

Regular Payments for approval as a group under Financial Regulations 5.6 and 5.7

Date approved:

Item 9.1 Meeting 8 May 2025

Item	Payee	Direct debit?	C/S*	Amount £	Budget heading	Initial to approve
Salary	K Rixson		C	Variable dependent on hours worked	Staff costs	
Contributions to pension scheme	NEST pensions	yes	C	Variable according to salary	Staff costs	
PAYE (Tax and National insurance payments)	HMRC	yes	S	Variable according to salary	Staff costs	
Clerk's training/development costs	Provider or reimbursement to K Rixson		C	Variable according to annual budget, subject to prior approval of training/development	Training, legal materials	
Parish Online mapping software	Geosphere Ltd		C	60 annual sub (current rate)	Office expenses/regular bills	
Website/domain/e-mail hosting	Mythic Beasts Ltd		C	Variable dependent on storage requirements	Office Expenses/regular bills	
Software (plug-in) for website document organisation	Barn2		C	£89 plus £17.80 VAT current annual subscription	Office expenses/regular bills	
Bank charges	Unity Trust Bank	yes	C	72 pa billed monthly	Bank charges/regular bills	
Internal auditor's fee	Per Pro Services Ltd		C +S	Variable based on time taken, approx £35 per hr x 3-5 hrs to include inspection of Village Hall accounts	Legal liabilities	
Grass -cutting	Thornwood Garden Maintenance Ltd		C	75 +VAT per cut	Hedgeand grass cutting/maintenance	
External auditor's fee	PKF Littlejohn		S	Required only if full audit required	Legal liabilities	
Information Commissioner's Office registration fee	ICO	yes	S	47 pa billed by DD April	Legal liabilities	
Election costs incurred by district council	Uttlesford District Council		S	Four-yearly, or when a poll takes place, calculated by District Council	Legal liabilities	
Clerk's SLCC membership	Soc of Local Council Clerks		C	approx 80 for 2024. Variable according to salary	Subscriptions	
RCCE dual hall and PC membership	RCCE			87.50 + VAT 2025 rate	Subscriptions	
EALC and NALC combined sub	EALC		R	197 pa 2025 rate. Relates to number of electors. Includes legal advice.	Subscriptions	
Uttlesford Assocn of Local Councils	UALC		R	5 pa	Subscriptions	
Campaign for Protection of Rural England	CPRE		R	minimum 36, paid 60 in 2024	Subscription/donation	
Hundred Parishes Society	Hundred Parishes Society		R	12 pa	Subscription/donation	
Friends of Historic Essex	FHE		R	10 pa. Recognises free archiving by Essex Records Office	Subscription/donation	

\* C = contractual S = statutory R = regular