

Porlock Parish Council



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Payments for approval Dec 2023:

Payment Number	Name	Description	Amount	Reference
	Clerk/RFO	Clerk/RFO Dec salary plus £81 for Nov mileage	*	
	Clerk/RFO	Additional 81.75 hours worked 1 July – 31 Oct	*	
	Clerk/RFO	Travel time 6 hours in Nov	*	
	Admin Officer	Admin Officer Dec salary	*	
	Admin Officer	Additional 11.5 hours worked in Nov (cemetery admin)	*	
	OSC Caretaker	Caretaker Dec salary plus hours worked in Nov	*	
	OSC Cleaner	OSC Cleaner Dec salary	*	
	Library Officer	Library Officer Dec salary	*	
	M Jones	Cleaning of OSC toilets £168.75 Cleaning of DH toilets £337.50 Resources £3.30 Dates:- 30/10 – 27/11	£509.55	
	A Binding	Contract (grass cutting)	£1584	
	Porlock Home & Hardware	Resources Nov	£8.95	
	SLCC	Cemetery Training – Admin Officer InvBK213655-1	£198	
	Safe Options Limited	OSC Metal book cabinet Inv97363	£2019.60	
	HMRC	Monthly PAYE for month 8	£754.80	
	Cleanit Windows	OSC window cleaning Nov 23 Inv07875	£52	
	Tindle Newspapers	Clerk job ad Inv600031072	£240	
	Tindle Newspapers	Clerk job ad £240 LNS ad £66 Inv600031285	£306	
	Tindle Newspapers	LNS Inv600031389	£66	

	E Munro	Face Painting LNS	£70	
	Viking Office UK	Office supplies Inv288450	£26.21	
	Viking Office UK	Office supplies & small filing cabinet Inv3436140	£134.64	
	ThreeAtop Woodland Services	Tree work at Village Hall car park	£990	
	Comber Security	Annual alarm maint & monitoring 1/12/23-30/11/24 Inv227779	£278.40	
	Somerset Council	High Bank Business Rates Bay 3: 31/10/23-31/03/24	£31.29	
	SALC	Procurement training Inv	£30	
	Balcas	Wood pellets for OSC Inv160103	£838.11	
	BettinaSings	Singing at LNS	£75	
	TOTAL:		£8212.55	

*Redacted/not incl in final total. See below - Late Night Shopping Budget

Scroll down

Direct Debit	Bright HR	HR support	£60.00	Direct Debit
Direct Debit	Octopus	Monthly payment for Library, Electricity supply	£138.25	Direct Debit
Direct Debit	Octopus	Monthly Payment for D H Toilets Electricity supply	£86.96	Direct Debit
Direct Debit	Octopus	Monthly Payment for OSC, Electricity supply	£58.93	Direct Debit
Direct Debit	BT	Telephone & Internet for Parish Office/Library	£218.68 tbc	Direct Debit
Direct Debit	Nest	Pension for Clerk	£126.14	Direct Debit
Direct Debit	Lloyds Bank	Credit card monthly bill Dec: Milk/refreshments £18.80 Resources incl xmas tree lights £15.35 MS subs £5.99 Key cutting: £11 Shaws Deed of Grant book £153.60 Register of Burials book £32 LNS advertising boards £240.64 LNS advertising banner numbers £16.45 Monthly fee £3	£496.83	Direct Debit

OCTOPUS / BT / NEST DD variable each month

Invoices are available on request for the above payments.

Other payments may be approved at Full Council as necessary.

Bank balance as at 30 November 2023: Unity current: £85,666.39

Bank balance as at 30 November 2023: Unity Instant Access: £100,000

Bank balance as at 30 November 2023: Nat West Allotment fund: £21,230.08

Petty cash balance as at 30 November 2023: £1.39

Receipts below:

Receipts 1 – 30 November 23:

1/11/23	Permit holder	16.18	High Bank car park permit fee
1/11/23	Permit holder	34.64	High Bank car park permit fee
1/11/23	Permit holder	16	High Bank car park permit fee
3/11/23	Permit holder	17	High Bank car park permit fee
7/11/23	Cash donations	35.02	OSC toilet donations
7/11/23	Cash donations	55.50	DH toilet donations
7/11/23	Cash donations	144.61	VH car park donations
7/11/23	Library fees	80.60	Library fees
16/11/23	Permit holder	14.83	High Bank car park permit fee
27/11/23	*****	90	Interment fees/Memorial fees
TOTAL:		504.38	

LATE NIGHT SHOPPING DEC 2023 BUDGET

Expenditure	Budget
WS Brass Band	180
WS Morris Dancers	95
Other musicians	100
Santa's Grotto	150
Face Painting	90
Santa Festival	30
WSFP advert	110
Posters & banners	300
Batteries for lights	340
Santa Dash	50
Refreshments/for performers	30
Contingency & expenses	25
	1500