

**Paper 2 – Expenditure incurred since 2<sup>nd</sup> September 2020**

**Paper 2 – 07.10.20 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.

<b>Accounts paid since 2<sup>nd</sup> September 2020</b>	<b>Voucher</b>	<b>METHOD</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>	<b>POWER INCURRED</b>
Staff Salaries – September 2020	949-953	3660-3664	5446.41	0.00	5446.41	LGA 1972 s112
New Green Trust – Office Suite Rent (September 20)	954	SO	381.28	0.00	381.28	LGA 1972 s111
Plusnet – Telephone & internet (July – Aug 20)	955	DD	36.05	7.21	43.26	LGA 1972 s111
Amazon Prime	956	CC	7.99	0.00	7.99	LGA 1972 s111
Amazon – Inks - Black	957	CC	34.91	5.82	34.94	LGA 1972 s111
Amazon – Inks – Cyan	958	CC	21.24	4.25	25.49	LGA 1972 s111
Amazon – Inks – Credit expected for non-delivery	959	CC	63.54	12.70	76.24	LGA 1972 s111
Amazon – Inks – Cyan	960	CC	24.22	4.85	29.07	LGA 1972 s111
Amazon – Cooling mat for laptop	961	CC	29.80	5.96	35.76	LGA 1972 s111
Rays Shoemakers – Keys for Office	962	CC	9.30	0.00	9.30	LGA 1972 s111
Amazon – Stationary	963	CC	66.64	13.34	79.98	LGA 1972 s111
Euroffice – Hand sanitiser & face masks	964	CC	49.74	3.35	53.09	LGA 1972 s111
Euroffice – Covid-19 Posters, Visors	965	CC	143.87	22.84	166.71	LGA 1972 s111
Culford Waste Ltd – skip for Recreation Ground	966	CC	137.50	27.50	165.00	Open Spaces Act 1906 s9&10
Post Office – Stamps	967	CC	32.50	0.00	32.50	LGA 1972 s111

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

**Countersigned by:** ..... **Mr C Dashper, Chair to the Parish Council**