

FULL COUNCIL	6 MARCH 2025	AGENDA ITEM: 9(i)
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – MARCH 2025 (INTERIM)

Purpose of Report

The purpose of this report is to provide Members with information to support the invoices for payment for March 2025 (interim).

Detailed Information

Attached is a list of payments due for payment for February 2025 in the sum of £9,929.69 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

	Code	Company	Description	Comments
1	235/4400	Printerbase/Viking/ Amazon	Stationery	To note virement from 225/4545 agreed at meeting 28.11.2024 not completed – Clerk to ensure completed prior to month 11 closedown
2	230/4050	ACAS	Staff training	Overspend - Members requested to approve virement from 225/4525 £1,000 noting that there will be an overspend of staff training budget at year end.
3	108/4228	John Walsh Tree Surgery	General Tree works	Overspend – Members to approve transfer of funds from EMR 335 -Amenity Spaces
4	118/4276	Npower	Market Electricity supply	To note that virement from 301/4549 agreed at meeting on 28.11.2024 not completed – Clerk to ensure completed prior to month 11 closedown
5	105/4429	Reimbursement AP	Painted Room UKSPF	Overspend to be off set against UKSPF funding to be received end March 2025
6	127/4607	Signworks	Events	Overspend to be off set against UKSPF funding received for Christmas event

7	235/4415	Posturite	Office Equipment	Overspend will be off set against Access to Work funds
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Recommendation

1. That Members note the comments in respect of numbers 1, 4, 5, 6 and 7 above.
2. That Members approve a virement from 225/4525 £1,000 to 230/4400 noting that there will be an overspend of staff training budget at year end.
3. That Members approve transfer of funds from EMR 335 -Amenity Spaces to 108/4228.
4. That the invoices for payment in the sum of £3,613.06 plus VAT be approved.

Invoices for February 2025

AGENDA No.:

INVOICE DATE	INVOICE NO	BAC's / Direct Debit	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
12/04/2024	RMIMG/24/25/80	BACS	220/4460	£1,785.00	Rural Market Town Group	Membership	118.00	23.60	141.60	
01/02/2025	000175	BACS	220/4460	£1,667.00	G&P Group Enterprise Ltd	Ledbury Reporter	8.80	0.00	8.80	
13/02/2025	768575	BACS	235/4400	-£765.98	Printerbase	Toners	216.00	43.20	259.20	1
13/02/2025	5457430	BACS	235/4400	-£981.98	Viking Raja	Stationery	66.94	14.38	86.27	1
24/02/2025	GB5008AIPSVF51	BACS	235/4400	-£1,048.92	Amazon	Stationery - duplicate PO Books	46.45	9.35	55.80	1
17/02/2025	130468	BACS	118/4176	£903.00	Sentinel	Labour Charge - CCTV check	75.00	15.00	90.00	1
18/02/2025	1298	BACS	235/4170	£1,335.00	DSG Solutions	Call Out Charge - Printer	99.00	19.80	118.80	
20/02/2025	16/20681.03	BACS	230/4050	-£1,752.00	ACAS	Training	170.00	0.00	170.00	2
26.02.2025	16/21639	BACS	230/4050	-£1,922.00	ACAS	Training	90.00	0.00	90.00	2
20/02/2025	PO 009788/1L	BACS	108/4228	-£790.00	John Walsh Tree Surgery	Survey and written report	250.00	0.00	250.00	3
20/02/2025	IN12601124	BACS	118/4276	-£669.00	Npower	Charges	112.03	5.60	117.63	4
22/02/2025	-	BACS	102/4150	£250.00	Reimbursement to AP	Rubbish Bags (XL)	19.99	3.99	23.98	5
24/02/2025	000206939755	BACS	105/4429	-£342.00	Reimbursement to AP	UPS - import fee	48.81	0.00	48.81	6
24/02/2025	8165	BACS	127/4607	-£2,048.00	Signworks	Book Fest - banner, leaflets etc	479.00	77.40	556.40	6
26.02.2025	8042	BACS	127/4607	-£2,527.00	Signworks	World Book Fest additional leaflets	125.00	2.00	127.00	6
24/02/2025	10682	BACS	220/4592	£483.00	Your Name On It	PPE / Health and Safety	96.60	19.32	115.92	
27/02/2025	91689006	BACS	214/4901	£5,316.85	Herefordshire Council	Hire of Masters House	10.00	0.00	10.00	
27.02.2025	300674	BACS	301/4546	£523.00	Mallatite	Additional Pole for SID	87.00	17.40	104.40	
27.02.2025	GB1H3VGSAEUI	BACS	109/NEW		Amazon	Books for world Book Fest event	157.13	0.00	157.13	
28.02.2025	QU00521871	BACS	235/4415	-£1,951.44	Posturite	Speacil chair for CEO - pro-forma	1037.31	207.46	1244.77	7
28.02.2025	MEM252834-1	BACS	220/4460	£2,055.00	SLCC	JL Annual Membership	300.00	0.00	300.00	
TOTAL							3,613.06	458.50	4,076.51	

Signed

Signatory 1

Signatory 2

Clerk

date

date

date