

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.

Cheques will only be raised where no other payment method is able to be used and arrangements will be made for two signatories to visit the Parish Council Office to verify the invoices for payment. Once verification has been achieved, the invoice, cheque stub and cheque will be signed by the two signatories.

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 and Maintenance – Office cleaning	1616	BACS	144.00	0.00	144.00
M&TJ’s – Grounds Maintenance inc New Green Open Space	1617	BACS	280.00	56.00	336.00
Gipping Press – November Newsletter	1618	BACS	1088.00	0.00	1088.00
Gipping Press – December Newsletter	1619	BACS	1375.00	0.00	1375.00
Glasdon UK – Bin lids only to replace damaged ones	1620	BACS	476.04	95.21	571.25
Ashtons Legal – Fee for Supreme Court Application	1621	BACS	1000.00	0.00	1000.00
New Green Comm Trust – 2 nd Biffa Bin – Dec 22-Mar23	1622	BACS	668.64	0.00	668.64
High Street Safari – Luminauts Christmas Trail - CIL	1623	BACS	1059.00	211.80	1270.80
SCC – Street Lighting Upgrade – CIL	1624	BACS	32495.00	6499.00	38994.00
Glasdon – Dog bin & fixings	1625	BACS	234.68	46.94	281.62

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.