



Ingatestone and Fryerning Parish Council

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Ingatestone and Fryerning Parish Council Addendum to Financial Regulations

This Addendum adopted by the Council at its Meeting held on 10th May 2018

5.6. 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 2018-2019 is as follows:

| Supplier | Approved amount can be +/- 10% of the figure stated below (to account for price increases) and includes VAT where appropriate |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Greenscapes – Monthly maintenance | £3091.40 per month (standing order) |
| Greenscapes – Interment of ashes | £66.00 per time |
| Heatherland – Fryerning Cemetery skip | £125 per month |
| Colchester Skip Hire – Rubbish bin skip | £17 per week |
| J&M Payroll Services Ltd | £30 per month |
| MS2 Limited – office rent and service charge | £2050.75 per quarter |
| Pozitive Energy – Electricity Lychgate | £19 per month (direct debit) approx |
| Blackwater Printing – 3 x newsletters | £426 per print run |
| Utility Warehouse – internet and telephone lines | £51.60 per month (direct debit) |
| Staff salaries, pension and liabilities | £3300.00 per month approx |
| IXCG – monthly software and monitoring service | £177.00 per month approx |
| IXCG – telephone calls and line rental | £45 per month |
| Petty cash replenishment (up to budget limit) | £400 per cheque |
| Post office – stamp replenishment | £53 per cheque |