

-Finance

Full Council 17 July 2025

Subscriptions and Continuous Payments

Agenda Item: 25/051 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.	17/06/25	Tactical Facilities: dog waste empties May inc VAT	145.61
2.	30/06/25	Salaries: Month 3, June 2025 inc pension contributions	4,548.22
3.	30/06/25	HMRC: PAYE & NI for Month 3 , June 2025	1369.29
4.	17/06/25	SCS Ltd: Fairground grounds maintenance May 25 inc VAT	339.33
5.	17/06/25	Tactical: Cemetery grass cutting/pillbox/weed treatment inc VAT	134.40
6.	17/06/25	Fresh Pay: admin fee for June inc VAT	7.80
7.	17/06/25	Englefield: Q2 rent cemetery	62.50
8.	17/06/25	Claire Connell: internal year end audit 24/25	260.00
9.	17/06/25	Tactical: cemetery grass cutting 14/5/25 inc VAT	96.00
Direct Debits			
1.	01/06/25	OVO: Electricity inc VAT	24.00
2.	01/06/25	OVO: Electricity inc VAT	33.00
3.	12/06/25	EE: mobile phone charges & WiFi hotspot	42.64
4.	23/06/25	OVO: Electricity inc. VAT	30.00
5.	30/06/25	Suez: Waste collection May inc VAT	106.56
6.	31/06/25	Unity Trust: service charge	11.40
7.	06/06/25	Smart pension: monthly admin fee inc VAT	26.40
8.	01/06/25	Google: DNS services	0.23
9.	22/06/25	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments			
1.	17/06/25	Ridge: Geo environmental survey repor inc VAT	1680.00
2.	17/06/25	Midland Entertainment: Funday main arena act inc VAT	2370.00