

Appendix 1 - Elmstead Parish Council Finance Report April 2025

	Invoice Date	Method	Payee		Invoice Number	Net	VAT	Total
			<b>Approval is requested for the following payments:</b>					
1	01/05/2025	BT	Elmstead Community Centre	Hall hire for April; 1 x council meetings, 5 x Wednesday hub.	05C	£ 96.00	£ -	£ 96.00
2	28/04/2025	BT	Mrs A Baxter	April home printing excess over pre-home working usual plan .		£ 14.30	£ -	£ 14.30
3	30/04/2025	BT	Mrs A Baxter	Google workspace April 25	TBA	£ 12.00	£ -	£ 12.00
4	01/05/2025	BT	Mrs A Baxter	Book of 2nd class stamps	Receipt	£ 6.96	£ -	£ 6.96
5	Var	BT	Mr A Dingwall	Paving slab for South Green water meter, noticeboard refurb, plants for School Road.	Receipts	£ 45.93	£ 9.02	£ 54.95
6	01/04/2025	BT	EALC	Annual Affiliation Fees for EALC and NALC	18589	£ 639.62		£ 639.62
7	16/04/2025	BT	Castle Water	Water for South Green. 10/09/24 - 31/3/25. Paid. Should receive refund for waste water and over estimation.	10006189648	£ 102.89	£ 6.78	£ 109.67
8	17/04/2025	BT	Castle Water	Water for South Green. 01/04/25 - 31/07/25. Paid. Should receive refund for waste water and over estimation.	10006199115	£ 69.42	£ 4.99	£ 74.41
9	08/04/2025	BT	Elmstead Community Centre	Reed Hall Sentinels Use of the Community Centre. 2023/24 and first half of 2024/25.	Apr 25 RHS FC	£ 1,082.50	£ -	£ 1,082.50
10	23/04/2025	BT	Lambert Smith Hampton	Rent review adjustment	78059	£ 19.17	£ -	£ 19.17
11	10/04/2025	BT	Socotec Building Control	Building control services for New Community Centre. Appointment fee.	SI-8623	£ 1,380.00	£ 276.00	£ 1,656.00
12	24/04/2025	BT	Duncan Clark & Beckett Ltd	Work stage 4a - building regulation phase. Geosphere Environmental Survey.	3224	£ 12,500.00	£ 2,500.00	£ 15,000.00
13	08/04/2025	BT	Mrs E Thompson	Hub supplies. Paid.	Receipt	£ 32.10	£ -	£ 32.10
14	22/04/2025	BT	Mrs C Williams	Hub supplies. Paid.	Receipt	£ 28.04	£ -	£ 28.04
15	29/04/2025	BT	Cllr L Richfield	Hub supplies. Paid.	Receipt	£ 71.85	£ -	£ 71.85
	<b>Sub Total</b>					<b>£ 16,100.78</b>	<b>£ 2,796.79</b>	<b>£ 18,897.57</b>

	Invoice Date	Method	Payee		Invoice Number	Net	VAT	Total
			<b>Payments made by pre-paid card from Equals Account</b>					
16	25/04/2025	AB Card	Tesco Mobile	Top up for PC mobile phone		£ 5.00	£ -	£ 5.00
17	11/04/2025	AB Card	Google	Storage		£ 1.33	£ 0.26	£ 1.59
			<b>Direct Debits and Standing Orders:</b>					
18	01/05/2025	DD	A&J Lighting Solutions	Monthly maintenance street lights	TBA	£ 31.63	£ 6.33	£ 37.96
19	30/04/2025	DD	CSH Environmental Ltd	Skip empty x 2. Excess weight (26kg + 118kg) x £0.19 = £27.36	TBA	£ 67.10	£ 13.42	£ 80.52
20	TBA	DD	Npower	Electricity for street lights - March	TBA			£ -
21	01/05/2025	DD	Starboard Systems Ltd	Scribe accounts subscription	TBA	£ 51.00	£ 10.20	£ 61.20
22	31/03/2025	DD	Unity	Monthly fee		£ 6.00	£ -	£ 6.00
23	28/04/2025	DD	Nest	April pension contribution		£ 119.99		£ 119.99
			<b>For information</b>					
24	28/04/2025	BT	Payroll summary	April salaries. Paid.		£ 2,848.37	£ -	£ 2,848.37
			<b>Total</b>			<b>£ 35,331.98</b>	<b>£ 5,623.79</b>	<b>£ 40,955.77</b>
		BT	<b>Transfer Requests</b>					
		BT					£ -	£ -

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	Receipt Date	Method	Payor	Income		Net	VAT	Total
1	10/04/2025	BT	Tendring District Council	Precept - first half		£ 39,125.00	£ -	£ 39,125.00
2	10/04/2025	BT	Tendring District Council	LCTSS Grant - first half		£ 381.00	£ -	£ 381.00
3	30/04/2025	BT	Redwood Bank	Interest on New Community Centre s106		£ 986.10	£ -	£ 986.10
4	07/04/2025	BT	Stallholders	Fees for Halloween and Christmas events		£ 15.00		£ 15.00
			<b>Total</b>			<b>£ 40,507.10</b>		<b>£ 40,507.10</b>

Parish Council agreed the above expenditure on 1st May 2025 agenda item 25/099(i)

Signed \_\_\_\_\_

Examined invoices \_\_\_\_\_

**Closing Balances to 29th April 2025**

Barclays Current Account PC	£ 554.66	£18,000 cheque in post to Unity
Barclays Current Account (New Community Centre s106)	£ 17,469.58	
Unity Current Account	£ 5,354.78	Will need to transfer some to pay for DCB invoices
Unity Instant Access Savings Account 2.5%	£ 63,315.55	
Unity 6 month fixed term savings account (New Community Centre s106) 4%	£ 204,238.36	
Redwood 35 day notice account (New Community Centre s106) 3.93%	£ 306,386.28	
Hampshire Trust Bank (New Community Centre s106) 4.1%	£ 299,275.00	
Equals Account (Pre-paid cash cards)	£ 563.51	£49.71 for social hub, £88.38 for handyman, £90.42 for clerk, reserve £335
CCLA	£ 100,000.00	
<b>Overall Closing Balance - Current and Deposit</b>	<b>£ 997,157.72</b>	

Total Parish Council Funds	£ 69,655.14
Total New Community Centre s106 Funds	£ 927,502.58
	<b>£ 997,157.72</b>