

## FINANCIAL EXTRACT FROM MINUTES

Monday 11<sup>th</sup> October 2021

### 2590. Financial Matters (for consideration or report)

2590.1 The Summary of Accounts to date. This includes all transactions since the September meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
13-Sep-21	Balance			63425.43
24-Sep-21	Transferred to Community Account		300.00	63125.43
11-Oct-21	Transferred to Community Account		1800.00	61325.43
12-Oct-21	Transferred to Community Account		500.00	60825.43
12-Oct-21	Transferred to Community Account		7860.00	52965.43
tbc	Transferred to Community Account		28100.00	24865.43
<b>Community Account</b>				
13-Sep-21	Balance			238.62
14-Sep-21	Playground Donation	100.00		338.62
22-Sep-21	Party Tent Hire	50.00		388.62
24-Sep-21	Transfer from Business Reserve	300.00		688.62
05-Oct-21	Playground Donation	100.00		788.62
11-Oct-21	Transfer from Business Reserve	1800.00		2588.62
12-Oct-21	Transfer from Business Reserve	500.00		3088.62
12-Oct-21	Transfer from Business Reserve	7860.00		10948.62
11-Oct-21	October Debits		2591.39	8357.23
12-Oct-21	October Debits (Fencing)		7860.00	497.23
tbc	Transfer from Business Reserve	28100.00		28597.23
tbc	October Debits (Playground)		28095.34	501.89

RESOLVED to accept the Summary of Accounts to date.

2590.2 To agree the payments as listed in the payment schedule for October.

Outstanding invoices for June and September were shared with Councillors and authorised for payment on 27<sup>th</sup> September.

The invoice for the Playground Fencing was authorised after alternations to the gates had been completed. The Playground contractor is due to complete snagging list on Friday 15<sup>th</sup> October, subject to satisfactory completion this invoice can then be authorised for payment. If snagging list items are not completed there will be further consideration to payment terms.

The BACS payments for October will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14<sup>th</sup> October 2021. The items shown as estimates will be drawn up for payment after receipt of invoice and authorisation.

<b>OUTSTANDING PAYMENTS FROM JUNE AND SEPTEMBER - PART 2</b>					
Min Ref:	Payee	Method	Gross	VAT	Net
2536.10	Woodham Walter Village Hall (Memorial Bench)	BACS	200.00	0.00	200.00
2571.2.12	Skippers Ground Maintenance	BACS	708.00	118.00	590.00
2571.2.15	Zurich Municipal (additional premium re: playground)	BACS	78.58	0.00	78.58
<b>OUTSTANDING PAYMENTS FOR SEPTEMBER PART 3</b>					

2571.2.16	Caloo Ltd (Playground)	BACS	28095.34	4682.56	23412.78
2571.2.17	Skippers Ground Maintenance (Playground Fence)	BACS	7860.00	1310.00	6550.00

<b>OCTOBER PAYMENTS</b>					
Ref:	Payee	Method	Gross	VAT	Net
2590.2.1	E-on	DD	35.30	1.68	33.62
2590.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2590.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	991.91	0.00	991.91
2590.2.4	Barclaycard (Anchors/Bin/Grass Seed) *	BACS	394.12	62.41	331.71
2590.2.5	Skippers Ground Maintenance (Estimate)	BACS	336.00	56.00	280.00
2590.2.6	EALC (Routine Playground Inspection)	BACS	204.00	34.00	170.00
2590.2.7	K & B Tatam (Welding) (Estimate)	BACS	100.00	20.00	80.00
2590.2.8	MDC – Community Engagement Team	BACS	504.86	84.14	420.72

\* Barclaycard payments:

17/09/21	Amazon (Goal Ground Anchors)	46.65
17/09/21	Glasdon (Bin)	327.67
19/09/21	Maldon Gdn Centre (Grass Seed)	19.80
TOTAL	(incl. £62.41 VAT)	394.12

The following Barclaycard payments are scheduled for October were noted.

Fasthosts (.gov registration) (£130.80), Signage for new playground (£60.74), Bungee Cords for Party Tents (£20.57) Cups for Playground (£20.98), Stationery (23.99)

RESOLVED the payments as listed in the payment schedule be approved.

RESOLVED that the transfer of funds and payment of invoice for the Playground to be completed once snagging items have been satisfactorily completed.

2590.3 Review of Bank Statements, Credit Card Statements and Account sheets for September.

RESOLVED Councillor Brown will complete the review and electronically sign the documents.

2590.4 It was noted that the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021 has been published on the noticeboard outside Tadpoles and on the Parish Council website.

2590.5 Quarterly Budget Review – It was noted that a new spreadsheet had been created for comment and review prior to approval at the next meeting.

RESOLVED that Councillors will review the new document.

2590.6 Chairman to carry out 6-month review of accounts

RESOLVED that the Clerk will deliver relevant documents to the Chairman for review.