

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 2024-25, as established in the budget adopted by the Council at its meeting on 11th January 2024 (Min. Ref. 24.01.12.2) is set out in Table 1 (attached as **Appendix A**).

A summary of direct debits on the Unity Trust Current Account or Corporate Multi-pay Card for the 2024-25 Financial Year are set out in Table 2 (Attached as Appendix B).

Proposal:

That Wickhambrook Parish Council authorise for the financial year 2023.24 the due payments identified in Table 1 WPC.24.02.08

WPC.24.02.085: Internet Banking – List of Due Payments

PAYEE	PURPOSE	APPROVED BUDGET £
H WORKMAN	Clerk/RFO salary/office	£13,555.74
HMRC	PAYE/NI Contributions	£2,248.43
MEMORIAL SOCIAL CENTRE	Meeting Room Hire	£300.00
SALC	Administration of Payroll	£99.00
MDSIGN	Website	£1,300.00
MICROSOFT OFFICE	Microsoft Exchange subscription	£700.00
TOP GARDEN SERVICES	Grounds Contract	£12,500.00
WEST SUFFOLK COUNCIL	Bin & Dog Waste Collection	£500.00
JRB ENTERPRISE LTD	Supply of Dog Waste Bags	£500.00
EVERFLOW	Water: Bowling Green	£450.00

Table i.

PAYEE	PURPOSE	AMOUNT	FREQUENCY	DUE DATE
BRITISH GAS LITE	Chapel of Rest Electricity	Variable - apx £13 per month	Monthly	15 th
THREE	Clerk Mobile Phone	Variable - apx £22 per month	Monthly	23rd
IOC	Data Protection Registration	Annually - £35.00	Annually	September
NEST PENSION	Clerk Pension	Variable - apx £46 per month	Monthly	11 th
UNITY TRUST	Bank Service Charge	Quarterly – £18.00	Quarterly	31 st
UNITY TRUST – CORPORATE MULTI-PAY CARD	Monthly charge from Corporate Multi Pay Card	Variable – will include <ul style="list-style-type: none"> • Multi-pay Service Charge (£3) • Any purchases authorised by Estates Committee or Parish Council 	Monthly	2nd
	Adobe Software provider	£16.66 plus VAT (subject to any inflationary increase)	Monthly	
	Microsoft Software Provider	Variable, £4.90 plus VAT per user (subject to any inflationary increase)	Monthly	

Table ii

Hilary Workman
Clerk & RFO
February 2024