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Ingatestone and Fryerning Parish Council Addendum to Financial Regulations

This Addendum adopted by the Council at its Meeting held on 13 May 2019

5.7. For each financial year the 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, or a duly authorised committee, 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 or duly authorised committee.

The approved list for the Financial Year 2019-2020 is as follows:

Supplier	Approved amount can be +/- 10% of the figure stated below (to account for price increases) and includes VAT where appropriate
JPB Landscapes – Monthly maintenance	£2822.24 per month (standing order)
JPB Landscapes – Interment of ashes	£45.00 per time
Heatherland – Fryerning Cemetery skip	£174 per month
Colchester Skip Hire – Rubbish bin skip	£100 per month
J&M Payroll Services Ltd	£30 per month
MS2 Limited – office rent and service charge	£2050.75 per quarter
Electricity Lychgate	£19 per month (direct debit) approx
Blackwater Printing – 3 or 4 x newsletters	£426 per print run
Dor2Dor – newsletter delivery	£400 per occasion
Utility Warehouse – internet and telephone lines	£70.80 per month (direct debit)
Staff salaries, pension and liabilities	£4600 per month approx
IXCG – monthly software and monitoring service, GDPR and councillor emails	£270 per month approx
IXCG – telephone calls and line rental	£45 per month
Petty cash replenishment (up to budget limit)	£200 per cheque
Post office – stamp replenishment	£65 per cheque