

Paper 1 – Payments awaiting authorisation

Agenda Item 11a) – 01.12.2021

The integrity of the Council's finances during COVID-19 is to be protected during this period by two of the four signatories checking and approving in person (by signing) invoice for payment for which they will have seen the originals copies. Cheques will be signed by a visit by the Clerk, by prior arrangement to either the Parish Council or to the dwellings of two of the signatories. At all times social distancing will be employed and gloves will be worn by those handling the paperwork.

Within the Council's Financial Regulations (4.1) - expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred e.g. under contractual agreements.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – PC Account	Voucher	METHOD	NETT	VAT	TOTAL
Gipping Press – Newsletter – November edition	1280	BACS	991.00	0.00	991.00
SHO Cleaning and Maintenance – Office Cleaning	1297	BACS	96.00	0.00	96.00
Gipping Press – Basketball Sign – Maintenance	1298	BACS	55.00	11.00	66.00
SCC – Upgrade of lanterns – Columns 97,86,93 & 147	1299	BACS	1828.44	365.69	2194.13
New Green – Buggy Shelter - Claim - Approved CIL Bid	1300	BACS	6638.40	0.00	6638.40
M&TJ's – Grounds Maintenance	1301	BACS	250.00	50.00	300.00
Gipping Press – Newsletter – December edition	1302	BACS	Tbc	0.00	Tbc
SHO Cleaning & Maintenance – install noticeboards (CIL)	1303	BACS	1115.00	0.00	1115.00
SHO Cleaning & Maintenance – repairs – New Green Open Space sign and litter bin	1304	BACS	44.00	0.00	44.00
Suffolk Constabulary – PCSO new contract 01.04.21 – CIL *	1305	BACS	19692.84	0.00	19692.84
Thurston Relief in Charity – Rent of Heath Road	1306	BACS	55.00	0.00	55.00
SHO Cleaning and Maintenance – Install of Noticeboards	1307	BACS	181.40	0.00	181.40
SAC-O-MAT – Bio Waste Dog Bags	1308	BACS	272.74	54.54	327.28
Suffolk County Council – Feasibility Study – Zebra Crossing (Sandpit Lane)	1309	BACS	2942.31	588.46	3530.77
Suffolk Libraries – Folding Tables – Library CIL bid	1310	BACS	1200.00	0.00	1200.00
Suffolk Libraries – Annual Donation	1311	BACS	2700.00	0.00	2700.00
Ashtons Legal – legal fees for JR Hearing	1312	BACS	26482.45	5296.49	31778.94

* includes overtime for attendance at PC meetings (03.11.21)

Presented by: Mrs V Waples, Responsible Financial Officer

Countersigned by:..... Mr C Dashper, Chair to the Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2019 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting, which will be in May 2023. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012) refers.