Interim Finance Report and Delegated Decisions – June 2025

Decision	Outcome (yes / no and who / what as needed)	Signatory Fiona walker	Signatory Angus Piper	Signatory Keith Morris	Signatory Clerk / RFO Annalisa dovey
To approve contractor for SAM2, playingfield and signs	Yes - Richard Ne	Fiona Walker (Jun 4, 2025 17:46 GMT+1) Jun 4, 2025	Angus Piper Angus Piper (Jun 5, 2025 12:06 GMT+1) Jun 5, 20	Keith Morris Keith Morris (Jun 4, 2025 17:21 GMT+1) Jun 4, 20	Annalisa Dovey Jun 16, 202
To approve payment to Chris Howell for Asset tour (2.5hrs)	Yes	Fiona Walker (Jun 4, 2025 17:46 GMT+1) Jun 4, 2025	Angus Piper Angus Piper (Jun 5, 2025 12:06 GMT+1) Jun 5, 20	Keith Morris Keith Morris (Jun 4, 2025 17:21 GMT+1) Jun 4, 20	Annalisa Dovey Jun 16, 202
To approve repayment to Dennis Clark for Village Hall hire for flooding meeting	Yes	Fiona Walker (Jun 4, 2025 17:46 GMT+1) Jun 4, 2025	Angus Piper Angus Piper (Jun 5, 2025 12:06 GMT+1) Jun 5, 20	Keith Morris Keith Morris (Jun 4, 2025 17:21 GMT+1) Jun 4, 20	Annalisa Dovey Jun 16, 202
To approve Grant to Church fro VE day expenses	Yes	Fiona Walker (Jun 4, 2025 17:46 GMT+1) Jun 4, 2025	Angus Piper Angus Piper (Jun 5, 2025 12:06 GMT+1) Jun 5, 20	Keith Morris Keith Morris (Jun 4, 2025 17:21 GMT+1) Jun 4, 20	Annalisa Dovey Jun 16, 202
To approve reconciliations	Yes - all	Fiona Walker (Jun 4, 2025 17:46 GMT+1) Jun 4, 2025	Angus Piper Angus Piper (Jun 5, 2025 12:06 GMT+1) Jun 5, 20	Keith Morris Keith Morris (Jun 4, 2025 17:21 GMT+1) Jun 4, 20	Annalisa Dovey Jun 16, 202
To approve upcoming expenditure (June 2025)	Yes	Fiona Walker (Jun 4, 2025 17:46 GMT+1) Jun 4, 2025	Angus Piper Angus Piper (Jun 5, 2025 12:06 GMT+1) Jun 5, 20	Keith Morris Keith Morris (Jun 4, 2025 17:21 GMT+1) Jun 4, 20	Annalisa Dovey Jun 16, 202

Bank Account Reconciled Statement

CIL/Funds 0808	**20460808**	**60-83-01**	
Statement Number	2	Bank Statement No.	2
Statement Opening Balance	£283.27	Opening Date	01/05/25
Statement Closing Balance	£283.27	Closing Date	31/05/25
True/ Cashbook Closing Balance	£283.27		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	283.27

Uncleared and unpresented effects

	Debit (£)	Credit (£)
Total uncleared and unpresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed *Annalisa Dovey* — Clerk / Responsible Financial Officer

Keith Morris — Chair

Date Jun 16, 202 — Jun 4, 20

Bank Account Reconciled Statement

Current Account		**20431976**	**60-83-01**	
Statement Number		2	Bank Statement No.	2
Statement Opening Balance		£28,323.30	Opening Date	01/05/25
Statement Closing Balance		£21,309.61	Closing Date	31/05/25
True/ Cashbook Closing Balance		£21,309.61		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/05/25	BACS250509EWSB	Sophie Bobbins & Emily Waite	0.00	25.00	28,348.30
14/05/25	BACS250514AD	Annalisa Dovey	776.49	0.00	27,571.81
14/05/25	BACS250514COZ	Cozens	60.00	0.00	27,511.81
14/05/25	BACS250514EW	Ewing Accounts Services	174.00	0.00	27,337.81
14/05/25	BACs250514HLKM	Holkham Estates	127.50	0.00	27,210.31
14/05/25	BACS250514HWD	Heronwood Stephen Hansed	219.44	0.00	26,990.87
14/05/25	BACS250514KLWNBC	KLWNBC	3,371.03	0.00	23,619.84
14/05/25	BACS250514NFPS	Norfolk Fire Protection Ltd	265.08	0.00	23,354.76
14/05/25	BACs250514NPF	Norfolk Pension Fund	247.42	0.00	23,107.34
14/05/25	BACS250524GLSDN	Glasdon UK Ltd	1,549.37	0.00	21,557.97
15/05/25	DD250515EE	EE Ltd	20.65	0.00	21,537.32
16/05/25	DD250516Eon	Eon	27.77	0.00	21,509.55
27/05/25	DD250527AW	Anglian Water Business	12.00	0.00	21,497.55
29/05/25	A Dovey		0.00	120.00	21,617.55
29/05/25	BACS250529WDC	Wayne Ducharme	0.00	62.50	21,680.05
29/05/25	DD250529SSE	SSE Energy Solutions	364.44	0.00	21,315.61
31/05/25	DD250531UTB	Unity Bank	6.00	0.00	21,309.61

Uncleared and unpresented effects

	Debit	Credit
Total uncleared and unpresented	0.00	0.00
Total debits / credits	7221.19	207.5

Reconciled by Annalisa Dovey

Signed *Annalisa Dovey*

Clerk / Responsible Financial Officer

Date Jun 16, 202

Keith Morris

Chair

Jun 4, 20

FW FW Jun 4, 2025 *AP* AP Jun 5, 20

Bank Account Reconciled Statement

Petty Cash

Statement Number	2	Bank Statement No.	2
Statement Opening Balance	£120.00	Opening Date	01/05/25
Statement Closing Balance	£0.00	Closing Date	31/05/25
True/ Cashbook Closing Balance	£0.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
29/05/25	A Dovey		120.00	0.00	0.00

Uncleared and unpresented effects

	Debit	Credit
Total uncleared and unpresented	0.00	0.00
Total debits / credits	120	0

Reconciled by Annalisa Dovey

Signed *Annalisa Dovey*

Clerk / Responsible Financial Officer

Date Jun 16, 202

Keith Morris

Chair

Jun 4, 20

FW
FW

Jun 4, 2025

AP
AP

Jun 5, 20

Bank Account Reconciled Statement

Savings 0811	**20460811**	**60-83-01**	
Statement Number	2	Bank Statement No.	2
Statement Opening Balance	£30,278.34	Opening Date	01/05/25
Statement Closing Balance	£30,278.34	Closing Date	31/05/25
True/ Cashbook Closing Balance	£30,278.34		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	30,278.34

Uncleared and unpresented effects

	Debit	Credit
Total uncleared and unpresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed *Annalisa Dovey* — Clerk / Responsible Financial Officer

Date Jun 16, 202

Keith Morris — Chair

Jun 4, 20

Interim Finance Report and Delegated Decisions – June 2025

Burnham Market Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
37		£10.90	£10.90	3001	29/05/25		Annalisa Dovey - printing for May AGM	
38		£269.40	£269.40	3200/6	29/05/25		AdantEDGE IT - Finance module Accounting system AdvantEDGE Client £82.00 20.00 £16.40 £82.00 Configuration per module ANNUAL FEES 1 AdvantEDGE Finance, Band 1, £285.00 20.00 £57.00 £285.00 upto £50,000 pa, 3 Year Contract, annual fee 1 50% Discount for extra licence -£142.50 20.00 -£28.50 -£142.50 for any module	
39		£658.32	£658.32	5300/1	29/05/25		Heronwood Stephen Hansed - Grass Cutting:Dates of cuts April 1st,14th,29th Village Green 3 cuts £178.98 Big Field 3cuts £317.25 Pond area 3 cuts £78.63 Old Church 3 Cuts Total £83.46	
40		£200.00	£200.00	1000/1	29/05/25		Turas Tina Cunnell - Internal Audit report	
41		£2.90	£2.90	3001	29/05/25		Annalisa Dovey - Printing - Bank Mandate	
42		£190.86	£190.86	2000/2	29/05/25		Norfolk Pension Fund - pensions	
43		£8.89	£8.89	3200/8	29/05/25		Annalisa Dovey - Signwell subs	
44		£50.00	£50.00	5300/4	01/06/25		Chris Howell - BM Parish asset managemnet introduction	

Signature Keith Morris Signature Annalisa Dovey Jun 16, 202

Date Jun 4, 20

01/06/25 07:34 AM Vs: 9.07.01 AP

FW Jun 4, 2025 Jun 5, 20

Burnham Market Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
45		£93.56	£93.56	1200	01/06/25		Burnham Market and Norton PCC Church - Grant for VE day Expenses	
Sub Total		£1,484.83	£1,484.83					
		£614.00	£614.00		Confidential			
Total		£2,098.83	£2,098.83					

Signature Keith Morris Signature Annalisa Dovey Jun 16, 202

Date Jun 4, 20

01/06/25 07:34 AM Vs: 9.07.01

FW Jun 4, 2025 AP Jun 5, 20

Interim Finance Report and Delegated Decisions – June 2025

Unpaid expenditure transactions

Start of year 01/04/25

Confidential

Tn no	Gross	Vat	Net	Cttee	Invoice date	Details		Cheque	Cheque Total
36	£614.00	£0.00	£614.00	HR	29/05/25	Annalisa Dovey	Clerking Services		
Total	£614.00	£0.00	£614.00						

Keith Morris Jun 4, 20 Annalisa Dovey Jun 16, 202

FW Jun 4, 2025 AP Jun 5, 20