



Town Hall | 61 Newland Street | Witham | CM8 2FE
01376 520627
witham.gov.uk

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Tuesday, 19th March 2024** Time: **7:30 p.m.**

Place: **Town Hall, Newland Street, Witham, CM8 2FE**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present:

Councillors

P.	Barlow	(Chairman)	T.	Hewitt
P.	Heath	(Vice Chairman)	J.	Martin
L.	Barlow		R.	Playle
J.M.	Coleman		R.	Ramage
B.	Fleet		B.	Taylor

Nikki Smith
Town Clerk

NS/GK/14.3.2024

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Policy and Resources Committee held 12th December 2023 (previously circulated).

3. INTERESTS

To receive any declarations of interest that Members may wish to give notice of on matters pertaining to any item on this agenda.

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to comment.

Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G).

5. TOWN CLERK'S REPORT

To receive the Town Clerk's report on matters arising attached at page 4 .

6. TOWN COUNCIL POLICIES

To receive and review the following policies –

- (a) **Anonymous Communications** attached at page 5
- (b) **Data and Document Retention** attached at page 6
- (c) **Equality Policy** attached at page 10
- (d) **Extended Procurement Process Policy** attached at page 12
- (e) **Freedom of Information** attached at page 14
- (f) **Press and Media Policy** attached at page 16
- (g) **Privacy Notice** attached at page 18
- (h) **Public Complaints Procedure** attached at page 23
- (i) **Publication Scheme** attached at page 28
- (j) **Registration of Gifts Policy** attached at page 31
- (k) **Training Policy** attached at page 34

7. FIXED ASSET AND ASSET VALUATION POLICY

To receive and agree the Fixed Asset and Asset Valuation Policy attached at page 36.

8. INCREASE IN CREDIT CARD LIMIT

To consider a report to increase the credit card limit to £6,000 attached at page 38.

9. PAYMENTS REQUIRING THREE SIGNATURES

To receive a report regarding the suggesting to increase the sum requiring three signatures to £5,000 attached at page 39.

10. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31st January 2024 attached at page 40.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31st January 2024 attached at page 55.

(c) BUDGET STATEMENTS AND EARMARKED RESERVES

To receive the Budget Statements and Earmarked Reserves to 31st January 2024 attached at page 92.



ITEM NO: 5

Officer Report: Town Clerk's Report

To note:

River Walk drainage works – at Environment Committee 22nd January 2024, minute no 36, it was resolved that Hugh Pearl be appointed to carry out drainage works on the River Walk at a cost of £6,220. These works have now been completed but at a cost of £6,557.50 due to increasing the length of the ditch re-profiling previously quoted once the site was reviewed. This will come out of the River Walk Project Management budget line.

Advice:

To receive and note.

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Agenda Item 6 (a)

Witham Town Council: Anonymous Communications

This policy should be read in conjunction with the Whistleblowing Policy

Guidance on Receiving Anonymous Communications

From time to time, the Town Council will receive an anonymous communication. This can be in the form of a letter, email or phone call and can make accusations against Councillors, Staff or members of the general public.

The Town Council has taken the decision that as a rule all anonymous communications will be ignored; however, they do recognise that there will be occasions when making an accusation could result in fear of retribution. Under these circumstances the Town Clerk will make a judgement as to the validity of the comments made and take any appropriate action they see fit which could include referring the communication to the next Town Council Meeting or to another agency such as the Police.

Policy WTC047 – Anonymous communications

Approved at Minute 57. Policy and Resources Committee Meeting held 29.3.2022

Reviewed: Policy and Resources Committee Meeting held 19TH March 2024

To be reviewed: March 2026

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Agenda 6(b)

Witham Town Council: Data & Document Retention Policy

This policy sets out the governance arrangements for the retention of all electronic and paper based data and the management of Town Council public records, archives and files.

1. The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Witham Town Council or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of the Council in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.
2. Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Witham Town Council and the retention and disposal of electronic documents. The Town Clerk is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Town Clerk is also authorised to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with new Acts of Parliament and department regulations.
3. This policy is overseen by the Policy & Resources Committee and should be periodically reviewed to ensure it is fit for purpose and adhered to.
4. Files managed as part of this system are codified and managed by the Town Clerk and supporting staff. Resolution files and other such public records are open to public inspection during reasonable office hours at no charge to the public.

Agreed at Minute 58(b) of Policy & Resources Committee held 29.3.2022

Reviewed: Policy & Resources Committee held 19.03.2024

Review date: March 2026

POLICY NO: WTC/032 - POLICY & RESOURCES

APPENDIX A - RECORD RETENTION SCHEDULE

RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
ACCIDENT REPORTS	NO	15 YEARS FROM FILED DATE
ACCOUNTING LEDGERS	NO	7 YEARS FROM FINANCE YEAR END
ANNUAL BUDGETS	YES	INDEFINITE
BANK STATEMENTS	NO	7 YEARS FROM FINANCE YEAR END
BOOKING & HIRE FORMS	NO	7 YEARS FROM FINANCE YEAR END
BYELAWS	YES	INDEFINITE
CCTV FOOTAGE	NO	30 DAYS
COMMUNITY GROUP NEWSLETTERS	YES	INDEFINITE
CONSULTANT REPORTS	NO	5 YEARS
CONTRACTS AND RELATED CORRESPONDENCE	NO	7 YEARS FROM TERMINATION OF CONTRACT
CORRESPONDENCE NOT OTHERWISE FILED WITH A RESOLUTION	NO	5 YEARS
CREDIT CARD RECORDS	NO	7 YEARS FROM FINANCE YEAR END
DBS DISCLOSURES	NO	1 WEEK AFTER RECEIPT
EMPLOYEE CONTRACTS	NO	5 YEARS FROM END OF EMPLOYMENT
EMPLOYEE EXPENSES	NO	7 YEARS FROM FINANCE YEAR END
EMPLOYEE PAYROLL	NO	7 YEARS FROM FINANCE YEAR END
EMPLOYEE PENSIONS	NO	INDEFINITE
EMPLOYEE RECORDS	NO	5 YEARS FROM END OF EMPLOYMENT
EMPLOYEE TIMESHEETS	NO	7 YEARS FROM FINANCE YEAR END
FULL COUNCIL & COMMITTEE AGENDAS	YES	INDEFINITE
GRANT APPLICATIONS MADE	YES	INDEFINITE

GRANT APPLICATIONS RECEIVED	NO	7 YEARS FROM FINANCE YEAR END
RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
HEALTH & SAFETY RECORDS	NO	INDEFINITE
INSURANCE CERTIFICATES	YES	INDEFINITE
INSURANCE CLAIMS	YES	INDEFINITE
INSURANCE SCHEDULES	YES	INDEFINITE
INT/EXT AUDIT REPORT	YES	INDEFINITE
INVESTMENT RECORDS	NO	7 YEARS FROM FINANCE YEAR END
LEGAL ADVICE RECEIVED	YES	INDEFINITE
LICENCES AND PERMITS	YES	INDEFINITE
MATERIAL OF HISTORICAL VALUE (SEE NOTES)	YES	INDEFINITE
MAYORAL CIVIC EVENTS	YES	INDEFINITE
MEMBERS REGISTER OF INTERESTS	YES	INDEFINITE
MINUTE BOOKS	YES	INDEFINITE
PROPERTY LEASES	YES	INDEFINITE
PROPERTY RECORDS & VALUATIONS	YES	INDEFINITE
PUBLIC CONSULTATIONS	YES	INDEFINITE
RESOLUTION FILES	YES	INDEFINITE
RISK ASSESSMENTS	NO	INDEFINITE
STOPPED CHEQUES	NO	7 YEARS FROM FINANCE YEAR END
SURVEYS AND REFERENDA	YES	INDEFINITE
TENDERS	NO	7 YEARS FROM FINANCE YEAR END
TERMS OF REFERENCE	YES	INDEFINITE

TOWN COUNCIL NEWSLETTERS	YES	INDEFINITE
RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
TOWN COUNCIL POLICY	YES	ONE COPY FOR INDEFINITE ARCHIVE, DISPOSAL AFTER END OF ADMIN USE OR SUPERSEDED
TRAFFIC REGULATION NOTICES	YES	INDEFINITE
TREE PRESERVATION ORDERS	YES	INDEFINITE
UNSUCCESSFUL JOB APPLICATIONS	NO	SIX MONTHS AFTER INTERVIEWS
VAT RECORDS	NO	7 YEARS FROM FINANCE YEAR END
VEHICLES	NO	UNTIL DISPOSAL OF VEHICLE
WTC PUBLISHED REPORTS	YES	ONE COPY FOR INDEFINITE ARCHIVE, DISPOSAL AFTER END OF ADMIN USE.

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Witham Town Council: Equality Policy

Policy Overview

In line with Section 149 of the Equalities Act, Witham Town Council recognises that many individuals and communities experience unlawful and unfair discrimination on the grounds of pregnancy and maternity leave, their age, disability, gender, marriage and civil partnership, gender reassignment, race, religion or belief, sex and sexual orientation or **socio-economic background**. The Council believes that equality for all is a basic human right and actively opposes all forms of unlawful and unfair discrimination. The Council celebrates the diversity of Essex and is striving to promote and reflect that diversity within our organisation.

The Council's vision for equality is to ensure that fairness is part of everything the Council does.

Witham Town Council recognises its responsibilities under Section 149 of the Equalities Act and related Codes of Practice including-

- The Sex Discrimination Act 1975 (amended 1986)
- The Equal Pay Act 1970
- The Race Relations Act 1976, 2000 (amended) and 2003 (amended)
- The Disability Discrimination Act 1995 and amendments
- The Human Rights Act 1998
- All European Regulations and Directives

The Council is committed to:

- taking into account the equality impacts of our emerging proposals and seek to mitigate any adverse impacts where possible
- ensuring that equality is at the heart of our thinking and is reflected in our commissioning strategies
- consulting and engaging with our communities taking into account the diverse needs of our residents and businesses
- identifying, and where possible addressing the root causes of disadvantage and discrimination, **including direct, indirect and discrimination by association**.
- embedding equalities in all the Council does and making it part of the council's business as usual practice
- recruiting and retaining a diverse workforce that reflects the communities the council serves and ensuring that council employees feel valued and respected.
- fostering good relations between different groups and communities.

All of the council's employees shall carry out their duties in line with Witham Town Council's commitment to achieving excellence in relation to equality, both in the workplace and across Witham.

The Council is committed to developing a culture that embeds the effective management of equality and diversity in all that the Council does. The Council will provide the necessary resources and leadership to make this happen.

Witham Town Council's equalities priorities will be kept under review and progress will be monitored against the achievement of the objectives.

For this policy to be successful, it is essential that everyone is committed to, and involved in its delivery. The Council's goal is to work towards a just society, free from discrimination, harassment and prejudice. The Council aims to embed this in all council policies, procedures, day-to-day practices and external relationships.

Policy Adopted: Full Council 28th June 2021

Reviewed: Policy and Resources Committee March 19th 2024

Review Date: Policy and Resources Committee **March 2026**

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Witham Town Council: Extended Procurement Process

This policy should be read in conjunction with the Financial Regulations.

Policy Overview

This policy explains the protocol in which the Town Council carries out 'extended procurement' as defined in the Financial Regulations.

Extended Procurement

1. This process applies for all works estimated to exceed £25,000 (exclusive of VAT) ordered or otherwise agreed by Witham Town Council via resolution.
2. It is the responsibility of the Responsible Financial Officer to determine and advise the Council accordingly if the extended procurement process applies.

Process for Extended Procurement

3. The RFO should first determine if a proposed contract is likely to invoke this process by way of an educated estimate using the SPONS valuation guide or similar methodology.
4. Where the process applies, a formal package of tender documents should be created using the standardised template and must include (but is not limited to) the following information:
 - I. Quantities of materials/items
 - II. Specification (if applicable)
 - III. Date of return for the tender
 - IV. Specified payment terms
 - V. Contract terms.
 - VI. Supplementary information.
5. A summary overview advertising details of the procurement exercise will be published on noticeboards and the Town Council website for the duration of the tender window.
6. Details will also be advertised on the 'Contracts Finder' website as per the Public Contracts Regulations 2015.
7. All responses submitted will be quantified by officers and returned to the relevant committee for Members to make a decision in accordance with Financial Regulations.
8. The Town Clerk/RFO shall make available any supplementary or clarifying information to interested parties in order to facilitate a successful procurement exercise.
9. There shall be no maximum or minimum number of expected responses, and the Council shall not be obliged to accept any tender received, nor accept the lowest value.
10. All tenders will be assessed on their merits taking into account value for money, delivery and professional competency.

Awarding of Contracts

11. When awarding a contract, a letter of acceptance will be supplied by the Town Council to the successful contractor and a purchase order number issued as per financial regulation 10.1.
12. Upon issue of the letter, contract arrangements and payment terms will be finalised and agreed by the Responsible Financial Officer and if necessary, a pre-commencement meeting held with the nominated contractor/supplier.

Agreed at Minute 58(c) of Policy & Resources
Meeting held 29.3.2022

Reviewed: Policy & Resources Meeting held
19.3.2024

Review Date: March 2025

POLICY NO: WTC/002 - POLICY & RESOURCES

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Witham Town Council: Freedom of Information Policy

A guide to the principles of Freedom of Information under the General Data Protection Regulation (GDPR) and how to submit FOI requests to the Council.

Policy Overview

This policy is managed in accordance with the Information Commissioners Office 'Freedom of Information Code of Practice' and sets out the rights and obligations of the Council in relation to the freedom of information.

1. Your rights

When making a request to the Council, you have a right to:

- Be informed whether the Council holds information meeting the description set out in your request, and:
- To have any information we hold relating to the request communicated to you, both electronic and paper.
- To receive advice and assistance from the Council
- To receive your request within 20 working days of having first raised it.

2. Description of requests and general information relating to requests.

- 2.1 Requests must be for recorded information. Requests concerning clarification on policy, comments or press enquiries on general Council business falls outside the scope of the FOI act.
- 2.2 FOI requests will usually be conducted free of charge by the Council, and charges only made where the request involves a substantial volume of information. Where a charge is to be made, a schedule of charges will be issued to the applicant with an explanation on how the charge has been calculated. Applicants reserve the right to complain about a charge raised through the Council's complaints procedure.
- 2.3 Where applicants request that information is to be relayed through a preferred method of communications (e.g. email) the Council will meet this request as far as is practically reasonable.
- 2.4 The Council reserves the right to ask for clarification from applicants, for example where an applicant has not provided their full name.
- 2.5 The Council reserves the right not to respond to 'vexatious' requests. The determination of such a request is conducted through guidance issued to public authorities from the Information Commissioners Office.
- 2.6 Many documents are already in the public domain on the Town Council website and may not require a FOI request. For more information, please refer to the Council's publication scheme which is on the Town Council's website.

3. Making Requests

- 3.1 Requests can be emailed to townclerk@witham.gov.uk or alternatively raised in writing to:

Witham Town Council
Town Hall
61 Newland Street
Witham
Essex
CM8 2FE

4. Disputing Information Received

4.1 Where applicants dispute the information received in a request, you may request an internal review be conducted

Agreed: Minute 58(d) of Policy & Resources Meeting held 29th March 2022

Reviewed: Policy & Resources Meeting held 19th March 2024

Review Date: March 2026

POLICY NO: WTC/005 - POLICY & RESOURCES

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Witham Town Council: Press and Media Policy

Policy Overview

The purpose of this policy is to define the roles and responsibilities within Witham Town Council for the working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb the freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

1. KEY AIMS

- 1.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 1.2 It is important that the press have access to the Town Clerk/Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

2. THE LEGAL FRAMEWORK

- 2.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.
- 2.2 The Town Council's adopted Standing Orders should be adhered to.

3. CONTACT WITH THE MEDIA

- 3.1 The Town Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealing with the media.
- 3.2 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who is responsible and appropriate action taken.
- 3.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 3.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain unless otherwise notified); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

- 3.5 When responding to approaches from the media, **only** the Town Clerk ~~and a Member identified by the Clerk in the Scheme of Delegation~~ **is** authorised to make contact with the media. **Any Members approached directly by the media for comment should first contact the Town Clerk.**
- 3.6 Statements made by the Town Clerk and Members should reflect the Council's opinion.
- 3.7 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not draw out over several weeks. All correspondence must come from the Town Clerk.
- 3.8 Should a Member decide to submit a letter to the press on any subject they should not use the term 'Town Council' or give the impression, directly or implied, that they are writing on behalf of the Council.

4. ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

- 4.1 The Local Government Act 1972 requires the agendas, reports and minutes are sent to the media on request.
- 4.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.

5. PRESS RELEASES

- 5.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Town Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.
- 5.2 All press releases must be issued by the Town Clerk to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Town Council and that the use of the press release can be monitored.

Any comments as recorded at Town Council/Committee Meetings or otherwise should be made to the press/media in a personal capacity and not as a spokesman for Council Policy. This should be made clear to the press/media at the time.

Adopted by Policy & Resources Committee: 14th June 2021 (Minute 8)

Reviewed: Policy & Resources Committee 19th March 2024

Review Date: March 2027

POLICY NO: WTC/026

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Witham Town Council: General Privacy Notice

Policy Overview

This document explains how Witham Town Council handles and processes data, what we use data for and your rights concerning your personal data.

1. What do we mean by 'Personal Data'?

'Personal Data' is any information about a living individual which allows them to be identified from that data, for example through a name, photograph or email address. Identification can be through direct use of the data or by combining it with other information. The processing of personal data is governed by the General Data Protection Regulation (GDPR) and supporting legislation such as the Human Rights Act.

2. Who are we?

This privacy notice is provided to you by Witham Town Council, a statutory local authority which is a registered data controller with the Information Commissioner's Office.

3. What other Data Controllers do we work with?

Witham Town Council also works with other data controllers, including:

- **Principal Authorities (District & County Councils)**
- **Government Departments**
- **Affiliations & Professional Bodies**
- **Not for Profit Entities**
- **Contractors**
- **Community Groups**
- **Credit Referencing Agencies.**

There may be instances where we need to share your personal data with such bodies so that they can carry out their responsibilities to the Council. In certain instances, the Council may be a joint data-controller with other organisations, and you may exercise any of your rights with any data controller who is handling your personal data. A description of what personal data Witham Town Council processes and for what purposes is set out within this Privacy Notice.

4. What does Witham Town Council process?

The Council will process some or all of the following personal data where necessary to perform its general tasks:

- **Names, titles and aliases.**
- **Photographs**
- **Contact details (email/phones)**
- **Where relevant services are provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependents.**
- **Where goods and services are paid for, bank details and transaction histories.**
- **The data we process may include sensitive personal data.**

5. How we use sensitive personal data.

We may process sensitive personal data in order to comply with legal requirements and obligations to third parties.

Sensitive Personal Data is defined under the General Data Protection Regulation as a special data category which requires a higher level of protection with all such data justified. The Town Council may only utilise and process such data on legitimate grounds, such as:

- **Limited circumstances with your written consent.**
- **Where we must carry out our legal obligations.**
- **Where it is required in the public interest.**

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests, or somebody else's interests and you are not capable of giving your consent, or where you have already made the information public.

6. Consent for processing sensitive personal data.

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it so that you can carefully consider whether you wish to consent.

7. General Compliance

The Council has taken all necessary steps to ensure compliance with data protection legislation. Witham Town Council ensures that all data held is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes that we have told you about and limited to only those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purpose we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, authorized access and disclosure.

8. The Council may use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs and provide services that you request and to understand what we can do for you, informing you of any other relevant services.
- To confirm your identity in order to provide some services.
- To contact you through approved channels.
- To help us evaluate our performance as a local authority.

- To prevent and detect fraud and corruption in the use of public funds, and where necessary, law enforcement functions.
- To enable us to discharge our statutory functions as a local authority.
- To carry out appropriate safe-guarding policies.
- To promote the interests of the Council.
- To maintain the Council's accounts and records.
- To seek your views, opinions and comments.
- To notify you of relevant changes to our facilities, Council membership and elections.
- To send you communications that you have requested or may be of interest to you.
- To process relevant financial transactions including grants and payments for goods and services and services supplied to the Council.
- To allow for the statistical analysis of Council services for future planning and provision.

9. Data Processing for CCTV Systems

The Town Council may also process data concerning our CCTV systems for the prevention and prosecution of crime. The management of the Town Council's CCTV is defined across the Council's data retention policies.

10. The Legal Basis for Processing Personal Data

The Council is a statutory public authority and holds both discretionary powers to perform tasks and statutory duties that it must complete. The vast majority of data processed by the Town Council is processed in accordance with the Council's statutory duties. We may process personal data where it is necessary for contractual obligations to you, such as hiring or using a Council run facility. Where additional consent is required, consent will be sought prior to the data being used.

11. Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we must share personal data with:

- **Approved data controllers and contracted agents, such as Information Centre partners.**
- **Our agents, suppliers and contractors where contractors provide services on our behalf such as newsletter distribution.**
- **On occasion, with other local authorities or not for profit bodies with which we are carrying out joint ventures, such as partnership working with other Councils.**

12. Data Retention

We will keep some records permanently if we are legally required to do so. We may keep other records for an extended period of time on legitimate public interest grounds. A full schedule of document retention periods is detailed in our Data Retention Policy.

13. Your Rights Concerning Personal Data

You have statutory rights concerning the use and management of your personal data. When exercising your rights and in order to process any request made by you, we may need to verify your identity for your security. In such cases we will need you to supply the Council with proof of your identity before exercising your rights.

I. The right to access your personal data held by the Council (Subject Access Request)

At any point you can contact the Council to request a copy of any of your personal data held by us, as well as why this information is being held, and where the information was obtained from. Requests will be responded to within a 30-day window.

There are no fees or charges for making a Subject Access Request. Excessive requests which are manifestly unfounded or malicious may be subject to administration fees or refusal.

II. The right to correct and update the personal data we hold on you.

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

III. The right to have your personal data erased.

If you feel that the Council should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive such requests, we will confirm whether your data has been deleted, or the reasons as to why it cannot be deleted.

You should note that a request to erase your personal data may impact on the services provided to you by the Council, and you may be required to supply your personal data again if you wish to use Council services.

IV. The right to object to the processing of your personal data or to restrict it to certain purposes only.

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if other legal obligations prevent us from ceasing the processing of data.

V. The right to data portability.

You have the right to request that we transfer some of your data to another controller. We will comply with your request where it is feasible to do so, within one month of receiving your request.

VI. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

You can withdraw your consent easily by telephone, email or by post (see contact details below)

VII. *The right to lodge a complaint with the Information Commissioner's Office (ICO).*

You may contact the Information Commissioners Office on 0303 123 1113 or at the Commissioner's Office Address:

**ICO
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Further Processing**

If we wish to use your personal data for a new purpose not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

Contacting us about this policy.

This policy is overseen and enforced by the Town Council's Data Controller. If you have questions concerning Data Protection, please contact the Data Controller:

**Nikki Smith, Town Clerk
Town Hall
61 Newland Street
Witham
Essex
CM8 2FE**

Adopted at Minute 58(g). of Policy and Resources Committee Meeting held 29.2.2022

Reviewed: Policy and Resources Committee Meeting held 19.03.2024

Review Date: March 2026

WTC16 – General Privacy Notice

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Witham Town Council: Public Complaints Procedure

Policy Overview

This policy sets out the details of Witham Town Council's Comments, Compliments and Complaints Policy. The Council hopes that the majority of comments, compliments and complaints will be dealt with informally to the satisfaction of the resident when the issue is first raised with the Council. Should the member of the public remain dissatisfied, the policy set out in this document provides an opportunity for any complaint to be addressed. The Council is committed to continually improving the way it provides residents with access to services and the standard of those services. This policy covers all the services delivered by the Council or for which it has responsibility.

A clear and accessible Public Complaints process assists the Council in demonstrating its commitment to transparency and accountability.

This policy is designed to ensure that: –

- **Providing feedback to the Council is made as easy as possible**
- **Feedback is dealt with promptly and efficiently**
- **Every effort is made to resolve any complaints that are received**
- **The Council learns from all feedback received taking appropriate steps to improve service provision**

This Policy applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

This Complaints Procedure does not apply to:

- **Complaints by one council employee against another council employee,**
- **Complaints by a council employee and the council as employer.**

These matters are dealt with under the council's disciplinary and grievance procedures

Complaints against councillors.

These are covered by the Code of Conduct for Members underpinned by the Localism Act 2011 and renewed at each Annual Meeting of the Council. Complaints under the code of Conduct must be submitted to the Monitoring Officer of Braintree District Council, who will decide if further action is necessary. The contact details are set out below.

Allegations of financial irregularity.

Local electors may object to the Council's Annual Accounts under Section 16, Audit Commission Act 1998. On other matters, the Council may need to consult its internal auditor or the Audit Commission.

Criminal Activity.

All criminal matters should be raised with Essex Police

Definitions

For the purpose of this policy the following definitions will be used –

- A compliment is an expression of satisfaction from a resident concerning a function or service provided by the Council
- A comment is a view that the resident may have about a service that is provided by the Council or an initial request for a service
- A complaint is an expression of dissatisfaction with the standard of a service that is provided by the Council. This may include the action, or lack of action, taken by the Council and/or the way in which the service has been provided, including the conduct of staff.

Where a member of the public considers that the service, they have received is below what they would expect, this should be considered a complaint. It is important that it is investigated and a full answer given to the complainant and that there is some learning from any mistakes made.

Where there are comments or observations from members of the public, these can also help to improve service provision and these will always be considered by the Council but not treated as a complaint.

The distinction between a comment and a complaint can sometimes be difficult to decide. Where there is any doubt, the Council will tend to treat it as a complaint.

The Council also welcomes feedback and compliments. This is important to identify areas of good practice and to understand the services that residents really value.

A member of the public may provide feedback either –

- In person
- By telephone
- In writing
- By email or social media channels

The contact details are set out below.

Complaints must be made within a reasonable time scale. Although the circumstances of the case will be taken into account, including the reason for the delay, complaints must be made within 3 months from the date on which there was sufficient information to do so, and no later than 12 months from the act, decision etc. complained of. The Council will respond to residents using the same method of contact unless expressly asked otherwise. For example, if contacted by email, then all further correspondence will be by email.

Members of the public are encouraged to put their complaints in writing to give as much information as possible to aid investigation. If they are making a verbal complaint contact details should be provided and confirmation that they wish the complaint to be investigated and how to contact them in future.

Recording comments, compliments and complaints

The Town Clerk is responsible for the Council's comments, compliments and complaints **procedure**. All staff are aware of the importance of recognising what compliments and complaints are and that they are dealt with appropriately. All compliments and complaints will be recorded and dealt with within the agreed timescale. This allows the Council to consider feedback, learn from mistakes and to identify improvements and training needs.

Exceptions

The exceptions are as detailed below –

- Reporting faults or defects for immediate action (e.g. street lights not working)
- Enquiries received due to unplanned events (e.g. severe weather)
- Disagreement with Council policy.
- Legal disputes which, in the opinion of the Council, it is not appropriate to be dealt with in accordance with this policy
- Matters which are the responsibility of another authority e.g. Essex County Council. For these types of enquiries, the Council will provide the resident with contact details for the correct organisation or service.

Making Your Complaint to the Town Clerk

Wherever possible, the Town Clerk will try to resolve your complaint immediately. If this is not possible, you will be asked to put it in writing and the Town Clerk will normally try to acknowledge your complaint within **five working days**. The Town Clerk will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take because of your complaint. (In exceptional cases, the twenty working days timescale may have to be extended. If it is, you will be informed.)

Other Avenues of Complaint

If you do not wish to report your complaint to the Town Clerk, as it may concern that officer directly or if you are dissatisfied with the Town Clerk's response to your complaint, you may make your complaint directly to the complaints panel consisting of the Town Mayor and Chairman of the Community and Environment Committees.

Investigation

If your complaint cannot be resolved immediately, the Town Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council and usually 40 working days you will be notified in writing of the outcome of the review of your original complaint.

If it appears to the Town Clerk that a complaint is:

- trivial,
- vexatious,
- repetitive or
- frivolous

It shall be notified to the Complaints Panel with a recommendation that no further correspondence related to it be entered into by members or officers.

Confidentiality

Any comment, compliment or complaint will be dealt with in accordance with the requirements of statutory data protection regulations and Schedule 12A of the Local Government Act 1972.

Monitoring

The Clerk will ensure that the outcome of all feedback is used to identify trends and to use them for discussion at team meetings and for staff development.

Remedies

Where a complaint investigation identifies that things have gone wrong an appropriate remedy will be determined. Appropriate remedies could include

- An apology
- An explanation of what went wrong
- Actions to put things right
- Some form of compensation to the resident

Persistent/vexatious complaints

~~On occasions certain complaints can be difficult to resolve and can cause anxiety and distress to both residents and Council employees. Whilst the aim of the Council is always to try to find a way to resolve matters, on occasions, residents are encountered who become unreasonable, persistent or vexatious in their actions to obtain the outcome that they want. Anonymous complaints will not be entertained.~~

~~Every effort will be taken to resolve complaints but the Council will ensure that residents who are persistent or vexatious are dealt with fairly but also that the Council's resources are used as effectively as possible and that other residents or Council employees do not suffer any detriment because of their behaviour.~~

Vexatious complaints are explained in the [Town Council's Vexatious Complaints Policy](#).

Relationship with Disciplinary Procedure

The complaint procedure is distinct from the Council's disciplinary procedure for employees. If the nature of the complaint is such that disciplinary action is required, the Town Clerk will decide whether the disciplinary procedures should be applied. Neither the Chairman nor Council will have the right to challenge the Town Clerk's decision.

Whistleblowing

Whistleblowing matters are explained in the Town Council's Whistleblowing policy.

Town Clerk

Nikki Smith
Witham Town Council
The Town Hall
61 Newland St
WITHAM
Essex CM8 2FE 01376 520627 townclerk@witham.gov.uk

Monitoring Officer

Braintree District Council
Causeway House
Braintree
Essex CM7 9HB

Adopted by Policy & Resources Committee 14th June 2021 (Minute 7)

**Reviewed: Policy & Resources Committee 19th March
2024**

Review Date: March 2027

Policy NO WTC/023

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Witham Town Council: Publication Scheme

Policy Overview

Witham Town Council is committed to an entirely open policy.

Witham Town Council will, as far as is possible, hold all its meetings in their entirety in public and publicise all documents and details as outlined within this publication scheme. Where desired information is not included within the Publication Scheme, you can raise a Freedom of Information (FOI) Request with the Town Council, which is set out in our Freedom of Information Policy.

1. All such meetings will be fully advertised by display of all Agendas thereof on
 - Witham Town Council Notice Board
 - The Public Library, Newland Street, Witham
 - Witham Town Council's Website www.witham.gov.uk

2. Witham Town Council will discuss its proceedings in public, with the following exceptions (exceptions will be invoked under the Public Bodies (Admission to Meetings Act) 1960):
 - Staffing and personnel issues
 - Contract disputes, consideration of contracts and advanced tenders.
 - Matters of commercial sensitivity
 - Legal issues

3. All draft and approved Minutes of all meetings will be available for members of the public to read and may be viewed on our website under respective committee headings. Minutes are also available for inspection by appointment in the Town Hall, or freely during normal opening hours in the Information Centre.

The following information is published/held by Witham Town Council: -

Minute Books and committee reports
Schedules of insurances, policy wording and claims record.
Assets Register
Title Deeds
Trust Deeds
Quotations/Tenders
Standing Orders

Policy Statements

- ~~Race Relations (Amendment Act) policy Statement~~
- Health and Safety Statement
- Health and Safety Risk Assessments

- Freedom of Information Act Policy
- Data Protection Act Policy
- Staff Hospitality and Gifts Policy
- Financial Regulations of Witham Town Council

Code of conduct

- Register of Members' Interests
- Members Declarations of Office
- Members Register of Interest
- Register of Members Allowances
-

Statutory Instruments

- Order establishing Witham Town Council
- Traffic Regulation Orders pertinent to Witham
- Tree Preservation Orders (TPO) pertinent to Witham

Correspondence

- Copies of all correspondence sent by the Town Council
- Letters and information received from Principal Authorities
- Consultation, information documents and letters from government departments
- Correspondence received from the Local Authorities
- Correspondence from other local councils, clubs, organisations, individuals making representations, observation invitations etc.
- Copies of emails received and sent will be kept for 12 months only

All Saints Closed Churchyard (Managed under duty)

- Order in Council
- Record of burials in the Closed Churchyard
- Management plans

Details of grants paid to outside bodies

- Audits of those grants

Accounts and supporting documentation

- Annual return form
- Annual report from the External and Internal Auditors
- Receipts and payments accounts
- Receipt books of all kinds
- Bank Statements
- Precept request
- VAT Records
- Financial Regulations
- Financial Scrutiny Panel Reports

Planning Documents

- Responses to planning applications consulted upon
- Responses to planning appeals and inspectorate letters
- Responses to the Local Plan Consultations
- Definitive Public Rights of Way Maps (PROW)
- Applications for amendments to the Definitive Map

Bye Laws

Employment Matters

- Equal Opportunities Policy
- Grievance Procedures
- Disciplinary Procedures
- Job Descriptions
- Terms and conditions of Employment by Witham Town Council
- Staff Handbook

Buildings & Spaces for Hire by the Public

- Schedule of Hire charges
- Invoices to hirers

Vehicle records

- Insurance schedules
- Maintenance and servicing schedule
- MOT record

The Voice Newsletter Archives

Councillors

- Addresses, telephone numbers, email addresses, facsimile numbers of: -
- Essex County Councillors – representing Witham (2 in number)
- Braintree District Councillors representing Witham (8 in number)
- Witham Town Councillor representing Witham (16 in number)

Many of the above documents are contained in the Council's website and may be downloaded free of charge. However, if paper versions are requested from the Town Council a charge will be made of £0.50p per page in accordance with The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004.

Reviewed and Adopted at Minute 58(f) of Policy and Resources Committee held 29th March 2022

Reviewed: Policy and Resources Committee held 19th March 2024

Date for next review: March 2026

WTC017 – Publication Scheme

Witham Town Council: Registration of Gifts & Hospitality Policy

Policy Overview

This policy explains the protocol in which officers of the Town Council shall register any gifts or hospitality offered.

Guidance on Declaring Gifts and Hospitality

All officers at Witham Town Council must register any gifts, favours, rewards or hospitality offered or given to them over the value of £25. A form for registering gifts and hospitality is attached to this policy and can also be downloaded from the shared files. Once completed the form should be given to the Town Clerk who will make a decision on whether the gift or hospitality can be accepted.

Offers of gifts or hospitality must be treated with caution whenever any suggestion of improper influence could arise. To prevent any improper behaviour or suggestion of improper behaviour arising, employees must take great care when a gift or hospitality is offered. Under no circumstances should you accept gifts or hospitality which are extravagant nor those given by the same client or individual on a frequent basis.

Any employee accepting/offering money for doing or not doing anything or showing favour or disfavour to any person in their official capacity shall be subject to immediate dismissal.

Special Dispensation

Employees should only accept/give offers of gifts or hospitality if there is a genuine need to impart information or represent Witham Town Council in the community and must comply with the provisions below:

- Employees shall be allowed to receive books, diaries, pens, pencils, and similar articles that would have also been sent to a large number of other companies, such as a promotional calendar at Christmas.
- Working lunches are permissible provided that the employee has the approval of the Town Clerk.
- Employees may receive gifts on behalf of Witham Town Council from visiting dignitaries but must then declare these using the Officers' Declaration of Gifts and Hospitality form. The decision as to whether the employee can personally retain the gift will be made by the Town Clerk.
- Any such other matters as the Town Clerk may approve from time to time.

Employees must still register the receipt/offer of any gift or hospitality above a value of £25 even if it is included in the list above. Employees are personally responsible for their actions in connection with any offer of a gift, favour, reward or hospitality and the completion of the register does not relieve them of the responsibility to justify their acceptance of such an offer.

Breaches of this duty will be taken very seriously and may result in disciplinary action.

Agreed at Minute 58(e) of Policy & Resources Meeting held 29.3.2022

Reviewed: Policy & Resources Meeting held 19.03.2024

Review Date: March 2026

POLICY NO: WTC/004 - POLICY & RESOURCES

Officers Declaration of Gifts or Hospitality

Staff Name	
Date	
Particulars of how Offer or Receipt of Gift or Hospitality Arose	
View of Town Clerk	
Approval <i>Give/Denied</i>	
Staff Signature and Date	
Town Clerk: Signature and Date	

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Witham Town Council: Training Policy

Policy Overview

Witham Town Council (WTC) is committed to providing appropriate training opportunities for its employees and members, to enable them to undertake their duties more effectively.

Training is a planned process to develop the abilities of an individual, to satisfy the current and future needs of the organisation.

To achieve this, WTC is committed to:

Identifying training needs, in the light of the overall objectives of the organisation and the requirements of the individual by:

- Providing a New Councillor Pack to all new councillors, including outline and workings of the Council and Councillor Roles and Responsibilities
- ~~Providing the 'Clerk's Guide' for a new clerk.~~ **Enrolling new Clerks on ILCA**
- Circulating details of training courses which are available primarily from the Essex Association of Local Council (EALC) to all Councillors and Clerks
- Responding favourably to requests for training from members and employees
- Identifying needs from appraisals, feedback, formal and informal discussions. It is the responsibility of both members and employees to identify both their own training needs, and to make suggestions for the training needs of others.
- Options for training include
 - Subject related training, e.g., planning, law, budgets
- Personal Qualities e.g., time organisation, managing staff, giving presentations, chairmanship
- Technical, e.g., web design and maintenance, new software
- Health and Safety and Risk Management
 - Other, as identified
- Training can take the form of courses, workshops, presentations, one to one training or the provision of training materials e.g., books and software.

Planning, organising and funding training to meet those needs by:

- Allocating an annual Training Budget
- Investigating and suggesting appropriate training to meet identified needs. It is likely that training would be sourced outside the Council.
- Undertaking the administration for training, i.e., booking, providing information, paying expenses.

Evaluating the effectiveness of the training by:

- Seeking feedback from the attendee on the impact the training has had, either in improved understanding or output, resulting in better service provision and whether they would recommend the training as worthwhile.
- Reviewing annually what training has been undertaken, the cost and the impact and identify improvements for the following year.

Training the Council

If the whole Council requires training on a particular subject, the clerk will source the appropriate qualified person to attend.

Keeping the Council Up-to-Date

The Council subscribes to the following publications which are available to staff and members for reference - Local Council Review which is published by National Association of Local Councils (NALC), Fieldwork and Clerks and Councils Direct. The Council is a member of the EALC and the Rural Community Council of Essex (RCCE). The Society of Local Council Clerks (SLCC) website is used for additional information. Websites are continually used for up-to-date information.

Support for the Council

WTC is supported by the EALC. WTC will continue to support the Clerk as a member of the SLCC.

This document has been produced as a training strategy for WTC and will be reviewed annually by the Policy and Resources Committee.

Adopted: Minute 58(a) of Policy and Resources Committee held 29.3.2022

Reviewed: Policy and Resources Committee held 19.3.2024

Next review date: March 2026

POLICY NO: WTC/008 - POLICY & RESOURCES

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Witham Town Council: Fixed Asset and Asset Valuation Policy

Policy Overview

This Policy explains how Witham Town Council manage their fixed assets and maintain their Asset Register to ensure that fixed assets are appropriately safeguarded and recorded.

This policy applies to all fixed assets owned by Witham Town Council, including but not limited to, land, buildings, vehicles, machinery and equipment.

Asset Register

A local council must maintain an asset register to ensure its fixed assets are appropriately recorded and managed. The Register is adopted each year by the Town Council as part of the Annual Return approval. The asset register facilitates the effective physical control over assets, provides information that enables the Town Council to make the most cost-effective use of its capital resources and supports the AGAR entry for fixed assets.

An asset register:

- Forms part of the 'Annual Return' (box 9). The total value of the Asset Register will inform the 'Total Fixed Asset' section of the Annual Return.
- Forms a basis for decisions on risk and insurance issues.
- Provides information on the age and potential lifespan of certain items.
- Provides assurance of the continued existence of Council's property.

Recording of Assets

- Items are recorded on the Register at known or estimated purchase values, net of VAT.
- Once recorded on the Asset Register, the value of the assets must not change from year to year until disposal. The value of an asset is not amended for depreciation or inflation as adjustments are not appropriate for local councils.
- The register records the description of the asset, location, date purchased (if known), and purchase cost.
- A separate register should be held for the insured cost of assets to be updated annually.
- From 2024 onwards items of less than £100 will not be recorded on the Register.
- Items gifted or donated to the Town Council will be recorded with a nominal value of £1.
- Items which fall outside of the definition for inclusion and are excluded from the Council's Asset Register are – trees and plants, stock items held for resale, consumable items or items with a useful life of less than a year, assets rented or loaned to the Council, cash and short-term investments and intangible assets.

Updating the register

The Asset Register is a working document which is updated and amended as necessary to include fixed assets acquired and disposed of during the year. An annual inspection of the Asset Register will take place to physically verify assets held and finalise the Register at the end of each financial year of 31st March. Any assets which cannot be located should be removed from the Register and recorded in the schedule of disposals, and new assets identified will be added to the Register.

Agreed and adopted: 19.03.2024

Review date: 17.03.2024

Policy & Resources Committee

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Officer Report: Credit Card

Issue: The credit card limit is currently set at £4,000 but due to the increased costs of goods and services incurred there have been several times recently where the limit has been reached and the Town Clerk has had to use her credit card and had purchases reimbursed later. This is a particular issue when the Town Council is holding an event as the credit card is used for additional purchases on top of regular outgoings.

Financial Regulation 6.11 states ' Staff personal credit or debit cards can only be used in exceptional circumstances and this shall be reported at the next meeting of the Financial Scrutiny Panel'.

To stop increasingly frequent uses of the Town Clerk's credit card it is suggested that the Lloyds credit card limit is increased from £4,000 a month to £6,000 a month.

Advice:

To decide whether to increase the limit on the Lloyds credit card.

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ITEM NO: 9

Officer Report: Payments Requiring Three Signatories

Issue: Financial Regulation 5.3 states 'Each payment must be signed and approved by two signatories. All payments over £4,000 must be signed and approved by three signatories'.

With the increase in costs and services, it is suggested that this figure increases to £5,000. The current figure of £4,000 has not been reviewed since 2020.

Advice:

To decide whether to increase the figure that requires three signatures for approval.

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**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 7 - 95 Day Notice**

Agenda Item 10(a)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	30/11/2023		380,695.40
			<u>380,695.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			380,695.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			380,695.40
		Balance per Cash Book is :-	380,695.40
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 7 - 95 Day Notice**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
95 Day Notice	31/12/2023	22	191,435.05
			191,435.05
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			191,435.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			191,435.05
		Balance per Cash Book is :-	191,435.05
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 7 - 95 Day Notice**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	31/01/2024	23	191,946.27
			191,946.27
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			191,946.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			191,946.27
		Balance per Cash Book is :-	191,946.27
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	30/11/2023		15,716.62
			<u>15,716.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,716.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,716.62
		Balance per Cash Book is :-	15,716.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	31/12/2023		14,257.45
			<hr/> 14,257.45
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			14,257.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			14,257.45
		Balance per Cash Book is :-	14,257.45
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	31/01/2024	138	17,525.11
			17,525.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			17,525.11
<u>Unpresented Receipts (Plus)</u>			
19/12/2023 20017812LS		190,000.00	
			190,000.00
			207,525.11
		Balance per Cash Book is :-	207,525.11
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	30/11/2023		127,472.11
			<u>127,472.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			127,472.11
<u>Unpresented Receipts (Plus)</u>			
29/09/2023 2023/290		60.00	
09/10/2023 2023/305		28.00	
10/10/2023 2023/309		200.00	
10/11/2023 2023/353		790.00	
30/11/2023 2023/388		1,120.00	
30/11/2023 2023/389		120.00	
30/11/2023 2023/390		65.00	
30/11/2023 2023/391		20.00	
30/11/2023 2023/392		164.63	
			<u>2,567.63</u>
			130,039.74
		Balance per Cash Book is :-	130,039.74
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Account	31/12/2023	64	59,821.41
			<hr/> 59,821.41
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			59,821.41
<u>Unpresented Receipts (Plus)</u>			
10/10/2023 2023/309		200.00	
30/11/2023 2023/391		20.00	
22/12/2023 2023/434		720.00	
22/12/2023 2023/435		72.00	
22/12/2023 2023/436		28.00	
			<hr/> 1,040.00
			60,861.41
		Balance per Cash Book is :-	60,861.41
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	31/01/2024	72	61,433.92
			61,433.92
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			61,433.92
<u>Unpresented Receipts (Plus)</u>			
31/01/2024 BACS		85.75	
			85.75
			61,519.67
		Balance per Cash Book is :-	61,519.67
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bk Instant Access	30/11/2023		393,722.71
			<u>393,722.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			393,722.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			393,722.71
		Balance per Cash Book is :-	393,722.71
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bk Instant Access	31/12/2023		397,057.56
			397,057.56
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			397,057.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			397,057.56
		Balance per Cash Book is :-	397,057.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bk Instant Access	31/01/2024	11	327,057.56
			<u>327,057.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			327,057.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			327,057.56
		Balance per Cash Book is :-	327,057.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/11/2023		67.62
			<hr/> 67.62
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			67.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			67.62
		Balance per Cash Book is :-	67.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2023		40.21
			40.21
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			40.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			40.21
		Balance per Cash Book is :-	40.21
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/01/2024	21	131.56
			131.56
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			131.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			131.56
		Balance per Cash Book is :-	131.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

[Back to Agenda](#)

95 Day Notice

Receipts received between 01/11/2023 and 31/01/2024

Agenda Item 10(b)

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTEREST Banked: 01/11/2023	30.69						
INTEREST	Lloyds Bank	30.69			1510	500	30.69	INTEREST RECEIVED
	INTEREST Banked: 02/11/2023	30.70						
INTEREST	Lloyds Bank	30.70			1510	500	30.70	INTEREST RECEIVED
	INTEREST Banked: 03/11/2023	30.70						
INTEREST	Lloyds Bank	30.70			1510	500	30.70	INTEREST RECEIVED
	INTEREST Banked: 06/11/2023	92.10						
INTEREST	Lloyds Bank	92.10			1510	500	92.10	INTEREST RECEIVED
	INTEREST Banked: 07/11/2023	30.71						
INTEREST	Lloyds Bank	30.71			1510	500	30.71	INTEREST RECEIVED
	INTEREST Banked: 08/11/2023	30.71						
INTEREST	Lloyds Bank	30.71			1510	500	30.71	INTEREST RECEIVED
	INTEREST Banked: 09/11/2023	30.71						
INTEREST	Lloyds Bank	30.71			1510	500	30.71	INTEREST RECEIVED
	INTEREST Banked: 10/11/2023	30.72						
INTEREST	Lloyds Bank	30.72			1510	500	30.72	INTEREST RECEIVED
	INTEREST Banked: 13/11/2023	92.16						
INTEREST	Lloyds Bank	92.16			1510	500	92.16	INTEREST RECEIVED
	INTEREST Banked: 14/11/2023	30.73						
INTEREST	Lloyds Bank	30.73			1510	500	30.73	INTEREST RECEIVED
	INTEREST Banked: 15/11/2023	30.73						
INTEREST	Lloyds Bank	30.73			1510	500	30.73	INTEREST RECEIVED
	INTEREST Banked: 16/11/2023	30.73						
INTEREST	Lloyds Bank	30.73			1510	500	30.73	INTEREST RECEIVED
	INTEREST Banked: 17/11/2023	30.73						
INTEREST	Lloyds Bank	30.73			1510	500	30.73	INTEREST RECEIVED
	INTEREST Banked: 20/11/2023	92.21						
INTEREST	Lloyds Bank	92.21			1510	500	92.21	INTEREST RECEIVED
	INTEREST Banked: 21/11/2023	30.74						
INTEREST	Lloyds Bank	30.74			1510	500	30.74	INTEREST RECEIVED
	INTEREST Banked: 22/11/2023	30.75						
INTEREST	Lloyds Bank	30.75			1510	500	30.75	INTEREST RECEIVED
	INTEREST Banked: 23/11/2023	30.75						
INTEREST	Lloyds Bank	30.75			1510	500	30.75	INTEREST RECEIVED
	INTEREST Banked: 24/11/2023	30.75						
INTEREST	Lloyds Bank	30.75			1510	500	30.75	INTEREST RECEIVED
Subtotal Carried Forward:		737.32	0.00	0.00			737.32	

95 Day Notice

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	INTEREST Banked: 27/11/2023	92.26					
	INTEREST Lloyds Bank	92.26			1510	500	92.26 INTEREST RECEIVED
	INTEREST Banked: 28/11/2023	30.76					
	INTEREST Lloyds Bank	30.76			1510	500	30.76 INTEREST RECEIVED
	INTEREST Banked: 29/11/2023	30.76					
	INTEREST Lloyds Bank	30.76			1510	500	30.76 INTEREST RECEIVED
	INTEREST Banked: 30/11/2023	30.77					
	INTEREST Lloyds Bank	30.77			1510	500	30.77 INTEREST RECEIVED
	INTEREST Banked: 01/12/2023	30.77					
	INTEREST Lloyds Bank	30.77			1510	500	30.77 INTEREST RECEIVED
	INTEREST Banked: 04/12/2023	92.31					
	INTEREST Lloyds Bank	92.31			1510	500	92.31 INTEREST RECEIVED
	INTEREST Banked: 05/12/2023	30.78					
	INTEREST Lloyds Bank	30.78			1510	500	30.78 INTEREST RECEIVED
	INTEREST Banked: 06/12/2023	30.78					
	INTEREST Lloyds Bank	30.78			1510	500	30.78 INTEREST RECEIVED
	INTEREST Banked: 07/12/2023	30.78					
	INTEREST Lloyds Bank	30.78			1510	500	30.78 INTEREST RECEIVED
	INTEREST Banked: 08/12/2023	30.79					
	INTEREST Lloyds Bank	30.79			1510	500	30.79 INTEREST RECEIVED
	INTEREST Banked: 11/12/2023	92.37					
	INTEREST Lloyds Bank	92.37			1510	500	92.37 INTEREST RECEIVED
	INTEREST Banked: 12/12/2023	30.80					
	INTEREST Lloyds Bank	30.80			1510	500	30.80 INTEREST RECEIVED
	INTEREST Banked: 13/12/2023	30.80					
	INTEREST Lloyds Bank	30.80			1510	500	30.80 INTEREST RECEIVED
	INTEREST Banked: 14/12/2023	30.80					
	INTEREST Lloyds Bank	30.80			1510	500	30.80 INTEREST RECEIVED
	INTEREST Banked: 15/12/2023	30.80					
	INTEREST Lloyds Bank	30.80			1510	500	30.80 INTEREST RECEIVED
	INTEREST Banked: 18/12/2023	92.42					
	INTEREST Lloyds Bank	92.42			1510	500	92.42 INTEREST RECEIVED
	INTEREST Banked: 19/12/2023	30.81					
	INTEREST Lloyds Bank	30.81			1510	500	30.81 INTEREST RECEIVED
	Banked: 19/12/2023	190,000.00					
20017812L	Unity Trust Account	190,000.00			250		190,000.00 Incorrect Transfer CCLA
Subtotal Carried Forward:		191,506.88	0.00	0.00			191,506.88

95 Day Notice

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTEREST Banked: 20/12/2023	15.46						
INTEREST	Lloyds Bank	15.46			1510	500	15.46	INTEREST RECEIVED
	INTEREST Banked: 21/12/2023	15.46						
INTEREST	Lloyds Bank	15.46			1510	500	15.46	INTEREST RECEIVED
	INTEREST Banked: 22/12/2023	15.46						
INTEREST	Lloyds Bank	15.46			1510	500	15.46	INTEREST RECEIVED
	INTEREST Banked: 27/12/2023	77.32						
INTEREST	Lloyds Bank	77.32			1510	500	77.32	INTEREST RECEIVED
	INTEREST Banked: 28/12/2023	15.47						
INTEREST	Lloyds Bank	15.47			1510	500	15.47	INTEREST RECEIVED
	INTEREST Banked: 29/12/2023	15.47						
INTEREST	Lloyds Bank	15.47			1510	500	15.47	INTEREST RECEIVED
	INTEREST Banked: 02/01/2024	61.89						
INTEREST	Lloyds Bank	61.89			1510	500	61.89	Interest Received
	INTEREST Banked: 03/01/2024	15.48						
INTEREST	Lloyds Bank	15.48			1510	500	15.48	Interest Received
	INTEREST Banked: 04/01/2024	15.48						
INTEREST	Lloyds Bank	15.48			1510	500	15.48	Interest Received
	INTEREST Banked: 05/01/2024	15.48						
INTEREST	Lloyds Bank	15.48			1510	500	15.48	Interest Received
	INTEREST Banked: 08/01/2024	46.44						
INTEREST	Lloyds Bank	46.44			1510	500	46.44	Interest Received
	INTEREST Banked: 09/01/2024	15.48						
INTEREST	Lloyds Bank	15.48			1510	500	15.48	Interest Received
	INTEREST Banked: 10/01/2024	15.49						
INTEREST	Lloyds Bank	15.49			1510	500	15.49	Interest Received
	INTEREST Banked: 11/01/2024	15.49						
INTEREST	Lloyds Bank	15.49			1510	500	15.49	Interest Received
	INTEREST Banked: 12/01/2024	15.49						
INTEREST	Lloyds Bank	15.49			1510	500	15.49	Interest Recieved
	INTEREST Banked: 15/01/2024	46.47						
INTEREST	Lloyds Bank	46.47			1510	500	46.47	Interest Received
	INTEREST Banked: 16/01/2024	15.49						
INTEREST	Lloyds Bank	15.49			1510	500	15.49	Interest Received
	INTEREST Banked: 17/01/2024	15.49						
INTEREST	Lloyds Bank	15.49			1510	500	15.49	Interest Received
Subtotal Carried Forward:		191,955.69	0.00	0.00			191,955.69	

95 Day Notice

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	INTERESTBanked: 18/01/2024	15.50						
	INTERESTLloyds Bank	15.50			1510	500	15.50	Interest Received
	INTERESTBanked: 19/01/2024	15.50						
	INTERESTLloyds Bank	15.50			1510	500	15.50	Interest Received
	INTERESTBanked: 22/01/2024	46.50						
	INTERESTLloyds Bank	46.50			1510	500	46.50	Interest Received
	INTERESTBanked: 23/01/2024	15.50						
	INTERESTLloyds Bank	15.50			1510	500	15.50	Interest Received
	INTERESTBanked: 24/01/2024	15.50						
	INTERESTLloyds Bank	15.50			1510	500	15.50	Interest Received
	INTERESTBanked: 25/01/2024	15.50						
	INTERESTLloyds Bank	15.50			1510	500	15.50	Interest Received
	INTERESTBanked: 26/01/2024	15.51						
	INTERESTLloyds Bank	15.51			1510	500	15.51	Interest Received
	INTERESTBanked: 29/01/2024	46.52						
	INTERESTLloyds Bank	46.52			1510	500	46.52	Interest Received
	INTERESTBanked: 30/01/2024	15.51						
	INTERESTLloyds Bank	15.51			1510	500	15.51	Interest Received
	INTERESTBanked: 31/01/2024	15.51						
	INTERESTLloyds Bank	15.51			1510	500	15.51	Interest Received
	Total Receipts:	192,172.74	0.00	0.00			192,172.74	

14/03/2024

Witham Town Council

Page 1

10:35

Cashbook 1

User: NS

Lloyds Bank Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2023/353	Banked: 13/12/2023	790.00						
BACS	Praxis Real Est. Grove Centre	790.00			1509	300	790.00	Sponsorship for Xmas
	Banked: 19/12/2023	190,000.00						
20017812L	95 Day Notice	190,000.00			260		190,000.00	Withdrawal for new
	Banked: 08/01/2024	4,000.00						
BACS	Unity Trust Account	4,000.00			250		4,000.00	Transfer to cover Credit
Total Receipts:		194,790.00	0.00	0.00			194,790.00	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/343	Banked: 02/11/2023	185.45						
	BACS Information Centre	185.45			1300	300	185.45	PDQ
2023/344	Banked: 02/11/2023	20.00						
	BACS J Counsell (Face Factory)	20.00			1509	300	20.00	Christmas Fayre stall
	Banked: 02/11/2023	100,000.00						
Mthly move	Unity Trust Instant Access	100,000.00			270		100,000.00	Move to cover mthly
2023/345	Banked: 03/11/2023	13.80						
	BACS American Express	13.80			1300	300	13.80	PDQ
2023/346	Banked: 03/11/2023	62.74						
	BACS Information Centre	62.74			1300	300	62.74	PDQ
2023/347	Banked: 06/11/2023	55.10						
	BACS Essex County Council	55.10			1100	100	55.10	Towards station flowers
2023/348	Banked: 06/11/2023	179.50						
	BACS Information Centre	179.50			1300	300	179.50	PDQ
	Banked: 06/11/2023	50,000.00						
Mthly move	Unity Trust Instant Access	50,000.00			270		50,000.00	Move to cover mnthly
2023/349	Banked: 07/11/2023	183.00						
	BACS Information Centre	183.00			1300	300	183.00	PDQ
2023/350	Banked: 07/11/2023	20.00						
	BACS A Wright (Pink Moth)	20.00			1509	300	20.00	Christmas Fayre stall
2023/351	Banked: 08/11/2023	207.94						
	BACS Information Centre	207.94			1300	300	207.94	PDQ
2023/355	Banked: 09/11/2023	114.95						
	BACS Information Centre	114.95			1300	300	114.95	PDQ
2023/356	Banked: 09/11/2023	20.00						
	BACS C Bouttell (Charlotte Peg)	20.00			1509	300	20.00	Christmas Fayre stall
2023/353	Banked: 10/11/2023	790.00						
	BACS Praxis Real Est. Grove Centre	790.00			1509	300	790.00	Sponsorship of Xmas
2023/357	Banked: 10/11/2023	20.00						
	BACS B Marshall (Made by Granny)	20.00			1509	300	20.00	Christmas Fayre stall
2023/358	Banked: 10/11/2023	177.50						
	BACS Information Centre	177.50			1300	300	177.50	PDQ
2023/353	Banked: 10/11/2023	-790.00						
	BACS Praxis Real Est. Grove Centre	-790.00			1509	300	-790.00	Funds paid into Lloyds
2023/352	Banked: 13/11/2023	35.00						
	BACS Phoenix Fillies	35.00			1500	100	35.00	Room hire 6th Nov
Subtotal Carried Forward:		151,294.98	0.00	0.00			151,294.98	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/354	Banked: 13/11/2023	112.00						
	BACS Brand Imaging Solutions	112.00			1500	100	112.00	Room hire 16th Nov
2023/359	Banked: 13/11/2023	109.90						
	BACS Information Centre	109.90			1300	300	109.90	PDQ
2023/360	Banked: 14/11/2023	109.65						
	BACS Information Centre	109.65			1300	300	109.65	PDQ
2023/361	Banked: 15/11/2023	128.90						
	BACS Information Centre	128.90			1300	300	128.90	PDQ
2023/362	Banked: 16/11/2023	203.54						
	BACS Information Centre	203.54			1300	300	203.54	PDQ
2023/363	Banked: 16/11/2023	20.00						
	BACS K Humphries (Clacton Crafts)	20.00			1509	300	20.00	Christmas Fayre stall
2023/364	Banked: 20/11/2023	4.40						
	BACS American Express	4.40			1300	300	4.40	PDQ
2023/365	Banked: 20/11/2023	118.04						
	BACS Information Centre	118.04			1300	300	118.04	PDQ
2023/366	Banked: 21/11/2023	89.05						
	BACS Information Centre	89.05			1300	300	89.05	PDQ
2023/367	Banked: 21/11/2023	20.00						
	BACS Stacey Jane Casey (Suffolk So)	20.00			1509	300	20.00	Christmas Fayre stall
2023/368	Banked: 21/11/2023	20.00						
	BACS Cosm Rai (Mabel & Co)	20.00			1509	300	20.00	Christmas Fayre stall
2023/369	Banked: 22/11/2023	256.00						
	BACS Information Centre	256.00			1300	300	256.00	PDQ
2023/370	Banked: 22/11/2023	30.00						
	BACS CR Barton (Yum Yum Fudge)	30.00			1509	300	30.00	Christmas Fayre stall
	Banked: 22/11/2023	120,000.00						
Mthly move	Unity Trust Instant Access	120,000.00			270		120,000.00	Move to cover mthly
2023/371	Banked: 23/11/2023	20.00						
	000449 J Wager	20.00			1509	300	20.00	Christmas Fayre stall
2023/372	Banked: 23/11/2023	6.05						
	BACS American Express	6.05			1300	300	6.05	PDQ
2023/373	Banked: 23/11/2023	660.10						
	BACS Information Centre	660.10			1300	300	660.10	PDQ
2023/374	Banked: 24/11/2023	168.29						
	000450 Information Centre	168.29			1300	300	168.29	Cash Deposit
Subtotal Carried Forward:		273,370.90	0.00	0.00			273,370.90	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/375	Banked: 24/11/2023	325.50						
000451	Information Centre	325.50			1300	300	325.50	Cash deposit
2023/376	Banked: 24/11/2023	418.27						
000452	Information Centre	418.27			1300	300	418.27	Cash deposit
2023/377	Banked: 24/11/2023	266.55						
000453	Information Centre	266.55			1300	300	266.55	Cash deposit
2023/378	Banked: 24/11/2023	435.68						
BACS	Information Centre	435.68			1300	300	435.68	PDQ
2023/380	Banked: 24/11/2023	20.00						
BACS	S Carrington	20.00			1509	300	20.00	Christmas Fayre stall
2023/379	Banked: 27/11/2023	28.00						
BACS	Witham History Group	28.00			1500	100	28.00	Room hire for November
2023/381	Banked: 27/11/2023	100.19						
BACS	Information Centre	100.19			1300	300	100.19	PDQ
2023/382	Banked: 27/11/2023	20.00						
BACS	M Hibble (Aunty Rees)	20.00			1509	300	20.00	Christmas Fayre stall
2023/383	Banked: 28/11/2023	144.39						
BACS	Information Centre	144.39			1300	300	144.39	PDQ
2023/384	Banked: 29/11/2023	341.29						
BACS	Information Centre	341.29			1300	300	341.29	PDQ
2023/385	Banked: 30/11/2023	32.49						
BACS	American Express	32.49			1300	300	32.49	PDQ
2023/386	Banked: 30/11/2023	328.70						
BACS	Information Centre	328.70			1300	300	328.70	PDQ
2023/387	Banked: 30/11/2023	20.00						
BACS	C HooksHales (Curly Cater)	20.00			1509	300	20.00	Christmas Fayre stall
2023/388	Banked: 30/11/2023	1,120.00						
BACS	In-Health	1,120.00			1500	100	1,120.00	Room hire for November
2023/389	Banked: 30/11/2023	120.00						
BACS	Age Concern Colchester	120.00			1500	100	120.00	Room hire for November
2023/390	Banked: 30/11/2023	65.00						
BACS	Jean Brett	65.00			1500	100	65.00	Room hire for November
2023/391	Banked: 30/11/2023	20.00						
BACS	Witham and Countryside	20.00			1500	100	20.00	Room hire for November
2023/392	Banked: 30/11/2023	164.63						
BACS	Information Centre	164.63			1300	300	164.63	PDQ
Subtotal Carried Forward:		277,341.59	0.00	0.00			277,341.59	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/393	Banked: 04/12/2023	218.38						
	BACS Information Centre	218.38			1300	300	218.38	PDQ
2023/394	Banked: 04/12/2023	501.19						
	BACS Information Centre	501.19			1300	300	501.19	PDQ
2023/395	Banked: 04/12/2023	100.00						
	BACS Tipsy Grey South Ltd	100.00			1509	300	100.00	% of Xmas Fayre takings
2023/396	Banked: 04/12/2023	30.00						
	BACS Crepe de la Crepe	30.00			1509	300	30.00	% of Xmas Fayre takings
2023/397	Banked: 05/12/2023	46.90						
	BACS The MOB Pizza & Bar	46.90			1509	300	46.90	% of Xmas Fayre takings
2023/398	Banked: 05/12/2023	461.18						
	BACS Sum Up	461.18			1509	300	461.18	Sale of mulled wine for
2023/399	Banked: 05/12/2023	1,150.00						
	BACS D & J S M Martin	1,150.00			1401	400	1,150.00	Commemorative bench
2023/400	Banked: 05/12/2023	1,150.00						
	BACS Mrs R M Vass	1,150.00			1401	400	1,150.00	Commemorative bench
2023/401	Banked: 05/12/2023	412.80						
	000456 Members of the public	412.80			1509	300	412.80	Cash deposit
2023/402	Banked: 05/12/2023	201.90						
	000457 Members of the public	201.90			540		201.90	Mayors tombola takings
2023/403	Banked: 05/12/2023	309.28						
	BACS Information Centre	309.28			1300	300	309.28	PDQ
2023/404	Banked: 06/12/2023	145.60						
	BACS Information Centre	145.60			1509	300	145.60	PDQ
2023/405	Banked: 07/12/2023	80.00						
	BACS S Johnson (Essex Amusements)	80.00			1509	300	80.00	% of Xmas Fayre takings
2023/406	Banked: 07/12/2023	172.14						
	BACS Information Centre	172.14			1300	300	172.14	PDQ
2023/407	Banked: 07/12/2023	60.00						
	BACS Flora Athens	60.00			1509	300	60.00	% of Xmas Fayre takings
2023/408	Banked: 08/12/2023	30.00						
	BACS Natasha Jarvis	30.00			1500	100	30.00	Hire of chamber 19/12
2023/409	Banked: 08/12/2023	30.00						
	BACS J & J Wyer (Candyfloss)	30.00			1509	300	30.00	% of Xmas Fayre takings
2023/410	Banked: 08/12/2023	30.00						
	2023/410 R Manders (Rio Sausages)	30.00			1509	300	30.00	% of Xmas Fayre takings
Subtotal Carried Forward:		282,470.96	0.00	0.00			282,470.96	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/411	Banked: 08/12/2023	100.00						
	BACS Baron Ayers (Street Eats)	100.00			1509	300	100.00	% of Xmas Fayre takings
2023/412	Banked: 08/12/2023	40.00						
	BACS Baron Ayers (Street Eats)	40.00			1509	300	40.00	Xmas stall deposit (2024)
2023/414	Banked: 08/12/2023	459.52						
	000459 Information Centre	459.52			1300	300	459.52	Cash deposit
2023/415	Banked: 08/12/2023	202.15						
	BACS Information Centre	202.15			1300	300	202.15	PDQ
2023/413	Banked: 11/12/2023	310.47						
	000458 Information Centre	310.47			1300	300	310.47	Cash deposit
2023/416	Banked: 12/12/2023	40.00						
	BACS Tipsy Grey South Ltd	40.00			1509	300	40.00	Xmas Fayre stall
2023/417	Banked: 12/12/2023	406.71						
	BACS Information Centre	406.71			1300	300	406.71	PDQ
2023/418	Banked: 13/12/2023	-23.57						
	BACS Information Centre	-23.57			1300	300	-23.57	Refund for cancelled
2023/419	Banked: 13/12/2023	203.35						
	BACS Information Centre	203.35			1300	300	203.35	PDQ
2023/420	Banked: 13/12/2023	20.00						
	BACS S Fiske (Sez-Ann Crafts)	20.00			1509	300	20.00	Xmas Fayre stall
2023/421	Banked: 14/12/2023	174.35						
	BACS Information Centre	174.35			1300	300	174.35	PDQ
2023/422	Banked: 14/12/2023	40.00						
	BACS R Manders (Rio Sausages)	40.00			1509	300	40.00	Xmas Fayre stall
2023/423	Banked: 15/12/2023	87.10						
	BACS Information Centre	87.10			1300	300	87.10	PDQ
	BACS Banked: 15/12/2023	-40.00						
	BACS Nicola Harding	-40.00			1509	300	-40.00	Refund for Xmas Fayre
	BACS Banked: 15/12/2023	40.00						
	BACS Nicola Harding	40.00			1509	300	40.00	Incorrect nominal code
2023/424	Banked: 18/12/2023	20.00						
	BACS C Hooks-Hales (Curly Caterpil)	20.00			1509	300	20.00	Xmas Fayre stall
2023/425	Banked: 18/12/2023	280.74						
	BACS Information Centre	280.74			1300	300	280.74	PDQ
2023/427	Banked: 18/12/2023	20.00						
	BACS K Humphries (Clacton Crafts)	20.00			1509	300	20.00	Xmas Fayre stall
Subtotal Carried Forward:		284,851.78	0.00	0.00			284,851.78	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/426	Banked: 19/12/2023	103.45						
	BACS American Express	103.45			1300	300	103.45	PDQ
2023/428	Banked: 19/12/2023	562.91						
	BACS Information Centre	562.91			1300	300	562.91	PDQ
2023/429	Banked: 19/12/2023	15.00						
	BACS Natasha Jarvis	15.00			1500	100	15.00	Room hire 19/12-Extra
	Banked: 19/12/2023	190,000.00						
20017812L	95 Day Notice	190,000.00			260		190,000.00	CCLA PSDF
2023/430	Banked: 20/12/2023	333.70						
	BACS Information Centre	333.70			1300	300	333.70	PDQ
2023/431	Banked: 20/12/2023	30.00						
	BACS S L Channon (Feast & Fromage)	30.00			1509	300	30.00	Xmas Fayre stall
2023/432	Banked: 21/12/2023	455.40						
	BACS Information Centre	455.40			1300	300	455.40	PDQ
2023/433	Banked: 22/12/2023	644.87						
	BACS Information Centre	644.87			1300	300	644.87	PDQ
2023/434	Banked: 22/12/2023	720.00						
	BACS In-Health	720.00			1500	100	720.00	Room hire for December
2023/435	Banked: 22/12/2023	72.00						
	BACS Age Concern Colchester	72.00			1500	100	72.00	Room hire for December
2023/436	Banked: 22/12/2023	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire for December
2023/437	Banked: 22/12/2023	35.00						
	BACS Jean Brett	35.00			1500	100	35.00	Room hire for December
2023/438	Banked: 22/12/2023	20.00						
	BACS S L Channon (Feast & Fromage)	20.00			1509	300	20.00	Xmas Fayre stall
2023/439	Banked: 27/12/2023	291.29						
	BACS Information Centre	291.29			1300	300	291.29	PDQ
	BACS Banked: 02/01/2024	20.00						
2023/441	S Gray	20.00			1509	300	20.00	Christmas Fayre stall
	Banked: 02/01/2024	70,000.00						
	Internal Unity Trust Instant Access	70,000.00			270		70,000.00	Intern Tran Saving to
	BACS Banked: 02/01/2024	20.00						
2023/449	Rhiannon Cole	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 03/01/2024	20.00						
2023/450	Diane Gardner	20.00			1509	300	20.00	Christmas Fayre stall
Subtotal Carried Forward:		548,223.40	0.00	0.00			548,223.40	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 03/01/2024	450.00						
2023/451	Information Centre	450.00			1300	300	450.00	PDQ
	BACS Banked: 04/01/2024	132.35						
2023/452	Information Centre	132.35			1300	300	132.35	PDQ
	000461 Banked: 05/01/2024	20.00						
2023/453	Janet Wager	20.00			1509	300	20.00	Christmas Stall
	BACS Banked: 05/01/2024	72.10						
2023/454	Information Centre	72.10			1300	300	72.10	PDQ
	BACS Banked: 08/01/2024	43.40						
2023/456	Information Centre	43.40			1300	300	43.40	PDQ
	BACS Banked: 09/01/2024	20.00						
2023/457	Hobby Creations	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 09/01/2024	356.35						
2023/459	Information Centre	356.35			1300	300	356.35	PDQ
	BACS Banked: 09/01/2024	792.20						
2023/460	Braintree District Council	792.20			1100	100	792.20	Section 106 Contributions
	BACS Banked: 10/01/2024	30.00						
2023/459	Zoey Fell	30.00			1509	300	30.00	Christmas Fayre stall
	BACS Banked: 10/01/2024	364.50						
2023/462	Information Centre	364.50			1300	300	364.50	PDQ
	BACS Banked: 11/01/2024	40.00						
2023/461	Holts of Witham Ltd	40.00			1509	300	40.00	Christmas Fayre stall
	BACS Banked: 11/01/2024	20.00						
2023/463	A Good Yarn	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 11/01/2024	50.50						
2023/465	Information Centre	50.50			1509	300	50.50	PDQ
	BACS Banked: 11/01/2024	1.80						
2023/466	American Express	1.80			1300	300	1.80	PDQ
	BACS Banked: 12/01/2024	20.00						
2023/464	Rainbow Threadz	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 12/01/2024	152.93						
2023/467	Information Centre	152.93			1300	300	152.93	PDQ
	BACS Banked: 15/01/2024	20.00						
2023/469	Flora Athens	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 15/01/2024	412.05						
2023/469	Information Centre	412.05			1300	300	412.05	PDQ
	Subtotal Carried Forward:	551,221.58	0.00	0.00			551,221.58	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	000462 Banked: 16/01/2024	476.94						
2023/471	Information Centre	476.94			1300	300	476.94	Cash deposit 000462
	000463 Banked: 16/01/2024	340.85						
2023/472	Information Centre	340.85			1300	300	340.85	Cash deposit 000463
	000464 Banked: 16/01/2024	149.72						
2023/473	Information Centre	149.72			1300	300	149.72	Cash deposit 000464
	BACS Banked: 16/01/2024	111.50						
2023/474	Information Centre	111.50			1300	300	111.50	PDQ
	Bacs Banked: 16/01/2024	20.00						
	Bacs C Bouttell	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 17/01/2024	118.60						
2023/475	Information Centre	118.60			1300	300	118.60	PDQ
	BACS Banked: 18/01/2024	20.00						
2023/476	Jacki Mundy Makes	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 18/01/2024	53.50						
2023/477	Information Centre	53.50			1300	300	53.50	PDQ
	BACS Banked: 19/01/2024	20.00						
2023/479	Flora Athens	20.00			1509	300	20.00	Christmas Fayre stall
	BACS Banked: 19/01/2024	111.90						
2023/479	Information Centre	111.90			1300	300	111.90	PDQ
	BACS Banked: 22/01/2024	65.35						
2023/480	Information Centre	65.35			1300	300	65.35	PDQ
	BACS Banked: 23/01/2024	26.55						
2023/481	Information Centre	26.55			1300	300	26.55	PDQ
	BACS Banked: 23/01/2024	8,285.66						
2023/482	Braintree District Council	8,285.66			1100	100	8,285.66	Sundry S106 Whetmead
	BACS Banked: 24/01/2024	87.25						
2023/483	Information Centre	87.25			1300	300	87.25	PDQ
	BACS Banked: 25/01/2024	350.00						
2023/484	S Hann	350.00			4510	500	350.00	Civic Event DJ
	BACS Banked: 25/01/2024	40.00						
2023/485	Tipsy Grey South Ltd	40.00			1501	300	40.00	Witham Dog Show
	BACS Banked: 25/01/2024	288.25						
2023/487	Information Centre	288.25			1300	300	288.25	PDQ
	BACS Banked: 26/01/2024	30.00						
2023/486	Zoey Fell	30.00			1501	300	30.00	Witham Dog Show
	Subtotal Carried Forward:	561,817.65	0.00	0.00			561,817.65	

Unity Trust Account

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	BACS Banked: 26/01/2024	40.00						
2023/488	Charlene Michaels	40.00			1501	300	40.00	Witham Dog Show
	BACS Banked: 26/01/2024	20.00						
2023/489	Wendy Morse	20.00			1509	300	20.00	Christmas fayre stall
	BACS Banked: 26/01/2024	285.75						
2023/490	Information Centre	285.75			1300	300	285.75	PDQ
	BACS Banked: 29/01/2024	80.00						
2023/491	Caroline Poole	80.00			1501	300	40.00	Easter & Dog Show
					1320	300	40.00	Easter & Dog Show
	BACS Banked: 29/01/2024	287.05						
2023/492	Information Centre	287.05			1300	300	287.05	PDQ
	BACS Banked: 30/01/2024	30.00						
2023/493	Matilda Co	30.00			1501	300	30.00	Witham Dog Show
	BACS Banked: 31/01/2024	330.50						
2023/494	Information Centre	330.50			1300	300	330.50	PDQ
	BACS Banked: 31/01/2024	10.00						
2023/495	Stephanie Callister-Jarrold	10.00			1501	300	10.00	Witham Dog Show
	BACS Banked: 31/01/2024	85.75						
	BACS Information Centre	85.75			4355	300	85.75	PDQ
	Total Receipts:	562,986.70	0.00	0.00			562,986.70	

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Witham Town Council

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Unity Trust Instant Access

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST	Banked: 31/12/2023	3,334.85						
INTEREST	Unity Trust Bank Plc	3,334.85			1510	500	3,334.85	INTEREST RECEIVED
Total Receipts:		3,334.85	0.00	0.00			3,334.85	

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Witham Town Council

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Petty Cash

Receipts received between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 17/11/2023	100.00						
3rd Instal	Lloyds Bank Account	100.00			200		100.00	3rd instalment to cover
010845	Banked: 30/01/2024	100.00						
010845	Petty Cash	100.00			4200	100	100.00	4th Installment
Total Receipts:		200.00	0.00	0.00			200.00	

95 Day Notice

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
19/12/2023	Unity Trust Account	20017812LS	190,000.00			250		190,000.00	CCLA PSDF
19/12/2023	Lloyds Bank Account	20017812LS	190,000.00			200		190,000.00	Withdrawal for new CCLA A/C
Total Payments:			380,000.00	0.00	0.00			380,000.00	

Lloyds Bank Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/11/2023	Petty Cash	3rd Instal	100.00				240	100.00	3rd instalment to cover pymts
27/11/2023	Trophies Plus Medals Ltd	CC	18.99		3.17	4516	500	15.82	Large silver cup
27/11/2023	Amazon Services Ltd	CC	6.99		1.17	4376	300	5.82	Halloween bat wings
27/11/2023	Light in the Box	CC	-24.22			4376	300	-24.22	Refund for Halloween jumper
27/11/2023	Etsy	CC	9.74			4376	300	9.74	Halloween cat t-shirt
27/11/2023	Interact	CC	30.00			4190	100	30.00	Mental health first aid training
27/11/2023	Tesco PLC	CC	6.85			4120	100	6.85	Refreshments
27/11/2023	Amazon Business	CC	9.60		1.60	4120	100	8.00	CCTV signs for Town Hall
27/11/2023	Land Registry	CC	3.00			4101	100	3.00	Land search
27/11/2023	Amazon Services Ltd	CC	10.99		1.83	4376	300	9.16	Halloween vampire make up
27/11/2023	Engagementon Ltd	CC	8.09			4120	100	8.09	Foil blankets
27/11/2023	Amazon Services Ltd	CC	16.99		2.83	4376	300	14.16	Halloween pumpkin sweatshirt
27/11/2023	Morrisons Daily	CC	5.50			4120	100	5.50	Refreshments
27/11/2023	Morrisons Daily	CC	3.70			4120	100	3.70	Refreshments
27/11/2023	Amazon Services Ltd	CC	6.99		1.17	4376	300	5.82	Halloween bat hairband
27/11/2023	SP Work & Safety	CC	62.90			4420	400	62.90	Mens safety boots
27/11/2023	Amazon Services Ltd	CC	89.91		15.03	4376	300	74.88	Halloween goodie bags
27/11/2023	Olivers Nurseries	CC	150.86		25.14	4170	100	125.72	Various plants & flowers
27/11/2023	Afrapoco Ltd	CC	19.98		3.34	4120	100	16.64	Clear carpet protector
27/11/2023	SP Work & Safety	CC	62.90			4420	400	62.90	Mens safety boots
27/11/2023	Light in the Box	CC	-24.22			4376	300	-24.22	Refund for halloween jumper
27/11/2023	Olivers Nurseries	CC	23.99		4.00	4120	100	19.99	Town Hall plants
27/11/2023	Omnia Enterprises Ltd	CC	13.98		2.34	4445	400	11.64	Disposable gloves
27/11/2023	Braintree District Council	CC	21.00			4390	300	21.00	Temporary event road closure
27/11/2023	Braintree District Council	CC	21.00			4390	300	21.00	Temporary event notice
27/11/2023	Argos	CC	222.95		37.16	4150	100	185.79	Samsung Galaxy tab for CCTV
27/11/2023	SP Work & Safety	CC	-62.90			4420	400	-62.90	Refund for mens safety boots
27/11/2023	Event Mascots	CC	55.00			4376	300	55.00	Hire of mascot costume Hallowe
Subtotal Carried Forward:			870.56	0.00	98.78			771.78	

Lloyds Bank Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/11/2023	Booker Ltd	CC	221.77		36.96	4376	300	184.81	Halloween sweets
27/11/2023	Banana Print	CC	120.85			4345	300	120.85	Christmas cards
27/11/2023	Amazon Services Ltd	CC	8.99		1.50	4150	100	7.49	Galaxy tab screen protector
27/11/2023	Amazon Business	CC	9.48		1.58	4150	100	7.90	Galaxy protective case
27/11/2023	Amazon Services Ltd	CC	-16.99		-2.83	4376	300	-14.16	Refund for halloween sweatshir
27/11/2023	Asda	CC	43.40			4376	300	43.40	Halloween decorations
27/11/2023	Dunelm	CC	12.95		2.16	4376	300	10.79	Halloween decorations
27/11/2023	UKDJ	CC	29.71			4376	300	29.71	Halloween decorations
27/11/2023	Tesco PLC	CC	19.25			4376	300	19.25	Halloween decorations
27/11/2023	Morrisons Daily	CC	9.60			4376	300	9.60	Halloween decorations
27/11/2023	The Range	CC	66.97			4376	300	66.97	Halloween decorations
27/11/2023	Safeguard Clothing	CC	245.00			9002	900	245.00	Stab vest for street warden
						363		-245.00	Stab vest for street warden
						7000	900	245.00	Stab vest for street warden
27/11/2023	Amazon Services Ltd	CC	22.99		3.83	4390	300	19.16	Santa's toy shop backdrop
27/11/2023	Popsys Reindeer Ltd	CC	395.00			4390	300	395.00	Hire of reindeer for Xmas Fayr
27/11/2023	Freethought Internet Ltd	CC	1,050.00		175.00	4100	100	875.00	Internet package
27/11/2023	Amazon Business	CC	5.99		1.00	4390	300	4.99	String fairy lights
27/11/2023	Kitten R-Commerce Ltd	CC	9.99		1.67	4390	300	8.32	Christmas tree lights
27/11/2023	Amazon Services Ltd	CC	3.98		0.66	4390	300	3.32	Christmas tablecloth
27/11/2023	Pixart Printing	CC	169.01		28.17	4390	300	140.84	Christmas Fayre banner
27/11/2023	Tesco PLC	CC	37.20		6.19	4305	300	31.01	Rose bouquet & flowers
27/11/2023	The Works	CC	8.00		1.33	4305	300	4.16	Ribbon & tags
						4140	100	2.51	A4 hardcase
27/11/2023	Microsoft	CC	4.56		0.76	4100	100	3.80	Monthly on line back up
27/11/2023	Event Mascots	CC	-55.00			4376	300	-55.00	Refund for returned costume
27/12/2023	Assured Products Ltd	CC	20.99		3.50	4120	100	17.49	5L moss killer
27/12/2023	D Byford & Sons	CC	40.44		6.74	4355	300	33.70	Fabric & foam
Subtotal Carried Forward:			3,354.69	0.00	367.00			2,953.99	

Lloyds Bank Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									sphere for Xmas
27/12/2023	Scan Computers International	CC	679.98		113.33	9000	900	566.65	Laptop fro Street Warden
						363		-566.65	Laptop fro Street Warden
						7000	900	566.65	Laptop fro Street Warden
27/12/2023	We Can Source It Ltd	CC	29.65		4.94	4120	100	24.71	Disposable cups
27/12/2023	Microsoft	CC	4.56		0.76	4100	100	3.80	Monthly on line back up
27/12/2023	The Landscape Centre Ltd	CC	82.03		13.67	4448	400	68.36	Tree stakes
27/12/2023	Tesco PLC	CC	12.09			4120	100	12.09	Teag bags & sugar
27/12/2023	Rent a Mascot	CC	124.98			4390	300	124.98	Hire of mascot for Xmas Fayre
27/12/2023	Boots Uk Ltd	CC	37.04			4120	100	37.04	Thermometer & dressings
27/12/2023	Amazon Business	CC	9.99		1.67	4390	300	8.32	Black bin liners
27/12/2023	Debenhams	CC	84.00		14.00	4420	400	70.00	Wellington boots
27/12/2023	Till Roll King	CC	71.93		11.99	4355	300	59.94	Till rolls
27/12/2023	Amazon Services Ltd	CC	14.44		2.41	4120	100	12.03	Extension lead
27/12/2023	Andersons Wholesale	CC	221.99		37.00	4390	300	184.99	Xmas grotto presents
27/12/2023	Subway	CC	52.00			4390	300	52.00	Refreshments
27/12/2023	Poundland	CC	19.00		3.16	4390	300	15.84	Tinsel,bows etc
27/12/2023	Tesco PLC	CC	21.32			4390	300	21.32	Milk, sugar,coffee
27/12/2023	Amazon Services Ltd	CC	25.66		4.28	4390	300	21.38	Gingerbread backdrop
27/12/2023	Soft Keys	CC	15.99			9000	900	15.99	Microsoft package
						363		-15.99	Microsoft package
						7000	900	15.99	Microsoft package
27/12/2023	Amazon Business	CC	6.99		1.17	4120	100	5.82	Extension lead
27/12/2023	Amazon Services Ltd	CC	13.99		2.33	9000	900	11.66	Beanie hat
						363		-11.66	Beanie hat
						7000	900	11.66	Beanie hat
27/12/2023	Tesco PLC	CC	179.99			9000	900	179.99	Samsung mobile phone
						363		-179.99	Samsung mobile phone
						7000	900	179.99	Samsung mobile phone
27/12/2023	Instantprint	CC	19.74		3.29	9000	900	16.45	Business cards
						363		-16.45	Business cards
						7000	900	16.45	Business cards
Subtotal Carried Forward:			5,082.05	0.00	581.00			4,501.05	

Lloyds Bank Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/12/2023	Oatas Ltd	CC	3.98		0.66	4120	100	3.32	Packs of Company seals
27/12/2023	Amazon Services Ltd	CC	6.99		1.17	9000	900	5.82	Mobile phone screen protector
						363		-5.82	Mobile phone screen protector
						7000	900	5.82	Mobile phone screen protector
27/12/2023	Amazon Services Ltd	CC	10.79		1.80	9000	900	8.99	Mobile protective case
						363		-8.99	Mobile protective case
						7000	900	8.99	Mobile protective case
27/12/2023	Fabs Witham	CC	27.08		4.51	4140	100	22.57	Stationary
27/12/2023	Zazzle	CC	7.50			4120	100	7.50	Employee photocard
27/12/2023	Tesco PLC	CC	3.00			4355	300	3.00	Wrapping paper for hampers
27/12/2023	Amazon Services Ltd	CC	16.59		2.77	4120	100	13.82	Office furniture
27/12/2023	ChairOffice	CC	312.47		52.08	4150	100	260.39	Desk & pedestal for Street War
27/12/2023	Marks and Spencer	CC	50.99		8.50	4445	400	42.49	Navy T Shirts
27/12/2023	Marks and Spencer	CC	20.99		3.50	4445	400	17.49	Navy T Shirts
29/01/2024	Safety Supply Company Ltd	CC	14.95		2.49	4120	100	12.46	Cold Ice Packs
29/01/2024	Seller Vision Ltd	CC	7.99		1.33	4120	100	6.66	Waterproof Dry Bags
29/01/2024	Amazon EU	CC	29.50		4.92	4120	100	24.58	Magazine Box
29/01/2024	Seller Vision Ltd	CC	7.99		1.33	4120	100	6.66	Waterproof Dry Bags
29/01/2024	Oaklands Trechnology Ltd	CC	48.50		8.08	4120	100	40.42	Desk and Office Chair
29/01/2024	Amazon EU	CC	8.50		1.42	4120	100	7.08	Whiteboard Marker
29/01/2024	Amazon EU	CC	14.75		2.46	4120	100	12.29	Magazine Box
29/01/2024	Triton Media Ltd	CC	99.98		16.66	4120	100	83.32	Copier Printer Paper
29/01/2024	Amazon EU	CC	4.95		0.82	4120	100	4.13	Print Address Book
29/01/2024	High Speed Training Ltd	CC	124.80		20.80	4120	100	104.00	Working at Height
29/01/2024	UK POS	CC	104.92		17.49	4120	100	87.43	Stand with Heavy Base + Panel
29/01/2024	Microsoft	CC	4.56		0.76	4120	100	3.80	One Drive
29/01/2024	Diginat	CC	15.87		2.64	4120	100	13.23	Vinyl Stickers
29/01/2024	Instantprint	CC	32.52		5.42	4120	100	27.10	Business Cards
29/01/2024	Xiamen Puxian	CC	14.59		2.43	4120	100	12.16	Safety Work Gloves
29/01/2024	Cartidge Save Ltd	CC	23.99		4.00	4120	100	19.99	Laser Toner Printer
29/01/2024	Toolstation	CC	8.54		1.42	4120	100	7.12	One Coat Fence Life
29/01/2024	Morrisons Daily	CC	9.50		1.58	4120	100	7.92	Milk and Mince

Subtotal Carried Forward:

6,118.83

0.00

752.04

5,366.79

Lloyds Bank Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
29/01/2024	Party Delight	CC	45.94		7.66	4120	100	38.28	Easter Event Items
29/01/2024	Triton Media Ltd	CC	-99.98		-16.66	4120	100	-83.32	Printer Paper INCORRECT CODE
29/01/2024	High Speed Training	CC	-124.80		-20.80	4120	100	-104.00	Working at Height INCORRECT CO
29/01/2024	Microsoft	CC	-4.56		-0.76	4120	100	-3.80	One Drive INCORRECT CODE
29/01/2024	Diginite	CC	-15.87		-2.64	4120	100	-13.23	Vinyl Stickers INCORRECT CODE
29/01/2024	Cartidge Save	CC	-23.99		-4.00	4120	100	-19.99	Laser Toner INCORRECT CODE
29/01/2024	Triton Media Ltd	CC	99.98		16.66	4140	100	83.32	Printe Paper CORRECT CODE
29/01/2024	High Speed Training	CC	124.80		20.80	4190	100	104.00	Working at Height CORRECT CODE
29/01/2024	Microsoft	CC	4.56		0.76	4100	100	3.80	One Drive CORRECT CODE
29/01/2024	Diginate	CC	15.87		2.64	4437	400	13.23	Vinyl Stickers CORRECT CODE
29/01/2024	Cartidge Save	CC	23.99		4.00	4355	300	19.99	Laser Toner CORRECT CODE
29/01/2024	Tesco PLC	CC	10.00			9002	900	10.00	Tesco Mobile
						363		-10.00	Tesco Mobile
						7000	900	10.00	Tesco Mobile
30/01/2024	Petty Cash	010805	100.00			4200	100	100.00	4th Installment
Total Payments:			6,274.77	0.00	759.70			5,515.07	

Unity Trust Instant Access

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/11/2023	Unity Trust Account	Mthly move	100,000.00			250		100,000.00	Move to cover mthly payments
06/11/2023	Unity Trust Account	Mthly move	50,000.00			250		50,000.00	Move to cover mnthly pymts
22/11/2023	Unity Trust Account	Mthly move	120,000.00			250		120,000.00	Move to cover mthly pymnts
02/01/2024	Unity Trust Account	Internal	70,000.00			250		70,000.00	Intern Tran Saving to Current
Total Payments:			340,000.00	0.00	0.00			340,000.00	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2023	Braintree District Council	DD	812.00			4120	100	812.00	Mnthly property charges
01/11/2023	Screwfix	DD	43.98		7.33	4420	400	36.65	Cable Reel
02/11/2023	H Andrews	BACS 12698	200.00			4170	100	200.00	Cost towards new spectacles
06/11/2023	BT	DD	194.10		32.35	4160	100	161.75	Mnthly telephone charges
08/11/2023	BT	DD	679.03		113.17	4372	300	565.86	Mnthly broadband charges
09/11/2023	White Hart Hotel	BACS 12701	40.00			4345	300	40.00	Redeem vouchers 27,28,30 &31
10/11/2023	HM Revenue and Customs	BACS 12677	7,476.33			4145	100	4,394.87	Month 7 PAYE & NI
						4400	400	2,366.81	Month 7 PAYE & NI
						4301	300	714.65	Month 7 PAYE & NI
10/11/2023	Essex Pension Fund	BACS 12678	9,022.32			4301	300	1,957.22	October 2023 Pension contrib
						4400	400	2,733.75	October 2023 Pension contrib
						4145	100	4,331.35	October 2023 Pension contrib
10/11/2023	FuelGenie	DD	50.01		8.33	4444	400	41.68	Diesel 23/10-31/10
14/11/2023	Clover Marketplace Merchant	DD	46.68		7.78	4355	300	38.90	Mthly service chges & fees
15/11/2023	Witham RFUC	BACS 12719	107.35			4345	300	107.35	Sale of tkts for firework sho
15/11/2023	Roxanne Barrett	BACS 12720	85.50			4345	300	85.50	Sale of handmade wreaths
15/11/2023	Colt Press	BACS 12721	1,494.00			4525	500	1,494.00	Print of Winter Voice
15/11/2023	Mondy Ironmongers	BACS 12722	87.05			4120	100	87.05	Various goods
15/11/2023	P Rowland	BACS 12723	112.50			4345	300	112.50	Sale of 25 clear honey
15/11/2023	MBCG Ltd	BACS 12724	576.00		96.00	4185	100	480.00	Media workshop for Councillors
15/11/2023	Nikki Smith	BACS 12725	58.88			4115	100	58.88	Travel expenses
15/11/2023	Alphagraphics	BACS 12726	262.80		43.80	4345	300	219.00	Witham tea towels
15/11/2023	RBL Witham Branch	BACS 12727	80.00			4310	300	80.00	Hire of hall for Sunday Cinema
15/11/2023	Royal Mail	BACS 12728	141.60		23.60	4525	500	118.00	Collection of Winter Voice
15/11/2023	Witham Public Hall Trust	BACS 12729	2,605.85			4345	300	2,605.85	Mart Wyld, Best Comedy, Mny ntg
15/11/2023									Remembrance marshall
15/11/2023									Remembrance marshall
15/11/2023									Remembrance marshall
Subtotal Carried Forward:			24,295.98	0.00	332.36			23,963.62	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
15/11/2023									Remem marsh & CSAS training
									Remem marsh & CSAS training
									Remem marsh & CSAS training
									Remem marsh & CSAS training
15/11/2023	Wave Utilities	DD	263.00			9001	900	263.00	Water use for allot 28/7-27/10
						362		-263.00	Water use for allot 28/7-27/10
						7000	900	263.00	Water use for allot 28/7-27/10
16/11/2023	James Todd & Co	BACS 12706	110.88		18.48	4195	100	92.40	October 2023 payroll fee
16/11/2023	Witham Operatic Workshop	BACS 12707	1,399.85			4345	300	1,399.85	Sale of tkts Crazy For You
16/11/2023	Point Graphics Ltd	BACS 12708	126.00		21.00	9002	900	105.00	C5 CCTV laminated stickers
						363		-105.00	C5 CCTV laminated stickers
						7000	900	105.00	C5 CCTV laminated stickers
16/11/2023	Lyreco UK Ltd	BACS 12709	52.80		8.80	4140	100	44.00	A4 white paper
16/11/2023	Kelvedon Clocks Ltd	BACS 12710	85.00			4120	100	85.00	Service Chamber room clock
16/11/2023	C&S Window Cleaning Services	BACS 12711	20.00			4120	100	20.00	Clean of Town Hall windows
16/11/2023	Maxed IT	BACS 12712	21.60		3.60	4100	100	18.00	Remote wkstn monitor
16/11/2023	Wilkin & Sons	BACS 12713	373.77		4.37	4345	300	369.40	Various condiments
16/11/2023	Sarah Puckey	BACS 12715	25.00			4170	100	25.00	Cost for eye test
16/11/2023	David Islip Photography	BACS 12716	160.00			4376	300	160.00	Photo's for Halloween
16/11/2023	Klarners Coaches Ltd	BACS 12717	59.40			4345	300	59.40	Sale of coach tickets
16/11/2023	Society of London Theatres	BACS 12718	220.90			4345	300	220.90	Sale of gift cards
16/11/2023	SSE Plc	DD	218.33		10.38	4425	400	207.95	Electricity 3/10-1/11
17/11/2023	H Andrews	BACS 12705	25.00			4170	100	25.00	Cost for eye test
17/11/2023	Fred Smith Christmas Trees	BACS 12714	960.00		160.00	4390	300	800.00	Spruce & Nordmann trees
17/11/2023	British Gas	DD	637.45		106.24	4122	100	531.21	Electricity 2/10-1/11
17/11/2023	FuelGenie	DD	80.61		13.44	4444	400	67.17	Diesel & unlead 1/11-9/11
20/11/2023	Link CCTV Systems	BACS 12702	76,576.47		12,762.74	9002	900	60,406.43	Install new CCTV camera's
Subtotal Carried Forward:			106,059.57	0.00	13,441.41			89,210.86	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/11/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	Mnthly equip fee
21/11/2023	Nikki Smith	BACS 12744	1,825.94		228.19	4150	100	62.49	Laptop
						4120	100	29.96	Umbrella lights
						4503	500	171.63	3X3 gazebo
						4395	300	726.23	Xmas gifts
						9002	900	29.16	Body worn camera
						363		-29.16	Body worn camera
						7000	900	29.16	Body worn camera
						9002	900	112.07	Body worn camera
						363		-112.07	Body worn camera
						7000	900	112.07	Body worn camera
						4150	100	9.26	Logitech Keyboard
						4395	300	96.98	Kerb ramps
						4395	300	143.97	Kerb ramps
						4390	300	108.00	Mulled wine
						4390	300	108.00	Mulled wine
21/11/2023	Popsys Reindeer Ltd	BACS 12745	1,185.00			4390	300	1,185.00	Hire of reindeer for Xmas Fayr
22/11/2023	Holts of Witham	BACS 12746	5.00			4345	300	5.00	Redeem voucher no.3
22/11/2023	EBM Managed Services	DD	172.00		28.67	4130	100	143.33	Mnthly useage costs 25/9-23/10
23/11/2023	Bluebell Boutique	BACS 12747	60.00			4345	300	60.00	Redeem vcher 42,43,44,45,46,47
24/11/2023	FuelGenie	DD	65.30		10.88	4444	400	54.42	Diesel & unlead 9/11-16/11
28/11/2023	Wave Utilities	DD	599.51			4120	100	599.51	Water useage 14/5-13/11
29/11/2023	Witham Community Hub	BACS 12750	5,000.00			4360	300	5,000.00	Grant Comm 13/11/23 min48
29/11/2023	Skipper Ground Maintenance	BACS 12751	5,088.00		848.00	4455	400	4,240.00	Winter planting & watering
29/11/2023	Police & Crime Commissioner	BACS 12752	180.00			9002	900	180.00	CSAS training for 2 people
						363		-180.00	CSAS training for 2 people
						7000	900	180.00	CSAS training for 2 people
29/11/2023	Solitaire Plumbing	BACS 12753	108.00		18.00	4120	100	90.00	Fix of faulty tap
29/11/2023	Kempco	BACS 12754	140.88		23.48	4355	300	117.40	Dog waste bags x2
29/11/2023	Air Options Ltd	BACS 12755	182.40		30.40	4120	100	152.00	Annual maint for Air cond syst
29/11/2023	Royal Mail	BACS 12756	1,352.04		224.78	4525	500	1,127.26	Delivery of Winter Voice
29/11/2023	Streetmaster	BACS 12757	1,149.60		191.60	4437	400	958.00	Georgian steel
Subtotal Carried Forward:			168,220.79	0.00	16,724.42			150,538.37	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									bench
29/11/2023	Barcham	BACS 12758	3,566.40		594.40	4433	400	965.00	Various trees
						4432	400	2,007.00	Various trees
29/11/2023	Chelmsford Safety Supplies	BACS 12759	278.93		46.49	9002	900	232.44	Street warden uniform
						363		-232.44	Street warden uniform
						7000	900	232.44	Street warden uniform
29/11/2023	Witham Public Hall Trust	BACS 12760	568.57			4345	300	568.57	Sale of tkts Shakatak
29/11/2023	Janet Wager	BACS 12761	20.00			4345	300	20.00	Sale of 10 gift cards
29/11/2023	Actual Radio Ltd	BACS 12762	594.00		99.00	4390	300	495.00	Host for Witham Xmas Fayre
29/11/2023	SAS Vehicle Service & Repair	BACS 12763	419.00		64.83	4444	400	354.17	MOT test for EX64 DVA
29/11/2023	Wilkin & Sons	BACS 12764	206.78			4345	300	206.78	Various condiments
29/11/2023	GKs Graphics Ltd	BACS 12765	70.00		11.67	9001	900	58.33	Wright Grove allot signs
						362		-58.33	Wright Grove allot signs
						7000	900	58.33	Wright Grove allot signs
29/11/2023	Witham Dramatic Club	BACS 12766	360.05			4345	300	360.05	Sale of tkts Ladies Day
29/11/2023	Essex County Council	BACS 12767	50.00			4425	400	50.00	Seasonal decoration applicatn
29/11/2023	SSE Plc	DD	442.26		21.06	4121	100	421.20	Gas useage 1/10-31/10
29/11/2023	SSE Plc	DD	52.33		2.49	4431	400	49.84	Town Park elect 2/10-1/11
30/11/2023	Point Graphics Ltd	BACS 12772	210.00		35.00	4305	300	175.00	Remembrance parade signs
30/11/2023	EH Smith Builders Merchants	BACS 12773	6.00		1.00	4445	400	5.00	Concreting sand
30/11/2023	Nikki Smith	BACS 12774	381.09		58.95	4120	100	24.71	disposable cups
						4448	400	6.62	Padlock with keys
						4140	100	90.70	A4 white paper
						4503	500	59.96	Anchor weights for gazebo
						4445	400	55.00	Hand waving flags
						4445	400	46.95	Xmas Fayre banner
						4503	500	6.24	Coloured dot stickers
						4503	500	4.49	Cloured dot stickers
						4120	100	17.47	Batteries
						4390	300	10.00	Mobile phone top up
Subtotal Carried Forward:			175,446.20	0.00	17,659.31			157,786.89	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									for Sum Up
01/12/2023	Braintree District Council	DD	812.00			4120	100	812.00	Mnthly property charges
01/12/2023	Screwfix	DD	65.00		10.82	9001	900	32.08	Padlock
						362		-32.08	Padlock
						7000	900	32.08	Padlock
						4447	400	12.62	Bolt
						4447	400	6.32	Bolt x2
						4445	400	3.16	Staples
01/12/2023	FuelGenie	DD	29.58		4.92	4444	400	24.66	Unleaded for mower 16/11-23/11
05/12/2023	BT	DD	194.10		32.35	4160	100	161.75	Mnthly telephone charges
08/12/2023	Essex Pension Fund	BACS 12748	14,005.71			4301	300	2,902.59	Month 8 Pension Allocations
						4400	400	4,680.46	Month 8 Pension Allocations
						4145	100	6,422.66	Month 8 Pension Allocations
08/12/2023	HM Revenue and Customs	BACS 12749	15,505.37			4145	100	7,925.76	Month 8 Tax & NI allocations
						4400	400	5,511.42	Month 8 Tax & NI allocations
						4301	300	2,068.19	Month 8 Tax & NI allocations
12/12/2023	FuelGenie	DD	100.05		16.67	4444	400	83.38	Diesel for vans 23/11-30/11
13/12/2023	DJ Samuel Hann	BACS 12775	350.00			4510	500	350.00	Attend RBL 23/12 (cancelled)
13/12/2023	Personalise	BACS 12776	135.00		22.50	9000	900	112.50	Logo embroidery for Street War
						363		-112.50	Logo embroidery for Street War
						7000	900	112.50	Logo embroidery for Street War
13/12/2023	P Rowland	BACS 12777	180.00			4345	300	180.00	Sale of 20 clear& 20 set honey
13/12/2023	Solitaire Plumbing	BACS 12778	108.00		18.00	4120	100	90.00	Engineer attended to boiler
13/12/2023	James Todd & Co	BACS 12779	110.88		18.48	4195	100	92.40	November payroll fee
13/12/2023	C&S Window Cleaning Services	BACS 12780	20.00			4120	100	20.00	Clean of Town Hall windows
13/12/2023	Maxed IT	BACS 12781	21.60		3.60	4100	100	18.00	Mnthly remote workstation mon
13/12/2023	The United Reformed Church	BACS 12782	190.00			4390	300	190.00	Host 19 stalls for Xmas Fayre
Subtotal Carried Forward:			207,273.49	0.00	17,786.65			189,486.84	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
13/12/2023	Phil Barlow	BACS 12783	14.40			4115	100	14.40	Travel expenses BDC plan forum
13/12/2023	Phina Circus & Dance Entertain	BACS 12784	474.00		79.00	4390	300	395.00	2 performers for Xmas Fayre
13/12/2023	Klarners Coaches Ltd	BACS 12785	59.40			4345	300	59.40	Sale of coach tickets
13/12/2023	National Express	BACS 12786	94.24			4345	300	94.24	Sale of coach tickets
13/12/2023	Wilkin & Sons	BACS 12787	156.00			4345	300	156.00	Various condiments & jams
13/12/2023	Wilkin & Sons	BACS 12787	-156.00			4345	300	-156.00	Incorrect amount input
13/12/2023	Wilkin & Sons	BACS 12787	153.38			4345	300	153.38	Various condiments & jams
13/12/2023	Plainview Planning	BACS 12788	230.40		38.40	4120	100	192.00	Advice on Town Hall & car park
13/12/2023	Amy Tillett	BACS 12789	16.20			4345	300	16.20	Sale of origami gifts
13/12/2023	Liz Crick	BACS 12790	13.14			4345	300	13.14	Sale of handmade soaps
13/12/2023	Lucie's Candles & Melts	BACS 12791	27.00			4345	300	27.00	Sale of wax melts
13/12/2023	Jessica Taylor-Bearman	BACS 12792	11.70			4345	300	11.70	Sale of Girl Behind Dark Glass
13/12/2023	Eloise Latham	BACS 12793	9.00			4345	300	9.00	Sale of scented candles
13/12/2023	Karen Scott	BACS 12794	18.00			4345	300	18.00	Sale of felt goods
13/12/2023	Arthur Marshall	BACS 12795	12.60			4345	300	12.60	Sale of fused glass
13/12/2023	Carol Gosden	BACS 12796	9.94			4345	300	9.94	Sale of bath bombs & powders
13/12/2023	Lisa Taylor	BACS 12797	13.05			4345	300	13.05	Sale of garden gifts
13/12/2023	Amanda Button	BACS 12798	16.06			4345	300	16.06	Sale of handmade chocolates
13/12/2023	Vanitorials	BACS 12799	35.92		5.99	4120	100	29.93	Various cleaning products
13/12/2023	Marks Tey Radio	BACS 12800	450.00		75.00	4305	300	375.00	Remembrance day public address
13/12/2023									Marshall at Xmas Fayre
13/12/2023									Mascot at Xmas Fayre
13/12/2023	Braintree District Council	BACS 12803	2,400.00		400.00	4431	400	2,000.00	Additional maint of park toile
13/12/2023	Royal British Legion Witham Br	BACS 12804	40.00			4310	300	40.00	Hall hire for Silver Cinema
13/12/2023	Royal British Legion Witham Br	BACS 12804	-40.00			4310	300	-40.00	Pymnt rejected by Unity Trust
13/12/2023	Broxap	BACS 12805	3,646.80		607.80	9000	900	3,039.00	2 Wayfinder signs
						363		-3,039.00	2 Wayfinder signs
Subtotal Carried Forward:			215,197.72	0.00	18,992.84			193,165.88	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						7000	900	3,039.00	2 Wayfinder signs
13/12/2023	Witham Public Hall Trust	BACS 12806	2,715.09			4345	300	2,715.09	Tickets for various shows
13/12/2023	Wave Utilities	DD	759.94			4431	400	759.94	Water & sew toilets 28/5-27/11
14/12/2023	Piggotts Flags & Branding Ltd	BACS 12808	240.00		40.00	4120	100	200.00	Town Hall flagpole maint
14/12/2023	American Express	DD	1.07			4355	300	1.07	Monthky charges
14/12/2023	Clover Marketplace Merchant	DD	52.94			4355	300	52.94	Mnthly Serv chges & fees
15/12/2023	1st Newland Rangers	BACS 12807	40.00			4170	100	40.00	Refund for Christmas stall dep
18/12/2023	Society of London Theatres	BACS 12826	277.30			4345	300	277.30	Sale of gift cards
18/12/2023	Rolling Stage Hire	BACS 12827	1,545.00			4390	300	1,545.00	Hire of stage for Xmas Fayre
18/12/2023	Sophies Artisan Deli	BACS 12828	425.00			4505	500	425.00	Buffet for 50 people
18/12/2023	EH Smith Builders Merchants	BACS 12829	119.94		19.99	4445	400	99.95	Timber,sand & screws
18/12/2023	Clover Marketplace Merchant	DD	31.50		9.00	4355	300	22.50	Mnthly Equip charge
18/12/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	PDQ Equipment
19/12/2023	95 Day Notice	20017812LS	190,000.00			260		190,000.00	Incorrect Transfer CCLA
19/12/2023	Wilkin & Sons	BACS 12830	180.87			4345	300	180.87	Various condiments
19/12/2023	Witham Public Hall Trust	BACS 12831	2,523.67			4345	300	2,523.67	Tks 4 music & 3 kings
19/12/2023	British Gas	DD	840.16		140.02	4122	100	700.14	Electricity useage 2/11-1/12
19/12/2023	FuelGenie	DD	28.98		4.82	4444	400	24.16	Unleaded for mowers 1/12-9/12
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
20/12/2023									December 2023 payroll
Subtotal Carried Forward:			432,704.48	0.00	19,208.07			413,496.41	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2024	Braintree District Council	DD	812.00			4120	100	812.00	Non-domestic business rates
03/01/2024	BT	DD	194.10		32.35	4160	100	161.75	Telephones
04/01/2024	Grenke Leasing Ltd	DD	453.60		75.60	4130	100	378.00	Photocopier Lease
08/01/2024	G & T Saville	BACS 12843	20.22			9001	900	20.22	Refund of Allotment charge
						362		-20.22	Refund of Allotment charge
						7000	900	20.22	Refund of Allotment charge
08/01/2024	Lloyds Bank Account	BACS 12860	4,000.00			200		4,000.00	Transfer to cover Credit Card
09/01/2024	Essex Pension Fund	BACS 12832	10,839.37			4145	100	109.53	Admin Team Fee
						4145	100	4,547.35	Admin Team Pensions
						4301	300	2,096.20	Community Team Pensions
						4400	400	3,336.16	Operations Team Pensions
						9002	900	750.13	December 23 Pension Contri
						363		-750.13	December 23 Pension Contri
						7000	900	750.13	December 23 Pension Contri
09/01/2024	HM Revenue and Customs	BACS 12833	9,449.52			4145	100	5,004.00	Admin Team PAYE
						4301	300	443.84	Community Team PAYE
						4400	400	3,317.73	Open Spaces
						9002	900	626.35	Safer Spaces PAYE
						363		-626.35	Safer Spaces PAYE
						7000	900	626.35	Safer Spaces PAYE
						9002	900	57.60	Events PAYE
						390		-57.60	Events PAYE
						7000	900	57.60	Events PAYE
09/01/2024	Solitaire Plumbing	BACS 12834	950.40		158.40	4120	100	792.00	Supply & Install
09/01/2024	EH Smith Builders Merchants	BACS 12835	33.84		5.64	4447	400	28.20	Hanson 20kg Fast Set Postfix
09/01/2024	Personalise	BACS 12836	54.00		9.00	4120	100	45.00	Addition of Logos to Own Items
09/01/2024	Kempco	BACS 12837	140.88		23.48	4355	300	117.40	Addition of Logos to Own Items
09/01/2024	James Todd & Co	BACS 12838	134.64		22.44	4195	100	112.20	Payroll Fee
09/01/2024	St John Ambulance	BACS 12839	195.36		32.56	4390	300	162.80	Medical Cover - Christ Fayre
09/01/2024	K Wood Cleaning	BACS 12840	51.00			4120	100	51.00	Cleaning
Subtotal Carried Forward:			471,985.27	0.00	19,615.23			452,370.04	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/01/2024	Advancedscape Ltd	BACS 12841	324.00		54.00	4436	400	270.00	Dog Waste Bin + Mounting
09/01/2024	Lighting & Illumination Tech	BACS 12842	2,527.20		421.20	4340	300	2,106.00	Christmas Decorations
09/01/2024	Maxed IT	BACS 12844	21.60		3.60	4100	100	18.00	Allotment Refund
09/01/2024	P Rowland	BACS 12845	157.50			4345	300	157.50	Honey
09/01/2024	Braintree District Council	BACS 12846	268.80		44.80	4457	400	224.00	Cordons Farm General Waste
09/01/2024	National Express	BACS 12847	89.96			4345	300	89.96	Coach and Airport
09/01/2024	Amanda Button	BACS 12848	21.33			4345	300	21.33	Handmade Chocolate Gifts
09/01/2024	Lucie's Candles & Melts	BACS 12849	83.25			4345	300	83.25	December Sales
09/01/2024	Karen Scott	BACS 12850	9.00			4345	300	9.00	December Sales
09/01/2024	Arthur Marshall	BACS 12851	28.80			4345	300	28.80	December Sales
09/01/2024	Roger Hart	BACS 12852	9.00			4345	300	9.00	December 23 Sales
09/01/2024	Carol Gosden	BACS 12853	25.36			4345	300	25.36	December Sales
09/01/2024	Steam Punk Glass	BACS 12854	78.30			4345	300	78.30	December Sales
09/01/2024	Liz Crick	BACS 12855	40.05			4345	300	40.05	December Sales
09/01/2024	Amy Tillett	BACS 12856	19.80			4345	300	19.80	December Sales
09/01/2024	The Essex Group	BACS 12857	684.00			4345	300	684.00	Sale of Tickets
09/01/2024	C&S Window Cleaning Services	BACS 12858	90.00			4120	100	90.00	Cleaning of Windows, Building
09/01/2024	Panel Warehouse	BACS 12859	2,058.54		343.09	4446	400	1,715.45	Noticeboard Mounting
09/01/2024	The United Reformed Church	BACS 12876	200.00			4505	500	200.00	Deposit for Mayor's Comm Lunch
09/01/2024	BT	DD	-694.75		-115.79	4372	300	-578.96	Refund Incorrect Charge
15/01/2024	American Express	DD	1.97			4355	300	1.97	DD
15/01/2024	Clover Marketplace Merchant	DD	72.17			4355	300	72.17	Service Charges
16/01/2024	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	Monthly Charge
16/01/2024	Clover Marketplace Merchant	DD	27.00		4.50	4355	300	22.50	Info Centre Equipment
17/01/2024	British Gas	DD	769.92		128.32	4122	100	641.60	Electricity 02.12.23-01.01.24
17/01/2024	FuelGenie	DD	100.01		16.66	4444	400	83.35	Fuel
19/01/2024									
19/01/2024									
19/01/2024									
19/01/2024									
19/01/2024									
Subtotal Carried Forward:			490,042.98	0.00	20,517.01			465,664.58	

Unity Trust Account

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
25/01/2024	Michaels Civic Robes	BACS 12885	117.00		19.50	4120	100	97.50	Ribbon - MCR-COLLAR001
25/01/2024	Witham Public Hall Trust	BACS 12886	284.05			4345	300	284.05	Sale of Tickets
25/01/2024	Society of London Theatres	BACS 12887	1,401.25		14.75	4345	300	1,386.50	Gift Card Commission
25/01/2024	Society of London Theatres	BACS 12887	-1,401.25			4345	300	-1,401.25	CORRECTION on VAT
25/01/2024	Society of London Theatres	BACS 12887	1,401.25		14.75	4345	300	1,386.50	Gift Card Sales
25/01/2024	Society of London Theatres	BACS 12887	-1,401.25			4345	300	-1,401.25	CORRECTION 2 on VAT
25/01/2024	Society of London Theatres	BACS 12887	1,386.50			4345	300	1,386.50	Sale of Gift Cards
25/01/2024	Braintree District Council	BACS 12888	250.00		30.00	4447	400	220.00	Pest Control
25/01/2024	Vanitorials	BACS 12889	14.92		2.49	4120	100	12.43	Sterlie Eyewash & Tape
25/01/2024	Stockvale Ltd	BACS 12890	4,464.00		744.00	4345	300	3,720.00	Fundraising
25/01/2024	Papalarny	BACS 12893	495.00			4377	300	495.00	Entertainment - Easter Trail
25/01/2024	Joobleberry Ltd	BACS 12894	720.00		120.00	4380	300	600.00	Deposit - Witham Festival
31/01/2024	Bluebell Boutique	BACS 12895	50.00			4345	300	50.00	Gift Scheme 48, 49, 51, 52, 53
31/01/2024	FuelGenie	DD	100.00		16.66	4444	400	83.34	Fuel
Total Payments:			528,821.38	0.00	24,054.27			504,767.11	

Petty Cash

Payments made between 01/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
08/11/2023	J Furse	TNSFR 91	4.40			4200	100	4.40	Coffee
09/11/2023	K Drury	TNSFR 92	1.55			4200	100	1.55	Milk
09/11/2023	H Smith	TNSFR 93	1.55			4200	100	1.55	Hot chocolate
21/11/2023	J Furse	TNSFR 94	7.40			4200	100	7.40	Milk x2, sellotape & wrapping
21/11/2023	K Drury	TNSFR 95	2.75			4200	100	2.75	Milk & sugar
21/11/2023	H Smith	TNSFR 96	2.39			4200	100	2.39	Coffee
23/11/2023	J Lee	TNSFR 97	4.79			4200	100	4.79	Batteries
23/11/2023	S Smith	TNSFR 98	7.10			4200	100	7.10	Xmas elf costumes
28/11/2023	C Strachan	TNSFR 100	4.00			4200	100	4.00	Newspapers x4
28/11/2023	J Furse	TNSFR 99	0.95			4200	100	0.95	Milk
29/11/2023	J Lee	TNSFR 101	2.50			4200	100	2.50	Jug & tinsel
29/11/2023	K Drury	TNSFR 102	1.55			4200	100	1.55	Milk
05/12/2023	J Furse	TNSFR 103	0.95			4200	100	0.95	Milk
05/12/2023	J Lee	TNSFR 104	3.35			4200	100	3.35	Milk x2
06/12/2023	S Dyer	TNSFR 105	5.49			4200	100	5.49	Teabags
07/12/2023	C Strachan	TNSFR 106	3.10			4200	100	3.10	Newspapers x3
11/12/2023	S Smith	TNSFR 107	1.55			4200	100	1.55	Milk
12/12/2023	H Smith	TNSFR 108	1.55			4200	100	1.55	Hot Chocolate
13/12/2023	H Smith	TNSFR 109	1.45			4200	100	1.45	Milk
18/12/2023	S Dyer	TNSFR 110	3.48			4200	100	3.48	Coffee & sugar
18/12/2023	J Lee	TNSFR 111	3.45			4200	100	3.45	Milk x2
19/12/2023	S Smith	TNSFR 112	3.04			4200	100	3.04	Card & Milk
02/01/2024	Sarah Puckey	113	1.30			4200	100	1.30	Milk
02/01/2024	Hannah	114	1.45			4200	100	1.45	Hannah
08/01/2024	Hannah	115	1.55			4200	100	1.55	Hot Chocolate
10/01/2024	Kat	116	1.55			4200	100	1.55	Milk
19/01/2024	Hannah	117	1.45			4200	100	1.45	Milk
29/01/2024	Shannon	118	1.35			4200	100	1.35	Sugar
Total Payments:			76.99	0.00	0.00			76.99	

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Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 10

Cost Centre Report

Agenda Item 10(c)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	106,407	500	(105,907)			21281.4	8,392
1500 Hall Hire	18,212	12,500	(5,712)			145.7%	
Administration :- Income	124,619	13,000	(111,619)			958.6%	8,392
4100 I.T	3,039	4,000	961		961	76.0%	
4101 Charges	381	500	119		119	76.1%	
4115 Travel Expenses	217	600	383		383	36.2%	
4120 Town Hall	25,454	35,000	9,546		9,546	72.7%	
4121 Gas	3,189	7,000	3,811		3,811	45.6%	
4122 Electricity	3,430	5,700	2,271		2,271	60.2%	
4130 Photocopying	2,787	3,000	213		213	92.9%	
4135 Postage	208	500	292		292	41.6%	
4140 Stationery	707	1,500	793		793	47.2%	
4145 Admin Team PAYE/LGPS	219,741	278,216	58,475		58,475	79.0%	
4150 Office Equipment	533	4,000	3,467		3,467	13.3%	
4160 Telephone/Fax	1,589	1,800	211		211	88.3%	
4165 Insurance	10,634	11,150	516		516	95.4%	
4170 Sundry Expenses	1,407	1,500	93		93	93.8%	
4175 Audit & Legal	5,778	10,000	4,222		4,222	57.8%	
4180 Affiliation Fees	3,291	5,000	1,709		1,709	65.8%	
4185 Members -Conferencing/Training	868	4,000	3,132		3,132	21.7%	
4190 Staff -Conferencing/Training	5,981	6,500	519		519	92.0%	
4195 Payroll Charges	917	900	(17)		(17)	101.9%	
4200 Petty Cash	374	700	326		326	53.5%	
Administration :- Indirect Expenditure	290,527	381,566	91,039	0	91,039	76.1%	0
Net Income over Expenditure	(165,908)	(368,566)	(202,658)				
7001 less Transfer to EMR	8,392						
Movement to/(from) Gen Reserve	(174,300)						
<u>200 Planning & Transport</u>							
4600 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%	
Planning & Transport :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
<u>300 Community</u>							
1300 Information Sales Income	48,550	75,000	26,450			64.7%	
1310 Witham Festival Income	6,260	1,500	(4,760)			417.3%	

Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1311 King's Coronation Income	1,628	500	(1,128)			325.6%	
1320 New Events Income	40	0	(40)			0.0%	
1501 Dog Show	190	0	(190)			0.0%	
1509 Christmas Events	6,002	750	(5,252)			800.3%	
Community :- Income	62,670	77,750	15,080			80.6%	0
4301 Community Team PAYE/LGPS	67,385	82,886	15,501		15,501	81.3%	
4302 Events PAYE	4,652	0	(4,652)		(4,652)	0.0%	288
4303 Safer Streets PAYE/LGPS	5,029	0	(5,029)		(5,029)	0.0%	5,029
4305 Remembrance	995	1,200	205		205	82.9%	
4310 Silver Cinema	80	300	220		220	26.7%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4340 Christmas Decorations	10,530	10,600	70		70	99.3%	
4345 Information Centre Purchases	35,749	65,000	29,251		29,251	55.0%	
4355 Information Centre Administrat	1,673	3,250	1,577		1,577	51.5%	
4360 Community Grant Aid	5,000	15,000	10,000		10,000	33.3%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4371 Community Safety	0	1,500	1,500		1,500	0.0%	
4372 CCTV	9,156	10,000	844		844	91.6%	
4373 Special Constable Expenses	1,656	5,000	3,344		3,344	33.1%	
4374 Special Constable Recruitment	289	1,000	711		711	28.9%	
4375 Other Community Support	622	1,500	878		878	41.5%	
4376 Halloween	1,816	2,000	184		184	90.8%	
4377 Easter Trail	1,808	1,650	(158)		(158)	109.6%	
4380 Witham Festival	26,415	23,000	(3,415)		(3,415)	114.8%	
4381 King's Coronations	9,550	10,000	450		450	95.5%	
4382 Civic Event	2,262	2,500	238		238	90.5%	
4390 Christmas Events & Tree	6,501	3,200	(3,301)		(3,301)	203.2%	
4395 New Events Improvements	967	1,500	533		533	64.5%	
Community :- Indirect Expenditure	202,133	252,586	50,453	0	50,453	80.0%	5,317
Net Income over Expenditure	(139,463)	(174,836)	(35,373)				
7000 plus Transfer from EMR	5,317						
Movement to/(from) Gen Reserve	(134,146)						
<u>400 Environment</u>							
1401 Dog & Bench Sponsorship Scheme	6,060	1,650	(4,410)			367.3%	
Environment :- Income	6,060	1,650	(4,410)			367.3%	0
4400 Operations PAYE/LGPS	144,397	177,454	33,057		33,057	81.4%	
4420 Equipment Supplies & Maintenan	3,843	8,000	4,157		4,157	48.0%	

Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 Lighting Maintenance & Utility	2,017	4,000	1,983		1,983	50.4%	
4431 Toilet Block - Town Park	3,495	10,500	7,005		7,005	33.3%	
4432 New Tree Planting	2,007	2,000	(7)		(7)	100.3%	
4433 Tree Maintenance	4,385	5,000	615		615	87.7%	
4435 River Walk Project Management	0	10,000	10,000		10,000	0.0%	
4436 Dog Bin Maintenance	270	600	330		330	45.0%	
4437 Dog & Bench Schemes	3,129	1,200	(1,929)		(1,929)	260.7%	
4444 Fleet	3,685	6,000	2,315		2,315	61.4%	
4445 Open Spaces General	2,219	2,500	281		281	88.7%	
4446 James Cooke Wood	2,040	2,000	(40)		(40)	102.0%	
4447 River Walk	2,584	3,000	416		416	86.1%	
4448 Whetmead LNR	13,909	2,000	(11,909)		(11,909)	695.4%	
4452 River Walk Signage	3,798	3,000	(798)		(798)	126.6%	
4453 Litter Bins	0	3,000	3,000		3,000	0.0%	
4455 Witham in Bloom	14,955	12,700	(2,255)		(2,255)	117.8%	
4457 Waste Disposal	301	1,200	899		899	25.1%	
Environment :- Indirect Expenditure	207,033	254,154	47,121	0	47,121	81.5%	0
Net Income over Expenditure	(200,973)	(252,504)	(51,531)				
<u>500 Policy & Resources</u>							
1510 Interest Received	14,281	5,000	(9,281)			285.6%	
Policy & Resources :- Income	14,281	5,000	(9,281)			285.6%	0
4500 Instructions & Reports	1,200	8,000	6,800		6,800	15.0%	
4503 Communications & Exhibitions	594	1,500	906		906	39.6%	
4505 Civic Receptions	625	2,300	1,675		1,675	27.2%	
4510 Christmas Expenses	100	2,700	2,600		2,600	3.7%	
4515 Mayor's Allowance	2,171	2,000	(171)		(171)	108.6%	
4516 Civic Gesture	261	500	239		239	52.2%	
4517 Members Allowance	6,000	8,000	2,000		2,000	75.0%	
4525 Newsletter & Publications	8,318	12,500	4,182		4,182	66.5%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	19,269	38,500	19,231	0	19,231	50.0%	0
Net Income over Expenditure	(4,987)	(33,500)	(28,513)				
<u>600 Precept</u>							
1600 Precept	797,141	797,141	0			100.0%	
Precept :- Income	797,141	797,141	0			100.0%	0
Net Income	797,141	797,141	0				

Detailed Income & Expenditure by Budget Heading 01/02/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 EMR Movement</u>							
8000 CapIn - Environment	7,739	0	(7,739)			0.0%	3,850
EMR Movement :- Income	<u>7,739</u>	<u>0</u>	<u>(7,739)</u>				<u>3,850</u>
9000 CapEx - Planning	(72,603)	0	72,603		72,603	0.0%	80,517
9001 CapEx - Environment	17,386	0	(17,386)		(17,386)	0.0%	17,386
9002 CapEx - Community	81,079	0	(81,079)		(81,079)	0.0%	81,079
EMR Movement :- Indirect Expenditure	<u>25,862</u>	<u>0</u>	<u>(25,862)</u>	<u>0</u>	<u>(25,862)</u>		<u>178,982</u>
Net Income over Expenditure	<u>(18,123)</u>	<u>0</u>	<u>18,123</u>				
7000 plus Transfer from EMR	102,422						
7001 less Transfer to EMR	80,410						
Movement to/(from) Gen Reserve	<u>3,889</u>						
Grand Totals:- Income	1,012,510	894,541	(117,969)			113.2%	
Expenditure	744,824	928,806	183,982	0	183,982	80.2%	
Net Income over Expenditure	<u>267,687</u>	<u>(34,265)</u>	<u>(301,952)</u>				
plus Transfer from EMR	107,739						
less Transfer to EMR	88,802						
Movement to/(from) Gen Reserve	<u>286,624</u>						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 EMR- Streetlighting Sinking Fu	2,000.00	2,000.00	4,000.00
324 EMR- Tree Maintenance	0.00	4,000.00	4,000.00
325 EMR - Riverwalk Cycleways	60,000.00	-14,558.00	45,442.00
326 EMR - Neighbourhood Plan	0.00	3,000.00	3,000.00
333 EMR - Community Safety /CCTV	20,000.00	-10,000.00	10,000.00
335 EMR - Highways Devolution	27,772.64		27,772.64
340 EMR - Land Improvement	40,000.00		40,000.00
346 EMR - Equipment Replacement	30,000.00		30,000.00
350 EMR - Street Furniture Renew	20,000.00	-20,000.00	0.00
355 EMR - Major Repairs & Renewals	4,370.00	10,630.00	15,000.00
358 EMR - J C Wood Imp Plan	50,000.00	-40,000.00	10,000.00
359 EMR - Whetmead Imp Plan	12,150.00	-12,150.00	0.00
360 EMR - Election Expenses	3,744.10	-930.67	2,813.43
362 Allotment Control Accoun	11,440.03	-1,977.53	9,462.50
363 EMR - Safer Streets	0.00	83,848.45	83,848.45
390 Events Control Account	4,955.59	1,411.48	6,367.07
	286,432.36	5,273.73	291,706.09

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