

Morton-on-Swale Parish Council

Schedule of Routine Payments (for 2026/27 Financial Year only)

In accordance with the provisions of the Parish Council's Financial Regulations (section 5.6 - reproduced below), the schedule overleaf lists all routine/regular payments due and budgeted for in the current financial year (2026/27). These are deemed to be pre-approved (by virtue of the prior approval of the budget that includes these items for the year in question), such that no further specific approval needs to be sought from Council as and when these expenditures actually become due for payment, provided that the amounts in question do not exceed those stated below and/or the agreed budget provision for that item. However, where required, please be aware that authorisation for each payment will still be obtained from two signatories to the bank mandate before payment is actually made, as provided for under section 6 of the same Regulations. The payment amounts are shown exclusive of VAT (where applicable) as VAT paid is recoverable from HMRC.

Please note: This schedule only applies to the 2026/27 financial year, and that a new such schedule will be prepared each year and submitted for consideration and approval at the time of the annual budget/precept review for the following year.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

..... Continued overleaf

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	<u>Details</u>	<u>Amount</u>	<u>Paid By</u>	<u>Comments</u>
<b><u>Monthly</u></b>				
CE & CM Walker	Grass Cutting	£304.00	Bank Transfer	From April to October; £152 plus VAT per cut
<b><u>Bi-Monthly</u></b>				
Clerk/RFO	Staff Remuneration	£666.67	Bank Transfer	This is the gross amount, including PAYE
<b><u>Quarterly</u></b>				
Synergy Outdoors	Quarterly Play Park Inspections	£195.00	Bank Transfer	3 Payments in January, April and October
TP Jones	3-Monthly Payroll Processing Charge	£53.70	Bank Transfer	June, September, December & March
<b><u>Annual</u></b>				
YLCA	Annual Membership Fee	£350.00	Bank Transfer	April
Internal Auditor	Annual Internal Audit Fee	£125.00	Bank Transfer	April
Village Hall	Annual Donation	£600.00	Bank Transfer	April or May
St Helen's Church	Annual Donation	£350.00	Bank Transfer	April or May
BHIB Insurance (Aviva)	Annual Renewal Premium	£935.00	Bank Transfer	May or June
ICO	Data Protection Licence	£47.00	Standing Order	October
Microsoft	Clerk Laptop Software Licence	£71.00	Debit Card	October
WJP Software	Website Annual Hosting & Support (including official email accounts)	£477.00	Bank Transfer	March