EXTRACT FROM MINUTES
Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm at Woodham Walter Women's Club.
Monday 13th October 2025

3514. Financial Matters (for consideration or report)

3514.1 To receive the Summary of Accounts to date. This includes transactions since September meeting

Date	Unity Trust Instant Access Account Transaction Detail	Amount In	Amount Out	Balance
31/08/2025	Balance	-		51,399.03
August	No Transfers		-	51,399.03
September	No Transfers	-	-	51,399.03
30/09/2025	Interest Received	295.24		51,694.27
07/10/2025	Transfer to Current Account (September Debits)		1,200.00	50,494.27
13/10/2025	Transfer to Current Account (October Debits)		4,300.00	46,194.27
		295.24	**5,500.00**	**46,194.27**

Date	Unity Trust Current Account Transaction Deta	Amount In	Amount Out	Balance
04/09/2025	Balance			1,548.84
11/09/2025	September Debits		1,326.33	222.51
15/09/2025	Septembeer Debits		167.50	55.01
30/09/2025	September Debits		6.00	49.01
07/10/2025	Transferred from Instant Access (September Debits)	1,200.00		1,249.01
13/10/2025	Transferred from Instant Access (October Debits)	4,300.00		5,549.01
13/10/2024	October Debits #23, 84, 90-105		4,614.46	934.55
				934.55
		5,500.00	**6,114.29**	**934.55**

3514.2 Summary of Payments for October

Ref:	Payee	Method	Net	VAT	Gross
#19 (Apr Deb)	Printing (Bus Flyer/questionnaire) (await - estimate)	BACS	100.00	20.00	120.00
#23 (Oct Deb)	Npower BILLS REACTIVATED AFTER UMS UPDATES (Apr-Aug)	DD	238.02	47.61	285.63
#84 (Sep Deb)	Point Graphics Ltd Danbury Focus Magazine (October Bus Advert)	BACS	150.00	30.00	180.00
#90 (Sep Deb)	Cloud Next (Mailbox)	BACS	14.99	2.99	17.98
#91	A&J Lighting Solutions	DD	21.00	4.20	25.20
#92	Mrs J Bannerman (Salary/Allowance)	BACS	817.83	-	817.83
#93	Nest Pension (Employer £57.33 Employee £91.73)	DD	149.06	-	149.06
#85,94-95	Barclaycard	DD	45.49	-	45.49
#96	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#97	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#98	Skippers Ground Maintenance	BACS	390.00	78.00	468.00
#99	Point Graphics Ltd Danbury Focus Magazine (November Bus Advert)	BACS	150.00	30.00	180.00
#100	Maldon Life Magazine (6 months advert - Love Your Bus)	BACS	570.00	114.00	684.00
#101	Plusnet (Women's Club Broadband)	DD	28.99		28.99
#102	Women's Club (Contribution to Broadband April-August)	BACS	144.95	-	144.95
#103	HMRC (¼ly payment)	BACS	725.11	-	725.11
#104	Maldon District Council (CET)	BACS	648.60	129.72	778.32
#105	Npower (September)	DD	62.74	3.14	65.88
	Total		**3,789.77**	**359.06**	**4,614.46**

- It was noted that Npower have now resumed invoicing and the payment due by Direct Debit #23 is for the period April to August. No invoices had been issued since April due to updates to their UMS (Unmetered Supply). We have also now received the September invoice #105
- To consider the amount payable to Women's Club for Broadband use between April and August – the months prior to WWPC taking over the account. RESOLVED to pay the full amount of £28.99 for the months April to August. The account can now be transferred to BT Broadband.
- Additional payments after agenda set. Cloud Next (Sept Deb), Update to Salary and Pension. HMRC 1/4ly payment and MDC CET, Npower September invoice.

Date	Barclaycard Payments (August Statement)	Net	VAT	Gross
07/09/2025	1st Money (Payroll)	12.90	0	12.90
09/09/2025	Plusnet PLC (Broadband in Women's Club)	28.99		28.99
17/09/2025	Walter's Refreshments	3.60	0	3.60
		45.49	**-**	**45.49**

Date	Barclaycard Payments (Estimated September Statement)	Net	VAT	Gross
07/10/2025	1st Money (Payroll)	14.90	0	14.90
16/10/2025	Walter's Refreshments (Estimate)	10.00	0	10.00
		24.90	**-**	**24.90**

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 16th October 2025 or as soon as possible.

3514.3 Review of Bank Statements, Credit Card Statements and Account sheets for August and September.
Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3514.4 Barclaycard – Noted that Know your Customer form completed by Clerk and Chairman and returned.

3514.5 Budget 2026/2027 – To begin considerations. 2025/2026 quarterly expenditure review noted.
RESOLVED that the Chairman and Clerk would meet to set out the budget and expenditure review with forecast.

3514.6 Community Grants Programme – RESOLVED to notify local organisations of requirement for application for Parish Council grant.

3514.7 Utility Aid – contact received, they would like to quote for our unmetered supply.
RESOLVED that councillors do not support signing up as the process seems rather onerous and would commit the council for an extended period of time. Previously research had suggested that the electricity usage is insufficient to benefit from any comparrisons.