

Saltford Parish Council Annual Schedule of Expenditure
1 April 2026 to 31 March 2027
Amended and authorised by the Council on 8 September 2026.

Description	Amount per annum	Amount per calendar month	Method	Budget heading
Staff costs total inc. salaries, pensions, HMRC tax, National Insurance etc. (paid monthly)	£47,000 estimate £48,000 maximum	£4,700 estimate, £5,000 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) (inc. VAT)	£350 estimate £400 maximum	£29 estimate £35 maximum	Direct Debit	General Administration
Ambience Landscapes churchyard maintenance (paid monthly) (inc.VAT)	£2,500 maximum	£205 maximum	Online BACS	Churchyard Maintenance
One Drive (paid monthly) (inc VAT)	£25 estimated £50 maximum	£2 estimate £3 maximum	Direct Debit	General Administration
Stationary, IT supplies, printing & postage, office equipment + as appropriate (paid monthly) (inc. VAT)	£500 estimated £2,000 maximum	£25 estimate £200 maximum	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)	£300 estimated £400 maximum	£25 estimated £125 maximum	Online BACS	General Administration
Annual Morse website costs (estimated) (inc. VAT): Website hosting £195 Domain hosting £45 Accessibility plug-in £85 Security licence £180	£500 estimated £650 maximum	N/A (annual payments)	Online BACS	Publicity
Chair's Allowance (paid quarterly)	£300 maximum (paid quarterly)	£25 maximum	Online BACS	Chair's Honorarium
Information Commissioners Office (ICO) data protection fee (paid annually)	£47 estimated £55 maximum	N/A (annual payment)	Direct Debit	General Administration

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 8 September 2026.

SIGNED..... Chair / Vice Chair

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