



Paper 2 – Expenditure Incurred Since The Previous Meeting

Thurston Parish Council

Paper: Paper 2 – Finances

Reason: To receive a list of retrospective payments for approval

Period covered: 1st to 31st August 2026

Presented to Council: Full Council Meeting 2 September 2026

Date: 28.08.26

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 August 2026</i>	<i>Voucher</i>	<i>METHOD</i>	<i>NETT</i>	<i>VAT</i>	<i>TOTAL</i>
New Green Trust – Office Suite Rent (August 26)	3021	SO	496.21	0.00	496.21
Culford Waste – compound clear out	3022	DC	237.50	47.50	285.00
Biffa – Waste recycling – June 26	3023	DC	169.18	33.83	203.01
O2 – Mobile Phone – July 26 (RFO's Phone)	3024	DD	12.50	2.50	15.00
BT – Pavilion Broadband July 26	3025	DD	43.95	8.79	52.74
O2 – Mobile Phones – July 26 – staff except RFO	3026	DD	48.50	9.70	58.20
Aerial Direct – Office broadband and phones June 26	3031	DD	87.90	17.58	105.48
Lloyds Bank Charges	3032	Chg.	9.35	0.00	9.35
Eurooffice – stationery	3033	DC	201.44	40.30	241.74
Adobe Systems Software – Acrobat Pro	3034	CC	16.64	3.33	19.97
St John Ambulance – 1 st Aid – Events	3035	CC	445.45	9.09	54.54
Amazon – Biodiversity Day activities	3036	CC	63.15	12.47	75.62
Amazon – Biodiversity Day gifts and activities	3037	CC	108.18	21.64	129.82
Amazon - measuring tape (Tree Warden)	3038	CC	8.88	1.78	10.66
Salaries including associated liabilities for August 2026	3039-3047	BACS	12960.28	0.00	12960.28
Unity Trust	3048	Chg	7.00	0.00	7.00

Recommendation

Council is asked to receive the list of payments made below and retrospectively approve them for payment noting that they are non-regular payments but are within the agreed budget for Donations and were approved at the meeting of 5 August 2026

<i>Accounts paid since 1 August 2026</i>	<i>Voucher</i>	<i>METHOD</i>	<i>NETT</i>	<i>VAT</i>	<i>TOTAL</i>
1 st Thurston Scout Group	3027	Bacs	500.00	0.00	500.00
Mid Suffolk Croquet Club	3028	Bacs	500.00	0.00	500.00
Thurston Detached Youth Work	3029	Bacs	500.00	0.00	500.00
Thurston Table Tennis Club	3030	Bacs	850.00	0.00	850.00

Items paid following authorisation at meeting of 5 August 2026

SHO Cleaning & Maintenance	Office cleaning	3004	Bacs	120.00	0.00	120.00
AWFM Ltd	Grounds maintenance 1/12	3005	Bacs	1254.70	250.94	1505.65
Gipping Press	August newsletter	3006	Bacs	1597.00	0.00	1597.00
Gipping Press	A3 photos – Biodiveristy Day	3007	Bacs	38.00	7.60	45.60
Community Heartbeat	Annual Support New Green Centre	3008	Bacs	165.0	33.00	198.00
SF Electrical	Office PAT testing	3009	Bacs	75.00	0.00	75.00
Eon Brown	Damage to trees School Road	3010	Bacs	295.00	59.00	354.00
MSDC	Garden Waste Collection (2)	3011	Bacs	132.00	0.00	132.00
MSDC	Dog and Litter Bin Emptying	3012	Bacs	1493.50	298.70	1792.20
National Allotment Society	Membership Fees	3013	Bacs	70.00	14.00	84.00
SF Electrical	New fan – Pavilion works	3014	Bacs	385.00	0.00	385.00
MSDC	Annual play inspections x 5	3015	Bacs	327.65	65.55	393.20
C Wright	Expenses	3016	Bacs	33.77	4.67	38.44
Freethought	Cyber security – emails – annual	3017	Bacs	100.00	20.00	120.00
L Greener	Expense	3018	Bacs	7.70	0.00	7.70
Allotment Holder	Expenses as approved	3019	Bacs	78.33	0.00	78.33
Freethought	HP – laptop replacement	3020	Bacs	728.16	145.63	873.79

Proposal

“The meeting resolves to retrospectively approve those payments that had been made away from the meeting as detailed under this Paper (2 - two) and resolves that they be so appended to the minutes”.

Presented by:
Mrs V Waples, Responsible Financial Officer

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