

Sandwich Town Council - Payment Schedule 2020/21 - October

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
October	206	07/09/2020	B&Q	Paint to decorate Guildhall rooms	Repairs & Maintenance (GH)	Officer (HR / Project Manager)	£111.00	£0.00	£111.00
October	207	24/09/2020	B&Q	Paint tiles for Guildhall decorating	Repairs & Maintenance (GH)	Officer (HR / Project Manager)	£146.43	£0.00	£146.43
October	208	28/09/2020	Ikea Limited	Picture frames for the Visitor Information Centre	S144 Tourism	Officer (HR / Project Manager)	£62.46	£12.49	£74.95
October	209	29/09/2020	Eventbrite	Leaders online event	Staff Training	Officer (Town Clerk)	£43.09	£8.62	£51.71
October	210	30/09/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita (GH)	HR / Project Manager	£112.67	£21.28	£133.95
October	211	23/10/2020	Sandwich Town Council (Petty Cash)	Petty cash to replenish tin	Petty Cash	Officer (Town Clerk)	£80.00	£0.00	£80.00
October	212	28/09/2020	PC Thomas	Keys cut for Black Lane allotment site gate	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£62.50	£0.00	£62.50
October	213	30/09/2020	Viridor Waste Management Ltd	Recycling charges - Office	Office Expenses	Officer (Town Clerk)	£21.00	£4.20	£25.20
October	213	30/09/2020	Viridor Waste Management Ltd	Recycling charges - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£48.74	£9.75	£58.49
October	213	30/09/2020	Viridor Waste Management Ltd	Recycling charges - adhoc charges	Office Expenses	Officer (Town Clerk)	£17.52	£3.50	£21.02
October	214	05/10/2020	British Gas	Guildhall gas charges	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£387.63	£77.53	£465.16
October	215	24/09/2020	McCabe Ford Williams	Fees for VAT audit re room hire and weddings, and advice regarding software packages	Audit Fees	Officer (Town Clerk)	£505.00	£101.00	£606.00
October	216	28/09/2020	Opus Energy	Guildhall electricity charges 29/08/2020 - 27/09/2020	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£403.44	£80.69	£484.13
October	217	08/10/2020	Amazon UK	iPad cleaning kit for Visitor Information Centre	S144 Tourism	Officer (HR / Project Manager)	£12.48	£2.50	£14.98
October	218	30/09/2020	Phoenix Link UK	Phone Charges - September 2020	S144 Tourism	Officer (Town Clerk)	£63.92	£12.78	£76.70
October	218	30/09/2020	Phoenix Link UK	Phone Charges - September 2020	Office Expenses	Officer (Town Clerk)	£63.92	£12.78	£76.70
October	218	30/09/2020	Phoenix Link UK	Phone Charges - September 2020	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.93	£12.79	£76.72
October	219	15/10/2020	Information Commissioners Office	Annual Data Protection Fee 21/11/2020 - 20/11/2021	Office Expenses	Officer (Town Clerk)	£60.00	£0.00	£60.00
October	220	28/09/2020	Kent Association of Local Councils	KALC Annual Finance Conference - online event	Staff Training	Officer (HR / Project Manager)	£50.00	£10.00	£60.00
October	221	16/10/2020	Pfizer Retirement Fellowship	Refund of event deposits due to Covid-19 cancellations	Cancelled Weddings & Returned Deposits (GH)	Officer (HR / Project Manager)	£200.00	£0.00	£200.00
October	222	06/10/2020	B&Q	Wall tiles and grouting - Guildhall Meeting Room redecoration	Repairs & Maintenance (GH)	Officer (Town Clerk)	£66.17	£13.23	£79.40
October	223	23/09/2020	Town Clerk	Reimbursement for purchase of monthly contract with Zoom Communications 23/07/2020 - 22/08/2020	Office Expenses	Officer (Town Clerk)	£11.99	£2.40	£14.39
October	224	10/10/2020	B&Q	Wall tiles - Guildhall Meeting Room redecoration	Repairs & Maintenance (GH)	Officer (Town Clerk)	£19.80	£0.00	£19.80
October	225	08/10/2020	Apple	iPad and smart keyboard for Town Sergeant / Head Caretaker	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£598.33	£119.67	£718.00
October	226	16/10/2020	Miss E Gisbey	Refund of wedding cost - cancellation due to Covid-19	Cancelled Weddings & Returned Deposits (GH)	Officer (Town Clerk)	£300.00	£0.00	£300.00
October	227	16/10/2020	Responsible Finance Officer	Reimbursement for replenishing Quay petty cash (used to purchase Mop for Cattle Market)	Cattle Market Conveniences - Other Expenditure	Officer (Town Clerk)	£29.98	£0.00	£29.98
October	228	01/10/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
October	228	09/10/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
October	229	01/10/2020	Temple Lifts	Lift Maintenance Contract 10/06/2020 - 09/09/2020	Repairs & Maintenance (GH)	Officer (Town Clerk)	£618.39	£123.68	£742.07
October	230	25/09/2020	WBS Copiers and Printers	Photocopying - printing charges 24/08/2020 - 24/09/2020	Photocopier	Officer (Town Clerk)	£58.94	£11.78	£70.72
October	231	01/10/2020	Public Works Loan Board	Drill Hall - half- yearly loan repayment to Public Works Loan Board	Drill Hall / Quayside Market	Officer (HR / Project Manager)	£8,086.75	£0.00	£8,086.75
October	232	19/10/2020	Capita Business Services	Mayors Attendant and Uniform salary costs - October 2020	Mayor's Attendant & Uniform	Officer (Town Clerk)	£93.57	£0.00	£93.57
October	232	19/10/2020	Capita Business Services	Sandwich Town Council Administration salary costs - October 2020	Town Clerk & Office Staff	Officer (Town Clerk)	£6,489.17	£0.00	£6,489.17
October	232	19/10/2020	Capita Business Services	Quay Convenience salary costs - October 2020	Quay & Cattle Market Salaries	Officer (Town Clerk)	£1,876.91	£0.00	£1,876.91
October	232	19/10/2020	Capita Business Services	Visitor Information Centre salary costs - October 2020	S144 Tourism - Salaries	Officer (Town Clerk)	£618.92	£0.00	£618.92
October	232	19/10/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - October 2020	Contribution to Caretaking Staff	Officer (Town Clerk)	£668.02	£0.00	£668.02
October	232	19/10/2020	Capita Business Services	Guildhall Admin Salaries (GH) - October 2020	Guildhall Admin Salaries (GH)	Officer (Town Clerk)	£4,039.34	£0.00	£4,039.34
October	232	19/10/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- October 2020	Caretaking and Cleaning Salaries (GH)	Officer (Town Clerk)	£6,012.19	£0.00	£6,012.19
October	232	19/10/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - October 2020	Visitor Information Staff (GH)	Officer (Town Clerk)	£928.38	£0.00	£928.38
October	233	02/10/2020	Harmoni Design	Harmoni standing desk for the HR/Project Manager	Office Expenses	Officer (Town Clerk)	£160.00	£0.00	£160.00

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October	234	01/10/2020	Training Highway	IT Support - October 2020	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
October	234	01/10/2020	Training Highway	IT Support - October 2020	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
October	235	12/10/2020	Global Cleaning Supplies	Cleaning stock	Cleaning Stock	Officer (Town Clerk)	£142.60	£28.52	£171.12
October	236	15/11/2020	British Gas (Careplan re kitchen)	British Gas Care Package re Guildhall kitchen	Repairs & Maintenance (GH)	Officer (Town Clerk)	£284.32	£56.86	£341.18
October	237	09/10/2020	Business Stream	Water charges - Sandown Road tennis courts/allotments 15/07/20 - 07/10/20	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£178.81	£0.00	£178.81
October	238	13/10/2020	Business Stream	Water Charges - Fishergate	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£30.72	£0.00	£30.72
October	239	19/10/2020	Global Cleaning Supplies	Cleaning Supplies	Cleaning Stock	Officer (Town Clerk)	£18.00	£3.60	£21.60
October	240	21/10/2020	R Lane	Return of Wedding damage deposit and refund of cost of zoom recording	Cancelled Weddings & Returned Deposits (GH)	Officer (Town Clerk)	£80.00	£0.00	£80.00
October	241	16/10/2020	B&Q	Paint for Guildhall decorating	Repairs & Maintenance (GH)	Officer (HR / Project Manager)	£89.00	£0.00	£89.00
October	242	18/10/2020	Kent County Council	Mop heads and nitrile gloves	Cleaning Stock	Officer (Town Clerk)	£58.90	£3.80	£62.70
October	243	05/10/2020	Standfast Burglar Alarm Co (East Kent) Ltd	Upgrade of Guildhall building alarm system	Repairs & Maintenance (GH)	Officer (HR / Project Manager)	£285.00	£0.00	£285.00
October	244	01/10/2020	R Rayner	Return of Wedding damage deposit and refund of cost of zoom recording	Cancelled Weddings & Returned Deposits (GH)	Officer (Town Clerk)	£80.00	£0.00	£80.00
						Total	£34,966.61	£798.23	£35,764.84