

Hellesdon Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
203	27/07/2016		Cheque	109281	Dog Bins Cottingham Dr	Melba Swintex	S	624.24	124.85	749.09
204	27/07/2016		Cheque	109292	Royal Norwich Golf Club	Paul Shadarevian	S	1,750.00	350.00	2,100.00
205	27/07/2016		Cheque	109291	Camera & accessories	Security Solutions Yes L	S	158.00	31.60	189.60
206	27/07/2016		Cheque	109290	Subscription	SLCC	E	260.00	0.00	260.00
207	27/07/2016		Cheque	109289	Allotments vehicle barrier	G & G Fencing Ltd	S	263.75	52.75	316.50
208	27/07/2016		Cheque	109289	Allotment boundary fence	G & G Fencing Ltd	S	174.20	34.84	209.04
209	27/07/2016		Cheque	109289	Repairs fence	G & G Fencing Ltd	S	24.00	4.80	28.80
210	27/07/2016		Cheque	109288	Distribution of Grapevine	Richard Clarke's Distrib	X	300.00	0.00	300.00
211	27/07/2016		Cheque		Artificial grass mat	D & F McCarthy	S	5.70	1.14	6.84
212	27/07/2016		Cheque	109287	Grapevine newsletters	Catton Print Ltd	Z	1,835.00	0.00	1,835.00
213	27/07/2016		Cheque	109286	SAM move June	Westotec Ltd	S	50.00	10.00	60.00
214	27/07/2016		Cheque	109285	Photo copier meter readi	Mayday	S	74.94	14.99	89.93
215	27/07/2016		Cheque	109285	Photo copier meter readi	Mayday	S	11.99	2.40	14.39
216	27/07/2016		Cheque	109285	Photo copier maintenance	Mayday	S	95.00	19.00	114.00
217	27/07/2016		Cheque	109284	Phone calls May	Intouch Systems	S	13.38	2.68	16.06
218	27/07/2016		Cheque	109284	Phone calls June	Intouch Systems	S	14.22	2.84	17.06
219	27/07/2016		Cheque	109283	Window Cleaning - Jul	Dazzle Cleaning Co	E	130.00	0.00	130.00
220	27/07/2016		Cheque	109282	Topographical Survey	Plandescil	S	773.75	154.75	928.50
221	28/07/2016		Cheque	109293	Wages w/e 10.7.2016	Todd Hayes	S	858.00	171.60	1,029.60
222	28/07/2016		Cheque	109294	Queens tea party food	A Alder	S	10.48	2.10	12.58
223	28/07/2016		Cheque		Queens tea party food	A Alder	E	63.32	0.00	63.32
224	28/07/2016		Cheque	109295	Stamps	Viking Direct	E	55.00	0.00	55.00
225	28/07/2016		Cheque	109295	Stationery	Viking Direct	S	302.13	60.43	362.56
226	28/07/2016		Cash	1	Office provisions	Co-op store	Z	2.45	0.00	2.45
227	28/07/2016		Cash		Office provisions	Co-op store	Z	2.92	0.00	2.92
228	28/07/2016		Cash	3	Replacement lamp HCC	LE Electrical Ltd	S	3.80	0.76	4.56
229	28/07/2016		Cash	4	Torches for Caretakers	LE Electrical Ltd	S	3.33	0.67	4.00
230	28/07/2016		Cash	5	Mobile top up	AB Newsagents	Z	10.00	0.00	10.00
231	28/07/2016		Cash	6	Stamps	Post Office Ltd	E	24.00	0.00	24.00
232	28/07/2016		Cash	6	Office provisions	Co-op store	Z	3.41	0.00	3.41
233	28/07/2016		Cash	8	SIM card for office mobil	EE Store	Z	10.00	0.00	10.00
234	28/07/2016		Cash	9	Office provisions	Co-op store	Z	2.92	0.00	2.92
235	28/07/2016		Cash	10	Office provisions	Co-op store	Z	5.57	0.00	5.57
236	28/07/2016		Cash	11	Office provisions	Asda	Z	10.00	0.00	10.00
237	28/07/2016		Cash	12	Milk for meeting	Co-op store	Z	0.96	0.00	0.96
238	28/07/2016		Cash	13	Office provisions	Co-op store	Z	2.88	0.00	2.88

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239	28/07/2016	Communication Services	Cash	14	Mobile top up	Co-op store	Z	10.00	0.00	10.00
240	28/07/2016	Site Lighting Maintenance	Cash	15	Light Fittings, Tubes & Di	LE Electrical Ltd	S	1.58	0.32	1.90
241	28/07/2016	Catering Supplies (Meet	Cash	16	Office provisions	Co-op store	Z	3.38	0.00	3.38
242	28/07/2016	Postage	Cash	17	Stamps	Post Office Ltd	Z	2.06	0.00	2.06
243	28/07/2016	Catering Supplies (Meet	Cash	18	Office provisions	Co-op store	Z	7.38	0.00	7.38
244	28/07/2016	Catering Supplies (Meet	Cash	19	Office provisions	Tesco	Z	10.48	0.00	10.48
245	28/07/2016	Catering Supplies (Meet	Cash	20	Office provisions	Co-op store	Z	3.45	0.00	3.45
246	28/07/2016	Catering Supplies (Meet	Cash	21	Office provisions	Co-op store	Z	1.45	0.00	1.45
247	28/07/2016	Catering Supplies (Meet	Cash	22	Office provisions	Co-op store	Z	2.42	0.00	2.42
248	28/07/2016	Sundries	Cash	23	Deficit receipts banked	Petty cash	X	2.90	0.00	2.90
249	28/07/2016	Catering Supplies (Meet	Cash	24	Office provisions	Tesco	Z	0.75	0.00	0.75
250	28/07/2016	Catering Supplies (Meet	Cash	25	Office provisions	Co-op store	Z	5.38	0.00	5.38
251	28/07/2016	Communication Services	Cash	26	Mobile top up	AB Newsagents	Z	10.00	0.00	10.00
252	28/07/2016	Catering Supplies (Meet	Cash	27	Office provisions	Co-op store	Z	3.38	0.00	3.38
253	28/07/2016	Catering Supplies (Meet	Cash	28	Office provisions	Co-op store	Z	7.08	0.00	7.08
254	28/07/2016	Postage	Cash	30	Postage	Post Office Ltd	Z	1.27	0.00	1.27
255	28/07/2016	Catering Supplies (Meet	Cash	31	Office provisions	Co-op store	Z	2.00	0.00	2.00
256	28/07/2016	Catering Supplies (Meet	Cash	32	Office provisions	Co-op store	Z	3.87	0.00	3.87
257	28/07/2016	Postage	Cash	33	Stamps	Post Office Ltd	Z	16.50	0.00	16.50
258	28/07/2016	Consumables - Gds/DJL	Cash	34	Ant killer	Tesco	Z	0.00	0.00	0.00
259	28/07/2016	Site Lighting Maintenance	Cash	35	Starter switch for lights ir	LE Electrical Ltd	S	13.28	2.66	15.94
260	28/07/2016	Catering Supplies (Meet	Cash	36	Office provisions	Asda	E	5.00	0.00	5.00
261	28/07/2016	Catering Supplies (Meet	Cash	37	Office provisions	Co-op store	Z	2.91	0.00	2.91
262	28/07/2016	Postage	Cash	38	Stamps	Post Office Ltd	Z	6.72	0.00	6.72
263	28/07/2016	Catering Supplies (Meet	Cash	39	Office provisions	Co-op store	Z	0.96	0.00	0.96
264	28/07/2016	Communication Services	Cash	40	Mobile top up	AB Newsagents	E	10.00	0.00	10.00
265	28/07/2016	Communication Services	Cash	62	Mobile top up	AB Newsagents	E	10.00	0.00	10.00
266	03/05/2016	Office Equipment	Cheque		Photocopier Lease	Siemens Fin Serv	S	50.00	10.00	60.00
267	03/05/2016	Parish Office New Build	Cheque		Public Works Loan	Public works Loan	X	8,945.20	0.00	8,945.20
268	03/05/2016	Utilities	Cheque		BDC Site Allocations Exhil	Broadland District Coun	X	126.00	0.00	126.00
269	03/05/2016	Sundries	Cheque		TV Licence	TV Licensing	E	145.50	0.00	145.50
270	03/05/2016	Dog/litter/smoke bins	Cheque		Dog Bins Rec-Woodview	Scooper Dooper	Z	143.00	0.00	143.00
271	04/05/2016	Fuel	Cheque		Fuel - May	UK Fuels Ltd	Z	87.91	0.00	87.91
272	06/05/2016	Bank & Commission Chi	Cheque		Bank Charges 15/02-13	Barclays Bank Plc	X	74.20	0.00	74.20
273	19/05/2016	Utilities	Cheque		Gas & Power	Total Gas & Power	Z	600.52	0.00	600.52
274	19/05/2016	Utilities	Cheque		Gas & Power	Total Gas & Power	Z	95.19	0.00	95.19
275	19/05/2016	Utilities	Cheque		Gas & Power	Total Gas & Power	Z	592.34	0.00	592.34
276	25/05/2016	Utilities	Cheque		Rates	Total Gas & Power	Z	534.00	0.00	534.00
277	31/05/2016	Grounds Machinery	Cheque		Compact tractor/ hedge t	Broadland District Coun	X	540.00	0.00	540.00
					Hitachi Capital Finance	E				

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278 Office Equipment	31/05/2016		Cheque		Photocopier Lease	Siemens Fin Serv	S	249.00	49.80	298.80
279 Allotment Land Rent	31/05/2016		Cheque		Allotment Landowner Rer	Drayton Farms Ltd	E	270.82	0.00	270.82
280 Fuel	01/08/2016		Cheque	DD	Fuel - Jun	UK Fuels Ltd	S	135.10	27.02	162.12
281 Catering Supplies (Meet	02/08/2016		Cash	42	Office provisions	Co-op store	E	2.59	0.00	2.59
282 Office Equipment	04/08/2016		Cash		Desk fan	LE Electrical Ltd	S	15.33	3.06	18.39
283 Community Centre	01/08/2016		Cheque	109297	Water dispenser	East Anglian Watercoole	S	42.10	8.42	50.52
284 Community Centre	01/08/2016		Cheque	109297	Water dispenser	East Anglian Watercoole	S	113.00	22.60	135.60
285 Community Centre	01/08/2016		Cheque	109297	Water dispenser	East Anglian Watercoole	S	57.90	11.58	69.48
286 Community Centre	01/08/2016		Cheque	109297	Water dispenser	East Anglian Watercoole	S	76.80	15.36	92.16
287 Property Maintenance	01/08/2016		Cheque	109300	Fire & Intruder Alarm Ser	E Fire	S	220.00	44.00	264.00
288 Grounds Machinery	01/08/2016		Cheque	109299	Barrier Tape	DD Health & Safety Sup	E	2.00	0.00	2.00
289 Grounds Machinery	01/08/2016		Cheque	109299	Barrier Tape	DD Health & Safety Sup	E	2.90	0.00	2.90
290 Equipment/Protection	01/08/2016		Cheque	109299	Boots	DD Health & Safety Sup	S	72.50	14.50	87.00
291 Equipment/Protection	01/08/2016		Cheque	109299	Protective clothing	DD Health & Safety Sup	S	67.95	13.59	81.54
292 Sundries/Uniforms	01/08/2016		Cheque	109299	Staff Uniforms - Polo shir	DD Health & Safety Sup	S	36.50	7.30	43.80
293 Equipment/Protection	01/08/2016		Cheque	109299	Protective clothing	DD Health & Safety Sup	S	66.58	13.32	79.90
294 Equipment/Protection	01/08/2016		Cheque	109299	Protective clothing	DD Health & Safety Sup	S	58.00	11.60	69.60
295 Equipment/Protection	01/08/2016		Cheque	109299	Protective boots	DD Health & Safety Sup	S	80.50	16.10	96.60
296 Allotment Pest Control	01/08/2016		Cheque	109298	Pest Control	Pest Express Ltd	S	795.00	159.00	954.00
297 Catering Supplies (Meet	09/08/2016		Cash	44	Milk	Co-op store	Z	0.99	0.00	0.99
298 Office Equipment	09/08/2016		Cash	45	Batteries	LE Electrical Ltd	S	2.92	0.58	3.50
299 Catering Supplies (Meet	11/08/2016		Cash	46	Milk	Co-op store	Z	0.99	0.00	0.99
300 General	10/08/2016		Cheque	109303	Membership Renewal	Norfolk Playing Fields A	E	45.00	0.00	45.00
301 Tennis Hire	10/08/2016		Cheque	109304	Replacement lamp	T T Jones Ltd	S	180.20	36.04	216.24
302 Community Centre	29/07/2016		Cheque	109305	Skip hire Allotment site	A K S Skip Hire Services	S	230.00	46.00	276.00
303 Green Waste Removal	31/07/2016		Cheque	109305	Skip for rubbish	A K S Skip Hire Services	S	230.00	46.00	276.00
304 Utilities	11/08/2016		Cheque	109307	Water - 1/2 year	Anglian Water	S	64.85	12.97	77.82
305 Utilities	11/08/2016		Cheque	109307	Sewer/Water Chgs - 1 Af	Anglian Water	Z	100.60	0.00	100.60
306 Allotment Utilities	11/08/2016		Cheque	109308	Water - 1/2 year	Anglian Water	Z	68.35	0.00	68.35
307 Grounds Machinery	11/08/2016		Cheque	109309	Mower repairs	Ernest Doe & Sons Ltd	S	115.20	23.04	138.24
308 Property Maintenance	28/07/2016		Cheque	109310	Radiator valve	Dean Sands	S	0.00	0.00	0.00
309 Communication Services	01/06/2016		Cheque		Phone line rental	Intouch Systems	E	48.00	0.00	48.00
310 Utilities	01/06/2016		Cheque	DD	Rates	Broadland District Coun	X	126.00	0.00	126.00
311 Fuel	23/05/2016		Cheque		Electricity 04/03/2016 - 0	Total Gas & Power	L	97.08	4.85	101.93
312 Bank & Commission Che	07/06/2016		Cheque		Bank Charges 15/02- 13	Barclays Bank Plc	X	64.38	0.00	64.38
313 Fuel	08/06/2016		Cheque	DD	Jet card	UK Fuels Ltd	X	208.17	0.00	208.17
314 Utilities	20/06/2016		Cheque		HCC Electricity	Total Gas & Power	S	447.69	89.54	537.23
315 Allotment Utilities	20/06/2016		Cheque	DD	Allotments electricity	Total Gas & Power	L	30.16	1.51	31.67
316 Utilities	20/06/2016		Cheque		Electricity HCC	Total Gas & Power	L	71.69	3.58	75.27

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317	20/06/2016		Cheque		Gas & Power	Total Gas & Power	S	222.52	44.50	267.02
318	20/06/2016		Cheque		Phone line rental	Intouch Systems	X	48.00	0.00	48.00
319	27/06/2016		Cheque	dd	Rates	Broadland District Council	X	534.00	0.00	534.00
320	28/06/2016		Cheque	DD	Loan repayment	Hitachi Capital Finance	X	540.00	0.00	540.00
321	04/07/2016		Cheque	dd	Bank Charges 15/02-13	Barclays Bank Plc	X	36.16	0.00	36.16
322	28/07/2016		Cheque	DD	Loan repayment	Hitachi Capital Finance	X	540.00	0.00	540.00
323	12/08/2016		Cash	47	Stamps	Post Office Ltd	E	1.74	0.00	1.74
324	16/08/2016		Cash		Milk	Co-op store	E	0.99	0.00	0.99
325	16/08/2016		Cash		Stamps	Post Office Ltd	E	11.99	0.00	11.99
326	17/08/2016		Cash		Spare office keys	Dixons Ltd	S	18.42	3.68	22.10
327	18/08/2016		Cash		Stamps	Post Office Ltd	E	1.74	0.00	1.74
328	20/07/2016		Cheque	109311	Wages 17/07-24/07/2016	Todd Hayes	S	1,716.00	343.20	2,059.20
329	18/08/2016		Cheque	109323	Agency wages	Todd Hayes	S	686.40	137.28	823.68
330	18/08/2016		Cheque	109323	Agency staff	Todd Hayes	S	457.60	91.52	549.12
331	18/08/2016		Cheque	109324	Replace Lamp	AC Electrical	X	138.20	0.00	138.20
332	18/08/2016		Cheque	109325	Pesticides	Sherriff Amenity	S	62.44	12.49	74.93
333	18/08/2016		Cheque	109325	Pesticides	Sherriff Amenity	S	408.00	81.60	489.60
334	18/08/2016		Cheque	109325	Pesticides	Sherriff Amenity	S	38.96	7.79	46.75
335	18/08/2016		Cheque	109326	Photo copier meter readi	Mayday	S	165.42	33.09	198.51
336	18/08/2016		Cheque	109327	SAM 4 Weekly Move	Westcolec Ltd	S	50.00	10.00	60.00
337	18/08/2016		Cheque	109328	Electrical inspection	Contract Electrical Servi	S	800.00	160.00	960.00
338	18/08/2016		Cheque	109329	Stationery	Viking Direct	S	48.29	9.66	57.95
339	18/08/2016		Cheque	109329	Stamps	Viking Direct	E	55.00	0.00	55.00
340	18/08/2016		Cheque	109330	Health assessment	Unity Occupational Heal	E	185.00	0.00	185.00
341	18/08/2016		Cheque	109331	HR advice July	Mary McGivern	X	935.00	0.00	935.00
342	18/08/2016		Cheque	109332	Legal advice relating to T	Spire Solicitors	S	3,070.00	614.00	3,684.00
343	18/08/2016		Cheque	109333	Coffee cups for cafe	Makro	S	75.93	15.19	91.12
344	18/08/2016		Cheque	109335	Machinery parts and sale	Bartram Mowers Ltd	S	549.61	109.93	659.54
345	18/08/2016		Cheque	DD	Machinery & van fuel	UK Fuels Ltd	S	224.26	44.85	269.11
346	18/08/2016		Cheque	109312	August Salary	Employee 18	X	1,568.93	0.00	1,568.93
347	18/08/2016		Cheque	109313	August Salary	Employee 23	X	1,780.86	0.00	1,780.86
348	18/08/2016		Cheque	109314	August Salary	Employee 35	X	2,170.67	0.00	2,170.67
349	18/08/2016		Cheque	109315	August Salary	Employee 3	X	68.00	0.00	68.00
350	18/08/2016		Cheque		August Salary	Employee 5	X	1,397.15	0.00	1,397.15
351	18/08/2016		Cheque	109317	August Salary	Employee 8	X	286.44	0.00	286.44
352	18/08/2016		Cheque	109317	August Salary	Employee 29	X	271.24	0.00	271.24
353	18/08/2016		Cheque	109318	August Salary	Employee 11	X	1,101.17	0.00	1,101.17
354	18/08/2016		Cheque	109319	August Salary	Employee 13	X	192.44	0.00	192.44
355	18/08/2016		Cheque	109306	August Salary	Employee 15	X	920.20	0.00	920.20

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356 Staff Salaries (Gross)	18/08/2016		Cheque	109320	August Salary	Employee 30	X	1,200.77	0.00	1,200.77
357 Staff Salaries (Gross)	18/08/2016		Cheque	109321	August Salary	Employee 33	X	74.80	0.00	74.80
358 Staff Salaries (Gross)	18/08/2016		Cheque	109322	August Salary	Employee 46	X	353.80	0.00	353.80
359 EE Tax & Ni Conts	18/08/2016		Cheque	Transfer	Employee NI & Tax	HMRC	X	2,537.45	0.00	2,537.45
360 EER NI Conts	18/08/2016		Cheque	Transfer	Employer NI contribution:	HMRC	X	1,163.89	0.00	1,163.89
361 EEE PS Conts	18/08/2016		Cheque	Transfer	Employee pension conts	Norfolk Pension Fund	X	712.19	0.00	712.19
362 EER PS Conts	18/08/2016		Cheque	Transfer	Employer contributions	Norfolk Pension Fund	X	1,854.44	0.00	1,854.44
Total								53,780.35	3,455.32	57,235.67

