

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 03.02.2026 to 04.03.2026												
Date	Ref	FY	Cost Code	Net	VAT	Total	Description	Payment Status	Minutes	Invoice Date	Supplier	
04.03.2026	3772	2025-2026	General Expenses	£17.27	£0.00	<b>£17.27</b>	Refreshments	CARD Outstanding	FR5.15	04.03.2026	UK Branch (Amazon Services Europe)	
04.03.2026	3773	2025-2026	General Expenses	£56.95	£0.00	<b>£56.95</b>	Minibus 6 - week advert.	CARD Outstanding	FC26/02/26/FR5.15		AUTOTRADER	
03.03.2026	3749	2025-2026	Property Maintenance	£113.32	£22.66	<b>£135.98</b>	main supplies, materials	ONLINE Outstanding	FR5.15	03.03.2026	TRADE UK / SCREWFIX DIRECT Lt	
02.03.2026	3769	2025-2026	Postage	£9.75	£0.00	<b>£9.75</b>	Postage	CARD Outstanding	FR5.15	02.03.2026	Post Office Counters	
02.03.2026	3770	2025-2026	General Expenses	£74.40	£0.00	<b>£74.40</b>	Refreshments - 120 coffee assortment	CARD Outstanding	FR5.15	02.03.2026	NESPRESSO UK LTD	
02.03.2026	3771	2025-2026	Accounting Software fee	£29.50	£5.90	<b>£35.40</b>	HR software monthly up to 10 employees	CARD Outstanding	FC045/25/FR5.15	02.03.2026	Breathe HR	
27.02.2026	3743	2025-2026	C&OS General Expenses	£85.29	£17.20	<b>£102.49</b>	20@Cllrs lanyards	CARD Outstanding	FC26/02/26/FR5.15	02.03.2026	PIXPRINT	
27.02.2026	3748	2025-2026	C&OS General Expenses	£46.86	£9.37	<b>£56.23</b>	Cllrs ID Badges x 11	ONLINE Outstanding	FC26/02/26/FR5.15	27.02.2026	Re North London	
27.02.2026	3748	2025-2026	C&OS General Expenses	£10.00	£2.00	<b>£12.00</b>	Cllrs ID Badges x 11	ONLINE Outstanding	FC26/02/26/FR5.15	27.02.2026	Re North London	
26.02.2026	3719	2025-2026	C&OS Property Maint.	£216.34	£0.00	<b>£216.34</b>	Fixing the loss of power after inspection	ONLINE Outstanding	FR5.15/FR5.18	25.02.2026	Safe Secure Electrical VIKING RAJA GROUP/Office Deport International UK Ltd	
24.02.2026	3711	2025-2026	VH/Club Cleaning materi	£224.30	£44.88	<b>£269.18</b>	Cleaning materials, items	ONLINE Outstanding	FR5.15	24.02.2026	VIKING RAJA GROUP/Office Deport International UK Ltd	
24.02.2026	3713	2025-2026	C&OS Property Maint.	£245.00	£49.00	<b>£294.00</b>	Legionella Risk Assessment in accordance with BS8580-1:2019	ONLINE Outstanding	FR5.15	27.01.2026	HYGIENE CONTRACTS LTD	
24.02.2026	3714	2025-2026	Property Maintenance	£122.50	£24.50	<b>£147.00</b>	Legionella Risk Assessment in accordance with BS8580-1:2019	ONLINE Outstanding	FR5.15	27.01.2026	HYGIENE CONTRACTS LTD	
24.02.2026	3714	2025-2026	VH Maintenance	£122.50	£24.50	<b>£147.00</b>	Legionella Risk Assessment in accordance with BS8580-1:2019	ONLINE Outstanding	FR5.15	27.01.2026	HYGIENE CONTRACTS LTD	

23.02.2026	3708	2025-2026	C Cost of Bench purchas	£321.26	£64.26	<b>£385.52</b>	Beach Cobbles stones: 1Bulk Bag 75-50mm & 1 Bulk Bag 30-30mm	CARD	Outstanding	FR5.15	23.02.2026	CED Scotland Depot
23.02.2026	3718	2025-2026	H&R H&S Professional Ft	£225.00	£45.00	<b>£270.00</b>	HR retained Service 25/26	ONLINE	Outstanding	FR5.15	23.02.2026	Haypex HR Services
18.02.2026	3707	2025-2026	C&OS Property Maint.	£475.00	£0.00	<b>£475.00</b>	Electrical Inspection condition report	ONLINE	Outstanding	FR5.15/FR5.18	18.02.2026	Safe Secure Electrical
18.02.2026	3740	2025-2026	Printing & Stationery	£9.99	£0.00	<b>£9.99</b>	USB for laptop	ONLINE	Outstanding	FR5.15	18.02.2026	Sthira Global Cell
18.02.2026	3762	2025-2026	C&OS Property Maint.	£99.24	£19.87	<b>£119.11</b>	main supplies, materials	ONLINE	Outstanding	FR5.15	18.02.2026	TRADE UK / SCREWFIX DIRECT Lt
18.02.2026	3765	2025-2026	C&OS Equip. Maintenanc	£60.00	£0.00	<b>£60.00</b>	Tyres for EV	CARD	Outstanding	FR5.15	18.02.2026	B&D Tyres & Servicing
18.02.2026	3766	2025-2026	C&OS Equip. Maintenanc	£60.00	£0.00	<b>£60.00</b>	Tyres for EV	CARD	Outstanding	FR5.15	18.02.2026	B&D Tyres & Servicing
14.02.2026	3764	2025-2026	Annual Subscriptions	£130.00	£26.00	<b>£156.00</b>	Monday software	CARD	Outstanding	FR5.15/FC16B/25	14.02.2026	Monday.com Ltd
11.02.2026	3706	2025-2026	Street Furniture	£270.00	£54.00	<b>£324.00</b>	Calibration of SL70514	ONLINE	Outstanding	FR5.15	19.02.2026	Unipar Services
11.02.2026	3706	2025-2026	Street Furniture	£25.00	£5.00	<b>£30.00</b>	Calibration of SL70514	ONLINE	Outstanding	FR5.15	19.02.2026	Unipar Services
11.02.2026	3706	2025-2026	Street Furniture	£25.00	£5.00	<b>£30.00</b>	Calibration of SL70514	ONLINE	Outstanding	FR5.15	19.02.2026	Unipar Services
09.02.2026	3702	2025-2026	A-Training/Courses	£125.00	£25.00	<b>£150.00</b>	New Clerks Course 17 03 2026	ONLINE	Outstanding	FR5.15		EALC (Essex Assoc. of Local Councils)
09.02.2026	3703	2025-2026	A-Training/Courses	£84.00	£16.80	<b>£100.80</b>	A Council Year – Parish & Town Councils 05 03 2026	ONLINE	Outstanding	FR5.15		EALC (Essex Assoc. of Local Councils)
09.02.2026	3704	2025-2026	A-Training/Courses	£17.00	£3.40	<b>£20.40</b>	Introduction to Planning 18 03 2026	ONLINE	Outstanding	FR5.15		EALC (Essex Assoc. of Local Councils)
03.02.2026	3763	2025-2026	C&OS Property Maint.	£21.00	£0.00	<b>£21.00</b>	main supplies, materials	CARD	Outstanding	FR5.15	03.02.2026	Wickes