

EXTRACT FROM MINUTES

Monday 9th October 2023

3049. Financial Matters (for consideration or report) (ESTIMATE)

3049.1 To receive the Summary of Accounts to date. This includes transactions since September meeting.

| Date | Business Reserve Account Detail | Transaction | Amount In | Amount Out | Balance |
|-----------|---|-------------|-----------|------------|----------|
| 13-Sep-23 | Balance | | 0.00 | 0.00 | 37405.55 |
| 09-Oct-23 | Transferred to Community Account (Oct Debits) | | | 2000.00 | 35405.55 |
| | | | 0.00 | 2000.00 | 35405.55 |

| Date | Community Account Transaction Detail | Amount In | Amount Out | Balance |
|------------|--|-----------|------------|---------|
| 11/09/2023 | Balance | | | 1790.09 |
| 11/09/2023 | Purleigh Community (Re: Damaged Tent donation) | 50.00 | | 1840.09 |
| 14/09/2023 | Party Tent Income (Hopkins) | 75.00 | | 1915.09 |
| 14/09/2023 | September Debits | | 1128.03 | 787.06 |
| | Outstanding September Debits #75 | 21.95 | | 809.01 |
| 09/10/2023 | Transferred from Community Account | 2000.00 | | 2809.01 |
| 09/10/2023 | October Debits | | 1889.68 | 919.33 |
| | | 2146.95 | 3017.71 | 919.33 |

RESOLVED to accept the accounts summary.

3049.2 Summary of Payments for October

| Ref: | Updated/Outstanding Payments Payee | Method | Net | VAT | Gross |
|------|--|--------|-------|------|-------|
| #75 | Topsource Worldwide Uk Ltd (Eslip) Payroll | DD | 18.29 | 3.66 | 21.95 |
| | Sub Total | | 18.29 | 3.66 | 21.95 |

| Ref: | October Payee | Method | Net | VAT | Gross |
|--------|--|--------|---------|--------|---------|
| #87 | A&J Lighting Solutions | DD | 21.00 | 4.20 | 25.20 |
| #88 | Npower | DD | 54.45 | 2.72 | 57.17 |
| #89 | Mrs J Bannerman (Salary & Allowance) | BACS | 834.64 | 0.00 | 834.64 |
| #90 | Nest Pension (Employer £57.93, Employee £92.69) | DD | 150.62 | 0.00 | 150.62 |
| #91-96 | Barclaycard | DD | 70.12 | 13.53 | 83.65 |
| #98 | Topsource Worldwide Uk Ltd (Eslip) Payroll | DD | 18.29 | 3.66 | 21.95 |
| #97 | Woodham Walter Village Hall (Walter's September) | BACS | 22.50 | 0.00 | 22.50 |
| #99 | Skippers Ground Maintenance | BACS | 560.00 | 112.00 | 672.00 |
| | Sub Total | | 1731.62 | 136.11 | 1867.73 |
| | Total | | 1749.91 | 139.77 | 1889.68 |

| Date | Barclaycard Payments (Statement 21/09/23) | 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 |
| 08/09/2023 | Postage | 2.50 | 0.00 | 2.50 |
| | | 70.12 | 13.53 | 83.65 |

| Date | Barclaycard Payments (Scheduled October) | Net | VAT | Gross |
|------------|--|-------|------|-------|
| 21/09/2023 | Co-Op (Walter's refreshments) | 1.95 | 0.00 | 1.95 |
| 24/09/2023 | Fasthosts (Mailbox Clerk) | 5.43 | 1.09 | 6.52 |
| 02/10/2023 | Fasthosts (Mailbox) | 27.75 | 5.55 | 33.30 |
| 06/10/2023 | Fasthosts (Linus PHP) | 5.78 | 1.16 | 6.94 |

| | | | | |
|-----|---|-------|------|-------|
| tbc | Vistaprint (AONB Leaflet/Walter's Flyers) | | | |
| | | 38.96 | 7.80 | 46.76 |

RESOLVED to accept the payments as detailed in the schedule.

The BACS payments for October will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 12th October 2023.

3049.3 Review of Bank Statements, Credit Card Statements and Account sheets for September.

Cllr. Brown confirmed that he had reviewed the documents and found them to be reconciled correctly.

3049.4 Quarterly Expenditure Review – To receive 6 monthly report

It was noted that the report had been received and all appears to be in order. There were no queries. The Clerk reported that she is due to complete further Scribe Training in forecasting and budget setting so that a more detailed report will be available in the future.

3049.5 Banking - To report on the progress of opening of the new bank accounts.

It was reported that all details have now been received and the bank account can be opened. It was agreed to wait until after the October payments have been actioned.

RESOLVED to accept the Resolution and Declaration statement from Unity Trust Bank.

3049.6 Grant Applications

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

(b) Winter Warmth application – ongoing

(c) To receive any applications from local organisations (report only consideration not due until November meeting)

The deadline for expressions of interest is 30th October and all local organisations had been sent an email with information. It was reported that the Allotment Association had expressed an interest. The Clerk will liaise to request the required information prior to consideration at the November meeting.