

Sandwich Town Council - Payment Schedule - March 2020/21

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
March	336	10/02/2021	Business Stream	Black Lane Allotment Site - water charges	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£232.85	£0.00	£232.85
March	337	01/03/2021	British Gas	Guildhall Gas charges 01/01/21 - 22/01/21	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£936.63	£187.33	£1,123.96
March	338	08/03/2021	Sandwich Property Care Limited	Clean gutters - Guildhall	Repairs & Maintenance (GH)	Officer (HR / Project Manager)	£350.00	£70.00	£420.00
March	339	03/03/2021	Global Cleaning Supplies	Cleaning Supplies	Cleaning Stock	Officer (Town Clerk)	£199.38	£39.88	£239.26
March	340	16/02/2021	Global Cleaning Supplies	Cleaning Supplies	Cleaning Stock	Officer (Town Clerk)	£104.50	£20.90	£125.40
March	341	28/02/2020	Viridor Waste Management Ltd	Recycling charges	Office Expenses	Officer (Town Clerk)	£5.00	£1.00	£6.00
March	341	28/02/2020	Viridor Waste Management Ltd	Recycling Charges - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£17.52	£3.50	£21.02
March	342	15/03/2021	Training Highway	Website Maintenance - March 2021	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
March	343	04/03/2021	VR Sani-Co Ltd	Sanitary Disposal service - Cattle Market conveniences 04/04/21 - 03/04/22	Cattle Market Conveniences - Other Expenditure	Officer (Town Clerk)	£292.50	£58.50	£351.00
March	344	25/02/2021	WBS Copiers and Printers	Photocopying charges - copies 22/01/21 - 17/03/21	Photocopier	Officer (Town Clerk)	£72.79	£14.56	£87.35
March	345	19/02/2021	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 19/12/2020 - 19/01/2021	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
March	346	01/03/2021	HR / Project Manager	Reimbursement for purchase of SPR Book	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£187.93	£0.00	£187.93
March	347	19/03/2021	Capita Business Services	Sandwich Town Council Administration salary costs - March 2021	Town Clerk & Office Staff	Officer (Town Clerk)	£6,480.91	£0.00	£6,480.91
March	347	19/03/2021	Capita Business Services	Quay Convenience salary costs - March 2021	Quay & Cattle Market Salaries	Officer (HR / Project Manager)	£946.12	£0.00	£946.12
March	347	19/03/2021	Capita Business Services	Visitor Information Centre salary costs - March 2021	S144 Tourism - Salaries	Officer (HR / Project Manager)	£621.02	£0.00	£621.02
March	347	19/03/2021	Capita Business Services	10% STC Contribution to Caretaking Staff - March 2021	Contribution to Caretaking Staff	Officer (HR / Project Manager)	£606.22	£0.00	£606.22
March	347	19/03/2021	Capita Business Services	Guildhall Admin Salaries (GH) - March 2021	Guildhall Admin Salaries (GH)	Officer (Town Clerk)	£4,039.33	£0.00	£4,039.33
March	347	19/03/2021	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH) - March 2021	Caretaking and Cleaning Salaries (GH)	Officer (HR / Project Manager)	£5,455.96	£0.00	£5,455.96
March	347	19/03/2021	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - March 2021	Visitor Information Staff (GH)	Officer (HR / Project Manager)	£931.54	£0.00	£931.54
March	348	15/03/2021	Training Highway	IT Support - March 2021	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
March	348	15/03/2021	Training Highway	IT Support - March 2021	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
March	349	05/03/2021	B&Q	2 x 10L cans of white paint for decorating Guildhall	Repairs & Maintenance (GH)	Officer (HR / Project Manager)	£74.00	£0.00	£74.00
March	350	24/02/2021	British Gas	Guildhall Gas charges 23/01/21 - 21/02/21	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£1,521.47	£304.29	£1,825.76
March	351	08/03/2021	Eon	Electricity Charges - Guildhall 10/01/21 - 01/03/21	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£1,045.41	£209.08	£1,254.49
March	352	12/02/2021	British Gas	Fishergate Electricity charges 08/01/2021 - 06/02/2021	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£8.95	£0.44	£9.39
March	353	28/02/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita (GH)	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
March	354	28/02/2021	Phoenix Link UK	Phone Charges - February 2021	S144 Tourism	Officer (HR / Project Manager)	£63.61	£12.72	£76.33
March	354	28/02/2021	Phoenix Link UK	Phone Charges - February 2021	Office Expenses	Officer (Town Clerk)	£63.61	£12.72	£76.33
March	354	28/02/2021	Phoenix Link UK	Phone Charges - February 2021	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.62	£12.73	£76.35
March	355	01/03/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
March	356	01/03/2021	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
March	357	15/03/2021	Amazon UK	5 x Radar Keys for Quay Conveniences	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£7.70	£1.55	£9.25
March	358	01/03/2021	Siemens Financial Services Ltd	Photocopier rental charges	Photocopier	Officer (Town Clerk)	£204.60	£40.92	£245.52
March	359	01/03/2021	Siemens Financial Services Ltd	Photocopier rental charges	Photocopier	Officer (Town Clerk)	£24.61	£4.92	£29.53
March	360	28/02/2021	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
March	361	12/03/2021	British Gas	Fishergate Electricity charges 07/02/2021 - 06/03/2021	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£8.35	£0.41	£8.76
						Total	£25,566.48	£1,102.79	£26,669.27