



# 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:** 1<sup>st</sup> May to 31<sup>st</sup> May 2026

**Presented to Council:** Full Council Meeting 3 June 2026

**Date:** 01.06.26

**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 made and retrospectively approve them for payment.*

<i>Accounts paid since 1<sup>st</sup> May 2026</i>	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – May 2026	2903-2910	BACS	13211.24	0.00	13211.24
New Green Trust – Office Suite Rent (Myay 26)	2911	SO	480.36	0.00	480.36
O2 – Mobile Phone – May 26 (Clerk's Phone)	2912	DD	12.50	2.50	15.00
Lloyds Bank Charges – April 2026	2913	Chq	9.25	0.00	9.25
BT – Pavilion Broadband April/May 26	2914	DD	43.95	8.79	52.74
Aerial Direct – Office broadband and phones May 26	2915	DD	87.90	17.58	105.48
O2 – Editor's/Deputy's/ Ranger Phone – Apr/May 26	2916	DD	37.50	7.50	45.00
Allotment Holders – CIL expenses	2917	Bacs	312.47	0.00	312.47
Adobe Systems Software – Acrobat Pro	2918	CC	16.64	3.33	19.97
Amazon – prize for new posters for dog waste	2919	CC	10.00	2.00	12.00
Amazon – office equipment for new post	2920	CC	92.75	18.55	111.30
Amazon – Pavilion cleaning products	2921	CC	28.13	5.62	33.75
Amazon – ancillary office supplies	2922	CC	59.45	11.89	71.34

## *Items paid following authorisation at meeting of 6<sup>th</sup> May 2026*

SHO Cleaning & Maintenance - Office cleaning	2888	Bacs	96.00	0.00	96.00
AWFM - Grounds Maintenance 1/12	2889	Bacs	1254.70	250.94	1505.64
Birketts - Legal Advice	2890	Bacs	876.00	175.20	1051.20
Thurston Village Hall – Hire of Cavendish Hall for APM	2891	Bacs	32.00	0.00	32.0
Gipping Press – May Newsletter	2892	Bacs	1420.00	0.00	1420.00
Arb Agri Contracting – tree work New Green	2893	Bacs	240.00	48.00	288.00
Pear Space – Website and domain name hosting	2894	Bacs	120.00	0.00	120.00
Rialtas – Financial Software Package	2895	Bacs	602.00	120.40	722.40
SALC – Annual Subscription	2896	Bacs	1166.92	0.00	1166.92
Select Seating – Office Chair	2897	Bacs	209.00	41.80	250.80
SLCC – Deputy Clerk Membership	2898	Bacs	253.00	0.00	253.00
Freethought – Microsoft Licence 365 Basic	2899	Bacs	87.40	17.48	104.88
Suffolk Wildlife Trust – Forest School taster day	2900	Bacs	200.00	0.00	200.00
SALC – Play Inspection Course	2901	Bacs	128.50	25.70	154.20
Village Ranger – expenses	2902	Bacs	41.09	7.16	48.25

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

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