

**PAYMENTS SCHEDULE: December 2019****Bank Transfer**

Date Paid	Payee	Service	Net	VAT	Subtotal	Total
05-Dec	Advance Imaging Systems	Copier Charges Nov '19	47.76	9.55	57.31	
		Copier Rental Dec 19	48.00	9.60	57.60	114.91
28-Nov	Advance Imaging Systems	Rental Oct 19	48.00	9.60	-	57.60
20-Dec	Amazon	wireless keyboard and mouse	16.24	3.25	-	19.49
28-Nov	By The Book	Payroll processing	82.50	16.50	99.00	
		Payroll processing	275.00	55.00	330.00	429.00
05-Dec	Build Base	Maintenance supplies - shrivenham rd allotments	9.14	1.83	10.97	
		Maintenance supplies - town gardens	190.47	38.09	228.56	239.53
20-Dec	Build Base	Maintenance supplies	132.76	26.55	-	159.31
05-Dec	Betterclean Services	Parish Cleaning Services Nov 19	579.93	115.99	695.92	
		Broadgreen Cleaning Services Nov 19	356.97	71.39	428.36	1,124.28
20-Dec	Bristol City Council	Spring Bedding Plants QP & TG	5,008.60	1,001.72	6,010.32	
		Spring Bedding Plants QP & TG	8,674.00	1,734.80	10,408.80	16,419.12
20-Dec	Castle Water	Parklands Allotments Water 01.08.18-31.03.20	69.80	-	69.80	
		Broadgreen Water 01.10.19-31.03.20	123.01	-	123.01	192.81
05-Dec	GA Plant	Hire pack gun & saw	66.76	13.36	-	80.12
05-Dec	Gert Lush Pub Co Ltd	Librarian Parking oct/nov	160.00	32.00	-	192.00
05-Dec	J Whelan Irrigation Services	decommission of irrigation system 29/10/19	80.00	16.00	-	96.00
05-Dec	Key Security Ltd	1x padlock shrivenham rd allotments	85.00	17.00	-	102.00
27-Nov	Jake Mee	Expenses	93.16	2.43	-	95.59
05-Dec	MAD Groundworks Ltd	labour & materials for shafesbury lake ramped access	225.00	-	-	225.00
20-Dec	M Morgan	Travel to Medical	9.00	-	-	9.00
20-Dec	M.V Maintenance Services	Parish Maintenance 25th Nov - 5th Dec	2,099.50	-	-	2,099.50
20-Dec	Paradise Pets	Aviary Supplies Dec '19	104.00	20.80	124.80	
		Aviary Supplies Sep '19	42.50	8.50	51.00	175.80
05-Dec	Proactive	Janitorial Supplies TG	15.14	3.03	18.17	
		Stationery Supplies	74.49	14.90	89.39	
		Janitorial Supplies TG	17.65	3.53	21.18	
		Janitorial Supplies TG	151.02	30.21	181.23	309.97
20-Dec	Proactive	Stationery Supplies	12.25	2.45	14.70	
		Stationery Supplies	40.27	8.06	48.33	63.03
05-Dec	R Pinchon	Expenses	4.12	-	-	4.12
05-Dec	Swallow Hygiene	Sanitation Services @ Broadgreen	12.00	2.40	-	14.40
05-Dec	Swindon Borough Council	Town Garden Gate signage	60.86	12.17	-	73.03
20-Dec	Swindon Borough Council	Security Charges TG & QP Nov '19	516.50	103.30	619.80	
		Town Garden Tree works	3,850.00	770.00	4,620.00	
		Grounds Maintenance GWR Park	760.00	152.00	912.00	6,151.80
05-Dec	Storm Recruitment	Gardener and Admin Assistant w/e 10/11/2019	760.38	152.08	912.46	
		Gardener and Admin Assistant w/e 03/11/2019	740.72	148.14	888.86	
		Gardener w/e 6/10/19	203.21	40.64	243.85	
		Gardener and Admin Assistant w/e 01/12/2019	727.61	145.52	873.13	
		Gardener and Admin Assistant w/e 23/11/2019	950.48	190.10	1,140.58	4,058.88
20-Dec	Storm Recruitment	Gardener Assistant w/e 8/12/19	314.64	62.93	-	377.57
20-Dec	Storm Facilities Management Ltd	Drainage Inspection QP	750.00	150.00	900.00	
		Parish Office Lighting	390.86	78.17	469.03	1,369.03
06-Dec	SLCC	Membership fee - Jake Mee	319.00	-	-	319.00
16-Dec	Gifty Tawiah	expenses	178.09	35.60	-	213.69
04-Dec	T J Sansum (Paid to K Green)	Top Soil	40.36	8.07	-	48.43
20-Dec	Viking	Office Furniture	199.00	39.80	-	238.80
20-Dec	WPS Insurance Brokers	Add Nissan Van to Insurance	202.87	24.34	-	227.21
		<b>Total BACS payments</b>	<b>29,918.62</b>	<b>5,381.40</b>		<b>35,300.02</b>

**Charge Cards**

Date Paid	Payee	Service	Net	VAT	Subtotal	Total
12-Nov	Tesco	tea/coffee/washing up liquid - consumables	26.24	-	-	26.24
21-Nov	Amazon	Council Chamber Screen	495.00	99.00	-	594.00
22-Nov	Argos	Mugs	18.00	-	-	18.00
25-Nov	Amazon	First Aid Kits x 2	36.10	7.24	-	43.34
10-Nov	Amazon	Library Projector	161.49	-	-	161.49
12-Nov	Linked In	Job Advertisements	316.34	63.27	-	379.61
13-Nov	Amazon	Stationery & Projector Cradle	47.55	1.32	-	48.87
15-Nov	Rocket Lawyer	Subscription Fee	24.17	4.83	-	29.00
15-Nov	Morrisons	Staff Subs @ Training	4.30	-	-	4.30
15-Nov	Wiltshire Council	Car Parking @ Training	5.20	-	-	5.20
15-Nov	Amazon	Laminator	19.99	4.00	-	23.99
18-Nov	Amazon	Pond Net Refund	-	32.59	-	32.59
19-Nov	Amazon	Pond Net	43.99	-	-	43.99
21-Nov	Amazon	Batteries & TV Mount	24.14	4.83	-	28.97
22-Nov	Post Office	Postage	10.95	2.19	-	13.14
26-Nov	Amazon	Projector Cradle Refunded	-	40.95	-	40.95
28-Nov	Amazon	New IT Equipment	62.68	12.54	-	75.22
28-Nov	Amazon	JM Personal in error refunded 19.11.19	34.99	-	-	34.99
28-Nov	Amazon	JM Personal in error refunded 19.11.19	37.99	-	-	37.99
02-Dec	Steelmate Automotive	Under Bumper Sensor	13.79	2.76	-	16.55
04-Dec	AWBS Ltd	Soil Improver	-	-	-	118.31
15-Nov	Barclays	Late Payment Fee	12.00	-	-	12.00
		<b>Total Charge Cards</b>	<b>1,321.37</b>	<b>201.98</b>		<b>1,641.66</b>

**Direct Debits**

Date Paid	Payee	Service	Net	VAT	Subtotal	Total
05-Dec	Barclays	Account charges Nov '19	37.37	-	-	37.37
23-Dec	Best Water Technology	Bottled Water Nov '19	36.60	7.32	-	43.92
05-Dec	BT	Parish Office Broadband Oct '19	45.99	9.20	-	55.19
02-Dec	BT	Broadgreen Phone Nov '19	82.21	16.44	-	98.65
02-Dec	BT	Phone Services Nov '19	27.50	5.50	-	33.00

12-Dec	BT	Broadgreen Broadband Nov '19	76.70	15.34	-	92.04
24-Dec	BT	Library Broadband Dec '19	23.30	4.66	-	27.96
12-Dec	Fuel Genie	Fuel Card Use Nov '19	280.57	56.11	-	336.68
30-Dec	Google	G Suite Library Software Nov '19	12.42	-	-	12.42
25-Dec	Hills	Refuse Collections Nov '19	99.64	19.93	-	119.57
12-Dec	West Mercia Energy	QP Toilets Elec Oct '19	284.94	56.99	-	341.93
12-Dec	West Mercia Energy	TG Mess Rooms Elec Oct '19	208.10	41.62	-	249.72
16-Dec	West Mercia Energy	TG Bowls Pavilion Elec Oct '19	48.77	2.44	-	51.21
16-Dec	West Mercia Energy	TG Aviary Elec Oct '19	34.62	1.73	-	36.35
12-Dec	West Mercia Energy	TG Toilets Elec Oct '19	55.43	2.77	-	58.20
12-Dec	West Mercia Energy	Broadgreen Elec Oct '19	389.94	77.99	-	467.93
		<b>Total Direct Debits</b>	<b>1,744.10</b>	<b>318.04</b>		<b>2,062.14</b>

**Total Payments 39,003.82**

\* - authorised payments raised ahead of meeting