



Chigwell Parish Council – SUMMARY REPORT F&G MEETING 10 06 2025

	30.04.2025	Bank Stmt	31.05.2025	Bank Stmt
Unity Trust Bank – Current A/c	£223,198.92	YES	£200,045.40	YES
CAMBRIDGE BANK	£87,464.90	YES	£87,464.90	YES
HSBC BANK	£18,154.89	NO	£0.00	YES
Charity Bank 40 Day	£87,643.51	YES	£87,643.51	YES
Charity Bank 1-Year fixed	£88,780.99	YES	£88,780.99	YES
CHQ/CASH Ledger	£60.00	YES	£0.00	YES
Total Banks and Cash PLUS	<u>£505,303.21</u>		<u>£463,934.80</u>	
	<u>£370.00</u>		<u>£370.00</u>	
- Barclays Current-Unrepresented CHQ under investigation	£470.00		£470.00	
- Unity Trust Bank Unpresented receipts in CHQ	£100.00		£100.00	
	£0.00		£0.00	
Adjusted Bank Balance	<u>£505,673.21</u>		<u>£464,304.80</u>	
EMR RESERVES	<u>£189,479.41</u>		<u>£189,264.32</u>	
Preservation of the Chigwell Fund	£25,000		£25,000	
Cemetery Premise refurb	£50,000		£50,000	
VH Premise refurb	£35,000		£35,000	
Habitat restoration	£50,000		£50,000	
Cemetery projects	£28,532.30		£28,532.30	
Physical Capital Investment	£947.11		£732.02	
General FUND BALANCE	<u>£316,193.80</u>		<u>£275,040.48</u>	

HSBC a/c closed 16 05 2025, Barclays savings a/c closed in January 2025.

Charity saving a/c 40 days interest rate 3.06 %, Charity savings a/c 1 fixed rate 4.01 %

VAT CLAIM Q1 25/26 b/f £11,765.10

ITEM APPENDIX FOR APPROVAL

Prepared by IRFO 04 06 2025 for FG 10 06 2025

A list of payments due in June 2025 in total: £ 34,522.40

A list of payments made in April 2025 in total: £55,772.48

A list of payments made in May 2025 in total: £54,607.29

Company Card statement in April 2025 in total: £659.06

Company Card statement in May 2025 in total: £621.34

Company Card transactions are due in June 2025 in total: £568.59

The Payroll Cost - April 2025 - £17,908.96

The Payroll Cost - May 2025 - £14,033.53

The Payroll Cost - June 2025 - £14,116.52

Accounts Receivable Overview:

1. Cemetery Outstanding in total £5,300 as of June 3, 2025:

- Grave Digging (Invoice dated April 29, 2025): £1,450
- New Grave & Digging (Invoice dated June 20, 2025): £3,850

2. Open Spaces/Allotments Accounts Receivable as of June 3, 2025:

- LF: £180.00
- GL: £240.00

Victory Hall (VH) Bookings for 2025/2026:

- Confirmed Future Booking (as of June 3, 2025): £2,965.00 for regular users
- Provisional Bookings: £765.00 (for July and August 2025)
- Confirmed Booking (dated June 28, 2025): £270.00
- Cancellations: - Total of £3,491.25 in booking cancellations since April 1, 2025, due to a lack of kitchen facilities or failure to complete the booking procedure.

CEMETERY REPORT YTD 03 06 2025

CHIGWELL CEMETERY – BURIALS (Interments)

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
APRIL	1	0	0	4	5	3	5	2	0	2
MAY	4	2	2	5	6	2	0	2	6	2
JUNE	1	1	2	6	4	3	9	2	7	
JULY	5	3	4	0	2	3	0	1	5	
AUGUST	3	2	5	3	2	4	4	1	4	
SEPTEMBER	3	1	3	1	2	1	3	6	3	
OCTOBER	3	3	2	0	2	2	0	0	3	
NOVEMBER	1	2	1	0	1	4	2	3	4	
DECEMBER	3	2	3	3	1	1	2	3	4	
JANUARY	3	3	5	6	3	6	5	4	7	
FEBRUARY	6	7	4	2	10	4	3	4	1	
MARCH	2	3	6	6	3	2	4	4	2	
TOTAL	35	29	37	36	41	35	37	32	46	4

CHIGWELL CEMETERY – BURIALS (Cremated remains)

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
APRIL	0	1	1	0	1	1	0	2	4	1
MAY	0	2	2	1	1	1	1	1	1	1
JUNE	2	1	0	2	2	0	5	0	2	
JULY	0	1	0	3	0	1	2	0	1	
AUGUST	0	1	0	4	3	1	1	3	1	
SEPTEMBER	1	2	1	2	1	3	0	0	1	
OCTOBER	0	3	2	3	0	0	3	0	2	
NOVEMBER	2	2	1	2	0	1	2	3	0	
DECEMBER	0	2	1	0	1	0	0	3	1	
JANUARY	2	1	1	1	0	1	0	1	2	
FEBRUARY	1	2	4	0	1	4	0	1	1	
MARCH	1	0	1	1	1	0	4	3	3	
TOTAL	9	18	14	19	11	13	18	17	19	2

Cem Calendar April-May: in total, six applicants

Accounts invoices have been raised with 25/26 fees

Cemetery Grave Income & Cost of Service April - May 2025

Grave Spaces Purchase (Lawn/CR/Trad) £3,035.00

Dedication Garden of Remembrance £500.00

Total Income £ 3,535.00

Digging & Reopening Graves Lawn/CR

Total Income £5,190

- Digging & Reopening CR by the staff of **two** graves
- Digging & Reopening Lawn by contractors of **four** graves,

Total Costs £4,120

Purchase a grave in the Reserve – one

Total £5,330

Income	Actual Income 2024/25	Budget 2025/26	Actual & Committed Costs at 03 06 2025 April – May	Remained balanced. 03 06 2025
PRECEPT	312,900	325,416	162,708	-162,708
Cemetery Income	126,890	133,367.47	14,385	-118,982.47
Booking Hall Income reg	6,730	12,000	8,712.50	-3,287.50
Booking Hall Income casual	10,333.75	12,577.05	1,105	-11,472.05
Booking CH	0.00	5,000	0.00	-5,000
Allotments Income	2312.69	2,740	2,220	-520
Other Income	14,271.07	17,137	4,216.14	-12,920.86

Expenditure	Actual Cost 2024/2025	Budget 2025/2026	Actual & Committed Costs at 03 06 2025 April-May	Remained balanced. 03 06 2025
B. Admin-Personnel Cost	6,751.89	5,300	278	5,022
C. Admin-Premises	26,013.45	24,060	5,970.34	18,089.66
D. Admin Office IT	17,367.46	15,400	3,493.28	11,906.72
E. Admin Communication	3,359.00	1,350	370	980
F. Finance Costs	5,686.40	7,700	445.12	7,254.88
G. Admin Other	74,445.91	27,000	12,664.93	14,335.07
GA. Parish Remuneration Cost	4,756.10	8,150	35.53	8,114.47
H. Planning	4,000	5,000		5,000
I. Village Plan	0.00			
J. Envir-Allotments	1,621.39	7,740	1,171.65	6,568.35
K. Envir-Highways	304.99	5,200		5,200
L. Victory Hall Costs	47,353.51	22,400	2,834.06	19,565.94
M. Grants Donation	6,227.83	10,000		10,000
N. Borrowing costs	7,702.58	7,702		7,702
O. Community Services	0.00	500		500

Q. Cemetery & OS Personnel Costs	2,480.20	3,500		3,500
R. Cemetery premises	23,398.27	13,750	3,380.59	10,369.41
S. Cemetery Office IT	1987.98	1,850	196.95	1,653.05
T. Cemetery Utilities	7,845.14	6,750	1,558.63	5,191.37
U. Cemetery Equipment	32,641.71	37,737.80	15,043.66	22,694.14
VA. Cemetery Site	16,242.24	27,500	4,822.54	23,177.46
VB. Open Space	22,467.79	30,125	97.30	30,027.70
W. Climate Change Action	0.00	7,000		7,000
X. Admin Staff/Superannuation Costs	96,874.84	146,427.81	24,083.57	122,344.24
X.VH Staff Costs	10,708.15	15,866.54		15,866.54
X. Cemetery & OS Staff/Superannuation Costs	132,638.21	112,978.37	21,844.31	91,134.06
Z. Projects	126.98			
ZB. Projects	79,205.44	3,250		3,250