

-Finance

Full Council 12 June 2025

Subscriptions and Continuous Payments

Agenda Item: 25/035 3: 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.	19/05/25	Tactical Facilities: dog waste empties April inc VAT	145.60
2.	30/05/25	Salaries: Month 2, May 2025 inc pension contributions	4,937.41
3.	30/05/25	HMRC: PAYE & NI for Month 2 , April 2025	1346.75
4.	19/05/25	SCS Ltd: Fairground grounds maintenance April 25 inc VAT	339.33
5.	13/05/25	HMRC: PAYE & NI for Month 2 , April 2025 (Underpaid so paid balance)	319.14
6.	19/05/25	Tactical: Cemetery grass cutting/pillbox/weed treatment inc VAT	170.40
7.	19/05/25	WBC: Library rent quarterly Q1	875.00
8.	19/05/25	Mortimer Methodist Church: April inc VAT	125.00
9.	19/05/25	HALC: BALC affiliation fees and NALC levy	949.87
10.	27/05/25	Fresh Pay: admin fee for April and May inc VAT	15.60
Direct Debits			
1.	01/05/25	OVO: Electricity inc VAT	24.00
2.	01/05/25	OVO: Electricity inc VAT	33.00
3.	12/05/25	EE: mobile phone charges & WiFi hotspot	42.64
4.	23/05/25	OVO: Electricity inc. VAT	30.00
5.	35/05/25	Suez: Waste collection April inc VAT	106.56
6.	31/05/25	Unity Trust: service charge	11.40
7.	01/05/25	Google: DNS services	0.23
8.	22/05/25	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	19/05/25	ColourCourt: Tennis court clean inc VAT	780.00
2.	19/05/25	Infinity Playgrounds: Gyro spiral repairs inc VAT	6820.00
3.	06/05/25	ClearCouncils: Insurance annually	1669.45