

# Finance

## Full Council 14 November 2025

### Payments made with the authorisation of Chairman/Vice-Chairman and the Clerk

#### Agenda Item: 25/085 3: To receive and note a summary of payments made – Schedules B i and B ii.

##### Financial Regulations

- 12.1 As part of the Agenda for any relevant Meeting, the Clerk shall prepare (as relevant):
- 12.1.3 schedule of payments made ("Schedule Bi") to be noted as having been authorised in accordance with Paragraph 8.1.3 (payments authorised by a Relevant Body Chairman and Clerk);
- 8.1.3 from the Clerk, in conjunction with a Relevant Body Chairman, for amounts up to £5,000.00 in accordance with that Relevant Body's, or Relevant Sub-Body's, Budget;
- 8.1.4 from the Clerk for amounts up to £500.00.
- 12.1.4 schedule of payments made ("Schedule Bii") to be noted as having been authorised in accordance with Paragraph 8.1.4 (payments authorised by the Clerk);

#### .Schedule B i – the Clerk in conjunction with the Chairman

Item	Date of Payment	Payee Details	Amount £
<b>Electronic Bank Payments</b>			
1.	16/09/25	PKF Littlejohn Ltd inc VAT	1008.00
2.	15/10/25	Aspect Arboriculture: preparation of Arboriculture Method Statement inc VAT	2280.00

#### .Schedule B ii – the Clerk

Item	Date of Payment	Payee Details	Amount £
<b>Electronic Bank Payments</b>			
1.	16/09/25	S Taylor: NPSG admin August	87.50
2.	16/09/25	Dads shop: keys inc VAT	41.69
3.	30/09/25	Unity Trust: Manual handling fee	0.60
4.	17/09/25	D Davis: reimbursement of eye test	89.00
5.	17/09/25	D Kilshaw: reimbursement of tap for FG	9.19
6.	16/09/25	Tactical: hornets nest removal inc VAT	90.00
7.	16/09/25	Crescent signs: white vinyl inc VAT	98.40
8.	17/09/25	Tactical: disposal of nitrous oxide inc VAT	18.00
<b>Card Payments and Direct Debits</b>			
1.	02/09/25	Lloyds: monthly card fee	3.00
2.	03/09/25	Canva: annual fee for graphic design software	100.00
3.	18/09/25	Old House Store: War memorial works	113.04
4.	23/09/25	Amzn: NPSG pens inc VAT	9.17
5.	23/09/25	Amzn: NPSG tape for noticeboards inc VAT	13.65
6.	23/09/25	Amzn: dot stickers and card paper inc VAT	18.18

7.	24/09/25	Amzn: Coffee for office pod machine inc VAT	24.49
8.	24/09/25	Amzn: Coffee pod machine descaler inc VAT	3.98
9.	24/09/25	Coop: coffee for office inc VAT	13.50
Item	Date of Payment	Payee Details	Amount £
<b>Electronic Bank Payments</b>			
1.	15/10/25	S Taylor: NPSG admin Sept	225.00
2.	15/10/25	Dads shop inc VAT	55.50
3.	15/10/25	Mortimer Methodist Church: Hall hire September	150.00
4.	15/10/25	Oliver Signs: printing for NP consultations inc VAT	165.00
5.	15/10/25	G Bridgman reimbursement War memorial works	49.00
6.	17/10/25	G Bridgman reimbursement Refreshments for away day	53.63
7.	10/10/25	Mortimer Library: printing for NP consultations	2.80
8.	13/10/25	GOV: Land registry	7.00
9.	27/10/25	GOV: Land registry	7.00
10.	17/10/25	Amzn: scarecrow materials inc VAT	11.88
11.	13/10/25	Coop: Coffee americano	6.75
12.	31/10/25	Roal British Legion: Wreath inc VAT	20.00
<b>Card Payments and Direct Debits</b>			
13.	01/10/25	Lloyds: monthly card fee	3.00