

Appendix 1 - Elmstead Parish Council Finance Report March 2025

	Invoice Date	Method	Payee		Invoice Number	Net	VAT	Total
			Approval is requested for the following payments:					
1	01/04/2025	BT	Elmstead Community Centre	Hall hire for March; 2 x council meetings, 4 x Wednesday hub.	04C	£ 88.00	£ -	£ 88.00
2	28/03/2025	BT	Mrs A Baxter	March home printing excess over pre-home working usual plan .		£ 14.30	£ -	£ 14.30
3	31/03/2025	BT	Mrs A Baxter	Google workspace March 25	5217149298	£ 12.00	£ -	£ 12.00
4	27/03/2025	BT	Mrs A Baxter	Mileage for EALC training course in Great Dunmow. 30.79 miles x 2 @ £0.45 = £27.71. Parking £4.20.		£ 31.91	£ -	£ 31.91
5	13/03/2025	BT	Sibbons	Road line paint for Community Centre car park	66637	£ 115.66	£ 23.14	£ 138.80
6	Var	BT	Mr A Dingwall	Harvest Way noticeboard maintenance.		£ 29.86	£ 5.67	£ 35.53
7	31/03/2025	BT	Ernest Doe & Sons Ltd	Replacement trailer lights.	C47184	£ 31.25	£ 6.25	£ 37.50
8	01/04/2025	BT	VCS Websites Ltd	Web hosting April 25 - Sep 25	1424	£ 135.00	£ -	£ 135.00
9	27/03/2025	BT	Rural Community Council of Essex	Annual Membership April 25 - March 26.		£ 70.00	£ 14.00	£ 84.00
10	19/03/2025	BT	C J Wynn Tree Services	Tree work carried out at North Green.	2247	£ 750.00	£ 150.00	£ 900.00
11	17/03/2025	BT	Duncan Clark & Beckett Ltd	Work stage 4a - building regulation phase. Paid.	3704	£ 9,250.00	£ 1,850.00	£ 11,100.00
12	Var	BT	Cllr Richfield	Hub supplies	Receipts	£ 42.77	£ 1.00	£ 43.77
	Sub Total							
			Payments made by pre-paid card from Equals Account					
13	06/03/2025	SD Card	Lidl	Hub supplies		£ 31.57		£ 31.57
14	13/03/2025	SD Card	Aldi	Hub supplies		£ 33.29		£ 33.29
25	27/03/2025	SD Card	Budgens	Hub supplies		£ 8.09		£ 8.09
16	27/03/2025	SD Card	Aldi	Hub supplies		£ 42.08		£ 42.08
17	13/02/2025	AB Card	Norton LifeLock	Norton 360		£ 74.99	£ 15.00	£ 89.99

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18	12/03/2025	AB Card	Google	Storage		£ 1.33	£ 0.26	£ 1.59
19	25/03/2025	AB Card	Post Office	Postage for Community Centre deeds, CCLA application, Barclays form.		£ 13.05	£ -	£ 13.05
			Direct Debits and Standing Orders:					
20	01/04/2025	DD	A&J Lighting Solutions	Monthly maintenance street lights	39153	£ 31.63	£ 6.33	£ 37.96
21	28/03/2025	DD	A&J Lighting Solutions	Annual visit - replace 2 x LED chip panel	39118	£ 90.00	£ 18.00	£ 108.00
22	31/03/2025	DD	CSH Environmental Ltd	Skip empty x 2.	INVOICE	£ 39.74	£ 7.95	£ 47.69
23	TBA	DD	Npower	Electricity for street lights - Febuary	TBA			£ -
24	01/04/2025	DD	Starboard Systems Ltd	Scribe accounts subscription	INV-9728	£ 51.00	£ 10.20	£ 61.20
25	28/02/2025	DD	Unity	Monthly fee		£ 6.00	£ -	£ 6.00
26	28/03/2025	DD	Nest	March pension contribution		£ 114.18		£ 114.18
			For information					
27	28/03/2025	BT	Payroll summary	March salaries. Third quarter HMRC payment for PAYE and NIC. Paid.		£ 4,933.55	£ -	£ 4,933.55
			Total			£ 16,041.25	£ 2,107.80	£ 18,149.05

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		BT	Transfer Requests					
28		BT	From Unity current a/c to Equals account	Transfer to fund the pre-paid cash cards.		£ 200.00	£ -	£ 200.00
29		BT	From Barclays a/c 40089559 to 40336653	s106 savings to current account to pay for March DCB invoice, and other NCC expenses, and close Barclays a/c.		£ 17,469.58	£ -	£ 17,469.58
30		BT	From Barclays 50336858 to 40336653	PC savings to current a/c to close savings a/c.		£ 3.32	£ -	£ 3.32
31		BT	From Barclays a/c 40336653 to Unity current account	Full amount from Barclays current a/c to Unity a/c to close current a/c. May need to write a cheque.		£ 18,024.24		£ 18,024.24
32		BT	Redwood Bank to Unity current account to Unity savings account.	To pay for the next 2 invoices from DCB: £9,250 x 2.		£ 18,500.00	£ -	£ 18,500.00
	Receipt Date	Method	Payor	Income		Net	VAT	Total
1	31/03/2025	BT	Redwood Bank	Interest on New Community Centre s106		£ 1,036.42	£ -	£ 1,036.42
2	17/03/2025	BT	Unity Trust Bank 6 month deposit	s106 interest on maturity.		£ 4,238.36		£ 4,238.36
3	31/03/2025	BT	Unity Trust Bank Instant Access Savings	Interest on New Community Centre s106		£ 1,136.92		£ 1,136.92
4	31/03/2025	BT	Unity Trust Bank Instant Access Savings	Interest		£ 260.48		£ 260.48
5	28/03/2025	BT	HMRC	VAT refund April - Dec 2024		£ 3,687.56		£ 3,687.56
6	Var	BT	Stallholders	Fees for Halloween and Christmas events		£ 65.00		£ 65.00
7	03/03/2025	BT	Barclays	Business Premium interest s106		£ 61.57		£ 61.57
8	03/03/2025	BT	Barclays	Business Premium interest		£ 0.01		£ 0.01
			Total			£ 10,486.32		£ 10,486.32

Parish Council agreed the above expenditure on 3rd April 2025 agenda item 25/076(i)

Signed _____

Examined invoices _____

Closing Balances to 31st March 2025

Barclays Current Account	£ 551.34
Barclays Business Premium Account 1.36%	£ 3.32
Barclays Active Saver Account (New Community Centre s106) 1.36%	£ 17,469.58
Unity Current Account	£ 9,127.61
Unity Instant Access Savings Account 2.5%	£ 141,315.55
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%	£ 305,400.18
Hampshire Trust Bank (New Community Centre s106) 4.1%	£ 299,275.00
Equals Account (Pre-paid cash cards)	£ 370.10
Overall Closing Balance - Current and Deposit	£ 977,751.04

£100,133.36 is s106

£49.71 for social hub, £88.38 for handyman,
£97.01 for clerk, reserve £135

Total Parish Council Funds	£ 51,224.56
Total New Community Centre s106 Funds	£ 926,526.48
	£ 977,751.04