**List of recurring due payments 2022/23**

This constitutes an annual authorisation of invoices received from the following, provided that regulation 4.1 is adhered to. Invoices from the following may be presented for payment authorisation each month, without having to be agreed upon individually in advance.

**Contracts & Accounts**

Castle Water

Green Scythe

Ubico

Sophie England

Ben Jessey

New Beaconsfield Hall (hall hire)

Alfred Groves

Viking Direct

**Obligations**

Clerk’s salary

HMRC (PAYE)

Clerk’s pension

Councillors’ expenses (travel costs to training sessions, volunteers’ refreshments)

**Relevant sections of the Shipton-under-Wychwood PC Financial Regulations 2022**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

* • the council for all items over £500;
* • a duly delegated committee of the council for items over £250; or
* • the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £250.

5.6. For each financial year the Clerk and 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.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

Authorised at PC meeting 16th June 2022, see Minute Ref. 2022/006 Item 8