

REGULAR PAYMENTS SCHEDULE						
( To comply with Financial Regulations - 5.6)						
Service	Payee	Frequency	Amount	Method		
Telephone (all properties)	BT	Monthly	Variable - dependant on usage	DD		
Mobile telephone	Plan.com	Monthly	£240.77	DD		
Gas supply (All properties)	Crown Gas Ltd	Monthly	Variable - Meter readings provided	DD		
Vehicle rental - DN66 UTC	PSA Finance UK Ltd	Monthly	£286.61	DD		
Vehicle rental - CU68 VMD	Days Rental	Monthly	£417.98	DD		
Vehicle rental - CV18 HSN & CV18 XEN	Days Rental	Monthly	£847.73	DD		
Childcare vouchers	Computershare	Monthly	£47.39	DD		
Severn Park car park - Card payments						
	AIB Merchant Services Ltd	Monthly	Variable - dependant on usage	DD		
Franking machine top up	Pitney Bowes-Purchase					
	Power	Monthly	Variable - dependant on usage	DD		
Fuel for vehicles - Grounds	UK Fuels Ltd	Monthly	Variable depending on usage	DD		
Telephone equipment rental	PEAC (UK) Ltd	Quarterly	£150.44	DD		
Computer rental/IT support/Backup	United UK LLP	Monthly	£825.60	DD		
Bank charges	HSBC	Monthly	£5.50	DD		
Bank charges - Auto transfer fee	HSBC	Monthly	£20.00	DD		
Bank charges	Unity Trust	Quarterly	Variable - dependant on income paid in	DD		
Photocopier rental						
	Siemens Financial Services	Quarterly	£343.20	DD		
Franking machine rental						
	Pitney Bowes Finance Ltd	Quarterly	£52.52	DD		
Payroll	Staff	Monthly	Variable - depending on overtime payments	BACS		
PAYE/NI	HMRC	Monthly	Variable	BACS		
Pension						
	Shropshire County					
	Pension Fund	Monthly	Variable - dependant on salary	BACS		
Unison subs	Unison	Monthly	£42.75	BACS		
Pension deficit	Shropshire County					
	Pension Fund	Monthly	£1,740.00	Standing order		

Imprest	Petty cash	Monthly	Variable dependant on spend	Cheque
Insurance	Zurich	Annual	3 year contract - £16,500	Cheque
Domestic Rates - Public Toilets	Shropshire Council	Monthly x 10	£632.00	Cheque
Domestic Rates (all properties)	Shropshire Council	Biannual	£6,551.00	Cheque
Severn Park car park - Phone payments	Chipside Ltd	Monthly	Variable - dependant on usage	Cheque
Electricity supply	SSE Ltd	Quarterly	Variable - Meter readings provided	Cheque
Street lighting electric - Unmetered supply	Npower Ltd	Quarterly	Approx £3000.00	Cheque
Christmas lights electric - Unmetered supply	Npower Ltd	Annual	Approx £250.00	Cheque
Water rates (all properties)	Water Plus Ltd	Quarterly	Variable - Meter readings provided	Cheque
Public Toilets - maintenance contract	Healthmatic Ltd	Quarterly	£7,200.00	Cheque
External Audit	PKF Littlejohn	Annual	£1,600	Cheque
Internal Audit	To be appointed	Annual	£1,300.00	Cheque
VAT Partial Exemption				
Year End closedown	DCK Accounting Solutions	Annual	£468	Cheque
Omega/Bookings/Cemetery software/support	RBS Software Solutions	Annual	£720 - based on 2018/2019	Cheque
Affiliations fees	RBS Software Solutions	Annual	£945.00	Cheque
Data protection fee	SALC	Annual	Based on electors - Approx £2000	Cheque
Cemetery membership	ICO	Annual	40 - based on 2018/2019	Cheque
Market subscription	ICCM	Annual	95 - Based on 2018/2019	Cheque
Severn Park - Mobile toilets	NABMA	Annual	358 - Based on 2018/2019	Cheque
CCTV maintenance contract	Space Mobiles Ltd	Monthly	£70.00 per week	Cheque
Cleaning (all properties)	Technical Services Ltd	Annual	4900 - Based on 2018/2019	Cheque
Christmas lights installation	Provac Cleaning Services Ltd	Monthly	£264.79 per week	Cheque
Severn Park rent	Lightwire Ltd	Annual	3 year contract - £15,450	Cheque
Bridgnorth floral	Williams & Co Solicitor	Biannual	£23,905	Cheque
Gas safety check - Castle Hall - Cooker	To be appointed	Annual	Approx £12,000	Cheque
Loler inspection - Harness check	Abraxas	Annual	£200 - based on 2018/2019	Cheque
Fire alarm checks (all properties)	J Rooke	Annual	£225 - based on 2018/2019	Cheque
Allotment rent	Bryland Fire Ltd	Biannual		Cheque
	Gouldburn Settled			
	Esates	Annual	£100.00	Cheque

Website security	Hunter Bevan Ltd	Biannual	£120.00	Cheque
Service of life jackets	Marine Warehouse Ltd	Annual	Approx £200.00	Cheque
Waste disposal	Veolia	Monthly	Approx £380.00	Cheque
Waste/sanitary disposal (all properties)	PHS Group	Annual	Approx £940.00	
Rospa Inspection	Playsafety Ltd	Annual	£331 - based on 2018/2019	Cheque
Licence - Castle Hall	PRS for Music	Annual		Cheque
Test lightning system - Town Hall/Clock Tower				
	PTSG Electric Services Ltd	Annual	£120 - Based on 2018/2019	Cheque
Wedding Licences-Town Hall/Castle Hall	Shropshire Council	Every 3 years	£1,610 each	Cheque
Monitoring of Lavington Gardens	Sladen Associates	Biannual	£360.00	Cheque
Licence - Smart water	Smartwater Technology Ltd	Annual	£546.00	Cheque
Town Clocks - Service agreement	Smith of Derbys	Annual	£500 - 3 year contract	Cheque