

Sandwich Town Council - Payment Schedule 2022/23 - January 2023

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
JANUARY	30/01/2023	268	Post Office	16 x stamps for Mayor's Christmas Cards	Mayoral Expenses	Chief Executive	£15.20	£0.00	£15.20
JANUARY	30/01/2023	268	Post Office	48 x stamps to post Allotment Contracts	Black Lane / Sandown Road Allotments	Chief Executive	£45.60	£0.00	£45.60
JANUARY	30/01/2023	269	Co-op	Mince pies and wine for Mayor's pre Christmas event	Mayoral Expenses	Chief Executive	£28.70	£0.00	£28.70
JANUARY	30/01/2023	270	Highway Business Services	Domain Renewal for Sandwich Town Council	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£120.00	£24.00	£144.00
JANUARY	30/01/2023	271	Highway Business Services	Office 365 - one iPad	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£39.10	£7.82	£46.92
JANUARY	30/01/2023	272	Highway Business Services	iPad set up	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£50.00	£10.00	£60.00
JANUARY	30/01/2023	273	Highway Business Services	Late Payment Fees - re invoice	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£100.00	£20.00	£120.00
JANUARY	30/01/2023	274	Highway Business Services	Late Payment Fees - re invoice	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£100.00	£20.00	£120.00
JANUARY	30/01/2023	275	Margate Charter Trustees	Mayor visit to Hornby Hobbies	Mayoral Expenses	Chief Executive	£20.00	£0.00	£20.00
JANUARY	30/01/2023	276	Biffa Waste	Recycling Service - December	Office Expenses (incl. telephone)	Chief Executive	£26.64	£5.33	£31.97
JANUARY	30/01/2023	277	Wade Business Solutions	Photocopier Charges	Photocopier (Rental & Usage)	STC Minute Ref: 32.06.22 (iv)	£77.12	£15.43	£92.55
JANUARY	30/01/2023	278	Training Highway	IT Contract - removal of 50% discount on Services Balance - December	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£216.00	£0.00	£216.00
JANUARY	30/01/2023	279	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 07/11/2022 - 07/12/2022	Monks Wall Nature Reserve	Chief Executive	£208.33	£0.00	£208.33
JANUARY	30/01/2023	280	Hipperson	Repair to toilet at Quay conveniences	Quay Conveniences - Other Expenditure	Chief Executive	£81.25	£16.25	£97.50
JANUARY	30/01/2023	281	Sandwich Lawn Tennis Club	Reimbursement of accidental payment from Tennis Club	Miscellaneous / Unexpected Expenditure	Chief Executive	£45.00	£0.00	£45.00
JANUARY	30/01/2023	282	Business Stream	Water Charges - Tennis Club, Sandown Road November 2022- January 2023	Black Lane / Sandown Road Allotments	STC Minute Ref: 32.06.22 (iv)	£88.42	£0.00	£88.42
JANUARY	30/01/2023	283	The Confederation of the Cinque Ports	Annual Subscription to the Confederation 2022/23	Cinque Port Functions & Subscription	Chief Executive	£350.00	£0.00	£350.00
JANUARY	30/01/2023	284	Business Stream	Water Charges - Fishergate	Fishergate	STC Minute Ref: 32.06.22 (iv)	£32.27	£0.00	£32.27
JANUARY	30/01/2023	285	Salaries - Sandwich Town Council	Town Sergeant and Mayoral Salaries - January 2023	Mayor's Attendant & Uniform	STC Minute Ref: 32.06.22 (iii)	£100.00	£0.00	£100.00
JANUARY	30/01/2023	285	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - January 2023	Town Clerk & Office Staff	STC Minute Ref: 32.06.22 (iii)	£5,336.26	£0.00	£5,336.26
JANUARY	30/01/2023	285	Salaries - Sandwich Town Council	Quay Conveniences Salaries - January 2023	Quay Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£889.50	£0.00	£889.50
JANUARY	30/01/2023	285	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - January 2023	Cattle Market Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£260.00	£0.00	£260.00
JANUARY	30/01/2023	285	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - January 2023	S144 Salaries	STC Minute Ref: 32.06.22 (iii)	£361.26	£0.00	£361.26
JANUARY	30/01/2023	285	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - January 2023	Contribution to Caretaking Staff	STC Minute Ref: 32.06.22 (iii)	£681.02	£0.00	£681.02
JANUARY	30/01/2023	285	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - January 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£6,129.14	£0.00	£6,129.14
JANUARY	30/01/2023	285	Salaries - STBF Guildhall	Guildhall Administration Salaries - January 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£3,354.48	£0.00	£3,354.48
JANUARY	30/01/2023	285	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - January 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£541.89	£0.00	£541.89
JANUARY	30/01/2023	285	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - January 2023	STBF	STC Minute Ref: 32.06.22 (iii)	£4,565.99	£0.00	£4,565.99
JANUARY	30/01/2023	286	Training Highway	IT Support - January 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00
JANUARY	30/01/2023	287	Annemarie Huigen	Thursday Market Mangement Fees - November 2022	Thursday Market Manager	Chief Executive	£200.00	£0.00	£200.00
JANUARY	30/01/2023	288	Annemarie Huigen	Thursday Market Mangement Fees - December 2022	Thursday Market Manager	Chief Executive	£200.00	£0.00	£200.00
JANUARY	30/01/2023	289	EON	Electricity charges - Fishergate	Fishergate	STC Minute Ref: 32.06.22 (iv)	£314.31	£62.86	£377.17
JANUARY	30/01/2023	290	Dover District Council	Parking Permit - Public Conveniences Assistant	Officers Travel & Parking Expenses	Chief Executive	£137.50	£27.50	£165.00
JANUARY	30/01/2023	291	Dover District Council	Parking Permit - Temporary Clerk	Officers Travel & Parking Expenses	STC 36.12.22 (ii)	£95.00	£0.00	£95.00

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JANUARY	30/01/2023	292	Futureform	Sit / Stand desk for RFO	Office Expenses (incl. telephone)	Chief Executive	£339.00	£67.80	£406.80
JANUARY	30/01/2023	293	Highway Business Services	Office 365 on one iPad	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£39.10	£7.82	£46.92
JANUARY	30/01/2023	294	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 09/12/2022 - 09/01/2023	Monks Wall Nature Reserve	Chief Executive	£208.33	£0.00	£208.33
JANUARY	30/01/2023	295	Mayor of Faversham Charity Fund	Mayor and driver - visit to Shepherd Neame Brewery	Mayoral Expenses	Chief Executive	£45.00	£0.00	£45.00
JANUARY	30/01/2023	296	Kent County Supplies	Photocopier paper	Office Expenses (incl. telephone)	Chief Executive	£75.98	£15.20	£91.18
JANUARY	30/01/2023	297	Business Stream	Water Charges - Black Lane Allotments 26/09/2022 - 12/01/2023	Black Lane / Sandown Road Allotments	STC Minute Ref: 32.06.22 (iv)	£440.15	£0.00	£440.15
JANUARY	30/01/2023	298	Post Office	Stamps for petty cash tin	Miscellaneous / Unexpected Expenditure	Chief Executive	£57.60	£0.00	£57.60
JANUARY	30/01/2023	299	SAGE	Sage Payroll charge 12/01/2023 - 11/02/2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£17.00	£3.40	£20.40
JANUARY	30/01/2023	300	Sandwich Toll Bridge Fund Guildhall Account	50% contribution towards master lock keysafe	Office Expenses (incl. telephone)	Chief Executive	£23.48	£4.20	£27.68
JANUARY	30/01/2023	301	Peninsula	HR Service - January 2023	Peninsula Business	STC Minute Ref: 32.06.22 (iv)	£121.59	£24.32	£145.91
JANUARY	30/01/2023	302	Training Highway	IT Support - January 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
JANUARY	30/01/2023	302	Training Highway	IT Support - January 2023 (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
JANUARY	30/01/2023	303	Phoenix Link UK	Phone Charges - January 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.00	£10.00	£60.00
JANUARY	30/01/2023	303	Phoenix Link UK	Phone Charges - January 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.00	£10.00	£60.00
JANUARY	30/01/2023	303	Phoenix Link UK	Phone Charges - January 2023	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.00	£10.00	£60.00
JANUARY	30/01/2023	304	British Gas	Electricity Charges - Fishergate	Fishergate	STC Minute Ref: 32.06.22 (iv)	£46.38	£9.28	£55.66
JANUARY	30/01/2023	305	Sandwich Town Council	Refund Sandwich Toll Bridge Fund Guildhall Account for cost of Data Protection Fee	Office Expenses (incl. telephone)	Chief Executive	£60.00	£0.00	£60.00
						Total	£26,676.39	£371.21	£27,047.60