

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> October 2023</b>                 | <b>Voucher</b> | <b>METHOD</b> | <b>NETT</b> | <b>VAT</b> | <b>TOTAL</b> |
|--|----------------|---------------|-------------|------------|--------------|
| New Green Trust – Office Suite Rent (October 23)                       | 1888           | SO            | 453.67      | 0.00       | 453.67       |
| O2 – Mobile Phone – October 2023 (Clerk's Phone)                       | 1889           | DD            | 12.90       | 2.58       | 15.48        |
| BT – Pavilion Broadband (September – October 23)                       | 1890           | DD            | 38.22       | 7.64       | 45.86        |
| O2 – Mobile Phone – September – October 23 (Editor's & Deputy Clerk's) | 1891           | DD            | 26.20       | 5.24       | 31.44        |
| Aerial Direct – Broadband & office phone (18.08.23-30.09.23)           | 1892           | DD            | 118.67      | 23.73      | 142.40       |
| Adobe Systems Software – Acrobat Pro DC                                | 1893           | CC            | 16.64       | 3.33       | 19.97        |
| Timpson – Keys (Office & Pavilion)                                     | 1894           | CC            | 13.75       | 2.75       | 16.50        |
| Post Office – Lloyds Recorded Delivery                                 | 1895           | CC            | 3.10        | 0.00       | 3.10         |
| Eurooffice – Stationery  | 1896           | CC            | 96.20       | 17.51      | 113.71       |
| RBL – Poppy Appeal – PC; PCC and Scouts                                | 1897           | CC            | 79.17       | 15.83      | 95.00        |
| Salaries – October 2023  | 1898-          | BACS          | 5160.42     | 0.00       | 5160.42      |

#### **Items paid following authorisation at meeting of 4<sup>th</sup> October 2023**

|  |      |      |          |         |          |
|--|------|------|----------|---------|----------|
| Thurston Recreation Ground - Hire of Pavilion for Thurston Community Players – CIL Bid | 1872 | TRF  | 15.40    | 0.00    | 15.40    |
| M&TJ's - Grounds Maintenance   | 1873 | Bacs | 255.00   | 51.00   | 306.00   |
| Gipping Press - Script Printing for Thurston Community Players – CIL Bid               | 1874 | Bacs | 37.00    | 0.00    | 37.00    |
| James Hallam - Cyber Insurance Renewal Package   | 1875 | Bacs | 636.50   | 0.0     | 636.50   |
| Gipping Press - October Newsletter   | 1876 | Bacs | 1291.00  | 0.00    | 1291.00  |
| SHO Cleaning & Maintenance - Office Cleaning   | 1877 | Bacs | 120.00   | 0.00    | 120.00   |
| SHO Cleaning & Maintenance - Installation / removal of litter and dog bins             | 1878 | Bacs | 280.00   | 0.00    | 280.00   |
| Wicksteed - Safety Matting – Recreation Ground   | 1879 | Bacs | 14237.70 | 2847.54 | 17085.24 |
| Wicksteed - Safety Matting – Thedwastre Park   | 1880 | Bacs | 22168.40 | 4433.68 | 26602.08 |
| Glasdon - Dog Bin & Litter Bin   | 1881 | Bacs | 707.57   | 141.51  | 849.08   |
| Glasdon - Double Litter Bin  | 1882 | Bacs | 746.71   | 149.34  | 896.05   |
| EML Electrical - EV Charging Points  | 1883 | Bacs | 9068.35  | 1813.67 | 10882.02 |
| CAB West Suffolk - Donation as approved 06.09.2023                                     | 1884 | Bacs | 500.00   | 0.00    | 500.00   |
| Tom Whalley Pantomimes - Thurston Community Players – ½ Script Cost - CIL Bid          | 1885 | Bacs | 112.50   | 0.00    | 112.50   |
| Sarah Cornell - Thurston Community Players – ½ Script Cost – CIL Bid                   | 1886 | Bacs | 112.50   | 0.00    | 112.50   |
| Glasdon - September Operational Inspection – New Green Play Equipment                  | 1887 | Bacs | 157.80   | 31.56   | 189.36   |

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

**Countersigned by:** ..... **Mr C Dashper, Chair**