

**From:** Filipponi, Bruno [mailto:Bruno.Filipponi@camden.gov.uk]  
**Sent:** 01 February 2017 14:54  
**To:** flaminia@F5ivePresents.com  
**Subject:** 15/150 Trees (Kilburn Vale Estate - RTA)

Dear Secretary

Following your observation received on 12 January I have made further enquiries in relation to have more transparency on the way Camden charges.

The following points have been highlighted:

- The contractor is paid monthly for works completed.
- Works that have been carried out are marked as completed in the Councils Asset Maintenance Database by the contractor.
- A percentage of completed works are monitored by the contractor and Council Tree Officers.
- Following monitoring, completed works are pulled on to a payment certificate which is issued to the contractor.
- The payment certificate is then used to raise a Purchase Order (PO), which is sent to the contractor.
- The contractor then sends an invoice to central invoicing, which has to match the details on the PO. Details of work are not included on the PO or invoice, but we can track that back through the database using the purchase order and payment certificate.

I hope this is satisfactory

Regards

Bruno Filipponi  
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