
| British Gas | £37.75 | NTC |
| Churchill Environment Services | - | NTC |
| Cornwall Council Rates | £1,945.00 | NTC |
| EDF Energy | £526.00 | NTC |
| Global Collect | £204.90 | NTC |
| H3G | £63.96 | NTC |
| Lloyds Card Payment | £6,186.66 | NTC |
| The Mailing Room | £309.42 | NTC |
| NEST | £1,488.55 | NTC |
| Nissan Finance | - | NTC |
| SWW | £1,041.00 | NTC |
| TechQuarters | £602.40 | NTC |
| Thirsty Work | £123.42 | NTC |
| VWFS UK | £1,296.10 | NTC |
| Unity Bank | - | NTC |
| Go Cardless (FreshPoint) | - | NTC |
| Eden | - | TIC |
| Natwest | - | TIC |
| Unity Bank | - | TIC |
| Total Direct Debit Amount: | £16,450.90 | |

3.0

Payroll Payments (Already Made)

| Direct Debits / Standing Orders: | Total: | Acc: | IB Ref: |
|----------------------------------|-------------------|------|-------------------|
| Payroll / CC Pensions | £56,717.60 | NTC | IB 5434 - IB 5478 |
| HMRC | £11,467.82 | NTC | IB 5479 |
| Total Payroll: | £68,185.42 | | |

4.0

Unity Bank Card Payments (already made)

| Supplier: | Info: | Total: | VAT: | Committee: |
|---------------------------------|------------------|----------------|---------|------------|
| Square UK | Team Plus | £60.00 | £0.00 | F&P |
| Digital Ocean | IT Equipment | £28.24 | £0.00 | F&P |
| Facebook | Boosting Ads | £10.00 | £0.00 | F&P |
| Adobe | IT Equipment | £99.34 | £0.00 | F&P |
| UserWay | White Label | £9.32 | £1.86 | F&P |
| Crown Paints | Paint & Brushes | £77.26 | £12.88 | FBOS |
| 1&1 | Website Fee | £24.00 | £4.00 | F&P |
| Hexnode | | £154.14 | | |
| Jamf | Subscription | £3.08 | £0.00 | F&P |
| Ikea | | £265.00 | | |
| TTB Supplies | Graffiti Removal | £99.97 | £0.00 | FBOS |
| LogMeIn | RescueAssist | £46.80 | £7.80 | Staffing |
| Freepik | Premium Account | £8.76 | £0.00 | F&P |
| AppSumo | HR Partner | £61.30 | £0.00 | Staffing |
| Argos | Mouse & Keyboard | £39.98 | £0.00 | F&P |
| LogMeIn | RescueAssist | £694.14 | £120.80 | Staffing |
| Total Unity Card Amount: | | £804.18 | | |

5.0

Natwest Bank Payments Requiring Authorisation

(items in red have already been paid)

| Committee | M. Ref: | Supplier: | Info: | Total: | VAT: |
|-----------|---------|-----------|-------|--------|------|
| | | | | | |

6.0

Unity Bank Payments Requiring Authorisation

(Items in red have already been paid)

6.1

Staffing Committee Payments

| IB Ref: | Minute Ref: | Supplier: | Info: | Total: | VAT: |
|--------------|-------------|---------------------|-----------------------------|------------------|---------|
| IB 5505 | | Corserv Limited | Traffic Management Training | £420.00 | £70.00 |
| IB 5506 | | Cornwall Council | Fixed Penalty Notice | £400.00 | £0.00 |
| IB 5507 | | Mole Valley Farmers | Welly's for Enforcment | £89.98 | £15.00 |
| IB 5508 | | Workwear Express | Events Uniform | £117.06 | £19.51 |
| IB 5509 | | Eryn Murray | Travel Costs | £15.21 | £0.00 |
| IB 5510 | | Rumbles 2 | Events Uniform | £72.00 | £12.00 |
| IB 5511 | | Rumbles 2 | Enforcement Uniform | £26.40 | £4.40 |
| IB 5512 | | Rumbles 2 | Facilities Uniform | £355.20 | £59.20 |
| IB 5513 | | Stef Slack | Parking Costs | £4.60 | £0.00 |
| IB 5518 | | Mole Valley Farmers | FBOS Uniform | £114.35 | £19.06 |
| IB 5531 | | Winners | Temp Staff | £1,027.32 | £171.22 |
| IB 5532 | | Dan Jones | Reimbursement for Boots | £40.00 | £0.00 |
| IB 5551 | | SkyGuard | MySOS Subscription | £362.88 | £60.48 |
| Total | | | | £3,045.00 | |

6.0**Unity Bank Payments Requiring Authorisation**

(Items in red have already been paid)

6.2**Finance and Policy Payments**

| IB Ref: | Minute Ref: | Supplier: | Info: | Total: | VAT: |
|--------------|-------------|----------------------------|-------------------------------------|--------------------|------------|
| IB 5410 | | Mr A Curtis | Petty Cash | £181.66 | £0.00 |
| IB 5500 | | ADI | Locks for Mountwise | £31,552.43 | £5,258.74 |
| IB 5501 | | TEC Construction | Mountwise Refurbishment Works | £63,415.60 | £10,569.27 |
| IB 5517 | | Viking | Stationary Order | £38.77 | £6.46 |
| IB 5521 | | Viking | Stationary Order | £106.91 | £17.82 |
| IB 5528 | | MS Distribution | IT Equipment | £1,090.56 | £181.76 |
| IB 5529 | | Amazon | IT Equipment | £108.00 | £18.00 |
| IB 5530 | | Amazon | IT Equipment | £319.94 | £53.32 |
| IB 5534 | | Viking | Stationary Order | £51.52 | £8.59 |
| IB 5538 | | APS Construction Services | Core Holes for AC Units | £432.00 | £72.00 |
| IB 5545 | | APS Construction Services | Electrical Materials for AC Units | £1,055.55 | £175.92 |
| IB 5546 | | APS Construction Services | Installing Electric Supplies for AC | £900.00 | £150.00 |
| IB 5547 | | APS Construction Services | Install Scaffolding at Marcus Hill | £4,140.00 | £690.00 |
| IB 5548 | | B.E.White | Accounting Support | £721.80 | £0.00 |
| IB 5550 | | TEC Construction | Mountwise Refurbishment Works | £82,887.04 | £13,814.51 |
| IB 5552 | | Rialtas Business Solutions | Making Tax Digital | £70.80 | £11.80 |
| Total | | | | £187,072.58 | |

6.0**Unity Bank Payments Requiring Authorisation**

(Items in red have already been paid)

6.3**Economic Development Payments**

| IB Ref: | Minute Ref: | Supplier: | Info: | Total: | VAT: |
|--------------|-------------|----------------------------|---------------------------------|------------------|---------|
| IB 5502 | | Swift Catering | Cleaning Materials | £35.98 | £6.00 |
| IB 5503 | | Micro DIY Trade Centre Ltd | Facilities Equipment | £25.77 | £4.30 |
| IB 5504 | | Screwfix | WD-40 | £20.85 | £3.47 |
| IB 5514 | | Hemisphere West Europe | Contactless Payment Machines | £1,311.00 | £218.50 |
| IB 5536 | | APS Construction Services | Replace Consumer Units | £814.26 | £135.71 |
| IB 5537 | | APS Construction Services | Install Double Socket for CCTV | £198.00 | £33.00 |
| IB 5539 | | APS Construction Services | Assisting Callum with CCTV | £630.00 | £105.00 |
| IB 5540 | | APS Construction Services | Install Consumer Unit & Socket | £804.60 | £134.10 |
| IB 5541 | | APS Construction Services | Install Double Socket for CCTV | £114.00 | £19.00 |
| IB 5543 | | APS Construction Services | Toilet & Maintenance Checks | £360.00 | £60.00 |
| IB 5544 | | APS Construction Services | Coin Box & Paddlegate Checks | £476.24 | £79.37 |
| IB 5554 | | Direct365 | Feminine Hygiene Disposal | £79.98 | £13.33 |
| IB 5555 | | Direct365 | 1100 Litre Trade Waste Lockable | £955.22 | £159.20 |
| Total | | | | £5,825.90 | |

6.0**Unity Bank Payments Requiring Authorisation**

(Items in red have already been paid)

6.4**Footpaths, Bridleways and Open Spaces Payments**

| IB Ref: | Minute Ref: | Supplier: | Info: | Total: | VAT: |
|---------|-------------|-------------|----------------------------|----------------|--------|
| IB 5516 | | Screwfix | Chainsaw Chain Oil | £14.99 | £2.50 |
| IB 5519 | | Screwfix | Cable Ties for Enforcement | £5.78 | £0.96 |
| IB 5520 | | Amazon | Batteries | £30.97 | £5.18 |
| IB 5535 | | Jewsons Ltd | Materials to Fix Bench | £49.31 | £8.22 |
| IB 5553 | | Direct365 | 1100 Litre Trade Waste | £134.16 | £22.36 |
| | | | Total | £235.21 | |

6.0**Unity Bank Payments Requiring Authorisation**

(Items in red have already been paid)

6.5**Tourism & Leisure Payments**

| IB Ref: | Minute Ref: | Supplier: | Info: | Total: | VAT: |
|---------|-------------|------------------------------|---|-------------------|-----------|
| IB 5419 | | British Gas | Killacourt Kiosk Electricity | £70.51 | £0.00 |
| IB 5494 | | Kennall Consulting | Procurement Advisory Support | £1,344.96 | £224.16 |
| IB 5495 | | Tozers | Tenancy Agreements for Killacourt | £1,620.00 | £270.00 |
| IB 5496 | | Aventail Security | Library Security | £811.20 | £135.20 |
| IB 5497 | | Aventail Security | Library Security | £850.20 | £141.70 |
| IB 5498 | | Screwfix | TIC Dust Sheets | £119.88 | £19.98 |
| IB 5499 | | Wadebridge Town Band | Newquay Sessions Performance | £210.00 | £0.00 |
| IB 5515 | | Candy Cabin | Library Newspapers | £115.80 | £0.00 |
| IB 5522 | | Screwfix | Glazing Sheet for Noticeboard | £24.99 | £4.16 |
| IB 5523 | | Cornwall Consultants LTD | Excavator Hire - Killacourt | £2,100.00 | £350.00 |
| IB 5524 | | Georats | Cliff Mobilisation - Killacourt | £15,395.88 | £2,565.98 |
| IB 5525 | | Aventail Security | Library Security | £811.20 | £135.20 |
| IB 5526 | | Aventail Security | Library Security | £811.20 | £135.20 |
| IB 5527 | | Aventail Security | Library Security | £819.00 | £136.50 |
| IB 5542 | | APS Construction Services | Hire of Fences at Killacourt | £351.60 | £58.60 |
| IB 5549 | | B.E.White | Accounting Support (TIC) | £170.00 | £0.00 |
| IB 5556 | | Cornwall Consultants LTD | Shaft Remediation - Killacourt | £4,740.00 | £790.00 |
| IB 5557 | | Cornwall Consultants LTD | Suspected Shaft in Pathway - Killacourt | £1,134.00 | £189.00 |
| IB 5558 | | PJ Print | Banner for TIC | £84.00 | £14.00 |
| IB 5559 | | AD Sales Limited | Sales of Newquay Voice | £7.92 | £1.32 |
| IB 5560 | | National Express | Tickets for resale | £1,073.88 | £0.00 |
| IB 5561 | | Cornwall Wildlife Trust | Stock for Resale | £8.40 | £1.40 |
| IB 5562 | | Secure Trading | Card Transaction Charges | £26.40 | £4.40 |
| IB 5563 | | MeiLoc Landscapes Architects | Killacourt Enhancement Project | £11,292.40 | £0.00 |
| | | | Total | £43,993.42 | |

6.0

Unity Bank Payments Requiring Authorisation

(Items in red have already been paid)

6.6

Planning & Licensing Payments

| IB Ref: | Minute Ref: | Supplier: | Info: | Total: | VAT: |
|---------|-------------|-----------|--------------|--------------|------|
| | | | | | |
| | | | Total | £0.00 | |

6.0

Unity Bank Payments Requiring Authorisation

(Items in red have already been paid)

6.7

Councillors Payments

| IB Ref: | Minute Ref: | Supplier: | Info: | Total: | VAT: |
|---------|-------------|---------------|--------------|---------------|-------|
| IB 5533 | | Louis Gardner | Travel Costs | £19.80 | £0.00 |
| | | | Total | £19.80 | |

7.0

| Total Payments/Bank Balances: | | |
|--------------------------------------|--|----------------------|
| 1.0 | Bank Balances | £2,840,738.99 |
| | Expenditure for Authorisation | |
| 2.0 | Direct Debit & Standing Orders (Expenditure) | £16,450.90 |
| 3.0 | Payroll Payments (Expenditure) | £68,185.42 |
| 4.0 | Unity Bank Card Payments (already made(Expenditure)) | £804.18 |
| 5.0 | Natwest Bank Payments (Expenditure) | £0.00 |
| 6.0 | Unity Bank Payments (requiring authorisation(Expenditure)) | £240,191.91 |
| | Total Expenditure for Authorisation | £325,632.41 |

ED Payments List

| IB Reference | Committee | Supplier | Description | Total | VAT | Minute Ref: (if applicable) |
|--------------|--------------------------------|----------------|-------------------------------|--------|-------|--------------------------------|
| | ED (CCTV & Facilities Service) | | | | | |
| IB 5570 | | Swift Catering | Cleaning Materials | £16.79 | £2.80 | |
| IB 5571 | | Thirsty Work | Bottled Water & Cooler Rental | £20.04 | £3.34 | |
| | | | | £36.83 | | |

FBOS Payments List

| IB Reference | Committee | Supplier | Description | Total | VAT | Minute Ref: (if applicable) |
|--------------|----------------------------|--------------------|-------------------------------|-----------|--------|--------------------------------|
| | FBOS (Environment Service) | | | | | |
| IB 5617 | | Andyloos | 2x Standard Unit | £230.40 | £38.40 | |
| IB 5618 | | Andyloos | Service Visit | £360.00 | £60.00 | |
| IB 5619 | | Jewsons Ltd | Graffiti Removal Equipment | £19.69 | £3.28 | |
| IB 5620 | | Tozers | Deed of Variation - Skatepark | £856.00 | £0.00 | |
| IB 5621 | | 1st Skip Call Hire | Waste Transfer Note | £82.80 | £13.80 | |
| | | | | £1,548.89 | | |