

## **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 3 - 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
12/10/2022	Loddon Garden & DIY	Grounds maintenance	844.75		Parish - Playing Field and Grounds maintenance
12/10/2022	South Norfolk Council	Contribution to War Memorial ramp works	1,400.00		Parish - war memorial
12/10/2022	PKF Littlejohn LLP	External Audit	600.00		Admin - Audit
12/10/2022	East Anglian Plumbing & Heating Ltd	Annexe new gas heater and two new guards Staithe toilets works to urinal wastes	3,380.40		Ear marked reserves and Staithe toilets - maintenance
12/10/2022	Digital ID	ID photo card printer and consumables	601.44		Admin - IT/website and Parish - Emergency Plan
28/10/2022	Everflow Water	Staithe toilets water	526.79		Staithe toilets - water
09/11/2022	The Church in Loddon	Church Grant	1,320.00		Parish - Church Grant
09/11/2022	Loddon Garden & DIY	Grounds maintenance	902.70		Parish - Playing Field and Grounds maintenance
09/11/2022	Top2Bottom Cleaners	Cleaning & security August 2022	1,678.64		Office & Staithe toilets - cleaning
09/11/2022	Top2Bottom Cleaners	Cleaning Sept 2022	1,263.24		Office & Staithe toilets - cleaning
09/11/2022	Top2Bottom Cleaners	Cleaning Oct 2022	1,378.08		Office & Staithe toilets - cleaning
08/11/2022	Chedgrave Parish Council	Grant funding towards 'Jubilee Bench' from Fete proceeds	500.00		Parish - Events / tourism
29/11/2022	DG Repair Centre	Repair to Staithe toilet windowsill	755.00		Staithe toilets - maintenance
14/12/2022	Cozens	Christmas Lights installation & removal	1,900.00		Parish - Christmas lights
14/12/2022	Norfolk County Council	Qtr Office rent - 25/12/22-24/03/23	1,500.00		Office - rent

<b>Date paid</b>	<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Net Amount / £</b>	<b>Unrecoverable VAT / £</b>	<b>Budget ref</b>
14/12/2022	Top2Bottom Cleaners	Cleaning Nov 2022	801.78		Office & Staithe toilets - cleaning
14/12/2022	CJ International Services	Professional FOI Service	930.00		Admin - Professional Fees
14/12/2022	Jane Hale	Community Larder Christmas Bags Event supplies	914.47		Ear Marked reserves
14/12/2022	Healthmatic (Inv £21,165.30)	Staithe toilet doors Payment details in notes Dec22	17,637.75		Ear Marked reserves

## Procurement Card

Date paid	Payee Name	Transaction Detail	Net Amount / £	Unrecoverable VAT / £	Budget ref
20/10/2022	Toolstation	Extension reel	19.49	-	Admin - General
20/10/2022	Toolstation	Jet wash and shovel	95.19	-	Staithe toilets - cleaning
Various	Nayax	Staithe toilets and shower entry fee	6.00	-	Staithe toilets - maintenance
05/10/2022	Net World Sports	2 x Tennis courts windbreaks	431.52	-	Parish - Playing Field
12/10/2022	Co-op	Meeting refreshments	14.35	-	Admin - General
15/10/2022	Virtual Landline / Buzz	Emergency Phone line	4.96	-	Admin - Phone/broadband
20/10/2022	Ebay	CCTV stickers	3.56	-	Staithe toilets - CCTV
20/10/2022	Ebay	ID holders & lanyards	7.25	-	Admin - General
21/10/2022	Amazon	Wheeled trolley crate	22.91	-	Admin - General
21/10/2022	Curry's Online	AAO computer monitor	132.50	-	Admin - IT/website
26/10/2022	Lloyds Bank	Monthly fee	6.00	-	Admin - bank fees
02/11/2022	LTA	Tennis Court registration	120.00	-	Parish - Playing Field
08/11/2022	Co-op	Meeting refreshments	1.35	-	Admin - General
10/11/2022	Amazon	Waterproof extension for power washer	39.36	-	Staithe toilets - maintenance
11/11/2022	Amazon	Moss treatment for tennis courts	20.19	-	Parish - Playing Field
12/11/2022	Amazon	Waterproof sockets for floodlights / events	73.74	-	Parish - Events / tourism
15/11/2022	Virtual Landline / Buzz	Emergency Phone line	4.96	-	Admin - Phone/broadband
17/11/2022	Replacement Keys	3 x EMKA keys	10.50	-	Admin - General
22/11/2022	Co-op	Meeting refreshments	1.05	-	Admin - General
24/11/2022	Amazon	Electrical cabinet key	8.32	-	Admin - General
24/11/2022	Amazon	Computer tablet case	16.66	-	Admin - IT/website
25/11/2022	Amazon	Samsung Galaxy Tab A8	132.50	-	Admin - IT/website
26/11/2022	Amazon	EZVIZ Security Camera and microSDXC card	47.48	-	Office - maintenance
28/11/2022	Lloyds Bank	Monthly fee	6.00	-	Admin - bank fees

<b>Date paid</b>	<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Net Amount / £</b>	<b>Unrecoverable VAT / £</b>	<b>Budget ref</b>
29/11/2022	Co-op	Meeting refreshments	1.05	-	Admin - General
01/12/2022	Amazon	IT cables	14.14	-	Admin - IT/website
01/12/2022	eBay	Docking Station	49.99	-	Admin - IT/website
01/12/2022	SSP Direct	3 x temp road closure signs plus sandbags CCTV camera cage Large Key cabinet	247.85	-	Parish - Events / tourism, Staithe toilets - CCTV and office - maintenance
02/12/2022	Amazon	Stationery / tape	5.41	-	Admin - General
13/12/2022	Co-op	Meeting refreshments	1.05	-	Admin - General
14/12/2022	Co-op	Meeting refreshments	1.45	-	Admin - General
15/12/2022	Virtual Landline / Buzz	Emergency Phone line	4.96	-	Admin - Phone/broadband
18/12/2022	Lidl	Christmas Lights power supplier thank you gifts	39.90	-	Parish - Christmas Lights
19/12/2022	Brewery Shop	3 x thank you gifts	28.50	-	Admin - General
28/12/2022	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 / £
12/10/2022	First Loddon Brownies	Community Grant	172.02
14/12/2022	Chet Valley Festival	Community Grant	150.00

## Waste

<b>Local Authority department responsible</b>	<b>Description of goods or services sought</b>	<b>Supplier Name and Details</b>	<b>Annual Spend on Contract (net) / £</b>	<b>Unrecoverable VAT / £</b>	<b>Invitation to Quote or Published Tender?</b>
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