

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

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
May	22/05/2023	35	Salaries - Sandwich Town Council	Sandwich Town Council - Mayor's Attendant - May 2023	Mayor's Attendant & Uniform	STC Minute Ref: 32.06.22 (iii)	£78.81	£0.00	£78.81
May	22/05/2023	35	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - May 2023	Town Clerk & Office Staff	STC Minute Ref: 32.06.22 (iii)	£2,171.33	£0.00	£2,171.33
May	22/05/2023	35	Salaries - Sandwich Town Council	Quay Conveniences Salaries - May 2023	Quay Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£604.45	£0.00	£604.45
May	22/05/2023	35	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - May 2023	Cattle Market Conveniences - Salaries	STC Minute Ref: 32.06.22 (iii)	£604.46	£0.00	£604.46
May	22/05/2023	35	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - May 2023	S144 Salaries	STC Minute Ref: 32.06.22 (iii)	£897.44	£0.00	£897.44
May	22/05/2023	35	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - May 2023	Contribution to Caretaking Staff	STC Minute Ref: 32.06.22 (iii)	£652.52	£0.00	£652.52
May	22/05/2023	35	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - May 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£5,872.70	£0.00	£5,872.70
May	22/05/2023	35	Salaries - STBF Guildhall	Guildhall Administration Salaries - May 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£1,928.09	£0.00	£1,928.09
May	22/05/2023	35	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - May 2023	Guildhall	STC Minute Ref: 32.06.22 (iii)	£598.29	£0.00	£598.29
May	22/05/2023	35	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - May 2023	STBF	STC Minute Ref: 32.06.22 (iii)	£3,203.31	£0.00	£3,203.31
May	22/05/2023	36	Training Highway	IT Support - April 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
May	22/05/2023	36	Training Highway	IT Support - April 2023	Guildhall - IT (to be reimbursed)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40
May	22/05/2023	37	Training Highway	IT Support - May 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00
May	22/05/2023	38	KCS Education Supplies	2 x Boxes of photocopying paper	Office Expenses (incl. telephone)	Interim Clerk	£75.98	£15.20	£91.18
May	22/05/2023	39	Co-Operative Sandwich	Food and juice for Mayor Making event	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£40.25	£0.00	£40.25
May	22/05/2023	40	Interim Clerk	Cake for Mayor Making event	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£58.00	£0.00	£58.00
May	22/05/2023	41	A Huigen	Thursday Market Manager - fees for April 2023	Thursday Market Manager	Interim Clerk	£200.00	£0.00	£200.00
May	22/05/2023	42	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
May	22/05/2023	42	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
May	22/05/2023	43	Clr Jeff Franklin	Reimbursement of Suit Hire cost for Mayor's attendance of Coronation 06-05-23	Mayoral Expenses	Interim Clerk	£99.90	£0.00	£99.90
May	22/05/2023	44	Mr J Martin	Accommodation and breakfast for Mayor re attendance of Coronation 06-05-23	Mayoral Expenses	Interim Clerk	£100.00	£0.00	£100.00
May	22/05/2023	44	Mr J Martin	Mayor's Coach travel to Coronation 06-05-23	Mayoral Travel	Interim Clerk	£30.00	£0.00	£30.00
May	22/05/2023	45	Sage Global Services Ltd	Sage Payroll - May	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£17.00	£3.40	£20.40
May	22/05/2023	46	Eon Next	Electricity Charges - Fishergate 01/04/2023 - 30/04/2023	Fishergate	STC Minute Ref: 32.06.22 (iv)	£231.43	£46.29	£277.72
May	22/05/2023	47	Biffa	Recycling Services - April	Office Expenses (incl. telephone)	Interim Clerk	£29.58	£5.92	£35.50
May	22/05/2023	48	Business Stream	Water Charges - Quay Conveniences	Quay Conveniences - Other Expenditure	STC Minute Ref: 32.06.22 (iv)	£186.70	£0.00	£186.70
May	22/05/2023	49	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 04/04/2023 - 27/04/2023	Monks Wall Nature Reserve	Interim Clerk	£208.33	£0.00	£208.33
May	22/05/2023	50	Petty Cash	Petty Cash Withdrawn 03-05-23	Petty Cash	Interim Clerk	£100.00	£0.00	£100.00
May	22/05/2023	51	Interim Clerk	Interim Clerk services 03-04-23 to 30-04-23 (3 days a week)	Staffing Contingency	STC 36.12.22 (ii)	£2,150.00	£0.00	£2,150.00
May	22/05/2023	52	Castles Shredding Limited	Security shredding 8 bags of paperwork	Office Expenses (incl. telephone)	Interim Clerk	£48.00	£5.00	£53.00
May	22/05/2023	53	Phoenix Link	Phone Charges - April 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.39	£10.08	£60.47
May	22/05/2023	53	Phoenix Link	Phone Charges - April 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.39	£10.08	£60.47
May	22/05/2023	53	Phoenix Link	Phone Charges - April 2023	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.39	£10.07	£60.46
May	22/05/2023	54	Dover District Council	Parking permit for Seasonal Visitor Assistant	Officers Travel & Parking Expenses	Interim Clerk	£79.17	£15.83	£95.00
May	22/05/2023	55	Peninsula	HR Services - April 2023	Peninsula / HR Services	STC Minute Ref: 32.06.22 (iv)	£121.59	£24.32	£145.91
May	22/05/2023	56	Global Cleaning Supplies	Cleaning Stock for Quay Conveniences	Quay Conveniences - Other Expenditure	Interim Clerk	£209.08	£41.81	£250.89
May	22/05/2023	57	New Appointments Group	VIC cover week ending 12/05/2023	Staffing Contingency	Interim Clerk	£306.72	£61.34	£368.06
May	22/05/2023	58	Monitor Cleaning Services Ltd	Legionnaires testing at Quay Conveniences	Quay Conveniences - Other Expenditure	Minute Ref: STC 04.23.17	£1,697.52	£339.50	£2,037.02
May	22/05/2023	59	Monitor Cleaning Services Ltd	Deep Clean at Quay Conveniences	Quay Conveniences - Other Expenditure	Minute Ref: STC 04.23.17	£400.00	£80.00	£480.00
						Total	£23,610.62	£668.84	£24,279.46