

Paper 2 – Expenditure incurred since 3rd March 2021

Paper 2 – 07.04.21 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.

Accounts paid since 3rd February 2021	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (March 21)	1100	SO	381.28	0.00	381.28
Plusnet -Office Mobile – (February 21)	1101	DD	6.67	1.33	8.00
Plusnet – Telephone & internet (Feb- March 21)	1102	DD	28.50	5.70	34.20
Salaries – March 2021	1103-1107	BACS	6340.31	0.00	6340.31
Safety Signs – posts and clips	1108	CC	120.72	24.14	144.86
Microsoft – 365 renewal – Deputy	1109	CC	225.60	45.12	270.72
Amazon – Prime Membership	1110	CC	7.99	0.00	7.99
Eurooffice – Stationary	1111	CC	87.74	17.54	105.28
Eurooffice - Stationary	1112	CC	44.81	8.96	53.77

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**