



Summary Report: Regular Payments, Subscriptions and Staff Salaries 2026–2027

Introduction

This report provides a consolidated overview of all regular payments, subscriptions and staffing costs anticipated for the 2026/27 financial year. It includes monthly, quarterly, biannual and annual payments required for the effective and lawful operation of the Council.

The schedule of regular payments has been prepared in accordance with Financial Regulations 5.6 and 5.7, which require the annual review and authorisation of ongoing financial commitments to ensure strong governance, transparency, and financial control.

Councillors will be able to view each proposed payment individually, along with the supporting detail, before considering approval.

1. Regular Payments 2026–2027

This section outlines ongoing financial commitments essential to maintaining Council services, assets and statutory responsibilities.

Key Categories of Spend

Property Costs

- Rental of the depot.
- Business rates for the office, community centre, cemetery, depots and car parks.

Utilities

- Electricity and gas for council buildings, public conveniences and community facilities.
- Water and sewage for public toilets, allotments, cemetery and other sites.
- Most utilities are variable direct debits based on consumption.

Vehicle & Equipment Leases

- Lease of two fleet vehicles.
- Equipment rental for washroom facilities across several locations.

Digital & IT Services

- Website hosting, email licences, broadband and IT support.
- HR, Health & Safety and operational software.

Staff Support & Operations

- Employee Assistance Programme.
- Work-related mobile phone usage contributions.

Fees & Statutory Charges

- Data protection registration.
- Road tax for council vehicles.
- Bank administrative fees.

2. Subscriptions 2026–2027

This section sets out the annual subscriptions required for the delivery of council services, digital systems, and statutory functions.

Main Categories

Professional & Sector Memberships

- National and regional sector bodies.
- HR advisory services.

Software & Digital Tools

- Accounting and VAT submission systems.
- Cemetery, bookings and allotment management software.
- Mapping systems and operational software.
- Payroll and pension software.
- Design and asset management software.

Licensing & Website Hosting

- GOV.UK domain renewal.
- Microsoft licences.

Recreation & Facilities

- Tennis court booking system.
- Flood and drainage-related memberships.

3. Salaries 2026–2027

This section provides the projected staffing expenditure for the 2026/27 financial year, including:

- Gross salaries
- Employer National Insurance contributions
- Employer pension contributions

Figures also include the staffing costs for two newly approved posts (approved at February Full Council) with funding allocated from April 2026.

Workforce Structure

- Senior management
- Administrative staff
- Operational managers
- Team leaders
- Amenities operatives

Annual Totals

- **Total Gross Salaries:** £511,791.52
- **Employer National Insurance:** £64,755.36
- **Employer Pension Contributions:** £119,953.12

Total Staffing Cost: £696,500

Recommendation

That Council reviews the proposed schedule of regular payments, subscriptions and staffing costs for 2026/27 and approves them in accordance with Financial Regulations 5.6 and 5.7.