

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 February 2024 | Voucher | METHOD | NETT | VAT | TOTAL |
|--|----------------|---------------|-------------|------------|--------------|
| New Green Trust – Office Suite Rent (February 24) | 2002 | SO | 453.67 | 0.00 | 453.67 |
| O2 – Mobile Phone – Jan – Feb 24 (Clerk's Phone) | 2003 | DD | 1.00 | 2.20 | 13.20 |
| BT – Pavilion Broadband (Jan - Feb 24) | 2004 | DD | 37.95 | 7.59 | 45.54 |
| O2 – Mobile Phone – Jan - Feb 24 (Editor's & Deputy Clerk's) | 2005 | DD | 22.00 | 4.40 | 26.40 |
| Adobe Systems Software – Acrobat Pro DC | 2006 | CC | 16.64 | 3.33 | 19.97 |
| Eurooffice – Stationery – inks and paper | 2007 | CC | 129.39 | 25.89 | 155.28 |
| Eurooffice – Stationery | 2008 | CC | 59.12 | 11.83 | 70.95 |
| Eurooffice – filing and computer accessories | 2009 | CC | 74.99 | 15.00 | 89.99 |
| Microsoft – 365 Licences | 2010 | CC | 247.20 | 49.44 | 296.64 |
| Expert Ink Shop – inks | 2011 | CC | 110.52 | 22.10 | 132.62 |
| Magic Floor Productions | 2012 | Bacs | 150.00 | 0.00 | 150.00 |
| Prop / Costumes for TCP – CIL | 2013 | Bacs | 85.98 | 0.00 | 85.98 |
| Aerial Direct – Broadband & office phone (Jan - Feb 24) | 2014 | DD | 81.75 | 16.35 | 98.10 |
| Salaries – February 2024 | 2015-2019 | Bacs | 6178.22 | 0.00 | 6178.22 |
| Sackers – Contractual emptying of bins at New Green | 2020 | DD | 122.96 | 24.59 | 147.55 |

Items paid following authorisation at meeting of 7th February 2024

| | | | | | |
|--|------|------|---------|------|---------|
| SHO Cleaning & Maintenance - Office Cleaning | 1994 | Bacs | 96.00 | 0.00 | 96.00 |
| Cavendish Hall Charity - Hire of hall – CPR Training | 1995 | Bacs | 32.00 | 0.00 | 32.00 |
| SF Electrical Services - PAT Testing of Office Suite | 1996 | Bacs | 70.00 | 0.00 | 70.00 |
| Gipping Press - Newsletter – February 2024 | 1997 | Bacs | 1291.00 | 0.00 | 1291.00 |
| Gipping Press - Taxi-Bus Artwork Poster and Flyer – CIL | 1998 | Bacs | 49.00 | 9.80 | 58.80 |
| AMS Landscape and Construction Services - Works to wildlife area – CIL | 1999 | Bacs | 1142.00 | 0.00 | 1142.00 |
| New Green Community Trust - Hire of Hall – 18.02.23 – TCP – CIL | 2000 | Bacs | 60.00 | 0.00 | 60.00 |
| S West (on behalf of TCP) - TCP Expenses – CIL | 2001 | Bacs | 89.99 | 0.00 | 89.99 |

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

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