

Paper 1 – Payments awaiting authorisation

Agenda Item 11a) – 03.02.21

The integrity of the Council’s finances during COVID-19 is to be protected during this period by two of the four 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 –	Voucher	METHOD	NETT	VAT	TOTAL
Gipping Press – A5 external sign	1070	3721	53.00	10.60	63.60
SHO Cleaning & Maintenance – office cleaning & works	1071	3722	75.00	0.00	75.00
V Waples – Clerk Expenses	1072	3723	138.49	25.15	163.64

Presented by: Mrs V Waples, Responsible Financial Officer

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

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.