

Saltash Town Council Payable Invoice Detail over £500 For the period 1 January 2025 to 31 March 2025									
Account	Invoice Date	Contact	Reference	Description	Net	VAT	Gross	Invoice Total	Cost Centre
6531 SE Public Toilet Commercial Cleaning	01 Jan 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102014 (6275) 07278	Opening, closing and cleaning of Saltash Town Council toilet blocks for January 2025	2,914.25	582.85	3,497.10	3,497.10	Service Delivery
6305 PF Finance Software	01 Jan 2025	Zahara Systems	INV-6752 (6176) 07280	Zahara Business Edition Annual Subscription Renewal 14/01/2025 - 13/01/2026	2,395.00	479.00	2,874.00	2,442.90	P&F
6281 PF EMF Town Vitality Funding Grant	04 Jan 2025	Diverse Events	MO10693 (6203) 07257	To deliver the planning, delivery, onsite management and road closures for 6 Street Markets with 17 market traders	11,414.84	0.00	11,414.84	11,414.84	P&F
6281 PF EMF Town Vitality Funding Grant	11 Jan 2025	Mel Richardson Consultancy	Open Space Delivery 2 (6210) 07103	Town Vitality TDF and TAF Funding works - Open space for markets/improved greening in Fore Street	4,000.00	0.00	4,000.00	4,000.00	P&F
6222 PF Commissioning Youth Work	13 Jan 2025	The Core (THECORE)	INV-0925 (5330-C) 06732	Delivery of Professional Youth Work - Instalment 3 - January 2025	9,844.84	0.00	9,844.84	9,844.84	P&F
6402 GH Gas - Guildhall	14 Jan 2025	Laser - Guildhall Gas	G9711476 (6348)	Gas Charges - 30/11/2024 to 31/12/2024	434.56	86.91	521.47	521.47	Guildhall
6572 SE EMF Festive Lights	15 Jan 2025	Mike Harding Lighting Solutions Ltd	3847 (5986-B) 07030	Installation and removal of Christmas lighting	3,550.00	710.00	4,260.00	4,260.00	Service Delivery
6903 LI Electricity - Library	16 Jan 2025	Laser - Library Electric	E9704334 (6266)	Electricity Charges - 01/09/2024 to 30/11/2024	749.78	37.49	787.27	787.27	Library
6694 ST PF EMF Staff Contingency (P&F)	16 Jan 2025	Hays Specialist Recruitment Ltd	1013977333 (6272) 07294	Admin officer Staffing hours - Week Commencing 06/01/2025	714.80	142.96	857.76	857.76	Staffing - Personnel
6530 SE Allotment Software Subscription	23 Jan 2025	Starboard Systems Ltd t/a Scribe Accounts	INV-8572 (6244) 07343	Scribe Allotments Subscription Fee (2025)	420.00	84.00	504.00	504.00	Service Delivery
6306 PF IT Maintenance	29 Jan 2025	SOS Consultancy	INV-17354 (6250)	Office 365 Business Premium - Monthly Fee	547.80	109.56	657.36	1,648.67	P&F
6370 PF EMF Computer & Office Equipment Renewal	30 Jan 2025	SOS Consultancy	INV-17295 (6278) 07311	Business Laptop for Communications and Engagement Officer	685.00	137.00	822.00	1,423.80	P&F
6470 GH EMF Guildhall Maintenance	31 Jan 2025	Security Management South West Ltd	2039374 (6290) 07366	Annual keyholding charge for out of hours monitoring for the following sites: Guildhall, Isambard House, Longstone Depot, Maurice Huggins Room, Saltash Library, STC Waterside Office & Churchtown Cemetery.	1,166.41	233.28	1,399.69	1,399.69	Guildhall
6301 PF Stationery/Postage/Printing	31 Jan 2025	Different View Photography	INV-1275 (6307) 07341	Photography of the Town Council assets to use in the portfolios, promotion of the Town and for historical reference;	500.00	0.00	500.00	785.00	P&F
6662 ST PE HR Professional Fees	31 Jan 2025	HR Support Consultancy	7326 (6366) 07372	HR Services for work carried out during the month of January 2025	723.45	144.69	868.14	1,048.14	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Feb 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102098 (6389) 07362	Opening, closing and cleaning of Saltash Town Council toilet blocks for February 2025	2,914.25	582.85	3,497.10	3,497.10	Service Delivery
6803 SA Electricity - Isambard House	03 Feb 2025	EON	KI-7A03B98B-0043 (6285)	Electricity Charges - 1st January 2025 - 31st January 2025	564.79	112.96	677.75	677.75	Station
6694 ST PF EMF Staff Contingency (P&F)	11 Feb 2025	Reed Specialist Recruitment Ltd	CI-02-10778400 (6367) 07357	Admin officer Staffing hours - Week Commencing 04/02/2025	837.00	167.40	1,004.40	1,004.40	Staffing - Personnel
6402 GH Gas - Guildhall	13 Feb 2025	Laser - Guildhall Gas	G9752176 (6372)	Gas Charges - 31/12/2024 to 31/01/2025	485.17	97.03	582.20	582.20	Guildhall
6524 SE Vehicle Maintenance and Repair Costs	17 Feb 2025	Richard Ough's Motor Services	17/02/2025 (6319) 07388	MOT and repairs work to Service Delivery Work Van	777.50	155.50	933.00	991.60	Service Delivery
6694 ST PF EMF Staff Contingency (P&F)	17 Feb 2025	Reed Specialist Recruitment Ltd	CI-02-10798549 (6368) 07407	Admin officer Staffing hours - Week Commencing 10/02/2025	1,032.30	206.46	1,238.76	1,238.76	Staffing - Personnel
6473 SA EMF Station Building (Purchase & Capital Works)	18 Feb 2025	South West Surfacing Specialists Ltd	INV-0072 (6312) 07408	Purchase and installation of crash barrier and Cornish bollards as part of the Isambard House car park refurbishment work	4,500.00	900.00	5,400.00	5,400.00	Station
6515 SE Festive Lights Maintenance & Electricity	24 Feb 2025	CEF Plymouth Central	PLC/444292 (6369) 07406	Replacement Bulb for Pontoon	620.00	124.00	744.00	744.00	Service Delivery
6902 LI Gas - Library	25 Feb 2025	Laser - Library Gas	G9784237 (6379)	Gas Charges - 31/12/2024 to 31/01/2025	451.84	90.37	542.21	542.21	Library
6412 GH Lift Service & Maintenance	25 Feb 2025	Otis Ltd	25009792/U1 (6409)	Contractual Maintenance on Guildhall Lift 01/03/2025 - 31/05/2025	720.00	144.00	864.00	864.00	Guildhall
6694 ST PF EMF Staff Contingency (P&F)	25 Feb 2025	Reed Specialist Recruitment Ltd	CI-02-10820540 (6386) 07426	Admin officer Staffing hours - Week Commencing 17/02/2025	1,032.30	206.46	1,238.76	1,238.76	Staffing - Personnel
6584 SE EMF Pontoon Maintenance Costs	27 Feb 2025	Voyager Marine Ltd	INV-0936 (6528) 07405	Phase 1 Works to Jubilee Pontoon - Damage and Repair Work	26,450.00	5,290.00	31,740.00	31,740.00	Service Delivery
6306 PF IT Maintenance	28 Feb 2025	SOS Consultancy	INV-17616 (6384)	Office 365 Business Premium - Monthly Fee	566.06	113.21	679.27	1,679.23	P&F
6662 ST PE HR Professional Fees	28 Feb 2025	HR Support Consultancy	7353 (6429) 07445	HR Services for work carried out during the month of February 2025	723.45	144.69	868.14	868.14	Staffing - Personnel
6676 ST PE Staff Training (Service Delivery)	01 Mar 2025	The Focus Training Group	23728 (6476) 07466	City and Guilds 2346 Electrotechnical Experienced Worker Level 3 For ASDM	1,043.00	208.60	1,251.60	1,251.60	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Mar 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102187 (6511) 07443	Opening, closing and cleaning of Saltash Town Council toilet blocks for March 2025	2,914.25	582.85	3,497.10	3,497.10	Service Delivery
6409 GH Boiler Service & Maintenance	03 Mar 2025	Jackman SW Limited	34325 (6398) 07381	Replace Failed 80Litre Expansion Vessel On The Central Heating System	618.00	123.60	741.60	741.60	Guildhall
6694 ST PF EMF Staff Contingency (P&F)	03 Mar 2025	Reed Specialist Recruitment Ltd	CI-02-10834547 (6425) 07441	Admin officer Staffing hours 37 hours Week Commencing 24/02/2025	1,004.40	200.88	1,205.28	1,205.28	Staffing - Personnel
6803 SA Electricity - Isambard House	04 Mar 2025	EON	KI-7A03B98B-0044 (6390)	Electricity Charges - 1st February 2025 - 28th February 2025	531.35	106.27	637.62	637.62	Station
6205 PF Insurance	05 Mar 2025	James Hallam Council Guard	542295007 (6426) 07447	Commercial Motor insurance from 06/03/2025 - 05/03/2026	2,140.00	0.00	2,140.00	2,456.80	P&F
6224 PF Professional Costs	07 Mar 2025	Barron Surveying Services Ltd	INV-7055 (6430) 07425	Scope of works for external repair and painting of the front elevation of the Heritage Building.	650.00	130.00	780.00	1,030.00	P&F
6470 GH EMF Guildhall Maintenance	07 Mar 2025	Jones Building Group	CSI04494 / 6746 (5498-C) 06068	Retention for the external repairs and redecoration works to the Guildhall Building	1,908.56	381.71	2,290.27	2,290.27	Guildhall
6301 PF Stationery/Postage/Printing	10 Mar 2025	Fernbank advertising	28920 (6473) 07487	For the production of the precept design for print and publication in Saltash bus stops	506.00	101.20	607.20	607.20	P&F
6694 ST PF EMF Staff Contingency (P&F)	10 Mar 2025	Reed Specialist Recruitment Ltd	CI-02-10865731 (6466) 07461	Admin officer Staffing hours - Week Commencing 03/03/2025	990.45	198.09	1,188.54	1,188.54	Staffing - Personnel
6272 PF EMF Robes & Civic Regalia	11 Mar 2025	Michael Spiers	512 (6438) 07342	Cleaning and polishing the Civic Regalia	1,000.00	200.00	1,200.00	1,200.00	P&F
6208 PF Subscriptions	12 Mar 2025	Civica - Modern.Gov	C/MG325576 (6432) 07284	Annual charge for Civica software commencing 01/04/2025 - 31/03/2026	10,399.33	2,079.87	12,479.20	12,479.20	P&F
6402 GH Gas - Guildhall	13 Mar 2025	Laser - Guildhall Gas	G9796473 (6518)	Gas Charges - 31/01/2025 to 28/02/2025	430.56	86.11	516.67	516.67	Guildhall
6303 PF Copier Maintenance	15 Mar 2025	PEAC Finance	006/26/0015595 (6451)	Photocopier Lease 26/04/2025 - 25/07/2025	699.28	139.86	839.14	839.14	P&F
6694 ST PF EMF Staff Contingency (P&F)	17 Mar 2025	Reed Specialist Recruitment Ltd	CI-02-10890135 (6465) 07484	Admin officer Staffing hours - Week Commencing 10/03/2025	1,032.30	206.46	1,238.76	1,238.76	Staffing - Personnel
6281 PF EMF Town Vitality Funding Grant	17 Mar 2025	Meristem Design Ltd	INV-3700 (6453-A) 07353	Fore Steet Public Realm Project Saltash, Cornwall - 50% Initial Deposit	29,444.00	5,888.80	35,332.80	35,332.80	P&F
6403 GH Electricity - Guildhall	17 Mar 2025	Laser - Guildhall Electric	E9810755 (6520)	Electricity Charges - 01/12/2024 to 28/02/2025	1,320.58	264.12	1,584.70	1,584.70	Guildhall
7103 LO Electricity - Longstone	17 Mar 2025	Laser - Longstone Park Depo	E9810763 (6522)	Electricity Charges - 01/12/2024 to 28/02/2025	528.94	26.45	555.39	555.39	Longstone
6903 LI Electricity - Library	17 Mar 2025	Laser - Library Electric	E9810780 (6523)	Electricity Charges - 01/12/2024 to 28/02/202	760.97	152.19	913.16	913.16	Library
6281 PF EMF Town Vitality Funding Grant	20 Mar 2025	The Urbanist	INV-7966 (6475-A) 07468	To support Saltash Town Council/Town Team with the Fore Street greening and wayfinding project	4,925.00	985.00	5,910.00	4,969.68	P&F
6301 PF Stationery/Postage/Printing	20 Mar 2025	Saltash & District Observer	19464 (6504) 07488	Production of a two page spread for the Precept design in the Observer.	1,500.00	0.00	1,500.00	1,500.00	P&F
6694 ST PF EMF Staff Contingency (P&F)	24 Mar 2025	Reed Specialist Recruitment Ltd	CI-02-10911562 (6535) 07497	Admin officer Staffing hours - Week Commencing 17/03/2025	1,032.30	206.46	1,238.76	1,238.76	Staffing - Personnel
6306 PF IT Maintenance	28 Mar 2025	SOS Consultancy	INV-17696 (6502)	Office 365 Business Premium - Monthly Fee	566.06	113.21	679.27	1,679.23	P&F

Account	Invoice Date	Contact	Reference	Description	Net	VAT	Gross	Invoice Total	Cost Centre
6694 ST PF EMF Staff Contingency (P&F)	28 Mar 2025	Reed Specialist Recruitment Ltd	CI-02-10927179 (6536) 07504	Admin officer Staffing hours - Week Commencing 24/03/2025	1,032.30	206.46	1,238.76	1,238.76	Staffing - Personnel
6971 LI EMF Saltash Library Property Refurbishment	31 Mar 2025	Bailey Partnership (Group) Ltd	SD113890 (6537) 06273	For the appointment of principle designer for building regs approval for Library Hub Windows refurbishment	3,450.00	690.00	4,140.00	4,140.00	Library
6662 ST PE HR Professional Fees	31 Mar 2025	HR Support Consultancy	7376 (6539) 07509	HR Services for work carried out during the month of March 2025	723.45	144.69	868.14	1,048.14	Staffing - Personnel
					152,886.47	24,505.55	177,392.02		