

**Saltash Town Council**  
Schedule of Payments over £500  
For the period 1 July 2023 to 30 September 2023

Account	Invoice Date	Contact	Reference	Description	Net	VAT	Gross	Invoice Total	Cost Centre
6662 ST PE HR Professional Fees	01 Jul 2023	HR Support Consultancy	6816 (4081)   05908	HR Services for work carried out during the month of June 2023	682.50	136.50	819.00	819.00	Staffing - Personnel
6220 PF Festival Fund	11 Jul 2023	Friends of Tincombe	45/23/24 (4092)	Festival Fund Project Grant - Community event in Tincombe - Minute No 45/23/24	639.90	0.00	639.90	639.90	P&F
6220 PF Festival Fund	11 Jul 2023	Saltash Music, Speech and Drama Festival	45/23/24 (4152)	Festival Fund Project Grant - Saltash Music, Speech and Drama Festival - Minute No 45/23/24	1,000.00	0.00	1,000.00	1,000.00	P&F
6403 GH Electricity - Guildhall	14 Jul 2023	Laser - Guildhall Electric	E8886574 (4231)	Electricity Charges - 01/03/2023 to 31/05/2023	1,244.36	248.87	1,493.23	1,493.23	Guildhall
6661 ST PF Finance Consultancy Fees	17 Jul 2023	Rosevale Accountants Ltd	01353 (4086)   05921	Professional Fees - Week Commencing 12th June 2023	1,218.00	243.60	1,461.60	5,776.80	P&F
6661 ST PF Finance Consultancy Fees	17 Jul 2023	Rosevale Accountants Ltd	01353 (4086)   05921	Professional Fees - Week Commencing 19th June 2023	1,334.00	266.80	1,600.80	5,776.80	P&F
6661 ST PF Finance Consultancy Fees	17 Jul 2023	Rosevale Accountants Ltd	01353 (4086)   05921	Professional Fees - Week Commencing 26th June 2023	841.00	168.20	1,009.20	5,776.80	P&F
6661 ST PF Finance Consultancy Fees	17 Jul 2023	Rosevale Accountants Ltd	01353 (4086)   05921	Professional Fees - Week Commencing 3rd July 2023	783.00	156.60	939.60	5,776.80	P&F
6661 ST PF Finance Consultancy Fees	17 Jul 2023	Rosevale Accountants Ltd	01353 (4086)   05921	Professional Fees - Week Commencing 10th July 2023	638.00	127.60	765.60	5,776.80	P&F
6210 PF Community Chest	17 Jul 2023	Saltash Radio	45/23/24 (4124)	Community chest Grant - Community Radio Station in Saltash	500.00	0.00	500.00	500.00	P&F
6661 ST PF Finance Consultancy Fees	24 Jul 2023	Rosevale Accountants Ltd	01354 (4106)   05946	Professional Fees - Week Commencing 17th July 2023	551.00	110.20	661.20	661.20	P&F
6281 PF EMF Town Vitality Funding Grant	28 Jul 2023	Architecture By Studio Hive Limited	3055 (3698-E)   05726	Town Vitality Open Space Project Appointed Consultants July Payment	11,478.33	2,295.67	13,774.00	13,774.00	P&F
6306 PF IT Maintenance	29 Jul 2023	SOS Consultancy	INV-14283 (4115)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,513.04	P&F
6661 ST PF Finance Consultancy Fees	31 Jul 2023	Rosevale Accountants Ltd	01366 (4175)   06002	Professional Fees - Week Commencing 24th July 2023	638.00	127.60	765.60	765.60	Staffing - P&F
6224 PF Professional Costs	31 Jul 2023	Barron Surveying Services Ltd	INV-6650 (4182)   05971	The Guildhall Building - tender oversight, queries, analysis and report.	500.00	100.00	600.00	600.00	P&F
5190 Saltash Revitalisation Grant - Expenditure	31 Jul 2023	John Grimes Partnership Ltd	25294 (4189)   05972	Waterfront Revitalization Study work undertaken between 1 April 2022 to 31 May 2023.	2,860.00	572.00	3,432.00	3,432.00	
6213 PF Councillor Training & Expenses	01 Aug 2023	HR Support Consultancy	6847 (4125)   05938	Members of the Personnel Committee, Chairman of the Town Council and the Town Clerk - Employment Law Training on Wednesday 26th July 2023 delivered by HR Support Consultancy.	450.00	90.00	540.00	540.00	P&F
6662 ST PE HR Professional Fees	01 Aug 2023	HR Support Consultancy	6846 (4156)   05975	HR Services for work carried out during the month of July 2023	682.50	136.50	819.00	819.00	Staffing - Personnel
6661 ST PF Finance Consultancy Fees	07 Aug 2023	Rosevale Accountants Ltd	01367 (4176)   06003	Professional Fees - Week Commencing 31st July 2023	754.00	150.80	904.80	904.80	Staffing - P&F
6910 LI General Repairs & Maintenance - Library	11 Aug 2023	Southwest Industrial Doors & Automation Ltd	INV-12595 (4171)   05894	Repair of Library Hub main front doors	1,258.61	251.72	1,510.33	1,510.33	Library
6661 ST PF Finance Consultancy Fees	14 Aug 2023	Rosevale Accountants Ltd	01368 (4177)   06004	Professional Fees - Week Commencing 7th August 2023	899.00	179.80	1,078.80	1,078.80	Staffing - P&F
6227 PF Town Speakers PRS Licence	21 Aug 2023	PPL PRS Ltd.	SIN2476380 (4251)   06013	Additional Charges required for events taken place during license period and Credits for Unneeded Charges from Original 2022/23 PRS/PPL Usage Summary/ License	1,180.00	236.00	1,416.00	461.52	P&F
6661 ST PF Finance Consultancy Fees	21 Aug 2023	Rosevale Accountants Ltd	01381 (4278)   06044	Professional Fees - Week Commencing 14th August 2023	493.00	98.60	591.60	591.60	Staffing - P&F
6412 GH Lift Service & Maintenance	24 Aug 2023	Otis Ltd	23049017/U1 (4310)   06062	Contractual Maintenance carried out as per contract for the Guildhall lift - Maintenance Period: 01/09/2023 - 30/11-2023.	671.04	134.21	805.25	805.25	Guildhall
6471 SE EMF Heritage Centre	24 Aug 2023	Construction Management Services	INV-0425 (4270)   05988	Replacement of Gutters, Testing of Water joints and replacement Canopy roof sheets at Saltash Heritage Museum	1,472.50	294.50	1,767.00	1,767.00	Service Delivery
6306 PF IT Maintenance	29 Aug 2023	SOS Consultancy	INV-14438 (4201)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,513.04	P&F
6281 PF EMF Town Vitality Funding Grant	30 Aug 2023	Architecture By Studio Hive Limited	3058 (3698-F)   05726	Town Vitality Open Space Project Appointed Consultants August Payment	11,478.33	2,295.67	13,774.00	13,915.12	P&F
6222 PF Commissioning Youth Work	30 Aug 2023	The Core (THECORE)	INV-0720 (4009-B)   05841	Delivery of Professional Youth Work in Saltash 2023-24 - 2nd payment September	9,979.34	0.00	9,979.34	9,979.34	P&F
6662 ST PE HR Professional Fees	01 Sep 2023	HR Support Consultancy	6872 (4375)   06061	HR Services for work carried out during the month of August 2023	682.50	136.50	819.00	819.00	Staffing - Personnel
6661 ST PF Finance Consultancy Fees	04 Sep 2023	Rosevale Accountants Ltd	01385 (4313)   06080	Professional Fees - Week Commencing 28th August 2023	754.00	150.80	904.80	904.80	Staffing - P&F
6661 ST PF Finance Consultancy Fees	11 Sep 2023	Rosevale Accountants Ltd	01386 (4315)   06081	Professional Fees - Week Commencing 4th September 2023	783.00	156.60	939.60	939.60	P&F
6224 PF Professional Costs	12 Sep 2023	Breakthrough Communications	INV-20210806 (4328)   06093	Annual Subscription - Council Hive Premium Service 01/10/23 - 30/09/24	1,997.00	399.40	2,396.40	2,396.40	P&F
6303 PF Copier Maintenance	14 Sep 2023	PEAC Finance	006/24/0080723 (4284)	Photocopier Lease 26/10/2023 - 25/01/2024	649.28	129.86	779.14	779.14	P&F
6403 GH Electricity - Guildhall	15 Sep 2023	Laser - Guildhall Electric	E8968105 (4420)	Electricity Charges - 01/03/2023 to 31/05/2023	1,230.27	246.05	1,476.32	1,476.32	Guildhall
6403 GH Electricity - Guildhall	15 Sep 2023	Laser - Guildhall Electric	E8968057 (4419)	Electricity Charges - 01/06/2023 to 31/08/2023	1,018.84	203.77	1,222.61	1,222.61	Guildhall
6903 LI Electricity - Library	15 Sep 2023	Laser - Library Electric	E8967997 (4593)	Electricity Charges - 01/06/2023 to 31/08/2023	826.57	41.33	867.90	867.90	Library
6205 PF Insurance	17 Sep 2023	Zurich Municipal	527006481 (4382)	Insurance Policy YLL-2720862183 10/10/2023-09/10/2023	9,154.48	0.00	9,154.48	11,023.40	P&F
6205 PF Insurance	17 Sep 2023	Zurich Municipal	527006481 (4382)	Inspection Contract	641.98	128.40	770.38	11,023.40	P&F
6205 PF Insurance	17 Sep 2023	Zurich Municipal	527006481 (4382)	Insurance Premium Tax (IPT) @ prevailing rate	1,098.54	0.00	1,098.54	11,023.40	P&F
6910 LI General Repairs & Maintenance - Library	28 Sep 2023	Entry Group	INV-13074 (4333)   06025	Repair to Library front doors including labour and parts	2,524.59	504.92	3,029.51	3,029.51	Library
6306 PF IT Maintenance	29 Sep 2023	SOS Consultancy	INV-14608 (4345)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,513.04	P&F
6201 PF Audit	29 Sep 2023	BDO LLP	INV-00431534 (4373)   06106	Limited assurance review for the year end 31st march 2023 by STC external auditors BDO.	2,100.00	420.00	2,520.00	2,520.00	P&F
6674 ST SE Services Delivery - Mobiles	30 Sep 2023	SOS Consultancy	INV-14507 (4627)   06034	Mobile Device Management Subscription for 8 Town Council owned devices for a three year subscription	440.00	88.00	528.00	1,008.00	Service Delivery
6208 PF Subscriptions	30 Sep 2023	SOS Consultancy	INV-14527 (4394)   06112	PDF Software licenses for 10 Saltash Town Council Employees	1,440.00	288.00	1,728.00	1,728.00	P&F
					<b>81,156.08</b>	<b>11,632.80</b>	<b>92,788.88</b>		