

Sandwich Town Council - Payment Schedule 2019/20 29th April 2019

Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
1	29/03/2019	StoreKit Limited	iZettle card machines & tills for the Visitor Information Centre and Museum	S144 Tourism	£647.00	£129.40	£776.40
2	27/03/2019	British Telecommunications plc	Broadband charges	Office Expenses	£133.90	£26.78	£160.68
3	25/03/2019	Amazon Payments Europe S.C.A	Canon ink cartridges for Visitor Information Centre	S144 Tourism	£25.79	£5.16	£30.95
3	25/03/2019	Amazon Payments Europe S.C.A	Printer for Visitor Information Centre	S144 Tourism	£24.99	£5.00	£29.99
4	20/02/2019	Pharos Insurance Brokers Ltd	Insurance for Guildhall artefacts 2019/20	Guildhall Insurance incl contents (GH)	£652.80	£0.00	£652.80
4	20/02/2019	Pharos Insurance Brokers Ltd	Insurance for Civic Regalia for 2019/20	Guildhall Insurance Incl Contents (STC)	£3,326.64	£0.00	£3,326.64
5	04/04/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£25.91	£5.18	£31.09
5	04/04/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£33.50	£6.70	£40.20
5	16/04/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£67.00	£13.40	£80.40
6	01/04/2019	Training Highway	Supply and setup 3 laptops	IT Expenses (incl Website) (STC)	£2,250.00	£0.00	£2,250.00
7	08/04/2019	Responsible Finance Officer	Mileage reimbursement for KALC Audit Workshop on 6th April at Teyham Village Hall	Officers Travel & Parking Expenses	£26.73	£0.00	£26.73
8	10/04/2019	Visitor Information Centre Assistant	Reimbursement for purchase of parking permit	Officers Travel & Parking Expenses	£85.00	£0.00	£85.00
9	01/04/2019	Sota Solutions Ltd	Guildhall WI-Fi Charges	Guildhall WI-Fi (GH)	£310.50	£62.10	£372.60
9	09/04/2019	Sota Solutions Ltd	Guildhall WI-Fi Service Agreement	Guildhall WI-Fi (GH)	£13.38	£2.68	£16.06
10	05/04/2019	Amazon Payments Europe S.C.A	2 x Document Holders and 1 x adjustable laptop stand	Office Expenses	£33.46	£6.71	£40.17
10	03/04/2019	Amazon Payments Europe S.C.A	Oxford hardback casebound notebook	S144 Tourism	£6.07	£1.21	£7.28
10	03/04/2019	Amazon Payments Europe S.C.A	A5 telephone message pad - pack of 10	S144 Tourism	£10.82	£2.17	£12.99
10	03/04/2019	Amazon Payments Europe S.C.A	Office chair	S144 Tourism	£62.50	£12.50	£75.00
10	05/04/2019	Amazon Payments Europe S.C.A	Dell keyboard	IT Expenses (incl Website) (STC)	£6.67	£1.33	£8.00
10	08/04/2019	Amazon Payments Europe S.C.A	Oxford hardback casebound indexed notebook x 2	Office Expenses	£15.82	£3.16	£18.98
11	03/04/2019	Kent County Council	Cleaning Stock	Cleaning Stock	£43.48	£8.70	£52.18
11	03/04/2019	Kent County Council	Stationary	Office Expenses	£19.17	£3.83	£23.00
11	21/03/2019	Kent County Council	Stationary	Office Expenses	£27.74	£5.55	£33.29
11	21/03/2019	Kent County Council	Stationary	S144 Tourism	£4.86	£0.97	£5.83
11	17/04/2019	Kent County Council	Cleaning Stock	Cleaning Stock	£17.28	£3.46	£20.74
11	17/04/2019	Kent County Council	Stationary	Office Expenses	£42.48	£8.49	£50.97
11	22/03/2019	Kent County Council	Photocopier	Photocopier	£194.26	£38.85	£233.11
11	26/03/2019	Kent County Council	Photocopier	Photocopier	£165.33	£33.07	£198.40
12	01/04/2019	Kent Association of Local Councils	Annual Subscription for the Kent Association of Local Councils	Subscriptions & Memberships	£1,300.00	£260.00	£1,560.00
13	11/04/2019	Public Works Loan Board	April 2019 loan repayment re Drill Hall	Drill Hall / Quayside Market	£8,086.75	£0.00	£8,086.75
14	21/03/2019	Dover District Council	Maintenance of CCTV - Line rental - Cameras at Quay	CCTV	£799.19	£159.84	£959.03
14	21/03/2019	Dover District Council	Maintenance of CCTV - Line rental - Cameras at Guildhall	CCTV	£1,749.03	£349.80	£2,098.83
15	14/03/2019	Dover District Council	Business Rates - Quay Public Conveniences	Quay & Cattle Market Toilets (Incl. Salaries)	£1,215.23	£0.00	£1,215.23
16	14/03/2019	Dover District Council	Business Rates - Guildhall	Heating, Lighting, Water & Rates (GH)	£4,422.60	£0.00	£4,422.60
16	14/03/2019	Dover District Council	Business Rates - Guildhall	Heating, Lighting, Water & Rates (STC)	£1,474.20	£0.00	£1,474.20

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17	25/03/2019	M Duda	Window Cleaning - Guildhall	Repairs & Maintenance (GH)	£344.65	£0.00	£344.65
18	21/03/2019	Phoenix Link UK Limited	Site Survey for new phone system	Repairs & Maintenance (GH)	£150.00	£30.00	£180.00
19	04/04/2019	Phoenix Link UK Limited	Set up of new phone system	Repairs & Maintenance (GH)	£45.00	£9.00	£54.00
19	31/03/2019	Phoenix Link UK Limited	Line transfer and port cancellation	Repairs & Maintenance (GH)	£635.00	£127.00	£762.00
20	06/04/2019	The Flower Basket	Flowers for War Memorial - March 2019	Flowers, cleaning & maintenance of the War Memorial	£60.00	£0.00	£60.00
20	06/04/2019	The Flower Basket	Flowers for War Memorial - 01/04/2019 - 31/03/2020	Flowers, cleaning & maintenance of the War Memorial	£250.00	£0.00	£250.00
21	28/03/2019	TR & C Carpenter	Paint for redecoration of Guildhall offices	Repairs & Maintenance (GH)	£89.85	£17.97	£107.82
21	04/04/2019	TR & C Carpenter	Guildhall keys cut and pipe insulation	Repairs & Maintenance (GH)	£40.71	£8.14	£48.85
22	02/04/2019	Age Concern Sandwich	Contribution towards DDC Helpdesk at Age Concern between 03/01/2019 - 28/03/2019	Contribution to DDC Helpdesk - Age Concern, Sandwich	£325.00	£0.00	£325.00
23	02/04/2019	Total Gas & Power	Gas Charges - Guildhall	Heating, Lighting, Water & Rates (GH)	£1,356.43	£271.28	£1,627.71
24	31/03/2019	K Laundry Limited	Laundry Services	Repairs & Maintenance (GH)	£25.40	£5.08	£30.48
25	27/03/2019	P.C. Thomas	Locksmith callout fee to check keys in Guildhall	Repairs & Maintenance (GH)	£55.00	£0.00	£55.00
26	27/03/2019	SPC design&print	Design & Layout for Town Guide 2019	S144 Tourism	£1,500.00	£0.00	£1,500.00
26	18/04/2019	SPC design&print	40,000 copies of Town Guide	S144 Tourism	£5,750.00	£0.00	£5,750.00
27	26/03/2019	PPL PRS	Music Licence for Guildhall 2019/20	Repairs & Maintenance (GH)	£1,220.42	£244.08	£1,464.50
28	01/04/2019	Temple Lifts Limited	Lift Maintenance Contract 10/03/2019 - 09/06/2019	Repairs & Maintenance (GH)	£600.38	£120.08	£720.46
29	31/03/2019	Viridor Waste Management Limited	Recycling Service	Office Expenses	£40.96	£8.19	£49.15
29	31/03/2019	Viridor Waste Management Limited	Recycling Service	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
30	05/04/2019	K A Chapman	Warden Fees (Monks Wall Nature Reserve) 04/03/2019 - 05/04/2019	Monks Wall Nature Reserve	£125.00	£0.00	£125.00
31	01/04/2019	Town Clerk	Mileage reclaim for attendance at meeting with Furley Page 01/04/2019 and parking cost	Officers Travel & Parking Expenses	£15.05	£0.00	£15.05
31	27/03/2019	Town Clerk	Mileage reclaim for attendance at DDC 'Green Infrastructure Workshop' 27/03/2019	Officers Travel & Parking Expenses (GH)	£9.00	£0.00	£9.00
32	10/04/2019	John Burrows	3 framed signed prints, and 151 postcards to be sold in the Visitor Information Centre	S144 Tourism	£75.35	£0.00	£75.35
33	09/04/2019	Wyman Electrical Limited	To supply and fit 3 x double sockets in the Guildhall	Repairs & Maintenance (GH)	£241.00	£48.20	£289.20
34	11/04/2019	The Strand Wine Co	Wine and beer for the Curfew Ringers Supper on 15/02/2019	Curfew Ringers Supper	£67.98	£13.60	£81.58
34	11/04/2019	The Strand Wine Co	Wine for the Mayor's Community Awards Party on 22/02/2019	Mayor's Hospitality	£145.83	£29.17	£175.00
35	05/04/2019	Highway Business Services	Setup and Installation of VIC computer and printer	S144 Tourism	£120.00	£24.00	£144.00
36	01/04/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - April 2019	Mayor's Attendant & Uniform	£179.97	£0.00	£179.97
36	01/04/2019	Capita Business Services	Sandwich Town Council Administration salary costs - April 2019	Town Clerk & Office Staff	£6,728.16	£0.00	£6,728.16
36	01/04/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - April 2019	Quay & Cattle Market Toilets (Incl. Salaries)	£3,139.63	£0.00	£3,139.63
36	01/04/2019	Capita Business Services	Visitor Information Centre salary costs - April 2019	S144 Tourism	£237.04	£0.00	£237.04
36	01/04/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - April 2019	Contribution to Caretaking Staff	£637.56	£0.00	£637.56
36	01/04/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - April 2019	Guildhall Admin and Caretaker Salaries (GH)	£12,733.55	£0.00	£12,733.55
36	01/04/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - April 2019	Visitor Information Staff (GH)	£355.56	£0.00	£355.56
36	01/04/2019	Capita Business Services	Capita Fees - April 2019	Peninsula Business & Capita	£466.14	£93.23	£559.37
37	01/04/2019	Town Sergeant	Reimbursement for Mayoral mileage	Mayor's Travel	£15.90	£0.00	£15.90
37	01/04/2019	Town Sergeant	Reimbursement for purchase of key tags for Guildhall keys	Repairs & Maintenance (GH)	£1.12	£0.00	£1.12
37	01/04/2019	Town Sergeant	Reimbursement for purchase of milk	Office Expenses (incl telephone) (GH)	£1.50	£0.00	£1.50

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37	01/04/2019	Town Sergeant	Reimbursement for purchase of milk	Office Expenses (incl telephone) (GH)	£3.00	£0.00	£3.00
37	01/04/2019	Town Sergeant	VIC Flag holders	S144 Tourism	£15.42	£0.00	£15.42
38	01/04/2019	Part-Time Caretaker	Reimbursement for purchase of milk and tea bags	Office Expenses (incl telephone) (GH)	£4.50	£0.00	£4.50
38	01/04/2019	Part-Time Caretaker	Reimbursement for Mayoral mileage	Mayor's Travel	£1.80	£0.00	£1.80
38	01/04/2019	Part-Time Caretaker	Reimbursement for mileage to Deal NatWest	Officers Travel & Parking Expenses	£5.63	£0.00	£5.63
38	01/04/2019	Part-Time Caretaker	Reimbursement for mileage to Deal NatWest	Officers Travel & Parking Expenses	£5.63	£0.00	£5.63
39	11/04/2019	The Comms Guys Ltd	Phone Charges - Office	Office Expenses	£52.53	£10.51	£63.04
39	11/04/2019	The Comms Guys Ltd	Old TIC phone charges - charges up to cancellation of line	S144 Tourism	£18.00	£3.60	£21.60
40	24/04/2019	Mr Jordan Thompson	Fencing works at Monks Wall Nature Reserve	Monks Wall Nature Reserve	£999.00	£0.00	£999.00
41	22/03/2019	Dover District Council	Purchase copy of VIC report (Cambridge Model)	S144 Tourism	£266.66	£0.00	£266.66
42	11/04/2019	Mr J R Kingshott	Delivery of the TQUK Level 3 Emergency First Aid at work course	Staff Training	£56.00	£0.00	£56.00
43	01/04/2019	Peninsula Business Services Ltd	HR Service - April 2019	Peninsula Business & Capita	£112.00	£22.40	£134.40
44	23/04/2019	Responsible Finance Officer	Replenish petty cash tin	Petty Cash	£50.00	£0.00	£50.00
45	28/03/2019	Zurich Municipal	Insurance Premium 2019/20 - Guildhall Insurance & Contents	Guildhall Insurance incl contents (GH)	£10,847.87	£206.63	£11,054.50
45	28/03/2019	Zurich Municipal	Insurance Premium 2019/20 - Public Conveniences	Insurance - Public Conveniences and Boatman's Chapel	£224.00	£0.00	£224.00
45	28/03/2019	Zurich Municipal	Insurance Premium 2019/20 - Other Insurances	Other Insurances (Liability / Slander)	£4,750.03	£0.00	£4,750.03