

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

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
JUNE	22/05/2021	70	British Gas	Guildhall Gas Charges (cost to be transferred to STBF Guildhall Account)	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£61.53	£12.31	£73.84
JUNE	23/06/2021	71	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - June 2021	Town Clerk & Office Staff	Officer (Town Clerk)	£6,649.69	£0.00	£6,649.69
JUNE	23/06/2021	71	Salaries - Sandwich Town Council	Quay Conveniences Salaries - June 2021	Quay Conveniences - Salaries	Officer (HR / Project Manager)	£965.13	£0.00	£965.13
JUNE	23/06/2021	71	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - June 2021	Cattle Market Conveniences - Salaries	Officer (HR / Project Manager)	£260.00	£0.00	£260.00
JUNE	23/06/2021	71	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - June 2021	S144 Salaries	Officer (HR / Project Manager)	£656.64	£0.00	£656.64
JUNE	23/06/2021	71	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - June 2021	Contribution to Caretaking Staff	Officer (Town Clerk)	£656.51	£0.00	£656.51
JUNE	23/06/2021	71	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - June 2021	Caretaker & Cleaner Salaries	Officer (HR / Project Manager)	£5,908.55	£0.00	£5,908.55
JUNE	23/06/2021	71	Salaries - STBF Guildhall	Guildhall Administration Salaries - June 2021	Guildhall Admin Salaries	Officer (HR / Project Manager)	£4,129.16	£0.00	£4,129.16
JUNE	23/06/2021	71	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - June 2021	Visitor Information Staff (Guildhall roomhire/weddings element)	Officer (HR / Project Manager)	£984.97	£0.00	£984.97
JUNE	23/06/2021	71	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - June 2021	STBF salaries	Officer (HR / Project Manager)	£4,197.20	£0.00	£4,197.20
JUNE	23/06/2021	71	Salaries - Sandwich Toll Bridge Fund Museum	Museum Salaries - June 2021	STBF Museum salaries	Officer (Town Clerk)	£1,211.00	£0.00	£1,211.00
JUNE	23/06/2021	71	Salaries	Staff Bonuses	Staff Salaries bonus pot	Officer (HR / Project Manager)	£1,800.00	£0.00	£1,800.00
JUNE	23/06/2021	72	Sandwich Toll Bridge Fund Museum Account	Refund of VAT claimed for the period 01/02/2020 - 31/03/2020	Vat Refund	Officer (Town Clerk)	£211.69	£0.00	£211.69
JUNE	23/06/2021	73	Healthmatic	Contactless payment door entry system installation at the Quay Conveniences	Quay Conveniences - Other Expenditure	Officer (HR / Project Manager)	£6,980.00	£1,396.00	£8,376.00
JUNE	23/06/2021	74	Global Cleaning Supplies	Cleaning Stock	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£114.58	£22.92	£137.50
JUNE	23/06/2021	75	Global Cleaning Supplies	Cleaning Stock	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£208.29	£41.65	£249.94
JUNE	23/06/2021	76	Annemarie Huigen	Management of the Thursday market - May 2021	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£200.00	£0.00	£200.00
JUNE	23/06/2021	77	Maidstone Borough Council	Tickets for Mayor, Mayoress and driver to attend event in Maidstone	Mayoral Expenses	Officer (Town Clerk)	£86.00	£0.00	£86.00
JUNE	23/06/2021	78	Town Clerk	Reimbursement re payment of subscription to Wordfence (website protection)	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£70.13	£0.00	£70.13
JUNE	23/06/2021	79	WBS Copiers	Photocopying charges 26/04/2021 - 13/05/2021	Photocopier (Rental & Usage)	Officer (Town Clerk)	£30.00	£6.00	£36.00
JUNE	23/06/2021	80	Training Highway	Website Maintenance - June 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
JUNE	23/06/2021	81	Mr K A Chapman	Monks Wall Nature Reserve Warden Fees 27/04/21 - 24/05/2021	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
JUNE	23/06/2021	82	Viridor Waste Mangement Ltd	Recycling Charges	Office Expenses (incl. telephone)	Officer (Town Clerk)	£5.51	£1.10	£6.61
JUNE	23/06/2021	83	Viridor Waste Mangement Ltd	Recycling Charges	Office Expenses (incl. telephone)	Officer (Town Clerk)	£21.90	£4.38	£26.28
JUNE	23/06/2021	84	Town Sergeant	Reimbursement for dry cleaning of ceremonial uniform	Mayor's Attendant & Uniform	Officer (Town Clerk)	£15.60	£0.00	£15.60
JUNE	23/06/2021	85	Hipperson Limited	Repairs to Cattle Market Ladies toilet	Cattle Market Conveniences - Other Expenditure	Officer (Town Clerk)	£130.00	£26.00	£156.00
JUNE	23/06/2021	86	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
JUNE	23/06/2021	87	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall Wi-Fi (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
JUNE	23/06/2021	88	Phoenix Link UK	Phone Charges - May 2021	S144 (Other Expenditure)	Officer (HR / Project Manager)	£63.65	£12.73	£76.38
JUNE	23/06/2021	88	Phoenix Link UK	Phone Charges - May 2021	Office Expenses (incl. telephone)	Officer (Town Clerk)	£63.65	£12.73	£76.38
JUNE	23/06/2021	88	Phoenix Link UK	Phone Charges - May 2021	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.66	£12.73	£76.39
JUNE	23/06/2021	89	British Gas	Guildhall Gas Charges 02/04/2021 - 22/05/2021 (cost to be transferred to STBF Guildhall A/C)	Repairs and Maintenance	Officer (Town Clerk)	£2,017.67	£403.53	£2,421.20
JUNE	23/06/2021	90	Eon	Guildhall Electricity Charges 01/05/2021 - 01/06/2021 (cost to be transferred to STBF Guildhall A/C)	Repairs and Maintenance	Officer (Town Clerk)	£578.21	£115.64	£693.85
JUNE	23/06/2021	91	Peninsula Business Services	Provision of HR Services	Peninsula Business (HR)	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
JUNE	23/06/2021	92	Sage	Monthly fees - Sage Payroll	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£17.00	£3.40	£20.40
JUNE	23/06/2021	93	VR Sani-Co Ltd	Sanitary Disposal Service - Quay Conveniences	Quay Conveniences - Salaries	Officer (Town Clerk)	£698.50	£139.70	£838.20
JUNE	23/06/2021	94	British Gas	Electricity charges - Fishergate 08/04/21 - 07/05/21	Fishergate	Officer (Town Clerk)	£8.95	£0.44	£9.39
JUNE	23/06/2021	95	Training Highway	IT Support - June 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
JUNE	23/06/2021	95	Training Highway	IT Support - June 2021 (To be refunded by STBF Guildhall A/C)	IT Expenses (incl. Website) (Guildhall)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
JUNE	23/06/2021	96	Cash withdrawal for Cash Payment	Changes made to Town Sergeant's ceremonial uniform	Mayor's Attendant & Uniform	Officer (Town Clerk)	£50.00	£0.00	£50.00
JUNE	23/06/2021	97	Cash withdrawal for Cash Payment	Changes made to Town Sergeant's ceremonial uniform	Mayor's Attendant & Uniform	Officer (Town Clerk)	£100.00	£0.00	£100.00
JUNE	23/06/2021	98	Siemens	Photocopier rental charges	Photocopier (Rental & Usage)	Officer (Town Clerk)	£144.60	£28.92	£173.52
JUNE	23/06/2021	99	Siemens	Photocopier rental charges	Photocopier (Rental & Usage)	Officer (Town Clerk)	£24.61	£4.92	£29.53
						Total	£40,272.26	£2,331.16	£42,603.42