**PAYMENT SCHEDULE**  
**SEPTEMBER 2019**

Once payments have been authorised by two Councillors the individual bank signatories signing the cheques need to be recorded on the schedule. This may be done by initials as listed:  
SC – Sarah Clare (Clerk), BS – Brian Smallcombe (Chair), JP – Juliet Pierce (Vice-Chair)  
AS – Adrian Smith (Councillor), CG – Carol Garrett (Councillor)

<table>
<thead>
<tr>
<th>Date of Cheque</th>
<th>Cheque No.</th>
<th>Signed by (1)</th>
<th>Signed by (2)</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/09/19</td>
<td>100556</td>
<td>CG</td>
<td>AS</td>
<td>Clerk’s Salary (£249) &amp; Expenses (£55.82)</td>
<td>304.82</td>
</tr>
<tr>
<td>18/09/19</td>
<td>100557</td>
<td>CG</td>
<td>AS</td>
<td>Gipping Press for printing of 2018 Contacts Cards</td>
<td>78.00</td>
</tr>
<tr>
<td>18/09/19</td>
<td>100558</td>
<td>CG</td>
<td>AS</td>
<td>Business Services at Community Action Suffolk - Insurance</td>
<td>258.72</td>
</tr>
</tbody>
</table>

**TOTAL** £641.54

Payments authorised by:  

- **CGARRETT** (print)  
  (sign)

- **BSMALLCOMBE** (print)  
  (sign)

Date: 18-9-19