

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

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
May	41	24/04/2020	Total Gas & Power	Guildhall Gas Charges - 31/03/20 - 23/04/20	Heating, Lighting, Water & Rates (GH)	£418.01	£83.61	£501.62
May	42	30/04/2020	Viridor Waste Services	Recycling services - Guildhall - adhoc charges	Repairs & Maintenance (GH)	£5.00	£1.00	£6.00
May	43	01/10/2019	Temple Lifts	Lift Maintenance Contract 10/09/2019 - 09/12/2019	Repairs & Maintenance (GH)	£600.38	£120.08	£720.46
May	44	01/05/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	£310.50	£62.10	£372.60
May	44	12/05/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	£13.38	£2.68	£16.06
May	45	30/04/2020	Phoenix Link UK	Phone Charges - April 2020	S144 Tourism	£63.84	£12.77	£76.61
May	45	30/04/2020	Phoenix Link UK	Phone Charges - April 2020	Office Expenses	£63.84	£12.76	£76.60
May	45	30/04/2020	Phoenix Link UK	Phone Charges - April 2020	Office Expenses (incl telephone) (GH)	£63.84	£12.77	£76.61
May	46	01/04/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	£112.67	£21.28	£133.95
May	47	28/04/2020	Opus Energy	Electricity supply - Guildhall 29/03/2020 - 27/04/2020	Heating, Lighting, Water & Rates (GH)	£346.94	£69.39	£416.33
May	48	01/05/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of paint, wood, varnish etc for Guildhall walls and dado rails on first floor corridor and chicken wire / nails for louvres	Repairs & Maintenance (GH)	£124.72	£0.00	£124.72
May	49	29/04/2020	Highway Business Services	Phone support for one hour (2 technicians) to facilitate Zoom Council meeting	Office Expenses	£40.00	£8.00	£48.00
May	50	19/05/2020	Capita Business Services	Sandwich Town Council Administration salary costs - May 2020	Town Clerk & Office Staff	£6,480.92	£0.00	£6,480.92
May	50	19/05/2020	Capita Business Services	Quay Convenience salary costs - May 2020	Quay & Cattle Market Salaries	£1,648.70	£0.00	£1,648.70
May	50	19/05/2020	Capita Business Services	Visitor Information Centre salary costs - May 2020	S144 Tourism - Salaries	£610.53	£0.00	£610.53
May	50	19/05/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - May 2020	Contribution to Caretaking Staff	£669.01	£0.00	£669.01
May	50	19/05/2020	Capita Business Services	Guildhall Admin Salaries (GH) - May 2020	Guildhall Admin Salaries (GH)	£4,039.33	£0.00	£4,039.33
May	50	19/05/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- May 2020	Caretaking and Cleaning Salaries (GH)	£6,021.07	£0.00	£6,021.07
May	50	19/05/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - May 2020	Visitor Information Staff (GH)	£915.79	£0.00	£915.79
May	51	27/04/2020	EDF Energy	Fishergate electricity 24/03/2020 - 23/04/2020	Miscellaneous / Unexpected Expenditure	£10.29	£0.51	£10.80
May	52	20/05/2020	Smiths Electrical	Rewiring of lights in Guildhall foyer	Repairs & Maintenance (GH)	£1,725.00	£345.00	£2,070.00
May	52	20/05/2020	Smiths Electrical	Fit new key pad on reception door	Repairs & Maintenance (GH)	£210.00	£42.00	£252.00
May	53	29/04/2020	Training Highway	2nd monthly payment (May 2020) re Website Maintenance	IT Expenses (incl Website) (STC)	£40.00	£0.00	£40.00
May	54	29/04/2020	Training Highway	IT Support - May 2020	IT Expenses (incl Website) (STC)	£101.40	£0.00	£101.40
May	54	29/04/2020	Training Highway	IT Support - May 2020	IT Expenses (incl Website) (GH)	£101.40	£0.00	£101.40
May	55	03/05/2020	Total Gas & Power	Guildhall Gas Charges - 24/04/20 - 30/04/2020	Heating, Lighting, Water & Rates (GH)	£125.48	£25.10	£150.58
May	56	13/05/2020	Business Stream	Guildhall water charges 14/01/20 - 12/05/20	Heating, Lighting, Water & Rates (GH)	£563.68	£0.00	£563.68
May	57	13/05/2020	Business Stream	Tennis Club water charges 15/01/20 - 12/05/20	Black Lane / Sandown Road Allotments	£23.37	£0.00	£23.37
May	58	21/05/2020	Dorma UK Limited	Repair to Guildhall entrance doors	Repairs & Maintenance (GH)	£794.18	£158.84	£953.02
May	59	15/05/2020	Highway Business Services	Mac Book Pro support - Town Sergeant / Mayors Secretary - May & June 2020	IT Expenses (incl Website) (STC)	£24.00	£4.80	£28.80
May	60	13/05/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 09/04/2020 - 11/05/2020	Monks Wall Nature Reserve	£208.33	£0.00	£208.33
May	61	18/05/2020	Town Sergeant / Head Caretaker	2 x tins of white paint for Guildhall first floor landing	Repairs & Maintenance (GH)	£74.00	£0.00	£74.00
May	62	01/05/2020	Margaret Smith	Sales of cards at VIC during 2019/20 , less commission taken	S144 Tourism	£10.00	£0.00	£10.00

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May	63	01/05/2020	Delf Trust	Sales of books at VIC during 2019/20	S144 Tourism	£82.00	£0.00	£82.00
May	64	01/05/2020	Ash Parish Council	Sale of book at VIC during 2019/20 , less commission taken	S144 Tourism	£6.70	£0.00	£6.70
May	65	01/05/2020	Sue Manton	Sale of cards at VIC during 2019/20, less commission taken	S144 Tourism	£70.50	£0.00	£70.50
May	66	01/05/2020	Beverley Keen	Sale of products at the VIC during 2019/20, less commission taken	S144 Tourism	£59.25	£0.00	£59.25
May	67	21/05/2020	Temple Lifts	Replace lift autodialer	Repairs & Maintenance (GH)	£1,900.00	£380.00	£2,280.00
May	68	26/05/2020	Responsible Finance Officer	Reimbursement for purchase of parking permits for Guildhall Staff	Officers Travel & Parking Expenses	£281.88	£56.38	£338.26
May	68	26/05/2020	Responsible Finance Officer	Reimbursement for purchase of parking permits for Guildhall Staff	Officers Travel & Parking Expenses (GH)	£405.62	£81.12	£486.74
May	68	26/05/2020	Responsible Finance Officer	Reimbursement for purchase of parking permits for Guildhall Staff	S144 Tourism	£275.00	£55.00	£330.00
May	69	26/05/2020	WBS Copiers and Printers	Photocopier - copy charges 24/04/2020 - 19/05/2020	Photocopier	£30.00	£6.00	£36.00
May	70	01/05/2020	Town Clerk	Reimbursement for purchase of monthly contract with Zoom Communications 23/05/2020 - 22/06/2020	Office Expenses	£11.99	£2.40	£14.39
						£29,682.54	£1,563.59	£31,246.13