

**EXTRACT FROM MINUTES**  
**Monday 11<sup>th</sup> March 2024**

**3162. Financial Matters (for consideration or report)**

3162.1 To receive the Summary of Accounts to date. This includes transactions since February meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
14-Feb-24	Balance				27,109.53
11-Mar-24	Transfer To Current Account		-	2,000.00	25,109.53
			-	2,000.00	25,109.53

  

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
12/02/2024	Balance				1,642.82
14/02/2024	Transferred from Instant Access Account		1,000.00		2,642.82
15/02/2024	February Debits (#149,151,153-157,159-161)			1,869.33	773.49
19/02/2024	February Debits (#150, 152)			223.35	550.14
26/02/2024	February Debits (#143)			21.95	528.19
11/03/2024	Transferred from Instant Access Account		2,000.00		2,528.19
11/03/2024	Outstanding Payment (#158)			21.95	2,506.24
11/03/2024	March Debits (#162-#179)			1,940.47	565.77
			3,000.00	4,077.05	565.77

RESOLVED to accept the Summary of Accounts.

3162.2 Summary of Payments for March

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

  

Ref:	March	Payee	Method	Net	VAT	Gross
#162	A&J Lighting Solutions		DD	21.00	4.20	25.20
#163	Npower		DD	69.06	3.45	72.51
#164	Mrs J Bannerman (Salary/Allowance)		BACS	849.45	-	849.45
#165	Nest Pension (Employer £57.02, Employee £91.22)		DD	148.24	-	148.24
#166-175	Barclaycard (#166-#175)		DD	210.31	24.17	234.48
#176	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	19.53	3.91	23.44
#177	Woodham Walter Village Hall (Walter's x1, Extra Mtg)		BACS	67.50	-	67.50
#178	Maldon District Council (Elections)		BACS	102.05	-	102.05
#179	Scribe Accounts Renewals (2024)		BACS	348.00	69.60	417.60
	Sub Total			1,835.14	105.33	1,940.47
	Total			1,853.43	108.99	1,962.42

Date	Barclaycard Payments (February statement)	Net	VAT	Gross
24/01/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
25/01/2024	Postage (County Broadband)	3.45	-	3.45
01/02/2024	Tesco (Walter's Soup Lunch)	20.06	-	20.06
02/02/2024	Fasthosts (Mailbox)	27.75	5.55	33.30
06/02/2024	Postage (Barclays)	2.25	-	2.25
06/02/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
14-Feb-24	Amazon (Toner)	55.82	11.16	66.98
15-Feb-24	Blackwater Sign & Print (Minerals Flyer)	60.00	-	60.00
15-Feb-24	Amazon (Coloured Paper)	21.73	4.35	26.08
15/02/2024	Tesco (Walter's Cafe)	3.70	-	3.70
		210.31	24.17	234.48

  

Date	Barclaycard Payments (Estimate March)	Net	VAT	Gross
24/02/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/03/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
06/03/24	Fasthosts (Linus PHP)	8.50	1.70	10.20
06/03/24	Blackwater Sign & Print (Minerals Leaflet)	106.00	.	106.00
07/03/24	Tesco (Walter's Soup)	21.27	-	21.27
		178.36	10.22	188.58

The BACS payments for March will be drawn up by the Parish Clerk and require authorisation by Payment Date of 14<sup>th</sup> March 2024.

RESOLVED to approve the payments as set out in the Schedule of Payments.

3162.3 Bank Signatories – the Clerk reported that mandate is not quite as we had expected in that only 1 signatory is required to authorise payments. It is currently set up as a dual signatory which had been understood meant that 2 councillors needed to authorise the payments set up by the Clerk/RFO, but in order for this to be the case we need to set up a tri-signatory. To consider making this change.

RESOLVED that one councillor in addition to the Clerk is sufficient to authorise the payments. The relevant policies will be adjusted to reflect.

3162.4 Review of Bank Statements, Credit Card Statements and Account sheets for February.

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

3162.5 Grant Applications

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

3162.6 Internal Audit – to appoint internal auditor

RESOLVED to appoint Heelis & Lodge as internal auditors.