

Overview

In February 2015 the Local Government Transparency Code was introduced.
This places a duty on Loddon Parish Council to publish the following data at regular intervals.

Loddon Parish Council 2022-23 Quarter 4 - Transparency Code Data

Quarterly

Expenditure over £500 including VAT - page 2
Procurement card transactions - page 4
Invitations to tender for goods or services over £5,000 - page 6
Contracts with a value of over £5,000 - page 7

Annually

Details of all land and building assets - page 8
Social housing asset value - not applicable
Grants to voluntary, community or social enterprise organisations - page 9
Staffing chart - On Loddon Parish Council Parish Staff webpage
Trade Union facility time - not applicable
Parking account and spaces - not applicable
Senior Salaries above £50,000 - not applicable
Constitution - not applicable (LPC Standing Orders on LPC website)
Pay multiple - not applicable
Fraud - not applicable

One Off

Waste collection contracts - page 10

Expenditure Over £500

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
11/01/2023	Collective Community Planning	Neighbourhood Plan Consultant's Fee	2,600.00	-	Neighbourhood Plan
11/01/2023	Chet Contact Magazine	Community Grant	500.00	-	Parish - Community Grant
23/01/2023	British Gas	Office Gas	541.68	-	Office - gas
08/02/2023	Loddon Garden & DIY	Christmas Lights High & Bridge St installation	1,499.16	-	Parish - Christmas lights
08/02/2023	CJ International Services	Professional FOI Service & training 18Jan	990.00	-	Admin - Professional Fees
08/02/2023	Collective Community Planning	Neighbourhood Plan Consultant's Fee	2,200.00	-	Neighbourhood Plan
08/02/2023	Top2Bottom Cleaners	Cleaning Dec 2022	689.04	-	Office & Staithe toilets - cleaning
08/02/2023	JC Surveyors	Staithe toilet doors Contract Administration	775.00	-	Staithe toilets - maintenance
08/03/2023	Loddon Garden & DIY	Post and rail fence at Broadland Meadow FP15; Play Area and MUGA soil levelling off and seeding	1,077.49	-	Ear marked reserves and Parish - Play Area
08/03/2023	Norfolk County Council	Qtr Office rent - 25/03/23-23/06/23	1,500.00	-	Office - rent
08/03/2023	Collective Community Planning	Neighbourhood Plan Consultant's Fee	600.00	-	Neighbourhood Plan
08/03/2023	Top2Bottom Cleaners	Cleaning Jan 2023	766.90	-	Office & Staithe toilets - cleaning
08/03/2023	South Norfolk Council	Dog Bin Emptying Annual Charge 2022-23	1,437.80	-	Parish - Dog bins
08/03/2023	Bailey's of Norfolk	7tns topsoil for Play area and MUGA levelling	614.00	-	Ear marked reserves

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
08/03/2023	Christian Day Ltd	4 self-watering planters	621.00	-	Parish - Events / tourism
08/03/2023	Crook Powerwashing	50% deposit for Tennis Courts refurbishment	2,450.00	-	Parish - Playing Field

Procurement Card

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
03/01/2023	Co-op	Meeting refreshments	1.05		- Admin - General
10/01/2023	BT Business	Internet connection LTC	18.79		- Parish - Playing Field
10/01/2023	Norfolk County Council	3 x DBS applications	176.49		- Admin - Community Engagement
12/01/2023	Norfolk County Council	1 x DBS applications	58.83		- Parish - Playing Field
12/01/2023	SelectEquip	100 x bungee toggles	32.42		- Parish - Playing Field
14/01/2023	Amazon	Stationery and IT cable	19.91		- Admin - IT/website and General
15/01/2023	Virtual Landline / Buzz	Emergency Phone line	4.96		- Admin - Phone/broadband
17/01/2023	Amazon	Parish Clerk mobile case	6.37		- Admin - Phone/broadband
19/01/2023	Amazon	Refund for IT cable	- 6.66		- Admin - IT/website
19/01/2023	Global-E	Mini LED Projector	145.00		- Admin - IT/website
25/01/2023	Morrisons	Community Larder Order	243.29		- Ear marked reserves
25/01/2023	Amazon	Extension cable and Tracing Paper EW map	26.15		- Admin - Community Engagement and Parish - Emergency Plan
25/01/2023	eBay	ID badge holders and lanyards - EW	34.65		- Parish - Emergency Plan
26/01/2023	Lloyds Bank	Monthly fee	6.00		- Admin - bank fees
26/01/2023	Security Safety Products	CCTV cage refund	- 39.90		- Staithe toilets - CCTV
01/02/2023	Amazon	IT cable refund	- 7.18		- Admin - IT/website
02/02/2023	Co-op	Meeting refreshments	1.00		- Admin - General
02/02/2023	Amazon	Sealer compound	6.24		- Office - maintenance
02/02/2023	Screwfix	Sack barrow	60.82		- Parish - P.Warden Equipment
02/02/2023	Toolstation	Hacksaw and gloves	14.38		- Parish - P.Warden Equipment
07/02/2023	Amazon	LTC first aid kit	23.25		- Parish - Playing Field
08/02/2023	Amazon	IT equipment	22.18		- Admin - IT/website
15/02/2023	Virtual Landline / Buzz	Emergency Phone line	4.96		- Admin - Phone/broadband
17/02/2023	BT	Broadband PFC	95.73		- Parish - Playing Field
17/02/2023	Toolstation	office toilet flush part	8.57		- Office - maintenance

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
27/02/2023	Lloyds Bank	Monthly fee	6.00	-	Admin - bank fees
27/02/2023	Co-op	Meeting refreshments	3.77	-	Admin - General
01/03/2023	Norfolk County Council	DBS fee	58.83	-	Admin - Community Engagement
02/03/2023	DBS	DBS update service	13.00	-	Admin - Community Engagement
04/03/2023	Amazon	Event supplies and office extension cable	26.25	-	Parish - Events
07/03/2023	Amazon	Event supplies	24.72	-	Parish - Events
07/03/2023	Vinyl Banners Printing	3 x Coronation banners	63.91	-	Parish - Events
07/03/2023	South Norfolk Council	Temp Event Notice fee	21.00	-	Parish - Events
09/03/2023	Morrisons	Community Larder order	97.83	-	Parish - Comm Larder
09/03/2023	Amazon	Event supplies	9.98	-	Parish - Events
10/03/2023	Amazon	Event supplies	54.72	-	Parish - Events
10/03/2023	Amazon	Event supplies	4.98	-	Parish - Events
10/03/2023	Amazon	Hazard tape	14.08	-	Parish - P.Warden Equipment
13/03/2023	Amazon	office extension cable	15.83	-	Office - maintenance
15/03/2023	Virtual Landline / Buzz	Emergency Phone line	4.96	-	Admin - Phone/broadband
16/03/2023	Co-op	Meeting refreshments	1.85	-	Admin - General
20/03/2023	BT	Broadband PFC	25.33	-	Parish - Playing Field
23/03/2023	Rock Awnings	Gazebo accessories	90.80	-	Parish - Events
23/03/2023	Rock Awnings	Gazebo	369.99	-	Parish - Events
23/03/2023	Amazon	Event supplies	6.66	-	Parish - Events
23/03/2023	Amazon	Bubble machine	80.00	-	Parish - Events
24/03/2023	Amazon	LTC windbreak eyelet kit	10.82	-	Parish - Playing Field
25/03/2023	Wix	App / website update	10.80	-	Admin - Community Engagement
27/02/2023	Lloyds Bank	Monthly fee	6.00	-	Admin - bank fees

Invitations to Tender

Ref no	Title	Description of goods or services sought	Start, end and review dates	Local Authority department responsible
	N/A			

Contracts over £5,000

Local Authority department responsible	Description of goods or services sought	Supplier Name and Details	Annual Spend on Contract (net) / £	Unrecoverable VAT / £	Invitation to Quote or Published Tender?
Loddon PC	Loddon Garden & DIY	Grounds maintenance	6,507.10	-	Invitation to quote

Various energy contracts in place - detailed on Council payment lists within meeting minutes, on website under Council Meetings

Annual costs 2022-23

Details of all land and building assets

Owner / custodian	Name of land or building	Location	Asset Register Value / £
Loddon Parish Council	Allotments	Bridge Street	1.00
Loddon Parish Council and Chedgrave Parish Council	Playing Field	George Lane	1.00
Loddon Parish Council	Hockey Field	George Lane	1.00
Loddon Parish Council	A146 Woodlands	A146 Bypass / Warren Hills	1.00
Loddon Parish Council	Broadland Meadow Public Open Space and Play Area	Beccles Road	1.00
Loddon Parish Council	Loddon Library Annexe - Office & Rear Hall	Church Plain	n/a
Loddon Parish Council	Staithe Public Toilets	Staithe	108,117.00

Grants

Date paid	Payee Name	Transaction Detail	Grant Amount / £
11/01/2023	Chet Contact Magazine	Community Grant	500.00
08/02/2023	Loddon & District Horticultural Society	Community Grant	100.00
08/03/2023	Loddon Flower Club	Community Grant	100.00

Waste

Local Authority department responsible	Description of goods or services sought	Supplier Name and Details	Annual Spend on Contract (net) / £	Unrecoverable VAT / £	Invitation to Quote or Published Tender?
Loddon Parish Council	Waste Collection - Office	South Norfolk Council	72.92	-	Ongoing
Loddon Parish Council	Dog Bin emptying	South Norfolk Council	1,437.80	-	Ongoing
Loddon Parish Council	Sanitary emptying	PHS	655.89	-	Ongoing