- Ensure the policy is implemented (Town Clerk)
- Ensure the policy is monitored and reviewed (Town Council and Town Clerk)
- Ensure sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented (Town Council)
- Ensure Councillors, staff and volunteers have access to appropriate training/information (Town Clerk)
- Ensure staff concerns about safeguarding are responded to seriously, swiftly and appropriately (Town Clerk)

3.2 To assist in safeguarding and to respond to the legislation noted in Section 1.3 above the following policies are also in place:

- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Whistleblowing –ability to inform on other staff/ practices within the organisation
- Health and Safety and Risk Assessments mitigating risk to staff and customers
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)

4. Process to Report Potential Abuse

4.1 The Council recognises the difficulty of assessing a potential abuse situation. It is accepted that council staff are not experts in this field. However, all suspicions and or allegations of abuse must be taken seriously and responded to in a speedy and appropriate manner. Staff are therefore expected to discuss any concerns they have regarding the welfare of a child with their Line Manager. The Line Manager will then discuss these matters with the Town Clerk who will decide on the most appropriate course of action.

4.2 It is not the responsibility of Town Council employees to decide if abuse has occurred, however it is their responsibility to take action regardless of how small the concern.

4.3 Staff must avoid situations that compromise the proper relationship with children or vulnerable adults. Staff must also be aware that others else might misinterpret actions, no matter how well intentioned.

4.4 If a situation of suspected abuse is reported then the following process should be followed:

- Any member of staff (paid or unpaid) is required to report any concerns in the first instance to their line manager or Town Clerk.
- In all case of emergency call 999
- Call Children's Services at Hertfordshire County Council on 0300 123 4043 (including out of hours)
- Contact Adult Social Care at Hertfordshire County Council on 0300 123 4042 (24

hours a day)

- Follow the advice provided and contact the Police if necessary.

4.5 As soon as possible the form attached to this policy should be completed. If a member of staff (paid or unpaid)feels unsure as to whether parents may be involved in a suspected abuse they should not approach the parents on the subject as this could place the child at further risk. This is a very difficult situation to assess. Therefore advice should be sought from any of the above under such circumstances.

5. Allegations of Abuse Against Members of Staff

5.1 The Council recognises that child abuse does occur in any setting where adults have access to children. It is essential that all staff involved with children and vulnerable adults are aware that all allegations are taken seriously and appropriate action taken.

5.2 It may be that the person is unclear whether allegations that are made constitute abuse or poor practice and are therefore unsure of the action to be taken. It is essential for this reason that the person in charge (usually the Line Manager) informs the Town Clerk of the situation and where necessary obtain advice from Social Services. It is possible that this may be just one of a series of instances of which the member of staff is unaware that could constitute something more serious.

5.3 It is acknowledged that any suggestion that a member of staff is or may be abusing a child or vulnerable adult will raise concerns amongst other staff, including the inherent difficulties in reporting such matters. However, it is important that any concerns for the welfare of a child/vulnerable adult arising from abuse or harassment by a member of staff should be reported immediately.

5.4 Hertford Town Council will fully support and protect anyone who, in good faith, reports his or her concern that a colleague is or may be abusing a child or vulnerable adult.

5.5 Any concerns must be discussed with the Town Clerk where the best course of action will be decided. It is crucial that allegations are taken seriously and any appropriate action taken to protect the welfare of the child or vulnerable adult.

5.6 Where there is a complaint of abuse against a member of staff, there are three types of investigation possible.

- A disciplinary or misconduct investigation.
- A criminal investigation.
- A child protection or vulnerable persons investigation.

If, following consideration by the person in charge, the allegation is clearly one about poor practice then the person in charge will deal with this situation as a misconduct issue.

If the allegation is one of poor practice against the person in charge, then the Town Clerk will decide how the matter will be dealt with and whether or not to initiate disciplinary proceedings.

If the allegation is one of abuse and/or one against the person in charge then the Town Clerk must contact Hertfordshire County Council Social Services team and act upon their advice.

5.7 The Town Clerk must be informed immediately of any allegations of abuse made against a member of staff. They will then make an immediate decision as to whether the individual should be temporarily suspended from duty, as a neutral act, pending further investigations. The Town Clerk will keep the Leader of the Council advised at all times.

5.8 If the Town Clerk cannot be contacted, the next senior manager should send the individual concerned home on full pay and ask them to contact the Town Clerk by 12 noon the following day.

5.9 Irrespective of a social services or Police Investigation the Town Clerk will assess all individual cases under the appropriate misconduct and disciplinary procedure to decide whether a member of staff can be reinstated and if so how it can be handled with sensitivity.

5.10 In circumstances where there is insufficient evidence to uphold any action by the Police or Social Services, the Town Clerk, in consultation with the Leader of the Council, may reach a decision based on the information that is available which could suggest that, on the balance of probability (burden of proof required for civil prosecutions), it is more likely than not that the allegation is true. The welfare of children must remain paramount. Consideration will always be given to what support can be given to children, parents and members of staff.

6. Taking Photographs

6.1 Camera phones, digital cameras and video create the opportunity for misuse. Therefore parental consent must be obtained wherever reasonable practicable before any child is photographed or filmed.

6.2 Any Councillor, member of staff, or volunteer wishing to record images at a Town Council event must:-

- Gain permission from the member of staff in charge of the event;
- For events at the Skate Board Park, Youth Council and at any youth event, ensure the photographic consent form has been completed;
- In addition, if possible, always get verbal permission from the parent or guardian prior to taking the photo at public events such as those organised by the Town

Council in the Castle grounds; confused – don't we need written permission if we were to publish photos of children (where they can be identified) at any event?

- Other than presentations of awards try to avoid taking pictures that clearly identify children.
- The member of staff taking photos should wear an ID badge or uniform which identifies them as part of the official event.

If in doubt do not take the photo or ensure that all participants are facing away from the camera.

SAFEGUARDING INCIDENT REPORT FORM

Your Name: Position:

Name of Child/Vulnerable Adult:	Age: Date of Birth:
Any special factors e.g., disabled or non-English speaker	
Parents/Carers Names:	
Home Address: Telephone number:	
Date of incident:	Time of incident:
Your observations:	
Exactly what the child or vulnerable adult said and what you said: (Remember, do not lead the child or vulnerable adult, record the actual details. Continue on separate sheet if necessary)	
Details of any actual evidence e.g. bruising, bleeding, physical, changes in behaviour of child or parent any indirect signs. Continue on separate sheet if necessary	

Action taken so far, if any:	
If you have spoken to the parents/guardian, what was said:	
Have there been allegations against anyone? If yes, provide details:	YES / NO
Have you consulted anyone else about this? If yes, provide details:	YES / NO
Are you reporting your own concerns or passing on those of somebody else? If someone else, please provide details:	
name of the officer you are handing the report to	position of the officer you are handing the report to

Date: .....

Signature of Reporting Officer: .....

Signature of Accepting Officer: .....

Note
Once both parties have signed the report the person submitting the form should retain a copy for future reference. All forms, correspondence and reports related to this matter should be held in strictest confidence and stored/filed in a secure cabinet with restricted access.

Photographic Consent Form

To be used by persons appearing in photographs, films or videos

PARENTAL CONSENT (PHOTOGRAPHS) FORM

Dear Parent,

By signing this form, you are giving consent for you, or the child or young person for whom you are responsible, to appear in photographs, films or videos which illustrate the work of Hertford Town Council.

Uses for photo's may include: displays and exhibitions; archives; our website; annual reviews; leaflets and posters produced for fundraising; leaflets and posters produced to illustrate our work; press releases in the Town Council news letter, Hertfordshire Mercury and other local press.

Although photographs will be used no child will be identified by name unless there is a specific press release concerning your child.

The photograph will not be used in any circumstance to illustrate sensitive subjects such as domestic violence or child runaways.

By signing the form parents/carers will be confirming that the child is not in any of the special circumstances outlined above.

Name of Child: _____ Date of Birth: _____

Name of parent/guardian: _____

Address: _____

_____

Telephone Number: _____

Signature: _____ Relationship to Child: _____

Hertford Town Council recognises that you may wish to withdraw your consent for personal reasons. You can do this at any time by writing to us.

DRAFT COUNCIL OBJECTIVES 2016

OBJECTIVE: Enhance the role of the County Town of Hertford as an attractive and safe place to live, work and visit and to promote it as a cultural destination		
Action Required	**Success Criteria**	**Responsible Committee**
Actively promote Hertford and its heritage through the Town and Tourist Information Centre, via the Council and GoHertford websites, social media, Town Council noticeboards and the press.	There will be an active and consistent approach to promotional activities, with all Council service areas promoted.	D&L
Support events in the town centre and elsewhere in Hertford including those with a cultural focus on the arts such as the Hertfordshire Festival of Music.	A successful programme that enhances the range and choice on offer of leisure opportunities to residents and visitors.	D&L
Successfully relocate the Town & Tourist Information Centre to new premises, enhancing the range of information and services offered.	The Town & Tourist Information Centre will have relocated with minimal disruption to service delivery. New services will have begun, including the promotion of volunteer opportunities and an enhanced range of merchandise.	D&L
Develop and implement an annual programme of events based at the Castle, reviewing the events involved each year; ensure up to date risk assessments, necessary licences and insurances are in place.	The programme of events will have provided entertainment and activities to interest all ages. Comprehensive preparation for events will have taken place.	D&L
Working in partnership with the Civic Society, install blue plaques at notable buildings and sites and develop a Heritage Trail incorporating them.	The blue plaques will have been installed on all the agreed premises, and a Heritage Trail published to promote them.	D&L
Agree quarterly policing priorities with the Safer Neighbourhood Team and feed in local residents and business views when setting those priorities.	Issues raised are successfully addressed and reported back to the Council.	FP&A or informal meeting
Continued funding of the Hertford Museum as a key resource for both residents and visitors to Hertford.	Continued provision of this important resource.	FP&A
Consider how New Homes Bonus funding can be used to support community based projects such as the Arts Hub being considered by Courtyard Arts.	Improving the cultural offer or other community initiatives within the Town.	FP&A

OBJECTIVE: Support the town centre and business community, to ensure its ongoing viability		
Action Required	**Success Criteria**	**Responsible Committee**
Ensure the GoHertford website can be relied upon as the primary source of information promoting the town centre's businesses and activities, and is actively promoted.	The website will have been regularly maintained, so that the business directory and other information is up-to-date. The number of visits to the website will have increased.	D&L
Successful piloting of free town centre Wi-Fi, with full monitoring and analysis to assess the future of the service.	The service will have been maintained with minimal disruptions. Usage data will be maintained and analysed, and a decision taken as to whether to continue and/or expand the service.	D&L
Continued funding of CCTV and funding and management of the Hertford Taxi Marshalling service, regularly reviewing both to ensure they meet current needs.	Funding of the existing CCTV and Taxi Marshalling services will have been maintained, and requests for extensions given consideration. The Town Council's responsibilities for the Taxi Marshalling will have been undertaken, and the service confirmed to meet requirements.	D&L
Work with East Herts Council and Hertfordshire County Council to ensure car parking provision and enforcement regime that supports the Town Centre.	Parking provision and enforcement that support the Town, its residents and visitors	D&L
Maintain the Hertford Entrepreneurs group to provide a networking forum for local business people, with a varied programme of speakers four times a year.	Four events will have taken place over the course of the year, each attracting at least 30 local business people.	D&L
Provide financial support for local Community Groups and initiatives through the provision of Community Grants.	Positive promotion of the grant scheme; determination of grant applications in line with Town Council	FP&A

	policy; positive case studies shown on the Town Council's website.	
Effectively participate in the Member Implementation Steering Group for the Hertford Town Centre Urban Design Strategy including the future of the Ashley Webb shelter.	There will have been active participation by a Hertford Town Council Member and Officer in the Steering Group, and the Town Council will have taken on responsibility for aspects of delivering the strategy where appropriate.	D&L
Deliver improvements to public realm of the Town Centre, including to Maidenhead Street.	Visual improvements will have been made to Maidenhead Street, and other areas of the town centre.	D&L
In the Castle Grounds, planting improvements will be made.	Appropriate improvements made in keeping with the grounds of a listed building. Positive customer and public feedback;	CS
Investigate the viability and desirability of taking on responsibility for the running of Hertford Market.	A working group will have been established to investigate all aspects of the running of Hertford Market, including the experience of Bishop's Stortford TC of taking on responsibility for their town's market, and successful markets elsewhere.	D&L

OBJECTIVE: Positively Influence Spatial and Economic Development		
Action Required	**Success Criteria**	**Responsible Committee**
Timely response to consultation on: East Herts replacement Local Plan and other planning documents including economic development policy; Conservation Area Appraisal; mineral and	All consultations which impact on Hertford will have been considered and responded to in	D&L

waste planning policy; Local Transport Plan and other transport strategy documents.	a timely manner.	
Develop, implement and seek the adoption of a Neighbourhood Plan for Sele Ward. Local residents, businesses and other organisations will contribute to the development of the plan.	The Neighbourhood Plan will have been prepared, working with residents and other ward representatives. Preparation will be made for seeking endorsement of the Plan within the Ward.	D&L
Comment as a consultee on individual planning applications.	The Planning Sub-Committee will have reviewed and commented on all Hertford Planning applications.	D&L

OBJECTIVE: Effective Management of the Property, Facilities and Land Owned or Maintained by the Council		
Action Required	**Success Criteria**	**Responsible Committee**
Continue to manage Hertford Cemetery and closed churchyards, carry out necessary repairs and maintenance.	Positive customer and public feedback; effective maintenance undertaken.	CS
Undertake an assessment of the long term need for the provision of further burial spaces /new cemetery.	Assessment provides timing, number and location of future provision.	CS
Continue the effective provision and maintenance of 6 allotment sites within and around the Town.	Positive plotholder feedback; effective and timely maintenance undertaken; low levels of vacancies (KPI).	CS
Carry out regular and planned maintenance of the Castle grounds; the Skatepark at Hartham Common and Pinehurst Playing Field.	Positive customer and public feedback; effective maintenance undertaken.	CS
Draw up and implement an annual programme of maintenance to the Castle and Seed Warehouse ensuring good value	Cost effective maintenance carried out in a timely	FP&A

for money.	manner.	
Maximise the use of the Castle and Millbridge Rooms as venues for hire whilst not impacting on the programme of Town Council events.	Hire of the Castle and Millbridge Rooms will have been maintained at the previous year's levels, or increased.	D&L
Undertake or examine the feasibility of the Town Council undertaking local highways verge and signage maintenance as part of Hertfordshire County Council Highways Together Initiative. Full scope of work will be set following a 3 month trial period.	Council decision made following the trial period around future scope of this activity. If approved may lead to improved response times for maintenance contributing to a more pleasant environment.	FP&A
Develop and implement a strategy for the Council to improve its carbon footprint and sustainability. Areas of action could include paper use, level of recycling and energy suppliers.	Reduced carbon footprint through exemplary practice.	FP&A

OBJECTIVE: Effective Governance		
Action Required	**Success Criteria**	**Responsible Committee**
Undertake regular reviews to Council policy and Constitution (this incudes to all standing Orders and Financial Regulations).Develop news policies where required.	Town Council is effectively run and managed; meeting all statutory requirements and exhibiting good practice wherever possible other	FP&A
Comment on relevant local and national policy consultations that may affect the business of the Council or impact on Hertford.	Town Council responds appropriately to issues affecting Hertford	FP&A
Review spending programmes (such as for New Home Bonus funding) as part of the	Spending programmes remain	FP&A

annual budget setting process.	fit for purpose and result in positive	
Ensure all requirements of the Council's Standing Orders and Financial Regulations are met when spending public money.	Assurance provided on an annual basis by the Town Clerk.	FP&A
Continue to meet financial transparency requirements including regular publication of Council expenditure.	Assurance provided on an annual basis by the Town Clerk.	FP&A
Ensure recommendations made following internal and external financial audits are fully undertaken in a timely way	Town Clerk develops action plans and ensures their time completion, reporting to Committee as appropriate.	FP&A
Develop and implement training and development plans for Councillors and Staff.	Plans in place and training records held and reported to Personnel Sub Committee.	FP&A
For all activity undertaken by the Council (including management of property, land and public events) ensure that up to date risk assessments and appropriate licences are in place and health and safety requirements are being adhered to.	Property and events are managed meeting within prevailing licensing and health and safety requirements.	FP&A and D&L
Adopt and monitor Key Performance Indicators for the provision of Council services. Take corrective action as required.	Data is recorded and reviewed to ensure the needs of customers continue to be met	All Committees

OBJECTIVE: Facilitate the Positive Development of Young People		
Action Required	**Success Criteria**	**Responsible Committee**
Evaluate the feasibility and potential benefits of re-constituting the Hertford Youth Council	Active and successful Youth Council in place	CS
Examine with local schools accommodating students on planned work experience programmes	Improved preparation of young people ahead of taking up employment	FP&A
Liaise with Hertfordshire County Council Youth Offending Service on feasibility of young people contributing positively to the work of the Council.	Undertake feasibility work and decide upon implementation	FP&A

OBJECTIVE: Customer Service (Improvement Objective)		
Action Required	**Success Criteria**	**Responsible Committee**
Increase awareness amongst all Officers of what represents excellent customer service; embed best practice in all aspects of the customer service that the Council provides.	Increased awareness of how job role and responsibility directly impacts on customers	FP&A

PAPER R

HERTFORD TOWN COUNCIL
BANK RECONCILIATION AS AT 29th FEBRUARY 2016

HSBC Current Account	0.01	
HSBC Deposit Account	1,254,802.40	
HSBC Money Market / Bond Account	0.00	
		1,254,802.41
Less:		
Cheques drawn but not debited to bank account as at 29th February 2016		
HSBC Current Account	(15,496.70)	
		(15,496.70)
Plus:		
Receipts shown as received in the period but not banked before close of business on 29th February 2016	0.00	
		0.00
Balance as per Sage Accounts System		1,239,305.71
Nominal Ledger Code 1200 HTC Current Account		(15,496.69)
Nominal Ledger Code 1205 HTC Deposit Account		1,254,802.40
Nominal Ledger Code 1230 HTC Money Market / Bond Account		0.00
		1,239,305.71

Reconciliation performed by:

Stephen Davies - Finance Manager — 11/03/2016 Date

Reconciliation independently checked by:

Joseph Whelan - Town Clerk — 11/03/2016 Date

HERTFORD TOWN COUNCIL

BANK RECONCILIATION AS AT 31st MARCH 2016

HSBC Current Account	0.01	
HSBC Deposit Account	1,169,159.02	
HSBC Money Market Account	0.00	
Castle petty cash	183.62	
T&TIC petty cash	6.77	
Cemetery petty cash	50.00	
		1,169,399.42
Less:		
Cheques drawn but not debited to bank account as at 31st March 2016		
HSBC Current Account	(54,580.44)	
		(54,580.44)
Plus:		
Receipts shown as received in the period but not banked before close of business on 31st March 2016	0.00	
		0.00
Balance as per Sage Accounts System		1,114,818.98

Nominal Ledger Code 1200 HTC Current Account	(54,580.43)
Nominal Ledger Code 1205 HTC Deposit Account	1,169,159.02
Nominal Ledger Code 1230 HTC Money Market Account	0.00
Nominal Ledger Code 1240 Castle petty cash account	183.62
Nominal Ledger Code 1250 T&TIC petty cash account	6.77
Nominal Ledger Code 1260 Cemetery petty cash account	50.00
	1,114,818.98

Reconciliation performed by:

AS 25/5/16

Stephen Davies - Finance Manager — 20/04/2016 Date

Reconciliation independently checked by:

Joseph Whelan - Town Clerk — 20/04/2016 Date

HERTFORD TOWN COUNCIL
BANK RECONCILIATION AS AT 30th APRIL 2016

HSBC Current Account	0.01	
HSBC Deposit Account	1,578,964.87	
HSBC Money Market Account	0.00	
		1,578,964.88
Less:		
Cheques drawn but not debited to bank account as at 30th April 2016		
HSBC Current Account	(19,494.82)	
		(19,494.82)
Plus:		
Receipts shown as received in the period but not banked before close of business on 30th April 2016	0.00	
		0.00
Balance as per Sage Accounts System		1,559,470.06
Nominal Ledger Code 1200 HTC Current Account		(19,494.81)
Nominal Ledger Code 1205 HTC Deposit Account		1,578,964.87
Nominal Ledger Code 1230 HTC Money Market Account		0.00
		1,559,470.06

Reconciliation performed by:

Stephen Davies - Finance Manager — 19th May 2016 (Date)

Reconciliation independently checked by:

Joseph Whelan - Town Clerk — 19th May 2016 (Date)

HERTFORD TOWN COUNCIL
BANK RECONCILIATION AS AT 31st MAY 2016

HSBC Current Account	0.01	
HSBC Deposit Account	1,484,434.16	
HSBC Money Market Account	0.00	
		1,484,434.17
Less:		
Cheques drawn but not debited to bank account as at 31st May 2016		
HSBC Current Account	(10,348.89)	
		(10,348.89)
Plus:		
Receipts shown as received in the period but not banked before close of business on 31st May 2016	0.00	
		0.00
Balance as per Sage Accounts System		1,474,085.28

Nominal Ledger Code 1200 HTC Current Account	(10,348.88)
Nominal Ledger Code 1205 HTC Deposit Account	1,484,434.16
Nominal Ledger Code 1230 HTC Money Market Account	0.00
	1,474,085.28

Reconciliation performed by:

Stephen Davies - Finance Manager — 14th June '16 (Date)

Reconciliation independently checked by:

Joseph Whelan - Town Clerk — 14th June '16 (Date)

PAPERS

General Account 31169955

REF					REASON FOR PAYMENT	PETTY CASH	NETT		TOTAL
203931	17/03/2016	PR	LR	Furniture at work	Purchase of Round table		125.00	25.00	£150.00
203932	17/03/2016	PR	LR	Gascoyne Cecil Estates	Castle quarterly Rent in advance		14,787.41		£14,787.41
203933	17/03/2016	PR	LR	Gillett & Johnston	Annual Service to All Saints Church clock		138.00	27.60	£165.60
203934	17/03/2016	PR	LR	Hertfordshire County Council	Pinehurst quarterly Rent in advance/ Purchase of Office Sationery		176.50	5.30	£181.80
203935	17/03/2016	PR	LR	Hilarys Blinds	Roller Blind fitted in Ladies WC		185.00	37.00	£222.00
203936	17/03/2016	PR	LR	I.C. Glass Glass & Glazing	Repair the glass to the Lawn Door at Castle		85.50	17.10	£102.60
203937	17/03/2016	PR	LR	KG Drain Services	Empty and clean Portaloos on Allotments		500.00	100.00	£600.00
203938	17/03/2016	PR	LR	Leaflets Direct	Distribution of leaflets in Hertford		600.00	120.00	£720.00
203939	17/03/2016	PR	LR	A.R. Martin	Service of Lawn Mowers for Ground Staff		1,279.73		£1,279.73
203940	17/03/2016	PR	LR	Mayfield Books & Gifts	Purchase of Souvenirs for TIC		97.02		£97.02
203941	17/03/2016	PR	LR	Metro Publications Ltd	Purchase of Guides for TIC		103.22		£103.22
203942	17/03/2016	PR	LR	PR Newson Ltd	Drill test carried out on tree at All Saints Church		120.00	24.00	£144.00
203943	17/03/2016	PR	LR	Norbury Fencing & Building Materials Ltd	Purchase of materials for Cemetery Ground Staff		166.25	33.25	£199.50
203944	17/03/2016	PR	LR	Office Team Ltd	Purchase of Office Stationery		86.85	17.37	£104.22
203945	17/03/2016	PR	LR	Bob Parker	Toastmaster Services at Mayor's Civic Dinner		225.00		£225.00
203946	17/03/2016	PR	LR	David Perkins	Rent and Service charge for TIC - 25/03/16-24/06/16		2,817.25	563.45	£3,380.70
203947	17/03/2016	PR	LR	Pitney Bowes	Purchase of postage for Franking machine		963.00		£963.00
203948	17/03/2016	PR	LR	Ricky Tyler Landscapes	Grounds Maintenance at The Castle/Pinehurst Playing Field		689.99	138.00	£827.99
203949	17/03/2016	PR	LR	Ringway InfrastructureServices Ltd	Install sign at Hartham Lane and Bull Plain/Parliament Square		2,140.29	428.06	£2,568.35
203950	17/03/2016	PR	LR	Sioned Rogers	Chair covers/ flowers for Weddings		2,106.00		£2,106.00
203951	17/03/2016	PR	LR	Sage (UK) Ltd	Rescheduling Training Fee		50.00	10.00	£60.00
203952	17/03/2016	PR	LR	Steve Beeston Photography	Photography for Mayor's Civic Dinner		120.00		£120.00
203953	17/03/2016	PR	LR	E. Shevlane	Cemetery shed floor repairs		375.00		£375.00
203954	17/03/2016	PR	LR	Shred-it	Shredding of Confidential Material		93.60	18.72	£112.32
203955	17/03/2016	PR	LR	SLCC	Staff Training Course (JW)		125.00	25.00	£150.00
203956	17/03/2016	PR	LR	Southfield Stationers Ltd	Purchase of Souvenirs for TIC		195.20	39.04	£234.24
203957	17/03/2016	PR	LR	Southwest Communications Group Ltd	Castle Telephone charges		141.94	28.39	£170.33
203958	17/03/2016	PR	LR	Thames Water	Supply of wastewater services to the TIC		111.92		£111.92
203959	17/03/2016	PR	LR	Cancelled			0.00	0.00	£0.00
203960	17/03/2016	PR	LR	Trophy Store	Purchase of Award for HEN Event		23.75	6.99	£30.74
203961	17/03/2016	PR	LR	Vision Office Technical Services Ltd	Photocopier charges		505.11	101.03	£606.14
203962	17/03/2016	PR	LR	Unison	Union Contributions month 10		83.45		£83.45
203963	17/03/2016	PR	LR	East Herts District Council	Business Rates for April 2016		2,877.95		£2,877.95
203964	17/03/2016	PR	LR	Tindall Security	Materials supplied during routine inspection		30.00	6.00	£36.00
203965	21/03/2016	PR	LR	Hertford Choral Society	Sale of tickets for "Dream of Gerontius"		110.00		£110.00
									£0.00
						0.00	32,234.93	1,771.30	34,006.23

Declaration

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR

Cllr Linda Radford

22.4.16

Signature SN:

Cllr Sally Newton

Date

03.05.16

Signature LR

Cllr Peter Ruffles

18th April 16

HTC427

General Account 31169955

REF					REASON FOR PAYMENT	PETTY CASH	NETT		TOTAL
203892	18/02/2016	LR	SN	Hertford Corn Exchange	Sale of tickets for Jongleurs - Comedy on the road		192.00		£192.00
203893	22/02/2016	LR	SN	Hertford Corn Exchange	Sale of tickets for ' Are you Experienced'		212.50		£212.50
203894	23/02/2016	LR	SN	Urban Entertainment	Hertford Castle Projection Technicians (Queens Birthday)		647.50	129.50	£777.00
203895	24/02/2016	LR	SN	The Society of Local Council Clerks	Membership Fee		366.00		£366.00
203896	24/02/2016	LR	SN	Cakes by Cynthia	Hen - prize winner		3,000.00		£3,000.00
203897	24/02/2016	SN	LR	BSTC Mayor's Charity Appeal	Ticket for Bishop's Stortford Mayoral Charity Dinner		40.00		£40.00
203898	24/02/2016	SN	LR	East Herts Council	Ticket for the Chairman's Civic Dinner		50.00		£50.00
203899	29/02/2016	SN	LR	Westmill Farm civic Dinner	Payment for Mayor's Civic Dinner		2,651.00		£2,651.00
203900	01/03/2016	PR	LR	Carole Peacock	Sale of tickets for BIG 10		243.00		£243.00
203901	02/03/2016	PR	LR	Officer	Travel Expenses/Subsistence		27.69		£27.69
203902	02/03/2016	PR	LR	Society of London Theatre	Sale of tickets for Theatre Tokens		47.00		£47.00
203903	02/03/2016	PR	LR	Three Rivers District Council	Ticket to the Mayoral visit to The Warner Bros Studios		35.00		£35.00
203904	07/03/2016	SN	LR	Simon Balle School	Entertainment for the Mayor's Civic Dinner		400.00		£400.00
203905	07/03/2016	SN	LR	Sawbridgeworth Town Council	Ticket for Mayor's Civic Dinner		40.00		£40.00
203906	07/03/2016	SN	LR	Harvey Hilton	Sound for Simon Balle Band at Mayor's Civic Dinner		200.00		£200.00
203907	10/03/2016	SN	LR	Hertford Museum	Annual Grant/Seed Warehouse Rent		32,884.50		£32,884.50
203908	15/03/2016	PR	LR	Hertford Corn Exchange	Sale of tickets for the Jam Movement		420.00		£420.00
203909	15/03/2016	PR	LR	Hertford Symphony Orchestra	Sale of tickets for Classic Fantastic		333.90		£333.90
203910	15/03/2016	PR	LR	Sams	Expenses for Mace - Bearers Conference		419.00		£419.00
203911	17/03/2016	PR	LR	Officer	Travel Expenses		27.25		£27.25
203912	17/03/2016	PR	LR	Affinity Water	Supply of water to the TIC/Cemetery/Seed Warehouse/Allotments		765.81	7.35	£773.16
203913	17/03/2016	PR	LR	Beaver Group	Newsletter Subscription Form/alterations to Website		300.00	60.00	£360.00
203914	17/03/2016	PR	LR	RW Bennett & Son	Graves dug at Hertford Cemetery		720.00		£720.00
203915	17/03/2016	PR	LR	Bestco Resurfacing Ltd	Work carried out at Hertford Cemetery		3,400.00	680.00	£4,080.00
203916	17/03/2016	PR	LR	Bishops Stortford Town Council	Staff Training Course (MB)		200.00	40.00	£240.00
203917	17/03/2016	PR	LR	Bradsec Ltd	Taxi Marshalls		1,162.50	232.50	£1,395.00
203918	17/03/2016	PR	LR	Buzz Supplies Ltd	Purchase of Catering Descaler		13.90	2.78	£16.68
203919	17/03/2016	PR	LR	Carr & Bircher	Skips delivered to Hertford Cemetery		370.00	74.00	£444.00
203920	17/03/2016	PR	LR	CJK (UK) Ltd	Work carried out at the Millbridge Rooms/The Castle/Cemetery		1,100.00	220.00	£1,320.00
203921	17/03/2016	PR	LR	L.H. Cook	Service to boiler at The Seed Warehouse & Boiler Room		267.50	53.50	£321.00
203922	17/03/2016	PR	LR	Clear IT Solutions	IT Support		228.21	45.64	£273.85
203923	17/03/2016	PR	LR	Michael L Courtenay	Hand Lettering in the book of Oaths and Affirmations		263.00		£263.00
203924	17/03/2016	PR	LR	J Day & Son	Supply & fit Benches for Parliament Square		2,900.00	580.00	£3,480.00
203925	17/03/2016	PR	LR	DeadCert Pest Control	Rodent boxes monitored at Pinehurst		145.00		£145.00
203926	17/03/2016	PR	LR	H Dent & Sons	Skip exchanged at Hertford Cemetery		180.00	36.00	£216.00
203927	17/03/2016	PR	LR	East Herts District Council	Annual contribution to Hartham Skate Park/ Dog Bins Emptied		5,725.68	1,145.14	£6,870.82
203928	17/03/2016	PR	LR	East Herts Signs	Installation of Community Notice Board/Cemetery Markers		1,005.40	201.08	£1,206.48
203929	17/03/2016	PR	LR	Eclipse Mechanical Ltd	Completion of Maintenance work to gate at Holy Trinity Church		480.00		£480.00
203930	17/03/2016	PR	LR	Fingerprints	Purchase of stickers for Events		98.00	19.60	£117.60
						0.00	61,561.34	3,527.09	65,088.43

Declaration

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR

Cllr Linda Radford

22.4.16

Signature SN:

Cllr Sally Newton

Date

03.05.16

Signature LR

Cllr Peter Ruffles

18th April 16

HTC426

General Account 31169955

REF					REASON FOR PAYMENT	PETTY CASH	NETT		TOTAL
204000	15/04/2016	PR	SN	Bradsec Ltd	Provision of Taxi Marshals		1,320.00	264.00	£1,584.00
204001	15/04/2016	PR	SN	Clive Brown	Purchase of Walking Guides for the TIC		17.50		£17.50
204002	15/04/2016	PR	SN	Class Fundraising Ltd	Purchase of Souvenirs for the TIC		154.50	30.90	£185.40
204003	15/04/2016	PR	SN	Clear IT Solutions	IT Support		298.61	59.72	£358.33
204004	15/04/2016	PR	SN	Cove Security Systems Ltd	Annual maintenance of Intruder alarm		110.40	552.00	£662.40
204005	15/04/2016	PR	SN	J Day & Son Ltd	Repair of Memorials at Hertford Cemetery		1,430.00	286.00	£1,716.00
204006	15/04/2016	PR	SN	Deadcert Pest control	Rodent boxes monitored/bait allotment sites		347.50		£347.50
204007	15/04/2016	PR	SN	JC Decaux	Poster and leaflets for Arts Festival		150.00	30.00	£180.00
204008	15/04/2016	PR	SN	H Dent	Skips provided at Hertford Castle/Allotments		900.00	180.00	£1,080.00
204009	15/04/2016	PR	SN	East Herts District Council	Grounds Maintenance at Castle/CCTV Charges/Floodlighting/refuse collections		8,769.98	1,694.78	£10,464.76
204010	15/04/2016	PR	SN	E-On	Supply of electricity to the CCTV Cameras		80.49	4.02	£84.51
204011	15/04/2016	PR	SN	Fingerprints	Leaflets purchased for wifi logo and various events		1,395.00	191.00	£1,586.00
204012	15/04/2016	PR	SN	4Imprint Direct Ltd	Purchase of Souvenirs for the TIC		363.90	72.78	£436.68
204013	15/04/2016	PR	SN	HAPTC	Annual membership subscription		1,288.18	1,377.42	£2,665.60
204014	15/04/2016	PR	SN	Hertfordshire CCTV	Supply & Install Camera & Fibre cards for Hertford Town		7,635.08	1,527.02	£9,162.10
204015	15/04/2016	PR	SN	ICCM	Membership Subscription		90.00		£90.00
204016	15/04/2016	PR	SN	IGO- Post Ltd	Purchase of Souvenirs for the TIC		228.84	45.77	£274.61
204017	15/04/2016	PR	SN	Jessie & The Jaberwock	Purchase of Souvenirs for the TIC		185.70	7.25	£192.95
204018	15/04/2016	PR	SN	David Kirby	Surveying and providing a new plan for the door at the new TIC		210.00		£210.00
204019	15/04/2016	PR	SN	Hertfordshire County Council	Purchase of Office Stationery		118.84	23.77	£142.61
204020	15/04/2016	PR	SN	Magpie Catering	Catering for the DS Suite		176.00	35.20	£211.20
204021	15/04/2016	PR	SN	PR Newson Ltd	Tree work at Hertford Cemetery		1,905.00	381.00	£2,286.00
204022	15/04/2016	PR	SN	The Pearce Group	Paper Recycling		54.00	10.80	£64.80
204023	15/04/2016	PR	SN	Phoenix Exhumation Ltd	Double Exhumation at Hertford Cemetery		4,225.00		£4,225.00
204024	15/04/2016	PR	SN	Pitney Bowes	Purchase of ink for Franking Machine		429.65	85.93	£515.58
204025	15/04/2016	PR	SN	Powell Funeral Service	Services provided for Exhumation at Hertford Cemetery		1,551.00		£1,551.00
204026	15/04/2016	PR	SN	Pristine Environmental Services Ltd	Castle Towel & Mat hire		41.25	8.25	£49.50
204027	15/04/2016	PR	SN	Amy Pryke	Entertainment for the Xmas Gala		200.00		£200.00
204028	15/04/2016	PR	SN	Recognition Express	Purchase of Staff ID Badge		9.34	1.87	£11.21
204029	15/04/2016	PR	SN	Ricky Tyler Landscapes	Grounds Maintenance for the Castle/Pinehurst Playing Field		1,379.98	276.00	£1,655.98
204030	15/04/2016	PR	SN	A. Rixon Cleaning	Castle windows cleaned		300.00		£300.00
204031	15/04/2016	PR	SN	Rochfords Gardens Ltd	Purchase of supplies for Ground Staff		62.25	12.45	£74.70
204032	15/04/2016	PR	SN	Southwest Communications	Castle Telephone Charges		148.32	29.66	£177.98
204033	15/04/2016	PR	SN	T&J Fire	Annual Monitoring/Fire Alarm Service at the Castle/Seed Warehouse		432.49	86.50	£518.99
204034	15/04/2016	PR	SN	Trophy Store	Purchase of Trophies for Events		82.47	6.99	£89.46
204035	15/04/2016	PR	SN	Vision Office Technical Services Ltd	Photocopier charges		206.33	41.27	£247.60
204036	15/04/2016	PR	SN	Warwick & Peters	Attendance at Hertford Cemetery for an Exhumation		595.00		£595.00
204037	15/04/2016	PR	SN	Unison	Union Contributions month 11		83.45		£83.45
204038	15/04/2016	PR	SN	East Herts District Council	Business Rates for May 2016		2,870.00		£2,870.00
204039	15/04/2016	PR	SN	Hitched Ltd	12 month Venue listing		799.00	159.80	£958.80
									£0.00
						0.00	40,645.05	7,482.15	48,127.20

Declaration

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR

Cllr Linda Radford

22.4.16

Signature SN:

Cllr Sally Newton

Date

03.04.16

Signature LR

Cllr Peter Ruffles

11/4/16

HTC429

General Account 31169955

REF					REASON FOR PAYMENT	PETTY CASH	NETT		TOTAL
203966	24/03/2016	PR	SN	Tom Reavey	Sale of tickets for "Wrong Stewart and the Farces"		262.50		£262.50
203967	24/03/2016	PR	SN	Officer	Travel Expenses/Stickers for event		63.05		£63.05
203968	24/03/2016	PR	SN	East Herts District Council	Market Licence for 4 Events		197.50		£197.50
203969	29/03/2016	PR	SN	Hertford Music Festival	Community Grant Award		1,200.00		£1,200.00
203970				Cancelled.			0.00		£0.00
203971	29/03/2016	PR	LR	Friends of Wildeshausen	Community Grant Award		750.00		£750.00
203972	29/03/2016	PR	LR	Hertford choral Society	Community Grant Award		800.00		£800.00
203973	29/03/2016	PR	LR	Excite-ed CIC	Community Grant Award		500.00		£500.00
203974	30/03/2016	SN	LR	Hertford Corn Exchange	Sale of tickets for 'Bad Manners' show		2,040.00		£2,040.00
203975	30/03/2016	SN	LR	Officer	Travel Expenses		10.40		£10.40
203976				Cancelled			0.00		£0.00
203977	31/03/2016	SN	LR	Npower	Supply of energy to Various sites		8,161.30	1,632.27	£9,793.57
203978	31/03/2016	SN	LR	Total Gas & Power	Supply of energy to Seed Warehouse		4,004.35	800.88	£4,805.23
203979	31/03/2016	SN	LR	Zurich Municipal	Annual Renewal		17,983.89		£17,983.89
203980	31/03/2016	PR	LR	Society of London Theatre	Sale of tickets for Theatre Tokens		28.20		£28.20
203981	31/03/2016	PR	LR	Pins & Feathers Productions CIC	Community Grant Award		1,200.00		£1,200.00
203982	31/03/2016	PR	LR	Officer	Travel Expenses/Subsistence		66.79		£66.79
203983	31/03/2016	PR	LR	Officer	Travel Expenses		2.60		£2.60
203984				Cancelled			0.00		£0.00
203985	31/03/2016	PR	LR	The Mayor's Charity Appeal	Mayor of Welwyn & Hatfield St George's day Celebrations		15.00		£15.00
203986	07/04/2016	PR	SN	SLCC	Annual Membership Renewal		310.00		£310.00
203987	07/04/2016	PR	SN	Post Office Ltd	Annual road Tax for Groundstaff Vehicle		225.00		£225.00
203988	07/04/2016	PR	SN	Officer	Travel Expenses/Subsistence		56.70		£56.70
203989	08/04/2016	PR	SN	Country Bus Rallies	Community Grant Award		680.00		£680.00
203990	08/04/2016	PR	SN	Home-Start East Herts	Community Grant Award		1,000.00		£1,000.00
203991	11/04/2016	PR	SN	Hertford Corn Exchange	Sale of tickets for Wishbone Wish		512.00		£512.00
203992	11/04/2016	PR	SN	Coda Falconry	Deposit for Heritage Day Falconry Display		50.00		£50.00
203993	13/03/2016	PR	SN	Officer	Subsistence Allowance		14.97		£14.97
203994	15/04/2016	PR	SN	Affinity Water	Supply of water to Bengeo/The FollyAllotments/ St Leonards Garden		154.70		£154.70
203995	15/04/2016	PR	SN	Axis Publications Ltd	Advert placed for events		1,300.00	260.00	£1,560.00
203996	15/04/2016	PR	SN	AYH Designs	Land Registry plans for The Seed Warehouse		625.00		£625.00
203997	15/04/2016	PR	SN	Beavor Group	Renewal of domain nane (Go Hertford)		45.00	9.00	£54.00
203998	15/04/2016	PR	SN	R.W. Bennett	Graves dug at Hertford Cemetery/1/2 day's work with digger		1,550.00		£1,550.00
203999	15/04/2016	PR	SN	Blachere Illuminations Ltd	Purchase of Xmas Lights (Ex hire product)		10,237.71	2,047.54	£12,285.25
									£0.00
						0.00	54,046.66	4,749.69	58,796.35

Declaration

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR

Cllr Linda Radford

22.4.16

Signature SN:

Cllr Sally Newton

Date

03.05.16

Signature LR

Cllr Peter Ruffles

6.05.16

HTC428

General Account 31169955

REF					REASON FOR PAYMENT	PETTY CASH	NETT		TOTAL
204084	17/05/2016	LR	SN	Genie Interiors	Supply & Fit Kitchen in Ground floor at Castle		12,498.00	2,499.60	£14,997.60
204085	17/05/2016	LR	SN	Hertford Art Society	Engraving of Mayor's Award		10.45		£10.45
204086	17/05/2016	LR	SN	Hertfordshire County Council	Purchase of Office Stationery		112.24	22.16	£134.40
204087	17/05/2016	LR	SN	Hertfordshire Holly	Fee for performance at English Celebration Festival		100.00		£100.00
204088	17/05/2016	LR	SN	Cancelled					£0.00
204089	17/05/2016	LR	SN	Historical Promotions	Entertainment at English Celebration Festival		595.00	119.00	£714.00
204090	17/05/2016	LR	SN	IC Glass & Glazing	Replace glass in function room/Conservatory		161.00	32.20	£193.20
204091	17/05/2016	LR	SN	Itvet	Wifi installation for Hertford Town		6,218.50	1,243.70	£7,462.20
204092	17/05/2016	LR	SN	Landscape Supply Co	Purchase of items for Ground Staff		55.87	11.18	£67.05
204093	17/05/2016	LR	SN	Mayfield Books & Gifts	Purchase of Cycle Tours		93.48		£93.48
204094	17/05/2016	LR	SN	Office Team	Purchase of Office Stationery		86.85	17.37	£104.22
204095	17/05/2016	LR	SN	Pitney Bowes	Mail rate change		79.95	15.99	£95.94
204096	17/05/2016	LR	SN	Pristine Environmental Services Ltd	Castle Towel & Mat Hire		202.16	40.43	£242.59
204097	17/05/2016	LR	SN	Red Elephant Group	Purchase of Souvenirs for TIC		331.50	66.30	£397.80
204098	17/05/2016	LR	SN	Reg's Coaches Ltd	Daily Coach Tours		664.29		£664.29
204099	17/05/2016	LR	SN	The Reindeer Hire Company	Deposit for Hire of Reindeer for Xmas Gala		297.50	59.50	£357.00
204100	17/05/2016	LR	SN	Ricky Tyler Landscapes	Castle Grounds Maintenance/Pinehurst Playing Field		689.99	138.00	£827.99
204101	17/05/2016	LR	SN	Saffron Apparel	Purchase of Staff clothing		25.50	5.10	£30.60
204102	17/05/2016	LR	SN	Sage (UK) Ltd	Purchase of Stationery/software		207.34	41.47	£248.81
204103	17/05/2016	LR	SN	Society of Local Council Clerks	Staff Training Course (JW)		185.00	37.00	£222.00
204104	17/05/2016	LR	SN	South West Communications	Castle Telephone charges		141.97	28.39	£170.36
204105	17/05/2016	LR	SN	T&J Fire	Replacement smoke Detector/ Heat Detector for Seed Warehouse		159.70	31.94	£191.64
204106	17/05/2016	LR	SN	Toye Kenning & Spencer	Purchase of Past Mayor Badge and Collarette		805.95	161.19	£967.14
204107	17/05/2016	LR	SN	Urban Entertainment	Castle Projection for Queens Birthday/Open Air Cinema		2,395.00	479.00	£2,874.00
204108	17/05/2016	LR	SN	Cancelled					£0.00
204109	17/05/2016	LR	SN	Vision Office Technical Services	Castle Photocopier charges		227.66	45.53	£273.19
204110	17/05/2016	LR	SN	Visual Merchandising Courses	Staff Training Course (FV)		175.00		£175.00
204111	17/05/2016	LR	SN	Walton Lane Audio Services	Hire of PA System and stage for The English Celebration Event		450.00		£450.00
204112	17/05/2016	LR	SN	Windowflowers	Maintenance of Hanging baskets for Winter/Spring/Summer		5,949.08	1,189.82	£7,138.90
204113	17/05/2016	LR	SN	John Wood	Entertainment for the English Celebration Event		250.00		£250.00
204114	17/05/2016	LR	SN	Bradsec Ltd	Taxi Marshalls		1,395.00	279.00	£1,674.00
204115	17/05/2016	LR	SN	J Cook	Refund for stall at Craft Market		25.00		£25.00
204116	17/05/2016	LR	SN	J Obcena	Refund for stall at Teddy Bears Picnic		30.00		£30.00
204117	17/05/2016	LR	SN	Unison	Union Contributions month 12		83.45		£83.45
204118	17/05/2016	LR	SN	East Herts District Council	Business Rates for June 2016		2,870.00		£2,870.00
204119	17/05/2016	LR	SN	Hertfordshire County Council	Purchase of Office Stationery		8.80	1.76	£10.56
204120	17/05/2016	LR	SN	J Day & Son	Graves repaired at Hertford Cemetery		700.00	140.00	£840.00
204121	17/05/2016	LR	SN	Clear IT Solutions Ltd	IT support		297.78	59.56	£357.34
204122	17/05/2016	LR	SN	East herts District Council	Planning Application		55.00		£55.00
						0.00	38,634.01	6,765.19	45,399.20

Declaration

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR

Cllr Linda Radford

1/6/16

Signature SN:

Cllr Sally Newton

Date

26.05.16

Signature LR

Cllr Peter Ruffles

1st June '16

HTC ILR1

General Account 31169955

REF					REASON FOR PAYMENT	PETTY CASH	NETT		TOTAL
204040	20/04/2016	SN	LR	National Pen Promotional Products	Purchase of Souvenirs for TIC		41.45	8.29	£49.74
204041	26/04/2016	SN	LR	Hertford Corn Exchange	Sale of tickets for 'Big Sky '		182.00		£182.00
204042	26/04/2016	SN	LR	NDA Uk	2 Tickets for Charity Dinner 'Possible Nepal'		70.00		£70.00
204043	26/04/2016	SN	LR	Mr G Macer	Refund of Stall Fee for Rock at the Castle		80.00		£80.00
204044	27/04/2016	SN	LR	Officer	Eye Test		5.00		£5.00
204045	27/04/2016	SN	LR	Virgin Media	CCTV fibre optic rental		5,400.00	1,080.00	£6,480.00
204046	27/04/2016	SN	LR	The Sele School	Deposit for hire of the main school hall		50.00		£50.00
204047	03/05/2016	SN	LR	Rennie Grove Hospice Care	Ticket for Mayor of Dacorum's Charity Quiz Night		10.00		£10.00
204048	03/05/2016	PR	LR	Officer	Travel/Subsistence Expenses		92.07		£92.07
204049	03/05/2016	PR	LR	Hertford Corn Exchange	Sale of tickets for 'Whole lotta led'		256.50		£256.50
204050	03/05/2016	PR	LR	L Artemi	Refund of stall fee for The Craft Market		25.00		£25.00
204051	05/05/2016	PR	LR	Officer	Travel Expenses		10.98		£10.98
204052	05/05/2016	PR	LR	Officer	Travel Expenses		22.70		£22.70
204053	06/05/2016	PR	LR	Friend of Hertford Castle	Purchase of items for Basement		45.00		£45.00
204054	06/05/2016	PR	LR	Hertford Museum	Quarterly Grant - June Quarter		33,566.00		£33,566.00
204055	09/05/2016	PR	LR	Officer	Travel Expenses		33.90		£33.90
204056	10/05/2016	PR	LR	The Rotary Club of Hertford	Sale of tickets for Carnival Quiz Night		90.00		£90.00
204057	10/05/2016	PR	LR	Officer	Travel Expenses		32.50		£32.50
204058	11/05/2016	PR	LR	Lucy Crane (Casual Staff)	Hire of Casual Staff for DS Suite		88.00		£88.00
204059	12/05/2016	PR	LR	AYH Designs	Land Registry Plans for the Seed Warehouse		625.00		£625.00
204060	13/05/2016	SN	LR	Cash	Petty Cash	200.00			£200.00
204061	17/05/2016	SN	LR	Advanced Web Designs	Recover Website/ Purchase of SSI Certificates		550.00	110.00	£660.00
204062	17/05/2016	SN	LR	Affinity Water	Supply of water to The Folly Allotments		20.17		£20.17
204063	17/05/2016	SN	LR	Alpha Signs	All finger arms refurbished		967.00	193.40	£1,160.40
204064	17/05/2016	SN	LR	R.W. Bennett & Son	Graves dug at Hertford Cemetery		1,225.00		£1,225.00
204065	17/05/2016	SN	LR	Lucy Black	Enterrtainment for English Street Festival		50.00		£50.00
204066	17/05/2016	SN	LR	British Red Cross	Staff Training Course (JW,JB)		385.00	77.00	£462.00
204067	17/05/2016	SN	LR	Clive Brown ('Walking close to ') Guides	Purchase og walking guides for the TIC		35.00		£35.00
204068	17/05/2016	SN	LR	Bullenbush Music	Services at English Celebration Event		170.00		£170.00
204069	17/05/2016	SN	LR	Celtic Harmony	Hire of stall at English Celebration Event		300.00		£300.00
204070	17/05/2016	SN	LR	CJK Electrical (UK) Ltd	Rewire Existing Cooker		345.00	69.00	£414.00
204071	17/05/2016	SN	LR	L.H. Cook	Various works carried out at the Seed Warehouse/ Castle		1,110.19	222.04	£1,332.23
204072	17/05/2016	SN	LR	CP Associates	Provision of HR Services		197.51	39.51	£237.02
204073	17/05/2016	SN	LR	Cancelled					£0.00
204074	17/05/2016	SN	LR	Deadcert Pest Control	Rodent boxes monitored at Pinehurst Play Area		145.00		£145.00
204075	17/05/2016	SN	LR	JC Decaux	Media charges for Events		3,150.00	630.00	£3,780.00
204076	17/05/2016	SN	LR	H Dent & Sons	Graves dug at Hertford Cemetery		200.00	40.00	£240.00
204077	17/05/2016	SN	LR	East Herts Signs	Staff Name strips (SA)		3.50	0.70	£4.20
204078	17/05/2016	SN	LR	East Herts District Council	Water and Sewerage re-charges for 27/08/15-24/02/16		330.14		£330.14
204079	17/05/2016	SN	LR	EDF Energy	Energy supply for Xmas Lights		1,326.47	66.32	£1,392.79
204080	17/05/2016	SN	LR	Ekins Builders ltd	Repairs to shed at Hertford Cemetery		380.00	76.00	£456.00
204081	17/05/2016	SN	LR	Emblem Print Products	Purchase of Souvenirs for TIC		313.52	62.70	£376.22
204082	17/05/2016	SN	LR	Fingerprints Design Ltd	Purchase of stickers for Easter Egg Hunt		330.83	66.17	£397.00
204083	17/05/2016	SN	LR	Fresh Toilet Company	Hire of Portaloos for Craft Day		260.00	52.00	£312.00
						200.00	52,520.43	2,793.13	55,513.56

Declaration

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR

Cllr Linda Radford

1.6.16

Signature SN:

Cllr Sally Newton

Date

26.05.16

Signature LR

Cllr Peter Ruffles

1st June '16

HTC 430

AGENDA ITEM 24(4) - NON CHEQUE PAYMENTS MADE BETWEEN 1st OCTOBER 2015 AND 31st MARCH 2016.

Staff Payroll - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74638	BP	15/10/2015	1200	2400	0	BACS	Net Pay BACS payment Oct'15	27,643.23	0.00	27,643.23
74800	BP	13/11/2015	1200	2400	0	BACS	Net pay BACS payment Nov'15	25,933.43	0.00	25,933.43
75896	BP	15/12/2015	1200	2400	0	BACS	Net Pay BACS payment Dec'15	27,630.94	0.00	27,630.94
76015	BP	15/01/2016	1200	2400	0	BACS	Net Pay BACS payment Jan'16	27,797.78	0.00	27,797.78
76328	BP	15/02/2016	1200	2400	0	BACS	Net Pay BACS payment Feb'16	30,807.20	0.00	30,807.20
76856	BP	15/03/2016	1200	2400	0	BACS	Net Pay BACS payment Mar'16	29,069.11	0.00	29,069.11
								168,881.69	**0.00**	**168,881.69**

Payment of PAYE deductions to HM Revenue & Customs - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74641	BP	16/10/2015	1200	2410	0	BACS	HMR&C PAYE M6	7,956.25	0.00	7,956.25
74802	BP	16/11/2015	1200	2410	0	BACS	HMR&C PAYE M7	7,867.82	0.00	7,867.82
75898	BP	15/12/2015	1200	2410	0	BACS	HMR&C PAYE M8	7,122.30	0.00	7,122.30
76017	BP	18/01/2016	1200	2410	0	BACS	HMR&C PAYE M9	7,588.61	0.00	7,588.61
76330	BP	16/02/2016	1200	2410	0	BACS	HMR&C PAYE M10	8,984.33	0.00	8,984.33
76858	BP	16/03/2016	1200	2410	0	BACS	HMR&C PAYE M11	7,356.98	0.00	7,356.98
								46,876.29	**0.00**	**46,876.29**

Pension contributions - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74640	BP	16/10/2015	1200	2420	0	BACS	Herts County Council pensions M6	8,202.18	0.00	8,202.18
74801	BP	16/11/2015	1200	2420	0	BACS	Herts County Council pensions M7	9,099.26	0.00	9,099.26
75897	BP	15/12/2015	1200	2420	0	BACS	Herts County Council pensions M8	8,935.49	0.00	8,935.49
76016	BP	18/01/2016	1200	2420	0	BACS	Herts County Council pensions M9	9,027.64	0.00	9,027.64
76329	BP	16/02/2016	1200	2420	0	BACS	Herts County Council pensions M10	9,747.69	0.00	9,747.69
76857	BP	16/03/2016	1200	2420	0	BACS	Herts County Council pensions M11	10,308.44	0.00	10,308.44
								55,320.70	**0.00**	**55,320.70**

HSBC - General bank charges

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74642	BP	21/10/2015	1200	7090	0	BANKCHGS	Bank charges to 29.09.15	49.41	0.00	49.41
74803	BP	21/11/2015	1200	7090	0	BANKCHGS	Bank charges 30.10.15	48.90	0.00	48.90
75899	BP	21/12/2015	1200	7090	0	BANKCHGS	Bank charges to 29.11.15	48.12	0.00	48.12
76018	BP	21/01/2016	1200	7090	0	BANKCHGS	Bank charges to 30.12.15	56.61	0.00	56.61
76019	BP	26/01/2016	1200	7090	0	BANKCHGS	Bank charge stopped cheque 203812	10.00	0.00	10.00
76033	BP	13/01/2016	1205	7090	0	BANKCHGS	Bank charge re unpaid cheque	4.00	0.00	4.00
76331	BP	21/02/2016	1200	7090	0	BANKCHGS	Bank charges to 30.01.16	48.62	0.00	48.62
76376	BP	09/02/2016	1205	7090	0	BANKCHGS	Bank charges re cancelled cheque	4.00	0.00	4.00
76859	BP	21/03/2016	1200	7090	0	BANKCHGS	Bank charges to 28.02.16	46.13	0.00	46.13
								315.79	**0.00**	**315.79**

Payments made using HSBC Business Cards held by the Finance Manager, Civic Administration Manager and Cemetery Supervisor.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74644	BP	14/10/2015	1200	5340	0	BUSNCARD	BC - CEM padlock & concrete	43.01	8.61	51.62
74645	BP	14/10/2015	1200	6010	0	BUSNCARD	BC - cookery demo items	3.05	0.00	3.05
74646	BP	14/10/2015	1200	6011	173	BUSNCARD	BC - TENS license Food & Drink	21.00	0.00	21.00
74647	BP	14/10/2015	1200	7015	0	BUSNCARD	BC - Food hygiene course (JH,RH,KR,MB)	120.00	0.00	120.00
74648	BP	14/10/2015	1200	6025	173	BUSNCARD	BC - Food & Drink fest leaflets	49.00	0.00	49.00
74649	BP	14/10/2015	1200	6155	0	BUSNCARD	BC - Vacuum hose for TIC	9.99	2.00	11.99
74650	BP	14/10/2015	1200	6195	0	BUSNCARD	BC - TIC stock flags & carrier bags	99.74	19.95	119.69
74651	BP	14/10/2015	1200	6225	0	BUSNCARD	BC - Champagne flutes, tablescloths & spoons	167.01	30.42	197.43
74652	BP	14/10/2015	1200	6235	0	BUSNCARD	BC - DS alcohol license amendment	12.50	0.00	12.50
74653	BP	14/10/2015	1200	6245	0	BUSNCARD	BC - DS catering & laundry	253.92	18.35	272.27
74654	BP	14/10/2015	1200	7016	0	BUSNCARD	BC- Subsistence expenses	12.00	0.00	12.00
74655	BP	14/10/2015	1200	7040	0	BUSNCARD	BC - stationery & diaries	149.55	29.93	179.48
74656	BP	14/10/2015	1200	7070	0	BUSNCARD	BC - renewal of hertfordcastle domain	5.26	0.00	5.26
74657	BP	14/10/2015	1200	7265	0	BUSNCARD	BC - Gate phone top up	41.66	8.34	50.00
74658	BP	14/10/2015	1200	7250	0	BUSNCARD	BC - CAS maintenance items	163.75	28.46	192.21
74659	BP	14/10/2015	1200	7250	0	BUSNCARD	BC - CAS fire door for top floor	220.36	44.07	264.43
74877	BP	14/11/2015	1200	5345	0	BUSNCARD	BC - CEM safety features on gates	544.48	106.38	650.86
74878	BP	14/11/2015	1200	6011	0	BUSNCARD	BC - line marking spray	16.65	3.33	19.98
74879	BP	14/11/2015	1200	6011	184	BUSNCARD	BC - Tickets for Xmas gala	14.06	2.82	16.88
74880	BP	14/11/2015	1200	6018	0	BUSNCARD	BC - Basement display materials	174.41	34.87	209.28
74881	BP	14/11/2015	1200	6025	0	BUSNCARD	BC - Survey monkey (Open Air Cinema)	26.00	0.00	26.00
74882	BP	14/11/2015	1200	6197	0	BUSNCARD	BC - Keys cut for TIC	8.16	1.64	9.80
74883	BP	14/11/2015	1200	6245	0	BUSNCARD	BC - DS catering supplies	204.65	0.00	204.65
74884	BP	14/11/2015	1200	6510	0	BUSNCARD	BC - keys cut for MBR	15.50	3.10	18.60
74885	BP	14/11/2015	1200	7040	0	BUSNCARD	BC - leaflet dispenser	22.15	4.43	26.58

74886	BP		14/11/2015	1200	7135	0	BUSNCARD	BC - vintage party catering & gripper rolls	46.90	2.34	49.24
74887	BP		14/11/2015	1200	7250	0	BUSNCARD	BC - CAS sundry building repair items	140.89	27.12	168.01
74888	BP		14/11/2015	1200	7265	0	BUSNCARD	BC - CAS gate phone top-up	41.66	8.34	50.00
74889	BP		14/11/2015	1200	5250	10	BUSNCARD	BC - St Leonards hedge scaffold tower hire	59.40	11.88	71.28
74890	BP		14/11/2015	1200	6011	184	BUSNCARD	BC - Santa Clause costume & beard set	55.12	11.03	66.15
74891	BP		14/11/2015	1200	6011	184	BUSNCARD	BC - Xmas Gala TENS license	42.00	0.00	42.00
74892	BP		14/11/2015	1200	6245	0	BUSNCARD	BC - DS table cloth laundry	124.98	25.02	150.00
75884	BP		14/12/2015	1200	5220	0	BUSNCARD	BC - CEM trailer cable extension	11.00	2.20	13.20
75885	BP		14/12/2015	1200	5220	0	BUSNCARD	BC - CEM van tail light	23.46	4.69	28.15
75886	BP		14/12/2015	1200	5325	0	BUSNCARD	BC - CEM trousers & safety boots	79.16	5.84	85.00
75887	BP		14/12/2015	1200	5340	0	BUSNCARD	BC - CEM padlock	17.50	3.50	21.00
75888	BP		14/12/2015	1200	6010	184	BUSNCARD	BC - Xmas Gala Grotto presents	215.00	43.00	258.00
75889	BP		14/12/2015	1200	6010	184	BUSNCARD	BC - Xmas Gala photo cutouts	120.18	24.05	144.23
75890	BP		14/12/2015	1200	6018	0	BUSNCARD	BC - Basement displays materials & tools	1,148.19	229.74	1,377.93
75891	BP		14/12/2015	1200	6245	0	BUSNCARD	BC - DS catering	152.73	16.00	168.73
75892	BP		14/12/2015	1200	6245	0	BUSNCARD	BC - DS tablecloth laundry	66.66	13.34	80.00
75893	BP		14/12/2015	1200	7103	0	BUSNCARD	BC - Mayoral afternoon tea at Calton House	19.43	0.00	19.43
75894	BP		14/12/2015	1200	7250	0	BUSNCARD	BC - CAS maintenance items	516.68	111.82	628.50
75895	BP		14/12/2015	1200	7265	0	BUSNCARD	BC - CAS gate phone top-up	41.66	8.34	50.00
76020	BP		14/01/2016	1200	5220	0	BUSNCARD	BC - CEM van wiper blades etc	33.42	6.68	40.10
76021	BP		14/01/2016	1200	5340	0	BUSNCARD	BC - CEM sundry tools etc	78.73	15.77	94.50
76022	BP		14/01/2016	1200	6018	0	BUSNCARD	BC - Castle basement display items	42.45	8.51	50.96
76023	BP		14/01/2016	1200	6195	0	BUSNCARD	BC - TIC stock puzzle sample	13.64	0.00	13.64
76024	BP		14/01/2016	1200	6245	0	BUSNCARD	BC - DS catering	184.18	16.68	200.86
76025	BP		14/01/2016	1200	7017	0	BUSNCARD	BC - Recruitment advert (Events Co-ordinator)	175.00	35.00	210.00
76026	BP		14/01/2016	1200	7040	0	BUSNCARD	BC - Flowers for Cllr Tybinka	33.75	0.00	33.75
76027	BP		14/01/2016	1200	7130	73	BUSNCARD	BC - Catering for Carols with the Mayor	69.27	1.25	70.52
76028	BP		14/01/2016	1200	7140	0	BUSNCARD	BC - Civic regelia shirts & collars Town Clerk	153.29	30.66	183.95
76029	BP		14/01/2016	1200	7240	0	BUSNCARD	BC - Janitorial supplies	118.23	23.65	141.88
76030	BP		14/01/2016	1200	7250	0	BUSNCARD	BC - Castle tools & light bulbs	34.02	6.80	40.82
76031	BP		14/01/2016	1200	7265	0	BUSNCARD	BC - CAS gate phone top-up	41.66	8.34	50.00
76032	BP		14/01/2016	1200	6245	0	BUSNCARD	BC - DS tablecloth laundry	91.66	18.34	110.00
76334	BP		14/02/2016	1200	1130	0	BUSNCARD	BC - Quiz night beer & wines etc	325.72	0.00	325.72
76335	BP		14/02/2016	1200	5220	0	BUSNCARD	BC - Van service	642.20	128.44	770.64
76336	BP		14/02/2016	1200	5340	0	BUSNCARD	BC - CEM maintenance items & tools	96.02	19.21	115.23
76337	BP		14/02/2016	1200	6170	0	BUSNCARD	BC - Advert CPL media whats on & where""	150.00	30.00	180.00
76338	BP		14/02/2016	1200	6195	0	BUSNCARD	BC - TIC stock Hertford jigsaws	632.68	0.00	632.68
76339	BP		14/02/2016	1200	6225	0	BUSNCARD	BC - champagne flutes	32.05	6.39	38.44
76340	BP		14/02/2016	1200	6225	0	BUSNCARD	BC - coffee machines * 2	228.96	45.78	274.74
76341	BP		14/02/2016	1200	6245	0	BUSNCARD	BC - DS catering supplies	84.34	0.00	84.34
76342	BP		14/02/2016	1200	7040	0	BUSNCARD	BC - purchase of stationery & cartridges	224.71	41.36	266.07
76343	BP		14/02/2016	1200	7103	0	BUSNCARD	BC - items for Mayor's quiz night	7.48	0.00	7.48
76344	BP		14/02/2016	1200	7103	0	BUSNCARD	BC - Mayoral tickets BSTC charity boxing night	45.50	0.00	45.50
76345	BP		14/02/2016	1200	7103	0	BUSNCARD	BC - caterring for Mayor's scout event	10.00	0.00	10.00
76346	BP		14/02/2016	1200	7140	0	BUSNCARD	BC - collar studs for Town Clerk	16.25	3.25	19.50
76347	BP		14/02/2016	1200	7250	0	BUSNCARD	BC - new heaters * 3	149.97	30.00	179.97
76348	BP		14/02/2016	1200	7250	0	BUSNCARD	BC - CAS maintenance items	159.25	31.85	191.10
76349	BP		14/02/2016	1200	7265	0	BUSNCARD	BC - gate phone top-ups	83.32	16.68	100.00
76350	BP		14/02/2016	1200	6245	0	BUSNCARD	BC - DS tablecloths laundered	74.99	15.01	90.00
76899	BP		14/03/2016	1200	1130	0	BUSNCARD	BC - Organza bags for Civic Dinner	4.19	0.00	4.19
76900	BP		14/03/2016	1200	5220	0	BUSNCARD	BC - CEM Van diesel	52.14	10.43	62.57
76901	BP		14/03/2016	1200	5340	0	BUSNCARD	BC - CEM top soil	383.32	76.68	460.00
76902	BP		14/03/2016	1200	5340	0	BUSNCARD	BC - CEM maintenance items	49.17	9.85	59.02
76903	BP		14/03/2016	1200	6011	0	BUSNCARD	BC - leaflet holder	14.20	2.85	17.05
76904	BP		14/03/2016	1200	6225	0	BUSNCARD	BC - DS Stereo	83.32	16.67	99.99
76905	BP		14/03/2016	1200	6225	0	BUSNCARD	BC - DS Hot water urn	38.85	7.77	46.62
76906	BP		14/03/2016	1200	6245	0	BUSNCARD	BC - DS catering supplies	169.33	17.72	187.05
76907	BP		14/03/2016	1200	6520	0	BUSNCARD	BC - MBR Hot water urn	38.85	7.77	46.62
76908	BP		14/03/2016	1200	7015	0	BUSNCARD	BC - Social Media training (MB & JB)	218.77	43.75	262.52
76909	BP		14/03/2016	1200	7016	0	BUSNCARD	BC - car park fee (KR)	1.00	0.00	1.00
76910	BP		14/03/2016	1200	7040	0	BUSNCARD	BC - Office supplies	208.30	41.67	249.97
76911	BP		14/03/2016	1200	7130	192	BUSNCARD	BC - Beacon lighting gas	108.53	21.71	130.24
76912	BP		14/03/2016	1200	7240	0	BUSNCARD	BC - CAS janitorial supplies	17.97	3.60	21.57
76913	BP		14/03/2016	1200	7250	0	BUSNCARD	BC - CAS maintenance items	48.32	9.67	57.99
76914	BP		14/03/2016	1200	7265	0	BUSNCARD	BC - CAS gate phone top-up	41.66	8.34	50.00
76915	BP		14/03/2016	1200	6245	0	BUSNCARD	BC - DS tablecloths laundry	16.66	3.34	20.00
									10,847.78	**1,716.42**	**12,564.20**

Annecto UK - Rental charges on the card processing machine used at the Town & Tourist Information Centre and Castle.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74629	PP	12/10/2015	ANN02	1200	0	D.Debit	Purchase Payment	18.99	3.80	22.79
74630	PP	12/10/2015	ANN02	1200	0	D.Debit	Purchase Payment	22.99	4.60	27.59
74789	PP	10/11/2015	ANN02	1200	0	D.Debit	Purchase Payment	18.99	3.80	22.79
74790	PP	10/11/2015	ANN02	1200	0	D.Debit	Purchase Payment	22.99	4.60	27.59
75294	PP	10/12/2015	ANN02	1200	0	D.Debit	Purchase Payment	18.99	3.80	22.79
75295	PP	10/12/2015	ANN02	1200	0	D.Debit	Purchase Payment	22.99	4.60	27.59
76004	PP	11/01/2016	ANN02	1200	0	D.Debit	Purchase Payment	18.99	3.80	22.79
76005	PP	11/01/2016	ANN02	1200	0	D.Debit	Purchase Payment	22.99	4.60	27.59

76317	PP	10/02/2016	ANN02	1200	0	D.Debit	Purchase Payment		18.99	3.80	22.79
76318	PP	10/02/2016	ANN02	1200	0	D.Debit	Purchase Payment		22.99	4.60	27.59
76838	PP	10/03/2016	ANN02	1200	0	D.Debit	Purchase Payment		18.99	3.80	22.79
76839	PP	10/03/2016	ANN02	1200	0	D.Debit	Purchase Payment		22.99	4.60	27.59
									251.88	**50.40**	**302.28**

British Telecom - Direct debit payments for various telephone lines

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn		Details	Net	Tax	Total
74796	PP	19/11/2015	BRI01	1200	0	D.Debit	Purchase Payment		244.48	48.90	293.38
74799	PP	26/11/2015	BRI01	1200	0	D.Debit	Purchase Payment		61.22	12.24	73.46
75289	PP	01/12/2015	BRI01	1200	0	D.Debit	Purchase Payment		63.45	12.69	76.14
75290	PP	01/12/2015	BRI01	1200	0	D.Debit	Purchase Payment		63.01	12.60	75.61
75292	PP	02/12/2015	BRI01	1200	0	D.Debit	Purchase Payment		81.05	16.21	97.26
75293	PP	02/12/2015	BRI01	1200	0	D.Debit	Purchase Payment		83.70	16.74	100.44
76323	PP	18/02/2016	BRI01	1200	0	D.Debit	Purchase Payment		242.90	48.58	291.48
76327	PP	25/02/2016	BRI01	1200	0	D.Debit	Purchase Payment		61.84	12.37	74.21
76834	PP	01/03/2016	BRI01	1200	0	D.Debit	Purchase Payment		63.30	12.66	75.96
76835	PP	02/03/2016	BRI01	1200	0	D.Debit	Purchase Payment		64.18	12.83	77.01
76836	PP	03/03/2016	BRI01	1200	0	D.Debit	Purchase Payment		160.60	32.12	192.72
76837	PP	03/03/2016	BRI01	1200	0	D.Debit	Purchase Payment		83.23	16.65	99.88
									1,272.96	**254.59**	**1,527.55**

CIT Finance - Quarterly lease payments for leased copier at the Town & Tourist Information Centre

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn		Details	Net	Tax	Total
74635	PP	22/10/2015	CIT02	1200	0	D.Debit	Purchase Payment		390.21	78.04	468.25
76010	PP	22/01/2016	CIT02	1200	0	D.Debit	Purchase Payment		390.21	78.04	468.25
									780.42	**156.08**	**936.50**

EE - Direct debit payment for the mobile phone used by the groundstaff and Town Centre Co-ordinator

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn		Details	Net	Tax	Total
74637	PP	23/10/2015	EEL01	1200	0	D.Debit	Purchase Payment		16.49	3.30	19.79
74797	PP	23/11/2015	EEL01	1200	0	D.Debit	Purchase Payment		17.13	3.43	20.56
75301	PP	23/12/2015	EEL01	1200	0	D.Debit	Purchase Payment		15.74	3.15	18.89
76012	PP	25/01/2016	EEL01	1200	0	D.Debit	Purchase Payment		47.10	9.42	56.52
76326	PP	24/02/2016	EEL01	1200	0	D.Debit	Purchase Payment		37.89	7.58	45.47
76844	PP	23/03/2016	EEL01	1200	0	D.Debit	Purchase Payment		32.41	6.48	38.89
									166.76	**33.36**	**200.12**

ESSO - Direct debit payments for the fuel card used by the groundstaff to pay for fuel used in the van and motorised equipment.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn		Details	Net	Tax	Total
74628	PP	07/10/2015	ESS01	1200	0	D.Debit	Purchase Payment		126.98	25.40	152.38
74634	PP	20/10/2015	ESS01	1200	0	D.Debit	Purchase Payment		83.25	16.65	99.90
74788	PP	03/11/2015	ESS01	1200	0	D.Debit	Purchase Payment		50.89	10.18	61.07
74793	PP	17/11/2015	ESS01	1200	0	D.Debit	Purchase Payment		97.83	19.57	117.40
75291	PP	01/12/2015	ESS01	1200	0	D.Debit	Purchase Payment		87.03	17.41	104.44
75297	PP	15/12/2015	ESS01	1200	0	D.Debit	Purchase Payment		29.28	5.86	35.14
75302	PP	30/12/2015	ESS01	1200	0	D.Debit	Purchase Payment		62.57	12.51	75.08
76006	PP	12/01/2016	ESS01	1200	0	D.Debit	Purchase Payment		38.94	7.79	46.73
76013	PP	26/01/2016	ESS01	1200	0	D.Debit	Purchase Payment		82.70	16.54	99.24
76316	PP	09/02/2016	ESS01	1200	0	D.Debit	Purchase Payment		1.25	0.25	1.50
76325	PP	23/02/2016	ESS01	1200	0	D.Debit	Purchase Payment		58.88	11.78	70.66
									719.60	**143.94**	**863.54**

Global Payments - Transaction charges on the card processing machine used at the Town & Tourist Information Centre and Castle.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn		Details	Net	Tax	Total
74632	PP	16/10/2015	GLO02	1200	0	D.Debit	Purchase Payment		63.51	0.00	63.51
74633	PP	16/10/2015	GLO02	1200	0	D.Debit	Purchase Payment		82.73	0.00	82.73
74794	PP	17/11/2015	GLO02	1200	0	D.Debit	Purchase Payment		86.10	0.00	86.10
74795	PP	17/11/2015	GLO02	1200	0	D.Debit	Purchase Payment		78.11	0.00	78.11
75298	PP	16/12/2015	GLO02	1200	0	D.Debit	Purchase Payment		106.91	0.00	106.91
75299	PP	16/12/2015	GLO02	1200	0	D.Debit	Purchase Payment		69.51	0.00	69.51
76008	PP	19/01/2016	GLO02	1200	0	D.Debit	Purchase Payment		110.73	0.00	110.73
76009	PP	19/01/2016	GLO02	1200	0	D.Debit	Purchase Payment		66.60	0.00	66.60
76320	PP	16/02/2016	GLO02	1200	0	D.Debit	Purchase Payment		152.23	0.00	152.23
76321	PP	16/02/2016	GLO02	1200	0	D.Debit	Purchase Payment		94.07	0.00	94.07
76841	PP	16/03/2016	GLO02	1200	0	D.Debit	Purchase Payment		78.98	0.00	78.98
76842	PP	16/03/2016	GLO02	1200	0	D.Debit	Purchase Payment		103.91	0.00	103.91
									1,093.39	**0.00**	**1,093.39**

Grenko Leasing - Quarterly lease payments for leased copier at the Castle

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn		Details	Net	Tax	Total
74627	PP	05/10/2015	GRE01	1200	0	D.Debit	Purchase Payment		401.85	80.37	482.22
76003	PP	06/01/2016	GRE01	1200	0	D.Debit	Purchase Payment		401.85	80.37	482.22
									803.70	**160.74**	**964.44**

Hitatchi Capital Finance - Quarterly lease payments for grounds maintenance equipment

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74643	PP	30/10/2015	HIT03	1200	0	D.Debit	Purchase Payment	703.00	140.60	843.60
76315	PP	01/02/2016	HIT03	1200	0	D.Debit	Purchase Payment	703.00	140.60	843.60
								1,406.00	**281.20**	**1,687.20**

NTL - Direct debit payments for the telephone link from Hertford Police Station to the CCTV monitoring centre in Stevenage.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74636	PP	22/10/2015	NTL01	1200	0	D.Debit	Purchase Payment	17.83	3.57	21.40
74798	PP	23/11/2015	NTL01	1200	0	D.Debit	Purchase Payment	17.69	3.54	21.23
75300	PP	22/12/2015	NTL01	1200	0	D.Debit	Purchase Payment	17.49	3.50	20.99
76011	PP	22/01/2016	NTL01	1200	0	D.Debit	Purchase Payment	18.00	3.60	21.60
76324	PP	22/02/2016	NTL01	1200	0	D.Debit	Purchase Payment	17.39	3.48	20.87
76843	PP	22/03/2016	NTL01	1200	0	D.Debit	Purchase Payment	17.29	3.46	20.75
								105.69	**21.15**	**126.84**

T Mobile - Direct debit payment for the mobile phone used by the groundstaff and Town Centre Co-ordinator

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74631	PP	14/10/2015	ONE01	1200	0	D.Debit	Purchase Payment	27.71	5.54	33.25
74791	PP	13/11/2015	ONE01	1200	0	D.Debit	Purchase Payment	27.71	5.54	33.25
75296	PP	14/12/2015	ONE01	1200	0	D.Debit	Purchase Payment	27.71	5.54	33.25
76007	PP	13/01/2016	ONE01	1200	0	D.Debit	Purchase Payment	27.71	5.54	33.25
76319	PP	15/02/2016	ONE01	1200	0	D.Debit	Purchase Payment	27.71	5.54	33.25
76840	PP	15/03/2016	ONE01	1200	0	D.Debit	Purchase Payment	27.71	5.54	33.25
								166.26	**33.24**	**199.50**

Pitney Bowes - quarterly lease payments for the postage franking machine.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74792	PP	16/11/2015	PIT01	1200	0	D.Debit	Purchase Payment	29.92	5.98	35.90
76322	PP	16/02/2016	PIT01	1200	0	D.Debit	Purchase Payment	29.92	5.98	35.90
								59.84	**11.96**	**71.80**

Southwest Communications - service charge on telephone system.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
74626	PP	01/10/2015	SOU02	1200	0	D.Debit	Purchase Payment	100.00	20.00	120.00
76002	PP	04/01/2016	SOU02	1200	0	D.Debit	Purchase Payment	502.56	100.51	603.07
								602.56	**120.51**	**723.07**

Sundry payments/refunds etc.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
76860	BP	24/03/2016	1200	7030	0	D.Debit	Information Commissioner registration	35.00	0.00	35.00
75900	BP	15/12/2015	1200	6018	0	PAYPAL	Basement display judges robes * 2	33.90	0.00	33.90
75901	BP	15/12/2015	1200	6018	0	PAYPAL	Basement display mannequin	173.85	0.00	173.85
74872	BP	24/11/2015	1205	9999	0	DUALITY/GILL	Mr Gill refund	12.00	0.00	12.00
75516	BP	02/12/2015	1205	4500	0	MAESTRO/TIC	TIC Maestro/Duality refund	10.61	0.00	10.61
76357	BP	04/02/2016	1205	4000	4	PDQ/ALLOTS	ALLOTS refund Sele Rd 11B	12.00	0.00	12.00
								277.36	**0.00**	**277.36**

TOTAL	**289,948.67**	**2,983.59**	**292,932.26**

Received by the Finance, Policy & Administration Committee
on Monday 27th June 2016.

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Name: .....

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Name: .....