

Sandwich Town Council - Payment Schedule 2019/20 @ 30th September 2019

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
30/09/2019	209	10/08/2019	Business Stream	Water charges - Black Lane Allotments	Black Lane / Sandown Road Allotments	£214.27	£0.00	£214.27
30/09/2019	210	23/07/2019	Kent County Council	Design Fees for Sandwich Guildhall Forecourt Project	Miscellaneous / Unexpected Expenditure	£10,552.14	£0.00	£10,552.14
30/09/2019	211	03/09/2019	British Gas Services (Commercial) Limited	Guildhall - electricity charges - August 2019	Heating, Lighting, Water & Rates (GH)	£445.51	£89.10	£534.61
30/09/2019	212	05/09/2019	Finns Ltd	Completing forms regarding Basic Payment Scheme - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£682.50	£136.50	£819.00
30/09/2019	213	31/08/2019	Viridor Waste Management Limited	Recycling Service - August 2019	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
30/09/2019	213	31/08/2019	Viridor Waste Management Limited	Recycling Service - August 2019	Office Expenses	£40.96	£8.19	£49.15
30/09/2019	214	31/08/2019	K Laundry Limited	Laundry Services - Guildhall	Repairs & Maintenance (GH)	£25.40	£5.08	£30.48
30/09/2019	215	03/09/2019	Total Gas & Power	Guildhall gas charges	Heating, Lighting, Water & Rates (GH)	£341.26	£68.25	£409.51
30/09/2019	216	01/09/2019	Sota Solutions Ltd	Guildhall Wi-Fi Charges	Guildhall Wi-Fi (GH)	£310.50	£62.10	£372.60
30/09/2019	216	01/09/2019	Sota Solutions Ltd	Guildhall Wi-Fi Charges	Guildhall Wi-Fi (GH)	£13.38	£2.68	£16.06
30/09/2019	216	29/08/2019	Sota Solutions Ltd	Guildhall Wi-Fi Charges	Guildhall Wi-Fi (GH)	£17.00	£3.40	£20.40
30/09/2019	217	30/08/2019	C.E.F. (Sandwich)	Eco Led Candle - light bulbs for Guildhall	Repairs & Maintenance (GH)	£14.36	£2.87	£17.23
30/09/2019	217	02/09/2019	C.E.F. (Sandwich)	Light bulbs for Guildhall	Repairs & Maintenance (GH)	£29.19	£5.84	£35.03
30/09/2019	218	31/08/2019	Phoenix Link UK Limited	Phone call charges - August 2019	S144 Tourism	£65.51	£13.10	£78.61
30/09/2019	218	31/08/2019	Phoenix Link UK Limited	Phone call charges - August 2019	Office Expenses	£65.50	£13.10	£78.60
30/09/2019	218	31/08/2019	Phoenix Link UK Limited	Phone call charges - August 2019	Office Expenses (incl telephone) (GH)	£65.50	£13.10	£78.60
30/09/2019	219	31/08/2019	Margate Charter Trustees	Tickets for Mayor and Driver to Greek Night in Margate	Mayor's Expenses	£30.00	£0.00	£30.00
30/09/2019	220	23/09/2019	The Strand Wine Co	Wine for Battle of Britain event	Mayor's Hospitality	£35.00	£7.00	£42.00
30/09/2019	221	17/09/2018	K A Chapman	Warden fees for 13/08/2019 - 07/09/2019 - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£125.00	£0.00	£125.00
30/09/2019	222	01/09/2019	Peninsula Business Services Ltd	HR Services - September 2019	Peninsula Business & Capita (GH)	£112.00	£22.40	£134.40
30/09/2019	223	19/09/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - August 2019	Mayor's Attendant & Uniform	£936.57	£0.00	£936.57
30/09/2019	223	19/09/2019	Capita Business Services	Sandwich Town Council Administration salary costs - August 2019	Town Clerk & Office Staff	£6,785.30	£0.00	£6,785.30
30/09/2019	223	19/09/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - September 2019	Quay & Cattle Market Toilets (Incl. Salaries)	£2,367.80	£0.00	£2,367.80
30/09/2019	223	19/09/2019	Capita Business Services	Visitor Information Centre salary costs - August 2019	S144 Tourism	£952.22	£0.00	£952.22
30/09/2019	223	19/09/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - August 2019	Contribution to Caretaking Staff	£612.92	£0.00	£612.92
30/09/2019	223	19/09/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - August 2019	Guildhall Admin and Caretaker Salaries (GH)	£12,511.75	£0.00	£12,511.75
30/09/2019	223	19/09/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - August 2019	Visitor Information Staff (GH)	£2,102.42	£0.00	£2,102.42
30/09/2019	224	25/09/2019	Advent Green Ltd	Repair work in ladies toilets - Guildhall first floor	Repairs & Maintenance (GH)	£206.86	£41.37	£248.23
30/09/2019	225	01/09/2019	Training Highway	IT Support - September 2019	IT Expenses (incl Website) (STC)	£81.90	£0.00	£81.90
30/09/2019	225	01/09/2019	Training Highway	IT Support - September 2019	IT Expenses (incl Website) (GH)	£81.90	£0.00	£81.90
30/09/2019	226	11/09/2019	Kent County Council	Office stationery	Office Expenses	£49.00	£9.80	£58.80
30/09/2019	227	31/08/2019	Action Carpets and Flooring	To supply and fit carpet tiles in Guildhall office	Repairs & Maintenance (GH)	£1,801.20	£360.24	£2,161.44
30/09/2019	228	11/09/2019	Amazon Payments UK Limited	5 assorted cash bags for banking	Office Expenses	£13.50	£4.49	£17.99
30/09/2019	229	01/07/2019	Stand Fast	Annual maintenance of Burglar Alarm	Repairs & Maintenance (GH)	£60.00	£0.00	£60.00
30/09/2019	230	12/09/2019	Williamson & Barnes	Surrender of Lease to the Fishergate and legal expenses	Reserves	£7,463.60	£0.00	£7,463.60
30/09/2019	231	01/09/2019	Town Clerk	Reimbursement for purchase of one pair of mens safety boots	Health & Safety Provisions (GH)	£26.99	£0.00	£26.99
30/09/2019	231	01/09/2019	Town Clerk	Ruled exercise book for the Visitor Information Centre	S144 Tourism	£3.58	£4.30	£7.88
30/09/2019	232	12/09/2019	British Telecommunications plc	Internet charges - Guildhall office	Office Expenses	£100.50	£20.10	£120.60
30/09/2019	233	16/09/2019	Mr S Weatherall	Mow part of Donkey Paddock	Cow Leas & Donkey Paddock Water Rates & Maintenance	£200.00	£0.00	£200.00
30/09/2019	234	01/09/2019	HR / Project Manager	Reimbursement for dry cleaning after leak in office	Miscellaneous / Unexpected Expenditure	£29.50	£0.00	£29.50
30/09/2019	234	01/09/2019	HR / Project Manager	Reimbursement for purchase of roller blind for Visitor Information Centre	S144 Tourism	£24.00	£0.00	£24.00
30/09/2019	235	01/08/2019	T R & C Carpenter	White spirit, stanley knife blades, impact adhesive and gloss paint	Repairs & Maintenance (GH)	£22.16	£4.42	£26.58
30/09/2019	235	01/08/2019	T R & C Carpenter	Cleaning Stock	Cleaning Stock	£20.96	£4.20	£25.16
30/09/2019	235	01/08/2019	T R & C Carpenter	Waste bins and washers for the Cattle Market toilets	Quay & Cattle Market Toilets (incl. Salaries)	£21.64	£4.33	£25.97
30/09/2019	236	16/08/2019	SPC design&print	Business Cards for Councillors	Miscellaneous / Unexpected Expenditure	£280.00	£0.00	£280.00

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30/09/2019	237	25/09/2019	Town Sergeant / Head Caretaker	Reimbursement of Mayoral Mileage	Mayor's Travel	£74.70	£0.00	£74.70
30/09/2019	237	25/09/2019	Town Sergeant / Head Caretaker	Reimbursement - purchase of refreshments for Allotment meeting	Black Lane / Sandown Road Allotments	£7.99	£0.00	£7.99
30/09/2019	237	25/09/2019	Town Sergeant / Head Caretaker	Reimbursement - purchase of refreshments for Battle of Britain Event	Mayor's Hospitality	£5.00	£0.00	£5.00
30/09/2019	237	25/09/2019	Town Sergeant / Head Caretaker	Reimbursement - purchase of refreshments for Sandwich Golf 2020 meeting	Sandwich Open 2020	£4.52	£0.00	£4.52
30/09/2019	237	25/09/2019	Town Sergeant / Head Caretaker	Reimbursement - purchase of milk for Guildhall	Office Expenses (incl telephone) (GH)	£5.00	£0.00	£5.00
30/09/2019	238	25/09/2019	Full Time Caretaker	Reimbursement of mileage - to Deal NatWest	Officers Travel & Parking Expenses	£5.63	£0.00	£5.63
30/09/2019	238	25/09/2019	Full Time Caretaker	Reimbursement of Mayoral Mileage	Mayor's Travel	£18.81	£0.00	£18.81
30/09/2019	239	25/09/2019	Part-time Caretaker	Reimbursement of Mayoral Mileage	Mayor's Travel	£39.55	£0.00	£39.55
30/09/2019	240	25/09/2019	Mr A Beal	Reimbursement of Mayoral Mileage	Mayor's Travel	£31.95	£0.00	£31.95
30/09/2019	240	25/09/2019	Mr A Beal	Hours Worked	Mayor's Attendant & Uniform	£60.00	£0.00	£60.00
30/09/2019	241	23/09/2019	Folkestone Town Council	Mayor, Mayoress and Driver to attend Folkestone Town Council's 'Not The Xmas Dinner'	Mayor's Expenses	£65.00	£0.00	£65.00
30/09/2019	242	17/09/2019	Museum and Heritage Manager	Reimbursement of mileage to attend tourism meeting in Deal	S144 Tourism	£7.36	£0.00	£7.36
30/09/2019	242	18/09/2019	Museum and Heritage Manager	Reimbursement of mileage to attend a training course regarding Emergency Plan	Officers Travel & Parking Expenses (GH)	£41.76	£0.00	£41.76
30/09/2019	243	24/09/2019	VEND Ltd	Till software - Visitor Information Centre 24/09/2019 - 24/06/2020	S144 Tourism	£280.86	£0.00	£280.86
30/09/2019	243	24/09/2019	VEND Ltd	Till software - Visitor Information Centre 24/09/2019 - 24/06/2020	IT Expenses (incl Website) (GH)	£280.87	£0.00	£280.87
30/09/2019	244	19/08/2019	Visitor Information Centre Assistant (KD)	Reimbursement of parking expenses during July, until obtained staff parking permit	S144 Tourism	£40.43	£0.00	£40.43
30/09/2019	245	25/09/2019	Responsible Finance Officer	Replenish petty cash tin	Petty Cash	£50.00	£0.00	£50.00
30/09/2019	246	25/09/2019	Mr E Llewellyn	Refund of wedding damage deposit - re wedding on 15/09/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00

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