

## Thurston Parish Council – Payments awaiting authorisation

Paper 2 - Agenda Item 10b) – 03.06.20

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 – 06.05.20**

	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>	<b>POWER INCURRED</b>
B Morris – Covid Expenses	889	3624	76.05	0.00	76.05	<i>LGA 1972 s111</i>
Business Services at CAS – insurance premium addition	890	3625	58.41	0.00	58.41	<i>LGA 1972 s111</i>
M&TJ's – Grounds Maintenance	891	3626	112.00	22.40	134.40	<i>Open Spaces Act 1906 s9&amp;10</i>

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

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