# 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 |
| | | | | **Total** | **5,755.57** | **792.00** | **6,547.57** |

***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

**Additional Payments Made in December**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 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 |
| | | | | **Total** | **1,574.06** | **7.68** | **1,581.74** |
| | | | | **Grand Total** | **7,329.63** | **799.68** | **8,129.31** |

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