

**Paper 2 – Expenditure incurred since 7<sup>th</sup> October 2020**

**Paper 2 – 04.11.20 Agenda Item 11b)**

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 7<sup>th</sup> October 2020</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Staff Salaries – October 2020	986-989	3674-3677			
New Green Trust – Office Suite Rent (October 20)	976	SO	381.28	0.00	381.28
Plusnet – Mobile Office Phone (September 20)	977	DD	7.33	1.47	8.80
Plusnet – Telephone & internet (Oct - Nov 20)	978	DD	34.70	6.94	41.64
Rec Grd Acct – VAT reclaim	979	TRF	169.48	0.00	169.48
Amazon – credit for items not received	980	CC	-63.54	-12.70	-76.24
Post Office – Cleansing Items	981	CC	4.98	0.99	5.97
Amazon – Prime Membership	982	CC	7.99	0.00	7.99
Eurooffice – Stationary	983	CC	194.55	38.91	233.46
Eurooffice – Noticeboards and hand sanitiser	984	CC	66.89	13.38	80.27
Amazon – Wireless keyboard and mouse	985	CC	24.99	5.00	29.99
Plusnet – Mobile Office Phone (October 20)	990	DD	7.33	1.47	8.80

*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**