

FINANCIAL EXTRACT FROM MINUTES

Tuesday 8th June 2021

2535. Financial Matters

2535.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
04-May-21	Balance			70222.34
08-Jun-21	Transferred to Community Account		1000.00	69223.76

Community Account

04-May-21	Balance			1215.20
13-May-21	HMRC VAT Refund from 2020/2021	1494.43		2709.63
26-May-21	Easyfundraising - Playground	27.92		2737.55
08-Jun-21	Transfer from Business Reserve	1000.00		3737.55
08-Jun-21	June Debits		2905.02	832.53

2535.2 Review of Bank Statements and Account sheets. Due to lack of broadband facilities at the meeting room, Councillor Brown was unable to access documents. The review will take place outside of the meeting and will be confirmed at the next meeting.

2535.3 End of Financial Year 2020/2021

- i. Councillors noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
- ii. The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- iii. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.
- iv. Internal Auditor has completed the AGAR and her final report has been shared with councillors. Councillors accepted her recommendations, the Financial Regulations were updated at the May 2021 meeting. Clerk/Cllr. Brown will look into opening a .gov.uk website/emails. The Clerk will include a breakdown of the Credit Card payments.
- v. The Clerk/RFO confirmed that the AGAR form has been duly completed. Councillors noted the explanation of variances documents have been completed. There were no questions or comments.
- vi. End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Councillors acknowledged as members of Woodham Walter Parish Council their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Councillors confirmed, to the best of their knowledge and belief, with respect to the Account Statements for the year ended 31 March 2021 and the questions in Section 1 - Annual Governance Statement 2020/2021 were duly answered. All councillors approved and the document was duly signed by the Chairman and Clerk/RFO.
- vii. End of Year Accounts – Accounting Statements for the financial year ended 31 March 2021. Cllr. Brown proposed and Cllr. Bunn seconded that Section 2 of the AGAR, Accounting Statements 2020/21 be approved. All councillors in agreement and the document was duly signed by the Chairman and Clerk/RFO.

Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.

2535.4 Village Hall

- i. It was noted that Woodham Walter Village Hall Association had decided not to uptake the funding award for updating their Trust Deed document (Minute ref: 2413.2, 13/01/20) as they had received COVID business rates relief government funding and no longer needed the

financial assistance of the Parish council in this matter.

- ii. Councillors considered the request for a donation towards a Memorial Bench to be positioned outside the Village Hall in memory of Ken Rennie. Councillors were very happy to support this proposal and agreed to make a contribution of £200 towards the bench.

2536. Payments The payments as listed in the payment schedule were approved. The Clerk will set up the payments and these will then be authorised by a signatory.

Ref:	Payee	Method	Gross	VAT	Net
2536.1	E-on (Estimate)	DD	31.73	1.51	30.22
2536.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2536.3	Mrs J Bannerman (Salary & Allowance)	BACS	920.93	0.00	920.93
2536.4 *	Barclaycard (Zoom,MSFT365)	DD	85.66	14.28	71.38
2536.5	MDC - Annual Play Site Inspection	BACS	72.00	12.00	60.00
2536.6	CPRE Annual Membership Renewal	BACS	36.00	0.00	36.00
2536.7	Nancy Powell Davies (Internal Auditor)	BACS	150.00	0.00	150.00
2536.8	Skippers Ground Maintenance	BACS	396.00	66.00	330.00
2536.9	HMRC ¼ly Payment	BACS	713.40	0.00	713.40
2536.10	Woodham Walter Village Hall (Memorial Bench)	BACS	200.00	0.00	200.00
2536.11	EALC (Training - Law & Procedures)	BACS	108.00	18.00	90.00
2536.12	Woodham Walter Village Hall (Hire of Hall)	BACS	35.00	0.00	35.00
2536.13	K & B Tatam (Welding)	BACS	131.10	21.85	109.25

*2536.4 Barclaycard payments:

2 May 21	Zoom	14.39
16 May 21	Microsoft 365 (Business)	11.28
18 May 21	Microsoft 365 (Personal)	59.99
TOTAL	(incl. £14.28 VAT)	85.66