

# Pentlow Parish Council

Parish Clerk / RFO: Kevin B. Money  
 7 Roach Vale Colchester Essex CO4 3YN  
 Tel: 07810781509 email [pentlowparishcouncil@gmail.com](mailto:pentlowparishcouncil@gmail.com)  
 www. <https://e-voice.org.uk/pentlowparishcouncil>

Dear Councillor

You are requested to attend the forthcoming meeting of Pentlow Parish Council to be held in the Village Hall on **Wednesday 13<sup>th</sup>. May 2026 at 7.30pm** for the purpose of transacting the business ONLY shown on the agenda

*KBMoney* Kevin B. Money CiLCA - Clerk to the Council – 7<sup>th</sup>. May 2026

## ANNUAL MEETING AGENDA

**035/2026 Election of Chairman for the 2026/2027 year**

The Chairman to sign the Declaration of Acceptance of Office form

**036/2026 Apologies for Absence**

**037/2026 Election of Vice-Chairman for the 2026/2027 year**

**038/2026 To re-adopt all Council policies for 2026/2027 year**

The current policies can be found at <https://e-voice.org.uk/pentlowparishcouncil/policies-procedures/>

Bio-Diversity: Code of Conduct: Complaints Procedure: Co-option Policy: Document Management Policy: Equal opportunities Policy: Financial Regulations: FOI Policy: Grant Application form: Grievance Policy: Health & Safety Policy: IT Policy: Internet Banking Policy: Publication Scheme: Risk Assessment: Social Media Policy: Standing Orders: Statement of Internal Control: Training

**039/2026 Declaration of Interest**

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda

**040/2026 To approve the Minutes of the last meeting of Pentlow Parish Council**

To receive and agree the minutes of the last PPC meetings held on 8<sup>th</sup>. April 2026

**041/2026 Planning – including any Current Planning Applications requiring a response**

**042/2026 VHMC accounts – Update on Internal auditing of accounts**

**043/2026 VHMC finances update**

**044/2026 Village Hall repairs**

**045/2026 Speed watch - update**

**046/2026 Parish Councillor Vacancy - update**

**047/2026 Bulk Refuse collection – BDC refuse bin will be at the village hall on Saturday 10<sup>th</sup>. October 2026 from 10am - Noon**

**048/2026 Parish Sign – Cllr M. Stuchfield**

**049/2026 Councillors, Clerk and website new .gov.uk addresses – update from the Clerk**

**050/2026 Councillors to discuss and consider the advantages for a possible merger with Foxearth and Liston Parish Council**

**051/2026 2025/2026 Annual Return**

- 1) To Receive the Internal Auditors report for 2025/2026
- 2) To Receive and, if agreed, sign the Certificate of Exemption for 2025/2026
- 3) To Receive and, if agreed, sign Section 1 - Annual Governance Statement of AGAR 2025/2026
- 4) To Receive and, if agreed, sign Section 2 - Accounting Statement of AGAR 2025/2026

**052/2026 Finance**

- a) To receive the Bank balances as at 30<sup>th</sup>. April 2026
- b) To receive the comparison of Actual against Budget 2026/2027
- c) Councillors to agree the May '26 finances and to agree a transfer of any funds to meet the Parish Council's financial requirements
- d) Unity Trust Bank submission form – Councillors to sign the submission form to add Cllrs I. Bower and R. Smith as a signatory list and to remove Cllr D. Wright as a signatory
- e) To appoint Ann Wood as Internal Auditor for 2026-2027 year

**053/2026 Public Participation Session**

The Chairman will invite questions and observations from members of the public present.

**054/2026 Items for Next Agenda**

**055/2026 Date of Next Full Council meeting – 9<sup>th</sup>. September 2026 at 7.30pm**

**056/2026 2026 meeting dates: - 11<sup>th</sup>. November 2026**

**057/2026 Closure of the Meeting**

To Close the meeting having considered and determined all items of business

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## Minutes of the Annual Parish meeting held on Wednesday 8<sup>th</sup>. April 2026 at 7pm in the Village Hall.

Present: Cllrs T. Bartlett, D. Wright, I. Bower, BDC Cllr I. Parker and Kevin B. Money (Parish Clerk).  
There were also 3 members of the public present.

1. **Apologies for absence** were received from ECC Cllr P. Schwier, Cllrs M. Stuchfield and R. Smith
2. **Minutes of last year's Annual Parish Meeting** held on 7<sup>th</sup>. May 2025 **All Agreed**
3. **Chair's Report** – Cllr Tim Bartlett

Major achievement is the agreement of a new Village Hall Lease for a period of 99 years.

The Parish Council have agreed to initially pay £500 annual rental but this will be reviewed after 5 years. There is also a legal bill to pay but this has not been submitted to date.

A new agreement was forged with the Village Hall Committee to reset the relationship with the Parish Council and establish greater accountability for the actions of the Village Hall Committee. The Terms of Reference were established after several attempts and addressing some legal concerns but I'm pleased that the members of the villager hall committee have fully embraced the new arrangement and I wish to record my thanks to each of its members for this. The Parish Council have looked at ways to support the Village Hall Committee and resolved to cover the insurance costs. The combined policy with Municipal Zurich established for a three-year period is actually less costly than the Village Hall and Parish Council insurances combined. It was resolved that the Parish Precept was maintained at the same level as the previous year. With additional costs this may not be possible to do the same next year.

We again had two bulky household and garden refuse collections for October and March which were both well used.

The monetary contribution of £10,000 from the developers of the solar farm was received and whilst in the Parish Council savings account has been ringfenced for a meaningful community benefit. No suggestions have been received to date.

With the resignation of Rachel Simnett as a Councillor we have now coopted Rachel Smith. My best wishes go to Rachel Simnett with the treatment she is receiving for her illness which was her reason for resigning.

Community Speed Watch activities continued up to October last year. Partly due to weather conditions no activities have been started again. However, there has been disappointment over the support given from the police.

There was an enquiry made to County Highways with regard to extending the speed limits in the parish. The response was that we first need to undertake speed surveys at the cost of £320. There was no guarantee that this would mean the backing of the Highways Authority to extend the speed limit. Maybe a little cynical but I'm not sure it would make much difference without regular enforcement.

Finally, I wish to thank the support given by my fellow Councillors and the Parish Clerk during the past year.

4. **Report from ECC** - Cllr Peter Schweir

ECC Cllr P. Schwier report can be found at

<https://e-voice.org.uk/pentlowparishcouncil/supporting-documents/2026/>

5. **Report from BDC** - Cllr Iona Parker

This is the end of my 11th year as your District Councillor for the Stour Valley North Ward, which takes in the villages of Ridgewell, Ashen, Little Yeldham, Tilbury-Juxta-Claire, Ovington, the Belchamps, Pentlow, Foxearth, Liston and Borley. I aim to do my best to represent the interests of your communities on Braintree District Council, help residents with their enquiries and to serve on Council committees.

I am a chair of the Planning Committee and am also a member of the Local Plan sub-committee, the Licensing Committee and one of the scrutiny committees. I have had a lot of meetings this year, as there have been many Local Plan sub committee meetings as well as Planning Committee and Planning Members Forum meetings. I also represent the Council at meetings of the Essex Rural Partnership. In addition, I endeavour to attend meetings of the 7 Parish Councils in my ward or send a written report if I am unable to attend in person. I received £1,250 under the Councillors Community Grant Scheme and was able to provide funds for a hearing loop for Borley church, a new gate at Borley village hall and a defibrillator for the Essex Gliding Club. Since the inception of this scheme, I have tried to distribute the funds equally around my ward. I am pleased that despite ongoing pressures on the Council's budget, in 2026/27 the Council will be increasing the amount allocated to

each Councillor under this scheme to £1,500. The Council is also restoring the twice-yearly verge cut to improve safety on roads, particularly rural roads.

As always, I have been dealing with a variety of issues raised with me including anti-social behaviour, planning issues and road signage and potholes. Resurfacing has taken place on various sections of road in my ward and I know more is planned, including in Foxearth and Sturmer, following the incessant rain this winter. I continue to report potholes on the Essex Highways website when I see them as well as reporting any fly tipping to BDC. I have supported residents and parish councils with problems caused by the construction of the solar park at Knowl Green and ensured the planning conditions are enforced. I have also supported Ridgewell Parish Council with their attempts to provide holiday activities for school children in the village. In wider terms, Braintree District Council has continued with its priority of delivering high quality services on a balanced budget and this year, due to sensible decisions taken earlier, residents will see no increase in their Council Tax for 2026/27. There will also be no increase in the garden waste collection charges. Plans for devolution for Essex are continuing which will see a directly elected Mayor and a Combined Authority, although the elections for the Mayor have been postponed till 2028. Devolution should enable Essex to take more strategic decisions itself rather than decisions being imposed by civil servants in London. 2027 should also see the creation of new unitary councils in Essex to replace the current mix of County, District/Borough and Unitary Councils. BDC has engaged in the Government consultation on this and supported the creation of 3 Unitaries. The Government has recently announced that it is proposing 5 Unitaries for Essex, with Braintree becoming part of a North East Essex unitary, along with Colchester and Tendring. BDC has also been working on a new Local Plan for the District to extend the life of the current plan to the early 2040s. The Government has imposed a mandatory housing target on Councils and BDC has produced a draft plan setting out proposed allocations for housing and employment as well as updating planning policies. The public consultation on this (known as Reg 18) has just started and I would urge anyone interested to respond to the consultation, a link to which is on the BDC website. There are no housing allocations proposed for the villages in my ward.

The other major piece of work for this year has been the design and implementation of the new waste strategy. This came about as a result of Government legislation requiring Councils to collect more materials directly from households, a need to increase recycling and reduce the amount going to incineration, and a desire to increase revenue from recyclable materials, particularly paper and card. We were very pleased with the level of response to the consultation and are grateful to the time residents took to engage with this. The new bins have arrived and a letter with information on the new service will be sent to households in May.

Some highlights of the Braintree District Council achievements or activities during the 2025/26 year are:

- Awarded a contract to a new provider, Freedom Leisure, to run our 4 leisure centres in the District.
- Renewed the contract with Suffolk CC for processing of dry recyclates.
- Continued to support residents and communities impacted by the cost of living crisis. The budget allocated further funds to the Cost-of-Living Grant Scheme launched last year.
- Provided just short of the annual target of 250 affordable homes.
- Continued to operate the housing register, providing housing for those eligible for affordable housing and to provide temporary housing if required.
- Awarded grants from the Shared Prosperity and Rural England Prosperity Funds to a number of businesses and community organisations.
- Supported delivery of a Safer Streets programme in Halstead and Public Spaces Protection Order (PSPO) in Braintree, including a PSPO to stop car racing.
- New 3G all-weather pitches in Braintree.
- Works started to improve the public realm on Witham and Halstead high streets.
- Continued with regular litter picking on the main roads in the District.
- Continued to respond to fly tipping, abandoned vehicles and other public nuisance issues.
- Developed a new Air Quality Strategy.
- Reviewed operation of the customer service centre to deal with incoming calls more quickly.
- Held Sports and Volunteer Awards to recognise achievements and a volunteer day to advertise volunteering opportunities to residents.
- Held a dementia awareness week and a slipper swap to reduce falls.
- Held a number of business briefings and jobs fairs both for young people and people in midlife, including a jobs fair in Halstead in March which attracted 189 attendees and 22 exhibitors.
- Responded to consultations on revisions to the National Planning Policy Framework.
- Responded to consultations on National Grid's Bramford to Twinstead and Norwich to Tilbury pylon projects.

**6. Open Forum discussion (matters raised by residents)**

The plants around the solar farm have been pruned to allow further and stronger growth. This seems strange as they have only been planted for just over a year. The mounds at the solar farm have now been removed.

**7. To Close the meeting having considered and determined all items of business**

The Chair then closed the meeting at 7.50pm and thanked everyone for attending

Signed

# Pentlow Parish Council

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## Minutes of the Parish Council meeting held on Wednesday 8<sup>th</sup>. April 2026 at 7.55pm in the Village Hall.

Present: Cllrs T. Bartlett, D. Wright, I. Bower and Kevin B. Money (Parish Clerk).  
There were also 3 members of the public present.

**018/2026 Apologies for Absence** were received from BDC Cllr I. Parker, Cllrs M. Stuchfield and R. Smith

### **019/2026 Declaration of Interest**

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda  
Cllr I. Bower declared an interest in the PCC

### **019/2026 To approve the Minutes of the last meeting of Pentlow Parish Council**

To receive and agree the minutes of the last PPC meeting held on 14<sup>th</sup>. January 2026 **All Agreed**

### **020/2026 Planning – including any Current Planning Applications requiring a response**

No planning applications received

### **021/2026 Finance**

a) The Clerk advised the Bank balances as at 31<sup>st</sup>. March 2026 which were noted by Councillors

b) Comparison provided of Actual against Budget 2025/2026 & 2026/2027

Councillors noted the comparison of Actual against Budget 2025/2026 & 2026/2027

c) Councillors agreed the April '26 finances and to agree a transfer of funds to meet the Parish Council's financial obligations as with prior agreement of Councillors. **All Agreed**

### **022/2026 Village Hall Lease - Cllr T. Bartlett**

This has been completed. The Chair will hold the original lease and the Clerk will maintain an electronic copy.

### **023/2026 VHMC accounts – Internal auditor cost £135**

Cllr D. Wright proposed accepting that Ann Wood undertakes the VHMC accounts at £135. Cllr I. Bower seconded. **All Agreed**

### **024/2026 Membership resilience – Cllr T. Bartlett**

Cllr D. Wright spoke about how Pentlow Parish Council can promote residents coming on as Councillors. With the Council being short of Councillors it is imperative to get new faces onto the Council.

A suggestion was made that perhaps a member from the VH committee could be persuaded to be coopted onto the Council.

### **025/2026 Volunteering – Cllr T. Bartlett**

More volunteers are required for the Speedwatch team and litter picking. Cllr. D. Wright advised he would be prepared to support Speedwatch. (Cllr. T. Bartlett to find out when next online training for new volunteers will be held).

### **026/2026 Bulk Refuse collections – Cllr T. Bartlett**

These collections are very popular. It was resolved that the next bulk refuse collection will be on Saturday 10<sup>th</sup>. October 2026 10am – 12noon at the village hall (subject to BDC confirming this date)

### **027/2026 Solar Farm – Cllr T. Bartlett**

The plants around the solar farm have been pruned to allow further and stronger growth. This seems strange as they have only been planted for just over a year. The mounds at the solar farm have now been removed.

### **028/2026 Parish Sign – Cllr T. Bartlett**

No update available on the sign. If a sign is designed and produced, the location needs to be carefully thought about?

**029/2026 Councillors, Clerk and website new .gov.uk addresses** – Councillors to discuss changing to .gov.uk

The Clerk informed the meeting that changing emails and website to a .gov.uk domain name is now mandatory.

The Clerk circulated an estimate of £267.00p +VAT totaling £320.40p. Cllr T. Bartlett proposed accepting and to go ahead. Cllr D. Wright seconded. **All Agreed**

**030/2026 Public Participation Session**

The Chairman invited questions and observations from members of the public present.

Question raised concerning the Village Hall work being undertaken. The critical repairs around the chimney have been completed but there is further work that needs undertaking before the scaffolding is removed. The VPMC Maintenance Officer is having difficulties getting the contractor back to agree a price for additional work.

**031/2026 Items for Next Agenda**

Solar farm can now be removed.

Extending Village Speed limit and the Essex Highways Public Consultation on new speed limits.

**032/2026 Date of Next Full Council meeting – 13<sup>th</sup>. May 2026 at 7.30pm**

**033/2026 2026 meeting dates: - 9<sup>th</sup>. September 2026: 11<sup>th</sup>. November 2026**

**034/2026 Closure of the Meeting**

**To Close the meeting having considered and determined all items of business**

The Chair then closed the meeting at 8.30pm and thanked everyone for attending

Signed

T. Bartlett - Chair

13<sup>th</sup>. May 2026

		<b>BANK RECONCILIATION</b>			
Financial year ending 31.03.27					
Bank Balance as at		<b>30.04.26</b>			
Unity Trust Bank - Current a/c		£ 4,066.40			
Unity Trust Bank - EMR a/c		£ 17,046.02			
<b>Total:</b>		<b>£ 21,112.42</b>			
Less Unpresented cheques					
Total of unpresented cheques		£ -			
<b>Net Bank Balances as at</b>		<b>£ 21,112.42</b>			
<b>CASH BOOK</b>					
Balance as at 01.04.26		£ 17,909.24			
Plus Receipts		£ 3,634.00			
<b>Total</b>		<b>£ 21,543.24</b>			
Less Payments		£ 430.82			
<b>Grand Total</b>		<b>£ 21,112.42</b>			
Difference		£ -			
<hr/>					
Bank Balance as at					
Unity Trust Bank - Current a/c					
Unity Trust Bank - EMR a/c					
<b>Total:</b>					
Less Unpresented cheques					
Total of unpresented cheques					
<b>Net Bank Balances as at</b>					
<b>CASH BOOK</b>					
Balance as at 01.04.26					
Plus Receipts					
<b>Total</b>					
Less Payments					
<b>Grand Total</b>					
Difference					
<hr/>					
Bank Balance as at					
Unity Trust Bank - Current a/c					
Unity Trust Bank - EMR a/c					
<b>Total:</b>					
Less Unpresented cheques					
Total of unpresented cheques					
<b>Net Bank Balances as at</b>					
<b>CASH BOOK</b>					
Balance as at 01.04.26					
Plus Receipts					
<b>Total</b>					
Less Payments					
<b>Grand Total</b>					
Difference					

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mr Kevin Money  
Pentlow Parish Council  
7 Roach Vale  
Colchester  
CO4 3YN

**Date:** 30/04/2026

**Account Name:** Pentlow Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20488712

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

- Call us: **0345 140 1000**
- Email us: **[us@unity.co.uk](mailto:us@unity.co.uk)**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2026		Balance brought forward	£0.00	£0.00	£363.22
09/04/2026	Transfer	Transfer from 20488725	£0.00	£500.00	£863.22
10/04/2026	Faster Payment Debit	B/P to: Kevin B. Money	£353.76	£0.00	£509.46
10/04/2026	Faster Payment Debit	B/P to: Kevin B. Money	£70.06	£0.00	£439.40

Page number 1 of 3

Statement number 035

**For Businesses.  
For Communities.  
For Good.**

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
23/04/2026	Credit	PAYMENTS BTREE DC	£0.00	£3,634.00	£4,073.40
30/04/2026	Fee	Service Charge	£7.00	£0.00	£4,066.40



# Your Account Statement



For Businesses For Communities For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mr Kevin Money  
Pentlow Parish Council  
7 Roach Vale  
Colchester  
CO4 3YN

**Date:** 30/04/2026

**Account Name:** Pentlow Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20488725

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 1.95% AER as of your statement date.

## Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/03/2026		Balance brought forward	£0.00	£0.00	£17,546.02
09/04/2026	Transfer	Transfer to 20488712	£500.00	£0.00	£17,046.02

Page number 1 of 2

Statement number 031

**For Businesses.  
For Communities.  
For Good.**

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**INVESTORS IN PEOPLE**  
We invest in people Gold



<b>PPC ACTUAL AGAINST BUDGET REPORT</b>				
		<b>Budget 2026/2027</b>	<b>Total Income / Spend to May '26</b>	<b>Left in Budget as at May '26</b>
<b>Income</b>	PRECEPT	7268	£ 3,634.00	
	OTHER INCOME	0	£ -	
	GRASS CUTTING	0	£ -	
	STREET CLEANING	810	£ -	
	VAT REFUND	0	£ -	
	INTEREST	120	£ -	
	<b>TOTAL</b>	<b>8198</b>	<b>£ 3,634.00</b>	
<b>Exp.</b>				
Staff	Salary	4457	£ 707.52	£ 3,749.48
	Office Allowance	0	£ -	£ -
	<b>TOTAL</b>	<b>4457</b>	<b>£ 707.52</b>	<b>£ 3,749.48</b>
Adm.				
	Office Expenses	100	£ 58.38	£ 41.62
	Audit Fees	110	£ -	£ 110.00
	<b>TOTAL</b>	<b>210</b>	<b>£ 58.38</b>	<b>£ 151.62</b>
General	Telephone Box	50	£ -	£ 50.00
	Insurance	400	£ -	£ 400.00
	EALC/NALC Subs	150	£ 82.87	£ 67.13
	BDC Refuse vehicle	525	£ -	£ 525.00
	Village Hall Rent	500	£ -	£ 500.00
	Village Events	250	£ -	£ 250.00
	Parish Magazine	400	£ -	£ 400.00
	Bank Charges	84	£ 7.00	£ 77.00
	Meeting costs	50	£ -	£ 50.00
	Website	0	£ -	£ -
	Christmas Tree	150	£ -	£ 150.00
	Notice Board Maintenance	150	£ -	£ 150.00
	Contingency	672	£ 1,003.00	-£ 331.00
	Defibrillator	100	£ -	£ 100.00
	Poppy Wreath	50	£ -	£ 50.00
	<b>TOTAL</b>	<b>3531</b>	<b>£ 1,092.87</b>	<b>£ 2,388.13</b>
	<b>GRAND TOTAL</b>	<b>8198</b>	<b>£ 1,858.77</b>	<b>£ 6,289.23</b>
	VAT		£ 212.28	
	<b>Total:</b>		<b>£ 2,071.05</b>	

	FINANCE APRIL 2026					
	INCOME: BDC 1st. Insalment of Precep 3634.00p:					
	EXPENDITURE					
Chq No.	Invoice No.	Payee	Cost	VAT	Total	PPC Ref
FEE		Unity Trust Bank - Service Charge	£ 7.00	£ -	£ 7.00	3
BACS	May '26	Kevin B. Money - Clerk salary	£ 353.76	£ -	£ 353.76	4
BACS		Winckworth Solicitors - Village Hall Lease	£1,003.00	£200.60	£1,203.60	5
BACS	19344	EALC 2026-2027 subscription	£ 82.87	£ -	£ 82.87	6
		<b>TOTAL:</b>	<b>£1,446.63</b>	<b>£200.60</b>	<b>£1,647.23</b>	
		Denotes already paid				