Saltash Town Council

Saltash Town Council

For the period 1 April 2025 to 30 June 2025

Account	Invoice Date	Contact	Reference	Description	Net	VAT	Gross	Invoice Total	Cost Centre
6900 LI Rates - Library	01 Apr 2025	Cornwall Council Rates Only	802715751 (6542)	Non Domestic Rates 2025-2026 - Saltash Library	13,098.75	0.00	13,098.75	13,098.75	Library
6800 SA Rates - Isambard House	01 Apr 2025	Cornwall Council Rates Only	802670486 (6541)	Non Domestic Rates 2025-2026 - Station Building	3,842.30	0.00	3,842.30	3,842.30	Station
6400 GH Rates - Guildhall	01 Apr 2025	Cornwall Council Rates Only	800092122 (6544)	Non Domestic Rates 2025/26 - Guildhall	10,728.50	0.00	10,728.50	10,728.50	Guildhall
6971 LI EMF Saltash Library Property Refurbishment	01 Apr 2025	Credit Card Purchases	BDC004 (6562) | 07526	Buildings Inspection Fee for Replacement of existing curtain wall glazing, windows and externa	500.00	100.00	600.00	600.00	Library
6220 PF Festival Fund	01 Apr 2025	Saltash May Fair Committee (SALTMAYF)	Festival Fund 160/24/25 (6571)	Mayfair (Festival Fund) Minute No. 160/24/25	5,000.00	0.00	5,000.00	5,000.00	P&F
6210 PF Community Chest	01 Apr 2025	Sue Hooper Charitable Foundation	Community Chest Grant 159/24/25 (	Community chest grant - Community VE Day 80 Concert 159/24/25	1,000.00	0.00	1,000.00	1,000.00	P&F
6210 PF Community Chest	01 Apr 2025	Saltash United Juniors Football Club	Community Chest Grant 159/24/25 (	Saltash United Football Club - Community Chest Grant - 159/24/25	1,000.00	0.00	1,000.00	1,000.00	P&F
6220 PF Festival Fund	01 Apr 2025	Saltash Regatta	Festival Fund Grant 160/24/25 (6567	Saltash Regatta - Festival Fund Project Grant - 160/24/25	5,000.00	0.00	5,000.00	5,000.00	P&F
6584 SE EMF Pontoon Maintenance Costs	01 Apr 2025	Underhill Engineering	26639 (6549) | 07500	Site survey to assess storm damage, produce survey report and proposed actions, attend site	680.00	136.00	816.00	816.00	Service Delivery
6208 PF Subscriptions	01 Apr 2025	Cornwall Association of Local Councils	2526_120 (6576) | 07495	Annual Subscription fee to CALC	2,235.58	447.12	2,682.70	3,752.05	P&F
6208 PF Subscriptions	01 Apr 2025	Cornwall Association of Local Councils	2526_120 (6576) | 07495	Annual Subscription fee to NALC	1,069.35	0.00	1,069.35	3,752.05	P&F
6222 PF Commissioning Youth Work	01 Apr 2025	Livewire Youth Music Project	LW864 (5409-C) | 06733	Delivery of Professional Youth Work - Instalment 3 - January 2025	9,844.84	0.00	9,844.84	9,844.84	P&F
6470 GH EMF Guildhall Maintenance	01 Apr 2025	Jones Building Group	SI035418 (6847) | 07424	Internal works (hallway and internal windows) at the Guildhall	3,486.40	697.28	4,183.68	4,183.68	Guildhall
6694 ST PF EMF Staff Contingency (P&F)	05 Apr 2025	Reed Specialist Recruitment Ltd	CI-02-10948750 (6594) | 07525	Admin officer Staffing hours - Week Commencing 31/03/2025	1,084.10	216.82	1,300.92	1,300.92	Staffing - Personnel
7103 LO Electricity - Longstone	07 Apr 2025	Laser - Longstone Park Depo	E9832643 (6565)	Electricity Charges - 01/12/2024 to 28/02/2025	593.31	29.67	622.98	622.98	Longstone
6500 SE Tree Survey and Tree Maintenance	08 Apr 2025	Robert Mcneil	RSM281 (6558) | 07508	Tree Maintenance at Pillmere Estate Pathway down From Honeysuckle Play Area.	550.00	0.00	550.00	550.00	Service Delivery
6654 ST PE Staff Welfare	09 Apr 2025	Aardvark Occupational Health Ltd	3327 (6614) | 07502	Annual Health Surveillance Checks 08/04/2025	625.00	0.00	625.00	625.00	Staffing - Personnel
6524 SE Vehicle Maintenance and Repair Costs	10 Apr 2025	Richard Ough's Motor Services	10/04/2025 (6611-B) | 07514	MOT And All Associated Repairs Works for Service Delivery vehicle	974.61	194.92	1,169.53	1,223.53	Service Delivery
6694 ST PF EMF Staff Contingency (P&F)	14 Apr 2025	Reed Specialist Recruitment Ltd	CI-02-10970284 (6593) | 07517	Admin officer Staffing hours - Week Commencing 07/04/2025	849.70	169.94	1,019.64	1,019.64	Staffing - Personnel
6306 PF IT Maintenance	28 Apr 2025	SOS Consultancy	INV-17881 (6589)	Office 365 Business Premium - Monthly Fee	566.06	113.21	679.27	1,679.23	P&F
6531 SE Public Toilet Commercial Cleaning	28 Apr 2025	Minster Cleaning (South West Commercial Cleanin	102337 (6621-A) | 07568	Opening, closing and cleaning of Saltash Town Council toilet blocks for April 2025	3,126.42	625.28	3,751.70	3,751.70	Service Delivery
6694 ST PF EMF Staff Contingency (P&F)	28 Apr 2025	Reed Specialist Recruitment Ltd	CI-02-11000240 (6604) | 07564	Admin officer Staffing hours - Week Commencing 22/04/2025	864.35	172.87	1,037.22	1,037.22	Staffing - Personnel
6572 SE EMF Festive Lights	28 Apr 2025	CEF Plymouth Central	PLC/450133 (6616) | 07551	Replacement Light Bulbs for Festive Lighting	465.00	93.00	558.00	930.00	Service Delivery
6370 PF EMF Computer & Office Equipment Renewal	30 Apr 2025	SOS Consultancy	INV-17832 (6642) | 07501	Dell 16" Touchscreen Laptop for Town Clerk	1,232.00	246.40	1,478.40	1,679.40	P&F
6370 PF EMF Computer & Office Equipment Renewal	30 Apr 2025	SOS Consultancy	INV-17843 (6739) | 07532	8 x Business laptops for Guildhall, Service Delivery and Library Staff	5,520.00	1,104.00	6,624.00	10,350.00	P&F
6370 PF EMF Computer & Office Equipment Renewal	30 Apr 2025	SOS Consultancy	INV-17843 (6739) | 07532	Docking stations for Guildhall, Service Delivery and Library Staff	1,155.00	231.00	1,386.00	10,350.00	P&F
6370 PF EMF Computer & Office Equipment Renewal	30 Apr 2025	SOS Consultancy	INV-17843 (6739) | 07532	3 x Business laptops for STC Councillors	1,950.00	390.00	2,340.00	10,350.00	P&F
6662 ST PE HR Professional Fees	30 Apr 2025	HR Support Consultancy	7401 (6659) | 07578	HR Services for work carried out during the month of April 2025	741.45	148.29	889.74	889.74	Staffing - Personnel
6418 GH EMF Legal & Professional Fees	30 Apr 2025	Barron Surveying Services Ltd	INV-7073 (6893) | 07423	Management of the Guildhall internal redecoration works at a cost of 12% of the project value.	418.37	83.67	502.04	502.04	Guildhall
6531 SE Public Toilet Commercial Cleaning	01 May 2025	Minster Cleaning (South West Commercial Cleanin	102386 (6707) | 07579	Opening, closing and cleaning of Saltash Town Council toilet blocks for May 2025	3,126.42	625.28	3,751.70	3,751.70	Service Delivery
6694 ST PF EMF Staff Contingency (P&F)	02 May 2025	Reed Specialist Recruitment Ltd	CI-02-11016255 (6658) | 07582	Admin officer Staffing hours - Week Commencing 28/04/2025	1,084.10	216.82	1,300.92	1,300.92	Staffing - Personnel
6694 ST PF EMF Staff Contingency (P&F)	12 May 2025	Reed Specialist Recruitment Ltd	CI-02-11040747 (6684) | 07605	Admin officer Staffing hours - Week Commencing 05/05/2025	1,103.34	220.67	1,324.01	1,324.01	Staffing - Personnel
6201 PF Audit	13 May 2025	Hudson Accounting Ltd	832 (6675) | 07608	2024/25 Year -end Audit	600.00	0.00	600.00	600.00	P&F
6524 SE Vehicle Maintenance and Repair Costs	13 May 2025	Vincent Tractors Ltd	316019 (6749) | 07482	Labour for Annual Service for STC 4 Kubota RTV900 Utility Buggy	425.25	85.05	510.30	851.98	Service Delivery
6595 SE EMF Legal & Professional Fees (Grounds & F	14 May 2025	Barron Surveying Services Ltd	INV-7075 (6735-A) | 07534	Pre-planning advice for play park - Jubilee Green	557.00	0.00	557.00	557.00	Service Delivery
6108 BB Tree Survey & Tree Maintenance	19 May 2025	Robert Mcneil	RSM285 (6696) | 07620	The removal of the dangerous tree in St Stephens Churchyard	500.00	0.00	500.00	500.00	Burial Board
6694 ST PF EMF Staff Contingency (P&F)	19 May 2025	Reed Specialist Recruitment Ltd	CI-02-11058681 (6762) | 07629	Admin officer Staffing hours - Week Commencing 12/05/2025	1,103.34	220.67	1,324.01	1,324.01	Staffing - Personnel
6214 PF Health & Safety	27 May 2025	Hygiene 2 Health Ltd	INV-3251 (6695) | 07642	Health and Safety Audit completed 20/05/2025	670.00	134.00	804.00	804.00	P&F
6584 SE EMF Pontoon Maintenance Costs	27 May 2025	Voyager Marine Ltd	INV-0948 (6756-C) | 07573	Phase 5 Works to Jubilee Pontoon Storm damage	16,600.00	3,320.00	19,920.00	19,920.00	Service Delivery
6584 SE EMF Pontoon Maintenance Costs	27 May 2025	Voyager Marine Ltd	INV-0946 (6756-A) | 07573	Phase 2 Works to Jubilee Pontoon Storm damage	24,990.71	4,998.14	29,988.85	29,988.85	Service Delivery
6584 SE EMF Pontoon Maintenance Costs	27 May 2025	Voyager Marine Ltd	INV-0949 (6756-D) | 07573	Phase 4 Works to Jubilee Pontoon Storm damage	24,950.00	4,990.00	29,940.00	29,940.00	Service Delivery
6584 SE EMF Pontoon Maintenance Costs	27 May 2025	Voyager Marine Ltd	INV-0947 (6756-B) | 07573	Phase 3 Works to Jubilee Pontoon Storm damage	42,629.50	8,525.90	51,155.40	51,155.40	Service Delivery
6306 PF IT Maintenance	28 May 2025	SOS Consultancy	INV-18043 (6694)	Office 365 Business Premium - Monthly Fee	566.06	113.21	679.27	1,691.59	P&F
6281 PF EMF Town Vitality Funding Grant	28 May 2025	Meristem Design Ltd	INV-3701 (6453-B) | 07353	Design and installation of street furniture to include planters and signage together with appropriate plants/trees to improve the visual impact of Fore Street	29,444.00	5,888.80	35,332.80	35,332.80	P&F
6412 GH Lift Service & Maintenance	28 May 2025	Otis Ltd	25028652/U1 (6796)	Contractual Maintenance carried out on Guildhall Lift Maintenance Period: 01/06/2025 - 31/08/2	759.63	151.93	911.56	911.56	Guildhall
6303 PF Copier Maintenance	29 May 2025	Anglotech Group Limited (Previously Print Copy Sc	260789 (6703-A)	Prints for Photocopiers 29/04/2025 to 27/05/2025	445.40	89.08	534.48	534.48	P&F
6694 ST PF EMF Staff Contingency (P&F)	29 May 2025	Reed Specialist Recruitment Ltd	CI-02-11088490 (6763) | 07655	Admin officer Staffing hours - Week Commencing 19/05/2025	1,103.34	220.67	1,324.01	1,324.01	Staffing - Personnel
6694 ST PF EMF Staff Contingency (P&F)	30 May 2025	Reed Specialist Recruitment Ltd	CI-02-11090315 (6764) | 07657	Admin officer Staffing hours - Week Commencing 27/05/2025	879.69	175.94	1,055.63	1,055.63	Staffing - Personnel
6662 ST PE HR Professional Fees	30 May 2025	HR Support Consultancy	7426 (6783) | 07691	HR Services for work carried out during the month of May 2025	741.45	148.29	889.74	889.74	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Jun 2025	Minster Cleaning (South West Commercial Cleanin	102490 (6875) | 07662	Opening, closing and cleaning of Saltash Town Council toilet blocks for June 2025	3,126.42	625.28	3,751.70	3,751.70	Service Delivery
6410 GH General Repairs & Maintenance	02 Jun 2025	Westcountry Fabrication Ltd	4489 (6769) | 07604	Fabrication alterations to flag-pole at Guildhall to fit new fibre-glass flagpole	530.00	106.00	636.00	636.00	Guildhall
6694 ST PF EMF Staff Contingency (P&F)	06 Jun 2025	Reed Specialist Recruitment Ltd	CI-02-11106436 (6780) | 07682	Admin officer Staffing hours - Week Commencing 02/06/2025	1,103.34	220.67	1,324.01	1,324.01	Staffing - Personnel
6506 SE Grounds Maintenance & Watering	10 Jun 2025	Tartendown Nursery	6085 (6788) | 07695	To Refill Fore Street flower Baskets	2,100.00	420.00	2,520.00	2,604.00	Service Delivery
6526 SE Tools, Equipment & Materials (Store & All Are	10 Jun 2025	Trade UK Account	2004851111 (6787) | 07685	Wet & Dry Dust Extractor	468.32	93.67	561.99	561.99	Service Delivery
6506 SE Grounds Maintenance & Watering	10 Jun 2025	Tartendown Nursery	6086 (6785) | 07699	Summer plants for Saltash Town	1,350.00	270.00	1,620.00	1,920.00	Service Delivery
6506 SE Grounds Maintenance & Watering	11 Jun 2025	Cornwall Council	8100582122 (6791) | 07702	Contribution to Yellow lines on Albert Road	5,000.00	0.00	5,000.00	5,000.00	Service Delivery
6526 SE Tools, Equipment & Materials (Store & All Are	11 Jun 2025	Tudor Environmental	IN0398760 (6790) | 07687	Battery replacements for Service Delivery Strimmers	577.86	115.57	693.43	824.55	Service Delivery
6526 SE Tools, Equipment & Materials (Store & All Are	11 Jun 2025	Tudor Environmental	IN0398759 (6810) | 07686	Saw replacements for Service Delivery Strimmers	642.04	128.41	770.45	770.45	Service Delivery
6303 PF Copier Maintenance	14 Jun 2025	PEAC Finance	006/26/0046457 (6800)	Photocopier Lease 26/07/2025 - 25/10/2025	649.28	129.86	779.14	779.14	P&F
6694 ST PF EMF Staff Contingency (P&F)	16 Jun 2025	Reed Specialist Recruitment Ltd	CI-02-11129888 (6851) | 07720	Admin officer Staffing hours - Week Commencing 09/06/2025	1,103.34	220.67	1,324.01	1,324.01	Staffing - Personnel
6903 LI Electricity - Library	17 Jun 2025	Laser - Library Electric	E9943610 (6885)	Electricity Charges - 01/03/2025 to 31/05/2025	694.40	34.72	729.12	729.12	Library
6403 GH Electricity - Guildhall	17 Jun 2025	Laser - Guildhall Electric	E9943691 (6887)	Electricity Charges - 01/03/2025 to 31/05/2025	1,247.83	249.57	1,497.40	1,497.40	Guildhall
6414 GH Equipment - Guildhall	19 Jun 2025	Furniture@Work	INV0659824 (6832) | 07714	Maintenance Materials for Fore Street Noticeboards	610.00	122.00	732.00	732.00	Guildhall
6220 PF Festival Fund	19 Jun 2025	Friends of Tincombe	Festival Fund 184/25/26 (6820)	Festival Fund Grant - Tincombe Tea Party Event 184/25/26	575.00	0.00	575.00	575.00	P&F
6971 LI EMF Saltash Library Property Refurbishment	19 Jun 2025	Horizon Home Improvement Ltd	212676 (4410-D) | 06128	Final Payment - Replacement Library Curtain windows	14,971.80	2,994.36	17,966.16	17,966.16	Library
6222 PF Commissioning Youth Work	20 Jun 2025	Livewire Youth Music Project	LW887 (6964-A) | 07718	Delivery of Professional Youth Work - Instalment June 2025	10,140.00	0.00	10,140.00	10,140.00	P&F
6222 PF Commissioning Youth Work	23 Jun 2025	The Core (THECORE)	INV-1006 (6858) | 07719	Delivery of Professional Youth Work - Instalment June 2025	10,140.00	0.00	10,140.00	10,140.00	P&F
6694 ST PF EMF Staff Contingency (P&F)	23 Jun 2025	Reed Specialist Recruitment Ltd	CI-02-11148287 (6859) | 07738	Admin officer Staffing hours - Week Commencing 16/06/2025	1,103.34	220.67	1,324.01	1,324.01	Staffing - Personnel
6470 GH EMF Guildhall Maintenance	24 Jun 2025	AQUA ROD (South West) Ltd	INV-11979 (6910) | 07776	Work on Guildhall Drainage issues	2,183.00	436.60	2,619.60	2,955.60	Guildhall
5590 S106 Waitrose Publicity Funds - Expenditure	25 Jun 2025	Ross Drew Creative Design	0147 (6909-A) | 07470	Illustrative Car Park Map	1,375.00	0.00	1,375.00	1,375.00	Town Vision
6306 PF IT Maintenance	28 Jun 2025	SOS Consultancy	INV-18218 (6870)	Office 365 Business Premium - Monthly Fee	566.06	113.21	679.27	1,691.59	P&F
6694 ST PF EMF Staff Contingency (P&F)	30 Jun 2025	Reed Specialist Recruitment Ltd	CI-02-11167531 (6895) | 07756	Admin officer Staffing hours -#Week Commencing 23/06/2025	1,103.34	220.67	1,324.01	1,324.01	Staffing - Personnel
6662 ST PE HR Professional Fees	30 Jun 2025	HR Support Consultancy	7452 (6896) | 07758	HR Services for work carried out during the month of June 2025	741.45	148.29	889.74	889.74	Staffing - Personnel
6224 PF Professional Costs	30 Jun 2025	Barron Surveying Services Ltd	INV-7095 (6931) | 07535	Condition report and forecast budget cost at all Town Council buildings to report at the 25/09/2	1,000.00	0.00	1,000.00	1,000.00	P&F
					265,912.59	**42,194.14**	**308,106.73**		