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Ingatestone and Fryerning Parish Council Addendum to Financial Regulations

This Addendum adopted by the Council at its Meeting in May 2023

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 2023-24 is as follows and does not include standing orders or direct debits which have been reviewed separately:

Supplier	Approved amount can be +/- 10% of the figure stated below (to account for price increases) and includes VAT where appropriate
Colchester skip hire – waste disposal	Approx £200 per month (depending on amount of waste)
Heatherland – Fryerning Cemetery skip	£208 per visit required
LIS - monthly software and monitoring service, GDPR and councillor emails	£400 per month approx.
LIS – phone lines and calls, broadband, remote support, backup of systems	£226 per month
J&M Payroll Services Ltd	£42 per month
JK Cleaning services	£900 per month
MS2 Limited – office rent and service charge	£5134 per quarter
Printwaste Recycling and Shredding – Tetra-pak 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	£7030 per month approx.