

# Stratfield Mortimer Parish Council

## Finance and General Purposes 07/03/2024

### Annual Subscriptions and Continuous Payments

**Agenda item 23/094 5: To review the annual subscriptions and continuous payments and approve for recommendation to full Council on the 14<sup>th</sup> of March.**

#### **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").*

#### **Annual Subscriptions/Payments**

*All figures are per annum unless stated and are ex VAT and approximate. A 5% uplift has been added to the 2023/24 fees.*

- Institute of Cemetery & Crematorium Management - £99.75.
- Berkshire Association of Local Councils – £694.71.
- National Association of Local Councils - £245.70.
- Society of Local Council Clerks membership – L. Hannawin - £292.95.
- Society of Local Council Clerks membership – S. Taylor - £292.95.
- Rialtas Support & Maintenance Licence – accounting software - £157.04.
- Rialtas Making Tax Digital - £84.99.
- Microsoft Office 365 – £980.28 (Direct Debit).
- Information Commissioner's Office – £40.
- Parish Online Mapping Service - £168.00.
- The Payroll Site - £81.90.
- CCB Membership - £44.10.

#### **Contract Payments**

- D. Sturt IT monitoring & Support - £120.00 per month (may vary slightly if either less or additional time is used).
- Data Protection Officer/FOI Consultant - £26.25.
- I-Next website hosting and provision - £420.00.
- I-Next GDS and website accessibility monitoring and upgrade - £250.00 per quarter if work undertaken.

- Playsafety Ltd – annual RoSPA report - £308.00.
- CIA Fire and Security – tennis court system admin - £875.70.
- Suez Recycling – £82.13 per month (Direct Debit - may vary slightly due to excess weight charges).
- EE 2 x Mobile Phone Plan & WiFi hot spot - £35.00 per month (Direct Debit)
- Lloyds Multipay card fee - £3.00 per month.
- DNS Network Services – approximately £0.50 per month.
- OVO Fairground Electricity – £55.00 per month (Direct Debit)
- WBC Office Rent - £875.00 per quarter
- Cemetery Rent - £62.50 per quarter
- BT landline and broadband - approximately £210.00 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 - £2,085 annually but charged per visit depending on work undertaken.
- Tactical Facilities – Dog Waste Bin Emptying - £1,456 annually.
- Sunshine Commercial Services Ltd – Fairground grounds maintenance - £339.33 per month (19 visits throughout the year).

### **Monthly Payroll**

- Salary (net) & Pension – approximately £4,800.00 per month
- PAYE & NIC – approximately £1230.00 per month
- Smart Pension administration fee - £22.00 per month.