



Paper 2 – Expenditure Incurred Since Last Meeting

Thurston Parish Council

Paper: Paper 2 – Agenda Item 11b

Reason: To receive a list of retrospective payments for approval

Period covered: 1st June to 30th June 2026

Presented to Council: Full Council Meeting 1 July 2026

Date: 30.06.26

Author: Responsible Financial Officer (RFO)

Summary

The RFO produces this report for the previous calendar month which includes regular payments (approved annually) taken by Direct Debit and/or Standing Order and payments made by Direct Card and Credit Card as well as authorised payments from the previous meeting.

The integrity of the Council's finances is protected by two of the five 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 method of settling its finances.

Individual purchases within an agreed budget for that type of expenditure may be authorised by the council for all items over £2,000 and the RFO, under delegated authority, for any items below £2,000 excluding VAT.

Such authority is to be evidenced by the submission of this paper – presented by the RFO and will be countersigned by the Chair at an appropriate meeting. Invoices were only processed for payment by the RFO once she was satisfied that the payment sums match the invoices produced.

This report aids the understanding of the overall records in detail and provides an opportunity for interrogation of the payments made.

Recommendation

Council is asked to receive the list of payments below and retrospectively approve them for payment noting that they are regular payments / payments approved annually at the Annual Council Meeting in May 2026. They are within the agreed budget for that type of expenditure.

<i>Accounts paid since 1st June 2026</i>	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – June 2026	2934-2941	BACS	14047.28	0.00	14047.28
New Green Trust – Office Suite Rent (June 26)	2942	SO	496.21	0.00	496.21
Biffa – Waste recycling – April 26	2943	DD	129.24	25.85	155.09
O2 – Mobile Phone – June 26 (RFO's Phone)	2944	DD	12.50	2.50	15.00
Lloyds Bank Charges – May 2026	2945	Chg	8.50	0.00	8.50
BT – Pavilion Broadband May / June 26	2946	DD	43.95	8.79	52.74
Eurooffice – Stationery	2947	DC	150.14	30.02	180.16
Aerial Direct – Office broadband and phones May 26	2948	DD	87.90	17.58	105.48
O2 – Mobile Phones - June 26 Clerk/Editor/Deputy/Ranger	2949	DD	50.31	10.06	60.37
Adobe Systems Software – Acrobat Pro	2950	CC	16.64	3.33	19.97
Amazon – A16 Phone – Clerk	2951	CC	82.50	16.50	99.00
Amazon – Accessories for above	2952	CC	7.49	1.50	8.99
Amazon – Glyphosate Free weed killer	2953	CC	23.71	4.74	28.45
Amazon – Markers for Biodiversity Day	2954	CC	116.40	23.40	139.80
Amazon – Markers for Biodiversity Day	2955	CC	132.20	26.40	158.60
Amazon – A3 Printer	2956	CC	150.32	30.07	180.39
Unity Trust April Bank Charges	2957	Chg	8.05	0.0	8.05
Wave – Water allotments Denbury Park	2962	DD	47.93	0.00	47.93

Recommendation

Council is asked to receive the list of payments made overleaf and retrospectively approve them for payment noting that they are non-regular payments but are within the agreed budget for the CIL Bid for the Pavilion refurbishment.

<i>Accounts paid since 1st June 2026</i>	Voucher	METHOD	NETT	VAT	TOTAL
Amazon – Shower curtains for Pavilion	2958	CC	21.35	4.27	25.62
Nigel Waters Hardware – Casement Window Locks	2959	CC	78.33	15.77	94.60
Nigel Waters Hardware – Casement Window Locks	2960	DC	21.50	4.30	25.80
CGS Direct – Office equipment	2961	DC	144.56	28.91	173.47

Items paid following authorisation at meeting of 3rd June 2026

SHO Cleaning & Maintenance – Office cleaning	2923	Bacs	72.0	0.00	72.00
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Alpha Surveys – surveys Barrells Road and Norton Road	2924	Bacs	925.00	185.00	1110.00
AWFM Ltd – Grounds maintenance	2925	Bacs	1254.70	250.94	1505.64
Suffolk Police & Crime Commissioner – fully funded PCSO – 6 months	2926	Bacs	28665.00	0.00	28665.00
Trevor Brown – Internal audit services	2927	Bacs	600.00	0.00	600.00
Suffolk Wildlife Trust – duplicate payments	2928	Bacs	200.00	0.00	200.00
SLCC – Training – Officer – Clerk, Deputy and RFO	2929	Bacs	682.00	136.40	818.40
Newsletter Editor - Expenses	2930	Bacs	13.20	0.00	13.20
Village Ranger – Expenses including material	2931	Bacs	39.80	6.55	46.35
New Green – Uplift in CPI for rent for April and May	2932	Bacs	31.70	0.00	31.70
SLCC – Clerk’s Membership	2933	Bacs	331.00	0.00	331.00

Presented by:
Mrs V Waples, Responsible Financial Officer

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