

**From:** [John Travis](#)  
**To:** [Parish Clerk](#)  
**Subject:** Electrical Installation Work - Parish Council Agenda Item  
**Date:** 23 November 2022 09:07:52  
**Attachments:** [Screen Shot 2022-11-23 at 07.37.00.png](#)

Dear Claire,

Please add this item to the agenda for the Monday Parish Council meeting.

**To consider the approval of electrical installation work for new Turbo-Convection Oven and Coffee Machine at a cost of £120 + VAT**

The installation of the new Turbo Convection Oven and Coffee Machine required minor additional electrical work. I request the approval of residual funds remaining from the purchase of this equipment to cover the cost.

The recently purchased Turbo Convection Oven had an approved budget of £1,500, with purchase approved under **PC096/22(c)** at a total cost of £1,330.00 + VAT. The budget was therefore underspent against the precept by the amount £170.

Cores Electrical have the maintenance contract for Hub kitchen equipment and so a second quote is not considered necessary

Many thanks,

John



**CORES ELECTRICAL**

**TAX INVOICE**

<b>To</b>	Melbourn community hub	<b>From</b>	Cores Electrical Ltd
<b>Invoice Number</b>	INV-3988		362 The Manor, Billing Garden Village
<b>Reference</b>	Melbourn Community Hub		Northampton NN3 9EX
<b>Issued</b>	21 November 2022	<b>VAT Number</b>	361197886
<b>Due</b>	28 November 2022, Due in 5 days		

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Disconnection of the oven and replace 20amp double pole switch with a commando socket and install new oven,	1.00	120.00	0.00%	20%	<b>120.00</b>
Rewire coffee machine for the install of a replacement					
				Subtotal	120.00
				Total VAT 20%	24.00
				<b>Amount Due GBP</b>	<b>144.00</b>

Payments made to the details below,

Name: CORES ELECTRICAL LIMITED  
Account Number: 12926137  
Sort Code: 60-83-71  
Company Registration No: 12934039. Registered Office: 362 The Manor,, Billing Garden Village, Northampton, NN3 9EX