

**Sandwich Town Council - Payment Schedule 2021/22 - August 2021**

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
AUGUST	23/08/2021	131	British Gas	Fishergate electricity 08/06/2021- 07/07/2021	Fishergate	Officer (HR / Project Manager)	£7.83	£1.56	£9.39
AUGUST	23/08/2021	132	Dover District Council	Staff Parking Permit (Museum Assistant) - to be reimbursed by Museum Account	Staff Travel (STBF)	Officer (HR / Project Manager)	£79.17	£15.83	£95.00
AUGUST	23/08/2021	133	Tailor Brands	Guildhall Logo (to be repaid by STBF Guildhall account)	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£47.88	£0.00	£47.88
AUGUST	23/08/2021	134	Tailor Brands	Guildhall business cards x 500 (to be repaid by STBF Guildhall account)	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£48.00	£0.00	£48.00
AUGUST	23/08/2021	135	Salaries - Sandwich Town Council	Mayors Attendant Salaries - August 2021	Mayor's Attendant & Uniform	Officer (HR / Project Manager)	£517.62	£0.00	£517.62
AUGUST	23/08/2021	135	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - August 2021	Town Clerk & Office Staff	Officer (HR / Project Manager)	£6,786.05	£0.00	£6,786.05
AUGUST	23/08/2021	135	Salaries - Sandwich Town Council	Quay Conveniences Salaries - August 2021	Quay Conveniences - Salaries	Officer (HR / Project Manager)	£1,076.51	£0.00	£1,076.51
AUGUST	23/08/2021	135	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - August 2021	Cattle Market Conveniences - Salaries	Officer (HR / Project Manager)	£260.00	£0.00	£260.00
AUGUST	23/08/2021	135	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - August 2021	S144 Salaries	Officer (HR / Project Manager)	£1,019.40	£0.00	£1,019.40
AUGUST	23/08/2021	135	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - August 2021	Contribution to Caretaking Staff	Officer (HR / Project Manager)	£675.37	£0.00	£675.37
AUGUST	23/08/2021	135	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - August 2021	Caretaker & Cleaner Salaries	Officer (HR / Project Manager)	£6,078.30	£0.00	£6,078.30
AUGUST	23/08/2021	135	Salaries - STBF Guildhall	Guildhall Administration Salaries - August 2021	Guildhall Admin Salaries	Officer (HR / Project Manager)	£4,118.96	£0.00	£4,118.96
AUGUST	23/08/2021	135	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - August 2021	Visitor Information Staff (Guildhall roomhire/weddings element)	Officer (HR / Project Manager)	£1,529.11	£0.00	£1,529.11
AUGUST	23/08/2021	135	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - August 2021	STBF salaries	Officer (HR / Project Manager)	£1,157.03	£0.00	£1,157.03
AUGUST	23/08/2021	135	Salaries - Sandwich Toll Bridge Fund Museum	Museum Salaries - August 2021	STBF Museum salaries	Officer (HR / Project Manager)	£1,814.49	£0.00	£1,814.49
AUGUST	23/08/2021	136	Caretaker	Reimbursement for Mayoral Mileage	Mayoral Travel	Officer (HR / Project Manager)	£12.15	£0.00	£12.15
AUGUST	23/08/2021	137	Town Sergeant	Reimbursement for Mayoral Mileage	Mayoral Travel	Officer (HR / Project Manager)	£5.85	£0.00	£5.85
AUGUST	23/08/2021	138	Caretaker	Reimbursement for Mayoral Mileage	Mayoral Travel	Officer (HR / Project Manager)	£80.33	£0.00	£80.33
AUGUST	23/08/2021	139	EDF	Electricity Charges - Quay Conveniences 12/04/2021 - 11/07/2021	Quay Conveniences - Other Expenditure	Officer (HR / Project Manager)	£277.40	£12.33	£289.73
AUGUST	23/08/2021	140	Castles Security Shredding	4 bags of security shredding	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£24.00	£0.00	£24.00
AUGUST	23/08/2021	141	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve, 01/07/21 - 01/08/21	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
AUGUST	23/08/2021	142	B&Q	Paint for the Guildhall (to be reimbursed by the STBF Guildhall account)	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£80.00	£0.00	£80.00
AUGUST	23/08/2021	143	The National Allotment Society	Annual renewal of Membership	Black Lane / Sandown Road Allotments	Officer (HR / Project Manager)	£55.00	£11.00	£66.00
AUGUST	23/08/2021	145	Phoenix Link UK	Phone Charges - July 2021	S144 (Other Expenditure)	Officer (HR / Project Manager)	£63.68	£12.73	£76.41
AUGUST	23/08/2021	145	Phoenix Link UK	Phone Charges - July 2021	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£63.68	£12.74	£76.42
AUGUST	23/08/2021	145	Phoenix Link UK	Phone Charges - July 2021	Office Expenses (incl telephone) (GH)	Officer (HR / Project Manager)	£63.68	£12.74	£76.42
AUGUST	23/08/2021	146	Kent County Council	Photocopier paper	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£41.70	£8.34	£50.04
AUGUST	23/08/2021	147	Annemarie Huigen	Management of the Thursday market - July 2021	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£200.00	£0.00	£200.00
AUGUST	23/08/2021	148	The Mayor of New Romney Charity Account	Tickets for the Mayor, Mayoress and Town Sergeant to attend New Romney Garden Party	Mayoral Expenses	Officer (HR / Project Manager)	£60.00	£0.00	£60.00
AUGUST	23/08/2021	149	The Charter Trustees of the Town of Margate	Tickets for the Mayor, Mayoress and Town Sergeant - tour of Margate Caves	Mayoral Expenses	Officer (HR / Project Manager)	£55.00	£0.00	£55.00
AUGUST	23/08/2021	150	Dover District Council	Renewal of staff parking permit no. DVBPS473 03/09/21 - 02/09/22	Officers Travel & Parking Expenses	Officer (HR / Project Manager)	£137.50	£27.50	£165.00
AUGUST	23/08/2021	151	WBS Copiers	Photocopying charges 24/06/2021 - 23/07/2021	Photocopier (Rental & Usage)	Officer (HR / Project Manager)	£30.43	£6.09	£36.52
AUGUST	23/08/2021	152	Viridor Waste Management Ltd	Recycling Charges	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£11.58	£2.32	£13.90
AUGUST	23/08/2021	153	Training Highway	Website Maintenance - August 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
AUGUST	23/08/2021	154	UKPOS	Leaflet stand and leaflet holders for the visitor information centre	S144 (Other Expenditure)	Officer (HR / Project Manager)	£214.94	£42.99	£257.93
AUGUST	23/08/2021	155	Peninsula Business Services	Provision of HR Services	Peninsula Business (HR)	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
AUGUST	23/08/2021	156	Sage	Monthly fees - Sage Payroll	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£17.00	£3.40	£20.40
AUGUST	23/08/2021	157	Training Highway	IT Support - July 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
AUGUST	23/08/2021	158	Training Highway	IT Support - July 2021 (To be refunded by STBF Guildhall A/C)	IT Expenses (incl. Website) (Guildhall)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
AUGUST	23/08/2021	159	RBL Poppy Appeal	5 x wreaths	Mayoral Expenses	Officer (HR / Project Manager)	£92.50	£0.00	£92.50
AUGUST	23/08/2021	160	British Gas	Guildhall gas charges 23/06/21 - 22/07/21 (to be repaid by STBF Guildhall account)	Heating, Lighting, Water & Rates	Officer (HR / Project Manager)	£357.24	£71.44	£428.68
AUGUST	23/08/2021	161	Society of Local Council Clerks	Virtual attendance to the SLCC conference in October 2021	Staff Training	Officer (HR / Project Manager)	£175.00	£35.00	£210.00
AUGUST	23/08/2021	162	Global Cleaning Supplies	Cleaning Stock	Quay Conveniences - Other Expenditure	Officer (HR / Project Manager)	£236.16	£47.23	£283.39
						<b>Total</b>	<b>£28,134.34</b>	<b>£344.52</b>	<b>£28,478.86</b>