

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

**REPORT TO FG 10 03 2026** **Approved by:**

**Approved by:**

**To Note:** PROPOSAL PAYMENTS DUE IN FEBRUARY 2026 FOR APPROVAL

**Transfer from Instant Access a/c £14,470 to Unity Salary Account**

**Transfer from Instant Access Savings A/c £5,000 to Unity Current account**

**To UPDATE:** PROPOSAL PAYMENTS DUE IN FEBRUARY 2026 FOR APPROVAL

| InvDate  | Ref  | FY        | Date due   | Tender   | Total due   | Description       | Supplier  | Invoice No      | Minutes               |
|----------|------|-----------|------------|----------|-------------|-------------------|-----------|-----------------|-----------------------|
| 15.01.26 | 3625 | 2025-2026 | 11.02.26   | REJECTED | -£24,000.00 | Stage 2 completed | Leigh Day | RWS/LSA/0136611 | FC193/25              |
| 15.01.26 | 3625 | 2025-2026 | 03.03.2026 | Paid     | £18,000.00  | Stage 2 completed | Leigh Day | RWS/LSA/0136611 | FC22/05/25 FC26/02/26 |

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

**Transfer from Unity Current A/C £14,470 to Unity Salary Account**

| InvDate  | Ref  | FY        | Date due | Tender   | Total due | Description                                   | Supplier                     | Invoice No       | Minutes               |
|----------|------|-----------|----------|----------|-----------|---|------------------------------|------------------|-----------------------|
| 02.03.26 |      | 2025-2026 | 16.03.26 | DIRDEBIT | £982.68   | Transactions by Company Card Dec 2025         | Lloyds Bank/Unity Trust Bank | Statement        | RegPmnt<br>FG10/03/26 |
| 01.03.26 | 3715 | 2025-2026 | 02.03.26 | DIRDEBIT | £64.80    | Franco;Agreement 517040 01/03/26 - 31/05/26   | Francotyp Postalia           | 11607517         | RegPmnt<br>FC16A/25   |
| 27.02.26 | 3761 | 2025-2026 | 06.03.26 | DIRDEBIT | £34.40    | Teleset excess reset&postage download         | Francotyp Postalia           | 27429954         | RegPmnt<br>FC16A/25   |
| 28.02.26 | 3523 | 2025-2026 | 11.03.26 | ONLINE   | £100.00   | Councillors' Allowances 2025/26               | Chigwell Parish Council      | Claim Form 3523  | FC25/26               |
| 25.02.26 | 3739 | 2025-2026 | 11.03.26 | DIRDEBIT | £214.92   | 297.1kWh electricity consumed Jan26 VH/CH     | ENGIE                        | 2-05871408       | RegPmnt<br>FC16A/25   |
| 15.02.26 | 3734 | 2025-2026 | 06.03.26 | DIRDEBIT | £130.36   | Usage water 9m3 16/8/25-08/02/26 /Main Office | Thames Water                 | Bill900049085338 | RegPmnt<br>FC16A/25   |
| 27.02.26 | 3680 | 2025-2026 | 11.03.26 | ONLINE   | £250.00   | Pest control visit Feb 26                     | Clinikil Advanced Ltd        | NVREF0146        | RegPmnt<br>FC16B/25   |

|                                 |      |           |          |          |            |   |                                    |                       |  |
|---------------------------------|------|-----------|----------|----------|------------|---|------------------------------------|-----------------------|--|
| 03/03/2026                      | 3727 | 2025-2027 | 11.03.26 | ONLINE   | £250.00    | Pest control visit March 26                           | Clinikil Advanced Ltd              | NVREF0145             | RegPmnt<br>FC16B/25                                  |
| 04.03.26                        | 3755 | 2025-2026 | 11.03.26 | ONLINE   | £163.76    | CPC staff mobile service charges                      | ICE CONNECT                        |                       | RegPmnt<br>FC114/25                                  |
| 01.03.26                        | 3754 | 2025-2026 | 11.03.26 | ONLINE   | £577.50    | IT Service; MS Licence; PLUS SIM 8x service fee £5    | ICE CONNECT                        | 37172                 | RegPmnt<br>FC16B/25/ FC114.25                        |
| 28.02.26                        | 3750 | 2025-2026 | 31.03.26 | DIRDEBIT | £15.40     | Bank charge   | unity trust bank                   | Statement 044         | RegPmnt<br>FC16A/25                                  |
| 28.02.26                        | 3751 | 2025-2026 | 31.03.26 | DIRDEBIT | £8.05      | Bank charge   | unity trust bank                   | Statement 002         | RegPmnt<br>FC16A/25                                  |
| 18.02.26                        |      | 2025-2026 | 31.03.26 | ONLINE   | £119.11    | Main supplies   | TRADE UK / SCREWFIX DIRECT Lt      | 2010856268            | RegPmnt<br>FR5.15                                    |
| 25.02.26                        | 3732 | 2025-2026 | 27.03.26 | DIRDEBIT | £141.94    | Payroll People First Service                          | MHR International UK Limited       | SIN255547             | RegPmnt<br>FC179/25                                  |
| 14.02.26                        | 3733 | 2025-2026 | 13.03.26 | DIRDEBIT | £227.81    | RENAULT KANGOO ML19 lease                             | Vanarama                           | 81583114              | RegPmnt<br>FC16A/25                                  |
| 04.03.26                        | 3753 | 2025-2026 | 04.03.26 | DIRDEBIT | £350.47    | BROADBAND   | BT                                 | 3753                  | RegPmnt<br>FC16A/25                                  |
| 04.03.26                        | 3756 | 2025-2026 | 24.03.26 | DIRDEBIT | £194.20    | Telephone Service                                     | BT                                 | 3756                  | RegPmnt<br>FC16A/25                                  |
| 04.03.26                        | 3757 | 2025-2026 | 22.03.26 | DIRDEBIT | £30.30     | EV SERVICE PLAN YG73 ALR                              | Vanarama                           | Agreement             | RegPmnt<br>FC16A/25                                  |
| 10.03.26                        | 3730 | 2025-2026 | 10.03.26 | DIRDEBIT | £175.00    | Charge for property                                   | Epping Forest District Council     | 26/0 16.02.25         | RegPmnt<br>FC16B/25                                  |
| 10.03.26                        | 3729 | 2025-2026 | 10.03.26 | DIRDEBIT | £884.00    | Charge for property                                   | Epping Forest District Council     | 26/0 16/02/25         | RegPmnt<br>FC16B/25                                  |
| 10.03.26                        | 3728 | 2025-2026 | 10.03.26 | DIRDEBIT | £541.00    | Charge for property                                   | Epping Forest District Council     | 7/0 16.02.25          | RegPmnt<br>FC16B/25                                  |
| 26.02.26                        | 3725 | 2025-2026 | 26.03.26 | ONLINE   | £147.46    | Updated QTR rent for a piece of land Chigwell Village | Epping Forest District Council     | Updated Agreement     | RegPmnt<br>FC16B/25                                  |
| 25.03.26                        | 3726 | 2025-2026 | 26.03.26 | ONLINE   | £750.00    | QTR rent for a piece of land Chigwell Village         | Epping Forest District Council     | M0001507742           | RegPmnt<br>FC16B/25                                  |
| 04.03.2026                      | 3758 | 2025-2026 | 31.03.26 | ONLINE   | £316.68    | 3X1100Ltr Bins Emptied weekly/MNTH SERVICE            | RWR (Commercial) Ltd               |                       | RegPmnt<br>FC16B/25                                  |
| 04.03.26                        | 3759 | 2025-2026 | 31.03.26 | ONLINE   | £200.70    | 2x1100Ltr Bins Emptied Monthly                        | RWR (Commercial) Ltd               |                       | RegPmnt<br>FC16B/25                                  |
| 02.03.26                        | 3731 | 2025-2026 | 31.03.26 | ONLINE   | £1,080.00  | HR retained Service 25/26                             | Haypex HR Services                 | 3731                  | RegPmnt<br>FC25/26(13/10/25)                         |
| 28.02.26                        | 3760 | 2025-2026 | 31.03.26 | ONLINE   | £237.60    | Legionell test  | Hygiene Contracts LTD              |                       | RegPmnt<br>FC16B/25                                  |
| Reported to the next FG meeting |      |           |          | DIRDEBIT |            | Electricity/Heating/Water consumption Feb/26          | ENGIE/Castle Water/Clear Bussiness |                       | RegPmnt<br>FC16A/25                                  |
| 27.02.26                        | 3744 | 2025-2026 | 11.03.26 | ONLINE   | £14,462.69 | Net Pay March 2026                                    | Chigwell Parish Council staff      | Payroll report Mar 26 | RegPmnt<br>Reviewed by Cllr F Rizvi;<br>Cllr E Costa |
| 26.02.26                        | 3721 | 2025-2026 | 15.03.26 | ONLINE   | £5,748.32  | HMRC PAYE/NIC   | HMRC                               | Payroll report Feb 26 | RegPmnt<br>FC26/02/26                                |

|                                |           |           |          |          |                   |   |                                       |                       |         |                  |
|--------------------------------|-----------|-----------|----------|----------|-------------------|---|---------------------------------------|-----------------------|---------|------------------|
| 26.02.26                       | 3720      | 2025-2026 | 15.03.26 | ONLINE   | £2,718.95         | Superannuation Payments   | Essex Pension Fund                    | Payroll report Feb 26 | RegPmnt | FC26/02/26       |
| 26.02.26                       | 3722      | 2025-2026 | 15.03.26 | DIRDEBIT | £778.90           | Superannuation Payments   | NEST PENSION FUND                     | Payroll report Feb 26 | RegPmnt | FC26/02/26       |
| 27.02.26                       | 3742      | 2025-2026 | ASAP     | ONLINE   | £3,107.99         | VAS EVOLS SOLAR MOBILE RADAR SPEED  | Elan City                             | SAJ-UK/2026/03338     |         | FC26/02/26       |
| 26.02.26                       | 3723      | 2025-2026 | 25.03.26 | ONLINE   | £420.00           | 2xMemorial Management training course   | ICCM                                  | 20802                 |         | FC22/01/26       |
| 18.02.26                       | 3740      | 2025-2026 | 11.03.26 | ONLINE   | £9.99             | USB for Clerks' Laptop  | Chigwell Parish Council staff         | Claim Form            |         | FR5.15           |
| 27.02.26                       | 3711      | 2025-2026 | 26.03.26 | ONLINE   | £269.18           | Cleaning supplies   | VIKING RAJAS GROUP/Office Dep         | 4410458685            |         | FR5.15           |
| 27.02.26                       | 3748      | 2025-2026 | 31.03.26 | ONLINE   | £68.23            | ID Badges x11:Estimated delivery 11.03.26   | Re North London                       | 3748                  |         | FR5.15/FC26/2/26 |
| 26.02.26                       | 3719      | 2025-2026 | 31.03.26 | ONLINE   | £216.34           | Cemetery site: fixing the loss of power after inspection  | Safe Secure Electrical                |                       |         | FR5.15/FR5.18    |
| 18.02.26                       | 3707      | 2025-2026 | 31.03.26 | ONLINE   | £475.00           | Test 19ITEMS for Electrical Inspection condition report at Chigwell Cemetery  | Safe Secure Electrical                |                       |         | FR5.15/FR5.18    |
| 23.02.26                       | 3718      | 2025-2026 | 11.03.26 | ONLINE   | £270.00           | HR retained service: additional 2.5hrs  | Haypex HR Services                    | 0701                  |         | FR5.15           |
| 09.02.26                       | 3702-3704 | 2025-2026 | 12.02.26 | ONLINE   | £271.20           | PO3703-course away A Council Year 05.03.26; PO3702-course away New Clerks Course 05.03.26; PO3704 online-Introduction to Planning, 18.03.26 | Essex Assoc. of Local Councils (EALC) | Course Booking Forms  |         | FR5.15           |
| 11.02.26                       | 3706      | 2025-2026 | 21.03.26 | ONLINE   | £384.00           | Calibration of SL70514 speedwatch   | Unipar Services LLP                   | 6056                  |         | FR5.15           |
| <b>Total due in March 2026</b> |           |           |          |          | <b>£37,388.93</b> |   |                                       |                       |         |                  |

**DD Transactions UNITY CURRENT ACCCOUNT - FEBRUARY 2026**

APPROVED BY FC 16A/B 13 05 2025

| Ref | Due Date   | Net           | VAT     | Total            | Cashed Date | Description                                       | Supplier               | Bank                          | Payment | Minute Ref           |
|-----|------------|---------------|---------|------------------|-------------|---|------------------------|-------------------------------|---------|----------------------|
| 930 | 25.02.2026 | £183.56       | £9.18   | <b>£192.74</b>   | 25.02.2026  | 321.7kWh Jan 25 a/c 10370677                      | ENGIE                  | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 929 | 25.02.2026 | £508.33       | £101.67 | <b>£610.00</b>   | 25.02.2026  | 1176.8kWh Jan 25 ac10370674                       | ENGIE                  | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 928 | 25.02.2026 | £22.00        | £2.40   | <b>£24.40</b>    | 25.02.2026  | Teleset Postage                                   | Francotyp Postalia Ltd | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 924 | 19.02.2026 | £835.50       | £167.10 | <b>£1,002.60</b> | 19.02.2026  | 7,433.7 kWhCONSUMED Jan 26 a/c 10392030           | ENGIE                  | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 923 | 19.02.2026 | £235.43       | £47.09  | <b>£282.52</b>   | 19.02.2026  | 1,905.5 kWh consumed Jan 26 a/c 10391830          | ENGIE                  | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 922 | 19.02.2026 | £10.91        | £0.00   | <b>£10.91</b>    | 19.02.2026  | 1M3 Jan a/c 2363028                               | Castle Water           | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 921 | 19.02.2026 | £3.69         | £0.00   | <b>£3.69</b>     | 19.02.2026  | 1m3Jan 26 a/c2504633 GL                           | Castle Water           | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 920 | 16.02.2026 | £32.00        | £2.40   | <b>£34.40</b>    | 16.02.2026  | Postage 26/27 LF letters                          | Francotyp Postalia Ltd | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 876 | 12.02.2026 | £32.00        | £2.40   | <b>£34.40</b>    | 12.02.2026  | Postage 26/27 letters for GL                      | Francotyp Postalia Ltd | Unity Current Accoi DD        |         | FC16A 25/26 13/05/25 |
| 862 | 06.02.2026 | <b>-£4.63</b> | £0.00   | <b>-£4.63</b>    | 06.02.2026  | Revised service meter readings -4m3 a/c2504633 GL | Castle Water           | Control account for PO3700    |         | FC16A 25/26 13/05/25 |
| 861 | 06.02.2026 | £4.63         | £0.00   | <b>£4.63</b>     | 06.02.2026  | 1m3Jan 26 a/c2504633 GL                           | Castle Water           | Control account for Credit No |         | FC16A 25/26 13/05/26 |