

Saltash Town Council									
Schedule of Payments over £500									
For the period 1 July 2025 to 30 September 2025									
Account	Invoice Date	Contact	Reference	Description	Gross	VAT	Net	Invoice Total	Cost Centre
6656 ST PE Staff Training (P&F)	02 Jul 2025	McArthur Morgan Ltd	INV-47748 (6938)   07769	AAT Level 4 Qualification course for Finance Assistant (course length 18 months)	1,795.00	299.17	1,495.83	2,902.00	Staffing - Personnel
6656 ST PE Staff Training (P&F)	02 Jul 2025	McArthur Morgan Ltd	INV-47748 (6938)   07769	Level 4 Unit Exam Fees	575.00	0.00	575.00	2,902.00	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Jul 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102581 (6981)   07759	Opening, closing and cleaning of Saltash Town Council toilet blocks - June 2025	3,751.70	625.28	3,126.42	3,751.70	Service Delivery
6694 ST PF EMF Staff Contingency (P&F)	07 Jul 2025	Reed Specialist Recruitment Ltd	CI-02-11191410 (6939)   07770	Admin officer Staffing hours - Week Commencing 30/06/2025	1,324.01	220.67	1,103.34	1,324.01	Staffing - Personnel
6694 ST PF EMF Staff Contingency (P&F)	11 Jul 2025	Reed Specialist Recruitment Ltd	CI-02-11203183 (6940)   07787	Admin officer Staffing hours - Week Commencing 07/07/2025	1,324.01	220.67	1,103.34	1,324.01	Staffing - Personnel
6676 ST PE Staff Training (Service Delivery)	16 Jul 2025	SSG Training & Consultancy	INV-14493 (6935)   07752	Attendance of IOSH Working Safely course for Service Delivery Administrator and SDGA 10/09/2025	960.00	160.00	800.00	960.00	Staffing - Personnel
6694 ST PF EMF Staff Contingency (P&F)	18 Jul 2025	Reed Specialist Recruitment Ltd	CI-02-11220636 (6960)   07790	Admin officer Staffing hours - Week Commencing 14/07/2025	1,324.01	220.67	1,103.34	1,324.01	Staffing - Personnel
6506 SE Grounds Maintenance & Watering	25 Jul 2025	Tudor Environmental	IN0408238 (6976)   07802	Replacement Petrol Strimmer for Service Delivery use	564.00	94.00	470.00	604.46	Service Delivery
6306 PF IT Maintenance	28 Jul 2025	SOS Consultancy	INV-18393 (6966)	Office 365 Business Premium - Monthly Fee	679.27	113.21	566.06	1,691.59	P&F
6694 ST PF EMF Staff Contingency (P&F)	29 Jul 2025	Reed Specialist Recruitment Ltd	CI-02-11248584 (6991)   07799	Admin officer Staffing hours - Week Commencing 21/07/2025	563.60	93.93	469.67	563.60	Staffing - Personnel
6662 ST PE HR Professional Fees	31 Jul 2025	HR Support Consultancy	7477 (7017)   07836	HR Services for work carried out during the month of July 2025	889.74	148.29	741.45	1,069.74	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Aug 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102671 (7082)   07825	Opening, closing and cleaning of Saltash Town Council toilet blocks - August 2025	3,751.70	625.28	3,126.42	3,751.70	Service Delivery
6305 PF Finance Software	06 Aug 2025	Bright Software Group	2866989 (7023)   07841	BrightPay Cloud payroll software for 12 months (28 employees)	541.44	90.24	451.20	541.44	P&F
6656 ST PE Staff Training (P&F)	13 Aug 2025	Connect Coaching UK	CCHM2531 (7037)   07829	Leadership Development Coaching Sessions	600.00	0.00	600.00	600.00	Staffing - Personnel
6515 SE Festive Lights Maintenance & Electricity	13 Aug 2025	Seymore Signs	INV-6873 (7038)   07796	Lamppost Brackets and Mounting Plate For Electrical Festive Lights	761.76	126.96	634.80	761.76	Service Delivery
6598 SE EMF Crime Reduction (CCTV)	15 Aug 2025	Select Electrics Limited	20011 (7143)   07602	CCTV cameras	26,898.00	4,483.00	22,415.00	53,958.00	Service Delivery
6598 SE EMF Crime Reduction (CCTV)	15 Aug 2025	Select Electrics Limited	20011 (7143)   07602	Sim coverage for CCTV Cameras	27,000.00	4,500.00	22,500.00	53,958.00	Service Delivery
6306 PF IT Maintenance	28 Aug 2025	SOS Consultancy	INV-18566 (7080)	Office 365 Business Premium - Monthly Fee	679.27	113.21	566.06	1,661.59	P&F
6224 PF Professional Costs	28 Aug 2025	Coodes LLP	121490 (7088)   07830	Review Heads of Terms and the Working Agreement relating to the Churchtown Farm Nature Reserve	2,100.00	350.00	1,750.00	2,100.00	P&F
6214 PF Health & Safety	28 Aug 2025	Hygiene 2 Health Ltd	INV-3304 (7092)   07671	Fire Risk Assessments for all Saltash Town Council sites	2,400.00	400.00	2,000.00	2,400.00	P&F
6014 BA Cemetery Software Subscription	29 Aug 2025	Starboard Systems Ltd t/a Scribe Accounts	INV-11967 (7087)   07887	12 month subscription to be paid upfront for provisions of Cloud Based Cemetery Software	792.00	132.00	660.00	792.00	Burial Authority
6370 PF EMF Computer & Office Equipment Renewal	31 Aug 2025	SOS Consultancy	INV-18549 (7090)   07851	Business laptop for Service Delivery Admin Assistant workstation	828.00	138.00	690.00	1,026.00	P&F
6208 PF Subscriptions	31 Aug 2025	SOS Consultancy	INV-18552 (7145)   07891	12 Nitro PDF Software licenses 2025-26	2,177.28	362.88	1,814.40	2,177.28	P&F
6224 PF Professional Costs	01 Sep 2025	Breakthrough Communications	INV-20211411 (7133)   07888	Annual Subscription Council Hive Premium 01/10/2025-30/09/2026	2,396.40	399.40	1,997.00	2,396.40	P&F
6662 ST PE HR Professional Fees	01 Sep 2025	HR Support Consultancy	7508 (7134)   07898	HR Services for work carried out during the month of August 2025	889.74	148.29	741.45	1,429.74	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Sep 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102806 (7196)   07909	Opening, closing and cleaning of Saltash Town Council toilet blocks - September 2025	3,751.70	625.28	3,126.42	3,751.70	Service Delivery
6473 SA EMF Station Building (Purchase & Capital Works)	08 Sep 2025	Credit Card Purchases	924050 (7136)   07902	Bistro chairs for Trackside Café	599.96	99.99	499.97	602.97	Station
6508 SE Public Toilets (Operational Costs)	11 Sep 2025	Spot-On-Supplies	21617291 (7131-B)   07899	New Baby Changing Units for Installation at Longstone Park Public Toilets	573.29	95.55	477.74	746.76	Service Delivery
6201 PF Audit	11 Sep 2025	BDO LLP	INV-00733511 (7166)   07930	Limited assurance review for the year end 31st march 2025 by STC external auditors	2,520.00	420.00	2,100.00	2,520.00	P&F
6303 PF Copier Maintenance	14 Sep 2025	PEAC Finance	006/26/0075383 (7115)	Photocopier Lease 26/10/2025 - 25/01/2026	779.14	129.86	649.28	779.14	P&F
6403 GH Electricity - Guildhall	17 Sep 2025	Laser - Guildhall Electric	E10082111 (7238)	Electricity Charges - 01/06/2025 to 31/08/2025	1,411.32	235.22	1,176.10	1,411.32	Guildhall
6903 LI Electricity - Library	17 Sep 2025	Laser - Library Electric	E10082110 (7156)	Electricity Charges - 01/06/2025 to 31/08/2025	700.70	33.37	667.33	700.70	Library
6572 SE EMF Festive Lights	18 Sep 2025	Steve Hillman Ground Works And Cherry Picker Services Saltash.	18/9/25 (7149)   07922	Cherry Picker Hire Charges for Assistant Service Delivery Manager to Maintenance for Lampposts	2,250.00	0.00	2,250.00	2,250.00	Service Delivery
6872 SA EMF Entertainment Licenses	18 Sep 2025	Cornerstone Vision	147653 (7169)   07912	Production of the leaflets for Railway200 working group's projects	758.45	126.41	632.04	1,200.00	Station
6271 PF EMF Election	23 Sep 2025	Cornwall Council	8100613472 (7148)   07911	Tamar Ward - contested by election 31st July 2025 recharge	14,323.36	0.00	14,323.36	14,323.36	P&F
6526 SE Tools, Equipment & Materials (Store & All Areas)	24 Sep 2025	ICS Industrial Component Supplies	194173 (7173)   07920	SEALY 2-Stroke Petrol Post Driver for Service Delivery use	552.00	92.00	460.00	552.00	Service Delivery
6306 PF IT Maintenance	28 Sep 2025	SOS Consultancy	INV-18740 (7170)	Office 365 Business Premium - Monthly Fee	679.27	113.21	566.06	1,661.59	P&F
6271 PF EMF Election	30 Sep 2025	Cornwall Council	8100613331 (7165)   07934	Parish Election - uncontested by election 1st May 2025 recharge	882.61	0.00	882.61	882.61	P&F
6662 ST PE HR Professional Fees	30 Sep 2025	HR Support Consultancy	7537 (7189)   07946	HR Services for work carried out during the month of September 2025	889.74	148.29	741.45	4,489.74	Staffing - Personnel
6701 ST PE EMF Staff Recruitment	30 Sep 2025	HR Support Consultancy	7537 (7189)   07946	Recruitment Fees for Seven roles	3,600.00	600.00	3,000.00	4,489.74	Staffing - Personnel
					117,467.47	16,485.16	100,982.31		