

**Saltash Town Council**  
 Payable Invoice Detail  
 For the period 1 July 2024 to 30 September 2024

Account	Invoice Date	Contact	Reference	Description	Net	VAT	Gross	Invoice Total	Cost Centre
6531 SE Public Toilet Commercial Cleaning	01 Jul 2024	Minster Cleaning (South West Commercial Cleaning Ltd)	101469 (5599)   06854	Opening, closing and cleaning of Saltash Town Council toilet blocks for July 2024	2,914.25	582.85	3,497.10	3,497.10	Service Delivery
6676 ST PE Staff Training (Service Delivery)	05 Jul 2024	Lynher Training Limited	9449X0724 (5491)   06837	LANTRA Maintenance Cross cutting training course for Assistant Service Delivery Manager and Service Delivery General Assistant	1,250.00	0.00	1,250.00	1,250.00	Staffing - Personnel
6571 SE EMF Saltash Recreation Areas	10 Jul 2024	Fenland Leisure Products Ltd T/A Outdoor Play Solutions	SIN059764 (5499)   06819	Self-closing Pedestrian Gate for Grassmere Way Play Area	1,160.00	232.00	1,392.00	1,670.40	Service Delivery
6210 PF Community Chest	17 Jul 2024	Saltash United Football Club	Community Chest Grant 44/24/25 (5530)	Community Chest Grant - 44/24/25	840.00	0.00	840.00	840.00	P&F
6210 PF Community Chest	17 Jul 2024	Saltash Community Shed	Community Chest Grant 24/24/25 (5531)	Community Chest Grant - 24/24/25	749.97	0.00	749.97	749.97	P&F
6584 SE EMF Pontoon Maintenance Costs	19 Jul 2024	Denmans	420635361 (5625-I)   06817	Pontoon Lighting Project Works Equipment	536.00	107.20	643.20	643.20	Service Delivery
6224 PF Professional Costs	22 Jul 2024	Parkinson Partnership	1331 (5543)   06849	Town Council VAT Consultancy 01/04/2023 - 31/03/2025	600.00	120.00	720.00	720.00	P&F
6306 PF IT Maintenance	29 Jul 2024	SOS Consultancy	INV-16295 (5555)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,594.88	P&F
6500 SE Tree Survey and Tree Maintenance	30 Jul 2024	DCB - Plant & Machinery Ltd	22/07/2024 (5581)   06882	Tree Maintenance Costs - Ashton Way Play Area	550.00	110.00	660.00	660.00	Service Delivery
6418 GH Professional Fees	31 Jul 2024	Barron Surveying Services Ltd	INV-6944 (5323-C)   05984	Appointment of Barron Surveying to project manage the Guildhall refurbishment project	2,544.34	508.87	3,053.21	3,053.21	Guildhall
6662 ST PE HR Professional Fees	31 Jul 2024	HR Support Consultancy	7173 (5611)   06912	HR Services for work carried out during the month of July 2024	723.45	144.69	868.14	868.14	Staffing - Personnel
6282 PF EMF Funding Bids (Consultancy Fees)	31 Jul 2024	Mei Loci Landscape Architects	2410 (5645)   06860	Landscape Design for Jubilee Green	1,080.00	216.00	1,296.00	1,296.00	P&F
6470 GH EMF Guildhall Maintenance	01 Aug 2024	Jones Building Group	CSIO4224/6746 (5498-B)   06068	Appointed contractor for the external repairs and redecoration works to the Guildhall Building (Final stage payment)	15,537.85	3,107.57	18,645.42	18,549.42	Guildhall
6531 SE Public Toilet Commercial Cleaning	01 Aug 2024	Minster Cleaning (South West Commercial Cleaning Ltd)	101559 (5675-A)   06918	Opening, closing and cleaning of Saltash Town Council toilet blocks for August 2024	2,914.25	582.85	3,497.10	3,497.10	Service Delivery
6305 PF Finance Software	04 Aug 2024	Bright Software Group	1602787 (5615)   06855	BrightPay Cloud payroll software, including access for employee payslips for 12 months (28 employees)	451.20	90.24	541.44	546.91	P&F
6220 PF Festival Fund	06 Aug 2024	Saltash Chamber of Commerce (SALTASHC)	Festival Fund Grant (5601)	Festival Fund grant for National awards program - minute number 45/24/25 for Christmas Festival in Saltash	2,500.00	0.00	2,500.00	2,500.00	P&F
6582 SE EMF Town War Memorial	09 Aug 2024	Imagine Stone Limited	INV-0093 (5655)   06932	50% deposit of the total project - War memorial granite benches	7,270.00	0.00	7,270.00	7,270.00	Service Delivery
6272 PF EMF Robes & Civic Regalia	13 Aug 2024	Michaels Civic Robes	INV-MCR2563 (5627)   06861	Town Crier tricorne hat	525.00	105.00	630.00	645.00	P&F
6306 PF IT Maintenance	29 Aug 2024	SOS Consultancy	INV-16464 (5666)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,594.88	P&F
6303 PF Copier Maintenance	29 Aug 2024	Anglotech Group Limited (Previously Print Copy Scan Ltd)	INV90294 (5669)	Prints for Photocopiers 24/07/2024 to 23/08/2024	438.63	87.72	526.35	526.35	P&F
6208 PF Subscriptions	30 Aug 2024	SOS Consultancy	INV-16415 (5838)   06959	10 Nitro PDF Software licenses 2024-25	1,512.00	302.40	1,814.40	1,814.40	P&F
6412 GH Lift Service & Maintenance	30 Aug 2024	Otis Ltd	24051292/U1 (5693)	Contractual Maintenance carried out on Guildhall Lift - 01/09/2024 - 30/11/2024	720.00	144.00	864.00	864.00	Guildhall
6662 ST PE HR Professional Fees	30 Aug 2024	HR Support Consultancy	7198 (5715)   06983	HR Services for work carried out during the month of August 2024	723.45	144.69	868.14	868.14	Staffing - Personnel
6500 SE Tree Survey and Tree Maintenance	31 Aug 2024	Robert Mcneil	RSM232 (5674)   06466	Removal of Ash stand adjacent to house and play area in Pillmere	500.00	0.00	500.00	500.00	Service Delivery
6531 SE Public Toilet Commercial Cleaning	01 Sep 2024	Minster Cleaning (South West Commercial Cleaning Ltd)	101646 (5823-A)   06982	Opening, closing and cleaning of Saltash Town Council toilet blocks for September 2024	2,914.25	582.85	3,497.10	3,497.10	Service Delivery
6222 PF Commissioning Youth Work	02 Sep 2024	The Core (THECORE)	INV-0867 (5330-B)   06732	Instalment payment for delivery of youth work in Saltash	9,844.83	0.00	9,844.83	9,844.83	P&F
6508 SE Public Toilets (Operational Costs)	11 Sep 2024	South West Water - Alexandra Sq	5087 2643 74 (5822)	Sewerage Charges 6 June 2024 to 10 September 2024	642.62	0.00	642.62	1,049.32	Service Delivery
6205 PF Insurance	13 Sep 2024	Zurich Municipal	537172328 (5793)	Annual combined insurance for Saltash Town Council	11,509.47	159.47	11,668.94	11,668.94	P&F
6303 PF Copier Maintenance	14 Sep 2024	PEAC Finance	006/25/0093165 (5717)	Photocopier Lease 26/10/2024 - 25/01/2025	649.28	129.86	779.14	779.14	P&F
6903 LI Electricity - Library	17 Sep 2024	Laser - Library Electric	E9532846 (5725)	Electricity Charges - 01/06/2024 to 31/08/2024	1,095.37	219.07	1,314.44	1,314.44	Library
6201 PF Audit	18 Sep 2024	BDO LLP	INV-00584793 (5758)   07017	Limited assurance review for the year end 31st march 2024 by STC external auditors BDO.	2,100.00	420.00	2,520.00	2,520.00	P&F
6224 PF Professional Costs	19 Sep 2024	Breakthrough Communications	INV-20211089 (5759)   07018	Annual Subscription Council Hive Premium 01/10/2024-30/09/2025	1,997.00	399.40	2,396.40	2,396.40	P&F
6224 PF Professional Costs	23 Sep 2024	Coodes LLP	111277 (5788-A)   06470	Professional Cost for Lease for the Maurice Huggins Room and Victoria Gardens	713.29	142.66	855.95	855.95	P&F
6282 PF EMF Funding Bids (Consultancy Fees)	23 Sep 2024	Mel Richardson Consultancy	CIL 2 (5833)   06788	CIL 4th Round - Application for submission to Cornwall Council	4,800.00	0.00	4,800.00	4,800.00	P&F
6910 LI General Repairs & Maintenance - Library	24 Sep 2024	Sovereign Fire and Security Ltd	9010512 (5910)   07004	Update and repair of Library Hub CCTV cameras	957.06	191.41	1,148.47	1,148.47	Library
6306 PF IT Maintenance	29 Sep 2024	SOS Consultancy	INV-16641 (5764)	Office 365 Business Premium - Monthly Fee	529.54	105.91	635.45	1,594.88	P&F
6281 PF EMF Town Vitality Funding Grant	30 Sep 2024	Cormac Contracting Limited	CINV-089008 (5789)   06782	Road safety audit report for the community open space project - Fore Street on behalf of Town Team.	3,672.71	734.54	4,407.25	5,578.80	P&F
6281 PF EMF Town Vitality Funding Grant	30 Sep 2024	Cormac Contracting Limited	CINV-089008 (5789)   06782	Preliminary design to the scope of works relating to the safety aspect of Open Space Project	976.29	195.26	1,171.55	5,578.80	P&F
6662 ST PE HR Professional Fees	30 Sep 2024	HR Support Consultancy	7223 (5825)   07043	HR Services for work carried out during the month of September 2024	723.45	144.69	868.14	868.14	Staffing - Personnel

**90,224.63 10,223.02 100,447.65**