

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

| Month | Date of Meeting | Pmt No. | Payee | Description | Budget Heading | Power of Expenditure | Net | Vat | Total |
|-------|-----------------|---------|--------------------------------------|--|--|--------------------------------|-----------|---------|-----------|
| June | 22/05/2023 | 60 | Peninsula | HR Services - Extra Services | Peninsula / HR Services | STC refs 01.23.5 & 25.02.23 | £82.91 | £16.58 | £99.49 |
| June | 22/05/2023 | 61 | Peninsula | HR Services - May 2023 | Peninsula / HR Services | STC Minute Ref: 32.06.22 (iv) | £121.59 | £24.32 | £145.91 |
| June | 22/05/2023 | 62 | Dover District Council | Parking Permit - Staff | Officers Travel & Parking Expenses | Interim Clerk | £137.50 | £27.50 | £165.00 |
| June | 22/05/2023 | 63 | Dover District Council | Parking Permit - Staff | Officers Travel & Parking Expenses | Interim Clerk | £137.50 | £27.50 | £165.00 |
| June | 26/06/2023 | 64 | Salaries - Sandwich Town Council | Sandwich Town Council Administration Salaries - June 2023 | Town Clerk & Office Staff | STC Minute Ref: 32.06.22 (iii) | £1,465.84 | £0.00 | £1,465.84 |
| June | 26/06/2023 | 64 | Salaries - Sandwich Town Council | Quay Conveniences Salaries - June 2023 | Quay Conveniences - Salaries | STC Minute Ref: 32.06.22 (iii) | £960.76 | £0.00 | £960.76 |
| June | 26/06/2023 | 64 | Salaries - Sandwich Town Council | Cattle Market Conveniences Salaries - June 2023 | Cattle Market Conveniences - Salaries | STC Minute Ref: 32.06.22 (iii) | £960.75 | £0.00 | £960.75 |
| June | 26/06/2023 | 64 | Salaries - Sandwich Town Council | S144 - Visitor Information Centre - June 2023 | S144 Salaries | STC Minute Ref: 32.06.22 (iii) | £651.25 | £0.00 | £651.25 |
| June | 26/06/2023 | 64 | Salaries - Sandwich Town Council | Contribution to Caretaking Staff - June 2023 | Contribution to Caretaking Staff | STC Minute Ref: 32.06.22 (iii) | £655.82 | £0.00 | £655.82 |
| June | 26/06/2023 | 64 | Salaries - STBF Guildhall | Guildhall Caretaking and Cleaning - June 2023 | Guildhall | STC Minute Ref: 32.06.22 (iii) | £5,902.39 | £0.00 | £5,902.39 |
| June | 26/06/2023 | 64 | Salaries - STBF Guildhall | Guildhall Administration Salaries - June 2023 | Guildhall | STC Minute Ref: 32.06.22 (iii) | £1,575.35 | £0.00 | £1,575.35 |
| June | 26/06/2023 | 64 | Salaries - Sandwich Toll Bridge Fund | Administration Salaries - June 2023 | STBF | STC Minute Ref: 32.06.22 (iii) | £2,850.56 | £0.00 | £2,850.56 |
| June | 26/06/2023 | 65 | Highways Business Services | Office 365 | IT Expenses (incl. Website) | Interim Clerk | £39.10 | £7.82 | £46.92 |
| June | 26/06/2023 | 66 | Highways Business Services | Update all iPads and set up for new Councillors | IT Expenses (incl. Website) | Interim Clerk | £500.00 | £100.00 | £600.00 |
| June | 26/06/2023 | 67 | Highways Business Services | iPad set up | IT Expenses (incl. Website) | Interim Clerk | £50.00 | £10.00 | £60.00 |
| June | 26/06/2023 | 68 | Highways Business Services | Domain hosting visit sandwich email addresses | IT Expenses (incl. Website) | Interim Clerk | £120.00 | £24.00 | £144.00 |
| June | 26/06/2023 | 69 | Training Highway | Social Media - advert on facebook | IT Expenses (incl. Website) | Interim Clerk | £50.00 | £0.00 | £50.00 |
| June | 26/06/2023 | 70 | T.R. & C. Carpenter | Padlock for Cow Leas Meadow | Cow Leas | Interim Clerk | £23.36 | £0.00 | £23.36 |
| June | 26/06/2023 | 70 | T.R. & C. Carpenter | Silicone for Guildhall windows (To be reimbursed by STBF Guildhall) | Guildhall | Interim Clerk | £5.35 | £0.00 | £5.35 |
| June | 26/06/2023 | 71 | Brightlingsea Cinque Port Liberty | Mayor and Mayoresses attendance at Brightlingsea's Blessing & Reclaiming of the Waters event | Mayoral Expenses | Interim Clerk | £50.00 | £0.00 | £50.00 |
| June | 26/06/2023 | 72 | Wade Business Services | Toner x 1 | Photocopier (Rental & Usage) | Interim Clerk | £6.95 | £1.39 | £8.34 |
| June | 26/06/2023 | 73 | Wade Business Services | Photocopying Charges | Photocopier (Rental & Usage) | STC Minute Ref: 06.23.12 (iii) | £66.93 | £13.38 | £80.31 |
| June | 26/06/2023 | 74 | Wade Business Services | Photocopying Charges | Photocopier (Rental & Usage) | STC Minute Ref: 06.23.12 (iii) | £54.66 | £10.93 | £65.59 |
| June | 26/06/2023 | 75 | Global Cleaning Supplies | Cleaning Stock for Quay Conveniences | Quay Conveniences - Other Expenditure | Interim Clerk | £149.80 | £29.96 | £179.76 |
| June | 26/06/2023 | 76 | The Strand Wine Co | Wine for Mayor Making | Mayor's Hospitality (Including Civic Events) | Interim Clerk | £60.00 | £12.00 | £72.00 |
| June | 26/06/2023 | 77 | Modern Working - D Shaw | GDPR consultancy | Office Expenses (incl. telephone) | Interim Clerk | £100.00 | £0.00 | £100.00 |
| June | 26/06/2023 | 78 | Modern Working - D Shaw | GDPR consultancy | Office Expenses (incl. telephone) | Interim Clerk | £100.00 | £0.00 | £100.00 |
| June | 26/06/2023 | 79 | KCS Education Supplies | Hand Towels for Quay Conveniences | Quay Conveniences - Other Expenditure | Interim Clerk | £39.99 | £8.00 | £47.99 |
| June | 26/06/2023 | 80 | Capital | Cleaning Stock for Quay Conveniences | Quay Conveniences - Other Expenditure | Interim Clerk | £136.81 | £27.36 | £164.17 |
| June | 26/06/2023 | 81 | Capital | Cleaning Stock for Quay Conveniences | Quay Conveniences - Other Expenditure | Interim Clerk | £16.80 | £3.36 | £20.16 |
| June | 26/06/2023 | 82 | Mr K A Chapman | Warden service for Monks Wall Nature Reserve 29-04-23 - 29-05-23 | Monks Wall Nature Reserve | Interim Clerk | £208.33 | £0.00 | £208.33 |
| June | 26/06/2023 | 83 | Mr B Finch | Mayoral mileage to and from Guildhall and to and from Brightlingsea | Mayoral Travel | Interim Clerk | £319.59 | £0.00 | £319.59 |
| June | 26/06/2023 | 84 | Biffa | Recycling Service 12/05/23 - 26/05/23 | Office Expenses (incl. telephone) | Interim Clerk | £29.58 | £5.92 | £35.50 |
| June | 26/06/2023 | 85 | VR Sani | Sanitary Disposal service - Public Conveniences | Quay Conveniences - Other Expenditure | Interim Clerk | £733.44 | £146.69 | £880.13 |
| June | 26/06/2023 | 86 | SLCC | Advert for Town Clerk post on SLCC website | Staff Recruitment | Interim Clerk | £195.00 | £39.00 | £234.00 |
| June | 26/06/2023 | 87 | Mr S Weatherall | Mowing Cow Leas Meadow | Cow Leas | Interim Clerk | £300.00 | £0.00 | £300.00 |
| June | 26/06/2023 | 88 | Roger Casement | Sign for King Street | Miscellaneous | Interim Clerk | £47.50 | £9.50 | £57.00 |
| June | 26/06/2023 | 89 | Interim Clerk | Interim Clerk services 01/05/23 - 31/05/23 (3 days a week) | Staffing Contingency | STC 36.12.22 (ii) | £2,675.00 | £0.00 | £2,675.00 |
| June | 26/06/2023 | 90 | New Appointments Group | VIC cover week ending 19/05/2023 | Staffing Contingency | Interim Clerk | £387.66 | £77.53 | £465.19 |
| June | 26/06/2023 | 91 | New Appointments Group | VIC cover week ending 26/05/2023 | Staffing Contingency | Interim Clerk | £306.72 | £61.34 | £368.06 |

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| June | 26/06/2023 | 92 | New Appointments Group | VIC cover week ending 02/06/2023 | Staffing Contingency | Interim Clerk | £306.72 | £61.34 | £368.06 |
| June | 26/06/2023 | 93 | Training Highway | IT Support - June 2023 | IT Expenses (incl. Website) | Interim Clerk | £40.00 | £0.00 | £40.00 |
| June | 26/06/2023 | 94 | Eon Next | Electricity Charges - Fishergate 01/05/2023 - 31/05/2023 | Fishergate | Interim Clerk | £258.85 | £12.94 | £271.79 |
| June | 26/06/2023 | 95 | Phoenix Link | Phone Charges - May 2023 | S144 (Other Expenditure) | STC Minute Ref: 32.06.22 (iv) | £50.39 | £10.07 | £60.46 |
| June | 26/06/2023 | 95 | Phoenix Link | Phone Charges - May 2023 | Office Expenses (incl. telephone) | STC Minute Ref: 32.06.22 (iv) | £50.39 | £10.07 | £60.46 |
| June | 26/06/2023 | 95 | Phoenix Link | Phone Charges - May 2023 | Guildhall | STC Minute Ref: 32.06.22 (iv) | £50.39 | £10.07 | £60.46 |
| June | 26/06/2023 | 96 | Sage Global Services Ltd | Sage Payroll - June | IT Expenses (incl. Website) | STC Minute Ref: 32.06.22 (iv) | £17.00 | £3.40 | £20.40 |
| June | 26/06/2023 | 97 | New Appointments Group | VIC cover week ending 09/06/2023 | Staffing Contingency | Interim Clerk | £204.48 | £40.90 | £245.38 |
| June | 26/06/2023 | 98 | Training Highway | IT Support - May 2023 | IT Expenses (incl. Website) | STC Minute Ref: 32.06.22 (iv) | £101.40 | £0.00 | £101.40 |
| June | 26/06/2023 | 98 | Training Highway | IT Support - May 2023 | Guildhall - IT (to be reimbursed) | STC Minute Ref: 32.06.22 (iv) | £101.40 | £0.00 | £101.40 |
| June | 26/06/2023 | 99 | 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 |
| June | 26/06/2023 | 99 | 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 |
| June | 26/06/2023 | 100 | Global Cleaning Supplies | Toilet rolls for Quay Conveniences | Quay Conveniences - Other Expenditure | Interim Clerk | £59.94 | £11.99 | £71.93 |
| June | 26/06/2023 | 103 | Dover District Council | Parking Permit - Visitor Information Assistant | Officers Travel & Parking Expenses | Interim Clerk | £95.00 | £0.00 | £95.00 |
| June | 26/06/2023 | 104 | Peninsula | HR Services - June 2023 | Peninsula / HR Services | STC Minute Ref: 32.06.22 (iv) | £121.59 | £24.32 | £145.91 |
| | | | | | | Total | £23,948.34 | £869.18 | £24,817.52 |