


NEWQUAY COUNCIL



RFO's Report to:	Full Council
Date:	July 2019
Title:	July 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:	Yes

Appropriate pre-decision notification given to ward member if delegated?	N/A
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Required action from members:	
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1.0 Bank Balances

Below are the Bank Account Balances as at 30th June 2019:

Account:	Balance
Natwest NTC Reserve	£1,143,990.27
Natwest NTC Current Account	£1,000.00
Natwest TIC Current Accounts	£143,958.34
Unity Bank NTC	£576,718.50
Unity Bank TIC	£131,995.65
Unity Bank Reserve	£789,256.65
CCLA Deposit	£250,000.00
Total Account Balances	£3,036,919.41

2.0 Direct Debits & Standing Orders

Ref	Direct Debits/Standing Orders:	Total	Acc
A.	ALD Automotive	£1,327.11	NTC
B.	Allstar	£1,014.67	NTC
C.	Aviva	£2,070.80	NTC
D.	British Gas	£30.29	NTC
E.	BT	£5,860.14	NTC
F.	Churchill Env. Services	£423.60	NTC
G.	Cornwall Council Rates	£2,000.00	NTC
H.	EDF Energy	£1,642.73	NTC
I.	Global Collect	£204.90	NTC
J.	GoCordless	£4.35	NTC
K.	H3G	£63.96	NTC
L.	Lloyds Card Payment	£4,887.59	NTC
M.	The Mailing Room	-	NTC
N.	Cornwall Council	-	NTC
O.	NEST	£1,294.33	NTC
P.	Nissan Finance	£0.00	NTC
Q.	SWW	£842.00	NTC
R.	Techquarters	£641.56	NTC
S.	Thirsty Work	£109.08	NTC
T.	Unity Bank	£36.00	NTC
U.	VWFS UK	£1,296.10	NTC
V.	Worldpay	-	TIC
W.	Natwest	£16.16	TIC
X.	EDEN	£40.32	TIC
	Total Direct Debit Amount	£23,805.69	

3.0 Payroll Payments (already made) (Please note Item 3 needs to be authorised for payment)

Ref	Direct Debits/Standing Orders:	Total	Acc	Unity Bank Ref:
A.	NTC/Facilities/CCTV/Enforcement/Open Spaces/TIC/CC Pensions	£59,128.54	NTC/ TIC	IB 4032 – IB 4076
B.	HMRC	£12,554.43	NTC	IB 4077
C.	Mr B White Mr B White	£922.20/ 205.00	NTC/ TIC	IB 4150 – IB 4151

4.0 Unity Bank Card Payments (already made)

Ref	Supplier	Info	Total	VAT	Committee
A.	Digital Ocean	IT Software	£19.10	£0.00	F&P
B.	Blinds 2 Go	Blinds?	£118.00	£19.67	F&P
C.	Argos	Padlocks	£12.00	£0.00	F&P
D.	Argos	Desk Chair	£31.99	£0.00	F&P
E.	MegaBrokers	Desk Chair	£42.90	£5.83	F&P
F.	4Gon	EdgeRouter Pro	£331.14	£55.19	F&P
G.	Square UK	Square Readers & Phone Cases	£140.36	£23.39	TIC
H.	Mitsogo Inc.	Yearly Subscription	£926.75	£0.00	F&P
I.	Cornwall Council	Temporary Event Application	£21.00	£0.00	T&L
J.	Cornwall Council	Temporary Event Application	£21.00	£0.00	T&L
K.	TLC	Bubble Machine	£141.53	£23.59	T&L
L.	Argos	Metal Shed	£136.95	£0.00	F&P
M.	Domu Household		£59.98		
N.	Towsure	Refund for Motor Mover	£-1455.98		
O.	Argos	Refund for Desk Chair	£-31.99	£0.00	F&P
P.	1&1	Basic Fee	£12.00	£2.00	F&P
Q.	WaterIrrigation	Watering Lance	£44.58	£6.60	FBOS
R.	Digital River	IT Software	£9.88	£1.65	F&P
S.	Contract Sign Systems	EDGP Signs	£162.00	£27.00	EDGP
T.	Jamf	Standard Subscription	£6.37	£0.00	F&P
U.	Adobe	Adobe Acrobat Subscription	£150.92	£0.00	F&P

V.	LogMeIn	RescueAssist	£46.80	£7.80	F&P
W.	Burncoose Nurseries	Plants for FBOS	£236.00	£49.17	FBOS
X.	Radmore & Tuckers Ltd	Lawnmowers	£7523.50	£1253.92	FBOS
Y.	FreePik	IT Software	£9.32	£0.00	F&P
Z.	XL Displays	Display Board	£224.40	£37.40	F&P

5.0 Natwest Bank Payment Requiring Authorisation (these include TIC Payments) – Items in Red have already been paid

Minute Ref: (if applicable)	Supplier	Info	Total	VAT	Committee	Chqs
	Royal British Legion	Wreath	£18.50	£0.00	F&P	9902

6.0 Unity Bank Payment Requiring Authorisation (these include TIC Payments) – Items in Red have already been paid. Items in Green are being disputed.

Minute Ref: (if applicable)	Committee	Supplier	Info	Total	VAT	Unity Bank Reference
	F&P <i>(Corporate Service)</i>					
		Microshade Business Consultants	Monthly Hosting Fee & Hosting Omega Accounts	£144.00	£24.00	IB 3995
		Viking	Stationary Order	£29.75	£4.96	IB 3999
		Viking	Stationary Order	£24.43	£4.07	IB 4000
		Screwfix	Equipment for Office Rails	£236.93	£39.46	IB 4007
		Churchill Service Solutions	Monthly Legionella Testing - Offices	£46.99	£7.83	IB 4009

		Amazon	Coffee	£12.49	£0.00	IB 4015
		The Cornish Print & Sign Company	Annual Book Printing	£227.32	£0.00	IB 4017
		Screwfix	Equipment for Office Rails	£496.75	£82.76	IB 4022
		Datasharp	Printing Costs	£361.74	£60.29	IB 4026
		BT	Internet Services	£1,002.00	£167.00	IB 4028
		Viking	Stationary Order	£67.39	£11.23	IB 4029
		Tozers	Retainer Renewal	£4,200.00	£700.00	IB 4084
		Viking	Paper	£143.06	£23.84	IB 4087
		Atlantic Hotel	Mayor Making Balance	£1,236.90	£206.15	IB 4097
		Viking	Stationary Order	£108.28	£18.05	IB 4100
		Datasharp	Staples & Call Out	£83.62	£13.94	IB 4101
		APS Construction Services Ltd	Install Soundproofing in TC Office	£160.80	£26.80	IB 4121
		Amazon	Replacement Battery	£41.49	£6.92	IB 4132
		Amazon	Network Adapter	£7.99	£0.00	IB 4133
		Amazon	Power-Saving Back-ups	£188.36	£31.39	IB 4134
		Amazon	Lithium Battery	£103.93	£17.32	IB 4135
		Amazon	Hotspot Router	£271.90	£45.32	IB 4136
		Ice Cold Gorilla	June Marketing	£450.00	£0.00	IB 4137
		Viking	Stationary Order	£43.13	£7.19	IB 4153
		Tozers	Surveyors Fee	£300.00	£0.00	IB 4155
	FBOS <i>(Environment Service)</i>				VAT	Unity Bank Reference
		Supplier	Info	Total		
		Glasdon Ltd	Benches	£2,117.74	£352.96	IB 3992
		Andyloos	Hire for Skatepark	£184.32	£30.72	IB 3993

		Barron surveying services	Post-Planning & Application Design	£3,000.00	£500.00	IB 3998
		Grahams Garden Machinery Ltd	Bowser Service	£70.72	£11.79	IB 4001
		CGS Contractors	Footpath Maintenance Contract	£3,934.26	£655.71	IB 4004
		Screwfix	Boots	£29.99	£0.00	IB 4006
		Mole Valley Farmers	Oil, Shears & Shovel	£60.46	£10.08	IB 4011
		Glasdon Ltd	Litter Bin	£459.47	£76.58	IB 4012
		Amazon	Woodstain	£200.00	£33.28	IB 4013
		Amazon	Hammerite	£149.90	£25.00	IB 4014
		Viking	Litter Picker	£81.22	£13.54	IB 4016
		Workwear Express	FBOS/EDGP Uniform	£226.11	£37.69	IB 4019
		Smith and Reed	Temp Staff	£400.03	£66.67	IB 4021
		Biffa	Litter Bin Contract for Mountwise Gardens	£262.70	£43.78	IB 4023
		Screwfix	Respirator	£35.98	£6.00	IB 4030
		Dan Hathaway	Mountwise Car Park Fence Works Phase 2	£1,250.00	£0.00	IB 4031
		Complete Weed Control	Weed Spraying	£3,578.40	£596.40	IB 4083
		Amazon	Ronseal Woodstain	£50.00	£8.32	IB 4086
		Smith and Reed	Temp Staff	£616.72	£102.79	IB 4090
		Helston Town Council	ROSPA Course	£480.00	£0.00	IB 4091
		Amazon	Hammerite	£149.80	£25.00	IB 4092
		Screwfix	FBOS Equipment	£43.46	£7.42	IB 4093
		Cormac Solutions	Hanging Baskets	£2,825.94	£470.99	IB 4099

		Dan Hathaway	Mountwise Car Park Fence Works Phase 3	£1,000.00	£0.00	IB 4104
		Smith and Reed	Temp Staff	£625.06	£104.18	IB 4105
		The Cornish Print & Sign Company	Skatepark Stickers	£442.63	£73.77	IB 4106
		Direct365	Porthole Hazardous Theatre Unit	£66.00	£11.00	IB 4109
		G E Views	Steel Planter	£1,104.00	£184.00	IB 4111
		Workwear Express	FBOS Uniform	£18.68	£3.12	IB 4112
		Rogers & Jones Architects	Mountwise Building 50% payment	£2,647.66	£441.28	IB 4113
		APS Construction Services Ltd	Refurb of 11 Benches	£2,381.94	£396.99	IB 4117
		APS Construction Services Ltd	Install 2 New Benches	£96.00	£16.00	IB 4118
		APS Construction Services Ltd	Install Hanging Baskets	£330.00	£55.00	IB 4120
		APS Construction Services Ltd	Painting Narrowcliff Railings	£1,944.00	£324.00	IB 4123
		CGS Contractors	Footpath Maintenance	£3,934.26	£655.71	IB 4152
	EDGP (CCTV & Facilities Service)	Supplier	Info	Total	VAT	Unity Bank Reference
		Screwfix	Safety Trainers	£39.99	£6.66	IB 3994
		Screwfix	Duty Hasp & Staple 90mm	£7.96	£1.33	IB 3996
		SpyCameraCCTV	Mini Dome Camera	£128.45	£21.40	IB 3997
		Direct365	Clinical Waste Collection	£234.34	£39.05	IB 4102
		Screwfix	Cable Tie	£12.97	£2.16	IB 4005
		Rumbles 2	Facilities Uniform	£111.60	£18.60	IB 4018

		Churchill Service Solutions	Monthly Legionella - WC's	£211.80	£35.30	IB 4027
		Rumbles 2	Facilities Uniform	£544.80	£90.80	IB 4094
		Contract Sign Systems	EDGP Signs	£1,398.00	£233.00	IB 4095
		Direct365	Feminine Hygiene Disposal	£75.80	£12.63	IB 4108
		Biffa	Litter Bin Contract Treloggan	£487.97	£81.33	IB 4110
		Rumbles 2	EDGP Uniform	£100.80	£16.80	IB 4114
		Workwear Express	EDGP Uniform	£68.18	£11.36	IB 4115
		APS Construction Services Ltd	Wall Cladding - Watergate	£816.00	£136.00	IB 4116
		APS Construction Services Ltd	Service Fans & Install Filters	£384.00	£64.00	IB 4119
		APS Construction Services Ltd	Maintenance Checks on Toilets	£360.00	£60.00	IB 4124
		APS Construction Services Ltd	Maintenance Checks on Paddlegates & Coin Boxes	£476.24	£79.37	IB 4125
		APS Construction Services Ltd	Maintenance Checks on White Lights	£446.40	£74.40	IB 4126
		APS Construction Services Ltd	Replace Locks	£114.00	£19.00	IB 4129
		APS Construction Services Ltd	Decoration at Narrowcliff	£1,188.00	£198.00	IB 4130
		APS Construction Services Ltd	Temporary Toilets at Heron	£2,297.04	£382.84	IB 4131
	T&L <i>(Visit Newquay and Library & Information Service)</i>	Supplier	Info	Total	VAT	Unity Bank Reference

	Churchill Service Solutions	Monthly Legionella Testing - Library	£21.74	£3.62	IB 4010
	South West Electrics	Electric Supply to Stand @ Royal Cornwall	£49.17	£0.00	IB 4020
	Amazon	Portable Display Board	£50.00	£0.00	IB 4025
	Candy Cabin	Library Newspapers	£102.35	£0.00	IB 4078
	Steve Lowe	Summer Finale Rides - Deposit	£370.00	£0.00	IB 4080
	Usfor	Banners for Newquay Sessions	£223.20	£37.20	IB 4082
	Amazon	Acrylic Poster Holder	£24.97	£4.16	IB 4085
	Beaufort Bespoke	TIC Renovation	£15,144.00	£2524.00	IB 4089
	Cornwall International Male Choral Festival	Grant Release	£1,000.00	£0.00	IB 4096
	Cornwall Council	Waste Management Contract Killacourt	£12,000.00	£2000.00	IB 4107
	APS Construction Services Ltd	Sealing External Windows	£156.00	£26.00	IB 4122
	APS Construction Services Ltd	Ceiling Works in TIC	£4,296.00	£716.00	IB 4127
	APS Construction Services Ltd	Refurb of TIC	£8,571.60	£1428.60	IB 4128
	National Express Ltd	Tickets for Resale (TIC)	£562.79	£0.00	IB 4138
	National Express Ltd	Tickets for Resale (TIC)	£833.32	£0.00	IB 4139
	Ted's Tours	Stock for resale (TIC)	£162.00	£0.00	IB 4140
	AD Sales Ltd	Sales of Newquay Voice	£9.29	£0.00	IB 4141
	Usfor	2000 Postcards	£206.40	£34.40	IB 4142
	Samuel Marsden	Stock for resale (TIC)	£5.60	£0.00	IB 4143

		PJ Print & Signs	Pop Up Banners	£165.60	£27.60	IB 4144
		Secure Trading	Card Transaction Charges	£26.40	£4.40	IB 4145
		Secure Trading	Card Transaction Charges	£26.40	£4.40	IB 4146
		SR Studio	Maps for Resale	£70.00	£0.00	IB 4147
		Aventail Security	Library Security	£893.10	£148.85	IB 4148
		Aventail Security	Library Security	£748.80	£124.80	IB 4149
		Chancer	Newquay Sessions Performance	£250.00	£0.00	IB 4154
		Aventail Security	Library Security	£624.00	£104.00	IB 4156
		Aventail Security	Library Security	£819.00	£136.50	IB 4157
	STAFFING				VAT	Unity Bank Reference
		Supplier	Info	Total		
		Susan Deakin	Travel Costs	£18.40	£0.00	IB 4002
		Amy Smith	Travel Costs	£14.40	£0.00	IB 4003
		Stef Slack	Reimbursement for Lunch @ Royal Cornwall	£9.50	£0.00	IB 4008
		Laura Lane	Reimbursement for Lunch @ Royal Cornwall	£21.00	£0.00	IB 4024
		The Open University	Apprenticeship Contribution - CR	£540.00	£0.00	IB 4088
	P&L				VAT	Unity Bank Reference
		Supplier	Info	Total		

Councillor	Info	Total	VAT	Unity Bank Reference
Rachel Craze	Travel Costs	£60.30	£0.00	IB 4079

Total for Invoices & Card Payments = £113,113.34

Key

EDGP: Economic Development and General Purposes Committee

FBOS: Footpaths, Bridleways and Open Spaces Committee

TIC: Tourist Information Centre

NTC: Newquay Town Council

P&L: Planning & Licensing Committee

F&P: Finance & Policy Committee

Staffing: Staffing Committee

QS: Quality Status Committee

T&L: Tourism & Leisure Committee