

EXTRACT FROM MINUTES

Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 8th July 2024**3244. Financial Matters (for consideration or report)**

3244.1 To receive the Summary of Accounts to date. This includes transactions since June meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
12-Jun-24	Balance		-	-	48,085.82
30-Jun-24	Interest Received (Quarterly) (CR#9)		274.75		48,360.57
04-Jul-24	VAT Refund 2023-2024 (CR#11)		1,754.09	-	50,114.66
	Transferred to current account (July debits)			2,500.00	47,614.66
	Transferred to current account (August debits)			1,200.00	46,414.66
			2,028.84	3,700.00	46,414.66

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
12/06/2024	Balance				5,707.16
13/06/2024	June Debits (#37,47,48,49,50,51,52,53,54,56)			4,396.31	1,310.85
17/06/2024	June Debits (#35,39-45)			166.09	1,144.76
19/06/2024	June Debits (#36)			62.40	1,082.36
26/06/2024	June Debits (#46)			23.44	1,058.92
30/06/2024	June Debits (#55)			18.00	1,040.92
04/07/2024	Outstanding June Debits (#38)			148.24	892.68
	UK Power Networks Wayleave (CR#10)		105.56		998.24
	Transferred from Instant Access Account (July Debits)		2,500.00		3,498.24
	July Debits			2,431.25	1,066.99
	Transferred from Instant Access Account (August Debits) (Estimate)		1,200.00		2,266.99
	August Debits			1,178.09	1,088.90
			3,805.56	8,423.82	1,088.90

RESOLVED to accept the Summary of Accounts to date.

3244.2 Summary of Payments for July and estimated payments for August.

Ref:	July	Payee	Method	Net	VAT	Gross
#57	A&J Lighting Solutions	DD		21.00	4.20	25.20
#58	Npower	DD		52.99	2.65	55.64
#59	Mrs J Bannerman (Salary/Allowance)	BACS		826.08	-	826.08
#60	Nest Pension (Employer £56.11 Employee £89.78)	DD		145.89	-	145.89
#61-64	Barclaycard	DD		61.55	11.35	72.90
#65	Topsource Worldwide Uk Ltd (Esliip) Payroll	DD		19.53	3.91	23.44
#66	Woodham Walter Village Hall (Walter's)	BACS		30.00	-	30.00
#67	HMRC (1/4ly PAYE)	BACS		827.90	-	827.90
#68	Royal Mail Group Ltd (PO Box)	BACS		353.50	70.70	424.20
August Estimates						
#70	A&J Lighting Solutions	DD		21.00	4.20	25.20
#71	Npower (Estimate)	DD		59.43	2.97	62.40
#72	Mrs J Bannerman (Salary/Allowance) (Estimate)	BACS		837.70	-	837.70
#73	Nest Pension (Employer £57.02 Employee £91.22) (Estimate)	DD		148.24	-	148.24
#74-75	Barclaycard (Estimate)	DD		42.59	8.52	51.11
#76	Topsource Worldwide Uk Ltd (Esliip) Payroll	DD		19.53	3.91	23.44
#77	Woodham Walter Village Hall (Walter's)	BACS		30.00	-	30.00
Total				3,496.93	112.41	3,609.34

Date	Barclaycard Payments (June Statement)	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
13/06/2024	Tesco (Walter's Refreshments)	4.80	-	4.80
		61.55	11.35	72.90

Date	Barclaycard Payments (Estimate July)	Net	VAT	Gross
24/06/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/07/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
		42.59	8.52	51.11

Date	Barclaycard Payments (Estimate August)	Net	VAT	Gross
24/07/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/08/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
		42.59	8.52	51.11

All invoices listed have been 'examined, verified and certified' by the RFO. The BACS payments for July will be drawn up by the Parish Clerk and require authorisation by 12th July 2024. The BACS payments for August will be drawn up the Parish Clerk and require authorisation by 16th August 2024. The final amounts will be reported at the September meeting.

RESOLVED to approve the payments as listed in the schedule.

3244.3 Review of Bank Statements, Credit Card Statements and Account sheets for June.

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

3244.4 Bank Account Signatories – It was confirmed that the changes to the mandate have been activated.

3244.5 Grants/Expenditure Updates

a) Goal posts

Ongoing See information Min Ref: 3247.1 re: approach from Maldon & Tiptree U8's to train at Bell Meadow which may open the possibility of re-applying for Football Foundation funding.

b) Memorial Garden Signs – ongoing.

RESOLVED that fundraising could take place at Bell Meadow Day.

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

RESOLVED Cllr. Tompkins will meet with clerk to carry out a site assessment

RESOLVED that councillors seek an oak noticeboard and agreed up to £2450. Costs for fixing will be researched.