EXTRACT FROM MINUTES

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

3459. Financial Matters (for consideration or report)

3459.1 To receive the Summary of Accounts to date. This includes transactions since June meeting

Date	Unity Trust Instant Access Account Transaction Detail	Amount In	Amount Out	Balance
11-Jun-25	Balance	-		54,894.85
30-Jun-25	Interest received	304.18		55,199.03
14-Jul-25	Tranfer to Current Account		3,800.00	51,399.03
11-Aug-25	Tranfer to Current Account (Estimate)		1,300.00	50,099.03
		304.18	**3,800.00**	**50,099.03**

Date	Unity Trust Current Account Transaction Detail	Amount In	Amount Out	Balance
31/05/2025	Balance			1,626.65
02/06/2025	Credit #CR8 EALC Clerks Bursary	75.00		1,701.65
03/06/2025	Debit #31,33,35		598.17	1,103.48
11/06/2025	Transferred from Instant Access	2,700.00		3,803.48
12/06/2025	Debit #31, 37, 44, 45, 46, 47		2,175.25	1,628.23
16/06/2025	Debit #36, 39-41 Credit #CR 9 Inv. 25 Party Tent	225.00	284.34	1,568.89
17/06/2025	Debit #48, 49		500.00	1,068.89
19/06/2025	Debit #38		149.40	919.49
30/06/2025	Debit #43		6.00	913.49
03/07/2025	Credit #CR10 Inv.27 Party Tent	75.00		988.49
07/07/2025	Credit #CR11 Inv.30 Party Tent	75.00		1,063.49
14/07/2025	Transfer from Instant Access	3,800.00		4,863.49
14/07/2025	Debits July 2025 #50-63		3,688.17	1,175.32
11/08/2025	Transfer from Instant Access (Estimate)	1,300.00		2,475.32
11/08/2025	Debits August 25 (Estimate)		1,388.98	1,086.34
		8,250.00	**8,790.31**	**1,086.34**

3459.2 Summary of Payments for July and August

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
#48	Heelis & Lodge (Internal Audit) (PAID)	BACS	260.00	-	260.00
#49	Skippers Ground Maintenance (PAID)	BACS	200.00	40.00	240.00
#50	A&J Lighting Solutions	DD	21.00	4.20	25.20
#51	Mrs J Bannerman (Salary/Allowance)	BACS	939.29	-	939.29
#52	Nest Pension (Employer £66.82 Employee £106.92)	DD	173.74	-	173.74
#53-55/CR#13	Barclaycard	DD	33.88	0.87	34.75
#56	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#57	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#58	Point Graphics Ltd Danbury Focus Magazine (July Bus Advert)	BACS	150.00	30.00	180.00
#59	HMRC 1/4ly payment	BACS	965.39	-	965.39
#60	Royal Mail Group Ltd (PO Box)	BACS	371.50	74.30	445.80
#61	Essex County Council (Tree Survey)	BACS	540.00	108.00	648.00
#62	Lop & Top Tree Services (OPM treatment)	BACS	200.00	40.00	240.00
AUGUST	Regular payments Estimate	BACS/DD	1,353.91	35.07	1,388.98
	Total		**5,414.27**	**355.92**	**5,770.19**

Date	Barclaycard Payments (June Statement)	Net	VAT	Gross
29/05/2025	W Harris of Chelmsford (Shredding)	12.83	2.57	15.40
10/06/2025	Amazon (Refund re: card)	-8.49	-1.70	-10.19
10/06/2025	1st Money (Payroll x 2 months)	25.80	0.00	25.80
18/06/2025	Tesco (Refreshments for Walter's)	3.74	0.00	3.74
		33.88	**0.87**	**34.75**

Date	Barclaycard Payments (Estimated July Statement)	Net	VAT	Gross
17/07/2025	Tesco (Refreshments for Walter's)	10.00		10.00
	1st Money (Payroll)	12.90		12.90
	Amazon (Toner, card, tent pegs) (est)	130.00		130.00
		152.90	-	**152.90**

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 17th July 2025 and 14th August 2025 or as soon as possible.

3459.3 Review of Bank Statements, Credit Card Statements and Account sheets for May and June.
Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3459.4 End of Financial Year 2024/2025
It was confirmed that the AGAR was sent to the Auditor and relevant information posted on website and noticeboard.

3459.5 Love Your Bus – Expect funding to be received on 23rd July