

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

Sophie Marriage
 Melbourn Parish Council
 30 High Street
 Melbourn
 Cambs
 SG8 6DZ

INVOICE NO. 1678**DATE** 31/05/2023**DUE DATE** 30/06/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for May 2023	19	60.00	No VAT	1,140.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 2nd May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 13:00 Thursday 4th May 2023	0.50	30.00	No VAT	15.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 9th May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 11th May 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 16th May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Dickens Room for PCN. 13:00 to 15:00 Tuesday 16th May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Wednesday 17th May 2023	1	0.00	No VAT	0.00

Payment should be made by BACS to :
 Unity Trust Bank
 Account Number: 20380027
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 18th May 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 13:00 to 15:00 Tuesday 23rd May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 25th May 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 30th May 2023	0.50	60.00	No VAT	30.00
Rebill Medical-spec cupboards for the Bennett Room	1	1,640.88	20.0% S	1,640.88
Rebill Vinyl lettering on various medical waste bins	1	60.00	20.0% S	60.00
Rebill postage for medical chairs (chairs already invoiced for)	1	29.00	20.0% S	29.00
Rebill Refund of cost of leaflet printing (incorrectly charged last month)	1	-125.95	20.0% S	-125.95
Rebill Actual leaflet printing costs for PCN	1	44.95	20.0% S	44.95

Monies to be drawn from the ICB fund		SUBTOTAL		3,163.88
		VAT TOTAL		329.78
		TOTAL		3,493.66
		BALANCE DUE		£3,493.66

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	329.78	1,648.88

Payment should be made by BACS to :
 Unity Trust Bank
 Account Number: 20380027
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group