

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

Payments for approval at Full Council Meeting on Monday 20th April

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)
137	Great Barton Primary Academy	Grant Payment from West Suffolk Council <i>Omitted from FEB 2026 AUTH SHEET on 2025-2026 Cashbook</i>	1	B/P	£ 2,285.00				
1	Jessica Langley	Monthly Salary up until 12th April	3	B/P	£ 1,219.78				
2	HMRC	Ni & tax due previous month (after 6th before 22nd)	1	B/P	£ 557.98				
3	Nest Pensions	Pension Contributions Dec	1	DD	£ 135.80				
4	O2	Clerks mobile phone contract	1	DD	£ 16.60	£ 2.77			
5	Alan Horne	Pest Control at Playground - Moles	5	B/P	£ 50.00				
6	Unity Bank Trust	Unity Bank Service Charge Taken 31.12	1	SO	£ 7.00				
7	Great Barton Thanks Giving Fund	Hall Hire - March	3	B/P	£ 12.50				
8	Suffolk Association of Local Councils	SALC Membership 26/27	3	B/P	£ 750.39				
9	West Suffolk Council	Dog Bin Collection 01/04/26-31/03/27	5	B/P	£ 418.08				
10	West Suffolk Council	April Payment - Yearly Litter Bins and Dog Waste Collection (Playing field and elms close)	5	DD	£ 1,254.24				
11	Suffolk County Council	1/2 Yearly Rent - Icepits wood 01/10/25-31/03/26	5	DD	£ 50.00				
12	Suffolk County Council	1/2 Yearly Rent - Allotments 01/10/25-31/03/26	5	DD	£ 60.00				
13	Clare Veal (CLV Gardening)	Village Sign planting & Waste Removal (16/03 - 9h)	3	B/P	£ 37.00				
14	Jessica Langley	Expenses - Collect Newsletters and new printer adjustment cost	2	B/P	£ 61.37				

Risk Assessment notes: Salaries – check rate paid, hours worked (15 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 additional quarterly check by 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.
15	Road Traffic Regulation Act 1984 – s.72

