

Sandwich Town Council - Payment Schedule 2019/20 @ 28th October 2019

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
28/10/2019	247	01/10/2019	J Thompson	Fencing work and key clamp at Monks Wall Nature Reserve	Monks Wall Nature Reserve	£700.00	£0.00	£700.00
28/10/2019	248	01/10/2019	The Duncan & Graham Partnership	Inspection and report regarding Fishergate	Reserves	£550.00	£110.00	£660.00
28/10/2019	249	03/10/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£121.77	£24.35	£146.12
28/10/2019	249	19/08/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£64.63	£12.93	£77.56
28/10/2019	249	10/09/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£67.00	£13.40	£80.40
28/10/2019	249	18/09/2019	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£34.22	£6.85	£41.07
28/10/2019	250	01/10/2019	Jeffrey Franklin	Reimbursement for purchase of teas and coffees - P22 Event 29/09/19	Mayor's Hospitality	£25.50	£0.00	£25.50
28/10/2019	251	01/10/2019	Age Concern Sandwich	Contribution towards DDC Helpdesk at Age Concern between 04/07/2019 - 26/09/2019	Contribution to DDC Helpdesk - Age Concern, Sandwich	£325.00	£0.00	£325.00
28/10/2019	252	19/09/2019	Solley's	Ice cream x 60 tubs to be sold in the Visitor Information Centre	S144 Tourism	£61.75	£12.35	£74.10
28/10/2019	252	06/09/2019	Solley's	Ice cream x 60 tubs to be sold in the Visitor Information Centre	S144 Tourism	£61.75	£12.35	£74.10
28/10/2019	253	01/10/2019	Mike's Bikes	20 x Here & There Margate to Dover maps to be sold in the Visitor Information Centre	S144 Tourism	£53.20	£0.00	£53.20
28/10/2019	254	01/09/2019	K Laundry Limited	Laundry Services - Guildhall	Repairs & Maintenance (GH)	£26.16	£5.24	£31.40
28/10/2019	255	01/10/2019	Sota Solutions Ltd	Guildhall WI-Fi Charges	Guildhall WI-Fi (GH)	£310.50	£62.10	£372.60
28/10/2019	255	01/10/2019	Sota Solutions Ltd	Guildhall WI-Fi Charges	Guildhall WI-Fi (GH)	£13.38	£2.68	£16.06
28/10/2019	256	01/10/2019	Amazon Payments UK Limited	White board for office use	Office Expenses	£26.45	£0.00	£26.45
28/10/2019	256	02/10/2019	Amazon Payments UK Limited	Black whiteboard marker pens x 12	Office Expenses	£8.53	£1.71	£10.24
28/10/2019	256	02/10/2019	Amazon Payments UK Limited	Coloured whiteboard marker pens x 8	Office Expenses	£7.69	£1.54	£9.23
28/10/2019	256	10/10/2019	Amazon Payments UK Limited	Logitech webcam with tripod	IT Expenses (incl Website) (GH)	£46.05	£11.90	£57.95
28/10/2019	257	13/10/2019	Aston Lark Limited	Drill Hall Buildings Insurance October 2019 - October 2020	Drill Hall / Quayside Market	£1,575.45	£0.00	£1,575.45
28/10/2019	258	28/10/2019	Peninsula Business Services Ltd	HR Services - October 2019	Peninsula Business & Capita	£112.00	£22.40	£134.40
28/10/2019	259	15/10/2019	Kent County Council	Cleaning Stock	Repairs & Maintenance (GH)	£27.20	£5.44	£32.64
28/10/2019	259	15/10/2019	Kent County Council	Stationary	Office Expenses	£7.10	£1.42	£8.52
28/10/2019	260	15/10/2019	Dover District Council	Guildhall premises licence 23/11/ 19 - 22/11/20	Guildhall Promotion (GH)	£295.00	£0.00	£295.00
28/10/2019	261	01/10/2019	Training Highway	IT Support - October 2019	IT Expenses (incl Website) (STC)	£81.90	£0.00	£81.90
28/10/2019	261	01/10/2019	Training Highway	IT Support - October 2019	IT Expenses (incl Website) (GH)	£81.90	£0.00	£81.90
28/10/2019	262	30/09/2019	Phoenix Link UK Limited	Phone call charges - September 2019	S144 Tourism	£66.24	£13.25	£79.49
28/10/2019	262	30/09/2019	Phoenix Link UK Limited	Phone call charges - September 2019	Office Expenses	£66.23	£13.24	£79.47
28/10/2019	262	30/09/2019	Phoenix Link UK Limited	Phone call charges - September 2019	Office Expenses (incl telephone) (GH)	£66.24	£13.25	£79.49
28/10/2019	263	13/09/2019	Public Works Loan Board	October 2019 loan repayment re Drill Hall	Drill Hall / Quayside Market	£8,086.75	£0.00	£8,086.75
28/10/2019	264	30/09/2019	McCabe Ford Williams	Visit by Internal Auditor to assess Town Council accounts processes	Audit Fees	£265.20	£0.00	£265.20
28/10/2019	265	05/10/2019	Zurich Municipal	Cyber Insurance policy	Guildhall Insurance incl contents (STC)	£275.00	£33.00	£308.00
28/10/2019	266	03/10/2019	Total Gas & Power	Gas Charges Guildhall 31/08/19 - 30/09/19	Heating, Lighting, Water & Rates (GH)	£347.13	£69.42	£416.55
28/10/2019	267	30/09/2019	Viridor Waste Management Limited	Recycling Service - September 2019	Repairs & Maintenance (GH)	£72.90	£14.58	£87.48
28/10/2019	267	30/09/2019	Viridor Waste Management Limited	Recycling Service - September 2019	Office Expenses	£40.96	£8.19	£49.15
28/10/2019	268	26/09/2019	Furley Page LLP	Professional Charges regarding Lease of Drill Hall	Drill Hall / Quayside Market	£500.00	£100.00	£600.00
28/10/2019	269	27/09/2019	Training Highway	New laptop for Finance Officer, rebuild old laptop for Town Sergeant	IT Expenses (incl Website) (STC)	£798.00	£0.00	£798.00
28/10/2019	269	04/10/2019	Training Highway	Delivery of GDPR Session x 2 for staff	Staff Training	£125.00	£0.00	£125.00
28/10/2019	269	04/10/2019	Training Highway	Delivery of GDPR Session x 2 for staff	Staff Training (GH)	£125.00	£0.00	£125.00
28/10/2019	269	04/10/2019	Training Highway	Delivery of GDPR Session x 2 for Councillors	Election & New Councillor Training	£250.00	£0.00	£250.00
28/10/2019	270	03/10/2019	British Gas Services (Commercial) Limited	Electricity at Guildhall 1/9/19 - 30/9/19	Heating, Lighting, Water & Rates (GH)	£498.71	£99.74	£598.45
28/10/2019	271	01/10/2019	Information Commissioner	Annual Data Protection Fee 21/11/2019 - 20/11/2020	Office Expenses	£60.00	£0.00	£60.00
28/10/2019	272	10/10/2019	Dover District Council	20 packs of 10 Garden Waste Bags	S144 Tourism	£540.00	£0.00	£540.00
28/10/2019	273	30/10/2019	British Gas Services (Commercial) Limited	Annual renewal of British Gas careplan 15/11/19 - 15/11/20	Repairs & Maintenance (GH)	£276.04	£55.20	£331.24
28/10/2019	274	10/10/2019	Town Clerk	Reimbursement for purchase of Toshiba TV with Dolby Vision and Freeview	IT Expenses (incl Website) (GH)	£457.50	£91.50	£549.00
28/10/2019	275	01/10/2019	Sandwich Toll Bridge Fund	Reimbursement for Guildhall WI-Fi direct debit payment charged to Toll Bridge Fund in error	Guildhall WI-Fi (GH)	£20.40	£0.00	£20.40

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28/10/2019	276	10/10/2019	Sandwich Toll Bridge Fund Museum Account	Reimbursement for purchase of Mayor's iPad	IT Expenses (incl Website) (STC)	£290.83	£58.17	£349.00
28/10/2019	277	19/10/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - October 2019	Mayor's Attendant & Uniform	£793.07	£0.00	£793.07
28/10/2019	277	19/10/2019	Capita Business Services	Sandwich Town Council Administration salary costs - October 2019	Town Clerk & Office Staff	£6,728.23	£0.00	£6,728.23
28/10/2019	277	19/10/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - October 2019	Quay & Cattle Market Toilets (Incl. Salaries)	£2,806.38	£0.00	£2,806.38
28/10/2019	277	19/10/2019	Capita Business Services	Visitor Information Centre salary costs - October 2019	S144 Tourism	£617.29	£0.00	£617.29
28/10/2019	277	19/10/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - October 2019	Contribution to Caretaking Staff	£644.68	£0.00	£644.68
28/10/2019	277	19/10/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - October 2019	Guildhall Admin and Caretaker Salaries (GH)	£12,776.72	£0.00	£12,776.72
28/10/2019	277	19/10/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - October 2019	Visitor Information Staff (GH)	£1,602.49	£0.00	£1,602.49
28/10/2019	277	27/09/2019	Capita Business Services	Payroll Services July - September 2019	Peninsula Business & Capita	£484.69	£96.94	£581.63
28/10/2019	278	11/10/2019	T R & C Carpenter	2 x Extension leads for the Guildhall	Repairs & Maintenance (GH)	£37.42	£7.48	£44.90
28/10/2019	279	13/10/2019	K A Chapman	Warden fees for 16/09/2019 - 13/10/2019 - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£208.33	£0.00	£208.33
28/10/2019	280	15/10/2019	Responsible Finance Officer	Reimbursement for mileage to and from Finance Conference in Herne on Saturday 12th October 2019	Officers Travel & Parking Expenses	£19.89	£0.00	£19.89
28/10/2019	281	15/10/2019	Finns Ltd	Basic Payment Scheme administration 2019	Monks Wall Nature Reserve	£487.50	£97.50	£585.00
28/10/2019	282	30/09/2019	Castles Security Shredding	Removal of two bags of security shredding	Office Expenses	£10.00	£0.00	£10.00
28/10/2019	283	27/09/2019	British Telecommunications plc	Broadband charges	Office Expenses	£133.90	£26.78	£160.68
28/10/2019	284	04/10/2019	Wyman Electrical Limited	To repair wash / hand dryer, shower pull cord and fan in shower room - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£204.81	£40.96	£245.77
28/10/2019	284	04/10/2019	Wyman Electrical Limited	To carry out NICEIC Electrical installation condition report - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£165.00	£33.00	£198.00
28/10/2019	284	04/10/2019	Wyman Electrical Limited	To investigate wash / hand dryer and supply replacement element and sold relays - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£634.20	£126.84	£761.04
28/10/2019	285	19/09/2019	C E F (Sandwich)	Halogen Energy Saver bulb	Repairs & Maintenance (GH)	£11.94	£2.39	£14.33
28/10/2019	286	03/09/2019	RBL Poppy Appeal	1 x Roundel and 9 x Wreaths	Mayor's Hospitality	£191.50	£0.00	£191.50
28/10/2019	287	21/10/2019	Society of Local Council Clerks	1 x Clerks Manual 2019	Office Expenses	£51.50	£0.80	£52.30
28/10/2019	288	21/10/2019	Part-time Caretaker	Reimbursement for Mayoral Mileage	Mayor's Travel	£16.51	£0.00	£16.51
28/10/2019	288	21/10/2019	Part-time Caretaker	Reimbursement for Guildhall milk	Office Expenses (incl telephone) (GH)	£1.50	£0.00	£1.50
28/10/2019	289	21/10/2019	Full Time Caretaker	Reimbursement for mileage - re NatWest bank	Officers Travel & Parking Expenses	£6.13	£0.00	£6.13
28/10/2019	289	21/10/2019	Full Time Caretaker	Reimbursement for Mayoral Mileage	Mayor's Travel	£18.99	£0.00	£18.99
28/10/2019	290	21/10/2019	Town Sergeant / Head Caretaker	Reimbursement for Mayoral Mileage	Mayor's Travel	£209.85	£0.00	£209.85
28/10/2019	290	21/10/2019	Town Sergeant / Head Caretaker	Reimbursement for Guildhall milk and tea bags	Office Expenses (incl telephone) (GH)	£4.75	£0.00	£4.75
28/10/2019	290	21/10/2019	Town Sergeant / Head Caretaker	Reimbursement for mileage - re Agenda Delivery	Officers Travel & Parking Expenses	£2.40	£0.00	£2.40
28/10/2019	291	21/10/2019	Responsible Finance Officer	Replenish petty cash tin	Petty Cash	£50.00	£0.00	£50.00
28/10/2019	292	21/10/2019	VEND Ltd	Transaction fee charged for International Payment - re VEND till software system annual charge (pmt no. 243)	S144 Tourism	£15.00	£0.00	£15.00
28/10/2019	293		Lionel Robbins	Investigation into the Fishergate lease	Reserves	£800.00	£0.00	£800.00

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