

Sandwich Town Council - Payment Schedule - February 2021/22

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
FEBRUARY	28/02/2022	321	Dover District Council	New Parking Permit - Quay Convenience Attendant	Officers Travel & Parking Expenses	Officer (Chief Executive)	£137.50	£27.50	£165.00
FEBRUARY	28/02/2022	322	Phoenix Link UK	Phone Charges - December 2021	S144 (Other Expenditure)	Minute Ref. STC 11.06.21 (iii)	£64.35	£12.87	£77.22
FEBRUARY	28/02/2022	322	Phoenix Link UK	Phone Charges - December 2021	Office Expenses (incl. telephone)	Minute Ref. STC 11.06.21 (iii)	£64.36	£12.87	£77.23
FEBRUARY	28/02/2022	322	Phoenix Link UK	Phone Charges - December 2021	Guildhall	Minute Ref. STC 11.06.21 (iii)	£64.35	£12.87	£77.22
FEBRUARY	28/02/2022	323	Phoenix Link UK	Phone Charges - January 2022	S144 (Other Expenditure)	Minute Ref. STC 11.06.21 (iii)	£63.97	£12.79	£76.76
FEBRUARY	28/02/2022	323	Phoenix Link UK	Phone Charges - January 2022	Office Expenses (incl. telephone)	Minute Ref. STC 11.06.21 (iii)	£63.97	£12.79	£76.76
FEBRUARY	28/02/2022	323	Phoenix Link UK	Phone Charges - January 2022	Guildhall	Minute Ref. STC 11.06.21 (iii)	£63.97	£12.79	£76.76
FEBRUARY	28/02/2022	324	Castles Security Shredding	Charge for security shredding (7 bags)	Office Expenses (incl. telephone)	Officer (Chief Executive)	£42.00	£0.00	£42.00
FEBRUARY	28/02/2022	325	Kent County Council	Photocopier paper	Office Expenses (incl. telephone)	Officer (Chief Executive)	£43.98	£8.80	£52.78
FEBRUARY	28/02/2022	326	EDF Energy	Electricity charges - Quay Conveniences 12/10/2021 - 11/01/2022	Quay Conveniences - Other Expenditure	Minute Ref. STC 11.06.21 (iii)	£516.42	£24.27	£540.69
FEBRUARY	28/02/2022	327	Biffa	Recycling charges - Office bins	Office Expenses (incl. telephone)	Officer (Chief Executive)	£23.16	£4.63	£27.79
FEBRUARY	28/02/2022	328	Business Stream	Quay conveniences - water charges 22/10/2021 - 20/01/2022	Quay Conveniences - Other Expenditure	Minute Ref. STC 11.06.21 (iii)	£185.99	£0.00	£185.99
FEBRUARY	28/02/2022	329	Salaries - Sandwich Town Council	Mayors Attendant Salaries - February 2022	Mayor's Attendant & Uniform	Minute Ref. STC. 11.06.21 (ii)	£174.35	£0.00	£174.35
FEBRUARY	28/02/2022	329	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - February 2022	Town Clerk & Office Staff	Minute Ref. STC. 11.06.21 (ii)	£4,166.86	£0.00	£4,166.86
FEBRUARY	28/02/2022	329	Salaries - Sandwich Town Council	Quay Conveniences Salaries - February 2022	Quay Conveniences - Salaries	Minute Ref. STC. 11.06.21 (ii)	£916.12	£0.00	£916.12
FEBRUARY	28/02/2022	329	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - February 2022	Cattle Market Conveniences - Salaries	Minute Ref. STC. 11.06.21 (ii)	£260.00	£0.00	£260.00
FEBRUARY	28/02/2022	329	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - February 2022	S144 Salaries	Minute Ref. STC. 11.06.21 (ii)	£1,029.79	£0.00	£1,029.79
FEBRUARY	28/02/2022	329	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - February 2022	Contribution to Caretaking Staff	Minute Ref. STC. 11.06.21 (ii)	£642.79	£0.00	£642.79
FEBRUARY	28/02/2022	329	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - February 2022	Guildhall	Minute Ref. STC. 11.06.21 (ii)	£5,785.11	£0.00	£5,785.11
FEBRUARY	28/02/2022	329	Salaries - STBF Guildhall	Guildhall Administration Salaries - February 2022	Guildhall	Minute Ref. STC. 11.06.21 (ii)	£3,495.58	£0.00	£3,495.58
FEBRUARY	28/02/2022	329	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - February 2022	Guildhall	Minute Ref. STC. 11.06.21 (ii)	£1,544.69	£0.00	£1,544.69
FEBRUARY	28/02/2022	329	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - February 2022	STBF	Minute Ref. STC. 11.06.21 (ii)	£802.97	£0.00	£802.97
FEBRUARY	28/02/2022	330	Annemarie Huigen	Management of the Thursday markets in December 2021 and January 2022	Miscellaneous / Unexpected Expenditure	Officer (Chief Executive)	£350.00	£0.00	£350.00
FEBRUARY	28/02/2022	331	Peninsula Business Services	Provision of HR Services	Peninsula Business (HR)	Officer (Chief Executive)	£112.67	£21.28	£133.95
FEBRUARY	28/02/2022	332	Smiths Electrical	Download CCTV footage	Office Expenses (incl. telephone)	Officer (Chief Executive)	£38.00	£7.60	£45.60
FEBRUARY	28/02/2022	333	Wade Business Solutions	Photocopying charges	Photocopier (Rental & Usage)	Officer (Chief Executive)	£47.08	£9.41	£56.49
FEBRUARY	28/02/2022	334	Caretaker	Reimbursement for Mayoral Mileage	Mayoral Travel	Officer (Chief Executive)	£6.44	£0.00	£6.44
FEBRUARY	28/02/2022	335	Training Highway	Website Maintenance - February 2022	IT Expenses (incl. Website)	Minute Ref. STC 11.06.21 (iii)	£40.00	£0.00	£40.00
FEBRUARY	28/02/2022	336	Facilities Manager	Reimbursement for Mayoral Mileage	Mayoral Travel	Officer (Chief Executive)	£8.10	£0.00	£8.10
FEBRUARY	28/02/2022	337	Amazon Business	Replacement charger for Councillor iPad	IT Expenses (incl. Website)	Officer (Chief Executive)	£15.82	£3.16	£18.98
FEBRUARY	28/02/2022	338	Sage	Monthly fees - Sage Payroll	IT Expenses (incl. Website)	Officer (Chief Executive)	£17.00	£3.40	£20.40
FEBRUARY	28/02/2022	339	Training Highway	IT Support - February 2022	IT Expenses (incl. Website)	Minute Ref. STC 11.06.21 (iii)	£101.40	£0.00	£101.40
FEBRUARY	28/02/2022	340	Training Highway	IT Support - February 2022 (To be reimbursed by STBF Guildhall A/C)	Guildhall	Minute Ref. STC 11.06.21 (iii)	£101.40	£0.00	£101.40
FEBRUARY	28/02/2022	341	Kent County Council	Stationary supplies and cleaning stock (cleaning stock cost to be reimbursed by STBF Guildhall A/C)	Office Expenses (incl. telephone)	Officer (Chief Executive)	£49.92	£9.98	£59.90
						Total	£21,040.11	£197.01	£21,237.12