

EXTRACT FROM MINUTES
Monday 11th September 2023

3018. Financial Matters (for consideration or report)

3018.1 To receive the Summary of Accounts to date. This includes transactions since July meeting.

Date	Business Reserve Account Detail	Transaction	Amount In	Amount Out	Balance
28-Jul-23	Balance				39296.43
17-Aug-23	Transfer to Community Account			1500.00	37796.43
04-Sep-23	Interest Received		109.12		37905.55
11-Sep-23	Transfer to Community Account			500.00	37405.55
			109.12	2000.00	37405.55

Date	Community Account Transaction Detail	Amount In	Amount Out	Balance
26/07/2023	Direct Debit to TopSource *(unexpected queried)	0.00	21.95	1583.47
26/07/2023	Income Party Tents (R#25)	75.00	0.00	1658.47
28/07/2023	Balance			1658.47
01/08/2023	Income (Party Tents R#26)/Party Tents Error R#27)	100.00	0.00	1758.47
16/08/2023	Income (Party Tents R#28)	50.00	0.00	1808.47
17/08/2023	Outstanding Debits #40 #55		302.80	1505.67
17/08/2023	Transferred from Business Account	1500.00		3005.67
17/08/2023	Correction re: Top Source *	21.95		3027.62
17/08/2023	August Debits		1737.53	1290.09
11/09/2023	Transferred from Business Account	500.00		1790.09
11/09/2023	September Debits		1128.03	662.06
		2246.95	3190.31	662.06

RESOLVED to accept the summary of accounts.

3018.2 To authorise the payments as listed in the payment schedules for August and September.

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#40	Parish Magazine (Annual Grant)		BACS	250.00	0.00	250.00
#55	RCCE (Annual Membership)		BACS	44.00	8.80	52.80
	Sub Total			294.00	8.80	302.80

Ref:	August Payee	Method	Net	VAT	Gross
#58	A&J Lighting Solutions	DD	21.00	4.20	25.20
#59	Npower	DD	37.35	1.87	39.22
#60	Mrs J Bannerman (Salary & Allowance)	BACS	591.54	0.00	591.54
#61	Nest Pension (Employer £38.48, Employee £61.56)	DD	100.04	0.00	100.04
#62-70	Barclaycard	DD	131.82	25.72	157.54
#71	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	18.29	3.66	21.95
#72	Woodham Walter Village Hall (Walter's July)	BACS	22.50	0.00	22.50
#73	Pauline Boughtwood (refund)	BACS	50.00	0.00	50.00
#74	Maldon District Council (Community Engagement Team)	BACS	607.95	121.59	729.54
	Sub Total		1580.49	157.04	1737.53
	Total		1874.49	165.84	2040.33

Ref:	September Payee	Method	Net	VAT	Gross
#76	A&J Lighting Solutions	DD	21.00	4.20	25.20
#77	Npower	DD	36.87	1.84	38.71
#78	Mrs J Bannerman (Salary & Allowance) EST	BACS	548.02	0.00	548.02
#79	Nest Pension (Employer £, Employee £) EST	DD	96.49	0.00	96.49

#80-84	Barclaycard	DD	103.16	20.00	123.16
#75	Topsorce Worldwide Uk Ltd (Eslip) Payroll	DD	18.29	3.66	21.95
#85	Woodham Walter Village Hall (Walter's August)	BACS	22.50	0.00	22.50
#86	PKF Littlejohn (Audit)	BACS	210.00	42.00	252.00
	Sub Total		1056.33	71.70	1128.03
	Total		2930.82	237.54	3168.36

Date	Barclaycard Payments (21st July Statement)	Net	VAT	Gross
24/06/2023	Fasthosts (Mailbox Clerk) #62	5.43	1.09	6.52
28/06/2023	Amazon (Party Tent Pegs/Rachets) #63-65	61.98	12.40	74.38
29/06/2023	Tesco (Box for Party Tents/Stationery) #66	7.58	1.52	9.10
02/07/2023	Fasthosts (Mailbox) #67	27.75	5.55	33.30
06/07/2023	Fasthosts (Linus PHP) #68	5.78	1.16	6.94
18/07/2023	Ringcentral (Calling Credits Package) #69	20.00	4.00	24.00
19/07/2023	Tesco (Walter's Refreshments) #70	3.30	0.00	3.30
		131.82	25.72	157.54

Date	Barclaycard Payments (21st August Statement)	Net	VAT	Gross
24/07/2023	Fasthosts (Mailbox Clerk) #80	5.43	1.09	6.52
27/07/2023	Fasthosts (Gov.uk renewal) #81	61.00	12.20	73.20
02/08/2023	Fasthosts (Mailbox) #82	27.75	5.55	33.30
06/07/2023	Fasthosts (Linus PHP) #83	5.78	1.16	6.94
16/08/2023	Iceland (Walter's August) #84	3.20	0.00	3.20
		103.16	20.00	123.16

Date	Barclaycard Payments (Scheduled September)	Net	VAT	Gross
21/08/2023	Claremont Garden Centre (Treatment for picnic bench)	16.66	3.33	19.99
24/08/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
29/08/2023	Simply Shredding (GDPR)	12.00	2.40	14.40
02/09/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/09/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94

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

RESOLVED to approve the payments.

3018.3 Review of Bank Statements, Credit Card Statements and Account sheets for July and August. Cllr. Brown confirmed that he had reviewed the documents and the items were reconciled correctly.

3018.4 Banking

- (a) To consider Banking Arrangements.
- (b) To consider savings options

Councillors considered the following 4 options as set out in the Bank Report and Review compiled by the Clerk/RFO.

- To remain with Barclays Bank and complete the new application form for a Community Current Account and Instant Access Deposit Account.
- To open a Unity Trust Bank Current Account and Unity Trust Instant Access Deposit Account.
- To open a Metro Bank Community Account and Instant Access Deposit Account.
- To open an Instant Access investment fund with CCLA

Cllr. John Brown proposed and Cllr. James Bunn seconded that the recommendation of the Clerk should be accepted. All councillors were in agreement.

RESOLVED to open a Unity Trust Bank Current Account and Unity Trust Instant Access Deposit Account.

RESOLVED that the existing signatories (Cllr. James Rushton, Cllr. John Tompkins and Cllr. Jenny Hughes) will be transferred to the new account.

RESOLVED to update the Banking Policy and Review the Financial Regulations.

3018.5 Grant Applications

(a) Research required re: goal posts/noticeboard/memorial garden signs - on-going

(b) RESOLVED that the Clerk should remind local organisations of the requirement for grant applications to be received by 30th October.

3018.6 Notice of Conclusion of Audit for Year Ended 31 March 2023

Councillors noted that the notification of completion of limited assurance review for the year ended 31 March 2023 had been received. The audit of accounts for Woodham Walter Parish Council for year ended 31 March 2023 has been completed and the accounts have been published. The Annual Governance and Accountability Return is available for inspection by any local government elector. The notice will be published on the noticeboard and website along with the relevant documents. The auditor noted that the information is in accordance with Proper Practices.