

## **Payments and Receipts**

1. This paper has been produced to save time at your meeting. The Council only needs to **note** most of the matters in this paper but it needs to **ratify** the three payments made since your last meeting and to **approve** the two payments before you at this meeting.
2. I therefore propose again to use the procedure allowed in Financial Regulation 5.2 of producing a paper listing all five payments and giving background information so you can approve the whole list by means of a single vote.

### **Payments requiring ratification**

3. Three payments have been made since your last meeting which I ask you to ratify at your meeting. Members will receive supporting paperwork for each payment and members of the public may receive copies on request.

a) HMRC, £267.20, PAYE Income Tax deducted 2021-22 Q1

The Chairman and Christine Chater approved this payment as it was a legal requirement for the Council to pay HMRC for the first quarter no later than 19<sup>th</sup> July.

b) G W Prescott, two payments of £87.50, installation of burial ground noticeboard

Christine Chater and Linda Goodhead approved these two payments as Mr Prescott asked to be paid half in advance and half in arrears.

I employed Mr Prescott to install the noticeboard after he advertised his services. He carries out maintenance for various churches and community centres in the City of Oxford.

Under Financial Regulation 11.6, I was not required to attempt to obtain three quotations as the amount was not over £250.

I employed Mr Prescott because I was aware of some of his work and I trusted he would do a good job.

### **Payments requiring approval**

4. There are two payments for the Council to approve at tonight's meeting. Members will receive supporting paperwork for each payment and members of the public may receive copies on request.
- a) Geoffrey Ferres, £44.60, Clerk expenses 2021-22 Q1

This expenses claim is lower than many, reflecting less travel and the fact no stationery or stamps were purchased.

b) South Hinksey Village Hall, £22, two hours' hire for this meeting

The advertised hire charge for parish-based groups is £12 per hour, so this represents a slightly-discounted rate.

### **Standing Orders**

5. Following the decision of your 2021 annual meeting, Christine Chater and Linda Goodhead signed a monthly standing order for £356.55, **the Clerk's monthly pay** for April net of PAYE income tax deducted at the 2020-21 rate of pay – local government pay for 2021-22 has not yet been settled.
6. The standing order started on 28<sup>th</sup> May to cover the Clerk's net pay for that month and is due to be paid on or after the 28<sup>th</sup> of each subsequent month until cancelled. It has already been paid in June, July and August.
7. A record has been kept showing that in May and July HMRC's basic PAYE Tools would have wished the Clerk to have been paid only £356.35. This discrepancy can be dealt with when the 2021-22 pay rate has been agreed and the arrears are due to be paid.
8. I used the bank's complaints procedure to take up the non-payment in March of the Council's **£3,000 annual standing order to OxonCC** for repayment of the cost of implementing the 30mph limit on Hinksey Hill.
9. The complaints team agreed to correct the mistake whereby the bank had treated the instruction as a one-off payment. The 2021 payment was finally made on 1<sup>st</sup> July. There is no evidence OxonCC ever noticed it had not been paid. The next payment is due to be made in March 2022.
10. This means I must ask you to increase the amount for traffic calming in your 2021-22 budget from £3,000 to £6,000.

### **Direct Debits**

11. The Chairman and Christine Chater signed a variable direct debit agreement for the monthly **burial ground commercial waste** charges, following the decision of your March 2021 meeting.
12. When Oxford City Council's Finance team put the wrong account name on the instructions for your bank, I was able to get the mistake corrected quickly enough to save the arrangement. It is now in force and has already been used to pay the charges for:
  - January 2021, £47.26
  - March 2021, £49.15

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- April 2021, £67.09
  - May 2021, £47.26
  - June 2021, £47.26
  - July 2021, £27.42.
13. The charges for July were less because I requested a smaller bin. The charges have been reduced even though the smaller bin has not actually arrived yet.
14. The variable direct debit arrangement with VoWHDC for the **burial ground business rates** has been put into force for 2021-22 and there will be ten monthly payments totalling £124.08. The first payment of £16.08 was made in June and subsequent payments have been and will continue to be of £12.

### Processing error

15. The Council ratified at its February 2021 meeting a payment of £784.25 to the Clerk representing pay net of tax for November and December 2020 and expenses for Quarter 3.
16. The machine at the Council's bank misread the cheque as £704.25 and the Internal Auditor advised it was not possible in this case to force the bank to correct its own mistake, so the Council still owes the Clerk £80.
17. It is proposed to deal with this when the 2021-22 pay rate has been agreed and the arrears are due to be paid. The local government unions are currently voting on an offer from the employers which would represent a 1.75% increase for the Clerk.

### Receipts

18. Since your last meeting, you have received the following:

<u>Reason</u>	<u>Amount</u>	<u>Payer</u>
VAT refund 2021-22 Q1	£118.18	HMRC

I am puzzled by the amount as I only claimed £118.17!

Geoffrey Ferres  
Parish Clerk and Responsible Financial Officer  
Saturday 4<sup>th</sup> September 2021