

Stratfield Mortimer Parish Council

Full Council 14/03/2024

Annual Subscriptions and Continuous Payments

Agenda item 23/138 5: To receive and resolve the Annual Subscriptions and Continuous Payments as recommended by Finance and General Purposes.

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 x 17 licences – £980.28 (Credit Card 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.