

The integrity of the Council’s finances will be protected during this period by two of three 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 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.

This authority is to be determined by: • the council for all items over £2,500; • the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,500.

Such authority is to be evidenced by the submission of this paper – presented by the Clerk and will be countersigned by the Chairman at an appropriate meeting observing social distancing rules. Invoices were only processed for payment by the Parish Clerk once she was satisfied that the payment sums match the invoices produced.

Accounts paid since 1 November 2021	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (Nov 21)	1282	SO	385.09	0.00	385.09
Plusnet – Mobile (Nov – Dec 21)	1283	DD	10.84	2.17	13.00
Plusnet – Telephone & internet (Nov – Dec 21)	1284	DD	28.94	5.73	34.37
Lloyds Business Charge Card Annual Fee	1285	CC	32.00	0.00	32.00
Adobe Systems Software – Acrobat Pro DC	1286	CC	12.64	2.53	15.17
Eurooffice – stationary	1287	CC	87.96	17.59	105.55
RBL Poppy Appeal – 4 No wreaths	1288	CC	71.00	0.00	71.00
123Connect – domain.gov – 2 year	1289	CC	106.00	21.20	127.20
Amazon – Prime Membership – Annual	1290	CC	79.00	0.00	79.00
Timpson – spare office keys	1291	CC	42.50	8.50	51.00
ICO – GDPR/Data Protection Renewal Fee	1292	DD	35.00	0.00	35.00
Salaries – November 2021	1293-1296	BACS	3984.98	0.00	3984.98

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.

Presented by: **Mrs V Waples, Responsible Financial Officer**

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