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

This Addendum was revised to reflect the new Financial Regulations adopted by the Council at its meeting in July 2024

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year}.

The approved list for the Financial Year 2024-25 is as follows and does not include standing orders or direct debits which have been reviewed separately:

<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>
Brentwood Borough Council – Business rates	£876.93 per month for 10 months
Colchester skip hire – waste disposal	Approx £230 per month (depending on amount of waste)
Heatherland – Fryerning Cemetery skip	£220 per visit required
Ice Connect – phone lines and calls, broadband, remote support, backup of systems	£215 per month
J&M Payroll Services Ltd	£42 per month
JK Cleaning services	£900 per month
MS2 Limited – office rent and service charge	£5400 per quarter approximately
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	£7491 per month approximately