

## Holt Town Council

### PAYMENTS LIST

| Voucher | Code                          | Date       | Minute | Bank                 | Cheque No | Description                 | Supplier                    | VAT Type | Net      | VAT    | Total    |
|---------|-------------------------------|------------|--------|----------------------|-----------|-----------------------------|-----------------------------|----------|----------|--------|----------|
| 106     | Admin - Stationery            | 22/04/2021 |        | Barclays Community A |           | stationery                  | Viking                      | S        | 121.06   | 24.21  | 145.27   |
| 107     | Admin - Stationery            | 22/04/2021 |        | Barclays Community A |           | stationery                  | Viking                      | S        | 27.62    | 5.52   | 33.14    |
| 3       | Admin - advertising publicity | 27/04/2021 |        | Barclays Community A |           | Printing / laminating       | Cheverton & Son Ltd         | S        | 20.00    | 4.00   | 24.00    |
| 4       | Street Furniture              | 27/04/2021 |        | Barclays Community A |           | Bin                         | Glasdon UK Ltd              | S        | 529.56   | 105.91 | 635.47   |
| 6       | Admin - Stationery            | 27/04/2021 |        | Barclays Community A |           | stationery                  | Viking                      | S        | 26.57    | 5.31   | 31.88    |
| 7       | Street Lighting - Repairs/mai | 27/04/2021 |        | Barclays Community A | 106991    | street lighting             | T T Jones Electrical        | S        | 158.50   | 31.70  | 190.20   |
| 8       | Street Lighting - Repairs/mai | 27/04/2021 |        | Barclays Community A | 106991    | street lighting maintenance | T T Jones Electrical        | S        | 72.05    | 14.41  | 86.46    |
| 9       | Verge cutting                 | 27/04/2021 |        | Barclays Community A |           | Grass cutting               | P J & B Jones Ltd           | S        | 287.63   | 57.53  | 345.16   |
| 10      | Street Lighting - Electricity | 27/04/2021 |        | Barclays Community A |           | Electricity                 | Eon                         | S        | 587.75   | 117.55 | 705.30   |
| 12      | Admin - Equipment/software    | 27/04/2021 |        | Barclays Community A |           | Printer                     | John Lewis                  | S        | 191.66   | 38.33  | 229.99   |
| 14      | Admin - Phone                 | 27/04/2021 |        | Barclays Community A |           | Phone and broadband         | Soho                        | S        | 18.98    | 3.80   | 22.78    |
| 18      | Open Spaces - Town Centre     | 27/04/2021 |        | Barclays Community A |           | survey                      | David Bullen Limited        | S        | 1,904.38 | 380.88 | 2,285.26 |
| 19      | Admin - Phone                 | 27/04/2021 |        | Barclays Community A |           | Telephone/broadband         | Plus Net                    | S        | 22.00    | 4.40   | 26.40    |
| 2       | Cemetery - grave digging      | 27/04/2021 |        | Barclays Community A |           | Grave digging               | Roy Beck                    | X        | 250.00   | 0.00   | 250.00   |
| 13      | Toilets - Rates               | 27/04/2021 |        | Barclays Community A |           | Business rates              | N N D C                     | X        | 90.25    | 0.00   | 90.25    |
| 15      | Car park - rates              | 27/04/2021 |        | Barclays Community A |           | Business rates              | N N D C                     | X        | 195.20   | 0.00   | 195.20   |
| 16      | Cemetery - Business rates     | 27/04/2021 |        | Barclays Community A |           | Business rates              | N N D C                     | X        | 119.65   | 0.00   | 119.65   |
| 17      | Admin - Rates                 | 27/04/2021 |        | Barclays Community A |           | Business rates              | N N D C                     | X        | 352.00   | 0.00   | 352.00   |
| 1       | Repairs and Maintenance       | 27/04/2021 |        | Barclays Community A |           | Cleaning                    | We clean any window Ltd     | Z        | 15.00    | 0.00   | 15.00    |
| 5       | Admin - Postage               | 27/04/2021 |        | Barclays Community A |           | Postage / stamps            | Viking                      | Z        | 161.32   | 0.00   | 161.32   |
| 11      | equipment                     | 27/04/2021 |        | Barclays Community A |           | Furniture                   | Ebay                        | Z        | 55.90    | 0.00   | 55.90    |
| 24      | Admin - Bank charges          | 28/04/2021 |        | Barclays Community A |           | Bank charges                | Barclays Bank PLC           | E        | 15.30    | 0.00   | 15.30    |
| 20      | Admin-salary Deputy Clerk     | 28/04/2021 |        | Barclays Community A |           | salary                      | Holt Town Council           | X        | 774.74   | 0.00   | 774.74   |
| 21      | Admin - Salary-Clerk          | 28/04/2021 |        | Barclays Community A |           | salary                      | Holt Town Council           | X        | 1,509.62 | 0.00   | 1,509.62 |
| 22      | Admin - salary -Maintenance   | 28/04/2021 |        | Barclays Community A |           | salary                      | Holt Town Council           | X        | 719.91   | 0.00   | 719.91   |
| 23      | Admin-Maintenance-part        | 28/04/2021 |        | Barclays Community A |           | salary                      | Holt Town Council           | X        | 870.51   | 0.00   | 870.51   |
| 27      | Open spaces - Spout Hills     | 29/04/2021 |        | Barclays Community A |           | MaCHINERY repairs           | North Norfolk Garden Machin | S        | 45.00    | 9.00   | 54.00    |
| 25      | Admin - PAYE                  | 29/04/2021 |        | Barclays Community A |           | PAYE/NIC payments           | H M Revenue & Customs       | X        | 2,573.67 | 0.00   | 2,573.67 |
| 26      | Admin - PAYE                  | 29/04/2021 |        | Barclays Community A |           | PAYE/NIC payments           | H M Revenue & Customs       | X        | 1,334.78 | 0.00   | 1,334.78 |
| 28      | Admin - Pension               | 29/04/2021 |        | Barclays Community A |           | Pension contributions       | Norfolk Pension Fund        | X        | 536.46   | 0.00   | 536.46   |
| 29      | Admin - Pension               | 29/04/2021 |        | Barclays Community A |           | Pension contributions       | Norfolk Pension Fund        | X        | 222.58   | 0.00   | 222.58   |
| 30      | Admin - PAYE                  | 29/04/2021 |        | Barclays Community A |           | PAYE/NIC payments           | H M Revenue & Customs       | X        | 687.74   | 0.00   | 687.74   |
| 31      | Admin - Pension               | 29/04/2021 |        | Barclays Community A |           | Pension contributions       | Norfolk Pension Fund        | X        | 748.40   | 0.00   | 748.40   |
| 108     | Admin - Stationery            | 12/05/2021 |        | Barclays Community A |           | stationery                  | Viking                      | S        | 192.39   | 38.48  | 230.87   |
| 109     | Admin - Stationery            | 13/05/2021 |        | Barclays Community A |           | stationery                  | Viking                      | S        | 10.37    | 2.07   | 12.44    |
| 110     | Maintenance man - costs inv   | 14/05/2021 |        | Barclays Community A |           | maintenance materials       | Dereham Decorating Supplie  | S        | 43.26    | 8.65   | 51.91    |

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| 111     | Maintenance man - costs inv   | 14/05/2021 |        | Barclays Business Sav |           | Maintenance                  | Dereham Decorating Supplie  | S        | 35.49  | 7.10   | 42.59  |
| 32      | Street Lighting - Repairs/mai | 18/05/2021 |        | Barclays Community A  |           | street light maintenance     | T T Jones Electrical        | S        | 77.86  | 15.57  | 93.43  |
| 33      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | Thaxters timber & forestry  | S        | 36.84  | 7.37   | 44.21  |
| 34      | Street Lighting - Electricity | 18/05/2021 |        | Barclays Community A  |           | Electricity - Street lights  | Eon                         | S        | 567.52 | 113.50 | 681.02 |
| 35      | Fuel                          | 18/05/2021 |        | Barclays Community A  |           | Fuel                         | Thurlow Nunn                | S        | 87.19  | 17.44  | 104.63 |
| 37      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 50.12  | 10.03  | 60.15  |
| 38      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 2.14   | 0.43   | 2.57   |
| 39      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 2.62   | 0.52   | 3.14   |
| 40      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 14.98  | 3.00   | 17.98  |
| 41      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 10.87  | 2.18   | 13.05  |
| 42      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 7.46   | 1.49   | 8.95   |
| 43      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 5.21   | 1.04   | 6.25   |
| 44      | Maintenance man - costs inv   | 18/05/2021 |        | Barclays Community A  |           | maintenance materials        | C T Baker                   | S        | 114.27 | 22.85  | 137.12 |
| 45      | Verge cutting                 | 18/05/2021 |        | Barclays Community A  |           | Grass cutting                | P J & B Jones Ltd           | S        | 575.26 | 115.05 | 690.31 |
| 36      | Admin - Audit                 | 18/05/2021 |        | Barclays Community A  |           | Annual audit                 | Jo Boxall                   | Z        | 275.00 | 0.00   | 275.00 |
| 58      | Toilets - Electricity         | 19/05/2021 |        | Barclays Community A  |           | Electricity                  | British Gas                 | L        | 23.33  | 1.17   | 24.50  |
| 59      | Electricity                   | 19/05/2021 |        | Barclays Community A  |           | Electricity                  | British Gas                 | L        | 110.89 | 5.54   | 116.43 |
| 46      | Purchase                      | 19/05/2021 |        | Barclays Community A  |           | Covid Precautions            | All Glass                   | S        | 90.00  | 18.00  | 108.00 |
| 47      | Admin - Phone                 | 19/05/2021 |        | Barclays Community A  |           | Phone and broadband          | Soho                        | S        | 18.98  | 3.80   | 22.78  |
| 48      | Admin - advertising publicity | 19/05/2021 |        | Barclays Community A  |           | Advertising fee              | Rose Villa Publications     | S        | 37.50  | 7.50   | 45.00  |
| 49      | Street Furniture              | 19/05/2021 |        | Barclays Community A  |           | Defibrillator                | Community Heartbeat         | S        | 250.00 | 50.00  | 300.00 |
| 50      | Open Spaces - Town Centre     | 19/05/2021 |        | Barclays Community A  |           | Plants                       | Edgefield Nurseries         | S        | 221.33 | 44.27  | 265.60 |
| 56      | Open spaces - tree work       | 19/05/2021 |        | Barclays Community A  |           | Tools                        | Holt Garden Centre          | S        | 49.98  | 10.00  | 59.98  |
| 57      | Admin - Phone                 | 19/05/2021 |        | Barclays Community A  |           | Phone and broadband          | Plus Net                    | S        | 22.00  | 4.40   | 26.40  |
| 52      | Toilets - Rates               | 19/05/2021 |        | Barclays Community A  |           | Rates for toilet             | N N D C                     | X        | 87.00  | 0.00   | 87.00  |
| 53      | Car park - rates              | 19/05/2021 |        | Barclays Community A  |           | Rates                        | N N D C                     | X        | 189.00 | 0.00   | 189.00 |
| 54      | Cemetery - Business rates     | 19/05/2021 |        | Barclays Community A  |           | Rates for cemetery           | N N D C                     | X        | 117.00 | 0.00   | 117.00 |
| 55      | Admin - Rates                 | 19/05/2021 |        | Barclays Community A  |           | Rates                        | N N D C                     | X        | 349.00 | 0.00   | 349.00 |
| 51      | Admin - Equipment/software    | 19/05/2021 |        | Barclays Community A  |           | Virtual Meeting Platform     | Zoom                        | Z        | 11.99  | 0.00   | 11.99  |
| 97      | Street Furniture              | 21/05/2021 |        | Barclays Community A  |           | Road Signs                   | Start Traffic               | S        | 264.85 | 52.97  | 317.82 |
| 98      | Maintenance man - costs inv   | 21/05/2021 |        | Barclays Community A  |           | Clothing for maintenance men | Engelbert Strauss           | S        | 420.50 | 84.10  | 504.60 |
| 93      | Admin - Equipment/software    | 24/05/2021 |        | Barclays Community A  |           | IT Consumables               | Sure Computer Systems Ltd   | S        | 49.00  | 9.80   | 58.80  |
| 60      | Maintenance man - costs inv   | 25/05/2021 |        | Barclays Community A  |           | maintenance materials        | Screwfix                    | S        | 89.92  | 17.99  | 107.91 |
| 63      | Consumables                   | 26/05/2021 |        | Barclays Community A  |           | Locksmith                    | Magpie Security             | S        | 12.50  | 2.50   | 15.00  |
| 64      | Open Spaces - Town Centre     | 26/05/2021 |        | Barclays Community A  |           | Plants/bulbs                 | Edgefield Nurseries         | S        | 338.12 | 67.63  | 405.75 |
| 65      | Admin - Stationery            | 26/05/2021 |        | Barclays Community A  |           | Ink Cartridges               | Electronic Office Solutions | S        | 33.65  | 6.73   | 40.38  |
| 66      | Gym Equipment                 | 26/05/2021 |        | Barclays Community A  |           | Removal of Gym equipment     | Big Sky Construction Ltd    | S        | 576.00 | 115.20 | 691.20 |
| 61      | equipment                     | 26/05/2021 |        | Barclays Community A  |           | maintenance materials        | Homebase                    | Z        | 39.00  | 0.00   | 39.00  |
| 62      | equipment                     | 26/05/2021 |        | Barclays Community A  |           | maintenance materials        | Homebase                    | Z        | 47.25  | 0.00   | 47.25  |

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|--------------|-----------------------------|------------|--------|----------------------|-----------|-----------------------|-----------------------|----------|------------------|-----------------|------------------|
| 71           | Admin - Insurance           | 27/05/2021 |        | Barclays Community A |           | Insurance             | WPS                   | E        | 39.20            | 0.00            | 39.20            |
| 72           | Admin - Insurance           | 27/05/2021 |        | Barclays Community A |           | Insurance             | WPS                   | E        | 56.00            | 0.00            | 56.00            |
| 73           | Admin - Insurance           | 27/05/2021 |        | Barclays Community A |           | Insurance             | WPS                   | E        | 1,480.14         | 0.00            | 1,480.14         |
| 67           | Admin - salary -Maintenance | 28/05/2021 |        | Barclays Community A |           | salary                | Holt Town Council     | X        | 719.91           | 0.00            | 719.91           |
| 68           | Admin - Salary-Clerk        | 28/05/2021 |        | Barclays Community A |           | salary                | Holt Town Council     | X        | 1,509.42         | 0.00            | 1,509.42         |
| 69           | Admin-salary Deputy Clerk   | 28/05/2021 |        | Barclays Community A |           | salary                | Holt Town Council     | X        | 774.74           | 0.00            | 774.74           |
| 70           | Admin-Maintenance-part      | 28/05/2021 |        | Barclays Community A |           | salary                | Holt Town Council     | X        | 870.51           | 0.00            | 870.51           |
| 91           | Admin - PAYE                | 28/05/2021 |        | Barclays Community A |           | PAYE/NIC payments     | H M Revenue & Customs | X        | 687.94           | 0.00            | 687.94           |
| 92           | Admin - Pension             | 28/05/2021 |        | Barclays Community A |           | Pension contributions | H M Revenue & Customs | X        | 775.54           | 0.00            | 775.54           |
| 99           | Admin-Maintenance-part      | 28/05/2021 |        | Barclays Community A |           | salary                | Holt Town Council     | X        | 406.40           | 0.00            | 406.40           |
| <b>Total</b> |                             |            |        |                      |           |                       |                       |          | <b>28,123.23</b> | <b>1,670.92</b> | <b>29,794.15</b> |