

The integrity of the Council's finances is to be protected by two of the four 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 preferred method of settling its finances.

This authority is to be determined by: • the council for all items over £2,500; • the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,500. Such authority is to be evidenced by the submission of this paper – presented by the Clerk and will be countersigned by the Chairman at an appropriate meeting observing social distancing rules. Invoices were only processed for payment by the Parish Clerk once she was satisfied that the payment sums match the invoices produced.

Accounts paid since 1st April 2024	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (April 24)	2064	SO	453.67	0.00	453.67
O2 – Mobile Phone – Mar - April 24 (Clerk's Phone)	2065	DD	11.00	2.20	13.20
BT – Pavilion Broadband (Mar – April 24)	2066	DD	37.95	7.59	45.54
O2 – Mobile Phone – Mar- April 24 (Editor's & Deputy Clerk's)	2067	DD	22.00	4.40	26.40
Adobe Systems Software – Acrobat Pro DC	2068	CC	16.64	3.33	19.97
Eurooffice – Inks	2069	CC	98.10	19.61	117.71
Eurooffice – Paper and Laminating pouches	2070	CC	50.28	10.06	60.34
Amazon – Cordless screwdriver	2071	CC	14.16	2.83	16.99
Amazon – Handheld vacuum cleaner	2072	CC	33.32	6.67	39.99
Aerial Direct – Broadband & office phone (Mar - April 24)	2073	DD	81.75	16.35	98.10
Salaries – April 2024	2074-2078	Bacs	5898.81	0.00	5898.81
Sackers – Monthly emptying of bins at New Green	2079	DD	122.96	24.59	147.55

Items paid following authorisation at meeting of 3rd April 2024

SHO Cleaning & Maintenance – Office Cleaning	2055	Bacs	108.00	0.00	108.00
Gipping Press –April Newsletter	2056	Bacs	1170.00	0.00	1170.00
The Parish Notice Board Company – 2 no parish noticeboards – 50%	2057	Bacs	937.50	187.50	1125.00
SALC – Training – Routine Play Inspection Course	2058	Bacs	220.00	44.00	264.00
Zurich Municipal – increase to insurance premium	2059	Bacs	82.39	0.00	82.39
Rilatas – software support and maintenance agreement	2060	Bacs	192.00	38.40	230.40
Suffolk cloud – website hosting and emails	2061	Bacs	120.00	0.00	120.00
Realise Futures – new bench (CIL)	2062	Bacs	586.99	117.40	704.39
New Green Community Trust – recycling credits due	2063	Bacs	762.96	0.00	762.96

Presented by: **Mrs V Waples, Responsible Financial Officer**

Countersigned by: **Mr C Dashper, Chair**