

Finance

Full Council 10 April 2025

Subscriptions and Continuous Payments

Agenda Item: 24/154 4: To receive and note a summary of payments made – Schedule C.

Financial Regulations

- 11.1 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.
- 11.2 Upon such authorisation the RFO may make payments in accordance with the schedule without seeking further authorisation (but subject to the reporting requirements below).
- 12.1 As part of the Agenda for any relevant Meeting, the Clerk shall prepare (as relevant):
- 12.1.5 a schedule of payments made ("Schedule Ci") to be noted as having been authorised in accordance with Paragraph 11.2 (regular payments authorised in advance by the Council);
- 12.1.6 a schedule of payments made ("Schedule Cii") to be noted as having been previously authorised in accordance with a Paragraphs 8.1.1 or 8.1.2 (payments previously authorised by the Council or other Relevant Body);

Schedule Ci

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	14/03/25	Tactical Facilities: dog waste empties Feb inc VAT	145.60
2.	14/03/25	Purple Dragon: IT support for office Jan and Feb 25 inc VAT	260.00
3.	31/03/25	Salaries: Month 12, March 2025 inc pension contributions	4686.54
4.	31/03/25	HMRC: PAYE & NI for Month 12 , March 2025	1,131.58
5.	14/03/25	SCS Ltd: Fairground grounds maintenance January 25 inc VAT	407.20
6.	14/03/25	Englefield: quarterly rent for cemetery inc VAT	62.50
10.	14/03/25	Tactical: Cemetery grass cutting 6/3/25 inc VAT	96.00
Direct Debits			
5.	03/03/25	OVO: Electricity inc VAT	24.00
6.	03/03/25	OVO: Electricity inc VAT	33.00
7.	10/03/25	EE: mobile phone charges & WiFi hotspot	40.85
8.	24/03/25	OVO: Electricity inc. VAT	36.00
9.	28/03/25	Suez: Waste collection February inc VAT	106.56
10.	31/03/25	Unity Trust: service charge	11.10
11.	17/03/25	Google: DNS services	0.23
12.	24/03/25	Gigaclear: Monthly Fee	72.00
13.	25/03/25	BT quarterly bill	330.67
14.	28/03/25	Microsoft: annual licences inc VAT	883.20

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	28/03/25	Englefield Garden Centre: West End Road Carpark border inc VAT	511.36