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: 1st to 31st July 2026
Presented to Council: Full Council Meeting 5 August 2026
Date: 31.07.26
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.

Accounts paid since 1st July 2026	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – July 2026	2977-2984	BACS	15706.61	0.00	15706.61
Unity Trust Charges	2985	Chg	7.00	0.00	7.00
New Green Trust – Office Suite Rent (July 26)	2986	SO	496.21	0.00	496.21
Biffa – Waste recycling – May 26	2987	DD	129.24	25.85	155.09
O2 – Mobile Phone – July 26 (RFO's Phone)	2988	DD	12.50	2.50	15.00
BT – Pavilion Broadband June/ July 26	2989	DD	43.95	8.79	52.74
Aerial Direct – Office broadband and phones June 26	2990	DD	87.90	17.58	105.48
O2 – Mobile Phones – July 26 – staff except RFO	2991	DD	48.50	9.70	58.20
Euroffice – stationery	2995	DC	153.71	30.75	184.46
Plot 7 Refund of deposit - cessation of tenancy + water	2996	BACS	31.18	0.00	31.18
Plot 9 Refund of deposit – cessation of tenancy + water	2997	Bacs	31.18	0.00	31.18
Adobe Systems Software – Acrobat Pro	2998	CC	16.64	3.33	19.97
JRB Enterprises – dispenser bags	2999	CC	93.10	18.62	111.72
JRB Enterprise – dispenser bags on rolls	3000	CC	119.35	23.87	143.22
Amazon – office equipment	3001	CC	12.41	2.48	14.89
Amazon – covers for screw protection	3002	CC	8.15	1.63	9.78
Amazon – stationery	3003	CC	43.62	8.72	52.34

Recommendation

Council is asked to receive the list of payments made overleaf and retrospectively approve them for payment noting that they are non-regular payments but are within the agreed budget for the CIL Bid for the Pavilion refurbishment.

Accounts paid since 1st July 2026	Voucher	METHOD	NETT	VAT	TOTAL
SLCC – ILCA Training for Clerk	2992	BACS	140.00	28.00	168.00
CJ Wildlife – Nest boxes – Owl and Kestrel	2993	DC	864.10	172.82	1036.92
Baker Ross – Biodiversity day materials	2994	DC	41.17	8.23	49.40

Items paid following authorisation at meeting of 1st July 2026

SHO Cleaning & Maintenance	Office cleaning	2964	Bacs	84.00	0.00	84.00
AWFM Ltd	Grounds maintenance 1/12	2965	Bacs	1254.70	250.94	1505.65
Gipping Press	June newsletter	2966	Bacs	1595.00	0.00	1595.00
Gipping Press	July newsletter	2967	Bacs	1430.00	0.00	1430.00
SLCC	RFO Membership	2968	Bacs	376.00	0.00	376.00
Kompan	Quarterly Inspection	2969	Bacs	360.06	72.01	432.07
C Wright	Expenses	2970	Bacs	41.95	4.30	46.25
V Waples	Expense	2971	Bacs	98.74	11.00	109.74
L Greener	Expense	2972	Bacs	7.15	0.00	7.15

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

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