

REGULAR PAYMENTS SCHEDULE

(To comply with Financial Regulations - 5.6)

Service	Payee	Frequency	Amount	Method
Gas safety check - Castle Hall - Cooker	Abraxas	Annual	£282 - based on 2022/2023	Electronic payment
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		Electronic payment
Telephone (all properties)	BT	Monthly	Variable - dependant on usage	DD
Severn Park car park - Phone payments	Chipside Ltd	Monthly	Variable - dependant on usage	Electronic payment
Gas supply (All properties)	Crown Gas Ltd	Monthly	Variable - Meter readings provided	DD
Vehicle rental - CU71 BJV	Days Rental	Monthly	£449.81	DD
Vehicle rental - CV22 HJN & CV22 HJN	Days Rental	Monthly	£916.00	DD
Vehicle rental - CF70FET	Days Rental	Monthly	£323.75	DD
VAT Partial Exemption	DCK Accounting Solutions	Annual	£492	Electronic payment
Photocopier - Service Agreement	Direct Copiers Ltd	Monthly	68.98 & photocopying charge (per sheet)	DD
Allotment rent	Gouldburn Settled Estates	Annual	£100.00	Electronic payment
Public Toilets - maintenance contract	Healthmatic Ltd	Bi-annual	£22,100.00	Electronic payment
Payroll/Pension/PAYE/NI	Shropshire Council	Monthly	Variable	DD
Bank charges	HSBC	Monthly	Variable	DD
Bank charges - BACS Charge	HSBC	Monthly	Variable	DD
Cemetery membership	ICCM	Annual	£95 - Based on 2022/2023	Electronic payment
Data protection fee	ICO	Annual	£35 - based on 2022/2023	DD
Loler inspection - Riverside equipment/harnesses, ropes	J Rooke	Bi-annual	£300 - based on 2022/2023	Electronic payment
Internal Audit	JDH Services Ltd	Annual	£1125 - based on 2022/2023	Electronic payment
Christmas lights installation	Lightwire Ltd	Annual	3 year contract - £16,216	Electronic payment
Service of life Jackets	Marine Warehouse Ltd	Annual	Approx £105.00	Electronic payment
Market subscription	NABMA	Annual	£384 - based on 2022/2023	Electronic payment
Telephone equipment rental	PEAC (UK) Ltd	Quarterly	£150.44	DD
Imprest	Petty cash	Monthly	Variable dependant on spend	Electronic payment
Waste/sanitary disposal (all properties)	PHS Group	Annual	Approx £1025.00	Electronic payment
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	£1,920	Electronic payment
Mobile telephone	Plan.com	Monthly	£270.00	DD
Rospa Inspection	Playsafety Ltd	Annual	£455 - based on 2020/2021	Electronic payment
Cleaning (all properties)	Provac Cleaning Services Ltd	Monthly	£165 per week plus VAT - based on 2022/23	Electronic payment
Licence - Castle Hall	PRS for Music	Annual	Approx £658 - based on 2020/21	Electronic payment
Test lightning system - Town Hall/Clock Tower	PTSG Electric Services Ltd	Annual	£108 - Based on 2019/2020	Electronic payment
Year End closedown	RBS Software Solutions	Annual	£669.60 - based on 2021/2022	Electronic payment
Omega/Bookings/Cemetery software/support	RBS Software Solutions	Annual	£980 - based on 2021/22	Electronic payment
Affiliations fees	SALC	Annual	Based on electors - Approx £2300	Electronic payment
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)	Electronic payment
Monitoring of Lavington Gardens	Sladen Associates	Biannual	£360.00	Electronic payment
Town Clocks - Service agreement	Smith of Derbys	Annual	£525 - 3 year contract	Electronic payment
Street lighting electric - Unmetered supply	SSE Ltd	Quarterly	Approx £4100.00	DD
Christmas lights electric - Unmetered supply	SSE Ltd	Annual	Approx £450.00	DD
Electricity supply	United Gas & Power	Quarterly	Variable - Meter readings provided	DD
CCTV maintenance contract	Technical Services Ltd	Annual	£2950 - Based on 2020/2021	Electronic payment
Severn Park - Mobile toilets	Telford Toilets Ltd	Monthly	£25.00 per week	Electronic payment
Bridgnorth floral	To be appointed	Annual	Approx £12,000	Electronic payment
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	Variable	DD
Water rates (all properties)	Water Plus Ltd	Quarterly	Variable - Meter readings provided	Electronic payment
Severn Park rent	Williams & Co Solicitor	Biannually	£25502 - based on 2022/2023	Electronic payment
Water rates (Public Toilets)	Everflow Water	Monthly	Variable - Meter readings provided	DD