

CHIGWELL PARISH COUNCIL
BUSINESS CASE – OFFICER REPORT TO FULL COUNCIL

Meeting Date: 23 July 2026

Subject: Chigwell Parish Council (CPC) CORPORATE BRANDING

Members to **REVIEW and APPROVE** the expenditure incurred on this project

Background:

FC277/25 Following consideration, members APPROVED the EMR for identified priority works and statutory obligations:

EMR Corporate Branding £2,000

Financial appraisal for the **25/26 FC 283/25**, based on the Clerk's report presented and approved by the FC on 30 April 2026.

Budget 230
£2,000

Actual & Committed spend
£310.74

Remaining Budget
£1,689.26

Date	Ref	FY	EMR Cost Code-230	Net	VAT	Total	Description	Bank	Tender status	Minutes	Inv.Date	Supplier	
15.07.2026	4169	2026-2027	EMR Corporate Branding	£28.32	£5.66	£33.98	20 PCS Acrylic Table Name Place Holders with Blank Inserts 210x61mm	Unity T Bank-Lloyds	ICARD	Outstand	FR5.15/FC 25/26/283 /25	15.07.2026	UK Branch (Amazon Services Europe)
05.07.2026	4145	2026-2027	EMR Corporate Branding	£27.49	£5.50	£32.99	6ft Folding table x 1	Unity T Bank-Lloyds	ICARD	Outstand	FR5.15/FG 09/07/26/ 25/26FC28 3/25	05.07.2026	UK Branch (Amazon Services Europe)
05.07.2026	4146	2026-2027	EMR Corporate Branding	£27.49	£5.50	£32.99	6ft Folding table x 1	Unity T Bank-Lloyds	ICARD	Outstand	FR5.15/FG 09/07/26/ 25/26FC28 3/25	05.07.2026	UK Branch (Amazon Services Europe)
05.07.2026	4147	2026-2027	EMR Corporate Branding	£27.49	£5.50	£32.99	6ft Folding table x 1	Unity T Bank-Lloyds	ICARD	Outstand	FR5.15/FG 09/07/26/ 25/26FC28 3/25	05.07.2026	UK Branch (Amazon Services Europe)
04.07.2026	4144	2026-2027	EMR Corporate Branding	£199.95	£39.99	£239.94	Metal Frame Padded Seat	Unity T Bank-Lloyds	ICARD	Outstand	FR5.15/FG 09/07/26/ 25/26FC28 3/25	04.07.2026	Western International Group UK Ltd
In Total				£310.74	£62.15	£372.89							