

# SALTFORD PARISH COUNCIL

**Schedule of annual expenditure from 1 April 2026 to 31 March 2027  
– for authorisation by the Council at its meeting on 31 March 2026.**

<b>Description</b>	<b>Amount per annum</b>	<b>Amount per calendar month</b>	<b>Method</b>	<b>Budget heading</b>
Staff costs total inc. salary, pension, HMRC tax, National Insurance etc. (paid monthly)	£41,000 maximum	£3,000 estimate, £3,200 maximum	Online BACS	Office staff
SCA Hall hire (paid monthly)	£600 estimate £700 maximum	£45 estimate £150 maximum	Online BACS	Hall hire
inTouch Communications Ltd phone system (paid monthly)	£330 estimate £400 maximum (inc. VAT)	£27 estimate £35 maximum (inc VAT)	Direct Debit	General Administration
Ambience Landscapes churchyard maintenance (paid monthly)	£2,500 maximum (inc.VAT)	£205 maximum (inc. VAT)	Online BACS	Churchyard Maintenance
One Drive (paid monthly)	£25 estimated £50 maximum (inc VAT)	£2 estimate £3 maximum (inc. VAT)	Direct Debit	General Administration
Stationary, IT supplies, printing & postage, office equipment + as appropriate (paid monthly)	£500 estimated £2,000 maximum (inc. VAT)	£25 estimate £200 maximum (inc. VAT)	Online BACS / Clerks expenses	General Administration
Bank account fee & electronic payments banking fee (paid monthly)	£60 estimated £180 maximum	£5 estimated £15 maximum	Online BACS	General Administration
Payroll services (paid quarterly)	£180 estimated £350 maximum	£15 estimated £25 maximum	Online BACS	General Administration
Chair's Allowance (paid quarterly)	£300 maximum (paid quarterly)	£25 maximum	Online BACS	Chair's Honorarium

Sums that have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure will be noted on Full Council minutes.

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 31 March 2026.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR