



# HELMINGHAM PAYMENT SCHEDULE JANUARY 2026

**Minute Ref: HPC 26-01-10 Finance (f)**

Once payments have been authorised by two Councillors the Clerk will set up the transaction within online banking and request confirmation of payment by the Councillors registered with the bank as listed to confirm the request.

SC – Sarah Clare (Clerk), LC - Lesley Clark (Chair), NH - Nick Hardingham (Councillor)

Date of Cheque	Cheque No.	Signed by (1)	Signed by (2)	Details	Statutory Power	Amount
	(these columns only completed if cheques used as back-up payment method. Preferred method is to use dual authorisation online banking)					
16/01/2026				Clerk Salary – (Nov/Dec £447.38) & Expenses (Jan £67.05)	LGA 1972, s. 111 & 112	£514.43
16/01/2026				HMRC Q3 Payment	LGA 1972, s. 112	£111.60
				<b>FINAL APPROVED TOTAL</b>		<b>£626.03</b>

Payments Authorised By:

..... L Clark ..... (print) ..... signed at meeting ..... (sign) Date ..... 16/01/2026 .....

..... N Hardingham ..... (print) ..... signed at meeting ..... (sign) Date ..... 16/01/2026 .....