PORLOCK PARISH COUNCIL
DRAFT SCHEDULE OF PAYMENTS
As of 3 November 2026

Items in red have been added or changed

ID	Category	Payee	Type	Frequency	Amount *exc VAT	Exclusions / Notes / Approval
01	Salaries	Various	BACS	Monthly		E - Overtime & Expenses
02	Electricity (OSC)	Octopus Energy	DD	Monthly		
03	Electricity (Doverhay)	Octopus Energy	DD	Monthly		
04	Electricity (Library)	Octopus Energy	DD	Monthly		
05	Water (OSC)	Water2 Business	DD	Biannual		
06	Water (Doverhay)	Water2 Business	DD	Biannual		
07	Water (Cemetery)	Water2 Business	DD	Annual		
08	Pensions	Nest	DD	Monthly		
09	PAYE/NI	HMRC	BACS	Monthly	£1504.31	Month 7
10	Payroll Services	Dorrill Accountancy	BACS	Quarterly		
11	Telephone & Broadband	Vodafone	DD	Monthly-V	£97.59	N- plus out of plan charges
12	Grounds maintenance	Alan Binding	BACS	Monthly		E- Not in budget/EMR
13	IT Provision	John Finch Computers	DD	Monthly	£196.45	E- Non contractual work
14	Website provision	Parish Council Websites	SO	Monthly	£30.00	E- Non contractual work
15	Website Domain	Parish Council Websites	BACS	Annual		
~~16~~	~~Website Build/Migration~~	~~Parish Council Websites~~	~~BACS~~	~~One off~~		Moved to one off payments
17	Public Toilet Cleaning	M Jones	BACS	Monthly		N- weekly £101.25
18	Bank Charges	Unity	DD	Monthly	£14.20	N- Based on transactions
19	Credit Card	Lloyds	DD	Monthly	£168.52	N- Limit £500
20	B/Rates – OSC	Somerset Council	BACS	Monthly	£619.00	E- Feb & Mar
21	B/Rates – Doverhay	Somerset Council	BACS	Monthly	-	
22	B/Rates - Cemetery	Somerset Council	BACS	Monthly	£64.00	E- Feb - Mar
23	B/Rates – High Bank	Somerset Council	BACS	Annually		N- Vacant spaces
24	Office Printer	RICOH	BACS	Quarterly		N- plus Print
25	Sanitary Waste - D/hay	PHS	BACS	Annual		N+ Annual duty of care
26	Sanitary Waste - OSC	PHS	BACS	Annual		N+ Annual duty of care
27	Commercial Waste	Better Waste Solutions	DD	Monthly	£37.99	N+ Excess weight & ADoC
28	Window cleaning	Clean it windows	BACS	6 weekly		N+ Gutter & Panels PA
29	Library Books	Browns Books	BACS	Various		
30	Supplies	Porlock Hardware	BACS	Monthly		E- Not in budget/EMR
31	Supplies	Miles Tea & Coffee	BACS	Monthly		E- Not in budget/EMR
32	Supplies	Tool Station	BACS	Monthly		E- Not in budget/EMR
33	Annual Registration	Info Commissioners Off	DD	Annual		N- Based on 25/26
~~34~~	~~Watering Contract~~	~~A Toeman~~	~~BACS~~	~~Monthly~~		~~C-2026-043-13~~
35	Watering Contract	L Crabb	BACS	Monthly		C-2026-043-13
36	Supplies	CRS Building Supplies	BACS	Monthly		E- Not in budget
37	Supplies	Staples	BACS	Monthly		E- Not in budget/EMR
38	Supplies	Viking	BACS	Monthly		E- Not in budget/EMR
39	Alarm & Fire systems	Coomber Security	BACS	Various		E- Not in budget/EMR
40	Wood Pellets	Land Energy	BACS	Various		E- Not in budget/EMR
41	Training	SALC	BACS	Various		E- Not in budget/EMR
42	Rialtas	Cloud & Software	BACS	Annual		N-Budget
43	Geoxphere	Parish Online	BACS	Annual		N-Budget
44	Room Hire	Porlock Village Hall	BACS	Various		N-Budget
45	Membership	SALC	BACS	Annual		N-Budget
46	Supplies	WS Garden Centre	BACS	Various	-	N-Budget/EMR/DoA
47	Signage	Active Signs	BACS	Various	-	N-Budget/EMR/DoA
48	Street Furniture	Glasdon	BACS	Various	-	N-Budget/EMR/DoA

Chair: _____ RFO: _____ Dated 11 November 2026

Duncan McCanlis Johnathan Jones

Draft schedule of payments continued...

ID	Category	Payee	Type	Frequency	Amount *exc VAT	Exclusions / Notes / Approval
49	Elections	Somerset Council	BACS	Various		N-Budget/EMR/DoA
50	Printing	Porlock Vale Newsletter	BACS	Various		N-Budget/EMR/DoA
51	Supplies	Jewson	BACS	Various		N-Budget/EMR/DoA
52	Supplies	Screwfix	BACS	Various		N-Budget/EMR/DoA
53	PER Line	Tamar Telecomms	BACS	Monthly	£6.00	N-Budget/EMR/DoA

One off authorised payments (Previously approved or within agreed budget/EMR awaiting payment)

Company	Activity	Amount (exc VAT)	Notes/Authorisation Ref:
Website Build/Migration	Parish Council Websites	£749.00	C-2024-512-33 / EMR 321
Land Energy	Hopper Service	£850.00	C-2025-249-16a / EMR 321
Fine Memorials	Memorial Inspection 2024	£1092.00	C-2025-226-13c EMR 326
Budget	Annual Weeding	£600	206/4121
Budget	Jubilee Garden Maintenance	£500	206/4121
Budget	Carry out feasibility and design report of the Old School Centre Pond project	£250	EMR 321 (£150 Paid for design)
Memorial Worx	Phase 2 Part 2 Memorial Restoration	£3,055.00	C-2026-018-18B
J Chilcott	Cemetery Shed Doors	£520.00	C-2026-018-18C
Memorial Worx	Phase 2 Part 2b Memorial Restoration	£1,120.00	BM-2026-008
Memorial Worx	Memorial Inspections 2026	£2,000.00	C-2026-071-15B (limited budget)
Scribe	Accounts 2027 - One off fee	£1,346.00	C-2026-071-15D
Somerset Water Services	Replacement of water pipes OSC	£3,000.00	EMR/General Reserves
Budget	Reinstating water supply OSC	£2,252.48	EMR/General Reserves
JF Computers	Monitors	£494.62	FH-2026-034-12b – 101/4033/321
Civic-ly	Asset Management Software/App	£499.00 £66.00	C-2026-125-19 101/4031/321 C-2026-125-19 101/4031
Dartmoor Tree Surgery	Tree Works	£1865.00 £1,035.00	C-2026-124-18v 206/4117 C2026-124-18avi 207/4117
Advanced Arboriculture	Tree works License submissions	£150.00	C2024-124-18b 206/4117
Parish Council's Websites	PER Website build and maintenance	£495.00	C2024-124-18c 101/4034/340
General Reserves	OSC Steps Noticeboards	£2200.00	C2026-126-20 207/4049/310
JF Computers	Docking Station	£92.73	RFO 5.15
Tolhurst Heating	Boiler Repairs	£653.00	RFO 5.18

Payments requiring authorisation

Company	Activity	Amount (exc VAT)	Notes

Budget requests requiring authorisation

Budget/Nominal Code	Activity	Amount (exc VAT)	Notes

Chair: _____ RFO: _____ Dated: 11 November 2026

Duncan McCanlis Johnathan Jones