

Sandwich Town Council - Payment Schedule - February 2020/21

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
February	308	15/01/2021	Business Stream	Water Charges - Guildhall 19/10/2020 - 14/01/2021	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£227.76	£0.00	£227.76
February	309	31/01/2021	Viridor Waste Management Ltd	Recycling charges	Office Expenses	Officer (Town Clerk)	£5.00	£1.00	£6.00
February	309	31/01/2021	Viridor Waste Management Ltd	Recycling charges	Repairs & Maintenance (GH)	Officer (Town Clerk)	£17.52	£3.50	£21.02
February	310	16/01/2021	Business Stream	Water charges - public conveniences 12/10/2020 - 15/01/2021	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£487.73	£0.00	£487.73
February	311	16/01/2021	Business Stream	Water Charges - tennis club / Sandown road allotments 07/10/2020 - 15/01/2021	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£59.98	£0.00	£59.98
February	312	26/01/2021	Directory of Social Change	Business and Strategic Planning training for Project Manager	Staff Training	Officer (HR / Project Manager)	£199.00	£0.00	£199.00
February	313	26/01/2021	Directory of Social Change	Business and Strategic Planning training for Museum and Heritage Manager	Staff Training	Officer (HR / Project Manager)	£199.00	£0.00	£199.00
February	314	21/01/2021	EDF Energy	Electricity charges - Quay conveniences 12/10/2020 - 11/01/2021	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£296.23	£13.25	£309.48
February	315	03/02/2021	Responsible Finance Officer	Reimbursement for purchase of printer ink for home printer (whilst working at home)	IT Expenses (incl Website) (STC)	Officer (Town Clerk)	£24.57	£0.00	£24.57
February	316	03/02/2021	Fiona Raley Architecture	Historic building consultancy fees	Repairs & Maintenance (GH)	Officer (Town Clerk)	£1,746.60	£0.00	£1,746.60
February	317	04/01/2021	Temple Lifts	Lift Maintenance Contract 10/12/2020 - 09/03/2021	Repairs & Maintenance (GH)	Officer (Town Clerk)	£618.39	£123.68	£742.07
February	318	25/01/2021	WBS Copiers and Printers	Photocopying charges 23/12/20 - 22/01/21	Photocopier	Officer (Town Clerk)	£30.00	£6.00	£36.00
February	319	31/10/2020	Viridor Waste Management Ltd	Recycling Charges - Office	Office Expenses	Officer (Town Clerk)	£10.50	£2.10	£12.60
February	319	31/12/2020	Viridor Waste Management Ltd	Recycling Charges - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£21.90	£4.38	£26.28
February	320	20/01/2021	Eon	Electricity Charges - Guildhall 01/12/20 - 10/01/21	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£776.68	£155.34	£932.02
February	321	31/01/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
February	322	01/02/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
February	322	01/02/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
February	323	13/02/2021	Amazon UK	Stationary	Office Expenses	Officer (Town Clerk)	£24.12	£4.82	£28.94
February	323	04/02/2021	Amazon UK	Carbon Monoxide Detector	Health & Safety Provisions (GH)	Officer (Town Clerk)	£15.74	£3.15	£18.89
February	324	26/01/2021	Highway Business Services	Set up of laptop for Town Sergeant	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£72.00	£14.40	£86.40
February	325	31/01/2021	Phoenix Link UK	Phone Charges - January 2021	S144 Tourism	Officer (HR / Project Manager)	£63.61	£12.72	£76.33
February	325	31/01/2021	Phoenix Link UK	Phone Charges - January 2021	Office Expenses	Officer (Town Clerk)	£63.61	£12.72	£76.33
February	325	31/01/2021	Phoenix Link UK	Phone Charges - January 2021	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.62	£12.73	£76.35
February	326	08/02/2021	RNID Louder than Words	Deaf Awareness Training Course - Museum & Heritage Manager	Staff Training (GH)	Officer (HR / Project Manager)	£49.00	£9.80	£58.80
February	327	08/02/2021	RNID Louder than Words	Deaf Awareness Training Course - Project Manager	Staff Training	Officer (HR / Project Manager)	£49.00	£9.80	£58.80
February	328	08/02/2021	RNID Louder than Words	Deaf Awareness Training Course - Visitor Information Centre Assistant	Staff Training	Officer (HR / Project Manager)	£49.00	£9.80	£58.80
February	329	08/02/2021	RNID Louder than Words	Deaf Awareness Training Course - Visitor Information Centre Assistant	Staff Training (GH)	Officer (HR / Project Manager)	£49.00	£9.80	£58.80
February	330	08/02/2021	RNID Louder than Words	Deaf Awareness Training Course - Town Sergeant	Staff Training	Officer (HR / Project Manager)	£49.00	£9.80	£58.80
February	331	03/02/2021	PPL PRS	Guildhall Music licence Feb 2021 - Feb 2022	Repairs & Maintenance (GH)	Officer (Town Clerk)	£940.50	£188.10	£1,128.60
February	332	15/02/2021	Training Highway	IT Support - February 2021	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
February	332	15/02/2021	Training Highway	IT Support - February 2021	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
February	333	15/02/2021	Training Highway	Website Maintenance - February 2021	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
February	334	19/02/2021	Capita Business Services	Sandwich Town Council Administration salary costs - February 2021	Town Clerk & Office Staff	Officer (Town Clerk)	£6,480.92	£0.00	£6,480.92
February	334	19/02/2021	Capita Business Services	Quay Convenience salary costs - February 2021	Quay & Cattle Market Salaries	Officer (Town Clerk)	£1,072.56	£0.00	£1,072.56
February	334	19/02/2021	Capita Business Services	Visitor Information Centre salary costs - February 2021	S144 Tourism - Salaries	Officer (Town Clerk)	£575.91	£0.00	£575.91
February	334	19/02/2021	Capita Business Services	10% STC Contribution to Caretaking Staff - February 2021	Contribution to Caretaking Staff	Officer (Town Clerk)	£606.22	£0.00	£606.22
February	334	19/02/2021	Capita Business Services	Guildhall Admin Salaries (GH) - February 2021	Guildhall Admin Salaries (GH)	Officer (Town Clerk)	£4,039.34	£0.00	£4,039.34
February	334	19/02/2021	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- February 2021	Caretaking and Cleaning Salaries (GH)	Officer (Town Clerk)	£5,455.95	£0.00	£5,455.95
February	334	19/02/2021	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - February 2021	Visitor Information Staff (GH)	Officer (Town Clerk)	£863.86	£0.00	£863.86
February	335	19/02/2021	Quay Convenience Assistant	Reimbursement for purchase of mop heads for the Quay Conveniences	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£14.99	£0.00	£14.99
						Total	£25,998.16	£692.95	£26,691.11