

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

January 2026 Payments for approval at Full Council Meeting on Monday 19th December 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, Elaine Read, Jenny Stone and Andrew Baker.

Invoices for O2 and Propel finance relating to the Clerk's telephone are on-going. Unity Trust Statement no presented.

Inv Ref	Payee	Details	Power to pay	Payment type	Total Invoice	VAT reclaim	Entered (initials)	Verified (initials)	Verified & released (initials)
103	O2	Clerks mobile phone contract	1	DD	£ 15.42	£ 2.57			
104	Propel Finance	Clerks mobile phone handset hire	3	DD	£ 8.40	£ 1.40			
105	Unity Bank Trust	Unity Bank Service Charge	1	SO	£ 6.00				
106	Jessica Langley	Expenses - Fuel for Thermal Camera Collection	1	B/P	£ 16.65				
107	Great Barton Thanks Giving Fund	Hall Hire - December	3	B/P	£ 31.50				
108	Jessica Langley	Monthly Salary	1	B/P	£ 837.99				
109	Vertas Group Ltd	Grass Cutting - 01/01/26- 31/03/26 Playing Field £787.43 - church £816.37	5	B/P	£1,924.56	£ 320.76			
110	AMS	To dismantle Chestnut Tree on Conyers Green as per quote 1925/1	5	B/P	£ 625.00				
111	HMRC (Dec)	Ni & tax due	1	B/P	£ 39.43				
112	Nest Pensions	Pension Contributions Dec	1	DD	£ 24.10				
113	SLCC	Membership for Clerk - Agreed Apr 25	3	B/P	£ 170.00				
114	SLCC	Training for Clerk - Agreed Nov 25 - ILCA	3	B/P	£ 140.00	£ 28.00			

Risk Assessment notes: Salaries – check rate paid, hours worked (13 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.

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

Power to Pay	Description
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 S214
13	Parish Councils Act 1972 S.214
14	Local Government (Miscellaneous Provisions) Act 1976.