

**Saltash Town Council**  
Schedule of Payments over £500  
For the period 1 January 2023 to 31 March 2023

Account	Invoice Date	Contact	Reference	Description	Gross	VAT	Net	Cost Centre
6662 SNB HR Professional Fees	01 Jan 2023	Human Resources Support Consultancy	6652 (3474)   05548	HR Consultancy Services for work carried out during the month of December 2022	£ 780.00	£ 130.00	£ 650.00	Staffing - Personnel
6661 ST P&R Finance Consultancy Fees	02 Jan 2023	Rosevale Accountants Ltd	01251 (3454)   05551	Professional Fees - w/c 19th December 2022	£ 699.60	£ 116.60	£ 583.00	Staffing - P&F
6603 ST Finance Officer - Gross Pay	09 Jan 2023	Rosevale Accountants Ltd	01252 (3455)   05552	Professional Fees - w/c 2nd January 2022	£ 1,252.80	£ 208.80	£ 1,044.00	Staffing - P&F
6603 ST Finance Officer - Gross Pay	16 Jan 2023	Rosevale Accountants Ltd	01256 (3466)   05577	Professional Fees - w/c 9th January 2023	£ 1,009.20	£ 168.20	£ 841.00	P&F
6220 PF Festival Fund	16 Jan 2023	Saltash Chamber of Commerce (SALTASHC)	Community Chest Grant 80/22/23 (3471)	Community chest grant for National awards program - minute number 80/22/23	£ 1,500.00	£ -	£ 1,500.00	P&F
6222 PF Commissioning Youth Work (6222)	16 Jan 2023	The Core (THECORE)	INV-0617 (2783-C)   05170	Delivery of professional youth work in saltash for the year 2022-23 3rd Payment	£ 5,961.66	£ -	£ 5,961.66	P&F
6902 LI Gas - Library	16 Jan 2023	Laser - Library Gas	G8573110 (3743)	Supply period: 30/11/2022 to 31/12/2022	£ 948.07	£ 158.01	£ 790.06	Library
6402 GH Gas - Guildhall (6402)	16 Jan 2023	Laser - Guildhall Gas	G8573158 (3732)	Supply period: 30/11/2022 to 31/12/2022	£ 824.86	£ 137.48	£ 687.38	Guildhall
6418 GH Professional Fees	19 Jan 2023	Barron Surveying Services Ltd	INV-6479 (3506)   05504	Guildhall - external repair and re-decoration incl site survey	£ 2,340.00	£ 390.00	£ 1,950.00	Guildhall
6214 PF Health & Safety	20 Jan 2023	Hygiene 2 Health Ltd	INV-2695 (3504)   05599	Drafting of new risk assessments and amending some current risk assessments	£ 666.12	£ 111.02	£ 555.10	P&F
6603 ST Finance Officer - Gross Pay	23 Jan 2023	Rosevale Accountants Ltd	01275 (3604)   05656	Professional Fees - w/c 16th January 2023	£ 1,183.20	£ 197.20	£ 986.00	P&F
6506 SE Grounds Maintenance & Watering	23 Jan 2023	Tartendown Nursery	4879 (3774)   05606	Polanthus 12 cm	£ 772.80	£ 128.80	£ 644.00	Service Delivery
6301 PF Stationery/Postage/Printing	27 Jan 2023	Royal Mail Group Ltd	T283882 (3529)   05617	Distribution of the precept leaflet to all PL12 4,5 and 6 postcodes	£ 831.71	£ 138.62	£ 693.09	P&F
6814 SA Equipment - Isambard House	27 Jan 2023	Notice Me	9807 (3709)   05591	External notice board for Isambard House	£ 779.94	£ 129.99	£ 649.95	Station
5590 S106 Quora Funding - Expenditure	30 Jan 2023	Thrusells Cornwall	321 (3586)   05628	Agree installation requirements and plan with town council / Cormac	£ 2,000.00	£ -	£ 2,000.00	
6603 ST Finance Officer - Gross Pay	30 Jan 2023	Rosevale Accountants Ltd	01276 (3605)   05657	Professional Fees - w/c 23rd January 2023	£ 696.00	£ 116.00	£ 580.00	P&F
6281 PF EMF Town Vitality Funding Grant	31 Jan 2023	Mel Richardson Consultancy	INVOICE JANUARY 2023 (5350)   05385	Work outlined in quotation - meetings & phone calls including inception, tender opening, shortlisting and interviews.	£ 2,100.00	£ -	£ 2,100.00	P&F
6370 PF EMF Computer Equipment Renewal	31 Jan 2023	SOS Consultancy	INV-13348 (3545)   05620	Laptop - Dell Business 15.6" Laptop -3yr Wrry	£ 786.00	£ 131.00	£ 655.00	P&F
6222 PF Commissioning Youth Work (6222)	31 Jan 2023	Livewire Youth Music Project	LW708 (2782-C)   05169	Delivery of professional youth work in saltash for the year 2022-23	£ 5,877.33	£ -	£ 5,877.33	P&F
6662 SNB HR Professional Fees	01 Feb 2023	Human Resources Support Consultancy	6675 (3544)   05630	HR Consultancy Services for work carried out for January 2023	£ 780.00	£ 130.00	£ 650.00	Staffing - Personnel
6282 PF EMF Funding Bids	01 Feb 2023	Mel Richardson Consultancy	05627/4610 (3536)   05627	Appointed consultant to work in partnership with STC to complete a Community Levelling Up Fund Shared Prosperity bid	£ 1,500.00	£ -	£ 1,500.00	P&F
6402 GH EMF Guildhall Maintenance	10 Feb 2023	Security Management South West Ltd	2031623 (3610)   05648	Annual keyholding charge for out of hours monitoring for STC properties	£ 1,200.00	£ 200.00	£ 1,000.00	Guildhall
7104 LO Fire & Security Alarm - Longstone	13 Feb 2023	Chubb Fire Ltd	9763516 (3794-D)   05659	Annual Attendance Fee For Fire Extinguishers Servicing and refilling.	£ 649.09	£ 108.18	£ 540.91	Longstone
6208 PF Subscriptions (6208)	16 Feb 2023	Civica - Modern Gov	CM/G264560 (3717)   05746	Annual renewal Subscription 01/04/2023 - 31/03/2024	£ 10,699.30	£ 1,783.22	£ 8,916.08	P&F
6813 SE Tourism & Signage	18 Feb 2023	South West Signs	5834 (3620)   05616	To supply Dog Fouling signs (500 x 300mm aluminium composite)	£ 693.00	£ 115.50	£ 577.50	Service Delivery
6070 BA EMF Churchtown Cemetery Capital Works	20 Feb 2023	County Roadways	2828 (3792)   05667	New Parking Line Markings And Health And Safety Warning Markings	£ 960.00	£ 160.00	£ 800.00	Burial Authority
6412 GH Lift Service & Maintenance	21 Feb 2023	Otis Ltd	23009098/U1 (3716)   05711	Contractual Maintenance 01/03/2023 - 31/05/2023	£ 718.96	£ 119.83	£ 599.13	Guildhall
6402 GH Gas - Guildhall (6402)	21 Feb 2023	Laser - Guildhall Gas	G8666240 (3609)	Gas - 31/12/2022 to 31/01/2023	£ 817.42	£ 136.24	£ 681.18	Guildhall
6301 PF Stationery/Postage/Printing (6301)	24 Feb 2023	Deltor Creative Design & Print	45477 (3652)   05634	Printing and distribution of Pre-cept leaflets	£ 900.00	£ -	£ 900.00	P&F
6662 SNB HR Professional Fees	01 Mar 2023	Human Resources Support Consultancy	6704 (3659)   05694	HR Consultancy Services for work carried out during the month of February 2023	£ 780.00	£ 130.00	£ 650.00	Staffing - Personnel
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-001 (3779)   05730	Professional Fees - Week Commencing Monday 31st October 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-001 (3779)   05730	Professional Fees - Week Commencing Monday 7th November 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-001 (3779)   05730	Professional Fees - Week Commencing Monday 14th November 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-001 (3779)   05730	Professional Fees - Week Commencing Monday 21st November 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-001 (3779)   05730	Professional Fees - Week Commencing Monday 28th November 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-002 (3780)   05731	Professional Fees - Week Commencing Monday 5th December 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-002 (3780)   05731	Professional Fees - Week Commencing Monday 12th December 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-002 (3780)   05731	Professional Fees - Week Commencing Monday 19th December 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-002 (3780)   05731	Professional Fees - Week Commencing Monday 26th December 2022	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-003 (3796)   05771	Professional Fees - Week Commencing Monday 2nd January 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-003 (3796)   05771	Professional Fees - Week Commencing Monday 9th January 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-003 (3796)   05771	Professional Fees - Week Commencing Monday 16th January 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	01 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-003 (3796)   05771	Professional Fees - Week Commencing Monday 23rd January 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6902 LI Gas - Library	03 Mar 2023	Laser - Library Gas	G8662295 (3744)	Supply period: 31/12/2022 to 31/01/2023	£ 1,084.38	£ 180.73	£ 903.65	Library
6205 PF Insurance	03 Mar 2023	James Hallam Council Guard	522000887 (3715)   05719	Commercial Motor Insurance Renewal 2023/24	£ 2,569.00	£ -	£ 2,569.00	P&F
6618 ST Services Delivery Gross Pay	06 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-004 (3797)   05772	Professional Fees - Week Commencing Monday 30th January 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	06 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-004 (3797)   05772	Professional Fees - Week Commencing Monday 6th February 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	06 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-004 (3797)   05772	Professional Fees - Week Commencing Monday 13th February 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	06 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-004 (3797)   05772	Professional Fees - Week Commencing Monday 20th February 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6618 ST Services Delivery Gross Pay	06 Mar 2023	Shaun T. Webber & Associates	STW/STC/00323-004 (3797)   05772	Professional Fees - Week Commencing Monday 27th February 2023	£ 900.00	£ 150.00	£ 750.00	Staffing - Service Delivery
6676 ST Services Delivery Staff Training	08 Mar 2023	The Focus Training Group	INVNP205533 (3696)   05699	Testing And Inspecting Of Electrical Installations 5-Day Course Assistant Service Delivery Manager	£ 1,052.40	£ 175.40	£ 877.00	Staffing - Service Delivery
6220 PF Festival Fund	14 Mar 2023	Saltash Fair Committee	168/22/23 (3690)	Mayfair (Festival Fund) Minute No. 168/22/23	£ 3,000.00	£ -	£ 3,000.00	P&F
6572 SE EMF Festive Lights (6572)	15 Mar 2023	Pyramid Electrical Serv	INV-1572 (3665)   05609	Installation and take down of Christmas decorations in Saltash Fore Street	£ 3,300.00	£ 550.00	£ 2,750.00	Service Delivery
6572 SE EMF Festive Lights (6572)	15 Mar 2023	Pyramid Electrical Serv	INV-1573 (3713)   05701	Replace all lamps along Fore Street with warm white LED lamps, incl remove bunting and lift hire 4 nights	£ 1,920.00	£ 320.00	£ 1,600.00	Service Delivery
6572 SE EMF Festive Lights (6572)	15 Mar 2023	Pyramid Electrical Serv	INV-1573 (3713)   05701	Additional 4 nights for replacing/revving lamps for Christmas Decorations	£ 2,304.00	£ 384.00	£ 1,920.00	Service Delivery
6572 SE EMF Festive Lights (6572)	15 Mar 2023	Pyramid Electrical Serv	INV-1573 (3713)   05701	Purchase of 1500 lamps for Christmas Decorations	£ 3,240.00	£ 540.00	£ 2,700.00	Service Delivery
6303 PF Copier Maintenance	15 Mar 2023	PEAC Finance	006/24/0014889 (3714)	Photocopier Lease 26/04/2023 - 25/07/2023	£ 839.14	£ 139.86	£ 699.28	P&F
6902 LI Gas - Library	15 Mar 2023	Laser - Library Gas	G8672691 (3745)	Supply period: 31/01/2023 to 28/02/2023	£ 890.02	£ 148.34	£ 741.68	Library
6909 LI Boiler Service & Maintenance - Library	16 Mar 2023	Jackman SW Limited	32247 (3783)   05743	Service for Boiler in Library	£ 669.00	£ 111.50	£ 557.50	Library
6818 SA Professional Costs - Isambard House	18 Mar 2023	Kennall Consulting Ltd	66 (3695-A)   05721	Consultancy Services provided from August 2022 to March 2023	£ 1,991.46	£ 331.91	£ 1,659.55	Station
6281 PF EMF Town Vitality Funding Grant	31 Mar 2023	ARCHITECTURE BY STUDIO HIVE LIMITED	3044 (3698-A)   05726	Town Vitality Open Space Project Appointed Consultants for March	£ 13,774.00	£ 2,295.67	£ 11,478.33	P&F
6662 SNB HR Professional Fees	31 Mar 2023	Human Resources Support Consultancy	6732 (3782)   05754	HR Consultancy Services for work carried out during the month of March 2023	£ 780.00	£ 130.00	£ 650.00	Staffing - Personnel
					<b>£ 104,320.46</b>	<b>£ 13,152.10</b>	<b>£ 91,168.36</b>	