

# SALTFORD PARISH COUNCIL

Schedule of regular expenditure during November 2023  
– for authorisation by the Council at its meeting on 7 November 2023.

Description	Amount	Method	Budget heading
November staff costs total inc. salary, pension, HMRC tax and National Insurance (inc. NJC backpay to April 2023)	3675 estimate, 3800 maximum	Online BACS	Office staff
November SCA Hall hire	40 estimate 60 maximum	Online BACS	Hall hire
November inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
November Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
November monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
Stationary, IT supplies, and postage	10 estimate 60 max	Online BACS / Clerks expenses	General Administration

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

**Date: 30.10.23**                      **Amount: £5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7 November 2023.

SIGNED.....                      DATE:.....  
CHAIR / VICE-CHAIR