Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - **Tel:** 01474 813779
Email: enquiries@meopham-pc.gov.uk **Website:** www.meopham-pc.gov.uk

LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 8th July 2025** at **7:00pm** to be held at **Cricket Pavilion, Meopham Green, DA13 0DQ**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer
Date of Issue: Thursday 3rd July 2025

AGENDA

1. **Apologies for Absence:** To receive and accept apologies

2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

3. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 10.06.2025. *This item is to confirm the accuracy of the minutes and not to raise matters arising* (*)

4. **Public Session & External Reports**
   - **4.1 Public Session**
   - **4.2 Borough Councillors and County Councillor**
   - **4.3 Police**

5. **Standing Orders:** To review and approve the Council's Standing Orders for the 2025/2026 municipal year *(to follow)*

6. **Membership - Planning:** To elect members to the Planning Applications Working Group as per the agreed terms of reference *(CH plus 7)*

7. **Financial Matters**

   7.1 **Approval of Payments:** To approve the payments made since the last meeting up to 30 June 2025 (*)

   7.2 **Receipts & Payments Report:** To note the receipts and payments report up to 30 June 2025 (*)

   7.3 **Bank Statements:** To note the Unity, Cambridge, Lloyds and Redwood statements and the supporting Bank Reconciliation as of 30 June 2025(*)

   7.4 **Council Reserves:** To note the reserves balance as of 30 June 2025(*)

8. **Remembrance Event:** To agree arrangements

9. **Carols on the Green/Christmas Tree:** To agree arrangements

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CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

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10. **Motion proposed by Cllr Bramer: Investigation into Fraudulent Email**

Item 3

Meopham Parish Council

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Minutes of the Parish Council Meeting
held on Tuesday 10 June at 7:00pm
at the Harvel Village Hall, Harvel, Meopham, DA13 0DS

Members Present:
Cllr S Buchanan
Cllr D Bramer
Cllr D Fisher
Cllr P Haslam – Vice-Chairman
Cllr D Johnson – **arrived 7.45pm**
Cllr S Johnson – **arrived 7.13pm**
Cllr D Sims – Chairman
Cllr B Wade
Cllr P Watson

In Attendance:
L Winter – Clerk
Georgia Foster – County Councillor
10 members of the public

Meeting commenced 1900

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 18 Apologies were received and accepted from Cllr Gofton (prior commitment) and Cllr McNamara (away).

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 19 None declared.

Item 3: To approve minutes of the of the meeting held on 06.05.2025

F.C. 20 RESOLVED that: The minutes of the Annual Council Meeting of 06.05.2025 be agreed.

Item 4: Public Session & External Reports

4.1 Public Session

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

F.C. 21 A trustee of Meopham Cricket Pavilion stated that the basal which was blocking the fire exit had been removed but the contractor had failed to take the cuttings away and had left them in a pile at the rear

of the pavilion. They added that all the trees required basal removal so that the whole area could be tidied up.

A member of the public asked for Councillors and Officers to work together, which the Chairman assured was the case.

Another member of the public asked for the decision not to demolish the toilets taken in March be confirmed. The Chairman confirmed that this was the case and that we would be moving forward with an update on where we are at.

A member of the public stated that current councillors should not be endorsing those standing for election.

1913 Cllr S Johnson arrived

A member of the public referred to an email that had been sent out to Meopham residents, which his grandmother had received and it was not respectful and talking about drama. Such things should not be included in connection with the elections. He was a nominee for the upcoming election and was approaching it with genuine integrity and respect and keeping it decent. The Chairman stated that they were aware of the email but would not be commenting on it, however, he added that the Councillors were here to try and make it a better place to live.

4.2 Borough Councillor and County Councillor

F.C. 22 Georgia Foster introduced herself as the County Councillor for Gravesend East and that she was here to represent Kent County Council and Diane Morton, who was the County Councillor for Gravesham Rural who, unfortunately, was unable to attend this meeting.

4.3 Police

F.C. 23 There were no Police present.

Item 5: Standing Orders: To review and approve the Council's Standing Orders for the 2025/2026 municipal year

F.C. 24 This agenda item was deferred.

Item 6: Membership

6.1 Personnel Committee: To elect members to the Personnel Committee as per the agreed terms of reference (5 inc. CH plus 2 sub)

F.C. 25 The current membership was Cllr Fisher, Cllr Johnson, Cllr Sims (as Chairman of Council) and Cllr Watson with Cllr Haslam as a substitute.

RESOLVED that: Cllr S Johnson be added to the Personnel Committee membership.

6.2 Planning: To elect members to the Planning Applications Working Group as per the agreed terms of reference (CH plus 7)

F.C. 26 The current membership was Cllr Fisher, Cllr Haslam, Cllr Sims and Cllr Watson. Planning training required for all councillors. Cllr Sims proposed this agenda item be deferred. All in favour.

Item 7: Parish Council Representatives on External Bodies: To agree representatives for the 2025-2026 council year

F.C. 27 RESOLVED that: the appointments be noted and agreed for Secure the landscape and Public Rights of Way.

1945 Cllr D Johnson arrived

Item 8: 2024-25 End of Year Financial Matters

8.1 Annual Governance Statement: To consider and approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025

F.C. 28 RESOLVED that: the Annual Governance Statement 2024/25 Section 1 be approved.

8.2 Accounting Statements, Bank Reconciliation and Variances: To approve the Accounting Statements for 2024-25 , Section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31 March 2025 and the explanation of the significant variations from last year (2023-2024) to this year (2024-25)

F.C. 29 RESOLVED that: the Accounting Statements, Bank Reconciliation and Variances, Section 2 of the AGAR be approved.

8.3 Exercise of Public Rights: To note the proposed dates (Friday 13 June 2025 to Thursday 24 July 2025) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer

F.C. 30 RESOLVED that: the dates be noted.

Item 9: Contracts Register: To note the Council's contract and leases register for the 2025-2026 municipal year

F.C. 31 RESOLVED that: the Contracts Register be noted.

Following a query raised regarding the migrating of minutes to the new website. It was agreed that all years needed migrating across from the old to the new website. The Clerk advised that this would

probably result in more expenditure and would therefore be a future item for full council to determine.

Item 10: Financial Matters

F.C. 32 Councillors considered the documentation presented.

RESOLVED that:

10.1 The schedule of payments since the last meeting up to 31 May 2025 be agreed.
10.2 The receipts and payments report for the same period be agreed.
10.3 The bank statements and supporting Bank Reconciliation be received.
10.4 The council reserves statement be received.

The Clerk asked Councillors if they were happy for the Lloyds Bank Account to be closed as we do not receive any interest on it, but the bank have recently started charging fees. The clerk advised that they would start the process and then ask full council for approval as to where they wanted the money moved to.

Item 11: Judson's Pavilion: To consider correspondence received from Meopham Colts and agree any actions arising from this

F.C. 33 RESOLVED that:

i) The Colts register the lease, including any amendments of named trustees;
ii) The Colts be advised that, as it is a self-repair lease, should they wish the Parish Council to consider funding or part funding of anything, as prior approval is required from the landlord before anything is carried out, they submit the request with three quotes for consideration;
iii) The Clerk advise The Colts that Meopham Parish Council have grants available each year, which they may be eligible to apply for;
iv) A letter be sent to The Colts asking for keys to be provided within 30 days of receipt of the letter, advising that if this is not forthcoming, a locksmith will be engaged and the costs forwarded to The Colts.

Item 12: Speedwatch: To consider correspondence received from Meopham Speedwatch and agree any actions or funding from this

F.C. 34 RESOLVED that: Following a lengthy debate with regards to who would own the device and the implications of this answer for storage, maintenance and insurance purposes, it was agreed that in principle they would like to fund the device, but until these issues were resolved this could not be progressed at this time.

Item 13: **Meopham Green: To consider the quotes for the lime trees at the rear of the cricket pavilion**

F.C. 35 RESOLVED that: Elite Tree Care be awarded to the work. It was also agreed to ask if they carried out basal cutting and if so to quote on the trees around Meopham Green, Hook Green and Edmund Close.

Item 14: **Post Renewal: To consider the options and quotes for the post renewal at Meopham Green, Priestwood Green and Harvel Green**

Cllr D and S Johnson declared an interest as they had used A Day and would abstain from the decision.

F.C. 36 RESOLVED that: this item be deferred for a green survey to be carried out by officers.

F.C. 37 Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours

PROPOSED: Cllr D Johnson. SECONDED: Cllr Wade. All in favour.

Item 15: **Meopham Green: Following requests from Meopham Cricket Club Trustees to prevent illegal access to the green, consider the options and quotes for the boundary of the green**

F.C. 38 RESOLVED that: following representation from the trustee who was present at the meeting, this item be deferred. Cllr Sims to attend the next Meopham Cricket Committee meeting on 23rd July 2025, with the trustees consent, to discuss this item with the trustees.

F.C. 39 Closed Session – all public, press and county councillors were asked to leave the meeting.

PROPOSED: Cllr Sims. SECONDED: Cllr D Johnson. All in favour.

CLOSED SESSION
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press were asked to leave the meeting

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Item 16: **Form of Authority: To consider signing the form of authority received from ARAG Law and the correspondence from our HR advisers**

F.C. 40 RESOLVED that: the form be signed by the Councillors present after point 4 was crossed out and initialled by the Chairman, as the settlement amount and terms would never be agreed by the Proper Officer.

The meeting ended at 9.47pm

Meopham Parish Council

PAYMENTS LIST

1 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Training	01/06/2025	FC251	Unity Trust Bank		Training	Mulberry & Co	S	25.00	5.00	30.00
44	Bank Charges	01/06/2025		Unity Multipay Card		BANK CHARGES	Unity Bank	Z	6.00		6.00
35	Bank Charges	01/06/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	Z	4.25		4.25
40	Staff Pensions	09/06/2025		Unity Trust Bank		Pension Contributions	Meopham Parish Council	X	619.31		619.31
37	Training	09/06/2025		Unity Trust Bank		Training	Mulberry & Co	S	45.00	9.00	54.00
36	Communications & IT	09/06/2025	CONTRACT	Unity Trust Bank		Phone System	HELIOCENTRIX/MICROSOF	S	163.68	32.74	196.42
38	Communications & IT	09/06/2025		Unity Trust Bank		Phone System	HELIOCENTRIX/MICROSOF	S	561.03	112.21	673.24
39	ELECTIONS	09/06/2025		Unity Trust Bank		ELECTION	Gravesham Borough Counc	Z	6,257.35		6,257.35
41	Streetlights	10/06/2025	CONTRACT	Unity Trust Bank		Street light repairs	Streetlights	S	120.00	24.00	144.00
42	ANNUAL SUBSCRIPTION	10/06/2025	Delagated Authority	Unity Multipay Card		ANNUAL SUBCRIPTION	MCAFEE	X	149.99		149.99
45	Office Supplies	16/06/2025		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	70.59	14.12	84.71
47	Office Supplies	16/06/2025		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	35.65	7.13	42.78
43	Payroll Services	16/06/2025	CONTRACT	Unity Trust Bank		PAYROLL SERVICES	DM Payroll Services	X	84.00		84.00
46	Bank Charges	16/06/2025		Unity Multipay Card		BANK CHARGES	Unity Bank	Z	6.00		6.00
48	Staff Salaries Tax & NIC	17/06/2025		Unity Trust Bank		Salary	L Winter	X	1,827.27		1,827.27
49	Staff Salaries Tax & NIC	17/06/2025		Unity Trust Bank		Salary	T Hanlon	X	634.31		634.31
50	Office Rent	23/06/2025		Unity Trust Bank		Office Rent	St Johns Centre	Z	543.75		543.75
51	Venue Hire for Meetings	23/06/2025		Unity Trust Bank		MEETING ROOM HIRE	Meopham Village Hall	Z	11.20		11.20
52	Software Licences	23/06/2025	CONTRACT	Unity Trust Bank		Parish Council Mapping Softwa	Geoxphere Ltd	S	270.00	54.00	324.00
53	Photocopier Contract	24/06/2025	CONTRACT	Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	125.58	25.12	150.70
54	Bank Charges	30/06/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	X	7.95		7.95
							Total		**11,567.91**	**283.32**	**11,851.23**

Item 7.1

TAX INVOICE

Meopham Parish Council
The Windmill, Wrotham Road
Meopham Green
Meopham
Kent
DA13 0QA
UNITED KINGDOM

Invoice Date
28 May 2025

Invoice Number
INV-1211

VAT Number
GB464103811

Mulberry Local Authority
Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM
Mobile 07428 647069
Office 03303 450596
e anna@mulberrylas.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Finance & Governance Networking Day - additional attendee charged at £25 pp	1.00	25.00	20%	25.00
			Subtotal	25.00
			TOTAL VAT 20%	5.00
			TOTAL GBP	**30.00**

Due Date: 27 Jun 2025
PLEASE NOTE MULBERRY LOCAL AUTHORITY SERVICES LIMITED HAS ITS OWN BANK ACCOUNT, REMITTANCES SHOULD NOT BE SENT TO MULBERRY & CO

Cheque remittances: please make cheques payable to "Mulberry Local Authority Services Limited" For bacs/on-line payment: bank name: Lloyds bank plc; sort code: 30-54-66; account number: 10998068

PAYMENT ADVICE

Customer	Meopham Parish Council
Invoice Number	INV-1211
Amount Due	**30.00**
Due Date	27 Jun 2025
Amount Enclosed	

Enter the amount you are paying above

To: Mulberry Local Authority Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM
Mobile 07428 647069
Office 03303 450596
e anna@mulberrylas.co.uk

TAX INVOICE

Meopham Parish Council
The Windmill, Wrotham Road
Meopham Green
Meopham
Kent
DA13 0QA
UNITED KINGDOM

Invoice Date
5 Jun 2025

Invoice Number
INV-1271

VAT Number
GB464103811

Mulberry Local Authority
Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM
Mobile 07428 647069
Office 03303 450596
e anna@mulberrylas.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Course Title: Leading Council & Committee Meetings with Confidence Course Date/Time: Weds 11th June 2025: 6.30pm – 1.5 hoursMR DAREN SIMS	1.00	45.00	20%	45.00
			Subtotal	45.00
			TOTAL VAT 20%	9.00
			TOTAL GBP	**54.00**

Due Date: 5 Jul 2025
PLEASE NOTE MULBERRY LOCAL AUTHORITY SERVICES LIMITED HAS ITS OWN BANK ACCOUNT, REMITTANCES SHOULD NOT BE SENT TO MULBERRY & CO

Cheque remittances: please make cheques payable to "Mulberry Local Authority Services Limited" For bacs/on-line payment: bank name: Lloyds bank plc; sort code: 30-54-66; account number: 10998068

PAYMENT ADVICE

Customer	Meopham Parish Council
Invoice Number	INV-1271
Amount Due	54.00
Due Date	5 Jul 2025
Amount Enclosed	

Enter the amount you are paying above

To: Mulberry Local Authority Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM
Mobile 07428 647069
Office 03303 450596
e anna@mulberrylas.co.uk

Heliocentrix
IT Consultancy + Support

Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrothham Road Meopham, DA13 0AA United Kingdom

Date	**Invoice**
01/06/2025	26919

Terms	**Due Date**	**PO Number**	**Reference**
Net 15 days	16/06/2025		Monthly Billing for June

Managed Services Details	Quantity	Price	Amount
Agreement Microsoft 365 - Monthly Licenses			
Microsoft Teams Phone with Calling Plan for 3000 UK Minutes	4.00	£15.72 GBP	£62.88 GBP
Microsoft Teams Phone Resource Account (Monthly\NCE)	10.00	£0.00 GBP	£0.00 GBP
Microsoft 365 - Business Standard License, includes: - Microsoft Office Desktop and Mobile - Exchange Email - OneDrive \ SharePoint - Microsoft Teams	3.00	£11.52 GBP	£34.56 GBP
Microsoft 365 Business Basic - Exchange Email up to 50GB - Teams - OneDrive \ SharePoint	12.00	£5.52 GBP	£66.24 GBP
		Total Managed Services Details:	**£163.68 GBP**

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference.

Invoice Subtotal:	£163.68 GBP
UK-VAT @ 20%:	£32.74 GBP
Invoice Total:	**£196.42 GBP**
Payments:	£0.00 GBP
Credits:	£0.00 GBP
Balance Due:	**£196.42 GBP**

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

Heliocentrix
IT Consultancy + Support

Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrothham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
31/05/2025	27140

Terms	Due Date	PO Number	Reference
Net 15 days	15/06/2025		

Services	Work Type	Hours	Rate	Amount
Billable Services				
Technician	Support - Remote	6.00	93.50	£561.03 GBP
			Total Services:	**£561.03 GBP**

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference. A breakdown of the time entries can be found on page 2.

Invoice Subtotal:	£561.03 GBP
UK-VAT @ 20%:	£112.21 GBP
Invoice Total:	**£673.24 GBP**
Payments:	£0.00 GBP
Credits:	£0.00 GBP
Balance Due:	**£673.24 GBP**

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

Invoice Time Detail

Invoice Number: 27140
Company: Meopham Parish Council

Location: Main Charge To: Meopham Parish Council / Changes in email addresses

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket:251603 **Summary:**Changes in email addresses **Contact:**Winter, Lisa	Y	0.25	93.50	£23.38

Subtotal: £23.38

Location: Main Charge To: Meopham Parish Council / Leaver - Dawn Bramer

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket:252433 **Summary:**Leaver - Dawn Bramer **Contact:**Winter, Lisa	Y	0.25	93.50	£23.38

Subtotal: £23.38

Location: Main Charge To: Meopham Parish Council / Leavers - Cheryl, Anna, Deputy Clerk, Dawn

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket:252431 **Summary:**Leavers - Cheryl, Anna, Deputy Clerk, Dawn **Contact:**Winter, Lisa	Y	0.25	93.50	£23.38

Subtotal: £23.38

Location: Main Charge To: Meopham Parish Council / New Councillor email addresses

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket:253367 **Summary:**New Councillor email addresses **Contact:**Winter, Lisa	Y	0.25	93.50	£23.38

Subtotal: £23.38

Location: Main Charge To: Meopham Parish Council / Phone system changes

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket:252447 **Summary:**Phone system changes **Contact:**Winter, Lisa	Y	0.25	93.50	£23.38

Subtotal: £23.38

Location: Main Charge To: Meopham Parish Council / Sent email not sent by sender

Notes	Bill	Hours	Rate	Ext Amt

Service Ticket:252438 **Summary:**Sent email not sent by sender **Contact:**Winter, Lisa	Y	0.50	93.50	£46.75
Service Ticket:252438 **Summary:**Sent email not sent by sender **Contact:**Winter, Lisa	Y	0.75	93.50	£70.13
Service Ticket:252438 **Summary:**Sent email not sent by sender **Contact:**Winter, Lisa	Y	1.00	93.50	£93.50
Service Ticket:252438 **Summary:**Sent email not sent by sender **Contact:**Winter, Lisa	Y	2.50	93.50	£233.75

Subtotal: £444.13

Invoice Time Total: **Billable Hours:** **6.00**

Gravesham Borough Council

PayPoint

POST OFFICE

9826502900070000995768 7

Invoice No.: 0995768E

Meopham Parish Council
c/o Lisa Winter, ~Meopham Parish Council, St Johns Center
Wrotham Road, Meopham
DA13 0AA

Contact: Georgia Looker
Email: georgia.looker@gravesham.gov.uk
Telephone No.: 01474 337316

Customer A/c No.: 13032
Date Of Issue: 06 Jun 2025
Tax Point Date: 04 Jun 2025
VAT Registration No. GB204 273500

Invoice

Description	AMOUNT EXCL. VAT	VAT RATE
	£ p	%
Staffing Costs Presiding Officers x 3	1,169.28	0.00
Staffing Costs Poll Clerks	819.42	0.00
Staffing Costs Postal vote Issuing and Opening	251.16	0.00
Staffing Costs Counters and Staff at Count	293.62	0.00

Due By:	12/06/2025		
Payment received:	£0.00		
Balance Outstanding:	**£6,257.35**	Continued	

Invoice

0002

Description	AMOUNT EXCL. VAT	VAT RATE
	£ p	%
Staffing Costs	1,038.10	0.00
Electoral Officer Administration - Staff time printing registers, proofing ballot papers, proofing postal vote packs, filling boxes, inspection of poll stations, packaging and storage of documents		
Staffing Costs	215.34	0.00
Returning Officer Fee		

Due By:	12/06/2025		
Payment received:	£0.00		
Balance Outstanding:	**£6,257.35**	Continued	

Invoice

0003

Description	AMOUNT EXCL. VAT	VAT RATE
	£ p	%
Polling Station Costs 3 Stations hired between the hours of 6am-10pm Meopham Village Hall	235.35	0.00
Polling Station Costs 3 Stations hired between the hours of 6am-10pm Harvel Cricket Club	150.00	0.00
Polling Station Costs 3 Stations hired between the hours of 6am-10pm Culverstone	220.00	0.00

Due By:	12/06/2025	
Payment received:	£0.00	
Balance Outstanding:	**£6,257.35**	Continued

Invoice

0004

Description	AMOUNT EXCL. VAT	VAT RATE
	£ p	%
Polling Station Costs	150.00	0.00
Cost of Equipment Hire		
£50 per station		
Delivery/collection of equipment, ramps, polling booths, ballot boxes, signs		
Printing and Postage	829.20	0.00
external printing costs, postal vote packs, ballot papers etc		

Due By:	12/06/2025		
Payment received:	£0.00		
Balance Outstanding:	**£6,257.35**	Continued	

Invoice

1005

Description	AMOUNT EXCL. VAT	VAT RATE
	£ p	%
Printing and Postage Outgoing postage costs from Royal Mail	478.24	0.00
Printing and Postage Incoming postage costs from Royal Mail	387.44	0.00
Printing and Postage Parish form sets - Shaws paperwork	20.20	0.00

Due By:	12/06/2025	TOTAL EXCL. VAT	6,257.35
Payment received:	£0.00	TOTAL VAT	0.00
Balance Outstanding:	**£6,257.35**	INVOICE TOTAL	6,257.35

Details on How to Make Payment are Given Overleaf

Streetlights
PO Box 545
Gravesend
DA12 9RB

Invoice

Meopham Parish Council
The Parish Council Office
St Johns Centre
Wrotham Road
DA13 0AA

15397

07/06/2025

MEOPHAMP

Details	Unit Price	Net Amt	VAT %	VAT
Re: Lighting Repairs				
Attention of: Lisa Winter				
Column 5, Ediva Road - Replaced Secondary Isolation unit and tested.				
For the sum of:	120.00	120.00	20.00	24.00

VAT Reg No: 624 8915 19
Account Name : Streetlights
Bank Sort Code : 60 - 06 - 33
Account Number : 34346198
Payment Terms : 30 days

Total Net Amount	120.00
Carriage Net	0.00
Total VAT Amount	24.00
Invoice Total	144.00

The PCC of St John the Baptist Church, Meopham
St John's Centre, Wrotham Road, Meopham DA13 0AA
Email: admin@stjohnsmeopham.co.uk
Telephone: 01474 813106

INVOICE

Invoice To: Tracey Halon
Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham

Invoice Number: MEPPC June 25
Date: 02-Jun-25
Contact: Mrs Ally Merry
Settlement Terms: Strictly 30 days

Hirer's Charity Number(if applicable):
Hirer's Email: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>
Hirer's Telephone: 01474 813779

Dates	Rooms	Monthly Rate	@	£
1st -30th June 25	John Hidden Room	1	543.75	543.75

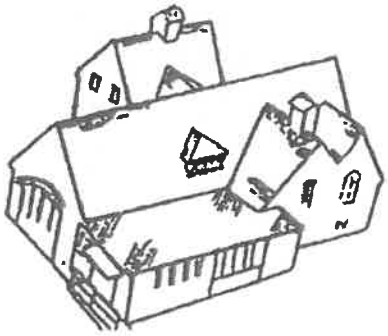
TOTAL DUE £ 543.75

Please make cheques payable to: Meopham PCC and return to the address at the top of this invoice.

If you wish to pay by BACS please include the invoice number listed above as reference.
Our account number is 74198302; sort code 09-01-51.
Account Name Meopham Parochial Church Council.
Pay Due by the 30th of Each Month

For Office Use Only:
Date Paid
£
BACS/Cheque/Cash

Registered as a Charity in England & Wales Number 1133014



Meopham Village Hall
Charitable Trust
Charity No 302802
www.meophamvillagehall.co.uk
enquiries@meophamvillagehall.co.uk
Telephone: 07888 368521

INVOICE

Invoice No:	**25/069**	**Invoice Date:**	**18/06/2025**
FUNCTION:	**Parish Council Meeting**	**Hire Date:**	**Wednesday 23/07/2025**
Booked by:	**Lisa Winter**	**Hire Time:**	**17:00 – 19:00**

Main Hall	**£**		
Small Hall	**£**		
Committee Room	**£**	**11.20**	**(2 hrs @ £16.15 ph)**
Kitchen	**£**		
Crockery	**£**		
Damage Deposit (refundable **)	**£**		
Amount Due	**£**	**11.20**	

Please make payment to: **Meopham Village Hall Management Fund**

Lloyds Bank **Sort Code:** **30-93-60** **Account Number:** **00429156**

Please put the date of the event as the reference on payments

---

A £30 deposit per hall, per day, will secure the date. The balance is due **4 WEEKS** before the event.

* **CANCELLATION** In the event of cancellation, the booking deposit will be forfeited unless the Booking Secretary is notified at least **3 MONTHS** prior to the hire date. In this event an administration fee of £10 will be deducted. Please see the Hire Terms and Conditions for our full cancellation policy.

** **DAMAGE DEPOSIT** If you have paid a damage deposit, email enquiries@meophamvillagehall.co.uk with your **bank sort code, account number and account name** so that we can refund it after the hire, which will be done provided the hall is left in good order and is vacated by the end of the hiring period.

Invoice

PARISH ONLINE

Invoice number 29UG004-0005
Date of issue June 22, 2025
Date due July 22, 2025

Parish Online
PO Box 6987
Basingstoke
RG24 4HQ
United Kingdom
+44 1256 586980
support@parish-online.co.uk

Bill to
Meopham
United Kingdom
+44 1474 813779
clerk@meopham-pc.gov.uk

Ship to
Meopham
Meopham Windmill
Meopham
DA13 0QA
United Kingdom
+44 1474 813779

£324.00 due July 22, 2025

Pay online

Alternative payment methods:

BANK TRANSFER
Name: Geoxphere Ltd | Sort Code: 09-01-29 | Account: 26025982.

CHEQUE
Please make cheques payable to 'Geoxphere Ltd' and post to 'Geoxphere Ltd, PO Box 6987, Basingstoke, RG24 4HQ'.

VAT Number: GB296312096.

Description	Qty	Unit price	Tax	Amount
Parish Online - Mapping Software (per Year) Jun 22, 2025 – Jun 22, 2026	1	£300.00	20% (on £270.00)	£300.00

Subtotal	£300.00
Complimentary 10% Discount (10% off)	-£30.00
Total excluding tax	£270.00
Tax (20% on £270.00)	£54.00
Total	£324.00
Amount due	**£324.00**

Smart Office Solution

ARC MANAGED PRINT SERVICES

Smart Office Solution Ltd
Unit 2&3
Nepicar Park
London Road
Wrotham
Kent
TN15 7AF

T. 01622 809508
E. finance@smartofficegroup.com

Invoice

Invoice To

Meopham Parish Council
St John's Centre
Wrotham Road
Meopham
Kent
DA13 0AA

Invoice No.	649706
Invoice Date	24/06/2025
Order #	
Account #	MEO004
Page #	1/1

Description	Unit amount	Quantity	Net amount

Smart Print Services Ltd: For all your outsourced printing and merchandise. Everything from Business Cards to Brochures, Mugs to Pens, Posters to Flyers and much more. No job too big or too small. Contact Carl on 01732 449621 for a customised quotation. Smartprintservice.co.uk

Model # KONICA-MINOLTA-C224E **Location** Office
Serial # A5C4021157025 *Meopham Parish Council, St John's Centre, Meopham, Kent, DA13 0AA.*

Mono			
Customer reading			
Reading at 09/06/2025 is 134,222 Reading at 11/04/2025 as 130,024			
Final Usage - machine collected 09/06/25 for period: 23/04/2025 to 22/06/2025	0.00532	4,198	22.35
Colour			
Customer reading			
Reading at 09/06/2025 is 73,275 Reading at 11/04/2025 as 71,336			
Final Usage - machine collected 09/06/25 for period: 23/04/2025 to 22/06/2025	0.05324	1,939	103.23

Payment Terms: 30 days, due by 24/07/2025

BACS Payments To:
Sort Code: 55-81-07
Account #: 84550783

Net Total	GBP	125.58
Tax Total	GBP	25.12
Invoice Total	GBP	150.70

Item 7.2

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/06/2025 and 30/06/2025)

Council Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Staff Salaries Tax & NIC				88,101.00	2,461.58	85,639.42	85,639.42 (97%)
25	Staff Pensions				13,600.00	619.31	12,980.69	12,980.69 (95%)
26	Cllr & Staff Expenses				400.00		400.00	400.00 (100%)
28	Professional Memberships				4,816.00		4,816.00	4,816.00 (100%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training					70.00	-70.00	-70.00 (N/A)
33	Photocopier Contract				700.00	125.58	574.42	574.42 (82%)
34	Communications & IT				2,100.00	724.71	1,375.29	1,375.29 (65%)
87	Insurance				3,000.00		3,000.00	3,000.00 (100%)
88	Office Rent				6,525.00	543.75	5,981.25	5,981.25 (91%)
89	Venue Hire for Meetings				720.00	11.20	708.80	708.80 (98%)
90	Office Supplies				1,200.00	106.24	1,093.76	1,093.76 (91%)
91	Software Licences				1,800.00	270.00	1,530.00	1,530.00 (85%)
92	Internal & External Audit Fees				1,200.00		1,200.00	1,200.00 (100%)
93	Payroll Services				360.00	84.00	276.00	276.00 (76%)
104	Bank Charges				372.00	24.20	347.80	347.80 (93%)
105	Professional Services				5,000.00		5,000.00	5,000.00 (100%)
110	Water Supply							(N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90							(N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION					149.99	-149.99	-149.99 (N/A)
116	SURVEYS AND REPORTS							(N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
123	RESERVES							(N/A)
129	EAP-EMPLOYMENT ASSISTAN				780.00		780.00	780.00 (100%)
132	ELECTIONS					6,257.35	-6,257.35	-6,257.35 (N/A)
133	NEW BANK ACCOUNT							(N/A)
	SUB TOTAL				**130,774.00**	**11,447.91**	**119,326.09**	**119,326.09 (91%)**

Council Projects & Events

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Community Events				7,000.00		7,000.00	7,000.00 (100%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem							(N/A)
102	New Website Project							(N/A)
103	Camer Parade - Highways Sche							(N/A)
109	Harvel Bench							(N/A)
124	MEOPHAM WINDMILL				5,000.00		5,000.00	5,000.00 (100%)
125	JUDSONS PAVILLION				6,000.00		6,000.00	6,000.00 (100%)
126	LIBRARY SERVICES				12,500.00		12,500.00	12,500.00 (100%)
127	SCHOOL CLOSE				5,000.00		5,000.00	5,000.00 (100%)
	SUB TOTAL				**35,500.00**		**35,500.00**	**35,500.00 (100%)**

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/06/2025 and 30/06/2025)

Council Services

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4	Defibrillator Maintenance				150.00		150.00	150.00 (100%)
8	Service Contract & Litter Collecti				20,000.00		20,000.00	20,000.00 (100%)
13	Trees				3,300.00		3,300.00	3,300.00 (100%)
16	Community Grants Scheme				3,000.00		3,000.00	3,000.00 (100%)
17	Families and Young People				6,000.00		6,000.00	6,000.00 (100%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,200.00		1,200.00	1,200.00 (100%)
68	Streetlights				11,040.00	120.00	10,920.00	10,920.00 (98%)
83	Community Engagement				3,000.00		3,000.00	3,000.00 (100%)
85	Village Sign & Flagpole				1,000.00		1,000.00	1,000.00 (100%)
106	Harvel Pond							(N/A)
107	Former Toilet Block				15,000.00		15,000.00	15,000.00 (100%)
108	Drinking Fountain							(N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00		1,650.00	1,650.00 (100%)
130	SPEEDWATCH				1,500.00		1,500.00	1,500.00 (100%)
131	BASAL CUTTING							(N/A)
	SUB TOTAL				**66,840.00**	**120.00**	**66,720.00**	**66,720.00 (99%)**

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
45	Bank Interest Received	20.00	174.15	154.15				154.15 (770%)
46	Precept	231,570.00		-231,570.00				-231,570.00 (-100%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	634.00		-634.00				-634.00 (-100%)
94	VAT Reclaim							(N/A)
95	Other Income							(N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
	SUB TOTAL	**232,394.00**	**174.15**	**-232,219.85**				**-232,219.85 (-99%)**

Summary

NET TOTAL	**232,394.00**	**174.15**	**-232,219.85**	**233,114.00**	**11,567.91**	**221,546.09**	**-10,673.76 (-2%)**
V.A.T.					283.32		
GROSS TOTAL		**174.15**			**11,851.23**		

Item 7.3

unity trust bank

Meopham Parish Council
Current T2
60-83-01 • 20405821

Balance	Available
£ **183,848.80**	£ **183,848.80**

Balances are correct as of 09:25 on 01 Jul 2025.

↓ Date	Description	Paid in	Paid out	Balance
30/06/25	Service Charge		-7.95	183,848.80
24/06/25	B/P to: Geoxphere Ltd • 29UG004-0005		-324.00	183,856.75
24/06/25	B/P to: Meopham V Hall • 25/069 MPC		-11.20	184,180.75
24/06/25	B/P to: SMART OFFICE SOL • 649706		-150.70	184,191.95
20/06/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	184,342.65
20/06/25	S/O to: L Winter • MEOPHAM PC		-1,827.27	184,886.40
20/06/25	S/O to: KCC Pension Fund • MEOPHAM PC		-619.31	186,713.67
20/06/25	S/O to: Tracey Hanlon • SALARY MPC		-634.31	187,332.98
17/06/25	B/P to: Gravesham Borough • 0995768E		-6,257.35	187,967.29
17/06/25	B/P to: DM Payroll • 4414		-84.00	194,224.64
16/06/25	Direct Debit (LLOYDS CORP CARD) • 80000029478III3973		-456.78	194,308.64
10/06/25	B/P to: Streetlights • MEOPHAM PC- 15397		-144.00	194,765.42
10/06/25	B/P to: REDWOOD BANK • MEOPHAM PC		-79,000.00	194,909.42
09/06/25	B/P to: REDWOOD BANK • MEOPHAM PC		-1,000.00	273,909.42
09/06/25	B/P to: HELIOCENTRIX LTD • INV 26919		-196.42	274,909.42
09/06/25	B/P to: HELIOCENTRIX LTD • INV 27140		-673.24	275,105.84
09/06/25	B/P to: MULBERRY LOCAL ATH • MPC - 1271		-54.00	275,779.08
03/06/25	B/P to: MULBERRY LOCAL ATH • MEOPHAM PC - 1211		-30.00	275,833.08
31/05/25	Service Charge		-8.70	275,863.08
29/05/25	B/P to: CHRGS • MEOPH/08		-720.00	275,871.78
29/05/25	B/P to: Meopham PCC • MEPCC - 30-04-25		-111.00	276,591.78
22/05/25	B/P to: STEPHANIE BENNETT • MPC - 42		-862.40	276,702.78

22/05/25	B/P to: CHRISTOPHER SIMS • MPC - 250		**-50.00**	**277,565.18**
22/05/25	B/P to: Streetlights • MEOPHAM PC - 15310		**-1,218.67**	**277,615.18**
22/05/25	B/P to: Zurich Town & Pari • 544323630		**-2,234.88**	**278,833.85**
22/05/25	B/P to: KCC Pension Fund • MEOPHAM PC		**-579.40**	**281,068.73**
20/05/25	S/O to: Meopham PCC • MEOPHAM PC		**-543.75**	**281,648.13**
20/05/25	S/O to: L Winter • MEOPHAM PC		**-1,827.27**	**282,191.88**
20/05/25	S/O to: Tracey Hanlon • SALARY MPC		**-634.31**	**284,019.15**
16/05/25	Direct Debit (LLOYDS CORP CARD) • 5563140983593973		**-90.71**	**284,653.46**
06/05/25	B/P to: HELIOCENTRIX LTD • INV 26605		**-216.29**	**284,744.17**
06/05/25	B/P to: SMART OFFICE SOL • 648339		**-90.00**	**284,960.46**
30/04/25	Service Charge		**-8.55**	**285,050.46**
30/04/25	B/P to: Element UK Limited • 139790		**-265.85**	**285,059.01**
30/04/25	Direct Debit (SCOTTISH WATER BUS) • 662899		**-22.84**	**285,324.86**
25/04/25	Direct Debit (HMRC SDDS) • 0000340636		**-2,605.73**	**285,347.70**
23/04/25	B/P to: KCC Pension Fund • MEOPHAM PC		**-579.40**	**287,953.43**
23/04/25	B/P to: Kent Association o • MPC - INV 9532		**-2,244.00**	**288,532.83**
23/04/25	B/P to: SMART OFFICE SOL • MPC - INV 647721		**-171.20**	**290,776.83**
23/04/25	B/P to: Mulberry and Co • MPC - INV 0953		**-268.50**	**290,948.03**
22/04/25	S/O to: Meopham PCC • MEOPHAM PC		**-543.75**	**291,216.53**
22/04/25	S/O to: L Winter • MEOPHAM PC		**-1,827.27**	**291,760.28**
22/04/25	S/O to: Tracey Hanlon • SALARY MPC		**-634.31**	**293,587.55**
16/04/25	Direct Debit (LLOYDS CORP CARD) • 5563140983593973		**-6.00**	**294,221.86**
09/04/25	B/P to: CHRGS • MEOPHAM/06		**-1,440.00**	**294,227.86**
09/04/25	B/P to: Swale Leisure • 1896		**-6,000.00**	**295,667.86**
09/04/25	B/P to: HELIOCENTRIX LTD • INV 26291		**-207.07**	**301,667.86**
09/04/25	Direct Debit (OCTOPUS ENERGY) • A-2B99D6EA-003		**-20.12**	**301,874.93**
07/04/25	HMRC VAT • 314795487	**3,666.16**		**301,895.05**

Log Out

THE CAMBRIDGE Building Society

Home MENU

Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £84,406.54

Available: £84,406.54

Accrued interest (not paid): £878.64

Interest rate: 1.90%

Transactions Future Payment

Transactions

Period from

to

Filter

Download Transactions

Date	09/01/2025
Description	RECEIPT BY PRODUCT SWITCH
In (£)	84,406.54
Out (£)	
Balance (£)	84,406.54
Date	09/01/2025
Description	WITHDRAWAL BY PRODUCT SWITCH
In (£)	
Out (£)	84,406.54
Balance (£)	0.00
Date	09/01/2025
Description	GROSS INTEREST
In (£)	44.38
Out (£)	
Balance (£)	84,406.54
Date	31/12/2024
Description	GROSS INTEREST
In (£)	362.16
Out (£)	
Balance (£)	84,362.16
Date	31/10/2024

Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00
Date	21/10/2024
Description	PAYMENT REVERSED - CHEQUE
In (£)	
Out (£)	84,000.00
Balance (£)	0.00
Date	16/10/2024
Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00

Latest

Contact Us

Please contact our Customer Contact Centre on 0345 601 3344. Please see our website for opening times.

Request a Call

Store Locator

Message Centre

Send us a secure message.

Manage your secure messages

New message

Privacy Policy

Cookie Policy

The Cambridge Building Society Registered Office: PO Box 232, 51 Newmarket Road, Cambridge, CB5 8FF. This site is intended for UK residents only. All communications with us may be monitored/recorded to improve the quality of our service and for your protection and security.

Calls to The Cambridge Building Society's 0345 numbers will be charged at local rate.

Tax treatment and rate of interest payable will depend on individual circumstances and may change in the future.

The Tax-free rate is the contractual rate of interest payable where interest is exempt from income tax.

The Gross rate is the contractual rate of interest payable before deduction of income tax at the rate specified by law.

The Annual Equivalent Rate (AER) is a national rate which illustrates what the gross interest rate would be if interest was paid and added to the account annually.

LLOYDS BANK

Your account statement

Issue date: 24 April 2025

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: GRAVESEND

Sort code: 30-93-60 Account number: 00332403

BIC: LOYDGB21278

IBAN: GB07 LOYD 3093 6000 3324 03

004804 PDOEA04-20250425-91707-000488

MEOPHAM PARISH COUNCIL
MRS SARAH EGGLESDEN
THE WINDMILL
WROTHAM ROAD
MEOPHAM
GRAVESEND
DA13 0QA

36700 D

PNDPON93100000

1009004804000010003

COMMUNITY ACCOUNT

MEOPHAM PARISH COUNCIL

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 24 Mar 2025	**£53,801.25**
Total Paid In	£0.00
Total Paid Out	£4.25
Balance On 14 Apr 2025	**£53,797.00**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
24 Mar 25		**STATEMENT OPENING BALANCE**			**53,801.25**
14 Apr 25	PAY	SERVICE CHARGES REF : 451813694		4.25	53,797.00
14 Apr 25		**STATEMENT CLOSING BALANCE**	**0.00**	**4.25**	**53,797.00**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
PAY - Payment

May/25 4.25
June
£53792.75

RedwoodBank

Sign out

Home

MENU

Account Details

Manage your account

35 Day Notice Account (Issue 13)-Monthly Interest

80202762 35 Day Notice Account (Issue 13)-Monthly Interest

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

Edit account details

Balance: £80,174.15

Available: £80,174.15

Accrued interest (not paid): £0.00

Interest rate: 3.78%

Make a payment

Transfer money

Transactions Future Payments

Transactions

Period from

to

Filter

Download transactions

Date	30/06/2025
Description	Gross Interest
In (£)	174.15
Out (£)	
Balance (£)	80,174.15
Date	10/06/2025
Description	Receipt by Bank Transfer
In (£)	79,000.00
Out (£)	
Balance (£)	80,000.00
Date	09/06/2025
Description	Receipt by Bank Transfer
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00
Date	09/06/2025
Description	Funds Allocated
In (£)	
Out (£)	1,000.00
Balance (£)	0.00
Date	09/06/2025
Description	Funds Received - not allocated
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00

Latest

Meopham Parish Council

BANK ACCOUNTS

Lloyds Bank	£53,792.75
Unity Trust Bank	£183,848.80
Unity Multipay Card	-£149.99
CAMBRIDGE BUILDING SOCIETY	£84,406.54
REDWOOD BANK	£80,174.15
Total in Banks	**402,072.25**
Cash	
GRAND TOTAL (Banks and Cash)	**£402,072.25**

Meopham Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2025			
	Cash in Hand 01/04/2025			204,921.06
	ADD Receipts 01/04/2025 - 30/06/2025			235,410.31
				440,331.37
	SUBTRACT Payments 01/04/2025 - 30/06/2025			38,259.12
A	**Cash in Hand 30/06/2025** (per Cash Book)			**402,072.25**
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2025	0.00	
	Lloyds Bank	30/06/2025	53,792.75	
	Unity Trust Bank	30/06/2025	183,848.80	
	Unity Multipay Card	30/06/2025	0.00	
	CAMBRIDGE BUILDING SOCIETY	30/06/2025	84,406.54	
	REDWOOD BANK	30/06/2025	80,174.15	
				402,222.24
	Less unpresented payments			149.99
				402,072.25
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**402,072.25**
	A = B Checks out OK			

Meopham Parish Council

RECONCILIATION - Unity Trust Bank 30-06-2025

From Accounts	£183,848.80
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£183,848.80**

Meopham Parish Council

RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 30-06-2025

From Accounts	£84,406.54
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£84,406.54**

Meopham Parish Council

RECONCILIATION - Lloyds Bank 30-06-2025

From Accounts	£53,792.75
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£53,792.75**

Meopham Parish Council

RECONCILIATION - REDWOOD BANK 30-06-2025

From Accounts	£80,174.15
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£80,174.15**

Item 1.4

Meopham Parish Council
Reserves Balance
2025-2026

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections	6,838.24	-6,257.35			580.89
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarke	1,200.00				1,200.00
Post Replacements - Earmarke					0.00
All Council Strategic Day - Earm	683.70				683.70
Harvel Green Bench - Earmarke					0.00
Total Earmarked	**29,721.94**	**-6,257.35**			**23,464.59**
TOTAL RESERVE	**29,721.94**	**-6,257.35**			**23,464.59**
GENERAL FUND					378,607.66
TOTAL FUNDS					402,072.25