

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

| Month     | Date of Meeting | Pmt No. | Payee                                | Description   | Budget Heading  | Power of Expenditure           | Net       | Vat     | Total     |
|-----------|-----------------|---------|--------------------------------------|---|---|--------------------------------|-----------|---------|-----------|
| SEPTEMBER | 27/09/2021      | 164     | Sandwich Toll Bridge Fund            | Reimbursement of 2020/21 furlough grant to STBF   | Miscellaneous / Unexpected Expenditure                          | Officer (HR / Project Manager) | £5,351.00 | £0.00   | £5,351.00 |
| SEPTEMBER | 27/09/2021      | 165     | Finns                                | Administration of the Basic Payment scheme 2021   | Monks Wall Nature Reserve                                       | Officer (HR / Project Manager) | £536.25   | £107.25 | £643.50   |
| SEPTEMBER | 27/09/2021      | 166     | Global Cleaning Supplies             | Cleaning stock  | Quay Conveniences - Other Expenditure                           | Officer (HR / Project Manager) | £35.28    | £7.06   | £42.34    |
| SEPTEMBER | 27/09/2021      | 167     | Global Cleaning Supplies             | Cleaning stock  | Quay Conveniences - Other Expenditure                           | Officer (HR / Project Manager) | £254.66   | £50.94  | £305.60   |
| SEPTEMBER | 27/09/2021      | 168     | MA Design print                      | Layout and ammendments to Town Guide  | S144 (Other Expenditure)  | Officer (HR / Project Manager) | £250.00   | £0.00   | £250.00   |
| SEPTEMBER | 27/09/2021      | 169     | MA Design print                      | 100 x Business cards for the Mayor  | Mayoral Expenses  | Officer (HR / Project Manager) | £40.00    | £0.00   | £40.00    |
| SEPTEMBER | 27/09/2021      | 170     | WBS Copiers                          | Black Toner Cartridge   | Photocopier (Rental & Usage)                                    | Officer (HR / Project Manager) | £3.95     | £0.79   | £4.74     |
| SEPTEMBER | 27/09/2021      | 171     | WBS Copiers                          | Printing charges  | Photocopier (Rental & Usage)                                    | Officer (HR / Project Manager) | £53.05    | £10.61  | £63.66    |
| SEPTEMBER | 27/09/2021      | 172     | WBS Copiers                          | Cyan Toner Cartridge  | Photocopier (Rental & Usage)                                    | Officer (HR / Project Manager) | £3.95     | £0.79   | £4.74     |
| SEPTEMBER | 27/09/2021      | 173     | Business Stream                      | Fishergate water charges 19/04/21 - 21/04/21  | Fishergate  | Officer (HR / Project Manager) | £11.40    | £0.00   | £11.40    |
| SEPTEMBER | 27/09/2021      | 174     | Cllr Paul Graeme                     | Reimbursment re Mayoral event drinks re Mayor's Garden Party                                      | Mayoral Expenses  | Officer (HR / Project Manager) | £450.00   | £0.00   | £450.00   |
| SEPTEMBER | 27/09/2021      | 175     | PC Thomas                            | Callout and repair to Quay Conveniences disabled toilet door lock                                 | Quay Conveniences - Other Expenditure                           | Officer (HR / Project Manager) | £140.00   | £0.00   | £140.00   |
| SEPTEMBER | 27/09/2021      | 176     | Training Highway                     | Website Maintenance - September 2021  | IT Expenses (incl. Website)                                     | Officer (HR / Project Manager) | £40.00    | £0.00   | £40.00    |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - Sandwich Town Council     | Mayors Attendant Salaries - September 2021  | Mayor's Attendant & Uniform                                     | Officer (HR / Project Manager) | £1,059.23 | £0.00   | £1,059.23 |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - Sandwich Town Council     | Sandwich Town Council Administration Salaries - September 2021                                    | Town Clerk & Office Staff                                       | Officer (HR / Project Manager) | £7,304.55 | £0.00   | £7,304.55 |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - Sandwich Town Council     | Quay Conveniences Salaries - September 2021   | Quay Conveniences - Salaries                                    | Officer (HR / Project Manager) | £862.66   | £0.00   | £862.66   |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - Sandwich Town Council     | Cattle Market Conveniences Salaries - September 2021  | Cattle Market Conveniences - Salaries                           | Officer (HR / Project Manager) | £260.00   | £0.00   | £260.00   |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - Sandwich Town Council     | S144 - Visitor Information Centre - September 2021  | S144 Salaries   | Officer (HR / Project Manager) | £1,049.97 | £0.00   | £1,049.97 |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - Sandwich Town Council     | Contribution to Caretaking Staff - September 2021   | Contribution to Caretaking Staff                                | Officer (HR / Project Manager) | £639.71   | £0.00   | £639.71   |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - STBF Guildhall            | Guildhall Caretaking and Cleaning - September 2021  | Caretaker & Cleaner Salaries                                    | Officer (HR / Project Manager) | £5,757.43 | £0.00   | £5,757.43 |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - STBF Guildhall            | Guildhall Administration Salaries - September 2021  | Guildhall Admin Salaries  | Officer (HR / Project Manager) | £4,125.97 | £0.00   | £4,125.97 |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - STBF Guildhall            | Visitor Information Staff (Guildhall element) - September 2021                                    | Visitor Information Staff (Guildhall roomhire/weddings element) | Officer (HR / Project Manager) | £1,574.96 | £0.00   | £1,574.96 |
| SEPTEMBER | 27/09/2021      | 177     | Salaries - Sandwich Toll Bridge Fund | Administration Salaries - September 2021  | STBF salaries   | Officer (HR / Project Manager) | £2,789.98 | £0.00   | £2,789.98 |
| SEPTEMBER | 27/09/2021      | 178     | Town Sergeant                        | Reimbursement for Mayoral Mileage   | Mayoral Travel  | Officer (HR / Project Manager) | £51.75    | £0.00   | £51.75    |
| SEPTEMBER | 27/09/2021      | 179     | Caretaker                            | Reimbursement for Mayoral Mileage   | Mayoral Travel  | Officer (HR / Project Manager) | £1.44     | £0.00   | £1.44     |
| SEPTEMBER | 27/09/2021      | 180     | Sota Solutions Ltd                   | Last charge re SOTA Wi-Fi   | Miscellaneous / Unexpected Expenditure                          | Officer (HR / Project Manager) | £16.06    | £0.00   | £16.06    |
| SEPTEMBER | 27/09/2021      | 181     | Annemarie Huigen                     | Management of the Thursday markets in August 2021   | Miscellaneous / Unexpected Expenditure                          | Officer (HR / Project Manager) | £200.00   | £0.00   | £200.00   |
| SEPTEMBER | 27/09/2021      | 182     | Confederation of Cinque Ports        | Membership subscription 2021-22   | Cinque Port Functions & Subscription                            | Officer (HR / Project Manager) | £350.00   | £0.00   | £350.00   |
| SEPTEMBER | 27/09/2021      | 183     | Viridor Waste Management Ltd         | Recycling Charges - Office  | Office Expenses (incl. telephone)                               | Officer (HR / Project Manager) | £34.74    | £6.95   | £41.69    |
| SEPTEMBER | 27/09/2021      | 184     | Socotec UK Limited                   | Health and Safety advice re Black Lane Allotments & Guildhall (50% to be reimbursed from STBF GH) | Black Lane / Sandown Road Allotments                            | Officer (HR / Project Manager) | £960.00   | £192.00 | £1,152.00 |
| SEPTEMBER | 27/09/2021      | 185     | Amazon Business                      | 2 x Black Panels for display of Visitor leaflets  | S144 (Other Expenditure)  | Officer (HR / Project Manager) | £229.00   | £45.80  | £274.80   |
| SEPTEMBER | 27/09/2021      | 186     | Peninsula Business Services          | Provision of HR Services  | Peninsula Business (HR)   | Officer (HR / Project Manager) | £112.67   | £21.28  | £133.95   |
| SEPTEMBER | 27/09/2021      | 187     | Sage                                 | Monthly fees - Sage Payroll   | IT Expenses (incl. Website)                                     | Officer (HR / Project Manager) | £17.00    | £3.40   | £20.40    |
| SEPTEMBER | 27/09/2021      | 188     | UKPOS                                | Wall clips and inserts for VIC leaflet panel  | S144 (Other Expenditure)  | Officer (HR / Project Manager) | £59.74    | £11.95  | £71.69    |
| SEPTEMBER | 27/09/2021      | 189     | Training Highway                     | IT Support - September 2021   | IT Expenses (incl. Website)                                     | Officer (HR / Project Manager) | £101.40   | £0.00   | £101.40   |
| SEPTEMBER | 27/09/2021      | 189     | Training Highway                     | IT Support - September 2021 (To be refunded by STBF Guildhall A/C)                                | IT Expenses (incl. Website) (Guildhall)                         | Officer (HR / Project Manager) | £101.40   | £0.00   | £101.40   |
| SEPTEMBER | 27/09/2021      | 190     | British Gas                          | Fishergate electricity 08/07/2021- 07/08/2021   | Fishergate  | Officer (HR / Project Manager) | £9.24     | £0.46   | £9.70     |
| SEPTEMBER | 27/09/2021      | 191     | British Gas                          | Fishergate electricity 08/08/2021- 07/09/2021   | Fishergate  | Officer (HR / Project Manager) | £9.24     | £0.46   | £9.70     |
| SEPTEMBER | 27/09/2021      | 192     | PKF Littlejohn LLP                   | External Audit of Sandwich Town Council Accounts, year ending 31-03-21                            | Audit Fees  | Officer (HR / Project Manager) | £1,000.00 | £200.00 | £1,200.00 |
| SEPTEMBER | 27/09/2021      | 193     | New Romney Town Council              | Tickets for the Mayor and Mayoress, plus Chauffeur to attend Speakers Day                         | Mayoral Expenses  | Officer (HR / Project Manager) | £91.00    | £0.00   | £91.00    |
| SEPTEMBER | 27/09/2021      | 194     | Kent Association of Local Councils   | Attendance of 'The Clerk in Action' event   | Staff Training  | Officer (HR / Project Manager) | £50.00    | £10.00  | £60.00    |
| SEPTEMBER | 27/09/2021      | 195     | RBL Poppy Appeal                     | One x wreath  | Mayoral Expenses  | Officer (HR / Project Manager) | £25.00    | £0.00   | £25.00    |
| SEPTEMBER | 27/09/2021      | 196     | Hipperson Limited                    | Unblock men's urinal - Cattle Market Conveniences   | Cattle Market Conveniences - Other Expenditure                  | Officer (HR / Project Manager) | £394.50   | £78.90  | £473.40   |
| SEPTEMBER | 27/09/2021      | 197     | Mr K A Chapman                       | Warden Fees - Monks Wall Nature Reserve, 01/08/21 - 01/09/21                                      | Monks Wall Nature Reserve                                       | Officer (HR / Project Manager) | £208.33   | £0.00   | £208.33   |
| SEPTEMBER | 27/09/2021      | 198     | VEND                                 | Renewal of subscription to VEND - 24/09/2021 - 24/0/2022  | S144 (Other Expenditure)  | Officer (HR / Project Manager) | £588.00   | £0.00   | £588.00   |
| SEPTEMBER | 27/09/2021      | 199     | Kent Association of Local Councils   | Attendance of Finance Conference by RFO   | Staff Training  | Officer (HR / Project Manager) | £50.00    | £10.00  | £60.00    |
| SEPTEMBER | 27/09/2021      | 200     | KBS Depot                            | Notice board for Town Council   | Office Expenses (incl. telephone)                               | Officer (HR / Project Manager) | £662.00   | £132.40 | £794.40   |
| SEPTEMBER | 27/09/2021      | 200     | KBS Depot                            | Notice board for Visitor Information Centre   | S144 (Other Expenditure)  | Officer (HR / Project Manager) | £662.00   | £132.40 | £794.40   |
| SEPTEMBER | 27/09/2021      | 201     | British Gas                          | Gas Charges - Guildhall (to be reimbursed by STBF Guildhall)                                      | Heating, Lighting, Water & Rates                                | Officer (HR / Project Manager) | £197.45   | £0.00   | £197.45   |
| SEPTEMBER | 27/09/2021      | 202     | Phoenix Link UK                      | Phone Charges - August 2021   | S144 (Other Expenditure)  | Officer (HR / Project Manager) | £79.69    | £15.94  | £95.63    |
| SEPTEMBER | 27/09/2021      | 202     | Phoenix Link UK                      | Phone Charges - August 2021   | Office Expenses (incl. telephone)                               | Officer (HR / Project Manager) | £79.69    | £15.94  | £95.63    |

| Month     | Date of Meeting | Pmt No. | Payee             | Description  | Budget Heading                         | Power of Expenditure           | Net               | Vat              | Total             |
|-----------|-----------------|---------|-------------------|--|--|--------------------------------|-------------------|------------------|-------------------|
| SEPTEMBER | 27/09/2021      | 202     | Phoenix Link UK   | Phone Charges - August 2021  | Office Expenses (incl telephone) (GH)  | Officer (HR / Project Manager) | £79.68            | £15.93           | £95.61            |
| SEPTEMBER | 27/09/2021      | 203     | Siemens           | Photocopier rental charges   | Photocopier (Rental & Usage)           | Officer (HR / Project Manager) | £144.60           | £28.92           | £173.52           |
| SEPTEMBER | 27/09/2021      | 204     | Siemens           | Photocopier rental charges   | Photocopier (Rental & Usage)           | Officer (HR / Project Manager) | £24.61            | £4.92            | £29.53            |
| SEPTEMBER | 27/09/2021      | 205     | Hipperson Limited | Remedial work to Fishergate  | Fishergate                             | Officer (HR / Project Manager) | £1,598.00         | £319.60          | £1,917.60         |
| SEPTEMBER | 27/09/2021      | 206     | Eclipse           | Sample Chair for Guildhall (to be reimbursed by Guildhall account) | Miscellaneous / Unexpected Expenditure | Officer (HR / Project Manager) | £41.14            | £8.23            | £49.37            |
| SEPTEMBER | 27/09/2021      | 207     | Hopkins           | Defibrillator for outside of the Guildhall                         | Health & Safety Provisions             | Officer (HR / Project Manager) | £1,854.00         | £370.80          | £2,224.80         |
| SEPTEMBER | 27/09/2021      | 208     | BHIB              | Cyber Insurance Policy 05/10/21 - 05/10/22                         | Guildhall Insurance including contents | Officer (HR / Project Manager) | £299.99           | £0.00            | £299.99           |
| SEPTEMBER | 27/09/2021      | 209     | Town Sergeant     | Reimbursement for Mayoral Mileage                                  | Mayoral Travel                         | Officer (HR / Project Manager) | £136.35           | £0.00            | £136.35           |
| SEPTEMBER | 27/09/2021      | 210     | Caretaker         | Reimbursement for Mayoral Mileage                                  | Mayoral Travel                         | Officer (HR / Project Manager) | £14.98            | £0.00            | £14.98            |
|           |                 |         |                   |  |  | <b>Total</b>                   | <b>£43,128.69</b> | <b>£1,803.72</b> | <b>£44,932.41</b> |