

Sandwich Town Council - Payment Schedule 2022/23 September 2022

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
SEPTEMBER	26/09/2022	150	Salaries - Sandwich Town Council	Town Sergeant and Mayoral Salaries - September 2022	Mayor's Attendant & Uniform	STC Minute Ref: 32.06.22 (iii)	£480.07	£0.00	£480.07
SEPTEMBER	26/09/2022	150	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - September 2022	Town Clerk & Office Staff	STC Minute Ref: 32.06.22 (iii)	£5,515.67	£0.00	£5,515.67
SEPTEMBER	26/09/2022	150	Salaries - Sandwich Town Council	Quay Conveniences Salaries - September 2022	Quay Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£880.00	£0.00	£880.00
SEPTEMBER	26/09/2022	150	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - September 2022	Cattle Market Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£260.00	£0.00	£260.00
SEPTEMBER	26/09/2022	150	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - September 2022	S144 Salaries	STC Minute Ref: 32.06.22 (iii)	£1,312.52	£0.00	£1,312.52
SEPTEMBER	26/09/2022	150	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - September 2022	Contribution to Caretaking Staff	STC Minute Ref: 32.06.22 (iii)	£706.14	£0.00	£706.14
SEPTEMBER	26/09/2022	150	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - September 2022	Guildhall	STC Minute Ref: 32.06.22 (iii)	£6,355.29	£0.00	£6,355.29
SEPTEMBER	26/09/2022	150	Salaries - STBF Guildhall	Guildhall Administration Salaries - September 2022	Guildhall	STC Minute Ref: 32.06.22 (iii)	£3,415.33	£0.00	£3,415.33
SEPTEMBER	26/09/2022	150	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - September 2022	Guildhall	STC Minute Ref: 32.06.22 (iii)	£822.63	£0.00	£822.63
SEPTEMBER	26/09/2022	150	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - September 2022	STBF	STC Minute Ref: 32.06.22 (iii)	£4,633.03	£0.00	£4,633.03
SEPTEMBER	26/09/2022	151	The Flower Basket	One floral bouquet - tribute to HM Queen Elizabeth II	Miscellaneous / Unexpected Expenditure	Chief Executive	£45.00	£0.00	£45.00
SEPTEMBER	26/09/2022	152	Castles Security Shredding	10 bags of paperwork shredded	Office Expenses (incl. telephone)	Chief Executive	£65.00	£0.00	£65.00
SEPTEMBER	26/09/2022	153	WH Darby Ltd	5 x black wallets for Civic Awards	Mayoral Expenses	STC Minute Ref: 22.04.22	£26.70	£5.34	£32.04
SEPTEMBER	26/09/2022	153	WH Darby Ltd	5 x black wallets for Civic Awards	Miscellaneous / Unexpected Expenditure	STC Minute Ref: 22.04.22	£26.70	£5.34	£32.04
SEPTEMBER	26/09/2022	154	Biffa Waste	Recycling charges - August	Office Expenses (incl. telephone)	Facilities Manager	£26.64	£5.33	£31.97
SEPTEMBER	26/09/2022	155	Kent County Council	Stationary	Office Expenses (incl. telephone)	Chief Executive	£25.98	£5.20	£31.18
SEPTEMBER	26/09/2022	156	Flower Power	2 x flower arrangements for memorial - HM Queen Elizabeth II	Miscellaneous / Unexpected Expenditure	Chief Executive	£80.00	£0.00	£80.00
SEPTEMBER	26/09/2022	157	Wade Business Solutions	Photocopying charges	Photocopier (Rental & Usage)	STC Minute Ref: 32.06.22 (iv)	£51.91	£10.38	£62.29
SEPTEMBER	26/09/2022	158	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 05/08/2022 - 05/09/2022	Monks Wall Nature Reserve	Chief Executive	£208.33	£0.00	£208.33
SEPTEMBER	26/09/2022	159	Training Highway	IT Support - September 2022	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00
SEPTEMBER	26/09/2022	160	Hipperson	New Town Notice Board (No Name Street)	Miscellaneous / Unexpected Expenditure	STC Minute Ref: 26.02.22	£1,000.00	£200.00	£1,200.00
SEPTEMBER	26/09/2022	161	The Royal British Legion Kent County	One ticket for the Centenary Dinner plus driver ticket	Mayoral Expenses	Chief Executive	£60.00	£0.00	£60.00
SEPTEMBER	26/09/2022	162	Hythe Town Council	Speakers Day lunch for Mayor and Town Sergeant	Cinque Port Functions & Subscription	Chief Executive	£38.00	£0.00	£38.00
SEPTEMBER	26/09/2022	163	Talor Brands	Subscription to logo creating facility (To be repaid by STBF Guildhall account)	Guildhall	Chief Executive	£47.88	£0.00	£47.88
SEPTEMBER	26/09/2022	164	Dover District Council	Parking Permit Renewal	Officers Travel & Parking Expenses	Chief Executive	£137.50	£27.50	£165.00
SEPTEMBER	26/09/2022	165	NALC	Working Between the Tiers Training Course (1 Attendee)	Staff Training	Chief Executive	£32.44	£6.49	£38.93
SEPTEMBER	26/09/2022	166	Post Office	Stamps for Visitor Information Centre postage	S144 (Other Expenditure)	Chief Executive	£4.25	£0.00	£4.25
SEPTEMBER	26/09/2022	167	Post Office	Stamps for Visitor Information Centre postage	S144 (Other Expenditure)	Chief Executive	£8.33	£0.00	£8.33
SEPTEMBER	26/09/2022	168	NALC	Building a Two Way Conversation course (1 Attendee)	Staff Training	Chief Executive	£35.00	£7.00	£42.00
SEPTEMBER	26/09/2022	169	RBL Poppy Appeal	6 x wreaths	Mayoral Expenses	Chief Executive	£111.00	£0.00	£111.00
SEPTEMBER	26/09/2022	170	Annemarie Huigen	Thursday Market Mangement Fees - August 2022	Thursday Market Manager	Chief Executive	£200.00	£0.00	£200.00
SEPTEMBER	26/09/2022	171	Vend (Lightspeed)	Renewal of subscription to VEND - 24/09/2022 - 24/09/2023	S144 (Other Expenditure)	Chief Executive	£588.00	£0.00	£588.00
SEPTEMBER	26/09/2022	172	Phoenix Link UK	Phone Charges - September 2022	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.14	£10.02	£60.16
SEPTEMBER	26/09/2022	172	Phoenix Link UK	Phone Charges - September 2022	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.14	£10.03	£60.17
SEPTEMBER	26/09/2022	172	Phoenix Link UK	Phone Charges - September 2022	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.14	£10.03	£60.17
SEPTEMBER	26/09/2022	173	Co-op	Food for Deputies Supper 2022	Mayor's Hospitality (Including Civic Events)	Chief Executive	£55.66	£0.00	£55.66
SEPTEMBER	26/09/2022	174	NALC	Local Councils and Communication Strategies course fee (1 Attendee)	Staff Training	Chief Executive	£32.44	£6.49	£38.93
SEPTEMBER	26/09/2022	175	Training Highway	Domain Renewal for Sandwich Town Council	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£150.00	£30.00	£180.00
SEPTEMBER	26/09/2022	176	Swanley Town Council	Tickets for Mayor and driver to the Mayor of Swanley's Glitter Ball	Mayoral Expenses	Chief Executive	£48.00	£0.00	£48.00
SEPTEMBER	26/09/2022	177	PKF Littlejohn LLP	External Audit of Sandwich Town Council accounts yr ended 31-03-22	Audit Fees	STC Minute Ref: 11.06.21 (viii)	£1,300.00	£260.00	£1,560.00
SEPTEMBER	26/09/2022	178	Vistaprint	250 x Business Cards for Deputies Supper	Mayor's Hospitality (Including Civic Events)	Chief Executive	£23.99	£4.80	£28.79
SEPTEMBER	26/09/2022	179	Peninsula	HR Services - August 2022	Peninsula Business	STC Minute Ref: 32.06.22 (iv)	£112.67	£21.28	£133.95

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SEPTEMBER	26/09/2022	180	British Gas	Electricity charges - Fishergate 07/08/2022 - 07/09/2022	Fishergate	STC Minute Ref: 32.06.22 (iv)	£14.06	£0.70	£14.76
SEPTEMBER	26/09/2022	181	Modern Working	Creation of IT Tender Document	IT Expenses (incl. Website)	STC Minute Ref: 19.04.22	£500.00	£0.00	£500.00
SEPTEMBER	26/09/2022	182	Highway Business Services	Ongoing monthly cost of Office 365 on iPads	IT Expenses (incl. Website)	STC Minute Ref: 36.06.22	£39.10	£7.82	£46.92
SEPTEMBER	26/09/2022	183	Highway Business Services	17 x bluetooth keyboards for iPads and setup of Office on iPads	IT Expenses (incl. Website)	STC Minute Ref: 36.06.22	£840.00	£168.00	£1,008.00
SEPTEMBER	26/09/2022	184	Kent County Council	Laminating Pouches	Office Expenses (incl. telephone)	Chief Executive	£23.98	£4.80	£28.78
SEPTEMBER	26/09/2022	185	BHIB Insurance Brokers	Cyber Insurance Policy 05/10/22 - 05/10/23	Guildhall Insurance including contents (STC)	Chief Executive	£299.99	£0.00	£299.99
SEPTEMBER	26/09/2022	186	SAGE	Sage Payroll charge 12/09/2022 - 11/10/2022	IT Expenses (incl. Website)	STC Minute Ref: 36.06.22	£17.00	£3.40	£20.40
						Total	£30,846.65	£809.95	£31,656.60