PORLOCK PARISH COUNCIL
DRAFT SCHEDULE OF PAYMENTS
DECEMBER 2025 (DRAFT 05/12/25)

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	£74.50	
Electricity (Doverhay)	Octopus Energy	DD	Monthly	£90.77	
Electricity (Library)	Octopus Energy	DD	Monthly	£56.45	
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	£1348.43	
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	£11.85	
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		Annual duty of care
Commercial Waste	Better Waste Solutions	DD	Monthly	£35.50	Excess weight charge
Window cleaning	Clean it windows	BACS	6 weekly	£42.00	+ Gutter & panels annual
Library Books	Browns Books	BACS	Various	Variable	
Supplies	Porlock Hardware	BACS	Monthly	£6.80	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	Exc Nov-Mar
Watering Contract	L Crabb	BACS	Monthly	Variable	Exc 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 (Previously approved or within agreed budget/authority)

Company	Activity	Amount (exc VAT)	Notes
Fine Memorials	Memorials Safety Work Cemetery	£4,690.00	C-2025-116-16a - EMR 326
S McCanlis	Refreshments - Cake ingredients	£11.73	Apple Day – EMR 327
A Bamber	Workwear/PPE	£89.96	100/4090
SALC	Training	£20.00	100/4050
Somerset Council	Free Parking 13th December	£81.60	LNS - EMR 327
Start Traffic Ltd	Flood Equipment	£199.50	Flood Grant - EMR 340
Workwear Express Ltd	Flood PPE	£679.40	Flood Grant - EMR 340

Payments requiring authorisation

Company	Activity	Amount (exc VAT)	Notes
Paul Russell	Internal auditor for 2025/26	£295.00	(101/4041)
Coomber Security	Fire Warden Training	£350£500	(100/4050)
Fine Memorials	Memorials Inspection 2024	£1,092.00	Outstanding Payment – EMR 326

Chair: _____ RFO: _____ Dated 9th July 2025

Duncan McCanlis Johnathan Jones