

EXTRACT FROM MINUTES

Ordinary Meeting of Woodham Walter Parish Council.

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

Tuesday 10th March 2026

3613. Financial Matters (for consideration or report)

3613.1 To receive the Summary of Accounts to date. This includes transactions since February meeting

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
31/01/2026	Balance				39,246.44
09/02/2026	Transfer to Current Account (February Debits)			1,500.00	37,746.44
10/03/2026	Transfer to Current Account (March Debits)		-	3,300.00	34,446.44
					34,446.44

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
31/01/2026	Balance				1,126.19
09/02/2026	January Debit (#156)			28.99	1,097.20
11/01/2026	Transferred from Instant Access		1,500.00		2,597.20
16-28/02/2026	February Debits (#149-155,157-159)			1,532.11	1,065.09
28/02/2026	Outstanding Debits (#19)			384.60	680.49
09/03/2026	UK Power Networks Wayleave (CR#21)		52.78		733.27
11/03/2026	Transferred from Instant Access		3,300.00		4,033.27
11/03/2026	March Debits (#19, 160-173)			2,988.67	1,044.60
					1,044.60

RESOLVED to accept the statement of accounts.

3613.2 Summary of Payments for March

Ref.	Payee	Method	Net	VAT	Gross
#19 (Apr Deb)	Printing (Bus Flyer/questionnaire) (await TMS - estimate)	BACS	320.00	64.60	384.60
#159 (Feb Deb)	WM&H Parish News (Bus Advert Jan-March)	BACS	60.00	-	60.00
#160	A&J Lighting Solutions	DD	21.00	4.20	25.20
#161	Mrs J Bannerman (Salary/Allowance)	BACS	792.97	-	792.97
#162	Nest Pension (Employer £55.40 Employee £88.64)	DD	144.04	-	144.04
#163	Barclaycard	DD	14.90	-	14.90
#164	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#165	Unity Trust Bank (Charges) February	DD	7.00	-	7.00
#166	Plusnet (Women's Club Broadband)	DD	28.99	-	28.99
#167	Npower	DD	80.65	4.03	84.68
#168	Point Graphics Ltd Danbury Focus Magazine (March Bus Advert)	BACS	100.00	20.00	120.00
#169	A&J Lighting Solutions (Replacement to LED Mead Pastures)	DD	464.00	92.80	556.80
#170	Scribe (Annual Accounts Renewal)	BACS	444.00	88.80	532.80
#171	Mr J Tompkins (Cllr. Expenses - Cartridge Save Ltd)	BACS	50.28	10.06	60.34
#172	Hullbridge Design & Print (Neighbourhood Plan)	BACS	100.00	-	100.00
#173	RCCE (Membership renewal)	BACS	53.00	10.60	63.60
#174	Woodham Walter Village Hall (Annual Parish Meeting)	BACS	43.75	-	43.75
	Total		2,694.58	295.09	2,989.67

Date	Barclaycard Payments February Statement)	Net	VAT	Gross
07/02/2026	1st Money (Payroll)	14.90	0	14.90
		14.90	-	14.90

Date	Barclaycard Payments (Estimated March Statement)	Net	VAT	Gross
07/03/2026	1st Money (Payroll)	14.90	0	14.90
18/03/2026	Walter's Refreshments (Estimate)	10.00	0	10.00
		24.90	-	24.90

- Npower query – Cllr. Warren reported that he had done some approximate calculations and considers that there appears to be an overcharge with the new combined bills. Cllr. Warren to share calculations and Clerk will contact Npower to discuss and ask if the bills take into account the lamps which have been upgraded from 80w SON lamps to the new 20W LED lamps.
- Clerk to send login details for Scribe accounts system to Cllr. Barber.

All invoices listed have been 'examined, verified and certified' by the RFO. Where estimated, the Clerk will await final invoices. The BACS payments will be drawn up by the Parish Clerk and require authorisation by two councillor signatories by Payment Date of 14th March 2026 or as soon as possible.

RESOLVED to approve the payment schedule.

3613.3 Review of Bank Statements, Credit Card Statements and Account sheets for February.

RESOLVED to defer to next meeting as Cllr. Bunn who usually carries out the task, was not in attendance.

3613.4 End of Year 2025/2026 Await paperwork from PKF Littlejohn who carry out the Annual Governance And Accountability Return (AGAR). Clerk to begin work on end of year processes in preparation for sending to Internal Auditor.

RESOLVED to confirm appointment of internal auditor as Heelis & Lodge who remain independent and competent to carry out the tasks.