

Finance

Full Council 14 May 2026

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

Agenda Item: 26/019 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 £
Electronic Bank Payments			
1.			
2.			

.Schedule B ii – the Clerk

Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments- March			
1.	19/03/26	Dads shop: Keys inc VAT	8.54
2.	19/03/26	Stocksigns – fixings and backplates inc VAT	466.50
3.	19/03/26	SLCC: Membership fee Danielle Davis	316.00
4.	31/03/26	Andrew Hazleden: community award plate	320.00
Card Payments and Direct Debits- March			
1.	02/03/26	Lloyds: monthly card fee	3.00
2.	02/03/26	Amzn: coffee descaler	6.47
3.	02/03/26	Amzn: cellotape	9.51
4.	02/03/26	Amzn: coffee	36.49
5.	02/03/26	Microsoft online services	230.40
6.	06/03/26	ICO annual fee	52.00
7.	13/03/26	Amzn: ant-theft knuts	38.89
8.	17/03/26	Jotform: monthly subscription	23.40
9.	18/03/26	Mailchimp monthly subscription	40.90
10.	26/03/26	Amzn: coffee	36.02
11.	27/03/26	Canva: news bulletin	58.50

12.	28/03/26	Microsoft online services	883.20
Item	Date of Payment	Payee Details	Amount £
Electronic Bank Payments- April			
1.	14/04/26	Coop funeral care- mis payment correction	82.50
2.	14/04/26	St Johns Village Hall: APM 2026 rental	48.00
3.	14/04/26	Dads shop inc VAT: Keys	19.95
4.			
Card Payments and Direct Debits- April			
5.	02/04/26	Lloyds: monthly card fee	3.00
6.	07/04/26	Amzn: laminating pouches inc VAT	11.98
7.	13/04/26	Glasdon: bin bags inc VAT	119.40
8.	17/04/26	JotForm inc VAT	40.20
9.	18/04/26	Mailchimp inc VAT	40.20
10.	20/04/26	West Berks Council: library rental	28.00
11.	12/04/26	Amzn: paper A4 inc VAT	22.79
12.	22/04/26	Amzn: post its inc VAT	8.77
13.	22/04/26	Amzn: ink inc VAT	429.35
14.	23/04/26	Amzn: new office phone inc VAT	137.99
15.	27/04/26	Canva: news bulletin printing	58.00