## Willand Parish Council Payments Awaiting Authorisation List

6th March 2024

| Code                                 | Invoice Date                 | Bank                            | Description  | Supplier                  | Net    | VAT   | Total  |
|--------------------------------------|------------------------------|---------------------------------|--|---------------------------|--------|-------|--------|
| Office Admin - Membership            | 06/02/2024                   | Lloyds Treasurer Account - 9569 | Annual Data Protection Fee - Direct Debit 19/03                                | ICO                       | 35.00  |       | 35.00  |
| Website / IT Support                 | Various - recd<br>01/03/2004 | Lloyds Treasurer Account - 9569 | Monthly Website Maintenance Fees - Oct 2023, Dec 2023<br>- March 2024, 5 x £50 | Parker Digital Marketing  | 250.00 |       | 250.00 |
| Neighbourhood Plan Reserve           | 01/03/2024                   | Lloyds Treasurer Account - 9569 | Mapping Software   | Parish Online - Geoxphere | 90.00  | 18.00 | 108.00 |
| Grounds Maintenance - South View     | 22/02/2024                   | Lloyds Treasurer Account - 9569 | Grass cut South View   | Quarlfox Services         | 33.10  |       | 33.10  |
| Grounds Maintenance - Mallow Court   | 22/02/2024                   | Lloyds Treasurer Account - 9569 | Grass cut Chestnut Drive   | Quarlfox Services         | 30.03  |       | 30.03  |
| Grounds Maintenance - Chestnut Drive | 22/02/2024                   | Lloyds Treasurer Account - 9569 | Grass cut Mallow Court   | Quarlfox Services         | 33.10  |       | 33.10  |
| Notes:                               |                              |                                 |  | Total                     | 471.23 | 18.00 | 489.23 |

1. Data Protection fee is paid annually by Direct Debit - £5 cheaper this way

2. Website Maintenance - 5 invoices received - Oct 2023 (missed by supplier) and Dec 2023-March 2024

## Additional Payments Made in February/March

| Salaries                          | 29/02/2024 | Lloyds Treasurer Account - 9569 | February Salary Payments   | N/A                                    | 1,512.54 |        | 1,512.54 |
|-----------------------------------|------------|---------------------------------|--|--|----------|--------|----------|
| Office Admin- Monthly Office Cost | 26/02/2024 | Lloyds Treasurer Account - 9569 | Home Working Standing Order - Regular Payment List   | N/A                                    | 26.00    |        | 26.00    |
| Community Facilities Reserve      | 15/02/2024 | Lloyds Treasurer Account - 9569 | Training Defibrillator & Manikin Set. Minute 0802/15   | First Rescue Training and Supplies Ltd | 920.00   | 184.00 | 1,104.00 |
| Microsoft Subscription            | 13/02/2024 | Barclaycard                     | Business Standard Monthly - Clerk  | Microsoft                              | 9.40     | 1.88   | 11.28    |
| Microsoft Subscription            | 28/02/2024 | Barclaycard                     | Business Basic Monthly (Councillors) - switch from<br>annual to monthly payment, part payment for March<br>from 13/03 to 31/03 | Microsoft                              | 35.78    | 7.16   | 42.94    |
| Office Admin - Clerks Phone       | 28/02/2024 | Barclaycard                     | Monthly Phone costs - Regular Payment  | Giffgaff                               | 5.00     | 1.00   | 6.00     |
| Office Admin - Stationery         | 05/03/2024 | Barclaycard                     | Black Ink Cartridge and Post-its (2 invoices - Barclaycard transaction)  | Amazon                                 | 36.37    | 7.27   | 43.64    |
| Notes:                            | Total      | 2,545.09                        | 201.31   | 2,746.40                               |          |        |          |

1. Microsoft Business Basic altered from annual payment due 13/03 to monthly payment, at no extra cost, to reduce pressure on Barclaycard as annual payment is £847 and limit is only £1200. Part payment for March from renewal date 13/03 to 31/03 inclusive

Grand Total 3,016.32 219.31 3,235.63

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