

Sandwich Town Council - Payment Schedule - November 2020/21

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
November	245	22/10/2020	British Gas	Guildhall gas charges	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£124.82	£0.00	£124.82
November	246	30/10/2020	Town Clerk	Reimbursement for annual zoom subscription 30/10/2020 - 29/10/2021	Office Expenses	Officer (Town Clerk)	£86.64	£17.32	£103.96
November	247	31/10/2020	Viridor Waste Management Ltd	Adhoc Charges - recycling	Office Expenses	Officer (Town Clerk)	£22.52	£4.50	£27.02
November	248	21/10/2020	Amazon UK	Mousepad for home working	Office Expenses	Officer (Town Clerk)	£4.49	£0.99	£5.48
November	248	22/10/2020	Amazon UK	Wired mouse for home working	Office Expenses	Officer (Town Clerk)	£7.99	£4.49	£12.48
November	249	30/10/2020	Hawden MEP Ltd	Specification for boiler replacement	Repairs & Maintenance (GH)	Officer (Town Clerk)	£1,880.00	£376.00	£2,256.00
November	250	24/10/2020	British Telecommunications PLC	Final bill for the old office line (service ended in March 2020)	Office Expenses	Officer (Town Clerk)	£22.08	£4.42	£26.50
November	251	14/10/2020	Business Stream	Water charges - Quay Conveniences	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£71.97	£0.00	£71.97
November	252	06/11/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£161.58	£32.32	£193.90
November	252	22/10/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£2.60	£0.52	£3.12
November	253	19/10/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 18/09/2020 - 18/10/2020 plus reimbursement for locks, door fasteners and graffiti remover	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£295.52	£0.00	£295.52
November	254	09/11/2020	Mr M Robinson	Bugler services at Sandwich war memorial - Battle of Britain & Remembrance Sunday	Mayor's Hospitality	Officer (Town Clerk)	£50.00	£0.00	£50.00
November	255	13/10/2020	Rhino Plant Hire	Works at Monks Wall Nature Reserve	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£1,353.00	£270.60	£1,623.60
November	256	03/11/2020	Standfast Burglar Alarm Co (East Kent) Ltd	Alarm maintenance charge 30/11/20 - 30/11/21 - Main Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£165.50	£33.10	£198.60
November	257	26/10/2020	WBS Copiers and Printers	Photocopier charges until end of contract 24/09/2020 - 24/10/2020	Photocopier	Officer (Town Clerk)	£30.00	£6.01	£36.01
November	258	13/11/2020	Miss M Graff	Reimbursement for cancelled wedding	Cancelled Weddings & Returned Deposits (GH)	Officer (Town Clerk)	£150.00	£0.00	£150.00
November	259	09/11/2020	Training Highway	7th, 8th & 9th monthly payments (September, October & November 2020) re Website Maintenance	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£120.00	£0.00	£120.00
November	260	27/10/2020	Wyman (Electrical) Ltd	Electrical work - Fishergate	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£732.80	£146.56	£879.36
November	260	27/10/2020	Wyman (Electrical) Ltd	Electrical work - Cattle market conveniences	Cattle Market Conveniences - Other Expenditure	Officer (Town Clerk)	£167.00	£33.40	£200.40
November	261	04/09/2020	An Easy Move 4U	Moving of CAB contents from the Guildhall premises	Repairs & Maintenance (GH)	Officer (Town Clerk)	£150.00	£0.00	£150.00
November	262	10/11/2020	Zurich Town & Parish, Insurer Account Trust	Cyber Insurance 05/10/20 - 04/10/21	Guildhall Insurance incl contents (STC)	Officer (Town Clerk)	£320.32	£0.00	£320.32
November	263	29/10/2020	Opus Energy	Guildhall electricity charges 28/09/2020 - 28/10/2020	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£404.52	£80.90	£485.42
November	264	30/11/2020	Dover District Council	Premises Licence Annual Fee	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£295.00	£0.00	£295.00
November	265	08/10/2020	Kent County Council	Laminating Pouches	Office Expenses	Officer (Town Clerk)	£29.17	£5.83	£35.00
November	266	03/11/2020	British Gas	Guildhall Gas charges	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£771.18	£154.23	£925.41
November	267	16/10/2020	British Gas	Fishergate Electricity Charge 04/10/2020 - 07/10/2020	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£1.19	£0.05	£1.24
November	268	21/10/2020	EDF Energy	Quay Conveniences - Electricity Charges	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£228.56	£11.40	£239.96
November	269	20/10/2020	T R & C Carpenter	Various decorating equipment for the Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£30.39	£6.22	£36.61
November	269	20/10/2020	T R & C Carpenter	Thermometer for the Visitor Information freezer	S144 Tourism	Officer (Town Clerk)	£4.45	£0.74	£5.19
November	270	19/11/2020	Capita Business Services	Sandwich Town Council Administration salary costs - November 2020	Town Clerk & Office Staff	Officer (Town Clerk)	£6,493.73	£0.00	£6,493.73
November	270	19/11/2020	Capita Business Services	Quay Convenience salary costs - November 2020	Quay & Cattle Market Salaries	Officer (HR / Project Manager)	£1,046.40	£0.00	£1,046.40
November	270	19/11/2020	Capita Business Services	Visitor Information Centre salary costs - November 2020	S144 Tourism - Salaries	Officer (HR / Project Manager)	£626.26	£0.00	£626.26
November	270	19/11/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - November 2020	Contribution to Caretaking Staff	Officer (HR / Project Manager)	£627.13	£0.00	£627.13
November	270	19/11/2020	Capita Business Services	Guildhall Admin Salaries (GH) - November 2020	Guildhall Admin Salaries (GH)	Officer (Town Clerk)	£4,039.34	£0.00	£4,039.34
November	270	19/11/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- November 2020	Caretaking and Cleaning Salaries (GH)	Officer (HR / Project Manager)	£5,644.13	£0.00	£5,644.13
November	270	19/11/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - November 2020	Visitor Information Staff (GH)	Officer (HR / Project Manager)	£939.40	£0.00	£939.40
November	270	19/11/2020	Capita Business Services	Payroll services	Peninsula Business & Capita	Officer (Town Clerk)	£485.94	£97.19	£583.13
November	271	16/11/2020	Chubb Fire & Security Ltd	Fire Alarm Service - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£280.12	£56.02	£336.14
November	272	15/11/2020	Phillpott Forrestry	Clear rubble from Monks Wall Nature Reserve	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£160.00	£32.00	£192.00
November	273	13/11/2020	British Gas	Fishergate Electricity - 08/10/2020 - 07/11/2020	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£9.24	£0.46	£9.70
November	274	18/11/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 18/10/2020 - 17/11/2020 plus reimbursement for purchase of two safety / warning signs	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£234.07	£0.00	£234.07
November	275	13/11/2020	The Sandwich Printing Company Limited	100 x Sandwich Town Council letterheads	Office Expenses	Officer (Town Clerk)	£200.00	£0.00	£200.00
November	276	03/11/2020	B&Q	White paint for decorating Guildhall	Repairs & Maintenance (GH)	Officer (HR / Project Manager)	£111.00	£0.00	£111.00
November	277	17/11/2020	Hipperson Limited	To attend and fix blocked urinals in Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£77.71	£15.54	£93.25
November	278	12/11/2020	Training Highway	Supply of one refurbished desktop PC for use with TV	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£200.00	£0.00	£200.00

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
November	279	11/11/2020	Highway Business Services	Domain Name transfers - various tourism websites	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£60.00	£12.00	£72.00
November	280	12/11/2020	Highway Business Services	One new laptop and set up cost	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£583.33	£116.66	£699.99
November	280	12/11/2020	Highway Business Services	One new laptop and set up cost	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£583.34	£116.67	£700.01
November	281	31/10/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
November	282	31/10/2020	Phoenix Link UK	Phone Charges - October 2020	S144 Tourism	Officer (HR / Project Manager)	£63.76	£12.75	£76.51
November	282	31/10/2020	Phoenix Link UK	Phone Charges - October 2020	Office Expenses	Officer (Town Clerk)	£63.76	£12.76	£76.52
November	282	31/10/2020	Phoenix Link UK	Phone Charges - October 2020	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.76	£12.75	£76.51
November	283	13/11/2020	PKF Littlejohn	External Audit of Sandwich Town Council accounts @ 31-03-20	Audit Fees	Officer (Town Clerk)	£1,300.00	£260.00	£1,560.00
November	284	13/11/2020	Responsible Finance Officer	Reimbursement for purchase of photographs for display in the Visitor Information Centre	S144 Tourism	Officer (HR / Project Manager)	£107.69	£0.00	£107.69
November	285	01/11/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
November	286	10/11/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
November	287	21/11/2020	Henry Burch & Son	Supply and erection of fencing at Monks Wall Nature Reserve	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£190.00	£38.00	£228.00
November	288	23/10/2020	Town Clerk	Reimbursement for purchase of monthly contract with Zoom Communications 23/10/2020 - 22/11/2020	Office Expenses	Officer (Town Clerk)	£11.99	£2.40	£14.39
November	289	01/11/2020	Training Highway	IT Support - November 2020	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
November	289	01/11/2020	Training Highway	IT Support - November 2020	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
November	290	18/11/2020	Finns Ltd	Advice regarding Basic Payment Scheme 2020 - Monks Wall Nature Reserve	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£585.00	£117.00	£702.00
						Total	£33,109.74	£2,177.86	£35,287.60