

Swaffham Town Council - Accounts for February 2018

No	Payment	Name	Details	Price	VAT	Total
Paid - 1st -14th February 2018 Town Council meeting						
415	d/d	SSE - Southern Electric	Cemetery Chapel - Electricity - Dec 17	£ 22.54	£ 1.12	£ 23.66
416	BACS	Arnies Attic	Xmas event 2017 children's entertainment	£ 250.00	£ -	£ 250.00
417	d/d	Netmatters	IT package overage costs - Nov 17	£ 211.50	£ 42.30	£ 253.80
418	d/d	SSE - Southern Electric	Town Hall - Gas - Q4 2017/18	£ 804.92	£ 160.98	£ 965.90
419	d/d	SSE - Southern Electric	Town Hall - Electricity - Q4 2017/19	£ 902.23	£ 45.11	£ 947.34
420	d/d	SSE - Southern Electric	Public Toilets - Electricity - Jan 18	£ 151.68	£ 30.33	£ 182.01
421	d/d	Netmatters	Monthly IT Support package - Feb 18	£ 254.50	£ 50.90	£ 305.40
422	d/d	ICO	Annual Data Protection registration	£ 35.00	£ -	£ 35.00
423	Card	Lloyds Bank	Monthly Card fee - Jan 18	£ 3.00	£ -	£ 3.00
424	Card	Amazon - various suppliers	Heavy duty bin bags	£ 23.84	£ 4.77	£ 28.61
Sub Total				£ 2,659.21	£ 335.51	£ 2,994.72

To be authorised and paid - post 14th February 2018 Town Council meeting						
425	BACS	Net Salaries	Town Council	£ 13,511.12	£ -	£ 13,511.12
426	BACS	Inland Revenue	Tax & National Insurance	£ 4,466.23	£ -	£ 4,466.23
427	BACS	Norfolk Pension Service	Superannuation	£ 4,369.93	£ -	£ 4,369.93
	d/d	Breckland Council	Town Hall - Rates	£ -	£ -	Feb/Mar no charge
			Market - Rates	£ -	£ -	
			Cemetery - Rates	£ -	£ -	
			Public Toilet - Rates	£ -	£ -	
428	d/d	Immervox (Jan 2018)	Large Office - User Groups Phone 336953	£ 14.42	£ 2.88	£ 124.86
			Small Office - User Groups Phone 336954	£ 11.50	£ 2.30	
			Town Council - Fax & Broadband 720469	£ 8.07	£ 1.61	
			Museum - Telephone 721230	£ 22.56	£ 4.51	
			Town Council - Telephone 722922	£ 34.51	£ 6.90	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
429	300198	Swaffham Town Council	Petty Cash	£ 145.05	£ -	£ 145.05
430	BACS	Anglian Chemicals	Public Toilet general supplies	£ 53.43	£ 10.68	£ 64.11
431	BACS	BES Safe Removals	Allotment asbestos panels clearance	£ 570.00	£ 114.00	£ 684.00
432	BACS	CGM Group	Grass cutting - Sept / Oct 17, Nov 17 slitting	£ 193.00	£ 38.60	£ 231.60
433	BACS	Lyreco	General supplies	£ 36.89	£ 7.38	£ 44.27
434	BACS	Nicola Barnes HR	Monthly HR support - Jan 18	£ 135.00	£ -	£ 135.00
435	BACS	R&I Builders	Public Toilets repairs	£ 54.00	£ 10.80	£ 64.80
436	BACS	Rialtas Business Solutions	Annual Accounts system licence	£ 630.00	£ 126.00	£ 756.00
437	BACS	Swaffham Glass Ltd	Public Toilets repairs	£ 80.00	£ 16.00	£ 96.00
438	300199	Swaffham Service Station	Monthly Fuel - Jan 18	£ 142.31	£ 28.46	£ 170.77
439	BACS	TK Drakes	Museum Fire Alarm system	£ 188.60	£ 37.72	£ 226.32
440	BACS	TK Drakes	General supplies	£ 51.46	£ 10.29	£ 61.75
441	BACS	Travis Perkins	General Supplies	£ 43.39	£ 8.69	£ 52.08
442	BACS	TTSR Ltd	Grave digging - Jan 18	£ 720.00	£ -	£ 720.00
443	BACS	Veolia	Waste Collection - Jan 18	£ 127.72	£ 25.54	£ 153.26
Sub Total				£ 28,281.40	£ 790.47	£ 29,071.87

Late Bills - received after agenda issued						
444	BACS	Anglian Water	Recreation Ground - a/c 0225554301 - Nov17-Feb18	£ 11.44	£ -	£ 11.44
445	BACS	Anglian Water	Allotments SL - a/c 0291055801 - Nov17-Feb18	£ 12.79	£ -	£ 12.79
446	BACS	Anglian Water	Town Hall - a/c 0346045001 - Nov17-Feb18	£ 73.43	£ -	£ 73.43
447	BACS	Cooleraid	Town Hall Drinking Water	£ 3.95	£ 0.79	£ 4.74
448	BACS	Heating Britannia	Town Hall / Museum annual boiler service	£ 120.00	£ 24.00	£ 144.00
449	BACS	SJS Engraving	Name badge - new staff member	£ 0.99	£ 0.95	£ 1.94
450	d/d	SSE - Southern Electric	Cemetery Chapel - Electricity - Jan 18	£ 43.33	£ 2.16	£ 45.49
451	BACS	Veolia	Adjustment to July 2017 invoice	£ 11.03	£ 2.21	£ 13.24
452	BACS	SLCC	Practitioners Conference - fee & accommodation - Town & Deputy Clerk	£ 538.00	£ 59.60	£ 597.60
TOTAL				£ 29,096.36	£ 880.18	£ 29,976.54

Bank Transfers						
	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 15,000.00

Summary of Income - January 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
05-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 42.50
05-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 4,025.24
10-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 959.58
17-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 652.32
24-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 1,834.50
Total BACS			Total Additional Income received by BACS			£ 3,949.99
TOTAL						£ 11,464.13

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Items of expenditure to be reclaimed						
	Age Concern		Salary	£ 2,207.88	£ 3.20	£ 2,211.08
	Breckland Council		Large Office - User Groups Phone 336953	£ 14.42	£ 2.88	£ 17.30
	Museum		Museum - Telephone 721230	£ 22.56	£ 4.51	£ 27.07
	Sues News		Electricity - Sept 2017	£ 55.95	£ 10.24	£ 66.19
TOTAL				£ 2,244.86	£ 10.60	£ 2,255.46