

**Saltash Town Council**  
 Payable Invoice Detail  
 For the period 1 January 2024 to 31 March 2024

Account	Invoice Date	Contact	Reference	Description	Net	VAT	Gross	Invoice Total	Cost Centre
6662 ST PE HR Professional Fees	01 Jan 2024	HR Support Consultancy	6980 (4746)   06330	HR Services for work carried out during the month of December 2023	682.50	136.50	819.00	819.00	Staffing - Personnel
6578 SE EMF Equipment and Vehicles (Capital Works)	05 Jan 2024	Vincent Tractors Ltd	164699 (4719)   06317	Wood chipper for Service Delivery use	3,995.00	799.00	4,794.00	4,794.00	Service Delivery
6305 PF Finance Software	08 Jan 2024	Zahara Systems	INV-4964 (4780)   06350	Zahara Business Edition Annual Subscription Renewal 04/01/2024 - 13/01/2025	2,190.00	438.00	2,628.00	2,233.80	P&F
6572 SE EMF Festive Lights	11 Jan 2024	Pyramid Electrical Serv	INV-1846 (4932)   06038	Electrical Installation Condition Report on the fixed wired installation of the Christmas light and festoon light infrastructure.	725.00	145.00	870.00	7,770.00	Service Delivery
6572 SE EMF Festive Lights	11 Jan 2024	Pyramid Electrical Serv	INV-1846 (4932)   06038	Cost for Installation and removal of Christmas lights on Fore Street	3,250.00	650.00	3,900.00	7,770.00	Service Delivery
6572 SE EMF Festive Lights	11 Jan 2024	Pyramid Electrical Serv	INV-1846 (4932)   06038	Maintenance work completed on Festive Infrastructure/ Christmas Lighting	900.00	180.00	1,080.00	7,770.00	Service Delivery
6572 SE EMF Festive Lights	11 Jan 2024	Pyramid Electrical Serv	INV-1846 (4932)   06038	Maintenance checks and bulb replacement on Fore Street Christmas lights	810.00	162.00	972.00	7,770.00	Service Delivery
6572 SE EMF Festive Lights	11 Jan 2024	Pyramid Electrical Serv	INV-1846 (4932)   06038	Annual cost for storage of Town Council Christmas Lights	450.00	90.00	540.00	7,770.00	Service Delivery
6902 LI Gas - Library	16 Jan 2024	Laser - Library Gas	G9165851 (4766)	Gas Charges - 30/11/2023 to 31/12/2023	745.43	149.09	894.52	894.52	Library
6402 GH Gas - Guildhall	16 Jan 2024	Laser - Guildhall Gas	G9165902 (4915)	Gas Charges -30/11/2023 to 31/12/2023	539.66	107.93	647.59	647.59	Guildhall
6403 GH Electricity - Guildhall	17 Jan 2024	Laser - Guildhall Electric	E9169641 (4776)	Electricity Charges - 01/09/2023 to 30/11/2023	1,221.56	244.31	1,465.87	1,465.87	Guildhall
6903 LI Electricity - Library	18 Jan 2024	Laser - Library Electric	E9169666 (4813)	Electricity Charges - 01/09/2023 to 30/11/2023	978.72	195.74	1,174.46	1,174.46	Library
6403 GH Electricity - Guildhall	23 Jan 2024	ADS-GAS Plumbing & Heating Saltash	INV-5397 (4823)   06381	Guild Hall boiler flue replacement works	4,300.00	860.00	5,160.00	5,160.00	Guildhall
6876 ST SE Services Delivery Staff Training	25 Jan 2024	Lynher Training Limited	9201X0224 (4930)   06388	LANTRA Woodchipper Training for five Service Delivery staff members on 15/02/2024	560.00	0.00	560.00	884.20	Staffing - Service Delivery
6876 ST SE Services Delivery Staff Training	25 Jan 2024	Lynher Training Limited	9203X0324 (5040)   06390	Abrasive wheels training for six Service Delivery staff members staff 21/03/2024	650.00	0.00	650.00	1,048.50	Staffing - Service Delivery
6222 PF Commissioning Youth Work	26 Jan 2024	The Core (THECORE)	INV-0767 (4009-C)   05841	Delivery of Professional Youth Work in Saltash - 3rd Payment	9,979.32	0.00	9,979.32	9,979.32	P&F
6500 SE Tree Survey and Tree Maintenance	28 Jan 2024	Robert Mcneil	RSM222 (4832)   06366	Tree Maintenance completed at Ewell Woods	500.00	0.00	500.00	500.00	Service Delivery
6306 PF IT Maintenance	29 Jan 2024	SOS Consultancy	INV-15253 (4830)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,532.05	P&F
6410 GH General Repairs & Maintenance	29 Jan 2024	Jackman SW Limited	33141 (4834)   06372	Call Out Charge To Investigate and Repair Fault On Guildhall Kitchen Hot Water tank	605.30	121.06	726.36	726.36	Guildhall
6578 SE EMF Equipment and Vehicles (Capital Works)	29 Jan 2024	DB Autos Ltd	40864 (4838)   06394	Van hire for Service Delivery use 28/01/2024	833.25	166.65	999.90	999.90	Service Delivery
6222 PF Commissioning Youth Work	31 Jan 2024	Livewire Youth Music Project	LW774 (4017-C)   05849	Delivery of Professional Youth Work in Saltash - 3rd Payment	9,979.32	0.00	9,979.32	9,979.32	P&F
6286 PF EMF CLUP Waterside Connectivity Project	31 Jan 2024	Architecture By Studio Hive Limited	3071 (4561-C)   06199	Saltash Waterside and Connectivity Project - January 2024	9,212.50	1,842.50	11,055.00	11,055.00	P&F
6470 GH EMF Guildhall Maintenance	31 Jan 2024	Security Management South West Ltd	2035530 (4886)   06421	Annual keyholding charge for out of hours monitoring for the following sites: Guildhall, Isambard House, Longstone Depot, Maurice Huggins Room, Saltash Library, STC Waterside Office & Churchtown Cemetery.	1,080.00	216.00	1,296.00	1,296.00	Guildhall
6584 SE EMF Pontoon Maintenance Costs	31 Jan 2024	B Doke	31.01.24 (4854)   06018	Pontoon Maintenance Costs. Replace and installation of decking	5,800.00	0.00	5,800.00	5,800.00	Service Delivery
6662 ST PE HR Professional Fees	31 Jan 2024	HR Support Consultancy	7007 (4920)   06428	HR Services for work carried out during the month of January 2024	682.50	136.50	819.00	819.00	Staffing - Personnel
6524 SE Vehicle Maintenance and Repair Costs	08 Feb 2024	DB Autos Ltd	40978 (4885)   06426	Vehicle Maintenance Cost	621.47	124.29	745.76	1,333.76	Service Delivery
6301 PF Stationery/Postage/Printing	12 Feb 2024	Saltash & District Observer	19084 (4935)   06351	Advertisement of the precept information leaflet as a double page centre spread in the Saltash Observer March 2024 edition	1,500.00	0.00	1,500.00	1,500.00	P&F
6814 SA Equipment - Isambard House	13 Feb 2024	Chubb Fire Ltd	10291292 (4979)   06403	Fire Safety equipment - Isambard House	880.00	176.00	1,056.00	1,056.00	Station
6402 GH Gas - Guildhall	14 Feb 2024	Laser - Guildhall Gas	G9203865 (4917)	Gas Charges - 31/12/2023 to 31/01/2024	612.20	122.44	734.64	734.64	Guildhall
6902 LI Gas - Library	14 Feb 2024	Laser - Library Gas	G9202272 (5014)	Gas Charges - 31/12/2023 to 31/01/2024	974.81	194.96	1,169.77	1,169.77	Library
6281 PF EMF Town Vitality Funding Grant	19 Feb 2024	Mel Richardson Consultancy	TDF1 (4928)   06314	Appointment of consultant to prepare the Town Vitality Delivery Fund Application.	1,800.00	0.00	1,800.00	1,800.00	P&F
6286 PF EMF CLUP Waterside Connectivity Project	19 Feb 2024	Mel Richardson Consultancy	CLUP 2 (4427-B)   06170	Work in relation to Saltash Waterside and Connectivity Project - Final Payment	4,000.00	0.00	4,000.00	4,000.00	P&F
6531 SE Public Toilet Commercial Cleaning	21 Feb 2024	Minster Cleaning (South West Commercial Cleaning Ltd)	101091 (4949)   06482	Opening, closing and cleaning of Saltash Town Council toilet blocks from 19th to 29th February 2024	825.00	165.00	990.00	990.00	Service Delivery
6412 GH Lift Service & Maintenance	22 Feb 2024	Otis Ltd	24009325 (5089)	Contractual Maintenance carried out as per contract on Guildhall Lift.	671.04	134.21	805.25	805.25	Guildhall
6578 SE EMF Equipment and Vehicles (Capital Works)	23 Feb 2024	DB Autos Ltd	41134 (4938)   06484	Van hire for Service Delivery use 10/02/2024 - 23/02/2024	433.29	86.66	519.95	519.95	Service Delivery
6500 SE Tree Survey and Tree Maintenance	24 Feb 2024	Robert Mcneil	RSM226 (4980)   06464	Interim tree survey for the remainder of Pillmere	750.00	0.00	750.00	750.00	Service Delivery
6500 SE Tree Survey and Tree Maintenance	24 Feb 2024	Robert Mcneil	RSM228 (4995)   06465	MEWP hire and additional arborist for tree job on Grassmere Way, Pillmere	850.00	0.00	850.00	850.00	Service Delivery
6224 PF Professional Costs	27 Feb 2024	Up Energy	4002 (5004)   05912	Energy efficiency survey	1,900.00	380.00	2,280.00	2,280.00	P&F
6676 ST SE Services Delivery Staff Training	27 Feb 2024	Corserv Solutions Limited	CINV-059849 (4962)   06441	Chapter 8 for for three Service Delivery staff members on 26/02/2024	465.00	93.00	558.00	558.00	Staffing - Service Delivery
6286 PF EMF CLUP Waterside Connectivity Project	28 Feb 2024	Architecture By Studio Hive Limited	3073 (4561-D)   06199	Saltash Waterside and Connectivity Project - February 2024	9,212.50	1,842.50	11,055.00	11,055.00	P&F
6306 PF IT Maintenance	29 Feb 2024	SOS Consultancy	INV-15470 (4966)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,532.05	P&F
6662 ST PE HR Professional Fees	29 Feb 2024	HR Support Consultancy	7035 (4968)   06497	HR Services for work carried out during the month of February 2024	682.50	136.50	819.00	819.00	Staffing - Personnel
6517 SE Cross (Maintenance)	29 Feb 2024	Swantest	23050012 (4972)   06423	Torque load check and produce a full report on Cornish cross	4,995.00	999.00	5,994.00	5,994.00	Service Delivery
6205 PF Insurance	06 Mar 2024	James Hallam Council Guard	531438459 (4988)   06518	Commercial Fleet (Motor) insurance from 6th March 2024 - 5th March 2025	2,463.00	0.00	2,463.00	2,793.56	P&F
6902 LI Gas - Library	14 Mar 2024	Laser - Library Gas	G9245955 (5017)	Gas Charges - 31/01/2024 to 29/02/2024	740.43	148.09	888.52	888.52	Library
6578 SE EMF Equipment and Vehicles (Capital Works)	14 Mar 2024	DB Autos Ltd	41356 (5042)   06562	Van hire for Service Delivery use 24/02/2024 - 14/03/2024	666.60	133.32	799.92	799.92	Service Delivery
6303 PF Copier Maintenance	15 Mar 2024	PEAC Finance	00625/0018636 (5003)	Photocopier Lease 26/04/2024 - 25/07/2024	699.28	139.86	839.14	839.14	P&F
6403 GH Electricity - Guildhall	15 Mar 2024	Laser - Guildhall Electric	E9249969 (5024)	Electricity Charges - 01/12/2023 - 29/02/2024	1,426.52	285.30	1,711.82	1,711.82	Guildhall
6286 PF EMF CLUP Waterside Connectivity Project	15 Mar 2024	Architecture By Studio Hive Limited	3076 (4561-E)   06199	Project management of transport trial, cost of transport providers, consultation materials and associated costs for Waterside Connectivity Project	6,988.79	1,397.76	8,386.55	8,386.55	P&F
6903 LI Electricity - Library	15 Mar 2024	Laser - Library Electric	E9250008 (5082)	Electricity Charges - 01/12/2023 to 29/02/2024	1,066.75	213.35	1,280.10	1,280.10	Library
6281 PF EMF Town Vitality Funding Grant	18 Mar 2024	Architecture By Studio Hive Limited	3077 (5028)   06545	Town Team Open Space Project	3,000.00	600.00	3,600.00	3,600.00	P&F
6676 ST SE Services Delivery Staff Training	21 Mar 2024	Corserv Solutions Limited	CINV-059849 (5043)   06500	Ride-on & Pedestrian Mower Course for six Service Delivery staff members on 15/03/2024	655.00	131.00	786.00	786.00	Staffing - Service Delivery
6578 SE EMF Equipment and Vehicles (Capital Works)	28 Mar 2024	DB Autos Ltd	41490 (5070)   06569	Van hire for Service Delivery use 15/03/2024	433.29	86.66	519.95	519.95	Service Delivery
6306 PF IT Maintenance	29 Mar 2024	SOS Consultancy	INV-15615 (5064)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,532.05	P&F
6662 ST PE HR Professional Fees	31 Mar 2024	HR Support Consultancy	7063 (5083)   06578	HR Services for work carried out during the month of March 2024	682.50	136.50	819.00	819.00	Staffing - Personnel

**112,253.65      14,684.41      126,938.06**