

# Report from the Responsible Financial Officer ('RFO') to the Corporate Governance Committee ('CGC') — 15 February 2024

This report includes the RFO's direction to the CGC regarding the proper administration of Stanway Parish Council's financial affairs.

## Summary

- The Council's financial performance is on track, with overall revenue income and expenditure in line with budgets for the current financial year. However, capital expenditure is off track, which has consequences for the General Reserve and impacts the balances carried forward into the next financial year.
- Current cash at hand is adequate to support both Earmarked Reserves and the General Reserve. However, in some cases the credit exposure to individual institutions is above the maximum threshold.
- Inadequacies with the system of internal control for operational risks is an issue of concern. Although there has been no identified loss arising from a control failure, the frequency with which key controls fail is too high and, if not unaddressed, may lead to financial, reputational, legal, regulatory, security, and operational consequences. There is a separate report for discussion under item 8.(i) of the agenda.

## 6.(i) Interim Management Accounts (Appendix One)

The interim management accounts reflect the position as of 31 January 2024. The key points are as follows.

- The **Revenue Account** is satisfactory with overall expenditure in line with budget; however, costs have exceeded budgets in some areas and where there are material variances (i.e. greater than 15 percent or £1,000) they are highlighted in the cost code summary.
- With expenditure exceeding income by £11,131 the **Capital Account** is in deficit and is expected to remain so at yearend. Unlike previous years when capital overspend led to overall deficits, current forecasts do not predict a budget deficit for 2023–24.
- The total cash at hand is £284,757 of which £106,000 is ringfenced in identified **Earmarked Reserves**. The balance is held as the **General Reserve** and meets the applicable threshold per 7.4 of the Financial Regulations.
- The **Bank Reconciliation** shows the accounting records reconcile with the bank statements as of 31 January 2024. References to 'Uncashed Payments' and 'Uncashed Receipts', which support the reconciliation report, refer to creditors and debtors respectively and reflect the delay between accounting entries and bank transactions.

## 6.(ii) Payments List (Appendix Two)

The Payments List is colour-coded as follows:

- in yellow are proposed payments for more than £50;
- in blue are proposed payments to new suppliers; and
- in red are requests for payment which relate to liability for expenditure incurred other than in accordance with the Financial Regulations.

The CGC should resolve to authorise each proposed payment highlighted in yellow or blue (per 21.4 of the Financial Regulations), provided it is satisfied that in each case all applicable requirements of the Financial Regulations have been met.

Uncoloured items on the list relate to:

- payments of less than £50 (already approved per 21.5 of the Financial Regulations);
  - payments by Direct Debit or Standing Order (already approved per 22.4 of the Financial Regulations respectively); and
  - payments made by Corporate Debit Card and therefore already incurred without opportunity for further approval,
- and, as such, are provided as information for the CGC to note.

The items highlighted in red should not be included on the Payments List (per 21.2. of the Financial Regulations) and are listed only for information. These items present a challenge because neither the Standing Orders nor Financial Regulations confer on the CGC or the Council the power to resolve to make a payment in circumstances where the Financial Regulations were not observed. Consequently, a resolution to make a payment in such circumstances would be ultra vires.

The RFO, however, has an overriding statutory responsibility for the proper administration of the financial affairs of Stanway Parish Council and under this statutory power directs the Council to settle each invoice for the following reasons.

- Although the Financial Regulations were not observed, in each case the goods and services were supplied, and the invoice is in order.
- Failure to settle an otherwise undisputed debt creates foreseeable legal and reputational risks.

### **6.(iii) Virements**

No virements are proposed. However, the CGC may resolve to approve other virements as would be prudent taking account of financial performance for year to date against budget and reserves, and anticipated expenditure for the remainder of the 2023–24 financial year.

### **6.(iv) Large Capital Projects**

There are no projects planned for the remainder of the 2023–24 financial year with expenditure of more than £50,000.

### **6.(v) Cash Investments**

Nationwide Building Society recently released £32,300. A further £31,700 is anticipated in around mid-March 2024.

Since October 2022, nearly £72,000 has been locked in inaccessible accounts with Barclays Bank UK PLC. The CGC resolved in October 2023 that members and a third party were to visit Barclays' branch in Colchester to secure a cheque. The visit did not occur, and a cheque was not secured. In the last four months members have called and sent letters, but the money remains with Barclays.

It is impracticable to execute the investments resolved by the Council in September 2023, until the Council has control over its money. Until that happens credit interest income of around £400 a month is being forsaken.

## **Appendices**

- 1. Interim management accounts**
- 2. Payments list**

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Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2023 and 31/01/2024)

**A1 Revenue Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	353,793.00	353,793.00					(0%)
2	Wayleaves	1.00	1.00					(0%)
6	Credit Interest	75.00	1,320.08	1,245.08			1,245.08	(1660%)
53	Community Events	300.00	1,640.81	1,340.81		15.00	1,325.81	(441%)
55	Burial Ground	4,000.00	2,693.00	-1,307.00			-1,307.00	(-32%)
77	All Other Revenue Income		150.00	150.00			150.00	(N/A)
<b>SUB TOTAL</b>		<b>358,169.00</b>	<b>359,597.89</b>	<b>1,428.89</b>		<b>15.00</b>	<b>-15.00</b>	<b>1,413.89 (0%)</b>

**B1 Staff**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries (inc. employee's tax, NI				140,000.00	104,471.30	35,528.70	35,528.70 (25%)
9	Employers' NI Contribution					10,252.58	-10,252.58	-10,252.58 (N/A)
10	Home Working Allowance				936.00	780.00	156.00	156.00 (16%)
11	Employers' Pension Contribution				37,937.00	26,611.49	11,325.51	11,325.51 (29%)
13	Training, Membership Fees & St		770.00	770.00	4,350.00	4,947.50	-597.50	172.50 (3%)
14	Travel & Subsistence				596.00	278.56	317.44	317.44 (53%)
<b>SUB TOTAL</b>			<b>770.00</b>	<b>770.00</b>	<b>183,819.00</b>	<b>147,341.43</b>	<b>36,477.57</b>	<b>37,247.57 (20%)</b>

**B2 Office & IT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Office Supplies & Consumables				2,970.00	1,462.48	1,507.52	1,507.52 (50%)
20	Telephone & Broadband		163.40	163.40	3,465.00	1,950.17	1,514.83	1,678.23 (48%)
22	IT Hardware & Software (inc. sup				5,510.00	3,602.53	1,907.47	1,907.47 (34%)
<b>SUB TOTAL</b>			<b>163.40</b>	<b>163.40</b>	<b>11,945.00</b>	<b>7,015.18</b>	<b>4,929.82</b>	<b>5,093.22 (42%)</b>

**B3 Banking & Finance**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Bank Charges				220.00	227.20	-7.20	-7.20 (-3%)
79	Capital Repayments				16,000.00	16,000.00		(0%)
80	Debit Interest				5,162.00	5,162.00		(0%)
<b>SUB TOTAL</b>					<b>21,382.00</b>	<b>21,389.20</b>	<b>-7.20</b>	<b>-7.20 (-0%)</b>

**B4 Professional Services**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Internal Audit				1,650.00	1,505.00	145.00	145.00 (8%)
25	External Audit				840.00	1,050.00	-210.00	-210.00 (-25%)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2023 and 31/01/2024)

40 Professional Fees		7,700.00	1,815.00	5,885.00	5,885.00 (76%)
<b>SUB TOTAL</b>		<b>10,190.00</b>	<b>4,370.00</b>	<b>5,820.00</b>	<b>5,820.00 (57%)</b>

B5 Other Admin

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Communications & Advertising				1,750.00	1,575.00	175.00	175.00 (10%)
36 Insurance				6,100.00	6,321.04	-221.04	-221.04 ( 3%)
37 Subscriptions				1,700.00	1,496.99	203.01	203.01 (11%)
75 Chairman's Allowance				220.00		220.00	220.00 (100%)
78 Room Hire		58.00	58.00	198.00	15.00	183.00	241.00 (121%)
998 Uncategorised Expenditure					564.25	-564.25	-564.25 (N/A)
999 Accounting Adjustment					0.01	-0.01	-0.01 (N/A)
<b>SUB TOTAL</b>		<b>58.00</b>	<b>58.00</b>	<b>9,968.00</b>	<b>9,972.29</b>	<b>-4.29</b>	<b>53.71 (0%)</b>

CA1 Grounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Buildings & Car Parks				8,500.00	6,665.05	1,834.95	1,834.95 (21%)
30 Play Areas				6,000.00	957.80	5,042.20	5,042.20 (84%)
31 Grounds Maintenance		267.25	267.25	20,000.00	15,374.26	4,625.74	4,892.99 (24%)
52 Tools and Consumables				1,500.00	496.28	1,003.72	1,003.72 (66%)
94 Maintenance Vehicle				7,489.00	2,048.15	5,440.85	5,440.85 (72%)
<b>SUB TOTAL</b>		<b>267.25</b>	<b>267.25</b>	<b>43,489.00</b>	<b>25,541.54</b>	<b>17,947.46</b>	<b>18,214.71 (41%)</b>

CA2 Streets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50 Streetlights - ex. Electricity				6,000.00	4,816.50	1,183.50	1,183.50 (19%)
81 Street Furniture				3,800.00	1,762.46	2,037.54	2,037.54 (53%)
84 Streetlights - Electricity				24,000.00	6,762.86	17,237.14	17,237.14 (71%)
96 Footpaths				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>				<b>35,300.00</b>	<b>13,341.82</b>	<b>21,958.18</b>	<b>21,958.18 (62%)</b>

CA3 Burial Ground

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Burial Ground All Expenditure				5,200.00	2,975.30	2,224.70	2,224.70 (42%)
<b>SUB TOTAL</b>				<b>5,200.00</b>	<b>2,975.30</b>	<b>2,224.70</b>	<b>2,224.70 (42%)</b>

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2023 and 31/01/2024)

CS1 Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Community Events - Expenditure		18.00	18.00	4,525.00	2,325.81	2,199.19	2,217.19 (49%)
70	Grants (all)				5,000.00	1,629.80	3,370.20	3,370.20 (67%)
91	Community Safety				5,000.00	4,712.10	287.90	287.90 (5%)
104	Community Services - other exp		30.00	30.00	475.00	329.91	145.09	175.09 (36%)
<b>SUB TOTAL</b>			<b>48.00</b>	<b>48.00</b>	<b>15,000.00</b>	<b>8,997.62</b>	<b>6,002.38</b>	<b>6,050.38 (40%)</b>

Summary

<b>NET TOTAL</b>	<b>358,169.00</b>	<b>360,904.54</b>	<b>2,735.54</b>	<b>336,293.00</b>	<b>240,959.38</b>	<b>95,333.62</b>	<b>98,069.16 (14%)</b>
V.A.T.		36,017.71			9,302.58		
<b>GROSS TOTAL</b>		<b>396,922.25</b>			<b>250,261.96</b>		

Summary of Receipts and Payments

Cost Centre Group - Capital Account (Between 01/04/2023 and 31/01/2024)

**A2 Capital Receipts**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Capital Grants & Other Donation		1,000.00	1,000.00				1,000.00 (N/A)
4	CCC Grants	53,000.00	54,000.00	1,000.00				1,000.00 (1%)
5	Other Grants	44,500.00	6,127.00	-38,373.00				-38,373.00 (-86%)
7	LCTS Administration Subsidy	5,259.00	5,259.00					(0%)
<b>SUB TOTAL</b>		<b>102,759.00</b>	<b>66,386.00</b>	<b>-36,373.00</b>				<b>-36,373.00 (-35%)</b>

**Q Capital Expenditure**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
200	Community Services - environm				1,500.00		1,500.00	1,500.00 (100%)
201	Community Services - other new				12,000.00		12,000.00	12,000.00 (100%)
202	Car park extension				52,000.00	52,557.08	-557.08	-557.08 (-1%)
203	Soakaway				19,000.00	19,069.50	-69.50	-69.50 (-0%)
204	Car park resurfacing				30,000.00		30,000.00	30,000.00 (100%)
205	Electric vehicle charging point				1,000.00		1,000.00	1,000.00 (100%)
206	Air conditioning				5,000.00	4,558.27	441.73	441.73 (8%)
207	Jansma Park				10,000.00		10,000.00	10,000.00 (100%)
208	Grounds Machinery				2,000.00	1,332.50	667.50	667.50 (33%)
<b>SUB TOTAL</b>					<b>132,500.00</b>	<b>77,517.35</b>	<b>54,982.65</b>	<b>54,982.65 (41%)</b>

**Summary**

<b>NET TOTAL</b>	<b>102,759.00</b>	<b>66,386.00</b>	<b>-36,373.00</b>	<b>132,500.00</b>	<b>77,517.35</b>	<b>54,982.65</b>	<b>18,609.65 (7%)</b>
V.A.T.					15,503.47		
<b>GROSS TOTAL</b>		<b>66,386.00</b>			<b>93,020.82</b>		



**Stanway Parish Council**  
**Reserves Balance up to 31st Jan 2024**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Office Equipment	2,000.00				2,000.00
Specialist Fees (legal, accountir	1,500.00	4,500.00			6,000.00
Car Park	5,000.00	1,000.00			6,000.00
Workshop & Store	1,000.00	1,000.00			2,000.00
Planning	1,500.00				1,500.00
Village Halls & Community Cent	7,743.00	6,757.00			14,500.00
Footpaths	1,000.00	9,000.00			10,000.00
Trees & Open Spaces	2,500.00	2,500.00			5,000.00
Notice Boards	1,000.00				1,000.00
Streetlights	2,000.00	3,000.00			5,000.00
Staffing	20,000.00	5,000.00			25,000.00
Vehicle	500.00	-500.00			0.00
Community Safety	1,000.00				1,000.00
Elections	3,000.00	1,000.00			4,000.00
Burial Grounds	2,500.00	-500.00			2,000.00
Outdoor Gym	500.00	3,500.00			4,000.00
Bus Shelters	1,745.00	3,255.00			5,000.00
Playground Equipment	10,000.00	2,000.00			12,000.00
Jansma Park					0.00
<b>Total Earmarked</b>	<b>64,488.00</b>	<b>41,512.00</b>			<b>106,000.00</b>
<b>TOTAL RESERVE</b>	<b>64,488.00</b>	<b>41,512.00</b>			<b>106,000.00</b>
<b>GENERAL FUND</b>					204,661.52
<b>TOTAL FUNDS</b>					310,661.52



**Stanway Parish Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 31/01/2024)**

Voucher	Date	Cheque No.	Description	Total	Bank
423	01/01/2024		Grounds maintenance	240.00	1. Unity Trust XXXXX053
392	03/01/2024	DIRECT DEBIT	Bank charges	8.00	2. Barclays XXXXX152
394	05/01/2024		Maintenance consumables	56.99	1. Unity Trust XXXXX053
398	11/01/2024		Office consumables	16.32	1. Unity Trust XXXXX053
399	12/01/2024		Maintenance consumables	15.75	1. Unity Trust XXXXX053
400	12/01/2024		Signage	93.00	1. Unity Trust XXXXX053
401	15/01/2024	DIRECT DEBIT	Telephone and broadband	171.55	1. Unity Trust XXXXX053
402	16/01/2024		Streetlights maintenance	514.80	1. Unity Trust XXXXX053
403	16/01/2024		Grounds maintenance machinery	1,599.00	1. Unity Trust XXXXX053
404	16/01/2024		Charitable donation	69.80	1. Unity Trust XXXXX053
406	16/01/2024	DEBIT CARD	Land Registry fees	3.00	1. Unity Trust XXXXX053
407	16/01/2024	DEBIT CARD	Land Registry fees	3.00	1. Unity Trust XXXXX053
408	17/01/2024	DEBIT CARD	Vehicle Excise Duty	322.50	1. Unity Trust XXXXX053
405	17/01/2024		Training	90.00	1. Unity Trust XXXXX053
409	21/01/2024		Expenses reimbursement	8.95	1. Unity Trust XXXXX053
410	23/01/2024		Maintenance consumables	9.50	1. Unity Trust XXXXX053
411	23/01/2024		Lock	115.00	1. Unity Trust XXXXX053
412	23/01/2024		Training	233.88	1. Unity Trust XXXXX053
413	23/01/2024		Grounds maintenance	2,472.00	1. Unity Trust XXXXX053
414	25/01/2024		Waste collection	286.80	1. Unity Trust XXXXX053
415	25/01/2024	DEBIT CARD	Fuel	49.50	1. Unity Trust XXXXX053
416	29/01/2024		Training	90.00	1. Unity Trust XXXXX053
417	29/01/2024		Advertising	48.00	1. Unity Trust XXXXX053
418	29/01/2024		Memorial plaque	461.10	1. Unity Trust XXXXX053
421	31/01/2024		Grounds maintenance	640.20	1. Unity Trust XXXXX053
427	31/01/2024		Motoring	80.00	1. Unity Trust XXXXX053
<b>Total-----</b>				<b>7,698.64</b>	

**Stanway Parish Council**  
**Uncashed receipts\transfers in (All banks)**  
**(Upto 31/01/2024)**

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<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
52	16/01/2024		Event income	128.80	1. Unity Trust XXXXX053
			Total-----	<b>128.80</b>	

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**Stanway Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
394	Tools and Consumables	05/01/2024		1. Unity Trust XXXXX0		Maintenance consumables	Kent Blaxill & Co Ltd	S	47.49	9.50	56.99
396	Maintenance Vehicle	11/01/2024		1. Unity Trust XXXXX0	DEBIT CARD	Fuel	Sainsbury's Supermarkets Lir	S	41.42	8.28	49.70
398	Office Supplies & Consumabl	11/01/2024		1. Unity Trust XXXXX0		Office consumables	Saint IT Ltd	S	13.60	2.72	16.32
399	Tools and Consumables	12/01/2024		1. Unity Trust XXXXX0		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	13.12	2.63	15.75
400	Burial Ground - All Expenditu	12/01/2024		1. Unity Trust XXXXX0		Signage	Signace Limited	S	77.50	15.50	93.00
401	Telephone & Broadband	15/01/2024		1. Unity Trust XXXXX0	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	142.96	28.59	171.55
402	Streetlights - ex. Electricity	16/01/2024		1. Unity Trust XXXXX0		Streetlights maintenance	A&J Lighting Solutions Ltd	S	429.00	85.80	514.80
403	Grounds Machinery	16/01/2024		1. Unity Trust XXXXX0		Grounds maintenance machine	GRASSHOPPER (HORTICULT	S	1,332.50	266.50	1,599.00
404	Grants (all)	16/01/2024		1. Unity Trust XXXXX0		Charitable donation	The Royal British Legion	X	69.80		69.80
405	Training, Membership Fees 8	17/01/2024		1. Unity Trust XXXXX0		Training	Essex Association of Local Cc	S	75.00	15.00	90.00
406	Professional Fees	16/01/2024		1. Unity Trust XXXXX0	DEBIT CARD	Land Registry fees	HM Land Registry	X	3.00		3.00
407	Professional Fees	16/01/2024		1. Unity Trust XXXXX0	DEBIT CARD	Land Registry fees	HM Land Registry	X	3.00		3.00
408	Maintenance Vehicle	17/01/2024		1. Unity Trust XXXXX0	DEBIT CARD	Vehicle Excise Duty	DVLA	X	322.50		322.50
409	Office Supplies & Consumabl	21/01/2024		1. Unity Trust XXXXX0		Expenses reimbursement	Teresa Baines	X	8.95		8.95
410	Tools and Consumables	23/01/2024		1. Unity Trust XXXXX0		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	7.92	1.58	9.50
411	Buildings & Car Parks	23/01/2024		1. Unity Trust XXXXX0		Lock	Tom Bright t/a TMB Locksmit	X	115.00		115.00
412	Training, Membership Fees 8	23/01/2024		1. Unity Trust XXXXX0		Training	Colchester Regional Agricultu	S	120.00	24.00	144.00
412	Tools and Consumables	23/01/2024		1. Unity Trust XXXXX0		Training	Colchester Regional Agricultu	S	74.90	14.98	89.88
413	Grounds Maintenance	23/01/2024		1. Unity Trust XXXXX0		Grounds maintenance	TWH Tree Services Limited	S	2,060.00	412.00	2,472.00
414	Grounds Maintenance	25/01/2024		1. Unity Trust XXXXX0		Waste collection	TBS Hygiene Ltd	S	239.00	47.80	286.80
415	Maintenance Vehicle	25/01/2024		1. Unity Trust XXXXX0	DEBIT CARD	Fuel	Sainsbury's Supermarkets Lir	S	41.25	8.25	49.50
416	Training, Membership Fees 8	29/01/2024		1. Unity Trust XXXXX0		Training	Essex Association of Local Cc	S	75.00	15.00	90.00
417	Communications & Advertisir	29/01/2024		1. Unity Trust XXXXX0		Advertising	Regional Life Ltd	S	40.00	8.00	48.00
418	Burial Ground - All Expenditu	29/01/2024		1. Unity Trust XXXXX0		Memorial plaque	Identilabel Ltd	S	384.25	76.85	461.10
419	IT Hardware & Software (inc	01/02/2024		1. Unity Trust XXXXX0	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
420	IT Hardware & Software (inc	01/02/2024		1. Unity Trust XXXXX0	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
421	Buildings & Car Parks	31/01/2024		1. Unity Trust XXXXX0		Grounds maintenance	Dines Agri Services	X	50.00		50.00
421	Grounds Maintenance	31/01/2024		1. Unity Trust XXXXX0		Grounds maintenance	Dines Agri Services	X	515.20		515.20
421	Community Safety	31/01/2024		1. Unity Trust XXXXX0		Grounds maintenance	Dines Agri Services	X	75.00		75.00
422	Streetlights - ex. Electricity	01/02/2024		1. Unity Trust XXXXX0	STANDING ORDER	Streetlights maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
423	Grounds Maintenance	01/01/2024		1. Unity Trust XXXXX0		Grounds maintenance	TWH Tree Services Limited	S	200.00	40.00	240.00
424	Tools and Consumables	02/02/2024		1. Unity Trust XXXXX0		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	29.65	5.35	35.00

### Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
425	02/02/2024		1. Unity Trust XXXXX0		Grounds maintenance machine	Ernest Doe & Sons Ltd	S	182.31	36.46	218.77
426	02/02/2024		1. Unity Trust XXXXX0		Grounds maintenance machine	Ernest Doe & Sons Ltd	S	86.55	17.32	103.87
427	31/01/2024		1. Unity Trust XXXXX0		Motoring	Arthur J. Gallagher Insurance	X	80.00		80.00
429	01/02/2024		1. Unity Trust XXXXX0	STANDING ORDER	[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
430	01/02/2024		1. Unity Trust XXXXX0	STANDING ORDER	[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
431	01/02/2024		1. Unity Trust XXXXX0	STANDING ORDER	[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
432	01/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
433	01/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
434	01/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
435	01/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
436	01/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
436	01/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
437	07/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
437	07/02/2024		1. Unity Trust XXXXX0		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
<b>Total</b>								<b>21,726.05</b>	<b>1,222.69</b>	<b>22,948.74</b>

Prepared by: \_\_\_\_\_  
Name and Role

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Name and Role

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Name and Role

Date: \_\_\_\_\_

## **Background Papers**

These papers include personal data, and confidential data belonging to third parties which the Council does not have express permission to publish. Consequently, these papers are exempt from disclosure or inspection pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, as amended.

- 1. Invoices and other supporting paperwork**
- 2. Bank statements — Unity Trust Bank plc, Barclays Bank UK PLC and Nationwide Building Society**