

Gt Barton Parish Council Authorisation Sheets for Internet Banking and cheque payments

**December 2024 Payments for approval at full Council meeting on 9th December 2024**

Payment details will be entered by the Financial Officer, checked by an authorised signatory and checked and released by a second authorised signatory, after the payments have been approved at a full Council meeting. Cheques will be signed by 2 authorised signatories. Authorised signatories are: Maggie Dunn, Gwyn James, David Clarke, Peter Fisk and Andrew Baker.

Invoices for O2 and Propel finance relating to the Clerk's telephone are on-going.

Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim	Entered (initials)	Verified (initials)	Verified & released (initials)
79	O2	Clerks mobile phone contract- October	1	S/O	£ 14.35	£ 2.39			
80	Unity Trust Bank	Service charge - monthly	1	S/O	£ 6.00				
81	Propel Finance	Clerk mobile phone handset rental - 9	3	D/D	£ 8.40	£ 1.40			
82	Great Barton Thanksgiving Fund	November Hall Hire	3	B/P	£ 31.25				
83	Gipping Press	Wiinter newsletter	7	B/P	£ 734.00				
84	Society Local Council Clerks	Clerks Membership	3	B/P	£ 158.00				
85	Amanda Jackson	December Salary, newsletter overtime, backpay	1	S/O	£ 1,004.57				
86	HMRC	December Tax & NI	1	B/P	£ 162.32				
87	Amanda Jackson	Expenses - N/letter collection Mileage/black ink cartridge	3	B/P	£ 34.26	£ 3.11			
88	Jays Gardening Services	Installation of Village Hall noticeboard	5	B/P	£ 45.00				
89	Philip Reeve	Expenses - Mileage claim - Triangle development	3	B/P	£ 32.85				
90	Gipping Press	Emergency response insert for newsletter	7	B/P	£ 68.00				
					£ 2,299.00	£ 6.90			

*Power to pay	
1	Local Government Act 1972 S.112
2	Local Government Act 1972 S.137
3	Local Government Act 1972 S.111
4	Small Holdings and Allotment Act 1908 SS23, 25
5	Public Health Act 1875 SS. 164
6	Public Health Act 1980 SS. 43,50
7	Local Government Act 1972 S.142
8	Litter Act 1983 SS. 5,6
9	Local Government Act 1972 S.144 - Contribute to organisations encouraging people to visit the area
10	Local Government Act 1972 S.145 - Provision to entertain & support the arts including festivals & celebrations
11	Local Government Act 1948 SS133
12	Local Government Act 1972 S.214

Risk Assessment notes: Salaries – check rate paid, hours worked (10 per week), PAYE and NICS payments made.

Invoices – Check arithmetic, matter to which invoice relates is included on the invoice, payment is the correct amount, payee consistent with invoice.

Purchases over £1,000 : No 1 person will order, certificate receipt and release payment.

Ensure Council has 'the power to pay' all items.

RFO – No expenditure will be incurred that will exceed the amount provided in the budget. Complete VAT reclaim.

Bank reconciliations completed monthly by the Clerk and checked by the Chair and a rota of 2 Councillors. All cashbook entries check against bank statements, receipts and other supporting documentation and balance tested against cash and unrepresented cheques.

Confirmation that adequate funds are available to pay invoices.

First signatory ..... Sign and print name      Date .....

Second Signatory ..... Sign and print name      Date.....

RFO ..... Sign and print name      Date .....