

F&M - RFO REPORT

Replacement Defibrillators - I am starting to look to replace the defibrillators outside the Parish Office and Community Stores over the next few months. Both need new batteries in March but as we had been notified by Community Heartbeat that they are over 10 years old, they are nearing end of life. We budgeted £1000 for one this year and one next year and to replace with a G5 is just under £1000 exc VAT and will arrange after Christmas.

Agenda Item 06. 11.11.25 – Health and Safety

- The six-monthly smoke alarm test was completed by A&E Fire and Security on 13th October and no problems found. Report has been attached.
- Hijet service was completed on 30th September at a cost of £165.72. Chris Attwood requested a quote for undersealing to prevent rust. This has been quoted for £20 plus labour of £180 exc VAT. This will go to Works Committee in the first instance. Vehicles budget has spent £594.63 of £1500 so this is possible.
- The annual boiler inspection is scheduled for December.

Agenda Item 13. 11.11.25 – Training:

I am starting to compile a training register. One councillor has completed training for the 'New councillor tool kit' at a cost of £45. Two councillors have been signed up for this training in February at a cost of £100. These two councillors have been signed up for 'Being a better councillor' online in two parts in February at a cost of £180. One councillor has been signed up for 'Being a better councillor in January' at £90. This will incur a cost totalling £415. There is £603 currently in budget minus £415 leaves £188.

Agenda Item 08.11.11.25 Previous Month's Banking

- To approve and resolve the Authorised Bank Reconciliations and Petty Cash for October which will need to be signed by Cllrs. Cllr Morris-Wyatt will sign October All Bank Reconciliation and will be uploaded to the website after the meeting.
- To Ratify Authorised Bank Payments to 31st October. These will have been signed by Cllrs. These along with the Barclaycard payments will be uploaded to the website. This is a requirement of the Local Government Transparency Code 2015 (3.1 (58)).
- To ratify Income received up to 31st October. These will have been signed by Cllrs.
- To approve and resolve the current position of Receipts & Payments Forecast for November.
- Receipts and Payments compared with Flexed Budget for October and Reserves Balance.
- To approve and resolve the Bank Account as at **31st October 2025**

Lloyds Bank – Current Account	£7,572.44
Lloyds Bank Deposit Account	<u>£72,445.69</u>
	£80,018.13
 Petty Cash	 £81.51
 Cambridge & Counties	 £85,489.43
 Hampshire Trust	 £77,524.30
 A grand total of	 £243,113.37

Year to date income is showing £235,016.90 with an actual of £241,347.96, a variance of £6,331.06

Year to date payment is showing £140,144.55 with an actual of £144,058.46 minus the difference of £6,331.06 is showing a variance of £137,727.40 so we are within budget by £150.

Agenda Item 09.11.11.25 – To consider proceeding with the a card payment machine – see additional comparison provided by the Clerk.

Agenda Item 10.11.11.25 – Precept Figures 2025–2026 and Forecast

Version 3 of the Precept figures for 2025–2026 is now available for discussion.

The Works Committee has done a preliminary review of its budget and is requesting:

Increased Tree Budget to £6,500

Increased bus shelter budget to £3,500

Increased Footpaths budget to £2,000

This is Works final request.

I have also updated the forecast spend for this year. I have reduced, where possible, especially water under utilities as now taking monthly meter readings. We have been in credit for quite a while now. The electric is read electronically twice a year so we are going to start sending monthly meter readings as well to be more accurate.

Computer running costs and repairs have also been updated. I am not sure 'repairs' is a good title so wonder if it is worth changing or adding another cost code for new software.

Tools – Chris is looking to replace the lawnmower up to £1000 which has been allocated for this year by end of March.

Agenda item 9: Card Reader Options

At the last meeting, members requested that options be researched to enable the Parish Council to consider using a card reader to collect allotment rental payments which are paid to the charity account and other payments to be paid into the PC main account with the aim to improve the management of income and support a move towards a more cashless payment system where possible.

Any proposed system must be cost-effective, simple to use, and capable of splitting takings between the charity account and the Parish Council's main account.

Following discussions with France Lynch Church Rooms, who currently use Square Up, a demonstration of the system was observed. Feedback from them indicates that it is straightforward to set up, reliable in use, and is very user-friendly once operational.

Three main providers were reviewed: Square Up, Sum Up, and Zettle. In addition, enquiries were made with Lloyds Bank, Yell, and Add People, but no response was received from these companies.

A summary of the key findings is provided below:

Provider	Card Reader Cost	Transaction Fee
Square Up	£10.00 (offer until 5 December)	1.75%
Sum Up	£31.60 (discounted)	1.69%
Zettle	£29.00	1.75%

All three systems offer similar functionality in terms of taking payments and issuing receipts, with comparable transaction fees and no monthly charges. However, Square Up is the only provider that can allocate transactions between two separate accounts, a feature essential for our financial management requirements.

The system involves a small amount of initial administration but is straightforward to establish. Once set up, it runs via an app on the Parish Council iPad, ensuring no personal devices are needed. Receipts are issued automatically by email, and statements are easy to use for reconciliation purposes.

The Square Up card reader provides a cost-effective and efficient payment solution that meets both operational and financial requirements. It is therefore recommended that the Committee approve the purchase of a Square Up card reader at the current offer price of £10.00 (valid until 5 December 2025).

CHALFORD PARISH COUNCIL
Receipts and Payments compared with Flexed Budget (01/04/2025 to 31/10/2025)

	Budget Receipts		Budget Payments		Variance
	Total for year	Year to Date	Total for Year	Year to Date	
Cost Centre 4000 INCOME					
2 4020 Bank Interest	4,000.00	2,333.35			-274.06
3 4030 Cemetery fees	2,260.00	1,318.35			906.65
4 4040 Highways	1,130.00	1,130.00			-1,130.00
5 4050 Other Income	1,000.00	583.35			-133.35
6 4060 Grants received					
8 4070 Insurance Claims					
64 4080 Vat					
94 4010 Precept	225,712.00	225,712.00			
107 4090 Chalford Allotments	2,500.00	1,458.35			172.16
111 4100 Pro EV Income	4,254.00	2,481.50			-682.90
Cost Centre 5000 SALARIES					
9 5010 Salary Net			99,964.18	58,312.45	1,949.18
115 5020 Employee Tax & NI			17,194.92	10,030.37	-411.01
120 5040 Employees Pension			7,578.31	4,420.71	15.11
Cost Centre 5100 EMPLOYERS CONTRI					
10 5110 Employers Pension Contrib			26,319.59	15,353.09	653.08
116 5030 Employer NI			14,960.61	8,350.93	-35.39
Cost Centre 5200 INSURANCES					
11 5210 Insurance			4,767.00	4,725.50	41.50
Cost Centre 5300 PROFESSIONAL FEEs					
12 5310 External Auditor			643.00	375.10	-254.90
13 5320 Internal Auditor			653.00	380.90	-259.10
119 5330 Solicitors					
Cost Centre 5400/5550 ADMINISTRATIO					
14 5410 Postage			68.00	39.65	2.77
15 5420 Communications			490.00	285.85	1.73

17	5440 Assoc. Membership	2,462.00	1,436.15	2,722.72	-1,286.57
18	5450 Publications	230.00	134.15		134.15
19	5460 Travel	40.00	23.35		23.35
20	5470 Training	1,038.00	605.50	435.00	170.50
21	5480 Bank Charges			32.11	-32.11
22	5490 Business Rates				
23	5510 Sundries	670.00	390.85	125.86	266.54
24	5520 Health & Safety	1,330.00	775.85	224.03	551.82
82	5530 Community Support	40.00	23.35	32.64	-9.29
97	5540 Accounting Software (Scrib	794.00	794.00	777.60	16.40
102	5550 Project EV Charges	408.00	238.00	434.49	-196.49
Cost Centre 5600 IMPROVING COMMS					
123	5620 Newsletter	1,000.00	583.35		583.35
Cost Centre 5700 GRANTS					
26	5710 General Grants	3,500.00	3,500.00	2,666.10	833.90
Cost Centre 5800 UTILITIES					
28	5810 Electricity/Gas	2,696.00	1,572.65	1,829.38	-200.47
29	5820 Water/Sewage	542.00	316.15	85.91	230.24
Cost Centre 5900 OFFICE EQUIPMENT					
30	5910 Photocopying	1,248.00	728.00	656.02	71.98
31	5920 Stationery	463.00	270.10	166.95	103.15
32	5930 Computer running costs	612.00	357.00	1,249.80	-892.80
89	5940 Computer repairs	891.00	519.75	110.00	409.75
95	5950 Web Site	306.00	178.50		178.50
121	5960 Office Equipment			81.95	-81.95
Cost Centre 6000 PARISH BUILDING MAINTENANCE					
33	6010 Parish Building Maintenance	153.00	89.25		89.25
90	6020 Parish Centre Cleaning	2,282.00	1,331.15	950.50	380.65
Cost Centre 6100 CRIME AND DISORDER					
34	6110 Crime and Disorder	1,000.00	583.35	826.86	-243.51
Cost Centre 6200 CLIMATE CHANGE					
91	6210 Climate Change				

Cost Centre 6300 ROAD TAX					
35 6310 Road Tax	326.00	190.15	222.50	-32.35	
Cost Centre 6400 DEFIBRILLATOR					
99 6410 Defibrillator	1,500.00	875.00	143.95	731.05	
Cost Centre 6500 COMMUNITY YOUTH					
113 6510 Frith Youth Centre	18,000.00	9,000.00	13,500.00	-4,500.00	
114 6520 Holiday Activities	2,490.00	1,890.00	600.00	1,290.00	
Cost Centre 6700 Chalford Allotments					
86 7420 Allotments		914.75	682.31	232.44	
Cost Centre 7000 REPAIRS					
36 7110 Vehicles	1,500.00	875.00	594.63	280.37	
37 7120 Equipment	510.00	297.50	119.92	177.58	
Cost Centre 7200 FUEL AND LUBRICANT					
38 7210 Fuel and Lubricants	1,500.00	875.00	551.41	323.59	
Cost Centre 7300 MATERIALS AND TOC					
39 7310 Works Materials	1,020.00	595.00	597.31	-2.31	
40 7320 Tools	2,020.00	1,178.35	196.65	981.70	
41 7330 Grit and Litter Bins	500.00	291.65		291.65	
42 7340 Skips	734.00	367.00	360.00	7.00	
Cost Centre 7400 REC GROUNDS/OPEN					
43 7410 Rec Grounds/Open Spaces	2,040.00	1,190.00	10,396.20	-2,706.20	
100 7440 Bus Shelter	500.00	291.65		291.65	
105 7460 Friends of Frith Wood					
112 7450 Footpaths/Walls	2,000.00	1,166.65	697.93	468.72	
Cost Centre 7500 PLAY EQUIPMENT					
83 7510 Repairs & Improvements	2,500.00	1,458.35	25.00	1,433.35	
Cost Centre 7600 SIGNS					
49 7610 Signs	663.00	386.75		386.75	
Cost Centre 7800 TREES/ASH DIEBACK					
96 7430 Trees/Ash Dieback	3,000.00	1,750.00	870.00	880.00	

Cost Centre 8000 V E DAY 80th Annive
104 8100 VE DAY 80th Anniversary

GRAND TOTALS

700.00	700.00	479.65	220.35
£235,846.61	£140,144.55	£144,058.46	£2,417.15

CHALFORD PARISH COUNCIL

4 November 2025 (2025-2026)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/11/2025 and 31/03/2026)

4000 INCOME

Code Title	Receipts			Payments			Net Position	
	Budget	Actual	Forecast	Total	Variance	Net Position	Variance	Net Position
2 4020 Bank Interest	4,000.00	2,059.29	1,666.65	3,725.94	-274.06	-274.06		-274.06
3 4030 Cemetery fees	2,260.00	2,225.00	941.65	3,166.65	906.65	906.65		906.65
4 4040 Highways	1,130.00				-1,130.00	-1,130.00		-1,130.00
5 4050 Other Income	1,000.00	450.00	416.65	866.65	-133.35	-133.35		-133.35
6 4060 Grants received								
8 4070 Insurance Claims								
64 4080 Vat								
94 4010 Precept	225,712.00	225,712.00		225,712.00				
107 4090 Chalford Allotm	2,500.00	1,630.51	1,041.65	2,672.16	172.16	172.16		172.16
111 4100 Pro EV Income	4,254.00	1,798.60	1,772.50	3,571.10	-682.90	-682.90		-682.90
SUB TOTAL	240,856.00	233,875.40	5,839.10	239,714.50	-1,141.50	-1,141.50		-1,141.50

5000 SALARIES

Code Title	Receipts			Payments			Net Position	
	Budget	Actual	Forecast	Total	Variance	Net Position	Variance	Net Position
9 5010 Salary Net				99,964.18	56,363.27	36,292.30	92,655.57	7,308.61
115 5020 Employee Tax & NI				17,194.92	10,441.38	7,336.75	17,778.13	-583.21
120 5040 Employees Pension				7,578.31	4,405.60	2,907.70	7,313.30	265.01
SUB TOTAL				124,737.41	71,210.25	46,536.75	117,747.00	6,990.41

5100 EMPLOYERS CON

Code Title	Receipts			Payments			Net Position	
	Budget	Actual	Forecast	Total	Variance	Net Position	Variance	Net Position

82	5530 Community Support		40.00	32.64	16.69	49.33	-9.33	-9.33
97	5540 Accounting Software (Scribe)		794.00	777.60		777.60	16.40	16.40
102	5550 Project EV Charges		408.00	434.49	170.00	604.49	-196.49	-196.49
SUB TOTAL		1.55	1.55	5,105.45	1,998.82	7,104.27	465.73	467.28

5600 IMPROVING COMMUNIT

Code Title	Budget	Receipts		Payments		Net Position		
		Actual	Forecast	Total	Variance	Budget	Actual	Forecast
123 5620 Newsletter						1,000.00	416.65	416.65
SUB TOTAL						1,000.00	416.65	416.65

5700 GRANTS

Code Title	Budget	Receipts		Payments		Net Position		
		Actual	Forecast	Total	Variance	Budget	Actual	Forecast
26 5710 General Grants						3,500.00	2,666.10	2,666.10
SUB TOTAL						3,500.00	2,666.10	2,666.10

5800 UTILITIES

Code Title	Budget	Receipts		Payments		Net Position		
		Actual	Forecast	Total	Variance	Budget	Actual	Forecast
28 5810 Electricity/Gas		56.26		56.26	56.26	2,696.00	1,829.38	1,123.35
29 5820 Water/Sewage						542.00	85.91	225.85
SUB TOTAL		56.26		56.26	56.26	3,238.00	1,915.29	1,349.20

5900 OFFICE EQUIPMENT

Code Title	Budget	Receipts		Payments		Net Position		
		Actual	Forecast	Total	Variance	Budget	Actual	Forecast
30 5910 Photocopying						1,248.00	656.02	520.00
31 5920 Stationery						463.00	166.95	192.94
32 5930 Computer running costs						612.00	1,249.80	255.00

89	5940 Computer repairs	891.00	110.00	371.25	481.25	409.75	409.75
95	5950 Web Site	306.00		127.50	127.50	178.50	178.50
121	5960 Office Equipment		81.95		81.95	-81.95	-81.95
SUB TOTAL		3,520.00	2,264.72	1,466.69	3,731.41	-211.41	-211.41

6000 PARISH BUILDING

Code Title	Receipts			Payments			Net Position
	Budget	Actual	Forecast	Total	Variance	Net Position	
33 6010 Parish Building Maintenance							
90 6020 Parish Centre Cleaning							
SUB TOTAL	2,435.00	950.50	718.75	1,669.25	765.75	765.75	

6100 CRIME AND DISO

Code Title	Receipts			Payments			Net Position
	Budget	Actual	Forecast	Total	Variance	Net Position	
34 6110 Crime and Disorder							
SUB TOTAL	1,000.00	826.86	416.65	1,243.51	-243.51	-243.51	

6200 CLIMATE CHANGI

Code Title	Receipts			Payments			Net Position
	Budget	Actual	Forecast	Total	Variance	Net Position	
91 6210 Climate Change							
SUB TOTAL							

6300 ROAD TAX

Code Title	Receipts			Payments			Net Position
	Budget	Actual	Forecast	Total	Variance	Net Position	
35 6310 Road Tax							
SUB TOTAL	326.00	222.50		222.50	103.50	103.50	

6400 DEFIBRILLATOR

[illegible]

6500 COMMUNITY YOU

6500 COMMUNITY YOUTH												
		Receipts					Payments			Net Position		
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
113	6510 Frith Youth Centre						18,000.00	13,500.00	7,500.00	21,000.00	-3,000.00	-3,000.00
114	6520 Holiday Activities						2,490.00	600.00	600.00	1,200.00	1,290.00	1,290.00
SUB TOTAL							20,490.00	14,100.00	8,100.00	22,200.00	-1,710.00	-1,710.00

6700 Chalford Allotmen

6700 Chalford Allotmen												
		Receipts			Payments				Net Position			
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
86	7420 Allotments		914.75		914.75	914.75		682.31		682.31	-682.31	232.44
SUB TOTAL			914.75		914.75	914.75		682.31		682.31	-682.31	232.44

7000 REPAIRS

[illegible]

7200 FUEL AND LUBRICANTS

7200 FUEL AND LUBIC												
Receipts						Payments			Net Position			
Code Title		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
38	7210 Fuel and Lubricants						1,500.00	551.41	625.00	1,176.41	323.59	323.59

SUB TOTAL

1,500.00 551.41 625.00 1,176.41 323.59 323.59

7300 MATERIALS AND

Code Title	Receipts			Payments			Net Position	
	Budget	Actual	Forecast	Total	Variance	Total	Variance	Net Position
39 7310 Works Materials						1,022.31	-2.31	-2.31
40 7320 Tools						1,038.34	981.66	981.66
41 7330 Grit and Litter Bins						208.35	291.65	291.65
42 7340 Skips						727.00	7.00	7.00
SUB TOTAL						2,996.00	1,278.00	1,278.00

7400 REC GROUNDS/O

Code Title	Receipts			Payments			Net Position	
	Budget	Actual	Forecast	Total	Variance	Total	Variance	Net Position
43 7410 Rec Grounds/Open Spaces		6,500.00		6,500.00	6,500.00	11,246.20	-9,206.20	-2,706.20
100 7440 Bus Shelter						208.35	291.65	291.65
105 7460 Friends of Frith Wood								
112 7450 Footpaths/Walls						1,531.28	468.72	468.72
SUB TOTAL						12,985.83	-8,445.83	-1,945.83

7500 PLAY EQUIPMEN

Code Title	Receipts			Payments			Net Position	
	Budget	Actual	Forecast	Total	Variance	Total	Variance	Net Position
83 7510 Repairs & Improvements						1,066.69	1,433.31	1,433.31
SUB TOTAL						1,066.69	1,433.31	1,433.31

7600 SIGNS

Code Title	Receipts			Payments			Net Position	
	Budget	Actual	Forecast	Total	Variance	Total	Variance	Net Position
49 7610 Signs						276.25	386.75	386.75

CHALFORD PARISH COUNCIL

PAYMENTS (AWAITING AUTHORISATION) LIST

6 November 2025 (2025-2026)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
235 5910 Photocopying	10/10/2025	F&M 8B.11.11.25	Current	BACS	Photocopier costs	Sharp Business Systems	S	43.43	8.69	52.12 ✓
236 7450 Footpaths/Walls	10/10/2025	F&M 8B.11.11.25	Current	BACS	postcrete & fence rails	Chalford Building Supplies	S	47.28	9.45	56.73 ✓
238 7110 Vehicles	10/10/2025	F&M 8B.11.11.25	Current	BACS	Hijet service	Holbrook Garage	S	138.10	27.62	165.72 ✓
240 7210 Fuel and Lubricants	10/10/2025	F&M 8B.11.11.25	Current	BACS	FUEL	Fourways Garage	S	63.41	12.68	165.72 ✓
237 7310 Works Materials	10/10/2025	F&M 8B.11.11.25	Current	BACS	Sandpaper, sand block & wood	Chalford Building Supplies	S	26.54	5.30	76.09 ✓
239 6020 Parish Centre Cleaning	10/10/2025	F&M 8B.11.11.25	Current	BACS	PC CLEANING	JANs Housekeeping	Z	60.00		31.84 ✓
241 6510 Frith Youth Centre	10/10/2025	F&M 8B.11.11.25	Current	BACS	3rd Quarter Payment	Frith Youth Centre	Z	4,500.00		60.00 ✓
246 5010 Salary Net	13/10/2025	F&M 8B.11.11.25	Current	BACS	contract labour	Chalford Parish Council	Z	140.00		4,500.00 ✓
243 6410 Defibrillator	13/10/2025	F&M 8B.11.11.25	Current	BACS	electrodes and kit	Community Heartbeat	S	118.95	23.79	140.00 ✓
270 5810 Electricity/Gas	15/10/2025	F&M 8B.11.11.25	Current	DD	Electricity and gas supply	Green Energy Uk	L	207.09	10.35	142.74 ✓
270 5810 Electricity/Gas	15/10/2025	F&M 8B.11.11.25	Current	DD	Electricity and gas supply	Green Energy Uk	L	38.51	1.93	217.44 ✓
270 5810 Electricity/Gas	15/10/2025	F&M 8B.11.11.25	Current	DD	Electricity and gas supply	Green Energy Uk	L	52.09	2.60	40.44 ✓
242 5910 Photocopying	16/10/2025	F&M 8B.11.11.25	Current	DD	Photocopier lease	PEAC Solutions	S	156.60	31.32	54.69 ✓
245 6020 Parish Centre Cleaning	17/10/2025	F&M 8B.11.11.25	Current	BACS	PC Window cleaning	A Adams	Z	11.00		312.57 ✓
249 5010 Salary Net	20/10/2025	F&M 8B.11.11.25	Current	BACS	contract labour	Chalford Parish Council	Z	280.00		187.92 ✓
255 5480 Bank Charges	20/10/2025	F&M 8B.11.11.25	Current	BACS	Account Maintenance Fee	Lloyds Bank	Z	4.25		11.00 ✓
248 5310 External Auditor	24/10/2025	F&M 8B.11.11.25	Current	BACS	Audit	PKF Littlejohn	S	630.00	126.00	11.00 ✓
247 5550 Project EV Charges	24/10/2025	F&M 8B.11.11.25	Current	BACS	Project EV monthly charge	Curv360 Limited	S	28.58	5.72	280.00 ✓
251 5320 Internal Auditor	24/10/2025	F&M 8B.11.11.25	Current	BACS	Internal audit	Parish and Town Council A	Z	320.00		280.00 ✓
256 5420 Communications	24/10/2025	F&M 8B.11.11.25	Current	DD	broadband and telephone	BT	S	54.51	10.90	34.30 ✓
										320.00 ✓
										320.00 ✓
										65.41 ✓
										65.41 ✓

CHALFORD PARISH COUNCIL

6 November 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
254 5920 Stationery	24/10/2025	F&M 88.11.11.25	Current	BACS	yearly wall calendar	7 Office Supplies Ltd.	S	9.95	1.99	11.94 ✓
250 7310 Works Materials	24/10/2025	F&M 88.11.11.25	Current	BACS	grave markers	Valley Forge	Z	360.00		11.94 ✓ 360.00 ✓
253 6020 Parish Centre Cleaning	24/10/2025	F&M 88.11.11.25	Current	BACS	PC CLEANING	JANs Housekeeping	Z	60.00		360.00 ✓ 60.00 ✓
265 5010 Salary Net	27/10/2025	F&M 88.11.11.25	Current	BACS	contract labour	Chalford Parish Council	Z	280.00		60.00 ✓ 280.00 ✓
252 7450 Footpaths/Walls	27/10/2025	F&M 88.11.11.25	Current	BACS	fence rails	Chalford Building Supplies	S	27.17	5.43	280.00 ✓ 32.60 ✓
263 5930 Computer running costs	31/10/2025	F&M 88.11.11.25	Current	BACS	365 Exchange Online monthly	Softlink Computers	S	7.50	1.50	32.60 ✓ 9.00 ✓
263 5930 Computer running costs	31/10/2025	F&M 88.11.11.25	Current	BACS	365 Exchange Online monthly	Softlink Computers	S	55.20	11.04	66.24 ✓
263 5940 Computer repairs	31/10/2025	F&M 88.11.11.25	Current	BACS	365 Exchange Online monthly	Softlink Computers	S	60.00	12.00	72.00 ✓
263 5940 Computer repairs	31/10/2025	F&M 88.11.11.25	Current	BACS	365 Exchange Online monthly	Softlink Computers	S	50.00	10.00	60.00 ✓ 207.24 ✓
264 7450 Footpaths/Walls	31/10/2025	F&M 88.11.11.25	Current	BACS	fence rails	Chalford Building Supplies	S	40.76	8.15	48.91 ✓ 48.91 ✓
266 5020 Employee Tax & NI	31/10/2025	F&M 88.11.11.25	Current	BACS	Employee Tax & NI	HMRC	Z	1,063.60		1,063.60 ✓
266 5020 Employee Tax & NI	31/10/2025	F&M 88.11.11.25	Current	BACS	Employee Tax & NI	HMRC	Z	404.15		404.15 ✓
267 5030 Employer NI	31/10/2025	F&M 88.11.11.25	Current	BACS	Employer NI	HMRC	Z	1,112.30		1,112.30 ✓ 1,467.75 ✓ 1,112.30 ✓
269 5110 Employers Pension Contr	31/10/2025	F&M 88.11.11.25	Current	BACS	Employers pension contributor	Local Government Pension	Z	1,916.58		1,916.58 ✓ 1,916.58 ✓
268 5040 Employees Pension	31/10/2025	F&M 88.11.11.25	Current	BACS	Employees pension contributor	Local Government Pension	Z	581.54		581.54 ✓ 581.54 ✓
Total								12,949.09	326.46	13,275.55

CHALFORD PARISH COUNCIL

6 November 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Prepared by:			L. Sellers / RFD							
			Name and Role		Date:		6.11.25			
Approved by:			A		Date:		11/11/25			
			Name and Role		Date:		11/11/25			
Approved by:			1		Date:		11/11/25			
			Name and Role		Date:		11/11/25			

CHALFORD PARISH COUNCIL

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			16.72	
34	14/04/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.45	15.27	
88	08/05/2025	Petty Cash	Crayola Supertips pens	Tesco Stores	-3.30	11.97	
89	14/05/2025	Petty Cash	Plaque engraving	MASTER Cobbler	-20.00	-8.03	
90	14/05/2025	Petty Cash	milk	Tesco Stores	-1.55	-9.58	
91	14/05/2025	Petty Cash	Anti bacterial multi surface cleaner	Tesco Stores	-2.55	-12.13	
92	14/05/2025	Petty Cash	FLowers	Tesco Stores	-10.00	-22.13	
106986	14/05/2025		Transfer from Current		100.00	77.87	
93	17/05/2025	Petty Cash	Window Cleaner	Tesco Stores	-1.99	75.88	
138	03/06/2025	Petty Cash	PC Refreshments	Tesco Stores	-2.90	72.98	
139	09/06/2025	Petty Cash	PC Refreshments	Tesco Stores	-9.20	63.78	
140	12/06/2025	Petty Cash	PC Refreshments	Tesco Stores	-3.05	60.73	
28	23/06/2025	Petty Cash	PC Refreshments	Tesco Stores	1.55	62.28	
141	26/06/2025	Petty Cash	Refreshments	Tesco Stores	-20.56	41.72	
142	30/06/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.55	40.17	
109582	16/07/2025		Transfer from Current		100.00	140.17	
158	21/07/2025	Petty Cash	cleaning items	Tesco Stores	-1.92	138.25	
159	21/07/2025	Petty Cash	cleaning items	Tesco Stores	-2.54	135.71	
160	21/07/2025	Petty Cash	cleaning items	Home bargains	-2.54	133.17	
161	23/07/2025	Petty Cash	Postage Stamps	Tesco Stores		133.17	
194	05/08/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.65	131.52	
195	05/08/2025	Petty Cash	Postage Stamps	Tesco Stores	-13.92	117.60	
196	14/08/2025	Petty Cash	Refreshments for allotment week	Tesco Stores	-19.44	98.16	
197	26/08/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.65	96.51	
232	08/09/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.65	94.86	
233	25/09/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.65	93.21	
234	30/09/2025	Petty Cash	Postage Stamps	Post Office	-2.40	90.81	
271	13/10/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.65	89.16	
272	15/10/2025	Petty Cash	PC Refreshments	Tesco Stores	-5.25	83.91	
273	20/10/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.20	82.71	
274	30/10/2025	Petty Cash	PC Refreshments	Tesco Stores	-1.20	81.51	
			CLOSING BALANCE			81.51	

✓ ✓ ✓
 11/11/25
 11/11/25

LSellers/RFO
 4.11.25

CHALFORD PARISH COUNCIL

amber 2025 (2025-2026)

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	Total
60	7410 Rec Grounds/Open Sp	09/10/2025	F&M 8c.11.11.25	Deposit	BACS	Reclaim Sanctus overspe	Stroud District Council	6,500.00
59	7910 Friday Lunch Club	14/10/2025	F&M 8c.11.11.25	Current	BACS	Friday Lunch Club Incom	Chalford Parish Council	55.00
61	4100 Pro EV Income	17/10/2025	F&M 8c.11.11.25	Current	BACS	Project EV income	Curv360 Limited	342.91
62	4080 Vat	21/10/2025	F&M 8c.11.11.25	Deposit	BACS	VAT refund	HMRC	2,445.69
								9,343.60

✓ 11/11/25

LSellers/RF0
6.11.25

✓ - VICE CHAIR
FINANCE COMMITTEE

✓ 11/11/25