

CHIGWELL PARISH COUNCIL						FULL COUNCIL 22 10 2026						Appendix 2					
REPORT TO FC 27 08 2026 - Minutes FC053/26																	
Signed by Clerk & Proper Officer:						Date:						Approved by:					
Prepared by RFO																	
PROPOSED PAYMENTS MADE IN SEPTEMBER 2026 FOR APPROVAL																	
04 09 2026 Transfer from Instant Access Savings A/c £14,942.00 to Unity Salary Account																	
04 09 2026 Transfer from Instant Access Savings A/c £10,200 to Unity Current Account																	
I. Regular payments approved by FC 30 04 2026 276/25/8A/9B																	
InvDate	Ref	FY	Date due	Tender	Total due	Description	Supplier	Invoice No	Minutes								
02.09.26	Statement	2026-2027	16.09.26	CARD	£1,630.75	Estimated spend. The actual statement as of 03.09.26 will be presented to the next FC /FG in October	Lloyds Bank	Card statement	FC276/25/9B								
23.09.26	4271	2026-2027	30.09.26	ONLINE	£1,080.00	HR10hrs@£90.00	Haypex HR Services	INV0815	FC283/25/e,30/04/2026								
01.09.26	4272	2026-2027	11.09.26	ONLINE	£250.00	Pest Control	CLINIKIL ADVANCED Ltd	4272	FC276/25/9B								
01.09.26	4274	2026-2027	10.07.26	DIRDEBIT	£384.00	Charge for property 26/27	Epping Forest DC	8/0 08.03.26	FC276/25/8A								
01.09.26	4273	2026-2027	10.07.26	DIRDEBIT	£948.00	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	FC276/25/8A								
01.09.26	4275	2026-2027	10.07.26	DIRDEBIT	£183.00	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	FC276/25/8A								
07.09.26	4276	2026-2027	10.09.26	ONLINE	£325.28	Mob charge&07-3CX Phone system&sc Pro licence £27.50	Ice Media London Limited	4276/inv12135401	FC276/25/9B								
01.09.26	4277	2026-2027	ASAP	ONLINE	£627.30	IT managed service charges	Ice Media London Limited	39482	FC276/25/9B								
31.08.26	4289	2026-2027	30.09.26	DIRDEBIT	£16.90	Bank charges	UNITY TRUS BANK	Pre-notification statement	FC276/25/8A								
31.08.26	4290	2026-2027	30.09.26	DIRDEBIT	£8.05	Bank charges	UNITY TRUS BANK	Pre-notification statement	FC276/25/8A								
01.09.26	4279	2026-2027	30.09.26	ONLINE	£332.28	3x1100bins emptied&rental charges	RWR (Commercial) Ltd	E244724	FC276/25/9B								
01.09.26	4278	2026-2027	30.09.26	ONLINE	£211.10	2X1100ltr Bins emptied & rental charges	RWR (Commercial) Ltd	E244725	FC276/25/9B								
25.08.26	4280	2026-2027	30.09.26	DIRDEBIT	£141.94	People First payroll software	MHR International UK Limited	SIN268762	FC276/25/8A								
Reported to the next FC/FG meeting					DIRDEBIT	Electricity Consumption/Water Consumption /BT/Franco/EFDC waste disposal	RegPmnt										
						ENGIE/Castle Water/Clear Business/BT/	FC276/25/8A/9B										
II. Payroll Submission																	
24.08.26	4266	2026-2027	11.09.26	ONLINE	£14,941.80	Net Pay September 2026	Chigwell Parish Council staff	Payroll Statement approved by FC 25/06/26	RegPmnt	FC27/08/26							
03.08.26	4187	2026-2027	15.09.26	ONLINE	£5,739.12	HMRC PAYE/NIC -August 2026	HMRC	Payroll report August 26	RegPmnt	FC26/27/FC27/8/26							
03.08.26	4189	2026-2027	15.09.26	ONLINE	£1,975.84	Superannuation Payments August 2026	Essex Pension Fund	Payroll report August 26	RegPmnt	FC26/27/FG10/6/26/FC27/8/26							
03.08.26	4188	2026-2027	12.09.26	DIRDEBIT	£778.90	Superannuation Payments	NEST PENSION FUND	Payroll report August 26	RegPmnt	FC26/27/FC27/8/26							
III. Specific works approved by FC																	
EMR 210																	
24.08.26	4264	2026-2027	30.09.26	ONLINE	£3,000.00	31-53 Limes Avenue-Tree Surgery works and wall repair (Estimated Start date 24/8/26-28/8/26) £6,150	Rob The Builder Ltd	Repair Quote	FC043/26, 23/7/26/FC27/8/26	EMR 210							
22.07.26	4287	2026-2027	ASAP	ONLINE	£1,170.00	Lock Cem gates in the evening & unlock weekend mornings April, May and June 2026	Dw Country Works Ltd	10227	FC283/25,30/4/26								
19.08.26	4228	2026-2027	01.09.26	ONLINE	£110.00	A sign for Paddock	Romford Signs	0524	FR5.15/FC043/26								
13.08.26	4270	2026-2027	01.09.26	ONLINE	£51.00	Purview search request, subject access request 24/07/26	ICE CONNECT	39251	FR5.15FC043/26	EMR 210							
IV. Individual purchases under FR5.15																	
20.08.26	4232	2026-2027	17.09.26	DIRDEBIT	£37.28	Trade waste collection 1100 recycling bin (VH/Main Office); Regular payment: Last instalment 15 03 2027	EFDC	M0001509984	FR5.15								
27.08.26	4291	2026-2027	ASAP	ONLINE	£468.00	Confidential waste collection-annual cost	EFDC	M0001536744	FR5.15								
31.07.26	4185	2026-2027	10.09.26	ONLINE	£126.00	GoR management ICCM online course 27 08 26. Delegated: RFO	ICCM	21839	FR5.15								
24.08.26	4281	2026-2027	01.09.26	ONLINE	£150.00	To carry out an Occupational Health assessment. Final report received.	Ask me Ergonomics	1420	FR5.15								
Approved by Full Council for specific projects - NONE																	
Cemetery Digging contingency																	

Total made in SEPTEMBER 2026					£34,686.54				

V. To NOTE PAYMENTS:
DD Transactions UNITY CURRENT ACCOUNT - SEPTEMBER 2026

APPROVED BY FC276/25 9b & FC276/25 8a									
Ref	Due Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice No	Minute Ref
4283	02.09.26	£54.00	£10.80	£64.80	02.09.26	Agreement 517040 Cem 01.09.26-30.11.26	Francotup Postalia Ltd	116249999	FC276/25/8A
4286	08.09.26	£139.22		£139.22	08.09.26	Water consumption: 10 m3 in the main office: 08.02.26-10.08.26	Thames Water	90885338	FC276/25/8A
4294	09.09.26	£20.00		£20.00	09.09.26	Teleset postage- main office	Francotup Postalia Ltd	27511243	FC276/25/8A
4309	11.09.26	£23.80		£23.80	11.09.26	Water consumption:8.35m3 in VH/CH 24.08.26-01.10.26	Clear Business	9037932	FC276/25/8A
4325	17.09.26	£20.00		£20.00	17.09.26	Teleset postage- main office	Francotup Postalia Ltd	27514551	FC276/25/8A
4324	17.09.26	£20.00		£20.00	17.09.26	Teleset postage- main office	Francotup Postalia Ltd	27514855	FC276/25/8A
V0660	18.09.26	£400.00		£400.00	18.09.26	Refundable key&damage deposit	VH15.09.26	V0660	
4336	21.09.26	£32.00	£2.40	£34.40	21.09.26	Teleset postage- main office	Francotup Postalia Ltd	27516434	FC276/25/8A
4348	21.09.26	£17.13		£17.13	21.09.26	Water consumption 4.99&9.28m3 01.08.26-31.08.26 - Allotments site	CASTLE WATER	10011265145	FC276/25/8A
4348	07.09.26	£17.41		£17.41	21.09.26	Water consumption 4 m3 01.08.26-01.09.26 Cemetery site	CASTLE WATER	10011278227	FC276/25/8A
4328	24.09.26	£27.36	£1.37	£28.73	24.09.26	22.6kWh gas consumption Main Office 01.08.26-31.08.26	ENGIE	1-02242506	FC276/25/8A
4329	24.09.26	£53.08	£2.65	£55.73	24.09.26	OTHER CHARGES VH/CH 08-26	ENGIE	1-02232753	FC276/25/8A
4334	28.09.26	£337.33	£16.87	£354.20	28.09.26	690.1kWh electricity consumed 08-26 Cemetery	ENGIE	2-06356238	FC276/25/8A
4333	28.09.26	£68.23	£3.41	£71.64	28.09.26	0.1kWh electricity consumed 08-26 VH	ENGIE	2-06356239	FC276/25/8A
4331	28.09.26	£175.46	£8.77	£184.23	28.09.26	259.9kWh electricity consumed 08-26 Main Office	ENGIE	2-06356242	FC276/25/8A
4330	28.09.26	£386.49	£19.32	£405.81	28.09.26	718.5kWh electricity consumed 08-26 VH/CH	ENGIE	2-06356252	FC276/25/8A
4337	28.09.26	£866.35	£173.27	£1,039.62	28.09.26	PRS/PPL renewal VH/CH	PPL/PRS Ltd	SIN3438758	FC276/25/8A
4292	30.09.26	£18.03	£3.61	£21.64	30.09.26	Main supplies for Cem.site	TRADE UK/SCREWIX DIRECT Ltd	2015414711	FC276/25/8A/FC24/9/26
4354	30.09.26	£2.40		£2.40	30.09.26	Bank charge	Unity Trust bank	statement	FC276/25/8A

FR5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT

4347	18.09.26	£20.00	£4.00	£24.00	18.09.26	Rental bigger van for one day 04.09.26	Loughton Self Drive Ltd	269057	FC24/09/26
4307	21.09.26	£415.00		£415.00	21.09.26	Supply and fit a fire exit door in the basement of the Main Office building	Miller Locks	INV0206	FC24/09/26
4345	25.09.26	£625.00	£150.00	£750.00	25.09.26	Hire Van 10.09.26-26.09.26	Loughton Self Drive Ltd	6035824	FC24/09/26