

Paper 1 – Payments awaiting authorisation

Agenda Item 11a) Thurston Parish Council – 02.09.20

The integrity of the Council's finances during COVID-19 is to 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 either the Parish Council or 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 a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – 02.09.20

	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
Salaries – August 2020	939-942	3650-3653	3082.58	0.00	3082.58	LGA 1972 s112
Gipping Press – Play Area Signs and Covid-19 Postcards	943	3654	248.52	49.70	298.22	Open Spaces Act 1908 ss9-10 & LGA 1972 s111
B Morris – Expenses – COVID-19	944	3655	33.00	0.00	33.00	LGA 1972 s111
SHO Cleaning & Maintenance – Office Cleaning	945	3656	36.00	0.00	36.00	LGA 1972 s111
Kompan – Play & Safety Installation costs	946	3657	2604.64	520.92	3125.56	Misc Prov Act 1976 s19
M&TJ's – Grounds Maintenance – Churchyard and Heath Road	947	3658	230.00	46.00	276.00	Open Spaces Act 1908 ss9-10
Kompan – Operational Inspection	948	3659	148.75	29.75	178.50	Open Spaces Act 1908 ss9-10

Presented by: Mrs V Waples, Responsible Financial Officer

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