

WOODHAM WALTER PARISH COUNCIL

Audit Commission
PFK Littlejohn LLP
Ref: SBA
15 Westferry Circus
Canary Wharf
London
E14 4HD

19th June 2025

Dear Sir

Audit Accounts of Woodham Walter Parish Council in the Maldon District of Essex for the year ended 31st March 2025.

Please find enclosed the Local Council's Annual Return for the year ended 31st March 2025. I can confirm that the Announcement was published on our website and village noticeboard on Tuesday 10th June 2025 and documents have been available for inspection since Wednesday 11th June 2025.

Statement of Accounts – Explanation as to Significant Variations:

	2023/ 2024	2024/ 2025	Variance £	Variance %	Detailed Explanation of variance (with amounts £)
Box 3 Total other receipts	3748.42	9749.74	6001.32	160%	Please see the separate sheet. Explanation of Variances – Total Other Receipts
Box 6 Total other payments	15742.04	22267.96	6525.92	42%	Please see the separate sheet. Explanation of Variances – Total Other Payments

Bank Account Reconciliation Please see attached sheet.

Contact Details: The Parish Clerk/RFO is contactable at the address below. For your records and information, the Chairman of Woodham Walter Parish Council remains Councillor John Brown, 1 Whitehouse Farm Cottages, Blue Mill Lane, Woodham Walter, Maldon, Essex CM9 6LR. Telephone: 07831 870676
Email: john.brown@woodhamwalter-pc.gov.uk
Please do not hesitate to contact me if you require any further information.

Yours sincerely

J Bannerman

Jacky Bannerman, CiLCA
Parish Clerk/RFO
Woodham Walter Parish Council



WOODHAM WALTER PARISH COUNCIL

9 May 2025 (2024 - 2025)

Woodham Walter Parish Council
County Area: Maldon, Essex

Prepared by: Jacky Bannerman Date: 09/05/2025
(Parish Clerk/RFO)

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		25,871.33
	ADD Receipts 01/04/2024 - 31/03/2025		40,994.74
	SUBTRACT Payments 01/04/2024 - 31/03/2025		66,866.07 37,261.89
	Cash in Hand 31/03/2025 (per Cash Book)		29,604.18
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Credit Card - Barclaycard 18/03/2025	0.00	
	Unity Current Account 31/03/2025	498.24	
	Unity Instant Access Account 31/03/2025	29,105.94	
			29,604.18
	Less unrepresented payments		
			29,604.18
	<u>Plus</u> unrepresented receipts		
	Adjusted Bank Balance		29,604.18
	A = B Checks out OK		

WOODHAM WALTER PARISH COUNCIL

Woodham Walter Parish Council in the Maldon District of Essex Explanation of variances - All Other Payments - Box 6

	2023/2024 £	2024/2025 £	Variance £	Variance %	Explanation
Box 6 All Other Payments	15,742	22,268	6,526	41.46%	YES Please see below
Payments					
Hire of Meeting Room	263	228	-35	13.33%	We did not require as many meetings in 2024/25 such as Extra Ordinary meetings which were required in 2023/24. We had to upgrade a street lamp to LED. We did not require to complete any replacements in 2024/25.
Street Lighting	1,394	1,038	-347	25.04%	Increase in expenditure in 2024/25 due to tree works, memorial garden shelter clearance and increased grass cuts due to weather.
Grounds Maintenance	1,910	2,775	865	45.29%	There was an increase in charges from Maldon District Council and the playground inspections were included in the playground budget in 2024/25 but not in 2023/24.
Community Protection & Crime	1,277	1,763	487	38.12%	In 2024/25 Insurance increased by £19.47. Audit charges increased by £10. Printing expenditure decreased by £11.86, there were election charges of 102.05 in 2023/24 but zero in 2024/25.
Other General Payments	1,411	1,326	-84	5.97%	In 2023/24 we paid two years of Scribe fees including set up £943 and in 2024/25 we only paid for the renewal. There were a few minor differences totally £32.
Scribe Accounting	343	348	5	1.57%	There were some minor alterations in fees paid.
Other Administration	2,028	1,997	-32	1.57%	We paid more to Woodham Walter Women's Club towards their Broadband in 2024/25. We did not pay towards the Parish Magazine in 2024/25 but had contributed £250 in 2023/24.
Memberships & Subscriptions	557	528	-29	5.25%	We had some significant expenditure items in 2024/25. Replacement goal posts in £1858, Replacement noticeboard £2079 and Memorial Garden Signs £1363.
Annual Community Grants	1,791	1,628	-163	9.10%	Inspection costs increased from 612.26 to 820.85 in 2024/25. We required to carry out £233.00 of maintenance which we had not done in 2023/24.
Repairs and Renewals	152	5,545	5,393	3558.84%	We hosted a Coronation Event in 2023/24. Expenditure of £150 in 2024/25 was for an owl box as a result of excess funds from the coronation which were not spend in the same year. No events were held in 2024/25.
Playground	612	1,054	442	72.12%	There were less costs in 2024/25 as we did not hold any soup lunches.
National/Village Events	1,053	150	-903	85.76%	We began work on the Neighbourhood Plan in 2024/25.
Walter's Community Café	496	479	-17	3.36%	We had shredding costs of £12 in 2023/24 and none in 2024/25. We had other minor expenses of £14.31 in the VAT expenditure in 2024/25 was greater due to significant expenditure items, Goal Posts, Noticeboard and Memorial Garden Signs.
Neighbourhood Plan	-	549	549		
Miscellaneous	111	85	-26	23.64%	
VAT	1,754	2,776	1,022	58.25%	
Total Payments	15,742	22,268	6,526		

Actual Income to 31 March 24	Woodham Walter Parish Council in the Maldon District of Essex Explanation of Variances, Total Other Receipts, Box 3	Actual Income to 31 March 25	VARIANCE 2023/24 to 2024/25	Explanations - narrative
ITEM 2023/24		ITEM 2024/2025		
£496.64 INTEREST BUSINESS RESERVE		£1,125.48 INTEREST BUSINESS RESERVE	£628.84	There was more interest received due to increased interest rates.
£0.00 VAT RECLAIMED		£3,656.76 VAT RECLAIMED	£3,656.76	The 2024/25 accounts have two years of VAT reclaims. Due to a clerical error the VAT for 2022/2023 was not reclaimed until April 2024 (£1902.67) and 2023/2024 was reclaimed in July 2024 (£1754.09)
£406.90 UK Power Networks WAYLEAVE/OH - BELL MEADOW		£158.34 WAYLEAVE PAYMENTS	£248.56	In 2023/24 A wayleave was negotiated with County Broadband for works on our Memorial Garden. A one-off payment of £400 was received in 2023/24 with a UK Power Networks wayleave of £6.90. In 2024/2025 the UK Power Networks wayleave increased to £158.34 because the Parish Council are now registered with land registry for the Memorial Garden.
£0.00 GRANTS RECEIVED		£745.00 GRANTS RECEIVED	£745.00	No grants were received in 2023/2024. Grants were received towards goal posts and memorial garden signs of £745 in 2024/2025.
0.00 NEIGHBOURHOOD PLAN GRANT		£2,524.00 NEIGHBOURHOOD PLAN GRANT	£2,524.00	In 2024/2025 we began working on a Neighbourhood Plan and received at Neighbourhood Plan Grant.
£675.00 INCOME FROM PARTY TENT HIRE		£1,040.00 INCOME FROM PARTY TENT HIRE	£365.00	Party Tent hire increased due to a longer booking from the school whilst they awaited the completion of new classrooms.
£50.00 DONATIONS		£445.00 DONATION	£395.00	Only one small donation was received in 2023/24. In 2024/25 we received several small donations from local residents towards the goal posts and memorial garden signs.
£979.88 EVENT FUNDING/DONATIONS/PURCHASE GIFTS		£55.16 EVENT FUNDING/DONATIONS/PURCHASE OF GIFTS	£924.72	In 2023/24 there was a village event to celebrate the Coronation of King Charles II. Donations were received and sales of t-towels and bookmarks added to the income. In 2024/2025 we raised £55.16 with a stall at a village event (for goal posts/memorial signs).
£1,140.00		£0.00 WALTER'S COMMUNITY CAFÉ	£1,140.00	We started a monthly Community Café & Information hub in April 2024. We received £1000 grant from Maldon District Council and £140 from the former Village Lunch club. No funding was received in 2024/2025.
£3,748.42 TOTAL INCOME		£9,749.74 TOTAL INCOME	£6,001.32	