

Saltash Town Council

Schedule of Payments over £500

For the period 1 October 2025 to 31 December 2025

Account	Invoice Date	Contact	Reference	Description	Gross	VAT	Net	Invoice Total	Cost Code
6531 SE Public Toilet Commercial Cleaning	01 Oct 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102919 (7291) 07995	Opening, closing and cleaning of Saltash Town Council toilet blocks from 1st to 31st October 2025	3,751.70	625.28	3,126.42	3,751.70	Service Delivery
6213 PF Councillor Training & Expenses	05 Oct 2025	Cornwall Association of Local Councils	2526-588 (7391-A) 07788	Training Course for Councillors: Councillor Skills - 14 places	588.00	98.00	490.00	588.00	P&F
6205 PF Insurance	08 Oct 2025	Zurich Municipal	3705323 (7210)	Annual combined insurance for Saltash Town Council	17,190.14	167.43	17,022.71	17,190.14	P&F
6220 PF Festival Fund	12 Oct 2025	Saltash Chamber of Commerce (SALTASHC)	Festival Fund Grant 218/25/26 (7318)	FF 131 Festival Fund grant for National awards program - minute number 218/25/26	2,500.00	0.00	2,500.00	2,500.00	P&F
6662 ST PE HR Professional Fees	14 Oct 2025	Parish and Town Auditing Services	GDPR/0101/25 (7231) 07845	To fund the appointment for the delivery of a comprehensive GDPR audit	750.00	0.00	750.00	1,500.00	Staffing - Personnel
6662 ST PE HR Professional Fees	14 Oct 2025	Parish and Town Auditing Services	GDPR/0101/25 (7231) 07845	provision of ongoing annual Data Protection Officer services	750.00	0.00	750.00	1,500.00	Staffing - Personnel
6272 PF EMF Robes & Civic Regalia	16 Oct 2025	Michaels Civic Robes Limited	84354 (7222) 07587	Cloaks for mace bearers	3,588.00	598.00	2,990.00	3,606.00	P&F
6971 LI EMF Saltash Library Property Refurbishment	16 Oct 2025	Bailey Partnership (Group) Ltd	TB115602 (7257-A) 07780	Library refurbishment works	4,800.00	800.00	4,000.00	4,800.00	Library
6598 SE EMF Crime Reduction (CCTV)	23 Oct 2025	Enerveo Limited	900056795 (7224) 07864	installation of Invictus CCTV cameras at Ashtorre, Old Ferry Road, Fore Street and Burraton Cross	1,655.46	275.91	1,379.55	1,655.46	Service Delivery
6515 SE Festive Lights Maintenance & Electricity	24 Oct 2025	Steve Hillman Ground Works And Cherry Picker Services Saltash.	24/10/2025 (7356) 08003	Cherry Picker Hire Night To Replace Failed Lamps On Fore Streets	500.00	0.00	500.00	500.00	Service Delivery
6202 PF Civic Occasions (including Road Closures)	24 Oct 2025	St Luke's Hospice	DON004601 (7283) 07958	Sponsorship of Brunel Primary School's participation in the Guiding Light Arts Trail in memory of passed staff member	594.00	99.00	495.00	594.00	P&F
6306 PF IT Maintenance	28 Oct 2025	SOS Consultancy	INV-18918 (7255)	Office 365 Business Premium - Monthly Fee	679.27	113.21	566.06	1,661.59	P&F
6500 SE Tree Survey and Tree Maintenance	29 Oct 2025	Robert Mcneil	RSM298 (7262) 07904	Saltash Town Council - Annual Tree Survey Saltash Town Council All Sites	1,600.00	0.00	1,600.00	2,000.00	Service Delivery
6289 PF EMF TRIP funding	29 Oct 2025	Diverse Events	MO12238 (7314) 07994	September Invoice for the Saltash Market managed by Diverse Events.	1,076.00	0.00	1,076.00	1,076.00	P&F
6289 PF EMF TRIP funding	29 Oct 2025	Diverse Events	MO12239 (7314-B) 07994	October invoice for the Saltash Market managed by Diverse Events.	1,093.87	0.00	1,093.87	1,093.87	P&F
6584 SE EMF Pontoon Maintenance Costs	31 Oct 2025	Hydrosphere UK Ltd	18497 (7280) 07978	Maintenance Materials for Navigational Lights at Pontoon	1,310.40	218.40	1,092.00	1,335.00	Service Delivery
6224 PF Professional Costs	31 Oct 2025	Coodes LLP	123470 (7276) 07941	To prepare a revised draft Working Agreement between Saltash Town Council and Antony Estates in relation to Churchtown Farm Nature Reserve.	585.00	97.50	487.50	585.00	P&F
6662 ST PE HR Professional Fees	31 Oct 2025	HR Support Consultancy	7561 (7295) 07999	HR Services for work carried out during the month of October 2025	889.74	148.29	741.45	1,294.74	Staffing - Personnel
6531 SE Public Toilet Commercial Cleaning	01 Nov 2025	Minster Cleaning (South West Commercial Cleaning Ltd)	102989 (7334) 08002	Opening, closing and cleaning of Saltash Town Council toilet blocks from 1st to 30th November 2025	3,751.70	625.28	3,126.42	3,751.70	Service Delivery
6572 SE EMF Festive Lights	02 Nov 2025	Blachere Illumination UK Limited	SI59379 (7425-B) 07839	Hire of Christmas Lights	17,212.62	2,868.77	14,343.85	25,936.56	Service Delivery
6572 SE EMF Festive Lights	02 Nov 2025	Blachere Illumination UK Limited	SI59379 (7425-B) 07839	Installation of Christmas Lights	8,723.94	1,453.99	7,269.95	25,936.56	Service Delivery
6201 PF Audit	04 Nov 2025	Hudson Accounting Ltd	853 (7296) 08001	2025/26 Interim Audit	600.00	0.00	600.00	600.00	P&F
6414 GH Equipment - Guildhall	11 Nov 2025	Imagine office Supplies Ltd	SINV00145626 / SORD00168177 (7305-B) 07962	Desks for reception workstation	716.40	119.40	597.00	824.40	Guildhall
6222 PF Commissioning Youth Work	13 Nov 2025	Livewire Youth Music Project	LW915 (6964-B) 07718	Delivery of Professional Youth Work - Instalment September 2025	10,140.00	0.00	10,140.00	10,140.00	P&F
6224 PF Professional Costs	16 Nov 2025	Parkinson Partnership	1537 (7358) 08035	Town Council VAT Consultancy 01/04/2025 - 31/03/2026	750.00	125.00	625.00	750.00	P&F
6288 PF EMF Waterside Feasibility project	24 Nov 2025	Bailey Partnership (Group) Ltd	DV115879 (7387) 07905	Feasibility Report - Part of the Waterside Sheds and Public Conveniences Project	8,976.00	1,496.00	7,480.00	8,976.00	P&F
6412 GH Lift Service & Maintenance	25 Nov 2025	Otis Ltd	25066367/U1 (7381)	Contractual Maintenance for Guildhall Lift - Maintenance Period: 01/12/2025 - 28/02/2026	911.56	151.93	759.63	911.56	Guildhall
6210 PF Community Chest	26 Nov 2025	Oaklands Community Centre	Community Chest Grant 235/25/26 (7327)	CC 285 - Community chest grant - 235/25/26	925.00	0.00	925.00	925.00	P&F
6870 SA EMF Isambard House Retention Fund	27 Nov 2025	Cormac Contracting Limited	CINV-185685 (7362) 08046	Final payment for refurbishment works at Isambard House	10,350.00	1,725.00	8,625.00	10,350.00	Station
6271 PF EMF Election	27 Nov 2025	Coodes LLP	124270 (5788-B) 06470	Advice on the terms of the Lease for the Maurice Huggins Room and Victoria Gardens.	4,596.00	766.00	3,830.00	4,596.00	P&F
6306 PF IT Maintenance	28 Nov 2025	SOS Consultancy	INV-19116 (7330)	Office 365 Business Premium - Monthly Fee	679.27	113.21	566.06	1,661.59	P&F
6370 PF EMF Computer & Office Equipment Renewal	29 Nov 2025	SOS Consultancy	INV-19095 (7395) 08028	Laptop for Mayor's Secretary/Receptionist	870.00	145.00	725.00	1,109.40	P&F
6662 ST PE HR Professional Fees	30 Nov 2025	HR Support Consultancy	7587 (7379) 08057	HR Services for work carried out during the month of November 2025	889.74	148.29	741.45	889.74	Staffing - Personnel
6370 PF EMF Computer & Office Equipment Renewal	30 Nov 2025	SOS Consultancy	INV-19088 (7407) 07985	Laptop for the Communications and Engagement Officer.	880.20	146.70	733.50	925.80	P&F
6506 SE Grounds Maintenance & Watering	01 Dec 2025	Diverse Events	MO12241 (7360) 07846	To provide road closure from Fore Street to Guildhall for Christmas light switch on event on 14 November 2025	1,740.13	0.00	1,740.13	1,740.13	Service Delivery
6289 PF EMF TRIP funding	01 Dec 2025	Diverse Events	MO12240 (7314-D) 07994	November invoice for the Saltash Market managed by Diverse Events.	1,093.87	0.00	1,093.87	1,093.87	P&F
6572 SE EMF Festive Lights	01 Dec 2025	Blachere Illumination UK Limited	SI59775 (7425-A) 07839	Storage of Christmas Lights	1,200.00	200.00	1,000.00	6,047.52	Service Delivery
6572 SE EMF Festive Lights	01 Dec 2025	Blachere Illumination UK Limited	SI59775 (7425-A) 07839	Removal of Christmas Lights	4,847.52	807.92	4,039.60	6,047.52	Service Delivery
6202 PF Civic Occasions (including Road Closures)	01 Dec 2025	Diverse Events	MO12243 (7397) 07918	Road closures for Remembrance Day 2025.	1,057.15	0.00	1,057.15	1,057.15	P&F
6220 PF Festival Fund	02 Dec 2025	Saltash Music, Speech and Drama Festival	Community chest Grant 218/25/26 (7346)	Saltash Music, Speech and Drama Festival - Festival Fund Project Grant - 218/25/26	1,000.00	0.00	1,000.00	1,000.00	P&F
6305 PF Finance Software	12 Dec 2025	Zahara Systems	INV-8424 (7423) 08069	Zahara Business Edition - Annual Subscription Renewal 14/01/2026 - 13/01/2027	3,030.00	505.00	2,525.00	2,575.50	P&F
6289 PF EMF TRIP funding	14 Dec 2025	Mel Richardson Consultancy	Saltash BID 1 (7402) 07960	To deliver a Feasibility Study for developing a Business Improvement District for the town.	10,000.00	0.00	10,000.00	10,000.00	P&F

138,842.68 14,638.51 124,204.17