

**Those present:**

Cllr Hawes (Chair)  
Cllr Page  
Cllr Bartlett  
Cllr Bell  
Cllr Clare  
Cllr Gilbert  
Cllr Goldie  
Cllr Vigar  
Michelle Curtis (Parish Clerk/Proper Officer/RFO)  
District Councillor Stephens  
District Councillor Thompson  
5 members of the public

**1. Apologies for Absence**

Apologies were received and accepted from Cllrs Chambers, Marling and Rogers.

The Chair stated the following:

I would like to take this opportunity to publicly thank the Clerk and Cllr Page for holding the fort for the last month, allowing me time for some compassionate leave. For almost a fortnight, they protected me from the daily onslaught of emails and messages that have become a second 'job'. It gave me time to reflect on the role of a parish councillor, and particularly on the role I took on as Chair.

Two key messages from people much wiser than me came to mind:

1. Before making judgment, consider that the person you are about to criticise may be handling a significant life event behind closed doors.
2. Sometimes good enough has to be, good enough.

I was disappointed to hear that at the last meeting that both the chair and clerk had faced public criticism whilst trying to do their jobs. More so, because for councillors, this isn't a job, it is a voluntary role. The public witness a fraction of the work that goes on before, after and between meetings. Councillors join to give back to the community, but this is not from some bottomless pot. They don't expect a medal (although an MBE would be nice, if anyone has connections with the Palace), but they do expect respect and a little gratitude for standing in shoes that others choose not to.

**2. Declarations of Interest**

Cllr Goldie declared interests as follows:

- Personal and prejudicial interest in agenda item 7.1, planning application 25/00873/FUL PP-14360353, as Cllr Goldie is the applicant.
- Personal interest in relation to agenda item 20, Tollesbury Climate Partnership (TCP), as she is a member of TCP.

Cllr Bell declared interests as follows:

- Personal interest in relation to agenda item 20, 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 20, Tollesbury Climate Partnership (TCP), as she is a member of TCP.

Cllr Clare declared interests as follows:

- Personal interest in relation to agenda item 20, Tollesbury Climate Partnership (TCP), as he is a member of TCP and has invested in the Tollesbury School project.

Cllrs Bell, Gilbert and Goldie have all been granted dispensation on any matters relating to Tollesbury Climate Partnership.

### **3. Co-Option**

#### **3.1** Co-opt a member to the Parish Council

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

Councillors considered the application to fill the vacancy on the Parish Council.

**Resolved:** To open the meeting to the press and public

**Resolved:** Unanimously agreed to co-opt David Vigar onto Tollesbury Parish Council.

The Declarations of Office were signed by David Vigar and the Proper Officer.

The new Councillor joined the meeting.

#### **3.2** Appoint new Councillor to Committees To be agreed at the next meeting.

### **4. Public Forum**

The Agent, Plater Claibourne, for planning application 25/00873/FUL PP-14360353, gave an overview of the application.

### **5. County Councillor and District Councillors**

The report from Cllr Stephens was received and noted.

Cllr Stephens reported:

- Cllr Stephens had inquired on behalf of the Parish Council whether planning permission was needed for a new toilet facility at Woodup Pool. Maldon District Council (MDC) has advised that if the Parish Council decides to proceed with installing toilets at Woodup Pool, planning permission will not be required. The Parish Councils have an exemption.
- Further enquiries have been made with Cllr Durham regarding the lateral gates at the entrance to the village. Cllr Durham advised that there is currently no process for delivering any former local highways panel schemes. To put this in perspective, the Maldon Panel had over £1.5 million worth of schemes on its list, which had to be disregarded. They are hopeful that they may be able to get a few of them delivered by other means, but as of yet, this does not exist.

- Cllr Stephens met with MDC Officers earlier that day at the property on the corner of East Street and New Road. Barriers have been placed around the property due to more falling roof tiles. MDC expects the owner to carry out further roof repairs this week. It is understood that the property is set to be sold this month.

Cllr Clare acknowledged the speed watch, and Cllr Stephens has assembled a team of volunteers.

Cllr Stephens advised that ten volunteers have come forward, and it is hoped to begin patrols in the Spring.

## 6. Minutes

**Resolved:** The minutes of the Parish Council Meeting held on 4<sup>th</sup> November 2025 be approved as a true and accurate record of the meeting. Proposed by Cllr Bell, seconded by Cllr Clare. Unanimously agreed by those who attended.

The Chair signed the Minutes.

## 7. Planning Applications

In accordance with the declaration disclosed, Cllr Goldie left the meeting.

### 7.1 Application No: 25/00873/FUL PP-14360353

Proposal: Construction of gabian wall to boundary of car park

Location: The Yacht Harbour Woodrolfe Road Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application.

Cllr Goldie returned to the meeting.

### 7.2 Application No: 25/00933/TCA

Proposal: T1 - Ash - Height reduction by 3m and lateral reduction by 2m

Location: The Light House 55A East Street Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application.

## 8. Planning Decisions

8.1 25/00825/TCA - P F Michael And Co 69 East Street – Approved

8.2 25/00744/HOUSE – 42 West Street – Approved

## 9. Appeal Decision

Appeal Ref: APP/X1545/D/25/3368878

Application Ref is 25/00162/HOUSE.

Proposal: Two-storey side extension including dormers to front and rear elevation

Location: 1 Genesta Close, Tollesbury

Decision – Appeal Allowed

## 10. Notice of intent to undertake agricultural development

Application No: 25/00961/AGR PP-14433665

Proposal: Prior approval for an Agricultural grain store

Location: Red Hills Farm Old Hall Lane Tollesbury

## 11. Finance

### 11.1 Monthly Financial Report

The Financial Reports as of the 30<sup>th</sup> November 2025 were presented to the Council (Appendix A).

Councillors received the following monthly financial reports:

**Bank Reconciliation** – The closing balance of £147,035.57

**Expenditure to date** – Budget £142,841 - Actual to date £100,093

**Income to date** – Budget £142,841 (including Precept £123,946) actual to date £146,414

**Earmarked Funds** – Closing balance £34,147.13 - Net movement -£3,917.09

The Clerk reported:

- From 1st December 2025, the Financial Services Compensation Scheme (FSCS) increased its deposit protection limit from £85,000 to £120,000 per eligible person.

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

### 11.2 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 Chair and Cllr Page signed the schedule.

### 11.3 Unity Trust Instant Access Account

The Clerk provided information on the Parish Council's investments. The Clerk advised that the funds held in the current accounts (Cooperative Bank and Unity Trust Bank) needed to be topped up for general expenditure.

**Resolved:** Unanimously agreed to withdraw up to £30,000 from the Unity Trust Instant Access Account. The funds are to be transferred into the Unity Current Account. The money is to be drawn down after 31<sup>st</sup> December 2025, to ensure that the full interest is received on the savings for the last quarter of the year.

### 11.4 Payments

The items for payment totalling £11,770.75 were presented for approval (Appendix C).

**Resolved:** Unanimously approved the payment schedule, including online payments.

The Chair and Cllr Page signed the payment schedule.

At the end of the meeting, Cllr Bell will confirm and sign that he has checked the invoices against the payment schedule.

A member of the public left the meeting.

## 12. Recreation Ground

### 12.1 Verbal report from the Recreation Ground Committee

Cllr Gilbert reported:

- Thanks were expressed to the resident who had kindly painted over the image on the youth shelter.

- When the Committee next meets, they will discuss additional items of equipment that need monitoring and the possibility of having more picnic benches at the Recreation Ground.

The Clerk reported:

- There had recently been an issue with vehicles parking inconsiderately when the football is being played at the Recreation Ground. The Clerk had emailed the football teams, bringing the matter to their attention, and suggested measures to help ease congestion.
- The work on the high-risk trees had been carried out that day.

## 12.2 Monthly Inspection Report

The Monthly Inspection Report dated 25/11/25 was received. It was noted that the image scratched into the youth shelter had now been painted over.

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

### 13.1 Draft Minutes

The draft minutes of the Environment & Amenity Committee meeting held on 3<sup>rd</sup> November 2025 were received and noted.

### 13.2 Verbal report from the Environment & Amenity Committee

Cllr Page reported:

- At the last meeting, it was reported that the Committee was looking into whether a non-porous membrane on some plots was causing the water issues. This has been investigated, and it appears this may not be the cause of the water problems. The two Tenants affected by the water issues have been offered alternative plots when they become available. Understandably, they wish to remain on their current plots, as they have worked on them for many years. The Clerk has been in discussion with the Tenants, and it has been agreed to monitor the situation until spring and then review it. If the issue worsens between now and spring, the Tenants will bring it to the attention of the Clerk.

The Clerk reported:

- Cllr Rogers had advised that the landowner has granted permission for access and for the works to be carried out on the roof of the Lock Up.  
**Action:** Clerk to obtain quotations for the repair works to be carried out.
- Tollesbury Climate Partnership has installed the new benches in the Community Orchard at the Cemetery.
- The Cemetery Contractor reported that after recently emptying the green wheelie bin at the Cemetery, someone had dumped bags of domestic waste into it. The Clerk had posted a notice on social media, reminding residents that the green wheelie bin is for Cemetery waste only.

### 13.3 Allotments

**Resolved:** Unanimously approved the proposal from the Environment and Amenity Committee to refund two Allotment Tenants their fees (£52.50 each), as a gesture of goodwill, due to the surface water issue on their plots.

### 13.4 Litter bins

**Resolved:** Unanimously agreed to the proposal to purchase replacement litter bins as follows:

Hasler Green

Glasdon – Topsy Royale Black Bin £229.56 + VAT

Bonz Cairey - Removal of existing bin/installation of new bin £160.00

Total - £389.56 + VAT

Bus Shelter

Glasdon – 2 x Topsy Royale Black Bin £459.12 + VAT

Bonz Cairey - Removal of existing bins and installation of new bins £220.00

Total - £679.12 + VAT

### 13.5 Woodrolfe Green

**Resolved:** Unanimously agreed to accept the quotation from Bonz Cairey to install a replacement wooden bollard at the entrance to Woodrolfe Green car park. The cost is £150 + VAT.

### 14. Woodrolfe Hard

Draft Minutes

The draft minutes of the Woodrolfe Hard Committee meeting held on 27<sup>th</sup> November 2025 were received and noted.

Cllr Clare reported that one of the main issues raised at the meeting was that some boat users had expressed concern about swimmers who, on occasion, had been swimming in the marina entrances, which poses a danger to both boat users and swimmers. The Committee is currently considering additional signage to warn swimmers of the risk.

### 15. Personnel Committee

The draft minutes of the Personnel Committee meeting held on 18<sup>th</sup> November 2025 were received and noted.

### 16. Woodup Pool

#### 16.1 Verbal report

The Chair reported:

- As previously agreed at a recent meeting, the pool has now been emptied.
- The swimmers asked whether the pool could be filled a few days earlier for the winter solstice. We have advised that we will do our best to fill the pool a couple of days earlier, but this depends on whether any work is being carried out on the pool or sluice at the time the fill is scheduled.

#### 16.2 Update on the ownership of Woodup Pool

The Chair reported that Peter Riches has advised that the Crown Estates solicitor supports his view, and that they would sell the pool to the Parish Council for £1. They are awaiting final approval and hope to provide final confirmation soon.

### 17. Woodup Pool Toilet Project

#### 17.1 Woodup Pool Toilet Project

The Chair presented the feasibility study on the Woodup Pool Toilet Project.

**Resolved:** Unanimously agreed to ratify the decision to put the Woodup Pool Toilet Project on hold for the foreseeable future in its current guise (metal cabin).

The Chair advised that the Woodup Pool Toilet Working Parking had met earlier that evening and discussed the possibility of installing a waterless toilet. Initial enquiries

have been made, and the group would be happy to explore this further if the Parish Council agrees.

Councillors agreed that the waterless toilet could be a suitable alternative and were happy for the Working Party to investigate further.

#### **17.2 Woodup Pool Toilet Project – Community Initiatives Funds**

Following the Parish Council meeting on 4<sup>th</sup> November 2025, three requests were received to review the decision regarding applying to the Community Initiatives Fund for a grant towards the Woodup Pool Toilet Project.

**Resolved:** Unanimously agreed to ratify the decision to reverse the resolution on 4<sup>th</sup> November 2025 – agenda item 15.3.

#### **18. Cemetery - Grounds Maintenance Contract**

The Clerk reported that three Contractors had requested a copy of the work specification for the Cemetery contract. Only one contractor, Wallace Arboriculture & Groundcare, submitted a quote.

**Resolved:** Unanimously agreed to appoint Wallace Arboriculture & Groundcare as the Contractor for Tollesbury Cemetery at £7,455 per annum. The contract will run from 1<sup>st</sup> January 2026 to 31<sup>st</sup> December 2028. Proposed Cllr Clare, seconded Cllr Goldie.

#### **19. Agenda Format**

The Chair reported that the Personnel Committee met on 18th November 2025 and, during the discussion, reviewed the agenda format. The Personnel Committee proposes the following:

- 1) Move the public forum item to before the community matters agenda item. This will improve the flow of the agenda.  
Members of the public (MOP) submit any questions before noon on the previous working day of the meeting, and the Clerk will circulate any questions to Councillors, so Councillors are mindful to address the questions raised by the MOP when discussing the agenda item that the question relates to.  
The Chair can also ask the resident, if they are present, if they are satisfied that their question has been addressed.
- 2) A new item to be added to the planning section on the agenda, which would allow representation from agents, applicants, and residents for planning applications to be discussed.

**Resolved:** Unanimously agreed to the proposals from the Personnel Committee on the update to the agenda format.

#### **20. Tollesbury Climate Partnership (TCP)**

**Resolved:** Unanimously agreed to support the work of TCP and approved a one-off payment of £120 for a recycling box for blister packs.

#### **21. Police Reports**

The Clerk advised that no Police Reports had been received.

The Clerk reported that she had raised the issue of the reports being wards rather than parishes. In the minutes of the Neighbourhood Watch (NhW) meeting held in November, it was noted that the NhW Co-ordinator is awaiting confirmation on whether it can be included in the new style reports.

**22. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**

The October 2025 report was received and noted.

The Clerk reported that Cllr Stephens had mentioned vehicles parking on the yellow lines on West Street. The Clerk has asked for more information from Cllr Stephens so we can instruct the CET to carry out a patrol in that area.

**23. Administration**

The Clerk reported the following:

- Stanfords – The meeting arranged with Stanfords about their proposed development on the land north of North Road was cancelled.
- Local Government Reorganisation (LGR) – The Government has announced a public consultation on all four proposals for new unitary councils in Greater Essex. This will run from 19th November 2025 to 11th January 2026.

The Clerk had attended a webinar earlier that evening. Another webinar is scheduled for 3<sup>rd</sup> December between 9.30am and 10.30am.

**Action:** Clerk to circulate the consultation. Councillors to considered responding to the consultation at the meeting on 16<sup>th</sup> December 2025.

**24. Community Matters**

There were no community matters raised.

**25. Dates of the Next Meetings**

Full Council Meeting

Tuesday 16<sup>th</sup> December 2025 – 7.30pm – Pavilion

Committee Meetings

Finance & Policy Committee – 3<sup>rd</sup> December 2025 – 7pm – Pavilion

Personnel Committee – 20<sup>th</sup> January 2026 – 7pm – Pavilion

Recreation Ground Committee – 28<sup>th</sup> January 2026 – 7.30pm – Pavilion

Woodrolfe Hard Committee – 2<sup>nd</sup> March 2026 - 7pm – Pavilion

Woodup Pool Committee – 9<sup>th</sup> March 2026 – 7.30pm – Pavilion

Environment & Amenity Committee – 16<sup>th</sup> March 2025 - 7pm – Pavilion

The Chair closed the meeting at 9.02pm.

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

Date: 01/12/2025

Tollesbury Parish Council Current Year

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Time: 08:08

Bank Reconciliation Statement as at 30/11/2025  
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	30/11/2025		16,524.05
Deposit Account	30/11/2025		519.17
Coop Current Account 2	30/11/2025		256.75
Petty Cash	30/11/2025		2.59
Unity Current Account	30/11/2025		1,133.69
Unity Instant Access Saver Acc	30/11/2025		78,494.32
HRBS - 90 Notice Account	30/11/2025		50,000.00
			146,930.57
<b><u>Unpresented Payments (Minus)</u></b>		<b>Amount</b>	
		0.00	
			0.00
			146,930.57
<b><u>Unpresented Receipts (Plus)</u></b>			
05/11/2025 091		105.00	
			105.00
			147,035.57
		<b>Balance per Cash Book is :-</b>	<b>147,035.57</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	8,672.60	-6,014.00	2,658.60
322 EMR Recreation Ground	9,770.71	-2,213.00	7,557.71
323 EMR Community Support/Minor Pr	1,620.00	-1,004.00	616.00
324 EMR Woodup Pool	6,388.94	4,158.91	10,547.85
327 EMR Neighbourhood Plan	4,309.01	-575.00	3,734.01
329 EMR Woodrolfe Hard	1,552.96		1,552.96
333 Harbour Project - R Lankester	250.00		250.00
336 EMR Woodup Pool Toilets	5,500.00	1,730.00	7,230.00
	<u>38,064.22</u>	<u>-3,917.09</u>	<u>34,147.13</u>

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

## 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>							
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████ :- Indirect Expenditure	42,983	69,221	26,238	0	26,238	62.1%	0
Net Expenditure	(42,983)	(69,221)	(26,238)				
<u>110 Administration</u>							
1076 Precept	123,946	123,946	0			100.0%	
1080 Bank Interest Received	841	1,500	659			56.0%	
1140 Agency Services Income	2,950	2,950	0			100.0%	
1150 Donations	296	0	(296)			0.0%	
1160 Other Income	1,671	0	(1,671)			0.0%	1,159
1200 Grants Received	2,000	0	(2,000)			0.0%	2,000
Administration :- Income	131,704	128,396	(3,308)			102.6%	3,159
4100 Audit Fees	720	750	30		30	96.0%	
4110 Bank Charges	61	100	39		39	61.0%	
4120 Insurance	4,593	4,200	(393)		(393)	109.4%	
4130 Miscellaneous	77	300	223		223	25.7%	
4140 Office Allowance	1,200	1,800	600		600	66.7%	
4150 Photocopier	876	1,200	324		324	73.0%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	26	60	34		34	44.0%	
4180 Subscriptions	2,052	2,700	648		648	76.0%	
4190 Telephone	368	650	282		282	56.6%	
4200 Training	0	300	300		300	0.0%	
4210 Website	215	1,000	785		785	21.5%	
Administration :- Indirect Expenditure	10,189	13,100	2,911	0	2,911	77.8%	0
Net Income over Expenditure	121,515	115,296	(6,219)				
6001 less Transfer to EMR	3,159	0	(3,159)				
Movement to/(from) Gen Reserve	118,356	115,296	(3,060)				
<u>120 Amenities</u>							
1100 Allotments Income	1,530	1,553	24			98.5%	
Amenities :- Income	1,530	1,553	24			98.5%	0

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Miscellaneous	206	800	594		594	25.8%	
4250 Allotments	2,140	1,800	(340)		(340)	118.9%	
4260 Hasler Green	233	400	167		167	58.3%	
4270 Rangers	832	1,600	768		768	52.0%	
4280 Woodrolfe Green	416	670	254		254	62.1%	
4420 Maintenance	25	1,000	975		975	2.5%	
Amenities :- Indirect Expenditure	3,853	6,270	2,417	0	2,417	61.4%	0
Net Income over Expenditure	(2,323)	(4,717)	(2,394)				
<u>130 Cemetery</u>							
1110 Fees	9,898	8,250	(1,648)			120.0%	
Cemetery :- Income	9,898	8,250	(1,648)			120.0%	0
4130 Miscellaneous	380	350	(30)		(30)	108.4%	
4310 Contract	4,058	6,860	2,802		2,802	59.2%	
4330 Water/Sewage Rate	168	300	132		132	55.9%	
4340 Rates	527	500	(27)		(27)	105.5%	
Cemetery :- Indirect Expenditure	5,133	8,010	2,877	0	2,877	64.1%	0
Net Income over Expenditure	4,765	240	(4,525)				
<u>140 Pavilion</u>							
1120 Hire Charge	70	75	5			93.3%	
Pavilion :- Income	70	75	5			93.3%	0
4330 Water/Sewage Rate	151	350	199		199	43.1%	
4400 Cleaning Items	51	75	24		24	67.9%	
4410 Electricity	1,035	1,600	565		565	64.7%	
4420 Maintenance	13	300	287		287	4.4%	
Pavilion :- Indirect Expenditure	1,250	2,325	1,075	0	1,075	53.8%	0
Net Income over Expenditure	(1,180)	(2,250)	(1,070)				
<u>150 Projects</u>							
4500 Amenities	8,618	1,500	(7,118)		(7,118)	574.5%	8,618
4530 Recreation Ground	6,793	4,000	(2,793)		(2,793)	169.8%	7,213
4540 Woodup Pool	0	3,000	3,000		3,000	0.0%	
4560 Neighbourhood Plan	3,025	3,000	(25)		(25)	100.8%	3,575
4610 Unallocated Sum	1,200	1,300	100		100	92.3%	1,200
4660 Woodup Pool - Toilet Project	270	1,000	730		730	27.0%	270
Projects :- Indirect Expenditure	19,906	13,800	(6,106)	0	(6,106)	144.2%	20,876
Net Expenditure	(19,906)	(13,800)	6,106				
6000 plus Transfer from EMR	20,876	0	(20,876)				
Movement to/(from) Gen Reserve	970	(13,800)	(14,770)				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

## 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	1,405	2,500	1,095			56.2%	
Rec Ground :- Income	<u>1,405</u>	<u>2,500</u>	<u>1,095</u>			56.2%	0
4310 Contract	5,603	9,610	4,007		4,007	58.3%	
4420 Maintenance	2,627	3,500	873		873	75.1%	
4710 Pitch	0	500	500		500	0.0%	
Rec Ground :- Indirect Expenditure	<u>8,230</u>	<u>13,610</u>	<u>5,380</u>	0	5,380	60.5%	0
Net Income over Expenditure	<u>(6,825)</u>	<u>(11,110)</u>	<u>(4,285)</u>				
<u>170 Street Clean</u>							
4310 Contract	300	500	200		200	60.0%	
Street Clean :- Indirect Expenditure	<u>300</u>	<u>500</u>	<u>200</u>	0	200	60.0%	0
Net Expenditure	<u>(300)</u>	<u>(500)</u>	<u>(200)</u>				
<u>180 Street Light</u>							
4410 Electricity	1,440	4,000	2,560		2,560	36.0%	
4420 Maintenance	581	1,000	419		419	58.1%	
Street Light :- Indirect Expenditure	<u>2,021</u>	<u>5,000</u>	<u>2,979</u>	0	2,979	40.4%	0
Net Expenditure	<u>(2,021)</u>	<u>(5,000)</u>	<u>(2,979)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,808	2,067	259			87.5%	
Woodrolfe Hard :- Income	<u>1,808</u>	<u>2,067</u>	<u>259</u>			87.5%	0
4130 Miscellaneous	363	350	(13)		(13)	103.8%	
4730 Rent	572	585	13		13	97.8%	
Woodrolfe Hard :- Indirect Expenditure	<u>936</u>	<u>935</u>	<u>(1)</u>	0	(1)	100.1%	0
Net Income over Expenditure	<u>872</u>	<u>1,132</u>	<u>260</u>				
<u>200 Woodup</u>							
4270 Rangers	0	480	480		480	0.0%	
4310 Contract	158	270	113		113	58.3%	
4420 Maintenance	620	1,500	880		880	41.3%	
4700 Toilet	1,674	1,800	126		126	93.0%	
4760 Litter Collection	417	500	83		83	83.3%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	<u>2,868</u>	<u>4,950</u>	<u>2,082</u>	0	2,082	57.9%	0
Net Expenditure	<u>(2,868)</u>	<u>(4,950)</u>	<u>(2,082)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

## 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	100	1,000	900		900	10.0%	
S137 Expenditure :- Indirect Expenditure	<u>100</u>	<u>1,000</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>10.0%</u>	<u>0</u>
Net Expenditure	<u>(100)</u>	<u>(1,000)</u>	<u>(900)</u>				
<u>220 Other</u>							
4850 Agency Services	2,325	3,720	1,395		1,395	62.5%	
4860 Advertising	0	400	400		400	0.0%	
Other :- Indirect Expenditure	<u>2,325</u>	<u>4,120</u>	<u>1,795</u>	<u>0</u>	<u>1,795</u>	<u>56.4%</u>	<u>0</u>
Net Expenditure	<u>(2,325)</u>	<u>(4,120)</u>	<u>(1,795)</u>				
Grand Totals:- Income	146,414	142,841	(3,573)			102.5%	
Expenditure	100,093	142,841	42,748	0	42,748	70.1%	
Net Income over Expenditure	<u>46,321</u>	<u>0</u>	<u>(46,321)</u>				
plus Transfer from EMR	20,876	0	(20,876)				
less Transfer to EMR	3,159	0	(3,159)				
Movement to/(from) Gen Reserve	<u>64,038</u>	<u>0</u>	<u>(64,038)</u>				

TOLLESBURY PARISH COUNCIL  
 SCHEDULE OF FUNDS TRANSFERRED WITHIN THE COUNCIL'S BANKING ARRANGEMENTS  
 TRANSFERS BETWEEN 4TH NOVEMBER AND 1ST DECEMBER 2025

Nov-25

Date	Amount Transferred	From	To	Detail
04.11.25	£7,500	Co-operative Current Account	Unity Trust Bank	Top up account to cover online payments
01.12.25	£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:.....

December 2025

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>					
14.11.25	D/D	Octopus	KI-C5266B98-0032	Electricity Supply - Pavilion	£54.70
17.11.25	D/D	A & J Lighting Solutions	39656	Call out to streetlight outside 19 New Road	£96.00
30.11.25	D/D	Npower	IN14356173	Electricity Supply - Streetlights	£308.07
29.11.25	D/D	Utility Warehouse	246749395	Parish Phone	£55.16
01.12.25	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£59.00
15.12.25	D/D	A & J Lighting Solutions		Monthly maintenance	£67.92
<b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b>					
12.11.25	D/C	McAfee	CS3604948547	Computer Security - Annual Fee	£109.99
15.11.25	D/D	Adobe	IEE2025017543088	Adobe Monthly Subscription	£16.64
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>					
04.11.25	Online	Dial-A-Jet Drainage Ltd	6098-25	Understated on November schedule	£54.00
02.12.25	Online	Wages		Staff Wages	£3,565.44
	Online	Essex Pension Fund		Employee and Employer Contributions - Nov 25	£1,101.17
	Online	Essex Pension Fund		Employee and Employer Contributions - Dec 25	£1,101.17
	Online	HMRC		Tax & NI November 2025	£1,556.04
	Online	Viking Skips	2370	Civic Amenity Skip	£186.00
	Online	D W Maintenance	2782	Grounds Maintenance - Cemetery - November	£583.33
			2783	Grounds Maintenance - November	£912.08
	Online	Wave	15869674	Water/Sewerage Charges - Pavilion	£153.47
	Online	Wave	15871033	Water - Allotments	£459.02
	Online	Phelan Barker	INV-5208	6 Month Maintenance	£210.00
	Online	Maldon District Council	TOL57493804	Green Bin - Tollesbury Cemetery	£37.00
	Online	Tollesbury St Marys PCC		Minutes - Parish Magazine	£200.00
				Church Clock	£30.00
	Online	Tollesbury St Marys PCC		Pavilion advertising - Parish Magazine	£90.00
	Online	Dial-A-Jet Drainage Ltd	6179-25	Additional drain work - Woodup Pool	£756.00
31.12.25	DD	Unity Trust Bank		Bank Charges - November	£8.55
<b>TOTAL</b>					<b>£11,770.75</b>

Payment Breakdown	
Tollesbury Current Account	£640.85
Tollesbury A/c No. 2 Debit Card	£126.63
Unity Trust Bank	£11,003.27
<b>TOTAL</b>	<b>£11,770.75</b>

Signatory 1:

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

Signatory 2:

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

Invoices checked against the payment schedule by:

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