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

**REPORT TO FG 08 10 2026** **Approved by:**

**Signed by Clerk & Proper Officer:** **Date:** **Approved by:**

**Prepared by RFO**

**PROPOSED PAYMENTS DUE IN OCTOBER 2026 FOR APPROVAL**

**08 10 2026 Transfer from Instant Access Savings A/c £17,350.00 to Unity Salary Account**

## 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 | |
|---|---|---|---|---|---|---|---|---|---|---|
| 02.10.26 | Statement | 2026-2027 | 16.10.26 | CARD | **£1,418.30** | Estimated spend. The actual statement as of 03.09.26 will be presented to the next FC /FG in October | Lloyds Bank | Card statement | FC276/25/9B | |
| 01.09.26 | 4396 | 2026-2027 | 31.10.26 | ONLINE | **£116.97** | Main supplies Cem | TRADE UK | 2015501956 | FR5.15 | |
| 05.10.26 | | 2026-2027 | | ONLINE | **£25.00** | Credit Invoice for copy deed Y 1710 | Y 1710 | Credit Sales invoice 1238 | | |
| 01.10.26 | 4389 | 2026-2027 | 09.10.26 | ONLINE | **£250.00** | Pest Control | CLINIKIL ADVANCED Ltd | | FC276/25/9B | |
| 01.10.26 | 4391 | 2026-2027 | 09.10.26 | DIRDEBIT | **£384.00** | Charge for property 26/27 | Epping Forest DC | 8/0 08.03.26 | FC276/25/8A | |
| 10.10.26 | 4390 | 2026-2027 | 09.10.26 | DIRDEBIT | **£948.00** | Charge for property 26/27 | Epping Forest DC | 27/0 08.03.26 | FC276/25/8A | |
| 10.10.26 | 4392 | 2026-2027 | 09.10.26 | DIRDEBIT | **£183.00** | Charge for property 26/27 | Epping Forest DC | 27/0 08.03.26 | FC276/25/8A | |
| 01.10.26 | 4393 | 2026-2027 | 09.10.26 | ONLINE | **£324.08** | Mob charge&07-3CX Phone system&sc Pro licence £27.50 | Ice Media London Limited | 4393 | FC276/25/9B | |
| 20.09.26 | 4394 | 2026-2027 | 10.10.26 | DIRDEBIT | **£379.85** | Broadband | BT | 4394 | FC276/25/8A | |
| 01.10.26 | 4385 | 2026-2027 | 09.10.26 | ONLINE | **£660.06** | IT managed service charges | Ice Media London Limited | 39834 | FC276/25/9B | |
| 30.09.26 | 4381 | 2026-2027 | 31.10.26 | DIRDEBIT | **£16.90** | Bank charges | UNITY TRUS BANK | Pre-notification statement | FC276/25/8A | |
| 30.09.26 | 4382 | 2026-2027 | 31.10.26 | DIRDEBIT | **£8.05** | Bank charges | UNITY TRUS BANK | Pre-notification statement | FC276/25/8A | |
| 01.10.26 | 4386 | 2026-2027 | 31.10.26 | ONLINE | **£332.28** | 3x1100bins emptied&rental charges | RWR (Commercial) Ltd | E245068 | FC276/25/9B | |
| 01.09.26 | 4387 | 2026-2027 | 31.10.26 | ONLINE | **£211.10** | 2X1100ltr Bins emptied & rental charges | RWR (Commercial) Ltd | E245069 | FC276/25/9B | |
| 02.10.26 | 4388 | 2026-2027 | 31.10.26 | DIRDEBIT | **£156.12** | People First payroll software | MHR International UK Limited | SIN271759 | FC276/25/8A | |
| 01.09.26 | 4305 | 2026-2027 | 13.10.26 | DIRDEBIT | **£52.00** | GDPR renewal 2026/27 | ICO | Z2893347 | FC275/25/8A | |
| 29.09.26 | 4312 | 2026-2027 | 09.10.26 | ONLINE | **£750.00** | Q2 Rent a piece of land under Agreement | Epping Forest DC | M0001540633 | FC276/25/9B | |
| 29.09.26 | 4313 | 2026-2027 | 09.10.26 | ONLINE | **£147.46** | Q2 Rent a piece of land under Agreement | Epping Forest DC | M0001540633/4313 | FC276/25/9B | |
| 10.09.26 | 4344 | 2026-2027 | 09.10.26 | ONLINE | **£1,638.00** | AGAR Section 3 External audit | PKF Littlejohn LLP | SB20261885 | FC276/25/9B | |
| 01.09.26 | 4315 | 2026-2027 | 09.10.26 | ONLINE | **£192.00** | Cemetery CCTV renewal 26/27 | Essex Security Services Ltd | 336662 | FC276/25/9B | |
| 28.08.26 | 4368 | 2026-2027 | 09.10.26 | ONLINE | **£288.00** | Cemetery Six-monthly maintenance on roller shutters | Contact Roller Shutters LTD | 56971 | FC276/25/9B | |
| Reported to the next FC/FG meeting | | | | DIRDEBIT | **£4,884.23** | Electricity Consumption/Water Consumption /Franco/EV | Electricity Consumption/Water Consumption /Franco/EV | | RegPmnt | FC276/25/8A/9B |

## II. Payroll Submission

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|---|---|---|---|---|---|---|---|---|---|---|
| 01.10.26 | | 2026-2027 | 11.09.26 | ONLINE | **£17,350.37** | Net Pay October 2026 | Chigwell Parish Council staff | Payroll Statement approved by FC 25/06/26 | RegPmnt | |
| 24.08.26 | 4267 | 2026-2027 | 15.10.26 | ONLINE | **£5,955.47** | HMRC PAYE/NIC -September 2026 | HMRC | Payroll report September 26 | RegPmnt | FC26/27/FC27/8/26 |
| 24.08.26 | 4268 | 2026-2027 | 15.10.26 | ONLINE | **£2,063.43** | Superannuation Payments September 2026 | Essex Pension Fund | Payroll report Sepember 26 | RegPmnt | FC26/27/FG10/6/26/FC27/8/26 |
| 24.08.26 | 4269 | 2026-2027 | 12.10.26 | DIRDEBIT | **£808.78** | Superannuation Payments | NEST PENSION FUND | Payroll report September 26 | RegPmnt | FC26/27/FC27/8/26 |

## III. Specific works approved by FC

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|---|---|---|---|---|---|---|---|---|---|---|
| 24.08.26 | 4264 | 2026-2027 | 30.09.26 | ONLINE | **£3,150.00** | 31-53 Limes Avenue-Tree Surgery works and wall repair (Estimated Start date 24/8/26-28/8/26) | Rob The Builder Ltd | Repair Quote | FC043/26, 23/7/26 | EMR 210 |
| 07.09.26 | 4314 | 2026-2027 | ASAP | ONLINE | **£800.00** | Lock Cem gates in the evening & unlock weekend mornings July-August 2026 | Dw Country Works Ltd | 10229 | FC283/25,30/4/26/FC24/9/26 | |
| 07.09.26 | 4346 | 2026-2027 | 09.10.26 | ONLINE | **£12.40** | Refreshment for Council meetings | CPC staff | Claim Form | FC24/09/26 | |
| 07.09.26 | 4322 | 2026-2027 | 09.10.26 | ONLINE | **£44.99** | CPC Printed roller Banner | CPC staff | Claim Form | FC24/09/26 | EMR 230 |
| 14.09.26 | 4311 | 2026-2027 | 09.10.26 | ONLINE | **£48.67** | Travel cost -training away 10.09.26 | CPC staff | Claim Form | FC24/09/26 | |
| 16.09.26 | 4341 | 2026-2027 | 16.10.26 | ONLINE | **£102.00** | PAT testing 16.09.26 | Direct 365 | 2599252 | FC24/09/26 | |

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|---|---|---|---|---|---|---|---|---|---|
| 16.09.26 | 4342 | 2026-2027 | 16.10.26 | ONLINE | **£121.20** | PAT testing 16.09.26 | Direct 365 | 25999261 | FC24/09/26 |
| 16.09.26 | 4343 | 2026-2027 | 16.10.26 | ONLINE | **£102.00** | PAT testing 16.09.26 | Direct 365 | 2599268 | FC24/09/26 |
| 12.09.26 | 4335 | 2026-2027 | 12.10.26 | ONLINE | **£522.00** | Skip hire (From Cem to Main Office) | SHARP | OUT54579 | FC24/09/26 |
| 23.09.26 | 4285 | 2026-2027 | 31.10.26 | ONLINE | **£218.56** | Place an order for the plaque GOR | Fibrous Funeral Supplies | 6377 | FC24/09/26 |
| 24.09.26 | 4308 | 2026-2027 | 23.10.26 | ONLINE | **£218.56** | Place an order for the plaque GOR | Fibrous Funeral Supplies | 6384 | FC24/09/26 |
| 25.08.26 | 4284 | 2026-2027 | 07.10.26 | ONLINE | **£129.60** | Navigating Planning system | Council Wise | SI526 | FC24/09/26 |
| 29.09.26 | 4009 | 2026-2027 | 09.10.26 | ONLINE | **£495.00** | CiLCA qualification Fee | SLCC | QL209934-1 | FC254/25 |
| 11.09.26 | 4326 | 2026-2027 | 09.10.26 | ONLINE | **£1,032.00** | Playing in the park Summer sessions | Epping Forest DS | M0001541052 | FC24/09/26 |
| 07.09.26 | 4306 | 2026-2027 | 09.10.26 | ONLINE | **£75.00** | CPC website hosting | Vision ICT | 17896 | FC24/09/26 |
| 30.09.26 | 4235 | 2026-2027 | 09.10.26 | ONLINE | **£29.15** | Hire a chemical toilet for two days continues | DAVLAV | 575009 | FC24/09/26 |

## IV. Individual purchases under FR5.15

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|---|---|---|---|---|---|---|---|---|---|---|
| 20.09.26 | 4395 | 2026-2027 | 17.10.26 | DIRDEBIT | **£37.28** | Trade waste collection 1100 recycling bin (VH/Main Office); Regular payment: Last instalment 15 03 2027 | EFDC | M0001509984 | FR5.15 | |
| 30.09.26 | 4384 | | 31.10.26 | ONLINE | **£379.20** | Cemetery - topsoils bulk bag x 4 | Lawsons | Order | FR5.15 | |
| 29.09.27 | 4369 | | 31.10.26 | ONLINE | **£150.00** | Finance for Large Council 200k on 07.10.2026 | EALC | Booking Form | FR5.15 | |
| 24.09.26 | 4355 | | 09.10.26 | ONLINE | **£35.98** | CPC table cover for Trafalgar room | CPC staff | Claim form 4355 | FR5.15 | EMR230 |
| 29.09.26 | 4370 | | 09.10.26 | ONLINE | **£1,530.00** | Laptop RFO replacement | ICE CONNECT | ID#65121 | FR5.15 | |
| 23.09.26 | 4356 | | ASAP | ONLINE | **£48.00** | Hire bigger hire on 23/09/26-25/09/26 | Loughton Self Drive Ltd | #6048532 | FR5.15 | |
| 18.09.26 | 4357 | 2026-2027 | ASAP | ONLINE | **£210.00** | To carry out an Occupational Health assessment. Return-to-work assessment. Final report received. | Ask me Ergonomics | 1511 | FR5.15 | |
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**Approved by Full Council for specific projects - NONE**
**Cemetery Digging contingency**

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**Total due in October 2026** **£49,035.04**

## V. To NOTE PAYMENTS: NONE

**DD Transactions UNITY CURRENT ACCOUNT - AUGUST 2026**
**APPROVED BY FC276/25 9b & FC276/25 8a**

| Ref | Due Date | Net | VAT | Total | Cashed Date | Description | Supplier | Invoice No | Minute Ref |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | It will be presented to the next FC/FG in October after the bank reconciliation as of 31.10.26 | | | |

**FR5.15 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**

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|---|---|---|---|---|---|---|---|---|---|
| | | | | | | It will be presented to the next FC/FG in October after the bank reconciliation as of 31.10.26 | | | |