

## Payment\_Sheet\_08\_2023\_2024

Items for payment presented to the Finance Committee meeting on Monday 2nd December 2024

Members are requested to authorise the following payments made since the compilation of the agenda for the full council meeting on Monday 11th November and before the compilation of the agenda for the Finance Committee meeting on Monday 2nd December 2024

Minutes reference (where necessary)	Payment to:-	Centre	Charge	Total Payment	Payment date/cheque dated	Payment method	Cost code	Authorised by
	O2 - mobile phone	Telephone	£ 14.35	£ 14.35	01/11/2024	DD	1174	
	ION - PC back up and support	IT Expenditure	£ 161.40	£ 161.40	04/11/2024	DD	1170	
	Deposit refund - inv 7709	Deposits/deposit returns	£ 100.00	£ 116.00	06/11/2024	Faster	520	
	Overpayment refund - inv 7709	Linear Income	£ 16.00		06/11/2024	Faster	2179	
	Deposit refund - inv 7637	Deposits/deposit returns	£ 100.00	£ 100.00	06/11/2024	Faster	520	
	Relyon (43702) - Caretaking Sept	Caretaking	£ 774.00	£ 1,945.18	06/11/2024	Faster	2121	
	Relyon (43702) - Cleaning Sept	Cleaning	£ 816.00		06/11/2024	Faster	2123	
	Relyon (43702) - Caretaking Sept	Cleaning products	£ 166.78		06/11/2024	Faster	2124	
	Relyon (43702) - Caretaking Sept	Office cleaning	£ 188.40		06/11/2024	Faster	1156	
	Caroline Lenaghan - Travel expenses	Staff expenses	£ 12.15	£ 33.58	06/11/2024	Faster	1166	
<b>EMR 323</b>	Caroline Lenaghan - refreshments for events	Events	£ 3.55		06/11/2024	Faster	3210	
	Caroline Lenaghan - Office sundries	Office Sundries	£ 8.40		06/11/2024	Faster	1165	
	Caroline Lenaghan - Centre cleaning products	Cleaning products	£ 9.48		06/11/2024	Faster	2124	
	Sunshine Commercia Service (33145) - Grounds maintenance October	Grass/hedge cutting	£ 387.68	£ 387.68	06/11/2024	Faster	4155	
<b>EMR 321</b>	Mirage Signs (chairman's roll board) final 50%	Community development	£ 427.80	£ 427.80	08/11/2024	Faster	3120	
	Deposit refund - inv 7832	Deposits/deposit returns	£ 100.00	£ 100.00	08/11/2024	Faster	520	

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	Ricoh UK Ltd (102548619) - Rent Oct - Dec	Photocopier	£ 273.49	£ 348.02	08/11/2024	DD	1157	
	Ricoh UK Ltd (102548619) - Clicks Jul - Spt	Photocopier	£ 74.53		08/11/2024	DD	1157	
	British Gas - October	Gas	£ 118.68	£ 118.68	14/11/2024	DD	2146	
<b>EMR 323</b>	Amazon 'lest we forget flag'	Events	£ 14.98	£ 14.98	14/11/2024	CARD	3210	
	Deposit refund - inv 7798	Deposits/deposit returns	£ 100.00	£ 100.00	15/11/2024	Faster	520	
	Deposit refund - inv 7787	Deposits/deposit returns	£ 100.00	£ 100.00	15/11/2024	Faster	520	
	Cathedral Hygiene - qtlly hygiene services	Refuse collection	£ 113.40	£ 113.40	18/11/2024	DD	2162	
	Castle Water	Water	£ 188.85	£ 188.85	29/11/2024	DD	2175	
	Royal British Legion Poppy Appeal - wreath cost and donation	Remembrance wreath	£ 100.00	£ 100.00	21/11/2024	22205	3170	
<b>Minute: EMR 325</b>	New Homes Flooring (South) Ltd - Replacement carpets deposit	Beansheaf Centre Projects	£ 2,643.81	£ 2,643.81	21/11/2024	Faster	5113	
	Deposit refund - inv 7794	Deposits/deposit returns	£ 100.00	£ 100.00	21/11/2024	Faster	520	
	Deposit refund - inv 7708	Deposits/deposit returns	£ 100.00	£ 100.00	21/11/2024	Faster	520	
	Deposit refund - inv 7795	Deposits/deposit returns	£ 100.00	£ 100.00	21/11/2024	Faster	520	
<b>Minute: EMR 326</b>	West Berkshire Council - Contribution to library service	Grants	£ 500.00	£ 500.00	21/11/2024	Faster	3146	
	Frasers - stationery	Stationery	£ 97.33	£ 97.33	21/11/2024	Faster	1169	
<b>Minute: EMR 326</b>	West Berkshire Therapy Centre - Grant award	Grants	£ 500.00	£ 500.00	21/11/2024	Faster	3146	
	Claire Connell - mid-year internal audit	Audit - internal and external	£ 260.00	£ 260.00	21/01/2024	Faster	1102	
<b>Minute: EMR 326</b>	West Berkshire Heritage Forum - Grant award	Grants	£ 50.00	£ 50.00	21/11/2024	Faster	3146	

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EMR 323	Tactical Facilities Management Ltd - litter bag collection (after litter pick)	Events	£ 15.96	£ 15.96	21/11/2024	Faster	3210	
<b>Expenditure since previous meeting</b>			<b>£ 8,737.02</b>	£ 8,737.02				