

Sandwich Town Council - Payment Schedule 2019/20 20th May 2019

Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
46	11/04/2019	The Comms Guys Ltd	Phone Charges - Alarm and Lift	Office Expenses (incl telephone) (GH)	£84.22	£16.84	£101.06
46	11/04/2019	The Comms Guys Ltd	Phone charges - Office	Office Expenses	£52.53	£10.51	£63.04
46	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
47	23/04/2019	EDF Energy Customers Ltd	Electricity supply for Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£282.99	£14.15	£297.14
48	26/04/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£79.51	£15.91	£95.42
48	26/04/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£62.59	£12.52	£75.11
48	14/02/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£67.00	£13.40	£80.40
49	23/04/2019	Kent County Council	PEAT Tests	Repairs & Maintenance (GH)	£268.78	£53.76	£322.54
49	03/05/2019	Kent County Council	Office stationary and first aid equipment	Office Expenses	£31.55	£6.31	£37.86
49	20/04/2019	Kent County Council	Office stationary	Office Expenses	£3.83	£0.77	£4.60
49	25/04/2019	Kent County Council	Photocopier charges	Photocopier	£451.21	£90.24	£541.45
50	01/05/2019	Sota Solutions Ltd	Guildhall WI-FI Charges	Guildhall WI-FI (GH)	£310.50	£62.10	£372.60
50	01/05/2019	Sota Solutions Ltd	Guildhall WI-FI Charges	Guildhall WI-FI (GH)	£13.38	£2.68	£16.06
51	03/05/2019	Total Gas & Power	Gas Charges - Guildhall	Heating, Lighting, Water & Rates (GH)	£2,645.65	£529.13	£3,174.78
52	14/05/2019	Sandwich Toll Bridge Fund Museum Account	Refund for purchase of Heckler Pivot Table to cash till (Visitor Information Centre)	S144 Tourism	£16.48	£0.00	£16.48
52	13/05/2019	Sandwich Toll Bridge Fund Museum Account	Refund for purchase of Cash Till / Ipad systems for VIC & Museum	IT Expenses (incl Website) (STC)	£681.66	£0.00	£681.66
53	30/04/2019	Viridor Waste Management Limited	Recycling Service	Repairs & Maintenance (GH)	£72.90	£14.58	£87.48
53	30/04/2019	Viridor Waste Management Limited	Recycling Service	Office Expenses	£51.20	£10.24	£61.44
54	30/04/2019	Phoenix Link UK Limited	Phone call charges	Office Expenses	£304.96	£60.99	£365.95
55	11/04/2019	Amazon Payments UK Ltd	CCTV Camera	Repairs & Maintenance (GH)	£49.00	£0.00	£49.00
56	09/05/2019	The Strand Wine Co	Wine for Meet the Councillors meeting	Miscellaneous / Unexpected Expenditure	£40.00	£8.00	£48.00
57	10/05/2019	A J Kilbee	Carry out the Internal Audit of Sandwich Town Council Accounts (year to 31-03-19)	Audit Fees	£100.00	£0.00	£100.00
58	09/05/2019	K A Chapman	Warden Fees (Monks Wall Nature Reserve) 05/04/2019 - 05/05/2019 plus reimbursement for purchase of padlock and nails	Monks Wall Nature Reserve	£155.41	£0.00	£155.41
59	13/05/2019	Town Sergeant	Reimbursement for purchase of snacks for Mayor's last council meeting	Mayor's Hospitality	£7.30	£0.00	£7.30
59	13/05/2019	Town Sergeant	Reimbursement for purchase of snacks for 'Meet the Councillors' evening and unveiling of Joe Trussler plaque	Miscellaneous / Unexpected Expenditure	£12.95	£0.00	£12.95
59	13/05/2019	Town Sergeant	Reimbursement for purchase of milk and tea bags	Office Expenses (incl telephone) (GH)	£12.50	£0.00	£12.50
59	13/05/2019	Town Sergeant	Reimbursement for plastic feet for Guildhall chairs and keys for ground floor ladies toilet	Repairs & Maintenance (GH)	£22.33	£0.00	£22.33
59	13/05/2019	Town Sergeant	Reimbursement for door handle - Cattle Market toilets	Quay & Cattle Market Toilets (incl. Salaries)	£1.00	£0.00	£1.00
59	13/05/2019	Town Sergeant	Reimbursement for purchase of sewing thread to repair Deputy Mayoress badge	Mayor's Expenses	£1.95	£0.00	£1.95
59	13/05/2019	Town Sergeant	Reimbursement for Mayoral mileage costs	Mayor's Travel	£71.10	£0.00	£71.10
59	13/05/2019	Town Sergeant	Reimbursement for travel costs to deliver agendas	Officers Travel & Parking Expenses	£2.70	£0.00	£2.70
60	13/05/2019	Part-time Caretaker	Reimbursement for travel costs to visit Deal NatWest Bank	Officers Travel & Parking Expenses	£6.03	£0.00	£6.03
61	31/05/2019	Glasdon UK Limited	Guardian 600 Lifebuoy Housing c/w Buoy & 30m Rope (8mm)	Monks Wall Nature Reserve	£920.00	£184.00	£1,104.00
62	13/05/2019	Winchelsea Corporation	Mayor and Town Sergeant to attend Standing Joint Committee on 21st May 2019	Mayor's Expenses	£43.00	£0.00	£43.00
63	08/05/2019	Steve Harding	Supply mortice deadlock for allotment gate and cut keys	Black Lane / Sandown Road Allotments	£39.50	£0.00	£39.50

Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
64	13/05/2019	Peninsula Business Services Ltd	HR Service - May 2019	Peninsula Business & Capita	£112.00	£22.40	£134.40
65	17/04/2019	Furley Page LLP	Professional Charges regarding Lease of Drill Hall	Drill Hall / Quayside Market	£850.00	£170.00	£1,020.00
66	13/05/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - May 2019	Mayor's Attendant & Uniform	£277.74	£0.00	£277.74
66	19/05/2019	Capita Business Services	Sandwich Town Council Administration salary costs - May 2019	Town Clerk & Office Staff	£6,776.00	£0.00	£6,776.00
66	19/05/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - May 2019	Quay & Cattle Market Toilets (Incl. Salaries)	£2,406.17	£0.00	£2,406.17
66	19/05/2019	Capita Business Services	Visitor Information Centre salary costs - May 2019	S144 Tourism	£796.06	£0.00	£796.06
66	19/05/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - May 2019	Contribution to Caretaking Staff	£671.03	£0.00	£671.03
66	19/05/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - May 2019	Guildhall Admin and Caretaker Salaries (GH)	£13,034.74	£0.00	£13,034.74
66	19/05/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - May 2019	Visitor Information Staff (GH)	£1,194.08	£0.00	£1,194.08
67	19/05/2019	HR & Project Manager	Blinds for office windows	Repairs & Maintenance (GH)	£88.00	£0.00	£88.00
68	15/05/2019	Michael Harding	Refund of wedding damage deposit - wedding on 04/05/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
69	15/05/2019	Sue Barnes	Refund of wedding damage deposit - wedding on 04/05/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
70	15/05/2019	Stephen Harvey	Refund of wedding damage deposit - wedding on 04/05/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
71	29/04/2019	D J Jutson Limited	Supply of Mayor's Civic Award badge, Past Mayor's Pendant, Mayoress Badge and New Brooch	Mayor's Expenses	£955.00	£191.00	£1,146.00
71	29/04/2019	D J Jutson Limited	Attending to Guildhall Clocks in 2018/19	Repairs & Maintenance (GH)	£325.00	£65.00	£390.00