

Due Payments arising on a Regular Basis

In August 2020 the Parish Council resolved to update and adopt revised [Financial Regulations](#) (Min. Ref. 20.07.09.5.2). Section 5.5: Banking Arrangements and Authorisation of Payments requires that

for each financial year, the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

The list of due payments identified by the Clerk to be authorised for the Financial Year 2022-23, as established in the budget adopted by the Council at its meeting on 13th January 2022 (Min. Ref. 22.01.) is set out in Table 1 below:

PAYEE	PURPOSE	APPROVED BUDGET £
H WORKMAN	Clerk/RFO salary/office	£12,741.00
MEMORIAL SOCIAL CENTRE	Meeting Room Hire	£260.00
HMRC	PAYE/NI Contributions	£98.00
SALC	Administration of Payroll	£96.00
ANGLIAN WATER (BUSINESS) LTD	Supply of water to bowling green	£150.00
MDSIGN	Website	£1300.00
RIALTAS	Cemetery Software Licence	£270.00
MICROSOFT OFFICE	Microsoft Exchange subscription	£636.00
R H LANDSCAPES	Grounds Contract (7400) increased 30.09.21 Min ref 21.09.16i	£14,470.00
WEST SUFFOLK COUNCIL	Bin & Dog Waste Collection	£500.00

N.b. This schedule does not include Direct Debits which are also reviewed annually.

Proposal:

That Wickhambrook Parish Council authorise for the financial year 2022.23 the due payments identified in Table 1 WPC.22.02.

Hilary Workman
Clerk & RFO
February 2022