

## Due Payments arising on a Regular Basis

In August 2020 the Parish Council resolved to update and adopt revised [Financial Regulations](#) (Min. Ref. 20..08.07.4.2). 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 2021 – 22, as established in the budget adopted by the Council at its meeting on 11th January 2021 (Min. Ref. 21.01.) is set out in Table 1 below:

PAYEE	PURPOSE	APPROVED BUDGET £
<b>H WORKMAN/ J HILL</b>	Clerk/RFO salary/office	£3,500
<b>DRINKSTONE VILLAGE HALL</b>	Meeting Room Hire	£115.00
<b>CAS</b>	Parish Insurance	£400.00
<b>HMRC</b>	PAYE/NI Contributions	£300.00
<b>HEELIS &amp; LODGE</b>	Internal Audit	£160.00
<b>HISTORY SOCIETY</b>	Support of Village Website	£10.00
<b>TOP GARDEN SERVICES</b>	Grass Cutting	£700.00
<b>BABERGH MID SUFFOLK DISTRICT COUNCIL</b>	Playing Field Inspection	£50.00
	Litter Bin Emptying	£330.00

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

### **Proposal:**

**That Wickhambrook Parish Council authorise for the financial year 2021-22 the due payments identified in Table 1 DPC.21.04.03.**