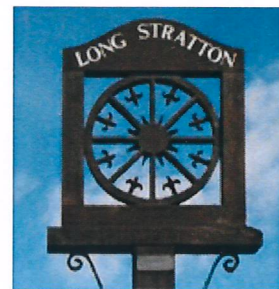


Long Stratton Parish Council



Authorisation of payments

Invoices will be circulated stamped and checked with a top signing sheet. This top sheet is taken directly of the bank website and replicates what is on the bank website. This will be signed by 2 Councillors for accuracy and a list of payments presented at every Council meeting.

The Council authorise the following regular payments, to the suppliers listed for the reasons listed only; to be made for 2019-2020 financial year.

Direct Debits

1&1 Website Stratton Growth Community website – part of the Neighbourhood Plan
Anglian Water (WAVE) – playing field water and sewerage charges
Grenke Leasing Photocopier lease
EON Electricity – Street Light Electricity
Information Commissioners Office -Data Protection
Microsoft – word package (paid by R Buck-forms R Buck expenses)
Nest – Pension
Unity trust bank – Charges
Utility warehouse – Telephone, Broadband, Electricity
HMRC – VAT payments

Monthly Payments

Salaries – Ee1, Ee2, Ee3, Ee4
HMRC – Tax and NI
Cooleraid – Office water bottles
Martin Brown – Window Cleaning
TT Jones – Street light maintenance

Regular Payments

Viking – Stationery
South Norfolk District Council – Refuse collection/ Dog bin collection
Norfolk Parishes Training Partnership – Training

Chairman signed.....

Modicum Planning – Neighbourhood plan consultant
JP Chick – Pavilion Project
A2 Architects – Pavilion Project
Andrew Morton associates – Pavilion Project
Philip Waller CDM – pavilion project
GB Buildbase – Playing field maintenance
Bekays – Playing Field maintenance
Nigel Saywood – Office rent

PWLB = pavilion loan.

Annual Payments

Norfolk Parish Training partnership – annual subscription
123 Reg – Neighbourhood plan website
ADT – CCTV maintenance
Came & Company – insurance (year 2)
Church Grants
David Bracey – Playground inspections
Eastern & Ottley – Grounds man course (yr 2)
Geosphere – Parish online
RBS accounting software
PKF Little Johns – External Audit

Financial regulations state the following

The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000 per item, £1500 in conjunction with the Chairman/ Vice-Chair in the event of an emergency. The Clerk shall report the action to the Council as soon as practicable thereafter.

The Clerk has the power to spend up to £1000 per calendar month to keep the Council operating.

Where possible, for individual expenditure over £150 the Clerk will evidence that 3 quotes were sought.

Chairman signed.....