

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

| Month | Date of Meeting | Pmt No. | Date of invoice | Payee | Description | Budget Heading | Power of Expenditure | Net | Vat | Total |
|-------|-----------------|---------|-----------------|---|--|---|--------------------------------|-------------------|----------------|-------------------|
| MAY | 26/05/2021 | 38 | 21/04/2021 | Business Stream | Fishergate - Water charges 04/12/2020 - 19/03/2021 | Fishergate | Officer (Town Clerk) | £33.33 | £0.00 | £33.33 |
| MAY | 26/05/2021 | 39 | 21/04/2021 | EDF | Electricity charges - Quay Conveniences 12/01/2021 - 11/04/2021 | Quay Conveniences - Other Expenditure | Officer (Town Clerk) | £269.48 | £13.46 | £282.94 |
| MAY | 26/05/2021 | 40 | 15/05/2021 | Training Highway | Website Maintenance - May 2021 | IT Expenses (incl. Website) | Officer (HR / Project Manager) | £40.00 | £0.00 | £40.00 |
| MAY | 26/05/2021 | 41 | 29/04/2021 | Robert Montgomery LLP | Transfer of 1 x Entitlements re Cow Leas Meadow | Cow Leas Meadow | Officer (HR / Project Manager) | £110.00 | £22.00 | £132.00 |
| MAY | 26/05/2021 | 41 | 29/04/2021 | Robert Montgomery LLP | Transfer of 1 x Entitlements re Donkey Paddock | Donkey Paddock | Officer (HR / Project Manager) | £110.00 | £22.00 | £132.00 |
| MAY | 26/05/2021 | 42 | 30/03/2021 | Annemarie Huigen | Management of the Thursday market - March 2021 | Miscellaneous / Unexpected Expenditure | Officer (Town Clerk) | £200.00 | £0.00 | £200.00 |
| MAY | 26/05/2021 | 43 | 30/03/2021 | Annemarie Huigen | Management of the Thursday market - April 2021 | Miscellaneous / Unexpected Expenditure | Officer (Town Clerk) | £200.00 | £0.00 | £200.00 |
| MAY | 26/05/2021 | 44 | 01/05/2021 | PCC Sandwich Parish | Hire of St Clements Church Hall for Council meetings on 26/05/21 & 30/06/21 | Miscellaneous / Unexpected Expenditure | Officer (Town Clerk) | £102.00 | £0.00 | £102.00 |
| MAY | 26/05/2021 | 45 | 27/04/2021 | WBS Copiers | Photocopying charges 06/03/2021 - 26/04/2021 | Photocopier (Rental & Usage) | Officer (Town Clerk) | £88.60 | £17.72 | £106.32 |
| MAY | 26/05/2021 | 46 | 30/04/2021 | Viridor Waste Mangement Ltd | Recycling Charges | Office Expenses (incl. telephone) | Officer (Town Clerk) | £11.58 | £2.32 | £13.90 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Town Council | Mayor's Attendant - May 2021 | Mayor's Attendant & Uniform | Officer (Town Clerk) | £183.35 | £0.00 | £183.35 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Town Council | Sandwich Town Council Administration Salaries - May 2021 | Town Clerk & Office Staff | Officer (Town Clerk) | £6,598.77 | £0.00 | £6,598.77 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Town Council | Quay Conveniences Salaries - May 2021 | Quay Conveniences - Salaries | Officer (HR / Project Manager) | £822.57 | £0.00 | £822.57 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Town Council | Cattle Market Conveniences Salaries - May 2021 | Cattle Market Conveniences - Salaries | Officer (HR / Project Manager) | £260.00 | £0.00 | £260.00 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Town Council | S144 - Visitor Information Centre - May 2021 | S144 Salaries | Officer (HR / Project Manager) | £572.38 | £0.00 | £572.38 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Town Council | Contribution to Caretaking Staff - May 2021 | Contribution to Caretaking Staff | Officer (Town Clerk) | £617.04 | £0.00 | £617.04 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - STBF Guildhall | Guildhall Caretaking and Cleaning - May 2021 | Caretaker & Cleaner Salaries | Officer (HR / Project Manager) | £5,553.39 | £0.00 | £5,553.39 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - STBF Guildhall | Guildhall Administration Salaries - May 2021 | Guildhall Admin Salaries | Officer (HR / Project Manager) | £4,090.51 | £0.00 | £4,090.51 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - STBF Guildhall | Visitor Information Staff (Guildhall element) - May 2021 | Visitor Information Staff (Guildhall roomhire/weddings element) | Officer (HR / Project Manager) | £858.57 | £0.00 | £858.57 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Toll Bridge Fund | Administration Salaries - May 2021 | STBF salaries | Officer (HR / Project Manager) | £4,187.53 | £0.00 | £4,187.53 |
| MAY | 26/05/2021 | 47 | 19/05/2021 | Salaries - Sandwich Toll Bridge Fund Museum | Museum Salaries - May 2021 | STBF Museum salaries | Officer (Town Clerk) | £555.90 | £0.00 | £555.90 |
| MAY | 26/05/2021 | 48 | 19/05/2021 | Business Stream | Water charges - Tennis Club / Sandown Road Allotments 15/01/2021 - 21/04/2021 | Black Lane / Sandown Road Allotments | Officer (Town Clerk) | £122.99 | £0.00 | £122.99 |
| MAY | 26/05/2021 | 49 | 25/04/2021 | Mr K A Chapman | Monks Wall Nature Reserve Warden Fees 24/03/21 - 25/04/2021 | Monks Wall Nature Reserve | Officer (HR / Project Manager) | £208.33 | £0.00 | £208.33 |
| MAY | 26/05/2021 | 50 | 11/05/2021 | Amazon Business | Anti bacterial wipes to be used by the Visitor Information Centre | S144 (Other Expenditure) | Officer (HR / Project Manager) | £8.31 | £1.67 | £9.98 |
| MAY | 26/05/2021 | 51 | 21/04/2021 | EON | Guildhall Electricity Charges 1/03/20 - 01/04/21 | Heating, Lighting, Water & Rates (GH) | Officer (Town Clerk) | £611.10 | £122.22 | £733.32 |
| MAY | 26/05/2021 | 52 | 01/05/2021 | EON | Guildhall Electricity Charges 1/04/20 - 01/05/21 | Heating, Lighting, Water & Rates (GH) | Officer (Town Clerk) | £483.18 | £96.64 | £579.82 |
| MAY | 26/05/2021 | 53 | 11/05/2021 | Business Stream | Guildhall Water charges 14/01/2021 - 10/05/2021 | Heating, Lighting, Water & Rates (GH) | Officer (Town Clerk) | £447.86 | £0.00 | £447.86 |
| MAY | 26/05/2021 | 54 | 20/05/2021 | The Confederation of the Cinque Ports | 25 x Cinque Port Masks | Mayoral Expenses | Officer (Town Clerk) | £118.75 | £0.00 | £118.75 |
| MAY | 26/05/2021 | 55 | 19/05/2021 | HR / Project Manager | Reimbursement for purchase of printer ink for home printer | Office Expenses (incl. telephone) | Officer (Town Clerk) | £14.50 | £0.00 | £14.50 |
| MAY | 26/05/2021 | 56 | 30/04/2021 | Peninsula Business Services | Provision of HR Services | Peninsula Business (HR) | Officer (HR / Project Manager) | £112.67 | £21.28 | £133.95 |
| MAY | 26/05/2021 | 57 | 30/04/2021 | Phoenix Link UK | Phone Charges - April 2021 | S144 (Other Expenditure) | Officer (HR / Project Manager) | £63.65 | £12.73 | £76.38 |
| MAY | 26/05/2021 | 57 | 30/04/2021 | Phoenix Link UK | Phone Charges - April 2021 | Office Expenses (incl. telephone) | Officer (Town Clerk) | £63.64 | £12.73 | £76.37 |
| MAY | 26/05/2021 | 57 | 30/04/2021 | Phoenix Link UK | Phone Charges - April 2021 | Office Expenses (incl telephone) (GH) | Officer (Town Clerk) | £63.64 | £12.73 | £76.37 |
| MAY | 26/05/2021 | 58 | 18/05/2021 | Sota Solutions Ltd | Guildhall Wi-Fi | Guildhall WI-FI (GH) | Officer (Town Clerk) | £13.38 | £2.68 | £16.06 |
| MAY | 26/05/2021 | 59 | 01/05/2021 | Sota Solutions Ltd | Guildhall Wi-Fi | Guildhall WI-FI (GH) | Officer (Town Clerk) | £310.50 | £62.10 | £372.60 |
| MAY | 26/05/2021 | 60 | 15/05/2021 | Training Highway | IT Support - May 2021 | IT Expenses (incl. Website) | Officer (HR / Project Manager) | £101.40 | £0.00 | £101.40 |
| MAY | 26/05/2021 | 60 | 15/05/2021 | Training Highway | IT Support - May 2021 | IT Expenses (incl. Website) (Guildhall) | Officer (HR / Project Manager) | £101.40 | £0.00 | £101.40 |
| MAY | 26/05/2021 | 61 | 20/05/2021 | Sandwich Toll Bridge Fund Guildhall Account | Budgeted Contribution to Guildhall 2021/22 | Contribution towards running of Guildhall | Minute Ref: 24.12.20 | £50,000.00 | £0.00 | £50,000.00 |
| MAY | 26/05/2021 | 62 | 20/05/2021 | Sandwich Toll Bridge Fund Guildhall Account | Guildhall Account balance brought forward transferred from Sandwich Town Council Account | Balance Brought Forward | Officer (Town Clerk) | £8,192.99 | £0.00 | £8,192.99 |
| MAY | 26/05/2021 | 63 | 20/05/2021 | Dover District Council | Renewal of Staff Parking Permit DVBP276 : 25/05/21 - 24/05/22 | Officers Travel & Parking Expenses | Officer (Town Clerk) | £137.50 | £27.50 | £165.00 |
| MAY | 26/05/2021 | 64 | 20/05/2021 | Dover District Council | Renewal of Staff Parking Permit DVBP277 : 25/05/21 - 24/05/22 | Officers Travel & Parking Expenses | Officer (Town Clerk) | £137.50 | £27.50 | £165.00 |
| MAY | 26/05/2021 | 65 | 20/05/2021 | Dover District Council | Renewal of Staff Parking Permit DVBP278 : 25/05/21 - 24/05/22 | Officers Travel & Parking Expenses | Officer (Town Clerk) | £137.50 | £27.50 | £165.00 |
| MAY | 26/05/2021 | 66 | 20/05/2021 | Dover District Council | Renewal of Staff Parking Permit DVBP279 : 25/05/21 - 24/05/22 | Officers Travel & Parking Expenses | Officer (Town Clerk) | £137.50 | £27.50 | £165.00 |
| MAY | 26/05/2021 | 67 | 20/05/2021 | Dover District Council | Renewal of Staff Parking Permit DVBP280 : 25/05/21 - 24/05/22 | Officers Travel & Parking Expenses | Officer (Town Clerk) | £137.50 | £27.50 | £165.00 |
| MAY | 26/05/2021 | 68 | 20/05/2021 | Dover District Council | Renewal of Staff Parking Permit DVBP281 : 25/05/21 - 24/05/22 | Officers Travel & Parking Expenses | Officer (Town Clerk) | £137.50 | £27.50 | £165.00 |
| MAY | 26/05/2021 | 69 | 20/05/2021 | Dover District Council | Renewal of Staff Parking Permit DVBP282 : 25/05/21 - 24/05/22 | Officers Travel & Parking Expenses | Officer (Town Clerk) | £137.50 | £27.50 | £165.00 |
| | | | | | | | Total | £87,465.79 | £614.78 | £88,080.57 |