

CHIGWELL PARISH COUNCIL		Prepared by RFO													
		Signed by Clerk													
Under Chigwell Parish Council Finance Regulations 25/26															
5.15 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															
Individual Purchase Report from 03 12 2025-06 01 2026															
Date	Ref	FY	Cost Code	Net	VAT	Total	Description	Tender Ref							
06.01.2026	3595	2025-2026	General Expenses	£47.70	£9.54	£57.24	Order aditional CPC badges	ONLINE FR5.15							
06.01.2026	3595	2025-2026	General Expenses	£6.50	£1.30	£7.80	Order aditional CPC badges	ONLINE FR5.15							
06.01.2026	3613	2025-2026	C Cost of Bench purchase	£72.50	£14.50	£87.00	Supplies to install Benches	CARD FR5.15							
06.01.2026	3609	2025-2026	Electric Vehicle maintena	£55.00	£0.00	£55.00	EV charging	CARD FR5.15							
06.01.2026	3610	2025-2026	Electric Vehicle maintena	£15.86	£0.00	£15.86	EV charging	CARD FR5.15							
06.01.2026	3588	2025-2026	General Expenses	£90.40	£18.08	£108.48	5 x business cards	ONLINE FR5.15							
06.01.2026	3582	2025-2026	IT Equipment Maintenanc	£16.66	£3.33	£19.99	New adapted for Dell Clerks' I	CARD FR5.15							
05.01.2026	3611	2025-2026	C Cost of Bench purchase	£27.20	£5.44	£32.64	Supplies to install Benches	CARD FR5.15							
05.01.2026	3580	2025-2026	General Expenses	£307.50	£61.50	£369.00	Clerk's Iphone 14 Pro 128 GB	CARD FR5.15							
05.01.2026	3580	2025-2026	General Expenses	£29.16	£5.83	£34.99	Clerk's Iphone 14 Pro 128 GB	CARD FR5.15							
05.01.2026	3580	2025-2026	General Expenses	£4.57	£0.92	£5.49	Clerk's Iphone 14 Pro 128 GB	CARD FR5.15							
05.01.2026	3581	2025-2026	C Cost of Bench purchase	£98.13	£19.63	£117.76	Supplies to install Benches	ONLINE FR5.15							
05.01.2026	3612	2025-2026	C Cost of Bench purchase	£284.48	£56.90	£341.38	Supplies to install Benches	CARD FR5.15							
30.12.2025	3579	2025-2026	A-Training/Courses	£47.50	£0.00	£47.50	Publication for new Clerk	CARD FR5.15							
30.12.2025	3579	2025-2026	A-Training/Courses	£30.50	£0.00	£30.50	Publication for new Clerk	CARD FR5.15							
30.12.2025	3579	2025-2026	A-Training/Courses	£144.00	£0.00	£144.00	Publication for new Clerk	CARD FR5.15							
30.12.2025	3579	2025-2026	A-Training/Courses	£10.12	£2.02	£12.14	Publication for new Clerk	CARD FR5.15							
21.12.2025	3577	2025-2026	c&OS Printing/Stationery	£19.58	£3.92	£23.50	CEM Visitors Book	CARD FR5.15							
19.12.2025	3571	2025-2026	staff Welfare	£300.00	£0.00	£300.00	Christmas 2025	CARD FR5.15							
19.12.2025	3573	2025-2026	c&OS Training	£24.00	£4.80	£28.80	HS Training@ 6 emailed 19/1	CARD FR5.15							
19.12.2025	3573	2025-2026	c&OS Training	£40.00	£8.00	£48.00	HS Training@ 6 emailed 19/1	CARD FR5.15							
17.12.2025	3584	2025-2026	Electric Vehicle maintena	£30.35	£0.00	£30.35	EV charging	CARD FR5.15							
17.12.2025	3566	2025-2026	IT Equipment Maintenanc	£50.00	£10.00	£60.00	Dell 130W 4.5mm Adapter	ONLINE FR5.15							
17.12.2025	3567	2025-2026	H&R H&S Professional Fe	£10.00	£2.00	£12.00	right to work checks for new	ONLINE FR5.15							
								Haypex HR Services							

17.12.2025 3570	2025-2026 Property Maintenance	<b>£19.71</b>	<b>£3.94</b>	<b>£23.65</b>	install new Notice Board LF	ONLINE	FR5.15	17.12.2025	TRADE UK / SCREWFIX DIRECT Lt
16.12.2025 3559	2025-2026 Postage	<b>£3.45</b>	<b>£0.00</b>	<b>£3.45</b>	Additional Account Form to UCARD		FR5.15	16.12.2025	Post Office Counters
16.12.2025 3561	2025-2026 A-Training/Courses	<b>£136.00</b>	<b>£0.00</b>	<b>£136.00</b>	SLCC 25/26 RFO MembSubscr	ONLINE	FR5.15	16.12.2025	Chigwell Parish Council staff
16.12.2025 3561	2025-2026 A-Training/Courses	<b>£150.00</b>	<b>£0.00</b>	<b>£150.00</b>	SLCC 25/26 RFO MembSubscr	ONLINE	FR5.15	16.12.2025	Chigwell Parish Council staff
12.12.2025 3546	2025-2026 Postage	<b>£3.60</b>	<b>£0.00</b>	<b>£3.60</b>	Reg Letter Charity Bank Notic	CARD	FR5.15	12.12.2025	Post Office Counters
11.12.2025 3544	2025-2026 C&OS Printing/Stationery	<b>£9.25</b>	<b>£0.00</b>	<b>£9.25</b>	Letter to D 840 owner		FR5.15	11.12.2025	Post Office Counters
10.12.2025 3578	2025-2026 Telephone & Broadband	<b>£3.50</b>	<b>£0.70</b>	<b>£4.20</b>	Telephone Service	DIRDEBIT	FR5.15	10.12.2025	BT
									VIKING RAJA GROUP/Office Deport
09.12.2025 3534	2025-2026 Printing & Stationery	<b>£98.66</b>	<b>£19.73</b>	<b>£118.39</b>	stationery,paper,folders	ONLINE	FR5.15	09.12.2025	International UK Ltd
03.12.2025 3537	2025-2026 Electric Vehicle maintena	<b>£15.06</b>	<b>£0.00</b>	<b>£15.06</b>	EV charging	CARD	FR5.15	03.12.2025	Shell EV Charging Solution