

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

| Month | Date of Meeting | Pmt No. | Payee                                       | Description  | Budget Heading  | Power of Expenditure           | Net               | Vat            | Total             |
|-------|-----------------|---------|---|--|---|--------------------------------|-------------------|----------------|-------------------|
| JULY  | 26/07/2021      | 100     | Business Stream                             | Black Lane Allotments - water charges 09/02/21 - 16/06/21                              | Black Lane / Sandown Road Allotments                            | Officer (HR / Project Manager) | £488.17           | £0.00          | £488.17           |
| JULY  | 26/07/2021      | 101     | National Association of Local Councils      | NALC training course - 'Future Communities 2021'                                       | Staff Training  | Officer (HR / Project Manager) | £53.74            | £10.75         | £64.49            |
| JULY  | 26/07/2021      | 102     | HMRC  | Payment of Class 1 National Insurance Contributions to HMRC (re Employee benefits)     | Office Expenses (incl. telephone)                               | Officer (HR / Project Manager) | £163.55           | £0.00          | £163.55           |
| JULY  | 26/07/2021      | 103     | Training Highway                            | Website Maintenance - July 2021  | IT Expenses (incl. Website)                                     | Officer (HR / Project Manager) | £40.00            | £0.00          | £40.00            |
| JULY  | 26/07/2021      | 104     | Town Sergeant                               | Reimbursement for Mayoral Mileage  | Mayoral Travel  | Officer (HR / Project Manager) | £35.55            | £0.00          | £35.55            |
| JULY  | 26/07/2021      | 105     | Amazon Business                             | Ergonomic Mouse for RFO  | Office Expenses (incl. telephone)                               | Officer (HR / Project Manager) | £13.99            | £4.99          | £18.98            |
| JULY  | 26/07/2021      | 106     | Global Cleaning Supplies                    | Cleaning Stock   | Quay Conveniences - Other Expenditure                           | Officer (HR / Project Manager) | £81.15            | £16.23         | £97.38            |
| JULY  | 26/07/2021      | 107     | Global Cleaning Supplies                    | Cleaning Stock   | Quay Conveniences - Other Expenditure                           | Officer (HR / Project Manager) | £290.23           | £58.05         | £348.28           |
| JULY  | 26/07/2021      | 108     | Mr K A Chapman                              | Warden Fees - Monks Wall Nature Reserve, 28/05/21 - 01/07/21                           | Monks Wall Nature Reserve                                       | Officer (HR / Project Manager) | £208.33           | £0.00          | £208.33           |
| JULY  | 26/07/2021      | 109     | Annemarie Huigen                            | Management of the Thursday market - June 2021  | Miscellaneous / Unexpected Expenditure                          | Officer (HR / Project Manager) | £200.00           | £0.00          | £200.00           |
| JULY  | 26/07/2021      | 110     | Viridor Waste Mangement Ltd                 | Recycling Charges  | Office Expenses (incl. telephone)                               | Officer (HR / Project Manager) | £5.51             | £1.10          | £6.61             |
| JULY  | 26/07/2021      | 111     | WBS Copiers                                 | Photocopying charges 13/05/21 - 24/06/21   | Photocopier (Rental & Usage)                                    | Officer (HR / Project Manager) | £99.68            | £19.94         | £119.62           |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Town Council            | Mayors Attendant Salaries - July 2021  | Mayor's Attendant & Uniform                                     | Officer (HR / Project Manager) | £243.57           | £0.00          | £243.57           |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Town Council            | Sandwich Town Council Administration Salaries - July 2021                              | Town Clerk & Office Staff                                       | Officer (HR / Project Manager) | £6,561.26         | £0.00          | £6,561.26         |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Town Council            | Quay Conveniences Salaries - July 2021   | Quay Conveniences - Salaries                                    | Officer (HR / Project Manager) | £755.74           | £0.00          | £755.74           |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Town Council            | Cattle Market Conveniences Salaries - July 2021  | Cattle Market Conveniences - Salaries                           | Officer (HR / Project Manager) | £260.00           | £0.00          | £260.00           |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Town Council            | S144 - Visitor Information Centre - July 2021  | S144 Salaries   | Officer (HR / Project Manager) | £950.98           | £0.00          | £950.98           |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Town Council            | Contribution to Caretaking Staff - July 2021   | Contribution to Caretaking Staff                                | Officer (HR / Project Manager) | £612.62           | £0.00          | £612.62           |
| JULY  | 26/07/2021      | 112     | Salaries - STBF Guildhall                   | Guildhall Caretaking and Cleaning - July 2021  | Caretaker & Cleaner Salaries                                    | Officer (HR / Project Manager) | £5,513.54         | £0.00          | £5,513.54         |
| JULY  | 26/07/2021      | 112     | Salaries - STBF Guildhall                   | Guildhall Administration Salaries - July 2021  | Guildhall Admin Salaries  | Officer (HR / Project Manager) | £4,093.10         | £0.00          | £4,093.10         |
| JULY  | 26/07/2021      | 112     | Salaries - STBF Guildhall                   | Visitor Information Staff (Guildhall element) - July 2021                              | Visitor Information Staff (Guildhall roomhire/weddings element) | Officer (HR / Project Manager) | £1,426.46         | £0.00          | £1,426.46         |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Toll Bridge Fund        | Administration Salaries - July 2021  | STBF salaries   | Officer (HR / Project Manager) | £3,442.83         | £0.00          | £3,442.83         |
| JULY  | 26/07/2021      | 112     | Salaries - Sandwich Toll Bridge Fund Museum | Museum Salaries - July 2021  | STBF Museum salaries  | Officer (HR / Project Manager) | £909.78           | £0.00          | £909.78           |
| JULY  | 26/07/2021      | 113     | Caretaker                                   | Reimbursement for mileage re delivery of green waste bags                              | Officers Travel & Parking Expenses                              | Officer (HR / Project Manager) | £8.28             | £0.00          | £8.28             |
| JULY  | 26/07/2021      | 114     | Business Stream                             | Tennis Club / Sandown Road Allotments - water charges 21/04/21 - 02/07/21              | Black Lane / Sandown Road Allotments                            | Officer (HR / Project Manager) | £51.03            | £0.00          | £51.03            |
| JULY  | 26/07/2021      | 115     | Hipperson Limited                           | Unblock Men's urinal and repair window sill - Cattle Market Conveniences               | Cattle Market Conveniences - Other Expenditure                  | Officer (HR / Project Manager) | £90.00            | £18.00         | £108.00           |
| JULY  | 26/07/2021      | 116     | Hipperson Limited                           | Replace taps at Quay Conveniences  | Quay Conveniences - Other Expenditure                           | Officer (HR / Project Manager) | £110.00           | £22.00         | £132.00           |
| JULY  | 26/07/2021      | 117     | Sota Solutions Ltd                          | Guildhall Wi-Fi  | Guildhall Wi-Fi (GH)  | Officer (HR / Project Manager) | £13.38            | £2.68          | £16.06            |
| JULY  | 26/07/2021      | 118     | Sota Solutions Ltd                          | Guildhall Wi-Fi  | Guildhall Wi-Fi (GH)  | Officer (HR / Project Manager) | £295.97           | £59.19         | £355.16           |
| JULY  | 26/07/2021      | 119     | Phoenix Link UK                             | Phone Charges - June 2021  | S144 (Other Expenditure)  | Officer (HR / Project Manager) | £63.62            | £12.72         | £76.34            |
| JULY  | 26/07/2021      | 119     | Phoenix Link UK                             | Phone Charges - June 2021  | Office Expenses (incl. telephone)                               | Officer (HR / Project Manager) | £63.62            | £12.72         | £76.34            |
| JULY  | 26/07/2021      | 119     | Phoenix Link UK                             | Phone Charges - June 2021  | Office Expenses (incl telephone) (GH)                           | Officer (HR / Project Manager) | £63.62            | £12.73         | £76.35            |
| JULY  | 26/07/2021      | 120     | Hawkinge Town Council                       | Tickets for Mayor, Mayoress and driver to attend Hawkinge Mayor's Charity Garden Party | Mayoral Expenses  | Officer (HR / Project Manager) | £80.00            | £0.00          | £80.00            |
| JULY  | 26/07/2021      | 121     | McCabe Ford Williams                        | Internal Review of 2020/21 Sandwich Town Council Accounts, and Sage Advice given       | Audit Fees  | Officer (Town Clerk)           | £1,185.00         | £237.00        | £1,422.00         |
| JULY  | 26/07/2021      | 122     | Capita Business Services                    | Charge for Year End Report 2020-21   | Miscellaneous / Unexpected Expenditure                          | Officer (Town Clerk)           | £48.74            | £9.75          | £58.49            |
| JULY  | 26/07/2021      | 123     | Peninsula Business Services                 | Provision of HR Services   | Peninsula Business (HR)   | Officer (HR / Project Manager) | £112.67           | £21.28         | £133.95           |
| JULY  | 26/07/2021      | 124     | Dover District Council                      | Renewal of Staff Parking Permit DVBP335 : 12/08/21 - 11/08/22                          | Officers Travel & Parking Expenses                              | Officer (HR / Project Manager) | £137.50           | £27.50         | £165.00           |
| JULY  | 26/07/2021      | 125     | Rialtas Business Solutions Ltd              | Charge for starting STC accounts   | Miscellaneous / Unexpected Expenditure                          | Officer (HR / Project Manager) | £350.00           | £70.00         | £420.00           |
| JULY  | 26/07/2021      | 126     | Sage  | Monthly fees - Sage Payroll  | IT Expenses (incl. Website)                                     | Officer (HR / Project Manager) | £17.00            | £3.40          | £20.40            |
| JULY  | 26/07/2021      | 127     | Training Highway                            | IT Support - July 2021   | IT Expenses (incl. Website)                                     | Officer (HR / Project Manager) | £101.40           | £0.00          | £101.40           |
| JULY  | 26/07/2021      | 127     | 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           |
| JULY  | 26/07/2021      | 128     | Squareup                                    | Card Reader for Guidhall room hire income (to be reimbursed by STBF Guildhall a/c)     | IT Expenses (incl. Website)                                     | Officer (HR / Project Manager) | £16.00            | £3.20          | £19.20            |
| JULY  | 26/07/2021      | 129     | British Gas                                 | Fishergate electricity 08/05/21 - 07/06/21   | Fishergate  | Officer (HR / Project Manager) | £9.24             | £0.46          | £9.70             |
| JULY  | 26/07/2021      | 130     | British Gas                                 | Guildhall gas charges 23/05/21 - 22/06/21 (to be reimbursed by STBF Guildhall a/c)     | Heating, Lighting, Water & Rates                                | Officer (HR / Project Manager) | £567.85           | £113.57        | £681.42           |
|       |                 |         |   |  |   | <b>Total</b>                   | <b>£29,936.10</b> | <b>£737.26</b> | <b>£30,673.36</b> |