

Sandwich Town Council - Payment Schedule - March 2021/22

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
MARCH	28/03/2022	342	Siemens	Photocopier rental charges	Photocopier (Rental & Usage)	Officer (Chief Executive)	£24.61	£4.92	£29.53
MARCH	28/03/2022	342	Siemens	Photocopier rental charges	Photocopier (Rental & Usage)	Officer (Chief Executive)	£204.60	£40.92	£245.52
MARCH	28/03/2022	343	Eventbrite	Training - 'The Role of Historic Places in getting to net zero' for the Chief Executive	Staff Training	Officer (Chief Executive)	£30.00	£0.00	£30.00
MARCH	28/03/2022	344	Phoenix Link UK	Phone Charges - February 2022	S144 (Other Expenditure)	Minute Ref: STC 11.06.21 (iii)	£63.97	£12.79	£76.76
MARCH	28/03/2022	344	Phoenix Link UK	Phone Charges - February 2022	Office Expenses (incl. telephone)	Minute Ref: STC 11.06.21 (iii)	£63.97	£12.79	£76.76
MARCH	28/03/2022	344	Phoenix Link UK	Phone Charges - February 2022	Guildhall	Minute Ref: STC 11.06.21 (iii)	£63.98	£12.80	£76.78
MARCH	28/03/2022	345	Biffa	Recycling Charges - Office bins	Office Expenses (incl. telephone)	Officer (Chief Executive)	£23.16	£4.63	£27.79
MARCH	28/03/2022	346	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve, 28/01/22 - 26/02/22 & reimbursement for MWNR items purchased	Monks Wall Nature Reserve	Officer (Chief Executive)	£269.22	£0.00	£269.22
MARCH	28/03/2022	347	Highway Business Services	Set up 4 new email accounts and iPads for new Councillors	IT Expenses (incl. Website)	Officer (Chief Executive)	£100.00	£20.00	£120.00
MARCH	28/03/2022	348	Kent Association of Local Councils	Finance training - updates re Annual Return	Staff Training	Officer (Chief Executive)	£50.00	£10.00	£60.00
MARCH	28/03/2022	349	TR&C Carpenter	Replacement shower head and hose	Quay Conveniences - Other Expenditure	Officer (Chief Executive)	£8.73	£1.75	£10.48
MARCH	28/03/2022	350	TR&C Carpenter	Decorating equipment (cost to reimbursed by STBF Guildhall account)	Guildhall	Officer (Chief Executive)	£11.93	£2.38	£14.31
MARCH	28/03/2022	351	Training Highway	Website Maintenance - March 2022	IT Expenses (incl. Website)	Minute Ref: STC. 11.06.21 (iii)	£40.00	£0.00	£40.00
MARCH	28/03/2022	352	Training Highway	IT Support - March 2022	IT Expenses (incl. Website)	Minute Ref: STC. 11.06.21 (iii)	£101.40	£0.00	£101.40
MARCH	28/03/2022	353	Training Highway	IT Support - March 2022 (To be reimbursed by STBF Guildhall A/C)	Guildhall	Minute Ref: STC. 11.06.21 (iii)	£101.40	£0.00	£101.40
MARCH	28/03/2022	354	Salaries - Sandwich Town Council	Mayors Attendant Salaries - March 2022	Mayor's Attendant & Uniform	Minute Ref: STC. 11.06.21 (ii)	£238.23	£0.00	£238.23
MARCH	28/03/2022	354	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - March 2022	Town Clerk & Office Staff	Minute Ref: STC. 11.06.21 (ii)	£4,146.41	£0.00	£4,146.41
MARCH	28/03/2022	354	Salaries - Sandwich Town Council	Quay Conveniences Salaries - March 2022	Quay Conveniences - Salaries	Minute Ref: STC. 11.06.21 (ii)	£675.55	£0.00	£675.55
MARCH	28/03/2022	354	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - March 2022	Cattle Market Conveniences - Salaries	Minute Ref: STC. 11.06.21 (ii)	£260.00	£0.00	£260.00
MARCH	28/03/2022	354	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - March 2022	S144 Salaries	Minute Ref: STC. 11.06.21 (ii)	£1,014.87	£0.00	£1,014.87
MARCH	28/03/2022	354	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - March 2022	Contribution to Caretaking Staff	Minute Ref: STC. 11.06.21 (ii)	£622.71	£0.00	£622.71
MARCH	28/03/2022	354	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - March 2022	Guildhall	Minute Ref: STC. 11.06.21 (ii)	£5,604.39	£0.00	£5,604.39
MARCH	28/03/2022	354	Salaries - STBF Guildhall	Guildhall Administration Salaries - March 2022	Guildhall	Minute Ref: STC. 11.06.21 (ii)	£3,495.60	£0.00	£3,495.60
MARCH	28/03/2022	354	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - March 2022	Guildhall	Minute Ref: STC. 11.06.21 (ii)	£1,522.30	£0.00	£1,522.30
MARCH	28/03/2022	354	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - March 2022	STBF	Minute Ref: STC. 11.06.21 (ii)	£802.97	£0.00	£802.97
MARCH	28/03/2022	355	Kent County Council	Traffic Regulation Order - install parking restrictions in Sandwich	Highways Improvement Plan (H.I.P.s)	Minute Ref: STC. 13.06.21	£2,500.00	£0.00	£2,500.00
MARCH	28/03/2022	356	VR Sani-Co Ltd	Sanitary Disposal Service - Quay Conveniences	Quay Conveniences - Other Expenditure	Officer (Chief Executive)	£204.76	£40.95	£245.71
MARCH	28/03/2022	357	Sage	Monthly fees - Sage Payroll	IT Expenses (incl. Website)	Officer (Chief Executive)	£17.00	£3.40	£20.40
MARCH	28/03/2022	358	Kent County Council	Photocopier paper	Office Expenses (incl. telephone)	Officer (Chief Executive)	£43.98	£8.80	£52.78
MARCH	28/03/2022	359	British Gas	Electricity Charges Fishergate, 17/12/2021 - 07/02/2022	Fishergate	Officer (Chief Executive)	£23.08	£1.15	£24.23
MARCH	28/03/2022	360	British Gas	Electricity Charges Fishergate, 08/02/2022 - 07/03/2022	Fishergate	Officer (Chief Executive)	£12.34	£0.61	£12.95
MARCH	28/03/2022	361	Safety and Management Solutions Limited	Consultancy - risk assessment and review of health and safety	Health & Safety Provisions	Officer (Chief Executive)	£700.00	£140.00	£840.00
MARCH	28/03/2022	362	Peninsula Business Services	Provision of HR Services	Peninsula Business (HR)	Officer (Chief Executive)	£112.67	£21.28	£133.95
MARCH	28/03/2022	363	Phoenix Link UK	Phone Charges - March 2022	S144 (Other Expenditure)	Minute Ref: STC 11.06.21 (iii)	£63.62	£12.72	£76.34
MARCH	28/03/2022	363	Phoenix Link UK	Phone Charges - March 2022	Office Expenses (incl. telephone)	Minute Ref: STC 11.06.21 (iii)	£63.62	£12.72	£76.34
MARCH	28/03/2022	363	Phoenix Link UK	Phone Charges - March 2022	Guildhall	Minute Ref: STC 11.06.21 (iii)	£63.62	£12.72	£76.34
MARCH	28/03/2022	364	Wade Business Solutions	Photocopying Charges 20/01/2022 - 24/02/2022	Photocopier (Rental & Usage)	Officer (Chief Executive)	£74.99	£15.00	£89.99
MARCH	28/03/2022	365	Dover Town Council	Tickets for the Mayor, Mayoress and Attendant - visit to Grand Shaft, Dover	Mayoral Expenses	Officer (Chief Executive)	£60.00	£0.00	£60.00
MARCH	28/03/2022	366	Sandwich Toll Bridge Fund Guildhall Account	Transfer guildhall room hire income	Miscellaneous / Unexpected Expenditure	Officer (Chief Executive)	£2,024.75	£0.00	£2,024.75
MARCH	28/03/2022	367	Sandwich Toll Bridge Fund Guildhall Account	Transfer the refund from Rosehill Furnishings to STBF Guildhall account	Miscellaneous / Unexpected Expenditure	Officer (Chief Executive)	£60.00	£0.00	£60.00
MARCH	28/03/2022	368	Sandwich Toll Bridge Fund Guildhall Account	Utilities contribution refund to STBF Guildhall	Heating, Lighting, Water & Rates	Minute Ref: STC 11.06.21 (iii)	£4,405.74	£0.00	£4,405.74
MARCH	28/03/2022	369	Sandwich Toll Bridge Fund Guildhall Account	Cleaning Stock refund to STBF Guildhall	Quay Conveniences - Other Expenditure	Officer (Chief Executive)	£270.00	£0.00	£270.00
MARCH	28/03/2022	370	Wade Business Solutions	Toner for photocopier	Photocopier (Rental & Usage)	Officer (Chief Executive)	£3.95	£0.79	£4.74
MARCH	28/03/2022	371	Annermarie Huijen	Management of the Thursday markets in February 2022	Miscellaneous / Unexpected Expenditure	Officer (Chief Executive)	£200.00	£0.00	£200.00
						Total	£30,444.12	£393.12	£30,837.24