

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

Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
112	03/07/2019	Total Gas & Power	Gas Charges - Guildhall	Heating, Lighting, Water & Rates (GH)	£346.66	£69.33	£415.99
113	30/06/2019	K Laundry Limited	Laundry Services - Guildhall	Repairs & Maintenance (GH)	£25.40	£5.08	£30.48
114	21/06/2019	GB Promotional Products Ltd	100 x Tote Bags to be sold in the Visitor Information Centre	S144 Tourism	£361.00	£72.20	£433.20
115	26/06/2019	Town Clerk	Mileage Reimbursement - Town Clerk to attend Furley Page Solicitors in Canterbury & then deliver letter to Sarre Windmill	Officers Travel & Parking Expenses	£9.45	£0.00	£9.45
115	19/07/2019	Town Clerk	Parking cost reimbursement re meeting with Furley Page on 26/06/19	Officers Travel & Parking Expenses	£5.10	£0.00	£5.10
115	19/07/2019	Town Clerk	Reimbursement for purchase of biscuits & milk for meeting with Matthew Scott	Miscellaneous / Unexpected Expenditure	£2.24	£0.00	£2.24
116	01/07/2019	Training Highway	IT Support - July 2019	IT Expenses (incl Website) (STC)	£163.80	£0.00	£163.80
117	19/06/2019	Amazon Payments UK Limited	Inkjet cartridge for VIC printer	S144 Tourism	£15.99	£4.49	£20.48
117	03/07/2019	Amazon Payments UK Limited	100 x small paper bags for the Visitor Information Centre	S144 Tourism	£15.99	£4.49	£20.48
117	03/07/2019	Amazon Payments UK Limited	50 paper carrier bags for the Visitor Information Centre	S144 Tourism	£3.14	£0.64	£3.78
118	25/06/2019	Kent County Council	Fire Extinguisher Maintenance - Sandwich Guildhall	Repairs & Maintenance (GH)	£291.70	£58.34	£350.04
118	21/06/2019	Kent County Council	Stationary for the Guildhall office	Office Expenses	£40.77	£8.15	£48.92
118	21/06/2019	Kent County Council	Cleaning Stock	Cleaning Stock	£88.98	£17.80	£106.78
118	27/06/2019	Kent County Council	Stationary for the Guildhall office	Office Expenses	£17.71	£3.54	£21.25
118	27/06/2019	Kent County Council	Batteries for Guildhall	Repairs & Maintenance (GH)	£12.15	£2.43	£14.58
118	16/07/2019	Kent County Council	Stationary for the Guildhall office	Office Expenses	£38.34	£7.67	£46.01
119	26/06/2019	M Duda	Window Cleaning - Guildhall	Repairs & Maintenance (GH)	£172.18	£0.00	£172.18
120	17/07/2019	The Strand Wine Co	Wine for Deputies Supper	Mayor's Hospitality	£240.00	£48.00	£288.00
120	03/07/2019	The Strand Wine Co	Wine for Civic Service	Mayor's Hospitality	£35.00	£7.00	£42.00
121	04/06/2019	Cinque Port Mayors Association	Contribution towards the New Romney Bowls Tournament	Cinque Port Functions & Subscription	£20.00	£0.00	£20.00
122	28/06/2019	SPC design&print	100 x Business Cards for Museum & Heritage Manager and 100 x business cards for Town Sergeant	Office Expenses	£70.00	£0.00	£70.00
123	01/07/2019	Age Concern Sandwich	Contribution towards DDC Helpdesk at Age Concern between 04/04/2019 - 27/06/2019	Contribution to DDC Helpdesk - Age Concern, Sandwich	£325.00	£0.00	£325.00
124	27/06/2019	British Telecommunications plc	Broadband charges	Office Expenses	£133.90	£26.78	£160.68
125	27/06/2019	Capita Business Services	Capita Charges April - June 2019	Peninsula Business & Capita	£881.94	£176.39	£1,058.33
125	19/07/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - July 2019	Mayor's Attendant & Uniform	£1,365.27	£0.00	£1,365.27
125	19/07/2019	Capita Business Services	Sandwich Town Council Administration salary costs - July 2019	Town Clerk & Office Staff	£6,872.25	£0.00	£6,872.25
125	19/07/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - July 2019	Quay & Cattle Market Toilets (Incl. Salaries)	£2,132.88	£0.00	£2,132.88
125	19/07/2019	Capita Business Services	Visitor Information Centre salary costs - July 2019	S144 Tourism	£1,049.87	£0.00	£1,049.87
125	19/07/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - July 2019	Contribution to Caretaking Staff	£631.34	£0.00	£631.34
125	19/07/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - July 2019	Guildhall Admin and Caretaker Salaries (GH)	£13,335.92	£0.00	£13,335.92
125	19/07/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - July 2019	Visitor Information Staff (GH)	£1,574.80	£0.00	£1,574.80
126	01/07/2019	Temple Lifts Limited	Lift Maintenance Contract 10/06/2019 - 09/09/2019	Repairs & Maintenance (GH)	£600.38	£120.08	£720.46
127	01/07/2019	Sota Solutions Ltd	Guildhall Wi-Fi Charges	Guildhall Wi-Fi (GH)	£310.50	£62.10	£372.60
127	10/07/2019	Sota Solutions Ltd	Guildhall Wi-Fi Charges Service Charges	Guildhall Wi-Fi (GH)	£13.38	£2.68	£16.06
128	28/06/2019	Chubb Fire & Security Ltd	Fire Alarm Service	Repairs & Maintenance (GH)	£391.63	£78.33	£469.96

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129	27/07/2019	Town Mayor's Account	Mayor and Mayoress to attend the Mayor and Mayoress of Broadstairs and St. Peter's Garden Party	Mayor's Expenses	£22.00	£0.00	£22.00
130	02/07/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£67.00	£13.40	£80.40
131	01/07/2019	Dover District Council	Parking Permits - Office Staff (Sandwich Town Council)	Officers Travel & Parking Expenses	£251.88	£0.00	£251.88
131	01/07/2019	Dover District Council	Parking Permits - Visitor Information Centre Staff	S144 Tourism	£258.34	£0.00	£258.34
131	01/07/2019	Dover District Council	Parking Permits - Guildhall and Office Staff (Guildhall related)	Officers Travel & Parking Expenses (GH)	£781.48	£0.00	£781.48
132	01/07/2019	Mr Jordan Thompson	Erection of 4 buoys with metal stands concreted into the ground at Monks Wall Nature Reserve	Monks Wall Nature Reserve	£200.00	£30.00	£230.00
133	03/07/2019	British Gas	Electricity supply to Guildhall	Heating, Lighting, Water & Rates (STC)	£488.78	£97.75	£586.53
134	09/07/2019	K A Chapman	Warden fees for 28/06/2019 - 09/09/2019 - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£125.00	£0.00	£125.00
135	11/07/2019	Drainage & Groundwork Partnership	Installation of water control sluice at Monks Wall Nature Reserve	Monks Wall Nature Reserve	£6,465.00	£1,293.00	£7,758.00
136	12/07/2019	Westwood Catering Limited	Catering for Deputies Supper, plus meals for drivers	Mayor's Hospitality	£1,170.00	£0.00	£1,170.00
137	16/07/2019	HR & Project Manager	Reimbursement for mileage to Big Red Branding at Discovery Park and Furley Page	Officers Travel & Parking Expenses	£17.20	£0.00	£17.20
138	15/07/2019	Alan Beal	Reimbursement for purchase of trophies for the Black Lane Allotment Annual Competition	Black Lane / Sandown Road Allotments	£45.00	£0.00	£45.00
139	01/07/2019	Part Time Caretaker	Reimbursement for purchase of 9 LED bulbs for Guildhall toilets	Repairs & Maintenance (GH)	£15.00	£0.00	£15.00
139	22/07/2019	Part Time Caretaker	Reimbursement for Mayoral mileage	Mayor's Travel	£11.26	£0.00	£11.26
139	22/07/2019	Part Time Caretaker	Reimbursement for mileage to Deal NatWest	Officers Travel & Parking Expenses	£29.25	£0.00	£29.25
140	01/07/2019	DJ Jutson	Hand engraving of Civic Award Pendant	Mayor's Expenses	£55.00	£11.00	£66.00
141	19/06/2019	TR & Carpenter	16 x toilet duck	Cleaning Stock	£20.96	£4.19	£25.15
142	22/07/2019	Town Sergeant	Reimbursement for Mayoral mileage	Mayor's Travel	£282.10	£0.00	£282.10
142	22/07/2019	Town Sergeant	Reimbursement for mileage - agenda delivery	Officers Travel & Parking Expenses	£4.95	£0.00	£4.95
142	22/07/2019	Town Sergeant	Reimbursement for purchase of milk - Guildhall	Office Expenses (incl telephone) (GH)	£5.85	£0.00	£5.85
142	22/07/2019	Town Sergeant	Reimbursement for wine re Civic Service & Parade and cable ties for notices	Mayor's Hospitality	£17.30	£0.00	£17.30
143	22/07/2019	Full Time Caretaker	Reimbursement for Mayoral mileage	Mayor's Travel	£45.87	£0.00	£45.87
143	22/07/2019	Full Time Caretaker	Reimbursement for mileage to Deal NatWest	Officers Travel & Parking Expenses	£5.63	£0.00	£5.63
144	22/07/2019	Peninsula Business Services Ltd	HR Services - July 2019	Peninsula Business & Capita (GH)	£112.00	£22.40	£134.40
145	01/07/2019	Responsible Finance Officer	Replenish petty cash tin	Petty Cash	£30.00	£0.00	£30.00
146	16/07/2019	Business Stream	Water Charges - Guildhall	Heating, Lighting, Water & Rates (GH)	£564.12	£0.00	£564.12
147	22/07/2019	Andrew Brooks	Refund of wedding damage deposit - wedding on 22/06/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
148	22/07/2019	Michael Kingsman	Refund of wedding damage deposit - wedding on 20/06/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
149	22/07/2019	Louis Banyard	Refund of Wedding damage deposit - wedding on 15/07/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
150	24/07/2019	Archant Community Media Limited	Full Page advert for Sandwich in Kent Life - August edition	S144 Tourism	£400.00	£0.00	£400.00
151	18/07/2019	Castles Security Shredding	Removal of two bags of security shredding	Office Expenses	£10.00	£0.00	£10.00
152	01/07/2019	CPRE	Membership of Campaign to Protect Rural England	Subscriptions & Memberships	£36.00	£0.00	£36.00
153	12/07/2019	Flower Power	10 x table decorations and 1 handtied bouquet	Mayor's Hospitality	£150.00	£0.00	£150.00
154	30/06/2019	Viridor Waste Management Limited	Recycling Service	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
154	30/06/2019	Viridor Waste Management Limited	Recycling Service	Office Expenses	£40.96	£8.19	£49.15
155	22/07/2019	EDF Energy Customers Ltd	Electricity charges - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£538.03	£107.60	£645.63
156	26/07/2019	Rose 'n' Tonys	6 x 'Mayors' Photo Frame & 7 Mounts for Mayor's Photos	Mayor's Hospitality	£156.00	£0.00	£156.00

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157	25/07/2019	Advent Green Ltd	Remedial Work at Cattle Market Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£56.44	£11.29	£67.73