

EXTRACT FROM MINUTES

Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 8th December 2025

3554. Financial Matters (for consideration or report)

3554.1 To receive the Summary of Accounts to date. This includes transactions since November meeting

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
31/10/2025	Balance				46,194.27
11/11/2025	Transfer to Current Account (November Debits)			1,400.00	44,794.27
08/12/2025	Transfer to Current Account (December Debits)			1,600.00	43,194.27
					43,194.27

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
31/10/2025	Balance				1,184.38
11/11/2025	Transferred from Instant Access Account		1,400.00	-	2,584.38
11-30/11/2025	November Debits #106-113, 115-117			1,405.72	1,178.66
30/11/2025	Outstanding Debits #19, #114			300.00	878.66
08/12/2025	Transferred from Instant Access Account		1,600.00		2,478.66
08/12/2025	December Debits #118-132			1,393.17	1,085.49
					1,085.49

RESOLVED to accept the summary of accounts.

3554.2 Summary of Payments for December

Ref:	Payee	Method	Net	VAT	Gross
#19 (Apr Deb)	Printing (Bus Flyer/questionnaire) (await - estimate)	BACS	100.00	20.00	120.00
#114 (Nov Deb)	Point Graphics Ltd Danbury Focus Magazine (December Bus Advert)	BACS	150.00	30.00	180.00
#118	A&J Lighting Solutions	DD	21.00	4.20	25.20
#119	Mrs J Bannerman (Salary/Allowance)	BACS	792.97	-	792.97
#120	Nest Pension (Employer £55.40 Employee £88.64)	DD	144.04	-	144.04
#121-126	Barclaycard	DD	48.10	3.50	51.60
#127	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#128	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#129	Point Graphics Ltd Danbury Focus Magazine (January Bus Advert)	BACS	150.00	30.00	180.00
#130	Plusnet (Women's Club Broadband)	DD	28.99	-	28.99
#131	Npower	DD	96.71	4.84	101.55
#132	Information Commissioner's Office (Data Protection Fee renewal)	DD	47.00	-	47.00
	Total		1,364.81	42.54	1,407.35

Date	Barclaycard Payments (Estimated November Statement)	Net	VAT	Gross
29/10/2025	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
12/11/2025	Longacre Garden Centre (Bulbs)	15.82	3.17	18.99
19/11/2025	Central Connect Transport (Bus to Meeting)	3.10	0	3.10
16/11/2025	Walter's Refreshments (Estimate)	9.25	0	9.25
		48.10	3.50	51.60

Date	Barclaycard Payments (December Statement)	Net	VAT	Gross
07/12/2025	1st Money (Payroll)	14.90	0	14.90
16/12/2025	Walter's Refreshments (Estimate)	10.00	0	10.00
02/12/2025	John Lewis (Laptop)	499.17	99.83	599.00
		524.07	99.83	623.90

- It was noted that the new laptop has been purchased.
- It was noted that a query had been raised with Npower regarding approx. 30% increase in usage on last 2 bills (compared to last year) resulting in increased bills even though the price p/kwh has remained the same. However, the response received was that the invoices are correct after two MPANS were consolidated into one.

e.g. November 2024 147.500 £77.73
 November 2025 192.700 £101.55

RESOLVED to share last year/this year bill with Cllr. Warren who will do some more analysis. The bills are for a non-metered supply. Also ask how they calculate the usage.

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 December 2025 or as soon as possible.

RESOLVED to accept the payments listed in the payment schedule.

3554.3 Review of Bank Statements, Credit Card Statements and Account sheets for November.
Cllr. Bunn confirmed he had reviewed the documents and found them to be reconciled correctly.

3554.4 Budget 2026/2027 and Forecasting report for 2025/2026

It was noted that the budget has been drafted in Scribe (accounting software) and the Clerk/Chairman will meet to analyse and refine. It was noted that the estimated Tax Base figure has been received from MDC @ 289.8
It was agreed to arrange a virtual meeting with all councillors to discuss the budget in detail on Monday 5th January. The full budget will be finalised for adoption at the January meeting.

3554.5 Expenditure items for consideration

- Canva subscription £100 (Annual). It was agreed that the Clerk should subscribe.

3554.6 Grant Funding Applications Update – MDC Where Quality of Life Matters/ECC Community Initiatives Fund - both ruled out due to criteria. However MDC do have a fund which may be suitable for Walter's and Clerk is engaging with relevant department about the Livewell Grant. Consider asking County Councillor re: bench o/s Tadpoles. Discussion regarding the desired bench was agreed to be of traditional design with cast metal ends and possibly composite slats.

Love Your Bus Grant – on-going