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# May 2021 payments - action required please

KM

## Katherine MacConnachie

Thu 27/05/2021 12:00



To: Bobbie Sunderland; Caroline Johnson; Dave Somers; James Hunt; Rich Nichols; Sadik Al-Hass.

Cc: Emersons Green Town Council

Payments -May 2021.pdf
161 KB

Dear Finance Committee members

Please find attached the May 2021 payments list.

In accordance with the High Consequence Infectious Disease Policy that is currently enacted, processing of the payments needs to be authorised by three members of the Finance Committee on email. Please, therefore, reply to this email confirming that you are happy for the payments to be processed, copying in all other members. No need to reply once three affirmative responses have been received.

Thank you.

Kath

### Kath MacConnachie

Town Clerk and Responsible Finance Officer
Emersons Green Town Council, Westerleigh Road, Emersons Green BRISTOL BS16 7AN
Tel: 0117 3026989
<a href="https://www.emersonsgreen-tc.gov.uk/">https://www.emersonsgreen-tc.gov.uk/</a>

Reply Reply all Forward



JUH

# May 2021 Payments

					Paid by Debit	Barclays	-20	Nominal
Supplier	Details	Amount	Invoice/Ref	Paid by D/D	card	online	Cost Centre	Code
Barclays	Bank charges 15/03 -12/04/21	£27.50		1				4."
ВТ	Office telephone & broadband	£78.28		✓				
Nebula	Microsoft business basic & standard, website support - £150.12, remote support - £61.80	£211.92		_				
Octopus Energy	Office gas and electric 01/04-30/04/21	£101.99		<b>~</b>				
Ridgemaill	Photocopier print charges 01/03- 01/04/21	£15.76		1				
ALCA	Annual subscription 01/01/21-31/03/22	£1,808.02	46			KM 280521		
Avon Pension Scheme	Staff pension contributions	£1,231.76				KM 280521		
Brandon Trust	Litter pick 01/04-30/06 - £1224.00, Summer maintenance (April) - £1652.60, Office grounds (April) - £66.00	£2,942.60	86465,86513, 86506			KM 280521		
Bristol Tree Services	Tree works to allot site	£1,728.00	136			KM 280521		- X III
Donna Simmons	Salary	£780.79				KM070621		
Emersons Green Village Hall	Covid-19 relief payment - May 21	£124.80				KM 280521		
Extreme Clean	Office/bus clean and sanatise - April 2021	£260.40	1198	1		KM 280521		
Friends of Emersons Green Park	Grant app 2021	£2,500.00						
HMRC	Staff Income Tax & NI contributions	£949.77				KM 280521		
Kath MacConnachie	Salary	£2,171.41			y de	KM 280521		
Richard Hull	Salary	£676.61						
St Peters Hospice	Grant app 2021	£2,500.00				KM 280521		
South Gloucestershire Council	Localism charges Apr-Jun 2021	£2,644.99				KM 280521		
Water2business	Allot site water	£68.85	5308217418028			KM 280521		
Zoom	Remote meeting charge 06/05- 05/06/21	£14.39			1			
Third Kingswood (Lyde Green) Guides	Grant app 2021	£338.00				KM 280521		
Whitehall Printing*		£100.80	76527			KM 280521	4	
		£21,276.64						

\*Not authorised with other payments. Paid under 5.5(a) of the Financial Regulations, to be presented with June payments.

5 Reply ✓ 🛍 Delete 🛇 Junk Block …

# Re: May 2021 payments - action required please

① You replied on Thu 27/05/2021 12:14

Sally Hill

SH

Thu 27/05/2021 12:12

To: Katherine MacConnachie; Bobbie Sunderland; Caroline Johnson; Dave Somers; James Hunt; R

Cc: Emersons Green Town Council

Hi Kath

I am happy with the payments to go ahead

Kind regards

Sally

### Get Outlook for iOS

From: Katherine MacConnachie <kath@emersonsgreen-tc.gov.uk>

Sent: Thursday, May 27, 2021 12:00:02 PM

To: Bobbie Sunderland <Bobbie.Sunderland@emersonsgreen-tc.gov.uk>; Caroline Johnson <Caroline.Johnson@emersonsgreen-tc.gov.uk>; Dave Somers <dave.somers@emersonsgreen-tc.gov.uk>; James Hunt <James.Hunt@emersonsgreen-tc.gov.uk>; Rich Nichols <rich.nichols@emersonsgreen-tc.gov.uk>; Sadik Al-Hassan <Sadik.Al-Hassan@emersonsgreen-tc.gov.uk>; Simon Budd

<Simon.Budd@emersonsgreen-tc.gov.uk>

Cc: Emersons Green Town Council <clerk@emersonsgreen-tc.gov.uk>

Subject: May 2021 payments - action required please

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Thank you.

Kath

# Kath MacConnachie

Town Clerk and Responsible Finance Officer Emersons Green Town Council, Westerleigh Road, Emersons Green BRISTOL BS16 7AN Tel: 0117 3026989

https://www.emersonsgreen-tc.gov.uk/

06/2021					Email	- Katherine
' Re	ply \	/ 🗓	Delete	Junk	Block	
Re: M	lay 20	21 pa	yments	- action r	equired	please
(i)	You r	eplied or	n Thu 27/0!	5/2021 12:35		
114	Jame	s Hunt	<jamesle< td=""><td>ehunt@gma</td><td>ail.com&gt;</td><td></td></jamesle<>	ehunt@gma	ail.com>	

Thu 27/05/2021 12:35

To: Katherine MacConnachie

Cc: Bobbie Sunderland; Caroline Johnson; Dave Somers; James Hunt; Rich Nichols; Sadik Al-Hass

I confirm I am happy with the proposal.

On Thu, 27 May 2021, 12:00 pm Katherine MacConnachie, < kath@emersonsgreentc.gov.uk> wrote:

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Tel: 0117 3026989

https://www.emersonsgreen-tc.gov.uk/

Reply all Forward Reply

BS

Ś Reply ✓ 🛍 Delete 🛇 Junk Block …

# Re: May 2021 payments - action required please

(i) You replied on Thu 27/05/2021 12:39

Bobbie Sunderland

Thu 27/05/2021 12:37

To: James Hunt <jamesleehunt@gmail.com>; Katherine MacConnachie

Cc: Caroline Johnson; Dave Somers; James Hunt; Rich Nichols; Sadik Al-Hassan; Sally Hill; Simon

I confirm I am happy with the payments.

**Bobbie** 

From: James Hunt <jamesleehunt@gmail.com>

Sent: Thursday, May 27, 2021 12:35 PM

To: Katherine MacConnachie <kath@emersonsgreen-tc.gov.uk>

Cc: Bobbie Sunderland <Bobbie.Sunderland@emersonsgreen-tc.gov.uk>; Caroline Johnson

<Caroline.Johnson@emersonsgreen-tc.gov.uk>; Dave Somers <dave.somers@emersonsgreen-

tc.gov.uk>; James Hunt <James.Hunt@emersonsgreen-tc.gov.uk>; Rich Nichols

<rich.nichols@emersonsgreen-tc.gov.uk>; Sadik Al-Hassan <Sadik.Al-Hassan@emersonsgreen-

tc.gov.uk>; Sally Hill <Sally.Hill@emersonsgreen-tc.gov.uk>; Simon Budd

<Simon.Budd@emersonsgreen-tc.gov.uk>; Emersons Green Town Council <clerk@emersonsgreen-</p>

tc.gov.uk>

Subject: Re: May 2021 payments - action required please

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Town Clerk and Responsible Finance Officer

Emersons Green Town Council, Westerleigh Road, Emersons Green BRISTOL BS16 7AN

Tel: 0117 3026989

https://www.emersonsgreen-tc.gov.uk/



May 2021 Payments

SupplierDetailsALCAAnnual subscription 01/01/21-31/03/22Avon Pension SchemeStaff pension contributionsBarclaysBank charges 15/03 -12/04/21Brandon TrustLitter pick 01/04-30/06 - £1224Bristol Tree ServicesSummer maintenance (April) - £165.00BTTree works to allot siteDonna SimmonsTree works to allot siteDonna SimmonsSalaryEmersons Green Village HallCovid-19 relief payment - May 2Extreme CleanOffice/bus clean and sanatise - 12021	subscription 01/01/21- 22 Insion contributions Iarges 15/03 -12/04/21 Ick 01/04-30/06 - £1224.00, Ir maintenance (April) - 50, Office grounds (April) -	Amount £1,808.02 £1,231.76	Invoice/Ref	Paid by D/D	Paid by Debit
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Tree works Office telep Salary Covid-19 re Office/bus 2021	06.00	£2,942.60 86506	86506		
Office telep Salary Covid-19 re Office/bus 2021	ee works to allot site	£1,728.00	136		
Salary Covid-19 re Office/bus 2021	ffice telephone & broadband	£78.28		>	
Covid-19 re Office/bus 2021	ılary	£780.79			
Office/bus 2021	Covid-19 relief payment - May 21	£124.80			
	fice/bus clean and sanatise - April	£260.40	1198		
Friends of Emersons Green Park Grant app 2021	ant app 2021	£2,500.00			
HMRC Staff Income Tax & NI contribut	aff Income Tax & NI contributions	£949.77			
Kath MacConnachie Salary	lary	£2,171.41			
Microsoft business basic & stan website support - £150.12, rem	Microsoft business basic & standard, website support - £150.12, remote				
support - £61.80	pport - £61.80	£211.92		>	
Octopus Energy Office gas and electric 01/04-30	Office gas and electric 01/04-30/04/21	£101.99		>	
Richard Hull Salary	lary	E676.61			



# EMERSONS GREEN TOWN COUNCIL

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	Photocopier print charges 01/03-				
Ridgemaill	01/04/21	£15.76		1	
St Peters Hospice	Grant app 2021	£2,500.00			
South Gloucestershire Council	Localism charges Apr-Jun 2021	£2,644.99			
Water2business	Allot site water	£68.85	£68.85 5308217418028		
	Remote meeting charge 06/05-				
Zoom	05/06/21	£14.39			>
Third Kingswood (Lyde Green) Guides	Grant app 2021	E338.00			
		£21,175.84			