

**EXTRACT FROM MINUTES**

**Monday 15<sup>th</sup> May 2023**

**2951. Financial Matters (for consideration or report)**

2951.1 To authorise the payments as listed in the payment schedule for May (Estimate)

Ref:	UPDATED/OUTSTANDING PAYMENTS	Method	Net	VAT	Gross
2951.1.1	Topsource Worldwide UK Ltd (Eslip) Payroll	BACS	18.29	3.66	21.95
2951.1.2	Countryside Art Ltd (Tea Towels)	BACS	477.36	0.00	477.36
2951.1.3	Monkey Workshops CIC (Bug Hotel)	BACS	100.00	0.00	100.00
2951.1.4	EALC/NALC Affiliation Fee	BACS	188.78	0.00	188.78
	<b>MAY PAYMENTS</b>				
2951.1.5	Npower	DD	43.63	2.18	45.81
2951.1.6	A&J Lighting Solutions	DD	21.00	4.20	25.20
2951.1.7	Mrs J Bannerman (Salary & Allowance)	BACS	827.59	0.00	827.59
2951.1.8	Nest Pension (Employer £59.64 Employee £95.43)	DD	155.07	0.00	155.07
2951.1.9	Barclaycard	DD	389.96	76.99	466.95
2951.1.10	Topsource Worldwide UK Ltd (Eslip) Payroll	BACS	18.29	3.66	21.95
2951.1.11	EALC (Foundation Award) (Await Invoice)	BACS	80.00	0.00	80.00
2951.1.12	Skippers Ground Maintenance (Estimate – Await)	BACS	416.67	83.33	500.00
2951.1.13	Hullbridge Design & Print (Annual Parish Report)	BACS	347.00	0.00	347.00
2951.1.14	Woodham Walter Women's Club (Coronation Mtgs)	BACS	45.00	0.00	45.00
2951.1.15	SLCC Essex Branch (Training Day)	BACS	25.00	0.00	25.00
			<b>2369.21</b>	<b>170.36</b>	<b>2539.57</b>

\* Barclaycard payments: (April Statement)

24/03/23	Fasthosts (Mailbox Clerk)	6.52
29/03/23	RingCentral (Telephone)	187.06
31/02/23	Running Imp (Coronation)	83.27
1/4/23	Amazon (Coronation)	29.95
2/4/23	Amazon (Ink/Dog bin Signs)	41.98
2/4/23	Fasthosts (Mailbox)	33.30
6/4/23	Fasthosts (Linus PHP)	6.94
12/4/23	Screwfix (Barrier Tape)	3.99
12/4/23	Screwfix (Barrier Tape Refund)	3.99 CR
12/4/23	Travis Perkins (Barrier Tape)	13.19
15/4/23	TSO Host (Domain renewal)	15.54
18/4/23	Tesco Stores (Walter's Café)	18.41
19/4/23	Vistaprint (Leaflets)	30.79
<b>TOTAL</b>	<b>(VAT £76.99)</b>	<b>£466.95</b>

To note the following Barclaycard payments are scheduled for May Statement.

24/04/23	Fasthosts (Mailbox Clerk)	6.52
25/4/23	Amazon (Coronation)	28.87
27/4/23	Screwfix (Padlocks for goal posts)	79.48
28/4/23	Amazon (Stationery/Colour Toner)	25.28
28/4/23	Amazon (Lazer cartridge)	67.99
2/5/23	Timpson's (Coronation Plaques)	94.99
2/5/23	Amazon (Stationery)	16.94
2/5/23	Fasthosts (Mailbox)	33.30
2/5/23	Green Magic UK Ltd (A-Board -Walter's)	80.20
5/5/23	Aldi (Coronation)	30.44
5/5/23	Tesco (Coronation)	15.59
6/5/23	Fasthosts (Linus PHP)	6.94

The BACS payments for May will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 17<sup>th</sup> May 2023.

RESOLVED to accept the payments as listed in the schedule.

2951.2 To receive the Summary of Accounts to date. This includes all transactions since the April meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
17 Apr 23	Balance			22,255.51
17 Apr 23	Receipt of Precept from MDC	28,665.00		50,920.51
18 Apr 23	Transfer to Community Account (April Debits)		3500.00	47,420.51
15 May 23	Transfer to Community Account (May Debits)		1200.00	46,220.51
<b>Community Account</b>				
17 Apr 23	Balance			1,515.95
18 Apr 23	Transferred from Business Reserve Account	3500.00		5015.95
18 Apr 23	April Debits		3929.40	1086.55
2 May 23	Tea Towel Income	4.00		1090.55
5 May 23	Tea Towel Income	32.00		1122.55
9 May 23	Tea Towel Income	42.00		1164.55
10 May 23	Compensation from Bank	75.00		1239.55
11 May 23	Donation for Prizes/Medals etc	118.88		1358.43
11 May 23	Income from Coronation Event (Tea Towels/Bookmarks/Raffle/Donations)	538.00		1896.43
15 May 23	Transferred from Business Reserve Account	1200.00		3096.43
15 May 23	Income (Tea Towel/Bookmark/Donation)	51.00		3147.43
15 May 23	May Debits (Estimate)		2539.57	607.86

RESOLVED to accept the accounts as listed.

2951.3 Review of Bank Statements, Credit Card Statements and Account sheets for April.

Cllr. Brown required a more detailed report from the Scribe account and the Clerk will investigate further.

2951.4 Noted the end of Financial Year 31 March 2023. The Annual Governance and Accountability Return will be available for approval at the June meeting.

2951.5 Grants

(a) MDC Community Hub – await receipt of grant

(b) Research required re: goal posts/noticeboard/memorial garden signs

Cllr. Tompkins reported that he continues to investigate funding for the memorial garden signs. Cllr. Symons reported that various funds may be suitable for the goal posts (e.g. Football Foundation/Tesco/Lottery) and this will continue to be investigated.

2951.6 Scribe Update – the new accounting system is now populated with the latest information and the clerk continues to learn it's intricacies. Councillors thought that the reports provided were useful and set out well. The Clerk will provide read-only login details for all councillors so that they are able to view reports.