

Council April 2025

Item 4.2 Previous Minutes – updates and outstanding

Actions outstanding from minutes before March 2025

Minute no.	Who	Item	Deadline by which to complete	Update
Pg.3099	Clerk	Adoption of Blackham bus shelter by BETSI to go to Finance Committee	March	On April agenda
Pg.3100	Finance Committee	Consider Members Allowances at updated levels, travel and subsistence rates and costs for child/dependants' care in 2026/27 budget setting	Autumn	
Pg.3101	Council	Agree final Memorandum of Understanding	March	On April agenda
Pg.3102	Cllr Gordon-James	Become link councillor with WPCIC rather than a Director after MoU agreed	April	Defer a little longer?
Pg.3126	CEAG	Consider assisting the Guide Hut with maintaining the garden area	May	

Actions from March 2025 Minutes

Minute no.	Who	Item	Deadline by which to complete	Update
Pg.3140	Cllr Anderson	Confirm whether Groombridge Cricket Club will run the April Community café	March	In progress
Pg.3141	Cllr Tuke	Deliver more fliers and use the APA to recruit Speedwatch volunteers	May	
Pg.3141	Cllrs Anderson and Tuke	Discuss whether they could combine some Ourwatch stickers with Speedwatch information	April	
Pg.3141	Cllr Lawne	Draft response to the consultation on Establishing a Mayoral Combined County Authority on email	April	Confirmation that this was submitted on April agenda
002876	Clerks	Submit the Mayoral consultation by 10 th April	April	Done
002877-002889	Clerk	Adopt the updated and new policies	March	Done
002891	Clerk	Transfer £25,000 from Unity Trust to HSBC	March	Done
002892	Clerk	Set up the Earmarked Reserves for 2025/26	April	
002894	Clerk	Arrange recruitment of a paid Administrator on a 6 month contract for 3 mornings (7.5 hours) per week	May/June	In progress
Pg.3145	Clerk	Proceed with actions agreed under Building Matters	March	In progress
Pg.3145	Assistant Clerk	Councillors to be asked to contribute to the Unsung Helpers invitation list	April	

Memorandum of Understanding (MoU)

Groombridge Post Office, April 2025 – March 2028

This MoU is an agreement made between the following parties:

Party A

Organisation Name	Withyham Parish Council
Address	The Old Station, Station Road, Groombridge, East Sussex TN3 9RD
Telephone	01892 864557

Party B

Organisation Name	Withyham Parish Community Interest Company
Address	c/o The Old Station, Station Road, Groombridge, East Sussex TN3 9RD
Telephone	01892 864557

1. SUBJECT

Withyham Parish Community Interest Company (WPCIC) was set up by Withyham Parish Council (WPC) in 2020 in order to provide a business model by which WPC could apply for and operate Groombridge Post Office.

WPC and WPCIC share the same objective, which is to operate Groombridge Post Office for the benefit of the Parish's residents. However, WPCIC is a separate entity from WPC and is managed by its own Directors. It is not a company belonging to WPC.

The objectives of WPCIC are "to carry on activities which benefit the community and in particular (without limitation) to undertake community projects and activities to benefit those living in, working in or residing in the parish of Withyham, East Sussex including the operation of a post office".

This Memorandum of Understanding relates to the operation of Groombridge Post Office and Shop only. Any other activities that may be undertaken by WPCIC in the future should be the subject of a separate Memorandum of Understanding particularly if financial support is required from WPC.

WPCIC is a not-for-profit operation, with any surplus being used to grow and develop the business to benefit the community, whilst any financial shortfall will be funded by WPC in subsidy. WPCIC is a company limited by guarantee and the Directors of WPCIC receive no remuneration.

As per WPCIC's Constitution, at least one of the Directors of WPCIC should be a WPC Councillor selected by WPC.

WPC will also nominate a 'Councillor in Attendance' who is not a Director, to attend WPCIC meetings to advise WPCIC of WPC's position on relevant matters and to assist with maintaining communication between the two entities.

2. COMMITMENTS

Party A (WPC) commits to:

- Provide an annual subsidy to WPCIC based on the amount requested and evidenced by WPCIC. This amount will be confirmed by WPC by the January and drawn down by WPCIC during the year in such a manner as agreed by both parties.
- Consider additional funding requests should WPCIC incur unexpected expenditure which would lead it to become insolvent.
- Lease part of the Post office building to WPCIC to operate the post office at a minimal rent of £1 per annum.

Party B (WPCIC) commits to:

- Operate the post office counter at Groombridge Post Office as per the Contract with Post Office Ltd
- Deliver a retail offer (shop) at Groombridge Post Office to maximise income to the business and reduce the need for subsidy
- Provide quarterly financial/update reports to WPC
- Provide a budgetary report and subsidy request to WPC's autumn Finance Committee meeting to inform its annual budget and Precept meeting
- Maintain the internal areas of the Post office building to the requirements of the lease
- Provide information relating to fire safety and health and safety policy/procedures as required by WPC to satisfy their requirements as Landlord

3. AMENDMENTS

Amendments to this document can be agreed before the end of this MOU should all parties agree in writing. Otherwise this MoU will be reviewed in March 2028.

4. BREACHES

Should one of the parties not fulfil any of its commitments outlined in this MoU, an action plan will be devised and agreed by both parties with the purpose of meeting these commitments.

The parties affirm to know, understand and agree to all articles of this MoU.

PARTY A (WPC) REPRESENTATIVE PARTY B (WPCIC) REPRESENTATIVE

Signature: _____	Signature: _____
Name: _____	Name: _____
Position: _____	Position: _____
Date: _____	Date: _____

FINANCE/24.3.2025 – 003153

Subsequently, three Finance Committee members and the Clerk had met with one of the GSGA operating team. Notes of the meeting had been circulated.

It was noted that WPC currently arranges and pays for up to 21 cuts every year at the Tanyard. In 2024/25 GSGA had been asked to make a 30% contribution and this was due to be reviewed for 2025/26. Whilst the parish has few publicly accessible open spaces, it was also noted that WPC does not own the land and public use had declined since WPC started doing the cuts.

Members of the Committee raised concerns about lack of use of the land and the public benefit of WPC contributing over £1,000 each year. Members of the Committee were disappointed that more hadn't been done to build user groups following previous meetings where WPC had been given assurances that this would happen. It was however noted that GSGA wishes to find more users and that there is a new team looking at ways of doing so; members who had attended the recent meeting with the GSGA representative had been impressed with his approach.

A useful result of the recent meeting was an agreement that, with current usage, 21 cuts are not needed. The Clerk would contact the contractors to request a reduction to 14 cuts if the contract can be amended.

The Committee AGREED that GSGA should demonstrate to WPC what they have done to increase usage, and provide evidence of increased usage, to the Autumn Finance Committee meeting.

In the meantime, as WPC's next 3 year grass cutting contract is due for renewal, the Clerk would seek quotes using the 14 cuts model but WPC would not continue arranging or contributing to the cost of cuts if usage does not increase and there is not more evidence of public benefit for WPC's expenditure.

Cllr Anderson would attend the AGM for WPC.

00

RESOLVED to continue the 30% contribution from GSGA for 2025/26, to be reviewed for 2026/27 in the Autumn 2025 based on evidence provided by GSGA.

7. BLACKHAM BUS SHELTER – consider adoption request from BETSI

January's Council meeting had been asked by BETSI if they could adopt the Ironchurch Lane bus shelter as they felt it is an important hub for residents.

The Clerk provided Finance Committee with the Assets and Disposals Policy. The Committee considered whether to recommend to Council to allow BETSI to adopt the Blackham Bus Shelter.

If WPC were to retain ownership but BETSI undertook maintenance this could be problematic around liabilities and Health and Safety.

It was therefore AGREED to recommend to Council to dispose of the bus shelter to BETSI on the basis that WPC relinquishes all responsibilities and liabilities and would be under no obligation to take it back should BETSI no longer want it.

Withyham Parish Council
Annual Budget - By Centre

Note: Proposed Annual Budget 2025/26 (COUNCIL)

Last Year 2023/24			Current Year 2024/25			Next Year 2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	Receipts								
1000									
	1,000	2,613	3,500	2,871	0	0	2,000	0	0
1010	4,500	5,175	4,800	4,800	0	0	4,800	0	0
1011	1,800	609	1,500	684	0	0	800	0	0
1020	400	70	400	738	0	0	400	0	0
1030	0	17,278	0	4,894	0	0	0	0	0
1040	450	372	605	253	0	0	550	0	0
1050	0	7,148	0	0	0	0	0	0	0
1062	16,800	17,557	16,800	10,413	0	0	16,800	0	0
1063	3,500	2,444	3,000	2,656	0	0	3,000	0	0
1070	0	0	314	0	0	0	321	0	0
1076	170,834	170,834	225,641	225,641	0	0	235,675	0	0
1090	100	2,461	100	0	0	0	120	0	0
	199,384	226,561	256,660	252,950	0	0	264,466	0	0
	0	24,326	0	4,894	0	0	0	0	0
	199,384	202,235	256,660	248,057	0		264,466		
	Total Income								
	less Transfer to EMR								
	Movement to/(from) Gen Reserve								
101	Administration								
4000	52,100	53,671	51,300	56,880	0	0	54,705	0	0
4001	13,000	16,505	15,000	19,203	0	0	15,000	0	0
4003	0	0	4,164	4,560	0	0	4,550	0	0
4005	2,000	501	2,000	510	0	0	2,000	0	0
4006	500	0	500	0	0	0	500	0	0
4007	2,500	1,483	2,000	1,634	0	0	2,000	0	0

Continued on next page

Withyham Parish Council
Annual Budget - By Centre

Note: Proposed Annual Budget 2025/26 (COUNCIL)

	<u>Last Year 2023/24</u>		<u>Current Year 2024/25</u>			<u>Next Year 2025/26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
4008 Annual Subs inc SALC/NALC	1,500	1,635	1,600	1,288	0	0	1,600	0
4009 Conferences & Networking	500	75	500	269	0	0	1,000	0
4010 Chairman's Allowance	1,300	1,300	1,300	1,300	0	0	1,300	0
4011 Councillors' Allowances	2,000	908	1,000	908	0	0	1,000	0
4012 Parish Office rent	15,000	16,000	16,000	16,000	0	0	16,000	0
4013 Telephone/Broadband	1,200	1,219	1,300	1,203	0	0	1,600	0
4015 Stationery & non-electric equi	1,500	1,249	1,500	1,171	0	0	1,500	0
4016 Computer Software/Hardware	1,000	1,013	1,500	1,435	0	0	1,500	0
4017 Photocopier Lease/Maintenance	1,200	639	1,200	901	0	0	1,300	0
4018 Website	290	290	500	290	0	0	700	0
4019 Community Communication	1,500	986	1,700	556	0	0	1,500	0
4020 APA expenditure	750	593	750	763	0	0	1,225	0
4021 IT Support	2,400	3,588	3,600	3,856	0	0	3,806	0
4030 Hire of Halls	200	82	400	70	0	0	100	0
4038 Insurance	1,400	2,117	2,200	2,056	0	0	2,200	0
4040 Payroll, audit & legal Fees	2,000	3,104	2,000	1,242	0	0	2,000	0
4041 Staff Committee	500	0	500	150	0	0	500	0
4051 Community Resilience	100	70	100	0	0	0	500	0
4060 Election Expenses	1,200	1,432	1,200	0	0	0	1,200	0
4061 Parish Action Plan & Projects	500	461	500	495	0	0	500	0
4062 Withyham Parish Volunteers	100	92	100	25	0	0	100	0
4064 Community Cafe expenditure	450	367	605	517	0	0	550	0
4065 Climate & Ecology Working Grou	0	680	500	290	0	0	800	0
4500 Office associated repairs	3,000	360	4,500	981	0	0	4,500	0

Continued on next page

Withyham Parish Council
Annual Budget - By Centre

Note: Proposed Annual Budget 2025/26 (COUNCIL)

	Last Year 2023/24		Current Year 2024/25				Next Year 2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4501	200	265	200	218	0	0	400	0	0
4502	5,000	2,436	2,500	2,526	0	0	2,400	0	0
4503	1,000	995	1,000	1,205	0	0	1,200	0	0
4506	900	1,013	1,200	577	0	0	1,000	0	0
4510	150	195	200	347	0	0	400	0	0
4600	100	102	150	120	0	0	200	0	0
	117,040	115,423	125,269	123,543	0	0	131,336	0	0
	0	1,274	0	101	0	0	0	0	0
	(117,040)	(114,149)	(125,269)	(123,441)	0		(131,336)		
102	Grants & Donations								
4101	10,000	8,449	10,000	10,000	0	0	10,000	0	0
4102	500	119	0	0	0	0	0	0	0
4106	0	0	500	0	0	0	500	0	0
	10,500	8,567	10,500	10,000	0	0	10,500	0	0
	(10,500)	(8,567)	(10,500)	(10,000)	0		(10,500)		
201	Groombridge								
4200	320	302	320	302	0	0	320	0	0
4201	200	26	200	690	0	0	500	0	0
4202	200	0	1,000	0	0	0	2,000	0	0
4205	5,350	2,211	5,510	2,447	0	0	5,650	0	0
4206	1,017	630	1,048	933	0	0	1,068	0	0
4211	1,100	1,100	1,200	858	0	0	1,500	0	0

Continued on next page

Withyham Parish Council
Annual Budget - By Centre

Note: Proposed Annual Budget 2025/26 (COUNCIL)

Last Year 2023/24		Current Year 2024/25				Next Year 2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4213	1,900	1,925	2,100	1,502	0	0	2,100	0	0
4219	5,500	5,663	5,663	5,663	0	0	5,663	0	0
4220	200	750	1,000	258	0	0	1,000	0	0
4221	0	19,060	0	0	0	0	0	0	0
4222	100	486	0	0	0	0	0	0	0
4225	100	0	100	0	0	0	100	0	0
4230	1,000	900	4,000	1,400	0	0	4,000	0	0
4231	1,500	1,920	0	0	0	0	2,000	0	0
	18,487	34,972	22,141	14,052	0	0	25,901	0	0
	0	55,912	0	659	0	0	0	0	0
	(18,487)	20,940	(22,141)	(13,393)	0		(25,901)		
202	St Johns								
4240	620	310	638	331	0	0	651	0	0
4241	500	0	500	0	0	0	500	0	0
	1,120	310	1,138	331	0	0	1,151	0	0
	(1,120)	(310)	(1,138)	(331)	0		(1,151)		
203	Withyham/Blackham								
4260	1,450	605	1,500	1,530	0	0	1,550	0	0
4261	410	203	420	280	0	0	430	0	0
4265	60	59	65	61	0	0	65	0	0
4266	60	59	65	61	0	0	65	0	0
4267	700	383	2,500	5,232	0	0	300	0	0

Continued on next page

Withyham Parish Council

Annual Budget - By Centre

Note: Proposed Annual Budget 2025/26 (COUNCIL)

	Last Year 2023/24		Current Year 2024/25			Next Year 2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4268 BG Playground - Repairs	100	0	100	0	0	0	300	0	0
4270 Play Inspection BGm & TMeath	150	160	270	167	0	0	200	0	0
	2,930	1,470	4,920	7,331	0	0	2,910	0	0
6000 plus Transfer from ENR	0	0	0	2,732	0	0	0	0	0
	(2,930)	(1,470)	(4,920)	(4,599)	0		(2,910)		
401 Highways/Footways/Transport									
4226 ESCC Devolution (grass)	976	976	1,242	1,242	0	0	1,608	0	0
4401 Wealdlink Bus Service	631	604	650	628	0	0	660	0	0
4402 External Furniture Repairs	200	0	200	0	0	0	200	0	0
4403 Roadside Shelters	200	0	500	254	0	0	300	0	0
4405 Telephone boxes (adopted)	150	0	150	57	0	0	150	0	0
4406 Defibrillators	200	93	200	347	0	0	400	0	0
4407 Parish maintenance works/equip	1,300	1,309	500	548	0	0	700	0	0
4410 Notice Boards	200	84	200	26	0	0	100	0	0
4415 Rights of Way	500	26	500	6	0	0	500	0	0
4420 Finger Posts and signs	1,500	321	1,000	0	0	0	1,000	0	0
4421 Highways	1,500	646	1,500	131	0	0	1,500	0	0
4426 GB Village Sign Maintenance	300	0	300	0	0	0	300	0	0
4428 Grit Bins	350	261	350	0	0	0	350	0	0
4429 Salt Spreaders/Salt	500	540	600	222	0	0	600	0	0
	8,507	4,860	7,892	3,462	0	0	8,368	0	0
	(8,507)	(4,860)	(7,892)	(3,462)	0		(8,368)		
Overhead Expenditure									
Movement to/(from) Gen Reserve									

Continued on next page

Withyham Parish Council
Annual Budget - By Centre

Note: Proposed Annual Budget 2025/26 (COUNCIL)

Last Year 2023/24			Current Year 2024/25			Next Year 2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
402 Lighting									
4450 Energy & Maintenance 39 lights	2,500	1,904	2,000	2,130	0	0	2,500	0	0
4451 Repairs & Renewals	2,000	0	2,000	486	0	0	2,000	0	0
4452 New Columns	4,000	0	3,000	0	0	0	3,000	0	0
Overhead Expenditure	8,500	1,904	7,000	2,616	0	0	7,500	0	0
Movement to/(from) Gen Reserve	(8,500)	(1,904)	(7,000)	(2,616)	0		(7,500)		
500 Post office									
5001 CIC Subsidy/Grant	18,000	14,500	18,000	8,000	0	0	12,000	0	0
5100 PO Building Annual PWLB repay	16,800	16,779	16,800	16,779	0	0	16,800	0	0
5101 PO building utilities repayment	4,500	12,117	3,000	5,024	0	0	3,000	0	0
5200 Phoenix Hse maintenance	0	0	5,000	24,186	0	0	10,000	0	0
Overhead Expenditure	39,300	43,396	42,800	53,989	0	0	41,800	0	0
plus Transfer from ENR	0	2,525	0	14,263	0	0	0	0	0
Movement to/(from) Gen Reserve	(39,300)	(40,871)	(42,800)	(39,725)	0		(41,800)		
901 Earmarked Reserves									
9037 EMR Parish Assets	0	0	35,000	0	0	0	0	35,000	0
Overhead Expenditure	0	0	35,000	0	0	0	0	35,000	0
Movement to/(from) Gen Reserve	0	0	(35,000)	0	0		0		
999 VAT Data									
115 VAT reclaimed	15,000	0	17,500	0	0	0	0	0	0

Continued on next page

Withyham Parish Council
Annual Budget - By Centre

Note: Proposed Annual Budget 2025/26 (COUNCIL)

	Last Year 2023/24		Current Year 2024/25				Next Year 2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	15,000	0	17,500	0	0	0	0	0	0
515 VAT on Payments	8,000	0	17,500	0	0	0	0	0	0
Overhead Expenditure	8,000	0	17,500	0	0	0	0	0	0
Movement to/(from) Gen Reserve	7,000	0	0	0	0		0		
Total Budget Income	214,384	226,561	274,160	252,950	0	0	264,466	0	0
Expenditure	214,384	210,901	274,160	215,322	0	0	229,466	35,000	0
Net Income over Expenditure	0	15,659	0	37,628	0	0	35,000	-35,000	0
plus Transfer from ENR	0	59,711	0	17,755	0	0	0	0	0
less Transfer to EMR	0	24,326	0	4,894	0	0	0	0	0
Movement to/(from) Gen Reserve	0	51,044	0	50,490	0	0	35,000		

B.2

Date: 25/03/2025

Withyham Parish Council

Page 1

Time:15:07

Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 20/03/2025 and 24/03/2025

24125 Budget

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/03/2025	So Energy	BACS233	130.20			5101	500	130.20	Final gas Phoenix House
20/03/2025	Staff	BACS234	37.79		6.30	4201	201	31.49	spur for fence (Travis Perkins
20/03/2025	safetec	BACS235	30.24		5.04	4062	101	25.20	Hi Vis vests amblers
20/03/2025	R Bailey	BACS236	40.00			4503	101	40.00	Windowcleaning (Station)
20/03/2025	SME IT Solutions	BACS237	121.26		20.21	4013	101	101.05	Phones & Bband March
20/03/2025	Viking Direct	BACS238	68.92		11.49	4015	101	57.43	Stationery & noticeboard
20/03/2025	Omni Waste Management	BACS239	39.69		6.62	4506	101	33.07	Office waste collection
20/03/2025	Omni Waste Management	BACS239	-39.69		-6.62	4506	101	-33.07	Void - incorrect amount
20/03/2025	Omni Waste Management	BACS239	36.96		6.18	4506	101	30.80	CORRECT - office waste
20/03/2025	Prepaid card	CB1 PPC	227.71			203		227.71	CB1 to PPC 24-25
20/03/2025	Everflow	DDEFOS0325	40.25			4502	101	40.25	Water charges Old Station
20/03/2025	Octopus	DDOCTO0325	302.86			4502	101	302.86	Energy Old Station
Total Payments:			1,036.19	0.00	49.20			986.99	

Date: 09/04/2025

Withyham Parish Council

Page 1

Time: 14:48

Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 27/03/2025 and 31/03/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/03/2025	Commercial Services Trading Lt	BACS240	236.14		39.36	4206	201	155.46	Grass cutting qtr3
						4205	201	41.32	Grass cutting qtr3
27/03/2025	Staff member	BACS241	5.50			4015	101	5.50	Raw plugs
27/03/2025	St Michaels School	BACS242	309.00			4101	102	309.00	Grant Forest School
27/03/2025	Everflow	DDEFPO0425	90.74			5101	500	90.74	Water charges Post Office & Ph
31/03/2025	Prepaid card	CB1PPC3103	93.58			203		93.58	Cb1 to PPC year end
Total Payments:			734.96	0.00	39.36			695.60	

2025-2026 BUDGET

Main Cashbook HSBC						
Date	Payee	Ref	Total £	VAT £	Amount (less VAT) £	Acc code Details
15.4.25	Withyham & Blackham PCC	BACS1	800.00		800.00	4101 Grant (Blackham churchyard)
15.4.25	Blackham Village Hall	BACS2	300.00		300.00	4101 Grant (fire door)
15.4.25	Wild Groombridge	BACS3	400.00		400.00	4101 Grant (costs & equipment)
15.4.25	Ripple Effect	BACS4	1,000.00		1,000.00	4101 Grant (test kits and coordinator)
15.4.25	Rosemary Newton Trust	BACS5	302.21		302.21	4200 Rent Groombridge Rec
15.4.25	SLCC	BACS6	54.00	9.00	45.00	4007 Training Crisis Comms
15.4.25	Kaspa	BACS7	28.38	4.73	23.65	4019 Stickers lamp posts
15.4.25	Streetlights.co.uk	BACS8	753.95	125.66	628.29	4450 Streetlight contract half year
15.4.25	SME	BACS9	385.42	64.24	321.18	4021 IT contract April
15.4.25	Groombridge Village Hall	BACS10	55.86		55.86	4064 Community Café hire
15.4.25	Michael Bell Brand Comms	BACS11	29.00	4.83	24.17	4018 Final website invoice
15.4.25	N Wealden Comm Transport	BACS12	164.25		164.25	4401 Wealdlink qtr1
15.4.25	ESALC	BACS13	838.46		838.46	4008 NALC & ESALC subs
15.4.25	Muskateers	BACS14	105.60	17.60	88.00	4503 Office legionella test
15.4.25	Rialtas	BACS15	243.60	40.60	203.00	4016 Finance software
15.4.25	Commercial Services	BACS16	0.10		0.10	4205 Grass (underpayment)
15.4.25	Volunteer	BACS17	15.30		15.30	4421 Mileage
15.4.25	Staff	BACS18	31.73		31.73	4407 Mileage
15.4.25	Various	BACS19	4,576.78		4,576.78	4000 April salaries
15.4.25	Various	BACS19	387.12		387.12	4003 April salary
15.4.25	Various	DDNEST0425	505.21		505.21	4001 April Pensions
15.4.25	Octopus	DDOCT00425	219.01		219.01	4502 Office energy Mar
15.4.25	British Gas Lite	DDBG0425	163.38		163.38	5101 PO/Ph Hse energy
15.4.25	The Premier Trust	SOTN0425	666.66		666.66	4012 Office rent April
15.4.25	The Premier Trust	SONH0425	666.67		666.67	4012 Office rent April
15.4.25	HSBC	HSBC0425	10.00		10.00	4600 Bank charges
15.4.25	UKDMO	PWLBOB0425	2,831.28		2,831.28	4219 PWLB Gb Playground
					15,267.31	

Cashbook Transfers

Unity Trust Account to HSBC Account	25000	25000	Agreed at March Council
Main cashbook HSBC to Prepaid card	27.29		Prepaid Card 1-9/4 (see below)

Prepaid Card						
Date	Payee	Ref	Total £	VAT £	Amount (less VAT) £	Acc code Details
15.4.25	Zoom	PP1	15.59	2.59	13	4016 Zoom subs
15.4.25	Land Registry	PP2	7		7	4040 Land registry check
15.4.25	Moreco	PP3	4.7		4.7	4510 Milk - office
			27.29		24.7	