

EXTRACT FROM MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.00pm at Woodham Walter Women's Club.

Monday 8th April 2024**3182. Financial Matters (for consideration or report)**

3182.1 To receive the Summary of Accounts to date. This includes transactions since March meeting.

Date	Unity Trust Instant Access Account Transaction Detail	Amount In	Amount Out	Balance
12-Mar-24	Balance			25,109.53
31-Mar-24	Interest received	185.18		25,294.71
08-Apr-24	Transferred to Current Account		4,500.00	20,794.71
		185.18	4,500.00	20,794.71

Date	Unity Trust Current Account Transaction Detail	Amount In	Amount Out	Balance
12/03/2024	Balance			2,528.19
13/03/2024	March Debits #164, #177-179)		1,436.60	1,091.59
15/03/2024	March Debit #162		25.20	1,066.39
18/03/2024	March Debits #166-175		234.48	831.91
19/03/2024	March Debit #163		72.51	759.40
27/03/2024	March Debit #176		23.44	735.96
31/03/2024	March Debit #180		18.00	717.96
02/04/2024	Outstanding Credit (UK Power Networks Wayleave Receipt #39)	6.90		724.86
02/04/2024	Outstanding Debit #165		148.24	576.62
08/04/2024	Transferred from Instant Access Account	4,500.00		4,376.62
08/04/2024	April Debits #1-#19		4,003.81	1,072.81
		4,506.90	5,962.28	1,072.81

3182.2 Summary of Payments for April

Ref:	Updated/Outstanding Payments Payee	Method	Net	VAT	Gross
#158	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	0.00	0.00	0.00
#165	Nest Pension (Employer £57.02, Employee £91.22)	DD	148.24		148.24
	Sub Total		148.24	-	148.24
Ref:	April Payee	Method	Net	VAT	Gross
#180	Unity Trust Bank Charges	DD	18.00	-	18.00
#1	A&J Lighting Solutions	DD	21.00	4.20	25.20
#2	Npower	DD	70.82	3.54	74.36
#3	Mrs J Bannerman (Salary/Allowance) (ESTIMATE)	BACS	990.00	-	990.00
#4	Nest Pension (Employer £65.00, Employee £110.00) (ESTIMATE)	DD	175.00	-	175.00
#5-#10	Barclaycard	DD	187.05	11.16	198.21
#11	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#12	Woodham Walter Village Hall (Walter's March inc. soup)	BACS	60.00	-	60.00
#13	HMRC (1/4ly Payment) (ESTIMATE)	BACS	785.55	-	785.55
#14	EALC/NALC Affiliation Fee	BACS	187.05	11.16	194.81
#15	RCCE Membership Fee	BACS	36.75	7.35	44.10
#16	Maldon District Council (CET Jan-Mar)	BACS	607.95	121.59	729.54
#17	CPRE Membership	BACS	36.00	-	36.00
#18	Playquip Leisure (Operational/Maintenance) (EST)	BACS	233.00	46.60	279.60
#19	Hullbridge Sign & Print (Annual Reports) (EST)	BACS	370.00	-	370.00

Sub Total	3,797.70	209.51	4,003.81
Total	3,945.94	209.51	4,152.05

Date	Barclaycard Payments (March Statement)	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
06/03/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
06/03/2024	Blackwater Sign & Print (Minerals Leaflet)	106.00	-	106.00
07/03/2024	Tesco (Walter's Soup)	21.27	-	21.27
11/03/2024	Amazon (Stationery)	8.69	0.94	9.63
		187.05	11.16	198.21

Date	Barclaycard Payments (Estimate April)	Net	VAT	Gross
21/03/2024	Tesco (Walter's Café)	2.45	-	2.45
24/03/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
30/03/2024	Ring Central (Annual Subscription)	155.88	31.18	187.06
02/04/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
06/04/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
		206.97	41.40	248.37

The BACS payments for April will be drawn up by the Parish Clerk and require authorisation by Payment Date of 12th April 2024.

RESOLVED to approve the payments as presented in the payment schedule. Estimated costs will be separately authorised prior to payment and reported at the next meeting.

3182.3 Review of Bank Statements, Credit Card Statements and Account sheets for March.

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

3182.4 End of Financial Year – information received from PKF Littlejohn. Clerk to begin work.

3182.5 VAT – it was noted that the 2022/23 VAT form had been sent but that the refund would not be received until the new financial year.

3182.5 Grant Applications

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