CHIGWELL PARISH COUNCIL **Appendix**

REPORT TO FC 27 08 2026 **Approved by:**

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

Prepared by RFO

PROPOSED PAYMENTS DUE IN SEPTEMBER 2026 FOR APPROVAL

04 09 2026 Transfer from Instant Access Savings A/c £14,942.00 to Unity Salary Account

04 09 2026 Transfer from Instant Access Savings A/c £10,200 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	
		2026-2027	16.09.26	CARD	**£2,500.00**	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	
		2026-2027	30.09.26	ONLINE	**£1,080.00**	HR10hrs@£90.00	Haypex HR Services	4721	FC283/25/e,30/04/2026	
		2026-2027	11.09.26	ONLINE	**£250.00**	Pest Control	CLINIKIL ADVANCED Ltd	4722	FC276/25/9B	
		2026-2027	10.07.26	DIRDEBIT	**£384.00**	Charge for property 26/27	Epping Forest DC	8/0 08.03.26	FC276/25/8A	
		2026-2027	10.07.26	DIRDEBIT	**£948.00**	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	FC276/25/8A	
		2026-2027	10.07.26	DIRDEBIT	**£183.00**	Charge for property 26/27	Epping Forest DC	27/0 08.03.26	FC276/25/8A	
		2026-2027	10.07.26	ONLINE	**£332.94**	Mob charge&07-3CX Phone system&sc Pro licence £27.50	Ice Media London Limited	4276	FC276/25/9B	
		2026-2027	10.07.26	ONLINE	**£613.80**	IT managed service charges	Ice Media London Limited	4277	FC276/25/9B	
		2026-2027	30.09.26	DIRDEBIT	**£17.50**	Bank charges	UNITY TRUS BANK	Pre-notification statement	FC276/25/8A	
		2026-2027	30.09.26	DIRDEBIT	**£8.05**	Bank charges	UNITY TRUS BANK	Pre-notification statement	FC276/25/8A	
		2026-2027	30.09.26	ONLINE	**£332.28**	3x1100bins emptied&rental charges	RWR (Commercial) Ltd	4279	FC276/25/9B	
		2026-2027	30.09.26	ONLINE	**£211.10**	2X1100ltr Bins emptied & rental charges	RWR (Commercial) Ltd	4278	FC276/25/9B	
		2026-2027	30.09.26	DIRDEBIT	**£141.94**	People First payroll software	MHR International UK Limited	4280	FC276/25/8A	
Reported to the next FC/FG meeting				DIRDEBIT	**£5,850.00**	Electricity Consumption/Water Consumption /BT/Franco/EFDC waste disposal	ENGIE/Castle Water/Clear Business/BT/		RegPmnt	FC276/25/8A/9B

II. Payroll Submission

24.08.26	4266	2026-2027	11.09.26	ONLINE	**£14,941.80**	Net Pay September 2026	Chigwell Parish Council staff	Payroll Statement approved by FC 25/06/26	RegPmnt	FC27/08/26
03.08.26	4187	2026-2027	15.09.26	ONLINE	**£5,739.12**	HMRC PAYE/NIC -August 2026	HMRC	Payroll report August 26	RegPmnt	FC26/27/FC27/8/26
03.08.26	4189	2026-2027	15.09.26	ONLINE	**£1,975.84**	Superannuation Payments August 2026	Essex Pension Fund	Payroll report August 26	RegPmnt	FC26/27/FG10/6/26/FC27/8/26
03.08.26	4188	2026-2027	12.09.26	DIRDEBIT	**£778.90**	Superannuation Payments	NEST PENSION FUND	Payroll report August 26	RegPmnt	FC26/27/FC27/8/26

III. Specific works approved by FC

EMR 210

24.08.26	4264	2026-2027	30.09.26	ONLINE	**£6,150.00**	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
19.08.26	4228	2026-2027	01.09.26	ONLINE	**£110.00**	A sign for Paddock	Romford Signs	0524	FR5.15/FC043/26	
13.08.26		2026-2027	01.09.26	ONLINE	**£51.00**	Purview search request, subject access request 24/07/26	ICE CONNECT	39251	FR5.15FC043/26	EMR 210

IV. Individual purchases under FR5.15

20.08.26	4232	2026-2027	17.09.26	DIRDEBIT	**£37.28**	Trade waste collection 1100 recycling bin (VH/Main Office); Regular payment: Last instalment 15 03 2027	EFDC	M0001509984	FR5.15
31.07.26	4185	2026-2027	10.09.26	ONLINE	**£126.00**	GoR management ICCM online course 27 08 26. Delegated: RFO	ICCM	21839	FR5.15
28.05.26	4048	2026-2027	30.09.26	ONLINE	**£84.00**	Treasure Management&Investment 28/09/26. Delegated: RFO	EALC	Booking Form	FR5.15/FG11/06/26
24.08.26	4281	2026-2027	01.09.26	ONLINE	**£150.00**	To carry out an Occupational Health assessment	Ask me Ergonomics	1420	FR5.15

Approved by Full Council for specific projects - NONE
Cemetery Digging contingency

Total due in SEPTEMBER 2026 **£42,996.55**

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 31.08.26			

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

						It will be presented to the next FC/FG in October after the bank reconciliation as of 31.08.26			