

Broadstairs & St. Peter's Town Council

14 May 2025 (2025-2026)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
114 Mocketts Wood	01/05/2025		Unity Trust		Equipment	Screwfix	S	10.40	2.08	12.48
114 Facilities Team sundry items	01/05/2025		Unity Trust		Equipment	Screwfix	S	10.41	2.08	12.49
115 Mocketts Wood	01/05/2025		Unity Trust		Equipment	B&Q	S	4.99	1.00	5.99
115 Facilities Team sundry items	01/05/2025		Unity Trust		Equipment	B&Q	S	5.00	1.00	6.00
116 Facilities Team sundry items	01/05/2025		Unity Trust		Supplies	Screwfix	S	11.07	2.22	13.29
117 Facilities Team sundry items	01/05/2025		Unity Trust		Supplies	Screwfix	S	10.66	2.13	12.79
118 Events Room Hire	01/05/2025		Unity Trust		refund - cancellation	Pierre Bauzée	S	70.83	14.17	85.00
119 Mocketts Wood	01/05/2025		Unity Trust		container hire	Lawrence Container Hire U	S	44.33	8.87	53.20
120 Container hire	01/05/2025		Unity Trust		container hire	Lawrence Container Hire U	S	88.66	17.73	106.39
121 Bandstand entertainment	01/05/2025		Unity Trust		bandstand entertainment	W.R. Jones (The SuperMid	Z	250.00		250.00
122 Bandstand entertainment	01/05/2025		Unity Trust		bandstand entertainment	Philip Tong	Z	380.00		380.00
123 Events -Bar	01/05/2025		Unity Trust		bar supplies	Page & Sons	S	290.82	58.16	348.98
124 Mocketts Wood	01/05/2025		Unity Trust		expenses	Karen McKenzie - Tree Wai	Z	30.28		30.28
125 Professional Fees	01/05/2025		Unity Trust		legal expenses	Brachers LLP	S	379.00	75.80	454.80
126 Professional Fees	01/05/2025		Unity Trust		legal expenses	Brachers LLP	S	350.00	70.00	420.00
127 intruder alarm	01/05/2025		Unity Trust		Works	Westgate Security & Electr	S	76.17	15.23	91.40
128 Electricity	01/05/2025		Unity Trust		electricity - cottage	British Gas	L	18.45	0.92	19.37
131 Waste removal	30/04/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	1.15	0.23	1.38
132 Finance costs	30/04/2025		Nat West Current Ac		bank charges	NATWEST	Z	5.95		5.95
133 Hygiene services	30/04/2025		Nat West Current Ac		hygiene services	Cathedral Leasing Ltd	S	675.96	135.19	811.15
137 Finance costs	30/04/2025		Unity Trust		bank charges	Unity Bank	Z	16.80		16.80
138 Office sundries	12/05/2025		Unity Trust		engraving	Ramsgate Trophies	Z	30.00		30.00
139 cleaning	12/05/2025		Unity Trust		Cleaning	Total Cleaning Services	S	94.28	18.86	113.14
140 cleaning	12/05/2025		Unity Trust		Cleaning	Total Cleaning Services	S	94.28	18.86	113.14
141 Professional Fees	12/05/2025		Unity Trust		Legal fees	Brachers LLP	S	1,048.00	209.60	1,257.60
142 VE Day 80th Commemorations	12/05/2025		Unity Trust		deposit	Thanet District Council	Z	326.00		326.00
143 Bandstand entertainment	12/05/2025		Unity Trust		Concert	Mr C. Smith (Swing That T	Z	450.00		450.00
144 Bandstand entertainment	12/05/2025		Unity Trust		Concert	P. Giffen (Starfire 98)	Z	180.00		180.00
145 Bandstand entertainment	12/05/2025		Unity Trust		Concert	B. Prankard (Mainly Sax)	Z	350.00		350.00
146 Stationery	12/05/2025		Unity Trust		Supplies	VIKING DIRECT	S	47.39	9.48	56.87
147 Youth Activities	12/05/2025		Unity Trust		Training	Stand Against Violence	Z	100.00		100.00
148 Licences	12/05/2025		Unity Trust		MS licences	Cyber Central	S	3,389.29	677.86	4,067.15
149 Annual maintenance schedule	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	60.00		60.00
150 Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	400.00		400.00

Attach 6

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
151 Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	60.00		60.00
152 Bandstand Kiosk	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	70.00		70.00
153 Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	60.00		60.00
154 Annual maintenance schedule	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	90.00		90.00
155 Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	60.00		60.00
156 Broadstairs in Bloom	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	190.00	38.00	228.00
156 Culmers Amenity Land	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	122.13	24.43	146.56
156 Environmental Initiatives	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	2,025.00	405.00	2,430.00
156 Grounds Maintenance	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	886.25	177.25	1,063.50
157 Facilities Team sundry items	12/05/2025		Unity Trust		cable ties	Screwfix	S	13.20	2.64	15.84
158 Office sundries	12/05/2025		Unity Trust		expenses	Kirsty Holtroyd	Z	4.40		4.40
158 Travel and Subsistence	12/05/2025		Unity Trust		expenses	Kirsty Holtroyd	Z	40.00		40.00
159 Stripe Fee	29/04/2025	Receipt Voucher No. 40	Unity Trust	Receipt #1663-48	Stripe Transaction Fee	Stripe	E	0.56		0.56
160 Stripe Fee	01/05/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.15		0.15
161 Stripe Fee	30/04/2025	Receipt Voucher No. 41	Unity Trust	Receipt #1798-15	Stripe Transaction Fee	Stripe	E	0.56		0.56
162 Stripe Fee	01/05/2025	Receipt Voucher No. 42	Unity Trust	Receipt #1912-59	Stripe Transaction Fee	Stripe	E	0.56		0.56
163 Stripe Fee	02/05/2025	Receipt Voucher No. 43	Unity Trust	Receipt #1502-82	Stripe Transaction Fee	Stripe	E	0.65		0.65
164 Stripe Fee	07/05/2025	Receipt Voucher No. 44	Unity Trust	Receipt #1991-86	Stripe Transaction Fee	Stripe	E	0.56		0.56
165 Stripe Fee	08/05/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.15		0.15
166 Stripe Fee	09/05/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.68		0.68
Total								12,925.02	1,988.79	14,913.81

Broadstairs & St. Peter's Town Council

14 May 2025 (2025-2026)

Attach 7

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	net	vat	total
24	Bank Interest	30/04/2025		Nat West Busines	bank interest	40.48		40.48
33	Events Room Hire	29/04/2025		Unity Trust	Room Hire	15.00	3.00	18.00
33	Events Room Hire	29/04/2025		Unity Trust	Room Hire	15.00	3.00	18.00
33	Events Room Hire	29/04/2025		Unity Trust	Room Hire	15.00	3.00	18.00
34	Events Room Hire	30/04/2025		Unity Trust	Room Hire	200.00	40.00	240.00
34	Events -Bar	30/04/2025		Unity Trust	Room Hire	29.17	5.83	35.00
35	Events Room Hire	01/05/2025		Unity Trust	Room Hire	54.00	10.80	64.80
35	Events Room Hire	01/05/2025		Unity Trust	Room Hire	54.00	10.80	64.80
35	Events Room Hire	01/05/2025		Unity Trust	Room Hire	54.00	10.80	64.80
36	Events Room Hire	01/05/2025		Unity Trust	Room Hire	608.33	121.67	730.00
37	Events -Bar	06/05/2025		Unity Trust	bar sales	369.82	73.96	443.78
38	Events - Equipment	06/05/2025		Unity Trust	Room Hire	8.33	1.67	10.00
38	Events Room Hire	06/05/2025		Unity Trust	Room Hire	125.00	25.00	150.00
38	Events Room Hire	06/05/2025		Unity Trust	Room Hire	166.67	33.33	200.00
38	Events Room Hire	06/05/2025		Unity Trust	Room Hire	120.00	24.00	144.00
39	Events Room Hire	09/05/2025		Unity Trust	Room Hire	125.00	25.00	150.00
40	Broadstairs in Bloom	29/04/2025		Unity Trust	Receipt #1663-4: broadstairs in bloom	25.00	5.00	30.00
41	Broadstairs in Bloom	30/04/2025		Unity Trust	Receipt #1798-1: broadstairs in bloom	25.00	5.00	30.00
42	Community Event	01/05/2025		Unity Trust	Receipt #1912-5: stall - community festival	25.00	5.00	30.00
43	Community Event	02/05/2025		Unity Trust	Receipt #1502-8: stall - community festival	25.00	5.00	30.00
44	Broadstairs in Bloom	07/05/2025		Unity Trust	Receipt #1991-8: broadstairs in bloom	25.00	5.00	30.00
						2,124.80	416.86	2,541.66

Payments authorised by the Town Clerk between meetings as per Financial Regulation 5.15 (payments up to £2000) and payments between £2000 and £10,000 which must be made with the Chairman of the Council or the Chairman of the appropriate Committee.

For Council meeting on 19 May 2025 (Approved at minute XXX) (all ex-vat)

- £3389 to Cyber Central for annual fee Microsoft 365 licences for staff and councillors
- £22.50 to Expression signs for Broadstairs in Bloom signage
- £69.99 to Work and Safety for boots for Woodland Officer
- £83.51 for children's toys for Community Festival
- £5.59 Diary for new member of staff
- £36 to SLCC for Asset transfer webinar
- £51.40 to Viking for IT equipment, broom and mop
- £306.87 to Suttons for plants at Mockett's Wood
- £15.57 to Amazon for gardeners' kneeling pads
- £108.33 to Howe tools for twin drill (Facilities team and Woodland Officer)
- £31.64 to Toolstation for gardener's trousers
- £349 to Page and Sons for a bar order
- £69.97 to Screwfix for tools for facilities team and Woodland Officer
- £100 to Wickes for timber for shelving at the container at Mockett's Wood
- £33.99 to B&Q for a small work bench
- £69.98 to Tool station for a large folding work bench
- £30.99 to Cromwell for a saw (Woodland manager)
- £47.39 to Viking Direct for stationery
- £90 to Total Supplies for cleaning products
- £34.11 to Amazon for litter-picking gloves
- £83.37 to Westgate Security for a call out to fix the intruder alarm
- £350 to Tanks Direct for a water bowser for Mockett's Wood
- £144 to The Calibration Centre for the calibration of a digital thermometer
- £250 to TDC towards the costs of producing a leaflet for Heritage Open Days
- £145.05 to Westgate Security for fixing emergency light
- £38.22 to Amazon for a cocktail making kit (hanging basket event on 25 May)
- £34.50 to Total Supplies for toilet rolls and gloves for hanging basket event 25 May
- £1154.17 to Westgate Security for improvement to CCTV system

Broadstairs & St. Peter's Town Council

19 May 2025 (2025-2026)

PAYMENTS LIST

Handed out
at meeting

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185 Flagpole	16/05/2025		Unity Trust		test guardrail	Heightsafe Systems Ltd	S	325.00	65.00	390.00
186 Flagpole	16/05/2025		Unity Trust		test guardrail	Heightsafe Systems Ltd	S	325.00	65.00	390.00
187 Security	16/05/2025		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
187 Site security	16/05/2025		Unity Trust		security	Probe Security	S	750.00	150.00	900.00
188 Notice Boards	16/05/2025		Unity Trust		Supplies	Screwfix	S	19.16	3.83	22.99
189 Beach Security	16/05/2025		Unity Trust		security	Marc One Security	S	1,428.00	285.60	1,713.60
190 VE Day 80th Commemorations	16/05/2025		Unity Trust		security	Marc One Security	S	374.00	74.80	448.80
191 Unplanned building works	16/05/2025		Unity Trust		Works	C.S. Heating & Plumbing LI	S	271.16	54.23	325.39
192 Algae and gutter clearance	16/05/2025		Unity Trust		Works	Dam High Access	S	1,125.00	225.00	1,350.00
193 Annual maintenance schedule	16/05/2025		Unity Trust		Works	Dam High Access	S	333.33	66.67	400.00
194 Annual maintenance schedule	16/05/2025		Unity Trust		Works	Dam High Access	S	316.67	63.33	380.00
195 Annual maintenance schedule	16/05/2025		Unity Trust		Works	Dam High Access	S	250.00	50.00	300.00
196 VE Day 80th Commemorations	16/05/2025		Unity Trust		first aid cover	BM Ambulance Service Ltd	S	516.00	103.20	619.20
197 VE Day 80th Commemorations	16/05/2025		Unity Trust		beacon	Viking Fireworks	S	500.00	100.00	600.00
198 VE Day 80th Commemorations	16/05/2025		Unity Trust		Concert	THANET CONCERT BAND	Z	300.00		300.00
199 Bandstand entertainment	16/05/2025		Unity Trust		Concert	Gary Price	Z	300.00		300.00
200 Bandstand entertainment	16/05/2025		Unity Trust		Concert	FAVERSHAM MISSION BAN	Z	350.00		350.00
201 Window cleaning	16/05/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
202 Victoria Gardens	16/05/2025		Unity Trust		Supplies	Total Supplies Ltd	S	38.50	7.70	46.20
202 Bathroom Items	16/05/2025		Unity Trust		Supplies	Total Supplies Ltd	S	60.00	12.00	72.00
203 Beach Security	16/05/2025		Unity Trust		security	Marc One Security	S	612.00	122.40	734.40
204 Events - Equipment	16/05/2025		Unity Trust		laundry	Limitless Sparkle Ltd	S	63.20	12.63	75.83
205 VE Day 80th Commemorations	16/05/2025		Unity Trust		Waste Services	Harvey Waste Management	S	65.00	13.00	78.00
206 Professional Fees	16/05/2025		Unity Trust		re staff pensions	Kent Pension Fund	S	543.12	108.63	651.75
207 cleaning	16/05/2025		Unity Trust		Cleaning	Total Cleaning Services	S	979.40	195.88	1,175.28
208 Fire alarms and emergency light	16/05/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	142.35	28.47	170.82
208 Fire alarms and emergency light	16/05/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	54.75	10.95	65.70
208 Fire alarms and emergency light	16/05/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	5.00	1.00	6.00
209 Fire alarms and emergency light	16/05/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	76.65	15.33	91.98
209 Fire alarms and emergency light	16/05/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	54.75	10.95	65.70
209 Fire alarms and emergency light	16/05/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	5.00	1.00	6.00
209 Fire alarms and emergency light	16/05/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	43.80	8.76	52.56
210 Electricity	16/05/2025		Nat West Current Ac		Electricity	Edf	L	6,564.74	328.24	6,892.98
211 Electricity	16/05/2025		Nat West Current Ac		Electricity	Edf	S	812.70	162.54	975.24

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
212 Phones and Internet	16/05/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	259.89	51.98	311.87
213 Phones and Internet	16/05/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
214 Utilities	16/05/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	107.67	21.53	129.20
215 Phones and Internet	16/05/2025		Nat West Current Ac		phones/wifi	02	S	167.68	33.54	201.22
217 Insurance & Audit	16/05/2025		Nat West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
218 Electricity	16/05/2025		Nat West Current Ac		Electricity	Edf	Z	105.78		105.78
Total								18,588.78	2,498.29	21,087.07