

## Sandwich Town Council - Payment Schedule - September 2020/21

Date of Meeting	Pmt No.	Date of invoice	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
September	161	01/09/2020	Smudge and Dribble	6 x yellow pedal bins	Repairs & Maintenance (GH)	Officer (Town Clerk)	£199.80	£39.96	£239.76
September	162	24/08/2020	ToolStation	Weatherproof padlock for Allotment Gate - Black Lane Allotment site	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£46.16	£0.00	£46.16
September	163	11/08/2020	Business Stream	Black Lane Allotment Site - water charges 09/06/20 - 10/08/20	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£232.85	£0.00	£232.85
September	164	03/09/2021	Dover District Council	Parking permit for Full Time Caretaker	Officers Travel & Parking Expenses (GH)	Officer (Town Clerk)	£165.00	£0.00	£165.00
September	165	15/09/2021	Dover District Council	Parking permit for Guildhall Cleaner	Officers Travel & Parking Expenses (GH)	Officer (Town Clerk)	£165.00	£0.00	£165.00
September	166	13/10/2020	Aston Lark Limited	Drill Hall Buildings Insurance October 2019 - October 2020	Drill Hall / Quayside Market	Officer (Town Clerk)	£1,605.85	£0.00	£1,605.85
September	167	20/08/2020	Amazon UK	100 x disposable nitrile gloves x 2 packs	Health & Safety Provisions	Officer (Town Clerk)	£39.98	£4.49	£44.47
September	168	31/08/2020	Phoenix Link UK	Phone Charges - August 2020	S144 Tourism	Officer (HR / Project Manager)	£63.82	£12.76	£76.58
September	168	31/08/2020	Phoenix Link UK	Phone Charges - August 2020	Office Expenses	Officer (Town Clerk)	£63.82	£12.76	£76.58
September	168	31/08/2020	Phoenix Link UK	Phone Charges - August 2020	Office Expenses (incl telephone) (GH)	Officer (Town Clerk)	£63.82	£12.77	£76.59
September	169	24/08/2020	Clima Gate Railing and Fencing Ltd	Gates and fencing at Black Lane Allotment site	Black Lane / Sandown Road Allotments	Minute 29.12.19(vii)	£4,990.00	£998.00	£5,988.00
September	170	02/09/2020	Royal British Legion	1 x wreath and Sandwich Coat of Arms	Mayor's Expenses	Officer (Town Clerk)	£25.00	£0.00	£25.00
September	171	04/09/2020	Dover District Council	5 packs of 10 Green Garden Waste Bags to sell in the Visitor Information Centre	Green Garden Waste Bags	Officer (HR / Project Manager)	£135.00	£0.00	£135.00
September	172	18/09/2020	Dover Deal and District Citizens Advice Bureau	Purchase of carpet tiles in Citizens Advice Bureau space	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£100.00	£0.00	£100.00
September	173	18/09/2020	Miss J Fraser and Mr D Philpott	Refund re cancellation of wedding on 11/04/2020	Cancelled Weddings & Returned Deposits (GH)	Officer (Town Clerk)	£600.00	£0.00	£600.00
September	174	18/09/2020	S Flood	Refund re part cancellation of wedding room hire 21/09/2020	Cancelled Weddings & Returned Deposits (GH)	Officer (Town Clerk)	£110.00	£0.00	£110.00
September	175	07/09/2020	B&Q	Paint to decorate Guildhall rooms	Repairs & Maintenance (GH)	Officer (Town Clerk)	£111.00	£0.00	£111.00
September	176	09/09/2020	Big Red Branding	Acrylic Screen for Visitor Information Centre	Health & Safety Provisions	Officer (Town Clerk)	£343.00	£6.00	£349.00
September	177	19/08/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£58.56	£11.71	£70.27
September	177	19/08/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£34.40	£6.88	£41.28
September	177	25/08/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£113.02	£22.60	£135.62
September	177	04/09/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£116.07	£23.21	£139.28
September	178	01/09/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£13.38	£2.68	£16.06
September	178	01/09/2020	Sota Solutions Ltd	Guildhall Wi-Fi	Guildhall WI-FI (GH)	Officer (Town Clerk)	£310.50	£62.10	£372.60
September	179	28/08/2020	Monitor Cleaning Services Ltd	Cleaning Quay Conveniences during August	Quay Conveniences - Other Expenditure	Officer (Town Clerk)	£336.00	£67.20	£403.20
September	179	28/08/2020	Monitor Cleaning Services Ltd	Cleaning Cattle Market Conveniences during August	Cattle Market Conveniences - Other Expenditure	Officer (Town Clerk)	£336.00	£67.20	£403.20
September	180	25/08/2020	WBS Copiers and Printers	Photocopying - printing charges 25/07/2020 - 24/08/2020	Photocopier	Officer (Town Clerk)	£32.87	£6.58	£39.45
September	180	25/08/2020	WBS Copiers and Printers	Yellow Toner	Photocopier	Officer (Town Clerk)	£3.95	£0.79	£4.74
September	181	04/09/2020	HR / Project Manager	Reimbursement for purchase of membership of Survey Monkey 04/09/2020 - 03/10/2020	Office Expenses	Officer (Town Clerk)	£99.00	£0.00	£99.00
September	182	23/08/2020	Town Clerk	Reimbursement for purchase of monthly contract with Zoom Communications 23/07/2020 - 22/08/2020	Office Expenses	Officer (Town Clerk)	£11.99	£2.40	£14.39
September	183	04/09/2020	S Harding	Work carried out at Black Lane Allotment site - plots 40, 60 and 62	Black Lane / Sandown Road Allotments	Officer (Town Clerk)	£100.00	£0.00	£100.00
September	184	27/08/2020	Castles Security Shredding Ltd	5 bags of paperwork security shredded	Office Expenses	Officer (Town Clerk)	£30.00	£0.00	£30.00
September	185	19/08/2020	HC Slingsby Plc	Health and Safety Law Poster	Health & Safety Provisions	Officer (Town Clerk)	£37.98	£7.60	£45.58
September	185	27/08/2020	HC Slingsby Plc	Masks, nitrile gloves, overshoe covers and pedal bins	Health & Safety Provisions	Officer (Town Clerk)	£270.88	£29.99	£300.87
September	186	28/08/2020	Kent County Council	Copier Paper x 5 reams	Office Expenses	Officer (Town Clerk)	£60.72	£12.14	£72.86
September	186	07/09/2020	Kent County Council	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£88.83	£17.77	£106.60
September	187	29/08/2020	Opus Energy	Guildhall electricity Charges 29/07/2020 - 28/08/2020	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£405.01	£81.00	£486.01
September	188	31/08/2020	Viridor Waste Management Ltd	Recycling charges - Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£21.90	£4.38	£26.28
September	188	31/08/2020	Viridor Waste Management Ltd	Recycling charges - adhoc charges	Office Expenses	Officer (Town Clerk)	£5.00	£1.00	£6.00
September	188	31/08/2020	Viridor Waste Management Ltd	Recycling charges - Office	Office Expenses	Officer (Town Clerk)	£10.50	£2.10	£12.60
September	189	02/09/2020	British Gas	Guildhall gas Charges	Heating, Lighting, Water & Rates (GH)	Officer (Town Clerk)	£365.58	£73.11	£438.69
September	190	18/08/2020	B & M Care & Workwear (on Amazon Marketplace)	2 packs disposable aprons (x 200)	Health & Safety Provisions	Officer (Town Clerk)	£17.96	£0.00	£17.96
September	191	15/08/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 13/07/2020 - 13/08/2020	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
September	192	01/09/2020	T R & C Carpenter	Various Items for the Guildhall	Repairs & Maintenance (GH)	Officer (Town Clerk)	£66.00	£13.20	£79.20
September	192	01/09/2020	T R & C Carpenter	Lock, padlock key and funnel for Quay Conveniences	Quay Conveniences - Other Expenditure	Officer (HR / Project Manager)	£20.70	£4.14	£24.84

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September	192	01/09/2020	T R & C Carpenter	Funnel for Cattle Market Conveniences	Cattle Market Conveniences - Other Expenditure	Officer (HR / Project Manager)	£0.80	£0.16	£0.96
September	193	24/09/2020	Vend Ltd	Till software - Visitor Information Centre 24/09/2020 - 24/09/2021	S144 Tourism	Officer (HR / Project Manager)	£294.00	£0.00	£294.00
September	193	24/09/2020	Vend Ltd	Till software - Visitor Information Centre 24/09/2020 - 24/09/2021	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£294.00	£0.00	£294.00
September	194	31/07/2020	Peninsula Business Services	Provision of HR Services	Peninsula Business & Capita	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
September	195	01/09/2020	Siemens Financial Services Ltd	Photocopier rental charges	Photocopier	Officer (Town Clerk)	£144.60	£28.92	£173.52
September	195	01/09/2020	Siemens Financial Services Ltd	Photocopier rental charges	Photocopier	Officer (Town Clerk)	£24.61	£4.92	£29.53
September	196	01/09/2020	Training Highway	IT Support - September 2020	IT Expenses (incl Website) (STC)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
September	196	01/09/2020	Training Highway	IT Support - September 2020	IT Expenses (incl Website) (GH)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
September	197	15/09/2020	B&Q	Gloss paint for Guildhall decoration	Repairs & Maintenance (GH)	Officer (Town Clerk)	£24.00	£0.00	£24.00
September	198	15/09/2020	Ikea Limited	Picture frames for Visitor Information Centre	S144 Tourism	Officer (HR / Project Manager)	£166.95	£0.00	£166.95
September	199	07/09/2020	Kent County Council	Photocopier Charges until end of contract 26/01/20 - 30/03/2020	Photocopier	Officer (Town Clerk)	£88.44	£17.69	£106.13
September	200	17/09/2020	Global Cleaning Supplies	Cleaning Stock	Cleaning Stock	Officer (Town Clerk)	£50.25	£10.05	£60.30
September	201	17/09/2020	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 17/08/2020 - 17/09/2020	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
September	202	19/09/2020	Capita Business Services	Mayors Attendant and Uniform salary costs - September 2020	Mayor's Attendant & Uniform	Officer (Town Clerk)	£195.66	£0.00	£195.66
September	202	19/09/2020	Capita Business Services	Sandwich Town Council Administration salary costs - September 2020	Town Clerk & Office Staff	Officer (Town Clerk)	£6,495.71	£0.00	£6,495.71
September	202	19/09/2020	Capita Business Services	Quay Convenience salary costs - September 2020	Quay & Cattle Market Salaries	Officer (Town Clerk)	£1,800.00	£0.00	£1,800.00
September	202	19/09/2020	Capita Business Services	Visitor Information Centre salary costs - September 2020	S144 Tourism - Salaries	Officer (Town Clerk)	£591.64	£0.00	£591.64
September	202	19/09/2020	Capita Business Services	10% STC Contribution to Caretaking Staff - September 2020	Contribution to Caretaking Staff	Officer (Town Clerk)	£675.21	£0.00	£675.21
September	202	19/09/2020	Capita Business Services	Guildhall Admin Salaries (GH) - September 2020	Guildhall Admin Salaries (GH)	Officer (Town Clerk)	£4,039.34	£0.00	£4,039.34
September	202	19/09/2020	Capita Business Services	Guildhall Caretaking and Cleaning Salary Costs (GH)- September 2020	Caretaking and Cleaning Salaries (GH)	Officer (Town Clerk)	£6,076.91	£0.00	£6,076.91
September	202	19/09/2020	Capita Business Services	Visitor Information Staff - (Guildhall roomhire / weddings element) salaries - September 2020	Visitor Information Staff (GH)	Officer (Town Clerk)	£887.47	£0.00	£887.47
September	203	03/09/2020	Full Time Caretaker	Refund of parking paid for first day back at work	Officers Travel & Parking Expenses (GH)	Officer (HR / Project Manager)	£7.20	£0.00	£7.20
September	204	18/09/2020	HR / Project Manager	Reimbursement for purchase of printer ink for home printer (whilst working at home)	Office Expenses	Officer (HR / Project Manager)	£39.00	£0.00	£39.00
September	205	25/08/2020	EDF Energy	Fishergate Electricity 30/06/2020 - 21/08/2020	Miscellaneous / Unexpected Expenditure	Officer (Town Clerk)	£37.87	£1.93	£39.80
						<b>Total</b>	<b>£34,692.69</b>	<b>£1,691.47</b>	<b>£36,384.16</b>