



Paper 1 – Accounts Due For Approval for Payment

Thurston Parish Council

Paper: Paper 1 – Finances – Agenda Item 12a

Reason: To receive a list of payments awaiting approval for payment

Period covered: 1 to 31 August 2026

Date: 02.09.26

Author: Responsible Financial Officer (RFO)

Summary

Within Council's Financial Regulation, the Responsible Financial Officer (RFO) is expected to present a schedule of payments requiring authorisation, forming part of the associated papers for the meeting to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution.

The authorised schedule shall then be submitted to the Chair of the meeting, together with the relevant invoices, for formal checking. The schedule will be signed below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

The integrity of the Council's finances is to be 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.

Recommendation

1. *Council is asked to receive the list of payments below and 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.*

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance	Office cleaning	3049	Bacs	96.00	0.00	96.00
AWFM Ltd	Grounds maintenance 1/12	3050	Bacs	1254.70	250.94	1505.64
Gipping Press	September newsletter	3051	Bacs	1606.00	0.00	1606.00
Parish Online	Annual Subscription	3052	Bacs	190.00	38.00	228.00
Zurich Insurance	Annual Insurance Premium	3053	Bacs	2327.69	0.00	2327.69
PKJ Littlejohn	Limited Assurance Review	3054	Bacs	1680.00	336.00	2016.00

2. *Council is asked to receive the list of payments below and approve them for payment noting that they are non-regular payments to be allocated from the CIL budget for the repurposing of the land at Apple Tree Cottage and The Bungalow on Church Road*

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
Orwell Insurance	Apple Tree Cottage, Church Road	3055	Bacs	513.35	0.00	513.35
Orwell Insurance	The Bungalow, Church Road	3056	Bacs	576.99	0.00	576.99

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 2023 Annual Meeting of the Council that it continues to meet the eligibility conditions, and this will continue right through until the next relevant annual meeting, which will be in May 2027. 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.