

Sandwich Town Council - Payment Schedule - January 2020/21

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
January	277	12/11/2020	Training Highway	Supply of one refurbished desktop PC for use with TV	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£200.00	£0.00	£200.00
January	278	17/12/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£132.00	£26.40	£158.40
January	279	12/12/2020	Kent County Council	Office Stationery	Office Expenses	Officer (Town Clerk)	£47.12	£9.42	£56.54
January	279	12/12/2020	Kent County Council	Office Stationery	Office Expenses	Officer (Town Clerk)	£49.55	£9.91	£59.46
January	280	11/12/2020	Lexis Nexis	Arnold Baker Local Council Administration	Office Expenses	Officer (Town Clerk)	£149.99	£0.00	£149.99
January	281	21/12/2020	Paul Graeme	Reimbursement re postage for the Mayor's Christmas Cards	Mayor's Expenses	Officer (Town Clerk)	£61.05	£0.00	£61.05
January	282	21/12/2020	Godden Construction	Traffic Management re Guildhall window replacement	Repairs & Maintenance (GH)	Officer (Town Clerk)	£200.00	£40.00	£240.00
January	283	18/12/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 18/11/2020 - 18/12/2020	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
January	284	10/12/2020	Business Stream	Water Charges, Black Lane Allotments 10/08/20 - 09/12/20	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£455.33	£0.00	£455.33
January	285	31/12/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita (GH)	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
January	286	31/12/2020	Viridor Waste Management Ltd	Recycling charges - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£19.58	£3.92	£23.50
January	286	30/11/2020	Viridor Waste Management Ltd	Recycling charges - Office	Office Expenses	Officer (Town Clerk)	£10.50	£2.10	£12.60
January	286	30/11/2020	Viridor Waste Management Ltd	Recycling charges - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£17.52	£3.50	£21.02
January	287	15/11/2020	British Gas	Electricity Charges, Fishergate 01/11/20 - 30/11/20	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£8.95	£0.44	£9.39
January	288	06/01/2021	British Gas	Gas Charges, Guildhall 01/12/20 - 31/12/20	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£1,097.45	£219.49	£1,316.94
January	289	08/01/2021	Business Stream	Water Charges - Fishergate 12/10/2020 - 04/12/2020	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£5.90	£0.00	£5.90
January	290	19/01/2021	Capita Business Services	Sandwich Town Council Administration salary costs - January 2021	Town Clerk & Office Staff	Officer (Town Clerk)	£6,510.24	£0.00	£6,510.24
January	290	19/01/2021	Capita Business Services	Quay Convenience salary costs - January 2021	Quay & Cattle Market Salaries	Officer (Town Clerk)	£1,037.68	£0.00	£1,037.68
January	290	19/01/2021	Capita Business Services	Visitor Information Centre salary costs - January 2021	S144 Tourism - Salaries	Officer (Town Clerk)	£506.68	£0.00	£506.68
January	290	19/01/2021	Capita Business Services	10% STC Contribution to Caretaking Staff - January 2021	Contribution to Caretaking Staff	Officer (Town Clerk)	£634.38	£0.00	£634.38
January	290	19/01/2021	Capita Business Services	Guildhall Admin Salaries (GH) - January 2021	Guildhall Admin Salaries (GH)	Officer (Town Clerk)	£4,039.34	£0.00	£4,039.34
January	290	19/01/2021	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- January 2021	Caretaking and Cleaning Salaries (GH)	Officer (Town Clerk)	£5,709.37	£0.00	£5,709.37
January	290	19/01/2021	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - January 2021	Visitor Information Staff (GH)	Officer (Town Clerk)	£760.01	£0.00	£760.01
January	290	06/01/2021	Capita Business Services	Payroll services	Peninsula Business & Capita	Officer (Town Clerk)	£493.26	£98.65	£591.91
January	291	22/12/2020	Sandwich Property Care Limited	Cherry Picker Hire for Guildhall window repairs	Repairs & Maintenance (GH)	Officer (Town Clerk)	£300.00	£60.00	£360.00
January	292	11/01/2021	Easthope Stained Glass Studios	Repair to window in Jury Room	Repairs & Maintenance (GH)	Officer (Town Clerk)	£850.00	£0.00	£850.00
January	293	31/12/2020	Phoenix Link UK	Phone Charges - December 2020	S144 Tourism	Officer (HR / Project Manager)	£63.61	£12.72	£76.33
January	293	31/12/2020	Phoenix Link UK	Phone Charges - December 2020	Office Expenses	Officer (Town Clerk)	£63.61	£12.72	£76.33
January	293	31/12/2020	Phoenix Link UK	Phone Charges - December 2020	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.62	£12.73	£76.35
January	294	31/12/2020	Rhino Plant Hire	Works at Monks Wall Nature Reserve	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£1,881.80	£376.36	£2,258.16
January	295	01/01/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
January	295	01/01/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
January	296	13/01/2021	Standfast Burglar Alarm Co (East Kent) Ltd	Set up of three handsets and remote monitoring of security alarm	Repairs & Maintenance (GH)	Officer (Town Clerk)	£125.00	£25.00	£150.00
January	297	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
January	298	17/01/2021	Sandwich Toll Bridge Fund	Refund of VAT claimed for the period 01/04/2020 - 30/11/2020	VAT refund	Officer (Town Clerk)	£1,577.85	£0.00	£1,577.85
January	299	17/01/2021	Sandwich Toll Bridge Fund Museum Account	Refund of VAT claimed for the period 01/04/2020 - 30/11/2020	VAT refund	Officer (Town Clerk)	£132.80	£0.00	£132.80
January	300	24/12/2020	WBS Copiers and Printers	Photocopying Charges 23/11/20 - 23/12/20	Photocopier	Officer (Town Clerk)	£44.36	£8.88	£53.24
January	301	15/01/2021	Training Highway	IT Support - January 2021	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
January	301	15/01/2021	Training Highway	IT Support - January 2021	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
January	302	15/01/2021	Training Highway	Website Maintenance - January 2021	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
January	303	16/01/2021	Amazon UK	Expanding garden hose pipe - for use at the Cattle Market toilets	Cattle Market Conveniences - Other Expenditure	Officer (HR / Project Manager)	£20.83	£4.17	£25.00
January	304	25/03/2020	WBS Copiers and Printers	Photocopying Charges up to 09/03/2020	Photocopier	Officer (Town Clerk)	£30.00	£6.00	£36.00
January	305	19/01/2021	Visitor Information Centre Assistant	Reimbursement for mileage to collect paperwork from a Solicitors in Canterbury	Officers Travel & Parking Expenses	Officer (Town Clerk)	£18.00	£0.00	£18.00
January	306	19/01/2021	National Association of Local Councils	Ticket for Project Manager to attend Leaders Talk on 23-02-21	Staff Training	Officer (HR / Project Manager)	£43.09	£8.62	£51.71
January	307	13/01/2021	British Gas	Electricity Charges - Fishergate 08/12/20 - 07/01/21	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£9.24	£0.46	£9.70
						Total	£28,875.78	£1,151.23	£30,027.01