

**EXTRACT FROM MINUTES**  
**Monday 11<sup>th</sup> December 2023**

**3094. Financial Matters (for consideration or report) (ESTIMATE)**

3094.1 To receive the Summary of Accounts to date. This includes transactions since November meeting.

Date	Business Reserve Account	Transaction Detail	Amount In	Amount Out	Balance
13-Nov-23	Balance				34783.11
16-Nov-23	Transferred to Community Account (Nov Debits)			3300.00	31483.11
21-Nov-23	Transferred to Community Account (Unity Trust)		0.00	500.00	30983.11
04-Dec-23	Interest Received		123.03	0.00	31106.14
13-Dec-23	Transferred to Community Account (Dec Debits)		0.00	3000.00	28106.14
			123.03	3800.00	28106.14

  

Date	Community Account	Transaction Detail	Amount In	Amount Out	Balance
13/11/2023	Balance				963.23
16/11/2023	Transferred from Business Reserve Account (Nov Debits)		3300.00		4263.23
15/11/2023	November Debits (#105-#110 Barclaycard)			114.75	4148.48
17/11/2023	Deposit (WWVillage Lunch Donation/Book Mark Sales)		144.00	0.00	4292.48
21/11/2023	November Debits (#100-#104,#112-#115)			2498.03	1794.45
21/11/2023	Transferred from Business Reserve Account (Unity Trust Deposit)		500.00		2294.45
24/11/2023	Top Source Outstanding DD (#75 #98)			43.90	2250.55
30/11/2023	Outstanding Debits (#111, #116, #130)			556.95	1693.60
13/12/2023	Transferred from Business Reserve Account (Dec Debits)		3000.00		4693.60
13/12/2023	December Debits			1580.25	3113.35
			6944.00	4793.88	3113.35

RESOLVED to accept the summary of accounts.

3094.2 Summary of Payments for December.

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#111	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
#116	The Poppy Appeal (Royal British Legion)		CQ 101633	35.00	0.00	35.00
#130	Deposit to new Unity Trust Bank Account		CQ 101634	500.00	0.00	500.00
	Sub Total			53.29	3.66	556.95

  

Ref:	December Payee	Method	Net	VAT	Gross
#117	A&J Lighting Solutions	DD	21.00	4.20	25.20
#118	Npower	DD	72.98	3.65	76.63
#119	Mrs J Bannerman (Salary/Allowance)	BACS	827.12	0.00	827.12
#120	Nest Pension (Employer £57.3 , Employee £91.70)	DD	149.01	0.00	149.01
#121- #123	Barclaycard	DD	38.96	7.80	46.76
#124	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	18.29	3.66	21.95
#125	Woodham Walter Village Hall (Walter's November)	BACS	22.50	0.00	22.50
#126	Skippers Ground Maintenance	BACS	160.00	32.00	192.00
#127	HMRC (Interest Payment)	BACS	1.08	0.00	1.08
#128	Information Commissioners Office	DD	35.00	0.00	35.00
#129	SLCC Membership Renewal	BACS	183.00	0.00	183.00
	Sub Total		1528.94	51.31	1580.25
	Total		1582.23	54.97	2137.20

Date	Barclaycard Payments (Statement 21/11/23)	Net	VAT	Gross
24/10/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
02/11/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/11/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94

		38.96	7.80	46.76
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Date	Barclaycard Payments (Scheduled December)	Net	VAT	Gross	
21/11/2023	Post office (Stamps)		6.00	0.00	6.00
24/11/2023	Fasthosts (Mailbox Clerk)		5.43	1.09	6.52
02/12/2023	Fasthosts (Mailbox)		27.75	5.55	33.30
06/12/2023	Fasthosts (Linus PHP)		5.78	1.16	6.94
06/12/2023	Walter's Soup Lunch		16.93	0.00	16.93
07/12/2023	Walter's Soup Lunch		2.65	0.44	2.21
			64.54	8.24	71.90

The BACS payments for December will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 13<sup>th</sup> December 2023.

Please note there will be a higher than usual balance in the current account as part of the contingency for Current Account Switch to Unity Trust Bank on 15th December 2023.

RESOLVED to approve the payments as listed in the schedule.

3094.3 Review of Bank Statements, Credit Card Statements and Account sheets for October and November.

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

3094.4 Banking - To report on the progress of opening of the new bank accounts.

The Unity Trust current and instant access bank accounts have now been opened. The signatories remain as Cllr. James Rushton, Cllr. John Tompkins and Cllr. Jenny Hughes. They have authority to authorise payments but cannot set up payments. Unity Trust requires 2 signatories to log in and authorise payments. The Clerk/RFO has authority to transfer funds between the accounts and set up the payments but is not an authorised signatory.

The automated current account switch service is due to take place on 15<sup>th</sup> December (so the December BACS payments will be made in advance of this through Barclays) and will remain in place for 36 months.

The savings account will require us to transfer funds manually as the switch service does not operate for savings accounts.

Banking and Financial Policies will be reviewed to reflect the change ready to adopt at the January meeting.

3094.5 Grant Applications

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

(b) To receive any applications from local organisations – await further information from Allotment Association who are the only local group to submit an application.

3094.6 2024/25 Draft Budget Considerations

The Clerk reported that the draft budget is progressing within the new Scribe Accounting system and will be ready for final review at the January meeting where the precept will also be set. There will be an opportunity for Councillors to review the accounts in detail prior to the January meeting.

It was noted that there will be no referendum principles for Parish Councils for 2024/25.

Maldon District Council had written with the Tax Base Figure for 2024/25 and highlighted a mistake that they had made over the last 2 years. The mistake amounts to £358.28 for Woodham Walter which they will recoup by adjusting the tax base figure for 2024/25.

RESOLVED to write to the council and challenge the adjustment as it is considered extremely unfortunate and unfair that their mistake will effectively result in increased council tax demands for residents.