

Hellesdon Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
417	01/04/2016		Cheque		To adjust scribe	Scribe 2000 Ltd	E	-150.55	0.00	-150.55
418	08/07/2016		Cheque	DD	Intouch line rental July	Intouch Systems	S	40.00	8.00	48.00
419	22/07/2016		Cheque	DD	Electricity	Total Gas & Power	S	522.68	104.54	627.22
420	22/07/2016		Cheque	DD	Electricity	Total Gas & Power	S	11.06	0.56	11.62
421	22/07/2016		Cheque	DD	Electricity	Total Gas & Power	S	90.08	4.51	94.59
422	22/07/2016		Cheque	DD	Gas & Power	Total Gas & Power	S	125.65	6.28	131.93
423	25/07/2016		Cheque	DD	Non domestic rate BDC	Broadland District Council	X	534.00	0.00	534.00
424	01/08/2016		Cheque	DD	Non domestic rate BDC	Broadland District Council	X	126.00	0.00	126.00
425	04/08/2016		Cheque		Bank Charges	Barclays Bank Plc	X	65.38	0.00	65.38
426	16/08/2016		Cheque		Reimbursement P Kirby	Patricia Kirby	X	150.00	0.00	150.00
427	18/08/2016		Cheque	DD	Gas & Power	Total Gas & Power	L	17.81	0.89	18.70
428	05/08/2016		Cheque		Gas & Power	Total Gas & Power	S	433.95	86.79	520.74
429	05/08/2016		Cheque		Gas & Power	Total Gas & Power	L	19.44	0.97	20.41
430	05/08/2016		Cheque		Gas & Power	Total Gas & Power	L	55.13	2.76	57.89
431	10/08/2016		Cheque		August itwisp	Intouch Systems	S	40.00	8.00	48.00
432	25/08/2016		Cheque	DD	Non domestic rate BDC	Broadland District Council	X	534.00	0.00	534.00
433	13/09/2016		Cash	67	Mileage CILCA Training	Mark Knight	X	47.25	0.00	47.25
434	05/10/2016		Cash	68	Pet bags	Tesco	X	1.25	0.00	1.25
435	22/09/2016		Cash	69	Mobile top up	AB Newsagents	E	10.00	0.00	10.00
436	23/09/2016		Cash	70	Padlock keys	A C Leigh	S	40.61	8.12	48.73
437	26/09/2016		Cash	71	Office milk	Co-operative	Z	0.99	0.00	0.99
438	27/09/2016		Cash	72	Postage	Post Office Ltd	E	15.24	0.00	15.24
439	29/09/2016		Cash	73	Lithium	B&Q	S	4.98	1.00	5.98
440	03/10/2016		Cash	74	Office milk	Co-operative	Z	0.99	0.00	0.99
441	03/10/2016		Cash	75	Grounds milk	Co-operative	Z	2.04	0.00	2.04
442	03/10/2016		Cash	76	Refreshment purchases	Co-operative	S	18.88	1.34	20.22
443	15/09/2016		Cheque	109384	Window Cleaning Septer	Dazzle Cleaning Co	X	130.00	0.00	130.00
444	30/09/2016		Cheque	109385	July phone calls/itwisp	Intouch Systems	S	244.35	48.87	293.22
445	23/09/2016		Cheque	109386	Water dispenser	East Anglian Watercoole	S	59.40	11.88	71.28
446	23/09/2016		Cheque	109387	Photo copier meter readii	Mayday	S	132.40	26.48	158.88
447	23/09/2016		Cheque	109389	Grapevine Distribution	Richard Clarke's Distribu	X	330.00	0.00	330.00
448	05/10/2016		Cash	77	Office milk	Co-operative	Z	0.99	0.00	0.99
449	23/09/2016		Cheque	109390	Design fee Arden Grove	D J Designs Ltd	X	348.25	0.00	348.25
450	24/09/2016		Cheque	109391	Grounds maintenance	Norse	S	318.00	63.60	381.60
451	23/09/2016		Cheque	109392	Health & Safety Bi annua	SJB Safety Solutions	X	300.00	0.00	300.00
452	23/09/2016		Cheque	109393	SAM move August	Westcotec Ltd	S	50.00	10.00	60.00

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453 Property Maintenance	23/09/2016		Cheque	109394	HCC Doors	MPS Doors	S	140.00	28.00	168.00
454 Property Maintenance	23/09/2016		Cheque	109395	Equipment Repairs	Ridgeons Ltd	S	24.84	4.97	29.81
455 Room Hire	26/09/2016		Cheque	109396	Refund	Affinity Trust	X	2,070.00	0.00	2,070.00
456 Office Equipment	28/09/2016		Cheque	109397	Rubber stamp	Stamps Direct Ltd	S	11.40	2.28	13.68
457 Community Centre	28/09/2016		Cheque	109398	Repair polisher	Hugh Crane Ltd	S	101.70	20.34	122.04
458 Agency Personnel	28/09/2016		Cheque	109399	Agency August 2016	Todd Hayes	S	2,309.50	461.90	2,771.40
459 Dog/litter/smoke bins	28/09/2016		Cheque	109400	Dog Bins Cottingham Dr	Broadland District Coun	X	1,995.39	0.00	1,995.39
460 Property Maintenance	28/09/2016		Cheque	109401	Shutter repairs	Cooks Blinds & Shutters	S	63.35	12.67	76.02
461 Communication Services	30/09/2016		Cheque	109402	iPad	John Lewis	Z	601.47	0.00	601.47
462 Communication Services	22/09/2016		Cheque	DD	Itswisp September 2016	Intouch Systems	S	40.00	8.00	48.00
463 EE Tax & Ni Conts	29/09/2016		Cheque	Xfer	Employee NI & Tax	HMRC	X	2,721.48	0.00	2,721.48
464 EER NI Conts	29/09/2016		Cheque	Xfer	Employer NI contribution	HMRC	X	1,326.47	0.00	1,326.47
465 EEE PS Conts	30/09/2016		Cheque	Xfer	Employee pension conts	Norfolk Pension Fund	X	712.00	0.00	712.00
466 EER PS Conts	30/09/2016		Cheque	Xfer	Employer contributions	Norfolk Pension Fund	X	2,025.99	0.00	2,025.99
467 Expenses/Mileage	13/10/2016		Cash	83	Mileage - 1st Aid Course	Applegreen	S	22.71	4.54	27.25
468 Postage	13/10/2016		Cash	87	Stamps	Post Office Ltd	E	2.88	0.00	2.88
469 Training/Courses	05/10/2016		Cheque	109403	Training course	NALC	E	250.00	0.00	250.00
470 Grounds Materials - Uni	05/10/2016		Cheque	109404	Fence Post & Sand	Ridgeons Ltd	S	15.98	3.20	19.18
471 Grounds Materials - Uni	05/10/2016		Cheque	109404	Clips	Ridgeons Ltd	S	11.20	2.24	13.44
472 Contingency Payments	05/10/2016		Cheque	109405	Health Assessment - emp	Unity Occupational Heal	X	166.50	0.00	166.50
473 Stationery/software	05/10/2016		Cheque	109406	Stationery	Viking Direct	S	30.98	6.20	37.18
474 Stationery/software	14/10/2016		Cheque	109406	Stationery	Viking Direct	L	214.54	20.41	234.95
475 Grounds Machinery	05/10/2016		Cheque	109407	Flail Mower	Ernest Doe & Sons Ltd	S	2,337.50	467.50	2,805.00
476 Sundries	05/10/2016		Cheque	109408	Cleaning Materials	Milne Marketing Ltd	S	173.54	34.71	208.25
477 Staff Salaries (Gross)	14/10/2016		Cheque		Employee 35 wages	Mrs P Kirby	X	2,170.67	0.00	2,170.67
478 Catering Supplies (Meet)	14/10/2016		Cash	88	Office milk	Co-operative	Z	0.55	0.00	0.55
479 Chairmans Budget	06/10/2016		Cash	78	Slow cookers	Asda	S	17.50	3.50	21.00
480 Sundries	06/10/2016		Cash	79	Batteries	LE Electrical Ltd	S	7.50	1.50	9.00
481 Hello Cafe	05/10/2016		Cash	80	Cafe purchases	Morrisons	E	7.50	0.00	7.50
482 Catering Supplies (Meet)	10/10/2016		Cash	81	Refreshment purchases	Co-operative	L	7.19	0.13	7.32
483 Catering Supplies (Meet)	14/10/2016		Cash	82	Milk for groundsman	Co-operative	Z	0.55	0.00	0.55
484 Employment Advice	14/10/2016		Cheque	109413	HR advice September	Mary McGivern	X	350.00	0.00	350.00
485 Agency Personnel	14/10/2016		Cheque	109414	Agency wages	Todd Hayes	S	2,894.40	578.88	3,473.28
486 Community Centre	05/10/2016		Cheque	109415	Skip hire HCC	A K S Skip Hire Services	S	230.00	46.00	276.00
487 Grapevine	10/10/2016		Cheque	109416	Grapevine Publication	Catton Print Ltd	X	984.00	0.00	984.00
488 Training/Courses	10/10/2016		Cheque	109417	Training course	R I Cavell	S	75.00	15.00	90.00
489 Best Kept Allotment Cor	10/10/2016		Cheque	109418	Gift Voucher Best kept all	Taverham Garden Centr	X	35.00	0.00	35.00
490 Contingencies	10/10/2016		Cheque	109419	Audit fee 2016	Mazars	S	1,300.00	260.00	1,560.00
491 Hello Cafe	18/10/2016		Cash	89	Cafe purchases	Hello Cafe	L	64.27	9.29	73.56

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492 Catering Supplies (Meet	18/10/2016		Cheque		Office milk	Co- operative	Z	0.99	0.00	0.99
493 Stationery/software	19/10/2016		Cash	91	Stationery	Tesco	S	1.57	0.31	1.88
494 Training/Courses	11/10/2016		Cheque	109420	Training course	Norfolk Parish Training	E	45.00	0.00	45.00
495 Contingencies	21/10/2016		Cheque	109421	Planning advice	Spire Solicitors	S	92.00	18.40	110.40
496 Contingencies	13/10/2016		Cheque	109422	Design work	AIH Building Services De	S	550.00	110.00	660.00
497 Grounds Machinery	30/08/2016		Cheque		Loan repayment	Hitachi Capital Finance	S	450.00	90.00	540.00
498 Office Equipment	30/08/2016		Cheque		Lease rental	Siemens Fin Serv	S	249.00	49.80	298.80
499 Utilities	01/09/2016		Cheque		Non domestic rate BDC	Broadland District Coun	X	126.00	0.00	126.00
500 Utilities	04/10/2016		Cheque		Gas & Power	Total Gas & Power	L	32.14	1.61	33.75
Total								31,730.50	2,655.97	34,386.47

