

**Easington Parish Council
Payment Schedule**

Date	Description	Trns. No.	Amount	Notes	BudgetAllocation
02/11/2023	October Salaries - All Employees		696.63	Paid 15th of the Month unless a Weekend/Bank Holiday	Salaries
	Microsoft Monthly Payment (Nov 2023)		12.36	(Inc VAT) Clerks Expenses*	M/Soft/Norton
	ERNLLCA - Clerk Training Course		12.00		Training
	SLCC Annual Membership		93.13		ERNLLCA/SLCC
	East Riding Supplies		22.50	Paper x 5 Reams @ 80g	EXPENSES
	Yorkshire & Humber Ground Maintenance		472.50	Final Cuts of Season	GRASSCUTTING

Total Monthly Payments **1309.12**

Notes:

1. *Clerks Expenses are amounts paid by the Clerk personally **12.36**
on behalf of the Parish Council and being reclaimed
2. Salaries are Gross - inclusive of the HMRC Payment (as HMRC payment fluctuates from month to month) and represent All Employees
3. Once Authorised for payment the RFO raises payment and Dual Authorisation is made via Councillor(s) J Clubley, R Clubley or H. Jacobs
4. VAT Section 126 Payments can be reclaimed

Signed:

Date:

Chair of Meeting

Signed:

Date:

**Kim Dalton
Clerk/RFO**

**Signed as Authorisation to pay the above amounts
via Bank Transfer from the Community Account**

Minute Ref: 23/11/