

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 06 01 2026 - 03.02.2026									
Date	Ref	FY	Cost Code	Net	VAT	Total	Description	Payment	Status	Minutes	Invoice Date	Supplier
03.02.2026	3696	2025-2026	General Expenses	£45.45	£9.09	£54.54	CPC Logo Jacket CPC staff	CARD	Outstanding	FR5.15	03.02.2026	Direct Boot
03.02.2026	3693	2025-2026	Property Maintenance	£173.47	£0.00	£173.47	YLL-2720445003 MINIBUS INSURANCE	ONLINE	Outstanding	FR5.15	03.02.2026	ZURICH Municipal
02.02.2026	3682	2025-2026	A-Training/Courses	£462.00	£0.00	£462.00	SLCC 25/26 Clerk membership	ONLINE	Outstanding	FR5.15	02.02.2026	SLCC (Society of Local Council Clerks)
02.02.2026	3694	2025-2026	Mobile comms	£10.00	£2.00	£12.00	Mobile phone charges monthly	DIRDEBIT	Outstanding	FR5.15	02.02.2026	Ice Media London Limited
02.02.2026	3692	2025-2026	Telephone & Broadband	£40.32	£8.07	£48.39	BROADBAND	DIRDEBIT	Outstanding	FR5.15	02.02.2026	BT
02.02.2026	3689	2025-2026	Accounting Software fees	£7.50	£1.50	£9.00	HR add new HR users	CARD	Outstanding	FR5.15	02.02.2026	Breathe HR
30.01.2026	3668	2025-2026	Photocopying costs	£90.00	£18.00	£108.00	Set up scan to email & check Ricoh equipment	ONLINE	Outstanding	FR5.15	30.01.2026	Copy Klik Copiers
29.01.2026	3667	2025-2026	General Expenses	£29.82	£5.96	£35.78	Staff ID Badges x 7	ONLINE	Outstanding	FR5.15	31.01.2026	Re North London
29.01.2026	3667	2025-2026	General Expenses	£8.50	£1.70	£10.20	Staff ID Badges x 7	ONLINE	Outstanding	FR5.15	31.01.2026	Re North London
29.01.2026	3667	2025-2026	General Expenses	-£2.00	-£0.40	-£2.40	Staff ID Badges x 7	ONLINE	Outstanding	FR5.15	31.01.2026	Re North London
22.01.2026	3661	2025-2026	General Expenses	£1.70	£0.00	£1.70	Refreshments	CARD	Outstanding	FR5.15	22.01.2026	MACE
22.01.2026	3641	2025-2026	VH Maintenance	£79.30	£15.86	£95.16	2 x deadlock keyless	CARD	Outstanding	FR5.15	22.01.2026	BW Holding Ltd
22.01.2026	3658	2025-2026	C Cost of Bench purchase	£97.50	£19.50	£117.00	3x45m extension leads to reach the bench area	ONLINE	Outstanding	FR5.15	22.01.2026	TRADE UK / SCREWFIX DIRECT Lt
21.01.2026	3684	2025-2026	General Expenses	£31.77	£6.37	£38.14	7xPrinted Lanyards Personalised	CARD	Outstanding	FR5.15	21.01.2026	PIXPRINT
21.01.2026	3685	2025-2026	General Expenses	£32.64	£6.93	£39.57	10x Green Single Sided Rigid Slide in Open Faced ID Card Badge	CARD	Outstanding	FR5.15	21.01.2026	CKB LTD
20.01.2026	3659	2025-2026	VH Maintenance	£12.30	£2.46	£14.76	Main supplies	CARD	Outstanding	FR5.15	20.01.2026	Toolstation Loughton
20.01.2026	3660	2025-2026	VH Maintenance	£23.47	£0.00	£23.47	main supplies, materials	CARD	Outstanding	FR5.15	20.01.2026	Plumb Point Essex LTD
19.01.2026	3640	2025-2026	Allotments - Other Expendit	£385.00	£77.00	£462.00	Skip for GL	ONLINE	Outstanding	FR5.15	31.01.2026	SHARP Brothers (Skips) Ltd

19.01.2026	3650	2025-2026	Printing & Stationery	£10.30	£2.06	£12.36	USB C to Dual HDMI Adapter, Splitter for Dual Monitors 4K@60Hz Extended Display	CARD	Outstanding	FR5.15	19.01.2026	UK Branch (Amazon Services Europe)
19.01.2026	3652	2025-2026	General Expenses	£74.40	£0.00	£74.40	Refreshments - 120 coffee assortment	CARD	Outstanding	FR5.15	13.01.2026	NESPRESSO UK LTD
19.01.2026	3655	2025-2026	General Expenses	£415.83	£83.17	£499.00	APPLE iPhone 16e 128GB	CARD	Outstanding	FR5.15	19.01.2026	Currys
19.01.2026	3656	2025-2026	General Expenses	£19.16	£3.83	£22.99	APPLE 20 W USB Power adapter	CARD	Outstanding	FR5.15	19.01.2026	Currys
19.01.2026	3642	2025-2026	C-Grave maintenance	£85.50	£17.10	£102.60	4xBlack 149L Plastic Nesting Wheeled Storage trunk with Lid	ONLINE	Outstanding	FR5.15	19.01.2026	TRADE UK / SCREWFIX DIRECT Lt
19.01.2026	3642	2025-2026	Electric Vehicle maintenance	£3.96	£0.79	£4.75	4xBlack 149L Plastic Nesting Wheeled Storage trunk with Lid	ONLINE	Outstanding	FR5.15	19.01.2026	TRADE UK / SCREWFIX DIRECT Lt
19.01.2026	3645	2025-2026	C&OS Equip. Maintenance	£1,235.31	£247.05	£1,482.36	Stage 2 repairs work for CEM Dumper	ONLINE	Outstanding	FR5.18	23.01.2026	JCB
19.01.2026	3654	2025-2026	Electric Vehicle maintenance	£150.00	£0.00	£150.00	Inspection & testing of Electrical vehicle charging unit	ONLINE	Outstanding	FR5.15	27.01.2026	Safe Secure Electrical
19.01.2026	3643	2025-2026	VH Maintenance	£69.98	£14.00	£83.98	2 x Reolink Rechargeable Battery, USB Typ-C, Only for Reolink Go and Go Plus	CARD	Outstanding	FR5.15	19.01.2026	Amazon Services Europe
19.01.2026	3687	2025-2026	Annual Subscriptions	£54.52	£10.90	£65.42	Monday software	CARD	Outstanding	FR5.15	19.01.2026	Monday.com Ltd
16.01.2026	3648	2025-2026	General Expenses	£41.66	£8.33	£49.99	Clerk's Monitor LG FULL HD 1080p	CARD	Outstanding	FR5.15	16.01.2026	UK Branch (Amazon Services Europe)
16.01.2026	3649	2025-2026	General Expenses	£41.66	£8.33	£49.99	Clerk's Monitor LG FULL HD 1080p	CARD	Outstanding	FR5.15	16.01.2026	UK Branch (Amazon Services Europe)
16.01.2026	3651	2025-2026	IT Equipment Maintenance	-£16.66	-£3.33	-£19.99	New adapted for Dell Clerks' laptop	CARD	Outstanding	FR5.15	16.01.2026	Silicon Connect Ltd
16.01.2026	3651	2025-2026	IT Equipment Maintenance	£2.33	£0.46	£2.79	New adapted for Dell Clerks' laptop	CARD	Outstanding	FR5.15	16.01.2026	Silicon Connect Ltd
14.01.2026	3622	2025-2026	Printing & Stationery	£194.82	£38.96	£233.78	Main supplies	ONLINE	Outstanding	FR5.15	14.01.2026	VIKING RAJA GROUP/Office Deport International UK Ltd
14.01.2026	3622	2025-2026	VH/Club Cleaning materials	£36.12	£7.23	£43.35	Main supplies	ONLINE	Outstanding	FR5.15	14.01.2026	VIKING RAJA GROUP/Office Deport International UK Ltd
12.01.2026	3615	2025-2026	General Expenses	£1.70	£0.00	£1.70	Supplies refreshment	CARD	Outstanding	FR5.15	12.01.2026	MACE
12.01.2026	3616	2025-2026	Electric Vehicle maintenance	-£55.00	£0.00	-£55.00	EV charging	CARD	Outstanding	FR5.15	12.01.2026	Shell EV Charging Solution

08.01.2026	3620	2025-2026	C&OS Property Maint.	£25.64	£5.13	£30.77	a 15mm equal elbow to stop water from leaking	CARD	Outstanding	FR5.15	08.01.2026	SELCO (Selco Trade Centres Ltd)
08.01.2026	3618	2025-2026	VH Maintenance	£1.98	£0.00	£1.98	CCTV 3 cameras top up	CARD	Outstanding	FR5.15	08.01.2026	Tesco
08.01.2026	3619	2025-2026	VH Maintenance	£30.99	£0.00	£30.99	CCTV 3 cameras top up	CARD	Outstanding	FR5.15	08.01.2026	Tesco
07.01.2026	3617	2025-2026	General Expenses	£3.33	£0.67	£4.00	10PceHex Key Set for new starter Clerk	CARD	Outstanding	FR5.15	07.01.2026	Wickes
06.01.2026	3681	2025-2026	C&OS Property Maint.	£240.00	£48.00	£288.00	Six monthly maintenance on roller shutters (07-12)	ONLINE	Outstanding	FR5.15	06.01.2026	Contact Roller Shutter