

Those present:

Cllr Plater (Chair)
Cllr Bell
Cllr Clare
Cllr Gilbert
Cllr Goldie
Cllr Hawes (7.43pm)
Cllr Page
Cllr Rogers
Cllr St Joseph
District Councillor Thompson
Michelle Curtis (Parish Clerk/RFO)
3 members of the public

1. Apologies for Absence

Apologies were received and accepted from County Councillor Durham and District Councillor Stephens.

2. Declarations of Interest

Cllr Clare declared interests as follows:

- Personal interest in relation to agenda Item 17, Tollesbury Climate Partnership (TCP), as he is a member of TCP and has invested in the Tollesbury School project.

Cllr Bell declared interests as follows:

- Personal interest in relation to agenda Item 17, Tollesbury Climate Partnership (TCP), as he is a member of TCP and has invested in the Tollesbury School project.

Cllr Gilbert declared interests as follows:

- Personal interest in relation to agenda Item 17, Tollesbury Climate Partnership (TCP), as she is a member of TCP.

Cllr St Joseph declared interests as follows:

- Personal interest in relation to agenda Item 17, Tollesbury Climate Partnership (TCP), as he is a TCP Committee/Working Party member and has invested in the Tollesbury School project.

Cllr Rogers declared interests as follows:

- Personal interest in relation to agenda Item 17, Tollesbury Climate Partnership (TCP), as she is a member of TCP.

Cllr Goldie declared interests as follows:

- Personal interest in relation to agenda Item 17, Tollesbury Climate Partnership (TCP), as she is a member of TCP.

The Chairman declared interests as follows:

- Personal interest in relation to agenda Item 17, Tollesbury Climate Partnership (TCP), as he is a member of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project, and his wife is a director of Tollesbury Climate Partnership.

3. Public Forum

A resident advised that they were one of the swimmers who use the pool all year round. The resident stated that the winter closure was to try to kill off some of the weed. The closure does not appear to have had any impact on killing the weed, and the weed seems to be back quicker. It would be useful to have more information on the pool maintenance communicated to the swimmers. The swimmers are very happy to help and often carry out litter picking at the pool. The resident is a member of TCP and stated that TCP would be happy to have the water in the pool tested as part of their regular water testing. Refilling the pool over the Christmas period was appreciated, but could the Parish Council reconsider its approach to ensure a successful winter closure, and consider a shorter closure period.

The Chair advised that sluice gate maintenance was carried out during the winter; however, an issue with the sluice gate has arisen, and it is still leaking. The Woodup Pool Committee is looking at ways to address this issue.

Cllr Rogers advised that the closure of the pool over the winter period was not just to try to tackle the weed issue. The comments from the resident were useful and will be taken into consideration by the Woodup Pool Committee.

The Clerk advised that the Parish Council had communicated to the village and the swimmers that the pool would be closed for maintenance during the winter.

Cllr Clare reported that it had been noted that comments had been made regarding the height of the water. Cllr Clare advised that the pool is filled to the height requested by the Parish Council, leaving ample room for the beach area.

Cllr Clare also thanked the swimmers for their efforts in litter picking at the pool.

Cllr St Joseph suggested that the swimmers attend the Woodup Pool Committee.

The resident left the meeting.

4. County Councillor and District Councillors

Cllr Hawes arrived at the meeting.

The report from Cllr Stephens was received and noted.

The Chair reported that he had attended the recent Parish Council forum arranged by Maldon District Council (MDC). At the meeting, Cllr Siddle reported that there would be three unitary councils, not five, as stated in Cllr Stephens' report. However, this could change at any time.

Cllr Clare stated that Cllr Stephens had recently emailed Councillors, advising that she sat on an outside body, PATROL – Parking and Traffic Regulations Outside

London – and the organisation is exploring ways to prevent pavement parking, thereby reclaiming pavements for pedestrians. Cllr Stephens is compiling evidence so that MDC and its councillors can write to our MPs on this matter to urge the government to bring a response to their consultation forward.

Cllr Clare stated that parking on pavements is unavoidable in many parts of the village and didn't feel that we should, as a village, be trying to reduce parking on pavements, as this is the only way some residents can park.

Cllr St Joseph stated that this is an issue in some areas of the village and a balance needs to be struck.

5. Minutes

Resolved: The minutes of the Parish Council Meeting held on 18th March 2025 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded Cllr Goldie. Unanimously agreed by those who attended.

The Chair signed the Minutes.

6. Finance

The Financial Reports as of the 31st March 2025 were presented to the Council (Appendix A).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £106,295.12

Expenditure to date – Budget £132,720 - Actual to date £113,362

Income to date – Budget £132,720 (including Precept £118,257 actual to date £147,455

Earmarked Funds – Closing balance £21,276.22 - Net movement £6,849.15

The Clerk reported:

- £329.47 received from Unity Trust Bank for interest on the Instant Access Saver account.
- Npower has not sent invoices for the electricity for the streetlights. The last invoice, dated 4th January 2025, covered the electricity usage for December 2024. The Clerk has contacted Npower, who have advised that the account is currently on hold while they upgrade their systems.
- The Finance and Policy will review the surplus funds at their next Committee meeting.

The Chair and Cllr Hawes signed the reports and bank statements.

6.2 Funds transferred within the Council's banking arrangements

The schedule of funds transferred within the Council's banking arrangements was received and noted (Appendix B).

The Clerk reported that the first instalment of the precept was due at the end of April. The Clerk would start to transfer funds from the Co-operative Bank Current Account to the Unity Trust Account to ensure that the balance in the Co-operative Account remains under £85,000.

6.3 **Payments**

The items for payment totalling £9,770.87 were presented for approval (Appendix C).

Resolved: Unanimously approved the payment schedule, including online payment options.

The Clerk advised that it was the responsibility of the Parish Council to ensure that the hire toilets were insured. Each unit is valued at £1,845.

Action: Clerk to obtain a quotation to add the hire toilets to the insurance policy for the duration of the hire.

The Chair and Cllr Hawes signed the payment schedule.

Cllr Bell signed to confirm that he had checked the invoices against the payment schedule.

7. **Dispensations**

The Parish Council instigated Tollesbury Climate Partnership (TCP), but it was agreed that the Parish Council would have no control, and it would be a separate body (Tollesbury Climate Partnership Ltd). The Parish Council is committed to TCP, as it is a good initiative for the village.

The Parish Council considered the requests for a dispensation from Cllrs Bell, Clare, Gilbert, Goldie, Plater, Rogers, and St Joseph in relation to TCP.

Resolved: Unanimously agreed to grant dispensation to Cllrs Bell, Clare, Gilbert, Goldie, Plater, Rogers, and St Joseph in relation to TCP. The dispensation is granted to Full Council and Committee meetings until the next elections. This will ensure that meetings are quorate when matters concerning TCP are considered.

8. **Finance & Policy Committee**

The draft minutes of the Finance and Policy Committee meeting held on 24th March 2024 were received and noted.

9. **Asset Register**

The Chairman reported that the Finance & Policy Committee had reviewed the Asset Register at its meeting on 24th March 2025.

Resolved: Unanimously agreed to the amendments to the Asset Register (Appendix D) proposed by the Finance and Policy Committee. The balance of the total assets for 2024/25 is £511,434.65. Compared to 2023/24, which was £511,243.91, this is an increase of £191.00.

10. **Risk Assessment**

The Chairman reported that the Finance and Policy Committee had reviewed the Risk Assessment and Management Document at the meeting on 24th March 2025.

Resolved: Unanimously agreed to accept the proposed Risk Assessment and Management Document, V9.0.

11. **Policies and Procedures**

11.1 Recruitment of Ex-Offenders Policy

Resolved: Unanimously agreed to the proposed amendments to the Recruitment of Ex-Offenders Policy. The new policy will be V3.0.

11.2 Dignity at Work Policy

There were no amendments to the Dignity at Work Policy V1.0.

11.3 Attendance at Meetings Policy

Resolved: Unanimously agreed to the proposed amendments to the Attendance at Meeting Policy. The new policy will be V3.0.

11.4 Investment Policy

Resolved: Unanimously agreed to adopt the Investment Policy V1.0.

11.5 Health and Safety Policy

Resolved: Unanimously agreed to adopt the Health and Safety Policy, V1.0.

12. Recreation Ground

12.1 Verbal report

The Clerk reported that the Vice-Chair of Tollesbury Juniors Football Club had made contact regarding making improvements to the facilities for the football teams. The Clerk advised the Vice-Chair that the Parish Council has always been very supportive of the football clubs and has previously met with the FA and the football clubs to discuss ideas. The Clerk suggested that once the football clubs have finalised their ideas, they then approach the Parish Council.

The Clerk advised that Councillors had been invited to attend the next committee meeting of Tollesbury Juniors FC, scheduled for Sunday, 13th April 2025. The Clerk and Cllr Gilbert agreed to attend the Tollesbury Juniors FC committee meeting.

12.2 Quotations for painting of some of the play equipment

Resolved: Unanimously agreed to accept the quotation from Bonz, ref 1342, for £1,200 + VAT to paint the play equipment.

12.3 Monthly Inspection Report

The Monthly Inspection Report dated 26/03/25 was received. It was noted that there had been some minor damage to the seat of the chicken springer. The seats of the toddler swings had been replaced, and the seat for the zip wire had been reinstated.

13. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)

13.1 Verbal report

The Chair advised that Hytec would be commencing the repair works on the bus shelter at the end of the following week. The Chair reported that he had attended a recent meeting arranged by Cllr Stephens with the bus companies and had notified those present that works were planned for the bus shelter. The Chair reported that Hytec are dealing directly with Essex County Council (ECC) about any licences required.

Action: Chair to confirm the date the works will commence so that the Clerk can notify the bus companies.

Action: Clerk to notify residents via social media when the work is scheduled to commence.

The Chair advised that the installation of the additional water tap at the Allotments was still pending.

Action: Clerk to ask the contractor to confirm when this work will be carried out.

13.2 Quotations for works at the Allotments

The Council may consider phasing the work at the Allotments.

Action: Clerk to request a breakdown from the Contractors of the quotations received.

14. Woodrolfe Hard

Verbal report

Cllr Clare reported:

- The renewals for the dinghy fees have been sent out.
- The previous weekend, vehicles were parked on the Hard when there was a very high tide, causing the cars to be submerged by the rising tide. Cllr Clare suggested the following:

1) The Clerk to write to ECC to request:

- a) As you approach the floodgate on the right-hand side, the sign's text is changed to read "Road is liable to tidal flooding".
- b) Request that an additional sign be installed on the left-hand side of the road as you approach the floodgate.
- c) The damaged sign on the seawall should be replaced with a new one stating, "Road is liable to tidal flooding." The post for this sign also needs to be replaced as it has rotted and is not very secure. This request has been previously submitted to ECC.

Action: Clerk to write to ECC.

2) Purchase additional road flooding signs with the graphic, similar to the ones already displayed, advising of tidal flooding. The sign is to be updated with a QR code linking to the Parish Council's website homepage, which shows the tides. Additional text is to be included on the tide table providing a link to the Environment Agency flood warning page for the Essex Coast.

Resolved: Unanimously agreed to purchase three signs, each costing £59.57 + VAT, plus delivery.

15. Woodup Pool

15.1 Verbal report

Cllr Hawes reported:

- There is still an issue with the sluice gate leaking. It has been flushed, but this does not appear to have addressed the issue. It is proposed to empty the pool over Easter to allow Gamart to inspect the sluice gate. It is hoped that it is debris that preventing the gate from closing properly.

Action: Once the closure date has been agreed upon, the Clerk is to notify residents via social media.

- It is noted that there is a lot of weed regrowth around the edges of the pool. The pool will be emptied on 26th April 2025 for the Woodup Pool working parking, and it is hoped that a lot of the weed can be removed then.
- It is proposed to purchase weed rakes in an effort to manage the weed growth without the need for emptying the pool.

Resolved: Unanimously agreed to purchase two weed rakes from Vevor costing £63.99 each.

- 15.2 Grant request – Woodup Pool Event**
Resolved: Unanimously agreed to pay for the insurance and black sacks for the Woodup Pool Event. The cost would be approximately £150.
- 15.3 Land Registry**
The Chair advised that there had been no update from the Crown Estate. To be deferred to the next meeting.
- 15.4 Green Marine (Boatyard) Limited**
Cllr Clare reported that a meeting was held with Green Marine (Boatyard) Limited. The Clerk was also in attendance.
At the meeting, Cllr Clare advised that the provision of toilets at Woodup Pool would be the same as the previous year. The Parish Council is currently exploring alternative toilet options.
The use of land and electricity for the Woodup Pool event was also discussed. The area normally used for the stage is no longer available, but an alternative location has been suggested. There was no issue with using the electricity supply for the event.
Green Marine (Boatyard) Limited was satisfied with the current arrangement and would be happy to extend the Memorandum of Understanding for an additional year.
- 16. Gift and Hospitality**
All Councillors confirmed they had not received any gifts or hospitality during the financial year 2024/25.
- 17. Tollesbury Climate Partnership**
Community Orchard Licence Agreement - To be deferred to the next meeting.
- 18. Blackwater Estuary Natural Flood Management Project**
Cllr Clare and St Joseph attended a briefing on the Blackwater Estuary Natural Flood Management Project.
Cllr St Joseph gave an overview of the briefing.

Cllr Clare advised that algae bloom is an issue nationwide, and it is understood that this is mainly due to nitrate run-off.
Action: Clerk to ask TCP if they can test the water for nitrates in Woodup Pool during their next round of water testing.
- 19. Police Reports**
The Police Reports (confidential) were received and noted.
- 20. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**
The report for February 2025 was received. It was noted that one Penalty Charge Notice (PCN) was issued.
- 21. Administration**
Casual Vacancy – The Clerk reported that confirmation had been received from MDC stating there were no requests for an election, so the Parish Council can proceed with co-option if they wish.
Action: Clerk to advertise vacancy.

Practitioners' Guide – The Clerk reported that the Smaller Authorities Proper Practices Panel (SAPPP) had published the 2025 edition of the Practitioners' Guide. The Clerk had circulated the guide to all Councillors.

Devolution – The Clerk advised that the EALC was holding a Membership Event, titled 'ECC Devolution & LGR Webinar, ' on Thursday, 3rd April 2025, between 3pm and 4pm. Councillors to notify the Clerk if they wish to attend so that a place on the briefing can be booked for them.

22. Community Matters

Cllr St Joseph reported:

- Several comments had been made to him regarding vehicles parking on the pavement opposite Fred's Store.
Action: Clerk to contact the CET to determine if they can report any incidents to Essex Police for further action.
Action: Clerk to ask Fred's Store if they could remind customers via their social media not to park opposite the shop.

The Chair reported:

- It is believed that the workers from the Lewis and Scott site are parking their vehicles in Woodrolfe Green car park.
Action: Clerk to write to Lewis & Scott, requesting a response to the previous communication sent to them and to ask them to instruct their works to refrain from using the car park at Woodrolfe Green.
- A request had been received from Cllr Gilbert that we consider having a Parish Council representative for HART, as we do with other groups, such as the Tailors Charity and the Fairways Committee.
Councillors agreed that this needed further consideration and could be discussed at the Annual Statutory Meeting on 6th May 2025.

23. Public Bodies (Admission to Meetings) Act 1960

Resolved: Due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and the public.

24. Employment Matters

Confidential report FC01-25/26.

25. Public Bodies (Admission to Meetings) Act 1960

Resolved: Open the meeting to the press and the public.

26. Dates of the Next Meetings

Full Council Meeting

Tuesday 15th April 2025 – 7.30pm – Pavilion

Committee Meetings

Environment & Amenity Committee – 23rd April 2025 - 7pm – Pavilion

Woodup Pool Committee – 28th April 2025 – 6.30pm – Woodup Pool

Finance & Policy Committee – 30th April 2025 – 7pm – Pavilion

Woodrolfe Hard Committee – 19th May 2025 – 7pm – Pavilion

Recreation Ground Committee – 4th June 2025 – 7.15pm - Pavilion

Personnel Committee – February 2026 – Date to be confirmed

The Chair closed the meeting at 9.46pm.

Signed:..... Date:.....

Date: 01/04/2025

Tollesbury Parish Council Current Year

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Time: 08:33

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account 1	31/03/2025		40,311.77
Deposit Account	31/03/2025		511.94
Coop Current Account 2	31/03/2025		295.69
Petty Cash	31/03/2025		2.59
Unity Current Account	31/03/2025		12,512.09
Unity Instant Access Saver Acc	31/03/2025		52,661.04
			<u>106,295.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			106,295.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			106,295.12
		Balance per Cash Book is :-	106,295.12
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	1,521.60	-1,547.00	-25.40
322 EMR Recreation Ground	2,480.71	3,100.00	5,580.71
323 EMR Community Support/Minor Pr	1,298.00	322.00	1,620.00
324 EMR Woodup Pool	4,014.79	1,974.15	5,988.94
325 EMR Pavillion Project	1,000.00	-1,000.00	0.00
327 EMR Neighbourhood Plan	2,309.01	2,000.00	4,309.01
329 EMR Woodrolfe Hard	1,552.96		1,552.96
333 Harbour Project - R Lankester	250.00		250.00
336 EMR Woodup Pool Toilets	0.00	2,000.00	2,000.00
	<u>14,427.07</u>	<u>6,849.15</u>	<u>21,276.22</u>

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	63,008	62,403	(605)	0	(605)	101.0%	0
Net Expenditure	(63,008)	(62,403)	605				
<u>110 Administration</u>							
1076 Precept	118,257	118,257	0			100.0%	
1080 Bank Interest Received	1,395	250	(1,145)			558.1%	
1150 Donations	37	0	(37)			0.0%	
1160 Other Income	362	0	(362)			0.0%	
1200 Grants Received	2,950	2,950	0			100.0%	
Administration :- Income	123,001	121,457	(1,544)			101.3%	0
4100 Audit Fees	720	750	30		30	96.0%	
4110 Bank Charges	18	100	82		82	17.6%	
4120 Insurance	4,128	4,087	(41)		(41)	101.0%	
4130 Miscellaneous	205	300	95		95	68.3%	
4140 Office Allowance	1,600	1,600	0		0	100.0%	
4150 Photocopier	1,045	700	(345)		(345)	149.3%	
4160 Postage	36	40	4		4	90.3%	
4170 Stationery	40	60	20		20	67.3%	
4180 Subscriptions	2,517	2,500	(17)		(17)	100.7%	
4190 Telephone	553	600	47		47	92.2%	
4200 Training	163	500	337		337	32.5%	
4210 Website	1,140	1,000	(140)		(140)	114.0%	
Administration :- Indirect Expenditure	12,165	12,237	72	0	72	99.4%	0
Net Income over Expenditure	110,836	109,220	(1,616)				
<u>120 Amenities</u>							
1100 Allotments Income	1,265	1,333	69			94.9%	
Amenities :- Income	1,265	1,333	69			94.9%	0
4130 Miscellaneous	902	750	(152)		(152)	120.2%	
4250 Allotments	281	750	469		469	37.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Hasler Green	367	400	33		33	91.7%	
4270 Rangers	1,200	1,650	450		450	72.7%	
4280 Woodrolfe Green	614	670	56		56	91.7%	
4420 Maintenance	0	1,000	1,000		1,000	0.0%	
Amenities :- Indirect Expenditure	<u>3,363</u>	<u>5,220</u>	<u>1,857</u>	0	1,857	64.4%	0
Net Income over Expenditure	<u>(2,098)</u>	<u>(3,887)</u>	<u>(1,789)</u>				
<u>130 Cemetery</u>							
1110 Fees	18,778	5,155	(13,623)			364.3%	
Cemetery :- Income	<u>18,778</u>	<u>5,155</u>	<u>(13,623)</u>			364.3%	0
4130 Miscellaneous	34	100	66		66	33.8%	
4310 Contract	6,167	6,700	533		533	92.0%	
4330 Water/Sewage Rate	158	150	(8)		(8)	105.2%	
4340 Rates	478	450	(28)		(28)	106.3%	
Cemetery :- Indirect Expenditure	<u>6,837</u>	<u>7,400</u>	<u>563</u>	0	563	92.4%	0
Net Income over Expenditure	<u>11,941</u>	<u>(2,245)</u>	<u>(14,186)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	135	75	(60)			180.0%	
Pavilion :- Income	<u>135</u>	<u>75</u>	<u>(60)</u>			180.0%	0
4330 Water/Sewage Rate	308	350	42		42	88.0%	
4400 Cleaning Items	60	60	(0)		(0)	100.6%	
4410 Electricity	830	1,500	670		670	55.3%	
4420 Maintenance	189	300	111		111	62.9%	
Pavilion :- Indirect Expenditure	<u>1,387</u>	<u>2,210</u>	<u>823</u>	0	823	62.8%	0
Net Income over Expenditure	<u>(1,252)</u>	<u>(2,135)</u>	<u>(883)</u>				
<u>150 Projects</u>							
4500 Amenities	1,730	1,500	(230)		(230)	115.3%	4,025
4520 Pavilion Project	0	1,000	1,000		1,000	0.0%	
4530 Recreation Ground	900	4,000	3,100		3,100	22.5%	900
4540 Woodup Pool	1,026	3,000	1,974		1,974	34.2%	1,026
4560 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%	
4610 Unallocated Sum	0	1,300	1,300		1,300	0.0%	
Projects :- Indirect Expenditure	<u>3,656</u>	<u>12,800</u>	<u>9,144</u>	0	9,144	28.6%	5,951
Net Expenditure	<u>(3,656)</u>	<u>(12,800)</u>	<u>(9,144)</u>				
6000 plus Transfer from EMR	5,951	0	(5,951)				
Movement to/(from) Gen Reserve	<u>2,295</u>	<u>(12,800)</u>	<u>(15,095)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	2,339	3,000	661			78.0%	
Rec Ground :- Income	<u>2,339</u>	<u>3,000</u>	<u>661</u>			78.0%	0
4310 Contract	8,805	9,585	780		780	91.9%	
4420 Maintenance	1,684	3,500	1,816		1,816	48.1%	
4710 Pitch	0	500	500		500	0.0%	
Rec Ground :- Indirect Expenditure	<u>10,488</u>	<u>13,585</u>	<u>3,097</u>	0	3,097	77.2%	0
Net Income over Expenditure	<u>(8,149)</u>	<u>(10,585)</u>	<u>(2,436)</u>				
<u>170 Street Clean</u>							
4130 Miscellaneous	300	0	(300)		(300)	0.0%	
Street Clean :- Indirect Expenditure	<u>300</u>	<u>0</u>	<u>(300)</u>	0	(300)		0
Net Expenditure	<u>(300)</u>	<u>0</u>	<u>300</u>				
<u>180 Street Light</u>							
4410 Electricity	3,138	4,000	862		862	78.4%	
4420 Maintenance	831	1,000	169		169	83.1%	
Street Light :- Indirect Expenditure	<u>3,969</u>	<u>5,000</u>	<u>1,031</u>	0	1,031	79.4%	0
Net Expenditure	<u>(3,969)</u>	<u>(5,000)</u>	<u>(1,031)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,938	1,700	(238)			114.0%	
Woodrolfe Hard :- Income	<u>1,938</u>	<u>1,700</u>	<u>(238)</u>			114.0%	0
4130 Miscellaneous	430	350	(80)		(80)	122.9%	
4730 Rent	584	585	1		1	99.9%	
Woodrolfe Hard :- Indirect Expenditure	<u>1,015</u>	<u>935</u>	<u>(80)</u>	0	(80)	108.5%	0
Net Income over Expenditure	<u>923</u>	<u>765</u>	<u>(158)</u>				
<u>200 Woodup</u>							
4270 Rangers	0	440	440		440	0.0%	
4310 Contract	248	270	23		23	91.7%	
4420 Maintenance	1,121	1,500	379		379	74.7%	
4700 Toilet	1,151	2,250	1,099		1,099	51.2%	
4760 Litter Collection	425	500	75		75	84.9%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	<u>2,944</u>	<u>5,360</u>	<u>2,416</u>	0	2,416	54.9%	0
Net Expenditure	<u>(2,944)</u>	<u>(5,360)</u>	<u>(2,416)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 S137 Expenditure</u>							
4800 Donations	380	1,500	1,120		1,120	25.3%	
S137 Expenditure :- Indirect Expenditure	<u>380</u>	<u>1,500</u>	<u>1,120</u>	0	1,120	25.3%	0
Net Expenditure	<u>(380)</u>	<u>(1,500)</u>	<u>(1,120)</u>				
<u>220 Other</u>							
4850 Agency Services	3,565	3,720	155		155	95.8%	
4860 Advertising	285	350	65		65	81.4%	
Other :- Indirect Expenditure	<u>3,850</u>	<u>4,070</u>	<u>220</u>	0	220	94.6%	0
Net Expenditure	<u>(3,850)</u>	<u>(4,070)</u>	<u>(220)</u>				
Grand Totals:- Income	147,455	132,720	(14,735)			111.1%	
Expenditure	113,362	132,720	19,358	0	19,358	85.4%	
Net Income over Expenditure	<u>34,093</u>	<u>0</u>	<u>(34,093)</u>				
plus Transfer from EMR	5,951	0	(5,951)				
Movement to/(from) Gen Reserve	<u>40,044</u>	<u>0</u>	<u>(40,044)</u>				

**TOLLESBURY PARISH COUNCIL
 SCHEDULE OF FUNDS TRANSFERRED WITHIN THE COUNCIL'S BANKING ARRANGEMENTS**

Appendix B

Apr-25

Date	Amount Transferred	From	To	Detail
03.03.25	£10,000	Co-operative Current Account	Unity Trust Bank	Top up account to cover online payments
30.03.25	£10,000	Co-operative Current Account	Unity Trust Bank	Top up account to cover online payments

Signatory 1:

Name:..... Signed:.....

Date:.....

Signatory 2:

Name:..... Signed:.....

Date:.....

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix C

April 2025

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT						
14.03.2025	D/D	Octopus	KI-C5266B98-0025	Electricity Supply - Pavilion		£121.85
	D/D	Utility Warehouse	232184093	Parish Phone		£55.16
01.04.2025	D/D	Maldon District Council		Non-Domestic Rates - Cemetery - April		£55.33
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2						
18.03.2025	D/C	Adobe	IEE2025003193853	Monthly subscription		£16.64
17.03.2025	D/C	Amazon		Stationery		£14.56
20.03.2025	D/C	Tollesbury Post Office		Postage		£17.00
01.04.2025	D/C	Moneysoft		Payroll Software		£103.20
01.04.2025	D/C	Imperative Training (Defib Shop)	1000268218	Defibrillator Pads		£92.94
UNITY TRUST BANK - CURRENT ACCOUNT						
31.03.2025		Wages		Staff Wages		£3,418.40
	Online	HMRC		Tax & NI - March 24		£1,399.77
	Online	D W Maintenance	2713	Grounds Maintenance - Cemetery - March	£558.33	
			2714	Grounds Maintenance - March	£912.08	£1,470.41
	Online	S Curtis		Litter Contract		£100.00
	Online	Viking Skips Ltd	2156	Civic Amenity Skip		£186.00
	Online	Bonz	5299	Removal of dead sycamore - Recreation Ground	£504.00	
			5295	Install toddler swings	£30.00	£534.00
	Online	Maldon District Council	TOL10092411	CPO Patrols - Jan - Mar 25		£458.68
	Online	Wave		Water Supply - Cemetery		£167.69
	Online	Euroloo		Toilet Hire Woodup Pool - 23.05.25	£310.80	
	Online	Euroloo		Toilet Hire Woodup Pool - 21.07.25	£310.80	£621.60
	Online	Planning Direct	INV-25353097	NPWG - Phase 1 - 50% of Fee		£660.00
	Online	Glasdon UK Limited	S1907507	Replacement bin for Recreation Ground		£268.94
31.04.2025	D/D	Unity Trust Bank		Bank Charges - March		£8.70
					TOTAL	£9,770.87

Payment Breakdown	
Tollesbury Current Account	£232.34
Tollesbury A/c No. 2 Debit Card	£244.34
Unity Trust Bank	£9,294.19
TOTAL	£9,770.87