

Sandwich Town Council - Payment Schedule 2020/21 - April 2020/21

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
April	1	12/03/2020	Doover District Council	Business Rates - Guildhall 2020/21	Heating, Lighting, Water & Rates (GH)	£0.00	£0.00	£0.00
April	1	12/03/2020	Doover District Council	Business Rates - Guildhall 2020/21	Heating, Lighting, Water & Rates (STC)	£0.00	£0.00	£0.00
April	2	24/03/2020	Aston Lark Limited	Insurance covering Civic Insignia	Guildhall Insurance incl contents (STC)	£652.80	£0.00	£652.80
April	2	24/03/2020	Aston Lark Limited	Insurance covering fine art collection at Guildhall	Guildhall Insurance incl contents (GH)	£3,326.64	£0.00	£3,326.64
April	3	11/03/2020	P C Thomas	Replace locks at Fishergate	Miscellaneous / Unexpected Expenditure	£177.00	£0.00	£177.00
April	4	06/03/2020	Eco Living	Eco -Friendly items to be sold in the Visitor Information Centre	S144 Tourism	£74.25	£14.85	£89.10
April	5	31/03/2020	K Laundry Services	Laundry Services - March 2020	Repairs & Maintenance (GH)	£26.16	£5.24	£31.40
April	6	01/04/2020	Kent Association of Local Councils	Subscription to Kent Association of Local Councils	Subscriptions & Memberships	£1,495.22	£299.04	£1,794.26
April	7	31/03/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	£112.67	£21.28	£133.95
April	7	06/04/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	£30.00	£6.00	£36.00
April	8	31/03/2020	Phoenix Link UK	Phone Charges - March 2020	S144 Tourism	£68.03	£13.61	£81.64
April	8	31/03/2020	Phoenix Link UK	Phone Charges - March 2020	Office Expenses	£68.02	£13.60	£81.62
April	8	31/03/2020	Phoenix Link UK	Phone Charges - March 2020	Office Expenses (incl telephone) (GH)	£68.02	£13.60	£81.62
April	9	17/03/2020	Public Works Loan Board	Drill Hall - half- yearly loan repayment	Drill Hall	£8,086.75	£0.00	£8,086.75
April	10	01/04/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	£310.50	£62.10	£372.60
April	10	01/04/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	£13.38	£2.68	£16.06
April	11	01/04/2020	Temple Lifts	Lift Maintenance Contract	Repairs & Maintenance (GH)	£618.39	£123.68	£742.07
April	12	03/04/2020	Total Gas & Power	Guildhall Gas Charges - 29/02/20 - 31/03/20	Heating, Lighting, Water & Rates (GH)	£1,247.23	£249.45	£1,496.68
April	13	April	Part-time Caretaker	Paint to decorate Guildhall rooms	Repairs & Maintenance (GH)	£39.00	£0.00	£39.00
April	13	March	Part-time Caretaker	Reimbursement for Mayoral mileage	Mayor's Travel	£15.30	£0.00	£15.30
April	13	March	Part-time Caretaker	Reimbursement for mileage to collect cleaning supplies	Officers Travel & Parking Expenses (GH)	£18.04	£0.00	£18.04
April	14	19/04/2020	Capita Business Services	Mayors Attendant and Uniform salary costs - April 2020	Mayor's Attendant & Uniform	£207.89	£0.00	£207.89
April	14	19/04/2020	Capita Business Services	Sandwich Town Council Administration salary costs - April 2020	Town Clerk & Office Staff	£6,495.72	£0.00	£6,495.72
April	14	19/04/2020	Capita Business Services	Quay Convenience salary costs - April 2020	Quay & Cattle Market Salaries	£1,355.96	£0.00	£1,355.96
April	14	19/04/2020	Capita Business Services	Visitor Information Centre salary costs - April 2020	S144 Tourism - Salaries	£597.93	£0.00	£597.93
April	14	19/04/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - April 2020	Contribution to Caretaking Staff	£658.12	£0.00	£658.12
April	14	19/04/2020	Capita Business Services	Guildhall Admin Salaries (GH) - April 2020	Guildhall Admin Salaries (GH)	£4,039.34	£0.00	£4,039.34
April	14	19/04/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- April 2020	Caretaking and Cleaning Salaries (GH)	£5,923.06	£0.00	£5,923.06
April	14	19/04/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - April 2020	Visitor Information Staff (GH)	£896.90	£0.00	£896.90
April	14	19/04/2020	Capita Business Services	Capita Fees - April 2020	Peninsula Business & Capita	£618.26	£0.00	£618.26
April	15	23/03/2020	Grumant (Heating and Plumbing Services) Ltd	Investigate heating problem - Guildhall	Repairs & Maintenance (GH)	£1,865.09	£373.01	£2,238.10
April	16	31/03/2020	Viridor Waste Services	Recycling services - Guildhall	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
April	16	31/03/2020	Viridor Waste Services	Recycling services - Office	Office Expenses	£40.96	£8.19	£49.15
April	17	20/03/2020	Wyman (Electrical) Ltd	Callout to inspect hot fuse box at Guildhall	Repairs & Maintenance (GH)	£38.00	£7.60	£45.60
April	18	29/03/2020	Opus Energy	Electricity supply - Guildhall 27/02/2020 - 28/03/2020	Heating, Lighting, Water & Rates (GH)	£693.53	£138.71	£832.24
April	19	25/03/2020	EDF Energy	Fishergate electricity 22/02/2020 - 23/03/2020	Miscellaneous / Unexpected Expenditure	£10.83	£0.54	£11.37
April	20	17/03/2020	Zurich Municipal Insurance	Insurance - Public Conveniences and Boatman's Chapel 2020/21	Insurance - Public Conveniences and Boatman's Chapel	£224.00	£0.00	£224.00
April	20	17/03/2020	Zurich Municipal Insurance	Other Insurances 2020/21	Other Insurances (Liability / Slander)	£5,114.51	£0.00	£5,114.51
April	20	17/03/2020	Zurich Municipal Insurance	Guildhall Insurance 2020/21	Guildhall Insurance incl contents (GH)	£7,367.34	£214.69	£7,582.03
April	21	09/04/2020	Highway Business Services	Website page addition and updating re Corvid-19 information	IT Expenses (incl Website) (STC)	£100.00	£20.00	£120.00
April	22	15/04/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of paint	Repairs & Maintenance (GH)	£74.00	£0.00	£74.00

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
April	23	12/03/2020	Dover District Council	Business Rates - Public Conveniences 2020/21	Quay Conveniences - Other Expenditure	£1,235.03	£0.00	£1,235.03
April	24	18/03/2020	Chubb Fire & Security Ltd	Fire Alarm Service - March 2020	Repairs & Maintenance (GH)	£280.12	£56.02	£336.14
April	25	30/03/2020	Age Concern Sandwich	Contribution to DDC Helpdesk at Age Concern 02/01/20 - 19/03/20	Contribution to DDC Helpdesk - Age Concern, Sandwich	£300.00	£0.00	£300.00
April	26	12/03/2020	Dover District Council	Business Rates - Fishergate 2020/21	Miscellaneous / Unexpected Expenditure	£1,696.60	£0.00	£1,696.60
April	27	23/04/2020	Display Sense Ltd	Glass Cabinet for the Visitor Information Centre	S144 Tourism	£204.33	£40.87	£245.20
April	28	01/04/2020	Training Highway	2nd monthly payment (April 2020) re Website Maintenance	IT Expenses (incl Website) (STC)	£40.00	£0.00	£40.00
April	29	21/04/2020	EDF Energy	Electricity supply - Quay Conveniences 18/01/2020 - 11/04/2020	Quay Conveniences - Other Expenditure	£220.95	£11.61	£232.56
April	30	23/03/2020	Furley Page	Professional charges in relation to Fishergate	Miscellaneous / Unexpected Expenditure	£870.00	£174.00	£1,044.00
April	31	01/04/2020	Training Highway	IT Support - April 2020	IT Expenses (incl Website) (STC)	£101.40	£0.00	£101.40
April	31	01/04/2020	Training Highway	IT Support - April 2020	IT Expenses (incl Website) (GH)	£101.40	£0.00	£101.40
April	32	01/04/2020	Sara-Louise Smith	Return of Wedding deposit, re wedding on	Cancelled Weddings & Returned Deposits (GH)	£100.00	£0.00	£100.00
April	33	15/04/2020	Dover Partnership Against Crime	Hire of mobile communication equipment for the Quay Conveniences	Quay Conveniences - Other Expenditure	£104.00	£20.80	£124.80
April	34	16/04/2020	Highway Business Services	Creation of email signatures for office staff	IT Expenses (incl Website) (STC)	£72.00	£14.40	£86.40
April	35	08/04/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 04/03/2020 - 08/04/2020	Monks Wall Nature Reserve	£208.33	£0.00	£208.33
April	36	25/04/2018	Kent Association of Local Councils	Attendance of the Audit Workshop on 10/04/2018	Staff Training	£30.00	£6.00	£36.00
April	36	19/12/2018	Kent Association of Local Councils	Attendance at Trust and Charity Law Workshop 23/01/2019	Staff Training	£55.83	£11.17	£67.00
April	36	14/08/2019	Kent Association of Local Councils	Finance Conference with Advanced Level Workshop 12/10/2019	Staff Training	£60.00	£12.00	£72.00
April	37	23/04/2020	Town Clerk	Reimbursement for purchase of monthly contract with Zoom Communications 23/04/2020 - 22/05/2020	Office Expenses	£11.99	£2.40	£14.39
April	38	01/04/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of paint and timber for interior decoration / renovation work at the Guildhall	Repairs & Maintenance (GH)	£86.03	£0.00	£86.03
April	39	01/03/2020	Sandwich Toll Bridge Fund	Reimbursment to Sandwich Toll Bridge Fund - re initial photocopier payment (payment taken from STBF in error)	Photocopier	£376.32	£0.00	£376.32
April	40	24/04/2020	WBS Copiers and Printers	Photocopier - copy charges 09/03/2020 - 24/04/2020	Photocopier	£197.84	£39.56	£237.40
						£59,179.33	£1,988.36	£61,167.69