

Creech St Michael Parish Council

A Parish to be *Proud of*

Creech St Michael Parish Council

FINANCIAL TRANSACTIONS REPORT

DATE: 06 March 2023

1. Payments for Consideration

PAYEE	PURPOSE	PAYMENT TYPE/REF.	APPROVAL REF.	AMOUNT
Supermix Sound and Lighting	25% Holding Deposit for Screen Hire	OT	06.02.2023 14	£539.25

2. Payments Completed

2.1 Unity Trust Bank Account

PAYEE	PURPOSE	PAYMENT TYPE/REF.	APPROVAL REF.	AMOUNT
A Williams	Salary Feb 23	OT		£994.70
K Hutchings	Salary Feb 23	OT		£551.57
A Williams	January 23 Expenses	OT		£78.50
The Society of Local Council Clerks	Introduction to CiLCA Qualification Training	OT		£60.00
The Society of Local Council Clerks	CiLCA Qualification Registration	OT		£450.00
T Trump	Caretaker Cover Charges	OT		£36.00

Prepared by Clerk and RFO Andrew Williams



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Reported to Council and Authorised for Payment.



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T Trump	Caretaker Cover Charges	OT		£48.00
Character Graphics	Newsletter Printing	OT		£60.00
EDF	Electricity Charges	OT		£287.50
MJH Electrical Services Ltd	Installation of Lighting and Other Electrical Items	OT	16.05.2022 81	£1,384.68
Bibby Commercial Finance Limited	January 2023 Fees for Locking/Unlocking Service	OT		£822.00
HeartStart Somerset	Repairs to Telephone Box Housing Defib Creech Heathfield	OT		£86.00
Elan City Ltd	Purchase of 2 Speed Indicator Devices	OT	05.12.2022 13	£5,280.00

2.2 Soldo Debit Card Account

PAYEE	PURPOSE	PAYMENT TYPE/REF.	APPROVAL REF.	AMOUNT
HMRC	Tax and NI Payment Due	OT		£67.16
Post Office Ltd	Postage	OT		£2.85
Post Office Ltd	Postage	OT		£0.95
HM Courts and Tribunal Service	Money Claim Fees	OT	06.02.2023 12	£115.00
Amazon	Litter Pick Tools	OT		£125.76
Screwfix Direct Ltd	Purchase of Padlocks and Fixings for Installation of SIDs	OT	05.12.2022 12	£66.96

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Income Received

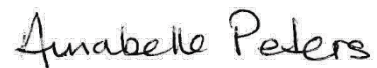
SOURCE	PURPOSE	PAYMENT TYPE/REF.	AMOUNT
Tone Youth FC	Pitch Fees	OT	£80.00
Somerset West Lottery	Commission	OT	£5.00

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*Financial Regulations – Payments Authorisation

The Parish Council Financial Regulations provide for the Parish Council or duly authorised committee to agree a list Annually of payments that can be made (normally online) and reported to the next PC meeting [see Finance Committee March 22 minute 10]. Payments NOT on the agreed list or specifically agreed are put to a full PC meeting for authorisation. ALL payments are signed off by three signatories.

Routine payments agreed that can be paid on receipt.

Clerks Wages
Caretakers Wages
Parish Lengthsman Wages
HMRC Tax
Somerset Pension Fund Account
Clerks routine Expenses (copy sent to Finance Sub monthly)
Caretakers Cleaning and H&S Mats Exps
Caretaker Cover (TT)
Bibby Factors (Vistar Security) - contracted payments
EDF DD Engine Shed Electricity Supply
EDF DD Pavilion Electricity Supply
CSM V Hall Lettings
K Signs (SW) Ltd (Annual update of banners)
Nigels Window Cleaning Charges
B Howe (Int Audit) Fees
Membership Fees (SALC/NALC/SLCC/ALCC)
Lloyds A/C charges
Greg Coles (Termly Septic Tank Empty)
CPRE (Membership)
water2business (Water at Rec Park supply)
Som Playing Fields Assoc (Ann Play Equip Insp)
Community Youth Project (Contracted and Grant Payments only)
J Miller Allotments Rent
Devon and Somerset Fire Protection (pavilion fire ex insp)
PKF Littlejohn (Ext Audit Fees)
Somerset Playing Fields Assoc (Membership)

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Components/Parts for Play Equip repairs
PIP Payments per Agreed Budget

Any specifically payment pre-agreed by the PC

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EXPENDITURE AUTHORISATION

Budgetary Control and Authority to Spend

Standing Order 4.1 allows for expenditure on revenue items to be authorised by the Clerk and RFO, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below a value of £500.00.

Date	Supplier	Purpose	Amount (ex. VAT)	Amount (inc. VAT)
16.01.2023	Post Office	Postage	£0.95	£0.95
16.01.2023	Wel Medical	Replenishment of Defib Consumables	£143.90	£172.68
21.01.2023	Information Commissioners Office	Annual ICO Licence	£40.00	£40.00

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