

Sandwich Town Council - Payment Schedule 2019/20 24th June 2019

Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
73	01/06/2019	Peninsula Business Services Ltd	HR Service - June 2019	Peninsula Business & Capita	£112.00	£22.40	£134.40
74	29/05/2019	The Confederation of the Cinque Ports	Annual Cinque Ports Subscription	Cinque Port Functions & Subscription	£320.00	£0.00	£320.00
75	20/05/2019	Mr S Weatherall	Supply and fit gate at Black Lane Allotments	Black Lane / Sandown Road Allotments	£250.00	£0.00	£250.00
76	17/05/2019	Butler & Young Consultants	Health and Safety inspection relating to the Visitor Information Centre	Health & Safety Provisions	£480.00	£96.00	£576.00
77	01/05/2019	Open Sandwich Design	Annual web hosting fees and site maintenance - Sandwich Town Council website	IT Expenses (incl Website) (STC)	£150.00	£0.00	£150.00
77	01/05/2019	Open Sandwich Design	Annual web hosting fees and site maintenance - Guildhall Weddings website	IT Expenses (incl Website) (GH)	£100.00	£0.00	£100.00
78	14/05/2019	Outstanding Map Distributors Ltd	20 x Around and About Deal & Sandwich, Yellow Publications - to be sold in the VIC	S144 Tourism	£53.20	£0.00	£53.20
79	17/05/2019	British Gas	Electricity supply - Guildhall	Heating, Lighting, Water & Rates (GH)	£2,618.15	£523.63	£3,141.78
80	21/05/2019	Amazon Payments UK Limited	Visitors Book for the Guildhall	S144 Tourism	£18.48	£3.70	£22.18
80	18/06/2019	Amazon Payments UK Limited	Black ink cartridge for the Visitor Information Centre	S144 Tourism	£17.06	£3.42	£20.48
81	22/05/2019	Heidi Morrison	Refund of wedding deposit - cancelled wedding on 27/06/2020	Cancelled Weddings & Returned Deposits (GH)	£100.00	£0.00	£100.00
82	16/05/2019	Castles Security Shredding	Removal of two bags of security shredding	Office Expenses	£10.00	£0.00	£10.00
83	17/05/2019	The Strand Wine Co	Wine and beer for Mayor Making on 16/05/2019	Mayor's Hospitality	£106.69	£21.34	£128.03
84	16/05/2019	The Flower Basket	Two posies for Mayor Making	Mayor's Hospitality	£40.00	£0.00	£40.00
85	10/05/2019	The Comms Guys Ltd	Old TIC phone charges - charges up to cancellation of line	S144 Tourism	£18.00	£3.60	£21.60
85	10/05/2019	The Comms Guys Ltd	Phone Charges - office	Office Expenses	£1.16	£0.23	£1.39
86	07/06/2019	K A Chapman	Warden Fees - 05/05/19 - 06/06/19 re Monks Wall Nature Reserve	Monks Wall Nature Reserve	£166.02	£0.00	£166.02
87	04/06/2019	British Gas	Electricity charges - Guildhall	Heating, Lighting, Water & Rates (GH)	£577.99	£115.59	£693.58
88	05/06/2019	Take One Media	Distribution and display of Sandwich Town Guides	S144 Tourism	£915.00	£183.00	£1,098.00
89	31/05/2019	Phoenix Link UK Limited	Phone call charges	S144 Tourism	£53.35	£10.67	£64.02
89	31/05/2019	Phoenix Link UK Limited	Phone call charges	Office Expenses	£53.36	£10.67	£64.03
89	31/05/2019	Phoenix Link UK Limited	Phone call charges	Office Expenses (incl telephone) (GH)	£53.35	£10.67	£64.02
90	31/05/2019	Viridor Waste Management Limited	Recycling Service	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
90	31/05/2019	Viridor Waste Management Limited	Recycling Service	Office Expenses	£40.96	£8.19	£49.15
91	01/06/2019	Sota Solutions Ltd	Guildhall WI-Fi Charges	Guildhall WI-Fi (GH)	£310.50	£62.10	£372.60
91	01/06/2019	Sota Solutions Ltd	Guildhall WI-Fi Charges	Guildhall WI-Fi (GH)	£13.38	£2.68	£16.06
92	04/06/2019	Responsible Finance Officer	Reimbursement for mileage to Ashford Civic Centre	Officers Travel & Parking Expenses	£28.62	£7.60	£36.22
92	07/06/2019	Responsible Finance Officer	Reimbursement for 1st month's payment - VEND POS Software for VIC cash register (50%)	S144 Tourism	£29.50	£0.00	£29.50
92	07/06/2019	Responsible Finance Officer	Reimbursement for 1st month's payment - VEND POS Software for VIC cash register (50%)	IT Expenses (incl Website) (GH)	£29.50	£0.00	£29.50
93	04/06/2019	Total Gas & Power	Gas Charges - Guildhall	Heating, Lighting, Water & Rates (GH)	£459.63	£0.00	£459.63
94	13/06/2019	VR Sani-Co	Sanitary Services - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£698.50	£139.70	£838.20
94	13/06/2019	VR Sani-Co	Sanitary Services - Guildhall	Repairs & Maintenance (GH)	£835.00	£167.00	£1,002.00
95	10/06/2019	The Comms Guys Ltd	Old TIC phone charges - charges up to cancellation of line	S144 Tourism	£18.00	£3.60	£21.60
96	18/06/2019	Hawkinge Town Council	Mayor, Mayoress and Town Sergeant to attend Visit to Terlingham Manor's Vineyard	Mayor's Expenses	£80.00	£0.00	£80.00
97	10/06/2019	EDF Energy Customers Ltd	Electricity charges - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£25.32	£8.33	£33.65

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97	10/06/2019	EDF Energy Customers Ltd	Electricity charges - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£20.15	£7.50	£27.65
98	11/06/2019	Dover District Council	Remove graffiti from Cemetery Chapel, Boatmans Hill	Chapel - Water Rates & Maintenance	£68.76	£0.00	£68.76
99	24/05/2019	Kent County Council	Stationary and clock for offices	Office Expenses	£66.16	£13.23	£79.39
100	31/05/2019	TR & C Carpenter	Paint for offices	Repairs & Maintenance (GH)	£44.93	£8.99	£53.92
100	31/05/2019	TR & C Carpenter	Door mat for Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£19.46	£3.89	£23.35
101	04/06/2019	Town Clerk	Reimbursement for mileage to Lok n' Store Ashford to deliver 42 boxes of leaflets to Take One Media	Officers Travel & Parking Expenses	£28.80	£0.00	£28.80
102	13/06/2019	British Telecommunications plc	Internet charges - Guildhall office	Office Expenses	£98.90	£19.78	£118.68
103	12/06/2019	Business Stream	Water charges - Black Lane Allotments	Black Lane / Sandown Road Allotments	£436.18	£0.00	£436.18
104	18/06/2019	Sandwich Toll Bridge Fund	Right of Way income banked by STC in error - moved to STBF	Miscellaneous / Unexpected Expenditure	£10.00	£0.00	£10.00
105	18/06/2019	Training Highway	Upgrade to Solid State Drive and re-install laptop	IT Expenses (incl Website) (STC)	£150.00	£0.00	£150.00
106	01/06/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - June 2019	Mayor's Attendant & Uniform	£1,001.04	£0.00	£1,001.04
106	01/06/2019	Capita Business Services	Sandwich Town Council Administration salary costs - June 2019	Town Clerk & Office Staff	£6,792.51	£0.00	£6,792.51
106	01/06/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - June 2019	Quay & Cattle Market Toilets (Incl. Salaries)	£2,444.38	£0.00	£2,444.38
106	01/06/2019	Capita Business Services	Visitor Information Centre salary costs - June 2019	S144 Tourism	£920.21	£0.00	£920.21
106	01/06/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - June 2019	Contribution to Caretaking Staff	£618.89	£0.00	£618.89
106	01/06/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - June 2019	Guildhall Admin and Caretaker Salaries (GH)	£13,223.84	£0.00	£13,223.84
106	01/06/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - June 2019	Visitor Information Staff (GH)	£1,380.31	£0.00	£1,380.31
106	01/06/2019	Capita Business Services	Capita Fees - June 2019	Peninsula Business & Capita	£180.50	£0.00	£180.50
107	01/06/2019	Training Highway	IT Support - June 2019	IT Expenses (incl Website) (STC)	£163.80	£0.00	£163.80
107	01/06/2019	Highway Business Services	Office 365 Shared Calendar Creation re Guildhall roomhire	IT Expenses (incl Website) (GH)	£24.00	£0.00	£24.00
107	18/07/2019	Highway Business Services	2 hours meeting support - Sandwich Open Golf	Sandwich Open 2020	£48.00	£9.60	£57.60
108	19/06/2019	Part Time Caretaker	Mileage Reimbursement	Officers Travel & Parking Expenses	£15.67	£0.00	£15.67
108	19/06/2019	Part Time Caretaker	Mayoral Mileage Reimbursement	Mayor's Travel	£0.45	£0.00	£0.45
109	19/06/2019	Full Time Caretaker	Mayoral Mileage Reimbursement	Mayor's Travel	£2.30	£0.00	£2.30
109	19/06/2019	Full Time Caretaker	Reimbursement for purchase of milk and tea bags	Office Expenses (incl telephone) (GH)	£2.90	£0.00	£2.90
110	19/06/2019	Town Sergeant	Reimbursement for Mayoral mileage	Mayor's Travel	£338.40	£0.00	£338.40
110	19/06/2019	Town Sergeant	Reimbursement re juice purchased for Mayor Making	Mayor's Hospitality	£6.60	£0.00	£6.60
110	19/06/2019	Town Sergeant	Reimbursement for purchase of milk	Office Expenses (incl telephone) (GH)	£1.50	£0.00	£1.50
111	19/06/2019	Responsible Finance Officer	Petty cash to replenish tin	Petty Cash	£30.00	£0.00	£30.00