

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

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
27/01/2020	358	12/12/2019	Finns Ltd	Countryside Stewardship Agreement - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£410.13	£82.03	£492.16
27/01/2020	359	11/12/2019	Business Stream	Water charges - Black Lane Allotments	Black Lane / Sandown Road Allotments	£448.46	£0.00	£448.46
27/01/2020	360	06/12/2019	British Gas Services (Commercial) Limited	Electricity Charges 01/11/2019 - 30/11/2019 (Final Bill from British Gas)	Heating, Lighting, Water & Rates (GH)	£688.34	£137.67	£826.01
27/01/2020	361	19/12/2019	Easthope Stained Glass Studios	On site repairs to leaded lights on landing and main hall	Repairs & Maintenance (GH)	£640.00	£0.00	£640.00
27/01/2020	362	20/12/2019	TW Services	Hire of 1 x 6 yd skip to remove rubbish at Black Lane Allotment Site	Black Lane / Sandown Road Allotments	£224.50	£44.90	£269.40
27/01/2020	363	27/12/2019	British Telecommunications plc	Broadband charges 01/12/2019 - 29/02/2019	Office Expenses	£133.90	£26.78	£160.68
27/01/2020	364	13/12/2019	British Telecommunications plc	Internet charges - Guildhall office 01/12/2019 - 29/02/2020	Office Expenses	£100.50	£20.10	£120.60
27/01/2020	365	20/12/2019	Business Stream	Water charges - Fishergate up to 19/12/2019	Reserves	£70.53	£0.00	£70.53
27/01/2020	366	18/11/2019	Wyman Electrical Limited	Fit replacement globe in main hall and check light	Repairs & Maintenance (GH)	£38.00	£7.60	£45.60
27/01/2020	367	02/10/2019	Global Cleaning Supplies	Cleaning Stock - Quay Conveniences	Cleaning Stock	£36.53	£7.30	£43.83
27/01/2020	368	23/12/2019	EDF Energy Customers Ltd	Electricity Charges - Fishergate 04/10/2019 - 23/12/2019	Reserves	£27.35	£1.37	£28.72
27/01/2020	369	23/12/2019	Finns Ltd	Fee for annual management of the Monks Wall Nature Reserve	Monks Wall Nature Reserve	£1,400.00	£280.00	£1,680.00
27/01/2020	370	30/12/2019	Capita Business Services	Capita Fees for October - December 2019	Peninsula Business & Capita	£498.50	£99.70	£598.20
27/01/2020	370	19/01/2019	Capita Business Services	Mayors Attendant and Uniform salary costs - January 2020	Mayor's Attendant & Uniform	£844.10	£0.00	£844.10
27/01/2020	370	19/01/2019	Capita Business Services	Sandwich Town Council Administration salary costs - January 2020	Town Clerk & Office Staff	£6,760.05	£0.00	£6,760.05
27/01/2020	370	19/01/2019	Capita Business Services	Quay and Cattle Market Convenience salary costs - January 2020	Quay & Cattle Market Toilets (Incl. Salaries)	£1,584.53	£0.00	£1,584.53
27/01/2020	370	19/01/2019	Capita Business Services	Visitor Information Centre salary costs - January 2020	S144 Tourism	£980.75	£0.00	£980.75
27/01/2020	370	19/01/2019	Capita Business Services	10% STC Contribution to Caretaking Staff - January 2020	Contribution to Caretaking Staff	£592.50	£0.00	£592.50
27/01/2020	370	19/01/2019	Capita Business Services	Guildhall Caretaking and Admin salaries - January 2020	Guildhall Admin and Caretaker Salaries (GH)	£12,327.95	£0.00	£12,327.95
27/01/2020	370	19/01/2019	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - January 2020	Visitor Information Staff (GH)	£619.27	£0.00	£619.27
27/01/2020	371	19/11/2019	National Association of Local Councils	Local Councillors Explained 2013 - publication	Office Expenses	£19.99	£0.00	£19.99
27/01/2020	372	20/12/2019	K A Chapman	Warden fees for 20/11/2019 - 20/12/2019 - Monks Wall Nature Reserve and reimbursement for purchase of 10 x Waymarking signs	Monks Wall Nature Reserve	£258.28	£0.00	£258.28
27/01/2020	373	13/12/2019	Guardian Security & Fire	Annual charges for CCTV Maintenance	Repairs & Maintenance (GH)	£306.00	£61.20	£367.20
27/01/2020	374	15/12/2019	Kent County Council	Office stationary	Office Expenses	£46.80	£9.36	£56.16
27/01/2020	374	15/12/2019	Kent County Council	Cleaning Stock	Cleaning Stock	£39.75	£7.95	£47.70
27/01/2020	374	17/12/2019	Kent County Council	3 x letter trays for Visitor Information Centre	S144 Tourism	£5.55	£1.11	£6.66
27/01/2020	374	08/01/2020	Kent County Council	Photocopier Charges 26/07/2019 - 25/10/2019	Photocopier	£300.52	£60.10	£360.62
27/01/2020	375	01/01/2020	Training Highway	IT Support - January 2019	IT Expenses (incl Website) (STC)	£101.40	£0.00	£101.40
27/01/2020	375	01/01/2020	Training Highway	IT Support - January 2019	IT Expenses (incl Website) (GH)	£101.40	£0.00	£101.40
27/01/2020	376	19/12/2019	Solley's	120 tubs of ice cream to be sold in the Visitor Information Centre	S144 Tourism	£123.50	£24.70	£148.20
27/01/2020	377	24/12/2019	M Duda	Window Cleaning - Guildhall	Repairs & Maintenance (GH)	£172.18	£0.00	£172.18
27/01/2020	378	23/12/2019	Age Concern Sandwich	Contribution towards DDC Helpdesk at Age Concern between 03/10/2019 - 19/12/2019	Contribution to DDC Helpdesk - Age Concern, Sandwich	£300.00	£0.00	£300.00
27/01/2020	379	01/01/2020	Sota Solutions Ltd	Guildhall WI-Fi Service Agreement - January 2020	Guildhall WI-Fi (GH)	£310.50	£62.10	£372.60
27/01/2020	379	08/01/2020	Sota Solutions Ltd	Guildhall WI-Fi - Call Charges - December 2019	Guildhall WI-Fi (GH)	£13.38	£2.68	£16.06
27/01/2020	380	02/01/2020	Temple Lifts Limited	Lift Maintenance Contract 10/12/2019 - 09/03/2020	Repairs & Maintenance (GH)	£600.38	£120.08	£720.46
27/01/2020	381	05/01/2020	Total Gas & Power	Guildhal Gas Charges 30/11/2019 - 31/12/2019	Heating, Lighting, Water & Rates (GH)	£1,791.52	£358.31	£2,149.83
27/01/2020	382	03/01/2020	Amazon Payments UK Limited	17 x iPad Cases	Reserves	£141.44	£28.39	£169.83
27/01/2020	382	05/01/2020	Amazon Payments UK Limited	Door closer for ground floor ladies toilet	Repairs & Maintenance (GH)	£16.04	£3.21	£19.25
27/01/2020	383	29/12/2019	Opus Energy	Electricity charges - Guildhall 01/12/2019 - 28/12/2019	Heating, Lighting, Water & Rates (GH)	£810.96	£162.19	£973.15
27/01/2020	384	31/12/2019	Viridor Waste Management Limited	Recycling Services - December 2019	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
27/01/2020	384	31/12/2019	Viridor Waste Management Limited	Recycling Services - December 2019	Office Expenses	£51.20	£10.24	£61.44
27/01/2020	385	19/12/2019	Chubb Fire & Security Ltd	Fire Alarm Service - December 2019	Repairs & Maintenance (GH)	£269.35	£53.87	£323.22
27/01/2020	386	31/12/2019	Phoenix Link UK Limited	Phone call charges - December 2019	S144 Tourism	£63.72	£12.74	£76.46
27/01/2020	386	31/12/2019	Phoenix Link UK Limited	Phone call charges - December 2019	Office Expenses	£63.72	£12.75	£76.47
27/01/2020	386	31/12/2019	Phoenix Link UK Limited	Phone call charges - December 2019	Office Expenses (incl telephone) (GH)	£63.71	£12.74	£76.45

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27/01/2020	387	31/12/2019	K Laundry Limited	Laundry Services - Guildhall - December 2020	Repairs & Maintenance (GH)	£26.16	£5.24	£31.40
27/01/2020	388	03/01/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£138.52	£27.70	£166.22
27/01/2020	389	08/01/2020	Mr S Judan	Return of wedding damage deposit - re wedding on 29/11/2019	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
27/01/2020	390	07/01/2020	Dover District Council	20 x packs of 10 garden waste bags to sell in the Visitor Information Centre	S144 Tourism	£540.00	£0.00	£540.00
27/01/2020	391	18/11/2019	Wyman Electrical Limited	Supply and fit water boiler in Guildhall kitchen	Repairs & Maintenance (GH)	£948.42	£189.68	£1,138.10
27/01/2020	392	07/01/2020	Responsible Finance Officer	Petty Cash for float at Quay Conveniences	Petty Cash	£33.00	£0.00	£33.00
27/01/2020	392	15/01/2020	Responsible Finance Officer	Petty cash to replenish tin	Petty Cash	£50.00	£0.00	£50.00
27/01/2020	393	16/01/2020	Full Time Caretaker	Reimbursement for Agenda Delivery mileage	Officers Travel & Parking Expenses	£2.52	£0.00	£2.52
27/01/2020	393	16/01/2020	Full Time Caretaker	Reimbursement for Mayoral mileage costs	Mayor's Travel	£10.58	£0.00	£10.58
27/01/2020	394	16/01/2020	Part-time Caretaker	Reimbursement for Mayoral mileage costs	Mayor's Travel	£14.78	£0.00	£14.78
27/01/2020	395	16/01/2020	Town Sergeant / Head Caretaker	Reimbursement for Mayoral mileage costs	Mayor's Travel	£48.15	£0.00	£48.15
27/01/2020	396	09/12/2019	Action on Hearing Loss	Service of hearing loops in Guildhall	Repairs & Maintenance (GH)	£205.00	£41.00	£246.00
27/01/2020	397	16/01/2020	Business Stream	Water Charges - Quay Public Conveniences	Quay & Cattle Market Toilets (Incl. Salaries)	£335.18	£0.00	£335.18
27/01/2020	398	29/11/2019	Dover District Council	Guildhall Display Energy Certificate 2019/20	Heating, Lighting, Water & Rates (GH)	£99.00	£0.00	£99.00
27/01/2020	399	15/01/2020	Business Stream	Water Charges - Guildhall 29/10/2019 - 14/01/2020	Heating, Lighting, Water & Rates (GH)	£323.60	£0.00	£323.60
27/01/2020	400	11/12/2020	Grumant (Heating and Plumbing Services Ltd)	Refill heating system	Heating, Lighting, Water & Rates (GH)	£154.60	£30.92	£185.52
27/01/2020	401	01/01/2020	HR / Project Manager	Reimbursement of dry cleaning expenses after leak in office from ladies toilets	Officers Travel & Parking Expenses	£19.85	£0.00	£19.85
27/01/2020	402	01/01/2020	Peninsula Business Services Ltd	HR Services - January 2020	Peninsula Business & Capita	£111.63	£22.32	£133.95
27/01/2020	402	01/01/2020	Peninsula Business Services Ltd	HR Services - January 2020	Peninsula Business & Capita	£30.00	£6.00	£36.00
27/01/2020	403	20/01/2020	EDF Energy Customers Ltd	Electricity charges - Quay Conveniences	Quay & Cattle Market Toilets (incl. Salaries)	£247.57	£12.35	£259.92
						£37,844.06	£2,058.04	£39,902.10