

**CHIGWELL PARISH COUNCIL** **Appendix**

**REPORT TO FG 14 05 26** **Approved by:**  
**Signed by Clerk & Proper Officer:** **Date:** **Approved by:**

**PROPOSAL PAYMENTS DUE IN MAY 2026 FOR APPROVAL**

- 08.05.2026 Transfer from Instant Access Savings A/c £14,496 to Unity Salary Account**
- 15.05.26 Transfer from Unity Current a/c £120,000 To Virgin Money a/c FC278/25**
- 15.05.26 Transfer from Unity Current a/c £29,000 To Charity a/c FC278/25**
- 15.05.26 Transfer from Unity Current a/c £18,500 To Instant Access Savings a/c**

**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	
05.05.26		2026-2027	19.05.26	DIRDEBIT	<b>£1,243.83</b>	Transactions by Company Card April 2026	Lloyds Bank/Unity Trust Bank	Statement	RegPmnt	FC276/25/8A
16.04.26	3899	2026-2027	16.04.26	DIRDEBIT	<b>£790.32</b>	Broadband March/April 2026	BT	11612116	RegPmnt	FC276/25/9B
30.04.26		2026-2027	31.05.26	ONLINE	<b>£307.33</b>	Statement April 2026	TRADE UK / SCREWFIX DIRECT Lt			
20.04.2026	3930	2026-2027				Memorial Safety Inspection Trial -Priority 1 actions	TRADE UK / SCREWFIX DIRECT Lt	2012338568	£165.81	FR5.15/FC274/25
20.04.2026	3929	2026-2027				Memorial Safety Inspection Trial -Priority 1 actions	TRADE UK / SCREWFIX DIRECT Lt	2012347847	£55.79	FR5.15/FC274/25
09.04.2026	3889	2026-2027				Supplies for Cem Office remedial work	TRADE UK / SCREWFIX DIRECT Lt	2012062954	£85.73	FR5.15/FC274/25
07.05.2026	3989	2026-2027	15.05.26	ONLINE	<b>£250.00</b>	Pest Control	CLINIKIL ADVANCED Ltd	NVREF0159	RegPmnt	FC276/25/9B
06.05.2026	3981	2026-2027	Outstanding	ONLINE	<b>£698.27</b>	Mob charge & 3months 3CX Phone System 85C Pro License £147.61	Ice Media London Limited	12134607	RegPmnt	FC276/25/9B
05.05.2026	3971	2026-2027	31.05.26	ONLINE	<b>£332.28</b>	3x1100bins emptied&rental charges	RWR (Commercial) Ltd	E243345	RegPmnt	FC276/25/9B
05.05.2026	3970	2026-2027	31.05.26	ONLINE	<b>£211.10</b>	2X1100tr Bins emptied & rental charges	RWR (Commercial) Ltd	E243346	RegPmnt	FC276/25/9B
05.05.2026	3966	2026-2027	12.05.26	ONLINE	<b>£636.50</b>	IT managed service charges	Ice Media London Limited	37943	RegPmnt	FC276/25/9B
01.05.2026	3965	2026-2027	16.05.26	ONLINE	<b>£901.20</b>	Annual Maintenance for the Intruder Alarm System	APX FIRE & SECURITY	18477	RegPmnt	FC276/25/9B
05.05.2026	3964	2026-2027	11.05.26	DIRDEBIT	<b>£382.00</b>	Charge for property 26/27	Epping Forest DC	8/0 08.03.26	RegPmnt	FC276/25/8A
05.05.2026	3963	2026-2027	11.05.26	DIRDEBIT	<b>£953.50</b>	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	RegPmnt	FC276/25/8A
05.05.2026	3962	2026-2027	11.05.26	DIRDEBIT	<b>£187.59</b>	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	RegPmnt	FC276/25/8A
05.05.2026	3961	2026-2027	20.05.26	DIRDEBIT	<b>£194.20</b>	Mobile all in one service A/CGP01182861	BT		RegPmnt	FC276/25/8A

28.04.2026	3960	2026-2027	26.05.26	DIRDEBIT	<b>£141.94</b>	People First payroll software	MHR International UK Limited	SIN260200	RegPmnt	FC276/25/8A
05.05.2026	3959	2026-2027	20.05.26	DIRDEBIT	<b>£30.30</b>	EV SERVICE PLAN YG73 ALR	Vanarama	Service statement	RegPmnt	FC276/25/8A
30.04.2026	3955	2026-2027	Outstanding	DIRDEBIT	<b>£8.05</b>	BANK CHARGE A/C 20548005	UNITY TRUS BANK	Statement 004	RegPmnt	FC276/25/8A
16.04.2026	3938	2026-2027	13.05.26	DIRDEBIT	<b>£227.81</b>	RENAULT KANGOO ML19 lease	Vanarama	81583116	RegPmnt	FC276/25/8A
30.04.26		2026-2027	31.05.26	DIRDEBIT	<b>£20.35</b>	Bank CHARGE A/C 204741075	Unity Trust Bank	Statement 046	RegPmnt	FC276/25/8A
07.05.26	3991	2026-2027	21.05.26	DIRDEBIT	<b>£85.91</b>	Gas Consumption -April 26-Main Office	ENGIE	1-02087379	RegPmnt	FC276/25/9B
07.05.26	3992	2026-2027	21.05.26	DIRDEBIT	<b>£297.48</b>	Gas Consumption - April 26 - VH/CH	ENGIE	1-02087384	RegPmnt	FC276/25/9B
Reported to the next FG meeting				DIRDEBIT/BACS		Electricity Consumption/Water Consumption April 26/HR Service May 26	ENGIE/Castle Water/Clear Business/BT/HR Service Haypex		RegPmnt	FC16A/25

## II. Payroll Submission

30.04.26		2026-2027	11.05.2026	ONLINE	<b>£14,495.48</b>	Net Pay May 2026	Chigwell Parish Council staff	Payroll report May 26	RegPmnt	FC273/25
10.04.26	3956	2026-2027	15.05.26	ONLINE	<b>£5,713.92</b>	HMRC PAYE/NIC	HMRC	Payroll report April 26	RegPmnt	FC273/25
10.04.26	3957	2026-2027	15.05.26	ONLINE	<b>£2,589.48</b>	Superannuation Payments April 2026	Essex Pension Fund	Payroll report April 26	RegPmnt	FC273/25
10.04.26	3958	2026-2027	15.05.26	DIRDEBIT	<b>£778.90</b>	Superannuation Payments	NEST PENSION FUND	Payroll report April 26	RegPmnt	FC273/25

## III. Specific works approved and done

27.04.2026	3950	2026-2027	ASAP	ONLINE	<b>£887.46</b>	Scope of work & Issue of a full EICR-CH	Safe Secure Electrical	INV2		FR5.15
30.03.2026	3821	2025-2026	ASAP	ONLINE	<b>£900.00</b>	Scope of work & Issue of a full EICR -CH	Safe Secure Electrical	INV2 27 04 2026		FC274/25
30.03.2026	3823	2025-2026	ASAP	ONLINE	<b>£350.00</b>	Scope of work & Issue of a full EICR-Main Office	Safe Secure Electrical	QUOTE503/INV4 27/04/2026		FC274/25
27.04.2026	3947	2026-2027	ASAP	ONLINE	<b>£19.99</b>	Scope of work & Issue of a full EICR-Main Office	Safe Secure Electrical	4 PO3823		FR5.15
30.04.2026	3949	2026-2027	ASAP	ONLINE	<b>£125.32</b>	Scope of work & Issue of a full EICR -VH	Safe Secure Electrical	3/PO3822		FR5.15
30.03.2026	3822	2025-2026	ASAP	ONLINE	<b>£900.00</b>	Scope of work & Issue of a full EICR-VH	Safe Secure Electrical	QUOTE/INV3 27/04/26		FC274/25
30.04.2026	3948	2026-2027	ASAP	ONLINE	<b>£3.99</b>	Supply and Installation of Disabled Toilet Alarm	Safe Secure Electrical	504/PO3939		FR5.15
24.04.2026	3939	2026-2027	ASAP	ONLINE	<b>£360.00</b>	Supply and Installation of Disabled Toilet Alarm	Safe Secure Electrical	504		FC274/25

## IV. Individual purchases under FR5.15

30.04.26	3953	2026-2027	15.05.26	ONLINE	<b>£27.00</b>	Essex branch 2026 AGM & Training Day: Delegated Clerk & Proper Officer	SLCC	Booking Form		FR5.15
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06.05.2026	3982	2026-2027	31.05.26	ONLINE	<b>£138.67</b>	Elan VAS external battery charger	Elan City	SO-UK07743		
29.04.2026	3946	2026-2027	29.05.26	ONLINE	<b>£328.35</b>	stationery,paper,folders	VIKING RAJA GROUP/Office Deport International UK	4410666252		FR5.15
<b>Total due in May 2026</b>					<b>£35,518.52</b>					

**V. To NOTE:**

**DD Transactions UNITY CURRENT ACCOUNT - APRIL 2026**

**APPROVED BY FC 16A/B 13 05 2025**

Ref	Due Date	Net	VAT	Total	Cashed Date	Description	Supplier	Payment Ref	Minute Ref	INV/PO Ref No
110	29.04.2026	£296.69	£14.83	<b>£311.52</b>	29.04.2026	511.8kWhAccrualsMarchA/C10370749	ENGIE	DIRDEBIT	25/26 Accruals a/c	2026-2027/3943/2- 05972060
109	29.04.2026	£170.88	£8.54	<b>£179.42</b>	29.04.2026	288.5kWhAccrualsA/C10370677	ENGIE	DIRDEBIT	25/26 Accruals a/c	2026-2027/3942/2- 05972049
108	29.04.2026	£441.38	£22.07	<b>£463.45</b>	29.04.2026	1,022.5kWhAccrualsA/C10370674March26	ENGIE	DIRDEBIT	25/26 Accruals a/c	2026-2027/3944/2- 05972046
103	24.04.2026	£685.98	£137.20	<b>£823.18</b>	24.04.2026	6,013.1kWhAccrualsMarch26a/c10392030	ENGIE	DIRDEBIT	25/26 Accruals a/c	2026-2027/3941/1- 02058430
102	24.04.2026	£152.92	£30.58	<b>£183.50</b>	24.04.2026	1,158.1kWh Accrual March 26 a/c10391830	ENGIE	DIRDEBIT	25/26 Accruals a/c	2026-2027/3940/1- 02058425
99	24.04.2026	£161.83	£32.37	<b>£194.20</b>	24.04.2026	Mobile all in one service A/CGP01182861	BT	DIRDEBIT	FC16B 25/26 13/05/2025	2026-2027/3937/M03153
40	21.04.2026	£20.00	£0.00	<b>£20.00</b>	21.04.2026	Teleset Postage	Francotyp Postalia Ltd	DIRDEBIT	FC16A 25/26 13/05/25	2026- 2027/3932/27451336
16	29.04.2026	£60.75	£3.04	<b>£63.79</b>	29.04.2026	Standing charge March 26 a/c 10370675	ENGIE	DIRDEBIT	Accrual 25/26	2026-2027/3931/2- 05972047

**APPROVED BY FC 30/04/2026**

113	30.04.2026	£900.00	£180.00	<b>£1,080.00</b>	30.04.2026	HR10hrs@£90.00	Haypex HR Services	ONLINE	FC30/04/26	2026-2027/3952/0721
100	24.04.2026	£1,200.00	£240.00	<b>£1,440.00</b>	24.04.2026	To produce a simple plan of the existing building	Park Hill Homes	ONLINE	FC161/25/F C30/04/26	2026-2027/3936/Inv po3936