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: 1 to 31 October 2026
Presented to Council: Full Council Meeting 4 November 2026
Date: 02.11.26
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.

	Voucher	*METHOD*	*NETT*	*VAT*	*TOTAL*
Salaries including associated liabilities for October 2026	3091-3098	BACS		0.00	
New Green Trust – Office Suite Rent September 2026	3099	SO	496.21	0.00	496.21
Biffa – Waste recycling – August 26	3100	DD	112.19	22.44	134.63
O2 – Mobile Phone – September 26 (RFO's Phone)	3101	DD	12.50	2.50	15.00
BT – Pavilion Broadband September 26	3102	DD	43.95	8.79	52.74
Euroffice – Stationery	3103	DC	192.22	34.86	227.08
Adobe Systems Software – Acrobat Pro	3104	CC	16.64	3.33	19.97
JRB Enterprises – Bio dog waste bags	3105	CC	119.35	23.87	143.22
Aerial Direct – Office broadband and phones September 26	3106	DD	79.82	15.96	95.78
O2 – Mobile Phones – September 26 – staff except RFO	3107	DD	48.50	9.70	58.20
Euroffice – Stationery	3108	DC	90.35	18.16	227.08
Unity Trust – Bank charges	3109	Chg.	7.00	0.00	7.00

Recommendation

Council is asked to note movement through the account for the list of payments made below noting that they were approved at the meeting of 7 October 2026

SHO Cleaning & Maintenance	Office cleaning	3078	Bacs	96.00	0.00	96.00
AWFM Ltd	Grounds maintenance 1/12	3079	Bacs	1254.70	250.94	1505.64
Gipping Press	October newsletter	3080	Bacs	1618.00	0.00	1618.00
Countryside Conversation and Tree Services	Repairs to play equipment matting on New Green	3081	Bacs	604.40	120.88	725.28

MSDC	Bin emptying – additional bins	3082	Bacs	412.00	82.40	494.40
Kompan	Operational Inspection – September 2026	3083	Bacs	360.06	72.01	432.07
SALC	Chairing Meetings	3084	Bacs	36.00	7.20	43.20
Pear Space	.gov.uk domain renewal	3085	Bacs	30.00	0.00	30.00
Newsletter Editor	Expenses	3086	Bacs	17.05	0.00	17.05
Village Ranger	Expenses	3087	Bacs	9.90	0.00	9.90
New Green Community Trust	Recycling Credits – February to July 2026	3088	Bacs	764.50	0.00	764.50
Village Handyman	Expenses	3089	Bacs	18.10	0.00	18.10
Elan City	2 no. Solar Speed Sign	3090	Bacs	5678.98	1135.80	6814.78

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