

MELBOURN PARISH COUNCIL
Full Council Meeting : 22 November 2021

Item : PC111 21a) Expenditure on Hub kitchen equipment

From: John Travis <johntravis895@gmail.com>
Sent: 31 October 2021 11:44
To: RFO <RFO@melbournpc.co.uk>; Parish Clerk <parishclerk@melbournpc.co.uk>
Cc: Jose Hales <josehales@gmail.com>; Steve Kilmurray <steve@kilmurray.org>
Subject: Emergency Purchase

Hi Gabby and Claire,

This email is to inform you that the commercial Kenwood Mixer effectively 'exploded' on Thursday morning. This is the mixer that has been in daily constant use over nearly eight years for pretty much everything the Hub sells that gets baked. It had a good life! However, it was not repairable.

We needed to act immediately to replace this unit which I believe is part of the basic kitchen equipment forming the Parish Council inventory. An order was made to replace on a like for like basis and paid using the Hub Debit Card @ £428.34 + VAT.

Apologies for not clearing this with you both at the time but it was a very urgent purchase as you must appreciate, and neither of you were on site that day.

I attach the invoice copy. Please indicate if you are happy for the Parish Council to cover the cost of replacement. If so, the Hub will raise an invoice accordingly.

Many thanks,

John

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From: Parish Clerk
Sent: 01 November 2021 13:20
To: John Travis <johntravis895@gmail.com>; RFO <RFO@melbournpc.co.uk>
Cc: Jose Hales <josehales@gmail.com>; Steve Kilmurray <steve@kilmurray.org>
Subject: RE: Emergency Purchase
Importance: High

Hi John

Thanks for your email. Graham and I can approve emergency expenditure up to £1,000. This can then be reported at the next full Council meeting.

Graham – can you please confirm that you are happy to co-approve this expenditure.

Many thanks

Claire

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On 03/11/2021 11:08 Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Hi Graham

Just to follow up – can you please confirm that you are happy to retrospectively co-approve this expenditure.

Many thanks

Claire

From: Councillor Clark <cllr.clark@melbournparishcouncil.co.uk>
Sent: 03 November 2021 16:03
To: Parish Clerk <parishclerk@melbournpc.co.uk>
Cc: Assistant Clerk <assistantclerk@melbournpc.co.uk>
Subject: Re: FW: Emergency Purchase

Claire, yes I co approve.

Graham

From: Parish Clerk parishclerk@melbournpc.co.uk
Sent: 04 November 2021
To: Assistant Clerk assistantclerk@melbournpc.co.uk
Subject: Emergency Purchase

Hi Sophie

Graham has co-approved the expenditure for the replacement mixer so you can go ahead and process the invoice.

Many thanks

Claire

Claire Littlewood
Parish Clerk
Melbourn Parish Council
