

Paper 1 – Payments awaiting authorisation

Agenda Item 11a) – 06.10.2021

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.

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 – PC Account	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance – Office Cleaning	1251	Bacs	96.00	0.00	96.00
M&TJ's – Church, NG Play Area, Heath Rd & Memorial on Church Road – August 21	1252	Bacs	346.00	69.20	415.20
Gipping Press – Extra copies of Big Weekend Flyer	1253	Bacs	66.00	0.00	66.00
M&TJ's – NG Play Area & Heath Road	1254	Bacs	86.00		
Gipping Press – Newsletter – September *	1255	BACS	995.00	0.00	995.00
Gipping Press – Newsletter – October **	1256	BACS	738.00	0.00	738.00

* **Newsletter produced in conjunction with the PCC – balance of retained funds to be sent to the PC from the PCC**

** **PC approved to pay the cost of £130 toward the Additional Over Cover for the August Newsletter**

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.