

REGULAR PAYMENTS SCHEDULE

(To comply with Financial Regulations - 5.6)

Service	Payee	Frequency	Amount	Method
Gas safety check - Castle Hall - Cooker	Abraxas	Annual	£200 - based on 2018/2019	Cheque
Severn Park car park - Card payments	AIB Merchant Services Ltd	Monthly	Variable - dependant on usage	DD
Fire alarm checks (all properties)	Bryland Fire Ltd	Biannual		Cheque
Telephone (all properties)	BT	Monthly	Variable - dependant on usage	DD
Severn Park car park - Phone payments	Chipside Ltd	Monthly	Variable - dependant on usage	Cheque
Childcare vouchers	Computershare	Monthly	Currently - 47.39	DD
Gas supply (All properties)	Crown Gas Ltd	Monthly	Variable - Meter readings provided	DD
Vehicle rental - CU68 VMD	Days Rental	Monthly	£417.98	DD
Vehicle Rental - CF70FET	Days Rental	Monthly	£323.75	
Vehicle rental - CV18 HSN & CV18 XEN	Days Rental	Monthly	£861.46	DD
Vehicle rental - CF70FET	Days Rental	Monthly	£323.75	DD
VAT Partial Exemption	DCK Accounting Solutions	Annual	£468	Cheque
Photocopier - Service Agreement	Direct Copiers Ltd	Monthly	68.98 & photocopying charge (per sheet)	DD
Allotment rent	Gouldburn Settled Estates	Annual	£100.00	Cheque
Public Toilets - maintenance contract	Healthmatic Ltd	Quarterly	£7,200.00	Cheque
PAYE/NI	HMRC	Monthly	Variable	Cheque
Bank charges	HSBC	Monthly	£6.50	DD
Bank charges - Auto transfer fee	HSBC	Monthly	£20.00	DD
Cemetery membership	ICCM	Annual	£95 - Based on 2020/2021	Cheque
Data protection fee	ICO	Annual	£35 - based on 2020/2021	DD
Loler inspection - Riverside equipment/harnesses, ropes	J Rooke	Bi-annual	£265 - based on 2020/2021	Cheque
Internal Audit	JDH Services Ltd	Annual	£1,300.00	Cheque
Christmas lights installation	Lightwire Ltd	Annual	3 year contract - £15,450	Cheque
Service of life jackets	Marine Warehouse Ltd	Annual	Approx £110.00	Cheque
Market subscription	NABMA	Annual	£369 - Based on 2020/2021	Cheque
Telephone equipment rental	PEAC (UK) Ltd	Quarterly	£150.44	DD
Imprest	Petty cash	Monthly	Variable dependant on spend	Cheque
Waste/sanitary disposal (all properties)	PHS Group	Annual	Approx £940.00	Cheque
Franking machine rental	Pitney Bowes Finance Ltd	Quarterly	£52.52	DD
Franking machine top up	Pitney Bowes-Purchase Power	Monthly	Variable - dependant on usage	DD
External Audit	PKF Littlejohn	Annual	£1,600	Cheque
Mobile telephone	Plan.com	Monthly	£290.42	DD
Rospa Inspection	Playsafety Ltd	Annual	£455 - based on 2020/2021	Cheque
Cleaning (all properties)	Provac Cleaning Services Ltd	Monthly	£212.18 per week - based on 2020/21	Cheque
Licence - Castle Hall	PRS for Music	Annual	£570 - based on 2020/21	Cheque
Test lightning system - Town Hall/Clock Tower	PTSG Electric Services Ltd	Annual	£108 - Based on 2019/2020	Cheque
Year End closedown	RBS Software Solutions	Annual	£672 - based on 2020/2021	Cheque
Omega/Bookings/Cemetery software/support	RBS Software Solutions	Annual	980 - based on 2020/21	Cheque
Affiliations fees	SALC	Annual	Based on electors - Approx £2000	Cheque
Non Domestic rates - Properties	Shropshire Council	Bi-annually	Variable	DD
Non Domestic rates - Public Toilets	Shropshire Council	Bi-annually	Variable	DD
Wedding Licences-Town Hall	Shropshire Council	Every 3 years	£1,700 each - based on 2021 renewal (Town Hall)	Cheque
Pension deficit	Shropshire County Pension Fund	Monthly	£500.00	Standing order
Pension	Shropshire County Pension Fund	Monthly	Variable - dependant on salary	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
Street lighting electric - Unmetered supply	SSE Ltd	Quarterly	Approx £3000.00	DD
Christmas lights electric - Unmetered supply	SSE Ltd	Annual	Approx £250.00	DD
Electricity supply	SSE Ltd	Quarterly	Variable - Meter readings provided	DD
Payroll	Staff	Monthly	Variable - depending on overtime payments	Cheque
CCTV maintenance contract	Technical Services Ltd	Annual	£2950 - Based on 2020/2021	Cheque
Severn Park - Mobile toilets	Telford Toilets Ltd	Monthly	£75.00 per week	Cheque
Bridgnorth floral	To be appointed	Annual	Approx £12,000	Cheque
Fuel for vehicles - Grounds	UK Fuels Ltd	Monthly	Variable depending on usage	DD
Bank charges	Unity Trust	Quarterly	Variable - dependant on income paid in	DD
Waste disposal	Veolia	Monthly	Approx £200.00	DD
Water rates (all properties)	Water Plus Ltd	Quarterly	Variable - Meter readings provided	Cheque
Severn Park rent	Williams & Co Solicitor	Annual	£11,953	Cheque