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 30 November 2026
Date: 04.11.26
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 is expected to 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	3110	Bacs	120.00	0.00	120.00
AWFM Ltd	Grounds maintenance 1/12	3111	Bacs	1254.70	250.94	1505.64
Gipping Press	November newsletter	3112	Bacs	1636.00	0.00	1636.00
Ashtons	Land transfer fees	3113	Bacs	3651.00	704.20	4355.20
New Green Community Trust	CIL Bid for the refurbishment of the New Green Centre toilets	3114	Bacs	9750.00	0.00	9750.00
Glasdon	2 no. dog bins	3115	Bacs	608.45	121.69	730.14
SLCC	Training VAT & CCTV	3116	Bacs	231.00	46.20	277.20
SLCC	The Clerk's manual	3117	Bacs	48.30	0.90	49.20
Allotment Holder	Refund of monies re plot cessation	3118	Bacs	19.93	0.00	19.93
Village Ranger	Expenses	3119	Bacs	29.88	3.87	33.75
Newsletter Editor	Expenses	3120	Bacs	7.70	0.00	7.70

2. *Council is asked to receive the payments below and approve it for payment noting that they are non-regular payments to be allocated from the CIL budget*

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
James Blake Associates	Manor View, Pakenham Road, Surveys at Norton Road	3121	Bacs	1650.00	330.00	1980.00
James Blake Associates	Manor View, Pakenham Road - Tree Health and Safety Report	3122	Bacs	750.00	150.00	900.00
James Blake Associates	Manor View, Pakenham Road – Ecological Appraisal Report	3123	Bacs	1200.00	240.00	1440.00

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.