

Sandwich Town Council - Payment Schedule 2023/24 - April 2023

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
April	24/04/2023	1	Monitor Cleaning Services Ltd	Cleaning cover wk commencing 20th March & 27th March	Quay Conveniences - Other Expenditure	PA to Chief Executive	£216.00	£43.20	£259.20
April	24/04/2023	1	Monitor Cleaning Services Ltd	Cleaning cover wk commencing 20th March & 27th March	Cattle Market Conveniences - Other Expenditure	PA to Chief Executive	£216.00	£43.20	£259.20
April	24/04/2023	2	AstonLark	Insurance for civic insignria 31st March 2023 - 30th March 2024	Other Insurances (ie/ Liability & Slander)	STC Minute Ref: 32.06.22 (iv)	£649.00	£66.00	£715.00
April	24/04/2023	3	Biffa	Recycling Services - March	Office Expenses (incl. telephone)	PA to Chief Executive	£44.37	£8.87	£53.24
April	24/04/2023	4	Crystal Business Finance Ltd	Legal title and ownership of Konica Minolta photocopier	Photocopier (Rental & Usage)	PA to Chief Executive	£250.00	£50.00	£300.00
April	24/04/2023	5	Dover District Council	Business Rates - Fishergate 2023/24	Fishergate	STC Minute Ref: 32.06.22 (iv)	£1,781.43	£0.00	£1,781.43
April	24/04/2023	6	Dover District Council	Council Tax - 84 Strand Street 2023/24	Bay Hall	STC Minute Ref: 32.06.22 (iv)	£2,699.65	£0.00	£2,699.65
April	24/04/2023	7	Wade Business Services	Photocopying Charges	Photocopier (Rental & Usage)	STC Minute Ref: 32.06.22 (iv)	£51.38	£10.28	£61.66
April	24/04/2023	8	Training Highway	IT Support - April 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00
April	24/04/2023	9	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - April 2023	Town Clerk & Office Staff	STC Minute Ref: 32.06.22 (iii)	£22,853.64	£0.00	£22,853.64
April	24/04/2023	9	Salaries - Sandwich Town Council	Quay Conveniences Salaries - April 2023	Quay Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£840.61	£0.00	£840.61
April	24/04/2023	9	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - April 2023	Cattle Market Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£260.00	£0.00	£260.00
April	24/04/2023	9	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - April 2023	S144 Salaries	STC Minute Ref: 32.06.22 (iii)	£564.60	£0.00	£564.60
April	24/04/2023	9	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - April 2023	Contribution to Caretaking Staff	STC Minute Ref: 32.06.22 (iii)	£571.43	£0.00	£571.43
April	24/04/2023	9	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - April 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£5,142.86	£0.00	£5,142.86
April	24/04/2023	9	Salaries - STBF Guildhall	Guildhall Administration Salaries - April 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£22,458.23	£0.00	£22,458.23
April	24/04/2023	9	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - April 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£846.91	£0.00	£846.91
April	24/04/2023	9	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - April 2023	STBF	STC Minute Ref: 32.06.22 (iii)	£3,355.48	£0.00	£3,355.48
April	24/04/2023	10	Highways Business Services	Office 365 - one iPad	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£39.10	£7.82	£46.92
April	24/04/2023	11	Training Highway	IT Contract - removal of 50% discount on Services Balance - STC	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£108.00	£0.00	£108.00
April	24/04/2023	11	Training Highway	IT Contract - removal of 50% discount on Services Balance - Museum (to be reimbursed by Museum)	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£108.00	£0.00	£108.00
April	24/04/2023	12	Hipperson	Repair to door frame at Quay Conveniences	Quay Conveniences - Other Expenditure	PA to Chief Executive	£80.00	£16.00	£96.00
April	24/04/2023	13	Sandwich Toll Bridge Fund Guildhall Account	Reimburse STBF Guildhall account - re insurance	Public Conveniences, Boatmans Chapel and Fishergate Insurance	STC Minute Ref: 32.06.22 (iv)	£224.00	£0.00	£224.00
April	24/04/2023	13	Sandwich Toll Bridge Fund Guildhall Account	Reimburse STBF Guildhall account - re insurance	Other Insurances (ie/ Liability & Slander)	STC Minute Ref: 32.06.22 (iv)	£3,914.61	£0.00	£3,914.61
April	24/04/2023	13	Sandwich Toll Bridge Fund Guildhall Account	Reimburse STBF Guildhall account - re insurance	Drill Hall / Quayside Market	STC Minute Ref: 32.06.22 (iv)	£1,354.11	£0.00	£1,354.11
April	24/04/2023	14	S Weatherall	Change Cow Lease lock	Cow Leas	PA to Chief Executive	£20.00	£0.00	£20.00
April	24/04/2023	15	Public Works Loan Board	Drill Hall Loan repayment 2023/24 (1st instalment)	Drill Hall / Quayside Market	STC Minute Ref: 32.06.22 (iv)	£8,086.75	£0.00	£8,086.75
April	24/04/2023	16	Public Works Loan Board	Guildhall Forecourt Loan repayment 2023/24 (1st Instalment)	Loan Repayment	STC Minute Ref: 32.06.22 (iv)	£6,016.74	£0.00	£6,016.74
April	24/04/2023	17	Phoenix Link	Phone Charges - March 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.16	£10.03	£60.19
April	24/04/2023	17	Phoenix Link	Phone Charges - March 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.16	£10.03	£60.19
April	24/04/2023	17	Phoenix Link	Phone Charges - March 2023	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.17	£10.04	£60.21
April	24/04/2023	18	20's Plenty for Us	20's Plenty for Us stickers - 100 x stickers	Miscellaneous	STC Minute Ref: 23.002.23	£52.80	£0.00	£52.80
April	24/04/2023	19	20's Plenty for Us	20's Plenty for Us stickers - 3 banners	Miscellaneous	STC Minute Ref: 23.002.23	£135.00	£0.00	£135.00
April	24/04/2023	20	Kent Association of Local Councils	Subscription to KALC and NALC - 01/04/2023 - 31/03/2024	Subscriptions & Memberships	STC Minute Ref: 32.06.22 (iv)	£1,606.70	£321.34	£1,928.04
April	24/04/2023	21	Sage Global Services Ltd	Sage Payroll - April	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£17.00	£3.40	£20.40
April	24/04/2023	22	Access Lock and Key Service	2 keys for Cattle Market Toilets	Cattle Market Conveniences - Other Expenditure	PA to Chief Executive	£11.60	£2.32	£13.92
April	24/04/2023	23	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 01/03/2023 - 03/04/2023	Monks Wall Nature Reserve	PA to Chief Executive	£208.33	£0.00	£208.33
April	24/04/2023	24	Business Stream	Water Charges - Tennis Club, Sandown Road Allotments	Black Lane / Sandown Road Allotments	STC Minute Ref: 32.06.22 (iv)	£118.49	£0.00	£118.49
April	24/04/2023	25	Amazon	Adapter cable for monitor screen and laptop stand	IT Expenses (incl. Website)	PA to Chief Executive	£10.97	£0.00	£10.97
April	24/04/2023	25	Amazon	Laptop Stand	IT Expenses (incl. Website)		£11.48	£0.00	£11.48
April	24/04/2023	26	Business Stream	Water Charges - Boatmans Hill Chapel 01/04/2023 - 31/03/2024	Boatman's Hill Chapel - Water Rates & Maintenance	STC Minute Ref: 32.06.22 (iv)	£163.77	£0.00	£163.77

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April	24/04/2023	27	Southern Water	Water Charges - Bay Hall 12/10/2022 - 31/03/2023	Bay Hall	STC Minute Ref: 32.06.22 (iv)	£34.68	£0.00	£34.68
April	24/04/2023	28	Thomson Snell & Passmore	Professional fees	Miscellaneous	STC Minute Ref: 32.06.22 (iv)	£1,886.50	£377.30	£2,263.80
April	24/04/2023	29	Dover District Council	Parking Permit for interim clerk	Officers Travel & Parking Expenses	STC 36.12.22 (ii)	£95.00	£0.00	£95.00
April	24/04/2023	30	A Huigen	Thursday Market Manager - fees for March 2023	Thursday Market Manager	PA to Chief Executive	£250.00	£0.00	£250.00
April	24/04/2023	31	Sandwich Toll Bridge Fund Guildhall Account	Contribution to Guildhall Account	Contribution towards running of Guildhall	STC Minute Ref: 50.01.22	£113,750.00	£0.00	£113,750.00
April	24/04/2023	32	Highways Business Services	Replace battery - RFO's laptop	IT Expenses (incl. Website)	PA to Chief Executive	£90.00	£18.00	£108.00
April	22/05/2023	33	Training Highway	IT Support - March 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
April	22/05/2023	33	Training Highway	IT Support - March 2023	Guildhall - IT (to be reimbursed)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
April	22/05/2023	34	Peninsula	HR Services - Extra Services	Peninsula / HR Services	STC refs 01.23.5 & 25.02.23	£82.91	£16.58	£99.49
						Total	£201,671.42	£1,014.41	£202,685.83