



**Chigwell** PARISH COUNCIL

**MEETING OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 6 February 2024

Time: 6.30pm

Location: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members are hereby **SUMMONED** to attend the above meeting  
to transact the following business.

Members are respectfully reminded that each item of business should be carefully  
examined, with any pecuniary and non-pecuniary interests duly declared

Members to be present:

Cllr Rashni Chahal Holden (Chair)

Cllr Faiza Rizvi

Cllr Elliot Costa

Also present:

FO

H&S Officer

Cemetery Supervisor

**Members of the press and public are invited to attend this meeting.** Members of the Public and Councillors are asked to note that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

Olga Linkeviciene

Acting Proper Officer

Date: 1 February 2024

5/2/24

## FINANCE AND GOVERNANCE AGENDA

### FG 149/23. APOLOGIES FOR THE ABSENCE 🙌

Apologies were received and ACCEPTED from Cllr Gaffar and Cllr C Jefcoate.

### FG 150/23. DECLARATIONS OF INTEREST

NONE

### FG151/23. MINUTES 🙌

The minutes of the previous meeting held on 9 January 2024 have been considered and APPROVED.

### FG152/23. PUBLIC PARTICIPATION

NONE

### FG 153/23. FINANCE/ACTING PROPER OFFICER'S REPORT 🙌

It was highlighted that CROADS has the place for their performance in April. CPC can carry out urgent and necessary work in the Victory Hall. The asbestos sample, Disability Audit, and Additional CCTV survey for drainage have been done this week, and we are waiting for the conclusion to work out the next step in the action plan. The Forensic audit report by EFDC is expected to be received by 12 02 2024. Cllrs have been informed that the precept letter and budget 2024/25 have been sent to Epping on time, and the tax base has not been changed.

### FG 154/23. FINANCIAL TRANSACTIONS 🙌

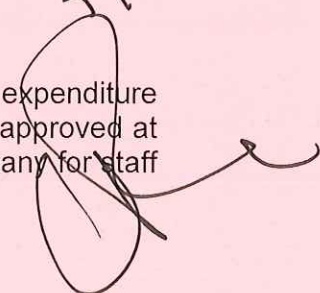
- The proposed bank payments for February 2024 were APPROVED.
- The card payments for January 2024 were APPROVED.
- The report detailing the salary, superannuation, and tax payments for January 2024 (payment due from 11 Feb) were APPROVED.

### FG 155/23. BANK RECONCILIATIONS 🙌

The bank reconciliations to 31 January for all available accounts were APPROVED.

### FG 156/23. INCOME AND EXPENDITURE TO DATE 🙌

Reviewed and approved a summary report for April - January of income and expenditure (Appendix 7). The cost of PPE under training requirements was reviewed and approved at £1,151. It was agreed to use the new e-learning to provide the vital skills company for staff

31/2/24  


training under H&S. Members agreed that FO will request the IT provider for the cost of Dropbox for the Council and report it to the next meeting in March 2024.

Proposed virements have not been considered at this meeting.

### FG 157.23 BANKING

The balance from the Barclays savings account has been transferring to the Unity Trust bank account by Cllr C Jefcoat and Cllr R Holden. FO reported that she is still working on the HSBC and Cambridge matters.

### FG 158.23 INVESTMENT 🖐️

Charity Bank Two accounts will be open soon by 16 02 2024. Virgin Bank is in progress; additional FORMS need to be completed.

### FG 159.23 RTV REPORT 🖐️

The Cemetery Supervisor provided an update on the RVT Polaris report, stating that Chigwell Parish Council cannot register RVT due to a lack of tip, classification, seal number, or MD specification. However, under permitted use, it can be used for up to 0.9 miles with registration number/plate, and it can be classified as MOT exempt. It is allowed to be used from the cemetery to another part of Chigwell land but cannot be taken on public roads.

The council purchased the RVT from Taylors Tools in 2020, but when it broke down, the company was contacted multiple times and would not come to collect it or do anything about it. Boreham provided a quotation to replace the vehicle since it was not roadworthy due to missing components. Taylors Tools item was not fit for purpose.

The RVT was used to transport soil and other materials, but it can no longer be modified to be roadworthy. It can only be used for limited purposes up to 0.9 miles and will not pass MOT.

The council hired a Litter Picker under a contract that included 16-18 hours, but the work cannot be carried out due to a lack of appropriate tools and equipment. The Litter Picker has scheduled this task to work on Mondays and Fridays.

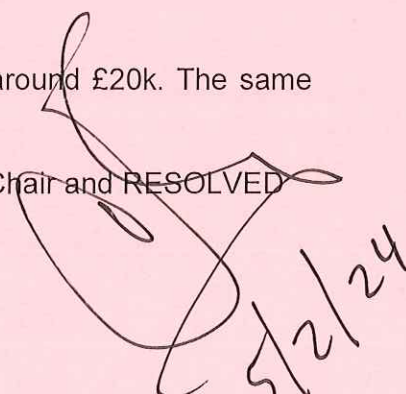
The Cemetery Supervisor and H&S Officer recommended that the council should replace the RVT with a used dumper vehicle that costs £9k/9.5k, which runs on diesel and is expected to last for the long term. JCV will service it, and it will only be used for cemetery burial service.

Boreham has expressed interest in buying the RVT from the council, and they have provided a proposal for consideration (from 4k to up to 10k).

The difference in cost between an electric and diesel vehicle is around £20k. The same applies to the dumper vehicle.

After further full and in-depth discussions, it was moved by Chair and RESOLVED that:

- This information be NOTED.



- Short-term lease & short-term hire cost of £1,500 (exclusive of VAT) unanimously APPROVED.
- Recommend to Full Council:
  - a) Sell current asset - EV RVT and buy the dumper.
  - b) Consider new EV acquisition by hire/lease or outright.
  - c) Consider the Diesel route option.
  - d) Consider buying a new lawnmower. The proposal is £19,500.

#### **FG 160.23 TENDER 🙋**

Members NOTED that One letter has been received.  
Resolution requested by Full Council.

#### **FG 161.23 FINANCE AND GOVERNANCE INCIDENT LOG 🙋**

Members considered the circumstances the RTV report presented by the Cemetery Supervisor and H&S Officer. After full and in-depth discussions, it was moved by the Chair and RESOLVED that:

- RVT matters must be added to the Incident Log.
- FO will add the records to the Incident Log.

#### **FG 162.23 ASSET REGISTER 🙋**

It was agreed that the Assets inventory review for Victory Hall, Community Hub, Main Office and Open Space inventories will be carried out in February. It was decided that the Caretaker and Admin Assistance would assist FO with this process.

The report will be provided for the next FG meeting in March, including details of vehicles/equipment (purchased and leased) and any updates, corrections, and recommendations to be put to the Full Council (in March) for asset disposal.

#### **FG 163.23 MAST RENTAL/VAT POSITION 🙋**

The Chair of the Council reported regarding the proposed contract and the lease for the rental of space on Victory Hall car park that the application form has been refused by Epping Forest Council and is waiting for any update on this matter.

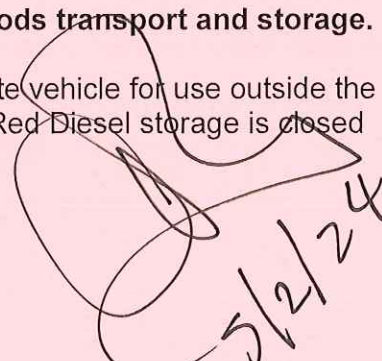
Regarding the lease/sale of rental space on Station Green, FO will work with the Clerk, contact the Loughton Council, and report an update for the next meeting.

#### **FG 164.23. MANAGEMENT CONTROL**

##### **A. Risk Assessments, Hazardous/Flammable goods transport and storage.**

It was reported that cemetery staff currently has no appropriate vehicle for use outside the cemetery and transport of any hazardous/flammable goods. Red Diesel storage is closed and remains under investigation.

#### **FG 165.23. INTERNAL CONTROLS**



Councillors are reportedly working on sign-offs for Q1, Q2, and Q3, with an expected completion date of March 2024.

**FG 166.23. INTERNAL AUDIT REPORT 2023-2024**

Members reviewed the internal report. Full Council Minutes are in progress to completion. It was NOTED that All Personnel Committee minutes are published on the website.

**FG 167.23 MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

**FG 168.23 DATE OF THE NEXT MEETING**

**FG 169.23. EXCLUSION OF THE PUBLIC AND THE PRESS 🙅**

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be proposed by the Chair:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

**FG 170.23. LEGAL CORRESPONDENCE 🙅**

Members have been discussed on this matter. Due to a lack of legal paperwork, it was decided that a decision would be made at the next FG meeting.

**FG 171.23. PENSION POLICY 🙅**

Members NOTED an updated information from Cllr Rizvi. No action was agreed.

**Notes on Declarations of Interest**

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard is as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.

🙅 Indicates Councillors are expected to make a decision (within the remit of the committee)



Chigwell Parish Council FINANCE AND GOVERNANCE COMMITTEE MEETING 06 02 2024 ITEM 6 APPENDIX 3

Approved and signed by: *[Signature]*  
Date: 6 Feb 24

Approved and signed by: *[Signature]*  
Date:

PO/Inv Date	Ref No	Due date	Tender	Total	Description	Supplier	Invoice Number	
25/01/24	1527	ASAP	ONLINE	£288.00	One suction tanker at the rear of Cemetery Office	Environmental Drain Services	3262PO1527	R/97
16/01/24	1468	09/02/24	ONLINE	£498.00	1 ton DUMPER hire from 17 01 24 to 31 01 24	South East Plant Hire LTD	114539PO1404	U/107
15/01/24	1495	29/02/24	ONLINE	£0.96	Maintenance supplies	TRADE UK / SCREWFIX DIRECT Lt	1454369140PO1495	L/63
20/06/23	924	29/02/24	ONLINE	£246.00	Outdoor Annual Inspection	The Play Inspection Company Ltd	Agreement 85054 PO1410	VB/113
02/01/24	1426	29/02/24	ONLINE	£6,700.80	Accessible Environments	CAE (Centre for Accessible Environments) VISITED 22 01 24	QUOTE/PO1426	C/16#L/63#R/97
06/01/24	1441	15/02/24	ONLINE	£4,685.11	HMRC PAYE/NIC	HMRC	Payroll Report Jan 2024	FC
06/01/24	1442	15/02/24	ONLINE	£4,451.30	Superannuation Payments	Essex Pension Fund	Payroll Report Jan 2024	
23/01/24	1467		ONLINE	£4,705.89	POLARIS RANGER EV repair and service	RCB (R C BOREHAM & CO)	202706PO1467	U/108
12/01/24	1475	11/02/24	ONLINE	£780.27	Printer Rental + Copies	Copy Klik Copiers	3319 PO1475	D/20
11/01/24	1476	29/02/24	ONLINE	£122.20	Supplies for Cemetery Office	TRADE UK / SCREWFIX DIRECT Lt	145333274PO1476	R/96
12/01/24	1477	29/02/24	ONLINE	£73.44	Main supplies	TRADE UK / SCREWFIX DIRECT Lt	1453680454PO1477	R/96
17/01/24	1493	16/02/24	ONLINE	£952.66	Admin Staff 12/01/24	The Adecco Group	29732016PO1493	G/120

Under signed agreement

18/01/24	1494	16/02/24	ONLINE	£288.00	Six monthly maintenance on roller shutter	Contact Roller Shutter	INV50129PO1494	R/97	Under signed agreement
15/01/24	1497	29/02/24	ONLINE	£91.01	Maintenance supplies	TRADE UK / SCREWFIX DIRECT Lt	1454369159PO1497	L/63	
10/01/24	1498	09/02/24	ONLINE	£548.10	Admin 05/01/24	The Adecco Group	29727662PO1498	G/120	
10/01/24	1501	29/02/24	ONLINE	£11.12	Anchors Yellow Grit Bin	Screwfix	A15821614176PO1501	L/63	
10/01/24	1502	29/02/24	ONLINE	£8.97	NO ENTRY SIGN	Screwfix	A15835758296PO1502	L/63	CAC
10/01/24	1505	09/02/24	ONLINE	£132.00	Clear blockages affecting the drainage	London Drainage Facilities	120062PO1505	L/63	
24/01/24	1512	09/02/24	ONLINE	£187.00	Digger 1.5 ton for one day rent	South East Plant Hire LTD	114554PO1512	U/107 U/95	
24/01/24	1513	09/02/24	ONLINE	£344.40	Calibration of SL700 camera	Unipar Services	PO1513	K/55	
26/01/24	1522	23/02/24	ONLINE	£978.76	Admin 19/01/24	The Adecco Group	INV29736543PO1522	G/120	
22/01/24	1523	29/02/24	ONLINE	£16.71	VH Maintenance supplies	TRADE UK / SCREWFIX DIRECT Lt	1456730886PO1523	L/63	
26/01/24	1524	29/02/24	ONLINE	£4.71	VH Maintenance supplies	TRADE UK / SCREWFIX DIRECT Lt	1456730878PO1524	L/63	
25/01/24	1525	22/02/24	ONLINE	£3,851.29	PW498819	PWLB	Official statement	Under agreement	
29/01/24	1530	09/02/24	ONLINE	£1,024.00	Digger KUBOTA repair works	HOSPLANT Sales Limited	INV51236PO1530	U/108	FC
25/01/24	1531	09/02/24	ONLINE	£264.00	Clear blockages affecting the drainage	London Drainage Facilities	120591PO1531	L/63	
29/01/24	1532	09/02/24	ONLINE	£1,020.00	CCTV Survey additional to finalise the Quote cost of work	London Drainage Facilities	Q15966PO1532 PO1532 PO1570	L/63	FC

22/01/24	1533	26/02/24	ONLINE		£236.88	FitnessOutdoor Equipment Remedial Work	Fresh air Fitness	MSA2024/18873 PO1533	VB/115	FC
24/01/24	1534	26/02/24	ONLINE		£660.48	Maintenance Service Agreement	Fresh air Fitness	QUOTE	VB/115	FC
24/01/24	1535	29/02/24	ONLINE		£9.99	Under H&S COMPLIANCE	TRADE UK / SCREWFIX DIRECT Lt	1457621878PO1535	R/100	CAC
29/01/24	1536	26/02/24	ONLINE		£354.00	VH refurbishment survey ASBESTOS Samples	0800 ASBESTOS	QUOTE 29 01 2024	L/63	FC
30/01/24	1537	ASAP	ONLINE		£112.00	Additional Motor Insurance AV72 DXS	ZURICH Municipal	YLL2720445003	U/95	
30/01/24	1541	26/02/24	ONLINE		£702.00	Supply and install replacement dome with pattern finish	Positive Contractors Ltd	QUO/5123	R/97	FC
30/01/24	1542	29/02/24	ONLINE		£630.00	IT Service Oct-Dec'23 £175per month	Docendo Ltd	INV3613PO1542	D/23	Under signed agreement
26/01/24	1544	26/02/24	ONLINE		£888.00	DL70CXW Tipper 01/01/24-26/01/24	L&F Plant Hire Ltd (Tipper Hire )	210181PO1544	U/107	FC
30/01/24	1545	29/02/24	ONLINE		£179.15	Main supplies	VIKING RAJA GROUP/Office Deport International UK Ltd	3700560PO1545	L/179/D /18	
20/01/24	1569	19/02/24	ONLINE		£204.00	SKIP FOR GENERAL WASTE	SHARP GROUP	220873	L/63	
31/01/24	VO	ASAP	ONLINE		£120.00	Refunded Deposit due to terminate agreement	VH Hirer	Deposit paid 2022/23	Y/128	
31/01/24	V0418	ASAP	ONLINE		£400.00	Refunded Deposit	VH Hirer	Deposit paid 17/10/23	Y/128	
31/01/24		ASAP	ONLINE		£65.00	Refund wrong receipt	Cemetery	11/04/23 by CHQ	Y/191	
31/01/24		ASAP	ONLINE		£150.00	Refund wrong receipt	Cemetery Memorials	14/08/24 by CHQ	Y/191	



03/01/24	1571	29/02/24	DD	£30.00	Pension report	MHR	SIN197689	F/34
30/01/24	1572	24/02/24	DD	£114.00	Payroll report	MHR	SIN200305	F/34
31/01/24	1573	29/02/24	ONLINE	£672.07	Tem/Local staff	The Adecco Group	29741584	G/120
31/01/24		16/02/24	DD	£2,499.90	Payments via Debit Card	Lloyds	Statement/Report Appendix 4	
31/01/24		09/02/24	ONLINE	£13,206.93	Payroll net pay	CPC staff	Payroll Report Feb 2024	
<b>Total payment due in February</b>				<b>£53,509.10</b>				

Chigwell Parish Council

FG 06 02 2024 ITEM6 APPENDIX 3

PAYMENTS LIST made in January 2024

Voucher	Code	Date	Minute	Bank	Cheque	Description	Supplier	VAT Type	Net	VAT	Total
767	Telephone & Broadband	03/01/2024		Unity Current	DD	Telephone & Broadband	BT	S	36.88	7.38	44.26
771	Telephone & Broadband	10/01/2024		Unity Current	BACS	Telephone & Broadband	BT	S	275.95	55.19	331.14
788	VH-Water	12/01/2024	FC30/11/23 I	Unity Current	DD	136.04M3 21/10/23-01/0	Clear Business	Z	376.88		376.88
820	VH - Electricity charges	23/01/2024	FC30/11/23 I	Unity Current	DD	1049kWh@15.043p 05/11	BGB Services	S	175.99	35.19	211.18
822	Electricity	24/01/2024	FC30/11/23 I	Unity Current	DD	345.7kWh 01/12/23-31/1	ENGIE	L	189.54	9.48	199.02
821	Legal & Professional Fee	24/01/2024	F&G 05 07 22	Unity Current	DD	Risk Management Service	Wirehouse Employment S	S	134.00	26.80	160.80
824	C&OS Electricity	24/01/2024	FC30/11/23 I	Unity Current	DD	1212.1kWh01/12/23-31/1	ENGIE	S	502.14	100.43	602.57
825	VH - Electricity charges	24/01/2024	FC30/11/23 I	Unity Current	DD	538.6kWh01/12/23-31/12	ENGIE	L	261.40	13.07	274.47
823	VH - Electricity charges	24/01/2024	FC30/11/23 I	Unity Current	DD	8.0kWh01/12/23-31/12/2	ENGIE	L	63.73	3.19	66.92
826	Security	25/01/2024		Unity Current	BACS	Main Office key lock repla	Open 24/7 LOCKSMITHS	S	220.00	44.00	264.00
827	C&OS Protective Equip.	25/01/2024		Unity Current	BACS	Insurance for renting Tipp	ZURICH Municipal	Z	287.83		287.83
828	Suspense Account	29/01/2024		Unity Current	DD	LF Water a/c 2534237	Castle Water	X	5.00		5.00
835	Bank charges	30/01/2024		Barclays - AC	SO	Bank charges	Barclays Bank	X	25.00		25.00
830	Mobile comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	25.45	5.09	30.54
830	Mobile comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	27.30	5.46	32.76
830	Mobile comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	28.50	5.70	34.20
830	Mobile comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	26.50	5.30	31.80
829	Accounting Software fee	31/01/2024		Unity Current	DD	Payroll Service	MHR International UK Lim	S	95.00	19.00	114.00
830	C&OS Mobiles Comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	26.50	5.30	31.80
830	C&OS Mobiles Comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	25.45	5.09	30.54
830	C&OS Mobiles Comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	25.45	5.09	30.54
830	C&OS Mobiles Comms	31/01/2024		Unity Current	DD	Mobile phone charges mo	O2	S	44.90	8.98	53.88
In total made in January									£2,879.39	£359.74	£3,239.13

Approved and signed by

Approved and signed by

*[Signature]*

*[Signature]*

Date:

Date:

6/2/24

6/2/2024

Chigwell Parish Council Finance and Governance meeting 06 02 24							ITEM6 APPENDIX 4	
Date	Order No	Tender	Total	Description	Supplier	Invoice Number		
08/01/24	1461	CARD	£107.10	Yellow Salt Box 200ltr	Manutan.co.uk	Order number 76651148		C/16
08/01/24	1462	CARD	£30.00	Set of three keys Cemetery Office	L J Mead & Son	Receipt /order 08 01 24		R/100
15/01/24	1474	CARD	£24.10	Shireleasing parcel	Post Office Counters	Receipt 1-506583		D/19
16/01/24	1478	CARD	£75.36	TORK TOILET paper T1 6 rolls	Direct 365	Order Number 1000235986		C/17
16/01/24	1479	CARD	£3.45	Register Letter to S D	Post Office Counters	Receipt1-5070 33		D/19
26/12/23	1499	CARD	£2.70	Maintenance supplies	L J Mead & Son	Receipt		L/63
12/01/24	1500	CARD	£3.45	Confidential Letter JB	Post Office Counters	Receipt 1-505841PO1500		D/19
12/01/24	1503	CARD	£340.78	Extension Ladder 2x8	MG LADDERSTORE.COM	Order10001357863		VA/146 CAC
12/01/24	1504	CARD	£128.98	Fibreglass Step Cemetery	The workplace depot	Order1052654620 PO1504		VA/146 CAC
12/01/24	1506	CARD	£4.95	Return of telephone system	L J Mead & Son	ReceiptPO1506		D/19
12/01/24	1507	CARD	£1.85	Return of telephone system	Morrison's	ReceiptPO1507		D/19
10/01/24	1508	CARD	£11.00	Key cutting for Office	L J Mead & Son	Receipt PO1508		C/26
10/01/24	1509	CARD	£12.50	Key cutting for Office	L J Mead & Son	Receipt PO1508		C/26
04/01/24	1510	CARD	£59.56	Padlock replacement Cemetery site	Screwfix	Invoice A15740930144		R/98
24/01/24	1518	CARD	£7.35	S D Letter 24 01 24	Post Office Counters	Receipt 1-509378		D/19
23/01/24	1519	CARD	£2.70	J N Letter 23 01 24	Post Office Counters	Receipt 1-509037		D/19
24/01/24	1520	CARD	£40.98	TWO DELL keyboard	Technoworkshop Limited	INV1160773755		D/18
22/01/24	1521	CARD	£4.95	S D letter 22 01 24	Post Office Counters	Receipt 1-508653		D/19
02/01/24	1526	CARD	£95.21	Warm Place project	Booker Limited	0529041PO1426		ZB/169
26/01/24	1528	CARD	£50.11	FS Diesel 32.77ltr to return tipper	Shell Chigwell	Receipt 000163		U/118
26/01/24	1529	CARD	£54.64	For Digger LED Warming Beacon	Agri-Linc Ltd	Inv MP195105		U/108
30/01/24	1538	CARD	£8.15	Register Letter SD Private and Confidential	Post Office Counters	Receipt 510892		D/19
30/01/24	1539	CARD	£103.40	Replacement of outdoor Main Signs	Value Products Ltd	3964019PO1539		R/100

30/01/24	1540	CARD	£118.84	Replacement of outdoor Main Signs	Value Products Ltd	3964020PO1540	R/100
31/01/24	1543	CARD	£7.35	Letter Claim Burial application from gov.uk	Post Office Counters	Receipt 1-511116	D/19
03/01/24	1548	CARD	£81.00	Microsoft Services	MS Ireland Ops Ltd	PO1548	D/41
04/01/24	1549	CARD	£79.20	Microsoft Services	MS Ireland Ops Ltd	PO1549	D/41
04/01/24	1550	CARD	£7.92	Microsoft Services	MS Ireland Ops Ltd	PO1550	D/41
04/01/24	1551	CARD	£65.51	Microsoft Services	MS Ireland Ops Ltd	PO1551	D/41
23/01/24	1552	CARD	£19.97	Acrobat Pro SUBSCRIPTION	Adobe Ireland	IEN2024004062301	D/41
02/02/24	1553	CARD	£0.01	Replacement of outdoor Main Signs	Value Products Ltd	3964020PO1540	R/100
29/01/24	1554	CARD	£54.48	Warm Place project	Tesco	Receipt 010	ZB/169
30/01/24	1555	CARD	£28.00	Nokia mob phones x2	JUST SHOP 365		R/100
29/01/24	1556	CARD	£156.00	Replacement of outdoor Main Signs	Value Products Ltd	3963119	R/100
09/01/24	1557	CARD	£20.66	Maintenance supplies	Amazon Services Europe	13438408PO1557	VA/139
09/01/24	1558	CARD	£16.15	Office Supplies	Amazon EU UK Branch	GB47BNCGAEUIPO1558	S/92
09/01/24	1559	CARD	£18.65	Maintenance supplies	Amazon Services Europe	13412866PO1559	VA/139
09/01/24	1560	CARD	£50.94	Cemetery staff PPE	Merlin Direct Supplies Ltd	MERL9592PO1560	R/100
09/01/24	1561	CARD	£59.40	Kubota Lithium Grease U27-4x1	EPD (Excavator Parts Direct)	UK341116PO1561	U/108
11/01/24	1562	CARD	£359.00	Dryer/Washing mashine	ARGOS Limited		U/109
11/01/24	1563	CARD	£122.50	Essential per vehiclesX5 software	Simply Fleet	3B1BCDE8-0001	F/34
11/01/24	1564	CARD	£35.97	Office Supplies	Amazon EU UK Branch	GB49ASSRAEUIPO1564	S/92
12/01/24	1565	CARD	£2.60	Main supplies	McColls	Statement	G/39
15/01/24	1566	CARD	£9.99	Main supplies	ARGOS Limited	Statement	U/109
22/01/24	1567	CARD	£3.49	Main supplies	MACE	Statement	G/39
02/02/24	1568	CARD	£9.00	card bank charge	UNITY TRUST-Lloyds Debit Card	Statement	G/38
In total payments by card			<b>£2,499.90</b>				

*Walter*  
6/02/2024

Approved and signed by: *Walter*  
Date: 6/02/2024

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