

**Sandwich Town Council - Payment Schedule 2019/20 @ 16th December 2019**

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
16/12/2019	330	19/11/2019	K A Chapman	Warden fees for 17/10/2019 - 18/11/2019 - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£208.33	£0.00	£208.33
16/12/2019	330	26/11/2019	K A Chapman	Reimbursement for supply of heavy-duty combination padlocks and chains for securing field gates at Monks Wall Nature Reserve	Monks Wall Nature Reserve	£207.70	£0.00	£207.70
16/12/2019	331	28/11/2019	T R & C Carpenter	16 x Toilet Duck for the Guildhall	Cleaning Stock	£20.28	£4.05	£24.33
16/12/2019	332	27/11/2019	Sky Guard	Personal health and safety alarm for Warden at Monks Wall	Monks Wall Nature Reserve	£194.00	£38.80	£232.80
16/12/2019	333	04/11/2019	Margate Charter Trustees	The Mayor, Mayoress and Town Sergeant to attend the Blessing of the Seas 2020	Mayor's Expenses	£64.00	£0.00	£64.00
16/12/2019	334	01/12/2019	Maidstone Borough Council	The Mayor and Town Sergeant to attend the Charity Ploughman's Lunch and Historical Tour of Maidstone Town Hall	Mayor's Expenses	£19.00	£0.00	£19.00
16/12/2019	335	22/11/2019	Mrs L D Dyball	The Mayor to attend The Full Monty production at Swanley with the Mayor of Swanley	Mayor's Expenses	£20.00	£0.00	£20.00
16/12/2019	336	28/11/2019	Mr M Lintott	Reimbursement for purchase of 16 iPads for Councillors	Reserves	£4,483.32	£896.65	£5,379.97
16/12/2019	337	28/11/2019	Amazon Payments UK Limited	10 x Disabled Toilet Radar Keys	Quay & Cattle Market Toilets (Incl. Salaries)	£15.70	£3.20	£18.90
16/12/2019	338	26/11/2019	Butler & Young Consultants	Health and Safety inspection relating to the Quay Conveniences and Fishergate	Health & Safety Provisions	£720.00	£144.00	£864.00
16/12/2019	339	30/11/2019	K Laundry Limited	Laundry Services - Guildhall November 2019	Repairs & Maintenance (GH)	£26.16	£5.24	£31.40
16/12/2019	340	27/11/2019	Kent County Council	Ladies tabard for Guildhall Cleaner	Health & Safety GH	£0.00	£0.00	£0.00
16/12/2019	341	01/12/2019	Sota Solutions Ltd	Guildhall Wi-Fi - December 2019	Guildhall Wi-Fi (GH)	£310.50	£62.10	£372.60
16/12/2019	341	01/12/2019	Sota Solutions Ltd	Guildhall Wi-Fi - December 2019	Guildhall Wi-Fi (GH)	£13.38	£2.68	£16.06
16/12/2019	342	27/11/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£22.07	£4.41	£26.48
16/12/2019	343	03/12/2019	Total Gas & Power	Gas Charges - Guildhall 31/10/19 - 30/11/2019	Heating, Lighting, Water & Rates (GH)	£1,243.57	£248.72	£1,492.29
16/12/2019	345	29/11/2019	Castles Security Shredding	Removal of two bags of security shredding	Office Expenses	£10.00	£0.00	£10.00
16/12/2019	346	01/12/2019	Training Highway	IT Support - December 2019	IT Expenses (incl Website) (STC)	£81.90	£0.00	£81.90
16/12/2019	346	01/12/2019	Training Highway	IT Support - December 2019	IT Expenses (incl Website) (GH)	£81.90	£0.00	£81.90
16/12/2019	347	01/12/2019	Peninsula Business Services Ltd	HR Services - December 2019	Peninsula Business & Capita	£112.00	£22.40	£134.40
16/12/2019	348	30/11/2019	Phoenix Link UK Limited	Phone call charges - November 2019	S144 Tourism	£63.50	£12.70	£76.20
16/12/2019	348	30/11/2019	Phoenix Link UK Limited	Phone call charges - November 2019	Office Expenses	£63.50	£12.70	£76.20
16/12/2019	348	30/11/2019	Phoenix Link UK Limited	Phone call charges - November 2019	Office Expenses (incl telephone) (GH)	£63.50	£12.70	£76.20
16/12/2019	349	19/12/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - October 2019	Mayor's Attendant & Uniform	£423.28	£0.00	£423.28
16/12/2019	349	19/12/2019	Capita Business Services	Sandwich Town Council Administration salary costs - October 2019	Town Clerk & Office Staff	£6,787.58	£0.00	£6,787.58
16/12/2019	349	19/12/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - October 2019	Quay & Cattle Market Toilets (Incl. Salaries)	£1,272.55	£0.00	£1,272.55
16/12/2019	349	19/12/2019	Capita Business Services	Visitor Information Centre salary costs - October 2019	S144 Tourism	£1,118.54	£0.00	£1,118.54
16/12/2019	349	19/12/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - October 2019	Contribution to Caretaking Staff	£666.90	£0.00	£666.90
16/12/2019	349	19/12/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - October 2019	Guildhall Admin and Caretaker Salaries (GH)	£12,997.54	£0.00	£12,997.54
16/12/2019	349	19/12/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - October 2019	Visitor Information Staff (GH)	£911.12	£0.00	£911.12
16/12/2019	350	04/12/2019	Town Sergeant / Head Caretaker	Reimbursement of Mayoral Mileage	Mayor's Travel	£196.65	£0.00	£196.65
16/12/2019	350	04/12/2019	Town Sergeant / Head Caretaker	Reimbursement for purchase of 2 toilet seats	Repairs & Maintenance (GH)	£67.90	£0.00	£67.90
16/12/2019	350	04/12/2019	Town Sergeant / Head Caretaker	Reimbursement of mileage - re agenda delivery	Officers Travel & Parking Expenses	£2.70	£0.00	£2.70
16/12/2019	350	04/12/2019	Town Sergeant / Head Caretaker	Reimbursement of purchase of milk for Silver Executive Golf Meeting	Sandwich Open 2020	£3.53	£0.00	£3.53
16/12/2019	350	04/12/2019	Town Sergeant / Head Caretaker	Reimbursement of purchase of milk for Museum and Archive Buffet	Mayor's Hospitality	£76.75	£0.00	£76.75
16/12/2019	350	04/12/2019	Town Sergeant / Head Caretaker	Reimbursement of purchase of milk for Guildhall	Office Expenses (incl telephone) (GH)	£1.50	£0.00	£1.50
16/12/2019	351	04/12/2019	Full Time Caretaker	Reimbursement of mileage - re agenda delivery	Officers Travel & Parking Expenses	£1.80	£0.00	£1.80
16/12/2019	351	04/12/2019	Full Time Caretaker	Reimbursement of Mayoral Mileage	Mayor's Travel	£29.12	£0.00	£29.12
16/12/2019	352	04/12/2019	Westwood Catering Limited	Catering for the Museum and Archive Buffet	Mayor's Hospitality	£280.00	£0.00	£280.00
16/12/2019	353	05/12/2019	Ewart J Clough	13' Christmas Tree for the Guildhall Forecourt	Forecourt Christmas Tree (GH)	£60.00	£12.00	£72.00
16/12/2019	354	30/11/2019	Viridor Waste Management Limited	Recycling Services - November 2019	Office Expenses	£40.96	£8.19	£49.15
16/12/2019	354	30/11/2019	Viridor Waste Management Limited	Recycling Services - November 2019	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
16/12/2019	355	02/12/2019	Wyman Electrical Limited	Part rewire of Main Hall chandelier, fit new telephone point in reception area and supply and fit 2 emergency non maintained LED bulkheads and emergency key switch	Repairs & Maintenance (GH)	£396.75	£79.35	£476.10
16/12/2019	356	07/12/2019	J H Van Der Dol	Supply of 200 x Christmas Cards for the Mayor	Mayor's Hospitality	£220.00	£0.00	£220.00