



Toppesfield Parish Council



Regular Payees List

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
Kaaren Berry	Salary	Monthly	BACS
HMRC	PAYE/NI	Quarterly	BACS
Community Heartbeat Trust	Defibrillator Supplies	As required	BACS
ICO	Data Registrations	Annual	BACS
Clear Councils	Insurance	Annual	BACS
PKF Littlejohn	Audit Fees	Annual	BACS
RoSPA	Play Area Inspections	Annual	BACS
EALC & NALC	Subscription	Annual	BACS
EALC	Training	As required	BACS
SLCC	Membership	Annual	BACS
EDF	Electricity at Pavilion	Monthly	Direct Debit
Vodafone	Clerk / RFO Mobile	Monthly	Direct Debit

The list of regular payments were approved by Toppesfield Parish Council on 2nd October 2025, minute reference: 25/168.5

Review Date: May 2026