

## Paper 1 – Payments awaiting authorisation

Agenda Item 11a) – 07.10.20

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.

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 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 –**

|   | <b>Voucher</b> | <b>METHOD</b> | <b>NETT</b> | <b>VAT</b> | <b>TOTAL</b> |
|---|----------------|---------------|-------------|------------|--------------|
| SHO Cleaning & Maintenance – Office Cleaning            | 967            | 3665          | 48.00       | 0.00       | 48.00        |
| Suffolk Cloud – hosting of mailboxes                    | 968            | 3666          | 300.00      | 0.00       | 300.00       |
| Business Services at CAS – Insurance                    | 969            | 3667          | 949.63      | 0.00       | 949.63       |
| Kompan Ltd – repairs to safety matting – Gym Trail      | 970            | 3668          | 645.00      | 129.00     | 774.00       |
| SALC – Birketts Training Modules 1, 2 & 3               | 971            | 3669          | 75.00       | 15.00      | 90.00        |
| M&TJ’s – Contracted grounds maintenance                 | 972            | 3670          | 112.00      | 22.40      | 134.40       |
| B Morris – COVID-19 Expenses                            | 973            | 3671          | 9.00        | 0.00       | 9.00         |
| Thurston Charities In Need – rent of Heath Rd Play Area | 974            | 3672          | 55.00       | 0.00       | 55.00        |
| M&TJ’s – Approved Grounds Maintenance Works             | 975            | 3673          | 700.00      | 140.00     | 840.00       |

**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.**