

clerk@browndedge-pc.gov.uk

From: Information Commissioner's Office <dataprotectionfee@ico.org.uk>
Sent: 08 July 2020 03:30
To: John Bourne
Subject: Data Protection fee - Reminder to renew ICO:00014400615
Attachments: DD Instruction Form.pdf

Organisation name: Brown Edge Parish Council
Order reference number: 006e61f50304
Reference: ZA452127

Dear John Bourne

GDPR/Data Protection Act 2018
Data protection fee renewal - ACTION REQUIRED BY 19/08/2020

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 19/08/2020. You must now either:

- renew your registration, taking tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Amount required

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

How to pay

Did you know that 89% of fee payers pay on time? You can pay in any of these ways:

Direct debit - the best way to make sure you renew on time. Complete the attached instruction and email or post it, with a copy of this email, to the address below. **If you pay by direct debit will automatically receive an annual reduction of £5.**

Online - pay securely with a debit or credit card at ico.org.uk/pay. You will need the **order reference** and **registration reference** shown above.

Cheque - make cheques payable to the Information Commissioner. Put your registration reference (above) on the back and send it to the address below, with a copy of this email.

NEUFELD ACCOUNTANCY SERVICES

39 Chester Road

Audley

STOKE ON TRENT

ST7 8JD

To: Brown Edge Parish Council
Brown Edge Village Hall
Brown Edge
Staffordshire

Attn: Mrs Denise Wheat (Clerk)

Invoice date: 4 July 2020

To financial reports checking for year ending 31 March 2020	£	140.00
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Total due:	£	140.00
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Please make your cheque payable to:

KM Bradshaw

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

John Bourne,

[REDACTED]
[REDACTED]
[REDACTED]

5th. August 2020.

Cemetery Recorder Salary.

Salary 1st. April 2020 to 30th. June 2020.

£ 514 – 49.

Expenses.

Allowance for Telephone – 1st. April 2020 to 30th. June 2020. 10 – 00.

1st. June 2020. B & Q Ltd. Paint for Grave Numbers. 11 – 40.

7th. July 2020. Rymans. Stationery & Postage Stamps. 21 – 28.

£ 557 – 17.

=====



1-Jun 2020 14:48:53 BST
Transaction ID: 7T730533B7328380W

Hello John Bourne,

You authorized a payment of £11.40 GBP to B and Q Limited (paypal@b-and-q.co.uk)

Your funds will be transferred when the merchant processes your payment. Any money in your PayPal account at that time will be used before any other payment source.

Thanks for using PayPal. To see the full transaction details, log in to your PayPal account.

Merchant

B and Q Limited
paypal@b-and-q.co.uk
+44 3330143357

Instructions to merchant

You haven't entered any instructions.

Delivery address

S2S B&Q Stoke-on-Trent - Meir Park
Meir Park
Stoke-on-Trent,
ST3 7TU
United Kingdom

Dispatch details

The seller hasn't provided any dispatch details yet.

Description	Unit price	Qty	Amount
0.7" Flat Paint brush Item Number 3663602951797	£1.40 GBP	1	£1.40 GBP
Ronseal Black Satin Doorstep paint, 0.25L Item Number 5010214866595	£10.00 GBP	1	£10.00 GBP
Subtotal			£11.40 GBP
Total			£11.40 GBP
Payment			£11.40 GBP

Ryman

Stationery EST 1893

Ryman
36a Derby Street
Leek
ST13 5AB
Tel: 01538 399 358

SALES VOUCHER

Customer copy

SanDisk 16GB Cruzer Blade U	£
1405257011	9.99
ESSENTIAL RUBBER BANDS WHIT	
0720025216	3.49
2n class stamps in a book o	
2410994963	7.80

Total	3 Items	£21.28
Delta		£21.28

*****0018

VAT Analysis

VAT Code	Trans	Amount	VAT
1	20%	11.23	2.25
2	0%	7.80	0.00

Card : VISADEBIT
Number : *****
PAN Seq : 00
AID : A0000000031010
Cryptogram : 40/32EA594932AAA737
Auth Code : 917634
Merchant ID: 26675733
Terminal ID: 24067602

Goods	:	£21.28
TOTAL	:	£21.28

Please Debit my Account as shown

Cardholder PIN Verified

Please retain for your records



00400100022630200707161939

VAT NO 672523729

Thank you for shopping at Ryman

07/07/20 16:20 004001 0002 2630 10052

Mr John Bourne



3 The Island
Tean
Stoke-On-Trent
Staffordshire
ST10 4JE

Payments		Deductions	
Taxable Pay	£514.49	Income Tax	£-72.60
		Employee NIC	£0.00
Total Payments	£514.49	Total Deductions	£-72.60

Net Pay £587.09

Payment Date	07/08/2020	National Insurance Category	
Payment Period	Month 6	National Insurance Number	
Employer PAYE Reference		Tax Code	
Payroll ID			

Payslip Version 1

Hours worked (if paid hourly)

Additional information:

Clerk - Denise Wheat Salary - BROWN EDGE PARISH COUNCIL

12 weeks	18 th May – 7 th August 2020	Gross:	£1517.10
HMRC PAYE			£303.40
		Net Pay:	£1213.70

Clerk Expenses

Eset Internet Security 3years for 1 device			£83.98
Tesco Mobile Top Up	Brown Edge Parish phone		£10.00
Mileage @ 45p per mile			
22 May 2020 – 30 miles	Collect Laptop and Files from Chairman		£13.50
12 June 2020 – 36 miles	Collect Rent from Allotment Secretary Collect Accounts from Mr Bourne Deliver Accounts to Internal Auditor		£16.20
2 July 2020 – 30 miles	To collect Signed Minutes from Chairman		£13.50
7 July 2020 – 6 miles	To collect Accounts from Internal Auditor		£2.70
18 July 2020 – 30 miles	To Litterpick and Collect Signed AGAR report		£13.50
	Total Mileage Expenses		£59.40
	D Wheat	Total Salary & Expenses	£1367.08
	HMRC	PAYE	£303.40

Mrs Denise Wheat

3 The Island
Tea
Stoke-On-Trent
Staffordshire
ST10 4JE

3 The Island
Tea
Stoke-On-Trent
Staffordshire
ST10 4JE

Payments		Deductions	
Taxable Pay	£1517.10	Income Tax	£303.40
		Employee NIC	£0.00
		Student Loan	£0.00
Total Payments	£1517.10	Total Deductions	£303.40

Net Pay £1213.70

Payment Date	07/08/2020	National Insurance Category	
Payment Period	Month 6	National Insurance Number	
Employer PAYE Reference		Tax Code	
Payroll ID			

Payslip Version 1

Hours worked (if paid hourly)

Additional information:

clerk@browndedge-pc.gov.uk

From: licences@eset.co.uk
Sent: 15 July 2020 10:25
To: clerk@browndedge-pc.gov.uk
Subject: Thank you for purchasing ESET Internet Security



Thank you for choosing **ESET Internet Security**.

You're now part of the more than 110 million people we help protect
around the world everyday!

We've been constantly innovating for more than 30 years, making us
one of the oldest and most trusted IT security vendors around.



Legendary NOD32 technology



ESET UK

Fifth Floor
Holland House, 20 Oxford Road
Bournemouth

BH8 8EZ

Tel: +441202405405

Fax: +441202405459

Email: sales@eset.co.uk

Web: www.eset.com/uk

VAT Reg No. GB100203211

Invoice

Customer Details:

Denise Wheat Clerk
3 The Island
Stoke-on-Trent
ST10 4JE

Invoice Details:

Invoice Number : INV-00261967

Invoice Date : 15/07/2020

Due Date : 15/07/2020

Item	Reference	Price	VAT
EAV-0280028459 : New of ESET Internet Security for 1 computer expiring 15/07/2023		£69.99	20.00%

Shipping Details :

clerk@browndedge-pc.gov.uk

Sub Total:

£69.99

VAT Total:

£13.99

Invoice Total:

£83.98

Notes:

This sale is subject to our terms and conditions
(copies available on request)
All prices are shown in sterling GBP
All licences are registered to the shipping email address.

Payment:

This invoice has been paid by credit/debit card.
No further payment is due.

clerk@browndedge-pc.gov.uk

From: tescomobile@mi-pay.com
Sent: 03 July 2020 11:38
To: clerk@browndedge-pc.gov.uk
Subject: Registration confirmation - Your Tesco Mobile top-up service



Denise Wheat
3 The Island
Tea
STOKE-ON-TRENT
ST10 4JE

hi Denise Wheat,

Thank you, you have now set up your Tesco Mobile top-up account.

You're set up to pay for your top-ups using your registered card through the Tesco Mobile online top-up service, managed by Mi-Pay Ltd.

Each time you top-up using the top-up service, Mi-Pay will charge the amount of your top-up to your card.

This will appear on your card statement as Mi-Pay/Tesco Mobile.

Best wishes,
Your Tesco Mobile top-up team

Please don't reply to this email.

It's sent by a computer, not a person, so we won't get any reply you send. For more information on the online top-up service, please log in to your [top-up account](#) or give us a call on 4455 from your Tesco Mobile phone.

BROWN EDGE - TESCO Mobile Top up

My Account

07835 812 787

Usage

Payments

Payments & Credit Summary

Credit available: £0.00

Your next payment of £10.00 will be taken out on **Monday, 3rd August**

[View my payment method](#)

[View order history >](#)

This month's Rocket Pack



5000 Minutes, 5000 Texts
£10.00

[View details >](#)

Next month's Rocket Pack



5000 Minutes, 5000 Texts
£10.00

[View details >](#)

Order history

Credit available: £10.00

[Top up](#)



3rd July 2020

Phone number: 07835 812 787

£10 Rocket Pack
£10.00

Paid with

card ***[REDACTED] ex. [REDACTED]

Follow us on:

Staffordshire Parish Councils Association



Staffordshire Parish Councils' Association
Eastgate House
79 Eastgate Street
Stafford
ST16 2NG
Tel: 01785 277499 / 895353
spca.parish@staffordshire.gov.uk

Invoice

Invoice Number: 20/206
Date: 24.07.20

Invoice to Brown Edge Parish Council

Details	Clerk's The Knowledge Course – 23.07.20	£50.00
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Total: £50.00



Please remove this section and return with your cheque

Remittance Advice

From Brown Edge Parish Council

Invoice Number 20/206

Cheque No

Date

For £50.00

Details Clerk's The Knowledge Course

Please make cheques payable to;

Staffordshire Parish Councils' Association (PLEASE WRITE OUT ORGANISATION NAME IN FULL)

Payment by BACS: **Sort Code:** 80-11-00

Account Number: 06068826

Reference: Council Name and Invoice Number

Payment is due within 30 days from date of invoice.