

Swaffham Town Council - Accounts for March 2018

No	Payment	Name	Details	Price	VAT	Total
Paid - 1st -14th March 2018 Town Council meeting						
452a	300200	Mr Stan Sole	Twining travel costs - £191.72 to be reimbursed	£ 383.44	£ -	£ 383.44
453	d/d	Netmatters	Monthly IT Support package - Mar 18	£ 254.50	£ 50.90	£ 305.40
454	Card	Lloyds Bank	Monthly Card fee - Jan 18	£ 3.00	£ -	£ 3.00
455	Card	Amazon - various suppliers	Office wall fans x 4	£ 98.84	£ 19.76	£ 118.60
456	Card	Amazon - various suppliers	Office computer privacy screen	£ 39.57	£ 7.92	£ 47.49
457	d/d	Worldpay	Monthly Pymt chgs - Feb 18	£ 1.54	£ 0.01	£ 1.55
458	Card	Parishes Online	Neighbourhood Plan - online mapping annual fee	£ 300.00	£ 60.00	£ 360.00
459	Card	Shredder Warehouse.com	Office Shredder	£ 540.00	£ 108.00	£ 648.00
460	Card	SLCC	Annual membership - R Bishop	£ 328.00	£ -	£ 328.00
461	d/d	Seimens	Photocopier Lease - Dec - Mar 18	£ 1,069.21	£ 213.84	£ 1,283.05
462	Card	Ferndale House	Practitioners Conference - accommodation - Town & Deputy Clerk	£ 90.00	£ -	£ 90.00
463	Card	Brightpay	Annual Licence 2018-19	£ 99.00	£ 19.80	£ 118.80
464	Card	Amazon - various suppliers	Weedkiller	£ 35.99	£ -	£ 35.99
465	Card	The Paint Shed	Black metal paint	£ 70.36	£ 14.07	£ 84.43
Sub Total				£ 3,313.45	£ 494.30	£ 3,807.75

To be authorised and paid - post 14th March 2018 Town Council meeting						
466	BACS	Net Salaries	Town Council	£ 16,619.11	£ -	£ 16,619.11
467	BACS	Inland Revenue	Tax & National Insurance	£ 4,711.12	£ -	£ 4,711.12
468	BACS	Norfolk Pension Service	Superannuation	£ 4,597.42	£ -	£ 4,597.42

Salary payment include:
- Age Concern - £3828.47 (reimbursed)
- Mayors Allowance £291.25 (gross)
- Cllr Annual Allowances £700 (gross)

469	d/d	Breckland Council	Town Hall - Rates	£ -	£ -	No Feb/Mar payments
			Market - Rates	£ -	£ -	
			Cemetery - Rates	£ -	£ -	
			Public Toilet - Rates	£ -	£ -	
470	d/d	Immervox (Feb 2018)	Large Office - User Groups Phone 336953	£ 13.53	£ 2.71	£ 172.56
			Small Office - User Groups Phone 336954	£ 11.50	£ 2.30	
			Town Council - Fax & Broadband 720469	£ 47.99	£ 9.60	
			Museum - Telephone 721230	£ 22.29	£ 4.46	
			Town Council - Telephone 722922	£ 35.49	£ 7.10	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
471	300201	Swaffham Town Council	Petty Cash	£ 84.94	£ -	£ 84.94
472	BACS	Anglian Chemicals	Public Toilets general supplies	£ 196.94	£ 39.38	£ 236.32
473	BACS	Anglian Water	Public Toilets - 0341378101 - 1/12/17-21/2/18	£ 368.60	£ -	£ 368.60
474	BACS	Anglian Water	Town Hall - 0346045001 - 1/12/17-21/2/18	£ 70.12	£ -	£ 70.12
475	BACS	Community Action Norfolk	Annual Subscription - 2018/19	£ 20.00	£ -	£ 20.00
476	BACS	CJM Electrical Specialists Ltd	Design work - Buttercross project	£ 560.00	£ 112.00	£ 672.00
477	BACS	Diddlington Nurseries	2017 Summer plants & Xmas trees	£ 345.00	£ 69.00	£ 414.00
478	BACS	Iceni Rural Writers	Council Grant - Iceni Rural Writers	£ 225.00	£ -	£ 225.00
479	BACS	Lawn Boy Farm Services	Outside machinery supplies	£ 354.82	£ 70.97	£ 425.79
480	BACS	NALC	Spring Conference x 6 Cllrs	£ 330.00	£ 66.00	£ 396.00
481	d/d	SSE - Southern Electric	Public Toilets - Electricity - Feb 18	£ 153.07	£ 30.61	£ 183.68
482	300202	Swaffham Service Station	Monthly fuel bill	£ 99.82	£ 19.96	£ 119.78
483	BACS	T K Drakes	General Supplies	£ 63.10	£ 12.64	£ 75.74
484	BACS	T K Drakes	Annual Health & Safety PAT Testing	£ 285.00	£ 57.00	£ 342.00
485	BACS	Turnstone Ecology	Days Field phase 1 survey	£ 603.50	£ 120.70	£ 724.20
486	BACS	Veolia	Waste Collection - Feb 18	£ 127.72	£ 25.54	£ 153.26
Sub Total				£ 33,272.53	£ 1,146.86	£ 34,419.39

Late Bills - received after agenda issued						
487	BACS	Akers Tree Services	Recreation Ground tree maintenance	£ 1,860.00	£ -	£ 1,860.00
488	BACS	Cooleraid	Town Hall - drinking water - Feb 18	£ 15.80	£ 3.16	£ 18.96
489	BACS	Eastern Business Systems	Photocopier usage - Dec - Mar 18	£ 51.30	£ 10.26	£ 61.56
490	BACS	ESPO	Stationery - Chubb Safe	£ 1,006.00	£ 201.20	£ 1,207.20
491	BACS	High Speed Training Ltd	Health & Safety Online training	£ 1,296.00	£ 259.20	£ 1,555.20
492	BACS	Hussey Knights	NP Public Consultation events - posters & leaflets	£ 223.00	£ 44.60	£ 267.60
493	d/d	SSE Southern Electric	Cemetery Chapel - Electricity - Feb 18	£ 33.26	£ 1.66	£ 34.92
494	BACS	St Johns Ambulance	Christmas Lights First Aid - 2017	£ 115.00	£ 23.00	£ 138.00
495	BACS	Swaffham Glass Ltd	Town Bus Shelters - 24 replacement panels	£ 4,800.00	£ 960.00	£ 5,760.00
496	BACS	Travis Perkins	Outside maintenance - various open spaces	£ 203.37	£ 40.68	£ 244.05
497	BACS	TTSR Ltd	Grave digging - Feb 18	£ 240.00	£ -	£ 240.00
TOTAL				£ 43,116.26	£ 2,690.62	£ 45,806.88

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No	Payment	Name	Details	Price	VAT	Total
Bank Transfers						
498	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 35,000.00
Summary of Income - February 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
02-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 6,182.84
09-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 1,300.97
14-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 429.24
24-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 169.49
28-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 512.17
Total BACS			Total Additional Income received by BACS			£ 3,784.98
TOTAL						£ 12,379.69
Items of expenditure to be reclaimed						
Age Concern		Salary		£ 3,860.47	£ 6.40	£ 3,866.87
Breckland Council		Large Office - User Groups Phone 336953		£ 13.53	£ 2.71	£ 16.24
Museum		Museum - Telephone 721230		£ 22.29	£ 4.46	£ 26.75
Sues News		Electricity - Feb 18		£ 51.31	£ 10.24	£ 61.55
Twinning Travel costs		Cllr Matthews & Darby		£ 191.72	£ -	£ 191.72
TOTAL				£ 3,896.30	£ 13.57	£ 3,909.86