CHIGWELL PARISH COUNCIL **Appendix**

REPORT TO FG 09 07 2026 **Approved by:**

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

Prepared by RFO

PROPOSAL PAYMENTS DUE IN JULY 2026 FOR APPROVAL

08 07 2026 Transfer from Instant Access Savings A/c £14,541.00 to Unity Salary Account

09 07 2026 Transfer from Instant Access Savings A/c £13,500 to Unity Current 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	
02.07.2026		2026-2027	16.07.26	CARD	**£560.83**	Company Card payments report FG09/07/26 due £1,531.04 (£560.83+£970.21)	Lloyds Bank	Card statement	FC276/25/9B	
02.07.2026	4118	2026-2027	10.07.26	ONLINE	**£100.80**	Code of Conduct 18 06 26Cllr CJefcoate	Essex Assoc. of Local Councils	19428	FR5.15/FC25/6/26	
06.07.2026	4133	2026-2027	31.07.26	ONLINE	**£1,080.00**	HR10hrs@£90.00	Haypex HR Services		FC283/25/e,30/04/2026	
01.07.2026	4132	2026-2027	10.07.26	ONLINE	**£250.00**	Pest Control	CLINIKIL ADVANCED Ltd	4132/	FC276/25/9B	
06.07.2026	4131	2026-2027	26.07.26	DIRDEBIT	**£227.81**	RENAULT KANGOO ML19 lease	Vanarama		FC276/25/8A	
01.07.2026	4130	2026-2027	10.07.26	DIRDEBIT	**£384.00**	Charge for property 26/27	Epping Forest DC	8/0 08.03.26	FC276/25/8A	
01.07.2026	4129	2026-2027	10.07.26	DIRDEBIT	**£948.00**	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	FC276/25/8A	
01.07.2026	4128	2026-2027	10.07.26	DIRDEBIT	**£183.00**	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	FC276/25/8A	
06.07.2026	4127	2026-2027	10.07.26	ONLINE	**£332.32**	Mob charge&07-3CX Phone system&sc Pro licence £27.50	Ice Media London Limited	12135007	FC276/25/9B	
01.07.2026	4126	2026-2027	10.07.26	ONLINE	**£607.50**	IT managed service charges	Ice Media London Limited	38696	FC276/25/9B	
15.07.2026	4125	2026-2027	16.07.26	DIRDEBIT	**£64.80**	Agreement 516829 Main Office	Francotyp Postalia Ltd	11620868	FC276/25/8A	
30.06.2026	4124	2026-2027	31.07.26	DIRDEBIT	**£17.50**	Bank charges	UNITY TRUS BANK	Pre-notification statement	FC276/25/8A	
30.06.2026	4123	2026-2027	31.07.26	DIRDEBIT	**£8.05**	Bank charges	UNITY TRUS BANK	Pre-notification statement	FC276/25/8A	
02.07.2026	4122	2026-2027	31.07.26	ONLINE	**£332.28**	3x1100bins emptied&rental charges	RWR (Commercial) Ltd	E244044	FC276/25/9B	
02.07.2026	4121	2026-2027	31.07.26	ONLINE	**£211.10**	2X1100ltr Bins emptied & rental charges	RWR (Commercial) Ltd	E244045	FC276/25/9B	
06.07.2026	4120	2026-2027	26.07.26	ONLINE	**£0.01**	CEM FRA WVC ZERO	Chubb Fire & Security Ltd	11506283	FC276/25/9B	
26.06.2026	4112	2026-2027	31.07.26	DIRDEBIT	**£141.94**	People First payroll software	MHR International UK Limited	SIN264129	FC276/25/8A	
01.07.2026	4108	2026-2027	31.07.26	ONLINE	**£468.00**	Annual Digi Air Monitoring	Essex Security Services	335449	FC276/25/9B	
24.06.2026	4087	2026-2027	10.07.26	ONLINE	**£64.05**	Travel cost 170626 SLCC confirence	Chigwell Parish Council staff	Claim Form 4087	FR5.15/FC25/6/26	
24.06.2026	4086	2026-2027	10.07.26	ONLINE	**£22.84**	Stationery	Chigwell Parish Council staff	Claim Form receipts#4086	FR5.15/FC25/6/26	
22.06.2026	4079	2026-2027	22.07.26	ONLINE	**£97.96**	Main Office supplies, stationery	VIKING RAJA GROUP/Office Deport International UK	4410827245	FR5.15/FC25/6/26	
26.05.2026	4043	2026-2027	10.07.26	ONLINE	**£274.39**	CPC PPE for staff	Direct Boot	4670/DB7345	FR5.15/FG11/6/26	
06.05.2026	3968	2026-2027	10.07.26	ONLINE	**£252.00**	Memorial Force gauge for calibration	PPT Group	SIN073617	FR5.15/FG14/05/26	
10.04.2026	3915	2026-2027	26.07.26	ONLINE	**£485.16**	FRA 2026/27 VH	Chubb Fire & Security Ltd	VISIT DATE TBC	FC24/25	
27.03.2026	3817	2025-2026	26.07.26	ONLINE	**£533.76**	CEM & Compound buildings FRA 26/27	Chubb Fire & Security Ltd	Quote-Proposal 18 03 2026	FC 26/03/26	
06.07.2026		2026-2027	ASAP	ONLINE	**£400.00**	Refundable key&damage deposit VH05/07/26	V0649	V0649		
06.07.2026		2026-2027	ASAP	ONLINE	**£335.00**	ERoB transfer to Council a/c	Grave 1420	Credit Sale Inv		
Reported to the next FG meeting				DIRDEBIT/BACS		Electricity Consumption/Water Consumption May 26/BT/	ENGIE/Castle Water/Clear Business/BT/HR Service Haypex		RegPmnt	FC276/25/8A/9B

II. Payroll Submission										
03.07.26	4114	2026-2027	10.07.26	ONLINE	**£14,541.09**	Net Pay July 2026	Chigwell Parish Council staff	Payroll report July 26	RegPmnt	FC26/27/FG09/7/26
27.05.26	4068	2026-2027	15.07.26	ONLINE	**£5,737.67**	HMRC PAYE/NIC	HMRC	Payroll report June 26	RegPmnt	FC26/27/FG10/6/26
27.05.26	4069	2026-2027	15.07.26	ONLINE	**£2,589.48**	Superannuation Payments April 2026	Essex Pension Fund	Payroll report June 26	RegPmnt	FC26/27/FG10/6/26
27.05.26	4070	2026-2027	14.07.26	DIRDEBIT	**£793.59**	Superannuation Payments	NEST PENSION FUND	Payroll report June 26	RegPmnt	FC26/27/FG10/6/26

III. Specific works approved and done

26.06.26	4106	2026-2027	31.07.26	ONLINE	**£54.00**	Materials for VH Fire escape footpath work	Trade Uk	2013959681	FC25/26FC016/26	**EMR231**
26.06.26	4138	2026-2027	Outstanding	CARD	**£18.00**	Main supplies for VH Fire Escape pathway works	TFL BUSINESS BOPS WEB TOLLS		FC25/26/FC016/26	**EMR231**
26.06.26	4137	2026-2027	Outstanding	CARD	**£141.59**	Main supplies for VH Fire Escape pathway works	B&Q Market Place Lumber and Building materials		FC25/26/FC016/26	**EMR231**
27.06.26	4136	2026-2027	Outstanding	CARD	**£34.84**	Main supplies for VH Fire Escape pathway works	Shell Chigwell		FC25/26/FC016/26	**EMR231**
25.06.26	4134	2026-2027	Outstanding	CARD	**£29.99**	Main supplies for VH Fire Escape pathway works	Toolstation Loughton		FC25/26/FC016/26	**EMR231**
25.06.26	4111	2026-2027	Outstanding	CARD	**£54.99**	Main supplies for VH Fire Escape pathway works	TRADE UK / SCREWFIX DIRECT Lt	A26610585753	FC25/26/FC016/26	**EMR231**
25.06.26	4110	2026-2027	Outstanding	CARD	**£41.36**	Main supplies for VH Fire Escape pathway works	TRADE UK / SCREWFIX DIRECT Lt	A26609944387	FC25/26/FC016/26	**EMR231**
23.06.26	4103	2026-2027	Outstanding	CARD	**£161.76**	Hire equipment for 26/06/26 - 29/06/26	HSS PRO SERVICE		FC25/26/FC016/26	**EMR231**
23.06.26	4102	2026-2027	Outstanding	CARD	**£487.68**	Hire equipment for 26/06/26 - 29/06/26	7394 speedy hire ecom		FC25/26/FC016/26	**EMR231**

IV. Individual purchases under FR5.15

18.06.2026	4109	2026-2027	17.07.26	ONLINE	**£144.00**	Power cycle alarm afer a fault 27/05/26	Essex Security Services	335305	FR5.15	

Approved by Full Council for specific projects
Cemetery Digging contingency

06.07.2026	4113	2026-2027	24.07.26	ONLINE	**£1,030.00**	Grave K6057 funeral on 23/7/26	L&J Hall Digging Services Ltd	QUOTE 227	FR5.15	
12.06.2026	4088	2026-2027	10.07.26	ONLINE	**£1,030.00**	Plat6196JFuneral on30/6/26	L&J Hall Digging Services Ltd	1545	FR5.15	

EMR 210 **Preservation of Chigwell Fund (Legal advice)**

19.06.2026	4073	2026-2027	10.07.26	ONLINE	**£3,998.50**	Final cost to close stage 2	Leigh Day	Sale invoice 180626	FC193/25/PO3625	**EMR 210**

Total due in July 2026	**£39,271.64**

V. To NOTE PAYMENTS:

DD Transactions UNITY CURRENT ACCOUNT - JUNE 2026

APPROVED BY FC276/25 9b & FC276/25 8a

Ref	Due Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice No	Minute Ref
276	30.06.2026	£12.00	£0.00	**£12.00**	30.06.2026	Bank charges	UNITY TRUS BANK	2026-2027/4091/Bank letter	FC276/25/8A
262	26.06.2026	£20.00	£0.00	**£20.00**	26.06.2026	Teleset Postage	Francotyp Postalia Ltd	2026-2027/4107/27482001	FC276/25/8A
260	26.06.2026	£322.05	£16.10	**£338.15**	26.06.2026	568.1kWh May a/c10370749	ENGIE	2026-2027/4084/2-06118101	FC276/25/8A
259	26.06.2026	£168.90	£8.44	**£177.34**	26.06.2026	242.7kWh May ac10370677	ENGIE	2026-2027/4089/2-06118092	FC276/25/8A
258	26.06.2026	£68.19	£3.41	**£71.60**	26.06.2026	other charges and adjustments May ac10370675	ENGIE	2026-2027/4090/2-06118090	FC276/25/8A
257	26.06.2026	£356.09	£17.80	**£373.89**	26.06.2026	742.5kWh May a/c10370674	ENGIE	2026-2027/4083/2-06118089	FC276/25/8A
256	25.06.2026	£615.00	£108.00	**£723.00**	25.06.2026	Hire Kubota,JCB FOR 1WEEK	South East Plant Hire LTD	2026-2027/4105/Sales order 114800	FC25/26
254	25.06.2026	£5.00	£1.00	**£6.00**	25.06.2026	One phone final inv service termination	BT	2026-2027/4092/M033 DR	FC276/25/8A
253	24.06.2026	-£174.90	£0.00	**-£174.90**	24.06.2026	Credit balance	ENGIE	2-06118091	FC276/25/8A
252	24.06.2026	£166.57	£8.33	**£174.90**	24.06.2026	236kWh May a/c10370676	ENGIE	2026-2027/4085/2-06118091	FC276/25/8A
229	22.06.2026	£110.12	£5.51	**£115.63**	22.06.2026	585.0kWh May a/c10392030	ENGIE	2026-2027/4080/1-02144241	FC276/25/8A
228	22.06.2026	£67.76	£3.39	**£71.15**	22.06.2026	416.2kWh May a/c10391830	ENGIE	2026-2027/4078/1-02147373	FC276/25/8A
227	22.06.2026	£108.99	£0.00	**£108.99**	22.06.2026	GL36m3usage May26a/c2504633	Castle Water	2026-2027/4077/10010301208	FC276/25/8A
226	22.06.2026	£8.82	£0.00	**£8.82**	22.06.2026	1M3water usage May a/c2363028	Castle Water	2026-2027/4076/10010333909	FC276/25/8A
222	19.06.2026	£14.27	£2.86	**£17.13**	19.06.2026	LF Servive and water usage May 2026 a/ 2534237	Castle Water	2026-2027/4075/10010275052	FC276/25/8A
221	18.06.2026	£66.45	£3.32	**£69.77**	18.06.2026	1.2kWh April a/c10370675	ENGIE	2026-2027/4074/2-06101679	FC276/25/8A

202	03.06.2026	£316.54	£63.31	**£379.85**	03.06.2026	BROADBAND	BT	2026-2027/4072	FC276/25/8A

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

219	17.06.2026	£37.28	£0.00	**£37.28**	17.06.2026	Confidential Waste disposal	Epping Forest District Council	Awaiting invoice	

APPROVED BY Full Council

EMR 210 - **Preservation of Chigwell Fund (Legal advice)**

225	19.06.2026	£1,938.00	£300.00	**£2,238.00**	19.06.2026	Final cost to close stage 2	Leigh Day	2026-2027/4073/Sale invoice 180626	FC193/25/PO3625

EMR 231 - VH FIRE ESCAPE FOOTPATH PROJECT

232	24.06.2026	£1,126.72	£225.34	**£1,352.06**	24.06.2026	Materials to remedial works	Stone Warehouse	2026-2027/4082/Order528828	FC25/26/FC016/26
231	24.06.2026	£1,203.09	£240.62	**£1,443.71**	24.06.2026	Materials to remedial works	Lawsons (Whetstone) Ltd	2026-2027/4081/Order926443	FC25/26/FC016/26
256	25.06.2026	£615.00	£108.00	**£723.00**	25.06.2026	Hire Kubota&ICB for 1week	South East Plant Ltd	2026-2027/4105/114800	FC25/26/FC016/26