

Appendix 1 - Elmstead Parish Council Finance Report for October  
2023

|    | Invoice Date | Method | Payee  |   | Invoice Number | Net        | VAT     | Total      |  |
|----|--------------|--------|--|---|----------------|------------|---------|------------|--|
|    |              |        | <b>Approval is requested for the following payments:</b> |   |                |            |         |            |  |
| 1  | 01/11/2023   | BT     | Elmstead Community Centre                                | October hall hire (5 x meetings, 4 x social hub, 1 x surgery, Halloween event)        | 43C            | £ 192.00   | £ -     | £ 192.00   |  |
| 2  | 29/10/2023   | BT     | Mrs Baxter   | October home printing excess over pre-home working usual plan                         |                | £ 6.50     | £ -     | £ 6.50     |  |
| 3  | 31/10/2023   | BT     | Mrs A Baxter   | Google Workspace Business starter 10/23.  | 4835504184     | £ 9.20     | £ -     | £ 9.20     |  |
| 4  | 02/10/2023   | BT     | Mr R Fairweather   | Wreaths for Remembrance Day. Paid.  |                | £ 158.33   | £ 31.67 | £ 190.00   |  |
| 5  | Var          | BT     | Mr A Dingwall  | Diesel for mower, petrol for strimmer, junction box, nuts & bolts for dash cam frame. | Receipts       | £ 38.63    | £ 6.53  | £ 45.16    |  |
| 6  | 31/10/2023   | BT     | Groundwork UK  | Return of unspent Neighbourhood Development Order Grant                               | NPG-12675      | £ 1,918.85 | £ -     | £ 1,918.85 |  |
| 7  | 26/09/2023   | BT     | Mrs A Baxter (Budgens)                                   | Blu tack and Sellotape for Neighbourhood Plan/NDO event                               | Receipt        | £ 2.57     | £ 0.51  | £ 3.08     |  |
| 8  | 18/10/2023   | BT     | Mrs M Hellen (Budgens)                                   | Social Hub expenses   | Receipt        | £ 1.75     | £ -     | £ 1.75     |  |
| 9  | 18/10/2023   | BT     | ClIr A Brennan (Amazon)                                  | Outdoor Lights for events.  |                | £ 21.37    | £ 4.27  | £ 25.64    |  |
| 10 | 17/10/2023   | BT     | ClIr A Brennan (Coopers of Stortford)                    | 2 Pop up LED lanterns for events.   |                | £ 24.97    |         | £ 24.97    |  |
| 11 | 02/10/2023   | BT     | Upmarket   | Halloween advert  |                | £ 12.50    |         | £ 12.50    |  |
| 12 | 04/10/2023   | BT     | Mrs A Goody  | Wool (to be paid from Knitting Group Grant)   |                | £ 198.45   |         | £ 198.45   |  |
| 13 | 19/04/2023   | BT     | Classique Design & Print Ltd                             | 1200 Coronation leaflets  |                | £ 127.00   |         | £ 127.00   |  |
| 14 | 10/10/2023   | BT     | Mrs A Baxter   | Norton Utilities Annual Subscription  |                | £ 24.99    | £ 5.00  | £ 29.99    |  |
| 15 | 10/10/2023   | BT     | Essex Association of Local Councils                      | Budget & Precept Training for ClIr M Ward   | 16993          | £ 75.00    | £ 15.00 | £ 90.00    |  |
| 16 | 28/10/2023   | BT     | Mrs M Bevington  | Halloween prizes and LED tea lights   | Receipt        | £ 10.49    |         | £ 10.49    |  |

Appendix 1 - Elmstead Parish Council Finance Report for October  
2023

|    | Invoice Date | Method | Payee   |   | Invoice Number | Net        | VAT      | Total      |
|----|--------------|--------|---|---|----------------|------------|----------|------------|
| 17 | 29/10/2023   | BT     | Mrs A Baxter  | Halloween prizes and games                                      | Receipts.      | £ 33.60    | £ 6.72   | £ 40.32    |
| 18 | 25/10/2023   | BT     | Sibbons   | Fencing Security Panels hire 01/10 - 19/10 and collection.      | 25902          | £ 77.96    | £ 14.08  | £ 92.04    |
| 19 | Various      | BT     | Cllr M Jeggo  | Halloween flag, Christmas flag and Christmas lights             |                | £ 16.08    | £ 3.22   | £ 19.30    |
| 20 | 01/11/2023   | BT     | SLCC  | Quotes, tenders and contract management training for Mrs Baxter | BK213196-1     | £ 90.00    | £ 18.00  | £ 108.00   |
|    |              |        | <b>Payments made by pre-paid card from Equals Account</b> |   |                |            |          |            |
| 21 | 24/10/2023   | BT     | Social hub (Equals card)                                  | Aldi  |                | £ 12.87    | £ -      | £ 12.87    |
| 22 | 26/10/2023   | BT     | Social hub (Equals card)                                  | B&M   |                | £ 30.17    | £ -      | £ 30.17    |
| 23 | 26/10/2023   | BT     | Social hub (Equals card)                                  | Dunelm  |                | £ 14.50    | £ -      | £ 14.50    |
|    |              |        | <b>Direct Debits and Standing Orders:</b>                 |   |                |            |          |            |
|    | 01/11/2023   | DD     | A&J Lighting Solutions                                    | Monthly maintenance street lights                               | 37715          | £ 31.63    | £ 6.33   | £ 37.96    |
|    | 10/10/2023   | DD     | Talk Talk   | Telephone and internet  | 25391670       | £ 41.69    | £ 8.34   | £ 50.03    |
|    | 31/10/2023   | DD     | CSH Environmental Ltd                                     | Skip empty x 2 plus extra weight £2.24                          | P625994        | £ 35.88    | £ 7.18   | £ 43.06    |
|    | 04/10/2023   | DD     | Npower  | Electricity for street lights - September                       | IN08556289     | £ 58.97    | £ 2.95   | £ 61.92    |
|    |              |        | <b>Total</b>  |   |                | £ 3,265.95 | £ 129.80 | £ 3,395.75 |
|    |              |        | <b>For information</b>                                    |   |                |            |          |            |
|    | 29/09/2023   | BT     | Payroll summary   | October salaries and pension. - Paid                            | September      | £ 2,357.10 | £ -      | £ 2,357.10 |

Parish Council agreed the above expenditure on 2nd November 2023 agenda item 23/226(i)

Signed \_\_\_\_\_

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

Appendix 1 - Elmstead Parish Council Finance Report for October  
2023

**Closing Balances to 31st October 2023**

|  |                     |  |
|--|---------------------|--|
| Current Account to end of month                      | £ 24,096.26         |  |
| Total Expenses unpaid at end of month                | -£ 1,012.08         |  |
| Balance in current account after expenses unpaid     | £ 23,084.18         |  |
| Business Premium Account                             | £ 50,396.79         |  |
| Active Saver Account                                 | £ 50,000.00         |  |
| Equals Account (Pre-paid cash cards)                 | £ 1,528.46          | £100 for social hub, £250 for handyman,<br>£1,000 for clerk, £178.46 reserve |
| <b>Overall Closing Balance - Current and Deposit</b> | <b>£ 125,009.43</b> |  |

**Income Details for October 2023:**

|        |                                   |                    |
|--------|-----------------------------------|--------------------|
| 04-Sep | Barclays Premium interest         | £ 134.40           |
| 04-Sep | Barclays Premium interest         | £ 108.20           |
| 05-Oct | TDC - Precept                     | £ 27,403.00        |
| 05-Oct | TDC - LTSS Grant                  | £ 333.00           |
|        | <b>Total income for the month</b> | <b>£ 27,978.60</b> |