



NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA
01707 875825

MEETING	Full Council
MEETING DATE	9th September 2026
SUBJECT	Routine payments for approval
AGENDA ITEM NO.	26/27-35d
REPORT BY	Sally Griffiths, Office Manager, Northaw and Cuffley Parish Council

01 BACKGROUND:

Annual authority is required from the Council for 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).

02 2026-2027 ROUTINE PAYMENTS

Company	Period	Bank	Reason for payment
Direct Debits			
Docusign	Annual	Unity Trust	Verified digital signing service
Everflow limited	Monthly	Unity Trust	Water and waste water services for Maynard Place and KGV
Falcon Media	On Demand	Unity Trust	IT services for NCPC owned computers
HMRC	Monthly	Barclays	PAYE
HMRC	On Demand	Unity Trust	VAT
IRIS	Monthly	Barclays	Payroll
IRIS	Monthly	Unity Trust	Payroll software
KP Waste	Monthly	Unity Trust	General waste, green waste and recycling at KGV
Lloyds Credit Card	Monthly	Unity Trust	Corporate card
Nest	Monthly	Barclays	Staff pension payments
nPower Commercial	On Demand	Unity Trust	Unmetered supply - Street lighting
nPower Commercial	On Demand	Unity Trust	Unmetered supply - Christmas lighting
Octopus Energy	Monthly	Unity Trust	Gas and Electricity Maynard Place Offices
Octopus Energy	Monthly	Unity Trust	Electricity KGV
SCG Cloud	Monthly	Unity Trust	Broadband and VOIP services for Maynard Place Offices.
Welwyn Hatfield Borough Council	Monthly	Barclays	Rates for Maynard Place
Welwyn Hatfield Borough Council	Monthly	Barclays	Rates For Sopers Road Car Park
Welwyn Hatfield Borough Council	Monthly	Barclays	Rates for Maynard Place Car Park
Standing Orders:			
BNC Associates	Quarterly	Unity Trust	Rent and service charges for 7 Maynard Place, ass. garage and parking spaces



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03 MOTION:

The Council authorises the list of regular payments provided, due in relation to continuing contracts or obligations.

Implications (completed by the Clerk)	
Staffing Implications	Co-ordination, arrangement of works and overseeing, will be completed in normal working hours
Council objectives	Meets objectives
Equalities and human rights	There are no equality or human rights issues
Crime & Disorder	There are no crime and disorder issues
Biodiversity	There are no biodiversity issues.
Financial	NCPC Financial Regulation 6.5
Legal	Local Audit and Accountability Act 2014 Accounts and Audit Regulations
Risk Management	Authorisations mitigate financial risk