



NEW WALTHAM

PARISH COUNCIL

Clerk/RFO Monthly Report (Includes Financial Bank Reconciliation)

March 2025

Presented at Council Meeting: 5 March 2025

Pavilion Hall & Events

Music Fest 2025

- **Planned for 16th August this year.** Booked acts include: Earth Bound Misfits Circus Workshop, Blaze Stilt walker (same lady as last year).
- **Porta Loos** – I am booking in a total of 10 for the event at a cost of £600.
- **Gazebo's** – will be banned this year, due to complaints in 2024 re blocking views
- **Raffle** – As per last year, I am ordering approx. 2000 printed tickets. Can Cllrs please start to collect/enquire about raffle prizes.
- **Site Plan** – to have 2 music areas this year. Main stage as per previous years and a separate 'acoustic' area which will be barriered off. Porta loos to be located along the side of hall building adjacent to changing rooms and under the CCTV.
- **Main Stage** -I am looking into décor quotes for this. Events committee agree that the stage needs to be dressed this year.
- **Waste** – Looking at quote for private waste collection after event.
- **Alcohol Licence** – Cllrs Shaw/ Bridges and Sandell to get qualified as I will not be available with my licence for half of the event.

Easter Event

- **Family fun egg hunt** – laminated eggs dotted around the field area on Monday 21st April. Each egg will have a word, each word the collect creates a sentence. Hall will be open and manned for 1 hour time slot for the children to pop and collect their egg prize.
- **Volunteers** – Any Cllrs that are available for egg handing out would be really appreciated on 21st April 😊

Football Pitches

- No further with this unfortunately re the SLA – currently back with Legal at NELC.
- Another incident of player urinating close to hall. Witnessed by Cllr. I have again spoken with Chris re this.

Newsletter

- I am currently putting this edition together. Hoping to have ready for print by Mid-March.

New Emails & Website

- **New website** is fully active www.newwalthamparishcouncil.gov.uk
- **New emails** for all Councillors are also now active and should be using new emails.

If not - Please visit 'space mail' and login with the previously provided details to access your new .gov.uk email account. These accounts can also be added to Outlook etc, let me know if any assistance is needed re this. Your old email accounts will stay active for a time.

Memorial Plaque for Cllr Baker

- Arrived and installed. To have a short memorial at this months meeting, Cllr Bakers wife will be in attendance.

New Councillors wanted

- I am wanting to arrange a 'coffee morning' to invite residents along to have a chance to speak with all Councillors and myself. In an attempt to attract new Cllrs to join us. Open to further ideas... hoping to arrange for the Spring.

Financial Information:

Bank Balances (as of 3 March 2025)

Main Account: £10,523.11

Pavilion Account: £42,305.13

Reserve: £6,655.39

*Bank Reconciliation correct as of 3 March 2025 = All Balance

Bank Reconciliation

3 March 2025 (2024-2025)

New Waltham 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 03/03/2025			
	Cash in Hand 01/04/2024			57,169.10
	ADD			
	Receipts 01/04/2024 - 03/03/2025			104,612.75
				161,781.85
	SUBTRACT			
	Payments 01/04/2024 - 03/03/2025			102,298.22
A	Cash in Hand 03/03/2025 (per Cash Book)			59,483.63
	Cash in hand per Bank Statements			
	Petty Cash	03/03/2025	0.00	
	Main Account - NWPC	03/03/2025	10,523.11	
	Pavilion Account - NWPC	03/03/2025	42,305.13	
	Reserve	03/03/2025	6,655.39	
				59,483.63
	Less unrepresented payments			
				59,483.63
	Plus unrepresented receipts			
B	Adjusted Bank Balance			59,483.63
	A = B Checks out OK			

Bank Rec checked and signed by: Councillor _____ on: _____

Report created by: Anneka Ottewell-Barrett

Date: 3 March 2025