

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	
British Gas (Variable cost)	27.67	Direct Debit	Monthly	Electricity
British Telecom	35.33	Direct Debit	Monthly	Phone Line
Microshade Business	162.90	Bank Payment	Quarterly	IT Services
Peninsula	126.78	Direct Debit	Monthly	HR services
Peninsula	145.20	Direct Debit	Monthly	HR services
Supreme Contact Services	486.00	Bank Payment		Cleaning JCH
HMRC – NI and PAYE	Variable	Bank Payment	As Required	
Salaries x 2 employees	Variable	Bank Payment	Monthly	
EE Mobile *	36.52	Direct Debit	Monthly	Mobile Phone
Business Waste Ltd	Variable	Direct Debit	Monthly	Waste Collection
Wiltshire Council *	110.00	Direct Debit	Monthly	Business Rates
Corona Energy *	Variable	Direct Debit	Monthly	Gas
B.Online	35.33	Direct Debit	Monthly	Broadband
Westlea Landscaping	Variable	Bank Payment	Monthly	Parish Maintenance

* Monthly amounts may have increased from 1st April 2021

Recommendation

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

Tina Jones
August 2021