

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 Recharges - 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 - 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			

SCHEDULE OF PAYMENTS & RECEIPTS - 04/11/21 to 06/12/21

HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Income	Cheque No./ BACS/DD	Councillor initials
HTC 19963		31st Oct 21	Thirsty Work	Rental Charges - 20.10.21 to 19.11.21	£18.60		DD	
HTC 19964		13th Oct 21	Street Solutions UK	1 Metre 2-Piece Traffic Cones	£219.79			
HTC 19965		25th Aug 21	SWCAA	Membership Renewal 21/22	£10.00			
HTC 19966		8th Nov 21	Voice Over IP	Billing Period End 31st October 21	£97.73		DD	
HTC 19967		11th Nov 21	The Beehive	Room Hire - Tirard Room 08.11.21	£75.00			
HTC 19968		11th Nov 21	The Beehive	Room Hire - Tirard Room 10.11.21	£75.00			
HTC 19969		12th Nov 21	IAC	Interim Audit 2021-22	£456.00			
HTC 19970		17th Nov 21	The Beehive	Room Hire - Tirard Room 15.11.21	£75.00			
HTC 19971		18th Nov 21	The Beehive	Room Hire - Tirard Room 17.11.21	£75.00			
HTC 19972		1st Oct 21	Debt Management Office	Loan Repayment due 01/10/21 - PW501388, PW501626, PW503686	£29,537.41		DD	
HTC 19973		18th Nov 21	Core Office IT	Monthly billing for October 21	£566.40			
HTC 19974		19th Nov 21	The Beehive	Room Hire - Hayward Room	£75.00			
HTC 19975		22nd Nov 21	IP Office	Hosted Capital & 1 Yealink Setup	£288.00			
HTC 19976		22nd Nov 21	H Marlow	EDDC Planning Application Fee	£145.00			
HTC 19977		9th Nov 21	St John Ambulance	Fee for attendance at Charter Day	£172.80			
HTC 19978		26th Nov 21	EDDC	Payroll - November 21	£9,562.95			
HTC 19979		30th Nov 21	Thirsty Work	Rental Charges - 20.11.21 to 19.12.21 Water & cups	£37.50		DD	
HTC 19980		30th Nov 21	Top to Bottom Cleaning	Cleaning for November 21	£211.20			
HTC 19981		30th Nov 21	The Beehive	Room Hire - Tirard Room 29.11.21	£75.00			
HTC 19982		14th Nov 21	Royal British Legion Honiton	1 x Wreath	£30.00			
HTC 19983		3rd Dec 21	Core Office IT	Helpdesk & Replacement NAS drive	£951.60			
HTC 19984		3rd Dec 21	Core Office IT	Managed Support Service - November	£561.60			
HTC 19985		15th Nov	Cllr T McCollum	Batteries for Christmas Lights	£42.00			
		21st Oct 21	Christmas Trees	Payment of various Christmas Trees		£600.00		
		25th Oct 21	Allotments	Lease and admin fee for Allotments		£1,660.00		
		26th Oct 21	EDDC	CIL Receipt		£11,664.33		
		31st Oct 21	Market	Market Income - Sumup		£109.13		
		31st Oct 21	Market	Market - Income Cash/cheques		£2,054.00		
		1st Nov 21	Honiton PCC	re-imburement for work done on St Paul's Church Clock		£360.00		
		17th Nov 21	Stags	Christmas tree overpayment		-£40.00	Credit	
				PAYMENT TOTAL	£43,358.58			
				INCOME TOTAL	£16,407.46			

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 09/12/21 to 12/01/22								
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount inc. VAT	Income	Cheque No./ BACS/DD	Councillor initials
HTC 20002		9th Dec 21	The Beehive	Room Hire - Tirard Room 08.12.21	£75.00			
HTC 20003		7th Dec 21	Voiceover IP	Billing Period ending 30th Nov 21	£120.67		DD	
HTC 20004		14th Dec 21	The Beehive	Room Hire - Tirard Room 13.12.21	£75.00			
HTC 20005		1st Dec 21	Stephen Hill	Membership Fee - SLCC	£347.00			
HTC 20006		17th Dec 21	EDDC	Payroll - December	£11,609.60			
HTC 20007		10th Dec 21	Ricoh	Model IM 350 - Rent 1.12.21 - 28.2.22 & usage 1.9.21 - 30.11.21	£48.56			
HTC 20008		24th Nov 21	Ottery Office & Computer Ltd	Stationery Purchases	£154.87			
HTC 20009		21st Dec 21	The Beehive	Room Hire - Tirard Room 20.12.21	£75.00			
HTC 20010		22nd Dec 21	D H Landscaping	Town Trees - supply and decorate 2021	£1,289.91			
HTC 20011		31st Dec 21	Thirstywork	Rental charges 20/12/21 - 19/01/22	£18.60		DD	
HTC 20012		7th Jan 22	Cllr Keene - Expenses	Padlock for the Allotments	£17.48			
HTC 20013		1st Jan 22	The Beehive	Service charge for 1/1/22 - 31/3/22	£2,500.00			
HTC 20014		10th Jan 22	Stephen Hill	Expenses for Christmas Market 2021	£282.57			
HTC 20015		10th Jan 22	Lee Leppington	Clothing and stationary expenses	£80.74			
HTC 20016		11th Jan 22	Carolyn Bowles	Milk, tippex & cleaning items	£16.39			
HTC 20017		11th Jan 22	The Beehive	Tirard room booking-Council mtg 10/1	£75.00			
HTC 20018		10th Jan 21	Voiceover IP	Billing Period ending 31st Dec 21	£116.95		DD	
HTC 20019		31st Dec 21	Top to Bottom Cleaning	Cleaning of Premises Dec 21	£115.20			
		25th Nov 21	Allotments	Allotment Income - BACS		£160.00		
		25th Nov 21	Allotments	Allotments Income - Cheques/Cash		£340.00		
		15th Dec 21	EDDC	Allotments, S106		£44,329.27		
		25th Nov 21	Market	Market - Income Cash/cheques Nov 21		£1,584.00		
		31st Dec 21	Market	Market - Income Cash/cheques Dec 21		£1,448.00		
		25th Nov 21	Market	Market Income - Sumup Nov 21		£197.61		
		31st Dec 21	Market	Market Income - Sumup Dec 21		£71.77		
		9th Nov 21	Christmas Tree	Payment of various Christmas Trees		£400.00		
		9th Dec 21	Christmas Tree	Payment of various Christmas Trees		£80.00		
				PAYMENT TOTAL	£17,018.54			
				INCOME TOTAL		£48,610.65		

Payment details checked:

SCHEDULE OF PAYMENTS & RECEIPTS - 10/03/22 to 06/04/22								
HTC REF	HTC Order No.	Invoice date	Payee	Description	Amount Inc. VAT	Income	Cheque No./ BACS/DD	Councillor initials
HTC 20062		10th Mar 22	The Beehive	Room Hire - March	£75.00			
HTC 20063		10th Mar 22	Dawn Reed	Key Tags/Magazine Holders	£11.68			
HTC 20064		11th Mar 22	The Beehive	Room Hire - March	£50.00			
HTC 20065		11th Mar 22	The Beehive	Room Hire - March	£75.00			
HTC 20066		15th Mar 22	The Beehive	Tirard Room Hire - 14th Mar	£75.00			
HTC 20067		11th Mar 22	Fenny Signs	Addition of V Howard to Honoured Citizens Board	£48.00			
HTC 20068		11th Mar 22	EDDC	Council Tax Room 1 The Beehive	£711.08			
HTC 20069		11th Mar 22	EDDC	Council Tax Room 2 The Beehive	£636.23			
HTC 20070		5th Mar 22	Ricoh	Model IM C3000 Usage 1/12/21-28/2/22 & Rental 1/3/22-31/5/22	£261.85			
HTC 20071		31st Jan 22	Metcalfe Allen Ltd	Failed POE switch - engineer attended 06.01.22	£294.00			
HTC 20072		10th Mar 22	Ricoh	Model IM 350 Usage Dec to Feb & Rental March 22 to May 22	£48.58			
HTC 20073		17th Mar 22	EDDC	Polling Station Rent, Staff & Admin	£9,399.63			
HTC 20074		28th Feb 22	Top to Bottom Cleaning	Cleaning of Premises Feb 22	£158.40			
HTC 20075		22nd Mar 22	Stephen Hill	Standing desk Converter	£76.99			
HTC 20076		22nd Mar 22	The Beehive	Room Hire - Tirard March	£75.00			
HTC 20077		24th Mar 22	A1 Print & Slitch	Flyers - Honiton Street Market	£38.40			
HTC 20078		17th Mar 22	PKF Accountants & Business Advisers	Annual Governance & Accountability Return for year ended 31 March 2020	£3,408.00			
HTC 20079		28th Mar 22	T McCollum	Petrol & hire of gazebos from OSM Town Council	£44.19			
HTC 20080		29th Mar 22	EDDC	Payroll - March 2022	£12,355.98			
HTC 20081		31st Mar 22	Banks Construction Ltd	Second Entrance gate and removal of fallen tree on Bramble Hill/clear drain	£1,032.00			
HTC 20082		31st Mar 22	The Beehive	Hire of Tirard Room 30.03.22	£75.00			
HTC 20083		31st Mar 22	Top to Bottom Cleaning	Cleaning of Premises March 22	£172.80			
HTC 20084		7th Mar 22	Voice Over IP	Billing Period Ending 28th Feb 22	£62.85		DD	
HTC 20085		1st Apr 22	DALC	DALC affiliation fee & service charge & NALC affiliation fee	£1,280.97			
HTC 20086		31st Mar 22	Thirstywork	Rental Charges 20/03/22-19/04/22 & water	£42.90		DD	
HTC 20087		4th Apr 22	The Beehive	Hire for JLA 02/04/22 - Yes1 event	£450.00			
HTC 20088		31st Mar 22	Western Power Distribution	Connection for CCTV power supply	£1,994.60			
HTC 20089		28th Mar 22	Trudi Steer	Market leaflets - Inv 00002	£60.00			
			Market	Market - Income Cash/Cheques March		£1,234.00		
			Market	Market Income - Sumup March 22		£76.67		

			HMRC	VAT Return		£7,325.01			
			HMRC	VAT Return		£17,744.56			
			Target CO2	YES1		£100.00			
			Jubilee Donations	Donations		£225.00			
			EDDC	Allotments		£8,460.28			
				PAYMENT TOTAL		£33,014.13			
				INCOME TOTAL		£35,165.52			

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