

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

| Month   | Date of Meeting | Pmt No. | Payee                                | Description   | Budget Heading                               | Power of Expenditure           | Net       | Vat     | Total     |
|---------|-----------------|---------|--------------------------------------|---|--|--------------------------------|-----------|---------|-----------|
| OCTOBER | 31/10/2022      | 187     | RBL Poppy Appeal                     | Wreaths   | Mayoral Expenses                             | Chief Executive                | £25.00    | £0.00   | £25.00    |
| OCTOBER | 31/10/2022      | 188     | Siemens                              | Photocopier rental charges  | Photocopier (Rental & Usage)                 | STC Minute Ref: 32.06.22 (iv)  | £24.61    | £4.92   | £29.53    |
| OCTOBER | 31/10/2022      | 188     | Siemens                              | Photocopier rental charges  | Photocopier (Rental & Usage)                 | STC Minute Ref: 32.06.22 (iv)  | £144.60   | £28.92  | £173.52   |
| OCTOBER | 31/10/2022      | 190     | Training Highway                     | IT Support - September 2022   | IT Expenses (incl. Website)                  | STC Minute Ref: 32.06.22 (iv)  | £101.40   | £0.00   | £101.40   |
| OCTOBER | 31/10/2022      | 191     | Training Highway                     | IT Support - September 2022 (To be reimbursed by STBF Guildhall A/C)            | IT Expenses (incl. Website)                  | STC Minute Ref: 32.06.22 (iv)  | £101.40   | £0.00   | £101.40   |
| OCTOBER | 31/10/2022      | 192     | Peninsula                            | HR Services - September 2022  | Peninsula Business                           | STC Minute Ref: 32.06.22 (iv)  | £112.67   | £21.28  | £133.95   |
| OCTOBER | 31/10/2022      | 193     | Salaries - Sandwich Town Council     | Town Sergeant and Mayoral Salaries - October 2022                               | Mayor's Attendant & Uniform                  | STC Minute Ref: 32.06.22 (iii) | £525.45   | £0.00   | £525.45   |
| OCTOBER | 31/10/2022      | 193     | Salaries - Sandwich Town Council     | Sandwich Town Council Administration Salaries - October 2022                    | Town Clerk & Office Staff                    | STC Minute Ref: 32.06.22 (iii) | £5,486.02 | £0.00   | £5,486.02 |
| OCTOBER | 31/10/2022      | 193     | Salaries - Sandwich Town Council     | Quay Conveniences Salaries - October 2022                                       | Quay Conveniences - Salaries                 | STC Minute Ref: 32.06.22 (iii) | £1,420.47 | £0.00   | £1,420.47 |
| OCTOBER | 31/10/2022      | 193     | Salaries - Sandwich Town Council     | Cattle Market Conveniences Salaries - October 2022                              | Cattle Market Conveniences - Salaries        | STC Minute Ref: 32.06.22 (iii) | £260.00   | £0.00   | £260.00   |
| OCTOBER | 31/10/2022      | 193     | Salaries - Sandwich Town Council     | S144 - Visitor Information Centre - October 2022                                | S144 Salaries                                | STC Minute Ref: 32.06.22 (iii) | £807.94   | £0.00   | £807.94   |
| OCTOBER | 31/10/2022      | 193     | Salaries - Sandwich Town Council     | Contribution to Caretaking Staff - October 2022                                 | Contribution to Caretaking Staff             | STC Minute Ref: 32.06.22 (iii) | £728.89   | £0.00   | £728.89   |
| OCTOBER | 31/10/2022      | 193     | Salaries - STBF Guildhall            | Guildhall Caretaking and Cleaning - October 2022                                | Guildhall                                    | STC Minute Ref: 32.06.22 (iii) | £6,560.01 | £0.00   | £6,560.01 |
| OCTOBER | 31/10/2022      | 193     | Salaries - STBF Guildhall            | Guildhall Administration Salaries - October 2022                                | Guildhall                                    | STC Minute Ref: 32.06.22 (iii) | £3,377.25 | £0.00   | £3,377.25 |
| OCTOBER | 31/10/2022      | 193     | Salaries - STBF Guildhall            | Visitor Information Staff (Guildhall element) - October 2022                    | Guildhall                                    | STC Minute Ref: 32.06.22 (iii) | £728.83   | £0.00   | £728.83   |
| OCTOBER | 31/10/2022      | 193     | Salaries - Sandwich Toll Bridge Fund | Administration Salaries - October 2022  | STBF   | STC Minute Ref: 32.06.22 (iii) | £4,594.95 | £0.00   | £4,594.95 |
| OCTOBER | 31/10/2022      | 194     | Hopkins                              | Aftercare / Maintenance of outside defibrillator, September - December 2022     | Miscellaneous / Unexpected Expenditure       | Chief Executive                | £63.00    | £12.60  | £75.60    |
| OCTOBER | 31/10/2022      | 195     | C.M.E. Valle                         | Mayor's contribution towards prizes in Sandwich Art Society Competition         | Mayor's Hospitality (Including Civic Events) | Chief Executive                | £25.00    | £0.00   | £25.00    |
| OCTOBER | 31/10/2022      | 196     | Highway Business Services            | iPad set up   | IT Expenses (incl. Website)                  | Chief Executive                | £50.00    | £10.00  | £60.00    |
| OCTOBER | 31/10/2022      | 197     | Training Highway                     | IT Support - October 2022   | IT Expenses (incl. Website)                  | STC Minute Ref: 32.06.22 (iv)  | £40.00    | £0.00   | £40.00    |
| OCTOBER | 31/10/2022      | 198     | Mayor of Faversham's Charity Fund    | Mayor and driver - visit to Museum, Faversham Charters and MC and afternoon tea | Mayoral Expenses                             | Chief Executive                | £37.50    | £0.00   | £37.50    |
| OCTOBER | 31/10/2022      | 199     | Vurley Fencing                       | Reinstate boundary fence between Black Lane allotments and building site        | Black Lane / Sandown Road Allotments         | Chief Executive                | £425.00   | £85.00  | £510.00   |
| OCTOBER | 31/10/2022      | 200     | Wade Business Solutions              | Toner for photocopier   | Photocopier (Rental & Usage)                 | STC Minute Ref: 32.06.22 (iv)  | £6.95     | £1.39   | £8.34     |
| OCTOBER | 31/10/2022      | 201     | Wade Business Solutions              | Photocopier Charges   | Photocopier (Rental & Usage)                 | STC Minute Ref: 32.06.22 (iv)  | £59.00    | £11.80  | £70.80    |
| OCTOBER | 31/10/2022      | 202     | Mr K A Chapman                       | Warden Fees - Monks Wall Nature Reserve 06/09/2022 - 06/10/2022                 | Monks Wall Nature Reserve                    | Chief Executive                | £208.33   | £0.00   | £208.33   |
| OCTOBER | 31/10/2022      | 203     | Biffa Waste                          | Recycling Charges - September   | Office Expenses (incl. telephone)            | Facilities Manager             | £39.96    | £7.99   | £47.95    |
| OCTOBER | 31/10/2022      | 204     | 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)  | £305.70   | £0.00   | £305.70   |
| OCTOBER | 31/10/2022      | 205     | Healthmatic                          | New Circuit board for Quay Conveniences contactless payment door system         | Quay Conveniences - Other Expenditure        | Chief Executive                | £629.70   | £125.94 | £755.64   |
| OCTOBER | 31/10/2022      | 206     | Kent County Council                  | Stationary  | Office Expenses (incl. telephone)            | Chief Executive                | £65.98    | £13.20  | £79.18    |
| OCTOBER | 31/10/2022      | 207     | Highway Business Services            | Office 365 Rebuild  | IT Expenses (incl. Website)                  | Chief Executive                | £39.10    | £7.82   | £46.92    |
| OCTOBER | 31/10/2022      | 208     | Sandwich Town Council                | CEO's attendance at 'The Clerk in Action' conference in November 2022           | Staff Training                               | Chief Executive                | £50.00    | £10.00  | £60.00    |
| OCTOBER | 31/10/2022      | 209     | Dover District Council               | Election Expenses - By Election 07/07/2022                                      | Miscellaneous / Unexpected Expenditure       | Minutes of October meeting     | £5,258.81 | £0.00   | £5,258.81 |
| OCTOBER | 31/10/2022      | 210     | Business Stream                      | Water Charges - Tennis Club - Sandown Road 04/07/2022 - 17/10/2022              | Black Lane / Sandown Road Allotments         | STC Minute Ref: 32.06.22 (iv)  | £144.63   | £0.00   | £144.63   |
| OCTOBER | 31/10/2022      | 211     | British Gas                          | Bay Hall Gas Charges 14/07/2022 - 04/10/2022                                    | Miscellaneous / Unexpected Expenditure       | STC Minute Ref: 32.06.22 (iv)  | £56.93    | £2.84   | £59.77    |
| OCTOBER | 31/10/2022      | 212     | Wade Business Solutions              | Photocopier charges   | Photocopier (Rental & Usage)                 | STC Minute Ref: 32.06.22 (iv)  | £6.95     | £1.39   | £8.34     |
| OCTOBER | 31/10/2022      | 213     | Wade Business Solutions              | Photocopier charges   | Photocopier (Rental & Usage)                 | STC Minute Ref: 32.06.22 (iv)  | £86.19    | £17.24  | £103.43   |
| OCTOBER | 31/10/2022      | 214     | EDF Energy                           | Electricity Charges - Quay Public Conveniences                                  | Quay Conveniences - Other Expenditure        | STC Minute Ref: 32.06.22 (iv)  | £193.16   | £8.06   | £201.22   |
| OCTOBER | 31/10/2022      | 215     | Public Works Loan Board              | Drill Hall Loan repayment 2022/23 (2nd instalment)                              | Drill Hall / Quayside Market                 | STC Minute Ref: 32.06.22 (iv)  | £8,086.75 | £0.00   | £8,086.75 |
| OCTOBER | 31/10/2022      | 216     | SAGE                                 | Sage Payroll charge 12/10/2022 - 11/11/2022                                     | IT Expenses (incl. Website)                  | STC Minute Ref: 32.06.22 (iv)  | £17.00    | £3.40   | £20.40    |
| OCTOBER | 31/10/2022      | 217     | Phoenix Link UK                      | Phone Charges - October 2022  | S144 (Other Expenditure)                     | STC Minute Ref: 32.06.22 (iv)  | £50.28    | £10.05  | £60.33    |
| OCTOBER | 31/10/2022      | 217     | Phoenix Link UK                      | Phone Charges - October 2022  | Office Expenses (incl. telephone)            | STC Minute Ref: 32.06.22 (iv)  | £50.29    | £10.06  | £60.35    |
| OCTOBER | 31/10/2022      | 217     | Phoenix Link UK                      | Phone Charges - October 2022  | Guildhall                                    | STC Minute Ref: 32.06.22 (iv)  | £50.29    | £10.06  | £60.35    |

| Month   | Date of Meeting | Pmt No. | Payee     | Description                            | Budget Heading                         | Power of Expenditure | Net               | Vat            | Total             |
|---------|-----------------|---------|-----------|--|--|----------------------|-------------------|----------------|-------------------|
| OCTOBER | 31/10/2022      | 218     | Hipperson | Lighting of Beacon for Queen's Jubilee | Miscellaneous / Unexpected Expenditure | Chief Executive      | £80.00            | £16.00         | £96.00            |
|         |                 |         |           |  |  | <b>Total</b>         | <b>£41,125.99</b> | <b>£419.96</b> | <b>£41,545.95</b> |