

Finance

Full Council 15 May 2025

Subscriptions and Continuous Payments

Agenda Item: 25/019 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.	11/04/25	Tactical Facilities: dog waste empties Feb inc VAT	145.60
2.	11/04/25	Purple Dragon: IT support for office March 25 inc VAT	130.00
3.	30/04/25	Salaries: Month 1, April 2025 inc pension contributions	4,701.23
4.	30/04/25	HMRC: PAYE & NI for Month 1 , April 2025	1,044.00
5.	11/04/25	SCS ltd: Fairground grounds maintenance February 25 inc VAT	339.33
7.	11/04/25	SCS ltd: Fairground grounds maintenance March 25 inc VAT	339.33
8.	11/04/25	Rialtas: Software support for VAT submission annual fee inc VAT	116.00
9.	11/04/25	Rialtas: Software support for Alpa 1 user annual fee inc VAT	203.00
10.	11/04/25	Tactical: Cemetery grass cutting 03/4/25 inc VAT	80.00
11.	11/04/25	Tactical: Cemetery grass cutting 20/3/25 inc VAT	80.00
12.	01/04/25	ICCM: Annual membership fee inc VAT	105.00
13.	11/04/25	Mortimer Methodist Church: February inc VAT	150.00
14.	11/04/25	Mortimer Methodist Church: March inc VAT	150.00
Direct Debits			
1.	01/04/25	OVO: Electricity inc VAT	24.00
2.	01/04/25	OVO: Electricity inc VAT	33.00
3.	10/04/25	EE: mobile phone charges & WiFi hotspot	42.64
4.	23/04/25	OVO: Electricity inc. VAT	30.00
5.	31/04/25	Suez: Waste collection March inc VAT	106.56
6.	30/04/25	Unity Trust: service charge	11.40
7.	01/04/25	Google: DNS services	0.25
8.	22/04/25	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.			