

WPC.20.03.03: Internet Banking – List of Due Payments

Due Payments arising on a Regular Basis

In August 2019 the Parish Council resolved to adopt revised [Financial Regulations \(Min. Ref. 19.08.09.2\)](#). Section 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 2020 – 21, as established in the budget adopted by the Council at its meeting on 16th January 2020 ([Min. Ref. 20.01.11.2](#)) is set out in Table 1 below:

Payee	Purpose	Approved Budget £
H Workman	Clerk/RFO salary/office	£8580.00
Memorial Social Centre	Meeting Room Hire	£275.00
BHIB	Parish Insurance	£1300.00
HMRC	PAYE/NI Contributions	£150.00
The Rainbird Partnership	Administration of Pension Costs	£225.00
Anglian Water (Business) Ltd	Supply of water to bowling green	£75.00
Mdsign	Website	£1150.00
Rialtas	Cemetery Software Licence	£150.00
Microsoft Office (refund to Clerk)	Microsoft Exchange subscription	£465.00
VERTAS	Recreation Ground	£2000.00*
D.R. King	Grounds Contract	£12,500.00*

* **Total across two budget lines remains the same as adopted by the Council on 16th January 2020, but revised following subsequent information circulated to Cllrs on 27th March**

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

Proposal:

That Wickhambrook Parish Council authorise for the financial year 2020-21 the due payments identified in Table 1 WPC.20.03.03.

Hilary Workman
Clerk & RFO
March 2020