

Stratfield Mortimer Parish Council

Finance and General Purposes 02/03/2023

Annual Subscriptions and Continuous Payments

Agenda item 22/084 4: To review the annual subscriptions and continuous payments for 2023/24 for recommendation to Full Council on the 9th of March 2023.

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. Where the cost is not fixed a 5% uplift has been added to the 2022/23 fees.

- Institute of Cemetery & Crematorium Management - £99.75 per annum
- Berkshire Association of Local Councils – £697.46 per annum
- National Association of Local Councils - £239.63 per annum
- Society of Local Council Clerks membership – L. Hannawin - £283.50 per annum
- Society of Local Council Clerks membership – B. O'Reilly - £238.35 per annum
- BHIB – £1031.54 per annum (also includes additional charge for the shed)
- Rialtas Support & Maintenance Licence – software currently under review
- Microsoft Office 365 – £963.90 per annum
- Information Commissioner's Office – £42.00 per annum
- Parish Online Mapping Service – approximately £78.00 per annum – for 2023/24 this should be paid for by BHIB as part of the insurance package.
- Data Protection Officer/FOI Consultant - £26.25 per annum
- The Payroll Site - £81.90
- CCB Membership - £44.10

Contract Payments

- D. Sturt IT monitoring & Support - £110.25 per month (may vary slightly if either less or additional time is used)
- Suez Recycling – £73.32 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
- DNS Network Services – approximately £0.50 per month
- SSE – a monthly Direct Debit of £77.00
- WBC Office Rent - £812.50 per quarter
- Cemetery Rent - £62.50 per quarter
- BT (landline and broadband) - approximately £130.00 per quarter

- Fairground Rent - £2,701.00 per annum. Rent review next due in August 2027 when the lease expires.
- Tactical Facilities – Cemetery & Pillbox grounds maintenance - £1,490 annually but charged per visit depending on work undertaken.
- Sunshine Commercial Services Ltd – Fairground grounds maintenance - £320.12 per month (19 visits)

Monthly Payroll

- Salary (net) & Pension – approximately £4,730 per month
- PAYE & NIC – approximately £1150.00 per month