

## **Finance & General Purposes Meeting 16<sup>th</sup> August 2021**

### **Authority for prior approval of regular payments**

#### **1. Purpose**

To seek Committee approval for paying certain regular payments when they are invoiced and then reporting to Committee.

#### **2. Recommendation**

2.1. To agree that the list of payments attached to this report can be paid at time of invoicing in accordance with Financial Regulations 5.6 and 4.1.

#### **3. Report**

3.1. The Financial Regulations allow for certain regular payments to be paid in advance of their approval by F&GP. These include salaries, which we already do, and can include other payments where we have contracts:

5.6 For each financial year the Parish Manager and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council (F&GP) .

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Parish Council for all items over £25,000;
- a duly delegated Committee of the Parish Council for items up to £25,000; or
- the Parish Manager, in conjunction with Leader of the Council or Chairman of the appropriate committee, for any items below £5,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Parish Manager, and where necessary also by the appropriate Chairman or Leader of the Council.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

3.2. Committee is asked to approve the attached list of payees for the year so that they can be paid on the presentation of invoices. They are all payments for which we have contracts already approved by Council and comply with the Financial Regulations. This will enable the more efficient payment of invoices. They will of course still be reported to Committee in due course so members will have full oversight of the expenditure.

Ross Willmott  
Parish Manager August 2021

# Regular Expenditure

## **Parish Council & MMC** **Monthly Expenditure**

<b>SUPPLIER</b>	<b>AMOUNT</b>
All salaries	
BT	£365.00 (Approx)
Total Gas & Power	£130.00 (Approx)
Zoom	£14.39
British Gas	£80.00 (average over last 4 i
Sports Ground Maintenance - Mowing	£2,165.00
Charnwood Borough Council - NNDR	£59.00
Window Cleaning	£49.00
O2	£79.20
Konica - Copier lease	£72.47
AE Burgess waste collection MMC	£170.00
Cash Register services MMC	£35.00
Broadband	£250.00
Utilities MMC	£1,500.00
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	£4,969.06

## **Quarterley Expenditure**

Water Plus	£145.00
CBC - Allotment Lease	£75.00
Library Staffing costs	£7,163.33
PHS - Flower watering etc	£2,441.56
LRYS	£6,249.99
CBC - Halstead Road	£403.75
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	£16,478.63

## **Annual Expenditure**

EDGE - Support	£1,127.00
Annual Credit card fee	£30.00
Audit Fee	£663.24
Legal & General	£313.46
Local Council Update Subscription	£75.00
LRLAC Membership	£1,041.37
Community Heartbeat - Defib	£162.00
Brightpay - Annual Licence	£178.80
SLCC	£262.00
BHIB Insurance	3000
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	£6,852.87