

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

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
September	25/09/2023	179	Amazon	Napkins for Deputies Supper meal	Mayor's Hospitality (Including Civic Events)	Town Clerk	£14.97	£0.00	£14.97
September	25/09/2023	180	Sandwich Stationers	Card for Deputies Supper Name Cards	Mayor's Hospitality (Including Civic Events)	Town Clerk	£5.39	£0.00	£5.39
September	25/09/2023	181	Co-operative Sandwich	Drinks for Deputies Supper	Mayor's Hospitality (Including Civic Events)	Town Clerk	£15.55	£0.00	£15.55
September	25/09/2023	182	Rose & Tonys	Thread for add paper to Deputies Supper Scroll	Mayor's Hospitality (Including Civic Events)	Town Clerk	£3.30	£0.00	£3.30
September	25/09/2023	183	Barcham Trees	Trees for Cow Leas Meadow project - deposit	Donkey Paddock	Minute Ref: STC 04.01.23 (v)	£100.00	£0.00	£100.00
September	25/09/2023	184	Peninsula	HR Services - September 2023	Peninsula / HR Services	STC Minute Ref: 06.23.12 (iii)	£121.59	£24.32	£145.91
September	25/09/2023	185	Salaries - Sandwich Town Council	Mayors Attendant - September 2023	Mayor's Attendant & Uniform	Minute Ref: STC 06.23.12 (ii)	£38.84	£0.00	£38.84
September	25/09/2023	185	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - September 2023	Town Clerk & Office Staff	Minute Ref: STC 06.23.12 (ii)	£3,922.77	£0.00	£3,922.77
September	25/09/2023	185	Salaries - Sandwich Town Council	Quay Conveniences Salaries - September 2023	Quay Conveniences - Salaries	Minute Ref: STC 06.23.12 (ii)	£242.24	£0.00	£242.24
September	25/09/2023	185	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - September 2023	Cattle Market Conveniences - Salaries	Minute Ref: STC 06.23.12 (ii)	£242.25	£0.00	£242.25
September	25/09/2023	185	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - September 2023	S144 Salaries	Minute Ref: STC 06.23.12 (ii)	£646.04	£0.00	£646.04
September	25/09/2023	185	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - September 2023	Contribution to Caretaking Staff	Minute Ref: STC 06.23.12 (ii)	£275.72	£0.00	£275.72
September	25/09/2023	185	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - September 2023	Guildhall	Minute Ref: STC 06.23.12 (ii)	£2,481.49	£0.00	£2,481.49
September	25/09/2023	185	Salaries - STBF Guildhall	Guildhall Administration Salaries - September 2023	Guildhall	Minute Ref: STC 06.23.12 (ii)	£2,906.59	£0.00	£2,906.59
September	25/09/2023	185	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - September 2023	STBF	Minute Ref: STC 06.23.12 (ii)	£4,181.81	£0.00	£4,181.81
September	25/09/2023	186	Royal British Legion Poppy Appeal	Five wreaths with Sandwich Town Logo	Miscellaneous	Town Clerk	£125.00	£0.00	£125.00
September	25/09/2023	187	Global Cleaning Supplies	Toilet Rolls and hand soap for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£263.40	£52.68	£316.08
September	25/09/2023	188	Global Cleaning Supplies	Toilet rolls for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£119.88	£23.98	£143.86
September	25/09/2023	189	New Appointments Group	VIC cover week ending 20/08/2023	Staffing Contingency	Town Clerk	£374.88	£74.98	£449.86
September	25/09/2023	190	New Appointments Group	VIC cover week ending 27/08/2023	Staffing Contingency	Town Clerk	£374.88	£74.98	£449.86
September	25/09/2023	191	New Appointments Group	VIC cover week ending 05/09/2023	Staffing Contingency	Town Clerk	£187.44	£37.49	£224.93
September	25/09/2023	192	Cleverley & Spencer	Cleaning and repair of Sandwich war memorial	Flowers, cleaning & maintenance of the War Memorial	Minute Ref: STC 14.01.23	£3,750.00	£750.00	£4,500.00
September	25/09/2023	193	Capital	Toilet Cleaner and hand soap for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£40.46	£8.09	£48.55
September	25/09/2023	194	Barcham Trees	2 Trees and plant kit for Cow Leas Meadow	Donkey Paddock	Minute Ref: STC 04.01.23 (v)	£320.00	£84.00	£404.00
September	25/09/2023	195	D Owen-Hughes	Town Sergeant duties - Deputies Supper	Mayor's Hospitality (Including Civic Events)	Town Clerk	£152.50	£0.00	£152.50
September	25/09/2023	196	Flower Basket	Flowers for Deputies Supper	Mayor's Hospitality (Including Civic Events)	Town Clerk	£244.95	£0.00	£244.95
September	25/09/2023	197	Rough Musicke	Performances for Deputies Supper evening	Mayor's Hospitality (Including Civic Events)	Town Clerk	£200.00	£0.00	£200.00
September	25/09/2023	198	Noreen Westwood	Food for Deputies Supper and Afternoon Tea	Mayor's Hospitality (Including Civic Events)	Town Clerk (late payment fee incurred if payment after 19th Sept)	£1,608.00	£0.00	£1,608.00
September	25/09/2023	199	The Royal British Legion	3 wreaths with Sandwich Town Council logos	Miscellaneous	Town Clerk	£82.50	£0.00	£82.50
September	25/09/2023	200	The Strand Wine Co	Wine for Deputies Supper	Mayor's Hospitality (Including Civic Events)	Town Clerk	£185.00	£37.00	£222.00
September	25/09/2023	201	Wade Business Services	Photocopying Charges	Photocopier (Rental & Usage)	insert minute ref	£81.11	£16.22	£97.33
September	25/09/2023	202	Highways Business Services	Office 365 charge	IT Expenses (incl. Website)	insert minute ref	£39.10	£7.82	£46.92
September	25/09/2023	203	Responsible Finance Officer	Mileage to Dover for Banking purposes	Officers Travel & Parking Expenses	Town Clerk	£20.30	£0.00	£20.30
September	25/09/2023	204	Biffa	Recycling Charges	Office Expenses (incl. telephone)	Town Clerk	£29.58	£5.92	£35.50
September	25/09/2023	205	Mr K A Chapman	Warden Services for Monks Wall Nature Reserve 04/08/23 - 04/09/23 and reimbursement for wooden marker staves	Monks Wall Nature Reserve	Town Clerk	£233.17	£0.00	£233.17
September	25/09/2023	206	Mr A Styles	Interim Public Convenience Services 01/08/23 - 31/08/23	Staffing Contingency	STC 36.12.22 (ii)	£1,292.08	£0.00	£1,292.08
September	25/09/2023	207	KCS Education Supplies	Photocopier Paper	Office Expenses (incl. telephone)	Town Clerk	£75.98	£15.20	£91.18
September	25/09/2023	208	Phoenix Link	Phone Charges - August 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.00	£10.00	£60.00
September	25/09/2023	208	Phoenix Link	Phone Charges - August 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.00	£10.00	£60.00
September	25/09/2023	208	Phoenix Link	Phone Charges - August 2023	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.00	£10.00	£60.00
September	25/09/2023	209	Social Media Matters	Social Media Training Session - Town Clerk	Staff Training	Town Clerk	£95.00	£0.00	£95.00
September	25/09/2023	210	New Appointments Group	VIC cover week ending 10/09/2023	Staffing Contingency	Town Clerk	£374.88	£74.98	£449.86
September	25/09/2023	211	Dover District Council	Parking Permit for Market Trader	Miscellaneous	Town Clerk	£137.50	£27.50	£165.00
September	25/09/2023	212	Mr A Styles	Interim Public Convenience Services 01/09/23 - 10/09/23	Staffing Contingency	STC 36.12.22 (ii)	£416.80	£0.00	£416.80
September	25/09/2023	213	Modern Working - D Shaw	GDPR Consultancy - August	Office Expenses (incl. telephone)	Town Clerk	£100.00	£0.00	£100.00

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September	25/09/2023	214	Post Office	Recorded delivery Postage	Office Expenses (incl. telephone)	Town Clerk	£3.00	£0.00	£3.00
September	25/09/2023	215	Caretaker	Mileage claim for travel to Westbrook for key cutting and agenda delivery	Officers Travel & Parking Expenses	Town Clerk	£11.42	£0.00	£11.42
September	25/09/2023	216	Town Clerk	Mileage claim for travel to Dover for Tourism meeting, plus parking fee	Officers Travel & Parking Expenses	Responsible Finance Officer	£15.25	£0.00	£15.25
September	25/09/2023	217	Sage Global Services Ltd	Sage Payroll - September	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£19.00	£3.80	£22.80
September	25/09/2023	218	Peninsula	HR Services - instalment payment for face to face meeting	Peninsula / HR Services	STC Minute Ref: 06.23.12 (iii)	£82.91	£16.58	£99.49
September	25/09/2023	219	Highways Business Services	Website management	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£8.00	£48.00
September	25/09/2023	220	Highways Business Services	Office 365	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£39.10	£7.82	£46.92
September	25/09/2023	221	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
September	25/09/2023	221	Highways Business Services	Office 365 / IT Support and MDM and Email Management	Guildhall - IT (to be reimbursed)	Town Clerk	£101.40	£20.28	£121.68
						Total	£26,686.42	£1,421.92	£28,108.34