

# Stapleford Parish Council (South Cambridgeshire)

6 June 2025 (2025-2026)

## PAYMENTS LIST

| Vouche | Code                     | Date       | Minute                     | Bank       | Cheque No        | Description                | Supplier             | VAT Type | Net      | VAT    | Total    |
|--------|--------------------------|------------|----------------------------|------------|------------------|----------------------------|----------------------|----------|----------|--------|----------|
| 35     | 12.05 PAYE & NICS        | 01/05/2025 | PAYE & NICS                | Unity Bank | PAYE & NICS      | PAYE & NICS                | HMRC                 | Z        | 565.56   |        | 565.56   |
| 37     | 16.01 Subscriptions      | 01/05/2025 | SLCC Membership            | Unity Bank | SLCC             | Administration             | SLCC                 | Z        | 202.00   |        | 202.00   |
| 39     | 20.04 Cleaning Contract  | 01/05/2025 | Pavilion cleaning contract | Unity Bank | Pavilion         | Pavilion cleaning          | SF Cleaning Services | Z        | 400.00   |        | 400.00   |
| 36     | 25.01 Payroll            | 01/05/2025 | Payroll                    | Unity Bank | Payroll          | Administration             | James Todd & Co Ltd  | S        | 32.75    | 6.55   | 39.30    |
| 34     | 25.17 Postage            | 01/05/2025 | Annual Parish Meeting      | Unity Bank | Annual Parish    | Administration             | New Print Ltd        | Z        | 237.00   |        | 237.00   |
| 40     | 20.10 Booking deposit    | 01/05/2025 | Pavilion deposit refund    | Unity Bank | Pavilion deposit | Pavilion deposit           |                      | Z        | 200.00   |        | 200.00   |
| 41     | 20.10 Booking deposit    | 01/05/2025 | Pavilion deposit refund    | Unity Bank | Pavilion deposit | Pavilion deposit           |                      | Z        | 200.00   |        | 200.00   |
| 42     | 20.10 Booking deposit    | 01/05/2025 | Pavilion deposit refund    | Unity Bank | Pavilion deposit | Pavilion deposit           |                      | Z        | 200.00   |        | 200.00   |
| 38     | 33.03 General            | 01/05/2025 | Cemetery Supplies          | Unity Bank | Cemetery         | Cemetery                   |                      | Z        | 13.27    |        | 13.27    |
| 53     | 12.01 SALARY Clerk       | 15/05/2025 | Salary May 2025            | Unity Bank | Salary May       | Salary                     |                      | Z        | 400.47   |        | 400.47   |
| 52     | 12.05 PAYE & NICS        | 15/05/2025 | PAYE & NICS                | Unity Bank | PAYE & NICS      | PAYE & NICS                | HMRC                 | Z        | 671.86   |        | 671.86   |
| 54     | 12.07 RFO                | 15/05/2025 | Assistant Clerk Salary     | Unity Bank | Assistant Clerk  | Salary                     |                      | Z        | 665.80   |        | 665.80   |
| 55     | 12.08 Clerk Salary M     | 15/05/2025 | Clerk Salary May 2025      | Unity Bank | Clerk Salary     | Salary                     |                      | Z        | 1,524.36 |        | 1,524.36 |
| 51     | 20.04 Cleaning Contract  | 15/05/2025 | Pavilion cleaning contract | Unity Bank | Pavilion         | Pavilion cleaning          | SF Cleaning Services | Z        | 400.00   |        | 400.00   |
| 50     | 25.03 Internal Audit     | 15/05/2025 | Internal Audit             | Unity Bank | Internal Audit   | Audit                      | LGS Services         | S        | 235.00   | 47.00  | 282.00   |
| 48     | 25.15 Scribe Accounting  | 15/05/2025 | Admin - Scribe Cemetery    | Unity Bank | Admin - Scribe   | Administration             | Scribe Accounting    | S        | 26.00    | 5.20   | 31.20    |
| 47     | 26.02 Annual Safety      | 15/05/2025 | Annual play inspection     | Unity Bank | Annual play      | Play inspection            | Playsafety Ltd       | S        | 260.00   | 52.00  | 312.00   |
| 56     | 20.16 Renovation         | 15/05/2025 | Pavilion Renovation        | Unity Bank | Pavilion         | Pavilion Renovation        | Structural Engineers | S        | 1,450.00 | 290.00 | 1,740.00 |
| 46     | 29.01 Tree Surgery       | 15/05/2025 | Tree removals              | Unity Bank | Tree removals    | Grounds Maintenance        | Shire Trees Ltd      | S        | 300.00   | 60.00  | 360.00   |
| 44     | 37.01 Village Weekend    | 15/05/2025 | Village Weekend            | Unity Bank | Village          | Village Weekend            | New Print Ltd        | S        | 110.00   | 22.00  | 132.00   |
| 45     | 37.01 Village Weekend    | 15/05/2025 | Village Weekend            | Unity Bank | Village          | Village Weekend            | New Print Ltd        | Z        | 408.00   |        | 408.00   |
| 49     | 37.01 Village Weekend    | 15/05/2025 | Village Weekend            | Unity Bank | Village          | Village Weekend            | South Cambs District | Z        | 759.37   |        | 759.37   |
| 57     | 31.02 Electricity & Fire | 23/05/2025 | Slaughterhouse             | Unity Bank | Slaughterhouse   | Slaughterhouse Electricity | British Gas Trading  | L        | 65.57    | 3.28   | 68.85    |
| 58     | 25.11 Telephone          | 27/05/2025 | Clerk Mobile               | Unity Bank | Clerk Mobile     | Clerk Mobile Phone         | Three t/a H3G        | S        | 10.90    | 2.18   | 13.08    |
| 59     | 20.09 Pavilion Broadband | 28/05/2025 | Pavilion broadband         | Unity Bank | Pavilion         | Pavilion Broadband         | BT Group plc         | S        | 51.62    | 10.32  | 61.94    |
| 62     | 25.15 Scribe Accounting  | 29/05/2025 | Admin - Scribe             | Unity Bank | Admin - Scribe   | Administration             | Scribe Accounting    | S        | 777.60   | 155.52 | 933.12   |
| 70     | 20.10 Booking deposit    | 29/05/2025 | Pavilion deposit refund    | Unity Bank | Pavilion deposit | Pavilion deposit           |                      | Z        | 200.00   |        | 200.00   |
| 61     | 32.01 Recreation Field   | 29/05/2025 | Grounds Maintenance        | Unity Bank | Grounds          | Grounds Maintenance        | Bradgate Grounds     | S        | 2,718.20 | 543.64 | 3,261.84 |
| 66     | 32.03 Basil's Piece      | 29/05/2025 | Grounds Maintenance        | Unity Bank | Grounds          | Grounds Maintenance        | Herts & Cambs        | S        | 250.00   | 50.00  | 300.00   |
| 69     | 32.05 Cemetery           | 29/05/2025 | Grounds Maintenance        | Unity Bank | Grounds          | Cemetery Grounds           | Herts & Cambs        | S        | 341.67   | 68.33  | 410.00   |
| 65     | 32.05 Cemetery           | 29/05/2025 | Grounds Maintenance        | Unity Bank | Grounds          | Cemetery Grounds           | Herts & Cambs        | S        | 341.67   | 68.33  | 410.00   |
| 60     | 32.06 Verge Mowing       | 29/05/2025 | Grounds Maintenance        | Unity Bank | Grounds          | Grounds Maintenance        | Bradgate Grounds     | S        | 675.00   | 135.00 | 810.00   |
| 66     | 32.07 Villedommer        | 29/05/2025 | Grounds Maintenance        | Unity Bank | Grounds          | Grounds Maintenance        | Herts & Cambs        | S        | 380.00   | 76.00  | 456.00   |

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|--------|-------|-----------------|------------|-------------------------|------------|------------------|---------------------|-------------------|-----------|----------|-----------|----------|
| 71     | 20.10 | Booking deposit | 29/05/2025 | Pavilion deposit refund | Unity Bank | Pavilion deposit | Pavilion deposit    | Z                 | 200.00    |          | 200.00    |          |
| 63     | 37.01 | Village Weekend | 29/05/2025 | Village Weekend         | Unity Bank | Village          | Village Weekend     | Essential Staging | S         | 900.00   | 180.00    | 1,080.00 |
| 64     | 37.01 | Village Weekend | 29/05/2025 | Village Weekend         | Unity Bank | Village          | Village Weekend     | Lion Trading      | S         | 340.00   | 68.00     | 408.00   |
| 68     | 32.12 | Mulch           | 29/05/2025 | Grounds Maintenance     | Unity Bank | Grounds          | Grounds Maintenance | Herts & Cambs     | S         | 1,730.00 | 346.00    | 2,076.00 |
| 67     | 32.13 | Wildflowers     | 29/05/2025 | Grounds Maintenance     | Unity Bank | Grounds          | Grounds Maintenance | Herts & Cambs     | S         | 1,520.00 | 304.00    | 1,824.00 |
| 72     | 25.02 | Bank Charges    | 31/05/2025 | Bank Service Charge     | Unity Bank | Bank Service     | Administration      | Unity Bank        | Z         | 13.95    |           | 13.95    |
| Total  |       |                 |            |                         |            |                  |                     |                   | 19,777.62 | 2,493.35 | 22,270.97 |          |