

Finance

Full Council 30 July 2026

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

Agenda Item: 26/055 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- May			
1.	15/06/26	Englefield: 25-year lease premium	25.00
2.	15/06/26	Crescent signs: CCTV signs inc VAT	177.60
3.	30/06/26	Unity Trust: manual handling charge	0.40
Card Payments and Direct Debits- May			
1.	02/06/26	Lloyds: monthly card fee	3.00
2.	02/06/26	Amzn: inc VAT	5.45
3.	09/06/26	Post office: postage	4.65
4.	02/06/26	Amzn: inc VAT	199.38
5.	09/06/26	Amzn: inc VAT	5.88
6.	02/06/26	Canva: May news bulletin inc VAT	58.00
7.	19/06/26	Amzn: inc VAT	13.98
8.	25/06/26	Amzn: inc VAT	35.74
9.	17/06/26	Jotform: monthly subscription	23.40
10.	18/06/26	Mailchimp monthly subscription	40.53
11.	25/06/26	Land registry: title deeds	7.00
12.	29/06/26	Canva: June News bulletin inc Vat	58.00
13.	29/06/26	Post office: postage	5.95

