

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

**March 2025 Payments for approval at full Council meeting on 17<sup>th</sup> March 2025**

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, 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)
110	Great Barton Thanksgiving Fund	Hall Hire for Feb 2025	3	B/P	£ 65.62				
111	Parish Online	Mapping Software - Annual Subscription Jan 25 - Jan 26		B/P	£ 180.00	£ 30.00			
112	Jessica Langley	Expenses - Local Council Clerks Guide, Stationary - Wall Calendar, Pens, Pads		B/P	£ 64.63	£ 6.33			
113	O2	Clerks mobile phone contract- Jan 25	1	S/O	£ 14.35	£ 2.39			
114	Propel Finance	Clerk mobile phone handset rental - 12	3	D/D	£ 8.40	£ 1.40			
115	Alan Horne	Mole treatment on playground		B/P	£ 40.00	£ -			
116	Broxap Street Furniture	Out door gym equipment - Deposit payment		B/P	£ 6,000.00	£1,000.00			
117	Unity Trust Bank	monthly service charge	1	S/O	£ 6.00				
118	Amanda Jackson	March Salary (13/02/25 - 12/03/25)	1	S/O	£ 947.15				
119	HMRC	NI & tax due (for AJ & JL)	1	B/P	£ 219.00				
120	Amanda Jackson	Expenses - Mileage for Newsletter, box of paper	3	B/P	£ 35.99	£ 3.00			
121	Great Barton Thanksgiving Fund	Hall Hire - Janaury 2025	3	B/P	£ 34.37				
122	AMS Services	Notice Board Repair and install. Repair guttering on bus shelter	13	B/P	£ 120.00				
123	Jessica Langley	March Salary (24/02/25 - 12/03/25)	1	S/O	£ 373.39				
124	Vertas Group Ltd	Grass Cutting - 01/10/24 - 31/12/24 - Playing Field £770.02 - Church £794.66	5	B/P	£ 1,877.62	£ 312.94			
125	Vertas Group Ltd	Grass Cutting - 01/01/2025 - 31/03/25 - Playing Field £770.02 - Church £794.65	5	B/P	£ 1,877.60	£ 312.93			
					£ 11,864.12	£1,668.99			

*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

13 - Parish Councils Act 1957, s.1

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 .....