

Government Procurement card spend October-December 2021

| Date of the transaction | Department which incurred the expenditure | Beneficiary             | Net Amount | Summary of the purpose of the expenditure   | Merchant category                                  |
|-------------------------|---|-------------------------|------------|---|--|
| 01/10/2021              | Chief Executive                           | WWW.LOCAL.GOV.UK        | 379.00     | Chief Executive attending DCN Conference with the Leader  | BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED         |
| 01/10/2021              | Waste Management                          | SumUp Phillas           | 116.67     | Chief Exec Visit To Shire Hill Depot  | CATERERS   |
| 01/10/2021              | Highway Ranger                            | C.B. MOWER SERVICES LT  | 130.70     | Repairs to Long Reach Hedgecutter   | MISCELLANEOUS REPAIR SHOPS AND RELATED SERVICES    |
| 01/10/2021              | Grounds Maintenance                       | JAY & ROB'S WINDSCREEN  | 210.00     | Repairs to Vehicle following strimmer damage. Replacement rear screen   | AUTOMOTIVE SERVICE SHOPS                           |
| 02/10/2021              | Sheltered Housing                         | AMZN Mkplace            | 17.04      | Exit lead and iphone charger for car  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 04/10/2021              | Depot, Gt Dunmow                          | TANKS-UK LIMITED        | 72.00      | two one way valves for fuel tank  | COMMERCIAL EQUIPMENT-NOT ELSEWHERE CLASSIFIED      |
| 05/10/2021              | Museum S/W                                | BUY SEA                 | 14.70      | shells for use in fossils session   | GIFT, CARD, NOVELTY AND SOUVENIR SHOPS             |
| 05/10/2021              | Museum S/W                                | FOSSILS FOR SALE        | 39.50      | Fossils for fossils session box   | MISCELLANEOUS GENERAL MERCHANDISE                  |
| 05/10/2021              | Benefits Admin                            | RAMADA HOTEL            | 85.00      | Conference - overnight accommodation  | LODGING-HOTELS.MOTELS.RESORTS-NOT CLASSIFIED       |
| 06/10/2021              |   | TESCO STORE 2172        | 26.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 06/10/2021              |   | TESCO STORE 2172        | 15.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 06/10/2021              |   | TESCO STORE 2172        | 25.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 06/10/2021              |   | TESCO STORE 2172        | 15.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 06/10/2021              |   | TESCO STORE 2172        | 15.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 06/10/2021              |   | TESCO STORE 2172        | 15.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 06/10/2021              |   | TESCO STORE 2172        | 15.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 06/10/2021              |   | TESCO STORE 2172        | 15.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 08/10/2021              | Benefits Admin                            | HOLIDAY INN             | 241.20     | Conference - 2 nights overnight accommodation.  | LODGING-HOTELS.MOTELS.RESORTS-NOT CLASSIFIED       |
| 08/10/2021              | Depot, Gt Dunmow                          | SumUp Shawbear Servi    | 65.25      | Catering for chief executive visit.   | EATING PLACES, RESTAURANTS                         |
| 08/10/2021              |   | TESCO STORE 2172        | 15.00      |   | GROCERY STORES, SUPERMARKETS                       |
| 07/10/2021              | Benefits Admin                            | SHELTER TRADING LTD     | 656.25     | Conference - 2 nights overnight accommodation   | GIFT, CARD, NOVELTY AND SOUVENIR SHOPS             |
| 07/10/2021              | Museum S/W                                | EB REGROUP RETHINK RE   | 35.00      | Team Ticket for Conference for Museum staff   | BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED         |
| 07/10/2021              | Museum S/W                                | QD STORES               | 4.98       | spray paint for Halloween evening masks   | DISCOUNT STORES                                    |
| 12/10/2021              | Sheltered Housing                         | AMZN Mkplace            | 156.25     | fobs for sheltered sites  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 13/10/2021              | Museum S/W                                | QD STORES               | 7.37       | Foam mounting tape and masking tape for loan/session boxes making and and activities                                      | DISCOUNT STORES                                    |
| 13/10/2021              | Planning Admin                            | HAYMARKET MEDIA GROUP   | 495.00     | Planning for Housing 2021 seminar   | CONSULTING, MANAGEMENT, AND PUBLIC RELATIONS SVCS  |
| 13/10/2021              | Museum S/W                                | SAFFRON WALDEN MUSEUM   | 2.50       | trilobite for use in fossils session  | TOURIST ATTRACTIONS AND EXHIBITS                   |
| 13/10/2021              | Museum S/W                                | SAFFRON WALDEN MUSEUM   | 20.00      | 2 bags of fossils for events and activities   | TOURIST ATTRACTIONS AND EXHIBITS                   |
| 13/10/2021              | Licensing                                 | Amazon.co.uk E11WD3005  | 125.00     | Legal Book  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 13/10/2021              | Street Serv Man                           | WWW.TCFIXINGS.CO.UK     | 61.85      | new padlock for gates at Shire Hill Saffron Walden  | BUILDING MATERIALS, LUMBER STORES                  |
| 13/10/2021              | New Depot (Canfield)                      | LANGTHORNS PLANTERY     | 211.92     | Landscaping Materials for premises  | AGRICULTURAL COOPERATIVES                          |
| 13/10/2021              | Museum S/W                                | MEDLOCK ELECTRICAL      | 22.20      | Light bulbs for Museum galleries - replacements and spares  | ELECTRICAL PARTS AND EQUIPMENT                     |
| 14/10/2021              | Green Waste                               | DVLA VEHICLE TAX        | 302.50     | VED   | TAX PAYMENTS                                       |
| 14/10/2021              | Sheltered Housing                         | QD STORES               | 7.47       | Sundries for lifeline cleaning  | DISCOUNT STORES                                    |
| 14/10/2021              |   | APPLE.COM/BILL          | 47.99      |   | RECORD SHOPS                                       |
| 14/10/2021              | Museum S/W                                | LOCK STOCK AND BARRELL  | 11.65      | Two extra Museum front door keys  | BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED         |
| 15/10/2021              |   | LONG-BEACH.CO.UK        | 360.00     |   | CAMPGROUNDS AND TRAILER PARKS                      |
| 19/10/2021              | Museum S/W                                | WAITROSE 135            | 2.45       | Tomatoes and salt for Egypt session   | GROCERY STORES, SUPERMARKETS                       |
| 19/10/2021              | Depot, Gt Dunmow                          | DVSA                    | 26.00      | theory test for HGV   | GOVERNMENT SERVICES-NOT ELSEWHERE CLASSIFIED       |
| 19/10/2021              | Depot, Gt Dunmow                          | DVSA                    | 11.00      | hazard perception test for HGV  | GOVERNMENT SERVICES-NOT ELSEWHERE CLASSIFIED       |
| 20/10/2021              | Housing Services                          | WAITROSE 101            | 1,750.00   | Compensation  | GROCERY STORES, SUPERMARKETS                       |
| 20/10/2021              | Housing Services                          | WAITROSE 101            | 1,875.00   | Compensation  | GROCERY STORES, SUPERMARKETS                       |
| 21/10/2021              | Sheltered Housing                         | HOMEBASE.CO.UK          | 28.00      | Patio cleaner and pots for Reynolds Court garden  | HOME SUPPLY WAREHOUSE STORES                       |
| 21/10/2021              | Museum S/W                                | QD STORES               | 7.73       | Plastic storage box and masking tape, for use at Shirehill  | DISCOUNT STORES                                    |
| 21/10/2021              |   | SAFFRON WALDEN MUSEUM   | 2.00       |   | TOURIST ATTRACTIONS AND EXHIBITS                   |
| 22/10/2021              | Sheltered Housing                         | HOMEBASE LTD 643        | 8.54       | Slate and compost for Reynolds Court  | HOME SUPPLY WAREHOUSE STORES                       |
| 25/10/2021              | Building Surveying                        | CANVA 103219-16031734   | 99.99      |   | PHOTOGRAPHIC STUDIOS                               |
| 26/10/2021              | Museum S/W                                | WWW.PRESERVATIONEQUIPM  | 86.36      | Collections conservation supplies: pest traps, cleaning brushes and small archival plastic boxes for archaeological finds | PUBLIC WAREHOUSING-FARM, REFRIG GOODS, HHG STORAGE |
| 26/10/2021              | Legal Services                            | WWW.THELAWSOCIETY.ORG   | 306.00     | Practicing Certificate for - Solicitor  | ORGANIZATIONS, MEMBERSHIP-NOT ELSEWHERE CLASSIFIED |
| 26/10/2021              |   | SAFETYCULTURE           | 1,195.77   |   | COMPUTER SOFTWARE STORES                           |
| 26/10/2021              | Planning Policy                           | ZOOM US 888-799-9666    | 112.00     | Zoom webinar license for Oct - Nov 2021/22  | TELECOM INCL PREPAID/RECURRING PHONE SVCS          |
| 27/10/2021              | Museum S/W                                | QD STORES               | 2.48       | Kettle descaler for Museum and Shire Hill Kitchens  | DISCOUNT STORES                                    |
| 28/10/2021              | Museum S/W                                | MUSEUMSASSC             | 196.42     | Museums Association Institutional Membership for Saffron Walden Museum Sept 2021 - Aug 2022                               | ORGANIZATIONS, CHARITABLE AND SOCIAL SERVICES      |
| 29/10/2021              | Vehicle Maintenance                       | PIRTEK (CAMBRIDGE) LTD  | 305.16     |   | INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSIFIED       |
| 29/10/2021              | Museum S/W                                | Well Pharmacy 200569    | 9.15       | Two packets of cold patches for first aid purposes  | DRUG STORES, PHARMACIES                            |
| 01/11/2021              | Museum S/W                                | Klarna Sensory Educati  | 21.57      | counting insects and easy hold magnifier for early years "mini beasts" loan box   | GAME, TOY, AND HOBBY SHOPS                         |
| 01/11/2021              | Museum S/W                                | AMZN Mkplace            | 12.44      | models for early years mini beasts box  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 02/11/2021              |   | UKPLANNINGMAPS 710286   | 49.20      |   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 02/11/2021              | Museum S/W                                | Amazon.co.uk M60A31PA5  | 5.94       | Very hungry caterpillar book for early years mini beasts loan box   | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 02/11/2021              |   | RICARDO-AEA LTD         | 65.00      |   | CONSULTING, MANAGEMENT, AND PUBLIC RELATIONS SVCS  |
| 03/11/2021              | Museum S/W                                | AMZN Mkplace            | 15.82      | counting lady birds for early years loan box  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 05/11/2021              | Museum S/W                                | AMZN MKTPLACE AMAZON.CO | 5.82       | pipe cleaners for viking session  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 05/11/2021              | Highway Ranger                            | GEORGE BROWNS           | 435.42     | PPE   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 05/11/2021              | Highway Ranger                            | WICKES BISHOP'S STORTF  | 46.68      | Materials for Rangers   | BUILDING MATERIALS, LUMBER STORES                  |
| 08/11/2021              | Museum S/W                                | AMZN Mkplace            | 12.47      | wool for viking session   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 08/11/2021              | Museum S/W                                | WAITROSE 135            | 6.10       | Salt and tomatoes for egypt session 90 pupils   | GROCERY STORES, SUPERMARKETS                       |
| 06/11/2021              | Museum S/W                                | QD STORES               | 11.67      | 3 x large plastic tubs for loan boxes   | DISCOUNT STORES                                    |
| 08/11/2021              | Highway Ranger                            | HOMEBASE LTD 619        | 54.17      | Jigsaw and Blades For Rangers   | HOME SUPPLY WAREHOUSE STORES                       |
| 08/11/2021              | Highway Ranger                            | WICKES BISHOP'S STORTF  | -29.17     | Return Faulty Tool For Refund   | BUILDING MATERIALS, LUMBER STORES                  |
| 09/11/2021              | Licensing                                 | AMZN MKTPLACE AMAZON.CO | 23.99      |   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 09/11/2021              | Housing Services                          | SP CROSSWORDSITE        | 9.35       | Tenant newsletter   | GAME, TOY, AND HOBBY SHOPS                         |
| 10/11/2021              |   | R H ENVIRONMENTAL LTD   | 150.00     |   | COMPUTER SOFTWARE STORES                           |
| 11/11/2021              | Licensing                                 | CHARTERED INSTITUTE OF  | 45.00      |   | ORGANIZATIONS, CHARITABLE AND SOCIAL SERVICES      |
| 14/11/2021              | Depot, Gt Dunmow                          | TEMERAIRE               | 44.38      | Catering for remembrance sunday parade  | EATING PLACES, RESTAURANTS                         |
| 14/11/2021              | Sheltered Housing                         | AMZN Mkplace            | 29.28      | Padlock and hasp for sheltered resident   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 15/11/2021              | Vehicle Maintenance                       | DVLA VEHICLE TAX        | 167.50     | Vehicle Tax   | TAX PAYMENTS                                       |
| 15/11/2021              | Vehicle Maintenance                       | DVLA VEHICLE TAX        | 167.50     | Vehicle Tax   | TAX PAYMENTS                                       |
| 15/11/2021              |   | CHARTERED INSTITUTE OF  | 45.00      |   | ORGANIZATIONS, CHARITABLE AND SOCIAL SERVICES      |
| 16/11/2021              | Vehicle Maintenance                       | DVLA VEHICLE TAX        | 562.50     | vehicle tax   | TAX PAYMENTS                                       |

| Date of the transaction | Department which incurred the expenditure | Beneficiary              | Net Amount       | Summary of the purpose of the expenditure  | Merchant category                                  |
|-------------------------|---|--------------------------|------------------|--|--|
| 16/11/2021              | Vehicle Maintenance                       | DVLA VEHICLE TAX         | 302.50           | Vehicle Tax  | TAX PAYMENTS                                       |
| 16/11/2021              |   | SCREWFIX DIR LTD         | 49.98            |  | BUILDING MATERIALS, LUMBER STORES                  |
| 18/11/2021              | Waste Management                          | WWW.TCFIXINGS.CO.UK      | 46.83            | 1 x pair safety boots  | BUILDING MATERIALS, LUMBER STORES                  |
| 18/11/2021              | Sheltered Housing                         | Amazon.co.uk 2W1FC4X05   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 18/11/2021              | Sheltered Housing                         | Amazon.co.uk V33QT5EG5   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 18/11/2021              | Museum S/W                                | VALUE PRODUCTS LTD       | 35.00            | cin frames order   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 18/11/2021              | Sheltered Housing                         | Amazon.co.uk 5F2JQ2U15   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 21/11/2021              | Sheltered Housing                         | Amazon.co.uk 081J931X5   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 21/11/2021              | Sheltered Housing                         | Amazon.co.uk HT4847M15   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 21/11/2021              | Sheltered Housing                         | Amazon.co.uk Y28B66FW5   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 21/11/2021              | Sheltered Housing                         | Amazon.co.uk HH63312A5   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 21/11/2021              | Sheltered Housing                         | Amazon.co.uk 2N3I38TB5   | 31.63            | fire box for sheltered site  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 22/11/2021              | Highway Ranger                            | C.B. MOWER SERVICES LT   | 36.70            | Repairs to Long Reach Hedgecutter  | MISCELLANEOUS REPAIR SHOPS AND RELATED SERVICES    |
| 22/11/2021              | Sheltered Housing                         | Amazon.co.uk ZP6NX61F5   | 8.52             | printer cable  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 23/11/2021              | Museum S/W                                | QD STORES                | 8.55             | 2 x magnifiers, multi pack of large paint brushes and a tape measure for archeology loan boxes | DISCOUNT STORES                                    |
| 23/11/2021              | Development Control                       | PAYPAL RTPI              | 45.00            | Administration fee for RTPI  | ORGANIZATIONS, CHARITABLE AND SOCIAL SERVICES      |
| 24/11/2021              | Revenues Admin                            | SOUTHERND COUNTY         | 402.50           |  | FINES  |
| 24/11/2021              | Housing Services                          | C.I.H                    | 229.00           | CIH membership   | ASSOCIATIONS-CIVIC, SOCIAL AND FRATERNAL           |
| 24/11/2021              | Housing Services                          | WAITROSE 101             | 11.25            | Tenant Panel cards   | GROCERY STORES, SUPERMARKETS                       |
| 24/11/2021              | Temp Accommodation                        | AMZNMktplace             | 18.32            | Temp Accom equipment   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 24/11/2021              |   | Amazon.co.uk TP85B6535   | 10.00            |  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 25/11/2021              | Legal Services                            | WWW.MONEYCLAIM.GOV       | 115.00           | Submitting a new claim   | GOVERNMENT SERVICES-NOT ELSEWHERE CLASSIFIED       |
| 25/11/2021              | Museum S/W                                | QD STORES                | 8.33             | 8 small plastic tubs for 2 x new archeology loan boxes   | DISCOUNT STORES                                    |
| 25/11/2021              | Sheltered Housing                         | Amazon.co.uk 109E903Y5   | 19.30            | Sundries- Matting  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 26/11/2021              | Planning Policy                           | ZOOM.US 888-799-9666     | 112.00           | Zoom webinar license for Nov - Dec 2021/22   | TELECOM INCL PREPAID/RECURRING PHONE SVCS          |
| 29/11/2021              | Depot, Gt Dunmow                          | BRAINTREE SF CONNECT     | 214.06           | fuel for HGV lorry   | SERVICE STATIONS WITH OR WITHOUT ANCILLARY SERVICE |
| 29/11/2021              |   | EB ONLINE TRAINING UN    | 228.00           |  | BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED         |
| 30/11/2021              | Sheltered Housing                         | HOMEBASE LTD 619         | 66.25            | Christmas decorations for sheltered scheme   | HOME SUPPLY WAREHOUSE STORES                       |
| 30/11/2021              | Museum S/W                                | WAITROSE 135             | 9.22             | Catering for evening event.  | GROCERY STORES, SUPERMARKETS                       |
| 30/11/2021              | Sheltered Housing                         | AMZNMKTPLACE AMAZON.CO   | 23.32            | Christmas tree for The Close   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 30/11/2021              | Museum S/W                                | PAYPAL JHTSUPPLIES       | 28.65            |  | OTHER SERVICES (NOT ELSEWHERE CLASSIFIED)          |
| 30/11/2021              | Museum S/W                                | TOOLSTATION UK           | 19.98            | Primer to prevent off gassing of MDF used for mounting and display of taxidermy specimens      | HARDWARE STORES                                    |
| 30/11/2021              | Museum S/W                                | CELTICUS/SUSTAINABLES CO | 40.42            | Lost language of Nature project, paint suitable for use on taxidermy bases etc                 | HOME SUPPLY WAREHOUSE STORES                       |
| 30/11/2021              | Sheltered Housing                         | AMZNMktplace             | 47.49            | Folding trolley for Vicarage Mead residents  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 01/12/2021              | Housing Services                          | TESCO STORE 2172         | 145.00           | Tenant Panel vouchers  | GROCERY STORES, SUPERMARKETS                       |
| 01/12/2021              | Museum S/W                                | Amazon.co.uk 4M48M1LW5   | 18.96            | protective anti trip mat for trailing cables 1.8m  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 02/12/2021              | Street Cleansing                          | RIDGEONS SAFFRON WALDE   | 78.06            | 6 X WOODEN POSTS FOR DOG BIN INSTALLATION  | BUILDING MATERIALS, LUMBER STORES                  |
| 02/12/2021              | Housing Services                          | SPRINGWELL NURSERY       | 100.00           | Garden vouchers  | LAWN AND GARDEN SUPPLY STORES                      |
| 03/12/2021              | Democratic Rep                            | SAFFRON WALDEN TOURIST   | 50.00            | Hamper   | TOURIST ATTRACTIONS AND EXHIBITS                   |
| 07/12/2021              |   | STAGEDEPOT.CO.UK         | 36.96            |  | HARDWARE STORES                                    |
| 07/12/2021              | Museum S/W                                | QD STORES                | 8.32             | New batteries for Covid sanitizers   | DISCOUNT STORES                                    |
| 07/12/2021              | Sheltered Housing                         | AMZNMktplace             | 20.98            | Phone cables for staff   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 07/12/2021              | Sheltered Housing                         | AMZNMktplace             | 5.43             | USB cable for staff  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 09/12/2021              | Depot, Gt Dunmow                          | BP STANSTEAD CONNECT     | 294.27           | fuel for vehicle   | SERVICE STATIONS WITH OR WITHOUT ANCILLARY SERVICE |
| 09/12/2021              | Chief Executive                           | TESCO STORE 3108         | 12.40            | Payment for the difference in use of Tesco Clubcard Vouchers                                   | GROCERY STORES, SUPERMARKETS                       |
| 09/12/2021              | Sheltered Housing                         | AMZNMKTPLACE AMAZON.CO   | 7.42             | Carry bags for staff   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 09/12/2021              | Museum S/W                                | QD-SAFFRON WALDEN        | 6.66             | Extension lead to run a dehumidifier in the Museum low store                                   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 09/12/2021              | Sheltered Housing                         | AMZNMKTPLACE AMAZON.CO   | 7.42             | Carry bags for staff   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 09/12/2021              | Sheltered Housing                         | AMZNMKTPLACE AMAZON.CO   | 7.42             | Carry bags for staff   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 10/12/2021              | Highway Ranger                            | George Browns Ltd Grea   | -57.67           | refund for trimmer heads returned to supplier  | LAWN AND GARDEN SUPPLY STORES                      |
| 10/12/2021              | Highway Ranger                            | George Browns Ltd Grea   | 57.67            | Strimmer Heads for Strimmer  | LAWN AND GARDEN SUPPLY STORES                      |
| 13/12/2021              | Chief Executive                           | TESCO STORE 3108         | 17.89            | Payment for the Difference in use of Tesco Clubcard vouchers for the Foodbank Christmas order  | GROCERY STORES, SUPERMARKETS                       |
| 13/12/2021              | Chief Executive                           | SP THE PANIC ROOM ON     | 168.00           | Payment for the Licences   | GAME, TOY, AND HOBBY SHOPS                         |
| 16/12/2021              | Sheltered Housing                         | AMZNMktplace             | 37.25            | Shower curtains for residents at Hatherley court   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 16/12/2021              | Sheltered Housing                         | AMZNMktplace             | 74.99            | Hair salon chair   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 16/12/2021              |   | Amazon.co.uk A75XZ31P5   | 118.35           |  | DIRECT MARKETING-OTHER DIRECT MARKETERS/NOT ELSEW. |
| 17/12/2021              | Vehicle Maintenance                       | JAMES HART CHORLEY LIM   | 1,210.00         | Axle C/W stubs and hubs  | AUTOMOTIVE PARTS, ACCESSORIES STORES               |
| 20/12/2021              | Street Serv Man                           | ZTL Saffron Signs        | 192.50           | New Signs for Covid Restrictions for use at Shire Hill Depot                                   | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 21/12/2021              | Waste Management                          | PHILLERS                 | 116.67           | Catering for Chief Exec Visit  | FAST FOOD RESTAURANTS                              |
| 23/12/2021              | Vehicle Maintenance                       | DVLA VEHICLE TAX         | 302.50           | Vehicle Tax  | TAX PAYMENTS                                       |
| 23/12/2021              | Vehicle Maintenance                       | BRAINTREE SF CONNECT     | 166.67           | Fuel   | SERVICE STATIONS WITH OR WITHOUT ANCILLARY SERVICE |
| 23/12/2021              | Vehicle Maintenance                       | DVLA VEHICLE TAX         | 107.50           | Vehicle Tax  | TAX PAYMENTS                                       |
| 23/12/2021              | Vehicle Maintenance                       | DVLA VEHICLE TAX         | 302.50           | Vehicle Tax  | TAX PAYMENTS                                       |
| 23/12/2021              | Depot, Gt Dunmow                          | SumUp Shawbear Servi     | 97.50            | Catering for Christmas chief exec  | EATING PLACES, RESTAURANTS                         |
| 23/12/2021              | Museum S/W                                | AMZNMKTPLACE AMAZON.CO   | 38.99            |  | MISCELLANEOUS AND SPECIALTY RETAIL STORES          |
| 23/12/2021              |   | CHARTERED INSTITUTE OF   | 99.00            |  | ORGANIZATIONS, CHARITABLE AND SOCIAL SERVICES      |
| 26/12/2021              |   | ZOOM.US 888-799-9666     | 122.88           |  | TELECOM INCL PREPAID/RECURRING PHONE SVCS          |
|                         |   |                          | <b>18,408.37</b> |  |  |

**Chief Executive card spend October-December 2021**

| Date of transaction | Department which incurred the expenditure | Beneficiary     | Net Amount | Summary of the purpose of the expenditure | Budget category            |
|---------------------|---|-----------------|------------|---|----------------------------|
| 01/10/21            | Chief Executive                           | COMPANIES HOUSE | 13.00      | Subscription                              | ASSET MGT - SUBSCRIPTIONS  |
| 01/10/21            | Chief Executive                           | COMPANIES HOUSE | 13.00      | Subscription                              | ASSET MGT - SUBSCRIPTIONS  |
| 06/10/21            | Chief Executive                           | AMAZON.CO.UK    | 23.32      | Laptop Stand                              | CHIEF EXEC - STATIONERY    |
| 19/10/21            | Chief Executive                           | PHOTOSHOP       | 8.32       | Subscription                              | INFO TECH - STATIONERY     |
| 27/10/21            | Chief Executive                           | PARCELFORCE     | 54.80      | Delivery Charges                          | LEGAL SERVICES - POSTAGE   |
| 27/10/21            | Chief Executive                           | PARCELFORCE     | 54.80      | Delivery Charges                          | LEGAL SERVICES - POSTAGE   |
| 27/10/21            | Chief Executive                           | PARCELFORCE     | 26.25      | Delivery Charges                          | ASST DIRECTORS - SUB       |
| 29/10/21            | Chief Executive                           | PARCELFORCE     | 34.80      | Delivery Charges                          | PROJECT TEAM - CONSULTANTS |
| 01/11/21            | Chief Executive                           | AMAZON.CO.UK    | 9.15       | Eyewash dispenser                         | PRINT ROOM - OTHER MATS    |
| 03/11/21            | Chief Executive                           | AMAZON.CO.UK    | 22.06      | First Aid Kit                             | PRINT ROOM - OTHER MATS    |

| Date of the transaction | Department which incurred the expenditure | Beneficiary       | Net Amount    | Summary of the purpose of the expenditure | Merchant category              |
|-------------------------|---|-------------------|---------------|---|--------------------------------|
| 03/11/21                | Chief Executive                           | AMAZON.CO.UK      | 9.16          | Eyewash dispenser                         | PRINT ROOM - OTHER MATS        |
| 03/11/21                | Chief Executive                           | AMAZON.CO.UK      | 22.06         | First Aid Kit                             | PRINT ROOM - OTHER MATS        |
| 07/11/21                | Chief Executive                           | AMAZON.CO.UK      | 8.63          | Ink Cartridge                             | STREET SERV MAN - STATIONERY   |
| 08/11/21                | Chief Executive                           | AMAZON.CO.UK      | 19.98         | Safety Clothes                            | GF ASSET MGT - SEMINARS        |
| 09/11/21                | Chief Executive                           | AMAZON.CO.UK      | 16.64         | Hand Sanitizer                            | MAIL ROOM - STATIONERY         |
| 19/11/21                | Chief Executive                           | ADOBE PHOTOGRAPHY | 8.32          | Computer Software                         | INFO TECH - SUPPORT COSTS      |
| 23/11/21                | Chief Executive                           | COMPANIES HOUSE   | 13.00         | Companies House                           | COMMERCIAL ASSET MGT - FEES    |
| 23/11/21                | Chief Executive                           | HMRC              | 101.97        | HMRC Tax Payments                         | COMMERCIAL ASSET MGT - FEES    |
| 29/11/21                | Chief Executive                           | AMAZON.CO.UK      | 17.68         | Printer Ink                               | SHELTERED HOUSING - OTHER MATS |
| 01/12/21                | Chief Executive                           | AMAZON.CO.UK      | 17.23         | Charger                                   | S/W OFFICES - EQUIPMENT        |
| 06/12/21                | Chief Executive                           | COMPANIES HOUSE   | 13.00         | Companies House                           | COMMERCIAL ASSET MGT - FEES    |
| 09/12/21                | Chief Executive                           | AMAZON.CO.UK      | 11.66         | Laptop Stand                              | S/W OFFICES - EQUIPMENT        |
| 09/12/21                | Chief Executive                           | AMAZON.CO.UK      | 21.66         | Office Chair                              | ELECTORAL REG - EQUIPMENT      |
| 09/12/21                | Chief Executive                           | AMAZON.CO.UK      | 62.60         | Wall Planner                              | MAIL ROOM - STATIONERY         |
| 15/12/21                | Chief Executive                           | ACCA              | 270.00        | Membership Fee                            | DIR CENT SERVS - PROF SUBS     |
|                         |   |                   | <b>873.09</b> |   |                                |