

# Finance

## Full Council 15 January 2025

### Subscriptions and Continuous Payments

#### Agenda Item: 25/103 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 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 £
<b>Electronic Bank and Card Payments- November</b>			
1.	28/11/25	Salaries: Month 8, Nov 2025 inc pension contributions	5604.77
2.	28/11/25	HMRC: PAYE & NI for Month 8 , Nov 2025	1804.68
3.	13/11/25	Fresh Pay: admin fee for Oct inc VAT	7.80
4.	17/11/25	David Sturt: Purple dragon IT services	520.00
5.	17/11/25	Tactical: Cemetery grass cut inc VAT	96.00
6.	17/11/25	SCS: ground maintenance Oct inc VAT	407.20
7.	17/11/25	Mortimer Methodist: Hall hire Oct	175
8.	17/11/25	Tactical: Dog waste empty Oct inc VAT	145.61
9.			
10.			
<b>Direct Debits- November</b>			
11.	01/11/25	OVO: Electricity inc VAT	24.00
12.	01/11/25	OVO: Electricity inc VAT	33.00
13.	10/11/25	EE: mobile phone charges & WiFi hotspot	42.64
14.	24/11/25	OVO: Electricity inc. VAT	30.00
15.	28/11/25	Suez: Waste collection Aug inc VAT	106.56
16.	30/11/25	Unity Trust: service charge	12.90
17.	07/11/25	Smart pension: monthly admin fee inc VAT	26.40
18.	01/11/25	Google: DNS services	0.23
19.	24/11/25	Gigaclear: Monthly Fee	72.00

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments- December</b>			
1.	31/12/25	Salaries: Month 9, December 2025 inc pension contributions	5610.76
2.	31/12/25	HMRC: PAYE & NI for Month 9, December 2025	1793.55
3.	15/12/25	Fresh Pay: admin fee for Nov inc VAT	7.80
4.	16/12/25	Englefield: quarterly cemetery rent Q4 2025/26	62.50
5.	16/12/25	ColourCourt: moss treatment inc VAT	300.00
6.	16/12/25	SCS: ground maintenance Oct inc VAT	407.20
7.	16/12/25	Tactical: cemetery grass cut and wee treatment inc VAT	132.00
8.	16/12/25	Tactical: Dog waste empty Nov inc VAT	145.61
<b>Direct Debits- December</b>			
9.	01/12/25	OVO: Electricity inc VAT	24.00
10.	01/12/25	OVO: Electricity inc VAT	33.00
11.	10/12/25	EE: mobile phone charges & WiFi hotspot	42.64
12.	23/12/25	OVO: Electricity inc. VAT	30.00
13.	31/12/25	Suez: Waste collection Nov inc VAT	106.56
14.	31/12/25	Unity Trust: service charge	11.25
15.	05/12/25	Smart pension: monthly admin fee inc VAT	26.40
16.	01/12/25	Google: DNS services	0.65
17.	22/12/25	Gigaclear: Monthly Fee	72.00

## Schedule Cii

Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments- November</b>			
1.	17/11/25	Ridge and Partners: Drainage report for planning	1,200.00
Item	Payment Date	Payee Details	Amount £
<b>Electronic Bank and Card Payments- December</b>			
1.	16/12/25	Tactical: 2 X Benches for APMF inc VAT	3032.40
2.	16/01/25	RC Saunders Ltd: materials deposit inc VAT	17,144.88
3.			
<b>Community Grants</b>			
1.	17/11/25	Community Grant: Toy Library	384.00
2.	28/11/25	Community Grant: Greening Mortimer	500.00