

EXTRACT FROM MINUTES

Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 10th November 2025

3535. Financial Matters (for consideration or report)

3535.1 To receive the Summary of Accounts to date. This includes transactions since October meeting

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
30/09/2025	Balance		-		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 (November Debits)			4,300.00	46,194.27
11/11/2025	Transfer to Current Account (October Debits)			1,400.00	44,794.27
			-	5,500.00	44,794.27

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
30/09/2025	Balance				49.01
07/10/2025	Transferred from Instant Access (September Debits)		1,200.00		1,249.01
08/10/2025	October Debits #101			28.99	1,220.02
14/10/2025	Transferred from Instant Access (October Debits)		4,300.00		5,520.02
14/10/2025	October Debits # 23,84, 92, 98, #96102, 103, 104,			3,430.01	2,090.01
15-17/10/2025	October Debits #85, 91,93, 94, 95,			219.75	1,870.26
24/10/2025	October Debits # 105 Credit #18(Party Tent)		125.00	65.88	1,929.38
27/10/2025	Credit #19 (Party Tent)		125.00		2,054.38
31/10/2025	October Debits #97, 99, 100			870.00	1,184.38
11/11/2025	Transferred from Instant Access (November Debits)		1,400.00		2,584.38
11/11/2025	November Debits #106-117			1,585.92	998.46
			7,150.00	6,200.55	998.46

RESOLVED to accept the Summary of Accounts report.

3535.2 Summary of Payments for October (Estimate)

Ref:	Payee	Method	Net	VAT	Gross
#19 (Apr Deb)	Printing (Bus Flyer/questionnaire) (await - estimate)	BACS	100.00	20.00	120.00
#106	A&J Lighting Solutions	DD	21.00	4.20	25.20
#107	Mrs J Bannerman (Salary/Allowance)	BACS	817.83	-	817.83
#108	Nest Pension (Employer £57.33 Employee £91.73)	DD	149.06	-	149.06
#109-110	Barclaycard	DD	17.47	-	17.47
#111	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#112	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#113	Skippers Ground Maintenance	BACS	170.00	34.00	204.00
#114	Point Graphics Ltd Danbury Focus Magazine (December Bus Advert)	BACS	150.00	30.00	180.00
#115	Plusnet (Women's Club Broadband)	DD	28.99	-	28.99
#116	Npower	DD	83.21	4.16	87.37
#117	Royal British Legion (Wreath)	BACS	40.00	-	40.00
	Total		1,513.56	72.36	1,585.92

Date	Barclaycard Payments (October Statement)	Net	VAT	Gross
07/10/2025	1st Money (Payroll)	14.90	0	14.90
16/10/2025	Walter's Refreshments (Estimate)	2.57	0	2.57
		17.47	-	17.47

Date	Barclaycard Payments (Estimated November Statement)	Net	VAT	Gross
28/10/2025	Amazon (Gate Closer part payment)	1.63	0.33	1.96
06/11/2025	Parking for Maldon Town & Parish Forum	3.40	-	3.40
07/11/2025	1st Money (Payroll)	14.90	0	14.90
16/11/2025	Walter's Refreshments (Estimate)	10.00	0	10.00
		24.90	0.33	24.90

- It was noted that Npower and Wreath payments had been underestimated on agenda.
- Additional payments after agenda set. 2 entries on Barclaycard as above.

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 14th November 2025 or as soon as possible.

RESOLVED to authorise the payments as listed in the Summary of Payments document.

3535.3 Review of Bank Statements, Credit Card Statements and Account sheets for October.
Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3535.4 Budget 2026/2027 and Forecasting report for 2025/2026 –progress following meeting with Chairman was noted and the Forecasting report was available for inspection. Clerk briefly ran through some of the main points within the report which is available for councillors to view. Work will now commence on generating the budget for initial discussion at the December meeting prior to approval at the January meeting. Councillors to consider any budget items.

3535.5 Expenditure items for consideration

- Laptop (current laptop is out of date because Windows 10 is no longer supported by Microsoft. Therefore it poses a cybersecurity threat.) There is £647 in Computer/Equipment reserve.
RESOLVED that clerk should investigate purchasing a new laptop in the region of the funds from the reserve.
- Canva subscription £100 (Annual). RESOLVED clerk to investigate Affinity.

3535.6 Grant Funding Applications to consider – MDC Where Quality of Life Matters/ECC Community Initiatives Fund (e.g. Bench o/s Tadpoles, Walter's Café). See also Love Your Bus
RESOLVED clerk will look to make applications.