

## Sandwich Town Council - Payment Schedule 2020/21 - August

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Net	Vat	Total
August	122	15/07/2020	Business Stream	Water Charges - Guildhall 27/04/2020 - 14/07/2020	Heating, Lighting, Water & Rates (GH)	£291.73	£0.00	£291.73
August	123	20/07/2020	National Allotment Association	Membership 27/08/20 - 26/08/21	Black Lane / Sandown Road Allotments	£55.00	£11.00	£66.00
August	124	05/08/2020	Amazon UK	1 x pack of A4 glossy photopaper	Repairs & Maintenance (GH)	£27.13	£4.49	£31.62
August	125	02/08/2020	Amazon UK	Pack of 6 handgels	Cleaning Stock	£17.37	£3.48	£20.85
August	126	02/08/2020	Amazon UK	22 x stylus for phone/pad/tablet	Health & Safety Provisions	£5.90	£1.19	£7.09
August	127	02/08/2020	Amazon UK	300 x disposable oversleeves	Health & Safety Provisions	£18.98	£1.12	£20.10
August	128	30/07/2020	Amazon UK	200 x disposable aprons	Health & Safety Provisions	£27.72	£0.00	£27.72
August	129	30/07/2020	Amazon UK	Floor arrows for Guildhall	Health & Safety Provisions	£7.42	£1.48	£8.90
August	130	04/08/2020	Designs in Aluminium	Custom-made Perspex Screen for Visitor Information Centre	Health & Safety Provisions	£373.48	£74.70	£448.18
August	131	21/07/2020	EDF Energy	Electricity supply - Quay Conveniences 12/04/2020 - 11/07/2020	Quay Conveniences - Other Expenditure	£216.34	£11.38	£227.72
August	132	22/07/2020	Highway Business Services	Installation of RAM and upgrade - laptop	IT Expenses (incl Website) (GH)	£114.00	£22.80	£136.80
August	133	05/08/2020	Kent Association of Local Councils	Online workshop for HR Manager	Staff Training	£45.00	£9.00	£54.00
August	134	21/07/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of anti-bacterial gel and tissues for the Court Room	Repairs & Maintenance (GH)	£19.50	£0.00	£19.50
August	134	21/07/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of anti-bacterial gel and tissues for the Quay Conveniences	Quay Conveniences - Other Expenditure	£7.80	£0.00	£7.80
August	134	21/07/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of A4 laminating pouches	Office Expenses	£3.99	£0.00	£3.99
August	134	21/07/2020	Town Sergeant / Head Caretaker	Reimbursement for purchase of 4 x wreaths	Mayor's Hospitality	£74.00	£0.00	£74.00
August	135	22/07/2020	McCabe Ford Williams	Audit of Sandwich Town Council accounts - year ending 31/03/20	Audit Fees	£1,100.00	£220.00	£1,320.00
August	136	29/07/2020	Monitor Cleaning Services Ltd	Contractor opening the Quay and Cattle Market Conveniences - July 2020	Quay Conveniences - Other Expenditure	£952.00	£190.40	£1,142.40
August	136	29/07/2020	Monitor Cleaning Services Ltd	Contractor opening the Quay and Cattle Market Conveniences - July 2020	Cattle Market Conveniences - Other Expenditure	£952.00	£190.40	£1,142.40
August	137	31/07/2020	Phoenix Link UK	Phone Charges - July 2020	S144 Tourism	£63.73	£12.74	£76.47
August	137	31/07/2020	Phoenix Link UK	Phone Charges - July 2020	Office Expenses	£63.74	£12.75	£76.49
August	137	31/07/2020	Phoenix Link UK	Phone Charges - July 2020	Office Expenses (incl telephone) (GH)	£63.74	£12.75	£76.49
August	138	01/08/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	£310.50	£62.10	£372.60
August	138	01/08/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	£13.38	£2.68	£16.06
August	139	01/07/2020	Standfast Burglar Alarm Co (East Kent) Ltd	Alarm maintenance charge 04/07/20 - 03/07/21	Repairs & Maintenance (GH)	£55.00	£11.00	£66.00
August	140	04/08/2020	Total Gas & Power	Gas Charges - Guildhall 30/06/2020 - 31/07/2020	Heating, Lighting, Water & Rates (GH)	£332.54	£66.50	£399.04
August	141	26/07/2020	WBS Copiers and Printers	Photocopying - printing charges 24/06/2020 - 24/07/2020	Photocopier	£30.00	£6.00	£36.00
August	142	23/07/2020	Town Clerk	Reimbursement for purchase of monthly contract with Zoom Communications 23/07/2020 - 22/08/2020	Office Expenses	£11.99	£2.40	£14.39
August	143	09/08/2020	David Buckett	To provide advice on Public Works Loan Board application	Miscellaneous / Unexpected Expenditure	£100.00	£0.00	£100.00
August	144	23/07/2020	The Flower Basket	To provide flowers at the War Memorial in Sandwich	Flowers, cleaning & maintenance of the War Memorial	£250.00	£0.00	£250.00
August	145	01/07/2020	Training Highway	6th monthly payment (August 2020) re Website Maintenance	IT Expenses (incl Website) (STC)	£40.00	£0.00	£40.00
August	146	16/07/2020	Business Stream	Tennis Club water charges 12/05/2020 - 15/07/2020	Black Lane / Sandown Road Allotments	£19.73	£0.00	£19.73
August	147	08/07/2020	Business Stream	Fishergate Water Charges 04/06/2020 - 07/07/2020	Miscellaneous / Unexpected Expenditure	£8.05	£0.00	£8.05
August	148	19/08/2020	Capita Business Services	Sandwich Town Council Administration salary costs - August 2020	Town Clerk & Office Staff	£6,484.61	£0.00	£6,484.61
August	148	19/08/2020	Capita Business Services	Quay Convenience salary costs - August 2020	Quay & Cattle Market Salaries	£1,725.58	£0.00	£1,725.58
August	148	19/08/2020	Capita Business Services	Visitor Information Centre salary costs - August 2020	S144 Tourism - Salaries	£636.75	£0.00	£636.75
August	148	19/08/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - August 2020	Contribution to Caretaking Staff	£674.33	£0.00	£674.33
August	148	19/08/2020	Capita Business Services	Guildhall Admin Salaries (GH) - August 2020	Guildhall Admin Salaries (GH)	£4,039.34	£0.00	£4,039.34
August	148	19/08/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH) - August 2020	Caretaking and Cleaning Salaries (GH)	£6,068.95	£0.00	£6,068.95
August	148	19/08/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - August 2020	Visitor Information Staff (GH)	£955.13	£0.00	£955.13

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August	148	19/08/2020	Capita Business Services	Capita Fees	Peninsula Business & Capita	£1,070.04	£0.00	£1,070.04
August	149	11/08/2020	Amazon UK	Two mops with reusable mopheads	Quay Conveniences - Other Expenditure	£37.47	£7.50	£44.97
August	150	17/08/2020	Amazon UK	300 x disposable oversleeves	Health & Safety Provisions	£15.41	£3.08	£18.49
August	151	12/08/2020	Dover District Council	Parking permit for Quay Convenience Attendant	Officers Travel & Parking Expenses	£165.00	£0.00	£165.00
August	152	01/08/2020	Mr M Robinson	Bugler services at Sandwich war memorial on VJ Day	Mayor's Hospitality	£25.00	£0.00	£25.00
August	153	11/08/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	£36.24	£7.25	£43.49
August	153	11/08/2020	Global Cleaning Supplies	Cleaning Stock and hand sanitiser	Cleaning Stock	£196.75	£39.35	£236.10
August	153	11/08/2020	Global Cleaning Supplies	Anti bacterial soap	Cleaning Stock	£21.57	£4.31	£25.88
August	153	12/08/2020	Global Cleaning Supplies	Sterile surface cleaner x 4	Cleaning Stock	£177.60	£35.52	£213.12
August	154	07/08/2020	Highway Business Services	Social Media Training	IT Expenses (incl Website) (GH)	£100.00	£20.00	£120.00
August	155	01/08/2020	Training Highway	IT Support - August 2020	IT Expenses (incl Website) (STC)	£101.40	£0.00	£101.40
August	155	01/08/2020	Training Highway	IT Support - August 2020	IT Expenses (incl Website) (GH)	£101.40	£0.00	£101.40
August	156	29/07/2020	Opus Energy	Electricity Charges re Guildhall 28/06/2020 - 27/07/2020	Heating, Lighting, Water & Rates (GH)	£379.51	£75.90	£455.41
August	157	31/07/2020	Kent County Council	Stationary	Office Expenses	£22.43	£4.49	£26.92
August	158	31/07/2020	Viridor Waste Management Ltd	Recycling charges - Guildhall	Repairs & Maintenance (GH)	£34.16	£6.83	£40.99
August	158	31/07/2020	Viridor Waste Management Ltd	Recycling charges - Office	Office Expenses	£10.50	£2.10	£12.60
August	158	31/07/2020	Viridor Waste Management Ltd	Recycling charges - Adhoc	Repairs & Maintenance (GH)	£17.52	£3.50	£21.02
August	159	01/08/2020	Thomas / Murray	Reimbursement of Wedding deposit - re wedding on 31/07/2020	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
August	160	01/08/2020	Hobbs / Burt	Reimbursement of Wedding deposit - re wedding on 08/08/2020	Cancelled Weddings & Returned Deposits (GH)	£50.00	£0.00	£50.00
						<b>£28,868.45</b>	<b>£1,140.19</b>	<b>£30,008.64</b>