

Stratfield Mortimer Parish Council

Finance and General Purposes 05/07/2022

Annual Subscriptions and Continuous Payments

Agenda item 22/019 3: To review the annual subscriptions and continuous payments for 2022/23 for recommendation to Full Council on the 14th of July 2022.

Financial Regulations

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments made shall be submitted to the next appropriate meeting of the Council.

Annual Subscriptions/Payments

The figures are ex VAT and approximate, based on the previous year's costs.

- Institute of Cemetery & Crematorium Management - £95.00 per annum
- Berkshire Association of Local Councils – £664.25 per annum
- National Association of Local Councils - £228.22 per annum
- Society of Local Council Clerks membership – L. Hannawin - £270.00 per annum
- Society of Local Council Clerks membership – B. O'Reilly - £227.00 per annum
- BHIB – £882.42 per annum
- Rialtas Support & Maintenance Licence – £124.00 per annum
- Microsoft Office 365 – £1035.60 per annum
- Information Commissioner's Office – £40.00 per annum
- Parish Online Mapping Service – approximately £74.00 per annum – for 2022/23 this should be paid for by BHIB as part of the insurance package.
- Data Protection/FOI Consultant - £25.00 per annum
- The Payroll Site - £84.50
- CCB Membership - £40.00
- Survey Monkey - £320.00 per annum

Contract Payments

- Suez Recycling – £69.84 per month (may vary slightly due to excess weight charges)
- EE Mobile Phone Plan - £21.86 per month
- Lloyds Multipay card fee - £3.00 per month
- SSE – approximately £115.00 per quarter
- WBC Office Rent - £812.50 per quarter
- Cemetery Rent - £62.50 per quarter
- BT (landline and broadband) - approximately £269.00 per quarter (this was less last year with the office being empty. Phone and internet provision is currently under review due to the introduction of the digital network)

- Fairground Rent - £2,701.00 per annum. Rent review next due in August 2027 when the lease expires.

Monthly Payroll

- Salary (net) & Pension – approximately £4,450 per month
- PAYE & NIC – approximately £1240.00 per month