

## Sandwich Town Council - Payment Schedule 2022/23 July 2022

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
JULY	25/07/2022	76	Training Highway	IT Support - June 2022	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
JULY	25/07/2022	76	Training Highway	IT Support - June 2022 (To be reimbursed by STBF Guildhall A/C)	Guildhall	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
JULY	25/07/2022	77	Post Office	Stamps for Visitor Information Centre postage	S144 (Other Expenditure)	Chief Executive	£11.15	£0.00	£11.15
JULY	25/07/2022	78	Peninsula	HR Services - June 2022	Peninsula Business	STC Minute Ref: 32.06.22 (iv)	£112.67	£21.28	£133.95
JULY	25/07/2022	79	Training Highway	IT Support - June 2022	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00
JULY	25/07/2022	80	Business Stream	Fishergate Water Charges 07/04/2022 - 04/07/2022	Fishergate	STC Minute Ref: 32.06.22 (iv)	£42.08	£0.00	£42.08
JULY	25/07/2022	81	Amazon Business	Padlock for Cow Leas Meadow	Cow Leas	Facilities Manager	£14.55	£2.21	£16.76
JULY	25/07/2022	81	Amazon Business	Staff Only signs for Archives (To be reimbursed)	Guildhall	Facilities Manager	£8.02	£2.20	£10.22
JULY	25/07/2022	81	Amazon Business	No Entry signs for Guildhall back stairs (To be reimbursed)	Guildhall	Facilities Manager	£10.29	£2.20	£12.49
JULY	25/07/2022	82	Party Sashes	2 x Royal Blue sashes with text for the Visitor Experience Assistants	S144 (Other Expenditure)	Chief Executive	£12.93	£0.00	£12.93
JULY	25/07/2022	83	Hythe Venetian Fete Society	2 x Tickets to the Fete for the Deputy Mayor	Mayoral Expenses	Chief Executive	£50.00	£0.00	£50.00
JULY	25/07/2022	84	McCabe Ford Williams	Audit of Sandwich Town Council accounts yr ended 31-03-22 and additional sundry advice	Audit Fees	STC Minute Ref: 11.06.21 (viii)	£1,420.00	£284.00	£1,704.00
JULY	25/07/2022	85	Wade Business Solutions	Photocopying charges	Photocopier (Rental & Usage)	STC Minute Ref: 32.06.22 (iv)	£65.81	£13.16	£78.97
JULY	25/07/2022	86	Amazon Business	Three A4 diaries for the office	Office Expenses (incl. telephone)	Chief Executive	24.99	£5.00	£29.99
JULY	25/07/2022	87	Business Stream	Water charges - Sandown Road Allotments / Tennis Club 08/04/2022 - 04/07/2022	Black Lane / Sandown Road Allotments	STC Minute Ref: 32.06.22 (iv)	£88.01	£0.00	£88.01
JULY	25/07/2022	88	Responsible Finance Officer	Reimbursement for mileage to Deal / parking costs for banking purposes	Officers Travel & Parking Expenses	Chief Executive	£5.90	£0.00	£5.90
JULY	25/07/2022	89	RBL Poppy Appeal	6 x wreaths	Mayoral Expenses	Chief Executive	£111.00	£0.00	£111.00
JULY	25/07/2022	90	HMRC	Payment of Class 1A National Insurance Contributions for 06/05/2021 - 05/05/2022	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iii)	£330.60	£0.00	£330.60
JULY	25/07/2022	91	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 03/06/2022 - 03/07/2022	Monks Wall Nature Reserve	Chief Executive	£208.33	£0.00	£208.33
JULY	25/07/2022	92	Biffa Waste	Recycling charges - June	Office Expenses (incl. telephone)	Chief Executive	£26.64	£5.33	£31.97
JULY	25/07/2022	93	Cinque Port Mayor's Association	Contribution towards Cinque Port Mayor's Bowls Tournament	Mayoral Expenses	Chief Executive	£25.00	£0.00	£25.00
JULY	25/07/2022	94	Salaries - Sandwich Town Council	Town Sergeant and Mayoral Salaries - July 2022	Mayor's Attendant & Uniform	STC Minute Ref: 32.06.22 (iii)	£1,125.39	£0.00	£1,125.39
JULY	25/07/2022	94	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - July 2022	Town Clerk & Office Staff	STC Minute Ref: 32.06.22 (iii)	£4,961.73	£0.00	£4,961.73
JULY	25/07/2022	94	Salaries - Sandwich Town Council	Quay Conveniences Salaries - July 2022	Quay Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£1,126.12	£0.00	£1,126.12
JULY	25/07/2022	94	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - July 2022	Cattle Market Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£260.00	£0.00	£260.00
JULY	25/07/2022	94	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - July 2022	S144 Salaries	STC Minute Ref: 32.06.22 (iii)	£1,985.79	£0.00	£1,985.79
JULY	25/07/2022	94	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - July 2022	Contribution to Caretaking Staff	STC Minute Ref: 32.06.22 (iii)	£745.24	£0.00	£745.24
JULY	25/07/2022	94	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - July 2022	Guildhall	STC Minute Ref: 32.06.22 (iii)	£6,707.14	£0.00	£6,707.14
JULY	25/07/2022	94	Salaries - STBF Guildhall	Guildhall Administration Salaries - July 2022	Guildhall	STC Minute Ref: 32.06.22 (iii)	£3,088.11	£0.00	£3,088.11
JULY	25/07/2022	94	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - July 2022	Guildhall	STC Minute Ref: 32.06.22 (iii)	£975.36	£0.00	£975.36
JULY	25/07/2022	94	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - July 2022	STBF	STC Minute Ref: 32.06.22 (iii)	£4,319.81	£0.00	£4,319.81
JULY	25/07/2022	95	M Robinson	Buglar Services - Armed Forces Day	Mayoral Expenses	Chief Executive	£35.00	£0.00	£35.00
JULY	25/07/2022	96	Training Highway	IT Support - July 2022	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00
JULY	25/07/2022	97	Millards Insurance	Insurance - Bay Hall 13/07/2022 - 12/07/2022	Miscellaneous / Unexpected Expenditure	Chief Executive	£838.96	£0.00	£838.96
JULY	25/07/2022	98	Facilities Manager	Reimbursement for Mayoral Mileage	Mayoral Travel	Chief Executive	£272.15	£0.00	£272.15
JULY	25/07/2022	99	Chief Executive	Uniform for Visitor Experience Assistant	S144 (Other Expenditure)	Chief Executive	£23.50	£0.00	£23.50
JULY	25/07/2022	100	The Flower Basket	Weekly flowers for the war memorial 2021/22	Flowers, cleaning & maintenance of the War Memorial	Chief Executive	£250.00	£0.00	£250.00
JULY	25/07/2022	101	The Flower Basket	Weekly flowers for the war memorial 2022/23	Flowers, cleaning & maintenance of the War Memorial	Chief Executive	£250.00	£0.00	£250.00
JULY	25/07/2022	102	Sandwich Local History Society	Payment for Tour of Sandwich for 3 visitors from Ronse, Belgium	Mayor's Hospitality (Including Civic Events)	Chief Executive	£12.00	£0.00	£12.00
JULY	25/07/2022	103	British Gas	Electricity Charges - Fishergate 08/06/2022 - 07/07/2022	Fishergate	STC Minute Ref: 32.06.22 (iv)	£13.21	£0.66	£13.87
JULY	25/07/2022	104	Kent County Council	Stationery Expenses	Office Expenses (incl. telephone)	Chief Executive	£53.98	£10.80	£64.78
JULY	25/07/2022	105	Margate Charter Trustees	Event Tickets for the tour of Margate Caves for the Mayor and Mayoress	Mayoral Expenses	Chief Executive	£67.50	£0.00	£67.50

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JULY	25/07/2022	107	Canterbury City Council	One ticket for Afternoon Tea on the Terrace at Tower House Canterbury for the Mayor	Mayoral Expenses	Chief Executive	£20.00	£0.00	£20.00
JULY	25/07/2022	108	Business Stream	Water Charges - Black Lane Allotments 24/03/2022 - 31/07/2022	Black Lane / Sandown Road Allotments	STC Minute Ref: 32.06.22 (iv)	£451.50	£0.00	£451.50
JULY	25/07/2022	109	SAGE	Sage Payroll charge 12/06/2022 - 11/07/2022	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£17.00	£3.40	£20.40
JULY	25/07/2022	110	Phoenix Link UK	Phone Charges - June 2022	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£105.19	£21.04	£126.23
JULY	25/07/2022	111	Phoenix Link UK	Phone Charges - June 2022	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£105.19	£21.04	£126.23
JULY	25/07/2022	112	Phoenix Link UK	Phone Charges - June 2022	Guildhall	STC Minute Ref: 32.06.22 (iv)	£105.20	£21.04	£126.24
JULY	25/07/2022	113	Facilities Manager	Mayoral Mileage Reimbursement	Mayoral Travel	Chief Executive	£15.75	£0.00	£15.75
JULY	26/09/2022	133	Training Highway	IT Support - July 2022	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
JULY	26/09/2022	133	Training Highway	IT Support - July 2022 (To be reimbursed by STBF Guildhall A/C)	Guildhall	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
JULY	26/09/2022	135	Etsy	Ribbon re hats for the Vistor Experience Assistants	S144 (Other Expenditure)	Chief Executive	£8.95	£0.00	£8.95
JULY	26/09/2022	136	SLCC Enterprises	Training Course	Staff Training	Chief Executive	£18.00	£0.00	£18.00
JULY	26/09/2022	137	Dover District Council	Parking Permit for Visitor Assistant	Officers Travel & Parking Expenses	Chief Executive	£95.00	£0.00	£95.00
JULY	26/09/2022	138	Apple Distribution International Ltd	iPad Charger and cables	IT Expenses (incl. Website)	Chief Executive	£47.49	£9.51	£57.00
						<b>Total</b>	<b>£31,153.83</b>	<b>£422.87</b>	<b>£31,576.70</b>