

Members are requested to NOTE this report and CONSIDER the recommendations.

Background

Financial Regulation 5.6 states:

5.6. For each financial year the Clerk/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.

Regular Payments made by the Council are:

Company	Amount (inc VAT)	Method	Frequency	
Affordable Cleaning	Variable	Bank Payment	Monthly	Cleaning JCH
British Gas (Variable cost)	Variable	Direct Debit	Monthly	Electricity
B.Online	23.94	Direct Debit	Monthly	Broadband
Business Waste Ltd	Variable	Direct Debit	Monthly	Waste Collection
Castle Water	Variable	Bank Payment	Quarterly	Water Rates
Corona Energy	Variable	Direct Debit	Monthly	Gas
EE Mobile	32.40	Direct Debit	Monthly	Staff Mobile
HMRC – NI and PAYE	Variable	Bank Payment	As Required	
Inception	Variable	Bank Payment	Monthly	Photocopier/Printer
Parish Meetings	Variable	Bank Payment	As Required	Hall Hire
Peninsula	126.78	Direct Debit	Monthly	HR services
Peninsula	145.20	Direct Debit	Monthly	H & S services
Salaries x 2 employees	Variable	Bank Payment	Monthly	
Three Business Services	6.00	Direct Debit	Monthly	Staff Mobile
Wiltshire Council	110.00	Direct Debit	Monthly	Business Rates

Recommendation

Members to AUTHORISE the above payments to be made on a regular basis as and when required.

Tina Jones
April 2022