

Finance

Full Council 11 April 2024

Subscriptions and Continuous Payments

Agenda Item: 23/153 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

Item	Payment Date	Payee Details	Amount
Electronic Bank and Card Payments			
1.	19/03/24	Sunshine Commercial Services: Fairground grounds maintenance January 2024 in. VAT	£384.14
2.	19/03/24	David Sturt: IT monitoring & support February 2024	£105.00
3.	19/03/24	Englefield: quarterly cemetery rental	£62.50
4.	19/03/24	Tactical Facilities Ltd: cemetery grounds maintenance inc. VAT	£79.57
5.	27/03/24	Microsoft: 15 x councillor licences	£882.00
6.	01/04/24	Google: DNS network services	£0.35
7.	02/04/24	Lloyds: card fee	£3.00
8.	02/04/24	Salaries (Month 12 March 2024) inc. pension contributions	£ 4583.82
9.	02/04/24	HMRC - PAYE & NI for Month 12	£1349.26
Direct Debits			
10.	07/03/24	Smart Pension: admin fee inc. VAT	£26.40
11.	11/03/24	EE: mobile phone charges & WiFi hotspot	£22.25
12.	25/03/24	OVO: Electricity inc. VAT	£6.00
13.	28/03/24	Suez – waste collection inc. VAT	£99.58