

HPC_Payments_2023_24 - Sheet_10

Items for payment presented to the meeting on 13th March 2023

Members are requested to authorise the following payments made since the compilation of the agenda 13th February 2023 and payable before the compilation of the agenda for the meeting on Monday 13th March 2023

Minutes reference (where necessary)	Payment to:-	Centre	Charge	Total Payment	Payment date/cheque dated	Payment method	Cost code	Authorised by
	Ricoh UK Ltd - copier rental Jan - March	Photocopying	£273.49	£378.41	10/02/2023	DD	1161	
	Ricoh UK Ltd - clicks Oct - Dec	Photocopying	£104.92		10/02/2023	DD	1161	
	Arrow Security Shutters - repair on Linear Hall shutter (inv 16793)	Shutter repairs	£1,974.00	£1,974.00	10/02/023	Faster	2166	
	Rialtas Business Solutions - Bookings software (Jan to March) (inv SM26939)	Subscriptions	£68.48	£68.48	10/02/2023	Faster	1168	
	G N Maintenance - playground repairs (inv 701)	Playground equip maint	£270.00	£310.00	10/02/2023	Faster	4166	
	G N Maintenance - Centre repairs (inv 701): door handle and carpet strip)	Repairs	£40.00		10/02/2023	Faster	2161	
	Relyon - Jan: Cleaning (inv 40572)	Cleaning	£1,052.40	£1,949.47	10/02/2023	Faster	2123	
	Relyon - Jan: Caretaking (inv 40572)	Caretaking	£774.00		10/02/2023	Faster	2121	
	Relyon - Jan: Cleaning products (inv 40572)	Cleaning products	£123.07		10/02/2023	Faster	2124	
	Purco Print - print January newsletter (inv 22838)	Public relations/newsletter	£350.00	£350.00	10/02/2023	Faster	3160	
	Countrywide Grounds Maintenance - Jan: Warden service (inv 276035)	Neighbourhood Wardens scheme	£1,600.00	£1,600.00	10/02/2023	Faster	3180	
partial deposit retention	Deposit refund - inv 7162	Deposits/deposit returns	£170.00	£170.00	10/02/2023	Faster	2182	

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	Deposit refund - inv 7114	Deposits/deposit returns	£100.00	£100.00	10/02/2023	Faster	2182	
	Frasers office innovation - Stationery (inv 17826)	Stationery	£47.27	£47.27	10/02/2023	Faster	1169	
	Sunshine Commercial Services- Jan: Grounds maintenance (inv 28345)	Grass/hedge cutting	£345.04	£345.04	10/02/2023	Faster	4155	
	Vision ICT - Biennial domain renewal (inv 15998)	IT Expenditure	£78.00	£78.00	10/02/2023	Faster	1170	
	West Berkshire Council - Annual Premises Licence fee (inv 554671)	Subscriptions	£180.00	£180.00	10/02/2023	Faster	1168	
EMR 325	Mogo Direct - new chairs (Keep) (inv SI-00018127)	Equipment	£1,005.00	£1,005.00	13/02/2023	Card	2131	
134/22/23	Signs & Stickers Ltd - High Visibility Jackets	Community development	£117.55	£117.55	13/02/2023	Card	3120	
	Cathedral Hygiene - qtlly hygiene services	Refuse collection	£113.40	£113.40	20/02/2023	DD	2162	
	Deposit refund - inv 7201	Deposits/deposit returns	£100.00	£100.00	20/02/2023	Faster	2182	
	Deposit refund - inv 7194	Deposits/deposit returns	£100.00	£100.00	20/02/2023	Faster	2182	
	HMRC - Tax and NI (Jan)		£879.29	£879.29	22/02/2023	BACS		
EMR 321 minute 167/22/23 a) i) & 2)	Marshalls Garden - seeds for annual assembly	Community development	£242.15	£242.15	21/02/2023	Card	3120	
	Moorepay - payroll admin Jan (inv 0338491)	Payroll admin	£63.32	£63.32	23/02/2023	DD	1126	
	Abracadabra (Kare Group) - February newsletter delivery (inv 51605)	Public relations/newsletter	£321.46	£321.46	24/02/2023	Faster	3160	

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	Southern Electric - electricity	Electricity	£333.00	£333.00	24/02/2023	DD	2130	
	Purco Print - Special edition newsletter (inv 22843)	Public relations/newsletter	£350.00	£350.00	24/02/2023	Faster	3160	
	Abracadabra (Kare Group) - Special edition newsletter delivery (inv 51623)	Public relations/newsletter	£344.41	£344.41	24/02/2023	Faster	3160	
Use of EMR 325. 50% of payment to be returned through Members' Bid	Nurse Electrical Ltd - Office and LH lighting upgrade	Beansheaf Centre Projects	£6,476.52	£6,476.52	24/02/2023	Faster	5113	
164/22/23 d) i)	Friends of Linear Park - grant award	Grants	£350.00	£350.00	24/02/2023	Faster	3146	
164/22/23 d) ii)	MS Therapy Centre - grant award	Grants	£500.00	£500.00	24/02/2023	Faster	3146	
	Deposit refund - inv 7115	Deposits/deposit returns	£100.00	£100.00	24/02/2023	Faster	2182	
	Deposit refund - inv 7160	Deposits/deposit returns	£100.00	£100.00	24/02/2023	Faster	2182	
	Deposit refund - inv 7157	Deposits/deposit returns	£100.00	£100.00	24/02/2023	Faster	2182	
	NALC - Councillor training (Emergency Planning) (inv 5937505198)	Members training	£52.04	£52.04	24/02/2023	CARD	1151	
	Cathedral Hygiene - hand sanitisers	Cleaning products	£147.42	£147.42	27/02/2023	DD	2124	
	Salaries - February		£4,828.67	£4,828.67	28/02/2023	BACS		
	Suez - refuse collection: February (inv 32889066)	Refuse collection	£194.38	£194.38	28/02/2023	DD	2162	
	Castle Water - Water	Water	£5.00	£5.00	02/03/2023	DD	2175	

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Frasers office innovation - Stationery (inv 17966)	Stationery	£9.47	£9.47	03/03/2023	Faster	1169	
Deposit refund - inv 7042	Deposits/deposit returns	£100.00	£100.00	03/03/2023	Faster	2182	
Deposit refund - inv 7140	Deposits/deposit returns	£100.00	£100.00	03/03/2023	Faster	2182	
Relyon - February (inv 40744)	Caretaking	£774.00	£1,973.14	03/03/2023	Faster	2121	
Relyon - February (inv 40744)	Cleaning	£1,052.40		03/03/2023	Faster	2123	
Relyon - February (inv 40744)	Cleaning products	£146.74		03/03/2023	Faster	2124	
Countrywide Grounds Maintenance - Feb: Warden service (inv 501920)	Neighbourhood Wardens scheme	£1,600.00	£1,600.00	03/03/2023	Faster	3180	
O2 - mobile phone	Telephone	£28.81	£28.81	06/03/2023	DD	1174	

Expenditure since previous meeting	£28,185.70
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