

PORLOCK PARISH COUNCIL DRAFT SCHEDULE OF PAYMENTS

7 July 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	£76.43	
04	Electricity (Library)	Octopus Energy	DD	Monthly	£26.45	
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	£1350.76 £472.80 £20.42	Month 3 Under payment Charges
10	Payroll Services	Dorrill Accountancy	BACS	Quarterly	-	
11	Telephone & Broadband	Vodafone	DD	Monthly-V	-	N- plus out of plan charges
12	Grounds maintenance	Alan Binding	BACS	Monthly	£1,684.00	E- Not in budget/EMR
13	IT Provision	John Finch Computers	DD	Monthly	£184.86	E- Non contractual work
14	Website provision	Parish Council Websites	BACS	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	-	C202451233
17	Public Toilet Cleaning	M Jones	BACS	Monthly	£292.92	N- weekly £101.25
18	Bank Charges	Unity	DD	Monthly	£14.80	N- Based on transactions
19	Credit Card	Lloyds	DD	Monthly	-	N- Limit £500
20	B/Rates – OSC	Somerset Council	BACS	Monthly	£619.00	E- Feb & Mar
21	B/Rates – Doverhay	Somerset Council	BACS	Monthly	£0.00	
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	£217.26	N- plus Print
25	Sanitary Waste - D/hay	PHS	BACS	Annual	£87.83	N+ Annual duty of care
26	Sanitary Waste - OSC	PHS	BACS	Annual	£87.83	N+ Annual duty of care
27	Commercial Waste	Better Waste Solutions	DD	Monthly	£39.91	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	£81.06	E- Not in budget/EMR
31	Supplies	Miles Tea & Coffee	BACS	Monthly	£25.75	E- Not in budget/EMR
32	Supplies	Tool Station	BACS	Monthly	-	E- Not in budget/EMR
33	Annual Registration	Info Commissioners Off	DD	Annual	£47.00	N- Based on 25/26
34	Watering Contract	A Toeman	BACS	Monthly	£50.84	C-2026-043-13
35	Watering Contract	L Crabb	BACS	Monthly	£203.36	C-2026-043-13
36	Supplies	CRS Building Supplies	BACS	Monthly	£12.44	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	£35.00 £70.00	E- Not in budget/EMR
42	Riattas	Cloud & Software	BACS	Annual	-	
43	Geosphere	Parish Online	BACS	Annual	-	
44	Room Hire	Porlock Village Hall	BACS	Various	-	

Chair: _____
Duncan McCanlis

RFO: _____
Johnathan Jones

Dated 10th June 2026

Draft schedule of payments continued...

ID	Category	Payee	Type	Frequency	Amount *exc VAT	Exclusions / Notes / Approval
45	Membership	SALC	BACS	Annual	-	
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
49	Somerset Council	Elections	BACS	Various	£200.00	N-Budget/EMR/DoA
50	Porlock Vale Newsletter	Printing	BACS	Various	£99.70	N-Budget/EMR/DoA
51	Supplies	Jewson	BASC	Various	£28.94	E- Not in budget

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	C202451233 / EMR 321
Land Energy	Hopper Service	£850.00	C202524916a / EMR 321
Coomber Security	Fire Training	£350.00	C202526613b / 100/4050
Fine Memorials	Memorial Inspection 2024	£1092.00	C202522613c 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)
Budget	Hire of equipment to host a Dark Skies event October 2026	£1500	EMR 327
Memorial Worx	Phase 2 Part 2 Memorial Restoration	£3055.00	C2026018-18B
J Chilcott	Cemetery Shed Doors	£520.00	C2026018-18C
A Toeman	Inclusion of Public Liability Ins	£100.00	C-2026-043-13
L Crabb	Inclusion of Public Liability Ins	£100.00	C-2026-043-13
M Perkins	Country Fair x 8 Hours	£124.48	Library stall 2026
Budget	Porlock Fair	£250.00	EMR 321
Exmoor Printers	Wilder Churches Signs	£82.50	FR5.15 RFO
Memorial Worx	Phase 2 Part 2b Memorial Restoration	£1120.00	BM-2026-008

Payments requiring authorisation

Company	Activity	Amount (exc VAT)	Notes
Minehead Eye	Quarterly Sponsorship Q2 - 2026	£856.44	Porlock Youth Club
War Memorial Restoration Company	Annual Maintenance Programme	£2,495.00	BM-2026-012 (202/4129)
Memorial Worx	Memorial Inspections 2026	£2,000.00	FH-2026-009 (limited budget)
Scribe	Accounts software change April 2027	£253.00	FH-2026-017 (101/4031)
Watson Electrical	Old School Centre Emergency Lighting	£1,912.30	EMR 321 (207/4504)

Budget requests requiring authorisation

Budget/Nominal Code	Activity	Amount (exc VAT)	Notes

Chair: _____
Duncan McCanlis

RFO: _____
Johnathan Jones

Dated 8th July 2026