

Finance

Full Council 11 July 2024

Subscriptions and Continuous Payments

Agenda Item: 24/045 3: 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 | Invoice Date | Payee Details | Amount £ |
|--|--------------|--|----------|
| Electronic Bank and Card Payments | | | |
| 1. | 13/05/24 | David Sturt: IT monitoring & support – April | 130.00 |
| 2. | 27/05/24 | Tactical Facilities Ltd: cemetery grounds maintenance 17/05 inc VAT | 79.57 |
| 3. | 04/06/24 | Tactical Facilities Ltd: cemetery (inc weed treatment) 03/06 & pillbox grounds maintenance 04/06 inc VAT | 164.83 |
| 4. | 10/06/24 | David Sturt: IT monitoring & support – May | 130.00 |
| 5. | 24/06/24 | Englefield: cemetery rent 24/06 – 28/09 | 62.50 |
| 6. | 30/06/24 | Salaries: Month 3 June 2024 inc pension contributions | 4650.17 |
| 7. | 30/06/24 | HMRC: PAYE & NI for Month 3 | 1204.54 |
| Direct Debits | | | |
| 8. | 03/06/24 | OVO: Electricity inc VAT | 16.00 |
| 9. | 03/06/24 | OVO: Electricity inc VAT | 33.00 |
| 10. | 07/06/24 | Smart Pension: admin fee inc VAT | 26.40 |
| 11. | 10/06/24 | EE: mobile phone charges & WiFi hotspot | 33.64 |
| 12. | 24/06/24 | OVO: Electricity inc. VAT | 6.00 |
| 13. | 28/06/24 | Suez: Waste collection May | 99.58 |
| 14. | 30/06/24 | Unity Trust: service charge | 33.90 |