

Sandwich Town Council - Payment Schedule 2019/20 - February 2019/20

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
24/02/2020	404	27/02/2020	EDF Energy Customers Ltd	Electricity Charges - Fishergate 04/10/2019 - 23/12/2019	Reserves	£11.15	£0.00	£11.15
24/02/2020	405	30/01/2020	Kent County Council	Cleaning Stock	Cleaning Stock	£1.70	£0.34	£2.04
24/02/2020	405	30/01/2020	Kent County Council	Office stationary	Office Expenses	£44.35	£8.87	£53.22
24/02/2020	405	24/01/2020	Kent County Council	Cleaning Stock	Cleaning Stock	£24.15	£4.83	£28.98
24/02/2020	405	30/01/2020	Kent County Council	Cleaning Stock	Cleaning Stock	£6.80	£1.36	£8.16
24/02/2020	405	28/01/2020	Kent County Council	Photocopying Charges 26/10/2019 - 25/01/2020	Photocopier	£249.12	£49.82	£298.94
24/02/2020	405	09/02/2020	Kent County Council	Double-sided whiteboard for small kitchen	Office Expenses (incl telephone) (GH)	£55.80	£11.16	£66.96
24/02/2020	405	11/02/2020	Kent County Council	Office stationary	Office Expenses	£59.90	£11.98	£71.88
24/02/2020	406	29/01/2020	Opus Energy	Electricity charges - Guildhall 29/12/2019 - 28/01/2020	Heating, Lighting, Water & Rates (GH)	£922.25	£184.45	£1,106.70
24/02/2020	407	27/02/2020	PPL PRS	Music Licence for Guildhall 2020/21	Repairs & Maintenance (GH)	£1,341.40	£268.28	£1,609.68
24/02/2020	408	03/02/2020	Amazon Payments UK Limited	Sanitary Disposal Bags x 1000	Cleaning Stock	£19.49	£3.90	£23.39
24/02/2020	408	06/02/2020	Amazon Payments UK Limited	Dyson Heater x 2 for the Visitor Information Centre	Health & Safety Provisions (GH)	£274.16	£54.83	£328.99
24/02/2020	408	06/02/2020	Amazon Payments UK Limited	Dyson Heater x 2 for the Visitor Information Centre	Repairs & Maintenance (GH)	£274.16	£54.83	£328.99
24/02/2020	409	18/02/2020	Town Clerk	Reimbursement for mileage to KALC allotment law training at Lenham Community Centre, 9th January 2020	Officers Travel & Parking Expenses	£27.90	£0.00	£27.90
24/02/2020	410	31/01/2020	K Laundry Limited	Laundry Services , Guildhall - January 2020	Repairs & Maintenance (GH)	£32.70	£6.55	£39.25
24/02/2020	411	01/02/2020	Sota Solutions Ltd	Guildhall WI-FI Service Agreement - February 2020	Guildhall WI-FI (GH)	£310.50	£62.10	£372.60
24/02/2020	411	07/02/2020	Sota Solutions Ltd	Guildhall WI-FI - Call Charges - January 2020	Guildhall WI-FI (GH)	£13.38	£2.68	£16.06
24/02/2020	412	03/02/2020	Castles Security Shredding	Removal of two bags of security shredding	Office Expenses	£10.00	£0.00	£10.00
24/02/2020	413	31/01/2020	Global Cleaning Supplies	Cleaning Stock - Quay Conveniences	Cleaning Stock	£137.71	£27.54	£165.25
24/02/2020	414	04/02/2020	Total Gas & Power	Gas Charges - Guildhall 31/12/2019 - 31/01/2020	Heating, Lighting, Water & Rates (GH)	£1,799.73	£359.94	£2,159.67
24/02/2020	415	30/01/2020	R.K. Graphics Limited	2 Aluminium printed signs and posts for Monks Wall Nature Reserve	Monks Wall Nature Reserve	£1,246.00	£249.20	£1,495.20
24/02/2020	416	31/01/2020	Viridor Waste Management Limited	Recycling Charges - January 2020	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
24/02/2020	417	31/01/2020	Phoenix Link UK Limited	Phone call charges - January 2020	S144 Tourism	£63.85	£12.77	£76.62
24/02/2020	417	31/01/2020	Phoenix Link UK Limited	Phone call charges - January 2020	Office Expenses	£63.85	£12.77	£76.62
24/02/2020	417	31/01/2020	Phoenix Link UK Limited	Phone call charges - January 2020	Office Expenses (incl telephone) (GH)	£63.84	£12.76	£76.60
24/02/2020	418	06/02/2020	TR & C Carpenter	Stain Block x 1 can	Repairs & Maintenance (GH)	£16.46	£3.29	£19.75
24/02/2020	419	31/01/2020	Peninsula Business Services Ltd	HR Services - February 2020	Peninsula Business & Capita	£112.67	£21.28	£133.95
24/02/2020	419	06/02/2020	Peninsula Business Services Ltd	HR Services - February 2020	Peninsula Business & Capita	£30.00	£6.00	£36.00
24/02/2020	420	02/03/2020	Fencing In Kent	Erect Fencing at Monks Wall Nature Reserve - 1st half of job	Monks Wall Nature Reserve	£242.50	£0.00	£242.50
24/02/2020	421	09/12/2019	Training Highway	17 x iPad Set up	Reserves	£408.00	£0.00	£408.00
24/02/2020	422	18/09/2019	Advent Green Ltd	Plumbing repair - ladies upstairs WC	Repairs & Maintenance (GH)	£30.00	£6.00	£36.00
24/02/2020	422	18/11/2019	Advent Green Ltd	Plumbing repair - ladies upstairs WC	Repairs & Maintenance (GH)	£357.55	£71.51	£429.06
24/02/2020	422	18/11/2019	Advent Green Ltd	Plumbing repair - downstairs WC basin taps	Repairs & Maintenance (GH)	£224.65	£44.93	£269.58
24/02/2020	422	29/11/2019	Advent Green Ltd	Plumbing repair - Quay Conveniences	Quay & Cattle Market Toilets (Incl. Salaries)	£98.85	£19.77	£118.62
24/02/2020	422	14/01/2020	Advent Green Ltd	Plumbing repair - replace water heater re downstairs ladies WC	Repairs & Maintenance (GH)	£348.86	£69.77	£418.63
24/02/2020	423	19/02/2020	Capita Business Services	Mayors Attendant and Uniform salary costs - February 2020	Mayor's Attendant & Uniform	£428.23	£0.00	£428.23
24/02/2020	423	19/02/2020	Capita Business Services	Sandwich Town Council Administration salary costs - February 2020	Town Clerk & Office Staff	£6,728.16	£0.00	£6,728.16
24/02/2020	423	19/02/2020	Capita Business Services	Quay and Cattle Market Convenience salary costs - February 2020	Quay & Cattle Market Toilets (Incl. Salaries)	£1,362.86	£0.00	£1,362.86
24/02/2020	423	19/02/2020	Capita Business Services	Visitor Information Centre salary costs - February 2020	S144 Tourism	£1,083.62	£0.00	£1,083.62
24/02/2020	423	19/02/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - February 2020	Contribution to Caretaking Staff	£627.89	£0.00	£627.89
24/02/2020	423	19/02/2020	Capita Business Services	Guildhall Caretaking and Admin salaries - February 2020	Guildhall Admin and Caretaker Salaries (GH)	£12,646.47	£0.00	£12,646.47
24/02/2020	423	19/02/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - February 2020	Visitor Information Staff (GH)	£932.83	£0.00	£932.83
24/02/2020	424	01/02/2020	Training Highway	IT Support - February 2019	IT Expenses (incl Website) (STC)	£101.40	£0.00	£101.40
24/02/2020	424	01/02/2020	Training Highway	IT Support - February 2019	IT Expenses (incl Website) (GH)	£101.40	£0.00	£101.40
24/02/2020	425	11/02/2020	Full Time Caretaker	Reimbursement for Mayoral mileage costs	Mayor's Travel	£97.17	£0.00	£97.17

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24/02/2020	425	11/02/2020	Full Time Caretaker	Reimbursement of mileage re bank visit	Officers Travel & Parking Expenses	£6.13	£0.00	£6.13
24/02/2020	425	11/02/2020	Full Time Caretaker	Reimbursement for purchase of milk for the Guildhall	Office Expenses (incl telephone) (GH)	£3.85	£0.00	£3.85
24/02/2020	426	11/02/2020	Part-time Caretaker	Reimbursement for mileage re delivery of allotment contracts	Officers Travel & Parking Expenses	£6.30	£0.00	£6.30
24/02/2020	427	12/02/2020	Sandwich Toll Bridge Fund	Refund of VAT - 2019/20 01/04/19 - 31/01/20	VAT refund	£1,112.60	£0.00	£1,112.60
24/02/2020	428	12/02/2020	Sandwich Toll Bridge Fund Museum Account	Refund of VAT - 2019/20 01/04/19 - 31/01/20	VAT refund	£780.16	£0.00	£780.16
24/02/2020	429	11/02/2020	Business Stream	Water charges - Black Lane Allotments 10/12/19 - 10/02/20	Black Lane / Sandown Road Allotments	£225.67	£0.00	£225.67
24/02/2020	430	08/01/2020	Business Stream	Water charges - Fishergate - up to 07/01/2020	Reserves	£54.99	£0.00	£54.99
24/02/2020	431	17/02/2020	Karen Palmer	Replenish petty cash tin (STC Functions)	Petty Cash	£50.00	£0.00	£50.00
24/02/2020	431	17/02/2020	Karen Palmer	Replenish petty cash tin (Guildhall Functions)	Petty Cash (GH)	£30.00	£0.00	£30.00
24/02/2020	432	15/02/2020	Dover District Council	Business Rates - Fishergate	Reserves	£762.34	£0.00	£762.34
24/02/2020	433	11/02/2020	Kent Association of Local Councils	Town Clerk to attend 'Development and Infrastructure: Section 106 Agreements and Community Levy' Course	Staff Training	£60.00	£12.00	£72.00
24/02/2020	434	17/02/2020	Mr S Weatherall	5.5 hours work - opening and locking up the Guildhall	Guildhall Admin and Caretaker Salaries (GH)	£55.00	£0.00	£55.00
						£36,238.82	£1,667.17	£37,905.99