

FINANCIAL EXTRACT FROM MINUTES
Monday 13th September 2021

2571. Financial Matters (for consideration or report)

2571.1 The Summary of Accounts to date was received and noted. This includes all transactions since the July meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Jul-21	Balance			66223.76
10-Aug-21	Transferred to Community Account		1600.00	64623.76
06-Sep-21	Interest Received	1.67		64625.43
11-Sep-21	Transferred to Community Account		1200.00	63425.43
tbc	Transferred to Community Account		36300.00	27125.43
Community Account				
13-Jul-21	Balance			880.89
09-Aug-21	Transfer from Business Reserve	1600.00		2480.89
09-Aug-21	August Debits		1622.08	858.81
16-Aug-21	Party Tent Hire (Green)	50.00		908.81
17-Aug-21	Party Tent Hire (Chalmers)	50.00		958.81
31-Aug-21	Party Tent Hire (Bower)	25.00		983.81
09-Sep-21	Party Tent Hire (Little Baddow Festival)	150.00		1133.81
11-Sep-21	Transfer from Business Reserve	1200.00		2333.81
11-Sep-21	September Debits (ex.Playground/fencing)		1744.61	589.20
tbc	Transfer from Business Reserve	36300.00		36889.20
tbc	September Debits (Playground/Fencing)		36255.34	633.86

2571.2 To agree the payments as listed in the payment schedule for August and September.

Invoices for outstanding July and August invoices had been shared with councillors in the OneDrive and authorised for payment by The Chairman.

Invoices for September payments have been uploaded into the OneDrive for reviewing by Councillors. The Chairman confirmed that these had been reviewed electronically and authorised the paper versions in the meeting room.

The BACS payments will be drawn up and require authorisation by Councillor signatory by payment date of 16th September 2021.

Estimated items are subject to change. Payments will be processed once invoices are received, confirmed and authorised.

RESOLVED that the payments as listed in the payment schedules be approved.

RESOLVED that the transfer of funds for the Playground expenditure would only be made once invoices have been received, approved and authorised.

JULY PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2571.2.1	Skippers Ground Maintenance (Inv. 3868)	BACS	384.00	64.00	320.00

AUGUST PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2571.2.2	E-on	DD	31.73	1.51	30.22
2571.2.3	A&J Lighting Solutions	DD	25.20	4.20	21.00
2571.2.4	Mrs J Bannerman (Salary & Allowance)	BACS	724.29	0.00	724.29
2571.2.5*	Barclaycard	DD	0.00	0.00	0.00
2571.2.6	Skippers Ground Maintenance (Inv.3869)	BACS	336.00	56.00	280.00
2571.2.7	MDC - Community Engagement Team	BACS	504.86	84.14	420.72

SEPTEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2571.2.8	E-on	DD	31.73	1.51	30.22
2571.2.9	A&J Lighting Solutions	DD	25.20	4.20	21.00
2571.2.10	Mrs J Bannerman (Salary & Allowance)	BACS	576.40	0.00	576.40
2571.2.11*	Barclaycard	BACS	0.00	0.00	0.00
2571.2.12	Skippers Ground Maintenance (Estimate)	BACS	336.00	56.00	280.00
2571.2.13	HMRC ¼ly Payment	BACS	435.28	0.00	435.28
2571.2.14	PKF Littlejohn (Audit)	BACS	240.00	40.00	200.00
2571.2.15	Zurich Municipal (Additional premium re: playground)	BACS	100.00	0.00	100.00
2571.2.16	Caloo Ltd (Playground)	BACS	28695.34	4782.56	23912.78
2571.2.17	Skippers Ground Maintenance (Playground Fencing)	BACS	7560.00	1260.00	6300.00

* Barclaycard payments:

	None	0.00
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The following Barclaycard payments scheduled for September were noted and approved.

Fasthosts (.gov registration) £130.80 (inc. VAT), Amazon (ground anchors) £46.65 (inc.£7.80 VAT), Bin for new playground (tbc est. £200), Signage for new playground (tbc est £100)

2571.3 Councillor Brown confirmed that he had reviewed Bank Statements, Credit Card Statements and Account sheets for July and August and found them to be reconciled correctly.

2571.4 Barclaycard. It was noted that a letter from Barclaycard with a proposed increase in credit limit had been declined in order to adhere to the council's Financial Regulations.

2571.5 Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021. It was noted that PKF Littlejohn LLP had completed the limited assurance review and reported that on the basis of their review of Sections 1 and 2 of the AGAR, in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. There were no other matters affecting this opinion.

RESOLVED that the Parish Clerk/Responsible Financial Officer will duly complete the Notice of Conclusion of Audit which details the rights of inspection in line with the statutory requirements. The notice will be published on the noticeboard outside Tadpoles Nursery along with the certified AGAR (Sections 1, 2 & 3) before 30th September, and also published on the Parish Council's website.