



Riston Parish Council – Schedule B (Payments Made Under Delegated Authority)

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Ref	Payee	Description	Amount £	Date Paid	Authority
1	Staff/HMRC	Salaries & PAYE	£730.74	28.10.2025	FR 6.6
2	Scribe	Accounting Software	£31.20	03.11.2025	FR 6.6
3	Microsoft	Microsoft 365 – Clerk & Councillor emails / software	£64.26	05.11.2025	FR 6.6
4	P Henshaw	VH - Window Cleaner	£8.00	12.11.2025	FR 6.6
5	ERYC	VH - Rates	£100.00	12.11.2025	FR 6.6
6	Business Stream	VH - Water	£17.02	14.11.2025	FR 6.6
7	E.On Next	VH - Electric	£78.33	18.11.2025	FR 6.6
8	LBM	Legal Advice - Final Invoice	£1,216.80	26.11.2025	Prior Council approval + FR 6.9
9	Sandhill	Christmas Tree (Approved Oct Meeting Max £100)	£75.00	27.11.2025	Prior Council approval
10	Virgin Bank	Bank Charges	£11.30	27.11.2025	FR 6.6
11	Staff/HMRC	Salaries & PAYE	£692.79	28.11.2025	FR 6.6
12	Scribe	Accounting Software	£31.20	01.12.2025	FR 6.6
13	Microsoft	Microsoft 365 – Clerk & Councillor emails / software	£64.26	05.12.2025	FR 6.6
14	Transfer	Transfer to Savings Account (Hinckley & Rugby)	£1,000.00	11.12.2025	FR 6.9(iv)
15	Autela	Payroll Services	£87.00	12.12.2025	FR 6.6
16	E.On Next	VH - Electric	£208.53	17.12.2025	FR 6.6
17	Clerk	Expenses	£7.23	19.12.2025	Prior Council approval
18	P Henshaw	VH - Window Cleaner	£8.00	19.12.2025	FR 6.6
19	Cllr RS Wilson	Expenses	£8.30	19.12.2025	Prior Council approval
20	Staff/HMRC	Salaries & PAYE	£692.79	23.12.2025	FR 6.6
<b>Total</b>			<b>£5,132.75</b>		

<b>Riston Parish Council – Schedule C (Income Received Since Last Meeting (For Noting))</b>				
<b>Date</b>	<b>Source</b>	<b>Description</b>	<b>Amount £</b>	<b>Code</b>
November (Full)	Hall Hire	Booking Fee	£212.50	Hall Income
03.11.2025	Bank	Debit Card Cashback	£0.26	Misc income
December (To 28th)	Hall Hire	Booking Fee	£420.00	Hall Income
05.12.2025	Bank	Debit Card Cashback	£0.22	Misc income
<b>Total</b>			<b>£632.98</b>	