West Horsley
Parish Council

LIST OF PAYMENTS FOR AUTHORISATION AT THE MEETING ON 20 FEBRUARY 2024

	Payee	Minute Ref.	Invoice No.	Account Name	Code	Description	Statutory		££ (inc VAT)
1	Surrey Community Action (dd)			Clerks' Salaries	4000	Clerk/Deputy Salaries, Tax & NIC	LGA 1972 s111	£	3,517.46
2	NEST (dd)			Clerks' Pensions	4000/4010	Pensions - employer (£69.50) and employee (£92.65)	LGA 1972 s111	£	162.15
3	GCI/Nasstar	22 170	EC20836884	IT Costs	4160	Office 365	LGA 1972 s111	£	72.72
4	Peach Property Care	22.111		Village Maintenance	4380	Village Warden for February 24	LGA 1972 s111	£	546.00
					4380	- Maintenance (£541)	LGA 1972 s111		
					4467/EMR350	- Light for Storate Container (£5)	LGA 1972 s111		
5	West Horsley Village Hall		R/23/262	Village Hall Hire	4100	Hall Bookings during January 24	LGA 1972 s111	£	103.64
6	Mulberry and Co			Councillor Training	4610/EMR361	In-house Councillor Training Course	LGA 1972 s111	£	609.12
7	Mulberry and Co		51371	Clerks' Training	4620	AGAR and External Audit Training Course	LGA 1972 s111	£	54.00
8	Clare Brown Expenses			Climate Change	4260	Smart Survey and Printing Costs (split with EHPC)	LGA 1972 s111	£	129.00
9	Vision ICT			Clerks' Training	4620	Enhancing Your Website with Tect and Imagery	LGA 1972 s111	£	30.00
10	NJM Guildford Ltd		SI049487	Welcome Pack	4345/EMR337	Print of 50 copies	LGA 1972 s111	£	55.00
11	The Creative Workshop			Newsletter	4310	Bulletin Board Design and Artwork Jan 2024 Issue	LGA 1972 s111	£	84.00
12	The Creative Workshop			Welcome Pack	4345/EMR337	Amend Welcome Pack Jan 2024	LGA 1972 s111	£	42.00
13	Amazon (Hefei Yitongke) (cc)			Bollards	4450	Reflectors for new bollards at Cranmore Lane	LGA 1972 s111	£	28.95
14	Julia McClung Expenses					Expenses	LGA 1972 s111	£	62.93
				Stationery	4180	- Printer costs Nov 23 - Jan 24 (£37.50)			
				IT Costs	4160	- Mailchimp Monthly Fee (£25.43)			
15	Vonage (cc)			Telephone	4170	Call Charges 13/10/23 to 12/02/24	LGA 1972 s111	£	12.14
							TOTAL	**£**	**5,509.11**

Signatory 1:

Name: ..... Signed: ..... Date: .....

Signatory 2:

Name: ..... Signed: ..... Date: .....

West Horsley
Parish Council

LIST OF PAYMENTS AUTHORISED AT MEETING ON 16 JANUARY 2024

	Payee	Minute Ref.	Invoice Reference	Account Name	Code	Description	Statutory Power		££ (inc VAT)
1	Surrey Community Action (dd)			Clerks' Salaries	4000	Clerk/Deputy Salaries, Tax & NIC	LGA 1972 s111	£	3,517.46
2	NEST (dd)			Clerks' Pensions	4000/4010	Pensions - employer (£64.30) and employee (£85.72)	LGA 1972 s111	£	162.15
3	GCI/Nasstar	22 170	EC20827250	IT Costs	4160	Office 365	LGA 1972 s111	£	72.72
4	Peach Property Care	22.111		Village Maintenance	4380	Village Warden for January 23	LGA 1972 s111	£	525.00
5	Mailchimp (cc)	23.028d)		IT Costs	4160	Monthly fee for Mailchimp	LGA 1972 s111	£	25.22
6	West Horsley Village Hall		R/23/332	Village Hall Hire	4100	Hall Bookings during December 23	LGA 1972 s111	£	84.75
7	NJM Guildford Ltd		49372				LGA 1972 s111	£	205.20
				Youth Council	4561/EMR331	- Printing of 450 Good Neighbours Passports (£205.20)			
				Stationery	4180	- Printing of business cards for new councillors/clerk (£54)			
8	Surrey Community Action		INV-7107	Payroll	4120	Payroll for Oct to Dec 23	LGA 1972 s111	£	204.00
9	Mel Beynon Expenses			Small Village Events	4540		LGA 1972 s111	£	215.70
						- Hot chocolate for Lantern Parade (£11.99)			
						- Teddy Bears' Picnic various items (£28.77)			
						- Lantern Parade various items (£174.94)			
10	Mulberry & Co.		22153	Insurance & Audit	4110	£2 underpayment of November invoice	LGA 1972 s111	£	2.00
11	Colin Smith Planning	23.134	22367	Planning	4250/EMR323	Final invoice for Wisley Appeal	LGA 1972 s111	£	606.00
12	Timberwood Tree Care	23.187		Gardening Services	4370/EMR370	Planting of hedge behind Bus Stop on East Lane	LGA 1972 s111	£	630.00
13	R M Issac			Storage Facility	4467	Annual fee for hire of storage container	LGA 1972 s111	£	600.00
14	St Mary's Church	22.208e)		St Mary's Church	4600	Donation as per budget for 23/24	LGA 1972 s214 (6)	£	500.00
15	Cobham Food Bank	22.208e)		Cobham Food Bank	4603	Donation as per budget for 23/24	LGA 1972 s137	£	750.00
16	Surrey Young Carers	22.208e)		Surrey Young Carers	4604	Donation as per budget for 23/24	LGA 1972 s137	£	200.00
17	Safe Drive Stay Alive	22.208e)		Donations	4602	Donation as per budget for 23/24	LGA 1972 s137	£	350.00
18	Guildford Environmental Forum	24.007f)		Subscriptions	4150	Membership renewal	LGA 1972 s111	£	25.00
19	London Greenbelt Council	24.007f)		Subscrpitions	4150	Membership renewal	LGA 1972 s111	£	25.00
20	Ryman (cc)		197/88059490	Stationery	4180	Storage Containers for Youth Council	LGA 1972 s111	£	49.95
21	Majestic Cobham (cc)		197/88059490	Chairman's Allowance	4200	Chairman's Christmas Drinks	LGA 1972 s111	£	92.87
22	Lovelace and Green Ltd (cc)			Chairman's Allowance	4200	Flowers for WHVH Retiring Manager	LGA 1972 s111	£	27.60
23	Lovelace and Green Ltd (cc)			Chairman's Allowance	4200	Gift Wrapping of Flowers	LGA 1972 s111	£	3.50
24	The DefibPad (cc)		DP48144	Defibrillators	4395	Defibrillator Pads for Village Hall	LGA 1972 s111	£	58.55
25	Meadowmania (cc)		106342	Planting of Bulbs	4400	Primrose and Daffodil bulbs	LGA 1972 s111	£	92.09
						TOTAL		**£**	**9,024.76**