Paper 1 – Accounts Due For Approval for Payment

Thurston Parish Council

Paper: Paper 1 – Agenda Item 13a
Reason: To receive a list of payments awaiting approval for payment
Period covered: 1st July to 31st July 2026
Date: 05.08.2026
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

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	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
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
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

2. *Council is asked to receive the list of payments below and approve them for payment noting that they are non-regular payments but are within the agreed budget for village maintenance and/or village projects and the Pavilion refurbishment budget overall.*

Payee	Detail	Voucher	METHOD	NETT	VAT	TOTAL
Leon Brown	Works to damaged tree School Road	3010	Bacs	2953.00	59.00	354.00
SF Electrical	New fan – Pavilion works	3014	Bacs	385.00	0.00	385.00
Freethought	HP Laptop – replacement laptop (Clerk)	3018	Bacs	728.16	145.63	873.79

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.