

EXTRACT FROM MINUTES

Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 9th June 2025

3438. Financial Matters (for consideration or report)

3438.1 To receive the Summary of Accounts to date. This includes transactions since May meeting

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
13-May-25	Balance		-		54,818.94
13-May-25	HMRC VAT Refund CR#7		2,775.91	-	57,594.85
13-Jun-25	Transferred to Current Account (June Debits)			2,700.00	54,894.85
			2,775.91	2,700.00	54,894.85

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
30/04/2025	Balance				1,675.47
09/05/2025	Party Tent Income (Inv. 24 #CR3)		75.00		1,750.47
13/05/2025	Woodham Walter Allotments Association (inv23 #CR4)		70.00		1,820.47
13/05/2025	Transferred from Instant Access (May Debits)		1,700.00		3,520.47
14/05/2025	Debits#17 #24 #34			1,445.37	2,075.10
15/05/2024	Debit #22			25.20	2,049.90
16/05/2025	Debits # 26-30			462.25	1,587.65
19/05/2025	Debits #18			180.00	1,407.65
19/05/2025	Party Tent Income (Inv.28 CR#6 and Inv.26 #CR5)		225.00		1,632.65
31/05/2025	Debits #32			6.00	1,626.65
31/05/2025	Unpresented May Debits #18.19.23.33.35)			791.21	835.44
02/06/2025	Clerks Bursary from EALC CR#8		75.00		910.44
13/06/2025	Transferred from Instant Access (June Debits)		2,700.00		3,610.44
13/06/2025	June Debits			2,874.99	735.45
			4,845.00	5,785.02	735.45

RESOLVED to accept the statement of accounts.

3438.2 Summary of Payments for June

Ref:	Payee	Method	Net	VAT	Gross
#19	Printing (Bus Flyer/questionnaire) (await - estimate)	BACS	100.00	20.00	120.00
#23	Npower (ESTIMATE) BILLS PAUSED WHILE UMS UPDATES	DD	69.56	3.48	73.04
#33	Point Graphics Ltd Danbury Focus Magazine (May Bus Advert) PAID	BACS	150.00	30.00	180.00
#31	Woodham Walter Village Hall (PAID)	BACS	30.00	-	30.00
#35	Zurich Insurance PAID	BACS	388.17	-	388.17
#36	A&J Lighting Solutions	DD	21.00	4.20	25.20
#37	Mrs J Bannerman (Salary/Allowance)	BACS	819.45	-	819.45
#38	Nest Pension (Employer £57.46 Employee £91.94)	DD	149.40	-	149.40
#39-41	Barclaycard	DD	228.92	30.22	259.14
#42	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#43	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#44	Point Graphics Ltd Danbury Focus Magazine (June Bus Advert)	BACS	150.00	30.00	180.00
#45	Village Emporium (July/August)	BACS	99.00	19.80	118.80
#46	Essex Wildlife Trust (Annual Contribution)	BACS	1,000.00		1,000.00
#47	SLCC Essex (Clerks Training Day)	BACS	27.00	-	27.00
#48	Heelis & Lodge (Internal Audit)	BACS	260.00	-	260.00
Total			3,528.50	137.70	3,666.20

Date	Barclaycard Payments (May Statement)	Net	VAT	Gross
15/05/2025	Tesco (Refreshments for Walter's/APM)	14.78	0	14.78
18/05/2025	Amazon (Gate Closer/Stationery)	143.31	16.06	159.37
18/05/2024	Microsoft 365 Renewal	70.83	14.16	84.99
		228.92	30.22	259.14

Date	Barclaycard Payments (Estimated June Statement)	Net	VAT	Gross
19/06/2025	Tesco (Refreshments for Walter's)	10.00		10.00
29/05/2025	Simply Shredding	12.83	2.57	15.40
		22.83	2.57	25.40

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 13th June 2025 or as soon as possible.

RESOLVED to authorise the payment schedule.

3438.3 Review of Bank Statements, Credit Card Statements and Account sheets for May.

RESOLVED to defer the review until the next meeting as Cllr. Bunn was not present.

3438.4 End of Financial Year 2024/2025

- (a) It was confirmed that through the financial year the Clerk has provided a monthly summary of accounts and financial reports to councillors.
- (b) The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- (c) The Chairman confirmed he has reviewed the Accounts file
- (d) Relevant financial information is available on the Woodham Walter Parish Council website
- (e) Internal Auditor Report –To consider any recommendations (None). It was noted that the report contained an error which will be drawn to the attention of the Internal Auditor.
- (f) The Clerk/RFO confirmed that the AGAR form Section 2 has been duly certified in advance of the meeting.
- (g) Councillors noted the explanation of variances documents which had been completed.
- (h) End of Year Accounts – Annual Return for the financial year ended 31 March 2025. Councillors confirmed the answers to the questions in Section 1 - Annual Governance Statement 2024/2025 in the Annual Return for the year ended 31 March 2025. The Chairman and the Clerk signed the form to confirm the statement was approved.
- (i) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2025. Councillors confirmed Section 2 to approve the Accounting Statements and the Chairman signed the declaration.

Clerk to arrange to send the AGAR documents and supplementary information to the External Auditor and display the relevant information on the noticeboard and the website as per the regulations.

3438.5 Community funding – to consider taking over the Woodham Walter Women's Club Broadband Account in lieu of an annual donation. The costs are £28.99 per month including VAT (Total annual cost is £347.88 but the Parish Council will be able to reclaim the VAT). The budgeted contribution for Women's Club is £375.

RESOLVED to take over the full Broadband costs in lieu of annual donation to Women's Club.

3438.6 It was reported that the new Smaller Authorities Proper Panel - Practices Practitioners Guide 2025 includes changes which this council will need to implement in order to achieve internal and external auditor approval for the 2025/26 accounts. WWPC complies already to most of the items however the following will need to be considered :

- All smaller authorities must have an IT Policy

RESOLVED to create an IT Policy for adopting at the next meeting.

- All websites must meet the Web Content Accessibility guidelines 2.2.AA and the Public Sector Bodies (Websites and Mobile applications) (No.2) Accessibility Regulations 2018.

Cllr.Brown had assessed the topic. Discussion concluded that it is almost impossible to achieve full compliance and unrealistic for this small parish council. On testing with Microsoft's Lighthouse tool (which scores against global accessibility standards), the website scored 92% accessibility, however when tested with alternative tools, it fared less well. The same tests on other websites – even those that claim to comply – also results in varying degrees of compliance depending on the search tool. There is no funding available that could be used to outsource the website in order to achieve full compliance which would cost a prohibitive amount of money for a small parish council. Achieving full compliance is therefore considered a disproportionate burden.

RESOLVED

- To update the accessibility statement.
- This council aims to be as accessible as possible and all best and reasonable endeavours will be used.
- Run free tools on each page and correct errors where possible based on recommendations