

EXTRACT FROM MINUTES**Monday 12th June 2023****2971. Financial Matters (for consideration or report)**

2971.1 To receive the Summary of Accounts to date. This includes transactions since May meeting.

Date	Business Reserve Account Detail	Transaction	Amount In	Amount Out	Balance
16-May-23	Balance		0.00	0.00	46220.51
05-Jun-23	Interest Received		75.92	0.00	46296.43
12-Jun-23	Transferred to Community Account		0.00	3500.00	42796.43
			75.92	3500.00	42796.43

Date	Community Account Transaction Detail	Amount In	Amount Out	Balance
15/05/2023	Balance	0.00	0.00	1958.82
16/05/2023	Transferred from Business Reserve	1200.00	0.00	3158.82
16/05/2023	May Debits	0.00	1798.10	1360.72
30/05/2023	Tea Towel Income (Orford)	12.00	0.00	1372.72
30/05/2023	MDC Community Hub Grant	1000.00	0.00	2372.72
12/06/2023	Income from Party Tent Hire (Inv #2)	50.00	0.00	2422.72
12/06/2023	Transferred from Business Reserve	3500.00	0.00	5872.72
12/06/2023	June Debits	0.00	5433.72	439.00
		5762.00	7231.82	439.00

RESOLVED to accept the statement of accounts.

2971.2 To authorise the payments as listed in the payment schedule for June.

Ref:	Updated/Outstanding Payments Payee	Method	Net	VAT	Gross
#21	EALC (Foundation Award)	BACS	80.00	16.00	96.00
#22	Skippers Ground Maintenance	BACS	750.00	150.00	900.00
			830.00	166.00	996.00

Ref:	June Payee	Method	Net	VAT	Gross
#26	A&J Lighting Solutions	DD	21.00	4.20	25.20
#27	Npower	DD	40.90	2.04	42.94
#28	Mrs J Bannerman (Salary & Allowance)	BACS	1054.20	0.00	1054.20
#29	Nest Pension (Employer £75.59, Employee £120.94)	DD	196.53	0.00	196.53
#30	Barclaycard	DD	488.19	86.19	574.38
#31	Topsource Worldwide Uk Ltd (Eslip) Payroll	BACS	18.29	3.66	21.95
#32	Zurich Insurance Company Ltd	BACS	391.02	0.00	391.02
#33	Woodham Walter Village Hall (Walter's May)	BACS	22.50	0.00	22.50
#34	Woodham Walter Village Hall (Annual Parish Mtg)	BACS	20.00	0.00	20.00
#35	CPRE (Annual Subscription)	BACS	36.00	0.00	36.00
#36	G Orford (refund - overpayment for tea towels)	BACS	12.00	0.00	12.00
#37	Woodham Walter Women's Club (Annual Grant)	BACS	231.00	0.00	231.00
#38	Woodham Walter Village Hall (Annual Grant)	BACS	310.00	0.00	310.00
#39	Essex Wildlife Trust (Annual Grant)	BACS	1000.00	0.00	1000.00
#40	Parish Magazine (Annual Grant)	BACS	250.00	0.00	250.00
#41	Heelis & Lodge (Internal Audit)	BACS	250.00	0.00	250.00
			5171.63	262.09	5433.72

To note the following Barclaycard payments.

Date	Barclaycard Payments (May Statement)	Net	VAT	Gross
24/04/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
25/04/2023	Amazon (Coronation)	24.05	4.82	28.87
27/04/2023	Screwfix (Padlocks for goal posts)	66.23	13.25	79.48

28/04/2023	Amazon (Laser cartridge)	56.66	11.33	67.99
28/04/2023	Amazon (Stationery)	21.07	4.21	25.28
01/05/2023	Promotional Cashback (Credit)	-3.04	0.00	-3.04
02/05/2023	Green Magic UK Ltd (A-Board -Walter's)	66.83	13.37	80.20
02/05/2023	Amazon (Stationery)	14.11	2.83	16.94
02/05/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
02/05/2023	Timpson's (Coronation Plaques)	79.16	15.83	94.99
05/05/2023	Tesco (Coronation)	15.59	0.00	15.59
05/05/2023	Aldi (Coronation)	30.44	0.00	30.44
06/05/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94
17/05/2023	Morrisons (Walter's)	14.04	0.75	14.79
18/05/2023	Post Office (Postage)	4.10	0.00	4.10
18/05/2023	Tesco (Walter's)	10.00	2.00	12.00
18/05/2023	Microsoft 365	49.99	10.00	59.99
		488.19	86.19	574.38

Date	Barclaycard Payments (Scheduled June Statement)	Net	VAT	Gross
24/05/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
02/06/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/06/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94
		38.96	7.80	46.76

The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14th June 2023.

RESOLVED to approve the payments as detailed in the schedule.

2971.3 Review of Bank Statements, Credit Card Statements and Account sheets for April and May.
Cllr. Brown confirmed that he had reviewed the documents and that items were reconciled correctly.

2971.4 End of Financial Year 2022/2023

- (a) It was agreed that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
- (b) The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- (c) The Chairman confirmed he has reviewed the Accounts file
- (d) Relevant financial information is available on the Woodham Walter Parish Council website
- (e) Internal Auditor Report – the detailed written report and Agar Annual Internal Audit Report had been received and shared with councillors. There was one recommendation with regards to updating the Financial Risk Assessment to include GDPR. RESOLVED that the Clerk will investigate this recommendation.
- (f) The Clerk/RFO confirmed that the AGAR form Section 2 had been duly certified in advance of the meeting.
- (g) Councillors noted the explanation of variances documents which were completed and shared with Councillors.
- (h) End of Year Accounts – Annual Return for the financial year ended 31 March 2023. 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 2023 and the questions in Section 1 - Annual Governance Statement 2022/2023 were duly answered. All councillors approved and the document was duly signed by the Chairman and Clerk/RFO.
- (i) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2023. Councillor's confirmed that Section 2 - Accounting Statements 2022/23 be approved and the Chairman signed the declaration.

RESOLVED that the Clerk will arrange to send the accounts to the auditor and arrange to display the relevant information on the noticeboard and the website as per the regulations.

2971.5 Grant Applications

- (a) MDC Community Hub – it was confirmed that the grant of £1000 had been received. It was noted that MDC had been oversubscribed with applications for £23,000 and awarded £8,000 in grants for Community Hubs. The Clerk was congratulated on the successful application.
- (b) Research required re: goal posts/noticeboard/memorial garden signs

2971.6 Scribe Update – the Clerk reported that she had attended follow up training sessions and that the account system was now working well. There are a few areas that require further development. All councillors have the ability to log in to Scribe for a detailed review of accounts, although relevant reports are shared within the monthly meeting papers in the onedrive.

2971.7 Party Tent Bookings – it was noted that a few bookings have been made and the Clerk requested help to check the tents are ready for hirings.