

Finance

Full Council 14 May 2026

Subscriptions and Continuous Payments

Agenda Item: 26/019 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- March			
1.	31/03/26	Salaries: Month 12, March 2026 inc pension contributions	5306.03
2.	31/03/26	HMRC: PAYE & NI for Month 12 , March 2026	1677.43
3.	13/03/26	Fresh Pay: admin fee for March 26 inc VAT	7.80
4.	19/03/26	Englefield Estate: quarterly cemetery rent	62.50
5.	19/03/26	David Sturt: Purple dragon IT services Feb	130.00
6.	19/03/26	David Sturt: Purple dragon IT services March	130.00
7.	19/01/26	West Berkshire Office Rent Quarterly in Advance	875.00
8.	19/03/26	SCS: ground maintenance Jan & Feb inc VAT	814.40
9.	19/03/26	Mortimer Methodist: Hall hire Feb	150.00
10.	19/03/26	Mortimer Methodist: Hall hire March	75.00
11.	19/03/26	Tactical: Dog waste empty Feb inc VAT	145.60
12.	31/03/26	Tactical: cemetery grass and weed, pillbox, inc VAT	296.40
13.	31/03/26	Tactical: Dog waste empty March inc VAT	145.60
Direct Debits- March			
14.	02/03/26	OVO: Electricity inc VAT	24.00
15.	02/03/26	OVO: Electricity inc VAT	33.00
16.	12/03/26	EE: mobile phone charges & WiFi hotspot	40.67
17.	23/03/26	OVO: Electricity inc. VAT	30.00
18.	31/03/26	Suez: Waste collection inc VAT	117.11
19.	31/03/26	Unity Trust: service charge	11.65
20.	31/03/26	Unity Trust: manual handling charge	0.90
21.	07/03/26	Smart pension: monthly admin fee inc VAT	26.40

22.	01/03/26	Google: DNS services	0.85
23.	23/03/26	Gigaclear: Monthly Fee	72.00

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- April			
1.	30/04/26	Salaries: Month 01, April 2026 inc pension contributions	5673.98
2.	30/04/26	HMRC: PAYE & NI for Month 1, April 2026	1812.63
3.	14/04/26	Fresh Pay: admin fee inc VAT	8.16
4.	14/04/26	Rialtas: annual membership inc VAT	396.00
5.	14/04/26	West Berks Council quarterly office rent	875.00
6.	17/04/26	ICCM: annual membership	110.00
7.	14/04/26	SCS: grounds maintenance March 26 inc VAT	407.20
Direct Debits- April			
8.	01/04/26	OVO: Electricity inc VAT	24.00
9.	01/04/26	OVO: Electricity inc VAT	33.00
10.	02/04/26	EE: mobile phone charges & WiFi hotspot	40.67
11.	23/04/26	OVO: Electricity inc. VAT	30.00
12.	30/04/26	Suez: Waste collection inc VAT	117.11
13.	30/04/26	Unity Trust: service charge	12.10
14.	10/04/26	Smart pension: monthly admin fee inc VAT	26.40
15.	01/04/26	Google: DNS services	0.86
16.	22/04/26	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
Electronic Bank and Card Payments- March			
1.	19/03/26	Externiture: bus shelters inc VAT	7834.48
2.	19/03/26	Externiture: bus shelters inc VAT	17902.89
3.	19/03/26	RC Saunders Limited: cycleway phase 1 inc VAT	12502.80
4.	19/03/26	Bell Cornwell: inc VAT	684.00
5.	31/03/26	RC Saunders: Fence additional inc VAT	688.80
6.	31/03/26	RC Saunders: Fence inc VAT	21345.00
Electronic Bank and Card Payments- April			
1.	31/04/26	Bell Cornwell: legal fees inc VAT	2622.00
2.			
3.			