



Chigwell Parish Council – SUMMARY REPORT F&G MEETING 08 07 2025

MONEY IN	June 2025	FY 2025/26 Q1
Money in	£9,869.02	£208,546.66
-Cemetery	4,865.00	18,505.00
-Cemetery other		10.00
-VH Regular hirers	2,057.50	4,917.50
-VH Casual hirers	£910.00	2,015.00
-VH Key & Damage Deposit		400.00
-Allotments	240.00	2,260.00
-Other Receipts	1,796.52	5,613.51
Precept	-	162,708.00
Bank interest	-	4,216.14
VAT Refunded Q4 24/25		7,901.51
PAYMENTS	£37,501.76	£169,277.36
Grants approved & paid	-	-
	31.05.2025	30.06.2025
Total Banks and CASH	£464,304.80	£436,672.06
EMR RESERVES	£188,532.30	£188,532.30
Capital reserve EV	£732.02	£516.93
CPC Cash Flow		
	31.05.2025	30.06.2025
General FUND BALANCE at the end of the month	£275,040.48	£247,622.83
Plus		
½ Precept 25/26	162,708.00	162,708.00
Debtors		1,770.00
VAT Claim Q1 2025/26		14,463.13
The Estimated Budget Money In from CPC services, July-March 2026	152,182.88	£144,056.32
Minus		
Payments due		£16,703.95
The estimated Budget money out, July-March 2026	£462,597.66	£444,659.89
NET Cash position +/- at 31 03 2026	£127,333.70	£109,256.44
Upcoming payments and incoming receipts are due in June 2025		
LF outstanding invoices *		£120
GL outstanding invoices*		£200
Cemetery outstanding invoices		£1,450
VAT Claim Q1 25/26		£14,463.13
Payments due in June	£16,703.95	

- Allotments report:

*Allotments – Non-payment of annual plot rent.

2 x Gravel Lane and 2 x Limes Farm tenants have not paid their annual plot rental fees.
1 x Gravel Lane debtor rents 3 plots.

All debtors were written to on 5-Jun-2025 by Admin, giving them 40 days to pay (as per the current agreement). The letter states that non-payment on or after 40 days will result in immediate termination of tenancy. Admin will review the payment status on 17-Jul. Any tenant who has still not paid will be

Prepared by IRFO 03 07 2025 for FG 08 07 2025

written to advising of immediate termination of tenancy and given 7 days to recover personal effects. If personal effects are not recovered within 7 days of the date of the letter, CPC will remove and destroy any such items. The plots will be made vacant within those 7 days and offered to persons on the waiting list.

****Allotments – Non-cultivation (Limes Farm Only at Present)**

10 x Limes Farm tenants were written to on 19-Jun-2025 by Admin, regarding non-cultivation and / or non-maintenance of their plot. This was based on a growing waiting list and followed a visual inspection carried out by Admin on the previous day. The letter states that no evidence of remedial action within 31 days will result in immediate termination of tenancy. Admin will review the plot status on 21-Jul. Any tenant who has still not prepared or cultivated their plot will be written to advising of immediate termination of tenancy and given 7 days to recover personal effects. If personal effects are not recovered within 7 days of the date of the letter, CPC will remove and destroy any such items. The plots will be made vacant within those 7 days and offered to persons on the waiting list.

2 x affected tenants have responded to Admin stating that a) serious hand injury requiring surgery and rehabilitation, and b) family bereavement abroad, has resulted in the non-cultivation and / or non-maintenance of their plots this season. Admin has accepted these reasons, and no further action will be taken against the plot holders concerned.

Gravel Lane plot use will be inspected by Admin after 17-Jul, once the debtor situation is resolved.

***The full plot GL6 has been divided into GL6A and GL6B, and the map and Scribe have been updated accordingly.

• **Cemetery Report**

CHIGWELL CEMETERY – BURIALS (Interments)

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
APRIL	1	0	0	4	5	3	5	2	0	2
MAY	4	2	2	5	6	2	0	2	6	2
JUNE	1	1	2	6	4	3	9	2	7	1
JULY	5	3	4	0	2	3	0	1	5	
AUGUST	3	2	5	3	2	4	4	1	4	
SEPTEMBER	3	1	3	1	2	1	3	6	3	
OCTOBER	3	3	2	0	2	2	0	0	3	
NOVEMBER	1	2	1	0	1	4	2	3	4	
DECEMBER	3	2	3	3	1	1	2	3	4	
JANUARY	3	3	5	6	3	6	5	4	7	
FEBRUARY	6	7	4	2	10	4	3	4	1	
MARCH	2	3	6	6	3	2	4	4	2	
TOTAL	35	29	37	36	41	35	37	32	46	5

CHIGWELL CEMETERY – BURIALS (Cremated remains)

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
APRIL	0	1	1	0	1	1	0	2	4	1
MAY	0	2	2	1	1	1	1	1	1	1
JUNE	2	1	0	2	2	0	5	0	2	0
JULY	0	1	0	3	0	1	2	0	1	
AUGUST	0	1	0	4	3	1	1	3	1	
SEPTEMBER	1	2	1	2	1	3	0	0	1	
OCTOBER	0	3	2	3	0	0	3	0	2	
NOVEMBER	2	2	1	2	0	1	2	3	0	
DECEMBER	0	2	1	0	1	0	0	3	1	
JANUARY	2	1	1	1	0	1	0	1	2	
FEBRUARY	1	2	4	0	1	4	0	1	1	
MARCH	1	0	1	1	1	0	4	3	3	
TOTAL	9	18	14	19	11	13	18	17	19	2

REPORT YTD 02 07 2025

Income	Actual Income 2024/25	Budget 2025/26	Actual and Committed Costs as of 02 July 2025 April – June	Remained balanced 02 07 2025
PRECEPT	312,900	325,416	162,708	-162,708
Cemetery Income	126,890	133,367.47	19,400	-113,967.47
Booking Hall Income reg	6,730	12,000	9,655	-2,345
Booking Hall Income casual	10,333.75	12,577.05	2,015	-10,562.05
Booking CH	0.00	5,000	0.00	-5,000
Allotments Income	2312.69	2,740	2,580	-160
Other Income	14,271.07	17,137	5,155.20	-12,021.80
Expenditure	Actual Cost 2024/2025	Budget 2025/2026	Actual & Committed Costs at 02 07 2025 April-June	Remained balanced. 02 07 2025
B. Admin-Personnel Cost	6,751.89	5,300	651	4,649
C. Admin-Premises	26,013.45	24,060	7,735.31	16324.69
D. Admin Office IT	17,367.46	15,400	5,138.75	10,261.25
E. Admin Communication	3,359.00	1,350	370	980
F. Finance Costs	5,686.40	7,700	2,628.88	5,071.12
G. Admin Other	74,445.91	27,000	13,123.41	13,876.59
GA. Parish Remuneration Cost	4,756.10	8,150	275.53	7,874.47
H. Planning	4,000	5,000		5,000
J. Envir-Allotments	1,621.39	7,740	1,280.83	6,459.17
K. Envir-Highways	304.99	5,200		5,200
L. Victory Hall Costs	47,353.51	22,400	4,702.21	17,697.79
M. Grants Donation	6,227.83	10,000		10,000
N. Borrowing costs	7,702.58	7,702		7,702
O. Community Services	0.00	500		500
Q. Cemetery & OS Personnel Costs	2,480.20	3,500	100	3,400
R. Cemetery premises	23,398.27	13,750	3,840.55	9,909.45
S. Cemetery Office IT	1987.98	1,850	482.85	1,367.15
T. Cemetery Utilities	7,845.14	6,750	2,199.50	4,550.50
U. Cemetery Equipment	32,641.71	37,737.80	15,114.64	22,623.16
VA. Cemetery Site	16,242.24	27,500	5,908.99	21,591.01
VB. Open Space	22,467.79	30,125	97.30	30,027.70

CPC SUMMARY REPORT PART II

FG08 07 2025

W. Climate Change Action	0.00	7,000		7,000
X. Admin Staff/Superannuation Costs	96,874.84	146,427.81	24,083.57	122,344.24
X.VH Staff Costs	10,708.15	15,866.54		15,866.54
X. Cemetery & OS Staff/Superannuation Costs	132,638.21	112,978.37	21,844.31	91,134.06
Z. Projects	126.98			
ZB. Projects	79,205.44	3,250		3,250