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Ingatestone and Fryerning Parish Council Addendum to Financial Regulations

This Addendum adopted by the Council at its Meeting held on 6 May 2021

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 2021-22 is as follows:

Supplier	Approved amount can be +/- 10% of the figure stated below (to account for price increases) and includes VAT where appropriate
BB Alarms – alarm monthly maintenance service	£18 per month (standing order)
Blackwater Printing – newsletters	£486 per print run
Brentwood Borough Council – Fryerning Cemetery business rates	£200 per month (direct debit)
Brentwood Borough Council – Seymour Pavilion and Field business rates	£208 per month (direct debit)
Brentwood Borough Council – Suite 2 business rates	£382 per month (direct debit)
Brentwood Borough Council – Suite 3 business rates	£294 per month (direct debit)
Colchester skip hire – waste disposal	£160-200 per month (depending on amount of waste)
Dor2Dor – newsletter delivery	£400 per occasion
Ecotricity – Seymour pavilion gas	£75 per month (direct debit)
Ecotricity – Seymour pavilion electricity	£75 per month (direct debit)
Heatherland – Fryerning Cemetery skip	£174 per visit required
LIS - monthly software and monitoring service, GDPR and councillor emails	£400 per month approx.
LIS – telephone calls and line rental	£45 per month
J&M Payroll Services Ltd	£30 per month
JPB Landscapes Ltd – grounds maintenance contract and pitch maintenance contract	£3931.74 per month (standing order)
MS2 Limited – office rent and service charge	£5000 per quarter (to be increased with the office move in line with new lease)
Plusnet – Seymour Wi-Fi	£20 per month (direct debit)
Positive Energy – Lychgate electricity	£12 per month
Printwise Recycling and Shredding – Tetrapak bin emptying	£60 per month
Virgin Media Business – caretaker's mobile phone	£8.40 per month (direct debit)

Staff salaries, pension and liabilities	£6800 per month approx.
Petty cash replenishment (up to budget limit)	£200 per cheque
Post office – stamp replenishment	£65 per occasion