

# Finance

## Full Council 8<sup>th</sup> February 2024

### Subscriptions and Continuous Payments

#### Agenda Item: 23/125 4: To receive and note a summary of payments made – Schedule C.

##### Financial Regulations

10.1 Each financial year or from time to time as necessary the RFO shall draw up a list of payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (for example salaries, PAYE and NI, pension payments, and regular maintenance contracts), and seek Council authorisation for the same.

10.2 Upon such authorisation the RFO may make payments in accordance with the schedule without seeking further authorisation (but subject to the reporting requirements below).

10.3 As part of the Agenda for any relevant Meeting, the Clerk shall prepare (as relevant):

10.3.4 a schedule of payments made in accordance with Regulation 10.2 ("Schedule C").

#### Schedule C – up to and including 02/02/2024

Item	Payment Date	Payee Details	Amount
<b>Electronic Bank Payments</b>			
1.	16/01/24	West Berkshire Council - rent for parish office at library 25.12.23-24.03.2024	£875.00
2.	01/02/24	Salaries (Month 10 – January 2024) inc. pension contributions	£ 5152.43
3.	01/02/24	HMRC - PAYE & NI for Month 10	£1489.50
<b>Direct Debits</b>			
4.	05/01/24	Smart Pension - admin fee inc. VAT	£26.40
5.	23/01/24	OVO – Fairground electricity inc. VAT	£6.00
6.	31/01/24	Suez – waste collection inc. VAT	£94.88
7.	01/02/24	OVO – Fairground electricity inc. VAT	£16.00
8.	01/02/24	OVO – Fairground electricity inc. VAT	£33.00