

PORLOCK PARISH COUNCIL

DRAFT SCHEDULE OF PAYMENTS

As of 14 October 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	£5,172.38	E - Overtime & Expenses
02	Electricity (OSC)	Octopus Energy	DD	Monthly	£58.77	
03	Electricity (Doverhay)	Octopus Energy	DD	Monthly	£105.40	
04	Electricity (Library)	Octopus Energy	DD	Monthly	£37.52	
05	Water (OSC)	Water2 Business	DD	Biannual	£783.09	
06	Water (Doverhay)	Water2 Business	DD	Biannual	£576.09	
07	Water (Cemetery)	Water2 Business	DD	Annual	-	
08	Pensions	Nest	DD	Monthly	£377.76	
09	PAYE/NI	HMRC	BACS	Monthly	£1,392.66 £1,566.94 £1,856.03	Month 4 (DD not taken) Month 5
10	Payroll Services	Dorrill Accountancy	BACS	Quarterly	-	
11	Telephone & Broadband	Vodafone	DD	Monthly-V	£95.36	N- plus out of plan charges
12	Grounds maintenance	Alan Binding	BACS	Monthly	£1,724.00	E- Not in budget/EMR
13	IT Provision	John Finch Computers	DD	Monthly	£232.45	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~~	-	Moved to one off payments
17	Public Toilet Cleaning	M Jones	BACS	Monthly	£437.90	N- weekly £101.25
18	Bank Charges	Unity	DD	Monthly	£13.90	N- Based on transactions
19	Credit Card	Lloyds	DD	Monthly	£345.12	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	£173.58	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	£22.10	E- Not in budget/EMR
31	Supplies	Miles Tea & Coffee	BACS	Monthly	£19.60	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	£300.00	C-2026-043-13
36	Supplies	CRS Building Supplies	BACS	Monthly	£21.41 £27.04	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	£218.40	E- Not in budget/EMR
40	Wood Pellets	Land Energy	BACS	Various	-	E- Not in budget/EMR
41	Training	SALC	BACS	Various	£15.00	E- Not in budget/EMR
42	Riattas	Cloud & Software	BACS	Annual	-	N-Budget
43	Geosphere	Parish Online	BACS	Annual	-	N-Budget
44	Room Hire	Porlock Village Hall	BACS	Various	-	N-Budget
45	Membership	SALC	BACS	Annual	-	N-Budget

Chair: _____
Duncan McCanlis

RFO: _____
Johnathan Jones

Dated 14 October 2026

Draft schedule of payments continued...

ID	Category	Payee	Type	Frequency	Amount *exc VAT	Exclusions / Notes / Approval
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	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	£59.31	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
Watson Electrical	Old School Centre Emergency Lighting	£1,912.30	EMR 321 (207/4504)
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
Tamar Telecomms	Porlock Emergency Response Line	£6.00 pm	101/4034/EMR 340
PKF Littlejohn	External Auditor	£630.00	Budget
Advanced Arboriculture	Tree Survey	£1390.00	C2026050-19
Alan Binding	Extra grass cutting & ditch clearance	£300.00	RFO 5.15
Andy Bamber	Expenses – Mileage	£8.25	RFO 5.15

Payments requiring authorisation

Company	Activity	Amount (exc VAT)	Notes
Minehead Eye	Quarterly Sponsorship	£856.44	Agenda Item 9 (104/4282/330)
Dartmoor Tree Surgery	Tree Works	£2,900.00 £1,035.00	Agenda Item 18av (Split/4117) Agenda Item 18avi (207/4117)
Advanced Arboriculture	Tree works License submissions	£150.00	Agenda Item 18b (206/4117))
Parish Council's Websites	PER Website build and maintenance	£495.00	Agenda Item (EMR 340)
Civic-ly	Asset Management Software/App	£499.00 £66.00	Agenda Item 19 (101/4031/321) Agenda Item (101/4031)

Budget requests requiring authorisation

Budget/Nominal Code	Activity	Amount (exc VAT)	Notes
207/	OSC Steps Noticeboards	£2200.00	2027-28 Working draft budget

Chair: _____
Duncan McCanlis

RFO: _____
Johnathan Jones

Dated: 14 October 2026