

**Sandwich Town Council - Payment Schedule 2019/20 - March 2019/20**

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
30/03/2020	435	03/03/2020	Mr S Harding	Clear chippings and load skip at Black Lane Allotment site	Black Lane / Sandown Road Allotments	£40.00	£0.00	£40.00
30/03/2020	436	02/03/2020	Green Magic	Floor Stand Signs x 6 for use in the Guildhall	S144 Tourism	£195.00	£39.00	£234.00
30/03/2020	437	18/12/2019	Wyman Electrical Limited	To carry out remedial electrical work at the Quay Conveniences	Quay & Cattle Market Toilets (Incl. Salaries)	£198.26	£39.65	£237.91
30/03/2020	437	18/12/2019	Wyman Electrical Limited	To wire supply and fit outside socket and isolator to the Quay Conveniences	Quay & Cattle Market Toilets (Incl. Salaries)	£398.68	£79.74	£478.42
30/03/2020	438	03/03/2020	Responsible Finance Officer	Logitech video conferencing system	IT Expenses (incl Website) (GH)	£615.56	£123.11	£738.67
30/03/2020	439	23/02/2020	Westwood Catering Limited	Catering for the Curfew Ringers Supper - February 2020	Curfew Ringers Supper	£513.00	£0.00	£513.00
30/03/2020	440	01/03/2020	Amazon Payments UK Limited	Rubbing Alcohol to be used in the Guildhall and Quay Conveniences	Cleaning Stock	£33.34	£6.66	£40.00
30/03/2020	440	28/02/2020	Amazon Payments UK Limited	2 x partition screens to be used in the Visitor Information Centre	S144 Tourism	£220.84	£44.16	£265.00
30/03/2020	440	28/02/2020	Amazon Payments UK Limited	4 x toilet brushes for Guildhall	Cleaning Stock	£12.96	£2.60	£15.56
30/03/2020	441	14/02/2020	Dormakaba	Call out fee for assessment of Guildhall front door	Repairs & Maintenance (GH)	£175.00	£35.00	£210.00
30/03/2020	442	28/02/2020	SPC design&print	Sandwich Town Council headed paper x 1,000 sheets	Office Expenses	£200.00	£0.00	£200.00
30/03/2020	443	20/02/2020	Training Highway	Installation of new photocopier	IT Expenses (incl Website) (STC)	£100.00	£0.00	£100.00
30/03/2020	443	20/02/2020	Training Highway	Installation of new photocopier	Photocopier	£92.00	£0.00	£92.00
30/03/2020	444	16/12/2019	Kent Association of Local Councils	Town Clerk to attend the Allotment Law Workshop	Staff Training	£60.00	£12.00	£72.00
30/03/2020	445	26/02/2020	Curd & Cure	Kent Crisps to be sold in the Visitor Information Centre	S144 Tourism	£45.00	£9.00	£54.00
30/03/2020	446	25/02/2020	EDF Energy Customers Ltd	Electricity - Fishergate	Reserves	£21.82	£0.00	£21.82
30/03/2020	447	19/02/2020	Kent County Council	Office stationary	Office Expenses	£7.80	£1.56	£9.36
30/03/2020	447	19/02/2020	Kent County Council	Cleaning Stock	Cleaning Stock	£35.85	£7.17	£43.02
30/03/2020	447	21/02/2020	Kent County Council	Display books for the Visitor Information Centre	S144 Tourism	£14.40	£2.88	£17.28
30/03/2020	447	04/03/2020	Kent County Council	Cleaning Stock	Cleaning Stock	£7.70	£1.54	£9.24
30/03/2020	447	12/03/2020	Kent County Council	Office stationary	Office Expenses	£42.60	£8.52	£51.12
30/03/2020	448	01/03/2020	Sota Solutions Ltd	Guildhall WI-FI Service Agreement - March 2020	Guildhall WI-FI (GH)	£310.50	£62.10	£372.60
30/03/2020	448	01/03/2020	Sota Solutions Ltd	Guildhall WI-FI - Call Charges - February 2020	Guildhall WI-FI (GH)	£13.38	£2.68	£16.06
30/03/2020	449	21/02/2020	Town Clerk	Reimbursement for Land registry title documents for 27 Strand Street	Miscellaneous / Unexpected Expenditure	£6.00	£0.00	£6.00
30/03/2020	449	21/02/2020	Town Clerk	Reimbursement for kitchen timer for use in Council Meetings (to time public speakers)	Miscellaneous / Unexpected Expenditure	£5.99	£0.00	£5.99
30/03/2020	449	05/03/2020	Town Clerk	Reimbursement for mileage re KALC CIL/106 training at Lenham Community Centre 03/03/20 and mileage to meeting with Furley Page Solicitors in Canterbury 05/03/20	Officers Travel & Parking Expenses	£39.50	£0.00	£39.50
30/03/2020	450	29/02/2020	K Laundry Limited	Laundry Services - February 2020	Repairs & Maintenance (GH)	£26.16	£5.24	£31.40
30/03/2020	451	29/02/2020	Peninsula Business Services Ltd	HR Services - March 2020	Peninsula Business & Capita (GH)	£112.67	£21.28	£133.95
30/03/2020	451	29/02/2020	Peninsula Business Services Ltd	HR Services - March 2020	Peninsula Business & Capita (GH)	£30.00	£6.00	£36.00
30/03/2020	452	03/03/2020	Total Gas & Power	Gas charges - Guildhall 31/01/2020 - 29/02/2020	Heating, Lighting, Water & Rates (GH)	£1,693.00	£338.60	£2,031.60
30/03/2020	453	03/03/2020	Global Cleaning Supplies	Cleaning stock	Cleaning Stock	£57.34	£11.47	£68.81
30/03/2020	453	19/03/2020	Global Cleaning Supplies	Cleaning stock	Cleaning Stock	£207.14	£41.43	£248.57
30/03/2020	454	27/02/2020	Opus Energy	Electricity charges - Guildhall 29/01/2019 - 26/02/2020	Heating, Lighting, Water & Rates (GH)	£656.18	£131.24	£787.42
30/03/2020	455	02/03/2020	Clerks and Councils Direct	Subscription to Clerks and Councils Direct June 2020 - May 2021	Subscriptions & Memberships	£12.00	£0.00	£12.00
30/03/2020	456	29/02/2020	Viridor Waste Management Limited	Recycling charges - February 2020	Office Expenses	£40.96	£8.19	£49.15
30/03/2020	456	29/02/2020	Viridor Waste Management Limited	Recycling charges - February 2020	Repairs & Maintenance (GH)	£58.32	£11.66	£69.98
30/03/2020	456	31/01/2020	Viridor Waste Management Limited	Recycling Charges - January 2020	Office Expenses	£40.96	£8.19	£49.15
30/03/2020	457	05/03/2020	VR Sani-Co	Sanitary disposal service	Repairs & Maintenance (GH)	£292.50	£58.50	£351.00
30/03/2020	458	29/02/2020	Phoenix Link UK Limited	Phone call charges - February 2020	S144 Tourism	£63.75	£12.75	£76.50
30/03/2020	458	29/02/2020	Phoenix Link UK Limited	Phone call charges - February 2020	Office Expenses	£63.75	£12.75	£76.50
30/03/2020	458	29/02/2020	Phoenix Link UK Limited	Phone call charges - February 2020	Office Expenses (incl telephone) (GH)	£63.76	£12.75	£76.51
30/03/2020	459	05/03/2020	Museum and Heritage Manager	Reimbursement for purchase of antibacterial cleaning stock	Cleaning Stock	£10.90	£0.00	£10.90
30/03/2020	460	01/03/2020	Training Highway	1st monthly payment (March 2020) re Website Maintenance	IT Expenses (incl Website) (STC)	£40.00	£0.00	£40.00
30/03/2020	461	02/03/2020	Fencing In Kent	Erect Fencing at Monks Wall Nature Reserve - 2nd half of job	Monks Wall Nature Reserve	£287.50	£0.00	£287.50

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
30/03/2020	462	11/03/2020	Responsible Finance Officer	Reimbursement for purchase of gallery hanging system for Bar Room	S144 Tourism	£626.19	£125.24	£751.43
30/03/2020	463	23/03/2020	Highway Business Services	Supply and set up laptop for Visitor Information Centre	S144 Tourism	£748.00	£149.60	£897.60
30/03/2020	464	01/03/2020	Part-time Caretaker	Reimbursement for Mayoral mileage costs	Mayor's Travel	£64.80	£0.00	£64.80
30/03/2020	464	01/03/2020	Part-time Caretaker	Reimbursement for purchase of milk	Office Expenses (incl telephone) (GH)	£1.80	£0.00	£1.80
30/03/2020	465	01/03/2020	Full Time Caretaker	Reimbursement for Mayoral mileage costs	Mayor's Travel	£2.97	£0.00	£2.97
30/03/2020	465	01/03/2020	Full Time Caretaker	Reimbursement for mileage to Deal NatWest	Officers Travel & Parking Expenses	£5.67	£0.00	£5.67
30/03/2020	466	19/03/2020	Capita Business Services	Mayors Attendant and Uniform salary costs - March 2020	Mayor's Attendant & Uniform	£304.61	£0.00	£304.61
	466	19/03/2020	Capita Business Services	Sandwich Town Council Administration salary costs - March 2020	Town Clerk & Office Staff	£6,728.16	£0.00	£6,728.16
30/03/2020	466	19/03/2020	Capita Business Services	Quay and Cattle Market Convenience salary costs - March 2020	Quay & Cattle Market Toilets (Incl. Salaries)	£1,462.71	£0.00	£1,462.71
30/03/2020	466	19/03/2020	Capita Business Services	Visitor Information Centre salary costs - March 2020	S144 Tourism	£1,519.85	£0.00	£1,519.85
30/03/2020	466	19/03/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - March 2020	Contribution to Caretaking Staff	£630.71	£0.00	£630.71
30/03/2020	466	19/03/2020	Capita Business Services	Guildhall Caretaking and Admin salaries - March 2020	Guildhall Admin and Caretaker Salaries (GH)	£12,671.88	£0.00	£12,671.88
30/03/2020	466	19/03/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - March 2020	Visitor Information Staff (GH)	£1,503.86	£0.00	£1,503.86
30/03/2020	467	01/03/2020	Sandwich Toll Bridge Fund Museum Account	Refund of £18.75 for purchase of picture frame for the Visitor Information Centre	S144 Tourism	£18.75	£0.00	£18.75
30/03/2020	468	12/03/2020	The Strand Wine Co	Wine for Curfew Ringers Supper - February 2020	Curfew Ringers Supper	£118.32	£23.66	£141.98
30/03/2020	469	01/03/2020	Training Highway	IT Support - March 2019	IT Expenses (incl Website) (STC)	£101.40	£0.00	£101.40
30/03/2020	469	01/03/2020	Training Highway	IT Support - March 2019	IT Expenses (incl Website) (GH)	£101.40	£0.00	£101.40
30/03/2020	470	10/03/2020	Business Stream	Cemetry and premises water charges 01/04/20 - 31/03/21	Chapel - Water Rates & Maintenance	£106.03	£0.00	£106.03
30/12/2020	471	17/03/2020	K A Chapman	Warden fees for 20/12/2019 - 03/03/2020 - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£208.33	£0.00	£208.33
30/12/2020	472	14/03/2020	Canterbury Flooring	Sand back flooring - meeting room and temporary exhibition space.	Repairs & Maintenance (GH)	£1,425.00	£0.00	£1,425.00
30/12/2020	473	12/03/2020	British Telecommunications plc	Internet charges - Guildhall office - Final bill 01/03/2020 - 31/03/2020	Office Expenses	£103.90	£20.78	£124.68
30/12/2020	474	10/03/2020	British Telecommunications plc	Broadband charges - Final bill 01/03/2020 - 29/03/2020	Office Expenses	£58.51	£11.70	£70.21
30/12/2020	475	28/09/2018	Robert Montgomery LLP	Clear island of vegetation - Monks Wall Nature Reserve	Monks Wall Nature Reserve	£2,400.00	£480.00	£2,880.00
30/12/2020	476	23/03/2020	Advent Green Ltd	Investigate and clear blocked drain - Quay Conveniences	Quay & Cattle Market Toilets (Incl. Salaries)	£47.80	£9.56	£57.36
30/12/2020	477	15/03/2020	TW Services	Supply and collection of 6 yard skip to the Black Lane Allotment Site	Black Lane / Sandown Road Allotments	£224.50	£44.90	£269.40
30/12/2020	478	23/03/2020	Mr S Weatherall	Caretaking duties at the Guildhall	Guildhall Admin and Caretaker Salaries (GH)	£110.00	£0.00	£110.00
30/12/2020	479	23/03/2020	Grummant (Heating and Plumbing Services Ltd)	Repair faulty fan re Guildhall boiler	Repairs & Maintenance (GH)	£1,865.09	£373.01	£2,238.10
30/12/2020	480	24/03/2020	Fencing In Kent	Erection of 6 signs at Monks Wall Nature Reserve	Monks Wall Nature Reserve	£220.00	£0.00	£220.00
						<b>£40,542.31</b>	<b>£2,395.87</b>	<b>£42,938.18</b>