

Payable Invoice Detail

Kings Hill Parish Council (KHPC)

For the period 1 April 2024 to 21 May 2024

INVOICE DATE	SOURCE	REFERENCE	ITEM CODE	DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL	STATUS
All Clean Windows										
11 Apr 2024	Payable Invoice	1705		Community Centre Window Cleaning Job date - 06/03/2024	1	50	-	50.00	50.00	Paid
21 May 2024	Payable Invoice	1715		Community Centre Window Cleaning Job date - 17/05/2024	1	50	-	50.00	50.00	Approved
Total All Clean Windows					2		-	100.00		
Capital Cleaning										
15 May 2024	Payable Invoice	0000495136		Cleaning order	1	324.0800	64.82	388.90	388.90	Paid
Total Capital Cleaning					1		64.82	388.90		
Castle Water ALLOT 674										
9 Apr 2024	Payable Invoice	10002014339		water usage - Allotments 01 Mar 2024 - 31 Mar 2024	1	8.2700	-	8.27	8.27	Paid
8 May 2024	Payable Invoice	10002291675		water usage - Allotments 01 Apr 2024 - 30 Apr 2024	1	6.0600	-	6.06	6.06	Paid
Total Castle Water ALLOT 674					2		-	14.33		
Castle Water CC 0676										
2 Apr 2024	Payable Invoice	10001849145		Water Usage for Community Centre 01 Mar 2024 - 31 Mar 2024	1	225.2600	45.05	270.31	270.31	Paid
2 May 2024	Payable Invoice	10002134119		Water Usage for Community Centre	1	138.5700	27.71	166.28	166.28	Paid

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				01 Apr 2024 - 30 April 2024						
Total Castle Water CC 0676					2		72.76	436.59		
Castle Water Pre-School/Extension 2204										
2 Apr 2024	Payable Invoice	10001838606		Water Usage for Youth Side/ Preschool 01 Mar 2024 - 31 Mar 2024	1	44.7400	8.95	53.69	53.69	Paid
2 May 2024	Payable Invoice	10002112355		Water Usage for Youth Side/ Preschool 01 April 2024 - 31 Apr 2024	1	44.1600	8.83	52.99	52.99	Paid
Total Castle Water Pre-School/Extension 2204					2		17.78	106.68		
							-			
							-			
Coblans Landscapes										
26 Apr 2024	Payable Invoice	APR 24 ALLO HEDGE 00170891		Allotment Hedge April 2024	1	192.8000	38.56	231.36	231.36	Paid
26 Apr 2024	Payable Invoice	APR 24 KH Land 00170890		Maintenance for Lapin's Lane, Garden Way, Anson Ave & empty Anson Ave bins APRIL 2024	1	239.0100	47.80	286.81	286.81	Paid
26 Apr 2024	Payable Invoice	APR 24 SP 00170889		APRIL 2024 Maintenance to sports park and pavilion	1	234.7800	46.96	281.74	281.74	Paid
Total Coblans Landscapes					3		133.32	799.91		
Creed Tax Advisers Ltd										
14 Apr 2024	Payable Invoice	INV-5161		Accounting support for the current	1	962.5000	192.50	1,155.00	1,155.00	Paid

INVOICE DATE	SOURCE	REFERENCE	ITEM CODE	DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL	STATUS
				month as per quote from 2nd February 2022 and engagement letter 25th February 2022 Reductions following Hannah taking management accounts and VAT return, and reduction re insurance						
15 May 2024	Payable Invoice	INV-5161		Accounting support for the current month as per quote from 2nd February 2022 and engagement letter 25th February 2022 Reductions following Hannah taking management accounts and VAT return, and reduction re insurance	1	962.5000	192.50	1,155.00	1,155.00	Approved

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16 May 2024	Payable Invoice	INV-5254		Accounting support for the current month as per quote from 2nd February 2022 and engagement letter 25th February 2022 Reductions following Hannah taking management accounts and VAT return, and reduction re insurance	1	962.5000	192.50	1,155.00	1,155.00	Paid
Total Creed Tax Advisers Ltd					3		577.50	3,465.00		
Defibshop										
25 Apr 2024	Payable Invoice	1000194469		CC Defibrillator service	1	165.5000	33.10	198.60	198.60	Paid
Total Defibshop					1		33.10	198.60		
Dormakaba										
8 Apr 2024	Payable Credit Note	CINV-25812		Goodwill - Authorised by management door repairs 0000505157	-1	400	(80.00)	(480.00)	(480.00)	Paid
Total Dormakaba					-1		(80.00)	(480.00)		
Epos Now										

INVOICE DATE	SOURCE	REFERENCE	ITEM CODE	DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL	STATUS
17 Apr 2024	Payable Invoice	T-4945493		Standard Support License 14 April 2024 - 14 May 2024	1	40	8.00	48.00	87.60	Paid
17 Apr 2024	Payable Invoice	T-4945493		Epos Now Payments (V400m) 14 April 2024 - 14 May 2024	1	19	3.80	22.80	87.60	Paid
17 Apr 2024	Payable Invoice	T-4945493		Protect Now Care Plan 14 April 2024 - 14 May 2024	1	14	2.80	16.80	87.60	Paid
14 May 2024	Payable Invoice	T-4945494		Standard Support License 14 May 2024 - 14 June 2024	1	40	8.00	48.00	87.60	Paid
14 May 2024	Payable Invoice	T-4945494		Epos Now Payments (V400m) 14 May 2024 - 14 June 2024	1	19	3.80	22.80	87.60	Paid
14 May 2024	Payable Invoice	T-4945494		Protect Now Care Plan 14 May 2024 - 14 June 2024	1	14	2.80	16.80	87.60	Paid
18 May 2024	Payable Invoice	T-4703336		Payment Premium 18 May 24 - 18 June 2024	1	15	3.00	18.00	18.00	Paid
Total Epos Now					7		32.20	193.20		
Fire Action										
15 Apr 2024	Payable Invoice	186364-Q9F9M3		Completion of Extinguisher small works	1	315	63.00	378.00	378.00	Paid
Total Fire Action					1		63.00	378.00		
Focus Group DD										
24 Apr 2024	Payable Invoice	6826035		VoIP Calls to 28/03/24 Line Rental Charges Additional Services	1	157.8800	31.58	189.46	189.46	Paid
15 May 2024	Payable Invoice	6826763		VoIP Calls to 29/04/24 Line Rental Charges Additional Services	1	164.0800	32.82	196.90	196.90	Paid
Total Focus Group DD					2		64.40	386.36		

INVOICE DATE	SOURCE	REFERENCE	ITEM CODE	DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL	STATUS
G.C Industrial Heating Services										
9 May 2024	Payable Invoice	240249		HEATING ANNUAL MAINTENANCE 2024 -Completed on 24/04/2024 Carried out one annual maintenance visit on equipment listed below & issued a gas safety certificate. - 1 x Remeha Quinta 45 gas fired boiler. - 1 x Worcester Greenstar 8000 Life 30Kw gas fired boiler. - 1 x Intergas Combi Compact HRE 28Kw gas fired boiler. Opened up, cleaned and inspect the above appliances, fired and tested. All operating satisfactory. 01/05/24 Ground Floor Male Toilets - Supplied and fitted replacement thermostatic radiator valve and lock shield valve to radiator. Ground Floor Female Toilet - Supplied and fitted replacement thermostatic radiator valve and lock shield valve to radiator. All tested and left operational	1	1080	216.00	1,296.00	1,296.00	Paid

INVOICE DATE	SOURCE	REFERENCE	ITEM CODE	DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL	STATUS
Total G.C Industrial Heating Services					1		216.00	1,296.00		
							-			
							-			
							-			
Hugo Fox										
1 May 2024	Payable Invoice	May 2024		Subscription for Community Centre website with hugo fox May 2024	1	2.9900	-	2.99	2.99	Paid
Total Hugo Fox					1		-	2.99		
ICO (Data Protection)										
3 Apr 2024	Payable Invoice	Z2683528		Annual subscription for data protection	1	35	-	35.00	35.00	Paid
Total ICO (Data Protection)					1		-	35.00		
Kent Association of Local Councils										
10 Apr 2024	Payable Credit Note	Credit raised from INV-		Credit: £84.00 Annual Planning Conference Karen cancelled due to	-1	70	(14.00)	(84.00)	(84.00)	Voided

INVOICE DATE	SOURCE	REFERENCE	ITEM CODE	DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL	STATUS
				lack of staff in the office Kalc Credited						
10 Apr 2024	Payable Credit Note	VOID THIS CREDIT NOTE		Credit for Introducing allotment laws and managment for Nicola Cooper Meeting postponed by KALC and credited as INV-8394310459 had been paid	-1	70	(14.00)	(84.00)	(84.00)	Voided
Total Kent Association of Local Councils					-2		(28.00)	(168.00)		
Kentlean										
1 Apr 2024	Payable Invoice	13986		BI MONTHLY ACCOUNT FOR CLEANING OF BUS SHELTER ON DISCOVERY DRIVE APRIL 2024	1	46.2700	9.25	55.52	55.52	Paid
Total Kentlean					1		9.25	55.52		
Kings Hill Estate Management										
1 Apr 2024	Payable Invoice	01015		Q2 2024 Estate Rent Charge 01/04/2024-30/06/2024	1	1,249.0300	249.81	1,498.84	1,498.84	Paid
Total Kings Hill Estate Management					1		249.81	1,498.84		
Kings Hill Mums										
19 Apr 2024	Payable Invoice	00700		Advert in Kings Hill Mum - CC Advert - D-Day Event	1	100	-	100.00	100.00	Paid
Total Kings Hill Mums					1		-	100.00		
KM Media Group										
9 May 2024	Payable Invoice	B0060331		Digital product - social media D-Day	1	400	80.00	480.00	480.00	Approved

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				post Print - What's On - 2 appearances between 15/05/2024 and 22/05/2024						
Total KM Media Group					1		80.00	480.00		
Liberty Property Trust UK Limited										
1 Apr 2024	Payable Invoice	SP 23-24 Insurance		Sports Park Insurance INV-140	1	13,947.2800	2,789.46	16,736.74	16,736.74	Paid
1 Apr 2024	Payable Invoice	Q2 CC Liberty Service Charge INV-134		Q2 2024 Service Charge Community Centre 01/04/2024 - 30/06/2024 (cuk00184)	1	3,193.5400	638.71	3,832.25	3,832.25	Paid
Total Liberty Property Trust UK Limited					2		3,428.17	20,568.99		
Locks Direct										
23 Apr 2024	Payable Invoice	14037		MUL-T-LOCK CUT KEY RED @ £9.85 EACH	10	9.8500	19.70	118.20	126.60	Paid
23 Apr 2024	Payable Invoice	14037		Carriage	1	7	1.40	8.40	126.60	Paid
Total Locks Direct					11		21.10	126.60		
National Association of Local Councils										
26 Apr 2024	Payable Invoice	14418		Local Councils Awards Scheme - Accreditation Fee	1	50	10.00	60.00	60.00	Paid
Total National Association of Local Councils					1		10.00	60.00		
PC Matters Ltd										
1 Apr 2024	Payable Invoice	5071		Microsoft Product PCM-M365 Monthly	6	19	22.80	136.80	399.00	Paid
1 Apr 2024	Payable Invoice	5071		Microsoft Product Exchange PCM-M365 Monthly	14	6	16.80	100.80	399.00	Paid
1 Apr 2024	Payable Invoice	5071		Microsoft Apps for Business	2	22.2500	8.90	53.40	399.00	Paid

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1 Apr 2024	Payable Invoice	5071		Regular Maintenance charge	6	15	18.00	108.00	399.00	Paid
1 May 2024	Payable Invoice	5146		Microsoft Product PCM-M365 Monthly	6	19	22.80	136.80	519.00	Paid
1 May 2024	Payable Invoice	5146		Microsoft Product Exchange PCM-M365 Monthly	14	6	16.80	100.80	519.00	Paid
1 May 2024	Payable Invoice	5146		Microsoft Apps for Business	2	22.2500	8.90	53.40	519.00	Paid
1 May 2024	Payable Invoice	5146		Regular Maintenance charge	6	15	18.00	108.00	519.00	Paid
1 May 2024	Payable Invoice	5146		Labour: PCM Look into Hannah and Karen not syncing correctly with OneDrive and also permissions on some folders	1	50	10.00	60.00	519.00	Paid
1 May 2024	Payable Invoice	5146		Labour: PCM Look into why Nicola's PC not online, test a direct connection, go through the network settings, look into why Hannah's also won't connect and also a Barclays person. Talk Tasha how to find router and reboot it	1	50	10.00	60.00	519.00	Paid
Total PC Matters Ltd					58		153.00	918.00		
SLCC for Local Council Professionals										
1 May 2024	Payable Invoice	QL205274-1		Qualification Fee: Karen Bell (PIALC - England)	1	120	24.00	144.00	144.00	Paid
Total SLCC for Local Council Professionals					1		24.00	144.00		

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Smart Office Solution Ltd										
26 Apr 2024	Payable Invoice	637725		Service and Rental charge Period - 17/04/2024 to 16/05/2024	1	200	40.00	240.00	240.00	Paid
Total Smart Office Solution Ltd					1		40.00	240.00		
SSE/E.CC A-8700162706										
13 May 2024	Payable Invoice	DEC - APR IV00811302		ELECTRIC Community Centre 01/12/2023-20/04/2024 METER NUMBER - P13B100198	1	1,298.2500	64.91	1,363.16	1,363.16	Paid
Total SSE/E.CC A-8700162706					1		64.91	1,363.16		
SSE/G.CC A-8700143501										
18 Apr 2024	Payable Invoice	CC MAR 24 - IV00755035		CC Gas - 01/02/2024 to 07/04/2024	1	1,312.3700	262.47	1,574.84	1,574.84	Paid
Total SSE/G.CC A-8700143501					1		262.47	1,574.84		
SSE/G.PS A- 8700165531										
18 Apr 2024	Payable Invoice	PRE MAR 24 - IV00749373		Gas for Preschool and Youth Centre 01/03/2024 - 07/04/2024 METER NUMBER - MO25A0085106A6	1	361.6300	18.08	379.71	379.71	Paid
Total SSE/G.PS A- 8700165531					1		18.08	379.71		
Tonbridge & Malling Borough Council										
24 Apr 2024	Payable Invoice	0000085308		Printing documents	1	33.1400	-	33.14	33.14	Paid

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30 Apr 2024	Payable Invoice	300161		Payment by cheque to TMBC in respect of personal license application fee for Nicola Cooper	1	19.1700	3.83	23.00	23.00	Paid
Total Tonbridge & Malling Borough Council					2		3.83	56.14		
Total Building Care										
10 May 2024	Payable Invoice	202416		CC Roof maintenance 08/04/2024 - clean both roof areas and gutters	1	265	53.00	318.00	318.00	Approved
10 May 2024	Payable Invoice	202414		Works on leak in mens toilet 16/04/2024	1	264.5000	52.90	317.40	317.40	Approved
10 May 2024	Payable Invoice	202415		Allotment maintenance: water leak water meter turning water on	1	120	24.00	144.00	144.00	Approved
Total Total Building Care					3		129.90	779.40		
Unity/Lloyds bank Credit card										
2 Apr 2024	Payable Invoice	CREDIT CARD APR		O2: For caretaker phone - 27/03/2024 ACCOUNT - MISS H USHER	1	8.3300	1.67	10.00	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		CRBDIRECT: DBS Check for Simon Bartholomew ACCOUNT - MISS H USHER	1	18	-	18.00	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		CRBDIRECT: DBS Check for Simon Bartholomew ACCOUNT - MISS H USHER	1	47.5000	9.50	57.00	686.38	Paid

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2 Apr 2024	Payable Invoice	CREDIT CARD APR		MONTHLY FEE ACCOUNT - MISS H USHER	1	3	-	3.00	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		EUROFLORIST: Flowers for Hannah Usher (FLOWERS) ACCOUNT - MRS K BELL	1	20.8300	4.16	24.99	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		EUROFLORIST: Flowers for Hannah Usher (DELIVERY) ACCOUNT - MRS K BELL	1	4.9900	1.00	5.99	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		EUROFLORIST: Flowers for Hannah Usher (DISCOUNT) ACCOUNT - MRS K BELL	1	4.1700	(0.83)	(5.00)	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		FUNCTION CENTRAL: Deposit for the band for D-Day ACCOUNT - MRS K BELL	1	162.5000	32.50	195.00	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		CREDIT STYLE: Money authorised by Karen Bell - taken to credit style from E.ON but was not liable to pay this ACCOUNT - MRS K BELL	1	149.4000	-	149.40	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		ECOFRESH: table cloths and chair covers cleaning ACCOUNT - MRS K BELL	1	45	9.00	54.00	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		KINGS HILL SHOE REPAIRS Keys cut for ACCOUNT - MRS K BELL	1	16.6700	3.33	20.00	686.38	Paid

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2 Apr 2024	Payable Invoice	CREDIT CARD APR		ECOFRESH: table cloths and chair covers cleaning ACCOUNT - MRS K BELL	1	100.8300	20.17	121.00	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		THE CHATTY CAFE SCHEME: Subscription ACCOUNT - MRS K BELL	1	30	-	30.00	686.38	Paid
2 Apr 2024	Payable Invoice	CREDIT CARD APR		MONTHLY FEE MRS K BELL	1	3	-	3.00	686.38	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		ASDA: Bar restock for party on 30/04/2024 ACCOUNT - MISS H USHER	1	148.6700	29.73	178.40	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		ASDA: Stamps ACCOUNT - MISS H USHER	1	28.3300	5.67	34.00	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		SAFE.CO.UK: Key safe for CC cupboard ACCOUNT - MISS H USHER	1	93.3200	18.66	111.98	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		ASDA: Community Club expenses ACCOUNT - MISS H USHER	1	5.4500	1.09	6.54	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		SOLARCENTRE: Solar lights for allotments ACCOUNT - MISS H USHER	1	94.1300	18.83	112.96	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		COOPERS OF STORTFORD: Solar lights for allotments ACCOUNT - MISS H USHER	1	20.8200	4.16	24.98	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		MONTHLY FEE ACCOUNT - MISS H USHER	1	3	-	3.00	761.55	Paid

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16 May 2024	Payable Invoice	CREDIT CARD MAY		HMCTS: Small Claims costs ACCOUNT - MRS K BELL	1	35	-	35.00	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		CO-OP: Water ACCOUNT - MRS K BELL	1	2.2100	0.44	2.65	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		ECOFRESH: table cloths and chair covers cleaning ACCOUNT - MRS K BELL	1	65	13.00	78.00	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		HMCTS: Small Claims costs ACCOUNT - MRS K BELL	1	115	-	115.00	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		ECOFRESH: table cloths and chair covers cleaning ACCOUNT - MRS K BELL	1	8.3300	1.67	10.00	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		AMAZON: Stamper ACCOUNT - MRS K BELL	1	8.3300	1.66	9.99	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		COSTA: Coffees ACCOUNT - MRS K BELL	1	15.5800	3.12	18.70	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		ASDA: Community Club expenses	1	17.3500	-	17.35	761.55	Paid
16 May 2024	Payable Invoice	CREDIT CARD MAY		MONTHLY FEE MRS K BELL	1	3	-	3.00	761.55	Paid
Total Unity/Lloyds bank Credit card					30		178.53	1,447.93		
Veolia										
3 May 2024	Payable Invoice	RTR1320864		Veolia Period- 01/04/2024 To 30/04/2024	1	230.4400	46.09	276.53	276.53	Paid
Total Veolia					1		46.09	276.53		

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Verisure Services										
10 Apr 2024	Payable Invoice	2404C071066		April 2024 charge for alarm system	1	59.6800	11.94	71.62	71.62	Paid
1 May 2024	Payable Invoice	2405C059432		May 2024 charge for alarm system	1	59.6800	11.94	71.62	71.62	Paid
Total Verisure Services					2		23.88	143.24		
Viking DD										
16 Apr 2024	Payable Invoice	4092065		Stationery order: A4 & A3 paper, box files, ringbinder, divider tabs, post-it notes, notepads	1	138.8200	27.76	166.58	166.58	Paid
7 May 2024	Payable Invoice	4189597		Stationery order: A4 paper, Blue-tack, stamps	1	69.5700	13.91	83.48	83.48	Approved
Total Viking DD					2		41.67	250.06		
Warbird Experiences Ltd										
3 Apr 2024	Payable Invoice	2256		Deposit and CAA Application fee for Spitfire Display 8th June 2024 16:00	1	455	91.00	546.00	546.00	Paid
3 Apr 2024	Payable Invoice	2257		Display fee Spitfire Display 8th June 2024 16:00	1	2,315.7500	463.15	2,778.90	2,778.90	Paid
Total Warbird Experiences Ltd					2		554.15	3,324.90		
Xero (UK) Ltd										
23 Apr 2024	Payable Invoice	19012594		*** Charges receiving no discount ***	-	-	-	-	60.00	Paid
23 Apr 2024	Payable Invoice	19012594		Kings Hill Parish Council (KHPC). 3 Additional Employee Charges, 23 Mar 2024 to 22 Apr 2024.	1	3	0.60	3.60	60.00	Paid

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23 Apr 2024	Payable Invoice	19012594		*** Charges receiving subscriber discounts ***	-	-	-	-	60.00	Paid
23 Apr 2024	Payable Invoice	19012594		Kings Hill Parish Council (KHPC). Monthly Subscription, Premium + Payroll, 23 Apr 2024 to 22 May 2024.	1	47	9.40	56.40	60.00	Paid
Total Xero (UK) Ltd					2		10.00	60.00		
Total					156		6,526.30	48,285.84		