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### Ingatestone and Fryerning Parish Council Addendum to Financial Regulations

This Addendum adopted by the Council at its Meeting in May 2022

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 2022-23 is as follows:

<b>Supplier</b>	<b>Approved amount can be +/- 10% of the figure stated below (to account for price increases) and includes VAT where appropriate</b>
BB Alarms – alarm monthly maintenance service	£18 per month (standing order)
Brentwood Borough Council – Fryerning Cemetery business rates	£192 per month (direct debit)
Brentwood Borough Council – Seymour Pavilion and Field business rates	£207 per month (direct debit)
Brentwood Borough Council – Suite 2 business rates	£379 per month (direct debit)
Brentwood Borough Council – Suite 3 business rates	£289 per month (direct debit)
Colchester skip hire – waste disposal	£160-200 per month (depending on amount of waste)
Ecotricity – Seymour pavilion gas	unable to confirm at this time due to energy crisis (direct debit)
Ecotricity – Seymour pavilion electricity	unable to confirm at this time due to energy crisis (direct debit)
EBM Ltd – printing and copying	£24 minimum but depends on level of printing undertaken (direct debit)
Heatherland – Fryerning Cemetery skip	£184 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	£5134 per quarter
Plusnet – Seymour Wi-Fi	£20 per month (direct debit)
Pozitive Energy – Lychgate electricity)	unable to confirm at this time due to energy crisis (direct debit)
Printwaste Recycling and Shredding – Tetrapak bin emptying	£73.92 per month

Petty cash replenishment (up to budget limit)	£200 per cheque
Post office – stamp replenishment	£65 per occasion
Staff salaries, pension and liabilities	£7191.31 per month approx.
Virgin Media Business – caretaker's mobile phone	£8.40 per month (direct debit)
Wave (Anglia Water Business National Ltd) – Seymour water	£34 per month (direct debit)