



# Paper 1 – Accounts Due For Approval for Payment

Thurston Parish Council

**Paper:** Paper 1 – Agenda Item 12a

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

**Period covered:** 1<sup>st</sup> June to 30<sup>th</sup> June 2026

**Date:** 01.06.2026

**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

Council is asked to receive and approve the list of payments for authorisation.

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance	Office cleaning	2923	Bacs	72.0	0.00	72.00
Alpha Surveys	Site surveys for 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 & Crims 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	Forest School taster day (2 places)	2928	Bacs	200.00	0.00	200.00
SLCC	Training – Officer (Clerk, Deputy & RFO)	2929	Bacs	682.00	136.40	818.40
Newsletter Editor	Expenses	2930	Bacs	13.20	0.00	13.20
Village Ranger	Expenses	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 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.*