

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 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- November			
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.			
Direct Debits- November			
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 £
Electronic Bank and Card Payments- December			
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
Direct Debits- December			
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 £
Electronic Bank and Card Payments- November			
1.	17/11/25	Ridge and Partners: Drainage report for planning	1,200.00
Electronic Bank and Card Payments- December			
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.			
Community Grants			
1.	17/11/25	Community Grant: Toy Library	384.00
2.	28/11/25	Community Grant: Greening Mortimer	500.00