

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

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
June	71	28/05/2020	EDF Energy	Electricity charge re Fishergate 24/04/2020 - 26/05/2020	Miscellaneous / Unexpected Expenditure	£10.79	£0.54	£11.33
June	72	29/05/2020	Opus Energy	Guildhall Electricity Charges 28/04/2020 - 28/05/2020	Heating, Lighting, Water & Rates (GH)	£385.13	£77.03	£462.16
June	73	01/06/2020	Responsible Finance Officer	Reimbursement for purchase of 24 x picture frames for the Visitor Information Centre	S144 Tourism	£53.29	£10.66	£63.95
June	74	31/05/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita (GH)	£112.67	£21.28	£133.95
June	75	31/05/2020	Phoenix Link UK	Phone Charges - May 2020	S144 Tourism	£63.74	£12.75	£76.49
June	75	31/05/2020	Phoenix Link UK	Phone Charges - May 2020	Office Expenses	£63.74	£12.75	£76.49
June	75	31/05/2020	Phoenix Link UK	Phone Charges - May 2020	Office Expenses (incl telephone) (GH)	£63.74	£12.74	£76.48
June	76	01/06/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	£310.50	£62.10	£372.60
June	76	11/06/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	£13.38	£2.68	£16.06
June	77	03/06/2020	Total Gas & Power	Gas Charges - Guildhall 30/04/2020 - 31/05/2020	Heating, Lighting, Water & Rates (GH)	£388.79	£77.76	£466.55
June	78	31/05/2020	Viridor Waste Services	Recycling services - Guildhall - adhoc charges	Repairs & Maintenance (GH)	£5.00	£1.00	£6.00
June	79	01/06/2020	Town Clerk	Reimbursement for purchase of WordFence IT security	IT Expenses (incl Website) (STC)	£80.63	£0.00	£80.63
June	80	19/06/2020	Capita Business Services	Sandwich Town Council Administration salary costs - June 2020	Town Clerk & Office Staff	£6,480.92	£0.00	£6,480.92
June	80	19/06/2020	Capita Business Services	Quay Convenience salary costs - June 2020	Quay & Cattle Market Salaries	£1,703.28	£0.00	£1,703.28
June	80	19/06/2020	Capita Business Services	Visitor Information Centre salary costs - June 2020	S144 Tourism - Salaries	£537.10	£0.00	£537.10
June	80	19/06/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - June 2020	Contribution to Caretaking Staff	£669.01	£0.00	£669.01
June	80	19/06/2020	Capita Business Services	Guildhall Admin Salaries (GH) - June 2020	Guildhall Admin Salaries (GH)	£4,039.34	£0.00	£4,039.34
June	80	19/06/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- June 2020	Caretaking and Cleaning Salaries (GH)	£6,021.06	£0.00	£6,021.06
June	80	19/06/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - June 2020	Visitor Information Staff (GH)	£805.64	£0.00	£805.64
June	81	15/06/2020	Dover District Council	20 pack 10 x Green Garden Waste Bags to be sold by the Visitor Information Centre	Green Garden Waste Bags	£540.00	£0.00	£540.00
June	82	01/06/2020	Mr D Crooks	Reimbursement of Wedding deposit - re wedding on 04/09/2020	Cancelled Weddings & Returned Deposits (GH)	£100.00	£0.00	£100.00
June	83	01/06/2020	WBS Copiers and Printers	Photocopier printing charges	Photocopier	£24.61	£4.92	£29.53
June	83	01/06/2020	WBS Copiers and Printers	Photocopier rental charge	Photocopier	£144.60	£28.92	£173.52
June	84	29/05/2020	Training Highway	2nd monthly payment (June 2020) re Website Maintenance	IT Expenses (incl Website) (STC)	£40.00	£0.00	£40.00
June	85	29/05/2020	Training Highway	IT Support - June 2020	IT Expenses (incl Website) (STC)	£101.40	£0.00	£101.40
June	85	29/05/2020	Training Highway	IT Support - June 2020	IT Expenses (incl Website) (GH)	£101.40	£0.00	£101.40
June	86	01/06/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of - set of keys for Quay Conveniences	Quay Conveniences - Other Expenditure	£9.00	£0.00	£9.00
June	86	01/06/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of paint and filler for Guildhall	Repairs & Maintenance (GH)	£80.63	£0.00	£80.63
June	86	01/06/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of 2 x hand-sanitisers	Cleaning Stock	£5.20	£0.00	£5.20
June	87	10/06/2020	Business Stream	Water Charges - Black Lane Allotments	Black Lane / Sandown Road Allotments	£445.04	£0.00	£445.04
June	88	12/06/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 12/05/2020 - 11/06/2020	Monks Wall Nature Reserve	£208.33	£0.00	£208.33
June	89	02/06/2020	HC Slingsby Plc	32 x individual washable facemasks	Cleaning Stock	£111.68	£0.00	£111.68
June	89	02/06/2020	HC Slingsby Plc	Pack of 100 x overshoe covers	Cleaning Stock	£24.74	£0.95	£25.69

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June	89	21/05/2020	HC Slingsby Plc	50 x disposable facemasks	Cleaning Stock	£99.98	£0.00	£99.98
June	90	18/06/2020	VR Sani-Co Ltd	Guildhall - Sanitary Disposal 12/07/2020 - 11/07/2021	Repairs & Maintenance (GH)	£835.00	£167.00	£1,002.00
June	90	18/06/2020	VR Sani-Co Ltd	Quay Conveniences - Sanitary Disposal 12/07/2020 - 11/07/2021	Quay Conveniences - Other Expenditure	£698.50	£139.70	£838.20
June	91	10/06/2020	Wyman Electrical Ltd	Electrical Work - old Tourist Information Centre	Repairs & Maintenance (GH)	£417.15	£83.43	£500.58
June	92	01/06/2020	Responsible Finance Officer	Reimbursement for purchase of 6 x Antibacterial surface cleaner and 6 packs of J Cloths	Cleaning Stock	£59.87	£11.96	£71.83
June	93	22/06/2020	Smiths Electrical	Upgrade of the CCTV system to high-definition system and replacement of cameras	Repairs & Maintenance (GH)	£2,300.00	£460.00	£2,760.00
June	94	23/06/2020	Town Clerk	Reimbursement for purchase of monthly contract with Zoom Communications 23/06/2020 - 22/07/2020	Office Expenses	£11.99	£2.40	£14.39
						£28,166.87	£1,190.57	£29,357.44