

FINANCIAL YEAR 2024-25

EXPLANATION OF PAYMENTS PRESENTED EACH MONTH AT TOWN COUNCIL MEETING

Direct Debits Monthly

Garage rental 10 Pearson Close, paid on 1 st or near to	£47.75
BT – telephone and broadband, paid 2 nd or near to + VAT	£39.30
Bank of Ireland monthly bank charges (average £5.83 per mth)	variable

Direct Debit Quarterly

Siemans -copier lease rental 18 th Mar, Jun, Sept, Dec £156.54 + vat	£156.54
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Visa cards – held by clerk and deputy clerk and used for the local purchase of stationery items to support Mayor’s dinner (invitations, place cards, postage etc). Paying in cash receipts. Receipts kept for accounts. The cards cannot be used for online purchases; invoices must be sent for BACS payments

BACS – main method of payment

Recurring monthly payments – basic cost without VAT

MANY bookkeeping (for payroll)	£17.82
Fresh Mango -IT monthly retainer £54, cloud back up £6	£60.00
Office mobile Tesco	£14.49
Agilico Technologies - copier usage charge	£56.14

Salaries for Clerk, Deputy Clerk and Maintenance Contractor (invoice and Time sheet supplied)

Quarterly payments –

Colburn Village Hall – office rental Apr, July, Oct, Jan – 13 wks @ £60	£780+
Meeting room hire £7.50 per hr main hall, £5 per hr back room	
Allotment rent to NYC - £87.50 x 4 = £350 total (fully refunded by Allotment Association)	£87.50

Annual Subscriptions

Yorkshire Local Councils Association (changes each year) for 2024-25	£892
Business Stream – Broadway car park surface water bill charge 2024-25	£468.58
Information Commissioner’s Office Data protection fee	£40
Fresh Mango -1 st January 2 Microsoft Business licences x £9.80	£117.60
Purple Creative Studio – website hosting fee 2024-25	£154
- Annual SSL Certificate	£44
Zurich Municipal insurance 1/6/24-31/5/2025	£1171.21
Zurich Engineering Play Parks Annual Inspection September 2023 was	£1230.08
2 Vipre Cloud Antivirus Computer + laptop (through Fresh Mango) £29.95 each	
To be renewed January 2025 - Currently	£59.90
Scribe Annual subscription 1.7.24 – 30.6.25. All councillor access	£561.60

Urgent Play Park equipment for repair work (nuts, bolts, hinges etc) will be purchased through GB Sport & Leisure with a quote for the items, confirmation of acceptance, delivery note and invoice. Any other expenditure over £500 for Open Spaces will be on the agenda with decision minuted. Minutes passed for action at monthly Town Council meeting.

Section 137 Grants will have been agreed at Town Council meeting (listed on agenda) with decision minuted. Responsible Financial Officer will action.

Section 137 Payments will be listed on the monthly figures as against total 137 budget.

Salaries paid according to agreed scales from the National Joint Council for Local Government Services (NJC):

Clerk SCP (Spinal column pay LC2 (29). £19.41 per hour. Basic 15 hours per week + meetings.

Deputy Clerk SCP (Spinal column pay LC1 (13-17). Upgraded on 1st March 24 to SCP13 £13.97 per hour. Basic 11 hours per week +meetings.

Maintenance Contractor

Summer period 1st April – 30th September 28hrs per week

Winter period 1st Oct – 31st March 24 hrs per week

Hourly rate agreed to be reviewed annually in September. Currently £18 per hour.

5 year contract agreed to September 2025.

Holidays unpaid. Stand in litter picker £10 per hr whilst away.

Responsible Financial Officer
1.5.24