Finance

Full Council 12 November 2026

Subscriptions and Continuous Payments

Agenda Item: 26/091 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- September	
1.	30/09/26	Salaries: Month 6, Sept 2026 inc pension contributions	5722.44
2.	30/09/26	HMRC: PAYE & NI for Month 6, Sept 2026	1793.38
3.	15/09/26	PKF Littlejohn: External audit inc VAT	1260.00
4.	15/09/26	SCS: Fairground ground maintenance inc VAT	419.41
5.	15/09/26	Englefield Estate: quarterly cemetery rent	62.50
6.	15/09/26	Methodist Church Hall hire August	125.00
7.	15/09/26	Shield Maintenance: Dog waste collection: inc VAT	218.40
8.	15/09/26	Purple Dragon IT support	130.00
9.	15/09/26	Tactical: Both Cemetery grass cut & strim: Inc VAT	258.00
10.	15/09/26	Tactical: Both Cemetery: grass cut & strim: inc VAT	258.00
		Direct Debits- September	
11.	01/09/26	OVO: Electricity inc VAT	15.00
12.	01/09/26	OVO: Electricity inc VAT	15.00
13.	10/09/26	EE: mobile phone charges & WiFi hotspot	45.56
14.	23/09/26	OVO: Electricity inc. VAT	72.00
15.	30/09/26	Suez: Waste collection Sept inc VAT	119.99
16.	30/09/26	Unity Trust: service charge	13.30
17.	07/09/26	Smart pension: monthly admin fee inc VAT	26.40
18.	01/09/26	Google: DNS services	0.95
19.	16/09/26	Freshpay: Payroll software	8.16
20.	17/09/26	Jotform	23.40

21.	18/09/26	Mailchimp	40.70
22.	22/09/26	Gigaclear: Monthly Fee	72.00

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments- October	
1.	31/10/26	Salaries: Month 07, October 2026 inc pension contributions	5636.52
2.	31/10/26	HMRC: PAYE & NI for Month 7, October 2026	1748.29
3.	13/10/26	SCS: Fairground ground services inc VAT	419.41
4.	13/10/26	Methodist Church Hall hire Sept	225.00
5.	13/10/26	Shield Maintenance: Dog waste removal inc VAT	218.40
6.	13/10/26	Tactical: cemetery cuts, pillbox cut, hedges inc VAT	1496.40
7.	13/10/26	David Sturt: Purple Dragon IT Services	130.00
		Direct Debits- October	
8.	01/10/26	OVO: Electricity inc VAT	15.00
9.	01/10/26	OVO: Electricity inc VAT	15.00
10.	12/10/26	EE: mobile phone charges & WiFi hotspot	45.56
11.	16/10/26	Freshpay	8.16
12.	18/10/26	Mailchimp	40.93
13.	23/10/26	OVO: Electricity inc. VAT	27.00
14.	30/10/26	Suez: Waste collection Oct inc VAT	120.95
15.	30/10/26	Unity Trust: service charge	16.00
16.	07/10/26	Smart pension: monthly admin fee inc VAT	26.40
17.	01/10/26	Google: DNS services	0.96
18.	22/10/26	Gigaclear: Monthly Fee	72.00

Schedule Cii

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments- September	
1.	15/09/26	Bell Cornwell: Legal help for NP inc VAT	576.00

Item	Payment Date	Payee Details	Amount £
		Electronic Bank and Card Payments- August	
1.	13/10/26	Real Christmas trees inc VAT	620.00
2.	13/10/26	RC Saunders: Phase C inc VAT	96,080.59
3.	13/10/26	Freeths: S30 legal help for cycleway inc VAT	1800.00
4.	13/10/26	Stanley electrical services FG electrical cabinet remedial works inc VAT	1,776.00
5.	01/10/26	Glasdon: APMF bins inc VAT	1073.28