

LIST OF PAYMENTS 1 APRIL 2016 TO 31 MARCH 2017

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
700764737	Convenient Hire Limited	Allotments Toilet Provision April 2016	614.39
300292	Southern Water	Water Charges for VR Allts	248.02
300291	Southern Water	Water Charges for AW Allts	36.31
300290	Southern Water	Water Charges for CW Allts	65.97
894741856	Custom Studio Ltd	Website hosting and provision of emails April 2016	35.94
37514566	HALC	Affiliation Fees for 2016/2017	1,000.00
382329479	HALC	NALC Levy for 2016/2017	1,750.00
300288	Blachere Illuminations Ltd	Four Year Hire – Year Two 2016	2,741.76
28851290	Pitney Bowes	Franking machine rental for March 2016	23.94
122658745	Kevin Justice	Turning on Water for 2016 for Allotments	240.00
185346005	WPS Insurance	Insurance Premium for 2016/2017	3047.38
573077767	Test Valley Borough Council	Expenses contribution to Andover Town Centre Manager April 15-Mar 16	475.20
248058412	Test Valley Borough Council	Booking of Rendezvous for Cllr Training 7 th & 28 th April 2016	108.00
134998192	HALC	Training for Cllrs – Chairing Skills	108.00
205451123	HALC	Training for Cllrs – Basic Planning	42.00
DBESApr16	BES Commercial	Electricity Provision for 15.03.2016-15.04.2016	137.89
692716506	Viking Supplies	Stationery & office equipment incl. paper, desk lamps, monitor riser and hole punch	123.42
300289	Mr Johnn	Deposit return for Allotment 1b Mylen Road	50.00
991206817	South East Employers	Subscription for 2016/2017	236.40
210180993	Town Clerk	Reimbursements for April 2016	19.62
135267649	Allotment Officer	Reimbursements for April 2016	20.34
872638031	Allotment Officer	May 2016 Salary	976.64
588889076	Town Clerk	May 2016 Salary	1757.90
300287	HM Revenue & Customs	Tax Contributions	2531.37
692716506	Viking Supplies	Stationery an office equipment including paper, coat stand, pencil sharpeners, and paper stand	125.76
DDMainMar16	Mainstream Digital	Telephone call charges 01.03.2016-31.03.2016	11.69
447221050	Moores Cleaning	Cleaning in office for March 2016	130.00
TOTAL PAYMENTS			16,657.94

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
662471748	Baxter Confidential	Three Months service charge for collection of Confidential Waste	78.00
914327742	Kevin Justice	Replacement tap and repair broken tap AW allotment site	65.00
300295	Southern Water	Water charges The Drove allotments Feb – April 2016	459.93
515335569	Viking Supplies	Stamp for office documents	32.39
148853052	Hedleys Solicitors	Costs for assistance with Lease Contract	201.60
1808768848	Discount Displays	Window stickers for breastfeeding campaign	100.60
358210671	Moores Cleaning	Cleaning services for office April 2016	135.19
DDMainMay16	Mainstream Digital	Line rental April 2016 – July 2016	53.87
539468261	MB Pest Services	Pest control for allotments Jan – May 2016	5,430.00
81648740	Convenient Hire	Toilet provision for allotments	560.98
469398829	Custom Studio	Website hosting and email provision May 2016	35.94
5341143	Pitney Bowes	Postal Charges and hire of franking machine April 2016	181.94
300296	Southern Water	Water charges for Old Winton Road Allotments Feb – April 2016	42.90
300297	Southern Water	Water charges for BL Allotments Feb – April 2016	405.44

537383975	JRC Cleaning Services LTD	Cleaning Windows for office 02.05.2016	20.00
952169430	HALC	Training for members – local govt finance	90.00
208657246	HALC	Training for members – The knowledge (in house)	960.00
374198136	Andover Rubber Stamp Service	Badges for Councillors	155.04
454506808	Town Clerk	Reimbursements May 2016	47.22
836088225	Allotments Officer	Reimbursements May 2016	6.00
TOTAL PAYMENTS			9062.04
175379317	ACE LIFTAWAY	4-yard skip for Drove Allotments	175.56
DDBESJun16	BES Commercial	Electricity charges 15.04-15.05.2016	71.23
930420962	Choices Hire Services	Fire Point Trolley for A-Fest (Youth Council)	60.00
378744428	DMJ Country Services	Pick up blown over toilet	10.00
378744428	DMJ Country Services	Remove cover and tyres, removal of asbestos BL Allts	100.00
378744428	DMJ Country Services	Remove green waste, rubbish, plastic TD Allts	140.00
378744428	DMJ Country Services	Remove rubbish and cover plots CW Allts	140.00
378744428	DMJ Country Services	Cut Grass – BL Allts	37.50
378744428	DMJ Country Services	Cut grass – MR Allts	100.00
378744428	DMJ Country Services	Cut ivy away from fence OWR Allts	90.00
378744428	DMJ Country Services	Cut grass OWR Allts	150.00
378744428	DMJ Country Services	Cut grass VR Allts	50.00
840177845	Expression Events	Staging and sound desks A-Fest (Youth Council)	2499.60
736882851	Planet PC	IT installation (7hrs) + 2 keyboards and mice	542.97
552978586	Test Valley BC	Hire of Guildhall – 12.05.2016	60.00
		Corporate salaries incl tax payments and Pensions June 2016	5,555.25
300298	Mrs B Long	Corporate Gift for Andover Town Band to take to Italy	18.00
TOTAL PAYMENTS			10,617.61

BACS/Cheque No	Date of Inv	Description	Supplier	Amount (£)
194677276	07.06.2016	Photocopier rental + warranty	Alto Digital	212.04
188583329	15.06.2016	Reimbursements for June '16	Town Clerk	58.23
300309	08.06.2016	Face Painter for A-Fest	Enchanted Parties	100.00
300304	08.04.2016	Hire of Rendezvous for seminar	Mr L Gates	60.00
107779840	13.06.2016	Training for Cllrs – Loc Gov Finance	HALC	42.00
27527547	13.06.2016	Staff Training – Minute taking	HALC	84.00
300305	15.06.2016	Small Grant for Hants Open Studios	Hant Open Studios	140.00
640102951	13.06.2016	Clear 7 allts sites of rats	MB Pest Services	4050.00
300306	20.06.2016	Reimb for food & drinks A-Fest	Mr G McBride	29.20
217582638	13.06.2016	Email support & reconfig for office	Planet PC	180.00
610375984	20.06.2016	Further reconfig laptop 2 for office	Planet PC	60.00
576119987	10.06.2016	Collection of waste after A-Fest	Test Valley BC	57.60
878631729	07.06.2016	Stationery – paper, envelopes, files, pens	Viking Supplies	464.24
448055559	07.06.2016	3 office chairs	Viking supplies	359.96
954040523	13.06.2016	Defibrillator x 2	WEL Medical	4156.20
PEACDDJune	15.06.2016	Photocopier rental 01.07.16-30.09.16	PEAC (UK) Limited	308.53
TOTAL PAYMENTS				10,362.00

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
31196572	IAC – Internal Auditors	Internal Audit for YE 31.03.2016	414.00
13219800	Alto Digital	Photocopier charges 08.03.2016-27.06.2016	822.42
300311	Blachere Illuminations	Removal of QEII plaque from Guildhall	1392.00
117034458	Convenient Hire	Toilet provision for Allotments June 2016	587.65
12190517	Custom Studio	Website Hosting & Provision of Emails	35.94
955214078	Essential Fire and Electrical Services	Supply and installation of 2 fire extinguishers	115.20
975056613	Grass and Grounds	Removal of rubbish & cover plots 84,78,80BL, grass cutting for 5 sites	811.20
153599223	Kevin Justice	Job no 1275 – replacement tap BL plot 50	30.00
153599223	Kevin Justice	Job no 1287 – replacement Tap BL plot 17	30.00
330046750	HALC	CLlr Training – Intro to Appraisals	42.00
300312	Mrs B Long	Travel expenses for training & printing costs for R Presley event	43.68
DDMAINJUne16	Mainstream Digital	Phone call charges 01.06.2016 – 29.06.2016	14.34
988744907	Moores Cleaning Services Ltd	Cleaning services for June 2016	135.19
542830076	Pitney Bowes	Postage costs, meter rental + 2 ink cartridges	543.76
52951433	Ab Computers & Planet PC	Email issues + computer reconfiguration	90.00
DDSAGEMAY16	Sage UK Ltd	Payroll software provision	3.30
DDSAGEJULY16	Sage UK Ltd	Payroll software provision	3.00
152551593	Test Valley BC	Hire of Rendezvous 23.06.2016	60.00
161860449	Viking Supplies	Filing cabinets x 3 of allotments & committee work	261.60
1469	Miss C Eggleton	One off payment for work carried out in office	88.35
TOTAL PAYMENTS			5523.63

BACS/Cheque No	Date of Inv	Description	Supplier	Amount (£)
DDBESJuly16	14.07.2016	Electricity Charges 15.06-17.07.2016	BES Commercial	7.86
300313	21.07.2016	Admirals Way Allotment Grass Cut	Mr D Bolland	6.25
682466540	25.07.2016	Reimbursements July16	Town Clerk	52.03
613391996	13.07.2016	Update to finance, Cllrs sections – website	Custom Studio	225.00
54664727	19.07.2016	Training cllrs – chairing skills	HALC	216.00
354162828	14.07.2016	Backup old lap-top + create new acct	AB Computers	224.99
300315	11.07.2016	Detect water leak & repair – VR allts	Shakespeare Gen Builders	308.40
305858625	15.07.2016	Hire of Guildhall	Test Valley Borough Council	60.00
300316	18.07.2016	Water supply Vigo Road	Southern Water	82.93
132534332	23.06.2016	Suspension files	Viking Supplies	40.78
Various	02.08.2016	Salaries and pension payments + tax	Staff, NEST, HMRC	5439.85
TOTAL				6664.09

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
149815844	Ace Liftaway	6 x skips for allotment community day	1396.80
14966797	Appliances Direct	2 x air conditioning units	929.91
DDBESAUG16	BES Commercial Elec	Electricity charges 15.07.2016-15.08.2016	24.23
690006690	Convenient Hire Ltd	Provision of toilets for all 7 allotment sites – August 2016	560.98
146618533	Town Clerk	Town Clerk reimbursements Aug 2016	6.03
680228344	JOBBS	Installation of Defibrillator at Church	228.00
781522411	JRC Cleaning Services	Window cleaning for offices August 2016	20.00
300318	Mrs B Long	Reimbursements for Reg Presley Plaque Unveiling	63.89
DDMAINAug16	Mainstream Digital	Quarterly Line Rental 24.07.2016-23.10.2016	55.62
300319	Martin Bentley	Fitting blue plaque for R Presley	50.00
682949111	Moores Cleaning Serv	Office Cleaning July 2016	135.19
263297002	Pitney Bowes	Franking Machine rental – July 2016	19.15
DDSAGEAug16	Sage UK Limited	Monthly Charge for payroll software Aug 2016	3.00
300320	Southern Water	Water Charges AW Allts Mar – Jul 2016	72.55

300321	Southern Water	Water Charges CW Allts Mar – Jul 2016	130.67
605721514	Viking Supplies	Stationery inc, laminator, envelopes (allts), toilet rolls	296.51
379354377	Custom Studio	Website Hosting & emails – August 2016	35.94
398048062	Baxter Confidential	Three months service charge July – Sept 2016	78.00
591270823	Grass & Grounds	Allotment Grounds Maint – grass cutting x 5 sites	540.00
128169540	MB Pest Services	Service visits for pest control on 7 allotment sites	400.00
BACS	Personnel Selection	Temp services for Committee officer & staff cover	1,492.26
BACS	Office Staff	Salaries + pension payments September 2016	3,861.74
BACS	HM Revenue & Cust	Tax contributions September 2016	1,502.34
TOTAL PAYMENTS			12,201.26

BACS/Cheque No	Date of Inv	Description	Supplier	Amount (£)
965954872	19.08.2016	Allotment locks maintenance	James Ayres	495.00
300322	26.08.2016	Returned Allotment Deposit	Mr Calkin	50.00
213678995	31.08.2016	Provision of toilets for allotments	Convenient Hire	614.39
615022053	01.09.2016	Website and email provision	Custom Studio	35.94
787362706	31.08.2016	Grass cutting for allotment sites	Grass and Grounds	810.00
47499227	31.08.2016	Office cleaning August 2016	Moore's Cleaning Services	135.19
DDSageSept16	01.09.2016	Monthly software hire for payroll	Sage UK Limited	3.00
300323	18.08.2016	Water supply Mylen Road Allts	Southern Water	473.22
300324	23.08.2016	Water supply Old Winton Road Allts	Southern Water	178.06
300325	19.08.2016	Water supply The Drove Allts	Southern Water	939.03
71066501	31.08.2016	Grounds Maintenance for The Drove	The Drove Allotment Association	555.00
	03.09.2016	Staff salaries for September 2016	Staff	2,452.65
TOTAL				£6,741.48

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
991739548	BDO	External Audit Fees for YE 31.03.2016	480.00
DDBESSept16	BES Commercial	Electricity supply Offices = 15.08-15.09.2016	42.43
DDMainSept16	Mainstream Digital	Broadband charges 28.08-27.11.2016	61.19
DDMainSept16	Mainstream Digital	Telephone call charges 01.08-26.08.016	10.25
663378391	M B Pest Services	Pest control on all allotment sites June & August	800.00
DDPEACSEPT16	Pan European Asset	Photocopier rental 01.10.2016-31.12.2016	308.53
59110598	Pitney Bowes	Postage and franking machine rental Aug 2016	532.15
300326	Southern Water	AW Allts Water usage July-Sept 2016	31.38
300327	Southern Water	VR Allts Water usage July – Sept 2016	305.83
300328	Southern Water	CW Allts Water usage July – Sept 2016	56.65
354574286	Test Valley Borough Co	Hire of Guildhall 08.09.2016	60.00
583312333	Viking Supplies	Stationery – paper, envelopes	39.80
690046655	WPS Insurance	Event Insurance – extra premium	54.75
794620709	HALC	Budgeting tips & tricks training	180.00
178343801	Town Clerk	Reimbursements September 2016 – diary, cartridges, milk	41.76
	Salaries, Tax, Pensions	Salaries, tax, pensions for October 2016	5,250.17
300330	Andover Buffets	Buffet for Reg Presley Plaque Event	450.00
146260796	Baxter Confidential	Collection & destruction of confidential papers sept 2016	78.00
711974275	Convenient Hire Ltd	Toilet hire for all allotments Sept 2016	587.65
105290401	Custom Studio	Website hosting & provision of emails October 2016	35.94
144373945	EdgeDesigns Ltd	Temp band increase from band 4 to band 5	138.00
291000395	Moore's Cleaning Services Ltd	Cleaning for office September 2016	135.19
351833769	Pitney Bowes	Franking machine rental & postage labels Sept 2016	94.25
DDSageOct16	Sage UK Ltd	Sage One Payroll software October 2016	3.00
300331	Test Valley Borough Co	Contribution to Andover TCM April 2016-Mar 2017 & April 2017 – May 2017	8146.00
856377643	WEL Medical Ltd	Replacement Perspex for Defibrillator at Church	41.00
TOTAL PAYMENTS			17,963.92

BACS/Cheque No	Supplier	Item	Amount (£)
599185132	Alto Digital	Photocopying costs 30.09.16-31.12.16	622.91
7495347	Baxter Confidential	Removal of confidential waste up to 31.12.2016	78.00
436622730	Convenient Hire	Provision of toilets x 7 sites	587.65
515598299	Custom Studio	Website hosting and provision of emails x 25	35.94
373452327	Grass and Grounds	Hedge cutting and grounds maintenance (Allots)	1296.00
126842384	Kevin Justice	Plumbing works + turn off water x 6 sites	210.00
DDMainDec16	Mainstream Digital	Telephone call charges 31.11.2016-22.12.2016	7.68
528087054	Moores Cleaning	Cleaning services for offices - December 2016	135.19
583842114	Pitney Bowes	Franking Machine Rental January 2017	19.15
DDSAGEJan17	Sage UK	Monthly charge for payroll Jan 2017	6.00
626723770	TVBC	Hire of Guildhall 26 Jan 2017	54.00
DDBESJan17	BES Commercial Electricity	Electricity provision 15.12.2016 – 15.01.2017	124.46
926124903	Blachere Illuminations	Garlands for Town Mills + additional bulbs	1247.04
8628036	Blachere Illuminations	Removal of Christmas Lights (1)	430.00
423665363	Blachere Illuminations	Removal of Christmas Lights (2)	3659.46
DDICOJan17	Information Commissioner	Data Protection Registration Renewal Jan 2017	35.00
857069755	Lightatouch Internal Audit	Internal Audit services covering April – Dec 2016 + financial risk assess for Allotments	745.25
436890583	M B Pest Services	Pest control services for allotments January 2017	400.00
300348	Valley Leisure Limited	Provision of climbing wall for A-Fest 2016	300.00
DDPEACFeb2017	Pan European Asset Company	Rental of photocopier 01.02.2017 – 30.04.2017	767.18
1742 & 1746	Staff	Salaries for February 2017	3,652.90
1748	NEST	Pension contributions February 2017	83.70
1743	H M R C	Tax contributions February 2017	84.23

Cheque No/ BACS Ref	Supplier	Service/Product Supplied	Total (£)
617024302	Convenient Hire	Toilets for 7 Allotment Sites	587.65
319690206	Town Clerk	March 2017 Salary	2384.30
667318068	Town Clerk	Reimbursements February 2017	41.61
933977668	DMH Solutions Ltd	Corporate Risk Assessment Software	132.00
103070814	DMJ Butler	Removal of Christmas Tree Fencing	50.00
717561138	Grass & Grounds	Supply of Groundtex for allotment covering	1620.00
951229523	Grass & Grounds	Grass cutting for 6 allotment sites	540.00
6364114839	Grass & Grounds	Grounds maintenance + provision of Groundtex	2,202.00
76567939	HALC	Transparency Training for Councillors	54.00
82676383	HALC	Transparency Training for Councillor	18.00
19123947	HALC	Transparency Training for Councillor	18.00
413829423	HALC	Minute Taking Course for Committee Officer	48.00
300353	HM Revenue&Customs	Tax contributions March 2017	1557.71
310455276	JRC Cleaning Services	Window Cleaning of Offices	20.00
315698385	Allotment Officer	March 2017 Salary	1448.73
DDMainFeb17	Mainstream Digital	Telephone call charges & line rental 24.01.2017-23.04.2017	53.07
235180240	Moores Cleaning	Office Cleaning Services February 2017	135.19
DDNESTMar17	NEST Pensions	Pension contributions for March 2017	102.08
761493199	Personnel Selection	Temp to perm worker w/c 23.01.2017	360.30
541242790	Personnel Selection	Temp to perm worker w/c 30.01.2017	208.37
655711490	Pitney Bowes	Rental of franking machine	19.68
DDSAGEFeb17	SAGE	Payroll software Feb 2017	6.00
300354	Southern Water	Water supply for CW Allotments Sept16-Mar17	160.66
300355	Southern Water	Water supply for AW Allotments Sept16-Mar17	109.87
300356	Southern Water	Water supply for VR Allotments Sept16-Mar17	398.03
788534477	Test Valley BC	Hire of Guildhall – Youth Council meeting 06.02.2017	60.00
149553163	Test Valley BC	Hire of Rendezvous – Youth Council meeting 30.01.2017	60.00
333977401	Committee Officer	March 2017 Salary	737.51

136995847	Karen Ross	Locum Clerk Services 16.02.2017	70.00
390406847	Custom Studio	Website hosting and email provision February 2017	35.94
568397267	Custom Studio	Update Pecuniary Interests on website	67.50
433249459	Moores Cleaning	Cleaning Services for Offices January 2017	135.19
379203778	Personnel Selection	Temp to Perm worker w/c 16.01.2017	451.46
967222908	Planet PC	Re-install network printer to 4 pc's	60.00
311400674	Test Valley BC	Removal of Christmas Tree	276.00
TOTAL PAYMENTS			14,520.16

998113114	Ace Liftaway	Skip Hire VR Allts	240.00
DDBESFebMar17	BES Commercial	Electricity for office 15.02.17-13.03.17	151.80
300358	Mr D Bolland	Grass Cutting AW Allts	6.00
397345462	Convenient Hire	Provision of Toilets on Allotment Sites	534.24
83949061	Town Clerk	Reimbursements March 2017	25.99
28752446	Custom Studio	Hosting website & emails March 2017	35.94
139819454	Edge IT Systems	Hosted Services – Finance & Allots	967.58
308287118	HALC	Training Transparency Code	54.00
736875338	Lightatouch Internal Audit	Internal Audit covering Jan-Feb 2017	165.83
DDMainFeb17	Mainstream Digital	Telephone call charges 01.02-27.02.2017	6.94
DDMainBBFeb17	Mainstream Digital	Superfast Broadband 28.02 – 27.05.2017	93.59
150967709	Pitney Bowes	Postage & Hire of franking machine	329.35
DDSAGEMar17	Sage UK Ltd	Sage One Payroll software Mar 2017	6.00
300360	Southern Water	Water charges OWR Aug 16 – Mar 17	4.89
300361	Southern Water	Water Charges TD Oct 16 – Mar 17	296.55
300362	Southern Water	Water Charges MR Aug 16 – Mar 17	359.94
45233485	Viking Supplies	Photocopier paper	43.02
578362695	Committee Officer	Reimbursements March 2017	42.88
304036794	WPS Insurance	Insurance Premium April 2017 – Mar 2018	3195.69
TOTAL PAYMENTS			6560.23