

## 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 2025-26, as established in the budget adopted by the Council at its meeting on 16th January 2025 (**Min. Ref. 25.02.12.2**) 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 2025-26 Financial Year are set out in Table 2 (Attached as **Appendix A**).

### **Proposal:**

**That Wickhambrook Parish Council authorise for the financial year 2025.26 the due payments identified in Table 1 WPC.25.02.07**

## WPC.25.02.07: Internet Banking & List of Due Payments

PAYEE	PURPOSE	APPROVED BUDGET £
<b>H WORKMAN</b>	Clerk/RFO salary/office	£17,078.88
<b>HMRC</b>	PAYE/NI Contributions	£1811.83
<b>MEMORIAL SOCIAL CENTRE</b>	Meeting Room Hire	£320.00
<b>SALC</b>	Administration of Payroll	£96.00
<b>MDSIGN</b>	Website	£1,400.00
<b>MICROSOFT OFFICE</b>	Microsoft Exchange subscription	£750.00
<b>RH LANDSCAPES &amp; MAINTENANCE</b>	Grounds Contract	£15,500.00
<b>WEST SUFFOLK COUNCIL</b>	Bin & Dog Waste Collection	£500.00
<b>JRB ENTERPRISE LTD</b>	Supply of Dog Waste Bags	£500.00
<b>EVERFLOW</b>	Water: Bowling Green	£225.00

**Table i.**

PAYEE	PURPOSE	APPROVED BUDGET	AMOUNT	FREQUENCY	DUE DATE
BRITISH GAS LITE	Chapel of Rest Electricity	£175.00	Variable - apx £14.58 per month	Monthly	15 <sup>th</sup>
THREE	Clerk Mobile Phone	£250.00	Variable - apx £20.83 per month	Monthly	23rd
IOC	Data Protection Registration	£35.00	Annually - £35.00	Annually	September
NEST PENSION	Clerk Pension	£325.00	Variable - apx £55 per month	Monthly	11 <sup>th</sup>
UNITY TRUST	Bank Service Charge	£72.00	Quarterly – £18.00	Quarterly	31 <sup>st</sup>
UNITY TRUST – CORPORATE MULTI-PAY CARD	Monthly charge from Corporate Multi Pay Card	£36.00 Service Charge	Variable – will include <ul style="list-style-type: none"> <li>• Multi-pay Service Charge (£3)</li> <li>• Any purchases authorised by Estates Committee or Parish Council</li> </ul>	Monthly	2nd
ADOBE	Adobe Software		£16.66 plus VAT (subject to any inflationary increase)	Monthly	22nd
MICROSOFT	Microsoft Software	£750.00	Variable, £4.90 plus VAT per user (subject to any inflationary increase) Standard Charge £125 plus VAT	Monthly Annual	7 <sup>th</sup> January

**Table ii**

Hilary Workman  
Clerk & RFO  
February 2025