

FINANCIAL YEAR 2025-26

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	£49.29
BT – telephone and broadband, paid 30 th or near to + VAT	£56.79
Bank of Ireland monthly bank charges (average £4.81 per mth 2024-25)	variable

Direct Debit Quarterly

Siemans -copier lease rental 18 th Mar, Jun, Sept, Dec £170.64 + vat	£170.64
---	---------

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)	£22.50
Office mobile Tesco	£14.49
Agilico Technologies - copier usage charge	£25.00

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 2025-26	£953.00
Business Stream – Broadway car park surface water bill charge 2025-26	£653.67
Information Commissioner's Office Data protection fee	£40

WJP Software 2 Office 365 standard inc email	£280.00
Email licence & support x 11	£495.00
Support and .gov.uk renewal	£274.00
IT support	£450.00
(to be updated from September 2025)	

Zurich Municipal insurance 1/6/25-31/5/2026	£1274.16
RoSPA Play Parks Annual Inspection September 2025	£696.00
Scribe Annual subscription 1.7.25 – 30.6.26. 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): Increased Rates agreed 24th July 2025 to be back-dated to 1st April 2025

Clerk SCP (Spinal column pay LC2 (29). £20.02 per hour. **New rate £20.66.** Basic 15 hours per week.

Deputy Clerk SCP (Spinal column pay LC1 (13-17). Upgraded on 1st March 2025 to SCP14 £14.84 per hour. **New rate £15.31.** Basic 11 hours per week.

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 £18.50 per hour.

5 year contract extended to September 2030 Hourly rate from 1st October 2025 increased by £1 to £19.50 per hour.

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

Responsible Financial Officer
10.8.25