

Due Payments arising on a Regular Basis

The council's [Financial Regulations](#) last adopted in May 2025 (**Min. Ref. 25.05.07**) specify:

6.6 *For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year*

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 15th January 2025 (**Min. Ref. 26.01.12.2**) is set out in Table i (attached as **Appendix A**).

A summary of direct debits on the Unity Trust Current Account or Corporate Multi-pay Card for the 2026-27 Financial Year are set out in Table ii (Attached as **Appendix A**).

Proposal:

That Wickhambrook Parish Council authorise for the financial year 2025.26 the due payments identified in Tables i and ii of Appendix A, report WPC.26.02.06.

WPC.26.02.06: Internet Banking & List of Due Payments

PAYEE	PURPOSE	APPROVED BUDGET £
H WORKMAN	Clerk/RFO salary/office	£18,105.00
HMRC	PAYE/NI Contributions	£1355.00
MEMORIAL SOCIAL CENTRE	Meeting Room Hire	£320.00
SALC	Administration of Payroll	£100.00
PARISH ONLINE	Mapping	£100.00
PARISH ONLINE	Website	£350.00
RH LANDSCAPES & MAINTENANCE	Grounds Contract	£16,750.00
WEST SUFFOLK COUNCIL	Bin & Dog Waste Collection	£500.00
JRB ENTERPRISE LTD	Supply of Dog Waste Bags	£500.00
EVERFLOW	Water: Bowling Green	£250.00

Table i.

PAYEE	PURPOSE	APPROVED BUDGET	AMOUNT	FREQUENCY	DUE DATE
EVERFLOW	Water – Bowling Green	£250.00	Variable – apx £7.00	Monthly	13 th
SMARTTEST ENERGY	Chapel of Rest Electricity	£175.00	Variable - apx £14.58 per month plus VAT	Monthly	15 th
THREE	Clerk Mobile Phone	£250.00	Variable - apx £18.33 per month plus VAT	Monthly	23rd
IOC	Data Protection Registration	£160.00	Annually - £47.00	Annually	September
MCAFFEE	Virus Guard		Annually - £110.00	Annually	October
NEST PENSION	Clerk Pension	£360.00	Variable - apx £65 per month	Monthly	11 th
UNITY TRUST	Bank Service Charge	£75.00	Monthly £7.00	Monthly	31 st
UNITY TRUST – CORPORATE MULTI-PAY CARD	Monthly charge from Corporate Multi Pay Card	£40.00	Variable – will include <ul style="list-style-type: none"> • Multi-pay Service Charge (£3) • Any purchases authorised by Estates Committee or Parish Council including Adobe & Microsoft below 	Monthly	2nd
ADOBE	Adobe Software		£16.66 plus VAT (subject to any inflationary increase)	Monthly	22nd

Table ii

Hilary Workman
Clerk & RFO
February 2026