

EXTRACT FROM MINUTES

Annual General Meeting with Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm at Woodham Walter Women's Club.

Monday 12th May 2025

3417. Financial Matters (for consideration or report)

3417.1 To receive the Summary of Accounts to date. This includes transactions since April meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
01-Apr-25	Balance		-		26,605.94
14-Apr-25	Precept		34,213.00	-	60,818.94
15-Apr-25	Transferred to Current Account (April Debits)			4,300.00	56,518.94
13-May-25	Transferred to Current Account (May Debits)			1,700.00	54,818.94
			34,213.00	4,300.00	54,818.94

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
01/04/2025	Balance				2,998.24
02/04/2025	Debits #21(formally #170) RCCE			2,069.17	929.07
04/04/2025	Debits #1			118.80	810.27
15/04/2025	Debits #2			25.20	785.07
15/04/2025	Transfer (April Debits)		4,300.00		5,085.07
16/04/2025	Debits #7-8, 10-16, 20)			2,155.07	2,930.00
17/04/2025	Debits #3			73.04	2,856.96
18/04/2025	Debits #4			1,095.11	1,761.85
23/04/2025	Credit #2 (Party Tent Inv#22)		125.00		1,886.85
25/05/2025	Debits #5			205.38	1,681.47
30/04/2025	Debits #9			6.00	1,675.47
13/05/2025	Transferred from Instant Access (May Debits)		1,700.00		3,375.47
13/05/2025	May Debits			2,696.03	679.44
			6,125.00	8,443.80	679.44

3417.2 Summary of Payments for May.

Ref:	December	Payee	Method	Net	VAT	Gross
#17	St Michael's Church (Allotment landowner agreement)	BACS	16.00	-	16.00	
#19	Printing (Bus Flyer/questionnaire) (await - estimate)	BACS	100.00	20.00	120.00	
#18	Point Graphics Ltd Danbury Focus Magazine (April Bus Advert) (EST)	BACS	235.00	47.00	282.00	
#21	RCCE (Housing Needs Survey) (2024/25#170) April Debit	BACS	1,724.31	344.86	2,069.17	
#22	A&J Lighting Solutions	DD	21.00	4.20	25.20	
#23	Npower (ESTIMATE)	DD	69.56	3.48	73.04	
#24	Mrs J Bannerman (Salary/Allowance)	BACS	1,118.77	-	1,118.77	
#25	Nest Pension (Employer £80.86 Employee £129.38)	DD	210.24	-	210.24	
#26-30	Barclaycard	DD	211.55	40.46	252.01	
#31	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00	
#32	Unity Trust Bank (Charges)	DD	6.00	-	6.00	
#33	Point Graphics Ltd Danbury Focus Magazine (May Bus Advert) (EST)	BACS	235.00	47.00	282.00	
#34	Hullbridge Design & Print (Annual Report/NP Sheets)	BACS	308.50	2.10	310.60	
#35	Zurich Insurance	BACS	388.17	-	388.17	
					-	
	Total		2,598.79	97.24	2,696.03	

Date	Barclaycard Payments (Estimated April Statement)	Net	VAT	Gross
25/03/2025	MDC (Parking for Parish & Town Forum) #26	2.67	0.53	3.20
27/03/2025	Uttlesford DC (Parking for Training at EALC) #27	3.50	0.70	4.20
30/03/2025	Ring Central Annual Subscription #28	155.88	31.18	187.06
08/04/2025	SpyraBase (Ground anchors) #29	40.25	8.05	48.30
18/04/2025	Walter's Café (Refreshments) #30	9.25	-	9.25
		211.55	40.46	252.01

Date	Barclaycard Payments (Estimated May Statement)	Net	VAT	Gross
15/05/2025	Tesco (Refreshments for Walter's/APM)	20.00		20.00
18/05/2024	Microsoft 365 Renewal	70.82	14.17	84.99
		90.82	14.17	104.99

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 16th May 2025 or as soon as possible.

3417.3 Review of Bank Statements, Credit Card Statements and Account sheets for March (with update) and April. Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3417.4 Projector – it was noted that Woodham Mortimer PC have offered to loan.

3417.5 End of Financial Year to 31st March 2025 on-going. The Clerk confirmed that the files are due to be sent to the Internal Auditor the following day.

3417.6 Community funding – to consider taking over the Woodham Walter Women’s Club Broadband Account in lieu of an annual donation. Await confirmation of costs.

3417.7 Payroll – noted this has now been resolved and an account set up with 1st Money in order to report to HMRC and produce payslips at cost of £12.90/month.