

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 May 2023

	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – May	1749- 1755	BACS	4901.07	0.00	4901.07
New Green Trust – Office Suite Rent (April 23)	1756	SO	453.67	0.00	453.67
BT – Pavilion Broadband (April – May 23)	1757	DD	33.72	6.74	40.46
O2 – Mobile Phone – May 2023 (Clerk's Phone)	1758	DD	12.90	2.58	15.48
Plusnet – Office Broadband (April – May 23)	1759	DD	29.10	5.82	34.92
O2 – Mobile Phone – May 2023 (Editor's & Office)	1760	DD	25.80	5.16	30.96
Adobe Systems Software – Acrobat Pro DC	1761	CC	16.64	3.33	19.97
Indeed Job applications - SDYW	1762	CC	150.00	0.00	150.00
Eurooffice – Stationery – Office (4)	1763	CC	191.49	38.30	229.79
MSDC – TENS Licence – June 24	1764	CC	21.00	0.00	21.00
Amazon – DYW Project – safety kits, stationary (6)	1765	CC	75.61	15.13	90.74
Amazon – laminating pouches and phone charger	1766	CC	21.15	4.24	25.39

Items paid following authorisation at meeting of 17th May 2023

Astons Legal – fees for statutory searches	1737	BACS	1863.48	372.70	2236.18
SHO Cleaning & Maintenance – Office cleaning	1738	BACS	120.00	0.00	120.00
Trevor Brown – internal audit	1739	BACS	374.65	0.00	374.65
Ashtons Legal – Allotment transfer fees – Thurston Park	1740	BACS	1554.00	301.80	1855.80
Community Heartbeat – annual support	1741	BACS	165.00	33.00	198.00
Rialtas Business Solutions Ltd – annuals software support	1742	BACS	156.28	31.25	187.53
Urban Forestry – School Road tree survey	1743	BACS	295.00	59.00	354.00
Gipping Press – May newsletter	1744	BACS	1284.00	0.00	1284.00
New Green Community Trust – increase in monthly rent – April balance only	1745	BACS	41.62	0.00	41.62
SALC – annual membership subscription	1746	BACS	1055.03	0.00	1055.03
M&TJ's – grounds maintenance	1747	BACS	835.00	167.00	1002.00
MSDC – litter and dog bin emptying	1748	BACS	1332.56	266.51	1599.07

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

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