

The integrity of the Council's finances is to be protected by two of the four signatories checking and reviewing the invoices for payment for which they will have seen an original scanned copy in a shared file. The automated banking system is the Council's preferred method of settling its finances.

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.

Accounts paid since 1st September 2023	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (September 23)	1855	SO	453.67	0.00	453.67
O2 – Mobile Phone – September 2023 (Clerk's Phone)	1856	DD	12.90	2.58	15.48
BT – Pavilion Broadband (August - September 23)	1857	DD	33.72	6.74	40.46
O2 – Mobile Phone – August - September 23 (Editor's & Deputy Clerk's)	1858	DD	26.30	5.26	31.56
Adobe Systems Software – Acrobat Pro DC	1859	CC	16.64	3.33	19.97
Post Office Stamps – postage	1860	CC	22.40	0.00	22.40
Tesco – Administration	1861	CC	31.66	6.34	38.00
Amazon – Charger for office mobile	1862	CC	4.16	0.83	4.99
Eurooffice – stationery – ink and paper	1863	CC	80.49	16.11	96.60
Amazon – stationery – storage boxes	1864	CC	16.66	3.33	19.99
Tesco – Administration	1865	CC	15.50	0.00	15.50
Salaries – September 2023	1866-1871	BACS	9455.20	0.00	9455.20

Items paid following authorisation at meeting of 6th September 2023

SHO Cleaning and Maintenance - Office Cleaning – August	1839	BACS	108.00	0.00	108.00
DC Carpentry and Joinery - Pavilion exterior refurbishment	1840	BACS	1318.98	0.00	1318.98
FNCE (Nathan Head) - Fencing at Heath Row	1841	BACS	355.35	0.00	355.35
Zurich Municipal - Annual Insurance	1842	BACS	1535.30	0.00	1535.30
Sac-O-Mat - Bio Dog Bag Dispenser	1843	BACS	177.00	35.40	212.40
KOMPAN -4 Tower Multiplay Unit (New Green)	1844	BACS	17086.79	3417.35	20504.14
New Green Community Trust - 2 nd Biffa Bin – New Green	1845	BACS	668.88	0.00	668.88
Parish Online - Subscription to Digital Mapping (annual)	1846	BACS	190.00	38.00	228.00
SF Electrical Services - New hot water and heating system - Pavilion	1847	BACS	4718.22	0.00	4718.22
PKF Littlejohn - Audit fees for year ending 31 March 2023	1848	BACS	840.00	168.00	1008.00
MSDC - Parish Election Recharges – uncontested election	1849	BACS	240.65	0.00	240.65
Gipping Press - August Newsletter	1850	BACS	1279.00	0.00	1279.00
Gipping Press - Taxi-Bus artwork	1851	BACS	15.00	3.00	18.00
Gipping Press - September Newsletter	1852	BACS	1279.00	0.00	1279.00
Staff Matters - Confidential	1853	BACS	66.70	0.00	66.70
M&TJ's - Grounds work and village maintenance – under contract – August	1854	BACS	520.00	104.00	624.00

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

Countersigned by: **Mr C Dashper, Chair**