

Sandwich Town Council - Payment Schedule 2021/22 - April 2021/22

Month	Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
APRIL	26/04/2021	1	19/04/2021	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - April 2021	Town Clerk & Office Staff	Officer (Town Clerk)	£6,562.97	£0.00	£6,562.97
APRIL	26/04/2021	1	19/04/2021	Salaries - Sandwich Town Council	Quay Conveniences Salaries - April 2021	Quay Conveniences - Salaries	Officer (HR / Project Manager)	£1,258.78	£0.00	£1,258.78
APRIL	26/04/2021	1	19/04/2021	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - April 2021	Cattle Market Conveniences - Salaries	Officer (HR / Project Manager)	£260.00	£0.00	£260.00
APRIL	26/04/2021	1	19/04/2021	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - April 2021	S144 Salaries	Officer (HR / Project Manager)	£724.06	£0.00	£724.06
APRIL	26/04/2021	1	19/04/2021	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - April 2021	Contribution to Caretaking Staff	Officer (Town Clerk)	£619.52	£0.00	£619.52
APRIL	26/04/2021	1	19/04/2021	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - April 2021	Caretaker & Cleaner Salaries	Officer (Town Clerk)	£5,575.68	£0.00	£5,575.68
APRIL	26/04/2021	1	19/04/2021	Salaries - STBF Guildhall	Guildhall Administration Salaries - April 2021	Guildhall Admin Salaries	Officer (Town Clerk)	£4,090.52	£0.00	£4,090.52
APRIL	26/04/2021	1	19/04/2021	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - April 2021	Visitor Information Staff (Guildhall roomhire/weddings element)	Officer (HR / Project Manager)	£1,086.09	£0.00	£1,086.09
APRIL	26/04/2021	1	19/04/2021	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - April 2021	STBF salaries	Officer (Town Clerk)	£4,187.54	£0.00	£4,187.54
APRIL	26/04/2021	2	19/04/2021	K SLADE	Reimbursement of confetti deposit - 2020/21 wedding	Cancelled Weddings & Returned Deposits (GH)	Officer (HR / Project Manager)	£50.00	£0.00	£50.00
APRIL	26/04/2021	3	08/04/2021	Capita	Payroll services - last quarter 2020/21	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£489.48	£97.90	£587.38
APRIL	26/04/2021	4	19/03/2021	Business Stream	Water charges Cemetry & Premises 01/04/2021 - 31/03/2022	Chapel - Water Rates & Maintenance	Officer (Town Clerk)	£99.64	£0.00	£99.64
APRIL	26/04/2021	5	26/03/2021	Dover District Council	100 x Green Waste Bags - to be sold by the VIC	Green Garden Waste Bags	Officer (HR / Project Manager)	£270.00	£0.00	£270.00
APRIL	26/04/2021	6	12/03/2021	British Gas	Fishergate - electricity charges 07/02/2021 - 06/03/2021	Fishergate	Officer (Town Clerk)	£0.00	£0.00	£0.00
APRIL	26/04/2021	7	07/04/2021	AOC Deep Cleaning	Deep clean of kitchen extractor fan	Repairs and Maintenance	Officer (Town Clerk)	£325.00	£65.00	£390.00
APRIL	26/04/2021	8	25/03/2021	Global Cleaning Supplies	Cleaning Stock	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£81.72	£16.34	£98.06
APRIL	26/04/2021	9	24/03/2021	Hippersons	Cleaning drains - Cattle Market Conveniences	Cattle Market Conveniences - Other Expenditure	Officer (Town Clerk)	£130.00	£26.00	£156.00
APRIL	26/04/2021	10	01/04/2021	Temple Lifts	Lift Maintenance 10/03/2021 - 09/06/2021	Repairs and Maintenance	Officer (Town Clerk)	£652.40	£130.48	£782.88
APRIL	26/04/2021	11	25/03/2021	National Association of Local Councils	The Power of Local Council and Business Partnership Event - attended by Project Manager	Staff Training	Officer (HR / Project Manager)	£53.74	£10.75	£64.49
APRIL	26/04/2021	12	19/04/2021	Mrs C Grinnell	Reimbursement re return of allotment key - no 33	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£10.00	£0.00	£10.00
APRIL	26/04/2021	13	06/04/2021	Kent Association of Local Councils	Develop an effective communication strategy and policy event - attended by Town Clerk	Staff Training	Officer (HR / Project Manager)	£35.00	£7.00	£42.00
APRIL	26/04/2021	14	31/03/2021	Viridor Waste Mangement Ltd	Recycling charges - adhoc	Office Expenses (incl. telephone)	Officer (Town Clerk)	£5.00	£1.00	£6.00
APRIL	26/04/2021	15	31/03/2021	Viridor Waste Mangement Ltd	Recycling charges - Guildhall	Repairs and Maintenance	Officer (Town Clerk)	£21.90	£4.38	£26.28
APRIL	26/04/2021	16	27/03/2021	WBS Copiers	Photocopying charges	Photocopier (Rental & Usage)	Officer (Town Clerk)	£30.00	£6.00	£36.00
APRIL	26/04/2021	17	31/03/2021	Lavat Consulting Limited	VAT consultation and audit - Sandwich Town Council functions	Audit Fees	Officer (Town Clerk)	£1,125.00	£225.00	£1,350.00
APRIL	26/04/2021	18	16/03/2021	Dover District Council	Business Rates - Fishergate	Fishergate	Officer (Town Clerk)	£1,696.60	£0.00	£1,696.60
APRIL	26/04/2021	19	16/03/2021	Dover District Council	Business Rates - Guildhall forecourt	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£1,372.25	£0.00	£1,372.25
APRIL	26/04/2021	20	16/03/2021	Dover District Council	Business Rates - Quay Conveniences	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£1,235.03	£0.00	£1,235.03
APRIL	26/04/2021	21	01/04/2021	Kent Association of Local Councils	Membership subscription 2021-22	Subscriptions & Memberships	Officer (Town Clerk)	£1,509.08	£301.82	£1,810.90
APRIL	26/04/2021	22	09/11/2020	National Association of Local Councils	Rebuilding Communities event - attendance for Town Clerk and Project Manager	Staff Training	Officer (HR / Project Manager)	£64.88	£12.98	£77.86
APRIL	26/04/2021	23	24/03/2021	British Gas	Guildhall Gas Charges	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£1,285.33	£257.06	£1,542.39
APRIL	26/04/2021	24	31/03/2021	Phoenix Link UK	Phone Charges - March 2021	S144 (Other Expenditure)	Officer (HR / Project Manager)	£63.61	£12.72	£76.33
APRIL	26/04/2021	24	31/03/2021	Phoenix Link UK	Phone Charges - March 2021	Office Expenses (incl. telephone)	Officer (Town Clerk)	£63.61	£12.72	£76.33
APRIL	26/04/2021	24	31/03/2021	Phoenix Link UK	Phone Charges - March 2021	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.62	£12.73	£76.35
APRIL	26/04/2021	25	01/04/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
APRIL	26/04/2021	25	13/04/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
APRIL	26/04/2021	26	24/03/2021	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve, 19/02/21 - 24/03/21	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
APRIL	26/04/2021	27	19/04/2021	Amazon Business	100 x White A4 Envelopes	Office Expenses (incl. telephone)	Officer (Town Clerk)	£19.98	£0.00	£19.98
APRIL	26/04/2021	28	31/03/2021	Peninsula Business Services	Provision of HR Services	Peninsula Business (HR)	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
APRIL	26/04/2021	29	26/03/2021	Aston Lark	Insurance of Civic Insignia	Guildhall Insurance including contents	Officer (Town Clerk)	£247.50	£29.70	£277.20
APRIL	26/04/2021	30	12/04/2021	Public Works Loan Board	Drill Hall - half- yearly loan repayment	Drill Hall / Quayside Market	Officer (Town Clerk)	£8,086.75	£0.00	£8,086.75
APRIL	26/04/2021	31	16/03/2021	Zurich Municipal Insurance	Guildhall Insurance 2020/21	Guildhall Insurance incl contents (GH)	45.03.21 (iii)	£16,161.05	£216.41	£16,377.46
APRIL	26/04/2021	32	15/04/2021	Training Highway	IT Support - April 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
APRIL	26/04/2021	32	15/04/2021	Training Highway	IT Support - April 2021	IT Expenses (incl. Website) (Guildhall)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
APRIL	26/04/2021	33	20/04/2021	Training Highway	Website Maintenance - April 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
APRIL	26/04/2021	34	16/04/2021	Global Cleaning Supplies	Cleaning Stock	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£104.50	£20.90	£125.40
APRIL	26/04/2021	35	11/04/2021	Kent County Council	Stationary supplies	Office Expenses (incl. telephone)	Officer (Town Clerk)	£93.25	£18.65	£111.90
APRIL	26/04/2021	36	14/04/2021	Kent County Council	Stationary supplies	Office Expenses (incl. telephone)	Officer (Town Clerk)	£13.00	£2.60	£15.60
APRIL	26/04/2021	37	13/04/2021	British Gas	Fishergate - electricity charges 07/03/2021 - 07/04/2021	Fishergate	Officer (Town Clerk)	£9.54	£0.47	£10.01
							Total	£60,721.30	£1,574.67	£62,295.97