

Saltash Town Council									
Payable Invoice Detail									
For the period 1 October 2024 to 31 December 2024									
Account	Invoice Date	Contact	Reference	Description	Net	VAT	Gross	Invoice Total	Cost Centre
6676 ST PE Staff Training (Service Delivery)	01 Oct 2024	Institute of Cemetery & Crematorium Management	18485 (5773) 06820	Management of Memorials - Inspection Workshop course - Four Service Delivery staff members	620.00	124.00	744.00	744.00	Staffing - Personnel
6592 SE EMF Pilmere Play Parks	01 Oct 2024	Creative Play UK	29961 (5791-B) 06802	Honeysuckle Close and Grassmere Way Play Park Improvement works under the CIL 3rd Round of Awarded Funds	70,800.00	14,160.00	84,960.00	84,960.00	Service Delivery
6531 SE Public Toilet Commercial Cleaning	01 Oct 2024	Minster Cleaning (South West Commercial Cleaning Ltd)	101737 (5931) 07072	Opening, closing and cleaning of Saltash Town Council toilet blocks for October 2024	2,497.95	499.59	2,997.54	2,997.54	Service Delivery
6210 PF Community Chest	02 Oct 2024	Girlguiding Saltash District	Community Chest Grant 70/24/25 (5796)	Community Chest Grant for Kitchen Build and Refit - 70/24/25	1,000.00	0.00	1,000.00	1,000.00	P&F
6592 SE EMF Pilmere Play Parks	03 Oct 2024	Creative Play UK	29981 (5791-A) 06802	Honeysuckle Close and Grassmere Way Play Park Improvement works under the CIL 3rd Round of Awarded Funds Invoice	24,155.00	4,831.00	28,986.00	28,986.00	Service Delivery
6971 LI EMF Saltash Library Property Refurbishment	05 Oct 2024	Zurich Municipal	537849764 (5794)	Additional Insurance coverage for Playparks 10/10/2024 - 09/10/2025	1,280.74	0.00	1,280.74	1,434.43	Library
6972 LI EMF Library Equipment & Furniture	08 Oct 2024	Furniture@Work	INV0631236 (5828) 06984	Nucleus Library Book Display With Seating Combination 1 - Display shelving Blue.	1,227.00	245.40	1,472.40	1,472.40	Library
6214 PF Health & Safety	11 Oct 2024	Hygiene 2 Health Ltd	INV-3104 (5835) 06878	Saltash Town Council Health & Safety Annual Audit.	650.00	130.00	780.00	780.00	P&F
6224 PF Professional Costs	14 Oct 2024	Barron Surveying Services Ltd	INV-6993 (5847) 06987	Report for cost for internal and external decoration work to the following Town Council premises: Maurice Huggins, The Guildhall, The Library , Isambard House, Longstone Depot/Garage/Store Room and Heritage Building	1,500.00	300.00	1,800.00	1,800.00	P&F
6282 PF EMF Funding Bids (Consultancy Fees)	17 Oct 2024	Mel Richardson Consultancy	CIL 3 (5848) 06759	CIL 3rd round play areas (Honeysuckle and Grassmere Way) consultation work.	4,000.00	0.00	4,000.00	4,000.00	P&F
6220 PF Festival Fund	17 Oct 2024	Saltash Music, Speech and Drama Festival	Festival Fund Grant 71/24/25 (5837)	Saltash Music, Speech and Drama Festival - Festival Fund Project Grant - 71/24/25	1,000.00	0.00	1,000.00	1,000.00	P&F
6206 PF Youth Council	17 Oct 2024	Saltash Youth Network	001/2024 (5877) 07088	Award of Precept Funding to be distributed to Saltash and district Youth Groups and young individuals in accordance with the Constitution, Rules and aims of the Saltash Town Youth Council	4,726.00	0.00	4,726.00	4,726.00	P&F
6580 SE EMF Public Toilets (Capital Works)	17 Oct 2024	Barron Surveying Services Ltd	INV-6997 (5878) 07080	To develop outline project budget for redeveloping Waterside toilets and shed buildings	450.00	90.00	540.00	540.00	Service Delivery
6224 PF Professional Costs	17 Oct 2024	Barron Surveying Services Ltd	INV-6996 (5941) 07141	Saltash Town Council - Heritage Building - inspection of rear elevation and rear tenement elevations and preparation of a scope of works	500.00	100.00	600.00	600.00	P&F
6903 LI Electricity - Library	18 Oct 2024	Laser - Library Electric	E9588558 (6338)	Electricity Charges - 01/06/2024 to 31/08/2024	1,131.72	226.34	1,358.06	1,358.06	Library
6572 SE EMF Festive Lights	21 Oct 2024	The Festive Lighting Company Ltd	INV-0524 (5885) 07032	Festoon Lighting display	3,229.00	645.80	3,874.80	4,174.80	Service Delivery
6803 SA Electricity - Isambard House	22 Oct 2024	EON	KI-7A03B98B-0039 (5850)	Electricity Charges - 13/09/2024 - 16/10/2024	507.52	25.38	532.90	532.90	Station
6500 SE Tree Survey and Tree Maintenance	23 Oct 2024	Robert Mcneil	RSM261 (5952) 07111	Tree survey for Pillmere and updates on other sites in Saltash	2,000.00	0.00	2,000.00	2,000.00	Service Delivery
6222 PF Commissioning Youth Work	25 Oct 2024	Livewire Youth Music Project	LW829 (5409-B) 06733	Delivery of Professional Youth Work - 2nd Instalment	9,844.83	0.00	9,844.83	9,844.83	P&F
6306 PF IT Maintenance	29 Oct 2024	SOS Consultancy	INV-16814 (5889)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,594.88	P&F
6662 ST PE HR Professional Fees	31 Oct 2024	HR Support Consultancy	7249 (5976) 07144	HR Services for work carried out during the month of October 2024	723.45	144.69	868.14	868.14	Staffing - Personnel
6014 BA Cemetery Software Subscription	01 Nov 2024	Starboard Systems Ltd t/a Scribe Accounts	INV-7375 (5984-B) 06680	12 month subscription to be paid upfront for provisions of Cloud Based Cemetery Software	660.00	132.00	792.00	792.00	Burial Authority
6531 SE Public Toilet Commercial Cleaning	01 Nov 2024	Minster Cleaning (South West Commercial Cleaning Ltd)	101819 (6026) 07200	Opening, closing and cleaning of Saltash Town Council toilet blocks for November 2024	2,497.95	499.59	2,997.54	2,997.54	Service Delivery
6473 SA EMF Station Building (Purchase & Capital Works)	05 Nov 2024	South West Surfacing Specialists Ltd	INV-0059 (6011-A) 07172	Resurfacing of Isambard House Car Park - Interim Payment	12,750.00	2,550.00	15,300.00	15,300.00	Station
6572 SE EMF Festive Lights	05 Nov 2024	Denmans	420819952 (5956-B) 07127	Festoon Light Bulbs (Made In UK Brand) For Union Inn Pub Side Festoon Lighting	592.50	118.50	711.00	711.00	Service Delivery
6676 ST PE Staff Training (Service Delivery)	06 Nov 2024	SSG Training & Consultancy	INV-9746 (6204-A) 07136	IOSH Managing Safely 3 day online training course for Service Delivery Manager to attend	645.00	129.00	774.00	774.00	Staffing - Personnel
6582 SE EMF Town War Memorial	11 Nov 2024	Imagine Stone Limited	INV0110 (5655-B) 06932	2 Granite memorial benches with concrete plinths and installation - second payment due upon completion.	7,270.00	0.00	7,270.00	7,270.00	Service Delivery
6972 LI EMF Library Equipment & Furniture	13 Nov 2024	Sovereign Fire and Security Ltd	9010775 (5981) 07040	Supply and install new CCTV power supplies. re-cable mezzanine camera and get system fully functional	678.06	135.61	813.67	813.67	Library
6572 SE EMF Festive Lights	14 Nov 2024	Mike Harding Lighting Solutions Ltd	3846 (5986-A) 07030	Installation and removal of Christmas lighting	3,550.00	710.00	4,260.00	4,260.00	Service Delivery
6694 ST PF EMF Staff Contingency (P&F)	22 Nov 2024	Pertemps Recruitment	371p331275 (6054-A) 07174	Admin officer Pertemps staffing hours 29/5 Week Commencing 18/11/2024	662.28	132.46	794.74	794.74	Staffing - Personnel
6412 GH Lift Service & Maintenance	22 Nov 2024	Otis Ltd	24069161/U1 (6093)	Contractual Maintenance carried out as per contract at the Guildhall - Maintenance Period: 01/12/2024 - 28/02/2025	720.00	144.00	864.00	864.00	Guildhall
6205 PF Insurance	22 Nov 2024	James Hallam Council Guard	539308356 (6056) 07227	Pontoon insurance from 14/12/2024 - 13/12/2025	2,410.62	0.00	2,410.62	2,769.89	P&F
6306 PF IT Maintenance	29 Nov 2024	SOS Consultancy	INV-17012 (6019)	Office 365 Business Premium - Monthly Fee	547.80	109.56	657.36	1,635.76	P&F
6694 ST PF EMF Staff Contingency (P&F)	29 Nov 2024	Pertemps Recruitment	371p331386 (6054-B) 07174	Admin officer Pertemps staffing hours Week Commencing 25/11/2024	830.65	166.13	996.78	996.78	Staffing - Personnel
6370 PF EMF Computer Equipment Renewal	30 Nov 2024	SOS Consultancy	INV-16938 (6030) 07155	Dell 15" business laptop for Admin Officer	685.00	137.00	822.00	1,413.60	P&F
6662 ST PE HR Professional Fees	30 Nov 2024	HR Support Consultancy	7273 (6055) 07226	HR Services for work carried out during the month of November 2024	723.45	144.69	868.14	868.14	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Dec 2024	Minster Cleaning (South West Commercial Cleaning Ltd)	101913 (6152-A) 07220	Opening, closing and cleaning of Saltash Town Council toilet blocks for December 2024	2,497.95	499.59	2,997.54	2,997.54	Service Delivery
6201 PF Audit	03 Dec 2024	Hudson Accounting Ltd	812 (6289) 07363	2024/25 Interim Audit	600.00	0.00	600.00	600.00	P&F
6694 ST PF EMF Staff Contingency (P&F)	06 Dec 2024	Pertemps Recruitment	371p331492 (6161) 07242	Admin officer Pertemps staffing hours Week Commencing 02/12/2024	634.21	126.84	761.05	761.05	Staffing - Personnel
6506 SE Grounds Maintenance & Watering	10 Dec 2024	Tartendown Nursery	5872 (6188) 07290	Plants for winter bedding	730.00	146.00	876.00	1,176.00	Service Delivery
6694 ST PF EMF Staff Contingency (P&F)	13 Dec 2024	Pertemps Recruitment	371p331617 (6213-A) 07258	Admin officer Pertemps staffing hours Week Commencing 09/12/2024	752.08	150.42	902.50	902.50	Staffing - Personnel
6303 PF Copier Maintenance	15 Dec 2024	PEAC Finance	006/25/0127183 (6089)	Photocopier Lease 26/01/2025 - 25/04/2025	649.28	129.86	779.14	779.14	P&F
6903 LI Electricity - Library	17 Dec 2024	Laser - Library Electric	E9683377 (6261)	Electricity Charges - 01/09/2024 to 30/11/2024	908.04	181.61	1,089.65	1,089.65	Library
6403 GH Electricity - Guildhall	17 Dec 2024	Laser -Guildhall Electric	E9683385 (6342)	Electricity Charges - 01/09/2024 to 30/11/2024	1,260.72	252.14	1,512.86	1,512.86	Guildhall
6500 SE Tree Survey and Tree Maintenance	20 Dec 2024	Robert Mcneil	RSM265 (6131) 07263	Tree works at Pillmere requiring 2 climbers and a MEWP as follows: * Tree reduction of Large Willows and Alder at the Gallops in Pilmere. * Removal of 3 x dead Ash trees at Grassmere way Pilmere * Reduction of extended lateral limbs of Mature Ash trees at the bottom of Meadow drive where it is over the public footpath * Small tree pruning job on the top of North road	1,000.00	0.00	1,000.00	1,000.00	Service Delivery
6205 PF Insurance	20 Dec 2024	Clear Insurance Management Ltd (Prev. BHIB Insurance Brokers)	540174739 (6162) 07273	Renewal of cyber liability effective Cyber insurance effective date 21/12/2024 to 20/12/2025	1,174.00	0.00	1,174.00	1,434.88	P&F
6473 SA EMF Station Building (Purchase & Capital Works)	20 Dec 2024	South West Surfacing Specialists Ltd	INV-0064 (6011-B) 07172	Resurfacing of Isambard House Car Park - Remainder of PO value	8,250.00	1,650.00	9,900.00	9,900.00	Station
6306 PF IT Maintenance	29 Dec 2024	SOS Consultancy	INV-17176 (6154)	Office 365 Business Premium - Monthly Fee	547.80	109.56	657.36	1,648.67	P&F
6662 ST PE HR Professional Fees	31 Dec 2024	HR Support Consultancy	7300 (6219) 07293	HR Services for work carried out during the month of December 2024	723.45	144.69	868.14	868.14	Staffing - Personnel
					187,323.59	30,127.36	217,450.95		