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

Payments for approval at Full Council Meeting on Monday 18th October

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 relating to the Clerk's telephone are on-going.

Inv Ref	Payee	Details	Power to pay	Pymt type	Total Invoice	VAT reclaim	Entered (initials)	Verified (initials)	Verified & released (initials)
65	Jessica Langley	Monthly Salary up until 12th and NJC Payrise back pay	3	B/P	£ 1,237.43				
66	HMRC	Ni & tax due previous month (after 6th before 22nd)	1	B/P	£ 130.96				
67	Nest Pensions	Pension Contributions (paid 9th of the month)	1	DD	£ 39.44				
68	Great Barton Thanks Giving Fund	Hall Hire Full Council Meeting	3	B/P	£ 12.50				
69	O2	Clerks mobile phone contract	1	DD	£ 16.60	£ 2.77			
70	Unity Bank Trust	Unity Bank Service Charge Taken 30/09/26	1	SO	£ 7.00				
71	Pear Space	Domain Renewal, Hosting & Support, Mailbox Storage for 1 year	3	B/P	£ 250.00				
72	Vertas	Grass Cutting - 01/10/26-31/12/26- Village Hall 808.84 Holy Innocents 843.08	5	B/P	£ 1,982.30	£ 330.38			
73	SALC	Invoice for 12m Payroll Services for 1 employee with Pension 01/04/26-31/03/27	3	B/P	£ 129.60	£ 21.60			
74	SCC	1/2 Yearly Rent - Icepits wood 01/04/26-30/09/26	5	DD	£ 50.00				
75	SCC	1/2 Yearly Rent - Allotments 01/04/26-30/09/26	5	DD	£ 60.00				
76	AMS	1. Grass Cut Conyers Green (May 10.g) 2. Remove Gate (Sept 9.g) 3. Grass Cutting, Church Rd and Travellers Rest (Sept 9.f)	5	B/P	£ 177.00				
77	CAS Ltd Insurance	Insurance Renewal for 2026-2027	3	B/P	£ 1,182.70				
78	GB Allotments	Grant to allotments for water storage improvements Sept 9.h)	3	B/P	£ 668.00				
79	Gadd Brothers	Tree works following survey Aug 11.g)	3	B/P	£ 7,950.00	£ 1,325.00			

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 unpresented 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