



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Tuesday 12th December 2023** 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/6.12.2023

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 18th September 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 review and approve the following policies –

- (a) Body Worn Camera Policy attached at page 5.
- (b) Lone Worker Policy attached at page 8.
- (c) Public Artefact Donation Scheme attached at page 10 .
- (d) Public CCTV Policy attached at page 11.

To receive and approve the following new policy –

- (e) Vexatious Complaints Policy attached at page 14.

7. 2024 – 2025 DRAFT CORPORATE STRATEGY AND BUDGET

To receive and comment on the proposed Policy and Resources Committee Budget and Strategy for 2024 – 2025 attached at page 16.

8. TREASURY AND INVESTMENT

To receive the Treasury and Investment Review Update attached at page 18.

9. RISK ASSESSMENT

To receive the Risk Register 2023/2024 attached at page 20

10. EARMARKED RESERVE – EQUIPMENT REPLACEMENT

To receive a report regarding the purchase of a replacement rotary ride-on mower attached at page 25.

11. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31st October 2023 attached at page 26.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31st October 2023 attached at page 41.

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves to 31st October 2023 attached at page 82.

12. TREE MAINTENANCE EMR

To approve spending from the Tree Maintenance EMR.

13. EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S3) of the Local Government Act 1972.

14. SECTION 106 FUNDING

(a) Bee Friendly Planting Project

To receive a report.

(b) James Cooke Wood Improvements

To receive a report.

(c) Funding Opportunities

To consider whether there are any funding opportunities through Section 106 monies.

Officer Report: Town Clerk's Report

To note:

Reconciliations

The Joint Panel on Accountability and Governance (JPAG) states the following regarding reconciliations:

1.10 Bank reconciliation – Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.

5.18 It is a requirement of the current model financial regulations that bank reconciliations be prepared regularly, approved by members and signed as part of the regular minute record.

Although the monthly reconciliations are prepared by officers and approved and signed by members at the Policy and Resources Committee, the bank statements themselves are not seen for comparison. As an extra layer of compliance it has been decided that members will be asked to sign off each monthly reconciliation while checking that it corresponds with the relevant bank statement.

The Town Clerk/Assistant RFO will inform each member in turn when the reconciliations are to be signed on a rota basis.

Advice:

To receive and note.

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Witham Town Council: Body Worn Camera policy

This policy outlines the use of body worn cameras by staff employed by Witham Town Council.

Policy Overview

This policy explains the protocol in which body worn cameras are operated and how we store the data that is captured.

Introduction

1. This document sets out the Town Council's Policy and Procedural Guidelines for the use of Body worn CCTV cameras by all Council staff. It will enable employees to comply with the relevant legislation relating to video recording and outline the associated benefits to staff, visitors and the general public. It also documents best practice procedures with regard to integrity of data, images and video as well as its security and use
2. The use of Body worn CCTV can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse toward staff, and providing evidence to support Police or Proctors investigations
3. Body worn CCTV forms part of a staff members' Personal Protective Equipment (PPE) and is provided solely for Health and Safety purposes. It will be used in an overt manner and emphasized by staff that it is a CCTV device. Prior to commencement of any recording, where possible, staff will give a clear verbal instruction that recording is taking place.

Legislation

4. The integrity of any video data recorded will be considered in accordance with the General Data Protection Regulation and Human Rights Act 1998.
5. The Town Council operates this policy in accordance with guidance issued by the Information Commissioners Office.

General Data Protection Regulation (GDPR)

6. The Information Commissioner's Office is the regulator for GDPR and has given guidance with regard to the use of Body worn CCTV equipment. This legislation regulates the processing of 'personal data' or 'sensitive personal data' whether processed on computer, CCTV, still camera or any other media.
7. Any recorded image that is aimed at or may identify a particular person is described as 'personal data' and covered by this Act and will include images and audio captured using Body worn equipment. The use of Body worn CCTV in this guidance is 'overt use' meaning that equipment is not to be worn or used in a hidden or covert manner.
8. Where an individual asks to view footage this is called a 'Subject Access Request'. The requester is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed by them.

Human Rights Act 1998

9. Article 6 provides for the right to a fair trial. All images captured through the use of a Body worn device have the potential to be used in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence.
10. Article 8 of the Human Rights Act 1998 concerns the right for private and family life, home and correspondence. Recordings of persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and users of Body worn equipment should not record beyond what is necessary when recording a confrontational situation.

The Town Council will ensure that the use of Body worn CCTV is emphasised by staff wearing it in a prominent position (normally on their chest) and that ~~its forward facing display is visible to anyone being recorded.~~ Additionally, staff will make a verbal announcement, where practicable, prior to commencement of any recording.

Operational Guidance and Best Practice

11. All Operations staff will receive training in the use of Body worn CCTV. This training will include practical use of equipment, operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.
12. Body worn CCTV will only be used in the event where Council staff find themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to, verbal or physical abuse.
13. Recordings will not commence until the staff member has issued a verbal warning, where possible, of their intention to turn on the Body worn device.
14. Recordings will not be made whilst performing normal duties.
15. All recordings will be held securely.
16. Access to recordings will be restricted to persons on a list maintained by the Town Council (currently the Town Clerk, Operations Manager and law enforcement agencies).

Recording

17. Recording must be incident specific. Members of staff must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents. For the purposes of this guidance an 'incident' is defined as:
 - a) An engagement with a person on which in the opinion of the member of staff is confrontational, and where the member of staff believes they may be subject to physical or verbal abuse or for the purpose of evidence gathering for an Incident report.
 18. b) The member of staff is approached by a person in a manner perceived as aggressive or threatening.
19. Repeated failure to record incidents could lead to disciplinary action.

Verbal Warning

20. The purpose of issuing a verbal warning is to allow the subject a chance to modify any unacceptable confrontational or aggressive and threatening behaviour. If, at any time during an incident the member of staff considers that the use of Body worn CCTV or the issuing of a

verbal warning, is likely to inflame a confrontational situation, the member of staff may use discretion to disengage from further discussion and withdraw from the incident.

21. A specific form of words to be used in any warning to a subject has not been prescribed, but Officers should use straightforward speech that can be easily understood by those present such as:

'I am wearing a Body worn CCTV camera and I am now recording video and sound'

Playback

22. Members of staff will need to be fully aware of the legal implications once digital images and audio have been recorded. To this end playback should only be at the request of the Town Clerk, Deputy Town Clerk or Police Officer attending the incident. Any request to view captured video by the subject, will need to be made in writing to the Town Council.

Storage of Data

23. All recorded footage will be uploaded to the secure Town Council servers.
24. The Town Clerk will assume responsibility for ensuring that any footage to be retained has been correctly bookmarked and that supporting Incident Reports have been completed.
25. For Incidents where the Police have not been in attendance the Town Clerk will review the recording and a decision will be made on whether referral to the Police is appropriate.
26. The Town Clerk will then transfer the data to the IT system hard drive and complete the Information Asset Log. All retained data will be kept until all investigations have been completed or a prosecution has taken place.
Any other data not required for evidential purposes will be deleted after 31 days.

Adoption Date: 17.06.2019

Reviewed Minute of P & R Meeting 12.12.2023

Review Required : December 2024

POLICY NO: WTC/015 (POLICY & RESOURCES)

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Witham Town Council: Lone Worker Policy

Policy Overview

The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”. This covers all Council’s employees, all of whom are required to carry out their duties for all or part of their working day working in isolation. This may be within the office or outside the office. ~~Witham Town Council recognises it has a responsibility for staff who work alone. The Town Council is mindful of its duty to mitigate risk.~~

Staff Identified at Risk Are: -

- Officers working alone in the Town Hall
- Officers attending evening Council Meetings
- Opening/shutting premises for meetings of the Council
- Open Spaces members when undertaking inspections throughout the town
- Caretakers undertaking duties during the early morning or opening/shutting for hall hire
- **Street warden**

Minimising Risk

Officers

During regular working hours the Town Hall should have no less than two staff in the building, this includes Information Centre staff.

Care should be taken to ensure that all outside doors are locked and secured from unauthorised intruders.

However, on occasion it is necessary for members of staff to work in the town alone. In this instance, in addition to outside doors being locked, windows should be likewise secured.

Lone workers in the office must lock the internal door to ensure their safety and only invite visitors into the office while lone working who they are familiar with.

Open Spaces Staff

A mobile phone should be carried at all times when undertaking inspections around the town.

Open Spaces team members should always wear their Body Cameras and record situations where necessary.

More isolated areas such as James Cooke Woods or Whetmead Nature Reserve should never be attended by only one member of the team.

Power tools such as chainsaws or pole trimmers must not be used when lone working.

Caretakers

When undertaking duties during the early morning, or opening/closing for hall hire, caretakers should carry operational mobile phones.

Care should be taken to ensure that all outside doors are locked and secured from unauthorised intruders.

No task should be undertaken that involves using a ladder or other similar task when alone in the building.

Street warden

As the Street warden is employed as a lone worker they should always be mindful of risk.

They should always wear their Body Cameras and record situations where necessary. A mobile phone is provided by the council and should be carried at all times.

If at any time it is felt that assistance is needed either the Town Hall or police should be called and the Street Warden should remove themselves from the situation if necessary.

Communication

Regular communication with other staff must take place, to minimise occasions when there is only one member of staff present due to annual leave/lunchtimes etc.

Medical

First Aid

All open spaces staff must carry the portable first aid kit provided by the Council. Staff should report usage to the P.A to the council in order that supplies may be purchased.

Town Hall staff should be aware of the nearest location of first aid cabinets within the Town Hall and where possible at least one trained first aider should be on site at all times.

Medical Conditions

There are certain medical conditions where it may be unwise to work alone. If a member of staff considers they may be so affected, advice must be sought from the individual's general practitioner and comments reported to the Town Clerk or their representative.

WTC/034

Adopted: 06.03.2013

Reviewed: 12.12.2023

Next Review December 2024

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Agenda Item 6(c)



Public Artefact Donation Scheme

To protect and preserve the history and future of Witham's heritage and community.

What is this scheme all about?

Set up by Witham Town Council in 2019, this scheme allows local citizens, businesses and community groups the ability to donate any items of historical interest they may have in their possession to public ownership, to be held by the Town Council in the Town Hall archives in perpetuity, preserving these objects of local interest for future generations and allowing them to be shared and enjoyed by all.

Why has this scheme been set up?

As the public authority that exists to defend and promote the interests of Witham, we feel it is more important than ever to showcase not just the many new and exciting things that are taking place in our local community, but also to share and raise awareness of how Witham came to be today.

As a statutory public body, Witham Town Council can ensure that artefacts that are held in private ownership can be protected for the future and registered as being donated for the public good. Items of historical interest donated to the Town Council will never be sold or transferred to another body, ensuring these valuable and fascinating pieces are kept at home for all local citizens to enjoy.

What sort of things are you willing to take?

We are happy to accept a vast range of objects including historical photographs, written and paper records, unusual objects and relics of the past. The Town Council has over the years accepted many gifts from local citizens

including portraits and memorabilia and holds a collection of items from the former Witham Urban District Council and buildings that once stood in Witham which no longer do today.

If you think you have something that you would like to donate to public ownership, please contact the Town Clerk via email or telephone to arrange an appointment, the Town Clerk will make an informed decision as to whether the artefact would be appropriate to accept. If accepted your contribution will be recognised and attributed in the Town Council's archives.

Where can I see things that are held in public ownership?

By visiting your local Town Hall and attending debates held in the Chamber you can inspect many items already on display. Other display pieces held in archives not currently showcased will be periodically rotated. Do not forget however that our archives are open to public inspection free of charge as per elector's rights, during normal office hours.

Agreed at Minute of Policy & Resources Meeting held 12/12/2023

Review Date: December 2026

POLICY NO: WTC/007 - POLICY & RESOURCES



Witham Town Council: Public CCTV Policy

Policy Overview

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document. It sets out to comply with best practice in the CCTV Code of Practice, Charter for a democratic use of video-surveillance and other relevant guidance.

Introduction

1. This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document.
2. This policy will be subject to annual review by the Town Council to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements, principally:
 - a) Data Protection Act 1998,
 - b) Human Rights Act 1998,
 - c) Regulation of Investigatory Powers Acts 2000

The Council also wishes to adopt best practice and protocols set out in national guidance, including:

- a) the CCTV Code of Practice,
- b) Charter for a democratic use of video-surveillance
3. This policy aims to ensure that the Council's CCTV installations:
 - a) are correctly and efficiently installed and operated.
 - b) The Town Council accepts the principles of the 2018 Act based on the Data Protection Principles as follows:
 - data must be fairly and lawfully processed
 - processed for limited purposes and not in any manner incompatible with those purposes;
 - Adequate, relevant and not excessive;
 - not kept for longer than is necessary;
 - processed in accordance with individuals' rights;
 - Secure;
 - not transferred to countries with inadequate protection;
 - subject to guidance on good practice;
 - Examples of how to implement the standards and good practice.
 - Data will not be used for personal gain or interest

Statement of Purpose

The public CCTV network is used for the following purposes:

- to reduce the fear of crime ~~by persons using Council facilities and the centre of Witham~~ so they can enter and leave without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by

- examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
- To assist all “emergency services” to carry out their lawful duties.

Locational Information

- All administration and footage processing takes place at the Town Hall, 61 Newland Street.
- Full details of all camera locations can be obtained by written request addressed to the Town Clerk.

System Management

4. The CCTV operating system will be administered and managed by the Clerk of the Council in accordance with the principles and objectives expressed in this policy document.
5. All cameras are monitored on the respective site where they operate, but can be monitored by authorised personnel on computers located at the Council Offices or Essex Police Officers.
6. The CCTV system will be operated 24 hours a day, 365 days of the year.
7. Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the Council’s CCTV cameras

System Control

8. On a weekly basis, the Clerk will check and confirm:
 - a) the cameras are functional; and
 - b) the equipment is properly recording
 - c) Maintain a record to confirm inspection.
9. Access to the CCTV System will be strictly limited to the Town Clerk and nominated staff delegates, and other authorised persons, such as Police Officers.
10. Unauthorised persons are not permitted to view live or pre-recorded footage.
11. The CCTV control room at the Council Offices shall be kept locked at all times when not in use.
12. Unless an immediate response to events is required, cameras may not be re-directed at an individual, their property or a specific group of individuals, without an authorisation being obtained from Clerk for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
13. If covert surveillance is planned or has taken place, copies of the written authorisation, including any review or cancellation, must be returned to the Clerk.
14. Materials or knowledge secured via CCTV will not be used for any commercial purpose.
15. Recorded data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recorded data will never be released to the media for purposes of entertainment.

Retention and disposal of Data

16. All matters of retention are set out in the Council’s Data & Document Retention Policy available online.

Dealing with official requests: use of CCTV in relation to criminal investigations

17. CCTV recorded images may be viewed by the Police for the prevention and detection of crime, authorised officers and members of Witham Town Council for supervisory purposes, discipline reasons or authorised demonstration and training.
18. A record will be maintained of the release of Data through DAMS to the Police or on disk to other authorised applicants. A register will be available for this purpose.
19. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.
20. As the Controller, Witham Town Council, allow the processing of personal data on our behalf by Essex Police (Processor) for policing purposes.
21. As the Controller, we will allow access to any Essex Police officer to access our public CCTV system for policing purposes as long as it is being used in line with Essex Police internal policy and controls regarding CCTV.
22. Should footage be required as evidence, a copy may be released to the Police under the procedures described in this Policy and shall be treated in accordance with all aspects of this policy.
23. The Council retains the right to refuse permission for the Police to pass to any other person the footage or any part of the information contained therein.
24. Applications received from outside bodies (e.g., solicitors or insurance companies) to view or release disks or memory sticks will be referred to the Clerk. In these circumstances, disks/memory sticks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances and this fee shall not exceed £25.00.

Complaints

25. Any complaint concerning CCTV or the application of this policy should be made under the Council's adopted Complaints Procedure, available online.

Access by the Data Subject

26. The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to access data held about themselves, including that obtained by CCTV.
27. All such requests should be made in writing to the Town Clerk. Before making a request, you should read the Council's Privacy Notice which is available online, and provides further information with respect to such requests.

POLICY NO: WTC/043
ADOPTED: P&R 5.12.2022
REVIEWED: 12.12.2023
REVIEW DATE: December 2024

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Vexatious Policy



Witham
town council

Witham Town Council:

This policy is intended to protect employees or councillors from having to tolerate any unacceptable behaviour when corresponding with complainants, or any member of the public.

Dealing with a complaint is a straightforward process but in a minority of cases, people pursue their complaints in a way which can either impede the investigation of their complaint or can have significant resource issues for the council. This can happen either while their complaint is being investigated, or once the council has finished dealing with the complaint.

Unacceptable behaviour includes behaviour which is abusive, offensive or threatening and may include:

- Using abusive or foul language on the telephone
- Using abusive or foul language face to face
- Any form of intimidating or threatening behaviour
- Making any false or misleading accusations
- Sending multiple emails
- Leaving multiple voicemails

Definitions

- We have adopted the Local Government Ombudsman's (LGO) definition of "**unreasonable complainant behaviour**" and "**unreasonable persistent complaints**"
- We define unreasonably persistent and vexatious complaints as those which, because of the frequency or nature of the complainant's contacts with the council, hinder our consideration of their or other people's complaints. The description unreasonably persistent and vexatious may apply separately or jointly to a particular complaint.
- Examples include the way or frequency that complainants raise their complaint with staff, or how complainants respond when informed of our decision about the complaint.
- Features of an unreasonably persistent and/or vexatious complaint include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the complaint and the person making it will be considered as being in this category).

An unreasonably persistent and/or vexatious complaint may be one where:

- There are insufficient or no grounds for the complaint and it is made only to annoy (or for reasons that the complainant does not admit or make obvious)
- There are no specified grounds for the complaint despite offers of assistance
- The complainant refuses to co-operate with the complaints investigation process while still wishing their complaint to be resolved
- The complaint is about issues not within the power of the council to investigate, change or influence (examples could be a complaint about a private car park, or something that is the responsibility of another organisation) and where the complainant refuses to accept this
- The complainant insists on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice
- There appears to be groundless complaints about the staff dealing with the complaints, and an attempt to have them dismissed or replaced



- There is an unreasonable number of contacts with us, by any means, in relation to a specific complaint or complaints
- There are persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant
- Attempts to harass, verbally abuse or otherwise seek to intimidate staff dealing with their complaint by use of foul or inappropriate language or by the use of offensive or discriminatory language
- Subsidiary or new issues are raised whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- Trivial or irrelevant new information is introduced whilst the complaint is being investigated and an expectation that this to be taken into account and commented on
- There is a change to the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- The complainant denies statements they made at an earlier stage in the complaint process
- The complainant electronically records meetings and conversations without the prior knowledge and consent of the other person involved
- The complainant refuses to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- The same complaint is made repeatedly, perhaps with minor differences, after the complaint's procedure has been concluded and where the complainant insists that the minor differences make these 'new' complaints which should be put through the full complaint's procedure
- The complaint is submitted and persistently pursued through different council departments at the same time

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- Banning the complainant from making contact by telephone except through a third party
- Banning the complainant from accessing any council building except by appointment
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified days / times / duration
- Requiring any personal contact to take place in the presence of an appropriate witness
- Letting the complainant know that the council will not reply to or acknowledge any further contact from them on the specific topic of that complaint

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Policy and Resources Committee Responsibilities and Objectives

Agenda Item 7



**Scrutiny of Financial
and Administrative
Practices**



**Town Hall Site
Improvement
Project**




Town Plan



**Review of
Communications**



**Strategic
Acquisitions &
Investments**



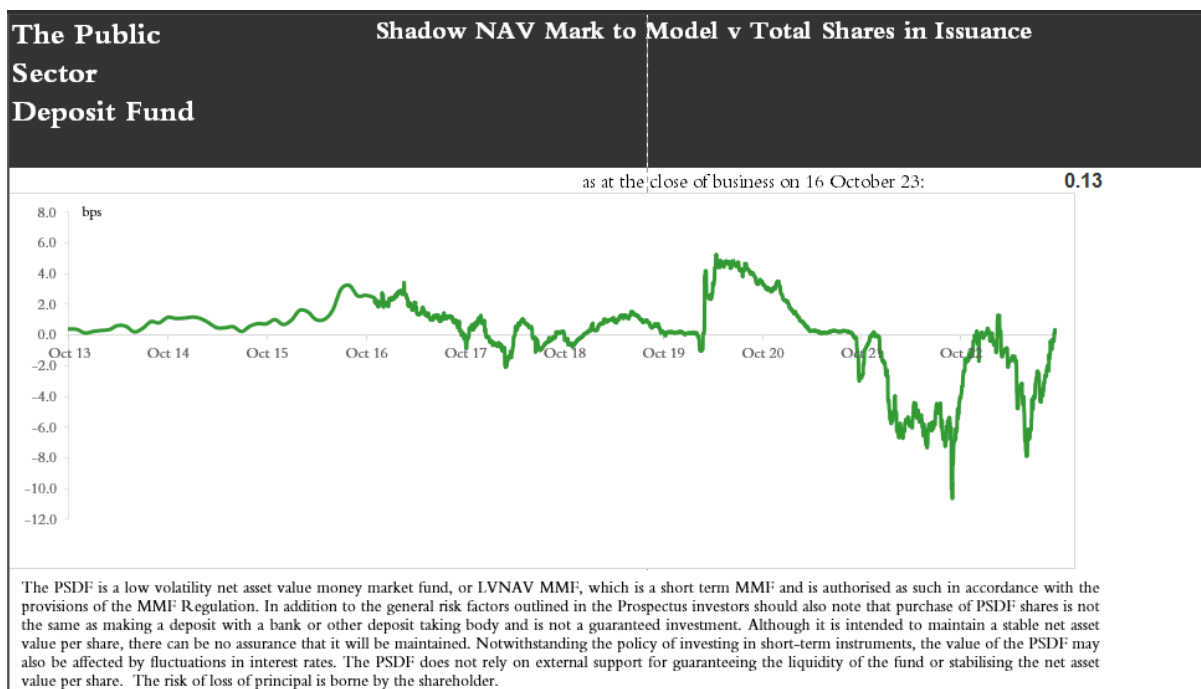
**Prospectus for
Devolution**

PROPOSED POLICY & RESOURCES BUDGET FOR 2024/2025				
Policy & Resources	2023/2024		2024/2025	
	Current Budget	Forecast Inc/Exp	Proposed Budget	Difference
				0
Interest Received	5000	11318	14000	9000 <i>Increase due to improved interest rates</i>
Total Income	5000	11318	14000	9000
Civic Receptions	2300	2000	2500	200
Instructions & Reports	8000	8000	8000	0
Christmas Expenses	2700	2700	3000	300
Mayor's Allowance	2000	2200	2000	0
Member's Grant Scheme			8000	8000
Civic Gesture	500	500	500	0
Surveys & Consultations	1000	1000	1000	0
Newsletter & Publications	12500	12000	13125	625 <i>Increase due to possible increase in delivery costs</i>
Members Allowance	8000	7000	7000	-1000 <i>Mayor & co-opted cannot claim</i>
Communications & Exhibitions	1500	1500	1500	0
Overhead Expenditure	38500	36900	46625	8125

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Officer Report: Treasury & Investment review update

Issue: Following the last meeting members expressed an interest to find out more information regarding the Public Sector Deposit Fund, specifically the Net Asset Value (NAV) of the fund. The Investment Manager has provided the following graph from Oct 2013 to Sep 2023 with regards the Net Asset Value of the fund.



The graph shows that the NAV has been in negative territory. This was around the time of Liz Truss's short tenure as Prime Minister with her £45bn of tax cuts. This spooked the financial markets and sent the NAV into negative territory. The periods where the NAV enters negative territory is when there are interest rate shocks to the market i.e. higher interest rate expectations differ vastly from the trajectory that the markets anticipated.

To confirm, when the NAV enters negative territory, if funds were to be withdrawn at this point in time the investor would not receive 100% back of the funds that were first invested.

Issue:

Members have suggested that the Council open an NS&I savings account.

NS&I is a financial institution, which is a collective term for businesses that basically deal with money and which could be described as a 'government savings bank'. As NS&I is part of the government they can guarantee that 100% of the funds invested with them is safe as they are backed by HM Treasury. Due to the nature of being backed by HM Treasury the yield is not as high as the CCLA Public Sector Deposit Fund. NS&I specialise in savings accounts only.

There are two accounts available to the Council (forms would need to be signed and sent before opening an account to declare that the Council is a Formal Trust).

The accounts available are as follows;

Direct Saver – An easy access savings account that pays interest annually (paid 1st Apr). The variable interest rate that is currently applicable is 3.65% gross. Minimum investment is £1 and Maximum is £2mio. There is no penalty for taking funds out and no notice is required. A balance of £1 is required to keep the account open. Withdrawals can take 3-5 days to reach the bank account.

Income Bonds – An easy access savings account that pays interest monthly direct to the bank account (paid 5th of each month). The variable interest rate that is currently applicable is 3.59% gross. Minimum investment is £500 and Maximum is £1mio. There is no penalty for taking funds out and no notice is required. A balance of £500 is required to keep the account open. Withdrawals can take 3-5 days to reach the bank account.

All accounts can be opened and managed online, by phone or post. For trust accounts only post is available. The average time frame to withdraw funds and receipt into the Unity Trust Account is 7-10 days (due to post).

The current interest rate on the Unity Trust Instant Access Savings Account is 2.77%

The current interest rate on the Lloyds Bank 95 Day Notice Account is 2.95%

Impact Assessment

The Town Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area. As the Council has also formed a Climate Change Working Group, this should also be considered –

- (a) Biodiversity – N/A
- (b) Crime and disorder – N/A
- (c) Climate – N/A

Advice:

Members to decide -

- whether to invest funds into the CCLA Investment Management Ltd Public Sector Deposit Fund
- whether to open an NS&I account.

C.S 05.12.2023

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Witham Town Council Risk Register: 2023/24

Agenda Item : 9

Subject	Risk	Responsibility	Management & controls	Review & action required	Impact & Likelihood once mitigated
FINANCIAL					
Precept & budget	Adequacy of precept	Councillors	To determine the precept amount required, WTC regularly receives budget update information. Precept setting follows a set process that moves through every committee and is approved by FTC in January.		Impact – 8 Likelihood – 3
	Requirements not submitted to BDC	Clerk	Submitted by the Clerk in writing to BDC following budget/precept approval and before end January.		Impact - 10 Likelihood – 1
Financial records & reporting	Inadequate records Financial irregularities	Clerk/councillors	Budget update, bank balances and breakdown of receipts and payments produced and approved at each P&R. The Council has Financial Regulations that set out the requirements. Financial Scrutiny Panel meet twice a year.	Review the Financial Regulations annually.	Impact – 8 Likelihood – 2
Insurance.	Insurance not in place Events not adequately covered	Clerk	Process payment for annual premium promptly. Employers and Public liability insurance is a necessity.	Review insurance provision annually. Include % increase in budget;	Impact – 10 Likelihood – 2 Impact – 10 Likelihood – 2
	Cost increase		Out of Council's control	Obtain quotes at least every 3 years	Impact - 5 Likelihood – 8
Annual return.	Inaccurate or incomplete	Clerk	Clerk to attend training/ workshops as required. Annual Return is completed and submitted to the internal auditor for completion and signing. Utilise RBS for Accounting package output	Book RBS for online assistance with annual return.	Impact – 7 Likelihood – 3
	Submit within time limits	Clerk/councillors	Meeting held to approve accounts in time for sending to Auditors	Review dates on receipt of audit pack	Impact-7- Likelihood – 2

Witham Town Council Risk Register: 2023/24

Banking	Fraud Incorrect payments & bank mistakes	Clerk Clerk Clerk	Two/three signatories required for payments depending on amount. Clerk reconciles bank statements monthly. The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Review bank mandate annually at Annual Meeting and after a vacancy arises Council review reconciliations Monthly Review the Financial Regulations annually.	Impact – 8 Likelihood – 2
Best value for works	Work awarded incorrectly	Councillors	The Council has Financial Regulations which set out the requirements and values for contracting works. Project budgets to be closely monitored	Review Financial Regulations annually	Impact – 6 Likelihood – 2
Accountability	Overspend on services	Clerk Councillors	Clerk to provide regular agenda items for budget /spend review for each committee	Budget review on regular basis	Impact - 7 Likelihood – 4
Election costs	Risk of an election cost	Clerk	Town elections every four years; next in 2027.	Include sufficient reserves in budget for each election year	Impact --6 Likelihood – 8
General Data Protection Regulations	Risk of financial loss for compliance failures or damages claimed by data subjects.	Clerk	Data & Document Retention Policy Staff provided with adequate training Named Data Controller	Reviewed every two years	Impact -9- Likelihood – 2
Council Management					
Councillors	Roles performed inadequately	Councillors	Councillors provided with adequate training, reference materials and access to assistance. Membership of Association of Local Council or relevant alternative.	Review annually and on filling a vacancy	Impact – 7 Likelihood – 4
	Conflict of interest	Councillors	Declaring of interests will remain on each agenda.	Annual renewal	Impact – 8 Likelihood – 6

Witham Town Council Risk Register: 2023/24

	Failure to attract candidates for councillor vacancies	Councillors Councillors	Registers of Members Interest to be maintained and reviewed regularly by Councillors. Actively publicise Council activities & vacancies on noticeboard, newspapers & websites; seek candidates amongst friends & neighbours	Members take responsibility to update their Register.	Impact - 10 Likelihood – 4
Powers	Illegal activity or payments	Councillors	Witham Town Council are using the General Power of Competence, this is Power of First resort, and will be assumed as the power utilised for all resolutions, unless another Power is specifically stated.	Council to resolve at every Annual Meeting that they qualify to use the General Power of Competence	Impact - 10 Likelihood – 1
Meetings & process	Failure to achieve quorum at meetings	Councillors Clerk	Attend all meetings Issue meeting agenda promptly	Standing Orders reviewed annually and provided to all councillors on election	Impact – 10 Likelihood –5
	Business conduct	Councillors/Chairman	Business conducted at Council meetings should be managed by the Chairman according to Standing Orders. Members to adhere to Code of Conduct.		Impact – 10 Likelihood – 4
	Council decisions not implemented	Councillors/Clerk	Chairman should be provided with training & guidance. Review minutes for confirmation of action, Clerk report at full meetings.		Impact – 10 Likelihood – 2
	Lack of public participation	Councillors/Clerk	Ensure meetings are publicised on noticeboards & website. Publish agenda and minutes on website. Communicate verbally with residents. Ensure public participation on all agendas & seating available		Impact -2- Likelihood – 9
Statutory documents - Minutes/ Agendas/	Notices Accuracy and legality	Clerk	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.		Impact – 10 Likelihood – 1
		Councillors/Chairman	Minutes are approved and signed at the next Council meeting.		

Witham Town Council Risk Register: 2023/24

		Clerk	Minutes and agenda are published according to the Publication Scheme.	Review Publication Scheme annually	
Employees	Role performed inadequately	Councillors/clerk	Clerk & all employees have job descriptions and Contract of Employment. They are provided with adequate training, reference materials and access to assistance.	Annual review of conditions of employment .	Impact – 10 Likelihood – 4
	Salaries & expenses incorrectly paid	Clerk	Salaries are outsourced and paid via BACS. Cross check of scheduled payments made between officers. Expenses (following NALC guidelines where relevant) claimed on regular basis & presented with receipts to Council.		Impact -9- Likelihood – 2
PHYSICAL EQUIPMENT/ Outside AREAS					
Assets	Damage/ injury to third party	Councillors	Public liability insurance held.	Insurance cover & asset register reviewed annually	Impact – 8 Likelihood – 4
	Damage to assets	Councillors	Annual programme of inspection. Maintenance/ repair/ replacement requirements identified and brought to attention of the Clerk. Repairs made in accordance with Financial Regulations and updated where necessary on Asset Register.		Impact – 7 Likelihood – 4
Meeting location	Adequacy, Health & Safety risk	Councillors	Meetings held in Town Hall. Open access for public and lift available for use. Other areas halls available for hire in town if larger numbers expected.	Assess numbers expected and move to larger premises if required.	Impact – 7 Likelihood – 2
Council records	Loss of paper records through	Clerk	Town records (semi-historic & current) stored in Parish offices.	Send historical records (minute books etc) to Essex archive at appropriate juncture.	Impact – 9 Likelihood – 5

Witham Town Council Risk Register: 2023/24

	theft, fire damage, etc				
	Loss of electronic records through data corruption, theft etc.	Clerk	Records stored on an Internal, encrypted Cloud Device. Device is locked to the Clerk's password only, and backed up internal in RAID 1 config, plus USB backup weekly, but enabling localised networking for all computers. USB backup held offsite		Impact – 9 Likelihood – 2

Scores for likelihood - 1-10

Very unlikely 1 Very likely 10

Scores for impact – 1-10

Low impact 1 High impact 10

[Back to Agenda](#)



ITEM NO: 10

Officer Report: Earmarked Reserve – Equipment Replacement
Issue:

The Ransomes Parkway 2250 plus ride-on mower ceased working in June 2023 with the repair costs outweighing the age and value of the vehicle. The Open Spaces Team therefore spent the summer using the remaining mower, a John Deere X496 lawn tractor to cut grass on Witham Town Council open spaces. This added to their workload as there was only one main mower to use between the team of four. The remaining mower is a 2005 model and also had various repairs during the summer, potentially due to overuse.

Enquiries have therefore been made to purchase another mower, albeit a second-hand rotary ride-on mower. A brand new mower would start in the region of £35k so suitable second-hand mowers from known suppliers are being considered.

It is recommended that the equipment replacement earmarked reserve is used up to the value of £20k to purchase a suitable second-hand mower during this financial year ahead of the new grass-cutting season in 2024.

Impact Assessment

The Town Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area. As the Council has also formed a Climate Change Working Group, this should also be considered –

- (a) Biodiversity – No impact
- (b) Crime and disorder – No impact
- (c) Climate – No impact

Advice:

- To approve the spending of up to £20k for a replacement mower.

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 7 - 95 Day Notice**

Agenda Item 11(a)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	31/08/2023	18	377,940.14
			<hr/> 377,940.14
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			377,940.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			377,940.14
		Balance per Cash Book is :-	377,940.14
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023	133	23,727.86
			<hr/> 23,727.86
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			23,727.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			23,727.86
		Balance per Cash Book is :-	23,727.86
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2023
 for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/08/2023	16	3.52
			<u>3.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			3.52
		Balance per Cash Book is :-	3.52
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2023
 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	31/08/2023	60	50,144.73
			50,144.73
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			50,144.73
<u>Receipts not Banked/Cleared (Plus)</u>			
31/07/2023 2023/205		960.00	
31/07/2023 2023/207		24.00	
31/07/2023 2023/209		20.00	
25/08/2023 2023/240		8,392.00	
25/08/2023 2023/241		1,500.00	
31/08/2023 2023/246		1,200.00	
31/08/2023 2023/247		120.00	
31/08/2023 2023/249		309.85	
			12,525.85
			62,670.58
		Balance per Cash Book is :-	62,670.58
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023	4	311,497.95
			<hr/> 311,497.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			311,497.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			311,497.95
		Balance per Cash Book is :-	311,497.95
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
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	30/09/2023	19	378,792.68
			<hr/> 378,792.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			378,792.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			378,792.68
		Balance per Cash Book is :-	378,792.68
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
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	30/09/2023	134	22,019.80
			<hr/> 22,019.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			22,019.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			22,019.80
		Balance per Cash Book is :-	22,019.80
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/09/2023	17	47.74
			<u>47.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			47.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			47.74
		Balance per Cash Book is :-	47.74
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
 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	30/09/2023	61	450,549.44
			450,549.44
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			450,549.44
<u>Receipts not Banked/Cleared (Plus)</u>			
29/09/2023 2023/290		60.00	
29/09/2023 2023/291		960.00	
29/09/2023 2023/292		96.00	
29/09/2023 2023/294		20.00	
29/09/2023 2023/295		91.18	
			1,227.18
			451,776.62
		Balance per Cash Book is :-	451,776.62
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
 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	30/09/2023	5	263,722.71
			<u>263,722.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			263,722.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			263,722.71
		Balance per Cash Book is :-	263,722.71
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2023
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	31/10/2023	20	379,773.53
			<u>379,773.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			379,773.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			379,773.53
		Balance per Cash Book is :-	379,773.53
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2023
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	31/10/2023	135	19,009.88
			<hr/> 19,009.88
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			19,009.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			19,009.88
		Balance per Cash Book is :-	19,009.88
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/10/2023	18	8.55
			<hr/> 8.55
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			8.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			8.55
		Balance per Cash Book is :-	8.55
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2023
 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	31/10/2023	62	24,723.89
			24,723.89
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			24,723.89
<u>Unpresented Receipts (Plus)</u>			
29/09/2023 2023/290		60.00	
29/09/2023 2023/291		960.00	
09/10/2023 2023/305		28.00	
10/10/2023 2023/309		200.00	
31/10/2023 2023/337		1,040.00	
31/10/2023 2023/338		72.00	
31/10/2023 2023/339		30.00	
31/10/2023 2023/340		20.00	
31/10/2023 2023/341		24.00	
31/10/2023 2023/342		196.46	
			2,630.46
			27,354.35
		Balance per Cash Book is :-	27,354.35
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2023
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	31/10/2023	6	663,722.71
			<hr/> 663,722.71
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			663,722.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			663,722.71
		Balance per Cash Book is :-	663,722.71
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

[Back to Agenda](#)

Receipts received between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTEREST Banked 01/08/2023	21.94						
	INTEREST Lloyds Bank	21.94			1510	500	21.94	INTEREST RECEIVED
	INTEREST Banked 02/08/2023	21.94						
	INTEREST Lloyds Bank	21.94			1510	500	21.94	INTEREST RECEIVED
	INTEREST Banked 03/08/2023	21.94						
	INTEREST Lloyds Bank	21.94			1510	500	21.94	INTEREST RECEIVED
	INTEREST Banked 04/08/2023	21.94						
	INTEREST Lloyds Bank	21.94			1510	500	21.94	INTEREST RECEIVED
	INTEREST Banked 07/08/2023	69.55						
	INTEREST Lloyds Bank	69.55			1510	500	69.55	INTEREST RECEIVED
	INTEREST Banked 08/08/2023	23.19						
	INTEREST Lloyds Bank	23.19			1510	500	23.19	INTEREST RECEIVED
	INTEREST Banked 09/08/2023	23.19						
	INTEREST Lloyds Bank	23.19			1510	500	23.19	INTEREST RECEIVED
	INTEREST Banked 10/08/2023	23.19						
	INTEREST Lloyds Bank	23.19			1510	500	23.19	INTEREST RECEIVED
	INTEREST Banked 11/08/2023	23.19						
	INTEREST Lloyds Bank	23.19			1510	500	23.19	INTEREST RECEIVED
	INTEREST Banked 14/08/2023	69.59						
	INTEREST Lloyds Bank	69.59			1510	500	69.59	INTEREST RECEIVED
	Banked 14/08/2023	75,000.00						
	Transfer Lloyds Bank Account	75,000.00			200		75,000.00	Increased interest rate
	INTEREST Banked 15/08/2023	28.95						
	INTEREST Lloyds Bank	28.95			1510	500	28.95	INTEREST RECEIVED
	INTEREST Banked 16/08/2023	28.96						
	INTEREST Lloyds Bank	28.96			1510	500	28.96	INTEREST RECEIVED
	INTEREST Banked 17/08/2023	28.96						
	INTEREST Lloyds Bank	28.96			1510	500	28.96	INTEREST RECEIVED
	INTEREST Banked 18/08/2023	28.96						
	INTEREST Lloyds Bank	28.96			1510	500	28.96	INTEREST RECEIVED
	INTEREST Banked 18/08/2023	86.89						
	INTEREST Lloyds Bank	86.89			1510	500	86.89	INTEREST RECEIVED
	INTEREST Banked 18/08/2023	-86.89						
	INTEREST Lloyds Bank	-86.89			1510	500	-86.89	Incorrect date entered
	INTEREST Banked 21/08/2023	86.89						
	INTEREST Lloyds Bank	86.89			1510	500	86.89	INTEREST RECEIVED
	Subtotal Carried Forward:	75,522.38	0.00	0.00			75,522.38	

95 Day Notice

Receipts received between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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	22/08/2023	28.97						
INTEREST Lloyds Bank		28.97			1510	500	28.97	INTEREST RECEIVED
INTEREST Banked	23/08/2023	28.97						
INTEREST Lloyds Bank		28.97			1510	500	28.97	INTEREST RECEIVED
INTEREST Banked	24/08/2023	28.97						
INTEREST Lloyds Bank		28.97			1510	500	28.97	INTEREST RECEIVED
INTEREST Banked	24/08/2023	28.98						
INTEREST Lloyds Bank		28.98			1510	500	28.98	INTEREST RECEIVED
INTEREST Banked	29/08/2023	115.92						
INTEREST Lloyds Bank		115.92			1510	500	115.92	INTEREST RECEIVED
INTEREST Banked	30/08/2023	28.99						
INTEREST Lloyds Bank		28.99			1510	500	28.99	INTEREST RECEIVED
INTEREST Banked	31/08/2023	28.99						
INTEREST Lloyds Bank		28.99			1510	500	28.99	INTEREST RECEIVED
Total Receipts:		75,812.17	0.00	0.00			75,812.17	

Lloyds Bank Account

Receipts received between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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 22/08/2023	15,000.00						
Credit car	Unity Trust Account	15,000.00			250		15,000.00	Cover future credit card
Lux reward	Banked 29/08/2023	2.90						
Lux reward	Lloyds Bank	2.90			1100	100	2.90	Lux rewards cashback
Total Receipts:		15,002.90	0.00	0.00			15,002.90	

Unity Trust Account

Receipts received between 01/08/2023 and 31/08/2023

		Nominal Ledger Analysis						
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/213	Banked 02/08/2023	292.20						
2023/213	Information Centre	292.20			1300	300	292.20	PDQ
2023/214	Banked 03/08/2023	87.74						
	BACS Information Centre	87.74			1300	300	87.74	PDQ
2023/215	Banked 04/08/2023	44.45						
	BACS Information Centre	44.45			1300	300	44.45	PDQ
2023/216	Banked 04/08/2023	20.00						
	BACS N CleaveWallace	20.00			1509	300	20.00	Christmas Fayre stall
	Banked 04/08/2023	50,000.00						
August mov	Unity Trust Instant Access	50,000.00			270		50,000.00	Aug movement to cover
2023/217	Banked 07/08/2023	62.94						
	BACS [REDACTED]	62.94			8000	900	62.94	Allotment rent CTL061
					362	900	62.94	Allotment rent CTL061
					7001	900	-62.94	Allotment rent CTL061
2023/219	Banked 07/08/2023	36.00						
	BACS Information Centre	36.00			1300	300	36.00	PDQ
2023/218	Banked 07/08/2023	1,660.00						
	BACS Braintree District Council	1,660.00			1100	100	1,660.00	S106 funds (Whetmead)
2023/220	Banked 08/08/2023	78.94						
	BACS HM Courts & Tribunal Services	78.94			1100	100	78.94	Damage to John Deere in
2023/221	Banked 08/08/2023	146.55						
	BACS Information Centre	146.55			1300	300	146.55	PDQ
2023/222	Banked 09/08/2023	425.57						
	BACS Information Centre	425.57			1300	300	425.57	PDQ
2023/223	Banked 09/08/2023	52.25						
	BACS [REDACTED]	52.25			8000	900	52.25	Allotment rent CTL012
					362	900	52.25	Allotment rent CTL012
					7001	900	-52.25	Allotment rent CTL012
2023/224	Banked 09/08/2023	40.00						
	BACS R Manders	40.00			1509	300	40.00	Christmas Fayre stall
2023/225	Banked 10/08/2023	367.05						
	BACS Information Centre	367.05			1300	300	367.05	PDQ
2023/226	Banked 11/08/2023	20.00						
	BACS Miss S Loughran	20.00			1509	300	20.00	Christmas Fayre stall
2023/227	Banked 11/08/2023	3.10						
	BACS Information Centre	3.10			1300	300	3.10	PDQ
2023/228	Banked 14/08/2023	248.90						
Subtotal Carried Forward:		53,585.69	0.00	0.00			53,336.79	

Unity Trust Account

Receipts received between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	248.90			1300	300	248.90	PDQ
2023/229	Banked 15/08/2023	236.05						
	BACS Information Centre	236.05			1300	300	236.05	PDQ
2023/230	Banked 15/08/2023	261.50						
	BACS Information Centre	261.50			1300	300	261.50	PDQ
2023/231	Banked 17/08/2023	104.39						
	BACS Information Centre	104.39			1300	300	104.39	PDQ
2023/232	Banked 18/08/2023	439.24						
	BACS Information Centre	439.24			1300	300	439.24	PDQ
2023/233	Banked 21/08/2023	706.57						
	BACS Information Centre	706.57			1300	300	706.57	PDQ
2023/234	Banked 22/08/2023	1,000.00						
	BACS Groundwork UK (Tesco)	1,000.00			1310	300	1,000.00	Grant for Witham Festival
2023/235	Banked 22/08/2023	220.80						
	BACS Information Centre	220.80			1300	300	220.80	PDQ
2023/236	Banked 23/08/2023	253.35						
	BACS Information Centre	253.35			1300	300	253.35	PDQ
2023/237	Banked 23/08/2023	30.00						
	BACS Sugar Roses Bakes	30.00			1509	300	30.00	Christmas Fayre stall
2023/238	Banked 24/08/2023	233.45						
	BACS Information Centre	233.45			1300	300	233.45	PDQ
2023/239	Banked 25/08/2023	6,650.00						
	BACS Barclays Bank Plc	6,650.00			1500	100	6,650.00	Room hire
2023/240	Banked 25/08/2023	8,392.00						
	BACS Braintree District Council	8,392.00			1100	100	8,392.00	Safer Streets Initiative
2023/241	Banked 25/08/2023	1,500.00						
	BACS Holmes & Hills Solicitors	1,500.00			1509	300	1,500.00	Sponsorship of the
2023/242	Banked 25/08/2023	278.90						
	BACS Information Centre	278.90			1300	300	278.90	PDQ
2023/241	Banked 25/08/2023	-1,500.00						
	BACS Holmes & Hills Solicitors	-1,500.00			1509	300	-1,500.00	Incorrect wording
2023/241	Banked 25/08/2023	1,500.00						
	BACS Holmes & Hills Solicitors	1,500.00			1509	300	1,500.00	Xmas Fayre sponsorship
2023/243	Banked 29/08/2023	162.24						
	BACS Information Centre	162.24			1300	300	162.24	PDQ
2023/244	Banked 30/08/2023	93.15						
	Subtotal Carried Forward:	74,147.33	0.00	0.00			74,054.18	

Unity Trust Account

Receipts received between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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	Information Centre	93.15			1300	300	93.15	PDQ
2023/245	Banked 31/08/2023	194.00						
BACS	Information Centre	194.00			1300	300	194.00	PDQ
2023/246	Banked 31/08/2023	1,200.00						
BACS	In-Health	1,200.00			1500	100	1,200.00	Room hire for August
2023/247	Banked 31/08/2023	120.00						
BACS	Age Concern Colchester	120.00			1500	100	120.00	Room hire for August
2023/248	Banked 31/08/2023	10.00						
BACS	Jean Brett	10.00			1500	100	10.00	Room hire for August
2023/249	Banked 31/08/2023	309.85						
BACS	Information Centre	309.85			1300	300	309.85	PDQ
Total Receipts:		75,981.18	0.00	0.00			75,981.18	

13/10/2023

10:31

Cashbook 7

User: CS

95 Day Notice

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTEREST Banked 01/09/2023	28.99						
	INTEREST Lloyds Bank	28.99			1510	500	28.99	INTEREST RECEIVED
	INTEREST Banked 04/09/2023	86.98						
	INTEREST Lloyds Bank	86.98			1510	500	86.98	INTEREST RECEIVED
	INTEREST Banked 05/09/2023	29.00						
	INTEREST Lloyds Bank	29.00			1510	500	29.00	INTEREST RECEIVED
	INTEREST Banked 06/09/2023	29.00						
	INTEREST Lloyds Bank	29.00			1510	500	29.00	INTEREST RECEIVED
	INTEREST Banked 07/09/2023	29.01						
	INTEREST Lloyds Bank	29.01			1510	500	29.01	INTEREST RECEIVED
	INTEREST Banked 08/09/2023	29.01						
	INTEREST Lloyds Bank	29.01			1510	500	29.01	INTEREST RECEIVED
	INTEREST Banked 11/09/2023	87.03						
	INTEREST Lloyds Bank	87.03			1510	500	87.03	INTEREST RECEIVED
	INTEREST Banked 12/09/2023	29.02						
	INTEREST Lloyds Bank	29.02			1510	500	29.02	INTEREST RECEIVED
	INTEREST Banked 13/09/2023	29.02						
	INTEREST Lloyds Bank	29.02			1510	500	29.02	INTEREST RECEIVED
	INTEREST Banked 14/09/2023	29.02						
	INTEREST Lloyds Bank	29.02			1510	500	29.02	INTEREST RECEIVED
	INTEREST Banked 15/09/2023	29.02						
	INTEREST Lloyds Bank	29.02			1510	500	29.02	INTEREST RECEIVED
	INTEREST Banked 18/09/2023	87.08						
	INTEREST Lloyds Bank	87.08			1510	500	87.08	INTEREST RECEIVED
	INTEREST Banked 19/09/2023	29.03						
	INTEREST Lloyds Bank	29.03			1510	500	29.03	INTEREST RECEIVED
	INTEREST Banked 20/09/2023	29.02						
	INTEREST Lloyds Bank	29.02			1510	500	29.02	INTEREST RECEIVED
	INTEREST Banked 20/09/2023	-29.02						
	INTEREST Lloyds Bank	-29.02			1510	500	-29.02	Incorrect date
	INTEREST Banked 20/09/2023	29.03						
	INTEREST Lloyds Bank	29.03			1510	500	29.03	INTEREST RECEIVED
	INTEREST Banked 21/09/2023	29.04						
	INTEREST Lloyds Bank	29.04			1510	500	29.04	INTEREST RECEIVED
	INTEREST Banked 22/09/2023	29.04						
	INTEREST Lloyds Bank	29.04			1510	500	29.04	INTEREST RECEIVED
	Subtotal Carried Forward:	638.32	0.00	0.00			638.32	

95 Day Notice

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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	25/09/2023	91.79						
INTEREST	Lloyds Bank	91.79			1510	500	91.79	INTEREST RECEIVED
INTEREST Banked	26/09/2023	30.60						
INTEREST	Lloyds Bank	30.60			1510	500	30.60	INTEREST RECEIVED
INTEREST Banked	27/09/2023	30.61						
INTEREST	Lloyds Bank	30.61			1510	500	30.61	INTEREST RECEIVED
INTEREST Banked	28/09/2023	30.61						
INTEREST	Lloyds Bank	30.61			1510	500	30.61	INTEREST RECEIVED
INTEREST Banked	29/09/2023	30.61						
INTEREST	Lloyds Bank	30.61			1510	500	30.61	INTEREST RECEIVED
Total Receipts:		852.54	0.00	0.00			852.54	

13/10/2023

10:30

Cashbook 6

User: CS

Unity Trust Account

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/250	Banked 04/09/2023	16.00						
000426	Charluccio's Ice Cream	16.00			540		16.00	% of takings for Teddy
2023/251	Banked 04/09/2023	148.19						
000432	Information Centre	148.19			1300	300	148.19	Cash deposit
2023/252	Banked 04/09/2023	291.88						
000431	Information Centre	291.88			1300	300	291.88	Cash deposit
2023/253	Banked 04/09/2023	221.50						
000430	Information Centre	221.50			1300	300	221.50	Cash deposit
2023/254	Banked 04/09/2023	328.44						
000429	Information Centre	328.44			1300	300	328.44	Cash deposit
2023/255	Banked 04/09/2023	115.40						
000428	Information Centre	115.40			1300	300	115.40	Cash deposit
2023/256	Banked 04/09/2023	817.55						
000427	Information Centre	817.55			1300	300	817.55	Cash deposit
2023/257	Banked 04/09/2023	195.68						
BACS	Information Centre	195.68			1300	300	195.68	PDQ
	Banked 04/09/2023	50,000.00						
Mthly move	Unity Trust Instant Access	50,000.00			270		50,000.00	Cover payments for the
2023/258	Banked 05/09/2023	358.90						
BACS	Information Centre	358.90			1300	300	358.90	PDQ
2023/259	Banked 06/09/2023	50.00						
BACS	I Faram	50.00			1401	400	50.00	Dog bin sponsorship
2023/260	Banked 06/09/2023	2.95						
BACS	Information Centre	2.95			1300	300	2.95	PDQ
2023/261	Banked 07/09/2023	410.28						
BACS	Information Centre	410.28			1300	300	410.28	PDQ
2023/262	Banked 08/09/2023	310.69						
BACS	Information Centre	310.69			1300	300	310.69	PDQ
2023/263	Banked 11/09/2023	90.51						
BACS	██████████	90.51			8000	900	90.51	Allotment rent CTL044
					362		90.51	Allotment rent CTL044
					7001	900	-90.51	Allotment rent CTL044
2023/264	Banked 11/09/2023	231.30						
BACS	Information Centre	231.30			1300	300	231.30	PDQ
2023/265	Banked 12/09/2023	96.20						
BACS	Braintree District Council	96.20			1300	300	96.20	Pens,coasters,mugs &
Subtotal Carried Forward:		53,685.47	0.00	0.00			53,685.47	

Unity Trust Account

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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>
2023/266	Banked 12/09/2023	485.85						
	BACS Information Centre	485.85			1300	300	485.85	PDQ
2023/267	Banked 13/09/2023	49.10						
	BACS Information Centre	49.10			1300	300	49.10	PDQ
2023/268	Banked 14/09/2023	114.00						
	BACS Information Centre	114.00			1300	300	114.00	PDQ
2023/269	Banked 15/09/2023	356.95						
	BACS Information Centre	356.95			1300	300	356.95	PDQ
2023/270	Banked 15/09/2023	108.35						
	BACS [REDACTED]	108.35			8000	900	108.35	Allotment rent CTL024
					362		108.35	Allotment rent CTL024
					7001	900	-108.35	Allotment rent CTL024
2023/271	Banked 18/09/2023	43.30						
	BACS Information Centre	43.30			1300	300	43.30	PDQ
2023/272	Banked 18/09/2023	261.50						
	BACS Information Centre	261.50			1300	300	261.50	PDQ
2023/273	Banked 19/09/2023	10.00						
	000434 Charluccio's Ice Cream	10.00			540		10.00	Donation for Teddy Bear
2023/274	Banked 19/09/2023	40.00						
	000435 Popcorn stall	40.00			1310	300	40.00	% of takings for Witham
2023/275	Banked 19/09/2023	40.00						
	000436 Donut stall	40.00			1310	300	40.00	% of takings for Witham
2023/276	Banked 19/09/2023	60.00						
	000437 Charluccio's Ice Cream	60.00			1310	300	60.00	% of takings for Witham
2023/277	Banked 19/09/2023	77.45						
	BACS Information Centre	77.45			1300	300	77.45	PDQ
	Refund Banked 19/09/2023	-34.68						
	BACS [REDACTED]	-34.68			8000	900	-34.68	Allotment rent refund
					362		-34.68	Allotment rent refund
					7001	900	34.68	Allotment rent refund
2023/278	Banked 20/09/2023	193.35						
	BACS Information Centre	193.35			1300	300	193.35	PDQ
2023/279	Banked 21/09/2023	262.92						
	BACS Information Centre	262.92			1300	300	262.92	PDQ
2023/280	Banked 22/09/2023	150.40						
	BACS Information Centre	150.40			1300	300	150.40	PDQ
2023/281	Banked 25/09/2023	105.05						
Subtotal Carried Forward:		56,009.01	0.00	0.00			55,903.96	

Unity Trust Account

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	105.05			1300	300	105.05	PDQ
2023/282	Banked 26/09/2023	144.00						
	BACS Information Centre	144.00			1300	300	144.00	PDQ
2023/283	Banked 27/09/2023	166.30						
	000441 Information Centre	166.30			1300	300	166.30	Cash deposit
2023/284	Banked 27/09/2023	352.23						
	000438 Information Centre	352.23			1300	300	352.23	Cash deposit
2023/285	Banked 27/09/2023	238.08						
	000439 Information Centre	238.08			1300	300	238.08	Cash deposit
2023/286	Banked 27/09/2023	170.94						
	BACS Information Centre	170.94			1300	300	170.94	PDQ
2023/287	Banked 28/09/2023	398,570.00						
	BACS Braintree District Council	398,570.00			1600	600	398,570.00	Precept 2nd instalment
2023/288	Banked 28/09/2023	154.95						
	BACS Information Centre	154.95			1300	300	154.95	PDQ
2023/289	Banked 29/09/2023	340.55						
	BACS Information Centre	340.55			1300	300	340.55	PDQ
2023/290	Banked 29/09/2023	60.00						
	BACS NHS Mid Alliance	60.00			1500	100	60.00	Room hire for Sept
2023/291	Banked 29/09/2023	960.00						
	BACS In-Health	960.00			1500	100	960.00	Room hire for Sept
2023/292	Banked 29/09/2023	96.00						
	BACS Age Concern Colchester	96.00			1500	100	96.00	Room hire for Sept
2023/293	Banked 29/09/2023	30.00						
	BACS Jean Brett	30.00			1500	100	30.00	Room hire for Sept
2023/294	Banked 29/09/2023	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room hire for Sept
2023/295	Banked 29/09/2023	91.18						
	BACS Information Centre	91.18			1300	300	91.18	PDQ
Total Receipts:		457,403.24	0.00	0.00			457,403.24	

Unity Trust Instant Access

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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	30/09/2023	2,224.76						
Interest	Unity Trust Bank Plc	2,224.76			1510	500	2,224.76	Quarterly interest received
Total Receipts:		2,224.76	0.00	0.00			2,224.76	

95 Day Notice

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTEREST Banked 02/10/2023	91.84						
	INTEREST Lloyds Bank	91.84			1510	500	91.84	INTEREST RECEIVED
	INTEREST Banked 03/10/2023	30.62						
	INTEREST Lloyds Bank	30.62			1510	500	30.62	INTEREST RECEIVED
	INTEREST Banked 04/10/2023	30.62						
	INTEREST Lloyds Bank	30.62			1510	500	30.62	INTEREST RECEIVED
	INTEREST Banked 05/10/2023	30.63						
	INTEREST Lloyds Bank	30.63			1510	500	30.63	INTEREST RECEIVED
	INTEREST Banked 06/10/2023	30.63						
	INTEREST Lloyds Bank	30.63			1510	500	30.63	INTEREST RECEIVED
	INTEREST Banked 09/10/2023	91.90						
	INTEREST Lloyds Bank	91.90			1510	500	91.90	INTEREST RECEIVED
	INTEREST Banked 10/10/2023	30.64						
	INTEREST Lloyds Bank	30.64			1510	500	30.64	INTEREST RECEIVED
	INTEREST Banked 11/10/2023	30.64						
	INTEREST Lloyds Bank	30.64			1510	500	30.64	INTEREST RECEIVED
	INTEREST Banked 12/10/2023	30.64						
	INTEREST Lloyds Bank	30.64			1510	500	30.64	INTEREST RECEIVED
	INTEREST Banked 13/10/2023	30.65						
	INTEREST Lloyds Bank	30.65			1510	500	30.65	INTEREST RECEIVED
	INTEREST Banked 16/10/2023	91.95						
	INTEREST Lloyds Bank	91.95			1510	500	91.95	INTEREST RECEIVED
	INTEREST Banked 17/10/2023	30.66						
	INTEREST Lloyds Bank	30.66			1510	500	30.66	INTEREST RECEIVED
	INTEREST Banked 18/10/2023	30.66						
	INTEREST Lloyds Bank	30.66			1510	500	30.66	INTEREST RECEIVED
	INTEREST Banked 19/10/2023	30.66						
	INTEREST Lloyds Bank	30.66			1510	500	30.66	INTEREST RECEIVED
	INTEREST Banked 20/10/2023	30.66						
	INTEREST Lloyds Bank	30.66			1510	500	30.66	INTEREST RECEIVED
	INTEREST Banked 23/10/2023	92.00						
	INTEREST Lloyds Bank	92.00			1510	500	92.00	INTEREST RECEIVED
	INTEREST Banked 24/10/2023	30.67						
	INTEREST Lloyds Bank	30.67			1510	500	30.67	INTEREST RECEIVED
	INTEREST Banked 25/10/2023	30.68						
	INTEREST Lloyds Bank	30.68			1510	500	30.68	INTEREST RECEIVED
Subtotal Carried Forward:		796.75	0.00	0.00			796.75	

95 Day Notice

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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 26/10/2023	30.68						
	INTEREST Lloyds Bank	30.68			1510	500	30.68	INTEREST RECEIVED
	INTEREST Banked 27/10/2023	30.68						
	INTEREST Lloyds Bank	30.68			1510	500	30.68	INTEREST RECEIVED
	INTEREST Banked 30/10/2023	92.05						
	INTEREST Lloyds Bank	92.05			1510	500	92.05	INTEREST RECEIVED
	INTEREST Banked 31/10/2023	30.69						
	INTEREST Lloyds Bank	30.69			1510	500	30.69	INTEREST RECEIVED
Total Receipts:		980.85	0.00	0.00			980.85	

Lloyds Bank Account

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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>
Cashback	Banked 26/10/2023	4.97						
Cashback	Lloyds Bank	4.97			1100	100	4.97	Lux rewards cashback
Total Receipts:		4.97	0.00	0.00			4.97	

Unity Trust Account

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/296	Banked 02/10/2023	56.40						
	BACS [REDACTED]	56.40			8000	900	56.40	Allotment rent CTL013
					362		56.40	Allotment rent CTL013
					7001	900	-56.40	Allotment rent CTL013
2023/298	Banked 02/10/2023	55,905.00						
	BACS Braintree District Council	55,905.00			9000	900	55,905.00	Q2 Safer Streets Funding
					363		55,905.00	Q2 Safer Streets Funding
					7001	900	-55,905.00	Q2 Safer Streets Funding
2023/297	Banked 03/10/2023	36.00						
	BACS South Essex Shooting Ass'n	36.00			1500	100	36.00	Room hire 27th Oct
2023/299	Banked 03/10/2023	322.24						
	Information Centre	322.24			1300	300	322.24	PDQ
2023/300	Banked 04/10/2023	30.00						
	BACS Suffolk Slice	30.00			1509	300	30.00	Christmas Fayre stall
2023/301	Banked 04/10/2023	142.73						
	BACS Information Centre	142.73			1300	300	142.73	PDQ
2023/302	Banked 05/10/2023	20.00						
	BACS C D Taylor	20.00			1509	300	20.00	Christmas Fayre stall
2023/303	Banked 05/10/2023	493.00						
	BACS Information Centre	493.00			1300	300	493.00	PDQ
	Refund Banked 05/10/2023	-74.50						
	BACS [REDACTED]	-74.50			8000	900	-74.50	Refund for allotment
					362		-74.50	Refund for allotment
					7001	900	74.50	Refund for allotment
2023/304	Banked 06/10/2023	110.45						
	BACS Information Centre	110.45			1300	300	110.45	PDQ
2023/305	Banked 09/10/2023	28.00						
	BACS Eastlight Community Homes	28.00			1500	100	28.00	Room hire 21st Nov
2023/306	Banked 09/10/2023	20.00						
	BACS Crafty Bear Kitchen Ltd	20.00			1509	300	20.00	Christmas Fayre stall
2023/307	Banked 09/10/2023	30.00						
	BACS Bluebell Boutique	30.00			1509	300	30.00	Christmas Fayre stall
2023/308	Banked 09/10/2023	94.55						
	BACS Information Centre	94.55			1300	300	94.55	PDQ
2023/309	Banked 10/10/2023	200.00						
	BACS Abellio Greater Anglia	200.00			1100	100	200.00	Plants for station adopter
2023/310	Banked 10/10/2023	180.00						
	BACS Information Centre	180.00			1300	300	180.00	PDQ
Subtotal Carried Forward:		57,593.87	0.00	0.00			57,593.87	

Unity Trust Account

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/311	Banked 10/10/2023	1,977.00						
	BACS Birketts LLP	1,977.00			8000 362 7001	900	1,977.00 1,977.00 -1,977.00	Bellway fds for new Bellway fds for new Bellway fds for new
2023/312	Banked 11/10/2023	110.05						
	BACS Information Centre	110.05			1300	300	110.05	PDQ
2023/313	Banked 12/10/2023	206.85						
	BACS Information Centre	206.85			1300	300	206.85	PDQ
2023/314	Banked 13/10/2023	201.50						
	BACS Information Centre	201.50			1300	300	201.50	PDQ
2023/315	Banked 16/10/2023	1,150.00						
	BACS [REDACTED]	1,150.00			1401	400	1,150.00	New bench
2023/316	Banked 16/10/2023	292.25						
	BACS Information Centre	292.25			1300	300	292.25	PDQ
2023/317	Banked 17/10/2023	2.90						
	BACS Information Centre	2.90			1300	300	2.90	PDQ
2023/318	Banked 18/10/2023	274.75						
	BACS Information Centre	274.75			1300	300	274.75	PDQ
2023/319	Banked 19/10/2023	50.70						
	BACS Information Centre	50.70			1300	300	50.70	PDQ
2023/320	Banked 20/10/2023	157.98						
	BACS Information Centre	157.98			1300	300	157.98	PDQ
2023/321	Banked 20/10/2023	10.00						
	BACS Witham Amateur Operatic Soc	10.00			1509	300	10.00	Christmas Fayre stall
2023/322	Banked 23/10/2023	56.47						
	BACS Information Centre	56.47			1300	300	56.47	PDQ
2023/323	Banked 23/10/2023	92.02						
	BACS Essex County Council	92.02			1100	100	92.02	Funds for winter planting
2023/324	Banked 24/10/2023	58.11						
	000443 Public Donations	58.11			540		58.11	Mayors Civic Service
2023/325	Banked 24/10/2023	179.20						
	000444 Information Centre	179.20			1300	300	179.20	Cash deposit
2023/326	Banked 24/10/2023	52.65						
	000445 Information Centre	52.65			1300	300	52.65	Cash deposit
2023/327	Banked 24/10/2023	220.00						
	000446 Information Centre	220.00			1300	300	220.00	Cash deposit

Subtotal Carried Forward: 62,686.30 0.00 0.00 62,686.30

Unity Trust Account

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/328	Banked 24/10/2023	172.66						
000447	Information Centre	172.66			1300	300	172.66	Cash deposit
2023/329	Banked 24/10/2023	135.45						
BACS	Information Centre	135.45			1300	300	135.45	PDQ
2023/330	Banked 25/10/2023	98.25						
BACS	Information Centre	98.25			1300	300	98.25	PDQ
2023/331	Banked 26/10/2023	30.00						
BACS	Holts of Witham Ltd	30.00			1509	300	30.00	Christmas Fayre stall
20923/332	Banked 26/10/2023	298.04						
BACS	Information Centre	298.04			1300	300	298.04	PDQ
2023/333	Banked 26/10/2023	20.00						
BACS	Phillipa Perry	20.00			1509	300	20.00	Christmas Fayre stall
2023/334	Banked 27/10/2023	137.50						
BACS	Information Centre	137.50			1300	300	137.50	PDQ
2023/335	Banked 30/10/2023	211.25						
BACS	Information Centre	211.25			1300	300	211.25	PDQ
2023/336	Banked 31/10/2023	105.25						
Information Centre		105.25			1300	300	105.25	PDQ
2023/337	Banked 31/10/2023	1,040.00						
BACS	In-Health	1,040.00			1500	100	1,040.00	Room hire for October
2023/338	Banked 31/10/2023	72.00						
BACS	Age Concern Colchester	72.00			1500	100	72.00	Room hire for October
2023/339	Banked 31/10/2023	30.00						
BACS	Jean Brett	30.00			1500	100	30.00	Room hire for October
2023/340	Banked 31/10/2023	20.00						
BACS	Witham and Countryside	20.00			1500	100	20.00	Room hire for October
2023/341	Banked 31/10/2023	24.00						
BACS	Braintree Ass'n of Local Counc	24.00			1500	100	24.00	Room hire for October
2023/342	Banked 31/10/2023	196.46						
BACS	Information Centre	196.46			1300	300	196.46	PDQ
Total Receipts:		65,277.16	0.00	0.00			65,277.16	

Unity Trust Instant Access

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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 09/10/2023	400,000.00						
Mthly move	Unity Trust Account	400,000.00			250		400,000.00	Mthly move to cover
Total Receipts:		400,000.00	0.00	0.00			400,000.00	

Date: 13/10/2023

Time: 10:35

Cashbook 1

User: CS

Lloyds Bank Account

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
14/08/2023	95 Day Notice	Transfer	75,000.00			260	75,000.00	Increased interest rate on95DN
29/08/2023	Locks Direct	CC	81.35		13.56	9001 900	67.79	Combination padlock for allot
						362	-67.79	Combination padlock for allot
						7000 900	67.79	Combination padlock for allot
29/08/2023	CT Cobblers	CC	34.30			4120 100	34.30	Engraving
29/08/2023	Blackstone Leisure Ltd	CC	419.98		70.00	4120 100	349.98	Gazebo x2
29/08/2023	Lydonberg Ltd	CC	15.99		2.67	4120 100	13.32	Laptop sleeve case
29/08/2023	Cartridge Save Ltd	CC	89.22		14.87	4355 300	74.35	Balck & yellow toner
29/08/2023	Amazon Services Ltd	CC	21.99		3.67	4120 100	18.32	Lanyards for ID badges
29/08/2023	B&B Wristbands Ltd	CC	4.09		0.68	4375 300	3.41	Wristbands for Teddy Bear pic
29/08/2023	CKB Ltd	CC	9.45		1.58	4120 100	7.87	Rainbow striped lanyards
29/08/2023	Zazzle	CC	56.51			4120 100	56.51	Personalised ID badges
29/08/2023	B&B Wristbands Ltd	CC	3.99		0.67	4375 300	3.32	Wristbands for Teddy Bear Pic
29/08/2023	B&B Wristbands Ltd	CC	8.18		1.36	4375 300	6.82	Wristbands for Teddy Bear Pic
29/08/2023	Amazon Business	CC	17.99		3.00	4375 300	14.99	Disney cut out for Tedd Bear P
29/08/2023	Fabs Witham	CC	10.50			4140 100	10.50	Pencils
29/08/2023	Fabs Witham	CC	1.50			4140 100	1.50	Rubbers
29/08/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Monthly cloud syst back up
29/08/2023	Digital ID Ltd	CC	14.49		2.42	4120 100	12.07	ID Card holders
29/08/2023	DNA Kids Ltd	CC	132.00			4375 300	132.00	Entertainment for Tedd Bear Pi
29/08/2023	Amazon Business	CC	13.39		2.23	4140 100	11.16	A4 ring binders
29/08/2023	Zazzle	CC	7.27			4120 100	7.27	Employee photo ID
29/08/2023	CT Cobblers	CC	59.95			4120 100	59.95	New keys cut
29/08/2023	Tesco PLC	CC	6.80			4120 100	6.80	Refreshments
29/08/2023	Amazon Business	CC	11.44		1.90	4140 100	9.54	Pack of half pencils
29/08/2023	Tesco PLC	CC	17.00			4120 100	17.00	Glass vase for Town Clerk offi
29/08/2023	Barnardo's Charity	CC	22.25			4375 300	22.25	Bears for Teddy Bear Picnic
29/08/2023	Amazon Services Ltd	CC	5.98		1.00	4375 300	4.98	3D Stickers for Wildlife Watch
29/08/2023	McAfee	CC	114.99			4100 100	114.99	Protection for office comp's
29/08/2023	PortalPlanQuest Ltd	CC	295.00		10.67	9001 900	284.33	Planning appli fee
Subtotal Carried Forward:			76,480.16	0.00	131.04		76,064.79	

Date: 13/10/2023

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Cashbook 1
Lloyds Bank Account

User: CS

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>	
									& service
						362	-284.33		Planning appli fee & service
						7000 900	284.33		Planning appli fee & service
29/08/2023	DVLA Vehicle Tax	CC	322.50			4444 400	322.50		Vehicle tax for EX17 YSU
29/08/2023	Doe Motors	CC	67.32		11.22	4444 400	56.10		Diesel & unleaded
29/08/2023	Tesco PLC	CC	32.66			4375 300	32.66		Cakes for Teddy Bear Picnic
29/08/2023	Age Uk	CC	8.44			4375 300	8.44		Teddy bears for Teddy Bear Pic
29/08/2023	Tesco PLC	CC	10.00			4120 100	10.00		USB memory stick
29/08/2023	Amazon Services Ltd	CC	-5.98		-1.00	4375 300	-4.98		Refund stickers Wildlife Watch
29/08/2023	WIX.com	CC	288.00		48.00	4120 100	240.00		Annual Website hosting
29/08/2023	Blackstone Leisure Ltd	CC	-419.98		-70.00	4120 100	-349.98		Incorrect nominal code
29/08/2023	Blackstone Leisure Ltd	CC	419.98		70.00	4503 500	349.98		Pop up gazebo x2
29/08/2023	Amazon Services Ltd	CC	-5.98		-1.00	4375 300	-4.98		Incorrect nominal code
29/08/2023	Amazon Services Ltd	CC	5.98		1.00	4355 300	4.98		3D stickers for Wild Watchers
29/08/2023	Amazon Services Ltd	CC	5.98		1.00	4375 300	4.98		Incorrect nominal code
29/08/2023	Amazon Business	CC	-5.98		-1.00	4120 100	-4.98		Refund for 3D stickers Wild Wa
29/08/2023	Amazon Services Ltd	CC	5.98		1.00	4120 100	4.98		Incorrect nominal code
29/08/2023	Amazon Services Ltd	CC	-5.98		-1.00	4355 300	-4.98		Refund for 3D stickers Wild Wa
Total Payments:			77,203.10	0.00	189.26		77,013.84		

Date: 13/10/2023

Time: 10:34

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
01/08/2023	Braintree District Council	DD	812.00			4120 100	812.00	Monthly property charges
01/08/2023	FuelGenie	DD	42.57		7.09	4444 400	35.48	Diesel for mower
04/08/2023	BT	DD	194.10		32.35	4160 100	161.75	Cloud voice & broadband
07/08/2023	Essex Pension Fund	BACS 12476	9,212.14			4145 100	4,399.63	Month 4 pension allocations
						4301 300	1,964.77	Month 4 pension allocations
						4400 400	2,847.74	Month 4 pension allocations
07/08/2023	HM Revenue and Customs	BACS 12477	7,845.08			4145 100	4,411.17	Month 4 PAYE & NIC
						4301 300	767.51	Month 4 PAYE & NIC
						4400 400	2,566.40	Month 4 PAYE & NIC
						4517 500	100.00	Month 4 PAYE & NIC
08/08/2023	BT	DD	117.96		19.66	4372 300	98.30	Broadband
10/08/2023	FuelGenie	DD	50.00		8.33	4444 400	41.67	Diesel for van
11/08/2023	Joogleberry Ltd	BACS 12498	4,014.00		669.00	4380 300	3,345.00	Entertainers for Witham Festiv
11/08/2023	Frostie Entertainment	BACS 12499	562.50			4380 300	562.50	Entertainers for Witham Festiv
11/08/2023	Sparkle Meetings	BACS 12500	600.00			4380 300	600.00	Entertainers for Witham Festiv
11/08/2023	Theatre Rotto Productions	BACS 12501	740.00			4380 300	740.00	Entertainers for Witham Festiv
11/08/2023	Essex Wildlife Trust	BACS 12502	300.00		50.00	4180 100	250.00	Corporate membership 1-8-31/7
11/08/2023	EH Smith Builders Merchants	BACS 12503	27.90		4.65	4452 400	23.25	Screws & timber
11/08/2023	Skipper Ground Maintenance	BACS 12504	1,200.00		200.00	4455 400	1,000.00	2nd of 5 instal for floral
11/08/2023	James Todd & Co	BACS 12505	126.72		21.12	4195 100	105.60	July 2023 payroll fee
11/08/2023	Klarners Coaches Ltd	BACS 12506	117.00			4345 300	117.00	Sale of coach tickets
11/08/2023	National Express	BACS 12507	318.72			4345 300	318.72	Sale of coach tickets
11/08/2023	Vanitorials	BACS 12508	84.78		14.13	4120 100	70.65	Various cleaning goods
11/08/2023	Boons Calibre Travel	BACS 12509	261.90			4345 300	261.90	Sale of coach trips
11/08/2023	Debbie Skeet	BACS 12510	10.80			4345 300	10.80	Sale of greetings cards
11/08/2023	Witham Public Hall Trust	BACS 12511	188.00			4345 300	188.00	Sale of tkts Bootleg Blondie
11/08/2023	Society of London Theatres	BACS 12512	47.00			4345 300	47.00	Sale of gift cards
11/08/2023	Liz Crick	BACS 12513	10.80			4345 300	10.80	Sale of soaps

Subtotal Carried Forward: 26,883.97 0.00 1,026.33 25,857.64

Date: 13/10/2023

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Cashbook 6

User: CS

Unity Trust Account

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
11/08/2023	Carol Gosden	BACS 12514	19.66			4345 300	19.66	Sale of bath bombs 7 powders
11/08/2023	Joyce Wells	BACS 12515	10.80			4345 300	10.80	Sale of bug boxes
11/08/2023	Karen Scott	BACS 12516	13.50			4345 300	13.50	Sale of felt crafts
11/08/2023	Holts of Witham	BACS 12517	50.00			4120 100	50.00	Buffet for 4 people
11/08/2023	Holts of Witham	BACS 12517	-50.00			4120 100	-50.00	Incorerct payment date entered
11/08/2023	DTP Southfield Ltd	BACS 12518	608.98		101.50	4345 300	507.48	Various Witham Gifts
11/08/2023	David Islip Photography	BACS 12519	25.00			4120 100	25.00	Staff headshots
11/08/2023	Maxed IT	BACS 12520	213.60		35.60	4100 100	178.00	Mnth workstatn moni & engineer
11/08/2023	Tuckwells Ltd	BACS 12521	178.17		29.70	4444 400	148.47	Wheel kit & arm for trailer
11/08/2023	Witham Forge	BACS 12522	72.00		12.00	9001 900	60.00	Drop bolt repair to allotments
						362	-60.00	Drop bolt repair to allotments
						7000 900	60.00	Drop bolt repair to allotments
14/08/2023	Clover Marketplace Merchant	DD	42.20			4355 300	42.20	Monthly Service charges & fees
15/08/2023	Holts of Witham	BACS 12517	50.00			4120 100	50.00	Buffet for 4 people
16/08/2023	SSE Plc	DD	212.15		10.09	4425 400	202.06	Unmetered elect street light
16/08/2023	Wave Utilities	DD	263.00			9001 900	263.00	Water for allotments
						362	-263.00	Water for allotments
						7000 900	263.00	Water for allotments
17/08/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly equipment charge
17/08/2023	FuelGenie	DD	101.43		16.90	4444 400	84.53	Diesel & unlead for van & mow
17/08/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Mnthly equipment fee
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								Incorrect nominal code used
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
Subtotal Carried Forward:			46,361.66	0.00	1,238.02		45,123.64	

Date: 13/10/2023

Time: 10:34

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023								August 2023 payroll
18/08/2023	British Gas	DD	322.50		53.75	4122 100	268.75	Electricity 30/6-1/8
21/08/2023	Information Commissioners Offi	DD	55.00			4180 100	55.00	GDPR data protection renewal
21/08/2023	SSE Plc	DD	299.81		14.27	4121 100	285.54	Gas 4/7 - 31/7
21/08/2023	SSE Plc	DD	71.72		3.41	4372 300	68.31	Unmeter CCTV elec 4/7-1/8
22/08/2023	NALC	BACS 12540	39.22		6.54	4185 100	32.68	Reconn Comm's Comm transport
22/08/2023	Vanitorials	BACS 12541	26.62		4.44	4120 100	22.18	Grease trap maintainer
22/08/2023	Jayletay Ltd	BACS 12542	11.70			4345 300	11.70	Sale of Girl Behind Dark Glass
22/08/2023	Wilkin & Sons	BACS 12543	148.77			4345 300	148.77	Various jams & marmalades
22/08/2023	EH Smith Builders Merchants	BACS 12544	84.60		14.10	4448 400	70.50	Fast set concrete
22/08/2023	Colt Press	BACS 12545	1,493.00			4525 500	1,493.00	Delivery of Witham Voice
22/08/2023	C&S Window Cleaning Services	BACS 12546	20.00			4120 100	20.00	Clean of Town Hall windows
22/08/2023	Phil Barlow	BACS 12547	12.60			4115 100	12.60	Travel expenses Halstead TC
22/08/2023	Royal Mail	BACS 12548	141.60		23.60	4525 500	118.00	Collection of Autumn Voice
22/08/2023	The National Allotment Society	BACS 12549	66.00		11.00	4180 100	55.00	Annual membership fees
22/08/2023	Link CCTV Systems	BACS 12550	591.82		98.64	4372 300	493.18	Replace camera no.4
22/08/2023	P Rowland	BACS 12551	180.00			4345 300	180.00	Sale of 25 clear & 15 set honey
22/08/2023	Nikki Smith	BACS 12552	21.42			4115 100	21.42	Travel expenses
22/08/2023	Lloyds Bank Account	Credit car	15,000.00			200	15,000.00	Cover future credit card balan
23/08/2023	EBM Managed Services	DD	88.11		14.69	4130 100	73.42	Photocopier useage 23/6-21/7
29/08/2023	SSE Plc	DD	45.68		2.17	4431 400	43.51	Electric park toilets 2/7-1/8
31/08/2023	FuelGenie	DD	145.29		24.20	4444 400	121.09	Diesel for vans & mower
Total Payments:			71,824.90	0.00	1,508.83		70,316.07	

Unity Trust Instant Access

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
04/08/2023	Unity Trust Account	August mov	50,000.00			250	50,000.00	Aug movement to cover pyments
Total Payments:			50,000.00	0.00	0.00		50,000.00	

Lloyds Bank Account

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
01/09/2023	Petty Cash	2nd Instal	100.00			240	100.00	2nd Instalment
26/09/2023	Florist on the Green	CC	75.00			4516 500	75.00	Congrats & best wishes flowers
26/09/2023	Dependable Trading Ltd	CC	89.20		14.90	4120 100	74.30	Fluorescent lamp tubes
26/09/2023	Wickes	CC	45.00		7.50	4120 100	37.50	Dado rail pack of 4
26/09/2023	Toolstation	CC	57.92		9.65	4447 400	48.27	Padlock & security chain
26/09/2023	Norcic Timber Ltd	CC	60.00		10.00	4447 400	50.00	3m 6x6 timber post
26/09/2023	Lee Industrial Ltd	CC	39.95		6.66	4420 400	33.29	Strimmer line
26/09/2023	CT Cobblers	CC	71.40			4120 100	71.40	New keys cut
26/09/2023	Tesco PLC	CC	8.00			4120 100	8.00	Duracell batteries
26/09/2023	R J Brett Contracts Ltd	CC	384.00		64.00	9001 900	320.00	Hire of 10 yard skip
						362	-320.00	Hire of 10 yard skip
						7000 900	320.00	Hire of 10 yard skip
26/09/2023	Exclusive Deals Ltd	CC	41.94		6.99	4140 100	34.95	A4 box files
26/09/2023	Amazon Business	CC	10.59		1.77	4140 100	8.82	A4 lever arch files
26/09/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Monthly on line back up
26/09/2023	Tesco PLC	CC	33.36			4120 100	33.36	Refreshments
26/09/2023	McColl's	CC	2.00			4120 100	2.00	Refreshments
26/09/2023	McColl's	CC	2.20			4120 100	2.20	Refreshments
26/09/2023	McColl's	CC	5.50			4120 100	5.50	Refreshments
26/09/2023	CT Cobblers	CC	11.55			4448 400	11.55	New keys cut
26/09/2023	Amazon Business	CC	16.48		2.74	4140 100	13.74	Brown paper
26/09/2023	Boston Bulbs Wholesale	CC	433.99		72.33	4446 400	295.84	Hyacinths & snowdrops
						4447 400	65.82	Hyacinths & snowdrops
26/09/2023	Locks Direct	CC	59.95		9.99	4448 400	49.96	Weatherproof padlock
26/09/2023	Amazon Services Ltd	CC	7.98		1.34	4380 300	6.64	Temporary tattoos
26/09/2023	AFG Media Ltd	CC	36.62		6.10	4380 300	30.52	Spider man costume
26/09/2023	Amazon Services Ltd	CC	7.99		1.33	4380 300	6.66	Temporary tattoos
26/09/2023	Nothing but Padlocks	CC	-3.49			9001 900	-3.49	Refund of postage for padlock
						362	3.49	Refund of postage for padlock
						7000 900	-3.49	Refund of postage for padlock
26/09/2023	Amazon Services Ltd	CC	26.89		4.48	9001 900	22.41	Mesh wire roll
						362	-22.41	Mesh wire roll
						7000 900	22.41	Mesh wire roll
26/09/2023	Amazon Services Ltd	CC	31.92		5.36	4380 300	26.56	Temporary tattoos
26/09/2023	Amazon Business	CC	31.96		5.32	4380 300	26.64	Temporary tattoos

Subtotal Carried Forward: 1,692.46 0.00 231.22 1,461.24

Date: 13/10/2023

Time: 10:37

Cashbook 1

User: CS

Lloyds Bank Account

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
26/09/2023	Fabs Witham	CC	6.60			4120 100	6.60	Kitchen utensils
26/09/2023	Timpson Ltd	CC	9.00			4448 400	9.00	New keys cut for Whetmead
Total Payments:			1,708.06	0.00	231.22		1,476.84	

Date: 13/10/2023

Time: 10:36

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
01/09/2023	Braintree District Council	DD	812.00			4120 100	812.00	Monthly property charges
01/09/2023	Screwfix	DD	16.49		2.75	4452 400	13.74	Mixed rivets pack
04/09/2023	BT	DD	194.10		32.35	4160 100	161.75	Monthly telephone charges
06/09/2023	Tyre Smart	BACS 12554	59.00		9.83	4444 400	49.17	New wheel & tube for Sherpa
06/09/2023	Link CCTV Systems	BACS 12555	2,310.00		385.00	4372 300	1,925.00	Maintenance contract 1/10-31/3
06/09/2023	Holts of Witham	BACS 12556	162.50			4373 300	162.50	Refreshments
06/09/2023	Michaels Civic Robes	BACS 12557	410.40		68.40	4120 100	342.00	Past Myers badge & free of Wit
06/09/2023	Vanitorials	BACS 12558	62.81		10.46	4120 100	52.35	Various cleaning products
06/09/2023	Skipper Ground Maintenance	BACS 12559	1,200.00		200.00	4455 400	1,000.00	3rdof5 instal for water flower
06/09/2023	Falcon Tree Specialists	BACS 12561	600.00		100.00	4433 400	500.00	Fell deceased willow
06/09/2023	Air Options Ltd	BACS 12562	494.40		82.40	4120 100	412.00	Repair air conditioning unit
06/09/2023	James Todd & Co	BACS 12563	110.88		18.48	4195 100	92.40	August payroll fee
06/09/2023	Royal Mail	BACS 12565	1,346.18		223.80	4525 500	1,122.38	Delivery of Autumn Voice
06/09/2023	Lyreco UK Ltd	BACS 12566	71.28		11.88	4140 100	59.40	A4 white & blue paper
06/09/2023	National Express	BACS 12567	160.16			4345 300	160.16	Sale of coach tickets
06/09/2023	Witham Public Hall Trust	BACS 12568	265.10			4345 300	265.10	Sale of 60's&70's & Genesis
06/09/2023	Klarners Coaches Ltd	BACS 12569	59.40			4345 300	59.40	Sale of coach tickets
06/09/2023	Liz Crick	BACS 12570	18.00			4345 300	18.00	Sale of handmade soaps
06/09/2023	Eloise Latham	BACS 12572	19.80			4345 300	19.80	Sale of scented candles
06/09/2023	Arthur Marshall	BACS 12573	30.60			4345 300	30.60	Sale of fused glass gifts
06/09/2023	Maxed IT	BACS 12574	21.60		3.60	4100 100	18.00	Mthly remo wkstn monitoring
07/09/2023	HM Revenue and Customs	BACS 12538	6,140.98			4145 100	4,286.79	Month 5 PAYE & NIC
						4400 400	2,366.61	Month 5 PAYE & NIC
						4301 300	-512.42	Month 5 PAYE & NIC
07/09/2023	HM Revenue and Customs	BACS 12539	9,012.06			4400 400	2,733.75	Month 5 pension contribution
						4301 300	1,961.98	Month 5 pension contribution
						4145 100	4,316.33	Month 5 pension
Subtotal Carried Forward:			23,577.74	0.00	1,148.95		22,428.79	

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Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>	
									contribution
07/09/2023	HM Revenue and Customs	BACS 12539	-9,012.06			4400 400	-2,733.75		Incorrect payee name
						4301 300	-1,961.98		Incorrect payee name
						4145 100	-4,316.33		Incorrect payee name
07/09/2023	Essex Pension Fund	BACS 12539	9,012.06			4400 400	2,733.75		Month 5 pension contributions
						4301 300	1,961.98		Month 5 pension contributions
						4145 100	4,316.33		Month 5 pension contributions
07/09/2023	Alive Network Ltd	BACS 12560	226.00		37.67	4380 300	188.33		Living statues for Witham Fest
07/09/2023	Alive Network Ltd	BACS 12560	-226.00		-37.67	4380 300	-188.33		Incorrect amount
07/09/2023	Alive Network Ltd	BACS 12560	1,026.00		37.67	4380 300	988.33		Living statues for Witham Fest
07/09/2023	Alphagraphics	BACS 12564	262.80		43.80	4345 300	219.00		Witham tea towels
07/09/2023	Roger Hart	BACS 12571	9.00			4345 300	9.00		Sale of Sad Anorak book
08/09/2023	BT	DD	117.96		19.66	4372 300	98.30		Monthly broadband charges
12/09/2023	C&S Window Cleaning Services	BACS 12576	90.00			4120 100	90.00		Clean of Town Hall windows
12/09/2023	P Rowland	BACS 12577	112.50			4345 300	112.50		Sale of 25 clear honey
12/09/2023	Los Kaos Ltd	BACS 12578	1,400.00			4380 300	1,400.00		Acts for Witham Festival
12/09/2023	Mr Ruffles Parties	BACS 12579	332.50			4380 300	332.50		Entertainer for Witham Festiva
12/09/2023	Phil Barlow	BACS 12591	11.45			4115 100	11.45		Travel to Navy Day at Maldon
12/09/2023	FuelGenie	DD	91.86		15.30	4444 400	76.56		Diesel & unlead 23/8-30/8
14/09/2023	Clover Marketplace Merchant	DD	55.87			4355 300	55.87		Mnthly service chges & fees
18/09/2023	Vicki Legrand	BACS 12580	90.00			4380 300	90.00		Marshalling at Witham Festival
18/09/2023	Tracey Hackett	BACS 12581	90.00			4380 300	90.00		Marshalling at Witham Festival
18/09/2023	Martyn Garwood	BACS 12582	90.00			4380 300	90.00		Marshalling at Witham Festival
18/09/2023	Kim Roig	BACS 12583	90.00			4380 300	90.00		Marshalling at Witham Festival
18/09/2023	Grace Puckey	BACS 12584	90.00			4380 300	90.00		Marshalling at Witham Festival
18/09/2023	George Puckey	BACS 12585	50.00			4380 300	50.00		Mascot at Witham Festival
18/09/2023	Caroline Lee	BACS 12586	90.00			4380 300	90.00		Marshalling at
Subtotal Carried Forward:			27,677.68	0.00	1,265.38		26,322.30		

Date: 13/10/2023

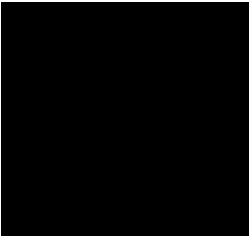
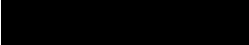
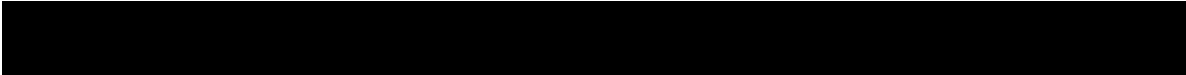
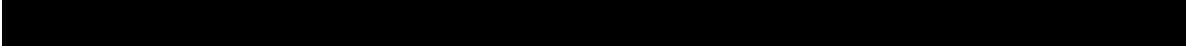
Time: 10:36

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
								Witham Festival
18/09/2023	Erin Lee	BACS 12587	90.00			4380 300	90.00	Marshalling at Witham Festival
18/09/2023	Alfie Tentner	BACS 12588	90.00			4380 300	90.00	Marshalling at Witham Festival
18/09/2023	Abigail Tentner	BACS 12589	90.00			4380 300	90.00	Marshalling at Witham Festival
18/09/2023	Darcy Dyer	BACS 12590	90.00			4380 300	90.00	Marshalling at Witham Festival
18/09/2023	Nicola Bennett	BACS 12592	90.00			4380 300	90.00	Marshalling at Witham Festival
18/09/2023	SSE Plc	DD	224.81		10.69	4425 400	214.12	Unmetered electricity 2/8-1/9
18/09/2023	Wave Utilities	DD	263.00			9001 900	263.00	Water charges 5/6-27/7
						362	-263.00	Water charges 5/6-27/7
						7000 900	263.00	Water charges 5/6-27/7
19/09/2023		BACS 12593	-34.68			8000 900	-34.68	Refund of allot rent CTL044
						362	34.68	Refund of allot rent CTL044
						7000 900	-34.68	Refund of allot rent CTL044
19/09/2023		BACS 12593	34.68			8000 900	34.68	Incorrectly input
						362	-34.68	Incorrectly input
						7000 900	34.68	Incorrectly input
19/09/2023	PKF Littlejohn LLP	BACS 12594	2,016.00		336.00	4175 100	1,680.00	AGAR for year end 31/3/23
19/09/2023	American Marquee Hire	BACS 12595	480.00		80.00	4380 300	400.00	Marquee hire for Titan
19/09/2023	Julie Pugh	BACS 12596	90.00			4380 300	90.00	Marshalling at Witham Festival
19/09/2023	Witham Public Hall Trust	BACS 12598	956.65			4345 300	956.65	Tckts Queen of Coun & Beatlema
19/09/2023	Braintree District Council	BACS 12613	720.00		120.00	4447 400	600.00	Pest control - 2 additional
19/09/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly equipment charge
19/09/2023	British Gas	DD	324.54		54.09	4122 100	270.45	Electricity 2/8-1/9
19/09/2023	FuelGenie	DD	146.17		24.35	4444 400	121.82	Duesel 1/9-9/9
19/09/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Mnthly equipment charge
20/09/2023	Fools Paradise Ltd	BACS 12597	6,738.00		1,123.00	4380 300	5,615.00	Various acts for Witham Festiv
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
Subtotal Carried Forward:			43,137.55	0.00	3,019.41		40,118.14	

Date: 13/10/2023

Time: 10:36

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
20/09/2023								September 2023 payroll
21/09/2023	SSE Plc	DD	75.73		3.60	4372 300	72.13	Unmeter CCTV elect 2/8-1/9
22/09/2023	EBM Managed Services	DD	115.95		19.33	4130 100	96.62	Photocopier usage 21/7-23/8
25/09/2023	SSE Plc	DD	345.34		16.44	4121 100	328.90	Gas usage 1/8-31/8
28/09/2023	Falcon Tree Specialists	BACS 12575	2,148.00			4433 400	2,148.00	Various works on trees
28/09/2023	Falcon Tree Specialists	BACS 12575	-2,148.00			4433 400	-2,148.00	VAT not included
28/09/2023	Falcon Tree Specialists	BACS 12575	2,148.00		358.00	4433 400	1,790.00	Various tree works
29/09/2023	SSE Plc	DD	44.88		2.13	4431 400	42.75	Electric park toilets 2/8-1/9
29/09/2023	Lloyds Bank	DD	10.20			4101 100	10.20	Manual credit handling charge
29/09/2023	Lloyds Bank	DD	70.80			4101 100	70.80	Service charges
Total Payments:			68,297.20	0.00	3,418.91		64,878.29	

Unity Trust Instant Access

Payments made between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
04/09/2023	Unity Trust Account	Mthly move	50,000.00			250	50,000.00	Cover payments for the month
Total Payments:			50,000.00	0.00	0.00		50,000.00	

Date: 27/11/2023

Time: 11:01

Cashbook 1

User: CS

Lloyds Bank Account

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
26/10/2023	Amazon Services Ltd	CC	17.99		3.00	4120 100	14.99	Photo frame stand
26/10/2023	Trade Price Deals Ltd	CC	24.99		4.17	4120 100	20.82	Shelving for basement
26/10/2023	Currys	CC	219.00		36.50	4120 100	182.50	Kitchen fridge
26/10/2023	DVLA	CC	322.50			4444 400	322.50	Vehicle tax for EX64 DVA
26/10/2023	Currys	CC	-219.00		-36.50	4120 100	-182.50	Refund for fridge
26/10/2023	Amazon Business	CC	14.99		2.50	4120 100	12.49	Kitchen utensils
26/10/2023	Subway	CC	63.70			4380 300	63.70	Refreshments for Witham Festiv
26/10/2023	Buy A Plan	CC	15.59		2.60	9001 900	12.99	Plans for allotments
						362	-12.99	Plans for allotments
						7000 900	12.99	Plans for allotments
26/10/2023	Whitehall Printing	CC	273.29		45.55	4345 300	227.74	A4 calendars & envelopes
26/10/2023	Prime 4 Print Ltd	CC	17.15		2.86	4437 400	14.29	Vinyl stickers for dog bins
26/10/2023	Dogs Trust	CC	15.00			4437 400	15.00	Donation for dog bin
26/10/2023	Fabs Witham	CC	8.99			4120 100	8.99	Extension cable
26/10/2023	Hughs	CC	198.99		33.16	4120 100	165.83	Kitchen fridge
26/10/2023	Morrisons Daily	CC	6.05			4120 100	6.05	Refreshments
26/10/2023	Amazon Business	CC	39.99		6.67	4140 100	33.32	Large storage boxes
26/10/2023	Sports Direct	CC	44.98			4420 400	44.98	Ladies black safety boots
26/10/2023	Costco	CC	341.93		6.68	4380 300	335.25	Refreshments for Witham Festiv
26/10/2023	Tesco PLC	CC	45.65			4380 300	45.65	Refreshments for Witham Festiv
26/10/2023	Amazon Services Ltd	CC	14.25		2.38	4140 100	11.87	A1 flipchart
26/10/2023	The Works	CC	21.00		3.50	4140 100	17.50	Sticky notes & A5 pads
26/10/2023	Tesco PLC	CC	17.80			4380 300	17.80	Refreshments for Witham Festiv
26/10/2023	Tesco PLC	CC	4.40			4380 300	4.40	Refreshments for Witham Festiv
26/10/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Mnthly on line back up
26/10/2023	Toolmonkey Ltd	CC	79.99		13.33	4445 400	66.66	Mens safety boots
26/10/2023	Bill-software.com	CC	7.95			4120 100	7.95	Annual subscription for PDF Sa
26/10/2023	Amazon Business	CC	34.68		5.78	4446 400	28.90	A3L sign - No camping
26/10/2023	EA Waste Carriers	CC	105.00			4445 400	105.00	Waste carrier registration
26/10/2023	Land Registry	CC	6.00			4101 100	6.00	Land search
26/10/2023	Land Registry	CC	6.00			4101 100	6.00	Land search

Subtotal Carried Forward: 1,753.41 0.00 132.94 1,620.47

Date: 27/11/2023

Time: 11:01

Cashbook 1

User: CS

Lloyds Bank Account

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
26/10/2023	Toolmonkey Ltd	CC	88.49		14.75	4445 400	73.74	Mens safety boots
26/10/2023	Party Delights Ltd	CC	19.99		3.33	4390 300	16.66	Xmas elf costume
26/10/2023	Party Perfecto Ltd	CC	3.49		0.58	4390 300	2.91	Xmas elf shoes
26/10/2023	Amazon Services Ltd	CC	5.98		1.00	4390 300	4.98	Xmas striped socks for elf
26/10/2023	Post Office Ltd	CC	50.00			4135 100	50.00	Franking machine payment
26/10/2023	Morrisons Daily	CC	10.60			4120 100	10.60	Refreshments
26/10/2023	Toolmonkey Ltd	CC	79.99		13.33	4445 400	66.66	Refund for mens safety boots
26/10/2023	CT Cobblers	CC	19.75			4120 100	19.75	Several keys cut
26/10/2023	Cartridge Save Ltd	CC	136.90		22.81	4355 300	114.09	Several toners
26/10/2023	Bill-software.com	CC	39.50			4100 100	39.50	Annual prof plan for PDF Sam
26/10/2023	Poundland	CC	20.00		3.33	4140 100	16.67	Hole punch, envelopes etc.
26/10/2023	Amazon Business	CC	22.24		3.72	4120 100	18.52	Burn stop dressing
26/10/2023	Amazon Services Ltd	CC	8.99		1.50	4376 300	7.49	Halloween witches hat
26/10/2023	Halloween Costumes	CC	57.98		9.66	4376 300	48.32	Adult black cat costume
26/10/2023	A & A World LLP	CC	116.20		19.37	4376 300	96.83	Assorted colouring pencils
26/10/2023	Newsawchains.co.uk	CC	28.00		4.67	4420 400	23.33	Chainsaw chain
26/10/2023	Amazon Services Ltd	CC	15.99		2.67	4376 300	13.32	Bean bag toss game
26/10/2023	Amito E-Commerce Co Ltd	CC	53.94		8.99	4376 300	44.95	Halloween party bags
26/10/2023	Amazon Services Ltd	CC	63.92		10.64	4376 300	53.28	Amazon Services Ltd
26/10/2023	Ebay	CC	16.99		2.83	4376 300	14.16	Adult vampiress dress
26/10/2023	Smart Shop Worldwide Ltd	CC	47.96		8.00	4120 100	39.96	Office furniture
26/10/2023	Fancydeassball	CC	23.98		4.00	4376 300	19.98	Adult pumpkin costume
26/10/2023	White Hinge Ltd	CC	8.99		1.50	4120 100	7.49	Accident report book
26/10/2023	Amazon Services Ltd	CC	17.28		2.88	4376 300	14.40	Cat ears & face paint
26/10/2023	Amazon Business	CC	4.75		0.79	4376 300	3.96	Halloween stencils
26/10/2023	Light in the box	CC	24.22			4376 300	24.22	Womens orange cat jumper
26/10/2023	SP Party Packs	CC	26.70		4.46	4376 300	22.24	Share bags sweets
26/10/2023	AFG Media Ltd	CC	29.69		4.95	4376 300	24.74	Adult wizard costume
26/10/2023	Invero Ltd	CC	5.70		0.95	4120 100	4.75	Doubled wall electric socket
Subtotal Carried Forward:			2,801.62	0.00	283.65		2,517.97	

Date: 27/11/2023

Time: 11:01

Cashbook 1

User: CS

Lloyds Bank Account

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
26/10/2023	Bestport (Europe) Ltd	CC	13.97		2.33	4120 100	11.64	AED rescue ready Prep kit
26/10/2023	Muzamal Ventures (Uk) Ltd	CC	1.97		0.33	4120 100	1.64	Medical tuff cut scissors
26/10/2023	JMS Enterprise Ltd	CC	14.79		2.47	4120 100	12.32	Certificate frame
26/10/2023	Galaxy Whoesalers Ltd	CC	12.35		2.06	4376 300	10.29	3x half pencil packs
26/10/2023	Light in the Box	CC	24.22			4376 300	24.22	Womens cat pumpkin dress
26/10/2023	CT Cobblers	CC	23.10			9001 900	23.10	6 cylider keys for allotments
						362	-23.10	6 cylider keys for allotments
						7000 900	23.10	6 cylider keys for allotments
26/10/2023	Land Registry	CC	6.00			4101 100	6.00	Land registry enquiry
26/10/2023	Land Registry	CC	6.00			4101 100	6.00	Land registry enquiry
26/10/2023	Land Registry	CC	6.00			4101 100	6.00	Land registry enquiry
26/10/2023	Land Registry	CC	3.00			4101 100	3.00	Land registry enquiry
26/10/2023	Land Registry	CC	6.00			4101 100	6.00	Land registry enquiry
26/10/2023	Toolmonkey Ltd	CC	-79.99		-13.33	4445 400	-66.66	Refund for mens safety boots
26/10/2023	Toolmonkey Ltd	CC	-79.99		-13.33	4445 400	-66.66	Incorrectly entered
26/10/2023	Pens.com	CC	116.39		19.40	4345 300	96.99	Witham curvy pens
26/10/2023	Temu.com	CC	128.46		21.48	4376 300	106.98	Various halloween decorations
26/10/2023	Fabs Witham	CC	11.00			4380 300	11.00	Cutlery & food containers
31/10/2023	Toolmonkey Ltd	CC	-79.99		-13.33	4445 400	-66.66	Incorrectly input
31/10/2023	Toolmonkey Ltd	CC	79.99		13.33	4445 400	66.66	Incorrect date entered
Total Payments:			3,014.89	0.00	305.06		2,709.83	

Date: 29/11/2023

Time: 09:45

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
02/10/2023	Braintree District Council	DD	812.00			4120 100	812.00	Mnthly property charges
02/10/2023	Screwfix	DD	65.96		11.00	9001 900 362	7.24	Outside tap
						7000 900	-7.24	Outside tap
						4120 100	7.24	Outside tap
						4120 100	6.49	Clear adhesive
						4120 100	24.99	Dado rails
						4437 400	16.24	Worm drive hose clips
03/10/2023	FuelGenie	DD	50.01		8.33	4444 400	41.68	Diesel for van
04/10/2023	Grenke Leasing Ltd	DD	453.60		75.60	4130 100	378.00	Qtrly rental fee 1/10-31/12/23
05/10/2023	White Hart Hotel	BACS 12615	502.50		83.75	4380 300	418.75	Accomm & buffet for entertaine
05/10/2023	Tuckwells Ltd	BACS 12616	295.31		49.22	4420 400	246.09	Ball joint for AY05 KBE
05/10/2023	The RADAR Key Company	BACS 12617	53.70		8.95	4345 300	44.75	15 lge Radar brass keys
05/10/2023	David Islip Photography	BACS 12618	150.00			4380 300	150.00	Photo's for Street Festival
05/10/2023	Skipper Ground Maintenance	BACS 12619	1,200.00		200.00	4455 400	1,000.00	4th of 5 instal water summer
05/10/2023	Kempco	BACS 12620	140.88		23.48	4355 300	117.40	Dog waste bags 2 boxes
05/10/2023	Joogleberry Ltd	BACS 12621	300.00		50.00	4380 300	250.00	Grannies extra set
05/10/2023	GKs Graphics Ltd	BACS 12622	30.00		5.00	4120 100	25.00	No parking sign for Town Hall
05/10/2023	Braintree District Council	BACS 12623	92.40		15.40	4457 400	77.00	Cordons Farm waste
05/10/2023	Witham Public Hall Trust	BACS 12624	882.00			4345 300	882.00	Tea dance,into the Groove,Flee
05/10/2023	Tyre Smart	BACS 12625	15.00		2.50	4444 400	12.50	Puncture repair for EX17 YSU
05/10/2023	SLCC Enterprises Ltd	BACS 12626	646.80		67.80	4190 100	579.00	National Conference 2023
05/10/2023	Wilkin & Sons	BACS 12627	176.82			4345 300	176.82	Various condiments
05/10/2023	K Wood Cleaning	BACS 12628	75.00			4120 100	75.00	Clean of Town Hall
05/10/2023	DJ Samuel Hann	BACS 12630	100.00			4505 500	100.00	Attendance at RBL 23/12
05/10/2023	St John Ambulance	BACS 12631	316.80		52.80	4380 300	264.00	Attendance at Street Festival
05/10/2023	Highfields Nursery Ltd	BACS 12632	1,040.64		173.44	4448 400	867.20	Mixed plants & flowers
05/10/2023	Klarners Coaches Ltd	BACS 12633	376.20			4345 300	376.20	Cromer & 2x jingle bell xmas
05/10/2023	BT	DD	194.10		32.35	4160 100	161.75	Telephone charges
09/10/2023	Braintree District Council	BACS 12614	12,186.57			9002 900	12,186.57	Election expenses May 2023
Subtotal Carried Forward:			20,156.29	0.00	859.62		19,296.67	

Date: 29/11/2023

Time: 09:45

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
						360	-12,186.57	Election expenses May 2023
						7000 900	12,186.57	Election expenses May 2023
09/10/2023	BT	DD	117.96		19.66	4372 300	98.30	CCTV broadband charges
09/10/2023	Unity Trust Instant Access	Mthly move	400,000.00			270	400,000.00	Mthly move to cover pymnts
10/10/2023	HM Revenue and Customs	BACS 12634	8,377.37			4145 100	4,881.01	Month 6 Tax & NI
						4400 400	1,426.34	Month 6 Tax & NI
						4517 500	2,785.22	Month 6 Tax & NI
						4301 300	-715.20	Month 6 Tax & NI
10/10/2023	Essex Pension Fund	BACS 12635	9,611.70			4145 100	122.39	Essex Pension Fund
						4145 100	4,518.90	Essex Pension Fund
						4301 300	1,993.70	Essex Pension Fund
						4400 400	2,976.71	Essex Pension Fund
10/10/2023	James Todd & Co	BACS 12636	110.88		18.48	4195 100	92.40	Sept 2023 payroll fee
10/10/2023	Lyreco UK Ltd	BACS 12637	79.20		13.20	4140 100	66.00	A4 white paper
10/10/2023	Phil Barlow	BACS 12638	14.40			4115 100	14.40	Travel expenses EALC AGM
10/10/2023	The United Reformed Church	BACS 12639	200.00			4382 300	200.00	Civic service hall hire
10/10/2023	National Express	BACS 12640	105.15			4345 300	105.15	Sale of coach tickets
10/10/2023	Society of London Theatres	BACS 12641	56.40			4345 300	56.40	Sale of gift cards
10/10/2023	Blueclouds Training	BACS 12642	900.00			4185 100	180.00	First aid course
						4190 100	720.00	First aid course
10/10/2023	Holts of Witham	BACS 12643	150.00			9002 900	150.00	Buffet night of action
						363	-150.00	Buffet night of action
						7000 900	150.00	Buffet night of action
10/10/2023	Vanitorials	BACS 12644	220.67		36.78	4120 100	183.89	Various cleaning products
10/10/2023	Maxed IT	BACS 12645	108.00		18.00	4100 100	90.00	Engineer on site & monitoring
10/10/2023	Steam Punk Glass	BACS 12646	69.30			4345 300	69.30	Sale of glass gifts
10/10/2023	Liz Crick	BACS 12647	20.97			4345 300	20.97	Sale of soaps
10/10/2023	Carol Gosden	BACS 12648	8.37			4345 300	8.37	Sale of bath bombs & powders
10/10/2023	Falcon Tree Specialists	BACS 12649	1,176.00		196.00	4433 400	980.00	2x failed poplar & 1 compromd
10/10/2023	Papalarny	BACS 12650	455.00			4376 300	455.00	RW entertainer for Halloween
Subtotal Carried Forward:			441,937.66	0.00	1,161.74		440,775.92	

Date: 29/11/2023

Time: 09:45

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
10/10/2023	K Wood Cleaning	BACS 12651	60.00			4120 100	60.00	Clean of Town Hall
10/10/2023	Heydi Party Decorations	BACS 12652	250.00			4376 300	250.00	Halloween balloon arch
10/10/2023	FuelGenie	DD	113.56		18.92	4444 400	94.64	Diesel & unleaded
13/10/2023	Clover Marketplace Merchant	DD	57.01			4355 300	57.01	Service chges & fees
16/10/2023	Anglian Water Business Ltd	DD	263.00			9001 900	263.00	Water useage for allotments
						362	-263.00	Water useage for allotments
						7000 900	263.00	Water useage for allotments
17/10/2023	Panel Warehouse	BACS 12653	4,033.37		672.23	4452 400	1,680.57	External noticeboards x2
						9001 900	1,680.57	External noticeboards x2
						362	-1,680.57	External noticeboards x2
						7000 900	1,680.57	External noticeboards x2
17/10/2023	Boreham House	BACS 12668	595.00		99.17	4170 100	495.83	Xmas evening
17/10/2023	Tuckwells Ltd	BACS 12669	3,358.53		559.76	4420 400	2,798.77	AY05 KBE rad & wheel
17/10/2023	Wilkin & Sons	BACS 12670	397.20			4345 300	397.20	Various xmas condiments
17/10/2023	NALC	BACS 12671	39.22		6.54	4190 100	32.68	Make planning work course
17/10/2023	Chubb Fire & Security Ltd	BACS 12672	372.52		62.08	4120 100	310.44	Work on intruder alarm
17/10/2023	Witham Public Hall Trust	BACS 12673	945.77			4345 300	945.77	Uncle Funk,wrestling,mes in b
17/10/2023	Rebel Legion Uk	BACS 12674	250.00			4380 300	250.00	Appearance at Street Festival
17/10/2023	Phil Barlow	BACS 12675	12.60			4115 100	12.60	Travel to Army cadets
17/10/2023	P Rowland	BACS 12676	202.50			4345 300	202.50	Sale 25 clear & 20 set honey
17/10/2023	SSE Plc	DD	224.81		10.69	4425 400	214.12	Unmetered street lighting
17/10/2023	FuelGenie	DD	90.00		15.00	4444 400	75.00	Diesel for van
18/10/2023	Clover Marketplace Merchant	DD	30.89		1.40	4355 300	29.49	Monthly equipment charges
19/10/2023	British Gas	DD	323.22		53.87	4122 100	269.35	Electricity 2/9-1/10
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023
Subtotal Carried Forward:			458,578.56	0.00	2,661.40		453,811.66	

Date: 29/11/2023

Time: 09:45

Cashbook 6

User: CS

Unity Trust Account

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
								payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
20/10/2023								October 2023 payroll
24/10/2023	SSE Plc	DD	75.73		3.60	4372 300	72.13	CCTV electricity
23/10/2023	SSE Plc	DD	285.88		13.61	4121 100	272.27	Gas 1/9-30/9
24/10/2023	Heelis and Lodge	BACS 12679	350.00			4175 100	350.00	Interim internal audit
24/10/2023	Skipper Ground Maintenance	BACS 12680	1,200.00		200.00	4455 400	1,000.00	5th of 5 instal water summ pla
24/10/2023	Green Cleen	BACS 12682	24.00		4.00	4120 100	20.00	Clean of lge wheelie bin
24/10/2023	Harry Cooper Plumbing	BACS 12683	144.00		24.00	9001 900	120.00	Outside tap & valve at allot's
						362	-120.00	Outside tap & valve at allot's
						7000 900	120.00	Outside tap & valve at allot's
24/10/2023	Brave Arts	BACS 12684	150.00			4447 400	150.00	Repair of art mural
24/10/2023	The Gorgeous Food Co	BACS 12685	618.71		45.26	4345 300	573.45	Various xmas food
24/10/2023	Martyn Garwood	BACS 12686	52.50			9002 900	52.50	Marshall Training
						390	-52.50	Marshall Training
						7000 900	52.50	Marshall Training
24/10/2023	Kim Roig	BACS 12687	52.50			9002 900	52.50	Marshall training
						390	-52.50	Marshall training
						7000 900	52.50	Marshall training
24/10/2023	Paul Wiseman	BACS 12688	58.50			9002 900	58.50	Marshall training
						363	-58.50	Marshall training
						7000 900	58.50	Marshall training
Subtotal Carried Forward:			480,682.38	0.00	2,951.87		477,730.51	

Date: 29/11/2023

Time: 09:45

Cashbook 6
Unity Trust Account

User: CS

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
24/10/2023	Bill Rose	BACS 12689	45.50			9002 900	45.50	Marshall Training
						390	-45.50	Marshall Training
						7000 900	45.50	Marshall Training
24/10/2023	FuelGenie	DD	65.42		10.90	4444 400	54.52	Diesel & unleaded
25/10/2023	EBM Managed Services	DD	293.88		48.98	4130 100	244.90	Photocopier usage 23/8-25/9
30/10/2023	SSE Plc	DD	44.67		2.12	4431 400	42.55	Park toilet elect 2/9- 1/10
31/10/2023	PPL PRS	BACS 12681	259.67		43.28	4390 300	216.39	Music royalties
31/10/2023	Smith Fencing Ltd	BACS 12690	233.58		39.26	4447 400	194.32	Timber field gate & hinge
31/10/2023	Police & Crime Commissioner	BACS 12691	643.02			4373 300	643.02	Costs for CSC's 1/7- 30/9/23
31/10/2023	RBL Witham Branch	BACS 12692	27.50			4305 300	27.50	Wreath for Rememb Sunday
31/10/2023	C&S Window Cleaning Services	BACS 12693	20.00			4120 100	20.00	Clean of Town Hall windows
31/10/2023	Boreham House	BACS 12694	595.00		99.17	4170 100	495.83	Remain bal for xmas evening
31/10/2023	Birketts LLP	BACS 12695	2,124.00		354.00	4175 100	1,770.00	Advice on Shelly's Meadow
31/10/2023	A & J Lighting	BACS 12696	237.60		39.60	9002 900	198.00	WTC67 power supply
						363	-198.00	WTC67 power supply
						7000 900	198.00	WTC67 power supply
31/10/2023	A & J Lighting	BACS 12696	-237.60		-39.60	9002 900	-198.00	Incorrect nominal code
						363	198.00	Incorrect nominal code
						7000 900	-198.00	Incorrect nominal code
31/10/2023	A & J Lighting	BACS 12696	237.60		39.60	4425 400	103.00	Broken column
						9002 900	95.00	Power supply WTC76 for CCTV
						363	-95.00	Power supply WTC76 for CCTV
						7000 900	95.00	Power supply WTC76 for CCTV
31/10/2023	Lamps and Tubes Illuminations	BACS 12697	1,962.00		327.00	9002 900	1,635.00	Inspect columns for CCTV
						363	-1,635.00	Inspect columns for CCTV
						7000 900	1,635.00	Inspect columns for CCTV
Subtotal Carried Forward:			487,234.22	0.00	3,916.18		483,318.04	

Unity Trust Account

Payments made between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
31/10/2023	Essex County Council	BACS 12699	975.20			9002 900	975.20	CCTV application
						363	-975.20	CCTV application
						7000 900	975.20	CCTV application
31/10/2023	Parkinson Partnership LLP	BACS 12700	1,440.00		240.00	4500 500	1,200.00	VAT review 20/9/23
31/10/2023	FuelGenie	DD	50.01		8.33	4444 400	41.68	Diesel for van
Total Payments:			489,699.43	0.00	4,164.51		485,534.92	

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

Agenda Item 11(c)

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	97,274	500	(96,774)			19454.8	8,392
1500 Hall Hire	15,812	12,500	(3,312)			126.5%	
Administration :- Income	113,086	13,000	(100,086)			869.9%	8,392
4100 I.T	2,099	4,000	1,901		1,901	52.5%	
4101 Charges	259	500	241		241	51.9%	
4115 Travel Expenses	144	600	456		456	24.0%	
4120 Town Hall	16,589	35,000	18,411		18,411	47.4%	
4121 Gas	2,148	7,000	4,852		4,852	30.7%	
4122 Electricity	1,557	5,700	4,143		4,143	27.3%	
4130 Photocopying	1,815	3,000	1,185		1,185	60.5%	
4135 Postage	208	500	292		292	41.6%	
4140 Stationery	464	1,500	1,036		1,036	31.0%	
4145 Admin Team PAYE/LGPS	146,154	278,216	132,062		132,062	52.5%	
4150 Office Equipment	0	4,000	4,000		4,000	0.0%	
4160 Telephone/Fax	1,104	1,800	696		696	61.3%	
4165 Insurance	10,634	11,150	516		516	95.4%	
4170 Sundry Expenses	992	1,500	508		508	66.1%	
4175 Audit & Legal	5,778	10,000	4,222		4,222	57.8%	
4180 Affiliation Fees	3,255	5,000	1,745		1,745	65.1%	
4185 Members -Conferencing/Training	388	4,000	3,612		3,612	9.7%	
4190 Staff -Conferencing/Training	5,572	6,500	928		928	85.7%	
4195 Payroll Charges	620	900	280		280	68.9%	
4200 Petty Cash	297	700	403		403	42.5%	
Administration :- Indirect Expenditure	200,077	381,566	181,489	0	181,489	52.4%	0
Net Income over Expenditure	(86,991)	(368,566)	(281,575)				
7001 less Transfer to EMR	8,392						
Movement to/(from) Gen Reserve	(95,383)						
<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	32,601	75,000	42,399			43.5%	
1310 Witham Festival Income	6,260	1,500	(4,760)			417.3%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1311 King's Coronation Income	1,628	500	(1,128)			325.6%	
1509 Christmas Events	2,875	750	(2,125)			383.3%	
Community :- Income	43,364	77,750	34,386			55.8%	0
4301 Community Team PAYE/LGPS	46,049	82,886	36,837		36,837	55.6%	
4305 Remembrance	250	1,200	950		950	20.8%	
4310 Silver Cinema	0	300	300		300	0.0%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4340 Christmas Decorations	4,212	10,600	6,388		6,388	39.7%	
4345 Information Centre Purchases	16,160	65,000	48,840		48,840	24.9%	
4355 Information Centre Administrat	1,151	3,250	2,099		2,099	35.4%	
4360 Community Grant Aid	0	15,000	15,000		15,000	0.0%	
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	5,617	10,000	4,383		4,383	56.2%	
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	1,234	2,000	766		766	61.7%	
4377 Easter Trail	1,313	1,650	337		337	79.6%	
4380 Witham Festival	25,815	23,000	(2,815)		(2,815)	112.2%	
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	241	3,200	2,959		2,959	7.5%	
4395 New Events Improvements	0	1,500	1,500		1,500	0.0%	
Community :- Indirect Expenditure	126,421	252,586	126,165	0	126,165	50.1%	0
Net Income over Expenditure	(83,057)	(174,836)	(91,779)				
<u>400 Environment</u>							
1401 Dog & Bench Sponsorship Scheme	3,760	1,650	(2,110)			227.9%	
Environment :- Income	3,760	1,650	(2,110)			227.9%	0
4400 Operations PAYE/LGPS	93,939	177,454	83,515		83,515	52.9%	
4420 Equipment Supplies & Maintenan	3,674	8,000	4,326		4,326	45.9%	
4425 Lighting Maintenance & Utility	1,543	4,000	2,457		2,457	38.6%	
4431 Toilet Block - Town Park	633	10,500	9,867		9,867	6.0%	
4432 New Tree Planting	0	2,000	2,000		2,000	0.0%	
4433 Tree Maintenance	3,420	5,000	1,580		1,580	68.4%	
4435 River Walk Project Management	0	10,000	10,000		10,000	0.0%	
4436 Dog Bin Maintenance	0	600	600		600	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4437 Dog & Bench Schemes	2,157	1,200	(957)		(957)	179.8%	
4444 Fleet	2,762	6,000	3,239		3,239	46.0%	
4445 Open Spaces General	1,937	2,500	563		563	77.5%	
4446 James Cooke Wood	325	2,000	1,675		1,675	16.2%	
4447 River Walk	2,091	3,000	909		909	69.7%	
4448 Whetmead LNR	5,549	2,000	(3,549)		(3,549)	277.4%	
4452 River Walk Signage	3,756	3,000	(756)		(756)	125.2%	
4453 Litter Bins	0	3,000	3,000		3,000	0.0%	
4455 Witham in Bloom	10,715	12,700	1,986		1,986	84.4%	
4457 Waste Disposal	77	1,200	1,123		1,123	6.4%	
Environment :- Indirect Expenditure	132,577	254,154	121,577	0	121,577	52.2%	0
Net Income over Expenditure	(128,817)	(252,504)	(123,687)				
<u>500 Policy & Resources</u>							
1510 Interest Received	8,774	5,000	(3,774)			175.5%	
Policy & Resources :- Income	8,774	5,000	(3,774)			175.5%	0
4500 Instructions & Reports	1,200	8,000	6,800		6,800	15.0%	
4503 Communications & Exhibitions	351	1,500	1,149		1,149	23.4%	
4505 Civic Receptions	0	2,300	2,300		2,300	0.0%	
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	245	500	255		255	49.1%	
4517 Members Allowance	6,000	8,000	2,000		2,000	75.0%	
4525 Newsletter & Publications	5,579	12,500	6,921		6,921	44.6%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	15,646	38,500	22,854	0	22,854	40.6%	0
Net Income over Expenditure	(6,873)	(33,500)	(26,627)				
<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				
<u>900 EMR Movement</u>							
8000 CapIn - Environment	7,739	0	(7,739)			0.0%	3,850
EMR Movement :- Income	7,739	0	(7,739)				3,850

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9000 CapEx - Planning	(76,560)	0	76,560		76,560	0.0%	76,560
9001 CapEx - Environment	15,624	0	(15,624)		(15,624)	0.0%	15,624
9002 CapEx - Community	15,316	0	(15,316)		(15,316)	0.0%	15,316
EMR Movement :- Indirect Expenditure	(45,621)	0	45,621	0	45,621		107,499
Net Income over Expenditure	53,360	0	(53,360)				
7000 plus Transfer from EMR	30,939						
7001 less Transfer to EMR	80,410						
Movement to/(from) Gen Reserve	3,889						
Grand Totals:- Income	973,864	894,541	(79,323)			108.9%	
Expenditure	429,100	928,806	499,706	0	499,706	46.2%	
Net Income over Expenditure	544,763	(34,265)	(579,028)				
plus Transfer from EMR	30,939						
less Transfer to EMR	88,802						
Movement to/(from) Gen Reserve	486,901						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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	-215.28	11,224.75
363 EMR - Safer Streets	0.00	158,598.30	158,598.30
390 Events Control Account	4,955.59	1,699.48	6,655.07
	286,432.36	82,073.83	368,506.19

Heading	Budget	% Over	Amount Over	Reason
Dog and Bench Scheme	1,200	79%	957	Offset against income of 1,650
Whetmead LNR	2,000	177%	3,549	Offset against receiving S106 Funds of 2,880 & 1,660 for steps
Mayor's Allowance	2,171	9%	171	Carried over from previous year
River Walk Signage	3,000	25%	756	Offset against Councillor Grant of 1,138
Witham Festival	23,000	12%	2,815	Offset against receipts of 4,215

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