

**j.hunter**

# INVOICE

Strand camping  
Killard Road  
Doonbeg  
Co Clare  
Ireland  
00353 (0) 65 9055345  
[j.hunter.training@gmail.com](mailto:j.hunter.training@gmail.com)

**INVOICE NUMBER 15/7**

**DATE June 22, 2015**

**TO**  
Shepway Council  
Civic Centre  
Castle Hill Avenue, Folkestone, Kent,  
**CT20 2QY**

**FOR Delivery of member training course**

**11 June 2015**

**Description**

**Amount**

11 June Member Training Shepway District Council, set fee £1000

**Total £1000**

Payment is preferred via a bank transfer to the account of J Hunter, account number 72367238, sort code 40 47 80 First Direct Bank

Please use the invoice number as a reference

Payment is due within 30 days.

If you have any questions concerning this invoice, contact Jim Hunter

THANK YOU FOR YOUR BUSINESS!

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Trevor Roberts Associates Ltd.  
 1 Atlas House  
 St. George's Square  
 Bolton BL1 2HB  
 Tel: 01204 385678  
 Fax: 01204 386376

e-mail: mail@tra-ltd.co.uk  
 website: www.tra-ltd.co.uk

Shepway District Council  
 Planning Department  
 Civic Centre  
 Castle Hill Avenue  
 Folkestone CT20 2QY

Invoice FAO Andrina Smith  
 Head of HR

Invoice No: C/1329  
 Invoice date: 23 June 2015  
 Your reference: N/A

In Respect Of: In-house Training for Councillors in Planning  
 Thurs 18th & Fri 19th June 2015

Charge: £2,350.00  
 VAT @ 20.0%: £470.00  
 Total amount due: £2,820.00

Payment terms: 14 days.

\*\*\* PLEASE NOTE new bank details from 1 January 2008: \*\*\*  
 Bank: RBS plc Sort Code: 16 00 06 Account no: 11118899

Please make cheques payable to TREVOR ROBERTS ASSOCIATES LTD.

Registered in England & Wales: Company No. 3737519 • VAT Registration No. 726 9332 18

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# FIFIELD TRAINING LTD.

FAO A Smith  
Head of HR  
Shepway DC  
Civic Centre  
Folkestone, Kent  
CT20 2QY

**Date of invoice: 7 October 2015**

**Invoice Number: 1415044**

**Local Government Finance Seminar held on 7 September 2015**

**Ref your Purchase Order No: HR01016**

Description	£
Fee as agreed for the preparation and delivery of the above seminar	650.00
Travel expenses for the above seminar (rail fare)	30.00
<b>Net Total Payable:</b>	<b>680.00</b>
<b>VAT at 20%</b>	<b>136.00</b>
<b>Invoice Total:</b>	<b>£816.00</b>

**Please contact Ian Fifield on [ian@fifieldtraining.co.uk](mailto:ian@fifieldtraining.co.uk) or on 07710 955276 if you have any queries**

**Payment is due within 30 days.**

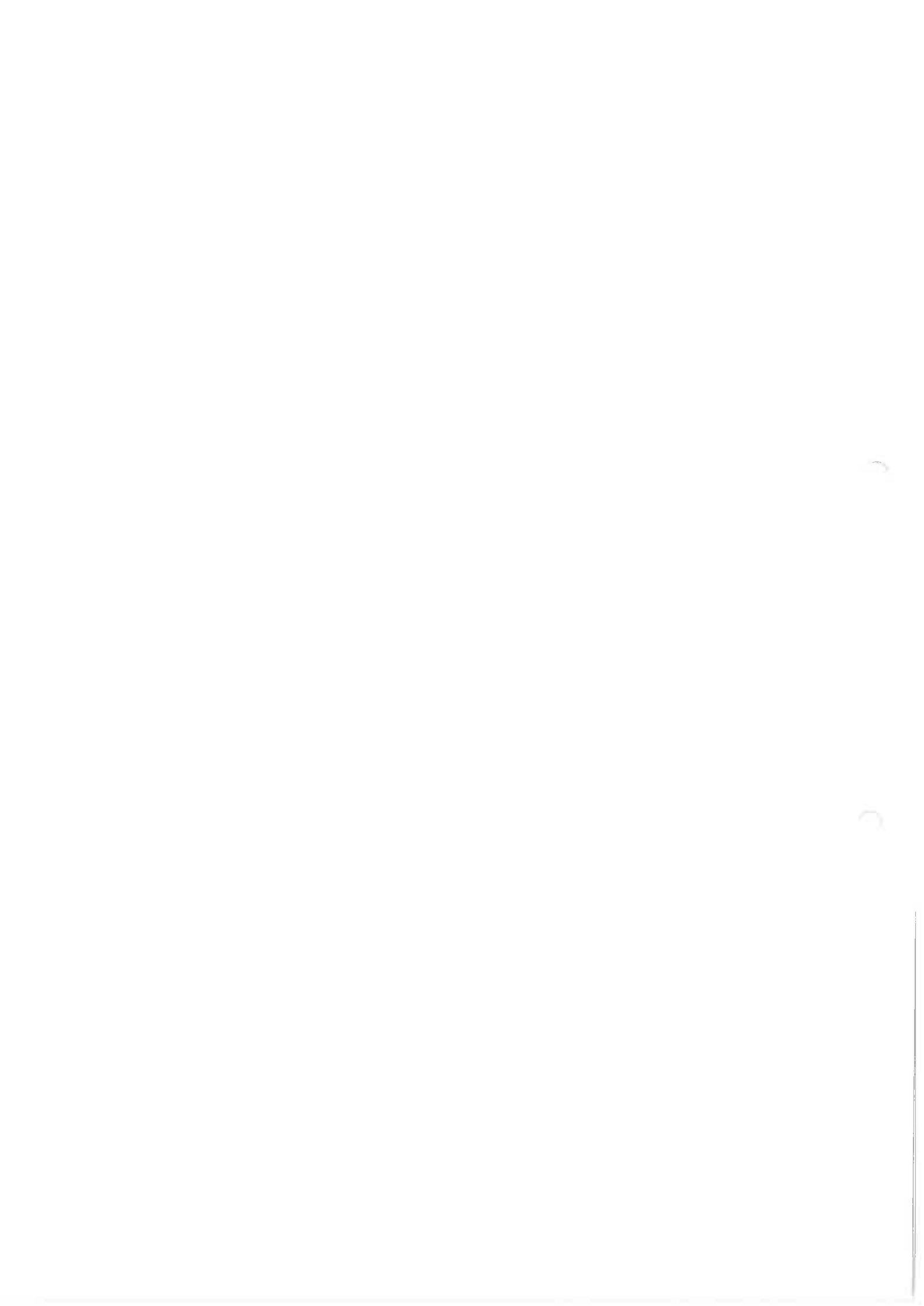
**Please make cheques payable to: Fifield Training Ltd. or pay by BACS to: S/C 09-01-28  
A/C: 33884300**

FIFIELD TRAINING LTD. 5 Kings Gdns. Cranham, Upminster, Essex, RM14 1LA

Registered in England: No. 08199082

VAT Reg No: 165 4374 95

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Shepway District Council  
Procurement - Creditors Team  
Civic Centre  
Castle Hill Avenue  
Folkestone  
Kent  
CT20 2QY

**Invoice:** JG/SDC/CFW/01  
**P O No:** HR00991  
**Date:** 10th Sept 2016

Please find settlement invoice in respect of ABCD Project on behalf of Tamasin Jarrett Shepway Distric Council,

<b>Date</b>	<b>Details</b>	<b>Cost</b>
10th Septermber	Creative Facillitation and Co Production Workshops	1000.00
	<b>Sub Total</b>	<b>£1,000.00</b>
<b>Expenses</b>		
	<b>Total</b>	<b>1000.00</b>

**Payment Terms:** Strictly 14 days from the date of invoice  
For BACS payments please make transfer to:  
Mrs J T Dosad Banter Limited A/C 11614692 sort code 60-17-36  
Nat West Bank 40 High St Rochester ME1 1LR

28B Grant Road Wainscott Rochester Kent ME3 8EE

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invoice no 40216082  
 customer no 101410

**SALES INVOICE**

please quote invoice and  
 customer number on all  
 remittances

Improvement & Development Agency for Local  
 Government  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 Tel 020 7296 6600 Fax 020 7664 3030

SHEPWAY DISTRICT COUNCIL  
 CIVIC CENTRE  
 CASTLE HILL AVENUE  
 FOLKESTONE  
 KENT  
 CT20 2QY

invoice date: 14/03/2016  
 payment due date: 13/04/2016  
 internal sales ref: 6012904

your reference : HR Business Partner - PO For any query contact: Goodson, Nikki  
 HR00977 nikki.goodson@local.gov.uk

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
722	Clr L Laws - Fee for Leadership Essentials, Digital Leadership 3 Course dates: 14-15 October 2015 Venue: Warwick Conferences, Coventry	250.00	50.00	300.00
722	Clr L Laws - pre-night accomodation for Leadership Essentials, Digital Leadership 3 Course dates: 14-15 October 2015 Venue: Warwick Conferences, Coventry	85.00	17.00	102.00
<b>Total</b>				<b>402.00</b>

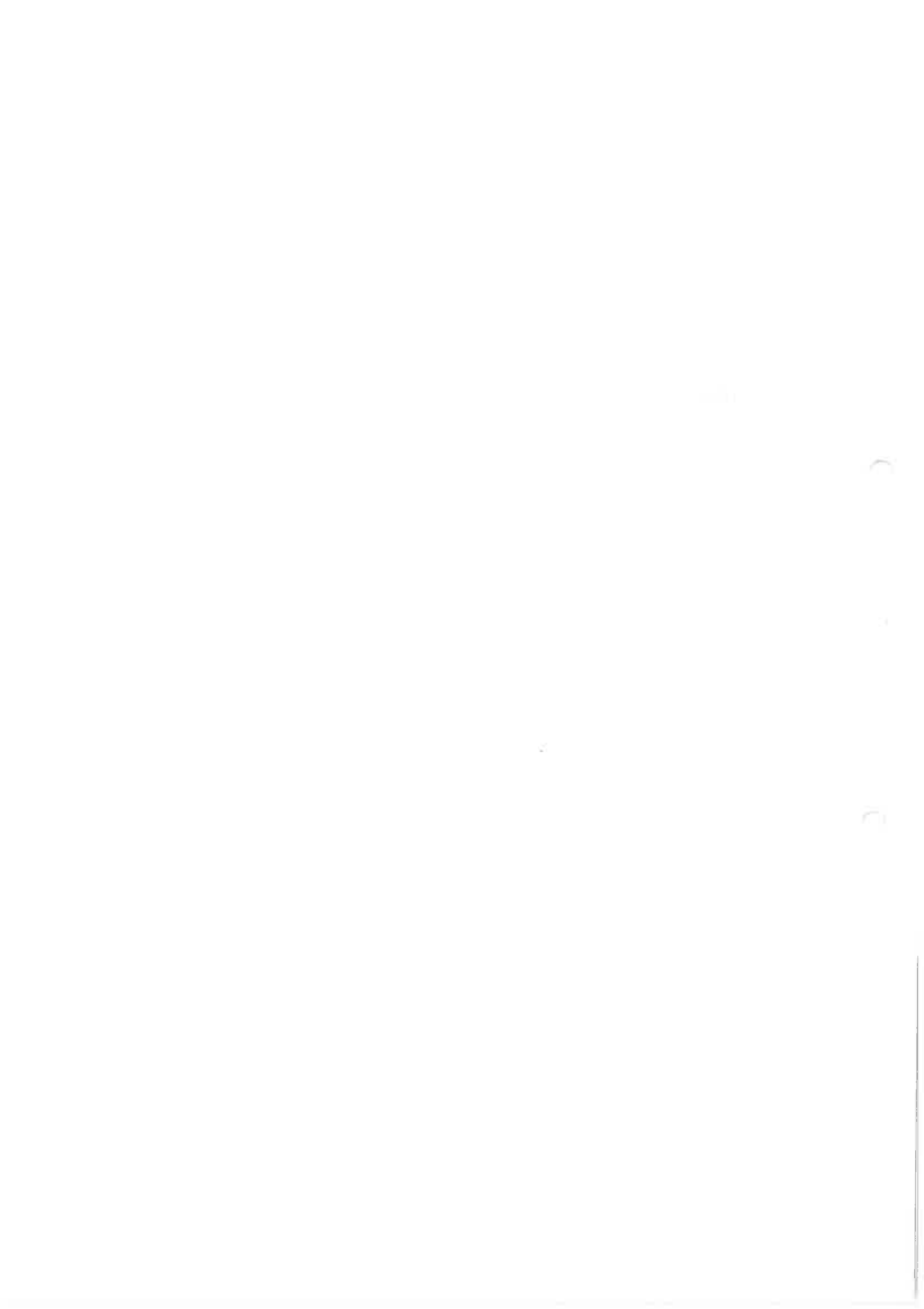
terms: 30 Days.

vat code	rate	net	VAT
OS	20.00%	335.00	67.00

Registered address:  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 VAT reg no 540 3855 54  
 comp reg no 3675577  
 Limited by Guarantee

Please pay to bank account  
 account name: IDEA Current Account  
 account no: 83637492  
 bank sort code: 200000  
 bank address: 1 Churchill Place, E14 5HP

176.



invoice no 40216017  
 customer no 101410

**SALES INVOICE**

Improvement & Development Agency for Local  
 Government  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 Tel 020 7296 6600 Fax 020 7864 3030

please quote invoice and  
 customer number on all  
 remittances

SHEPWAY DISTRICT COUNCIL  
 CIVIC CENTRE  
 CASTLE HILL AVENUE  
 FOLKESTONE  
 KENT  
 CT20 2QY

invoice date: 10/03/2016  
 payment due date: 09/04/2016  
 Internal sales ref: 6012836

your reference  HR Business Partner, PO# HR00977 For any query contact: Haddad, Clare  
 Clare.Haddad@local.gov.uk

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
722	Conference/Seminar Income-Fees for LGA Effective Opposition Programme 2 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Len Laws £150 Plus Pre Night Accommodation £50 Total: £200	150.00	30.00	180.00
722	Conference/Seminar Income LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200	50.00	10.00	60.00
	LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200			
	LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200			

Total: £200

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invoice no 40216017  
 customer no 101410

**SALES INVOICE**

Improvement & Development Agency for Local  
 Government  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 Tel 020 7296 6600 Fax 020 7664 3030  
 Page 2 / 3

**please quote invoice and  
 customer number on all  
 remittances**

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
	LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200			

Total: £200

invoice no 40216017  
 customer no 101410

### SALES INVOICE

Improvement & Development Agency for Local  
 Government  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 Tel 020 7296 6600 Fax 020 7664 3030  
 Page 3 / 3

**please quote invoice and  
 customer number on all  
 remittances**

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
	LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Danielle Stone £150 Plus Pre Night Accommodation £50 Total: £200 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Len Laws £150 Plus Pre Night Accommodation £50 Total: £200			
			<b>Total</b>	<b>240.00</b>

terms: 30 Days.

vat code	rate	net	VAT
OS	20.00%	200.00	40.00

Registered address:  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 VAT reg no 540 3855 54  
 comp reg no 3675577  
 Limited by Guarantee

**Please pay to bank account**  
 account name: IDEA Current Account  
 account no: 83637492  
 bank sort code: 200000  
 bank address: 1 Churchill Place, E14 5HP

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invoice no 40216018  
customer no 101410

**SALES INVOICE**

Improvement & Development Agency for Local Government  
Local Government House  
Smith Square  
London  
SW1P 3HZ  
Tel 020 7296 6600 Fax 020 7664 3030

**please quote invoice and customer number on all remittances**

SHEPWAY DISTRICT COUNCIL  
CIVIC CENTRE  
CASTLE HILL AVENUE  
FOLKESTONE  
KENT  
CT20 2QY

invoice date: 10/03/2016  
payment due date: 09/04/2016  
internal sales ref: 6012837

your reference **HR Business Partner PO# HR00977** For any query contact: Haddad, Clare  
Clare.Haddad@local.gov.uk

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
722	Conference/Seminar Income-Fees for Effective Opposition Programme 2 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Mary Lawes £150 Plus Pre Night Accommodation £50 Total: £200	150.00	30.00	180.00
722	Conference/Seminar Income- Pre Night Accommodation Effective Opposition 2 LGA Effective Opposition Programme 2 Date: 28/29 October 2015 Venue: Warwick Conferences, Coventry Fee for Cllr Mary Lawes £150 Plus Pre Night Accommodation £50 Total: £200	50.00	10.00	60.00
			<b>Total</b>	<b>240.00</b>

terms: 30 Days.

vat code	rate	net	VAT
OS	20.00%	200.00	40.00

Registered address:  
Local Government House  
Smith Square  
London  
SW1P 3HZ  
VAT reg no 540 3855 54  
comp reg no 3675577  
Limited by Guarantee

**Please pay to bank account**  
account name: IDEA Current Account  
account no: 83637492  
bank sort code: 200000  
bank address: 1 Churchill Place, E14 5HP

179.





**GovNet Communications**

St James Building  
Oxford Street  
Manchester  
M1 6PP

Tel: 0161 211 3000  
Fax: 0161 211 3025

**Invoice**

Shepway District Council  
Civic Centre  
Castle Hill Avenue  
Folkestone  
Kent  
CT20 2QY

0000087974  
12/08/2015  
Cllr Jenny Hollingsb  
S0191

Quantity	Description	Net Amount	VAT Rate	VAT amount
1.00	The Future of Local Planning: Delivering Effective Neighbourhood 25/11/15 IG Delegate Cllr Jenny Hollingsbee	346.50	20.00	69.30

Please remit by 11/09/2015

Please make cheques payable to GovNet Communications

Bank Details: HSBC Bank 40-46-36 51392468  
IBAN - GB34MIDL40463651392468 Swift - MIDLGB22

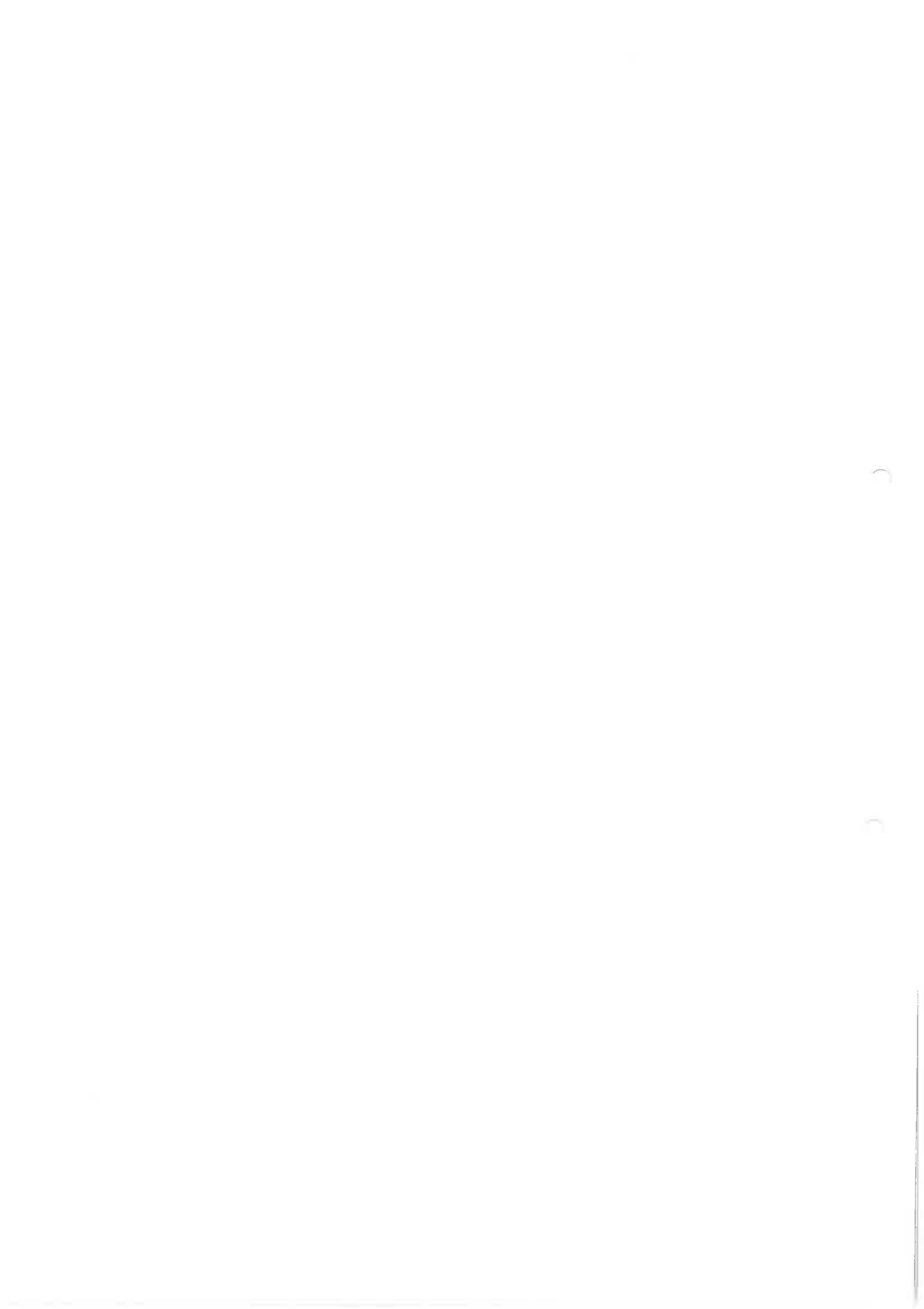
Please send remittances to [finance@govnet.co.uk](mailto:finance@govnet.co.uk)

**Total Net Amount** £ 346.50

**Total VAT Amount** £ 69.30

**Invoice Total** £ 415.80


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# INVOICE

**UNIT N0001**  
**Westminster Business Square**  
**1-45 Durham Street**  
**London SE11 5JH**

**Invoice to:**   
Shepway District Council  
Invoicing Department  
Civic Centre  
Castle Hill Avenue  
Folkestone  
CT20 2QY  
United Kingdom

<b>Invoice No:</b>	PPX-15660
<b>Invoice Date:</b>	30-Sep-2015
<b>Purchase Order:</b>	CE00793
<b>Order No:</b>	X/FI297
<b>Payment Terms:</b>	Due on Receipt

Description	Amount
Jennifer Hollingsbee - The Future of Primary Care: Transforming General Practice Services (08 December 2015)	£ 236
Total Net	£ 236.00
VAT @ 20.00%	£ 47.20
<b>Total Due</b>	<b>£ 283.20</b>

**Pay by BACS:**

HSBC 333 Vauxhall Bridge Road, Victoria, London, SW1V 1EJ  
A/C No: 22028328  
Sort Code: 40 07 13

Swift Code: MIDLGB2110D  
IBAN: GB34MIDL40071322028328

**Pay by Cheque:**

Please make payable to Public Policy Exchange Limited

**Pay by Government Procurement Card (GPC) or Credit Card:**

Please call the Accounts Department on +44 (0) 20 3137 8616

**BACS remittance required as payment confirmation: [remittance@publicpolicyexchange.co.uk](mailto:remittance@publicpolicyexchange.co.uk)**

**For queries, please contact:** Accounts Department | +44 (0) 20 3137 8616 | [accounts@publicpolicyexchange.co.uk](mailto:accounts@publicpolicyexchange.co.uk)

Public Policy Exchange Limited II Registered Number: 07350384 II VAT Registration Number: 998 255 749  
253 Grays Inn Road, London WC1X 8QT || Registered in England and Wales

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Town & Country Planning Association

17 Carlton House Terrace, London SW1Y 5AS

Tel: 020 7930 8903

tcpa@tcpa.org.uk

Jenny Hollingsbee  
Support Assistant  
Shepway District Council  
Civic Centre  
Castle Hill Avenue  
FOLKESTONE CT20 2QY

# Sales Receipt

*FEOS -  
Conference  
expenses*

Payment Method	Cheque No.	Sale No.	Tax Date	Order No.
Bacs/Internet		9026901	26/11/2015	

Description	Qty	Rate	VAT	Amount
Delegate fee for <del>          </del> to attend TCPA lunchtime briefing: Housing and Planning Bill on 9 December  <i>Clr Hollingsbee</i>		100.00	S	100.00

Company VAT Number	GB 240 2190 12
--------------------	----------------

Subtotal	GBP 100.00
VAT Total	GBP 20.00
<b>Total</b>	<b>GBP 120.00</b>

The TCPA is a company limited by guarantee.  
Registered in England No 146309  
Registered Charity No 214348

*122.*



# FIFIELD TRAINING LTD.

Shepway DC  
Civic Centre  
Folkestone, Kent  
CT20 2QY

**Date of invoice: 3 February 2016**

**Invoice Number: 1516021**

**Treasury Management Training for Members Seminar held on 6 January 2016**

**Ref your Purchase Order No: CE00818**

Description	£
Fee as agreed for the preparation and delivery of the above seminar	650.00
Travel expenses for the above seminar (242 car mile @45ppm, Dartford Cross tolls)	113.90
<b>Net Total Payable:</b>	<b>763.90</b>
<b>VAT at 20%</b>	<b>152.78</b>
<b>Invoice Total:</b>	<b>£916.68</b>

**Please contact Ian Fifield on [ian@fifieldtraining.co.uk](mailto:ian@fifieldtraining.co.uk) or on 07710 955276 if you have any queries**

**Payment is due within 30 days.**

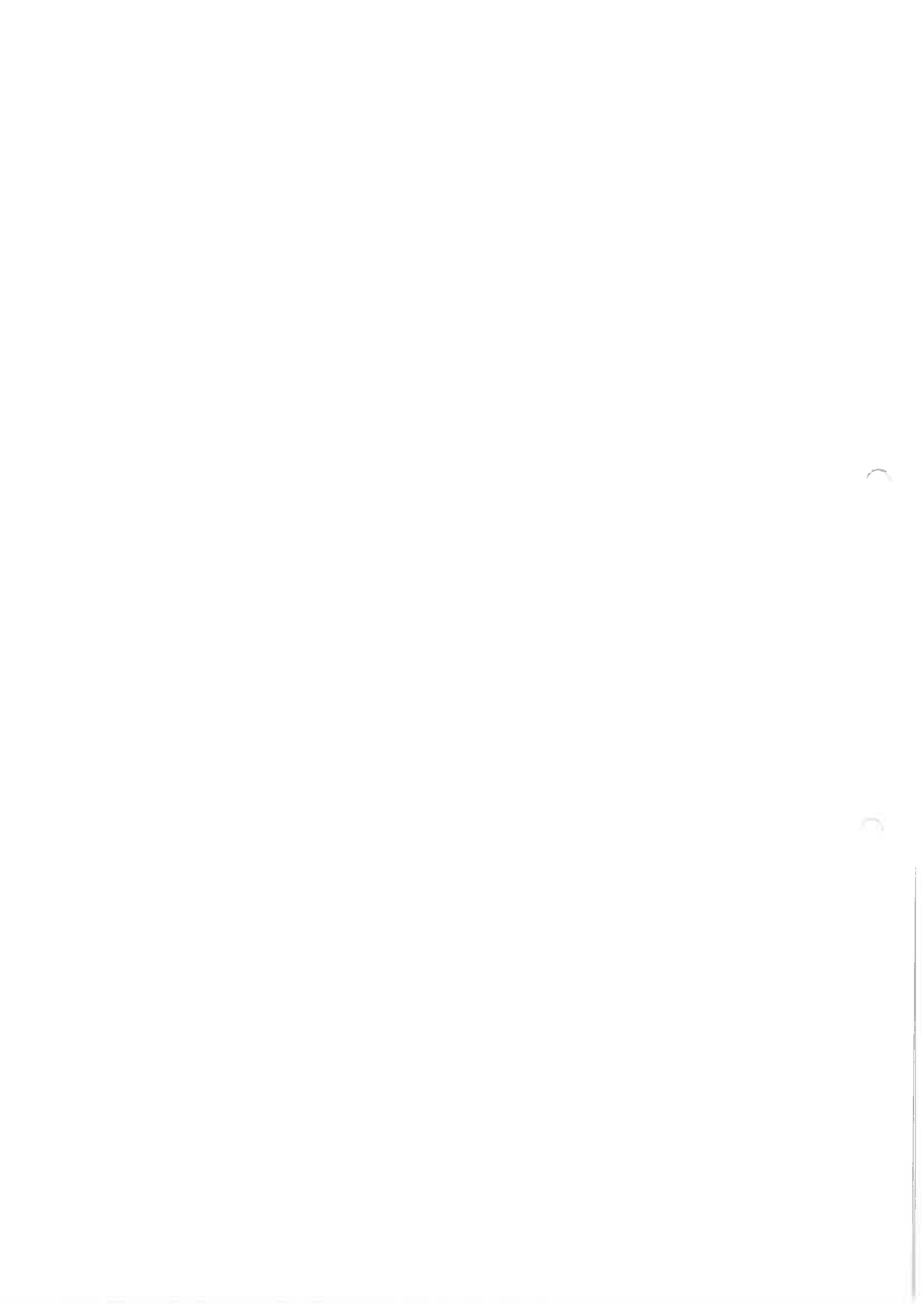
**Please make cheques payable to: Fifield Training Ltd. or pay by BACS to: S/C 09-01-28  
A/C: 33884300**

FIFIELD TRAINING LTD. 5 Kings Gdns. Cranham, Upminster, Essex, RM14 1LA

Registered in England: No. 08199082

VAT Reg No: 165 4374 95

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South East Employers  
 Ground Floor, 2 Crown Walk  
 Jewry Street  
 Winchester  
 SO23 8BB

Shepway District Council  
 Accounts Payable  
 Civic Centre  
 Castle Hill  
 FOLKSTONE  
 CT20 2QY

**INVOICE**

Invoice number 26973  
 Tax date 22/02/2016  
 Customer ref SHEP  
 Order number HR01074

	Net amount £	VAT amount £
Developing the Group - UKIP Provided by Mark Palmer on 28th January 2016	750.00	150.00
Travel, overnight accommodation and subsistence	203.89	40.78
<b>Sub total £</b>	<b>953.89</b>	<b>190.78</b>
<b>Total £</b>	<b>1144.67</b>	

**TERMS: STRICTLY 28 DAYS FROM DATE OF INVOICE**

BACS payments:  
 Lloyds TSB, sort code: 30-99-71, account: 00301439  
 IBAN: GB07 LOYD 3099 7100 3014 39 BIC: LOYDGB21179

For any queries or to send a remittance advice, please email [finance@seemp.co.uk](mailto:finance@seemp.co.uk) quoting your invoice number.

VAT registration number: GB 411-7284-74

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invoice no 40216046  
customer no 101410

**SALES INVOICE**

Improvement & Development Agency for Local Government  
Local Government House  
Smith Square  
London  
SW1P 3HZ  
Tel 020 7296 6600 Fax 020 7664 3030

please quote invoice and customer number on all remittances

SHEPWAY DISTRICT COUNCIL  
CIVIC CENTRE  
CASTLE HILL AVENUE  
FOLKESTONE  
KENT  
CT20 2QY

invoice date: 11/03/2016  
payment due date: 10/04/2016  
internal sales ref: 6012867

your reference ~~John~~, HR Business Partner  
PO#HR00977

For any query contact: Haddad, Clare  
Clare.Haddad@local.gov.uk

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
722	Conference/Seminar Income-Fees for Leadership Essentials Getting Your Message Across Leadership Essentials Getting Your Message Across Date: 30/31 Jan 2016 Venue: Warwick Conference Centre, Coventry Fee for Cllr Mary Lawes £250 Plus Pre-Night Accommodation £85 Total: £335	250.00	50.00	300.00
722	Conference/Seminar Income-Pre Night Accommodation Leadership Essentials Getting Your Message Across Leadership Essentials Getting Your Message Across Date: 30/31 Jan 2016 Venue: Warwick Conference Centre, Coventry Fee for Cllr Mary Lawes £250 Plus Pre-Night Accommodation £85 Total: £335	85.00	17.00	102.00
			<b>Total</b>	<b>402.00</b>

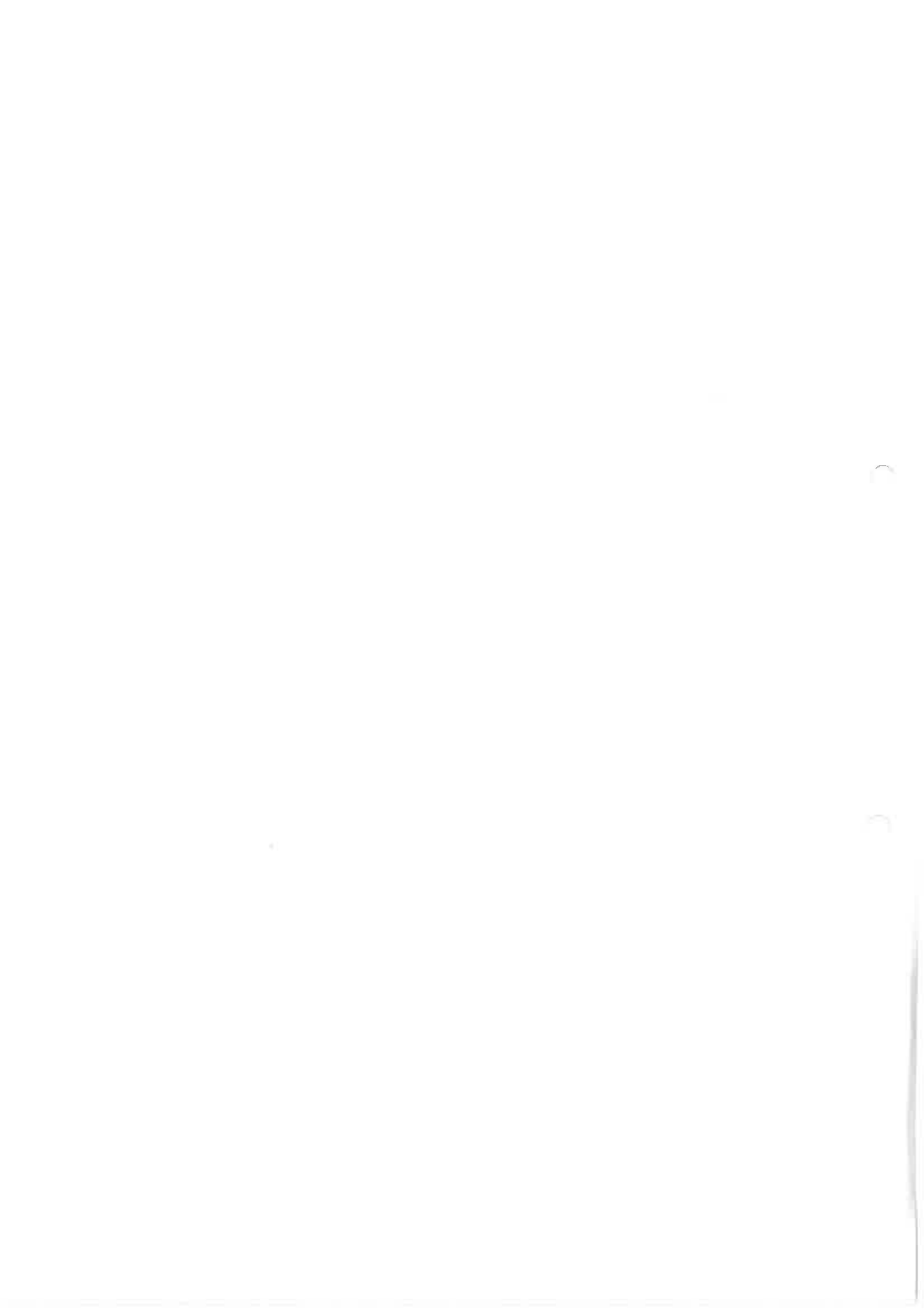
terms: 30 Days.

vat code	rate	net	VAT
OS	20.00%	335.00	67.00

Registered address:  
Local Government House  
Smith Square  
London  
SW1P 3HZ  
VAT reg no 540 3855 54  
comp reg no 3675577  
Limited by Guarantee

Please pay to bank account  
account name: IDEA Current Account  
account no: 83637492  
bank sort code: 200000  
bank address: 1 Churchill Place, E14 5HP

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invoice no 40216050  
customer no 101410

## SALES INVOICE

Improvement & Development Agency for Local  
Government  
Local Government House  
Smith Square  
London  
SW1P 3HZ  
Tel 020 7296 6600 Fax 020 7664 3030

please quote invoice and  
customer number on all  
remittances

SHEPWAY DISTRICT COUNCIL  
CIVIC CENTRE  
CASTLE HILL AVENUE  
FOLKESTONE  
KENT  
CT20 2QY

invoice date: 11/03/2016  
payment due date: 10/04/2016  
Internal sales ref: 6012871

your reference ~~40216050~~, HR Business Partner PO# HR00977 For any query contact: Haddad, Clare  
Clare.Haddad@local.gov.uk

Page 1 / 1

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £	
722	Conference/Seminar Income- Fees Leadership Essentials Getting Your Message Across Leadership Essentials Getting Your Message Across Date: 30/31 Jan 2016 Venue: Warwick Conference Centre, Coventry Fee for Cllr Len Laws £250 Plus Pre-Night Accommodation £85 Total: £335	250.00	50.00	300.00	
722	Conference/Seminar Income- Pre Night Accommodation Leadership Essentials Getting Your Message Across Leadership Essentials Getting Your Message Across Date: 30/31 Jan 2016 Venue: Warwick Conference Centre, Coventry Fee for Cllr Len Laws £250 Plus Pre-Night Accommodation £85 Total: £335	85.00	17.00	102.00	
<b>terms: 30 Days.</b>				<b>Total</b>	<b>402.00</b>

vat code	rate	net	VAT
OS	20.00%	335.00	67.00

Registered address:

Local Government House  
Smith Square  
London  
SW1P 3HZ  
VAT reg no 540 3855 54  
comp reg no 3675577  
Limited by Guarantee

Please pay to bank account  
account name: IDEA Current Account  
account no: 83637492  
bank sort code: 200000  
bank address: 1 Churchill Place, E14 5HP

186



Invoice no 40146229  
customer no 101410



Local Government Association  
Local Government House  
Smith Square  
London  
SW1P 3HZ  
Tel 020 7664 3000 Fax 020 7664 3030

# SALES INVOICE

please quote invoice and  
customer number on all  
remittances

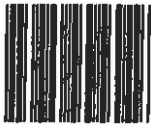
SHEPWAY DISTRICT COUNCIL  
CIVIC CENTRE  
CASTLE HILL AVENUE  
FOLKESTONE  
KENT  
CT20 2QY

Invoice date: 22/01/2016  
payment due date: 21/02/2016  
Internal sales ref: 8130489

your reference HR01050  
@shepway.gov.uk

For any query contact: Connect, LG  
info@lga.gov.uk

Page 1 / 1

Item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
722	C16070315400023, No. attendees: 4, Attendees at Invoice date: Len Laws, Damon Robinson, Paul Peacock, Michael Lyons, Annual Licensing Conference 2016, Date: 23/02/2016 	796.00	159.20	955.20

Corporate Post Room  
11 FEB 2016

terms: 30 Days.

Total

955.20

vat code	rate	net	VAT
OS	20.00%	796.00	159.20

VAT reg no 676 0781 07

Please pay to bank account  
account name: LGA Current Account  
account no: 83883302  
bank sort code: 200000  
bank address: 1 Churchill Place, E14 5HP

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# Silverthorn Associates Limited

Invoice number 15-043

Date: 3/2/2016

ICT Contracts Officer

Shepway District Council, Civic Centre  
Castle Hill Avenue, Folkestone, Kent, CT20 2QY

PO Number: HR01088

INVOICE			
Details	Hour Rate	Quantity	Amount £
IA / SIRO Master Class Course 3rd February 2016			£1,000.00
<b>Sundries &amp; Expences</b> Car milage	mileage £0.40	0	£0.00
<b>Sub Total</b>			£1,000.00
VAT @20%			£200.00
<b>Total</b>			<b>£1,200.00</b>

VAT Registration Number: 853 9633 90

Terms: 10 days from date of invoice

**Tax Point: 3/2/2016**

Contact:

Mark Brett Tel: 07720 101 733

mark.brett@silverthorn.info

**Payment details:**

iBan: GB58MIDL40024011368273

BACS: HSBC Sort Code: 40-02-40 A/C 11368273

Cheques Payable to: Silverthorn Associates Limited

Post to: 106 Trinity Avenue, Llandudno conwy LL30 2YQ

Registered in England Company registration number: 5357601

Registered Office:

135-137 Station Road, Chingford, London E4

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invoice no 40216107  
 customer no 101410

**SALES INVOICE**

Improvement & Development Agency for Local  
 Government  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 Tel 020 7296 6600 Fax 020 7664 3030

please quote invoice and  
 customer number on all  
 remittances

SHEPWAY DISTRICT COUNCIL  
 CIVIC CENTRE  
 CASTLE HILL AVENUE  
 FOLKESTONE  
 KENT  
 CT20 2QY

invoice date: 14/03/2016  
 payment due date: 13/04/2016  
 Internal sales ref: 6012930

your reference HR Business Parter

For any query contact: Haddad, Clare  
 Clare.Haddad@local.gov.uk

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
722	Conference/Seminar Income-Fee for Leadership Essentials Effective Scrutiny Leadership Essentials Effective Scrutiny 4 Date: 25-26 February 2016 Venue: Warwick Conferences, Coventry Fee for Cllr Mary Lawes £250 Plus Pre-night Accommodation £85 Total £335	250.00	50.00	300.00
722	Conference/Seminar Income-Pre Night Accommodation for Effective Scrutiny 4 Leadership Essentials Effective Scrutiny 4 Date: 25-26 February 2016 Venue: Warwick Conferences, Coventry Fee for Cllr Mary Lawes £250 Plus Pre-night Accommodation £85 Total £335	85.00	17.00	102.00
			<b>Total</b>	<b>402.00</b>

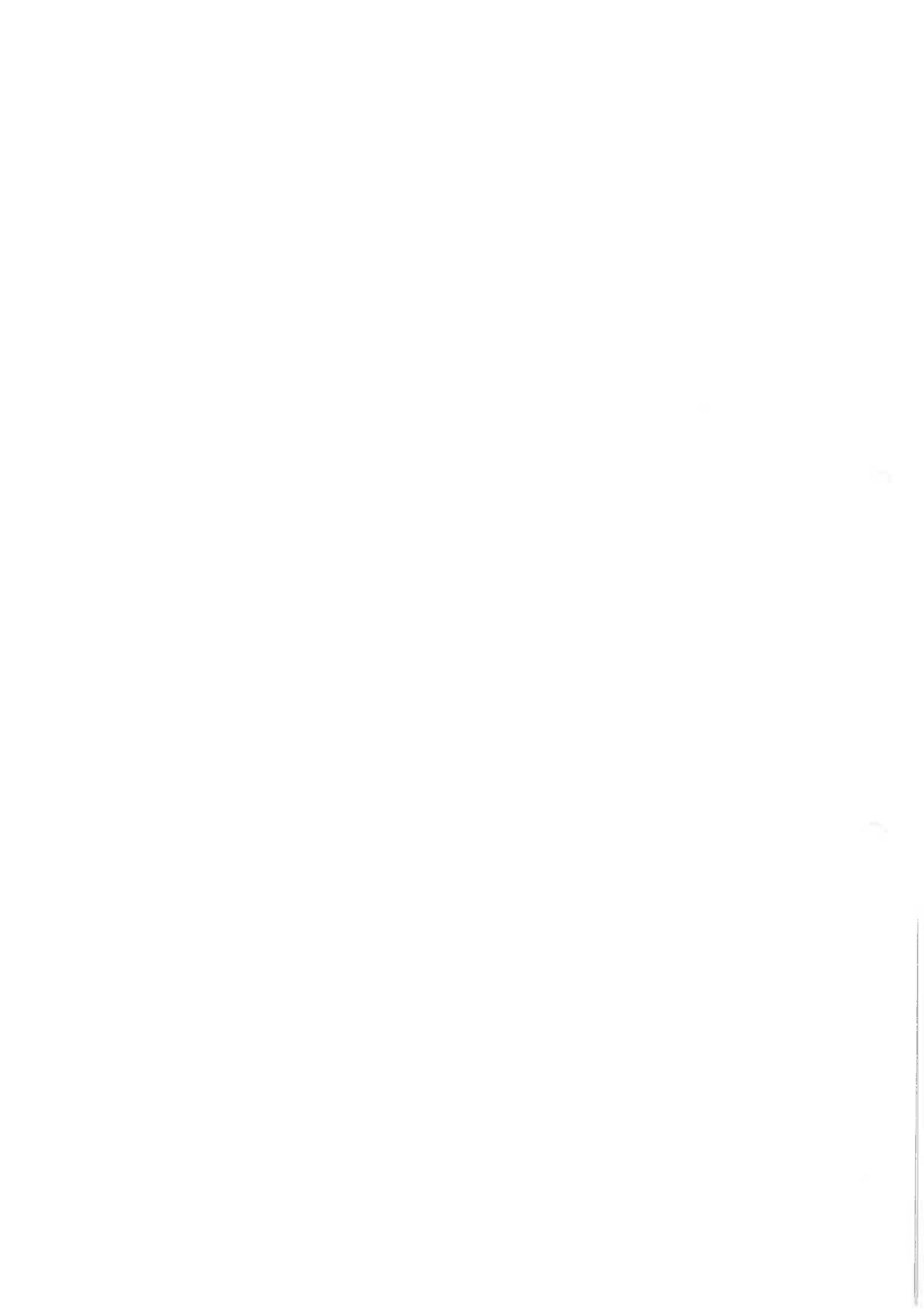
terms: 30 Days.

vat code	rate	net	VAT
OS	20.00%	335.00	67.00

Registered address:  
 Local Government House  
 Smith Square  
 London  
 SW1P 3HZ  
 VAT reg no 540 3855 54  
 comp reg no 3875577  
 Limited by Guarantee

Please pay to bank account  
 account name: IDEA Current Account  
 account no: 83637492  
 bank sort code: 200000  
 bank address: 1 Churchill Place, E14 5HP

189



invoice no 40216108  
customer no 101410

**SALES INVOICE**

Improvement & Development Agency for Local  
Government  
Local Government House  
Smith Square  
London  
SW1P 3HZ  
Tel 020 7296 6600 Fax 020 7664 3030

please quote invoice and  
customer number on all  
remittances

SHEPWAY DISTRICT COUNCIL  
CIVIC CENTRE  
CASTLE HILL AVENUE  
FOLKESTONE  
KENT  
CT20 2QY

invoice date: 14/03/2016  
payment due date: 13/04/2016  
Internal sales ref: 6012931

your reference: HR Business Partner

For any query contact: Haddad, Clare  
Clare.Haddad@local.gov.uk

item	description of services/goods supplied	amount ex VAT £	standard rate VAT £	total £
722	Conference/Seminar Income-Leadership Essentials Effective Scrutiny 4 Leadership Essentials Effective Scrutiny 4 Date: 25-26 February 2016 Venue: Warwick Conferences, Coventry Fee for Cllr Len Laws £250 Plus Pre-night Accommodation £85 Total £335	250.00	50.00	300.00
722	Conference/Seminar Income- Leadership Essentials Effective Scrutiny 4 Leadership Essentials Effective Scrutiny 4 Date: 25-26 February 2016 Venue: Warwick Conferences, Coventry Fee for Cllr Len Laws £250 Plus Pre-night Accommodation £85 Total £335	85.00	17.00	102.00

terms: 30 Days.

**Total**

**402.00**

vat code	rate	net	VAT
OS	20.00%	335.00	67.00

Registered address:

Local Government House  
Smith Square  
London  
SW1P 3HZ  
VAT reg no 540 3855 54  
comp reg no 3675577  
Limited by Guarantee

Please pay to bank account  
account name: IDEA Current Account  
account no: 83637492  
bank sort code: 200000  
bank address: 1 Churchill Place, E14 5HP

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Corporate Post Room

17 MAR 2016

**LGiU**  
LOCAL GOVERNMENT  
INFORMATION UNIT

251 Pentonville Road  
London  
N1 9NG  
T 020 7554 2800  
E info@lgiu.org.uk  
www.lgiu.gov.uk

**INVOICE**

VAT reg: 974 8540 74

**Shepway District Council**  
Civic Centre  
Castle Hill Avenue  
Folkestone  
Kent  
CT20 2QY  
**Att: Matt Rain**

Invoice Number 303992

Invoice/Tax Date 14/03/16

Order No: HR01061

Account Ref SHEP01

LGiU Seminar: Using Social Media for community engagement and  
community leadership: 3 March 2016  
Delegates: Susie Govett & Mary Lawes @ £149.95 per delegate

Net Amount	VAT Amount
299.90	59.98

Total Net Amount	299.90
Total VAT at 20%	59.98
Invoice Total	359.88

**PAYMENT TERMS: 30 DAYS**

Local Information Unit Ltd. Registered Office: 251 Pentonville Road, London N1 9NG. A company limited by guarantee in England and Wales (no.1872218). A local authority controlled company. A full list of the Unit's members and an annual report can be obtained by contacting the Unit. A registered charity (1113495)

**REMITTANCE ADVICE**

A/C Ref: SHEP01  
Amount: 359.88  
Invoice Number: 303992  
Customer Name: Shepway District Council

**PLEASE NOTE OUR BANK DETAILS**

**ACCOUNT NAME: LOCAL INFORMATION UNIT LTD**  
**ACCOUNT NO: 60117095**  
**SORT CODE: 60-80-07**

Please quote the invoice number  
clearly with all payments

**LOCAL GOVERNMENT INFORMATION UNIT**  
251 Pentonville Road, London, N1 9NG

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