

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.

<b>Accounts paid since 1 February 2022</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
New Green Trust – Office Suite Rent (Feb 22)	1358	SO	385.09	0.00	385.09
Plusnet – Telephone & internet (Feb - Mar 22)	1359	DD	27.50	5.50	33.00
Adobe Systems Software – Acrobat Pro DC	1360	CC	12.64	2.53	15.17
Eurooffice– Stationary – inks	1361	CC	163.51	32.69	196.20
Microsoft – Office 365 – 2 licences – annual renewal	1362	CC	225.60	45.12	270.72
Salaries – February 2022	1363-1367	BACS	4009.57	0.00	4009.57
Plusnet – Mobile Office phone (Jan – Feb 22)	1368	DD	6.67	1.33	8.00

*Items paid following authorisation at meeting of 12<sup>th</sup> January 2022*

SHO Cleaning and Maintenance – Office Cleaning	1353	BACS	84.00	0.00	84.00
Oaks CCTV – cable and relocate BT router and set up NVR for remote viewing	1354	BACS	105.00	21.00	126.00
B Morris – Ornamental tree – St Peter's Way	1355	BACS	37.50	7.50	45.00
Suffolk.cloud – 4 no. Councillor email addresses	1356	BACS	28.00	0.00	28.00
Gipping Press – February Newsletter – tbc	1357	BACS	862.00	0.00	862.00

*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**