



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 30 September 2026

Presented to Council: Full Council Meeting 7 October 2026

Date: 30.09.26

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 September 2026	3057-3064	BACS	3751.14	0.00	3571.14
New Green Trust – Office Suite Rent September 2026	3065	SO	496.21	0.00	496.21
Biffa – Waste recycling – June 26	3066	DC	116.90	23.38	140.28
Material Change – bark Heath Road	3067	Bacs	582.40	116.48	698.88
Lloyds Bank Charges	3068	Chg.	10.00	0.00	10.00
O2 – Mobile Phone – August 26 (RFO's Phone)	3069	DD	12.50	2.50	15.00
Adobe Systems Software – Acrobat Pro	3070	CC	16.64	3.33	19.97
Amazon – Fire Exit sign	3071	CC	2.84	0.57	3.41
BT – Pavilion Broadband July 26	3072	DD	43.95	8.79	52.74
Aerial Direct – Office broadband and phones August 26	3073	DD	68.10	13.62	81.72
O2 – Mobile Phones – August 26 – staff except RFO	3074	DD	48.50	9.70	58.20
Lloyds Bank – Bank charges	3075	Chg.	10.00	0.00	10.00
Unity Trust – Bank charges	3076	Chg.	7.00	0.00	7.00
Wave – Allotment water bill	3077	DD	107.77	0.00	107.77

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 2 September 2026

SHO Cleaning & Maintenance - Office cleaning	3049	Bacs	96.00	0.00	96.00
AWFM Ltd - Grounds maintenance 1/12	3050	Bacs	1254.70	250.94	1505.64
Gipping Press - September newsletter	3051	Bacs	1606.00	0.00	1606.00
Parish Online - Annual Subscription	3052	Bacs	190.00	38.00	228.00

Zurich Insurance - Annual Insurance Premium	3053	Bacs	2327.69	0.00	2327.69
PKJ Littlejohn - Limited Assurance Review	3054	Bacs	1680.00	336.00	2016.00
Orwell Insurance - Apple Tree Cottage, Church Road	3055	Bacs	513.35	0.00	513.35
Orwell Insurance - The Bungalow, Church Road	3056	Bacs	576.99	0.00	576.99

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