

**Willand Parish Council**  
**Payments Awaiting Authorisation List**

8th January 2024

Code	Invoice Date	Bank	Description	Supplier	Net	VAT	Total
Office Admin - Accounts Software	27/11/2023	Lloyds Treasurer Account - 9569	Scribe Annual Renewal	Starboard Systems Ltd	660.00	132.00	792.00
Neighbourhood Plan Reserve	18/12/2023	Lloyds Treasurer Account - 9569	Neighbourhood Plan Consultants Fees	Stuart Todd Associates	3,300.00	660.00	3,960.00
Allotments - Water	15/12/2023	Lloyds Treasurer Account - 9569	Quarterly Allotments Water Bill	Source4Business	115.33		115.33
Cemetery - Water	15/12/2023	Lloyds Treasurer Account - 9569	Quarterly Cemetery Water Bill	Source4Business	12.82		12.82
Staff - Litterpicker	31/12/2023	Lloyds Treasurer Account - 9569	HMRC - Quarterly Payroll Payment - Litterpicker Tax	HMRC	479.20		479.20
Staff - Parish Clerk	31/12/2023	Lloyds Treasurer Account - 9569	HMRC - Quarterly Payroll Payment - Clerk Tax & NI	HMRC	769.02		769.02
Employer NI Contributions	31/12/2023	Lloyds Treasurer Account - 9569	HMRC - Quarterly Payroll Payment - Employers NI	HMRC	275.10		275.10
Play Area - Repairs	05/01/2024	Lloyds Treasurer Account - 9569	Orchard Way - Play Area gate and exposed tree roots	Quarlfox Services	65.20		65.20
Jubilee Field Pump Track	05/01/2024	Lloyds Treasurer Account - 9569	Pump Track Leaf Removal	Quarlfox Services	25.50		25.50
Village Projects - VAS Maintenance	05/01/2024	Lloyds Treasurer Account - 9569	VAS unit move, battery charge, swap & test	Quarlfox Services	53.40		53.40

**Notes:**

1. Neighbourhood Plan Consultants Fees for July - Dec 2023, 6 days at £550 per day
2. Quarterly HMRC PAYE payment - higher for this last quarter due to nationally agreed pay increase for 2023/24 having been settled in November & backdated to April

<b>Total</b>	<b>5,755.57</b>	<b>792.00</b>	<b>6,547.57</b>
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**Additional Payments Made in November**

Salaries	29/12/2023	Lloyds Treasurer Account - 9569	December Salary Payments	N/A	1,509.69		1,509.69
Office Admin- Monthly Office Cost	27/12/2023	Lloyds Treasurer Account - 9569	Home Working Standing Order - Regular Payment List	N/A	26.00		26.00
Microsoft Subscription	13/12/2023	Barclaycard	Business Standard Monthly	Microsoft	9.40	1.88	11.28
Office Admin - Clerks Phone	28/12/2023	Barclaycard	Monthly Phone costs - Regular Payment	Giffgaff	5.00	1.00	6.00
Office Admin - Stationery	04/01/2023	Barclaycard	Box A4 Paper - 5 reams of 500	Amazon	17.99	3.60	21.59
Office Admin - Stationery	05/01/2023	Barclaycard	Lever Arch Files	Amazon	5.98	1.20	7.18
<b>Total</b>					<b>1,574.06</b>	<b>7.68</b>	<b>1,581.74</b>

<b>Grand Total</b>	<b>7,329.63</b>	<b>799.68</b>	<b>8,129.31</b>
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