SCHEDULE OF PAYMENTS - 01/04/21 to 30/04/21									
HTC REF	HTC Order No.	Invoice date	Payee	Description	Income	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials	
HTC 19805		31st Mar 21	Thirstywork	Cooler rental 20/3/21-19/04/21		£17.40	DD		
HTC 19806		1st April 21	Devon Association of Local Councils	NALC Affilliation Fee, DALC Service Charge, DALC Affilliation Fee - 21/22		£1,249.22			
HTC 19807		7th April 21	South West Councils	Annual Associate Subscription to SW Councils		£534.00			
HTC 19808		7th Apr 21	Information Commissioners Office	Data Protection Renewal Fee		£40.00	DD		
HTC 19809		8th Apr 21	Voiceover IP	Service charges - Apr 21		£96.74	DD		
HTC 19810		15th April 21	HR Services Partnership	HR Support and Advice - March 21 - Invoice 12773		£780.00			
HTC 19811		4th Mar 21	Debt Management Office	Loan Repayment due 01/04/21 - PW501388, PW501626, PW503686		£29,537.41	DD		
HTC 19812		14th April 21	Ottery Office & Computer Ltd	Stationery - Copy Paper, Dividers, Barrier Tape & Wrist Rest		£88.87			
HTC 19813		15th April 21	HR Services Partnership	HR Support and Advice - Deficit Balance at 31/3/21 - Invoice 12832		£4,978.74			
HTC 19814		8th Apr 21	Kenneth Woodley	Clock at Church of St Pauls Inspection/service/hour charge Inv 7593		£90.30			
HTC 19815		20th April 21	Banks Construction	First Stage Payment for the work on Honiton Allotments project. Inv 21/45		£17,684.00			
HTC 19816		23rd April 21	Unity Trust	Annual Instalment 21/22		£2,500.00	176272377		
HTC 19817		11th Mar 21	EDDC	Rates Bill 21/22 Office - Room 1		£711.08			
HTC 19818		11th Mar 21	EDDC	Rates Bill 21/22 Office - Room 2		£636.23			
HTC 19819		11th Mar 21	EDDC	Rates Bill 21/22 Office - Room 3 (Small Business Rate relief)		£0.00			
HTC 19820		27th Apr 21	Clerk & Councils Direct	Local Councils Update subscription		£75.00			

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 01/05/21 to 31/05/21								
HTC REF	**HTC Order No.**	**Invoice date**	**Payee**	**Description**	**Amount inc. VAT**	**Cheque No./ BACS/DD**	**Councillor initials**	
HTC 19821		19th April 21	Core Office IT	Dell PC, Desk Mount Monitor Arm + Kit, Dell 24" HD Screen, Configuration & Installation Inv 9732	£1,266.00			
HTC 19822		4th May 21	Print & Stitch	Vinly patches for date changes to Charter Day banner Inv: 3143	£30.00			
HTC 19823		28th Apr 21	EDDC	Payroll - April Inv: 40057883	£9,007.08			
HTC 19824		30th April 21	Thirsty Work	Rental charges - 20/04/21 to 19/05/21 Invoice: 806107	£17.40	DD		
HTC 19825		7th May 21	Ottery Office & Computer Ltd	Stationery - 20 x Ring binders, Envelopes, Green paper, Hand dispenser Refills (tape), Pocket Calculator	£84.06			
HTC 19826		5th Apr 21	Terry Darrant	Lidl - Charter Day white cable ties	£2.49			
HTC 19827		20th Apr 21	Terry Darrant	Facebook impressions - Charter Day 2019	£50.00			
HTC 19828		19th Apr 21	Terry Darrant	Workwear- 2 Hi-Viz vests for Charter Day	£22.50			
HTC 19829		19th Apr & 26th Apr	H Marlow	Land Registry Searches	£9.00			
HTC 19830		Various	C Bowles	Milk, dividers, A4 copy paper, batteries, anti-bac wipes	£14.20			
HTC 19831		10th May 21	Core Office IT	IT support - April	£448.92			
HTC 19832		4th May 21	C Bowles	Land Registry Searches	£24.00			
HTC 19833		7th May 21	Voiceover	Service Charges - May 21 Inv 0044515	£96.43	DD		
HTC 19834		14th May 21	HR Services Partnership	HR Support and Advice - April 2021 - Invoice 12920	£816.00			
HTC 19835		19th May 21	Vision ICT	Website - Invoice 13105	£1,125.00			
HTC 19836		4th May 21	Terry Darrant	KC Creations printing for Charter Day	£36.50			
HTC 19837		21st May 21	Banks Construction	2nd Stage payment for the Honiton Allotments - Inv 21/46	£17,684.00			
HTC 19838		9th Apr 21	Simon Croft	Deposit for balloon modelling - Charter Day	£25.00			
HTC 19839		24th May 21	Coram Construc Training	Carl Cracknell & John Taylor Chapter 8 Training	£264.00			
HTC 19840		24th May 21	Beehive	Room booking fee JLA 21st May	£50.00			
				PAYMENT TOTAL	**£31,072.58**			

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 01/06/21 to 18/06/21									
HTC REF	**HTC Order No.**	**Invoice date**	**Payee**	**Description**	**Amount inc. VAT**	**Income**	**Cheque No./ BACS/DD**	**Councillor initials**	
HTC 19841		14th May 21	CRW Print Consultants	Charter Day Posters	£160.60				
HTC 19842		1st June 21	Vision ICT Ltd	4 hosted email accounts June 21- May 22 Invoice 13231	£510.00				
HTC 19843		2nd June 21	Metcalfe Allen Ltd	Supply and Install a replacement CCTV camera on 26th May	£438.00				
HTC 19844		31st May	Thirsty Work	Rental charges 20.05.21 to 19.06.21 plus 2 Bottles of Water/Cups	£47.40		DD		
HTC 19845		5th June	The Beehive	rental of JLA for TC meeting 3rd June	£50.00				
HTC 19846		21st Apr	EDDC	Dog bin emptying	£972.00				
HTC 19847		8th June 21	EDDC	Payroll Regharges - May 2021	£9,618.11				
HTC 19848		10th June 21	EDDC	Election - Honiton St Mike's - printing, postage, stationery, polling station rent and staffing/admin fee	£4,057.51				
HTC 19849		10th June 21	EDDC	Election - Honiton St Paul's printing, postage, stationery, polling station rent and staffing/admin fee	£3,094.22				
HTC 19850		11th June 21	HR Services Partnership Ltd	Hr Support and advice: Retained service May 2021	£816.00				
HTC 19851		11th June 21	IP Office Ltd	Programming changes	£60.00				
HTC 19852		4th June 21	M W Watkins	Supply & Fit new hosepipe tap for garden	£150.00				
HTC 19853		11th June 21	Print & Stitch	Banner - A1 Car Boot Sale Inv 3422	£10.20				
HTC 19854		14th June 21	Ottery Office & Computer Ltd	Stationery	£140.29				
HTC 19855		14th June 21	C Bowles	Stamps and milk	£66.30				
HTC 19856		8th June 21	Voiceover IP	Service charges - June	£96.43		DD		
HTC 19857		4th June 21	Honiton Community Complex	Postal charges for return of sound system	£18.42				
HTC 19858		6th June 21	Ricoh	Usage & rent for Model IM350	£48.00				
HTC 19859		6th June 21	Ricoh	Usage & Rent for Model IMC3000	£258.60				
HTC 19860		15th June 21	Terry Darrant	Charter Day - hangable flow packs and envelopes (amazon)	£3.38				
HTC 19861		15th June 21	Terry Darrant	Charter Day - Copy Paper (Tesco)	£5.70				
HTC 19862		16th June 21	Honiton & Village News	One full page advert for July for Honiton Charter Day	£135.00				
		8th June 21	Charter Day			£10.00			
				PAYMENT TOTAL	**£20,756.16**				
				INCOME TOTAL	**£10.00**				

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 19/06/21 to 15/07/21									
HTC REF	**HTC Order No.**	**Invoice date**	**Payee**	**Description**	**Amount inc. VAT**	**Income**	**Cheque No./ BACS/DD**	**Councillor initials**	
HTC 19863		18th June 21	The Beehive	Rental of JLA Room for TC Meeting 17.06.21	£50.00				
HTC 19864		16th June 21	Vision ICT Ltd	Final Invoice for upgrade of Council Website - 13269	£1,125.00				
HTC 19865		22nd June 21	Nub News	Job Advert - June 2021 Inv 0286	£90.00				
HTC 19866		22nd June 21	IAC Ltd	Internal Audit in respect of 2021 Annual Return	£456.00				
HTC 19867		23rd June 21	Mousehole Nurseries	Half Moon Baskets x 50, Large x 4 & Medium Trough - x 2	£882.60				
HTC 19868		24th June 21	EDDC	Payroll Recharges June 2021 + Admin Fee	£5,977.85				
HTC 19869		21st June 21	EDDC	Charter Day - Hire of Allhallows Field	£77.00				
HTC 19870		30th June 21	The Beehive	Rental of JLA Room for TC Meeting 24.06.21	£50.00				
HTC 19871		1st July 21	Zurich	Insurance for HTC - Renewal	£5,803.76		PAID-634884405		
HTC 19872		2nd July 21	Honiton & District Agriculture Association	Application for Trade Space - Honiton Show 5th & 6th August 2021	£234.00				
HTC 19873		30th June 21	Thirsty work	Cooler rental charges 20/06 - 19/07	£17.40		DD		
HTC 19874		6th July 21	The Beehive	Hayward room booking - allotments mtg	£20.00				
HTC 19875		14th May 21	KC Creations	Charter Day - paper & printing	£30.00				
HTC 19876		7th July 21	Dawn Reed	Expenses - social distancing Tape for the Market	£9.24				
HTC 19877		7th July 21	Carolyn Bowles	Expenses - milk & stamps	£49.32				
HTC 19878		30th June 21	Top to Bottom	Cleaning Services - 14/06-28/06	£115.20				
HTC 19879		7th July 21	Zoom Video Comm. Inc	Subs - July 7th 21 - July 6th 2022 (Heloise Expenses)	£287.76				
		17th June 21		Charter Day		£15.00			
		14th June 21		DCC - Parish Paths Partnership Grant April 2021-March 2022		£1,000.00			
				PAYMENT TOTAL	**£15,275.13**				
				INCOME TOTAL	**£1,015.00**				

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 16/07/21 to 04/08/21									
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Income	Cheque No./ BACS/DD	Councillor initials	
HTC 19880		1st July 21	Vision ICT Ltd	Biennial fee for gov.uk domain renewal - Sept 21 to Aug 23	£78.00				
HTC 19881		30th June 21	Law at Work Ltd	Fee for work done - reviewing papers, analysis of ET1 and legal claims	£1,800.00				
HTC 19882		7th July 21	Voice Over IP	Call charges Billing period ending 30th June 21	£96.43	DD			
HTC 19883		31st May 21	Rialtas	Year End online closedown	£672.00				
HTC 19884		8th July 21	Fenny Signs	Updating of Mayoral & Town Clerk Boards	£48.00				
HTC 19885		12th July 21	The Beehive	Service charge for 1/07/21 - 30/09/21	£2,500.00	PAID 13/07/21 - authorised by Mayor retrospectively			
HTC 19886		13th July 21	HR Services Partnership	HR Support & Advice: retained service June 2021	£816.00				
HTC 19887		13th July 21	Heloise Marlow	Fairtrade Sugar, Coffee & Tea	£6.50				
HTC 19888		15th July 21	The Beehive	Room Booking - 15.07.21 - JLA	£75.00				
HTC 19889		7th July 21	Georges Magic	Magic Show for Charter Day - Two shows	£250.00	Paid 03/08/21 authorised by Mayor retrospectively			
HTC 19890		21st July 21	Dawn Reed	2 x Flags for HTC - Uk & England	£12.00				
HTC 19891		26th July 21	Mousehole Nurseries	2 x large troughs	£44.40				
HTC 19892		27th July 21	EDDC	Payroll - July	£8,266.00				
HTC 19893		9th March 21	Paul Wheeler	Charter Day - Punch & Judy Show	£150.00	Paid 03/08/21 authorised by Mayor retrospectively			
HTC 19894		9th April 21	Simon Croft	Charter Day - balloon modelling	£175.00	Paid 03/08/21 authorised by Mayor retrospectively			
HTC 19895		25th July 21	Terry Darrant	Charter Day - Homebase - RST 400	£11.00				
HTC 19896		26th July 21	Vision ICT Ltd	Fee for moving minutes to new website	£432.00				
HTC 19897		27th July 21	Hope & May	Advise the Council on matters concerning personal data	£940.50				
HTC 19898		28th July 21	Paul Wheeler	Punch & Judy - 2 shows, Charter Day	£150.00				
HTC 19899		29th July 21	Heloise Marlow - Bannerbuzz	Expenses - Hand held Flags for Honiton show	£303.70				

HTC 19900		21st July 21	Dawn Reed	Name Badge Holders - Honiton Show	£5.50				
HTC 19901		1st August 21	R Butler - historical promotions & event mgt	Medieval display & rope making for Charter Day	£1,284.00				
HTC 19902		1st August 21	The Lucy Lastic Band	play for dancing at Charter Day	£300.00				
HTC 19903		30th June 21	Terry Darrant	Facebook ads for Charter Day /14th June-29 June	£22.66				
HTC 19904		31st July 21	Terry Darrant	Facebook ads for Charter Day/30th June-30th July	£37.33				
HTC 19905		31st July 21	Top to Bottom	Cleaning Services for July	£153.60				
HTC 19906		31st July 21	St Paul's Church Parish Office	Hire of Mackarness Hall for Charter Day 31st July 2021	£90.00				
HTC 19907		3rd August	H Marlow	Cllrs tickets to attend Honiton Show stand - 5th & 6th Aug	£112.00				
HTC 19908		7th June 21	Coram Construction Training	Jake Bonetta Chapter 8 training	£264.00				
HTC 19909		7th June 21	Coram Construction Training	Steve Keene Chapter 8 Training	£264.00				
				PAYMENT TOTAL	£19,359.62				
				INCOME TOTAL					

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 05/08/21 to 25/08/21									
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Income	Cheque No./ BACS/DD	Councillor initials	
HTC 19908		31st July 21	Thirsty work	Water & Rental Charges 20/07/21-19/08/21	£32.40		DD		
HTC 19909		4th Aug 21	Heloise Marlow	Honiton Show - Raffle Ticket Books x 3	£10.47				
HTC 19910		21st July 21	CRW Print Consultant	Charter Day - Artwork & Proofs - 1000 Programmes	£150.00				
HTC 19911		11th Aug 21	The Beehive	Rental of Liz Tirard room - TC Meeting 9th Aug	£75.00				
HTC 19912		10th Aug 21	Ottery Office & Computer	Various stationery items	£92.89				
HTC 19913		11th Aug 21	Westcountry Falconry	Charter Day - Falconry Display	£400.00				
HTC 19914		4th Aug 21	The Beehive	Rental of Liz Tirard room - Standards Briefing Meeting - 3rd Aug	£75.00				
HTC 19915		5th Aug 21	Leesons Trophies & Engraving	Charter Day - Engrave Charter Day Cup	£8.80				
HTC 19916		20th Aug 21	Steve Keene	Honiton Show - Sweets & Gifts	£40.00				
		12th Aug 21	Honiton Chamber of Commerce	Cheque for Charter Day		£100.00			
				PAYMENT TOTAL	£884.56				
				INCOME TOTAL	£100.00				

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 26/08/21 to 08/09/21

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Income	Cheque No./ BACS/DD	Councillor initials	
HTC 19917		27th Aug 21	Dawn Reed	Expenses - Phone Tripod for recording Meetings	£20.99				
HTC 19918		30th Aug 21	Hannah Loibl	Charter Day entertainer (singing)	£100.00				
HTC 19919		31st Aug 21	The Beehive	Hire of Tirard room for Council meeting	£75.00				
HTC 19920		26th Aug 21	EDDC	August payroll	£6,506.28				
HTC 19921		31st Aug 21	Top to Bottom Cleaning Services	Cleaning of Premises - Week commencing 02/08/2021	£192.00				
HTC 19922		28th Aug 21	Rialtus	Omega cashbook Annual Support & Maintenance Licence for 5 users	£464.40				
HTC 19923		31st Aug 21	Thirsty Work	Rental Charges - 20.08.21 to 19.08.21 (Inv 852300)	£18.60		DD		
HTC 19924		13th Aug 21	Core IT	Support, mailbox, archiving & Rialtus (Inv 9966)	£492.12				
HTC 19925		19th Aug 21	Core IT	Laptop, Warranty, Setup and Accessories (Inv 9981)	£1,092.00				
HTC 19926		6th Sept 21	Dawn Reed	Stamps	£19.68				
				PAYMENT TOTAL	**£8,981.07**				
				INCOME TOTAL					

Payment details checked: