PORLOCK PARISH COUNCIL
DRAFT SCHEDULE OF PAYMENTS
November 2025 (DRAFT 07/11/25)

Authorised regular & contractual payments new additions

Category	Payee	Type	Frequency	Amount *exc VAT	Exclusions/Notes
Salaries	Various	BACS	Monthly	Variable	Overtime & Expenses
Electricity (OSC)	Octopus Energy	DD	Monthly	Variable	
Electricity (Doverhay)	Octopus Energy	DD	Monthly	Variable	
Electricity (Library)	Octopus Energy	DD	Monthly	Variable	
Water (OSC)	Water2 Business	DD	Biannual	Variable	
Water (Doverhay)	Water2 Business	DD	Biannual	Variable	
Water (Cemetery)	Water2 Business	DD	Annual	Variable	
Pensions	Nest	DD	Monthly	Variable	
PAYE/NI	HMRC	BACS	Monthly	Variable	
Payroll Services	Dorrill Accountancy	BACS	Quarterly	Variable	Jun/Sep/Dec/Mar
Telephone & Broadband	Vodafone	DD	Monthly	Variable	
Grounds maintenance	Alan Binding	BACS	Monthly	£1,684.0	Dec & Jan + Extras
IT Provision	John Finch Computers	DD	Monthly	£165.00*	Non contractual work
Website provision	Parish Council Websites	BACS	Annually	£300.00	Non contractual work
Website Build/Migration	Parish Council Websites	BACS	One off	£749.00	
Public Toilet Cleaning	M Jones	BACS	Monthly	£405.00	
Bank Charges	Unity	DD	Monthly	Variable	
Credit Card	Lloyds	DD	Monthly	Variable	
Business Rates	Somerset Council	BACS	Variable	Variable	
B/Rates – OSC	Somerset Council	BACS	Annually	Variable	
B/Rates – Doverhay	Somerset Council	BACS	Annually	Variable	
B/Rates - Cemetery	Somerset Council	BACS	Annually	Variable	
B/Rates – High Bank	Somerset Council	BACS	Annually	Variable	Rented spaces
Office Printer	RICOH	BACS	Quarterly	Variable	Hire & print
Sanitary Waste - D/hay	PHS	BACS	Monthly	£146.38	
Sanitary Waste - OSC	PHS	BACS	Monthly	£17.53	Annual duty of care
Commercial Waste	Better Waste Solutions	DD	Monthly	£51.34	Excess weight charge
Window cleaning	Clean it windows	BACS	6 weekly	£46.00	+ Gutter & panels annual
Library Books	Browns Books	BACS	Various	Variable	
Supplies	P/lock Home&Hardware	BACS	Monthly	Variable	Over £200 / not in budget
Supplies	Miles Tea & Coffee	BACS	Monthly	Variable	Over £200 / Not in budget
Supplies	Tool Station	BACS	Monthly	Variable	Over £200 / Not in budget
Annual Registration	Info Commissioners Off	DD	Annual	£52.00	
Watering Contract	A Toeman	BACS	Monthly	Variable	Nov-Mar
Watering Contract	L Crabb	BACS	Monthly	Variable	Nov-Mar
Supplies	CRS Building Supplies	BACS	Monthly	Variable	
Supplies	Staples	BACS	Monthly	Variable	
Supplies	Viking	BACS	Monthly	Variable	Over £200 / not in budget
Alarm system	Coomber Security	BACS	Various	Variable	Over £200 / not in budget

One off authorised payments

Company	Activity	Amount (exc VAT)	Notes

Payments requiring authorisation

Company	Activity	Amount (exc VAT)	Notes

Chair: _____ RFO: _____ Dated 9th July 2025

Duncan McCanlis Johnathan Jones