EXTRACT FROM MINUTES
Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm at Woodham Walter Women's Club.
Monday 10th June 2024

3220. Outstanding Matters from Annual General Meeting

3220.3 Min ref: 3198.6 a Insurance. It was confirmed that the policy has been renewed with Zurich.

3226. Financial Matters (for consideration or report)

3226.1 To receive the Summary of Accounts to date. This includes transactions since May meeting.

Date	Unity Trust Instant Access Account Transaction Detail	Amount In	Amount Out	Balance
15-May-24	Balance	-	-	52,485.82
31-May-24	Balance	-	-	52,485.82
14-Jun-24	Transferred to Current Account (June Debits)	-	4,400.00	48,085.82
		-	4,400.00	48,085.82

Date	Unity Trust Current Account Transaction Deta	Amount In	Amount Out	Balance
13/05/2024	Party Tent Income (CR #4)	50.00		1,509.10
14/05/2024	Transfer from Barclays Instant Access Account (CR#6)	32.11		1,541.21
14/05/2024	Party Tent Income (CR #5)	75.00		1,616.21
15/05/2024	May Debits (#20)		25.20	1,591.01
15/05/2024	Transferred from Instant Access Account (May Debits)	1,500.00		3,091.01
16/05/2024	May Debits (#18, 22, 24-31, 33, 34)		1,637.50	1,453.51
17/05/2024	May Debits (#21)		66.72	1,386.79
20/05/2024	May Debits (#23)		181.19	1,205.60
24/05/2024	Party Tent Income (CR#7)	50.00		1,255.60
29/05/2024	May Debits (#32)		23.44	1,232.16
04/06/2024	Party Tent Income (CR#8)	75.00		1,307.16
14/06/2024	Transferred from Instant Access Account (June Debits)	4,400.00		5,707.16
14/06/2024	June Debits (#35-55)		4,801.46	905.70
		6,182.11	6,735.51	905.70

RESOLVED to accept the summary of accounts to date.

3226.2 Summary of Payments for June

Ref:	June Payee	Method	Net	VAT	Gross
#35	A&J Lighting Solutions	DD	21.00	4.20	25.20
#36	Npower	DD	59.43	2.97	62.40
#37	Mrs J Bannerman (Salary/Allowance)	BACS	837.70	-	837.70
#38	Nest Pension (Employer £57.02 Employee £91.22)	DD	148.24	-	148.24
#39-#45	Barclaycard	DD	118.07	22.82	140.89
#46	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#47	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#48	Skippers Ground Maintenance	BACS	320.00	64.00	384.00
#49	Skippers Ground Maintenance	BACS	690.00	138.00	828.00
#50	Zurich Insurance Company Ltd	BACS	410.49	-	410.49
#51	Woodham Walter Women's Club (Annual Grant)	BACS	243.00	-	243.00
#52	Woodham Walter Village Hall (Annual Grant)	BACS	325.00	-	325.00
#53	Essex Wildlife Trust (Annual Grant)	BACS	1,000.00	-	1,000.00
#54	Heelis & Lodge (Internal Audit)	BACS	260.00	-	260.00
#55	Unity Trust Bank Charges	DD	18.00	-	18.00
#56	Maldon District Council (Playsite Safety Inspection)	BACS	65.10	13.02	65.10
	Total		**4,565.56**	**248.92**	**4,801.46**

Date	Barclaycard Payments (May Statement)	Net	VAT	Gross
24/04/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/05/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
03/05/2024	Post Office (Stamps)	2.55	-	2.55
06/05/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
14/05/2024	Amazon (Files)	12.99	2.60	15.59
16/05/2024	Coop (Walter's Refreshments)	1.45	-	1.45
18/05/24	Microsoft 365	49.99	10.00	59.99
		118.07	22.82	140.89

Date	Barclaycard Payments (Estimate June)	Net	VAT	Gross
24/05/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
28/04/2024	Amazon (Party Tent Accessories)	24.38	4.87	29.25
29/05/2024	Amazon (Party Tent Accessories) REFUND	- 10.22	- 2.04	- 12.26
02/06/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
	Fasthosts (Linus PHP)	8.50	1.70	10.20
		65.25	13.05	78.30

All invoices listed have been 'examined, verified and certified' by the RFO. The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by Payment Date of 14th June 2024.

RESOLVED to authorise the payments as listed in the Payment Schedule.

3226.3 Review of Bank Statements, Credit Card Statements and Account sheets for May. To note receipt of closing statement for Barclays Premium Account.

Cllr. Brown confirmed he had reviewed the documents and found them to be reconciled correctly. Cllr. Bunn will take over the task from the next meeting.

3226.4 Bank Account Signatories – Application submitted, await confirmation of changes.

3226.5 End of Financial Year 2023/2024

(a) It was noted 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) Cllr. Rushton confirmed he reviewed the Accounts file prior to the end of his tenure as chairman.

(d) Relevant financial information is available on the Woodham Walter Parish Council website

(e) Internal Auditor Report – Full written report received with no recommendations other than an observation that a link on the website was not working. Clerk has checked the link which appears to be working correctly.

(f) The Clerk/RFO confirmed that the Annual Government and Accountability Return 2023-24 (AGAR) Section 2 has been duly certified in advance of the meeting.

(g) Councillors noted the explanation of variances documents has been completed and shared with Councillors.

(h) End of Year Accounts – Annual Return for the financial year ended 31 March 2024. Councillors confirmed the answers to the questions in AGAR Section 1 - Annual Governance Statement 2023/2024 in the Annual Return for the year ended 31 March 2024. The document was duly signed by the Chair and Clerk.

(i) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2024. Councillors confirmed AGAR Section 2 Account Statements and the Chairman signed the declaration.

Clerk to arrange to send the AGAR documents and supplementary information to the External Auditor and display the relevant information on the noticeboard and the website as per the rules.

3226.6 Grants/Expenditure Updates

(a) Goal posts – Await information (approaches made to Cllr.Hafiz and Cllr. Fleming)

(b) Memorial Garden Signs – Await information (approaches made to Cllr.Hafiz and Cllr. Fleming)

(c) Noticeboard - To consider suitable noticeboard from research documentation provided by the Clerk in onedrive.

The earmarked budget is £2000. Cllr. Bunn will seek an alternative quotation.

RESOLVED to defer to the next meeting but councillors understand the need to replace the noticeboard which is in a poor state of repair and very difficult for the Clerk to access.