

SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during May 2022
– for authorisation by the Council at its meeting on 3 May 2022.**

Description	Amount	Method	Budget heading
May staff costs inc. salary, pension, HMRC tax and National Insurance	2185 estimate, 2200 maximum	Online BACS	Office staff
April staff costs (Retrospective) inc. staff hours increase & National Insurance increase	£335	Online BACS	Office staff
May SCA Hall hire	30 estimate, 40 maximum	Online BACS	Hall hire
May inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
May Ambience Landscapes churchyard maintenance	155 (inc VAT) estimate 170 (inc VAT) maximum	Online BACS	Churchyard Maintenance

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

Date: 06.04.22 £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 3 May 2022.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....