

Looe Town Council Accounts for Payment - March 2016									
Invoice Date	Direct Debit/ Cheque Date	Cheque No	Payee	Department	Description	Purpose of Expenditure	GrossTotal	Recoverable VAT	Net Amount
02.03.2016	02.03.2016	7121	Cash	LTC/TIC	Petty Cash for the Month of March 2016	Petty Cash Top Up to £50 for Petty Cash Tin	£26.53	£0.00	£26.53
29.02.2016	20.03.2016	Direct Debit	Print Copy Scan (PCS)	LTC/TIC	Photocopies for Office and Tourist Info use	For the period 28.1.16 - 29.2.16	£63.50	£10.58	£52.92
28.02.2016	20.03.2016	Direct Debit	Eden Project	Tourist Info Centre	Ticket sales in the Tourist Info Centre	For the period 1.02.2016 - 28.02.2016	£101.83	£0.00	£101.83
18.02.2016	03.03.2016	Direct Debit	Engie	Public Conveniences	Electricity charges for Guildhall Pub Convs	For the Period 01.01.2016 - 31.01.2016	£41.03	£1.95	£39.08
24.02.2016	24.02.2016	Debit Card	Survey Monkey	Neighbourhood Plan	Survey Monkey for Neighbourhood Plan	For the Neighbourhood Plan Questionnaires	£300.00	£50.00	£250.00
23.02.2016	11.03.2016	Direct Debit	British Gas	Public Conveniences	Electricity Charges for West Looe Public Convs	For the period 20 January - 23 February 2016	£11.47	£0.54	£10.93
23.02.2016	11.03.2016	Direct Debit	British Gas	Public Conveniences	Electricity charges for Hannafore Public Conveniences	For the period 20 January - 22 February 2016	£16.83	£0.80	£16.03
05.02.2016	24.02.2016	Direct Debit	British Gas	Public Conveniences	Electricity charges for The Quay, W Looe Public Convs	For the period 20 January - 3 February 2016	£7.50	£0.35	£7.15
23.02.2016	11.03.2016	Direct Debit	British Gas	Public Conveniences	Electricity Charges for Millpool, West Looe Pub Convs	For the period 20 January - 23 February 2016	£24.47	£1.16	£23.31
23.02.2016	11.03.2016	Direct Debit	British Gas	Public Conveniences	Electricity charges for The Quay, W Looe Public Convs	For the period 4 February - 23 February 2016	£10.01	£0.47	£9.54
23.02.2016	23.02.2016	Direct Debit	British Gas	Public Conveniences	Electricity Charges for Seafront Public Conveniences	For the period 20 January - 23 February 2016	£76.41	£3.63	£72.78
24.02.2016	07.03.2016	7122	Nicholsons	Public Conveniences	Mop Heads, Deodoriser, Hand Soap	For distribution to all Public Conveniences	£65.98	£11.00	£54.98
09.02.2016	07.03.2016	7123	Quay Traders Limited	Tourist Info Centre	Tourist Information Centre Stock	For sale in the Tourist Information Centre	£172.84	£28.81	£144.03
17.02.2016	07.03.2016	7124	The Little Map Company Ltd	Tourist Info Centre	Tourist Information Centre Stock	For sale in the Tourist Information Centre	£32.40	£0.00	£32.40
04/24/02/16	07.03.2016	7125	Cornwall Council	Pub C/Amenities	Recover of Wtr Chgs Millpool Pub Conv/Training	Water period 20.1.-23.2.16 & Penalty Notice Trng LK	£345.85	£0.00	£345.85
29.02.2016	07.03.2016	7126	Lynda Sandford	Looe Town Council	8 hours Book Keeping Services	For the Month of February 216	£180.00	£0.00	£180.00
29.02.2016	07.03.2016	7127	Mr D Gibbons	Amenities	Refund of Fob Deposit for Patients Car Park	Customer no longer rents car parking space	£15.00	£0.00	£15.00
26.02.2016	07.03.2016	7128	East Looe Town Trust	LTC/TIC	Rent for Tourist Info Centre and Town Council Office	For the month of March 2016	£1,230.00	£205.00	£1,025.00
17.02.2016	07.03.2016	7129	ARC Distribution	Tourist Info Centre	Distribution of 5,000 Looe Guides 2016	To outlets in Cornwall	£300.00	£0.00	£300.00
19.02.2016	07.03.2016	7130	Trelawney Fire & Security	Looe Town Council	Annual Maintenance of the CCTV System	For the period 19.3.2014 - 20.3.2016	£540.00	£90.00	£450.00
07.03.2016	07.03.2016	7131	Post Office Limited	LTC/TIC	Payroll Liabilities	6 February 2016 - 5 March 2016	£2,466.77	£0.00	£2,466.77
15.02.2016	07.03.2016	7132	Atmosphere Publishing Ltd	Tourist Info Centre	Tourist Information Centre Stock	For sale in the Tourist Information Centre	£119.16	£19.86	£99.30
25.02.2016	07.03.2016	7133	Jewson Limited	Public Conveniences	Screws and Graffiti Remover	To use in Public Conveniences	£25.57	£4.26	£21.31
26.02.2016	07.03.2016	7134	Cornish Flooring	Public Conveniences	Floor Cleaner	To use in Public Conveniences	£6.00	£1.00	£5.00
24/25/2016	07.03.2016	7135	J Salmon Ltd	Tourist Info Centre	Tourist Information Centre Stock	For sale in the Tourist Information Centre	£285.24	£39.77	£245.47
07.03.2016	07.03.2016	7136	Cash	LTC/TIC	Postal Float	For sundy royal mail postage	£20.00	£0.00	£20.00
07.03.2016	07.03.2016	7137	St John Ambulance	Looe Town Council	First Aid/Defibrillator Training	Run by St John Ambulance on 21st March 2016	£120.00	£0.00	£120.00
29.02.2016	07.03.2016	7138	National Express Limited	Tourist Info Centre	National Express Tickets	National Express Tickets sold in the Tourist Info Centre	£135.71	£0.00	£135.71
24.02.2016	07.03.2016	7139	Post Office Limited	Public Conveniences	Water and Sewerage Charges Hannafore Pub Convs	For the Period 15 October - 23 February 2016	£259.94	£0.00	£259.94
01.03.2016	01.03.2016	Direct Debit	Aviva Insurance	Looe Town Council	Insurance	Monthly instalment for March 2016	£341.85	£0.00	£341.85
01.03.2016	01.03.2016	Direct Debit	Society of Local Councils	Looe Town Council	Subscription	For the month of March 2016	£26.00	£0.00	£26.00
28.02.2016	18.03.2016	7140	BT Payment Services	LTC/TIC	Telephone and Internet Charges for LTC and TIC	Charges 27.11.15-30.4.16 & Usage Charges 23.11.15-23.2.16	£600.06	£100.01	£500.05
25.03.2016	24.03.2016	7141	Savilles(UK) Ltd	Amenities	Rent for Allotment land at St Martins	For the period 25.03.2016 - 28.09.2016	£1,000.00	£0.00	£1,000.00
Cheque Cancelled		7142							
09.03.2016	24.03.2016	7143	Nicholsons	Public Conveniences	Jumbo Toilet Rolls & Toilet Rolls	For distribution to all Public Conveniences	£180.48	£30.08	£150.40
15.03.2016	24.03.2016	7144	Martin Luck Group	LTC/TIC	Office Stationery	For use in the Tourist Info Centre and Looe Town Council	£94.38	£15.73	£78.65
08.03.2016	24.03.2016	7145	Quay Traders Limited	Tourist Info Centre	Canvas Prints	For sale in the Tourist Information Centre	£136.62	£22.78	£113.84
29.02.2016	24.03.2016	7146	Westernweb Limited	Neighbourhood Plan	Design, Publish and Promote Website/email/licence	Website for Neighbourhood Plan	£626.40	£104.40	£522.00
07.03.2016	24.03.2016	7147	Sea Gems Jewellery Designs	Tourist Info Centre	Jewellery	For sale in the Tourist Information Centre	£199.58	£33.26	£166.32
01.03.2016	24.03.2016	7148	Cory Environmental	Public Conveniences	2 General Mixed Waste Bin Collections	For Public Convenience Waste	£41.95	£6.99	£34.96
14.03.2016	24.03.2016	7149	Big Pink Bubble Ltd	Tourist Info Centre	Keyrings	For sale in the Tourist Information Centre	£60.65	£10.11	£50.54
07.03.2016	24.03.2016	7150	Classic Fire Ltd	Looe Town Council	Classic Service Visit for Fire Extinguishers	Fire Extinguishers in Looe Town Council/Tourist Info	£153.60	£25.60	£128.00
01.03.2016	24.03.2016	7151	Laura Kellaway	Looe Town Council	Travel Expense on 01.03.2016	To attend Liskeard for dog fouling penalty notice trng	£8.80	£0.00	£8.80
01.03.2016	24.03.2016	7152	East Looe Town Trust	Looe Town Council	Rent for Extra Meetings	Held in the Council Chamber, The Guildhall	£360.00	£0.00	£360.00
03.03.2016	24.03.2016	7153	Yellow Publications	Looe Town Council	Maps	For sale in the Tourist Information Centre	£138.38	£0.00	£138.38
26.02.2016	24.03.2016	7154	H&A Recycling Ltd	Looe Town Council	Annual Duty of Care Fee	For Refuse and Recycling Collections	£110.40	£18.40	£92.00
08.03.2016	24.03.2016	7155	Sailflags	Looe Town Council	Sail Flag for Advertising	Advertising the Stock	£149.40	£24.90	£124.50
14.03.2016	24.03.2016	7156	Atmosphere Publishing Ltd	Tourist Info Centre	Greetings Cards/Coasters/Postcards	For sale in the Tourist Information Centre	£203.04	£0.00	£203.04
16.03.2016	24.03.2016	7157	Looe Development Trust	Looe Town Council	LTC Holding Funds	For Looe Coastal Community Team	£2,086.98	£0.00	£2,086.98
23.03.2016	24.03.2016	7158	West Looe May Fair	Looe Town Council	LTC Holding May Fair Funds	May Fair opening their own bank account	£61.17	£0.00	£61.17
23.03.2016	24.03.2016	7159	Post Office Limited	LTC/TIC	200 x 2nd class stamps and 24 x 1st class stamps	Purchase prior to price increase on 1.4.16	£123.12	£0.00	£123.12
07.03.2016	24.03.2016	Direct Debit	British Gas	Public Conveniences	Electricity Charges for The Quay, W Looe Pub Convs	For the period 4 February - 4 March 2016	£5.00	£0.23	£4.77
16.03.2016	16.03.2016	Direct Debit	ICO	Looe Town Council	Data Protection Registration	Expires March 2017	£35.00	£0.00	£35.00
16.03.2016	05.03.2016	Direct Debit	Intuit UK Limited	Looe Town Council	Quickbooks Premier Payroll Service Plan	For the period March 2016	£75.60	£12.60	£63.00
09.03.2016	31.03.2016	Direct Debit	Engie	Public Conveniences	Electricity Energy Charges for Guildhall Public Convs	For the period 01.02.16 - 29.02.16	£69.64	£3.32	£66.32
01.03.2016	18.03.2016	Direct Debit	Worldpay	Tourist Info Centre	Card Transaction charges	For the period 1.2.16 - 29.2.16	£19.27	£2.83	£16.44
							£13,907.41	£880.42	£13,026.99
Wages	£13,423.18	(inc TIC Assistants Holiday Pay)							
The Clerk is hereby authorised to pay the Accounts as listed and amounting to £13,907.41									

Signed			Mayor						
Signed			Councillor						