

Appendix 1 - Elmstead Parish Council Finance Report for February 2024

	Invoice Date	Method	Payee		Invoice Number	Net	VAT	Total	
			Approval is requested for the following payments:						
1	01/03/2024	BT	Elmstead Community Centre	February hall hire (1 x meeting, 4 x social hub, Neighbourhood Plan/NDO Hearing, meeting Mrs L Haim)	47C	£ 112.00	£ -	£ 112.00	
2	29/02/2024	BT	Mrs Baxter	Google Workspace Business starter 02/24.	4918387821	£ 9.20	£ -	£ 9.20	
3	29/02/2024	BT	Mrs A Baxter	February home printing excess over pre-home working usual plan		£ 7.80	£ -	£ 7.80	
4	07/02/2024	BT	Mr BM Jennings	Dene Park grass cutting x 3 (Sept, Oct & Nov 2023)	636	£ 225.00	£ -	£ 225.00	
5	20/02/2024	BT	Lambert Smith Hampton	Playing field rent 25/03/24 - 18/09/24	76667	£ 610.65	£ -	£ 610.65	
6	18/02/2024	BT	Mr A Dingwall (B&Q)	Blue pipe and fittings for standpipe for South Green	Receipt	£ 101.13	£ 20.23	£ 121.36	
7	29/02/2024	BT	O'Neill Homer	Neighbourhood Plan/NDO examination support including expenses	1520	£ 2,000.00	£ 400.00	£ 2,400.00	
8	04/03/2024	BT	Gallagher Insurance	Mower insurance	531360934	£ 169.62	£ -	£ 169.62	
9	Various	BT	Mr A Dingwall	Mileage to attend Grasshoppers Trade Show at Marks Tey, other mileage to perform handyman duties. 42.5 miles @£0.45/mile		£ 19.13	£ -	£ 19.13	
10	07/02/2024	BT	Mrs A Baxter	Mileage to attend meeting with director of planning, TDC at Clacton Town Hall. 22.36 miles @ £0.45/mile		£ 10.06	£ -	£ 10.06	
11	07/02/2024	BT	Ernest Doe & Sons Ltd	Filter plate and chain loop for chain saw. Spark plugs x 3 for chain saw and strimmers.	41298	£ 33.05	£ 6.61	£ 39.66	
			Payments made by pre-paid card from Equals Account						
12	08/02/2024	SD Card	Budgens	Hub supplies		£ 7.75	£ -	£ 7.75	
13	15/02/2024	SD Card	Tesco	Hub supplies		£ 39.58	£ -	£ 39.58	
14	21/02/2024	SD Card	Dunelm	Hub supplies		£ 21.00	£ -	£ 21.00	
15	22/02/2024	SD Card	B&M	Hub supplies		£ 17.50	£ -	£ 17.50	
16	22/02/2024	SD Card	Matalan	Hub supplies		£ 6.00	£ -	£ 6.00	

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17	29/02/2024	SD Card	Budgens	Hub supplies		£ 12.95	£ -	£ 12.95
			Direct Debits and Standing Orders:					
	01/03/2024	DD	A&J Lighting Solutions	Monthly maintenance street lights	38104	£ 31.63	£ 6.33	£ 37.96
	29/02/2024	DD	CSH Environmental Ltd	Skip empty x 2		£ 35.32	£ 7.06	£ 42.38
	03/02/2024	DD	Npower	Electricity for street lights - January	IN09613053	£ 89.14	£ 4.46	£ 93.60
			Total			£ 3,558.51	£ 444.69	£ 4,003.20
			For information					
	28/02/2024	BT	Payroll summary	February salaries and pension. Paid.		£ 2,947.93	£ -	£ 2,947.93

Parish Council agreed the above expenditure on 7th March 2024 agenda item 24/032

Signed _____

Examined invoices _____

Closing Balances to 29th February 2024

Current Account to end of month	£ 4,396.47	
Total Expenses unpaid at end of month	£ -	
Balance in current account after expenses unpaid	£ 4,396.47	
Business Premium Account	£ 50,559.02	
Active Saver Account	£ 50,174.50	
Equals Account (Pre-paid cash cards)	£ 1,300.98	£102.05 for social hub, £231.50 for handyman, £954.94 for clerk, £12.49 reserve
Overall Closing Balance - Current and Deposit	£ 106,430.97	

Income Details for February 2024:

	£0.00
Total income for the month	£0.00