

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

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
August	21/08/2023	148	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - August 2023	Town Clerk & Office Staff	Minute Ref: STC 06.23.12 (ii)	£4,272.87	£0.00	£4,272.87
August	21/08/2023	148	Salaries - Sandwich Town Council	Quay Conveniences Salaries - August 2023	Quay Conveniences - Salaries	Minute Ref: STC 06.23.12 (ii)	£453.54	£0.00	£453.54
August	21/08/2023	148	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - August 2023	Cattle Market Conveniences - Salaries	Minute Ref: STC 06.23.12 (ii)	£453.54	£0.00	£453.54
August	21/08/2023	148	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - August 2023	S144 Salaries	Minute Ref: STC 06.23.12 (ii)	£755.45	£0.00	£755.45
August	21/08/2023	148	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - August 2023	Contribution to Caretaking Staff	Minute Ref: STC 06.23.12 (ii)	£682.92	£0.00	£682.92
August	21/08/2023	148	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - August 2023	Guildhall	Minute Ref: STC 06.23.12 (ii)	£6,146.30	£0.00	£6,146.30
August	21/08/2023	148	Salaries - STBF Guildhall	Guildhall Administration Salaries - August 2023	Guildhall	Minute Ref: STC 06.23.12 (ii)	£3,081.64	£0.00	£3,081.64
August	21/08/2023	148	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - August 2023	STBF	Minute Ref: STC 06.23.12 (ii)	£4,356.86	£0.00	£4,356.86
August	21/08/2023	149	KCS Education Supplies	Sanitary Disposal bags - Public Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£85.99	£13.20	£79.19
August	21/08/2023	150	Interim Clerk	Interim Clerk Services three days a week 01/07/2023 - 31/07/2023	Staffing Contingency	STC 36.12.22 (ii)	£2,675.00	£0.00	£2,675.00
August	21/08/2023	151	Temporary Public Convenience Assistant	Temporary Public Convenience Assistant 07/07/2023 - 31/07/2023	Quay Conveniences - Salaries	Town Clerk	£521.00	£0.00	£521.00
August	21/08/2023	151	Temporary Public Convenience Assistant	Temporary Public Convenience Assistant 07/07/2023 - 31/07/2023	Cattle Market Conveniences - Salaries	Town Clerk	£521.00	£0.00	£521.00
August	21/08/2023	152	HR Solve It	HR support services	Peninsula / HR Services	Town Clerk	£712.50	£142.50	£855.00
August	21/08/2023	153	The National Allotment Society	Membership renewal	Black Lane / Sandown Road Allotments	Town Clerk	£55.00	£11.00	£66.00
August	21/08/2023	154	Global Cleaning Supplies	4 packs of 12 Mini-jumbo toilet rolls for the Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£79.92	£15.98	£95.90
August	21/08/2023	154	Global Cleaning Supplies	4 packs of 12 Mini-jumbo toilet rolls for the Guildhall (to be reimbursed)	Guildhall	Town Clerk	£79.92	£15.99	£95.91
August	21/08/2023	155	Business Stream	Water Charges - Quay Conveniences 21/04/2023 - 20/07/2023	Quay Conveniences - Other Expenditure	STC Minute Ref: 06.23.12 (iii)	£420.70	£0.00	£420.70
August	21/08/2023	156	WBS Copiers and Printers	Photocopier charges 23/06/2023 - 21/07/2023	Photocopier (Rental & Usage)	STC Minute Ref: 06.23.12 (iii)	£48.56	£9.72	£58.28
August	21/08/2023	157	New Appointments Group	VIC cover week ending 21/07/2023	Staffing Contingency	Town Clerk	£374.88	£74.98	£449.86
August	21/08/2023	158	New Appointments Group	VIC cover week ending 28/07/2023	Staffing Contingency	Town Clerk	£374.88	£74.98	£449.86
August	21/08/2023	159	Sandwich Toll Bridge Fund Guildhall Account	Reimbursement for 4 nesses purchased for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£13.80	£0.00	£13.80
August	21/08/2023	160	Mr K A Chapman	Warden service for Monks Wall Nature Reserve 01-07-23 - 03-08-23	Monks Wall Nature Reserve	Town Clerk	£208.33	£0.00	£208.33
August	21/08/2023	161	Biffa	Recycling Service - July 2023	Office Expenses (incl. telephone)	Town Clerk	£29.58	£5.92	£35.50
August	21/08/2023	162	Arts Society	Mayor's contribution towards prizes in Sandwich Art Society Competition	Mayor's Hospitality (Including Civic Events)	Town Clerk	£25.00	£0.00	£25.00
August	21/08/2023	163	Co-Operative Sandwich	Napkins for Deputies Supper afternoon tea	Mayor's Hospitality (Including Civic Events)	Town Clerk	£12.00	£0.00	£12.00
August	21/08/2023	164	Eon Next	Electricity Charges - Fishergate 01/07/2023 - 31/07/2023	Fishergate	STC Minute Ref: 06.23.12 (iii)	£259.05	£0.00	£259.05
August	21/08/2023	165	Peninsula	HR Services - instalment payment for face to face meeting	Peninsula / HR Services	STC Minute Ref: 32.06.22 (iv)	£82.91	£16.58	£99.49
August	21/08/2023	166	Peninsula	HR Services - August 2023	Peninsula / HR Services	STC Minute Ref: 06.23.12 (iii)	£121.59	£24.32	£145.91
August	21/08/2023	167	Kim Wood Jewellers	Repair of Deputy Mayoress Badge	Miscellaneous	Town Clerk	£35.00	£0.00	£35.00
August	21/08/2023	168	Phoenix Link	Phone Charges - July 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.75	£10.15	£60.90
August	21/08/2023	168	Phoenix Link	Phone Charges - July 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.76	£10.15	£60.91
August	21/08/2023	168	Phoenix Link	Phone Charges - July 2023	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.76	£10.15	£60.91
August	21/08/2023	169	S Weatherall	Mowing of Cow Leas Meadow - August	Cow Leas	Town Clerk	£250.00	£0.00	£250.00
August	21/08/2023	170	Sage Global Services Ltd	Sage Payroll - August	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£19.00	£3.80	£22.80
August	21/08/2023	171	New Appointments Group	VIC cover week ending 04/08/2023	Staffing Contingency	Town Clerk	£374.88	£74.98	£449.86
August	21/08/2023	172	Hawkinge Town Council	Deputy Mayor's visit to the Kent Battle of Britain Museum, Hawkinge, with lunch	Mayoral Expenses	Town Clerk	£45.00	£0.00	£45.00
August	21/08/2023	173	Sandwich Toll Bridge Fund Guildhall Account	Reimbursement for room hire incorrectly paid to STC a/c from DDC	Guildhall	Town Clerk	£85.00	£0.00	£85.00
August	21/08/2023	174	British Gas	Gas Charges - Bay Hall 30/05/2023 - 09/05/2023	Bay Hall	STC Minute Ref: 32.06.22 (iv)	£61.26	£0.00	£61.26
August	21/08/2023	175	Business Stream	Water Charges - Fishergate 04/04/2023 - 04/07/2023	Fishergate	STC Minute Ref: 32.06.22 (iv)	£17.26	£0.00	£17.26
August	21/08/2023	176	Highways Business Services	Office 365	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£39.10	£7.82	£46.92
August	21/08/2023	177	Highways Business Services	Office 365 / IT Support and MDM and Email Management	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£20.28	£121.68
August	21/08/2023	177	Highways Business Services	Office 365 / IT Support and MDM and Email Management	Guildhall - IT (to be reimbursed)	STC Minute Ref: 32.06.22 (iv)	£101.40	£20.28	£121.68
August	21/08/2023	178	New Appointments Group	VIC cover week ending 13/08/2023	Staffing Contingency	Town Clerk	£374.88	£74.98	£449.86
						Total	£28,541.18	£637.76	£29,178.94