

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 4th November 2020	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (November 20)	998	SO	381.28	0.00	381.28
Plusnet – Telephone & internet (Oct - Nov 20)	999	DD	36.85	7.37	44.22
ICO – Annual Fee	1000	DD	35.00	0.0	35.00
Amazon – Prime Membership	1001	CC	7.99	0.00	7.99
FirstAid4Less – sanitiser and wall pump – Pavilion	1002	CC	19.80	3.96	23.76
FirstAid4Less – face masks and 1 st Aid Kit	1003	CC	45.85	7.98	53.83
CO-OP – Liquid Soap	1004	CC	2.66	0.54	3.20
Catering King – Hand sanitisers – Office	1005	CC	115.00	23.00	138.00
The Original Factory Shop – Boxes for COVID Kit	1006	CC	18.54	3.71	22.25
Amazon – Wireless mouse	1007	CC	6.66	1.33	7.99
Amazon – Wireless mouse and keyboard	1008	CC	19.16	3.83	22.99
RBL – Remembrance Wreaths – x 4	1009	CC	71.00	0.00	71.00
Safety Signs and Notice – caps and fixings	1010	CC	15.67	3.13	18.80
LLOYDS Bank – Annual Card Fee	1011	CC	32.00	0.00	32.00
Plusnet – Mobile Phone – October 20	1012	CC	7.33	1.47	8.80
Staff Salaries – November 2020	1013-1015	3686-88	3209.99	0.00	3209.99

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**