

Schedule of Payments

Recommendation

The Council is asked to approve the proposals in this report by means of a single vote.

Background

1. Your Financial Regulations provide for a procedure you rarely use whereby you receive and approve a schedule of payments rather than approving payments one at a time.
2. As you have no less than five payments for approval at the Extraordinary Meeting, I recommend you use this procedure on this occasion.

Payments for approval

3. The Council has received £20 invoices for two hours' hire of the Village Hall for the last Council meeting on 1st March and for the Annual Parish Meeting on 3rd March.
4. The Chair has presented me with a receipt for refreshments purchased for the Annual Parish Meeting from Sainsbury's Heyford Hill. The cost is £49.58.
5. The Council has received invoices (copies attached) for its two most regular annual membership subscriptions which I would prefer not to leave unpaid until the Annual Council Meeting on 3rd May:
 - Oxfordshire Association of Local Councils, £125 + £25 VAT
 - Society of Local Council Clerks – share of Clerk's membership subscription, £53.
6. But the Council has only £18.20 left for Subscriptions in the 2021-22 budget so I also ask the Council to vire £160 from an underspent budget heading. I propose Village Hall (electricity bill) where there is £800 in the 2021-22 budget and less than half has been spent.

Geoffrey Ferres
Parish Clerk and Responsible Financial Officer
Wednesday 23rd March 2022