EXTRACT FROM MINUTES
Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm at Woodham Walter Women's Club.
Monday 14th April 2025

3392. Financial Matters (for consideration or report)

3392.1 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-25	Balance	-		28,909.77
31-Mar-25	Interest Received (CR#34)	196.17	-	29,105.94
01-Apr-25	Transferred to Current Account (RCCE)		2,500.00	26,605.94
15-Apr-25	Transferred to Current Account	-	4,300.00	22,305.94
		196.17	**6,800.00**	**22,305.94**

Date	Unity Trust Current Account Transaction Detail	Amount In	Amount Out	Balance
12/03/2025	Balance			3,860.71
13/02/2025	March Debits (#173, 178, 182, 183)		1,370.13	2,490.58
17/03/2025	March Debits (#171, 174)		176.10	2,314.48
18/03/2025	March Debits (#175-177)		51.03	2,263.45
19/03/2025	March Debits (#172, 180, 185) April Debits (#186)		458.00	1,805.45
26/03/2025	March Debits (#184) April Debits (#187)		1,353.99	451.46
28/03/2025	Credit #CR33 (UK Power Networks Wayleave)	52.78		504.24
31/03/2025	March Debits (#181)		6.00	498.24
01/04/2025	Transferred from Instant Access Account	2,500.00		2,998.24
01/04/2025	February Debits (#170 RCCE)		2,069.17	929.07
03/04/2025	April Debits (#188)		118.80	810.27
15/04/2025	Transferred from Instant Access Account	4,300.00		5,110.27
15/04/2025	April Debits		4,170.31	939.96
		6,852.78	**9,773.53**	**939.96**

3392.2 Summary of Payments for April.

#186	Hullbridge Design & Print (NP survey's) PAID	BACS	219.00	43.80	262.80
#187	HMRC (¼ly payment) PAID	BACS	936.39	-	936.39
#1	Village Emporium (Bus Advert) PAID	BACS	99.00	19.80	118.80
#2	A&J Lighting Solutions	DD	21.00	4.20	25.20
#3	Npower	DD	69.56	3.48	73.04
#4	Mrs J Bannerman (Salary/Allowance) (ESTIMATE)	BACS	1,300.00	-	1,300.00
#5	Nest Pension (Employer £ Employee £) (ESTIMATE)	DD	195.00	-	195.00
#6	Barclaycard (Nil)	DD	-	-	-
#7	Skippers Ground Maintenance	BACS	160.00	32.00	192.00
#8	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#9	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#10	EALC (Affilliation Fees inc. NALC)	BACS	208.80	-	208.80
#11	Maldon District Council (CET Jan-Mar 25)	BACS	637.05	127.41	764.46
#12	Groundwork UK (Repayment of unspent Neighbourhood Plan Grant)	BACS	249.69	-	249.69
#13	RCCE (Annual Membership Renewal)	BACS	51.50	10.30	61.80
#14	CPRE (Annual Membership Renewal)	BACS	36.00	-	36.00
#15	EALC (Village Hall Course)	BACS	100.00	20.00	120.00
#16	WM&H Parish News (Bus Advert)	BACS	80.00	-	80.00
#17	St Michael's Church (Allotment landowner agreement)	BACS	16.00	-	16.00
#18	Danbury Focus Magazine (Bus Advert) (TBC)	BACS	240.00	40.00	280.00
#19	Printing (Bus Flyer/questionnaire) (TBC)	BACS	100.00	20.00	120.00
#20	Alpha Furnishings Ltd (TBC Agenda 12.7b)	BACS	343.60	68.72	412.32
	Total		**3,844.20**	**326.11**	**4,170.31**

Date	Barclaycard Payments (March Statement)	Net	VAT	Gross
	None			
		-	-	-

Date	Barclaycard Payments (Estimated April Statement)	Net	VAT	Gross
25/03/2025	MDC (Parking for Parish & Town Forum)	2.67	0.53	3.20
27/03/2025	Uttlesford DC (Parking for Training at EALC)	3.50	0.70	4.20
30/03/2025	Ring Central Annual Subscription	155.88	31.18	187.06
08/04/2025	SpyraBase (Ground anchors)	40.25	8.05	48.30
18/04/2025	Walter's Café (Refreshments) Estimate	10.00	-	10.00
		212.30	**40.46**	**252.76**

All invoices listed have been 'examined, verified and certified' by the RFO. Where estimated, the Clerk will await final invoices/payslips. The clerk will seek a suitable software for reporting payroll to HMRC. The BACS payments will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 18th April 2025 or as soon as possible.

RESOLVED to accept and authorise the summary of payments.

3392.3 Review of Bank Statements, Credit Card Statements and Account sheets for March.
Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3392.4 Projector – to consider purchasing a projector
RESOLVED that due to limited usage councillors do not support the expenditure and will continue to seek options for hiring equipment when needed.

3392.5 End of Financial Year to 31st March 2025. It was noted that work had begun to complete year end tasks and Annual Governance & Accountability Return.

3392.6 Defib Funding – to consider request from St Michael's treasurer that the Parish Council holds the reserve for Defibrillator supplies.
RESOLVED to await further information as the details of the request were unclear.

3392.7a Community funding – Following on from the training attended by the Clerk it was found that paying grants to local organisations could be done in a more advantageous way for the community organisation. As the Parish Council is able to purchase goods or services to gift to the organisation, but the PC can reclaim the VAT. It was also advised that the Parish Council should not make grants without receiving an application as automatic annual grants may not necessarily be required by organisations. It is better to have a specific reason for paying out public money.
RESOLVED that in future organisations will be asked to complete an application. The details are already available on our website and organisations will be informed of the process.

3392.7b Village Hall - to consider purchasing 8 x chairs to add to the order that the Village Hall have placed for new tables and chairs. The VH has received a grant of £5k from the Walter Farthing Trust which is sufficient for 12 x tables and 52 chairs. An additional 8 chairs will cost the Parish Council, £343.60 + VAT (we can reclaim the VAT). If the order can be placed this week then delivery can be made at the same time as the VH order and in time for the VE Day Event. The Chairs will then be gifted to the VH instead of the usual community grant. The budgeted grant for VH this year is set at £340.00
See VAT note: Local Authorities and similar bodies VAT Note 749
If you carry out a project or pay for goods and meet the cost entirely from your own resources, and give the goods or services away free to another body, then your activity is non-business. You can reclaim the VAT you have incurred on the goods and services you have given away.
RESOLVED to approve the expenditure and gift the chairs to the Village Hall.
RESOLVED to liaise with the Women's Club and see if there are any goods or services that the Parish Council could take on such as their Broadband costs, which the Parish Council already subsidise.