

Sandwich Town Council - Payment Schedule 2021/22 - November 2021

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
NOVEMBER	29/11/2021	246	British Gas	Gas Charges - Guildhall (to be reimbursed by STBF Guildhall)	Heating, Lighting, Water & Rates	Minute ref: STC 11.06.21 (iii)	£178.50	£35.70	£214.20
NOVEMBER	29/11/2021	247	Blinds 2 Go	Blinds for the Guildhall Bar (Gallery) - to be reimbursed by the Guildhall account	Guildhall	Minute ref: STC 03.05.21 (iii) & (iv)	£1,021.25	£204.25	£1,225.50
NOVEMBER	29/11/2021	248	Business Stream	Fishergate Water Charges 16/09/21 - 22/10/21	Fishergate	Minute ref: STC 11.06.21 (iii)	£5.42	£0.00	£5.42
NOVEMBER	29/11/2021	249	Business Stream	Tennis Club / Sandown Road Allotments - water charges 02/07/21 - 21/10/21	Black Lane / Sandown Road Allotments	Minute ref: STC 11.06.21 (iii)	£127.13	£0.00	£127.13
NOVEMBER	29/11/2021	250	EDF	Electricity charges - Quay Conveniences 12/07/2021 - 11/10/2021	Quay Conveniences - Other Expenditure	Minute ref: STC 11.06.21 (iii)	£305.55	£13.74	£319.29
NOVEMBER	29/11/2021	251	Kent County Council	Stationary supplies	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£27.30	£5.46	£32.76
NOVEMBER	29/11/2021	251	Kent County Council	Brasso metal polish (to be reimbursed by Guildhall account)	Guildhall	Officer (HR / Project Manager)	£3.45	£0.69	£4.14
NOVEMBER	29/11/2021	252	Strand Wine	Wine and juice for Deputies Supper	Mayor's Hospitality (Including Civic Events)	Officer (HR / Project Manager)	£97.09	£19.42	£116.51
NOVEMBER	29/11/2021	253	Biffa	Recycling Charges - Office bins	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£23.16	£4.63	£27.79
NOVEMBER	29/11/2021	254	Annemarie Huigen	Management of the Thursday markets in October 2021	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£200.00	£0.00	£200.00
NOVEMBER	29/11/2021	255	WBS Copiers	Photocopy charges 23/09/2021 - 22/10/2021	Photocopier (Rental & Usage)	Officer (HR / Project Manager)	£50.42	£10.09	£60.51
NOVEMBER	29/11/2021	256	Training Highway	Website Maintenance - November 2021	IT Expenses (incl. Website)	Minute ref: STC 11.06.21 (iii)	£40.00	£0.00	£40.00
NOVEMBER	29/11/2021	257	Salaries - Sandwich Town Council	Salaries - Sandwich Town Council	Mayor's Attendant & Uniform	Minute ref: STC 11.06.21 (ii)	£968.94	£0.00	£968.94
NOVEMBER	29/11/2021	257	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - November 2021	Town Clerk & Office Staff	Minute ref: STC 11.06.21 (ii)	£3,813.78	£0.00	£3,813.78
NOVEMBER	29/11/2021	257	Salaries - Sandwich Town Council	Quay Conveniences Salaries - November 2021	Quay Conveniences - Salaries	Minute ref: STC 11.06.21 (ii)	£835.93	£0.00	£835.93
NOVEMBER	29/11/2021	257	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - November 2021	Cattle Market Conveniences - Salaries	Minute ref: STC 11.06.21 (ii)	£260.00	£0.00	£260.00
NOVEMBER	29/11/2021	257	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - November 2021	S144 Salaries	Minute ref: STC 11.06.21 (ii)	£970.60	£0.00	£970.60
NOVEMBER	29/11/2021	257	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - November 2021	Contribution to Caretaking Staff	Minute ref: STC 11.06.21 (ii)	£633.88	£0.00	£633.88
NOVEMBER	29/11/2021	257	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - November 2021	Guildhall	Minute ref: STC 11.06.21 (ii)	£5,704.93	£0.00	£5,704.93
NOVEMBER	29/11/2021	257	Salaries - STBF Guildhall	Guildhall Administration Salaries - November 2021	Guildhall	Minute ref: STC 11.06.21 (ii)	£3,133.32	£0.00	£3,133.32
NOVEMBER	29/11/2021	257	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - November 2021	Guildhall	Minute ref: STC 11.06.21 (ii)	£1,455.90	£0.00	£1,455.90
NOVEMBER	29/11/2021	257	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - November 2021	STBF	Minute ref: STC 11.06.21 (ii)	£2,320.48	£0.00	£2,320.48
NOVEMBER	29/11/2021	258	Sandwich Toll Bridge Fund	Contribution to the Open Golf Legacy Fund (whole amount to be paid from STBF)	Contribution Towards Open Golf Legacy Fund	Officer (HR / Project Manager)	£500.00	£0.00	£500.00
NOVEMBER	29/11/2021	259	Margate Charter Trustees	The Mayor, Mayoress and Driver to attend the 2022 Blessing of the Seas in Margate	Mayoral Expenses	Officer (HR / Project Manager)	£70.00	£0.00	£70.00
NOVEMBER	29/11/2021	260	British Gas	Electricity Charges - Fishergate 08/09/21 - 07/10/21	Fishergate	Minute ref: STC 11.06.21 (iii)	£9.74	£0.48	£10.22
NOVEMBER	29/11/2021	261	British Gas	Electricity Charges - Fishergate 08/10/21 - 06/11/21	Fishergate	Minute ref: STC 11.06.21 (iii)	£12.89	£0.64	£13.53
NOVEMBER	29/11/2021	262	Kent County Council	Photocopier paper	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£41.00	£8.20	£49.20
NOVEMBER	29/11/2021	263	Dover District Council	Election expenses 16th September 2021	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£3,330.45	£0.00	£3,330.45
NOVEMBER	29/11/2021	264	Ring	Camera security for offices	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£396.00	£0.00	£396.00
NOVEMBER	29/11/2021	265	Business Stream	Quay conveniences - water charges 20/07/2021 - 22/10/2021	Quay Conveniences - Other Expenditure	Minute ref: STC 11.06.21 (iii)	£278.80	£0.00	£278.80
NOVEMBER	29/11/2021	266	Strand Wine	Wine for Remembrance Sunday	Mayor's Hospitality (Including Civic Events)	Officer (HR / Project Manager)	£25.00	£5.00	£30.00
NOVEMBER	29/11/2021	267	KM Media	Job advert re public convenience staff	Staff Recruitment	Officer (HR / Project Manager)	£240.00	£48.00	£288.00
NOVEMBER	29/11/2021	268	Peninsula Business Services	Provision of HR Services	Peninsula Business (HR)	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
NOVEMBER	29/11/2021	269	Phoenix Link UK	Phone Charges - October 2021	S144 (Other Expenditure)	Minute ref: STC 11.06.21 (iii)	£63.63	£12.72	£76.35
NOVEMBER	29/11/2021	269	Phoenix Link UK	Phone Charges - October 2021	Office Expenses (incl. telephone)	Minute ref: STC 11.06.21 (iii)	£63.63	£12.73	£76.36
NOVEMBER	29/11/2021	269	Phoenix Link UK	Phone Charges - October 2021	Guildhall	Minute ref: STC 11.06.21 (iii)	£63.64	£12.73	£76.37
NOVEMBER	29/11/2021	270	Sage	Monthly fees - Sage Payroll	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£17.00	£3.40	£20.40
NOVEMBER	29/11/2021	271	Rosehill Furnishings	200 x stacking chairs for the Guildhall (to be reimbursed by Guildhall account)	Guildhall	Minute ref: STC 03.05.21 (iii) & (iv)	£5,474.00	£1,094.80	£6,568.80
NOVEMBER	29/11/2021	272	Former Town Clerk	Reimbursement for Zoom account for Sandwich Town Council	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£143.88	£0.00	£143.88
NOVEMBER	29/11/2021	273	British Gas	Guildhall Gas 23/09/2021 - 22/10/2021 (to be reimbursed by Guildhall account)	Guildhall	Minute ref: STC 11.06.21 (iii)	£630.71	£126.14	£756.85
NOVEMBER	29/11/2021	274	Training Highway	IT Support - November 2021	IT Expenses (incl. Website)	Minute ref: STC 11.06.21 (iii)	£101.40	£0.00	£101.40
NOVEMBER	29/11/2021	274	Training Highway	IT Support - November 2021 (To be reimbursed by STBF Guildhall A/C)	Guildhall	Minute ref: STC 11.06.21 (iii)	£101.40	£0.00	£101.40
NOVEMBER	29/11/2021	275	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve, 17/10/21 - 18/11/21	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£208.33	£0.00	£208.33
						Total	£34,061.20	£1,640.10	£35,701.30