

11. Payments Schedule: NB: all invoices listed have been examined, verified and certified by the Responsible Financial Officer (RFO). To agree next steps to alleviate

11.1 To **VERIFY** payments made since the last meeting on 16th October 2025 under delegated powers or previously approved:

Ref:	Payee:	Description:	Gross Payment (£):
11.1.1	HMRC	Employer PAYE Q2/25-26	1,063.33 <i>RG</i>

11.2 To **NOTE** the following receipts since the last meeting:

Ref:	Payee:	Description:	Total Receipt (£):
11.2.1	Herefordshire Council	Lengthsman Funding Q2	980.00
11.2.2	Herefordshire Council	Drainage Funding	1,390.40
11.2.3	HMRC	VAT Refund (Feb-Sep 25)	2,120.06 <i>RG</i>

11.3 To **NOTE** the following bank transfers since the last meeting:

Ref:	From A/c:	To A/c:	Description	Total Transfer (£):
11.3.1	Savings A/c	Current A/c T1	Top up – op. funds	2,000.00 <i>RG</i>

11.4 To consider the following payments for **APPROVAL**:

Ref:	Payee:	Description:	Gross Payment (£):
11.4.1	Clerk – A Morgan	Reimbursement laptop	529.00
11.4.2	Clerk – A Morgan	Mileage (Jul-Oct 2025)	39.89
11.4.3	Clerk – A Morgan	Salary Nov/Dec 25	As per staff contract
11.4.4	Leo Pest Control	Waste Collection SI-107755	85.20
11.4.5	Leo Pest Control	Waste Collection SI-108177	85.20
11.4.6	Leo Pest Control	Waste Collection SI-108235	85.20
11.4.7	Yatton Farm Services	Inv. 1114 (Sign washing)	720.00
11.4.8	Yatton Farm Services	Inv. 1116 (Street Sweeping)	2,322.00
11.4.9	Autela Payroll Services	Inv. 16387 Payroll Processing	87.00
11.4.10	Orleton Village Hall	Inv. 110049 (Sep-Nov Hall)	112.50 <i>RG</i>

12. To note **Correspondence**

13. **Matters for next Agenda** – no discussion

14. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to consider a motion to exclude the Public and Press from the meeting to discuss confidential employment matters:

14.1. To review Clerk's Probation Appraisal.

Agenda items to the Clerk no later than Tuesday, 6th January 2026
[\(clerk@orleton-pc.gov.uk\)](mailto:clerk@orleton-pc.gov.uk)

Next Meeting: Thursday, 15th January 2026, 6:00pm, Orleton Village Hall

Signed: *A Morgan*
 Clerk to the Parish Council

Date: *15-11-2025*