

The integrity of the Council's finances is to be protected by two of the four signatories checking and reviewing the invoices for payment for which they will have seen an original scanned copy in a shared file. The automated banking system is the Council's preferred method of settling its finances.

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.

<b>Accounts paid since 1<sup>st</sup> February 2023</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
New Green Trust – Office Suite Rent (February 23)	1667	SO	412.05	0.00	412.05
Plusnet – Mobile (Jan – Feb 23)	1668	DD	7.28	1.46	8.74
BT – Pavilion Broadband	1669	DD	33.72	6.74	40.46
Adobe Systems Software – Acrobat Pro DC	1670	CC	12.64	2.53	15.17
Eurooffice – Stationary	1671	CC	115.30	23.06	138.36
Microsoft Office – 2 licences	1672	CC	225.60	45.12	270.72
Eurooffice – Stationary	1673	CC	74.04	14.81	88.85
Cartridge People – inks for printer	1674	CC	103.51	20.70	124.21
Amazon – Whiteboard	1675	CC	19.96	3.99	23.95
Amazon – inks	1676	CC	54.99	11.00	65.99
Amazon – coloured inks	1677	CC	38.49	0.00	38.49
Amazon – Adhesive remover spray	1678	CC	83.71	0.00	8.71
Plusnet – Telephone & internet (Jan – Feb 23)	1679	DD	29.10	5.82	34.92
Salaries – February	1680-1684	BACS	4559.69	0.00	4559.69

**Items paid following authorisation at meeting of 1<sup>st</sup> February 2023**

SHO Cleaning and Maintenance – Office cleaning	1661	BACS	132.00	0.00	132.00
SHO Cleaning and Maintenance – Dog Waste Bins	1662	BACS	120.00	0.00	120.00
Glasdon – dog waste bin and clamps	1663	BACS	149.48	29.90	179.38
Rialtas Business Solutions – conversion to I&E	1664	BACS	275.00	55.00	330.00
C Dashper – Christmas Tree Festival expenses	1665	BACS	30.42	6.10	36.52
Gipping Press – February Newsletter	1666	BACS	1136.00	0.00	1136.00

*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