

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

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
July	31/07/2023	101	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
July	31/07/2023	102	Co-Operative Sandwich	Drinks and snacks - Civic Service Reception	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£22.60	£0.00	£22.60
July	31/07/2023	105	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - July 2023	Town Clerk & Office Staff	Minute Ref: STC 06.23.12 (ii)	£2,283.00	£0.00	£2,283.00
July	31/07/2023	105	Salaries - Sandwich Town Council	Quay Conveniences Salaries - July 2023	Quay Conveniences - Salaries	Minute Ref: STC 06.23.12 (ii)	£791.90	£0.00	£791.90
July	31/07/2023	105	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - July 2023	Cattle Market Conveniences - Salaries	Minute Ref: STC 06.23.12 (ii)	£791.89	£0.00	£791.89
July	31/07/2023	105	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - July 2023	S144 Salaries	Minute Ref: STC 06.23.12 (ii)	£901.33	£0.00	£901.33
July	31/07/2023	105	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - July 2023	Contribution to Caretaking Staff	Minute Ref: STC 06.23.12 (ii)	£663.16	£0.00	£663.16
July	31/07/2023	105	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - July 2023	Guildhall	Minute Ref: STC 06.23.12 (ii)	£5,968.48	£0.00	£5,968.48
July	31/07/2023	105	Salaries - STBF Guildhall	Guildhall Administration Salaries - July 2023	Guildhall	Minute Ref: STC 06.23.12 (ii)	£2,581.09	£0.00	£2,581.09
July	31/07/2023	105	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - June 2023	STBF	Minute Ref: STC 06.23.12 (ii)	£3,051.71	£0.00	£3,051.71
July	31/07/2023	106	S Weatherall	Mowing Cow Leas Meadow	Cow Leas	Interim Clerk	£225.00	£0.00	£225.00
July	31/07/2023	107	The Royal British Legion	One wreath with badge inserts	Miscellaneous	Interim Clerk	£27.50	£0.00	£27.50
July	31/07/2023	108	HMRC	Payment of Class 1A National Insurance Contributions for 06/05/2022 - 05/05/2023	Office Expenses (incl. telephone)	Minute Ref: STC 06.23.12 (ii)	£347.13	£0.00	£347.13
July	31/07/2023	109	KCS Education Supplies	Photocopying Paper and Post-it notes	Office Expenses (incl. telephone)	Interim Clerk	£111.95	£22.39	£134.34
July	31/07/2023	110a	KCS Education Supplies	Coloured copier paper	Office Expenses (incl. telephone)	Interim Clerk	£25.98	£5.20	£31.18
July	31/07/2023	110b	Hopkins	Aftercare service - defibrillator - Guildhall Forecourt	Miscellaneous	Interim Clerk	£189.00	£37.80	£226.80
July	31/07/2023	111	Mr B Finch	Mayoral mileage to and from Guildhall and Mayoral Events - June	Mayoral Travel	Interim Clerk	£150.85	£0.00	£150.85
July	31/07/2023	111	Mr B Finch	Attending the Mayor to Mayoral events - June	Mayor's Attendant & Uniform	Interim Clerk	£239.82	£0.00	£239.82
July	31/07/2023	112	Wade Business Services	Photocopier charges	Photocopier (Rental & Usage)	STC Minute Ref: 06.23.12 (iii)	£57.74	£11.54	£69.28
July	31/07/2023	113	Mark Ansell	Business Cards for Mayor and Cllr Marie	Office Expenses (incl. telephone)	Interim Clerk	£200.00	£0.00	£200.00
July	31/07/2023	114	Global Cleaning Supplies	Toilet rolls and cleaning supplies for the Quay Conveniences	Quay Conveniences - Other Expenditure	Interim Clerk	£183.48	£36.69	£220.17
July	31/07/2023	115	Global Cleaning Supplies	Toilet rolls for Quay Conveniences	Quay Conveniences - Other Expenditure	Interim Clerk	£79.92	£15.98	£95.90
July	31/07/2023	116	McCabe Ford Williams	Audit of 2023/24 accounts	Audit Fees	Minute Ref: STC 32.06.22 (ix)	£1,405.00	£281.00	£1,686.00
July	31/07/2023	117	Interim Clerk	Interim Clerk services for Sandwich Town Council 01/06/2023 - 30/06/2023	Staffing Contingency	STC 36.12.22 (ii)	£3,300.00	£0.00	£3,300.00
July	31/07/2023	118	New Appointments Group	VIC cover week ending 30/06/2023	Staffing Contingency	Interim Clerk	£374.88	£74.98	£449.86
July	31/07/2023	119	Green Insurance Group	Insurance for Bay Hall	Bay Hall	Minute Ref: STC 06.23.18	£990.78	£0.00	£990.78
July	31/07/2023	120	Biffa	Recycling Service - June 2023	Office Expenses (incl. telephone)	Interim Clerk	£29.58	£5.92	£35.50
July	31/07/2023	121	Mr K A Chapman	Warden service for Monks Wall Nature Reserve 30-05-23 - 02-06-23	Monks Wall Nature Reserve	Interim Clerk	£208.33	£0.00	£208.33
July	31/07/2023	122	Training Highway	Social Media Administration x 3 pages - May 2022 to May 2023	IT Expenses (incl. Website)	Interim Clerk	£180.00	£0.00	£180.00
July	31/07/2023	123	Training Highway	4 Domain names (tourism related)	IT Expenses (incl. Website)	Interim Clerk	£200.00	£0.00	£200.00
July	31/07/2023	124	Training Highway	IT Contract - removal of 50% discount on Services Balance - STC	IT Expenses (incl. Website)	Interim Clerk	£108.00	£0.00	£108.00
July	31/07/2023	124	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
July	31/07/2023	125	Dover District Council	Tradesperson's parking waiver - re war memorial work	Flowers, cleaning & maintenance of the War Memorial	Interim Clerk	£15.00	£0.00	£15.00
July	31/07/2023	126	Dover District Council	Tradesperson's parking waiver - re war memorial work	Flowers, cleaning & maintenance of the War Memorial	Interim Clerk	£15.00	£0.00	£15.00
July	31/07/2023	427	Dover District Council	Parking permit for temporary visitor information assistant	Officers Travel & Parking Expenses	Interim Clerk	£0.00	£0.00	£0.00
July	31/07/2023	128	Highways Business Services	Office 365	IT Expenses (incl. Website)	Interim Clerk	£39.10	£7.82	£46.92
July	31/07/2023	129	Highways Business Services	IT Support - July 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£20.28	£121.68
July	31/07/2023	129	Highways Business Services	IT Support - July 2023 (To be reimbursed by STBF Guildhall)	Guildhall - IT (to be reimbursed)	STC Minute Ref: 32.06.22 (iv)	£101.40	£20.28	£121.68
July	31/07/2023	130	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
July	31/07/2023	130	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
July	31/07/2023	131	Phoenix Link	Phone Charges - June 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.17	£10.03	£60.20
July	31/07/2023	131	Phoenix Link	Phone Charges - June 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.17	£10.03	£60.20
July	31/07/2023	131	Phoenix Link	Phone Charges - June 2023	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.17	£10.03	£60.20
July	31/07/2023	132	Petty Cash	Petty Cash Withdrawn 04-07-23	Petty Cash	Interim Clerk	£30.00	£0.00	£30.00
July	31/07/2023	433	Co-Operative Sandwich	Snacks - drink for civic service reception	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£0.00	£0.00	£0.00

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July	31/07/2023	134	New Appointments Group	VIC cover week ending 07/07/2023	Staffing Contingency	Interim Clerk	£281.16	£56.23	£337.39
July	31/07/2023	135	New Appointments Group	VIC cover week ending 14/07/2023	Staffing Contingency	Interim Clerk	£374.88	£74.98	£449.86
July	31/07/2023	136	The Strand Wine Co	Wine for Civic Service Reception	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£5.00	£1.00	£6.00
July	31/07/2023	137	Interim Clerk	Snacks for Civic Service Reception	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£27.50	£0.00	£27.50
July	31/07/2023	138	Sage Global Services Ltd	Sage Payroll - July	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£19.00	£3.80	£22.80
July	31/07/2023	139	Interim Clerk	Rembursement re purchase of stationary for market	Miscellaneous	Interim Clerk	£4.39	£0.00	£4.39
July	31/07/2023	140	PJ Smith	Test light and supply new fittings - Quay Conveniences	Quay Conveniences - Other Expenditure	Interim Clerk	£165.00	£0.00	£165.00
July	31/07/2023	141	The Confederation of the Cinque Ports	Annual Subscription for the Confederation	Cinque Port Functions & Subscription	Interim Clerk	£367.50	£0.00	£367.50
July	31/07/2023	142	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
July	31/07/2023	143	Eon Next	Electricity Charges - Fishergate 01/06/2023 - 30/06/2023	Fishergate	STC Minute Ref: 32.06.22 (iv)	£242.49	£12.12	£254.61
July	31/07/2023	144	Training Highway	IT Support - June 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
July	31/07/2023	144	Training Highway	IT Support - June 2023	Guildhall - IT (to be reimbursed)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
July	31/07/2023	147	Tailor Brands	Subscription for logo design company - to be cancelled and reimbursed	Subscriptions & Memberships	Interim Clerk	£47.88	£0.00	£47.88
						Total	£28,369.93	£751.26	£29,121.19