EXTRACT FROM MINUTES

Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm at Woodham Walter Women's Club.
Monday 9th September 2024

Present:

3263. Financial Matters (for consideration or report)

3263.1 To receive the Summary of Accounts to date. This includes transactions since July meeting.

Date	Unity Trust Instant Access Account Transaction Detail	Amount In	Amount Out	Balance
09-Jul-24	Balance			47,614.66
12-Aug-24	Transferred to current account (August debits)		1,800.00	45,814.66
10-Sep-24	Transferred to current account (September debits)		3,500.00	42,314.66
		-	**5,300.00**	**42,314.66**

Date	Unity Trust Current Account Transaction Deta	Amount In	Amount Out	Balance
08/07/2024	Balance			892.68
08/07/2024	UK Power Networks Wayleave (CR#10)	105.56		998.24
09/07/2024	Transferred from Instant Access Account	2,500.00		3,498.24
10/07/2024	July Debits (#59,#66-#68)		2,108.18	1,390.06
10/07/2024	Income from Party Tent Hire CR#12 (Inv 15)	75.00		1,465.06
12/07/2024	July Debits (#60)		145.89	1,319.17
15/07/2024	July Debits (#57)		25.20	1,293.97
16/07/2024	July Debits (#61-64)		72.90	1,221.07
17/07/2024	July Debits (#58)		55.64	1,165.43
19/07/2024	Income from Party Tent Hire CR#13-14 (Inv 14&18)	100.00		1,265.43
25/07/2024	July Debits (#65)		23.44	1,241.99
07/08/2024	Income from Party Tent Hire cr#15 (Inv 12)	40.00		1,281.99
12/08/2024	Transferred from Instant Access Account	1,800.00		3,081.99
13/08/2024	August Debits (#71,#78-81)		1,868.90	1,213.09
15/08/2024	August Debits (#69, #73-76)		92.80	1,120.29
19/08/2024	Income from Party Tent Hire CR16 (Inv16)	50.00		1,170.29
19/08/2024	August Debits (#70)		57.24	1,113.05
19/08/2024	August Debits (#72)		110.60	1,002.45
23/08/2024	August Debits (#77)		23.44	979.01
07/09/2024	Income from Bell Meadow Day Fundraising (Mem Gdn Signs)	51.16		1,030.17
10/09/2024	Transferred from Instant Access Account	3,500.00		4,530.17
10/09/2024	September Debits		3,492.64	1,037.53
		8,221.72	**8,076.87**	**1,182.38**

RESOLVED to accept the financial summary of accounts.

3263.2 Summary of Payments for September including payments for August and September.

Ref:	August Payee	Method	Net	VAT	Gross
#69	A&J Lighting Solutions	DD	21.00	4.20	25.20
#70	Npower	DD	54.51	2.73	57.24
#71	Mrs J Bannerman (Salary/Allowance)	BACS	636.44	-	636.44
#72	Nest Pension (Employer £42.54 Employee £68.06)	DD	110.60	-	110.60
#73-76	Barclaycard	DD	56.33	11.27	67.60
#77	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#78	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#79	Maldon District Council (Community Engagement Team)	BACS	637.05	127.41	764.46
#80	Skippers Ground Maintenance	BACS	145.00	29.00	174.00
#81	Skippers Ground Maintenance	BACS	220.00	44.00	264.00
	Total		**1,930.46**	**222.52**	**2,152.98**

Ref:	September Payee	Method	Net	VAT	Gross
#82	A&J Lighting Solutions	DD	21.00	4.20	25.20
#83	Npower	DD	54.86	2.74	57.60
#84	Mrs J Bannerman (Salary/Allowance)	BACS	642.64	-	642.64
#85	Nest Pension (Employer £42.54 Employee £68.06)	DD	110.60	-	110.60
#86	Barclaycard (#86-89)	DD	49.84	8.52	58.36
#90	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#91	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#92	Harry Stebbing Noticebaords (ESTIMATE)	BACS	1,894.00	378.80	2,272.80
#93	PKF Littlejohn LLP (AGAR Limited Assurance review)	BACS	210.00	42.00	252.00
#94	Woodham Walter Village Hall (Hire of art boards)	BACS	20.00	-	20.00
	Total		**3,052.47**	**440.17**	**3,492.64**

Date	Barclaycard Payments (July Statement)	Net	VAT	Gross
24/06/2024	Fasthosts (Mailbox Clerk) #73	7.05	1.41	8.46
02/07/2024	Fasthosts (Mailbox) #74	35.54	7.11	42.65
11/07/2024	Amazon (Party Tent parts) #75-76	13.74	2.75	16.49
		56.33	11.27	67.60

Date	Barclaycard Payments (August Statement)	Net	VAT	Gross
23/07/2024	Maldon District Council Parking (Clerk/Chair Forum) #86	3.20	-	3.20
24/07/2024	Fasthosts (Mailbox Clerk) #87	7.05	1.41	8.46
02/08/2024	Fasthosts (Mailbox) #88	35.54	7.11	42.65
14/08/2024	Tesco (Walter's Refreshments) #89	4.05	-	4.05
		49.84	8.52	58.36

Date	Barclaycard Payments (Estimated September Statement)	Net	VAT	Gross
24/08/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
27/08/2024	RSPB (Owl box)	130.00	-	130.00
02/09/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
30/08/2024	Amazon (Party Tent Renewals)	62.42	12.49	74.91
03/09/2024	Amazon (Paper/Ink Cartridge)	75.37	15.07	90.44
04/09/2024	Blackwater Printing (BM Day/Walters)	42.00	8.40	50.40
	Tesco (Walter's Refreshments) (ESTIMATE)	10.00	-	10.00
		362.38	44.48	406.86

RESOLVED to approve the payments for August and September. All invoices listed have been 'examined, verified and certified' by the RFO. The BACS payments for September will be drawn up by the Parish Clerk and require authorisation by 12th September 2024.

3263.3 Review of Bank Statements, Credit Card Statements and Account sheets for July and August.
Cllr. James Bunn confirmed that he had reviewed the documents and all were reconciled correctly.

3263.4 To review the Forecast Financial Report
Deferred to next meeting.

3263.5 Bank Account Signatories – To confirm any changes to the mandate required following resignation of Jenny Hughes (who is a signatory) in accordance with the Unity Trust bank resolution and declaration stated on the application form.

RESOLVED to appoint Cllr. John Tompkins as a signatory.
RESOLVED to accept the Unity Trust Bank Resolution and Declaration.

RESOLVED Clerk will complete the necessary paperwork.

3263.6 Grants/Expenditure Updates

a) Goal posts – Ongoing
b) Memorial Garden Signs – ongoing
c) Noticeboard – clerk and Cllr. Tompkins met and measured up. To approve purchase of noticeboard as per details provided.

3263.7 Notice of Conclusion of Audit for year ended 31 March 2024

It was reported that PKF Littlejohn LLP have returned Section 3 of the Annual Governance and Accountability Return (AGAR) 2023/2024 and certified that they have completed a review of Sections 1 and 2 and found the information given is in accordance with Proper Practices and discharge their responsibilities under the Local Audit and Accountability Act 2014 for the year ended 31 March 2024.

RESOLVED that the Notice of Conclusion of Audit and Section 3 of the AGAR will be posted on the noticeboard and website.