

Hellesdon Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
501 Utilities	20/09/2016		Cheque		Gas & Power	Total Gas & Power	L	16.70	0.84	17.54
502 Fuel - tractor/machiner	05/10/2016		Cheque		Jet card	UK Fuels Ltd	S	106.35	21.27	127.62
503 Staff Salaries (Gross)	20/10/2016		Cheque	109433	October Salary	Employee 18	X	1,853.02	0.00	1,853.02
504 Staff Salaries (Gross)	20/10/2016		Cheque	109434	October Salary	Employee 23	X	1,476.60	0.00	1,476.60
505 Staff Salaries (Gross)	20/10/2016		Cheque	109435	October Salary	Employee 24	X	883.88	0.00	883.88
506 Staff Salaries (Gross)	20/10/2016		Cheque	109423	October Salary	Employee 26	X	187.20	0.00	187.20
507 Staff Salaries (Gross)	20/10/2016		Cheque	109424	August pay adjustment	Employee 3	X	68.20	0.00	68.20
508 Staff Salaries (Gross)	20/10/2016		Cheque	109425	October Salary	Employee 5	X	1,481.51	0.00	1,481.51
509 Staff Salaries (Gross)	20/10/2016		Cheque	109426	October Salary	Employee 8	X	69.95	0.00	69.95
510 Staff Salaries (Gross)	20/10/2016		Cheque	109426	October Salary	Employee 29	X	434.72	0.00	434.72
511 Staff Salaries (Gross)	20/10/2016		Cheque	109427	October Salary	Employee 35	X	2,304.12	0.00	2,304.12
512 Staff Salaries (Gross)	20/10/2016		Cheque	109428	October Salary	Employee 28	X	742.81	0.00	742.81
513 Staff Salaries (Gross)	20/10/2016		Cheque	109429	October Salary	Employee 30	X	1,284.05	0.00	1,284.05
514 Staff Salaries (Gross)	20/10/2016		Cheque	109430	October Salary	Employee 33	X	173.76	0.00	173.76
515 Staff Salaries (Gross)	20/10/2016		Cheque	109431	October Salary	Employee 13	X	429.79	0.00	429.79
516 Staff Salaries (Gross)	20/10/2016		Cheque	109432	October Salary	Employee 11	X	1,212.05	0.00	1,212.05
517 EE Tax & Ni Conts	25/10/2016		Cheque		Employee NI & Tax	HMRC	X	2,859.04	0.00	2,859.04
518 EER NI Conts	25/10/2016		Cheque		Employer NI contribution:	HMRC	X	1,250.97	0.00	1,250.97
519 EEE PS Conts	25/10/2016		Cheque		Employee pension conts	Norfolk Pension Fund	X	716.81	0.00	716.81
520 EER PS Conts	25/10/2016		Cheque		Employer contributions	Norfolk Pension Fund	X	1,984.97	0.00	1,984.97
521 Hello Cafe	13/10/2016		Cash	84	Cafe purchases	Co-op store	Z	1.09	0.00	1.09
522 Catering Supplies (Meet	12/10/2016		Cash	85	Milk	Morrisons	Z	1.00	0.00	1.00
523 Hello Cafe	09/10/2016		Cash	86	Cafe purchases	Tesco	Z	1.79	0.00	1.79
524 Office Equipment	21/10/2016		Cash	92	Cordless phone	Argos	Z	64.99	0.00	64.99
525 Community Centre	19/10/2016		Cash	93	Dishwasher consumables	Kate Leggett	X	15.00	0.00	15.00
526 Communication Services	24/10/2016		Cash	94	Mobile top up	Co- operative	Z	10.00	0.00	10.00
527 Catering Supplies (Meet	25/10/2016		Cash	95	Milk	Co- operative	Z	1.98	0.00	1.98
528 Catering Supplies (Meet	24/10/2016		Cash	96	Catering Supplies	Asda	Z	26.86	0.00	26.86
529 Training/Courses	25/10/2016		Cash	97	Travel expenses - Employ	Mark Knight	X	47.79	0.00	47.79
530 Utilities	13/10/2016		Cheque	109436	Water & Sewerage	Anglian Water	E	149.75	0.00	149.75
531 Services	24/10/2016		Cheque	109437	Sanitary Cleanse	PHS Group plc	S	73.40	14.68	88.08
532 Services	24/10/2016		Cheque	109437	Sanitary Cleanse	PHS Group plc	S	14.06	2.81	16.87
533 Services	24/10/2016		Cheque	109437	Sanitary Cleanse	PHS Group plc	S	1,331.24	266.25	1,597.49
534 Site Lighting Maintenance	24/10/2016		Cheque	109438	Outside lights	Contract Electrical Servis	S	220.00	44.00	264.00
535 Property Maintenance	24/10/2016		Cheque	109439	Window Cleaning	Dazzle Cleaning Co	X	130.00	0.00	130.00
536 Dog/litter/smoke replac	24/10/2016		Cheque	109441	Waste collection	Broadland District Counr	X	843.90	0.00	843.90

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537 Contingencies	24/10/2016		Cheque	109442	Legal subscription service	Norfolk County Council	S	400.00	80.00	480.00
538 Agency Personnel	24/10/2016		Cheque	109443	Agency workers	Todd Hayes	S	457.60	91.52	549.12
539 Agency Personnel	24/10/2016		Cheque	109443	Agency workers	Todd Hayes	S	1,029.60	205.92	1,235.52
540 Agency Personnel	24/10/2016		Cheque	109443	Agency workers	Todd Hayes	S	1,061.10	212.22	1,273.32
541 Training/Courses	24/10/2016		Cheque	109444	ILCA training course	SLCC	S	149.00	29.80	178.80
542 Contingencies	24/10/2016		Cheque	109445	Design Fee	D J Designs Ltd	X	1,200.00	0.00	1,200.00
543 SAM 4 Weekly Move	24/10/2016		Cheque	109448	SAM move September	Westotec Ltd	S	50.00	10.00	60.00
544 Projects	31/10/2016		Cheque	109447	Draft neighbourhood plan	Ingham Pinnock Associe	S	3,000.00	600.00	3,600.00
545 Utilities	20/09/2016		Cheque		Gas & Power	Total Gas & Power	S	432.77	86.55	519.32
546 Allotment Utilities	22/09/2016		Cheque		Gas & Power	Total Gas & Power	L	11.82	0.60	12.42
547 Utilities	22/09/2016		Cheque		Gas & Power	Total Gas & Power	L	63.38	3.17	66.55
548 Communication Services	31/10/2016		Cheque		Itswisp October 2016	Intouch Systems	S	40.00	8.00	48.00
549 Bank & Commission Charges	06/09/2016		Cheque		Bank Charges	Barclays Bank Plc	X	98.01	0.00	98.01
550 Vehicles	04/11/2016		Cheque	109456	Van Service & MOT	Richard Nash Group	L	171.78	23.39	195.17
551 Agency Personnel	02/11/2016		Cheque	109454	Agency wages	Hays	S	506.80	101.36	608.16
552 Agency Personnel	04/11/2016		Cheque	109454	Agency wages	Hays	S	390.49	78.10	468.59
553 Contingency Payments	01/11/2016		Cash	101	Travel expenses -Employ	Colin Oakes	X	9.00	0.00	9.00
554 Room Hire	31/10/2016		Cash	97	Engraving of trophy	Broadland (UK) Ltd	Z	16.00	0.00	16.00
555 Catering Supplies (Meet	01/11/2016		Cash	98	Milk	Premier Stores	Z	3.04	0.00	3.04
556 Projects	01/11/2016		Cash	99	Stopcock	Wolseley	S	16.50	3.30	19.80
557 Projects	01/11/2016		Cash	100	Stopcock key	PlumbCity Ltd	S	2.57	0.51	3.08
558 Community Centre	26/10/2016		Cheque	109455	Um	Amazon UK	S	113.90	22.77	136.67
559 Office Equipment	31/10/2016		Cheque	109450	Photo copier meter readi	Mayday	S	18.62	3.72	22.34
560 Office Equipment	04/11/2016		Cheque	109450	Photo copier meter readi	Mayday	S	119.41	23.88	143.29
561 Bowling Green- specific	31/10/2016		Cheque	109451	Fertilisers	Sherriff Amenity	S	41.48	8.30	49.78
562 Football Hire	31/10/2016		Cheque	109451	Fertilisers	Sherriff Amenity	S	1,060.20	212.04	1,272.24
563 Communication Services	31/10/2016		Cheque	109452	Phone calls August	Intouch Systems	S	13.98	2.80	16.78
564 Communication Services	31/10/2016		Cheque	109452	On site computer assista	Intouch Systems	S	50.00	10.00	60.00
565 Stationery/software	31/10/2016		Cheque	109453	Stationery	Viking Direct	L	110.64	9.59	120.23
566 Staff Salaries (Gross)	20/09/2016		Cheque	109361	September Salary	Employee 18	X	1,864.01	0.00	1,864.01
567 Staff Salaries (Gross)	20/09/2016		Cheque	109362	September Salary	Employee 23	X	1,362.89	0.00	1,362.89
568 Staff Salaries (Gross)	20/09/2016		Cheque		September Salary	Employee 24	X	1,364.20	0.00	1,364.20
569 Staff Salaries (Gross)	20/09/2016		Cheque	109364	September Salary	Employee 35	X	2,170.67	0.00	2,170.67
570 Staff Salaries (Gross)	20/09/2016		Cheque		September Salary	Employee 3	X	229.78	0.00	229.78
571 Staff Salaries (Gross)	20/09/2016		Cheque	109366	September Salary	Employee 5	X	1,425.87	0.00	1,425.87
572 Staff Salaries (Gross)	20/09/2016		Cheque	109367	September Salary	Employee 29	X	562.14	0.00	562.14
573 Staff Salaries (Gross)	20/09/2016		Cheque	109368	September Salary	Employee 33	X	1,233.36	0.00	1,233.36
574 Staff Salaries (Gross)	20/09/2016		Cheque	109369	September Salary	Employee 13	X	168.74	0.00	168.74
575 Staff Salaries (Gross)	20/09/2016		Cheque	109370	September Salary	Employee 30	X	1,227.78	0.00	1,227.78

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576 Staff Salaries (Gross)	20/09/2016		Cheque	109371	September Salary	Employee 33	X	75.00	0.00	75.00
577 Staff Salaries (Gross)	20/09/2016		Cheque	109372	September Salary	Employee 46	X	1,196.66	0.00	1,196.66
578 Contingencies	07/10/2016		Cheque	109412	Planning amendment	Broadland District Coun	X	195.00	0.00	195.00
579 Utilities	26/09/2016		Cheque		Non domestic rate BDC	Broadland District Coun	X	534.00	0.00	534.00
580 Servicing Grounds Maint	28/09/2016		Cheque		Compact tractor/ hedge t	Hitachi Capital Finance	S	450.00	90.00	540.00
581 Utilities	03/10/2016		Cheque		Non domestic rate BDC	Broadland District Coun	X	126.00	0.00	126.00
582 Bank & Commission Ch	05/10/2016		Cheque		Commission charges	Broadlands Bank Plc	X	75.10	0.00	75.10
583 Bank & Commission Ch	07/10/2016		Cheque		Bank Charges	Broadlands Bank Plc	X	12.50	0.00	12.50
584 Utilities	19/10/2016		Cheque		Gas & Power	Total Gas & Power	S	440.28	88.06	528.34
585 Utilities	19/10/2016		Cheque		Gas & Power	Total Gas & Power	L	72.49	3.63	76.12
586 Utilities	19/10/2016		Cheque		Gas & Power	Total Gas & Power	L	32.14	1.61	33.75
587 Utilities	25/10/2016		Cheque		Non domestic rate BDC	Broadland District Coun	X	534.00	0.00	534.00
588 Servicing Grounds Maint	28/10/2016		Cheque		Compact tractor/ hedge t	Hitachi Capital Finance	S	450.00	90.00	540.00
589 Sundries	30/09/2016		Cheque		ICO registration	Information Commissioner	X	35.00	0.00	35.00
590 Catering Supplies (Meet	07/11/2016		Cash	102	Milk	Co-operative	Z	1.54	0.00	1.54
591 Projects	02/11/2016		Cheque	109457	Consultant Fees	CMATS (Eastern) Ltd	S	374.00	74.80	448.80
592 Sundries	09/11/2016		Cheque	109458	Batteries	Viking Direct	S	10.99	2.20	13.19
593 Community Centre	02/11/2016		Cheque	109459	Aroma Dispenser	Milne Marketing Ltd	S	248.75	49.75	298.50
594 Community Centre	09/11/2016		Cheque	109459	Consumables	Milne Marketing Ltd	S	140.96	28.19	169.15
595 Communication Services	02/11/2016		Cheque	109460	On site computer assista	Intouch Systems	S	0.00	0.00	0.00
596 Communication Services	02/11/2016		Cheque	109460	Phone bill	Intouch Systems	S	0.00	0.00	0.00
597 Communication Services	02/11/2016		Cheque	109460	Phone calls Sep	Intouch Systems	S	0.00	0.00	0.00
598 Projects	02/11/2016		Cheque	109461	Building inspection fees	CNC Building Control	S	360.00	72.00	432.00
599 Contingency Payments	02/11/2016		Cheque	109462	Staff health assessment	Unity Occupational Heal	E	185.00	0.00	185.00
600 Parish Office New Build	02/11/2016		Cheque	109463	Floor boxes, hand driers,	G W Gooch & Sons Ltd`	S	1,894.00	378.80	2,272.80
601 PWLB	01/11/2016		Cheque		Loan Payment due 01/1:	UK Debt Management C	X	8,945.20	0.00	8,945.20
602 Room Hire	01/11/2016		Cheque		Non domestic rate BDC	Broadland District Coun	X	126.00	0.00	126.00
603 Bank & Commission Ch	04/11/2016		Cheque		Bank Charges	Barclays Bank Plc	X	80.24	0.00	80.24
604 Vehicles	02/11/2016		Cheque		Van Licence	DVLA	X	230.00	0.00	230.00
605 Allotment Land Rent	07/11/2016		Cheque		Land Owners rent	Drayton Farms Ltd	E	972.00	0.00	972.00
606 Fuel - tractor/machinery	09/11/2016		Cheque		Fuel	UK Fuels Ltd	S	165.45	33.09	198.54
607 Stationery/software	16/11/2016		Cheque		Computer requirements	Adept IT Solutions	S	1,900.00	380.00	2,280.00
608 Sundries	16/11/2016		Cheque	109465	Poppy Wreath Donation	Royal British Legion	X	20.00	0.00	20.00
609 Community Centre	16/11/2016		Cheque	109469	Water dispenser	East Anglian Watercoole	S	83.99	16.80	100.79
610 Agency Personnel	16/11/2016		Cheque	109470	Agency wages	Hays	S	519.47	103.89	623.36
611 Contingencies	16/11/2016		Cheque	109474	Legal Fee	Spire Solicitors	S	713.00	142.60	855.60
612 Community Centre	17/11/2016		Cheque	109467	Boiler service	Custance & Son Ltd	S	109.00	21.80	130.80
613 Utilities	18/11/2016		Cheque		Gas & Power	Total Gas & Power	S	247.28	49.45	296.73
614 Parts/consum- repair/re	10/11/2016		Cash	103	Hex bolts	B & Q	S	9.20	1.84	11.04

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615	11/11/2016	Site Lighting Maintenance	Cash	104	Lights & starter switch	LE Electrical Ltd	S	27.87	5.57	33.44
616	10/11/2016	Hello Cafe	Cash	105	Cafe purchases	Co- operative	Z	11.37	0.00	11.37
617	14/11/2016	Catering Supplies (Meet	Cash	106	Milk	Co- operative	Z	0.99	0.00	0.99
618	16/11/2016	Catering Supplies (Meet	Cash	107	Milk	Co- operative	Z	1.98	0.00	1.98
619	23/11/2016	Catering Supplies (Meet	Cash	108	Milk	Tesco	Z	0.75	0.00	0.75
620	24/11/2016	Hello Cafe	Cash	109	Cafe purchases	Co-op store	Z	2.04	0.00	2.04
621	24/11/2016	Catering Supplies (Meet	Cash	621	Milk	Co-op store	Z	0.55	0.00	0.55
622	23/11/2016	Sundries/Uniforms	Cash	110	Mobile top-up - KS	Vodafone	X	10.00	0.00	10.00
623	25/11/2016	Community Centre	Cash	111	Radiator valve	B & Q	S	5.77	1.15	6.92
624	28/11/2016	Resident(s) Party(s)	Cash	112	Xmas party purchases	B&M	S	33.38	6.68	40.06
625	28/11/2016	Catering Supplies (Meet	Cash	113	Milk	Co- operative	Z	0.99	0.00	0.99
Total								66,376.41	3,819.30	70,195.71