

Appendix A

WIMBORNE MINSTER TOWN COUNCIL

RESOURCES COMMITTEE MEETING 17 APRIL 2018

SCHEDULE OF PAYMENTS FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount	Net	Recoverable VAT	Dept Code	Merchant Category
DD 1	01.05.18	East Dorset District Council	Business Rates - May 2018	684.00	684.00	0.00	5620	T/Hall - Business Rates
DD 2	25.04.18	East Dorset District Council	Lodge Council Tax - April 2018	250.82	250.82	0.00	6657	Gen rec - Lodge Council Tax
DD 6	17.04.18	British Gas	Gas - Town Hall - 09.11.17 - 07.03.18	1500.91	1250.76	250.15	5617	T/Hall - Gas
DD 7	13.04.18	British Gas	Electricity - T/Hall - 28.12.17-23.03.18	352.69	335.90	16.79	5618	T/Hall - Electricity
DD 8	13.04.18	British Gas	Electricity - Redcotts Pavilion 09.12.17-23.03.18	752.55	627.13	125.42	6892	R/Cotts - Pavilion Services
# DD 9	13.04.18	British Gas	Gas - Redcotts Pavilion 01.03.18-23.03.18	58.98	56.18	2.80	6891	R/Cotts - Pavilion Gas
DD 20	30.04.18	Public Works Loan Board	CCTV Loan 1	3918.58	3918.58	0.00	6471	CCTV - CCTV Loan Repayments
# SO1	01.04.18	Wimborne Business Systems Ltd	Line Rental & Internet Services - January 2018	62.21	51.84	10.37	5403	Admin - Telephone & Internet
DC 1	03.04.18	ASDA Mobile	Groundsman's Mobile Top-Up	20.00	20.00	0.00	6661	Gen Rec - Consumables
DC 2	11.04.18	HM Land Registry	Register & Title Plan	6.00	6.00	0.00	5406	Admin - General Office Expenses
008945	17.04.18	Dorset Association Of Parish & Town Councils	Introduction - New external Auditor & Limited Assurance Regime	15.00	15.00	0.00	5407	Admin - Training
008948	17.04.18	East Dorset District Council	Wimborne BID Levy 01.04.18-31.03.19	213.75	213.75	0.00	6046	GSL - BID Levy
008946	17.04.18	Ecocleen Services Limited	Cleaning Toilets & Changing Rooms - Redcotts Pavilion	258.00	215.00	43.00	6893	R/Cotts - Cleaner/Maintenance
008947	17.04.18	Local World Limited	Advertisement - Annual Town Meeting	129.60	108.00	21.60	5417	Admin - Advertising
008938	28.03.18	Lytchett Minster Joinery	Gothic Doors - Wimborne Cemetery - Final Invoice	2388.00	1990.00	398.00	5469	Admin - Cemetery Misc Exp
008942	04.04.18	Paul Hanwell	Deadwooding Trees x7 - Redcotts Recreation Ground	500.00	500.00	0.00	6668	Gen Rec - Contract Work
008939	28.03.18	Shaw & Sons Limited	Registers x2 - Wimborne Cemetery	345.60	288.00	57.60	5469	Admin - Cemetery Misc Exp
008941	04.04.18	War On Waste Ltd	Wheelie Bin Emptying - February 2018	167.40	139.50	27.90	6676	Gen Rec - Waste Disposal
008943	10.04.18	Wimborne & District Community Association	Room Hire - Quarterjack Suite - Wimborne Valognes Anniversary Reception	94.50	94.50	0.00	5835	Mayoral/Civic - Civic Events
008937	17.04.18	Wimborne Valognes Twinning Association	Annual Membership 2018	15.00	15.00	0.00	5420	Admin - Membership Of O/S Bodies
BACS	20.04.18	ACE Office Environments	Office Stationery	68.40	57.00	11.40	5406	Admin - General Office Expenses
BACS	20.04.18	Cllr Terry Wheeler	Travel Expenses	117.54	117.54	0.00	5842	Mayoral/Civic - Members Travel
			2nd Half Mayoral Allowance	1000.00	1000.00	0.00	5830	Mayoral/Civic - Mayoral Allowance
BACS	20.04.18	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion	125.26	104.38	20.88	6894	R/Cotts - Pavilion Legionella Testing

1117.54

BACS	20.04.18	Dorset County Council	Gully Cleansing	1140.00	950.00	190.00	6242	P7E - Devolution Community Fund	
BACS	20.04.18	Jewson Limited	Consumables	115.12	95.94	19.18	6661	Gen Rec - Consumables	
BACS	20.04.18	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill	52.80	44.00	8.80	6265	P&E - Bus Shelters Exp	
BACS	20.04.18	South West Councils	Annual Membership 01.04.18-31.03.19	460.80	384.00	76.80	5420	Admin - Membership Of O/S Bodies	
BACS	20.04.18	Trade UK (Screwfix)	Consumables	50.47	42.06	8.41	6661	Gen Rec - Consumables	
BACS	20.04.18	Wimborne BID	Square Bookings Assistance - March 2018	314.50	262.08	52.42	5464	Admin - Square Bookings Assistance	
			50% Town Centre Maintenance 11.02.18-10.03.18	225.00	187.50	37.50	6269	P&E - Town Centre Maintenance	539.50
BACS	20.04.18	Wimborne Business Systems Ltd	Call Charges - February 2018	22.46	18.72	3.74	5403	Admin - Telephone & Internet	
			IT Support	187.50	156.25	31.25	5465	Admin - IT/Website	
			Office 365 Exchange Online - April 2018	30.00	25.00	5.00	5465	Admin - IT/Website	
			Website Development - Wimborne Cemetery	570.00	475.00	95.00	5469	Admin - Cemetery Misc Exp	*
			Stationery Design - Wimborne Cemetery	180.00	150.00	30.00	5469	Admin - Cemetery Misc Exp	*
			Logo Design - Wimborne Cemetery	180.00	150.00	30.00	5469	Admin - Cemetery Misc Exp	* 1169.96
BACS	20.04.18	Wimborne Cemetery Joint Management Cttee	1/2 Annual Contribution	5810.20	5810.20	0.00	6040	GSL - Cemetery Contribution	
BACS	20.04.18	Salaries	Salaries (Town Council & Cemetery Staff)	13693.00	13693.00	0.00	2250	Salaries	
BACS	20.04.18	Inland Revenue	Tax & NIC	3553.83	3553.83	0.00	2251	Tax & NIC	
BACS	20.04.18	Dorset County Pension Fund	Superannuation	4304.07	4304.07	0.00	2252	Superannuation	

Total

43934.54 42360.53 1574.01

- denotes already on SAGE * To be recharged to the Cemetery

32200.95

Appendix A

WIMBORNE MINSTER TOWN COUNCIL

RESOURCES COMMITTEE MEETING 22 MAY 2018

SCHEDULE OF PAYMENTS FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount	Net	Recoverable VAT	Dept Code	Merchant Category
DD 1	01.06.18	East Dorset District Council	Business Rates - June 2018	684.00	684.00	0.00	5620	T/Hall - Business Rates
DD 2	25.05.18	East Dorset District Council	Lodge Council Tax - May 2018	248.00	248.00	0.00	6657	Gen rec - Lodge Council Tax
DD 6	03.05.18	British Gas	Gas - Town Hall - 08.03.18-16.04.18	159.15	151.58	7.57	5617	T/Hall - Heating Gas
DD 8	03.05.18	British Gas	Electricity - Redcotts Pavilion - 24.03.18-31.03.18	23.42	22.31	1.11	6892	R/Cotts - Pavilion Services
DD 11	18.05.18	Southern Electric	Electricity - Redcotts Footway Lighting - 23.12.17-22.01.18	28.43	27.08	1.35	6655	Gen Rec - Lighting
# DC 1	14.04.18	Way With Words	Transcription Service - Extraordinary Meeting 28.03.18	149.40	124.50	24.90	5406	Admin - General Office Expenses
# DC 2	20.04.18	Insurance Experts Ltd	Wimborne Militia Insurance 2018-19	370.70	370.70	0.00	5839	Mayoral/Civic - Militia
# DC 3	24.04.18	Way With Words	Transcription Service - Extraordinary Meeting - Final Installment	149.40	124.50	24.90	5406	Admin - General Office Expenses
# DC 4	24.04.18	Legalo	Templates - Licence To Occupy	24.95	24.95	0.00	5406	Admin - General Office Expenses
# DC 5	24.04.18	Langham Wine Estate	2 Cases Classic Cuvee - Mayor's Valognes Twinning Reception	259.20	259.20	0.00	5835	Mayoral/Civic - Civic Fund
# DC 6	25.04.18	ASDA Mobile	Groundsman's Mobile Top Up	20.00	20.00	0.00	6661	Gen Rec - Consumables
# DC 7	30.04.18	Amazon.co.uk	Shark - Vacuum Cleaner	339.00	282.50	56.50	5406	Admin - General Office Expenses
# DC 8	03.05.18	Dorset County Council	Commercial Waste Sacks - Dog Bin Emptying	100.00	100.00	0.00	6674	Gen Rec - Dog Waste Disposal
DC 9	15.05.18	Tesco	Refreshments - Mayor Making 15.05.18	68.75	67.75	1.00	5406	Admin - General Office Expenses
# SO1	01.05.18	Wimborne Business Systems Ltd	Line Rental & Internet Services - May 2018	62.21	51.84	10.37	5403	Admin - Telephone & Internet
008972	22.05.18	Petty Cash	Petty Cash Imprest	138.54	138.54	0.00	1209	Petty Cash
008956	22.05.18	Allied Office Machines Ltd	Printing Charges - 7802 x black copies	60.67	50.56	10.11	5406	Admin - General Office Expenses
# 008955	25.04.18	Carnival Flowers	100 x Red Roses - Mayor's Charity Collection - St George's Day	110.00	91.67	18.33	2880	Fund - Mayor's Charites
008964	22.05.18	R D Cook	Travel Expenses 21.11.17 - 29.04.18	63.00	63.00	0.00	5842	Mayoral/Civic - Members Travel
008953	20.04.18	Courtstall Services Ltd	Resurfacing Hard Tennis Courts - 2nd Installment	20496.00	17080.00	3416.00	2890	Fund - Section 106 Redcotts Tennis Courts
008968	15.05.18	Courtstall Services Ltd	Resurfacing Hard Tennis Courts - Final Installment	6000.00	5000.00	1000.00	2890	Fund - Section 106 Redcotts Tennis Courts
008952	20.04.18	Dorset Association Of Parish & Town Councils	Introduction - DAPTC Annual Conference x3 Delegates	210.00	210.00	0.00	5407	Admin - Training
008971	22.05.18	Dorset Association Of Parish & Town Councils	GDPR Regulations Update x2 Delegates	50.00	50.00	0.00	5407	Admin - Training
# 008944	10.04.18	Dorset Community Transport	Subsidy - Route 88	5000.00	5000.00	0.00	6270	P&E - Contribution To Service 88 *

008963	22.05.18	Dorset Drainage Services (UK) Ltd	Unblock Drains - Redcotts Recreation Ground Public Toilets	96.00	80.00	16.00	6658	Gen Rec - Miscellaneous	
# 008954	23.04.18	Dorset Furnishing Care	Carpet Cleaning - Council Chamber, Cttee Room & Reception	280.00	280.00	0.00	5624	T/Hall - Minor Repair/maintenance	
008973	22.05.18	Kyleigh's Papercuts Ltd	Mayoral Gift - Wimborne Ochsenfurt Twinning Association Visit	140.00	140.00	0.00	5835	Mayoral/Civic - Civic Fund	
008950	19.04.18	LM Read	Repair Wiring & Fit New Fuse - Electric Mega Van	82.50	82.50	0.00	6660	Gen Rec - Repair/Renewal	
008962	22.05.18	M B Wilkes Ltd	Woodland Mulch & Soil - Leigh Park Play Area	260.64	217.20	43.44	6661	Gen Rec - Consumables	
008957	22.05.18	Mega Vans FTS Ltd	Software Service Update, 1x Auxillary Contactor & 1x 250amp Fuse	630.00	525.00	105.00	6672	Gen Rec - Mega Van Servicing	
# 008949	19.04.18	Pure Gas Heating Limited	Replacement Immersion Heater	120.00	100.00	20.00	6452	Building - Groundsman's Lodge	
008940	04.04.18	Radio Wimborne	Donation - Recording Extraordinary Meeting 28.03.18	100.00	100.00	0.00	5406	Admin - General Office Expenses	
008951	19.04.18	Rainford Electrical	Electrical Repairs - Redcotts Public Toilets	420.00	420.00	0.00	6658	Gen Rec - Miscellaneous	
008960	22.05.18	Sorrels Caterers Ltd	Wimborne Valognes Twinning Assoc.50th Anniversary Reception	120.00	100.00	20.00	5835	Mayoral/Civic - Civic Fund	
			Catering - Mayor's Civic Service 06.05.18	798.90	665.75	133.15	5835	Mayoral/Civic - Civic Fund	918.90
008958	03.05.18	War On Waste Ltd	Wheelie Bin Emptying - February 2018	161.34	134.45	26.89	6676	Gen Rec - Waste Disposal	
008969	22.05.18	War On Waste Ltd	Duty Of Care - Annual Charge - Glass Collections	30.00	25.00	5.00	6676	Gen Rec - Waste Disposal **	
008959	22.05.18	The Wimborne Militia	50% Collection - St George's Day	71.02	71.02	0.00	2880	Fund - Mayor's Charities	
BACS	25.05.18	ACE Office Environments	Office Stationery	6.14	5.12	1.02	5406	Admin - General Office Expenses	
			1 x Box White Paper	33.96	28.30	5.66	5406	Admin - General Office Expenses	40.10
BACS	25.05.18	Avoncrop Amenity Products Ltd	Bowling Green Chemicals & Line Marking Spray	924.00	770.00	154.00	6871	R'Cotts - Bowling	
BACS	25.05.18	C&O Tractors Ltd	Spark Plugs x2, Starter Handle, 12" Chain & Mirror	46.18	38.48	7.70	6660	Gen Rec - Repair/Renewal	
BACS	25.05.18	Consortium	Toilet Rolls x40, Disposable Overshoes x100 & key Fobs	29.79	24.82	4.97	5406	Admin - General Office Expenses	
			Groundsmen's Consumables & Hygiene Supplies	142.66	118.87	23.79	6661	Gen Rec - Consumables	
			Heavy Scouring Pads	6.23	5.19	1.04	6661	Gen Rec - Consumables	178.68
BACS	25.05.18	Custom Security Services Ltd	CCTV Maintenance Contract 01.04.18-31.03.19	2640.00	2200.00	440.00	6470	CCTV - CCTV Maintenance	
BACS	25.05.18	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion - April	125.27	104.38	20.89	6894	R/Cotts - Pavilion Legionella Testing	
			Legionella Testing - Redcotts Pavilion - May	125.26	104.38	20.88	6894	R/Cotts - Pavilion Legionella Testing	250.53
BACS	25.05.18	Lisa Dukes	Cleaning - Town Hall 20.03.18 - 18.04.18	85.00	85.00	0.00	5622	T/Hall - Cleaning Contract	
			Cleaning - Town Hall 19.04.18 - 18.05.18	135.00	135.00	0.00	5622	T/Hall - Cleaning Contract	220.00
BACS	25.05.18	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill	52.80	44.00	8.80	6265	P&E - Bus Shelters Exp	
BACS	25.05.18	Trade UK (Screwfix)	Consumables	126.47	112.56	13.91	6670/6661	Gen Rec - G'Men's PPE/Consumables	
BACS	25.05.18	T F Wheeler	Travel Expenses 26.03.18 - 04.05.18	114.48	114.48	0.00	5842	Mayoral/Civic - Members Travel	
BACS	25.05.18	Wimborne BID	Square Bookings Assistance - April 2018	510.12	425.10	85.02	5464	Admin - Square Bookings Assistance	

			50% Town Centre Maintenance 11.03.18-10.04.18	225.00	187.50	37.50	6269	P&E - Town Centre Maintenance
BACS	25.05.18	WP Group	499L Red Diesel	379.87	361.78	18.09	6661	Gen Rec - Consumables
BACS	25.05.18	Salaries	Salaries (Town Council & Cemetery Staff)	13788.36	13788.36	0.00	2250	Salaries
BACS	25.05.18	Inland Revenue	Tax & NIC	3918.23	3918.23	0.00	2251	Tax & NIC
BACS	25.05.18	Dorset County Pension Fund	Superannuation	4163.52	4163.52	0.00	2252	Superannuation

735.12

Total

65703.56 59918.67 5784.89

- denotes already on SAGE * Shared with Wimborne BID

** To be recharged to Wimborne Bowls Club

Sum of BACS Payments

26423.52

Appendix A

WIMBORNE MINSTER TOWN COUNCIL

RESOURCES COMMITTEE MEETING 19 JUNE 2018

SCHEDULE OF PAYMENTS FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount	Net	Recoverable VAT	Dept Code	Merchant Category
DD 1	01.07.18	East Dorset District Council	Business Rates - July 2018	684.00	684.00	0.00	5620	T/Hall - Business Rates
DD 2	25.05.18	East Dorset District Council	Lodge Council Tax - May 2018	248.00	248.00	0.00	6657	Gen rec - Lodge Council Tax
DD 3	14.06.18	Siemens Financial Services Ltd	Photocopier Lease	335.97	279.98	55.99	5409	Admin - Photocopier
DD 9	21.06.18	British Gas	Gas - Redcotts Pavilion 24.03.18 - 31.05.18	101.54	96.71	4.83	6891	R'Cotts - Pavilion Gas
DD 19	13.07.18	Public Works Loan Board	Leigh Park Children's & Coomunity Centre Loan	7476.57	7476.57	0.00	6449	Buildings - Leigh Park Comm Centre Loan
DC 1	24.05.18	Post Office Ltd	200x 2nd Class & 12 1st Class Stamps	124.04	124.04	0.00	5408	Admin - Postage
DC 2	31.05.18	ASDA Mobile	Groundsman's Mobile Top Up	20.00	20.00	0.00	6661	Gen Rec - Consumables
SO1	01.06.18	Wimborne Business Systems Ltd	Line Rental & Internet Services - June 2018	62.21	51.84	10.37	5403	Admin - Telephone & Internet
008981	19.06.18	Petty Cash	Petty Cash Imprest	50.59	50.59	0.00	1209	Petty Cash
008979	19.06.18	Dorset Association Of Parish & Town Councils	Annual Subscription 01.04.18-31.03.19	1098.14	1098.14	0.00	5420	Admin - Membership Of O/S Bodies
008975	08.06.18	Ecocleen Services Ltd	Cleaning Redcotts Public Toilets & Changing Rooms	162.00	135.00	27.00	6893	R'Cotts - Cleaner/Maintenance
008984	19.06.18	Kompan Ltd	Consumables - Childrens' Climbing Net Repair	127.20	127.20	0.00	6660	Gen Rec - Repair/Renewal
008978	12.06.18	Lisa Dukes	Cleaning - Town Hall 19.04.18 - 18.05.18	75.00	75.00	0.00	5622	T/Hall - Cleaning Contract
008985	19.06.18	Minster Stone Memorials	Supply, Add Lettering & Install 1x Flat Marble TabletFor Sun Dial	384.34	320.28	64.06	6658	Gen Rec - Miscellaneous
008982	19.06.18	Mr Paul Hanwell	Deadwooding 7 Large Trees - Redcotts Recreation Ground	500.00	500.00	0.00	6668	Gen Rec - Contract Work
008988	19.06.18	OFCOM	Annual Radio Licence Fee - Shopwatch	100.00	100.00	0.00	5406	Admin - General Office Expenses
008986	19.06.18	Richard Broadway	Design, Print & Deliver 1000x WMTC Letterheads	57.00	57.00	0.00	5406	Admin - General Office Expenses
008989	19.06.18	Robert J Maddick (Signwriter)	Gold Leaf - Mayors Honours Board	117.60	98.00	19.60	5625	Mayoral/Civic - Honours Board
008980	19.06.18	SSAFA	Advertisement - SSAFA Concert Programme 2018	30.00	30.00	0.00	5417	Admin - Advertising
008987	19.06.18	SSE	Electricity - Christmas Lighting Displays	358.07	298.39	59.68	5466	Admin - Christmas
008977	11.06.18	SSE Contracting Ltd	Supply & Install Twin Fused Isolator & External Socket	210.89	175.74	35.15	6470	CCTV - CCTV Maintenance
008983	19.06.18	V. Dorset	Mayor's Civic Day - Deposit For Catering	149.00	149.00	0.00	5835	Mayoral/Civic - Civic Fund
008976	08.06.18	War On Waste Ltd	Wheelie Bin Emptying - May 2018	172.26	143.55	28.71	6676	Gen Rec - Waste Disposal
			Glass Collections - May 2018	16.44	13.70	2.74	6676	Gen Rec - Waste Disposal

BACS	22.06.18	ACE Office Environments	Office Stationery	79.60	66.33	13.27	5406	Admin - General Office Expenses
BACS	22.06.18	Consortium	Coloured Refuse Sacks - Red x200	78.08	65.07	13.01	6661	Gen Rec - Consumables
BACS	22.06.18	Custom Security Service Ltd	Installation of Three HD Cameras To Car Parks	4320.00	3600.00	720.00	2897	Fund - CCTV Asset Replacement
BACS	22.06.18	Dantek Environmental Services (UK) Ltd	Clean & Disinfect Water Storage Tanks & Fit Rodent Screens	955.20	796.00	159.20	6894	R/Cotts - Pavilion Legionella Testing
BACS	22.06.18	East Dorset District Council	Dog Warden Patrols 01.04.18 - 31.03.19	1500.00	1500.00	0.00	6677	Gen Rec - Dog Warden Patrols
BACS	22.06.18	Jewson Limited	Postcrete & Consumables	112.80	93.99	18.81	6661	Gen Rec - Miscellaneous
BACS	22.06.18	The Minster Press	250 8pp Orders Of Service	169.00	169.00	0.00	5835	Mayoral/Civic - Civic Fund
BACS	22.06.18	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill	52.80	44.00	8.80	6265	P&E - Bus Shelters Exp
BACS	22.06.18	Top Marks Contractors Limited	Window Cleaning Town Hall O/S Only	39.60	33.00	6.60	5624	T/Hall - Minor Repair/Maintenance
BACS	22.06.18	Wimborne Business Systems Ltd	Internet Services - Mayor's Blog - Annual Charge	54.00	45.00	9.00	5403	Admin - Telephone & internet
			Office 365 Exchange Online - June 2018	30.00	25.00	5.00	5403	Admin - Telephone & Internet
			Ninja Forms Confidential Logic Plug-In	48.00	40.00	8.00	5465	Admin - IT & Website
			Call Charges - May 2018	32.42	27.02	5.40	5403	Admin - Telephone & Internet
			Call Charges - April 2018	28.30	23.58	4.72	5403	Admin - Telephone & Internet
			Call Charges - March 2018	25.87	21.56	4.31	5403	Admin - Telephone & Internet
			Office 365 Exchange Online - May 2018	30.00	25.00	5.00	5403	Admin - Telephone & Internet
BACS	22.06.18	Salaries	Salaries (Town Council & Cemetery Staff)	14176.68	14176.68	0.00	2250	Salaries
BACS	22.06.18	Inland Revenue	Tax & NIC	4354.69	4354.69	0.00	2251	Tax & NIC
BACS	22.06.18	Dorset County Pension Fund	Superannuation	4364.23	4364.23	0.00	2252	Superannuation

248.59

Total

43112.13 41822.88 1289.25

- denotes already on SAGE * Shared with Wimborne BID

** To be recharged to Wimborne Bowls Club

Sum of BACS Payments

30451.27