



Buxted Parish Council Regular Payees List

Approved by full council: **8th October 2024**

As detailed within the NALC 2024 Financial Regulations; *‘for each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year’*

PAYEE	DESCRIPTION	FREQUENCY	METHOD
Rebecca Macklen	Salary and Home Office Allowance	Monthly	BACS
Claudine Feltham	Salary and Home Office Allowance	Monthly	BACS
HMRC	PAYE/NI	Quarterly	BACS
Mulberry & Co	Payroll Officer	Quarterly	BACS
East Sussex Pension Fund	Employee and employer pension contributions	Monthly	BACS
SME IT Solutions	Microsoft/email/back ups	Monthly	BACS
T Rosendale	Groundsman (litter picks and play equipment safety checks – carried out fortnightly but paid monthly)	Monthly	BACS
Natwest	Bank charges	Monthly	D/debit
Countrymans	Grass cutting	As required	BACS
North Wealden Community Transport Partnership	Wealdlink Transport Service	Quarterly	BACS
Saunders	Grass Cutting	As required	BACS
Royal Mail Group	PO Box services	Annual	BACS
ICO	Data Registration	Annual	BACS
AJGIBL Gallagher	Insurance	Annual	BACS
Mulberry Local Authority Services	Audit fees	Biannual	BACS
PKF Littlejohn	Audit fees	Annual	BACS
Mulberry Local Authority Services	Training	As required	BACS

ESALC & NALC	Subscription	Annual	BACS
ESALC	Training	As required	BACS
SLCC	Membership	Annual	BACS
RBS	Licence and support agreement	Annual	BACS
Wealden DC	Dog bins	Quarterly	D/Debit

Claudine Feltham

Responsible Finance Officer, Buxted Parish Council, 24th September 2024