EXTRACT FROM MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm at Woodham Walter Women's Club.
Monday 10th February 2025

3354. Financial Matters (for consideration or report)

3354.1 To receive the Summary of Accounts to date. This includes transactions since January meeting.

Date	Unity Trust Instant Access Account Transaction Detail	Amount In	Amount Out	Balance
14-Jan-25	Balance	-		31,209.77
10-Feb-25	Transferred to Current Account (February Debits)	-	1,000.00	30,209.77
		-	**1,000.00**	**30,209.77**

Date	Unity Trust Current Account Transaction Deta	Amount In	Amount Out	Balance
14/01/2025	Balance			3,298.97
15/01/2025	January Debits (#147, #151)		32.15	3,266.82
16/01/2025	January Debits (#149, 153, 155, 156)		1,213.62	2,053.20
17/01/2025	January Debits (#150		155.76	1,897.44
20/01/2025	January Debits (#148)		81.52	1,815.92
21/01/2025	January Debits (#157)		690.14	1,125.78
27/01/2025	January Debits (#138 & 152)		46.88	1,078.90
31/01/2025	January Debits (#158)		6.00	1,072.90
07/02/2025	Grant - Neighbourhood Plan	2,524.00		3,596.90
10/02/2025	Transferred from Instant Access Account (February Debits)	1,000.00		4,596.90
10/02/2025	February Debits		3,713.14	883.76
		3,524.00	**5,939.21**	**883.76**

RESOLVED to accept the summary of accounts.

3354.2 Summary of Payments for February.

Ref:	December Payee	Method	Net	VAT	Gross
#159	A&J Lighting Solutions	DD	21.00	4.20	25.20
#160	Npower	DD	82.66	4.13	86.79
#161	Mrs J Bannerman (Salary/Allowance)	BACS	711.34	-	711.34
#162	Nest Pension (Employer £47.74 Employee £76.38)	DD	124.12	-	124.12
#163	Barclaycard	DD	29.98	6.00	35.98
#164	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#165	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#166	Unity Trust Bank (Charges) (January)	DD	6.00	-	6.00
#167	Woodham Walter Village Hall (Annual Parish Meeting)	BACS	37.50	-	37.50
#168	Skippers Ground Maintenance (Ivy removal)	BACS	120.00	24.00	144.00
#169	MDC (Community Engagement Team)	BACS	637.05	127.41	764.46
#170	RCCE (Housing Needs Survey) (ESTIMATE)	BACS	1,724.31		1,724.31
	Total		**3,543.49**	**169.65**	**3,713.14**

Date	Barclaycard Payments (January Statement)	Net	VAT	Gross
20/12/2024	Dell (Keyboard & Mouse)	29.98	6.00	35.98
		29.98	**6.00**	**35.98**

Date	Barclaycard Payments (Estimated February Statement)	Net	VAT	Gross
22/01/2025	Avery (Goal Post Labels)	22.19	4.44	26.63
24/01/2025	M&S (Flowers for Party Tent)	20.00	3.33	16.67
20/02/2025	Walter's Café (Refreshments) Estimate	10.00	-	10.00
		52.19	**7.77**	**53.30**

All invoices listed have been 'examined, verified and certified' by the RFO. Where estimated, the Clerk will await final invoices/payslips. The BACS payments will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14th January 2025 or as soon as possible.

RESOLVED to approve the payments as listed in the payment schedule.

3354.3 Review of Bank Statements, Credit Card Statements and Account sheets for January.
Cllr. Bunn to review and report at the next meeting.

3354.4 Party Tent Hire- To consider creating a reserve for replacement of tents.
RESOLVED to create a £700 reserve.