

Due Payments arising on a Regular Basis

In May 2019 the Parish Council resolved to re-adopt [Financial Regulations \(Min. Ref. 19.10.09\)](#). 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 13th January 2020 (**Min. Ref. 20.01.10.2**) is set out in Table 1 below:

Payee	Purpose	Approved Budget £
H Workman	Clerk/RFO salary/office	£3500.00
Drinkstone Memorial Hall	Meeting Room Hire	£300.00
Community Action Suffolk	Parish Insurance	£375.00
HMRC	PAYE/NI Contributions	£300.00
Heelis & Lodge	Internal Audit	£130.00
History Society	Support of Village Website	£10.00
SALC	Training costs	£400.00
Top Garden Services	Grass Cutting	£650.00
BMSDC	Playing field inspection	£50.00

*

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

Proposal:

That Drinkstone Parish Council authorise for the financial year 2020-21 the due payments identified in Table 1 DPC.20.06.01.