

Sandwich Town Council - Payment Schedule - December 2020/21

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
December	291	30/11/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
December	292	24/11/2020	Ebay	Elf Costume for Town Sergeant	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£27.99	£0.00	£27.99
December	293	24/11/2020	X Connect	Replacement window panels for phone boxes - to be refunded by STBF	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£79.20	£15.84	£95.04
December	294	03/12/2020	Wyman (Electrical) Ltd	Electrical testing at Fishergate	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£80.00	£16.00	£96.00
December	295	03/12/2020	British Gas	Gas Charges, Guildhall 01/11/20 - 30/11/20	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£696.19	£139.23	£835.42
December	296	23/11/2020	C.E.F. (Sandwich)	Bulbs for the Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£15.45	£3.09	£18.54
December	297	27/11/2020	Dover District Council	50 x Green Garden Waste Bags	Green Garden Waste Bags	Officer (HR / Project Manager)	£135.00	£0.00	£135.00
December	298	01/12/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£69.39	£13.88	£83.27
December	299	02/12/2020	PeopleSafe	Assisted Global Positioning System and GPS Positioning System for Warden of Monks Wall Nature Reserve	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£174.00	£34.80	£208.80
December	300	28/11/2020	Opus Energy	Guildhall electricity charges 29/10/2020 - 27/11/2020	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£394.41	£78.88	£473.29
December	301	30/11/2020	Phoenix Link UK	Phone Charges - November 2020	S144 Tourism	Officer (Town Clerk)	£63.94	£12.79	£76.73
December	301	30/11/2020	Phoenix Link UK	Phone Charges - November 2020	Office Expenses	Officer (Town Clerk)	£63.94	£12.79	£76.73
December	301	30/11/2020	Phoenix Link UK	Phone Charges - November 2020	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.94	£12.78	£76.72
December	302	01/12/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
December	302	01/12/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
December	303	01/12/2020	The Sandwich Printing Company Limited	200 x Mayors Christmas Cards & envelopes	Mayor's Expenses	Officer (Town Clerk)	£180.00	£0.00	£180.00
December	304	30/11/2020	Viridor Waste Management Ltd	Recycling charges - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£19.58	£3.92	£23.50
December	305	25/11/2020	WBS Copiers and Printers	Photocopying Charges 23/10/20 - 23/11/20	Photocopier	Officer (Town Clerk)	£30.00	£6.00	£36.00
December	271	19/12/2020	Capita Business Services	Sandwich Town Council Administration salary costs - December 2020	Town Clerk & Office Staff	Officer (Town Clerk)	£6,508.26	£0.00	£6,508.26
December	271	19/12/2020	Capita Business Services	Quay Convenience salary costs - December 2020	Quay & Cattle Market Salaries	Officer (Town Clerk)	£1,020.24	£0.00	£1,020.24
December	271	19/12/2020	Capita Business Services	Visitor Information Centre salary costs - December 2020	S144 Tourism - Salaries	Officer (Town Clerk)	£624.16	£0.00	£624.16
December	271	19/12/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - December 2020	Contribution to Caretaking Staff	Officer (Town Clerk)	£624.51	£0.00	£624.51
December	271	19/12/2020	Capita Business Services	Guildhall Admin Salaries (GH) - December 2020	Guildhall Admin Salaries (GH)	Officer (Town Clerk)	£4,039.34	£0.00	£4,039.34
December	271	19/12/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- December 2020	Caretaking and Cleaning Salaries (GH)	Officer (Town Clerk)	£5,620.63	£0.00	£5,620.63
December	271	19/12/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - December 2020	Visitor Information Staff (GH)	Officer (Town Clerk)	£936.25	£0.00	£936.25
December	272	01/12/2020	Training Highway	IT Support - December 2020	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
December	272	01/12/2020	Training Highway	IT Support - December 2020	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
December	273	01/12/2020	Training Highway	10th monthly payment (December 2020) re Website Maintenance	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
December	274	01/11/2020	T R & C Carpenter	Cable ties for Remembrance Sunday notices	Office Expenses	Officer (Town Clerk)	£4.43	£0.89	£5.32
December	274	01/11/2020	T R & C Carpenter	Lobby brush for Cattle Market toilets	Cattle Market Conveniences - Other Expenditure	Officer (Town Clerk)	£9.71	£1.94	£11.65
December	274	01/11/2020	T R & C Carpenter	Lock for black lane allotment site	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£19.46	£3.89	£23.35
December	275	01/12/2020	Siemens Financial Services Ltd	Photocopier rental charges	Photocopier	Officer (Town Clerk)	£144.60	£28.92	£173.52
December	276	01/12/2020	Siemens Financial Services Ltd	Photocopier rental charges	Photocopier	Officer (Town Clerk)	£24.61	£4.92	£29.53
						Total	£22,348.58	£476.62	£22,825.20