

SCHEDULE OF PAYMENTS - 01/04/20 to 09/04/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19644		09/04/2020	DALC	Affiliation Fees for 2020/21 - NALC & DALC	£ 1,226.42		
HTC 19645		09/04/2020	South West Councils	Annual Associate Subscription	£ 513.60		
					£ 1,740.02		

Payment details entered:

Payment details checked:

SCHEDULE OF PAYMENTS - 10/04/20 to 05/05/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19646		09/04/2020	ArbDB Chambers	Arbitration Fee - Bailey Partnership	£ 3,446.40		
HTC 19647		09/04/2020	Loaring Development Ltd	Excess on Buildings Insurance Claim for leak in the Beehive	£ 250.00		
HTC 19648		16/04/2020	Voice Over IP	Phone & Broadband - March	£ 95.16	DD	
HTC 19649		21/04/2020	Mackarness Hall	Room Hire - Town Council Meeting 11/3/20	£ 45.00		
HTC 19650		23/04/2020	EDDC	Payroll Charges - April	£ 11,004.80		
HTC 19651		05/05/2020	Core Office IT	ICT Support - April	£ 392.52		
HTC 19652		05/05/2020	Top to Bottom Cleaning	Office Cleaning - April	£ 33.60		
HTC 19653		05/05/2020	Thirsty Work	Water Cooler - April	£ 17.40	DD	
HTC 19654		05/05/2020	Rialtus	Fees for Data Entry & Year End close down on accounting system	£ 1,122.00		
					£ 16,406.88		

Payment details entered:

Payment details checked:

SCHEDULE OF PAYMENTS - 06/05/20 to 28/05/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19655		07/05/2020	Voice Over IP	Telephone & Broadband - April	£ 95.16	DD	
HTC 19656		20/05/2020	EDF Energy	Electricity supply for Christmas Lights	£ 322.49		
HTC 19657		26/05/2020	Ricoh	Printer/Copier Hire main office - March	£ 219.51		
HTC 19658		26/05/2020	Combe Estate	Annual Water Charge for Allotments	£ 240.00		
HTC 19659		26/05/2020	ArbDB Chambers	Credit Note for Arbitration Fee	-£ 619.20		
					£ 257.96		

Payment details entered:
Payment details checked:

SCHEDULE OF PAYMENTS - 29/05/20 to 23/06/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19660		09/04/2020	Eat Festivals (The People's Plot)	Support for Honiton Gate to Plate 2020	£ 5,000.00		
HTC 19661		01/06/2020	Vision ICT	Website & Email accounts annual hosting fees	£ 510.00		
HTC 19662		08/06/2020	Thirsty Work	Office Water Cooler - May/June	£ 17.40	DD	
HTC 19663		08/06/2020	Core Office IT	ICT Support - May	£ 384.12		
HTC 19664		15/06/2020	Voice Over IP	Phone & Broadband - May	£ 95.16	DD	
HTC 19665		17/06/2020	Ricoh	Printer Hire - Room 3 - Jun,Jul,Aug	£ 47.60		
HTC 19666		26/05/2020	Local Councils Update	Annual Subscription	£ 100.00		
HTC 19667	19/20-038	19/06/2020	Mousehole Nurseries	Planting of baskets & troughs for town floral displays	£ 866.40		
					£ 7,020.68		

Payment details entered:

Payment details checked:

SCHEDULE OF PAYMENTS - 24/06/20 to 02/07/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19668		25/06/2020	EDDC	Payroll - June	£ 10,513.30		
HTC 19669		01/07/2020	Ricoh	Printer/Copier Hire Front Office (Jun-Aug)	£ 178.39		
HTC 19670		02/07/2020	Core Office IT	ICT Support - June	£ 384.12		
HTC 19671		02/07/2020	Thirsty Work	Water Cooler - Jun/Jul	£ 17.40	DD	
HTC 19672		02/07/2020	Zurich Insurance	Annual Insurance Premium	£6,029.37		
HTC 19673		07/07/2020	Zoom	Remote meeting licence	£287.76		
					£ 17,410.34		

Payment details entered:

Payment details checked:

SCHEDULE OF PAYMENTS - 03/07/20 to 03/08/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19674		22/06/2020	Terry Darrant	Stamps for Charter Day 2019	£7.32		
HTC 19675		07/07/2020	Dimonds	Copy paper	£24.95		
HTC 19676		03/08/2020	IAC	Internal Audit Services re Annual return	£456.00		
HTC 19677		31/07/2020	DF Sales	Sack truck for market	£231.95		
HTC 19678		02/07/2020	Carl Cracknell	Safety Tape for market	£11.98		
HTC 19679		24/07/2020	EDDC	Payroll - July	£9,809.55		
HTC 19680		03/08/2020	Vernon Barrow	Foe bookkeeping fee	£126.00		
HTC 19681		12/08/2020	Medigold	O/H Therapist Mark Tredwin	£540.00		
HTC 19682		12/08/2020	Medigold	O/H Therapist Tony McCollum	£540.00		
					£11,747.75		

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Payment details checked:

SCHEDULE OF PAYMENTS - 04/08/20 to 02/09/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19683		08/07/2020	Voiceover IP	Service charges - July	£95.16	DD	
HTC 19684		04/08/2020	Core Office IT	ICT Support - July	£384.12		
HTC 19685		26/08/2020	IP Office Ltd	Remote Engineering charge	£60.00	DD	
HTC 19686		27/08/2020	EDDC	Payroll - August	£14,277.94		
HTC 19687		01/05/2020	EDDC	Charge for emptying dog bins	£936.00		
HTC 19688		25/08/2020	SWCAA	Membership renewal fee	£10.00		
HTC 19689		18/08/2020	Dimonds	Stamps	£4.56		
HTC 19690		18/08/2020	Dimonds	Stationery	£44.17		
HTC 19691		07/02/2020	Beehive	Hayward Room Hire Fee - Hon Health Matters	£50.00		
HTC 19692		31/08/2020	Thirstywork	Rental Fee - Aug/Sept	£17.40	DD	
HTC 19693		28/05/2020	EDDC	Payroll - May	£ 11,004.80		
HTC 19694							
					£26,884.15		

Payment details checked:

SCHEDULE OF PAYMENTS - 03/09/20 to 02/10/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19695		28th Sept	Rialtas	Omega cashbook only annual support and maintenance licence	£464.40		
HTC 19696		3rd Sept	Metcalfe Allen	Engineer attendance on 2nd Sept to restore cameras	£60.00		
HTC 19697		4th Sept	Ricoh	IM 350 rental charge for Sept-Nov	£47.58		
HTC 19698		4th Sept	Ricoh	IM C3000 usage charge June-Aug and rental charge Sept-Nov	£188.59		
HTC 197699		24th Sept	EDDC	Payroll - Sept	£15,206.67		
HTC 19700		24th Sept	Dimonds	stationery	£22.89		
HTC 19701		23rd Sept	Dimonds	stamps	£49.44		
HTC 19702		24th Sept	Dimonds	copy paper	£30.90		
HTC 19703		30th Sept	Thirstywork	cooler rental - Sept/Oct	£17.40	DD	
HTC 19704		7th Sept	Voiceover IP	Service charges - Aug	£95.16	DD	
					£16,183.03		

Payment details checked:

SCHEDULE OF PAYMENTS - 03/10/20 to 5/11/20							
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19705		15th Oct, 30th Aug & 8th June	Cllr Taylor	Red & White Barrier Tape & Hazard Tape	£32.90		
HTC 19706		2nd Sept	Cllr Taylor	Hi Visibility Jacket for market	£40.97		
HTC 19707		14th Oct	Lion containers	Storage container	£2,634.00		
HTC 19708		30th April	Beehive	Balance to pay of service charge for quarter ended 31.3.20, mgt fee for year ended 31.3.20 and audit fee re service charge statement	£3,453.00		
HTC 19709		30th June	Beehive	service charge post audit adjustment for yr ended 31.3.20	£116.00		
HTC 19710		13th Oct	Voiceover IP	Service charges - Sept	£95.16	DD	
HTC 19711		11th Mar	EDDC	Room 2 The Beehive - Office and Premises rates for 01.04.20 to 01.04.21	£678.23		
HTC 19712		11th Mar	EDDC	Room 1 The Beehive - office and premises rates 01.04.20 to 01.04.21	£753.08		
HTC 19713		ND	John Vanderwolfe	Attending virtual meeting of HTC HR Comm (20-8-20) - writing minutes and providing advice to Council	£88.00		
HTC 19714		22nd Oct	EDDC	Payroll - October	£11,828.33		
HTC 19715		21st Oct	Michael Watkins	Installation of 7 hand sanitisers at the Beehive	£40.00		
HTC 19716		25th Oct	Vernon Barrow	Foe bookkeeping work up to Oct 2020	£210.00		
HTC 19717		27th Oct	Cllr Taylor	Block solid concrete and bag of sharp concreting sand	£20.34		
HTC 19718		31st Oct	Thirsty Work	Cooler Rental 19th Oct-19th Nov	£17.40	DD	
HTC 19719		4th Nov	Fenny Signs	Name added to Mayoral Board	£48.00		
HTC 19720		27th Oct	Ken Woodley	Hour change for St Paul's clock	£90.30		
					£20,145.71		

Payment details checked:

SCHEDULE OF PAYMENTS - 06/11/20 to 17/11/20

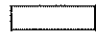
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19721		6th Nov	Voiceover IP	Service charges - October	£95.16	DD	
HTC 19722		2nd Nov	SLCC	Advertising services - Town Clerk vacancy	£246.00		
HTC 19723		15th Oct	HR Services Partnership	HR support & advice- retained service - Sept	£780.00		
HTC 19724		13th Nov	HR Services Partnership	HR support & advice- retained service - October	£780.00		
					£1,901.16		

Payment details checked:

SCHEDULE OF PAYMENTS - 18/11/20 to 02/12/20

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19725		24th Nov	Delve Electrical	Appliance Testing of Xmas Tree Lighting	£108.00		
HTC 19726		30th Nov	John Cox	Ditching & Drainage various sights	£1,000.00		
HTC 19727		30th Nov	The Festive Lighting Co.	Various Christmas Lights	£3,732.00		
HTC 19728		30th Nov	Thirstywork	Cooler Rental 19th Nov-19th Dec	£35.10	DD	
HTC 19729		30th Nov	EDDC	Payroll - November	£9,668.06		
					£14,543.16		

Payment details checked:



SCHEDULE OF PAYMENTS - 03/12/20 to 14/12/20

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19730		30th Nov	Top to Bottom Cleaning	Office Cleaning December 23th - 30th	£76.80		
HTC 19731		7th Jan	Core Office IT	IT Support for January	£308.52		
HTC 19732		31st March	Core Office IT	IT Support for March	£400.92		
HTC 19733		2nd June	Core Office IT	Helpdesk	£201.60		
HTC 19734		15th Sept	Core Office IT	IT support for August	£384.12		
HTC 19735		4th Dec	The Festive Lighting	3 Way Splitter	£180.00		
HTC 19736		11th Dec	IP Office Ltd	Monthly Telephone Bill	£95.16	DD	
HTC 19737		14th Dec	Cllr J Zarczynski	Christmas Lights (Travel)	£27.00		
					£1,674.12		

Payment details checked:

SCHEDULE OF PAYMENTS - 15/12/20 to 18/12/20

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor Initials
HTC 19738		4th Dec	Ricoh	IM 350 - Usage and Rental charge (1st Dec 20 to 28th Feb 21)	£48.56		
HTC 19739		4th Dec	Ricoh	IM C3000 Colour click and Rental charge (1st Sept 20 to 30th Nov 20 & 1st dec 20 to 28th Feb 21)	£181.04		
HTC 19740		14th Dec	J P S Services	Maintaining Flower Beds & Hanging Baskets 2020	£5,260.00		
HTC 19741		10th Dec	John Cox	Three Sites: Digger hire, Fuel, Labour & Materials	£5,000.00		
HTC 19742		14th Dec	HR Services Partnership	HR Support & Advice - Retained Service - November 2020	£2,814.24		
					£13,303.84		

Payment details checked:

SCHEDULE OF PAYMENTS - 04/01/21 to 15/01/21

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19743		21st Dec	EDDC	Payroll - December 2020	£8,084.11		
HTC 19744		31st Dec	Top to Bottom Cleaning	Office Cleaning 7th - 28th December 2020	£115.20		
HTC 19745		6th Jan	EDDC	Payroll - November 2020 (missed VAT)	£8.25		
HTC 19746		13th Jan	IP Office Ltd	Monthly Telephone Bill	£97.31	DD	
HTC 19747		5th Feb	Combe Estate	Miscellaneous Rent 05/02/21 - 04/02/22	£900.00		
					£9,204.87		

Payment details checked:

GRANTS 2020 - 21

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19748		15/01/2021	Honiton Parent & Toddler Group & Honiton Youth Club	Grant Allocated	£3,000.00		
HTC 19749		15/01/2021	Honiton Parent & Toddler Group	Grant Allocated	£380.00		
HTC 19750		15/01/2021	Citizens Advice East Devon	Grant Allocated	£4,000.00		
HTC 19751		15/01/2021	Open Arms East Devon	Grant Allocated	£1,210.00		
HTC 19752		15/01/2021	Honiton 55+ CIC	Grant Allocated	£2,500.00		
HTC 19753		15/01/2021	South Western Ambulance Charity	Grant Allocated	£116.00		
HTC 19754		15/01/2021	Honiton Community Spaces (CUB)	Grant Allocated	£3,250.00		
HTC 19755		15/01/2021	Honiton Hot Pennies	Grant Allocated	£500.00		
HTC 19756		15/01/2021	Honiton Health Matters	Grant Allocated	£1,000.00		
HTC 19757		15/01/2021	Parental Minds CIC	Grant Allocated	£2,000.00		
HTC 19758		15/01/2021	Hospiscare Day Hospice	Grant Allocated	£1,000.00		
HTC 19759		15/01/2021	Honiton Gymnastics Club	Grant Allocated	£15,000.00		
HTC 19760		15/01/2021	Honiton 729 Club	Grant Allocated	£800.00		
HTC 19761		15/01/2021	TRIP Community Transport Association	Grant Allocated	£5,000.00		
HTC 19762		15/01/2021	Honiton Millennium Green	Grant Allocated	£1,000.00		
				TOTAL	£40,756.00		

Payment details checked:

SCHEDULE OF PAYMENTS - 18/01/21 to 29/01/21

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials	
HTC 19763		15th Jan 21	HR Services Partnership	HR Support & Advice - Retained service - December 2020	£780.00			
HTC 19764		26th Jan 21	Mike Harding Lighting Solutions Ltd	Festive Light Installation & Removal Christmas 20/21	£6,470.40			
HTC 19765		22nd Jan 21	EDDC	Payroll - January 2021	£13,557.40			
HTC 19766		5th Jan 21	John Cox	Deposit for Pressure washing The Beehive & Dig out the Drains	£299.00			
					£21,106.80			

Payment details checked:

SCHEDULE OF PAYMENTS - 01/02/21 to 28/02/21

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Cheque No./ BACS/DD	Councillor initials
HTC 19767		31st Jan 21	Top to Bottom Cleaning	Cleaning of Premises - Week commencing 04/01/2021	£19.20		
HTC 19768		31st Jan 21	Thirsty Work	Cooler Rental 19th Jan-19th Feb	£17.40	DD	
HTC 19769		18th Jan 21	John Vanderwolfe	Attending virtual meeting of HTC Discipline Hearing - assisting with recruitment, writing notes and providing advice to Council	£264.00		
HTC 19770		3rd Feb 21	National Allotment Society	Annual Membership	£66.00		
HTC 19771		7th Dec 20	D H Landscaping	Honiton Christmas Trees - Supply & Decorate	£652.00		
HTC 19772		5th Feb 21	Voiceover IP	Service charges - January 2021	£96.13	DD	
HTC 19773		8th Feb 21	C Bowles	Expenses: Milk, A4 Paper, Washup Liquid, Coffee & Wall Planner	£27.89		
HTC 19774		1st Feb 21	D A S LAW Solicitors Ltd	Stage 2 fees	£720.00	77885561	
HTC 19775		10th Feb 21	H Marlow	Expenses: Stamps, Large 2nd & 1st Class and Key Cut	£89.22		
HTC 19776		12th Feb 21	HR Services Partnership Ltd	HR Support & Advice - Retained Service - January 2021	£780.00		
HTC 19777		22nd Feb 21	Vernon Barrow	Foe bookkeeping work until Feb 2020	£252.00		
HTC 19778		24th Feb 21	EDDC	Payroll - February	£8,791.35		
HTC 19779		24th Feb 21	Ottery Office & Computer Ltd	Stationery - Paper & Suspension Files	£125.90		
HTC 19780		21st Feb 21	John Cox	Pressure washing Beehive - 1/2 day	£150.00		
HTC 19781		21st Feb 21	John Cox	Flag Pole Rope & Labour	£42.99		
HTC 19782		23rd Feb 21	John Cox	Pressure washing Beehive - 2 days	£298.00		
HTC 19783		8th Oct 20	Core Office IT	IT Support for September - Inv 9303	£384.12		
HTC 19784		13th Nov 20	Core Office IT	IT Support for October - Inv 9398	£388.92		
HTC 19785		10th Dec 20	Core Office IT	IT Support for November - Inv 9436	£393.72		
HTC 19786		18th Jan 21	Core Office IT	IT Support December - Inv 9494	£388.92		
HTC 19787		12th Feb 21	Core Office IT	IT Support January - Inv 9555	£405.72		
HTC 19788		23rd Feb 21	Core Office IT	Initial Setup of Cloud hosted Rialtus - Inv 9603	£360.00		
HTC 19789		23rd Feb 21	Core Office IT	Billable Parts - Dell HD touch screen, Dell 5 yr warranty, Laptop set up Inv - 9604	£1,488.00		

HTC 19790		24th Feb 21	Metcalfe Allen Ltd	Annual routine inspection & Service of the CCTV system (4th Feb)	£288.00			
HTC 19791		26th Feb 21	IAC	Interim Audit 2020-21	£456.00			
					£16,945.48			

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SCHEDULE OF PAYMENTS - 01/03/21 to 31/03/21

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	INCOME	Cheque No./ BACS/DD	Councillor initials
HTC 19792		24th Feb 21	Metcalfe Allen	Annual inspection & service of CCTV system	£288.00			
HTC 19793		28th Feb 21	Thirstywork	Cooler rental 19 Feb-19 Mar	£17.40		DD	
HTC 19794		3rd Mar 21	Metcalfe Allen	Engineer attending on 12th Jan due to reported problems with CCTV. No pictures on the screen.	£150.00			
HTC 19795		5th Mar 21	Voiceover IP	Service Charges - Feb 21	£96.13		DD	
HTC 19796		15th Mar 21	HR Services Partnership Ltd	HR Support & Advice - Retained Service - February 2021 Inv 12622	£780.00			
HTC 19797		15th Mar 21	Hope & May	Advice re three subject access requests	£1,500.99			
HTC 19798		4th Mar 21	Ricoh	B/W usage 1/12/20-28/2/21 & rental for 1/3/21-31/5/21	£50.51			
HTC 19799		4th Mar 21	Ricoh	Colour usage 1/12/20-28/2/21 & rental 1/3/21-31/5/21	£189.92			
HTC 19800		26th Mar 21	Michelmores	Professional charges for services rendered - Service charge dispute	£1,200.00		725455258	
HTC 19801		23rd Mar 21	Michelmores	Clause for Covid Support Grant	£15,000.00		paid	
HTC 19802		23rd Mar 21	Michelmores	Compromise payment	£10,000.00		352153669	
HTC 19803		8th Mar 21	EDF Energy	Unmetered supply, Christmas Decorative Lighting	£36.06			
HTC 19804		29th Mar 21	.	Payroll - March	£9,572.86			
		24th Mar 21	HMRC VTR				£27,440.50	
				PAYMENT TOTAL	£38,881.87			

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