

ELMSWELL PARISH COUNCIL Appendices to Agenda for Meeting 20th October 2025**Appendix B****Authorised Payments made and cheques issued since 01.09.25**

| | | | | |
|-----|----------|--------------------------|---|-----------|
| 1. | 04.09.25 | PKF Littlejohn | External Audit fee | 1680.00* |
| 2. | 08.09.25 | Gompels | Salt / paper towels / bin liners | 64.47* |
| 3. | 08.09.25 | Needham Market Aerials | Wesley CCTV maintenance | 105.00* |
| 4. | 08.09.25 | Top Garden Services | cemetery / Cr Mill grass contract x 2 months | 840.00* |
| 5. | 08.09.25 | Stradbroke Bakery | Wesley sandwiches / rolls | 56.22 |
| 6. | 08.09.25 | Chapel Pond Foods | Wesley milk, butter, water/ bar consumables | 501.86* |
| 7. | 08.09.25 | Casper's Catering | Wesley cakes | 293.25 |
| 8. | 08.09.25 | F & E Coffee | Wesley coffee etc | 169.40 |
| 9. | 08.09.25 | H R Strood Contracts Ltd | Tavern refurbishment | 60056.46* |
| 10. | 08.09.25 | Morrish & Partners | Tavern refurbishment | 1719.00* |
| 11. | 07.09.25 | Post Office | Postage` | 40.05 |
| 12. | 07.09.25 | Aldi** | Wesley Coffee Shop consumables | 19.79 |
| 13. | 07.09.25 | Next Day Coffee** | Wesley Coffee Shop consumables | 89.47 |
| 14. | 07.09.25 | R Mckenzie | Blackbourne curtain cleaning | 167.74 |
| 15. | 07.09.25 | Screwfix** | Blackbourne maintenance filler/skirting | 63.82* |
| 16. | 07.09.25 | Tool Station** | Bowls mixer tap | 37.48* |
| 17. | 07.09.25 | Next Day Coffee** | Wesley Coffee Shop consumables | 90.97 |
| 18. | 07.09.25 | Amazon** | Blackbourne general maintenance – glue | 1.65* |
| 19. | 07.09.25 | Amazon** | Wesley crockery | 9.14* |
| 20. | 07.09.25 | Amazon** | Wesley cake display risers | 15.81* |
| 21. | 07.09.25 | Amazon** | General maintenance – bin bag holder | 9.30* |
| 22. | 07.09.25 | Tool Station** | Blackbourne bar till stand holder / card reader | 99.00* |
| 23. | 07.09.25 | Moneysoft** | Payroll software package licence | 90.00 |
| 24. | 11.09.25 | Casper's Catering | Wesley cakes | 294.25 |
| 25. | 16.09.25 | Gardening Club | Recycling grant | 200.00 |
| 26. | 22.09.25 | W Jarvis | Blackbourne tree work | 550.00* |
| 27. | 22.09.25 | Agrovista | Bowls / Cricket consumables | 1407.00* |
| 28. | 22.09.25 | Casper's Catering | Wesley cakes | 289.50 |
| 29. | 22.09.25 | Stradbroke Bakery | Wesley sandwiches/rolls | 94.06 |
| 30. | 22.09.25 | F & E Coffee | Wesley coffee etc | 149.90* |
| 31. | 22.09.25 | UK Power Networks | Tavern refurbishment | 53876.72* |
| 32. | 22.09.25 | Greene King | Tavern consumables | 553.95* |
| 33. | 22.09.25 | Wave | Tavern water | 345.73* |
| 34. | 25.09.25 | Gompels | Toilet rolls / dishwasher liquid | 69.63* |
| 35. | 25.09.25 | P Dow | Clerk's reimbursements authorised 15.09.25 | 6.90 |
| 36. | 25.09.25 | Eastwood Catering | Wesley dishwasher repair | 270.00* |
| 37. | 30.09.25 | Stradbroke Bakery | Wesley sandwiches/rolls | 32.44 |
| 38. | 30.09.25 | Casper's Catering | Wesley cakes | 543.40 |
| 39. | 30.09.25 | HMRC | PAYE – September | 2603.92 |
| 40. | 01.09.25 | MSDC | Cemetery / allotment rates | 95.00 |
| 41. | 01.09.25 | MSDC | Tavern rates | 162.00 |
| 42. | 01.09.25 | MSDC | Tavern rates (upstairs) | 543.00 |
| 43. | 03.09.25 | Zen | Blackbourne broadband | 50.00* |
| 44. | 05.09.25 | Co-op | Bank service charge | 7.00 |
| 45. | 05.09.25 | Co-op | Bank charges – commission on transactions | 28.08 |
| 46. | 05.09.25 | Co-op | Bank charges – giro transactions | 3.20 |
| 47. | 15.09.25 | Gradwell | Telephone | 24.52* |
| 48. | 15.09.25 | Smartestenergy | Wesley electricity | 371.51 |
| 49. | 16.09.25 | Clear Business | Wesley phone / broadband | 45.98* |
| 50. | 29.09.25 | Smartestenergy | Bowls electricity | 40.09 |
| 51. | 30.09.25 | Wages | September | 11074.31 |
| 52. | 30.09.25 | Nest Pensions | Pension contribution | 413.63 |
| | | | TOTAL net of VAT (VAT applied & reclaimed *) | 140357.97 |
| | | | (Barclaycard **) | |

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Appendix C Income since 01.09.25

| | | | | |
|-----|----------|--------------------|--|----------------|
| 1. | 03.09.25 | Bierton & Woods | Cemetery fee | 129.00 |
| 2. | 04.09.25 | Travel Stop | Station rent | 270.83 |
| 3. | 05.09.25 | Andrew Bingham | Cemetery fee x 2 | 994.00 |
| 4. | 05.09.25 | E.on | Blackbourne solar | 866.06 |
| 5. | 08.09.25 | MSDC | Precept | 124575.00 |
| 6. | 15.09.25 | BWMA | Contribution | 2000.00 |
| 7. | 15.09.25 | MSDC | Grant – Tavern | 88001.41 |
| 8. | 25.09.25 | UK Power Networks | Refund of Tavern refurbishment invoice | 10672.50* |
| 9. | 29.09.25 | MSDC | Grant – Tavern | 60056.46 |
| 10. | 30.09.25 | Square | Wesley coffee shop card – September | 5828.70* |
| 11. | 30.09.25 | Square | Bar card – September | 2719.32* |
| 12. | 03.09.25 | Blackbourne bar | Bar cash | 88.62* |
| 13. | 10.09.25 | Blackbourne bar | Bar cash | 942.04* |
| 14. | 03.09.25 | Wesley Coffee Shop | Wesley coffee shop – cash | 278.33* |
| 15. | 10.09.25 | Wesley Coffee Shop | Wesley coffee shop – cash | 405.25* |
| 16. | 17.09.25 | Wesley Coffee Shop | Wesley coffee shop- cash | 444.54* |
| 17. | 25.09.25 | Wesley Coffee Shop | Wesley coffee shop – cash | <u>302.67*</u> |
| | | | | 298574.73 |

Appendix D Payments for noting or authorisation

| | | | | |
|----|----------|------------------------|-------------------------|---------------|
| 1. | 17.09.25 | Clerk's reimbursements | Coffee shop consumables | 12.77 |
| 2. | 14.09.25 | Clerk's reimbursements | Blackbourne router | 177.99 |
| 3. | 24.09.25 | Clerk's reimbursements | Bowls spreader | <u>964.74</u> |
| | | | | 1155.50(a) |

Appendix E**Liquidity as at close of business 30.09.25**

| | |
|---------------------------------------|---|
| Balance at Bank as at 30.09.25 | 154,227.52 |
| Deposit account as at 29.08.25 | 259,845.96 |
| Deposit account 95 day as at 30.09.25 | <u>515,810.87</u> |
| | 929,884.35 (b) <i>To be verified at meeting from statements</i> |

Less cheques not yet presented:

| | |
|-----------------------|---------------|
| Nest pension dd | 413.63 |
| Gardening Club 206019 | <u>200.00</u> |
| | 613.63 (c) |

Plus income not yet presented:

0.00 (d) *To be verified at Meeting from computer printout***Balance (b – c+ d)**Balance as per computer **929,270.72**
929,270.72 (e) *To be verified at Meeting***SUBSEQUENT TRANSACTIONS**

Plus income as yet un-presented

| | |
|----------------------|---------------|
| Wesley Coffee Shop | 519.10 |
| Blackbourne bar cash | <u>109.30</u> |
| | 628.40 (f) |

Less payments as yet un-presented;

| | |
|---------------------|---------------|
| Caspers Catering | 543.40 |
| Stradbroke | 32.44 |
| Top Garden Services | 504.00 |
| MSDC | 70.00 |
| Chapel Pond Foods | <u>597.89</u> |
| | 1747.73 (g) |

Less total payments, if authorised, as at (a)

1155.50(a)

In summary

| | | |
|-------------------|-----------|---|
| Balance as at (e) | 929270.72 | |
| Add in (f) | 628.40 | |
| Less (g) | 1747.73 | |
| Less (a) | 1155.50 | <u>Notional Balance 926,995.89</u> |