



Paper 10 - Expenditure Incurred Since Last Meeting

Thurston Parish Council

Paper: Paper 10 – Agenda Item 11b

Reason: To receive a list of retrospective payments for approval

Period covered: 1st April to 30th April 2026

Presented to Council: Full Council Meeting 6th May 2026

Date: 01.05.26

Author: Parish Clerk as 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.

Accounts paid since 1st May 2026

	Voucher	METHOD	NETT	VAT	TOTAL
Salaries – April 2026	2865-2871	Bacs	10506.91	0.00	10506.91
New Green Trust – Office Suite Rent (April 26)	2872	SO	480.36	0.00	480.36
O2 – Mobile Phone – March – April 26 (Clerk's Phone)	2873	DD	11.20	2.20	13.20
BT – Pavilion Broadband March/April 26	2874	DD	40.95	8.19	49.14
Aerial Direct – Office broadband & phones Mar/Apr 26	2875	DD	84.69	16.94	101.63
O2 – Editor's/Deputy's/ Ranger Phone – Mar/Apr 26	2876	DD	33.00	6.60	39.60
Adobe Systems Software – Acrobat Pro	2877	CC	16.64	3.33	19.97
Culford Waste – skip to clear allotments	2878	CC	233.33	46.67	280.00
Amazon – secure password files	2879	CC	16.22	3.25	19.47
Amazon – weedkiller	2880	CC	11.64	2.33	13.97
Amazon – packaging tape	2881	CC	9.57	1.92	11.49
Amazon – stationery and Bio Diversity Day equipment	2882	CC	32.15	6.43	38.58
Amazon – Pavilion cleaning products	2883	CC	14.66	2.93	17.59
Eurooffice – Stationery	2884	DC	228.23	45.65	273.88
Biffa – Waste for March	2885	DD	158.05	31.61	189.66
Unity Bank Charges – March 2026	2886	Chg	7.00	0.00	7.00
Eurooffice – Stationery	2887	DC	231.70	46.35	278.05

Items paid following authorisation at meeting of 1st April 2026

SHO Cleaning & Maintenance - Office cleaning	2850	Bacs	96.00	0.00	96.00
C Wright - Material Expenses March 2026	2851	Bacs	17.51	1.44	18.95
P Gladwell - Expenses Travel March 2026	2852	Bacs	18.00	0.0	18.00
L Greener - Expenses Travel February 2026	2853	Bacs	6.30	0.0	6.30
L Greener - Expenses Travel March 2026	2854	Bacs	7.43	0.00	7.43
Rachel Leggett - Stage one and two – NDP expenses	2855	Bacs	1175.60	0.00	1175.60
Arb-Agri Contracting – works at New Green	2856	Bacs	475.00	95.00	570.00
Ants Construction - Concrete pads and benches in situ	2857	Bacs	1700.00	340.00	2040.0
Suffolkcloud - Online forms – finalisation	2858	Bacs	100.00	0.00	100.00
Suffolk Wildlife Trust - Visit to Biodiversity Open Day	2859	Bacs	200.00	0.00	200.00
Gipping Press - April Newsletter	2860	Bacs	1388.00	0.00	1388.00
Kompan - Operational inspection – New Green	2861	Bacs	360.06	72.01	432.07
MARPA - Corporate membership	2862	Bacs	25.00	0.00	25.00
AWFM - Grounds Maintenance 1/12	2863	Bacs	1254.70	250.94	1505.64
Community Heartbeat – Annu Support (2) – Year 3 of 5	2864	Bacs	330.00	66.00	396.00

Presented by:
Mrs V Waples, Responsible Financial Officer

Countersigned by:
Mr C Dashper, Chair