

EXTRACT FROM MINUTES

Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 8th September 2025

3494. Financial Matters (for consideration or report)

3494.1 To receive the Summary of Accounts to date. This includes transactions since August meeting

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
31-Jul-25	Balance at last meeting		-		51,399.03
August	No Transfers			-	51,399.03
08-Sep-25	Transfer to Current Account		-	1,200.00	50,199.03
			-	1,200.00	50,199.03

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
11/08/2025	Balance at last meeting				5,030.32
13/08/2025	July Debits #58, August Debits #64, 70, 73, 74, 75, 76			3,147.63	1,882.69
15/08/2025	August Debits #65,63, 66-69			272.85	1,609.84
31/08/2025	August Debits #71			6.00	1,603.84
04/09/2025	August Debits #72		-	180.00	1,423.84
04/09/2025	Party Tent Income #16 (Inv.32)		125.00		1,548.84
08/09/2025	Transferred from Instant Access		1,200.00		2,748.84
08/09/2025	September Debits #77-889			1,690.84	1,058.00
			1,325.00	5,297.32	1,058.00

3494.2 Summary of Payments for September

Ref:	Payee	Method	Net	VAT	Gross
#19 (Apr Deb)	Printing (Bus Flyer/questionnaire) (await - estimate)	BACS	100.00	20.00	120.00
#23 (Apr Deb)	Npower (ESTIMATE) BILLS PAUSED WHILE UMS UPDATES	DD	69.56	3.48	73.04
#72 (Aug Deb)	Point Graphics Ltd Danbury Focus Magazine (September Bus Advert)	BACS	150.00	30.00	180.00
#77	A&J Lighting Solutions	DD	21.00	4.20	25.20
#78	Mrs J Bannerman (Salary/Allowance)	BACS	686.37	-	686.37
#79	Nest Pension (Employer £47.67 Employee £76.28)	DD	123.95	-	123.95
#80-#81	Barclaycard	DD	18.35	-	18.35
#82	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#83	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#84	Point Graphics Ltd Danbury Focus Magazine (October Bus Advert)	BACS	150.00	30.00	180.00
#85	Plusnet Broadband at Women's Club Room	DD	24.16	4.83	28.99
#86	Cloud Next (Advanced Hosting)	BACS	149.99	29.99	179.98
#87	Cloud Next (.gov.uk Domain)	BACS	50.00	10.00	60.00
#88	WM&H Parish News (Bus Advert August - December)	BACS	100.00	-	100.00
#89	PKF Littlejohn LLP (Audit)	BACS	210.00	42.00	252.00
	Total		1,569.82	121.02	1,690.84

Date	Barclaycard Payments (August Statement)	Net	VAT	Gross
07/08/2025	1st Money (Payroll)	12.90	0	12.90
21/08/2025	Walter's Refreshments (Estimate)	5.45	0	5.45
		18.35	-	18.35

Date	Barclaycard Payments (Estimated September Statement)	Net	VAT	Gross
07/09/2025	1st Money (Payroll)	12.90	0	12.90
18/09/2025	Walter's Refreshments (Estimate)	10.00	0	10.00
		22.90	-	22.90

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 12th September 2025 or as soon as possible.

3494.3 Review of Bank Statements, Credit Card Statements and Account sheets for August.

RESOLVED to defer the review to the next meeting as Cllr. Bunn was not present and usually carries out the review.

3494.4 MDC Grant Programme – Where Quality of Life Matters. It was noted that there is a new grant programme and consideration will be given to any projects that may meet its requirements.

3494.5 Local Government Services Pay Agreement 2025 – It was noted that this was actioned at the last meeting but was not signed and minuted. RESOLVED to approve.

3494.6 AGAR – External Auditors Report and Certificate 2024/25 has been returned with no matters raised. Clerk to put the required notice and documents on the noticeboard and website.