

**Saltash Town Council**  
Schedule of Payments over £500  
For the period 1 July 2022 to 30 September 2022

Account	Invoice Date	Contact	Reference	Description	Gross	VAT	Net	Cost Centre
6657 ST SNB Staff Recruitment Advertising	01 Jul 2022	Human Resources Support Consultancy	6506 (3050)   05202	To undertake the recruitment process for the position of Finance Officer	£ 900.00	£ 150.00	£ 750.00	Staffing - Personnel
6657 ST SNB Staff Recruitment Advertising	01 Jul 2022	Human Resources Support Consultancy	6506 (3050)   05202	To undertake the recruitment process for the position of Finance Assistant	£ 900.00	£ 150.00	£ 750.00	Staffing - Personnel
6506 SE Grounds Maintenance & Watering (6506)	01 Jul 2022	Tartendown Nursery	4646 (3004)   05279	Landscape Sales	£ 1,320.00	£ 220.00	£ 1,100.00	Service Delivery
6661 ST P&R Finance Consultancy Fees	04 Jul 2022	Rosevale Accountants Ltd	1115 (2868)   05210	Professional Fees - w/c 27th June 2022	£ 1,208.40	£ 201.40	£ 1,007.00	Staffing - P&F
6473 SA EMF Station Building (Purchase & Capital Works)	04 Jul 2022	Network Rail	1302812 (2894)   05187	Contribution to New Heritage Railings and associated Boundary Works at Saltash Station as per the Funding Agreement	£ 42,000.00	£ 7,000.00	£ 35,000.00	Station
6210 PF Community Chest (6210)	10 Jul 2022	Festival of Remembrance	42/22/23 (2981)	Saltash Festival of Remembrance - 2022 - Minute Number 42/22/23	£ 850.00	£ -	£ 850.00	P&F
6661 ST P&R Finance Consultancy Fees	11 Jul 2022	Rosevale Accountants Ltd	01118 (2896)   05226	Professional Fees - w/c 4th July 2022	£ 1,399.20	£ 233.20	£ 1,166.00	Staffing - P&F
5599 S106 Waitrose expenditure (STIG)	12 Jul 2022	Thrusells Cornwall	314 (2908)   05241	The creation of a new sculptural heritage bench for Fore Street in Saltash. As detailed in Project Proposal date 20th November 2020 and Project Plan dated 31st May 2022. Stage.1 Designs and Planning. Agree project timeline and plan. Obtain agreement for installation. (Stage payment)	£ 2,000.00	£ -	£ 2,000.00	Town Vision
6661 ST P&R Finance Consultancy Fees	18 Jul 2022	Rosevale Accountants Ltd	01119 (2897)   05234	Professional Fees - w/c 11th July 2022	£ 1,335.60	£ 222.60	£ 1,113.00	Staffing - P&F
6580 SE EMF Public Toilets (Capital Works)	20 Jul 2022	TJ Electrical	INV000619 (3016)   05296	Rewire Labour Helping install And Re-Certificate As Required After Works Completed From Failed EICR Test Recommendations.	£ 800.00	£ -	£ 800.00	Service Delivery
6661 ST P&R Finance Consultancy Fees	25 Jul 2022	Rosevale Accountants Ltd	01120 (2936)   05267	Professional Fees - w/c 18th July 2022	£ 1,653.60	£ 275.60	£ 1,378.00	Staffing - P&F
6676 ST Services Delivery Staff Training	26 Jul 2022	Corserv Limited	CINV-004970 (3001)   05026	Brush Cutter/Strimmer course - 1 day course - 6th May 2022 for Service Delivery Staff	£ 672.00	£ 112.00	£ 560.00	Staffing - Service Delivery
6662 SNB HR Professional Fees	26 Jul 2022	Rosevale Accountants Ltd	01121 (2910)   05236	BrightHR Migration from Moorepay + Staff & Line Managers BrightHR Manual issued	£ 600.00	£ 100.00	£ 500.00	Staffing - Personnel
6305 PF Finance Software (6305)	26 Jul 2022	Rosevale Accountants Ltd	01121 (2910)   05236	BrightPay Migration from Moorepay	£ 600.00	£ 100.00	£ 500.00	P&F
6971 LI EMF Saltash Library Property Refurbishment	29 Jul 2022	Bailey Partnership	SD108097 (2993)   05292	Interim Fee account Job No 33358 - Library Refurb	£ 2,760.00	£ 460.00	£ 2,300.00	Library
6661 ST P&R Finance Consultancy Fees	01 Aug 2022	Rosevale Accountants Ltd	01140 (2935)   05268	Professional Fees - w/c 25th July 2022	£ 2,003.40	£ 333.90	£ 1,669.50	Staffing - P&F
6661 ST P&R Finance Consultancy Fees	08 Aug 2022	Rosevale Accountants Ltd	01143 (2985)   05314	Professional Fees - w/c 1st August 2022	£ 1,558.20	£ 259.70	£ 1,298.50	P&F
6972 LI EMF Library Equipment & Furniture	10 Aug 2022	WF Education Group Ltd	PSI114411 (2940)   05224	Zari Mid-Back Chair with Adjustable Arms - BLUE	£ 662.40	£ 110.40	£ 552.00	Library
6661 ST P&R Finance Consultancy Fees	15 Aug 2022	Rosevale Accountants Ltd	01144 (2984)   05315	Professional Fees - w/c 8th August 2022	£ 1,717.20	£ 286.20	£ 1,431.00	P&F
6661 ST P&R Finance Consultancy Fees	22 Aug 2022	Rosevale Accountants Ltd	01145 (2983)   05316	Professional Fees - w/c 15th August 2022	£ 2,130.60	£ 355.10	£ 1,775.50	Staffing - P&F
6412 GH Lift Service & Maintenance	23 Aug 2022	Otis Ltd	22056934/U1 (3074)	Contractual Maintenance carried out as per contract. 01/09/2022-30/11/2022	£ 718.96	£ 119.83	£ 599.13	Guildhall
6803 SA Electricity - Isambard House	25 Aug 2022	EON	KI-7A03B98B-0001 (3096)	Electricity Charges 24th Jun 2021 - 31st July 2022	£ 1,821.00	£ 86.72	£ 1,734.28	Station
6201 PF Audit (6201)	29 Aug 2022	PKF Littlejohns LLP	SB20221074 (2999)	Limited assurance review of Annual Governance & Accountability Return for year ended 31st March 2022	£ 2,400.00	£ 400.00	£ 2,000.00	P&F
6661 ST P&R Finance Consultancy Fees	29 Aug 2022	Rosevale Accountants Ltd	1162 (3045)   05331	Professional Fees - w/c 22nd August 2022	£ 1,590.00	£ 265.00	£ 1,325.00	Staffing - P&F
6370 PF EMF Computer Equipment Renewal	30 Aug 2022	SOS Consultancy	INV-12497 (2998-A)   05276	Dell Business 15.6" laptop with SSD and Windows Pro + 3 year warranty	£ 6,000.00	£ 1,000.00	£ 5,000.00	P&F
6214 PF Health & Safety (6214)	30 Aug 2022	Hygiene 2 Health Ltd	INV-2610 (3070)   05332	Health and Safety Audit completed 25.08.22	£ 702.00	£ 117.00	£ 585.00	P&F
6657 ST SNB Staff Recruitment Advertising	01 Sep 2022	Human Resources Support Consultancy	6553 (3066)   05243	To undertake recruitment process for the Assistant Town Clerk position	£ 900.00	£ 150.00	£ 750.00	Staffing - Personnel
6661 ST P&R Finance Consultancy Fees	05 Sep 2022	Rosevale Accountants Ltd	01163 (3046)   05333	Professional Fees - w/c 29th August 2022	£ 1,192.50	£ 198.75	£ 993.75	Staffing - P&F
6214 PF Health & Safety (6214)	12 Sep 2022	Hygiene 2 Health Ltd	INV-2619 (3071)   05355	01.09.22 - Drafting of Risk Assessments - 1.93 hrs and 02.09.22 - Drafting of Risk Assessments - 7.07 hrs	£ 756.00	£ 126.00	£ 630.00	P&F
6661 ST P&R Finance Consultancy Fees	12 Sep 2022	Rosevale Accountants Ltd	01165 (3056)   05341	Professional Fees - w/c 5th September	£ 1,971.60	£ 328.60	£ 1,643.00	Staffing - P&F
5599 S106 Waitrose expenditure (STIG)	15 Sep 2022	Thrusells Cornwall	318 (3059)   05354	Fabrication to start once design has been agreed by all stakeholders and town council. (Stage payment)	£ 4,000.00	£ -	£ 4,000.00	Town Vision
6503 SE Allotments	16 Sep 2022	South West Water - Fairmead Road	3079 3957 68 (3095)	Water Charges 22/06/2022 - 14/09/2022	£ 892.75	£ -	£ 892.75	Service Delivery
6661 ST P&R Finance Consultancy Fees	19 Sep 2022	Rosevale Accountants Ltd	1183 (3107)   05364	Professional Fees - w/c 12 September 2022	£ 1,749.00	£ 291.50	£ 1,457.50	Staffing - P&F
6661 ST P&R Finance Consultancy Fees	26 Sep 2022	Rosevale Accountants Ltd	01184 (3146)   05365	Professional Fees - w/c 19th September 2022	£ 1,558.20	£ 259.70	£ 1,298.50	Staffing - P&F
6572 SE EMF Festive Lights (6572)	26 Sep 2022	Pyramid Electrical Serv	INV-1447 (3113)   05376	26/04/2022 £400 for van cherry picker hire and first 2 hours on site plus additional hours	£ 960.00	£ 160.00	£ 800.00	Service Delivery
6572 SE EMF Festive Lights (6572)	26 Sep 2022	Pyramid Electrical Serv	INV-1447 (3113)   05376	27/04/22 - £400 for van cherry picker hire and first 2 hours on site plus additional hour	£ 960.00	£ 160.00	£ 800.00	Service Delivery
6572 SE EMF Festive Lights (6572)	26 Sep 2022	Pyramid Electrical Serv	INV-1447 (3113)   05376	28/04/22 - £400 for van cherry picker hire and first 2 hours on site plus additional hours	£ 960.00	£ 160.00	£ 800.00	Service Delivery
6572 SE EMF Festive Lights (6572)	26 Sep 2022	Pyramid Electrical Serv	INV-1447 (3113)   05376	Materials for installation	£ 1,730.92	£ 288.49	£ 1,442.43	Service Delivery
6470 GH EMF Guildhall Maintenance	26 Sep 2022	Pyramid Electrical Serv	INV-1446 (3225)   05375	Labour to Wire And Install The Client Supplied External colour change lighting for the Saltash Guildhall as per the planning Details (Guildhall Wall Wash Lights)	£ 1,983.60	£ 330.60	£ 1,653.00	Guildhall
6470 GH EMF Guildhall Maintenance	26 Sep 2022	Pyramid Electrical Serv	INV-1446 (3225)   05375	Powder Coating of lights to white	£ 540.00	£ 90.00	£ 450.00	Guildhall
6272 PF EMF Robes & Civic Regalia	27 Sep 2022	Thomas Fattorini	I269867 (3098)   05257	Former Mayor's badges	£ 592.56	£ 98.76	£ 493.80	P&F
6272 PF EMF Robes & Civic Regalia	27 Sep 2022	Thomas Fattorini	I269867 (3098)   05257	Freeman pendant and bar	£ 870.00	£ 145.00	£ 725.00	P&F
6222 PF Commissioning Youth Work (6222)	30 Sep 2022	Livewire Youth Music Project	LW690 (2782-B)   05169	DELIVERY OF PROFESSIONAL YOUTH WORK IN SALTASH FOR THE YEAR 2022-23	£ 5,877.33	£ -	£ 5,877.33	P&F
6370 PF EMF Computer Equipment Renewal	30 Sep 2022	SOS Consultancy	INV-12370 (2998-B)   05276	Staffing days for system set up of 8 laptops and 1 iPad	£ 960.00	£ 160.00	£ 800.00	P&F

6370 PF EMF Computer Equipment Renewal	30 Sep 2022	SOS Consultancy	INV-12370 (2998-B)   05276	Office 365 Business Premium Licenses for all Members Pro Rata Costs shown (8 Months until new fiscal year)	£ 2,396.16	£ 399.36	£ 1,996.80	P&F
6224 PF Professional Costs	30 Sep 2022	Parkinson Partnership	1041 (3188)   05286	Town Council VAT Consultancy 2022-23 Minute Number P&F 39/22/23	£ 600.00	£ -	£ 600.00	P&F
					<b>£ 111,753.18</b>	<b>£ 15,905.41</b>	<b>£ 95,847.77</b>	