

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 1 - Transparency Code Data

Quarterly

Expenditure over £500 including VAT - page 2
Procurement card transactions - page 3
Invitations to tender for goods or services over £5,000 - page 5
Contracts with a value of over £5,000 - page 6

Annually

Details of all land and building assets - page 7
Social housing asset value - not applicable
Grants to voluntary, community or social enterprise organisations - page 8
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 9

Expenditure Over £500

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
13/04/2022	The Church in Loddon	Church Grant	660.00	-	Parish - Church Grant
13/04/2022	Target Trees	Playing Field Tree work	1,000.00	-	Parish - Playing Field
13/04/2022	Norfolk Parish Training & Support	Subscription	525.00	-	Admin - subscriptions
13/04/2022	RWB Electrical Services	Electric light replacement	926.72	-	Office - refurbishment
13/04/2022	HM Revenue & Customs	Tax & NI - April 2022	526.55	-	Salaries - tax & NI
11/05/2022	Top2Bottom Commercial Cleaning	Cleaning and security	1,429.85	-	Office & Staithe toilets - cleaning
11/05/2022	Loddon Garden & DIY	Grass cutting	788.29	-	Parish - grounds maintenance
11/05/2022	Norfolk County Council	Office Quarterly rent	1,500.00	-	Office - rent
08/06/2022	The Church in Loddon	Church Grant	660.00	-	Parish - Church Grant
08/06/2022	Top2Bottom Commercial Cleaning	Cleaning & security March 2022	1,298.31	-	Office & Staithe toilets - cleaning
08/06/2022	Target Trees	Tree safety survey maintenance	4,500.00	-	Parish - Playing Field and Grounds maintenance
08/06/2022	T Reed - Tom's Trees	Trim hedges 2 x MRCs & PF George Lane	650.00	-	Parish - Playing Field and Grounds maintenance
08/06/2022	HAGS-SMP Ltd	Kittens Lane Play Area renewal works	11,060.93	-	Parish - Play Area and Ear marked reserves
08/06/2022	Roberts & Son	Signage and printing	512.00	-	Parish - Events / tourism
08/06/2022	Hales Fencing & Paving	Replacement Annexe yard gates	908.00	-	Ear marked reserves
08/06/2022	Loddon Garden & DIY	Grounds maintenance	1,161.71	-	Parish - Playing Field and Grounds maintenance

Procurement Card

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
02/04/2022	Post Office	Laptop repair postage	26.75		- Admin - IT/website
13/04/2022	Co-op	Annual Parish Meeting refreshments	26.15		- Admin - meetings
13/04/2022	South Norfolk Council	Fete raffle licence	40.00		- Parish - Events / tourism
14/04/2022	Royal British Legion Shop	Allotment Trees Queens Jubilee Canopy Plaque	129.16		- Parish - grounds maintenance
15/04/2022	Virtual Landline / Buzz	Emergency Phone line	4.96		- Admin - Phone/broadband
26/04/2022	Lloyds Bank	Monthly fees	6.00		- Admin - bank fees
28/04/2022	GB UK Systems	Laptop	345.00		- Admin - IT/website
03/05/2022	Power Discount	Extractor Fan - disabled toilet replacement	21.12		- Staithe toilets - maintenance
03/05/2022	Amwell Systems	Door hinge - Gents toilet	114.97		- Staithe toilets - maintenance
03/05/2022	Vinyl Banner Printing	3 x QPJ Fete banners	138.48		- Parish - Events / tourism
04/05/2022	Agri-Supply UK Ltd via eBay	60 x 3ft white fencing stakes	71.90		- Parish - Events / tourism
04/05/2022	JW Smartmeters	Shower coin meter bar	21.50		- Staithe toilets - maintenance
04/05/2022	09sohail via eBay	Beanbags	7.99		- Parish - Events / tourism
04/05/2022	Amazon	Laptop bag, tree lopers	33.50		- Admin - IT/website and - Parish - Parish Warden Equipment
04/05/2022	makero wristbands via eBay	Paper lost child wristbands	8.99		- Parish - Events / tourism
04/05/2022	Amazon	Window cleaning kit 12ft	38.32		- Parish - Parish Warden Equipment
04/05/2022	Screwfix	Pwarden equipment	129.10		- Parish - Parish Warden Equipment
04/05/2022	Amazon	Laptop mouse	5.30		- Admin - IT/website
04/05/2022	Ebay	Plastic ducks	17.99		- Admin - General
05/05/2022	Amazon	Pwarden garden rake	8.29		- Parish - Parish Warden Equipment
05/05/2022	Amazon	Megaphone	13.32		- Parish - Events / tourism

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
05/05/2022	Amazon	Megaphone insurance	2.39		- Parish - Events / tourism
05/05/2022	Amazon	Folding Pruning Saw	13.89		- Parish - Parish Warden Equipment
12/05/2022	Co-op	Meeting refreshments	2.50		- Admin - General
12/05/2022	Alchemy Millss / LTA	Tennis Court banners	72.00		- Parish - Playing Field
12/05/2022	Chamleigh Rosettes via eBay	Dog Shows Rosettes - BIS, RBIS & 10 x 1st to 5th place	57.50		- Parish - Events / tourism
15/05/2022	Virtual Landline / Buzz	Emergency Phone line	4.96		- Admin - Phone/broadband
25/05/2022	Amazon	Fete - pins, pegs etc	20.80		- Parish - Events / tourism
25/05/2022	Amazon	Fete - clipboards, tape	26.85		- Parish - Events / tourism
25/05/2022	Amazon	Fete - lollies	24.72		- Parish - Events / tourism
26/05/2022	Lloyds Bank	Monthly fee	6.00		- Admin - bank fees
26/05/2022	Travis Perkins	Mira Advance Shower	360.40		- Staithe toilets - maintenance
26/05/2022	Amazon	2 x traffic safety barriers	83.32		- Parish - Events / tourism
27/05/2022	Amazon	10 x traffic cones	54.99		- Parish - Events / tourism
27/05/2022	B & M	Stationery	6.49		- Admin - General
02/06/2022	Facebook advert	Tennis club advert	4.54		- Parish - Playing Field
11/06/2022	Facebook advert	Tennis club advert	12.11		- Parish - Playing Field
15/06/2022	Toolstation	Staithe toilet supplies	15.31		- Staithe toilets - maintenance
15/06/2022	Virtual Landline / Buzz	Emergency Phone line	4.96		- Admin - Phone/broadband
25/06/2022	B & M	Stationery	2.99		- Admin - General
27/06/2022	Wix	Website hosting	12.46		- Admin - IT/website
27/06/2022	Lloyds Bank	Monthly fee	6.00		- Admin - bank fees
29/06/2022	Toolstation	Signage installation	4.77		- Parish - grounds maintenance

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
			/ £
13/04/2022	Loddon Community Gym	Community Grant - advertising	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