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 10th February 2026** at **7:00pm** to be held at the **Harvel Village Hall, Harvel, Meopham, DA13 0DS.** Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 3rd February 2026

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 meetings held on 20.01.26. *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. **Pitfield Green Toilets:** To receive an update

6. **Gravesham Civic & Community Awards 2026:** Consider and approve a nomination

7. **Council Governance – Financial Regulations:** To review and approve the Council's Financial Regulations for the 2025/2026 municipal year (*)

8. **Financial Matters**

8.1 **Approval of Payments:** To approve the payments made since the last meeting up to 31 January 2026 (*)

8.2 **Receipts & Payments Report:** To note the receipts and payments report up to 31 January 2026 (*)

8.3 **Bank Statements:** To note the Unity Trust Bank, Cambridge Building Society, Redwood Bank and Hampshire Trust Statements and the supporting Bank Reconciliation as of 31 January 2026 (*).

8.4 **Council Reserves:** To note the reserves balance as of 31 January 2026 (*)

9. **Gravesham KALC:** To approve the purchase of refreshments as the host for the meeting on Thursday 5th March 2026

10. **Standing Agenda Item:** To consider any need for professional advice or reports on planning or related issues

11. **Southdown Shaw Allotment:** To receive feedback from the meetings with MDAA and make any recommendations

Item 3

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Minutes of the Full Council Meeting
held on Tuesday 20th January 2026 at 7:00pm
at Cricket Pavilion, Meopham Green, Wrotham Road, DA13 0PZ

Members Present:
Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr P Haslam – Vice-Chairman
Cllr D Johnson
Cllr S Johnson
Cllr D Sims - Chairman
Cllr B Wade
Cllr P Watson

In Attendance:
4 members of the public
L Winter – Clerk

Meeting commenced 19:02

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

F.C. 182 Apologies were received from Cllr McNamara (unwell).

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

F.C. 183 None declared.

Item 3: Minutes of Previous Meetings: To approve the minutes of the meetings held on 03.12.25 and 09.12.25

F.C. 184 Cllr Buchanan proposed and Cllr Wade seconded that the minutes of the Full Council meetings of 03.12.25 and 09.12.25 be approved. All in favour.

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. 185 A member of the public wished to address Councillors on the planning application for Millers Farm. They gave a brief history of the site. The applicants being there since 1998 and how they had been given a tight brief of what they were allowed, but time and time again they breach it. They strongly objected to this becoming a larger traveller site and added that this application is now retrospective as the prep work for the hard-standings has commenced.

A member of the public spoke regarding item 7, explaining that they worked with this company on other events and had pointed out that it was unlikely to be approved, in part due to the lack of parking. Another member of the public added to this the cricket trustees observations with regards an event of this scale.

4.2 Borough Councillor and County Councillor

F.C. 186 There were no Borough Councillor or County Councillor present.

4.3 Police

F.C. 187 There were no Police present.

Item 5: Planning Applications: To consider and make recommendations on the following planning applications:

F.C. 188 **5.1 20251305 – Garage Block Located at The Russets, Strand Close, Meopham, Gravesend, Kent DA13 0HB**
Demolition of existing garages. Erection of a part-two, part-three storey building providing five residential units, with associated car parking, cycle storage, refuse storage, landscaping and all associated works

RESOLVED no objection to this application provided that 2 parking spaces per household are provisioned for and that they are offered to local residents before anyone else.

F.C. 189 **5.2 20251267 – Millers Farm, Gravesend Road, Fairseat, Sevenoaks, Kent**
Extension of existing traveller site to provide 6 additional mobile home units

RESOLVED to object to this application as the applicants are in breach of previous permissions and have already started the works on a site that they have already developed beyond the agreed site.

F.C. 190 **5.3 20251257 – Little Acre, Foxendown Lane, Meopham, Gravesend, Kent, DA13 0AE**
Demolition of existing garage and erection of an annexe.

RESOLVED no objection to this application subject to a caveat that it cannot be sold as a separate hereditament. Councillor Gofton abstained.

Item 6: **Pitfield Green Toilets: To receive an update**

F.C. 191 Update No6 on progress.

Before the update was given the Chairman wished to thank them for all the amazing work they had personally put into the reinstatement of the public toilets.

Councillors were advised that a new up to date briefing note had been tabled as lots of work had been carried out during the weekend prior to this meeting.

1. Ladies path complete;
2. Security panelling removed;
3. Engraved signage pending installation;
4. Outside lights ordered and awaiting delivery date;
5. All locks replaced;
6. Water testing ongoing;
7. New handles for ladies and PRM doors, refit service door, new key safe fitted, key box, labels and signage, coat hooks, all works in progress;
8. Replace consumer unit prior to energisation / installation of new meter, works in progress;
9. All internal lighting now LED with emergency packs;
10. Water leak internal found – accounts for the damp patches in the gents;
11. External water leak found on Southern Water's meter (their side);
12. Investigate further the no-operation of the wash station in the gents – requires the power reconnection;
13. Occupancy detection / reporting initial cost proposals rejected as too high supplier to revisit, revised costing £750 each plus duty and import taxes;
14. Gutter hedgehog purchased and collected, gutters to be cleaned prior to installation.

A Councillor asked about the occupancy detection and the costings for this. It was explained to Councillors that the design is specific for this kind of application, that it does not record the faces but detects someone going in and out. However, the cost was £750 each plus duty and import taxes, the exact figures yet to be established.

The Clerk advised that Councillors had deemed the occupancy detection/counters a necessity and previously approved them. However, as the purchase of these could potentially breach the budget envelope agreed, it would be necessary for Full Council to approve the additional expenditure at a future meeting.

The next major works were scheduled for the following weekend.

We are nearly there and albeit the budget being tight, a lot has been achieved which will reduce the liability for next and future years.

Item 7: **Meopham Village Green: Consider the request for a Summer 2026 Community Event**

F.C. 192 Councillor Wade declared an interest and abstained from the vote.

RESOLVED that Meopham Village Green was not an appropriate venue for an event of this scale. However, it was suggested that they may wish to approach GBC regarding the use of the Culverstone Recreational facility or the secondary school in Meopham.

Item 8: **Cricket Pavilion: Use of the Cricket Pavilion – request from a trustee for 2 private events which are outside the provisions of the lease. The lease only provides for the pavilion to be used by the trustees for cricket or ancillary purposes.**

F.C. 193 Councillor Wade declared an interest and abstained from the vote.

Councillors had a lengthy debate around MPC needing to be transparent and not showing favouritism towards the trustees. It was also noted that the lease did not provide for the pavilion to be hired out.

RESOLVED that in principle it was agreed that the Pavilion could be used, subject to proof of insurance and this being exactly the same cover provided for the public events as provided for the cricket or ancillary events, and as MPC cannot be seen to be showing favouritism, the public can request to use it too.

Item 9: **Request for a Memorial Bench: To consider the request as detailed in the report**

F.C. 194 It was noted that MPC currently have a moratorium on allowing memorial benches and trees. However, this is a request to replace any bench that is in poor condition.

Councillor Wade stated that there was a metal bench that could be removed and a new one placed in a slightly different position. Councillor Wade abstained from the vote.

RESOLVED that the request be approved subject to the requester bearing the costs to remove and install a new one, and paying a donation charge of £500 that covers 10 years maintenance. The requester will also be advised of the 2 types of benches permitted by the Council.

Item 10: **Act of Remembrance: To approve the event for 2026 and note the date and time of 8th November 2026 @ 3pm**

F.C. 195 RESOLVED to approve the event for 2026.

Item 11: **Carols on the Green: To approve the evet for 2026 including setting the date and time**

F.C. 196 RESOLVED to approve the event for Wednesday 16th December 2026 @ 6.30pm.

Item 12: **KALC Community Awards Scheme 2026: Consider and approve a nomination**

F.C. 197 It was agreed that this item be moved to the end of the agenda and considered in closed session. All Councillors agreed.

Item 13: **Tree Maintenance: To approve the work to the trees identified as T009 and T006 and authorise the additional expenditure**

F.C. 198 Councillors discussed the reports presented for these trees and with great sadness agreed that the work was necessary. The Clerk was to put a statement on the website explaining the reason for this decision. Replanting options would be looked at in the Autumn.

RESOLVED to approve the felling of these trees due to the health and safety risk of them failing and to approve the additional expenditure required to carry out this work.

Item 14: **Parish Council Representative on External Bodies: To appoint a representative to PROWC**

F.C. 199 RESOLVED that Councillor Watson be appointed as the MPC representative on PROWC.

Item 15: **Cycle Rack: Consider the request from Meopham Medical Centre**

F.C. 200 Councillors discussed this request and were advised by the Clerk that Section137 of the Local Government Act 1972 allows parish councils to incur expenditures for purposes that benefit their communities when no other specific statutory power is available.

RESOLVED that up to £500 be approved for the purchase of a cycle rack as requested by Meopham Medical Centre.

Item 16: **Precept for 2026-2027: To set the precept for the 2026-2027 financial year**

F.C. 201 The Clerk stated that GBC had issued a final taxbase for 2026/27 following their meeting on 16th December 2025.

Councillors had previously agreed that the reserves figure would be adjusted to keep the amount payable per Band D Household at £75.58 (exactly the same as last year).

RESOLVED that with a taxbase of £3065.14 the reserves would be £66,072 with a precept demand for 2026-2027 agreed at **£231,664.**

Item 17: **Financial Matters**

F.C. 202 Councillors considered the documentation presented.

RESOLVED that:

17.1 The schedule of payments since the last meeting up to 31 December 2025 be agreed.
17.2 The receipts and payments report for the same period be received.
17.3 The bank statements and supporting Bank Reconciliation be received and signed.
17.4 The council reserves statement be received and signed

Item 18: **Standing Agenda Item: To consider any need for professional advice or reports on planning or related issues**

F.C. 203 Councillor D Johnson stated that MPC were at the point where they needed to approve an accumulative assessment of the reports that have been produced. We need to be in a position to respond when the time comes.

He advised that a Parish Council, using Rule 6 Planning Appeal, had challenged a planning authority decision and won at High Court on the grounds that the decision made by the planning authority did not consider the accumulative impact of the planning proposals. To do this we must have the evidence.

Councillor D Johnson PROPOSED up £12,500 of the £25,000 25/26 agreed budget be authorised to appoint a consultant to provide an accredited cumulative report from all the reports already produced on traffic assessment, drainage, sewage, environmental, utilities, and services e.g. doctors, schools. SECONDED by Councillor Collings. All Councillors were in favour.

Councillors D Johnson and Collings in consultation with the Clerk to appoint an appropriate consultant, and to set the remit/parameters, to get the ask spot on, so that we get the full accumulative impact of the planning proposals.

Item 19: **Southdown Shaw Allotment Agreement: To consider and approve amendments**

F.C. 204 The Clerk explained the reason for this agenda item was for Councillors to consider the wording 'Membership of Meopham & District Allotment Association (MDAA) shall be limited to residents of the Borough of Gravesham' and to future proof the wording given the local government reorganisation and the fact that the Borough of Gravesham, in its current form, will probably not exist.

The Clerk added that since the publishing of the papers for what was initially something quite simple for Councillors to consider, things had headed in a direction not anticipated with many allegations around the running of the allotments.

Councillors had received an email prior to the meeting with some of the details being alleged.

Councillors debated the option of the allotments returning to MPC management, tightening up the current lease agreement and the plot holder agreement. It was also stated that some of these issues may not have arisen if they had been a member of the National Society of Allotment and Leisure Gardeners, and advice taken.

Councillors were mindful that these were allegations only and that the MDAA needed to be given the opportunity to provide evidence before any final decision was taken regarding the lease.

PROPOSED: Cllr D Johnson. SECONDED: Cllr Collings.
RESOLVED that:
1. If the MDAA were in agreement, the Clerk and a few Councillors attend the next MDAA meeting, as a fact finding exercise to feedback to full council;

2. Subject to the approval of a new lease agreement, the following amendments/additions be made, but are not limited to:

a. Membership of MDAA shall be limited to residents of Gravesham defined by the Boundary Commission for England as at 1st April 2026, with priority to Meopham Parish residents.
b. That the Committee officers govern themselves to the same standards of all plot holders.
c. MPC receive regular reports including accounts from the MDAA.

F.C. 205 Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours.

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

F.C. 206 Closed Session – all public and press were asked to leave the meeting.

PROPOSED: Cllr Wade. SECONDED: Cllr Bramer. 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 will be asked to leave the meeting

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Item 12: KALC Community Awards Scheme 2026: Consider and approve a nomination

F.C. 207 Following a number of nominations, Councillors voted and the nominee for the KALC Community Awards Scheme 2026 was agreed.

The meeting ended 21:10

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS Item 7

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in ~~April 2024~~March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

~~**Contents**~~

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.

~~ADOPTED 21st JANUARY 2025 F.C.~~

4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.

5) Specific areas that may need adapting:

a) In 1.5 – is the Clerk the RFO?

b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales

c) In section 4, does the council have committees and how many years are forecast?

d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?

e) In 5.9, are online prices acceptable evidence?

f) In 5.13, 5.15 and 5.17, does the council have committees?

g) In 5.16, will a councillor ever be instructed to place an order?

h) In 5.20, is there a minimum level for official orders?

i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.

j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.

k) Section 10 gives two alternatives, with or without petty cash.

l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.

m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

c) In 5.9, at what level can smaller purchases be made without competition?

d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

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e) In 5.18, how much can the clerk commit to spending in an emergency?

f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

g) In Section 9, what are the limits for card payments?

h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.

10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council's website.

Contents

These Financial Regulations were adopted by the council at its meeting held on ~~9/5/2024.~~[enter date].

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000];

~~1.~~2. Risk management and internal control

~~1.8.~~2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

~~1.9.~~2.2. The RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

~~1.10.~~2.3. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

~~1.11.~~2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

~~1.12.~~2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

~~1.13.~~2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

~~2.~~3. Accounts and audit

~~2.1.~~3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

~~2.2.~~3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

~~2.3.~~3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

~~2.4.~~3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

~~2.5.~~3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

~~2.6.~~3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

~~2.7.~~3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

~~2.8.~~3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

~~2.9.~~3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

~~2.10.~~3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

~~2.11.~~3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

~~2.12.~~3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

~~3.~~4. Budget and precept

~~3.1.~~4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

~~3.2.~~4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

~~3.3.~~4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year {along with a forecast for the following [three financial years~~,~~]}, taking account of the lifespan of assets and cost implications of repair or replacement.

~~3.4.~~4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

~~3.5.~~4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

~~3.6.~~4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

~~3.7.~~4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

~~3.8.~~4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

~~3.9.~~4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

~~4.~~5. Procurement

~~4.1.~~5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

~~4.2.~~5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

~~4.3.~~5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

~~4.4.~~5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

~~4.5.~~5.6. For contracts estimated to exceed ~~£~~[60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.}. Tenders shall be invited in accordance with Appendix 1.

~~4.6.~~5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

~~4.7.~~5.8. For contracts greater than ~~£~~[£3,000] excluding VAT the RFO shall seek at least [3] fixed–price quotes;

~~4.8.~~5.9. where the value is between ~~£~~[£500] and ~~£~~[£3,000] excluding VAT, the RFO shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

~~4.9.~~5.10. For smaller purchases, the RFO shall seek to achieve value for money.

~~4.10.~~5.11. **Contracts must not be split to avoid compliance with these rules.**

~~4.11.~~5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

~~4.12.~~5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

~~4.13.~~5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

~~4.14.~~5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the RFO, under delegated authority, for any items below £1000 excluding VAT.
- the RFO, in consultation with the Chair of the Council, for any items below [£2,000] excluding VAT.
- {in respect of grants, by council and in accordance with any policy statement agreed by the council.}
- the council for all items over [£5,000];

Such authorisation must be supported by a minute, in the case of council, or other auditable evidence trail.

~~4.15.~~5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

~~4.16.~~5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

~~4.17.~~5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~£1000~~[£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

~~4.18.~~5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

*

~~4.19.~~5.20. An official order or letter shall be issued for all work, goods and services {above ~~£~~[£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

~~4.20.~~5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

~~5.~~6. Banking and payments

~~5.1.~~6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Bank, Cambridge Building Society, Hampshire Trust, Redwood Bank. The arrangements shall be reviewed [annually] for security and efficiency.

~~5.2.~~6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

~~5.3.~~6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.

*

~~5.4.~~6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

~~5.5.~~6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council {or a delegated decision by an officer}, unless the council resolves to use a different payment method.

~~5.6.~~6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National

Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

~~5.7.~~6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

~~5.8.~~6.8. The RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. any payments of up to £1000 excluding VAT, within an agreed budget.

ii. payments of up to ~~£2000~~[£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

~~iv.~~ Fund transfers within the councils banking arrangements up to the sum of
iv. ~~£~~ [£10,000~~,~~], provided that a list of such payments shall be submitted to the next appropriate meeting of council.

~~5.9.~~6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance.

~~6.~~7. Electronic payments

~~6.1.~~7.1. Where internet banking arrangements are made with any bank, RFO together with the Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~3~~[a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

~~6.2.~~7.2. All authorised signatories shall have access to view the council's bank accounts online.

~~6.3.~~7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

~~6.4.~~7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval shall be sent [by email] to [two] authorised signatories.

~~6.5.~~7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.

~~6.6.~~7.6. A full list of all payments made in a month shall be provided to the next council meeting.

~~6.7.~~7.7. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members~~.~~]. The approval of the use of each variable direct debit shall be reviewed by the council ~~annually (~~ at ~~the ACM)~~least every two years.

~~6.8.~~7.8. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by [two authorised bank signatories~~,~~], evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

~~6.9.~~7.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members~~,~~], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

~~6.10.~~7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member~~.~~]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years~~.~~].

~~6.11.~~7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

~~6.12.~~7.12. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

~~7.~~8. Cheque payments

~~7.1.~~8.1. Cheques or orders for payment in accordance ~~in accordance~~ with a resolution or delegated decision shall be signed by [two members~~.~~] {and countersigned by the Clerk}.

~~7.2.~~8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

~~7.3.~~8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

~~7.4.~~8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

~~8.~~9. Payment cards

~~8.1.~~9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and ~~Finance and Grants Officer~~the RFO] and will also be restricted to a single transaction maximum value of ~~£~~[£500] unless authorised by council or finance committee in writing before any order is placed.

~~8.2.~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council~~.~~] Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council~~.~~].

~~8.3.~~9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

~~8.4.~~9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to ~~£~~[£250] including VAT, incurred in accordance with council policy.

~~9.~~10. Petty Cash

~~9.1.~~10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly~~.~~.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

~~10.~~11. Payment of salaries and allowances

~~10.1.~~11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

~~10.2.~~11.2. **Councillors allowances (where paid are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

~~10.3.~~11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council~~.~~ {or relevant committee}.

~~10.4.~~11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

~~10.5.~~11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

~~10.6.~~11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

~~10.7.~~11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

~~11.~~12. Loans and investments

~~11.1.~~12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

~~11.2.~~12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

~~11.3.~~12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written ~~be~~ in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

~~Any Strategy and Policy shall be reviewed by the council at least annually.~~

~~11.5.~~12.4. All investment of money under the control of the council shall be in the name of the council.

~~11.6.~~12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

~~11.7.~~12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

~~12.~~13. Income

~~12.1.~~13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

~~12.2.~~13.2. The council will review all fees and charges for work done, services provided, or goods ~~supplied~~sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

~~12.3.~~13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be ~~considered for writing~~written off in the year. The council's approval shall be shown in the accounting records.

~~12.4.~~13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary ~~but at least weekly~~. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

~~1.14.~~13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

~~12.4.~~The RFO~~erk~~ shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be

13.6. made {quarterly where the claim exceeds ~~£~~[£100] and} at least annually at the end of the financial year~~.~~.}

~~13.~~14. Payments under contracts for building or other construction works

~~13.1.~~14.1. Where contracts provide for payment by instalments the ~~Clerk~~RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

~~13.2.~~14.2. Any variation of, addition to or omission from a contract must be authorised by the RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

~~14.~~15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

~~14.1.~~15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

~~14.2.~~15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements~~.~~.}

~~14.3.~~15.4. {The ~~Clerk~~RFO shall be responsible for periodic checks of stocks and stores, at least annually~~.~~.}

~~15.~~16. Assets, properties and estates

16.1. ~~The Clerk~~The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

~~16.~~17. Insurance

~~16.1.~~17.1. The ~~Clerk~~RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

~~16.2.~~17.2. The Clerk shall give prompt notification to ~~Insurers~~[the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

~~16.3.~~17.3. The ~~Clerk~~RFO shall be notified of any loss, liability, damage~~,~~ or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The ~~Clerk~~RFO shall negotiate all claims on the council's insurers~~.~~ {in consultation with the Clerk}.

~~16.4.~~17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

~~17.~~18. [Charities]

~~17.0.~~Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and

18.1. separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document~~.~~.]

~~18.~~19. Suspension and revision of Financial Regulations

~~18.1.~~19.1. The council shall review these Financial Regulations [annually] and following any change of clerk~~.~~ or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

~~18.2.~~19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

~~18.3.~~19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. _All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order ~~18~~ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Item 8.1

Meopham Parish Council

PAYMENTS LIST

3 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
194	PITFIELD TOILETS	05/01/2026	FC80	Unity Trust Bank		PITFIELD TOILETS	ASD LIGHTING PLC	S	1,124.36	224.87	1,349.23
195	Bus Shelter Cleaning	05/01/2026	CONTRACT	Unity Trust Bank		Bus Shelter Cleaning	Element UK	S	221.54	44.31	265.85
196	PITFIELD TOILETS	05/01/2026	FC80	Unity Trust Bank		PITFIELD TOILETS	ORBIS	S	85.00	17.00	102.00
193	Communications & IT	05/01/2026	CONTRACT	Unity Trust Bank		Phone System	HELIOCENTRIX/MICROSOF	S	169.20	33.84	203.04
197	Venue Hire for Meetings	06/01/2026		Unity Trust Bank		HALL BOOKING	Harvel Village Hall Committ	Z	180.00		180.00
198	Software Licences	06/01/2026	CONTRACT	Unity Trust Bank		DOMAIN NAME SERVICES	Cloud Next Ltd	S	50.00	10.00	60.00
199	PITFIELD TOILETS	12/01/2026	FC80	Unity Trust Bank		PITFIELD TOILETS	TEMPERATE HEATING LIM	S	38.25	7.65	45.90
200	LITIGATION SETTLEMENT	12/01/2026		Unity Trust Bank		COUNCILING PACKAGE - INITI	DR JOANNA WHITE	Z	130.00		130.00
201	Software Licences	12/01/2026		Unity Multipay Card		DOMAIN NAME SERVICES	Cloud Next Ltd	S	50.00	10.00	60.00
202	Software Licences	12/01/2026		Unity Multipay Card		HOME HOSTING	Cloud Next Ltd	S	49.98	10.00	59.98
203	Bank Charges	12/01/2026		Unity Multipay Card		Multi Pay Card Charges	Unity Bank	X	6.00		6.00
204	Professional Services	12/01/2026		Unity Multipay Card		NEWSPAPER ADVERT - ONLINI	KM Media	S	596.00	119.20	715.20
206	PITFIELD TOILETS	19/01/2026	FC80	Unity Trust Bank		LOCKSMITH	MARK1LOCKS	X	160.00		160.00
207	PITFIELD TOILETS	19/01/2026	FC80	Unity Trust Bank		PITFIELD TOILETS	KENT ROOFING SUPPLIES	S	99.75	19.95	119.70
205	Internal & External Audit Fees	19/01/2026		Unity Trust Bank		AUDIT COSTS	FORVIS MAZARS	S	630.00	126.00	756.00
208	PITFIELD TOILETS	20/01/2026	FC80	Unity Trust Bank		PITFIELD TOILETS	REXEL UK LTD	S	163.64	32.73	196.37
209	Water Supply	20/01/2026		Unity Trust Bank		Water Supply	Business Stream	Z	26.08		26.08
225	Service Contract & Litter Collec	22/01/2026	CONTRACT	Unity Trust Bank		Service Contract	HGS LANDSCAPING - DH	X	521.00		521.00
226	Service Contract & Litter Collec	22/01/2026	CONTRACT	Unity Trust Bank		Service Contract	HGS LANDSCAPING - MD	X	521.00		521.00
211	Staff Salaries Tax & NIC	22/01/2026		Unity Trust Bank		Salary	L Winter	X	2,317.89		2,317.89
212	Staff Salaries Tax & NIC	22/01/2026		Unity Trust Bank		Salary	T Hanlon	X	720.95		720.95
213	Staff Pensions	22/01/2026		Unity Trust Bank		Pension Contributions	L Winter	Z	696.15		696.15
210	Software Licences	22/01/2026		Unity Trust Bank		Scribe - Accounting Software	Starboard Systems	S	948.00	189.60	1,137.60
214	Venue Hire for Meetings	22/01/2026		Unity Trust Bank		MEETING ROOM HIRE	Meopham Village Hall	X	12.00		12.00
216	Staff Salaries Tax & NIC	26/01/2026		Unity Trust Bank		PAYE Contributions	HMRC	E	3,461.59		3,461.59
215	Office Rent	26/01/2026	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75
217	EAP-EMPLOYMENT ASSISTANC	27/01/2026	CONTRACT	Unity Trust Bank		EMPLOYEE ASS PROGRAMME	LIFE & PROGRESS LIMITEI	S	715.00	143.00	858.00
218	Streetlights	29/01/2026	CONTRACT	Unity Trust Bank		Street light repairs	Streetlights	S	90.00	18.00	108.00
219	Drinking Fountain	29/01/2026		Unity Trust Bank		WATER TESTING	MARLOW ENVIRONMENTA	S	263.70	52.74	316.44
224	Drinking Fountain	29/01/2026		Unity Trust Bank		Water Supply	Business Stream	S	Refunded 21.73	4.35	26.08
222	Service Contract & Litter Collec	30/01/2026	CONTRACT	Unity Trust Bank		Service Contract	HGS LANDSCAPING - DH	X	521.00		521.00
223	Service Contract & Litter Collec	30/01/2026	CONTRACT	Unity Trust Bank		Service Contract	HGS LANDSCAPING - MD	X	521.00		521.00
221	Bank Charges	31/01/2026		Unity Trust Bank		BANK CHARGES	Unity Bank	E	10.65		10.65

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Meopham Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
								Total	15,665.21	1,063.24	16,728.45

30

Voucher Code 144. FC 80

ASD LIGHTING PLC
MANGHAM ROAD
ROTHERHAM
SOUTH YORKSHIRE
S61 4RJ
UNITED KINGDOM
Our VAT registration GB308917934

Pro-forma Invoice

SPF-S-5324767

To

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE WROTHAM ROAD
MEOPHAM
KENT
DA13 0AA
UNITED KINGDOM

Deliver to

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE WROTHAM ROAD
MEOPHAM
KENT
DA13 0AA
UNITED KINGDOM

Tax point	Payment due date	Account code	Currency
22 December 2025	22 December 2025	MPC001	GBP Pounds Sterling

THIS IS NOT A VAT INVOICE

Item	Part number	Trader quantity	UOM	Unit price	Nett amount	VAT	VAT amount
1	3050 MISCELLANEOUS SALES	4.000	EACH	281.09	1,124.36	20.00 %	224.87

Order Ref: Q-46735 MEOPHAM PITFIELD TOILE **Sales order** S-5324767/1

SELNR/B4K1500MLITCPSL-M1/NR

ASD STEALTH ELITE WALL PACK BLACK 4000K LED 1500 LiFePO EM3 M1 OPTIC IP66 IK11+ C/W PHOTOCELL & ON-OFF PIR - WIRED FOR SWITCH LIVE LINKING (ANY PIR TO TRIGGER ALL 4 LUMINAIRES

Terms

Bank	Barclays Bank Plc
Account No	50045950
Sort Code	20-48-46
IBAN	GB78BARC20484650045950
SWIFTBIC	BARCGB22

Total goods	1,124.36 GBP
Total VAT	224.87 GBP
Total due	1,349.23 GBP

Voucher Code 143

TAX INVOICE

Meopham Parish Council

Invoice Date
31 Dec 2025

Invoice Number
INV-139976

Reference
December 2025

VAT Number
783101056

Element UK Limited
Unit 53
Mackley Industrial Estate
Henfield Road
Small Dole
Henfield
West Sussex
BN5 9XR
T: 0208 694 8844
E:
accounts@cleaningmanag
ement.co.uk
VAT Number: 783101056

Description	Quantity	Unit Price	VAT	Amount GBP
Cleaning OF Meopham Bus Shelters on 2 December 2025	1.00	221.54	20%	221.54
			Subtotal	221.54
			TOTAL VAT 20%	44.31
			TOTAL GBP	**265.85**

Due Date: 30 Jan 2026
BACS payment details:
Lloyds Bank
Sort Code: 30-91-54
Account No.: 02066347

To assist with identification please state on your payment advice both our name and the invoices you are paying.

Terms: Strictly within 28 days from invoice date

BACS payments should be sent to Sort Code 30-91-54, Account Number 02066347 and the remittances sent by email to accounts@cleaningmanagement.co.uk

Voucher Code 196 - FC80

Invoice

orbis.

Tel : 01895 465500
VAT Registration No. 918 4615 10

Invoice To:	Deliver To:
MEOPHAM COUNCIL WROTHAM ROAD MEOPHAM GRAVESEND KENT DA13 0AA	WROTHAM ROAD MEOPHAM GRAVESEND KENT DA13 0AA

Invoice No: C1245638 **Account:** MEO001 / 000

Invoice Date: 28/12/25 **Invoice Due Date:** 25/01/26

Site Ref: PITFIELD GREEN TOILETS, WROTHAM ROAD, MEOPHAM GRAVESEND, KENT, DA13 0AU

Property Ref:

Hire Agreement: 1224829A **On Hire Date:**

Fit Job: **Remove Job:**

Credit Controller: Jonathan Huxley-Duggan Tel:07825966794
Email: jonathan.huxley-duggan@orbisprotect.com

Description	Customer Ref	Fit Date/ Removal Date	Min Days	Invoice From/To	Period	Quantity	Rate	Disc %	Goods	VAT	VAT%	Total
LABOUR CHARGE	TBC LISA WINTER 1224829A	19/12/25				1.00	85.00		85.00	17.00	20.00%	102.00

STARTING FROM 1ST FEBRUARY 2026, ORBIS WILL BE IMPLEMENTING A PRICE INCREASE OF 3.9% ON OUR TECHNOLOGY SOLUTIONS, INCLUDING ALARMS, CCTV, SENTRY PROTECT, AND MONITORING SERVICES. THIS ADJUSTMENT IS IN LINE WITH THE CONSUMER PRICE INDEX (CPI).

ADDITIONALLY, WE WILL BE INCREASING PRICES BY 4.1% ON ALL OTHER SERVICES. THIS CHANGE CORRESPONDS TO THE INCREASE IN THE NATIONAL MINIMUM WAGE ANNOUNCED ON 26TH NOVEMBER.

WE UNDERSTAND THAT PRICE ADJUSTMENTS CAN BE CHALLENGING, AND WE WANT TO ASSURE YOU THAT THESE CHANGES ARE NECESSARY TO CONTINUE PROVIDING YOU WITH THE HIGHEST QUALITY SERVICES AND SUPPORT. WE GREATLY APPRECIATE YOUR UNDERSTANDING AND CONTINUED PARTNERSHIP.

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STANDARD PAYMENT TERMS : NET 28 DAYS
BACS to: HSBC Bank Plc Sort Code: 40-11-60 Account Code: 30099309
All Equipment remains the property of Orbis Protect Limited.
Registered Office:Beaufort House,Cricket Field Road,Uxbridge,UB8 1QG

GOODS TOTAL £	85.00
VAT TOTAL £	17.00
INVOICE TOTAL £	102.00

Voucher Code 110

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**
01/01/2026	29092

Terms	**Due Date**	**PO Number**	**Reference**
Net 15 days	16/01/2026		Monthly Billing for January

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	13.00	£5.52 GBP	£71.76 GBP
	Total Managed Services Details:		**£169.20 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:	£169.20 GBP
UK-VAT @ 20%:	£33.84 GBP
Invoice Total:	**£203.04 GBP**
Payments:	£0.00 GBP
Credits:	£0.00 GBP
Balance Due:	**£203.04 GBP**

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

Voucher Code 141.

HARVEL VILLAGE HALL
MANAGEMENT COMMITTEE

INVOICE

Invoice to:	Meopham Parish Council
	St Johns Centre,
	Wrotham Road, DA13 0AA
Invoice Date:	31/12/25
Invoice Number:	25-12
Email:	enquiries@meopham-pc.gov.uk

Description - Hall / Calor Field Bookings		Hours	Rate	Total
28/05/2025	Hall	2	£10.00	£20.00
10/06/2025	Hall	3	£10.00	£30.00
29/07/2025	Hall	4	£10.00	£40.00
29/07/2025	Calor Field	4	£10.00	£40.00
07/10/2025	Hall	3	£10.00	£30.00
11/11/2025	Hall	2	£10.00	£20.00
Total				£180.00

Note for the Winter months (December, January & February) a £2 per hour extra charge will apply to cover increased heating costs.

Please pay direct to the Village hall bank account:-

Account Name: Harvel Village Hall Management Committee
Account Number: 70103683
Sort Code: 20-76-55

Invoice queries:

Kevin Barry
Kevinbarry19669@gmail.com

Harvel Village Hall Management Committee, C/O
Treasurer: - Kevin Barry, Oast Hatch, Harvel Street, Kent, DA13 ODE

Charity Number: 230970

Voucher Code 148

Cloud Next Limited
18-19 Iron Gate
Derby
DE1 3GP

Lisa Winter
Meopham Parish Council
St Johns Centre
Wrotham Road
Gravesend
Kent
DA13 0QAA

Invoice for Services Provided by Cloud Next Limited
Invoice Number: #255491

Due Date:	17/12/25
Invoice Date:	17/10/25
Date of Payment:	**Payment Outstanding**
Package:	.gov.uk Domain (meopham-pc.gov.uk)
Type (Renewal or New):	Renewal
Payment Interval:	Annual

Subtotal:	VAT (GBR) 20%:	Total:
£50.00	£10.00	£60.00

Thank you for choosing Cloud Next.

Kind regards

The Cloud Next Team

Cloud Next Limited is a registered company in England & Wales number 06742106.
VAT Registration Number GB825509426.

You can make payment using a bank transfer (BACS) to the following details:

Account Name: **Cloud Next Limited**
Sort Code: **20-63-28**
Account Number: **00063576**
Reference Number: **255491**

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Voucher code 141.

TemperateHeating Ltd ChalkPlumbing Supplies

Tel : 01634 571815
Email : temperateaccounts@yahoo.co.uk

DUNCAN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
DA13 0AS

STATEMENT

Date	31/12/2025
Account Ref	HOLLAND

BANK: CATER ALLEN
A/C NAME: TEMPERATE HEATING LTD
A/C NO: 33135277
SORT CODE: 16-57-10

All values are shown in Pound Sterling

Date	Ref	Details	Debit	Credit	Balance
19/12/2025	260705	Meopham parish	45.90		45.90

Current	Period 1	Period 2	Period 3	Older
£ 45.90	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Amount Due
£ 45.90

ACCOUNT SALES INVOICE

260705

TemperateHeating Ltd | **ChalkPlumbing Supplies**

12 Rainham Road
Chatham, Kent, ME5 7EJ
Tel. (01634) 571815
Fax (01634) 856431

75 Lower Higham Road, Chalk
Gravesend, Kent, DA12 2NQ
Tel. (01474) 365304
Fax (01474) 323466

NAME D. N. HOLLAND DATE 19. 12. 24
MEOPHAM PARISH COUNCIL Z1773

	TRADE	RETAIL
1- H.U. BIBTAP	5.95	
1- BACKPLATE ELBOW	2.25	
1 22m BUTTERFLY VALVE.	7.75	
1 22 DOUBLE CHECK VALVE.	5.15	
2 22m JG STRAIGHT.	3.90	
2. 15m JG 90°	4.40	
2. 22 GF TEE.	2.10	
2. 22x15x22 GF TEE.	2.70	
1- BSS OOC.	1.85	
1- 22x15x15 GF TEE	1.35	
1- 22m GF 90	0.70	
1- 1/2 BRASS PLUG	1.20	
2- 3/4 MI x 22m ST COUP ©	4.60	
Sub-total	45.90	
% discount		
TOTAL		

Bank: Cater Allen
A/C Name: Temperate Heating Ltd
A/C No.: 33135277, Sort Code: 16-57-10

NETT	VAT	GOODS
38.25	7.65	45.90

VAT Reg. No. 204 9068 75

BarrettPrint Gravesend 564738

Voucher Code 200 FC 40

23:30

£130.00
Settled Payment

Dr Joanna White

Wednesday, 7 Jan 2026 at 23:30
2323 5640 • 60 19 02

Payments

Wrong spending category?
Tap the button above to change it, and get clearer insights in the Spending tab.

Faster Payment

Payments to other UK accounts are normally instant, but may take up to 2 hours.

Payment Confirmation PDF

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Reference

Voucher Code 206. FC60

Checkatrade.com

Mark1 Locksmiths

24-7 Locks & Security

6 Ascot Road
Gravesend
Kent DA12 5AL
01474 747660
24hr@mark1locks.com
www.mark1locks.com

Invoice

Invoice No: 4126
Date: 13/01/2026

Bill To: Pitfield Toilet Block
Meopham Green
Meopham
Kent
DA13

Work completed	Amount
Ref z1773	£160.00
Supply and fit three keyed alike thumbturn locks,	
Five keys supplied	

Payment Details

Account number: 41362466
Sort code: 09-06-66
Account Name: Mark1Locks

Subtotal	£160.00
Total	£160.00
PAID	£0.00
Balance Due	**£160.00**

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Voucher Code 207 FC80

Kent Roofing Supplies Ltd
Unit B1, Lomer Farm, Wrotham Road
Meopham, Gravesend
Kent
DA13 0AN
+01322836100
kentroofingsupplies@outlook.com
www.kentroofingsupplies.co.uk
VAT Registration No.: 309473689

VAT Invoice

INVOICE TO	SHIP TO		
meopham parish council	pitfield toilets	INVOICE	13468
st johns centre	meopham	DATE	13/01/2026
wrotham road	ref Z1773	DUE DATE	13/01/2026
meopham			

ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
GUTTERBRUSH4B	GUTTER BRUSH 4M BLACK	20.0% S	5	19.95	99.75

KRS Ltd T&C Apply at all times (Available On Website)

Prices and lead times are subject to Manufacturer changes at any time.

DISCLAIMER: Please ensure you check all the items and quantities are suitable to your requirements as this is customers responsibility.

This Quotation is for your attention only and should not be disclosed or shared with any Third parties.

SUBTOTAL	99.75
VAT TOTAL	19.95
TOTAL	119.70
BALANCE DUE	**£119.70**

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	19.95	99.75

Please make cheques payable to Kent Roofing Supplies Ltd
Bacs payments to
Santander
Sort Code: 090129
Account Number: 24558040

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Kent Roofing Supplies Ltd
Unit B1, Lomer Farm, Wrotham Road
Meopham, Gravesend
Kent
DA13 0AN
+01322836100
kentroofingsupplies@outlook.com
www.kentroofingsupplies.co.uk
VAT Registration No.: 309473689

Kent Roofing Supplies Ltd

VAT Invoice

INVOICE TO	SHIP TO		
meopham parish council	pitfield toilets	INVOICE	13468
st johns centre	meopham	DATE	13/01/2026
wrotham road	ref Z1773	DUE DATE	13/01/2026
meopham			

ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
GUTTERBRUSH4B	GUTTER BRUSH 4M BLACK	20.0% S	5	19.95	99.75

KRS Ltd T&C Apply at all times (Available On Website)

Prices and lead times are subject to Manufacturer changes at any time.

DISCLAIMER: Please ensure you check all the items and quantities are suitable to your requirements as this is customers responsibility.

This Quotation is for your attention only and should not be disclosed or shared with any Third parties.

SUBTOTAL	99.75
VAT TOTAL	19.95
TOTAL	119.70
PAYMENT	119.70
BALANCE DUE	**£0.00**

PAID

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	19.95	99.75

Please make cheques payable to Kent Roofing Supplies Ltd
Bacs payments to
Santander
Sort Code: 090129
Account Number: 24558040

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voucher code 203.

forvis mazars

Meopham Parish Council
FAO The Clerk
St Johns Centre
Wrotham Road Meopham
Kent
DA13 0DA
UNITED KINGDOM

Invoice No:	2636017
VAT Reg No:	GB 839 8356 73
Date/Tax Point:	15 January 2026
Client Code:	MEOP187920

INVOICE

	VAT Rate	GBP
For the attention of the Clerk.	20%	630.00

...Fee is in respect of the work carried out on the Limited Assurance Review undertaken on behalf of Smaller Authorities' Audit Appointments for year ended 31 March 2025.

Please reference this Invoice Number with your payment – thank you.

Net Amount	630.00
VAT	126.00
Total Amount Due GBP	756.00

REMITTANCE ADVICE

To contact the accounts team, please call +44 (0) 113 394 7000

Invoice No: **2636017** Invoice date **15 January 2026**

Client Code **MEOP187920** Amount Due GBP **756.00**

Payments to be made payable to:

Forvis Mazars LLP
5th Floor
3 Wellington Place
Leeds
LS1 4AP

Bank Giro and BACS payments should be sent to:

Bank	**HSBC Bank Plc**
Sort Code	**40-11-60**
Account Number	**10123889**
IBAN	**GB22HBUK40116010123889**
Swift	**HBUKGB4B**

Standard terms are payment on presentation

Email: creditmanagement@mazars.co.uk

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Voucher Code 208 FC80

Rexel

a world of energy

Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road
Gravesend
DA11 8HL
Tel: 01474 320800
Email:

Sales Invoice

1536 A/3417 *3/1536/1852 00035D

Invoice Address:
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

Account No: 105064788

Invoice No: 455885080

Invoice Date: (tax point) 07/01/26

Co No: 0083200237/ 90548588

Your Contact:

Delivery Address:
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

Customer Order No:
Z1773 - PITFIELD TOI

Due Date: 28/02/26
Terms: END OF THE MONTH AFTER INVOICE DATE
Currency: GBP

Our Contact:
Tracy West

Line No	Item No	Part Number/Description	Qty	Unit	VAT Code	Price	UOM	Disc %	Line Total
10	2501401805	KSRSF403 KSR ROMA MULTI-WATT CCT3 IP65 CIRCULAR BULKHEAD M/WAVE EMG	4	EA	01	84.88	1	60.00	135.81
20	2500143208	6243YH-1.0-GRY50 CABLE-RX 1.0MM GREY 3-CORE&EARTH 50M PVC BASEC	50	M	01	27.83	50		27.83

VAT Code	Total Taxable Goods	Settlement Discount	Rate	VAT		
					Net Total	163.64
01	163.64		20.00	32.73	VAT	32.73
					Invoice Total	196.37

Our Terms and Conditions of Sale apply and are those found at www.rexel.co.uk. A printed copy is also available on request.

All invoice queries to be emailed to : invoice.queries@rexel.co.uk

RETURNS: Goods correctly supplied may not be returned without the Company's written consent. Goods so returned must be consigned carriage paid and accompanied by a packing note stating the Company's Invoice number and date thereof together with the reason for return. In such circumstances the Company may impose a restocking charge. If the goods (or any of them) are returned and are subsequently lost in transit the Company will only issue credit if it can be conclusively proved that the Company or its agents have actually removed the goods from the Buyer's premises.

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PREVIOUSLY TRADING AS NEWEY & EYRE GRAVESEND

Use the following QR Code to access your account and pay your invoices:

Voucher code 201.

business stream
A SCOTTISH WATER COMPANY

business-stream.co.uk

For emergencies, please contact your:
Water wholesaler: Southern Water
Visit **business-stream.co.uk/emergencies**

Customer reference / invoice no
2720578 / 9733943

Your reference: Water Fountain

Invoice / tax point date: 15 January 2026

Supply address: MEOPHAM PARISH COUNCIL DRINKING FOUNTAIN MEOPHAM, GRAVESEND KE, DA13 0UF

Water supply point ID: 3019271231W12

Our VAT number: 945 8508 85

MEOPHAM PARISH COUNCIL
Wrotham Road
Meopham
GRAVESEND
DA13 0AA

Ways to save

We're here to help you cut costs wherever we can. View our ways to save page for support in reducing your water costs at **business-stream.co.uk/ways-to-save**

Your water services invoice

15 October 2025 - 14 January 2026 (92 days, average £0.28 per day)

Your account summary

Your previous balance	£23.31	
Payments received	£23.31	CREDIT
Your balance brought forward	**£0.00**	

Your charges this period (see page 2 for details)

Water services charges	£26.08
VAT	£0.00
Total charges this period	**£26.08**
Your new account balance	**£26.08**

Thanks for paying by Direct Debit. You don't need to do anything - we'll collect £26.08 from your account on 29 January 2026.

Your water consumption and carbon emissions

The year to date (YTD) water consumption for your site is 2.00m³. Based on the billing period and using UK Government statistics, your annual carbon emissions are 0.75kgCO2e/yr.

Ways to pay

Direct Debit

Paying by Direct Debit is the quickest and easiest way to pay your bills. Visit **business-stream.co.uk/direct-debit** or call us on **0330 123 2000**.

Online

Visit **business-stream.co.uk/payonline** with your debit or credit card details.

By phone

Call **0330 123 2000** to pay over the phone using your debit or credit card details.

By bank transfer

Sort code: 30-00-02.
Account number: 03029919.
Account name: Business Stream Revenue Account. Please include this reference number: 2720578 / 9733943

You can also find other ways to pay at **business-stream.co.uk/ways-to-pay**

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Your charges in detail

Meter number / meter size: AF451666 / 15mm

Water charges		Units	Rate	VAT	Charge
Fixed water charge					
Yearly fee £92.47	15 Oct 25 - 14 Jan 26	92 days	0.253342	Z	£23.31
Volumetric water charge					
Estimated reading	15 Jan 26 345				
Estimated reading	15 Oct 25 344				
= volume used this period		1 m³			
Charges	15 Oct 25 - 14 Jan 26	1 m³	2.7702	Z	£2.77
Total water charges					**£26.08**

This is a fee for the upkeep of external pipes and pumps that supply water to your premises.

This is a charge for the amount of water you've used, as recorded by your water meter. The rate you are charged can vary based on your location and your water consumption.

Subtotal	**£26.08**
Total charges this period	**£26.08**

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Voucher code 210

Scribe

INVOICE

Meopham Parish Council

Invoice Date
20 Jan 2026

Invoice Number
INV-15102

Reference
Invoice 1 of 1 Service period: April 1, 2026 - March 31, 2027 Total invoiced: £948 of £948

VAT Number
941 7451 20

Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Renewal (2026)	1.00	948.00	20%	948.00
			Subtotal	948.00
			TOTAL VAT 20%	189.60
			TOTAL GBP	**1,137.60**

Due Date: 31 Mar 2026
For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website www.scribeaccounts.com for Terms and Conditions

VISA AMERICAN EXPRESS
View and pay online now

PAYMENT ADVICE

Customer	Meopham Parish Council
Invoice Number	INV-15102
Amount Due	**1,137.60**
Due Date	31 Mar 2026
Amount Enclosed	

Enter the amount you are paying above

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

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Voucher Code 214.

Meopham Village Hall Charitable Trust

Charity No 302802

www.meophamvillagehall.co.uk
enquiries@meophamvillagehall.co.uk
Telephone: 07888 368521

INVOICE

Invoice No:	**26/017**	**Invoice Date:**	**22/01/2026**
FUNCTION:	**Meeting**	**Hire Date:**	**Tuesday 27/01/2026**
Booked by:	**Parish Council**	**Hire Time:**	**19:00 – 21:00**

Main Hall	**£**		
Small Hall	**£**		
Committee Room	**£**	**12.00**	**2 hrs @ £6.00 ph**
Kitchen	**£**		
Crockery	**£**		
Damage Deposit (refundable **)	**£**		
Amount Due	**£**	**12.00**	

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.

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voucher code 216.

unity trust bank

Transaction details

Account	**Current T2** 60–83–01 • 20405821
Amount	£ **-3,461.59**
Transaction date	23 January 2026
Reference	0000340636
Serial number	
Description 1	Direct Debit (HMRC SDDS)
Description 2	200517 53614360 OIN: 451554 Direct Debit (HMRC SDDS)
Description 3	MEOPHAM PARISH COU 608301 20405821 200517 53614360 451554 17
Submitted by	
Approved by	

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Voucher Code 215.

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 Jan 2026
Date: 26-Jan-26
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 -31st Janaury 2026	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

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Voucher Code 41.

Outstanding bills 858.00 GBP

Log in to save invoice as a bill

858.00 GBP

Due in 30 days

Options

INVOICE

Life & Progress

To	Meopham Parish Council , Wrotham Road, Meopham Gravesend Kent DA13 0AA GBR
Invoice number	LAP-13496
Reference	NA/CF/EAP/8F2F
Issue date	Jan 27, 2026
Due date	**Feb 26, 2026,** due in 30 days
From	Life And Progress Limited Four, The Cobalt Centre Siskin Parkway East Middlemarch Business Park Coventry, West Midlands CV3 4PE VAT Reg No 243 6097 06
VAT Number	243609706

Description	Quantity	Unit Price	VAT	Amount
Employee Assistance Programme 8 Session Model - Full Cover Service provided via Life & Progress 16 Employees 11th February 2026, 12 Months Year 1 of 3 year contract	1.00	715.00	20%	**715.00**

Subtotal	715.00
Total VAT 20%	143.00

51

858.00 GBP

Due in 30 days

TERMS: 30 days terms from date of invoice. As per your Contract/SLA Terms payments received after 30 days will be liable up to but not exceeding an 8% Finance Charge per month. Life And Progress Limited trading as Life & Progress.

Life And Progress Limited Company Registration Number: 09966183

Queries, please email: accounts@lifeandprogress.co.uk

Bank details for BACS payment:

STARLING BANK

www.starlingbank.com

Account Number: 7117 8868

Sort Code: 60-83-71

Company Registration No: 9966183

Registered Office: Four, The Cobalt Centre, Siskin Parkway East, Middlemarch Business Park, Coventry, Warwickshire, CV3 4PE, GBR

Contact merchant | Options

Voucher Code 218

Streetlights
PO Box 545
Gravesend
DA12 9RB

Invoice

Page 1

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

15939

27/01/2026

MEOPHAMP

Details	**Unit Price**	**Net Amt**	**VAT %**	**VAT**
Re: Lighting Repairs				
Attention of: Tracey Hanlon				
Footpath Lighting, Whitepost Lane - Refitted Mains fuse carrier and tested.Traced fault on Column 63 to no supply from Village Hall and reported.				
For the sum of:	90.00	90.00	20.00	18.00

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	90.00
Carriage Net	0.00
Total VAT Amount	18.00
Invoice Total	108.00

53

Voucher Code 219

MARLOWE
Environmental Services

INVOICE

Invoice No:	IWD_2601002330
Invoice Date:	27/01/2026
Customer Account No:	MEO001
Purchase Order No:	Confirmation Email
Raised By:	System
Sales Person:	Gemma Baileff
Quote Number:	W:254663

Invoice To

Meopham Parish Council
Bd V19
Donnington
Grasmere
Cumbria
TF2 8JX

Site Address

Pitfield Green Toilets and Water Fountain
Meopham Green
Wrotham Road
Meopham
Gravesend
Kent
DA13 0AU

Description	Unit	Quantity	Unit Price	Vat	Total
PO.Num:Confirmation Email Lisa Winter W:254663 Legionella Sampling	1	1.00	£263.70	£52.74	£316.44

Net Total	GBP	263.70
VAT Total @ 20%	GBP	52.74
Total	GBP	316.44

Payment Due: 30 days from invoice date unless other terms have been agreed with WCS Group companies in which case those terms apply

Contact

Unit 17 Wheatstone Court, Davy Way
Quedgeley
GL2 2AQ, United Kingdom

T: 0117 2440192
E: gemma.baileff@hydro-x.co.uk
W: www.marlowe-es.com

Bank Details

Acc Name: Marlowe Environmental Services Limited
GBP - HSBC Bank PLC
Sort Code: 401160 Acc No: 31194208

Registration

Company Reg No: 02184649
VAT Reg No: GB452885812

Registered Office
The Shard, Level 12
32 London Bridge Street
SE1 9SG, United Kingdom

If you receive notification via email or post to change our bank account details, please do not reply to the email, but contact us immediately to verify.

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Item 8.2

Meopham Parish Council

3 February 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

Council Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
24	Staff Salaries Tax & NIC				88,101.00	42,579.82	45,521.18	45,521.18 (51%)
25	Staff Pensions				13,600.00	6,897.91	6,702.09	6,702.09 (49%)
26	Cllr & Staff Expenses				400.00	212.66	187.34	187.34 (46%)
28	Professional Memberships				4,816.00	3,070.00	1,746.00	1,746.00 (36%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training					1,085.61	-1,085.61	-1,085.61 (N/A)
33	Photocopier Contract		12.95	12.95	700.00	1,866.89	-1,166.89	-1,153.94 (-164%)
34	Communications & IT				2,100.00	2,499.91	-399.91	-399.91 (-19%)
87	Insurance				3,000.00	2,234.88	765.12	765.12 (25%)
88	Office Rent				6,525.00	5,545.88	979.12	979.12 (15%)
89	Venue Hire for Meetings				720.00	351.30	368.70	368.70 (51%)
90	Office Supplies				1,200.00	381.19	818.81	818.81 (68%)
91	Software Licences		60.00	60.00	1,800.00	1,517.97	282.03	342.03 (19%)
92	Internal & External Audit Fees				1,200.00	1,246.25	-46.25	-46.25 (-3%)
93	Payroll Services				360.00	252.00	108.00	108.00 (30%)
104	Bank Charges		102.75	102.75	372.00	212.80	159.20	261.95 (70%)
105	Professional Services				5,000.00	4,454.40	545.60	545.60 (10%)
110	Water Supply					26.08	-26.08	-26.08 (N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					55.00	-55.00	-55.00 (N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION					47.00	-47.00	-47.00 (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	715.00	65.00	65.00 (8%)
132	ELECTIONS					15,178.75	-15,178.75	-15,178.75 (N/A)
133	NEW BANK ACCOUNT							(N/A)
136	LITIGATION SETTLEMENT					30,130.00	-30,130.00	-30,130.00 (N/A)
	SUB TOTAL		**175.70**	**175.70**	**130,774.00**	**120,561.30**	**10,212.70**	**10,388.40 (7%)**

Council Projects & Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
2	Community Events				7,000.00	652.31	6,347.69	6,347.69 (90%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem							(N/A)
102	New Website Project					1,404.00	-1,404.00	-1,404.00 (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%)
135	PITFIELD TOILETS		4.15	4.15	15,000.00	17,732.71	-2,732.71	-2,728.56 (-18%)

Meopham Parish Council

3 February 2026 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

		Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
	SUB TOTAL		4.15	4.15	50,500.00	19,789.02	30,710.98	30,715.13 (60%)

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	2,084.00	17,916.00	17,916.00 (89%)
13	Trees				3,300.00	10,560.00	-7,260.00	-7,260.00 (-220%)
16	Community Grants Scheme				3,000.00	2,500.00	500.00	500.00 (16%)
17	Families and Young People				6,000.00	6,000.00		(0%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,200.00	1,107.70	92.30	92.30 (7%)
68	Streetlights				11,040.00	6,911.12	4,128.88	4,128.88 (37%)
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					269.16	-269.16	-269.16 (N/A)
108	Drinking Fountain					357.40	-357.40	-357.40 (N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00	1,350.00	300.00	300.00 (18%)
130	SPEEDWATCH				1,500.00		1,500.00	1,500.00 (100%)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE					220.00	-220.00	-220.00 (N/A)
138	VILLAGE GREEN MAINTENAN(					225.00	-225.00	-225.00 (N/A)
139	ALLOTMENT MAINTENANCE					3,191.25	-3,191.25	-3,191.25 (N/A)
140	BUS SHELTER MAINTENANCE					339.00	-339.00	-339.00 (N/A)
	SUB TOTAL				51,840.00	35,114.63	16,725.37	16,725.37 (32%)

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	3,799.57	3,779.57				3,779.57 (18897%
46	Precept	231,570.00	231,570.00					(0%)
49	Wayleaves	170.00	190.63	20.63				20.63 (12%)
50	Rental Income	634.00	634.13	0.13				0.13 (0%)
94	VAT Reclaim		7,852.59	7,852.59				7,852.59 (N/A)
95	Other Income		666.63	666.63				666.63 (N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
137	SOS - D/D REFUND		494.04	494.04				494.04 (N/A)
	SUB TOTAL	232,394.00	245,207.59	12,813.59				12,813.59 (5%)

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Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	**232,394.00**	**245,387.44**	**12,993.44**	**233,114.00**	**175,464.95**	**57,649.05**	**70,642.49**
V.A.T.		5,700.94			10,618.41		
GROSS TOTAL		**251,088.38**			**186,083.36**		

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Item 8.3

Meopham Parish Council

RECONCILIATION - Unity Trust Bank 31-01-2026

From Accounts	£36,126.77
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£36,126.77**

Meopham Parish Council

Current T2

60-83-01 • 20405821

Balance £36,126.77 Available balance £36,126.77

Show:

Transactions

Balances are correct as of 11:23 on 02 Feb 2026.

Date	Description	Paid in	Paid out	Balance
31/01/26	Service Charge		-10.65	36,126.77
30/01/26	B/P to: MARLOW ENV SERVICE • MPC-IWD2601002330		-316.44	36,137.42
30/01/26	S/O to: DEAN HILL • MEOPHAM PC		-521.00	36,453.86
30/01/26	S/O to: Matthew Dellafera • MEOPHAM PC		-521.00	36,974.86
29/01/26	B/P to: LIFE & PROGRESS LT • LAP-13496		-858.00	37,495.86
29/01/26	B/P to: Streetlights • MEOPHAM PC 15939		-108.00	38,353.86
29/01/26	Direct Debit (SCOTTISH WATER BUS) • 662899		-26.08	38,461.86
27/01/26	CLOUD NEX LTD SW • CLOUD NEXT LIMITED	60.00		38,487.94
23/01/26	Direct Debit (HMRC SDDS) • 0000340636		-3,461.59	38,427.94
22/01/26	B/P to: REXEL UK LIMITED • 455885080		-196.37	41,889.53
22/01/26	B/P to: Business Stream Re • 2720578/9733943		-26.08	42,085.90
22/01/26	B/P to: Matthew Dellafera • MEOPHAM PC		-521.00	42,111.98
22/01/26	B/P to: DEAN HILL • MEOPHAM PC		-521.00	42,632.98
22/01/26	B/P to: SCRIBE • MPC - INV 15102		-1,137.60	43,153.98
22/01/26	B/P to: Meopham Village Ha • MPC - 26/017		-12.00	44,291.58

20/01/26	B/P to: MARK 1 LOCKSMITHS • MPC - 4126		-160.00	**44,303.58**
20/01/26	B/P to: FORVIS MAZARS • MEOPHAM PC 2636017		-756.00	**44,463.58**
20/01/26	S/O to: Meopham PCC • MEOPHAM PC		-543.75	**45,219.58**
20/01/26	S/O to: L Winter • MEOPHAM PC		-2,317.89	**45,763.33**
20/01/26	S/O to: KCC Pension Fund • MEOPHAM PC		-696.15	**48,081.22**
20/01/26	S/O to: Tracey Hanlon • SALARY MPC		-720.95	**48,777.37**
19/01/26	B/P to: TEMPERATE HEATING • MPC - 260705		-45.90	**49,498.32**
19/01/26	B/P to: S Fishenden • MPC COUNCILING FEE		-130.00	**49,544.22**
19/01/26	B/P to: KENT ROOFING SUPP • MPC - 13468		-119.70	**49,674.22**
16/01/26	Direct Debit (LLOYDS BANK PLC) • 80000029478III5805		-884.18	**49,793.92**
09/01/26	SPN PLC TREASURY • 1900 2000000266 K	189.48		**50,678.10**
08/01/26	B/P to: HAMPSHIRE TRUST • MEOPHAM PC		-30,000.00	**50,488.62**
08/01/26	B/P to: ASD LIGHTING PLC • SPF-S-5324767		-1,349.23	**80,488.62**
08/01/26	B/P to: HELIOCENTRIX LTD • INV 29092		-203.04	**81,837.85**
08/01/26	B/P to: Element UK Limited • 139976		-265.85	**82,040.89**
08/01/26	B/P to: ORBIS • MPC - C1245638		-102.00	**82,306.74**
08/01/26	B/P to: Harvel VH Cttee • MEOPHAM PC 25-12		-180.00	**82,408.74**
08/01/26	B/P to: CloudNext • #255491		-60.00	**82,588.74**
08/01/26	HMRC VAT • 314795487	6,489.40		**82,648.74**
31/12/25	Service Charge		-9.60	**76,159.34**
22/12/25	B/P to: DM Payroll • 4910		-100.80	**76,168.94**
22/12/25	B/P to: REXEL UK LIMITED • 455736998		-92.82	**76,269.74**
22/12/25	B/P to: REXEL UK LIMITED • 455736999		-5.43	**76,362.56**
22/12/25	B/P to: REXEL UK LIMITED • 455770291		-12.63	**76,367.99**
22/12/25	B/P to: Hoopers & Sons Lim • HS8447		-6,509.84	**76,380.62**

22/12/25	B/P to: BRADLEY KEECH • H112		-220.00	82,890.46
22/12/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	83,110.46
22/12/25	S/O to: L Winter • MEOPHAM PC		-2,317.89	83,654.21
22/12/25	S/O to: KCC Pension Fund • MEOPHAM PC		-696.15	85,972.10
22/12/25	S/O to: Tracey Hanlon • SALARY MPC		-720.95	86,668.25
16/12/25	B/P to: REXEL UK LIMITED • 455736998		-327.55	87,389.20
16/12/25	B/P to: REXEL UK LIMITED • 455770290		-4.09	87,716.75
16/12/25	B/P to: REXEL UK LIMITED • 455795889		-4.62	87,720.84
16/12/25	B/P to: SIRS ENGRAVING LTD • COMMER Z1773 - MPC		-338.40	87,725.46
16/12/25	B/P to: LV CONNECTIONS LTD • MPC-INV019-1704		-2,712.50	88,063.86
16/12/25	B/P to: MULBERRY LOCAL ATH • MPC - INV 1799		-594.00	90,776.36
16/12/25	B/P to: SMART OFFICE SOL • 654674		-422.42	91,370.36
16/12/25	B/P to: NARKE DESIGN • MPC - INV 1034232		-700.00	91,792.78
16/12/25	B/P to: Meopham PCC • MEPPC - DEC 25		-99.00	92,492.78
16/12/25	Direct Debit (LLOYDS BANK PLC) • 80000029478III5805		-408.64	92,591.78
15/12/25	Cheque • 300056		-10,000.00	93,000.42
12/12/25	SPN PLC TREASURY • 1900 2000026429 K	1.15		103,000.42
11/12/25	B/P to: HELIOCENTRIX LTD • INV 28996		-28.06	102,999.27
11/12/25	B/P to: DANIEL HITCHCOCK • MPC - 000524		-2,500.00	103,027.33
09/12/25	B/P to: BARBARA WADE • MPC - REMEMBRANCE		-16.64	105,527.33
09/12/25	B/P to: HELIOCENTRIX LTD • INV 28808 - MPC		-203.04	105,543.97
05/12/25	OCTOPUS ENERGY • A-2B99D6EA-003	157.64		105,747.01
02/12/25	B/P to: Hoopers & Sons Lim • HS8382		-3,749.16	105,589.37
02/12/25	B/P to: NEIL WRIGHT SE PAT • MPC - 2743		-55.00	109,338.53
02/12/25	B/P to: Streetlights • MPC - 15745		-1,171.20	109,393.53

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02/12/25	B/P to: REDWOOD BANK • MEOPHAM PC		-26,000.00	110,564.73
30/11/25	Service Charge		-8.70	136,564.73
25/11/25	B/P to: Meopham PCC • MEPPC NOV 25 - ADD		-71.00	136,573.43
24/11/25	B/P to: A Day • MPC-EDMUND GREEN		-225.00	136,644.43
20/11/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	136,869.43
20/11/25	S/O to: L Winter • MEOPHAM PC		-3,292.89	137,413.18
20/11/25	S/O to: KCC Pension Fund • MEOPHAM PC		-696.15	140,706.07
20/11/25	S/O to: Tracey Hanlon • SALARY MPC		-448.75	141,402.22
17/11/25	B/P to: HELIOCENTRIX LTD • INV 28574		-56.10	141,850.97
17/11/25	B/P to: W E Harris & Sons • XT06 25		-320.00	141,907.07
17/11/25	B/P to: EDWIN WARD • MPC -INV 0181		-3,420.00	142,227.07
17/11/25	B/P to: BOOM SERVICES • 00185 PITFIELD		-700.00	145,647.07
11/11/25	B/P to: BENJAMIN HEASLIP • MPC - 25-017		-80.00	146,347.07
07/11/25	CLEARY C S • C Cleary	500.00		146,427.07
06/11/25	Inward Payment - MEOPHAM PARISH COUNCIL	53,840.00		145,927.07
06/11/25	B/P to: HELIOCENTRIX LTD • INV 28510		-28.06	92,087.07
06/11/25	B/P to: HELIOCENTRIX LTD • INV 28447		-203.04	92,115.13
06/11/25	B/P to: SWIFTCURE LIMITED • MPC-INV 3462		-598.80	92,318.17
06/11/25	B/P to: WELLERS LAW GROUP • MPC - 837196		-900.00	92,916.97
05/11/25	B/P to: Element UK Limited • 139929 MPC		-265.85	93,816.97
05/11/25	B/P to: CROWN TREE CONS • MPC - 12390		-1,620.00	94,082.82
05/11/25	B/P to: TEMPERATE HEATING • MEOPHAM PARISH CON		-273.30	95,702.82
05/11/25	B/P to: CHRGS • INV -0019		-900.00	95,976.12
05/11/25	B/P to: Hoopers & Sons Lim • HS8294		-1,294.80	96,876.12
05/11/25	B/P to: ROYAL BRIT LEGION • MPC - SDF04		-130.00	98,170.92

Meopham Parish Council

RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 31-01-2026

From Accounts	£96,063.25
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£96,063.25**

Log Out

THE CAMBRIDGE
Building Society

Home MENU

Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £96,063.25

Available: £96,063.25

Accrued interest (not paid): £145.28

Interest rate: 1.55%

Transactions Future Payment

Transactions

Period from

to

64

Filter

Download Transactions

Date	31/12/2025
Description	GROSS INTEREST
In (£)	1,656.71
Out (£)	
Balance (£)	96,063.25
Date	10/12/2025
Description	RECEIPT BY CHEQUE
In (£)	10,000.00
Out (£)	
Balance (£)	94,406.54
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 65

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

Meopham Parish Council
RECONCILIATION - REDWOOD BANK 31-01-2026

From Accounts	£108,142.86
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£108,142.86**

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: £108,142.86

Available: £108,142.86

Accrued interest (not paid): £11.21

Interest rate: 3.78%

Make a payment

Transfer money

Transactions   Future Payments

Transactions

Period from

to

68

Filter

Download transactions

Date	31/01/2026
Description	Gross Interest
In (£)	346.41
Out (£)	
Balance (£)	108,142.86
Date	31/12/2025
Description	Gross Interest
In (£)	342.61
Out (£)	
Balance (£)	107,796.45
Date	02/12/2025
Description	Receipt by Bank Transfer
In (£)	26,000.00
Out (£)	
Balance (£)	107,453.84
Date	30/11/2025
Description	Gross Interest
In (£)	252.53
Out (£)	
Balance (£)	81,453.84
Date	31/10/2025
Description	Gross Interest
In (£)	260.11
Out (£)	
Balance (£)	81,201.31
Date	30/09/2025
Description	Gross Interest

69

In (£)	250.94
Out (£)	
Balance (£)	80,941.20
Date	31/08/2025
Description	Gross Interest
In (£)	258.47
Out (£)	
Balance (£)	80,690.26
Date	31/07/2025
Description	Gross Interest
In (£)	257.64
Out (£)	
Balance (£)	80,431.79
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

Latest | Next

Meopham Parish Council
RECONCILIATION - HAMPSHIRE TRUST 31-01-2026

From Accounts	£30,000.00
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£30,000.00**

meophampc2026

HTB

Sign out

Home

MENU

Account Details

Manage your account

Notice Account

20583932 SME Notice 95 Days

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

Edit account details

Close Account? Send us a secure message

Balance: £30,000.00

Available: £30,000.00

Accrued interest (not paid): £81.16

Interest rate: 3.95%

Make a payment

Transfer money

Transactions   Future Payments

Transactions

Period from

to 72

Filter

Download Transactions

Date	08/01/2026
Description	Receipt by Bank Transfer
In (£)	30,000.00
Out (£)	
Balance (£)	30,000.00

Latest

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 31/01/2026			
	Cash in Hand 01/04/2025			204,921.06
	ADD Receipts 01/04/2025 - 31/01/2026			251,088.38
				456,009.44
	SUBTRACT Payments 01/04/2025 - 31/01/2026			185,676.56
A	**Cash in Hand 31/01/2026** (per Cash Book)			**270,332.88**
	Cash in hand per Bank Statements			
	Petty Cash	31/01/2026	0.00	
	Lloyds Bank	31/01/2026	0.00	
	Unity Trust Bank	31/01/2026	36,126.77	
	Unity Multipay Card	31/01/2026	0.00	
	CAMBRIDGE BUILDING SOCIET\	31/01/2026	96,063.25	
	REDWOOD BANK	31/01/2026	108,142.86	
	HAMPSHIRE TRUST	31/01/2026	30,000.00	
				270,332.88
	Less unpresented payments			
				270,332.88
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**270,332.88**
	A = B Checks out OK			

Item 8·4

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	-6,838.24			0.00
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 - Earn	683.70				683.70
Harvel Green Bench - Earmarke					0.00
Total Earmarked	**29,721.94**	**-6,838.24**			**22,883.70**
TOTAL RESERVE	**29,721.94**	**-6,838.24**			**22,883.70**
GENERAL FUND					247,042.38
TOTAL FUNDS					269,926.08

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