

Creech St Michael Parish Council

A Parish to be *Proud of*

Creech St Michael Parish Council

FINANCIAL TRANSACTIONS REPORT

DATE: 06 February 2023

1. Payments for Consideration

PAYEE	PURPOSE	PAYMENT TYPE/REF.	APPROVAL REF.	AMOUNT


2. Payments Completed

2.1 Unity Trust Bank Account


PAYEE	PURPOSE	PAYMENT TYPE/REF.	APPROVAL REF.	AMOUNT
CSM Village Hall	Hall Hire Fees	OT		£55.00
Devon and Somerset Fire Protection	Purchase of Fire Extinguishers	OT	05.12.2022 12	£198.00
Karen Hutchings	December 22 Expenses	OT		£10.40
Character Graphics	Newsletter Printing	OT		£50.00
Sweet Coppin'	Performance Fees for Christmas Fayre	OT	05.12.2022 19	£80.00
Reflections	Bus Shelter Cleaning	OT		£75.00

Prepared by Clerk and RFO Andrew Williams

Reported to Council and Authorised for Payment.



6th February 2023

Chair 
6th February 2023

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HMRC	Employer Tax and NI Contributions	OT		£1,561.94
A Williams	Salary Jan 23	OT		£991.67
K Hutchings	Salary Jan 23	OT		£551.57
A Williams	January 23 Expenses	OT		£67.60
Bibby Commercial Finance	Security Services Fees (December 2022)	OT		£1,022.40

2.2 Soldo Debit Card Account


PAYEE	PURPOSE	PAYMENT TYPE/REF.	APPROVAL REF.	AMOUNT
Zoom Video Communications	Zoom Subscription Fees	OT	03.10.2022	£100.72
Amazon	Purchase of a Webcam	OT	03.10.2022	£73.19
Post Office Ltd	Postage	OT		£0.95
WEL Medical	Replacement Pads for Defibrillator	OT		£172.68
Information Commissioners Office	Annual Licence Fees	OT		£40.00
B&Q	Lubricant for Padlocks	OT		£8.58

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Income Received


SOURCE	PURPOSE	PAYMENT TYPE/REF.	AMOUNT
Tone Youth FC	Pitch Fees	OT	£60.00
Somerset West Lottery	Commission	OT	£4.00

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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)

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Somerset Playing Fields Assoc (Membership)
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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