

Disclosure of Procurement Card Transactions: March 2022

Department	Date of Transaction	Supplier Name	Service Area	Type of expenditure	Cost Centre	Account Code	Net Amount £
Exec Directors	03/03/2022	Marks & Spencer	Exec Directors	Refreshments/Meetings	HN400	04618	34.99
Exec Directors	09/03/2022	Canva Invoice	Exec Directors	Stationery	HN400	04303	10.99
Exec Directors	09/03/2022	Times Newspapers	Exec Directors	Publications/Newspapers	HN400	04308	60.67
Exec Directors	11/03/2022	Hofjar	Exec Directors	Web and Digital Software	HO100	04525	928.82
Finance	01/03/2022	Companies House	Finance	Filing Fee	HB100	04940	150.00
Housing	02.03.22	Welcome Break	Housing	Temporary Accommodation	HJ700	04725	371.49
Housing	09.03.22	Welcome break	Housing	Temporary Accommodation	HJ700	04725	367.05
Housing	14.03.22	Welcome Break	Housing	Temporary Accommodation	HJ700	04725	343.05
Housing	17.03.22	Amazon	Housing	Equipment for single homeless clients	HJ721	04001	19.46
Housing	17.03.22	Amazon	Housing	Equipment for single homeless clients	HJ721	04001	19.46
Housing	17.03.22	Amazon	Housing	Equipment for single homeless clients	HJ721	04001	33.32
Housing	20.03.22	Amazon	Housing	Equipment for single homeless clients	HJ721	04001	45.78
Housing	25.03.22	Travelodge	Housing	Temporary Accommodation	HJ721	04725	115.83
HR	25/03/2022	UKCRBS	HR	New Starter DBS Check - Christopher Hadjisergis	HH800	04414	34.50
Parks	16/03/2022	BandQ	Parks	planting equipment	hd301	04001	14.58
Parks	18/03/2022	BandQ	Parks	planting equipment	HD301	04001	114.17
Parks	18/03/2022	BandQ	Parks	grass repairs	hd301	04001	64.00
Parks	30/03/2022	Europlants	Parks	planting additions	HD301	04001	174.45
Exec Directors	31/03/2022	Greater Anglia Trains	Exec Directors	Travel to Planning Reception at the House of Lords	HN400	03403	33.90
Street Scene	28/02/2022	DVLA	Street Scene	Vehicle Tax	HF100	3030	277.50
Street Scene	07/03/2022	TFL	Street Scene	Penalty Charge	HF100	4414	275.00
Street Scene	08/03/2022	TFL	Street Scene	Penalty Charge	HF100	4414	500.00
Street Scene	24/03/2022	DVLA	Street Scene	Vehicle Tax	HF100	3030	167.50
Street Scene	24/03/2022	DVLA	Street Scene	Vehicle Tax	HF100	3030	167.50
Street Scene	25/03/2022	DVLA	Street Scene	Vehicle Tax	HF100	3030	167.50
Street Scene	31/03/2022	DVLA	Street Scene	Vehicle Tax	HF100	3030	302.50
Engineering	02/03/2022	AMAZON	Engineering	Chainsaw sharpening kit	HE620	04001	9.50
Engineering	09/03/2022	WATCO	Engineering	Anti slip paint	HE640	05601	126.95
Engineering	15/03/2022	AMAZON	Engineering	Jumbo waste bags	HE640	05601	41.00
Engineering	29/03/2022	AMAZON	Engineering	Bubble wrap	HE640	05601	10.38
Environment	02/03/2022	EE	Environment	Topup for Covid Officers phones	HF700	04940	12.50
Environment	09/03/2022	EE	Environment	Topup for Covid Officers phones	HF700	04940	12.50
Environment	12/03/2022	EE	Environment	Topup for Covid Officers phones	HF700	04940	11.00
Environment	01/04/2022	EE	Environment	Topup for Covid Officers phones	HF700	04940	12.50
Partnerships	01/03/2022	Hootsuite	Partnerships	Social Media Tool Professional Plan	HB250	04940	55.73
Partnerships	14/03/2022	Preservation Equipm	Partnerships	pest traps museum	HD600	04001	16.90
Asset Management	02/03/2022	Co-Op	Asset Management	Gas top up (38 Leeming Road)	HK158	02101	49.00
Asset Management	02/03/2022	Co-Op	Asset Management	Electricity top up (38 Leeming Road)	HK158	02102	50.00
Asset Management	02/03/2022	Co-Op	Asset Management	Gas top up (154 Aycliffe Road)	HK158	02101	49.00
Asset Management	02/03/2022	Co-Op	Asset Management	Gas top up (154 Aycliffe Road)	HK158	02101	49.00
Asset Management	02/03/2022	Co-Op	Asset Management	Electricity top up (154 Aycliffe Road)	HK158	02102	49.00
Asset Management	03/03/2022	Morrison's Daily	Asset Management	Gas top up (95A Hartforde Road)	HK158	02101	20.00
Asset Management	08/03/2022	McColls	Asset Management	Electricity top up (13A Howard Drive)	HK158	02102	20.00
Asset Management	10/03/2022	Ullilita	Asset Management	Gas top up (11A Howard Drive)	HK158	02101	30.00
Asset Management	10/03/2022	Ullilita	Asset Management	Electricity top up (11A Howard Drive)	HK158	02102	30.00
Asset Management	10/03/2022	A & Y Locksmiths	Asset Management	Keys cut for parks pavilions	HD300	02001	50.00
Asset Management	11/03/2022	A & Y Locksmiths	Asset Management	Keys cut for Leeming Road Meter Cupboard	HG521	02001	43.94
Asset Management	11/03/2022	Ullilita	Asset Management	Electricity top up (56 Rossington Ave)	HK158	02102	20.00
Asset Management	11/03/2022	Ullilita	Asset Management	Gas top up (56 Rossington Ave)	HK158	02101	20.00
Asset Management	11/03/2022	Ullilita	Asset Management	Gas top up (11A Howard Drive)	HK158	02101	30.00
Asset Management	25/03/2022	SMS	Asset Management	Gas meter removal at Meadow Pk Pavilion	HG521	02001	291.65
Asset Management	25/03/2022	Drain365 Ltd	Asset Management	Emergency call out to 38 Leeming Rd	HK158	02001	160.00
Asset Management	25/03/2022	Co-Op	Asset Management	Gas top up (19 Croxdale Road)	HK158	02101	49.00
Asset Management	28/03/2022	IET	Asset Management	David Noakes membership subscription	HB270	01406	126.00
Asset Management	29/03/2022	Co-Op	Asset Management	Electricity top up (30 Leeming Road)	HK158	02102	50.00
Asset Management	29/03/2022	Co-Op	Asset Management	Gas top up (30 Leeming Road)	HK158	02101	49.00
Asset Management	29/03/2022	Co-Op	Asset Management	Electricity top up (32 Leeming Road)	HK158	02102	60.00
Asset Management	31/03/2022	Signomatic (Signmax)	Asset Management	Signs for 111 Strafford Gate	HV225	80100	97.27
Democratic Serv	02/03/2022	Tesco	Democratic Serv	Refreshments	HB130	04618	26.10
Democratic Serv	03/02/2022	Tesco	Democratic Serv	Crockery	HB130	04618	6.00
Democratic Serv	10/03/2022	Herts Chamber of Commerce	Democratic Serv	Conference	HB130	04609	33.00
Democratic Serv	10/03/2022	DoubleTree by Hilton	Democratic Serv	Civic Dinner	HB151	04101	500.00
Planning	15/03/2022	Herts Chamber	Planning	Chamber events	HG500	04608	93.60
Planning	18/03/2022	LinkedIn	Planning	Boosting posts	HG500	04940	66.85
Planning	23/03/2022	Facebook	Planning	Boosting posts	HG500	04940	100.00
Planning	01/04/2022	Facebook	Planning	Boosting posts	HG500	04940	145.24
						Total	£7,466.62