



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 23rd March 2026** 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.	Heath	(Chairman)	J.	Goodman
J.	Robertson	(Vice Chairman)	L.	Headley
L.	Barlow		J.	Martin
P.	Barlow		R.	Ramage
B.	Fleet		B.	Taylor

Nikki Smith
Town Clerk
NS/GK/18.3.2026

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 9th December 2025 (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 a verbal report from the Town Clerk's on matters arising.

6. WITHAM CORPORATE STRATEGY 2026 - 2027

To receive and adopt a proposed Witham Corporate Strategy for 2026 – 2027 attached at page 4

7. ACCESSIBILITY STATEMENT

To receive and approve the Witham Town Council website Accessibility Statement attached at page 18.

8. DATA MAP

To receive and approve the Witham Town Council Data Map attached at page 20.

9. GDPR TRAINING

To note that all Councillors have received GDPR training.

10. TOWN COUNCIL POLICIES

The following policies are for renewal –

(a) **DATA AND DOCUMENT RETENTION POLICY** attached at page 22.

(b) **EQUALITY POLICY** attached at page 26.

(c) **FREEDOM OF INFORMATION POLICY** attached at page 28.

(d) **PRESS AND MEDIA POLICY** attached at page 31.

(e) **PUBLIC COMPLAINTS PROCEDURE POLICY** attached at page 34.

(f) **PUBLICATION SCHEME POLICY** attached at page 39.

(g) **TRAINING POLICY** attached at page 43.

And the following new policy for adoption -

(h) **RESERVES POLICY** attached at page 46.

(i) **EXTERNAL SUPPLIERS POLICY** attached at page 50.

11. COUNCILLOR GRANT SCHEME

To receive a verbal report concerning unspent budget from the Councillor's Grant Scheme

12. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 28th February 2026 attached at page 54.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 28th February 2026 attached at page 78.

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves to 28th February 2026 attached at page 112.

13. CCLA REPORT

To receive a report regarding interest on the CCLA account attached at page 118.



Witham Town Council Corporate Strategy 2026-2027

Statement from the Mayor

For the financial year 2026-2027, Witham Town Council continues to balance meaningful investment in our community with financial prudence and sustainability. This Corporate Strategy sets out our strategic direction, key priorities, and allocated budget across all service areas.

Building on the strong foundations of previous years, we have strengthened our corporate strategy to ensure it clearly articulates not only what we do but also how much we invest in each priority area. This transparency enables our residents to understand the direct link between their precept contribution and the services and improvements we deliver.

This Corporate Strategy demonstrates our commitment to:

- Making Witham a greener, fairer, and safer town
- Delivering high-quality services at the most local level
- Ensuring financial resilience and value for money
- Investing in infrastructure and community assets that reflect our residents' aspirations
- Continuous improvement and efficient service delivery

Executive Summary

Witham Town Council operates five main service committees, each with clearly defined objectives and allocated budgets. For 2026–2027, our total gross revenue expenditure is £1,207,727, funded by anticipated income from fees and charges of £141,700 and net allocations to earmarked reserves of £46,000, resulting in a net budget requirement and proposed precept of £1,112,027.

Key investment areas for 2026-2027 include:

- Community events and social isolation reduction: £331,931
- Environmental management and green space improvements: £293,946

- Planning and transport responsibilities: £5,000
- Civic and strategic functions: £44,237
- New Witham Community Centre facility development: £51,600
- Central service delivery and administration: £481,013

Our Earmarked Reserves (EMRs) total £342,404, providing additional funding for strategic projects including tree maintenance, CCTV expansion, community safety, cycleway development, and facility improvements.

1. Planning & Transport Committee

Responsibility and Mission

The Planning & Transport Committee ensures that development in Witham is fit for purpose, visually pleasing, and fundamentally justified through evidence. The Committee acts as consultee for all planning matters and continues to represent Witham's interests in the broader planning landscape.

Budget Allocation: £5,000

Speed Reduction Fund: £5,000

The Committee will continue its work on highway matters and parking reports, liaising with Essex Highways and the Local Highways Panel to resolve local concerns promptly.

Strategic Objectives 2026-2027

1. Neighbourhood Plan Development

- Advance the comprehensive Neighbourhood Plan for Witham with formal steering group oversight
- Ensure adequate representation across the town in consultation and evidence gathering
- Objective: Complete draft plan with evidence base by the end of 2026-2027

2. Local Plan Representation

- Participate in any Braintree District Local Plan examination hearings
- Make representations on areas of policy concern pertinent to Witham
- Ensure fair and consistent policy application by Braintree District Council post-adoption
- Objective: Safeguard Witham's interests in the emerging Local Plan

3. Scrutiny of Planning Applications

- Serve as a consultee with an objective assessment of all applications
- Recommend rejection of substandard development in favour of more appropriate alternatives
- Objective: Maintain Witham's planning quality standards

4. S106 and Developer Contributions Management

- Continue oversight through the S106 Working Group
- Identify and unlock development funding for local projects
- Advance key investment opportunities
- Objective: Maximise benefit from collected but unspent S106 contributions

5. Highways and Parking

- Continue standing Highways & Parking Reports to Committee
- Refer matters of local concern to Essex Highways, Local Highways Panel, and North Essex Parking Partnership
- Objective: Resolve local highways and parking concerns in a timely manner

2. Community Committee

Responsibility and Mission

The Community Committee represents all human aspects of our town, ensuring services and opportunities are available to all residents. This committee takes an active role in community safety, social inclusion, event delivery, and support for vulnerable groups.

Budget Allocation: £331,931

- Community Team Salaries & LGPS: £156,031
- Information Centre Operations: £58,000
- Christmas Decorations: £13,000
- CCTV: £14,500
- Community Grant Aid: £12,000
- Carnival Grant: £8,000
- Professional Advice Support Fund: £10,000
- Events and Activities: £60,400

Earmarked Reserves (Community Safety/CCTV): £45,000

Strategic Objectives 2026-2027

1. Youth Engagement and Support

- Examine proposals and recommendations for young people in Witham
- **Budget: £3,000 allocated from Events & Improvement**

- Objective: Provide meaningful opportunities and support for local young people

2. Community Safety and Special Constables

- Continue successful Special Constable Recruitment programme with Essex Police
- Expand community warden posts to enhance local safety
- Implement CCTV expansion using earmarked reserves (£45,000 allocation)
- **Allocated Budget: £14,500 + £45,000 EMR**
- Objective: Increase community presence and safety perception

3. Tackling Social Isolation

- Support recommendations for reducing loneliness across all age groups
- Continue Silver Cinema sessions
- Support local organisations providing community transport
- Objective: Strengthen social fabric and improve well-being for isolated residents

4. Community Events and Celebrations

- Deliver major events, including Witham Street Entertainment Festival (£23,000), Christmas celebrations, Easter Quest, and new community events
- Witham Summer Fayre, Dog Show, Open Garden, and Halloween events
- Christmas decorations and tree installation
- Total Events Investment: **£60,400**
- Objective: Create a vibrant, inclusive community calendar that brings residents together

5. Grant Aid and Community Support

- Administer Community Grant Aid scheme (£12,000) supporting local organizations
- Support Carnival Grant (£8,000)
- Provide Professional Advice Support Fund (£10,000)
- **Total Community Investment: £30,000**
- Objective: Enable grassroots community activity and local project delivery

6. Civic Celebrations and Heritage

- Manage Remembrance events and civic receptions
- Preserve historical artefacts and support local heritage awareness
- Objective: Celebrate community identity and local history

3. Environment Committee

Responsibility and Mission

The Environment Committee oversees all matters relating to Witham's open spaces, public realm improvements, environmental resilience, and green infrastructure. The committee manages extensive assets, including the River Walk, Whetmead Nature Reserve, James Cooke Wood, allotments, and the closed churchyard.

Budget Allocation: £293,946

- Operations Team Salaries & LGPS: £206,017
- Maintenance and Equipment: £8,400
- Lighting, Maintenance & Utilities: £20,000
- Tree Maintenance and Surveys: £7,500
- Toilet Block Operations: £14,000
- Open Spaces Management: £2,700
- Witham in Bloom: £15,000
- Fleet and Waste: £8,000
- Various other maintenance and operations: £12,329

Earmarked Reserves:

- Street Lighting Sinking Fund: £10,000
- Riverwalk Cycleways: £20,000
- Tree Maintenance: £10,000
- Land Improvement: £40,000
- JC Wood Improvement Plan: £10,000

Total Environmental Investment (including EMRs): £383,946

Strategic Objectives 2026-2027

1. Green Space and Asset Management

- Maintain all Council-managed open spaces to high standards
- Implement management plans for Whetmead Nature Reserve, James Cooke Wood, and River Walk
- Continue asset review and furniture maintenance programme
- **Allocated Budget: £2,700 + £8,400**
- Objective: Preserve and enhance Witham's green infrastructure

2. Environmental Resilience and Climate Action

- Continue tree planting programme (£3,000)
- Undertake enhanced tree surveys and maintenance (£7,500)
- Review and improve allotment site management and regulations
- Support biodiversity and pollinator initiatives
- **Allocated Budget: £10,000 + EMR Tree Maintenance**
- Objective: Build climate resilience and improve biodiversity

3. Public Realm Enhancement

- Continue review of street furniture
- Partnership with Braintree District Council and Essex County Council on joint improvements to key areas
- Witham in Bloom programme expansion (£15,000)
- Maintain festive lighting and decorative features (£13,000)
- **Allocated Budget: £35,000**
- Objective: Create an attractive, well-maintained town centre and local areas

4. Footpaths and Cycleways Development

- Continue Phase 1 footpath and cycleway resurfacing program on River Walk
- Support Active Travel and cycling infrastructure improvements
- **Allocated Budget: £20,000 EMR Riverwalk Cycleways**
- Objective: Enhance walking and cycling accessibility across Witham

5. Highways and Maintenance

- Maintain local highway maintenance and improvements
- Continue street cleaning and maintenance operations
- **Operations Budget: £206,017**
- Objective: Sustain well-maintained local infrastructure

6. Toilet Facilities Management

- Continue funding daily cleaning and checks of the public toilet block in Town Park
- Maintain the newly opened Changing Places toilet in the Town Hall
- **Allocated Budget: £14,000**
- Objective: Provide clean, accessible facilities for residents and visitors

4. Policy & Resources Committee

Responsibility and Mission

The Policy & Resources Committee ensures exemplary governance, transparent finances, and strategic management of the Council. The committee oversees long-term financial planning, policy development, member support, and strategic acquisitions.

Budget Allocation: £44,237

- Civic Receptions: £2,500
- Instructions & Reports: £8,000
- Mayor's Allowance: £2,237
- Member's Grant Scheme: £8,000
- Civic Gesture Fund: £500
- Newsletter & Publications: £10,000
- Members' Allowance: £7,000
- Communications & Exhibitions: £1,500
- Surveys & Consultations: £1,500

Earmarked Reserves:

- VAT Reserve: £25,000
- Town Hall Development: £32,000
- Elections Reserve: £19,884
- Major Repairs & Renewals: £30,000
- Equipment Replacement: £25,000

Total Policy & Resources Investment (including EMRs): £176,121

Strategic Objectives 2026-2027

1. Financial Management and Sustainability

- Maintain robust financial controls and governance frameworks
- Continue long-term financial planning with transparent reporting to Full Council and Policy and Resources Committee
- Monthly financial reports to individual committees
- Annual budget setting cycle (September to December)
- Risk management and mitigation strategies

- Objective: Ensure financial resilience and value for money

2. Communications and Community Engagement

- Review and enhance Council communications strategy
- Improve social media engagement and transparency
- Produce newsletters
- Publish all agendas, minutes, and policy documents on the website
- **Allocated Budget: £10,000**
- Objective: Improve resident awareness and engagement with Council work

3. Member Development and Support

- Support continued professional development of elected members
- Provide training on governance, planning, and policy matters
- **Allocated Budget: £1,000**
- Objective: Enable effective member contribution to Council work

4. Strategic Acquisitions and Investments

- Identify and develop outline business cases for strategic investment opportunities
- Advance Long-term devolution opportunities where business cases justify
- Assess opportunities for asset transfer from other agencies
- **Supported by EMRs: £65,000 other acquisition reserves**
- Objective: Enhance Council assets and service delivery capability

5. Policy Review and Development

- Complete systematic review programme of all Council policies
- Update policies to ensure relevance, compliance, and effectiveness
- Maintain Standing Orders, Financial Regulations, Risk Register, and Governance documentation
- Objective: Maintain robust, current policy framework

6. Civic Functions and Ceremonies

- Support Mayor's civic activities and engagement (£2,237)
- Manage civic receptions and events (£2,500)
- Support Remembrance and ceremonial occasions
- Objective: Maintain civic traditions and community celebration

5. Central Services

Responsibility and Mission

Central Services provides essential administrative, financial, and operational support to all committees and the Council as a whole. This includes payroll, finance, HR, IT, facilities management, and governance.

Budget Allocation: £481,013

- Admin Salaries & Employer NI: £361,758
- Town Hall Facilities: £35,000
- Utilities (Gas, Electricity, Water, Heating): £18,000
- Health & Safety: £3,055
- Insurance: £14,700
- Office Equipment and IT: £8,100
- Telecommunications: £2,400
- Professional Services (Legal, Audit): £14,000
- Training and Development: £9,000
- Affiliation Fees: £5,500
- Other operational costs: £13,100

Strategic Objectives 2026-2027

1. Staffing and Human Resources

- Maintain a trained, professional workforce capable of delivering all service areas
- Support continued professional development through training budget (£8,000)
- Maintain Investors in People accreditation
- **Allocated Budget: £361,758**
- Objective: Enable effective service delivery through a skilled workforce

2. Financial Administration and Governance

- Maintain robust internal controls and audit procedures
- Comply with Accounts and Audit Regulations
- Manage cashbooks, bank reconciliations, and financial reporting
- Undertake annual internal audit (twice yearly)
- **Allocated Budget: £14,000 (Legal & Audit)**

- Objective: Ensure transparency, compliance, and financial integrity

3. Facilities and Operations

- Maintain Town Hall as a functional, safe, accessible Council headquarters
- Continue energy efficiency improvements
- Manage health & safety compliance (£3,055 for new 3-year contract)
- **Allocated Budget: £35,000 + £18,000 utilities + £3,055 H&S**
- Objective: Provide fit-for-purpose facilities for staff and the public

4. IT and Digital Services

- Maintain IT infrastructure and systems
- Support digital service delivery
- Continue cyber security and data protection compliance
- **Allocated Budget: £4,600**
- Objective: Enable secure, efficient digital service provision

5. Information and Transparency

- Maintain public access to Council information
- Publish agendas, minutes, policies, and reports
- Provide FOI and data protection responses
- Objective: Ensure democratic accountability and public access

6. Witham Community Centre

Responsibility and Mission

Witham Community Centre represents a strategic investment in community facilities, providing space for community activities, public meetings, and commercial hire. The facility is under active development with significant capital investment planned.

Budget Allocation: £51,600

- Hall Bookings Income: £17,000
- Staffing and Operations: Funded through central services
- Building Maintenance and Improvement: £6,000
- Utilities (Electricity, Water, Gas, Heating): £19,000
- Business Rates: £12,000
- Insurance: £2,000
- Lift Servicing: £1,000

- IT and Communications: £2,500
- Licenses and Other: £1,300
- Waste and Cleaning: £700

Earmarked Reserves: £25,000 (Acquisitions/Witham Community Centre)

Total Witham Community Centre Investment: £76,600

Strategic Objectives 2026-2027

1. Facility Development and Improvement

- Continue strategic investment in Witham Community Centre as a community asset
- Complete facility improvements and enhancements
- Enhance booking systems and user experience
- **Capital Investment: £25,000 EMR**
- Objective: Develop a high-quality community facility

2. Financial Sustainability

- Increase hall bookings revenue through marketing and programming
- Projected income: £17,000
- Demonstrate value for money through commercial operation
- Objective: Achieve financial sustainability of the facility

3. Community Accessibility

- Ensure facility is accessible to diverse community groups
- Support local organisations through reasonable booking rates
- Promote the facility as an asset available for community use
- Objective: Maximise community benefit from investment

Governance and Financial Framework

Value for Money Commitment

Witham Town Council is committed to ensuring every pound spent delivers tangible benefits for our community. Our approach includes:

- **Transparency:** All budgets, policies, and procedures are publicly available
- **Competitive Procurement:** Annual review of supplier costs and competitive tendering

- **Local Suppliers:** Preference for local providers where value for money is achieved
- **Efficiency:** Continuous review of service delivery and cost control
- **Accountability:** Monthly financial reports to Committees and Full Council

Audit and Compliance

- Two internal audits per year reviewing governance, financial controls, and policy compliance
- Annual External Audit through Smaller Authorities' Audit Appointments (SAAA)
- Annual Governance and Accountability Return (AGAR) published
- All decisions subject to Standing Orders and Financial Regulations
- Risk Register reviewed and updated annually

Documentation and Compliance

All of the following are publicly available and reviewed annually by resolution:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Risk Register
- Asset Register
- Complaints Policy
- Privacy Policy
- Accessibility Statement
- Annual Governance and Accountability Return (AGAR)
- Internal and External Audit Reports
- Council Agendas and Minutes (last five years)

Risk Management and Mitigation

Key Risks Identified

1. **Cost Inflation:** Utility, staffing, and supply costs continue to rise
 - *Mitigation: Efficiency reviews, energy conservation measures, phased spending approvals*
2. **Staffing Capacity:** Service demands are increasing while maintaining a sustainable workforce
 - *Mitigation: Prioritisation framework, partnership working, regular capacity reviews*
3. **Income Volatility:** Rental income is subject to market conditions

- *Mitigation: Diverse revenue streams, financial reserves, contingency planning*
4. **Project Delays:** Capital projects may experience delays or cost overruns
- *Mitigation: Phased approvals, qualified project management, regular monitoring*
5. **Partnership Changes:** Reliance on external partners (ECC, BDC, Essex Police)
- *Mitigation: Strong relationship management, service level agreements where appropriate, alternative planning*

Mitigation Measures

- **Financial Planning:** Conservative forecasting, regular budget monitoring via Policy and Resources Committee
- **Project Management:** Qualified officers' oversight, phased reporting to committees where appropriate
- **Reserves:** Maintained at appropriate levels to manage contingencies
- **Performance Monitoring:** Monthly reports to Full Council, quarterly to committees
- **Review Cycle:** Annual budget setting (September-December), mid-year reviews

Monitoring and Review

Performance Management

- **Monthly:** Financial reports to Policy and Resources Committee
- **Monthly:** Clerk's report to Full Council
- **Quarterly:** Committee performance updates against objectives
- **Annually:** Comprehensive review of all policy areas
- **Annually:** Strategic plan review and update

Key Performance Indicators

Each committee will monitor progress against stated objectives through:

- Completion of planned projects and initiatives
- Budget performance against allocation
- Community feedback and satisfaction
- Service uptake and participation rates
- Achievement of stated outcomes

Review Cycle

- **September to December:** Annual budget setting and planning cycle

- **Quarterly:** Performance updates to committees
- **Mid-year (January-February):** Strategic review and adjustment as needed
- **March:** Final review ahead of annual cycle recommencement

Conclusion

This Corporate Strategy 2026-2027 demonstrates Witham Town Council's commitment to delivering high-quality services, maintaining financial resilience, and investing meaningfully in our community. Through clear objectives, transparent budget allocation, and robust governance, we aim to make Witham a greener, fairer, and safer town for all residents.

The allocation of £1.2 million in revenue spending and £342,404 in earmarked reserves reflects our priorities: supporting our community, maintaining and improving our environment, delivering effective planning and transport scrutiny, and maintaining strong governance.

Approved by Witham Town Council at Policy and Resources Meeting 23rd March 2026

Review Date: March 2027

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Accessibility Statement for Witham Town Council

This statement applies to www.witham.gov.uk

We want everyone to use our website easily.

If you need information in a different format (like large print, audio, braille, or easy read), please email infocentre@witham.gov.uk

If you find a problem with the website, please tell us. We will do our best to fix things quickly.

This website is run by Witham Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

change colours, contrast levels and fonts

zoom in up to 200% without the text spilling off the screen

navigate most of the website using just a keyboard

navigate most of the website using speech recognition software

listen to most of the website using a screen reader

We've also made the website text as simple as possible to understand.

<https://abilitynet.org.uk/> has advice on making your device easier to use if you have a disability.

Compliance status

This website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard (previously 2.1), due to the non-compliances and exemptions listed below:

Non-accessible content

Some parts of this website are not fully accessible:

PDFs and other documents: Some older PDFs and Word documents may not be accessible to screen reader software.

Maps: Online maps are not fully accessible, but we provide addresses and contact details in text alongside where possible.

Third-party content: We cannot guarantee accessibility for content hosted on external websites or systems we do not control.

We are working to replace or update inaccessible content where possible.

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille, please contact us:

Email: infocentre@witham.gov.uk

Call: 01376 520627

Write to: Witham Town Council, Town Hall, 61 Newland Street, Witham,
Essex CM8 2FE

We'll consider your request and get back to you within 10 working days.

Reporting accessibility problems

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact us at infocentre@witham.gov.uk

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. If you're not happy with how we respond to your complaint, you can contact the Equality Advisory and Support Service (EASS)

Technical information about this website's accessibility

Witham Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the WCAG 2.2 AA standard due to the non-compliances listed above.

Ongoing efforts

We are taking the following steps to improve accessibility:

Regular audits: We carry out accessibility checks and work to fix issues found.

Staff training: Our team is trained to create and maintain accessible content.

Feedback process: We welcome user feedback to help us improve further.

Preparation of this accessibility statement

This statement was prepared on 24th September 2025

It was last reviewed on 24th September 2025.

It will be reviewed again by 24th September 2026.

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Data Protection Officer (if applicable)	
Name	Nikki Smith
Address	61 Newland Street, Witham CM8 2FE
Email	townclerk@witham.gov.uk
Telephone	01376 520627

Information Type	What personal information (data) is collected	Categories of individuals	Categories of recipients (Where)	Purpose of processing (What)	What security measures are used	Where and how is the data stored	Article 6 lawful basis for processing personal data	Retention schedule (if applicable)
General								
Record keeping	Identity, political opinions	Members of public, councillors, staff	N/A	Mnotes	Secure server, Secure hard copy, Website	Secure Server, Secure hard copy	Article 6 (1) (c) legal obligation	Indefinitely
Facilities	Appearance	Public	Law Enforcement, Local Authority, Insurance Companies, solicitors	CCTV	Secure server, encrypted data transfer, password protected external media devices	Secure server	Article 6(5)(f) - Public Interest or Official Authority	30 days, 31 days + if active investigation
Ticket Booking Electronic (A)	Name, address, telephone number, email address, payment card details	Public	TicketSource	Ticket Sales	Password protected	Sales system, data processor	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking Electronic (B)	Name, address, telephone number, email address, payment card details	Public	TicketSource	Ticket Sales	Password protected	Sales system, data processor	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking Electronic (C)	Name, telephone number, payment card details	Public	Witham Operatic Workshop (WOW) - TicketTailor	Ticket Sales	Password protected	Sales system, data processor	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking (Paper)	Name, telephone number, payment card details	Public	Witham Choral Society	Ticket Sales	Hard copy folder	Information Centre	Article 6 (1) (b) contract	Refer to Data Controller
Ticket Booking Telephone	Payment Card Details	Public	New Customers	Telephone Sales	Hard copy folder	No record held	Article 6 (1) (b) contract	Not retained
Information Centre Vendor Sales	Name, telephone number, email address, bank details	Vendors	Bank	Sellers detail's	Email & Secured Hard copy	Secure server	Article 6(1)(a) - consent	Not retained
Bus / Coach Card	Name, address	Public	National Express	Ticket Sales	N/A	No record held	Article 6 (1) (b) contract	Not retained
Bus / Coach Card	Name	Business	Finance controller	Reimburse National Express	N/A	No record held	Article 6 (1) (b) contract	Not retained
Bus Trip	Name, postcode, telephone, payment card details	Public	National Express	Ticket Sales	Secure server, Secure hard copy	Secure server, Information Centre secured hard copy	Article 6 (1) (b) contract	Not retained
Coach Trip	Name, address, telephone number	Public	Boons Calendar Travel	Ticket Sales	Secure server, Secure hard copy	Secure server, Information Centre secured hard copy	Article 6 (1) (b) contract	TBC
Coach Trip	Name, address	Business	Boons Calendar Travel	Reimburse Boons	Secure server, Secure hard copy	Secure server, Information Centre secured hard copy	Article 6 (1) (b) contract	TBC
Information Centre General Sales	Payment Card Details	Public	Customers	Town Hall Sales	N/A	No record held	Article 6(1)(a) - consent	Not retained
Visitors Record Sheet	Names, vehicle registration number	Visitors	Visitors	Fire Safety	Hard copy folder	Information Centre secured hard copy	Article 6(1)(a) - consent	TBC
Sell Theatre Gift Card	Payment Card Details	Public	Society of London Theatres	Sales	N/A	No record held	Article 6(1)(a) - consent	Not retained
Sell Bus Ticket	Name, address, telephone number, payment card details	Public	First Essex Busses Ltd	Sales	Email, Hard copy folder	Secure server, Information Centre secured hard copy	Article 6(1)(a) - consent	Not retained
Discount code / Railcard	DOB, postcode	Public	Rail Delivery Group	Sales	Secure hard copy folder	Information Centre secured hard copy	Article 6(1)(a) - consent	TBC
Mayor's events	Name, telephone number	Public	New Customers	Sales	Hard copy record	Information Centre secured hard copy	Article 6(1)(a) - consent	Not retained
Commemorative Benches	Name, address, telephone number, email address, Name of Deceased, Dates of Birth & Death	Public	New Customers	Sales	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years from termination of contract
Commemorative Benches	Name, address, email address	Public	Existing Customers	Correspondence	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Dog Bin Sponsorship	Name, Address, Telephone number, emails address, name of their dog	Public	New Customers	Sales	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years from termination of contract
Dog Bin Sponsorship	Name, address, email address	Public	Existing Customers	Correspondence	Email, Secure server, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Allotments	Name, address, telephone number, email address	Public	New Customers	Application to Waiting List	Website	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Allotments	Name, address, telephone number, email address	Public	New Customers	Waiting List	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Allotments	Name, address, telephone number, email address	Public	New Customers	Tenancy Agreement	Secure server, Scribe, Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(b), Article 6(1)a	7 years from termination of contract
Allotments	Name, address, email	Public	Existing Customers	Correspondence	Email system	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Paper Correspondence Deputy Town Clerk	Name, address	Public	Residents / Public	Enquiries	Secure Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 Years
Volunteer Records	Name, address, telephone number, email address	Public	Public	Enquiries	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Hiring of Open Spaces	Name, address, telephone number, email address, bank details, insurance certificate	Public	New Customers	Sales	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years from termination of contract
Salt Bag Scheme	Name, address, telephone number, email address	Public	Residents	Sales	Email system, Secure server	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Residents Letters hard copy	Name, address	Residents	To recipient and council meeting	Enquiries	Secure hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	5 years
Councillor contact details	Name, address, contact number	Councillor	Council	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	Indefinite
Councillors Acceptance Of Office	Name	Councillor	Clerk, Deputy Clerk	Council business	Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Councillors Register Of Interests	Name, address	Councillor	Clerk, Deputy Clerk	Council business	Secure hard copy, website	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Planning Applications	address	Public	Planning & Democratic Officer	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	N/A
Photographs	Name, address	Public	Website, newsletter, social media, archive, council staff	Council business		Secure server, Secure hard copy	Article 6(1)(a) - consent	Indefinite
Lease Agreements	Name, address, telephone number	Public	Clerk, Council, Solicitor	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Contractors Insurance Documents		Contractor	To recipient	Council business	Email system, Secure hard copy, secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Grant Applications to the Council	Name, address, telephone number, email address, bank details	Residents, Public	Clerk, Council	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Consent Forms	Name, address, telephone number, email address	Residents, Public	Website, newsletter, archive	Council business	Secure hard copy		Article 6(1)(a) - consent	
Record of Consents	Name, address, telephone number, email address	Residents, Public	Clerk	Council business	Secure hard copy		Article 6(1)(a) - consent	
Accident book	Name, address & telephone number	council staff	Clerk	Council business	Secure hard copy	Secure server, Secure hard copy	Article 6 (1) (c) legal obligation	15 Years from filing date
Accident book	Name, address & telephone number	All	Information Centre	Council business	Secure hard copy	Secure server, Secure hard copy	Article 6 (1) (c) legal obligation	15 Years from filing date

Policy and Resources Committee Agenda - 23rd March 2026

Surveys & Consultations	Name, address, telephone number, email address	Public	Recipient	Data Gathering	Email system, Secure server, Hard Copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	Indefinite
Invoices	Name, address, email address, bank details	Contractor	To recipient & council meeting	Sales	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6 (1) (c) legal obligation	7 Years from finance year end
Quotations / Tenders	Name, address, email address, bank details	Contractor	To recipient & council meeting	Sales	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Phone messages	Name, telephone number	Resident, Councillor, Employee, Contractor, Public	Telephone system/written note	Enquiries	Hard copy		Article 6(1)(a) - consent	Until actioned
Phone Call	Name, telephone number, email address if response required	Resident, Councillor, Employee, Contractor, Public	To recipient	Enquiries	Hard copy		Article 6(1)(a) - consent	Until actioned
Mayoral Events	Name, telephone number	Public	Admin / Information Centre	Sales	Secure hard copy	Secure hard copy	Article 6(1)(a) - consent	
Mayoral Diary	Name, telephone number, address, business name	Public	Admin	Request for Mayor attendance	Secure hard copy	Secure hard copy	Article 6(1)(a) - consent	Until event completed
Building Maintenance	Business name, email address, website, telephone number	Contractor	Intended recipient	Business	Secure hard copy	Secure hard copy	Article 6(1)(b) - contract	7 years from termination/completion of contract
Council Chamber Booking	Name, telephone number, address, business name	Public	Admin	Events, meetings	Secure server, email system, Secure hard copy	Secure server, email system, Secure hard copy	Article 6(1)(a) - consent	7 Years from finance year end
Voucher scheme	Business name, contact details, email address, telephone number, bank details	Business	Finance controller	Finance	Secure server	Secure server	Article 6(1)(a) - consent	7 Years from finance year end
Events	Business name, contact details, email address, telephone number	Vendors	Finance controller	Finance	Hard copy	Secure server, Secure hard copy	Article 6(1)(a) - consent	7 Years from finance year end
Councillors Grants	Name, address, telephone number, email address, bank details	Public	Finance controller	Finance	Secure server	Secure server	Article 6(1)(b) - contract	7 Years from finance year end
Email Incoming	Name, address, telephone number, email address	Resident, Councillor, Employee, Contractor, Public	Intended recipient	Enquiries	Secure email	Secure email	Article 6 (b), Article 6 (c), Article 6 (a), Article 6 (f)	As long as necessary
Information Outgoing								
Invoices sent hard copy	Name, address	Resident, Councillor, Employee, Contractor, Public	Intended recipient	Enquiries		Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Invoices sent by email	Name, email address, telephone number	Resident, Councillor, Employee, Contractor, Public	Intended recipient	Enquiries	Email system	Secure server, email system	Article 6(1)(b) - contract	7 Years from finance year end
Email Outgoing	Name, address, telephone number, email address	All	Intended recipient	Enquiries	Secure email	Secure email	Article 6 (b), Article 6 (c), Article 6 (a), Article 6 (f)	As long as necessary
Councillors Register of Interests	Name, address	Councillor	Electoral Officer	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6 (1) (c) legal obligation	Term of office
Lease Agreements	Name, address	Resident, Tenant	Intended recipient, solicitor	Council business	Secure server, Secure hard copy	Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Grant Request	Name, address, email address, bank details, telephone number	Clerk, Councillors	Grant provider	Council business	Secure hard copy, email system	Secure hard copy, email system	Article 6(1)(a) - consent	Indefinite
Record of Grant Submissions	Name of requestor	Clerk, Councillors	Council	Council business		Secure server, Secure hard copy	Article 6(1)(b) - contract	Indefinite
Event Marshalls hire	Name, address, bank details	Public	Finance controller	Finance	Scribe, secure hard copy	Bank, Secure server, Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Information Centre Sales	Name, bank details	Vendors	Accounting software	Finance	Scribe, secure hard copy	Bank, Secure server, Secure hard copy	Article 6(1)(b) - contract	7 Years from finance year end
Information Centre Sales	Name, bank details	Vendors	Online banking	Finance	Unity Bank	Bank system	Article 6(1)(b) - contract	7 Years from finance year end
Promotion	Photographs, images	Various	Social Media Platforms	Social Media	Website	Secure server	Article 6(1)(a) - consent	
Reimbursement	Name, bank details	Employee	Finance controller	Finance	Scribe, Unity Bank, secure hard copy	Bank, Secure server, Secure hard copy	Article 6(1)(a) - consent	7 Years from finance year end
Employment Information								
Finance	Bank details, personal details, tax details, salary details	Employees	HMRC, Essex Pension Fund, Bank	Payroll	MFA	Cloud based payroll system, Secure server	Article 6 (1) (c) legal obligation	7 years post employment
Employment Contract	Name, personal details	Employees	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
Leave Record	Name, personal details	Employees	Timetastic	Business	Secure server	Secure server	Article 6(1)(b) - contract	7 years post employment
Sickness Record	Name, personal details	Employees	Clerk	Business	Secure hard Copy	Secure hard copy	Article 9(2)(b) - employment	7 years post employment
Discipline / Grievance Record	Name, personal details	Employees	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
Next Of Kin	Name, address, telephone number	Employees, public	Clerk	Business	Secure server	Secure server	Article 6(1)(a) - consent	7 years post employment
Pay Grades	Name, personal details, address, telephone number,	Employees	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
Contact Details	Names, address, telephone number, DOB	Employees	Clerk	Business	Secure server	Secure server	Article 6(1)(b) - contract	7 years post employment
References / Job applications	Name, personal details, address, telephone number	Public	Clerk	Business	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Contact details	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Qualifications	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Employment history	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Ethnicity	Successful candidates	Clerk	Recruitment	Secure server	Secure server, Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Disability details	Successful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	7 years post employment
HR	Contact details	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Qualifications	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Employment history	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Ethnicity	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview
HR	Disability details	Unsuccessful candidates	Clerk	Recruitment	Secure Hard Copy	Secure hard copy	Article 6(1)(b) - contract	6 months post interview

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Witham Town Council: Data & Document Retention Policy

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

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Witham Town Council or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of the Council in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

The following is to be added - This Policy is underpinned by the data protection principle of storage limitation, which requires that personal data is kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which it is processed, subject to certain statutory and archiving exceptions.

The Council will ensure that retention periods are justified by legal, regulatory, operational or historical needs, documented in a retention schedule, and that records are securely destroyed or archived when they are no longer required. End of addition.

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Witham Town Council and the retention and disposal of electronic documents. The Town Clerk is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Town Clerk is also authorised to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with new Acts of Parliament and department regulations.

The following is to be added - When making changes to the Record Retention Schedule, the Town Clerk will have regard to current ICO guidance, NALC/local council retention advice and any relevant sector-specific requirements. End of addition.

This policy is overseen by the Policy & Resources Committee and should be periodically reviewed to ensure it is fit for purpose and adhered to.

The following is to be added - The Council will undertake routine (at least annual) reviews of records held to identify material that has reached the end of its retention period and to confirm appropriate disposal or archiving. End of addition.

Files managed as part of this system are codified and managed by the Town Clerk and supporting staff. Resolution files and other such public records are open to public inspection during reasonable office hours at no charge to the public.

The following is to be added - All destruction of records will be carried out securely and, where appropriate, documented in a destruction log noting record type, date and method of destruction and authorising officer. End of addition.

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

Reviewed: Policy & Resources Committee held 23rd March 2026

Review date: March 2028

POLICY NO: WTC/032 - POLICY & RESOURCES

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



APPENDIX A - RECORD RETENTION SCHEDULE

The following is to be added - Retention periods shown are normally minimum periods; some records may need to be kept longer where required by law, ongoing business need or in connection with investigations, complaints, claims or audits.

- Personal data retained for longer periods for archiving, research or statistical purposes will be processed in accordance with safeguards required by data protection legislation.

- Where a legal "hold" applies (for example, because of a complaint, Ombudsman investigation, audit, insurance claim or legal proceedings), destruction of relevant records will be suspended until the hold is lifted. End of addition.

There follows a grid showing retention periods with the only amendment being for CCTV footage where high-risk incidents or where footage is required for investigation, insurance or legal purposes, relevant clips may be retained for longer until the matter is concluded in line with ICO CCTV guidance.

RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
ACCIDENT REPORTS	NO	15 YEARS FROM FILED DATE
ACCOUNTING LEDGERS	NO	7 YEARS FROM FINANCE YEAR END
ANNUAL BUDGETS	YES	INDEFINITE
BANK STATEMENTS	NO	7 YEARS FROM FINANCE YEAR END
BOOKING & HIRE FORMS	NO	7 YEARS FROM FINANCE YEAR END
BYELAWS	YES	INDEFINITE
CCTV FOOTAGE	NO	30 DAYS <i>For high-risk incidents or where footage is required for investigation, insurance or legal purposes, relevant clips may be retained for longer until the matter is concluded in line with ICO CCTV guidance.</i>
COMMUNITY GROUP NEWSLETTERS	YES	INDEFINITE
CONSULTANT REPORTS	NO	5 YEARS
CONTRACTS AND RELATED CORRESPONDENCE	NO	7 YEARS FROM TERMINATION OF CONTRACT
CORRESPONDENCE NOT OTHERWISE FILED WITH A RESOLUTION	NO	5 YEARS
CREDIT CARD RECORDS	NO	7 YEARS FROM FINANCE YEAR END
DBS DISCLOSURES	NO	1 WEEK AFTER RECEIPT

EMPLOYEE CONTRACTS	NO	5 YEARS FROM END OF EMPLOYMENT
EMPLOYEE EXPENSES	NO	7 YEARS FROM FINANCE YEAR END
EMPLOYEE PAYROLL	NO	7 YEARS FROM FINANCE YEAR END
EMPLOYEE PENSIONS	NO	INDEFINITE
EMPLOYEE RECORDS	NO	5 YEARS FROM END OF EMPLOYMENT
EMPLOYEE TIMESHEETS	NO	7 YEARS FROM FINANCE YEAR END
FULL COUNCIL & COMMITTEE AGENDAS	YES	INDEFINITE
GRANT APPLICATIONS MADE	YES	INDEFINITE
GRANT APPLICATIONS RECEIVED	NO	7 YEARS FROM FINANCE YEAR END
RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
HEALTH & SAFETY RECORDS	NO	INDEFINITE
INSURANCE CERTIFICATES	YES	INDEFINITE
INSURANCE CLAIMS	YES	INDEFINITE
INSURANCE SCHEDULES	YES	INDEFINITE
INT/EXT AUDIT REPORT	YES	INDEFINITE
INVESTMENT RECORDS	NO	7 YEARS FROM FINANCE YEAR END
LEGAL ADVICE RECEIVED	YES	INDEFINITE
LICENCES AND PERMITS	YES	INDEFINITE
MATERIAL OF HISTORICAL VALUE (SEE NOTES)	YES	INDEFINITE
MAYORAL CIVIC EVENTS	YES	INDEFINITE
MEMBERS REGISTER OF INTERESTS	YES	INDEFINITE
MINUTE BOOKS	YES	INDEFINITE
PROPERTY LEASES	YES	INDEFINITE

PROPERTY RECORDS & VALUATIONS	YES	INDEFINITE
PUBLIC CONSULTATIONS	YES	INDEFINITE
RESOLUTION FILES	YES	INDEFINITE
RISK ASSESSMENTS	NO	INDEFINITE
STOPPED CHEQUES	NO	7 YEARS FROM FINANCE YEAR END
SURVEYS AND REFERENDA	YES	INDEFINITE
TENDERS	NO	7 YEARS FROM FINANCE YEAR END
TERMS OF REFERENCE	YES	INDEFINITE
TOWN COUNCIL NEWSLETTERS	YES	INDEFINITE
RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
TOWN COUNCIL POLICY	YES	ONE COPY FOR INDEFINITE ARCHIVE, DISPOSAL AFTER END OF ADMIN USE OR SUPERSEDED
TRAFFIC REGULATION NOTICES	YES	INDEFINITE
TREE PRESERVATION ORDERS	YES	INDEFINITE
UNSUCCESSFUL JOB APPLICATIONS	NO	SIX MONTHS AFTER INTERVIEWS
VAT RECORDS	NO	7 YEARS FROM FINANCE YEAR END
VEHICLES	NO	UNTIL DISPOSAL OF VEHICLE
WTC PUBLISHED REPORTS	YES	ONE COPY FOR INDEFINITE ARCHIVE, DISPOSAL AFTER END OF ADMIN USE.

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Witham Town Council: Equality Policy

Policy Overview

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

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

The following is to be added -

Legal and Policy Framework

Witham Town Council recognises its responsibilities under the Equality Act 2010, including the Public Sector Equality Duty in section 149, and related Codes of Practice. The Council will have due regard to its duties to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Council notes that the Equality Act 2010 identifies nine protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). *End of addition.*

Witham Town Council recognises its responsibilities under ~~(the following act to be deleted) Section 149 of the Equalities Act and related Codes of Practice including~~ *(the following to be added)* the Equality Act 2010 and the Public Sector Equality Duty and will also have regard, where still relevant, to earlier legislation and case law, including: *End of addition.*

- The Sex Discrimination Act 1975 (amended 1986)
- The Equal Pay Act 1970
- The Race Relations Act 1976, 2000 (amended) and 2003 (amended)
- The Disability Discrimination Act 1995 and amendments
- The Human Rights Act 1998
- All *(the following to be added)* relevant UK and retained *(end of addition)* European Regulations and Directives

The Council is committed to:

- taking into account the equality impacts of our emerging proposals and seek to mitigate any adverse impacts where possible
- ensuring that equality is at the heart of our thinking and is reflected in our commissioning strategies *(the following to be added)* and policies. *End of addition.*

- consulting and engaging with our communities taking into account the diverse needs of our residents and businesses
- identifying, and where possible addressing the root causes of disadvantage and discrimination, including direct, indirect and discrimination by association.
- embedding equalities in all the Council does and making it part of the council's business as usual practice
- recruiting and retaining a diverse workforce that reflects the communities the council serves and ensuring that council employees feel valued and respected.
- fostering good relations between different groups and communities.

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

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

The following to be added - Councillors and senior officers are expected to demonstrate visible leadership on equality, diversity and inclusion, challenge discrimination and harassment, and act as role models for respectful behaviour.

Managers are responsible for promoting inclusive practices within their teams, addressing concerns promptly and ensuring that policies (including recruitment, performance management and grievance/disciplinary procedures) are applied fairly.

Priorities, Monitoring and Review *End of addition.*

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

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

Policy Adopted: Full Council 28th June 2021

Reviewed: Policy and Resources Committee March 23rd March 2026

Review Date: Policy and Resources Committee March 2028

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Witham Town Council: Freedom of Information Policy

A guide to the principles of Freedom of Information and how to submit requests to the Council, ensuring compliance with the Freedom of Information Act 2000, the General Data Protection Regulation (GDPR), and the Data Protection Act 2018.

Policy Overview

This policy is managed in accordance with the Information Commissioner's Office (ICO) guidance and sets out the rights and obligations of the Council in relation to Freedom of Information (FOI). It also outlines how the Council balances transparency with its responsibilities under GDPR and the Data Protection Act 2018 to protect personal data.

The following to be added - The Council will handle FOI requests in line with the Freedom of Information Act 2000, the Environmental Information Regulations 2004 (where applicable), the UK GDPR and Data Protection Act 2018, and the ICO's section 45 Code of Practice. End of addition.

Your Rights

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

- Be informed whether the Council holds information of the description specified in your request.
- Receive the information we hold that relates to your request, subject to any exemptions under the FOI Act.
- Receive advice and assistance from the Council in making your request.
- Receive a response to your request within 20 working days of receipt.

The following to be added - In certain limited circumstances, for example where the public interest test is being considered, the Council may extend the time for responding by a further reasonable period, normally up to an additional 20 working days, in line with ICO guidance. End of addition.

Description of Requests and General Information

Scope of Requests: Requests must be for recorded information held by the Council. Requests for clarification on policy, comments, or press inquiries fall outside the scope of the FOI Act. The Council will, however, endeavour to answer such queries through other appropriate channels.

Charges: The Council will usually process FOI requests free of charge. However, a charge may be made where the request involves a manifestly unfounded or excessive amount of information, or if it will require a disproportionate effort to locate, retrieve, and extract the information. Where a charge is applicable, a fees notice will be issued to the applicant, detailing how the charge has been calculated, in accordance with ICO guidelines. Applicants have the right to request an internal review of any charge levied.

The following to be added - Where the estimated cost of complying with a request exceeds the appropriate limit set out in FOI fees regulations, the Council may refuse the request, charge for compliance, or offer the applicant the option of refining the scope of their request. End of addition.

Preferred Communication Method: Where reasonably practicable, the Council will accommodate an applicant's preferred method of communication (e.g., email, large print).

Clarification of Requests: The Council may ask for clarification from applicants to help identify the information requested, particularly where the initial request is unclear or too broad.

Vexatious or Repeated Requests: The Council reserves the right not to respond to requests that are vexatious or repeated. The determination of such requests will be based on ICO guidance and will involve a careful assessment of the impact on the Council's resources and the intent of the request.

Publication Scheme: Many documents and information are already publicly available on the Town Council website within our Publication Scheme. Before submitting an FOI request, please check the Publication Scheme to see if the information is already available.

Data Protection Considerations: The Council will redact personal data from disclosed information where doing so is necessary to comply with the GDPR and the Data Protection Act 2018. This includes personal data relating to third parties, as well as personal data about Council employees where its release would be unfair or unlawful.

The following to be added - Environmental Information: Requests for environmental information (for example, about land, air, water, noise, waste or planning) may fall under the Environmental Information Regulations 2004 rather than FOI, but will be handled in a similar way, with regard to ICO guidance. End of addition.

Making Requests

How to Submit: Requests can be submitted by:

Email: townclerk@witham.gov.uk

Post: Witham Town Council, Town Hall, 61 Newland Street, Witham, Essex, CM8 2FE

Request Requirements: To assist the Council in processing your request efficiently, please provide: Your full name and contact details, a clear and specific description of the information you are seeking and your preferred method of contact.

The following to be added - 3.3 Accessibility: If you need help to make a request (for example due to a disability, language or literacy needs), the Council will take reasonable steps to provide assistance or signpost you to appropriate support. End of addition.

Disputing Information Received and Internal Reviews

Internal Review: If you are dissatisfied with the outcome of your FOI request, you may request an internal review. Your request for an internal review should be submitted in writing to the Town Clerk within 40 working days of the date of the original response.

ICO Appeal: If you remain dissatisfied after the internal review, you have the right to appeal to the Information Commissioner's Office.

The following to be added - The Council will ensure that internal reviews are handled by someone not involved in the original decision wherever reasonably possible, and will normally aim to complete reviews within 20 working days, in line with the section 45 Code of Practice. End of addition.

Data Protection

Data Protection Act 2018: The council is registered with the ICO as a Data Controller and takes its data protection responsibilities seriously. All requests will be dealt with in accordance with the Data Protection Act 2018.

The following to be added - Requests for access to your own personal data will normally be treated as subject access requests under data protection legislation rather than FOI and will follow the timescales and requirements set out in UK GDPR guidance. End of addition.

Contact Details

Email: townclerk@witham.gov.uk

Post: Witham Town Council, Town Hall, 61 Newland Street, Witham, Essex, CM8 2FE

The following to be added –

Publication Scheme

The Council has adopted the ICO model publication scheme and maintains a Guide to Information describing what information is routinely made available, how it can be accessed and any charges that may apply.

We will keep our publication scheme and guide under review to ensure that information is provided proactively wherever possible, reducing the need for formal FOI requests. *End of addition.*

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

Reviewed: Policy & Resources Meeting held 23rd March 2026

Review Date: March 2027

POLICY NO: WTC/005 - POLICY & RESOURCES

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Witham Town Council: Press and Media Policy

Policy Overview

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

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

The following to be added - This policy covers all forms of media, including print, broadcast and digital channels such as news websites, social media platforms and community blogs. End of addition.

KEY AIMS

The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

It is important that the press have access to the Town Clerk/Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

The Council will aim to provide information that is timely, accurate, lawful, politically impartial and accessible, reflecting the principles set out in relevant Government and Local Government Association guidance

THE LEGAL FRAMEWORK

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.

The following to be added - The Council will also have regard, where relevant, to guidance on publicity during the pre-election period to ensure that communications are lawful and not perceived as party-political. End of addition.

The Town Council's adopted Standing Orders should be adhered to.

The following to be added - Nothing in this policy overrides Members' obligations under the Councillor Code of Conduct, particularly in respect of confidentiality, respect, equality and the accurate presentation of information. End of addition.

CONTACT WITH THE MEDIA

The Town Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealing with the media.

Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who is responsible and appropriate action will be taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain unless otherwise notified); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

When responding to approaches from the media, only the Town Clerk is authorised to make contact with the media. Any Members approached directly by the media for comment are advised to first contact the Town Clerk.

Statements made by the Town Clerk and Members should reflect the Council's opinion. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

Should a Member decide to submit a letter to the press on any subject they should not use the term 'Town Council' or give the impression, directly or implied, that they are writing on behalf of the Council.

The following to be added - When speaking to the media in a personal or ward capacity, Members should make it clear that they are expressing personal views and not necessarily those of WTC, and should take care that comments remain respectful and do not bring the Council into disrepute. End of addition.

ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

The Local Government Act 1972 requires the agendas, reports and minutes are sent to the media on request.

The media are encouraged to attend Council meetings and seating and workspace will be made available.

The following to be added - In line with the openness provisions introduced in 2014, members of the public and media are permitted to film, photograph, record or use other digital means to report on meetings that are open to the public, subject to any reasonable rules adopted by the Council to minimise disruption

Where meetings move into confidential (excluded) session, the press and public will be asked to leave and any filming or recording must cease. End of addition.

PRESS RELEASES

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of

the Town Clerk and Members to identify opportunities where the issuance of a press release may be beneficial.

All press releases must be issued by the Town Clerk to ensure that the principles outlined in section two (Legal Framework) are adhered to, that there is consistency of style across the Town Council and that the use of the press release can be monitored.

The following to be added - Wherever appropriate, press releases should be issued on behalf of the Council as a whole, rather than in the name of an individual Member, to reflect the Council's corporate nature and agreed decisions.

Draft press releases may, where relevant, be shared with the Chair or appropriate Committee Chair for comment prior to issue, particularly on sensitive or high-profile matters.

GENERAL GUIDANCE FOR MEMBERS AND OFFICERS

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

Members and officers should assume that anything said to a journalist, posted online or shared in a public forum could enter the public domain, and should therefore exercise care, accuracy and professionalism at all times.

*Concerns about misreporting or inaccurate coverage should be raised with the Town Clerk in the first instance, who will consider the most appropriate response (for example, clarification, correction or complaint) *End of addition.**

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

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

Reviewed: Policy & Resources Committee 23rd March 2026

Review Date: March 2029

POLICY NO: WTC/026

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Witham Town Council: Public Complaints Procedure

Policy Overview

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

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

This policy is designed to ensure that: –

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

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

This Complaints Procedure does not apply to:

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

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

Complaints against Councillors.

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

Allegations of financial irregularity.

Local electors may object to the Council's Annual Accounts under Section 16, Audit Commission Act 1998. On other matters, the Council may need to consult its internal auditor or *(the following is to be deleted -) the Audit Commission (the following to be added -) external auditors. End of addition.*

Criminal Activity.

All criminal matters should be raised with Essex Police.

Definitions

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

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

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

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

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

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

A member of the public may provide feedback either –

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

The contact details are set out below.

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

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

Recording comments, compliments and complaints

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

The following to be added - The Council will keep a central record of complaints, including the outcome and any learning or actions agreed, to support service improvement and reporting to Members where appropriate. End of addition.

Exceptions

The exceptions are as detailed below –

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

The following to be added - Where a concern is raised that does not fall within this policy, the Council will, wherever possible, provide clear signposting to the appropriate organisation or route. End of addition.

Making Your Complaint to the Town Clerk

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

The following to be added - If you need help to make your complaint (for example because of a disability, language, literacy or other support need), the Council will take reasonable steps to provide assistance or signpost you to an advocate or representative. End of addition.

Other Avenues of Complaint

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

Investigation

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

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

- trivial,
- vexatious,
- repetitive or
- frivolous

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

The following to be added - Decisions to restrict or limit contact with a complainant because of unreasonable or vexatious behaviour will be taken carefully, recorded, and reviewed periodically, in line with relevant guidance and the Town Council's Vexatious Complaints Policy. End of addition.

Confidentiality

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

Monitoring

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

Remedies

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

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

Persistent/vexatious complaints

Vexatious complaints are explained in the Town Council's Vexatious Complaints Policy.

Relationship with Disciplinary Procedure

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

Whistleblowing

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

Town Clerk

Nikki Smith

Witham Town Council

The Town Hall

61 Newland St

WITHAM

Essex CM8 2FE 01376 520627 townclerk@witham.gov.uk

Monitoring Officer

Braintree District Council

Causeway House

Braintree

Essex CM7 9HB

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

Reviewed: Policy & Resources Committee 23rd March 2026

Review Date: March 2029

Policy NO WTC/023

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Witham Town Council: Publication Scheme

Policy Overview

Witham Town Council is committed to an entirely open policy.

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

The following to be added - Witham Town Council has adopted the Information Commissioner's Office (ICO) model publication scheme in full and will publish information in accordance with that scheme and the ICO's definition document for parish and community councils. End of addition.

All such meetings will be fully advertised by display of all Agendas thereof on

- Witham Town Council Notice Board
- The Public Library, Newland Street, Witham
- Witham Town Council's Website www.witham.gov.uk

Witham Town Council will discuss its proceedings in public, with the following exceptions (exceptions will be invoked under the Public Bodies (Admission to Meetings Act) 1960):

- Staffing and personnel issues
- Contract disputes, consideration of contracts and advanced tenders.
- Matters of commercial sensitivity
- Legal issues

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

The following is to be added - Information published/held by Witham Town Council End of addition.

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

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

Policy Statements *The following to be added - including (but not limited to) End of addition.*

- Health and Safety Statement
- Health and Safety Risk Assessments
- Freedom of Information Act Policy
- Data Protection Act Policy
- Staff Hospitality and Gifts Policy
- Financial Regulations of Witham Town Council

Code of conduct

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

Statutory Instruments

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

Correspondence

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

All Saints Closed Churchyard (Managed under duty)

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

Details of grants paid to outside bodies

- Audits of those grants

Accounts and supporting documentation

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

- Financial Scrutiny Panel Reports

Planning Documents

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

Bye Laws

Employment Matters

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

Buildings & Spaces for Hire by the Public

- Schedule of Hire charges
- Invoices to hirers

Vehicle records

- Insurance schedules
- Maintenance and servicing schedule
- MOT record

The Voice Newsletter Archives

Councillors

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

*The following to be added - **Classes of information and access methods***

In line with the ICO model publication scheme, information will normally be made available in the following ways, depending on the class of information:

- **Website (free of charge) – www.witham.gov.uk**
- **Inspection at the Town Hall or Information Centre (by appointment where appropriate)**
- **Copies supplied in hard copy or electronic form on request, subject to any applicable charges**

If the information requested is only held by another public authority, the Council will provide details of where it can be obtained or, where appropriate, will redirect the request.

Charges *End of addition.*

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

The following to be added - The Council may also charge for reasonable disbursements such as postage or electronic media (for example, USB sticks), and will issue a fees notice where applicable in line with FOI and ICO guidance. End of addition.

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

Reviewed: Policy and Resources Committee held 23rd March 2026

Date for next review: March 2028

WTC017 – Publication Scheme

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Witham Town Council: Training Policy

Policy Overview

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

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

The following to be added - WTC recognises that training and development are essential to meeting legal duties in areas such as health and safety, fire safety and data protection, and to embedding equality, diversity and inclusion across all activities.

The Training Process *End of addition.*

To achieve this, WTC is committed to:

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

- Providing a New Councillor Pack to all new councillors, including outline and workings of the Council and Councillor Roles and Responsibilities
- Enrolling new Clerks on ILCA
- Circulating details of training courses which are available primarily from the Essex Association of Local Council (EALC) to all Councillors and Clerks
- *The following to be added - Maintaining an up-to-date training and development plan and individual training records for all staff and councillors, to ensure mandatory and role-specific training is current and can be evidenced. End of addition.*
- Identifying needs from appraisals, feedback, formal and informal discussions. It is the responsibility of both members and employees to identify both their own training needs, and to make suggestions for the training needs of others.
- Options for training include:
 - Subject related training, e.g., planning, law, budgets
 - Personal Qualities e.g., time organisation, managing staff, giving presentations, chairmanship
 - Technical, e.g., web design and maintenance, new software
 - Health and Safety and Risk Management
 - Other, as identified
- *The following to be added - Utilising a mix of delivery methods (including in-person, virtual, e-learning and self-directed study) to support different learning styles and operational needs. End of addition.*
- Training can take the form of courses, workshops, presentations, one to one training or the provision of training materials e.g., books and software.

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

- Allocating an annual Training Budget
- Investigating and suggesting appropriate training to meet identified needs. It is likely that training would be sourced outside the Council.
- Undertaking the administration for training, i.e., booking, providing information, paying expenses.
- *The following to be added - Prioritising training that is mandatory in law or regulation, including (where relevant to role): health and safety, fire safety, display screen equipment (DSE), manual handling, data protection and UK GDPR, and safeguarding.*
- *Ensuring that mandatory training is refreshed at appropriate intervals (for example, health and safety and fire safety typically annually, and data protection every 12–24 months, or more frequently where risk assessment requires).*
- *Ensuring that equality, diversity and inclusion awareness is incorporated into induction and ongoing development to support the Public Sector Equality Duty and good employment practice. End of addition.*

Evaluating the effectiveness of the training by:

- Seeking feedback from the attendee on the impact the training has had, either in improved understanding or output, resulting in better service provision and whether they would recommend the training as worthwhile.
- Reviewing annually what training has been undertaken, the cost and the impact and identify improvements for the following year.
- *The following to be added - Monitoring completion rates for mandatory training and reporting any significant gaps or risks to the Policy and Resources Committee.*
 - *Considering whether learning from external courses can be cascaded to colleagues or councillors (for example, through short briefings or sharing materials), to maximise value for money. End of addition.*

Training the Council

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

The following to be added - Where possible, WTC will work with sector bodies (e.g. EALC, NALC, SLCC) and neighbouring councils to commission or share cost-effective, high-quality training for members and officers.

Core areas where collective councillor training may be required include: governance and decision-making, code of conduct and standards, financial management, planning, risk management, and equality, diversity and inclusion. End of addition.

Keeping the Council Up-to-Date

The following to be added - The Clerk (or delegated officer) will monitor relevant changes in legislation, statutory guidance and sector best practice, including updates from Government, the Health and Safety Executive, the Information Commissioner's Office, and the Local Government Association, and will recommend any necessary training in response.

The following sources will also be used to keep abreast of potential training needs:

- Clerks and Councils Direct which is published by National Association of Local Councils (NALC).

- EALC and the Rural Community Council of Essex (RCCE) communications
- The Society of Local Council Clerks (SLCC) website.
- Subject specific websites as necessary. *End of addition.*

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

*The following to be added - **Records and Data Protection***

Accurate records of training undertaken by staff and councillors will be kept securely for appropriate periods and may be used as evidence of compliance in audits, inspections or proceedings.

*Training records will be managed in line with UK GDPR and the Data Protection Act 2018, ensuring that only necessary information is retained and that individuals' rights are respected. *End of addition.**

Support from the Council

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

*The following to be added - WTC will support senior and specialist staff to undertake continuing professional development (CPD) in line with the expectations of their professional bodies and role requirements. *End of addition.**

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

Reviewed: Policy and Resources Committee held 23rd March 2026

Next review date: March 2029

POLICY NO: WTC/008 - POLICY & RESOURCES

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Witham Town Council – Reserves Policy

This policy sets out Witham Town Council's approach to holding, using and reviewing its financial reserves.

Policy Overview

Witham Town Council is required to maintain adequate financial reserves to meet its current and future obligations, manage risk and support planned investment. The level and purpose of reserves will be reviewed regularly to ensure they remain appropriate, transparent and justifiable.

This policy applies to all revenue and capital reserves held by the Council, including the General Reserve and all Earmarked Reserves.

Purpose of Reserves

The Council holds reserves in order to:

- Provide working balances to smooth the impact of uneven cash flow and unexpected events.
- Provide a contingency for unforeseen expenditure or emergencies.
- Finance one-off and time-limited projects without creating unaffordable pressures on the precept in any single year.
- Build up funds to meet known or predicted future liabilities (for example elections, repairs, renewals and major projects).
- Support delivery of the Council's approved Corporate Strategy and medium-term financial plan.

Reserves will not be used to fund ongoing, recurring expenditure unless plans are in place to replace them within a reasonable period.

Types of Reserve

The Council will normally maintain the following types of reserve:

General Reserve

The General Reserve is an un-earmarked balance held to:

- Cushion the impact of unexpected events or emergencies.
- Provide working capital and smooth cashflow in-year.
- Provide short-term cover for timing differences between income and expenditure.

The appropriate level of the General Reserve will be considered each year as part of the budget setting process, taking into account:

- The Council's overall risk profile and financial risks.
- The scale and nature of its services and assets.
- The level of earmarked reserves and other available mitigations.
- Guidance that parish and town councils typically hold between three and twelve months' net revenue expenditure as a General Reserve.

Where the General Reserve is projected to be significantly above or below the level considered appropriate, the Responsible Financial Officer (RFO) will make recommendations to the Policy & Resources Committee and Full Council on actions to address this.

Earmarked Reserves (EMRs)

Earmarked Reserves are amounts set aside for specific purposes, to meet known or predicted future liabilities or to support agreed priorities. Examples include:

- Asset renewal and major repairs (for example buildings, fleet, equipment).
- Elections and democratic costs.
- Street lighting and environmental improvements.
- Community safety and CCTV.
- Land, facility and community centre improvement.
- Projects identified in the Corporate Strategy and committee work programmes.

Each Earmarked Reserve will have:

- A clear name and stated purpose.
- An opening balance.
- Planned contributions and/or planned use.

Other Reserves and Control Accounts

The Council may also hold other balances and control accounts (for example allotment balances or event balances). These will be managed in line with this policy and the Council's Financial Regulations, and will normally be restricted to the purpose for which they were established.

Governance and Responsibilities

- Full Council is responsible for approving the overall level and purpose of Earmarked reserves as part of the annual budget and precept setting process.
- The Policy & Resources Committee oversees the use and review of reserves during the year and receives regular financial monitoring reports.
- The Town Clerk/RFO is responsible for:
 - Maintaining an up-to-date schedule of reserves.
 - Advising Council and committees on the adequacy and appropriate use of reserves.
 - Ensuring that all movements to and from reserves are recorded in the Council's accounts.

No new reserve may be created, and no change to the purpose of an existing reserve may be made, without a decision of the Council or Committee.

Setting, Using and Reviewing Reserves

Annual Budget Setting

As part of preparing the annual budget and precept:

- The Town Clerk/RFO will review all existing reserves and recommend:
 - Contributions to reserves for the forthcoming year.
 - Planned use of reserves to support agreed projects or liabilities.
 - Any reserves to be closed or repurposed.
- The Estimates Committee will consider these recommendations and make proposals to Full Council.
- Full Council will approve the schedule of reserves alongside the budget and precept.

In-Year Use of Earmarked Reserves

- Expenditure from Earmarked Reserves must be authorised by the relevant committee or Full Council, in line with Financial Regulations and any specific conditions attached to the reserve.
- Where an Earmarked Reserve is to be used for a purpose that is materially different from its original intention, this must be agreed by Full Council or the relevant committee.

Transfers Between Reserves

- Transfers between Earmarked Reserves, or between Earmarked Reserves and the General Reserve, will only be made following a formal decision of Full Council or the relevant committee.
- Any proposed transfer should be supported by a brief explanation of the reason and its impact on financial risk and future plans.

Year-End Review

At year-end, as part of the closure of accounts:

- The Town Clerk/RFO will prepare a statement of reserve movements and closing balances.
- Full Council will approve the final reserves position as part of the annual accounts and Annual Governance and Accountability Return (AGAR).

Where reserves are considered no longer required for their original purpose, they may be returned to the General Reserve or re-designated for an alternative purpose by Council.

Transparency and Reporting

The Council will ensure that:

- The schedule of reserves (opening balance, movements and closing balance) is reported at least annually to Policy & Resources Committee and Full Council.
- Updated information on total reserves and their broad purposes is made available to residents, for example through:
 - Budget reports and the Corporate Strategy.
 - The Council's website and/or Annual Report.
- Any significant change in the level or use of reserves is explained in budget reports and, where appropriate, in precept communications.

Adopted: 23rd March 2026

Next review date: March 2029

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Witham Town Council : External Suppliers Policy

A guide to the principles and criteria used by Witham Town Council when selecting traders and businesses to participate in Council-run events, ensuring fair and transparent decision-making processes.

Policy Overview

This policy outlines the framework used by Witham Town Council to select traders, vendors, and other businesses to trade at Council events, markets, and similar activities. The policy aims to ensure a diverse, high-quality offering that enhances the event experience for residents and visitors whilst maintaining standards of safety, hygiene, and professionalism.

Selection decisions will be made in accordance with the Council's commitment to fairness, transparency, and the best interests of the community.

Scope

This policy applies to all traders, vendors, stallholders, and service providers selected to participate in any event organised or co-organised by Witham Town Council, including but not limited to:

- Markets and fairs
- Community events and festivals
- Charity events
- Health and wellbeing events
- Promotional events
- Pop-up trading opportunities

Selection Criteria

The Council will assess applications and select traders based on the following criteria:

1. Health and Safety Compliance

- Current and valid food hygiene rating (where applicable) from the local Environmental Health Authority
- Compliance with food safety regulations and standards
- Appropriate insurance and public liability coverage
- Health and safety risk assessment where required
- Adherence to event-specific safety and operational requirements

2. Previous Trading Experience with Witham Town Council

- Previous successful participation at Council events
- Performance record, including punctuality and adherence to terms and conditions
- Customer feedback and community reputation
- Reliability and professionalism demonstrated at past events
- Positive relationships with Council staff

3. Hygiene and Standards

- General cleanliness and presentation of stall/equipment
- Compliance with environmental and waste management requirements

- Adherence to trading standards and consumer protection regulations
- Professional conduct and appearance

4. Event Compatibility

- Alignment with the event theme and objectives
- Diversity of offering (avoiding excessive duplication of similar traders)
- Appropriateness of goods/services for the anticipated audience
- Flexibility to meet specific event requirements and timings

5. Expected Attendance and Demand

- The anticipated number and type of event attendees
- Market demand for the proposed goods or services
- Relevance and appeal to the local community
- Time of year and seasonal considerations

6. Stall Mix and Balance

- Variety of product types to create an attractive marketplace
- Balance between food/refreshment vendors and retail traders
- Inclusion of local businesses and community organisations
- Mix of established traders and new enterprises

7. Trader Suitability and Professionalism

- Completed application with relevant contact and business information
- References from previous events or organisations
- Professional communication and responsiveness to Council requirements
- Commitment to the Council's values and community standards
- Willingness to comply with event terms and conditions

8. Financial and Compliance Factors

- Ability to pay stall fees within agreed timeframes
- No history of outstanding debts to the Council
- Compliance with business registration and tax obligations
- No relevant convictions or safeguarding concerns

9. Community Benefit

- Contribution to local economic development
- Support for community groups and charitable causes
- Small or independent business status (where applicable)
- Local employment opportunities

Fees, Cancellations and Termination

- Stall fees and any additional charges will be set by the Council and published with the event or venue booking information.
- Traders must pay fees by the specified deadline; failure to do so may result in the booking being cancelled and the pitch offered to another trader.
- The Council reserves the right to cancel or amend bookings where necessary (for example, for operational, safety or weather-related reasons). Where the Council cancels a booking, a refund or alternative date will normally be offered where reasonably practicable.

- The council cannot guarantee footfall at any events however they will notify traders if it is a new event so as to manage their expectations.
- The Council may terminate a booking or require a trader to cease trading immediately where there is a serious breach of this Policy, licence conditions, health and safety requirements, or reasonable instructions from Council officers.

Licensed Bar Concessions

Where the Council offers a bar concession at Council events or within Council-managed premises, the bar operator will normally be selected in accordance with this Trader Selection Policy.

In addition to the general criteria set out in this Policy, the following specific requirements will apply to licensed bar concessions:

- The bar operator must hold, or be able to obtain, all necessary licences and authorisations (for example a Premises Licence or Temporary Event Notice, and a Personal Licence where required).
- The bar operator must comply with all conditions attached to any licence, and with any additional requirements reasonably imposed by the Council in relation to safeguarding, public safety, prevention of nuisance, and the protection of children.
- The Council will give particular consideration to the operator's approach to responsible alcohol management, including staff training (for example Challenge 25), refusal logs, incident recording, and arrangements for dealing with intoxicated persons.
- The Council may take into account the operator's past performance at Council events or at other venues, including any complaints, licensing issues or enforcement action brought to the Council's attention.
- Failure to comply with this Policy, licence conditions, or reasonable directions from Council officers may result in the bar concession being withdrawn, either temporarily or permanently, without prejudice to any other action the Council or Licensing Authority may take.

Selection Process

Application and Information Gathering

- Traders must submit a completed application form providing business details, product/service information, and any supporting documentation
- Applications should be submitted by the advertised deadline
- The Council reserves the right to request additional information or references

Assessment

- Applications will be assessed against the above criteria by the appropriate Events Manager or Town Clerk
- Decisions will be made based on merit and the suitability of the trader for the specific event
- The Council may undertake additional checks, including verification of food hygiene ratings and insurance details

Communication of Decisions

- Successful traders will be notified in writing and provided with terms and conditions
- Unsuccessful applicants will be informed of the outcome
- Feedback may be provided to unsuccessful applicants upon request

Terms and Conditions

- All selected traders must agree to and sign the Council's standard terms and conditions for trading
- Terms will cover stall setup times, breakdown arrangements, behaviour expectations, and compliance requirements

Special Considerations

Seasonal Events

Trader selection for seasonal or one-off events will be based on the specific requirements and nature of that event.

Community and Charitable Organisations

Community organisations and charities may be considered for free or reduced-rate stall fees as determined by the Council on a case-by-case basis.

Accessibility

Traders are expected to provide accessible stalls and services where reasonably possible. The Council will work with traders to ensure events are accessible to all members of the community.

Appeals and Reviews

- Traders who are unsuccessful in their application may request feedback on the decision
- An appeal process is available for traders who believe the selection process was not conducted fairly
- Appeals should be submitted in writing to the Town Clerk within 10 working days of notification
- If the original decision was made by the Events Manager this will be reviewed by the Town Clerk and vice versa. The outcome of this review is final, but this does not preclude the use of the Town Council's Complaints Procedure.

Data Protection and Confidentiality

- Personal and business information provided by traders will be handled in accordance with the Data Protection Act 2018 and UK GDPR
- Information will be used only for event planning and trader selection purposes
- Trader details may be shared with relevant third parties (e.g., insurance providers, environmental health) where necessary for event management

Monitoring and Review

The Council will regularly review this policy to ensure it remains fit for purpose and reflects best practice in trader selection and event management.

POLICY NO: 71- POLICY & RESOURCES

Policy adopted: 23rd March 2026

Policy Reviewed: March 2028

[Back to Agenda](#)

Witham Town Council

Agenda Item 12(a)

RECONCILIATION - CCLA Public Sector Deposit 30-11-2025

From Accounts	£190,000.00
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£190,000.00

Witham Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/11/2025		
	Cash in Hand 01/04/2025		745,309.79
	ADD Receipts 01/04/2025 - 30/11/2025		1,185,135.62
			1,930,445.41
	SUBTRACT Payments 01/04/2025 - 30/11/2025		755,756.83
A	Cash in Hand 30/11/2025 (per Cash Book)		1,174,688.58
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2025	14.19
	LLoyds Current Account	30/11/2025	15,791.45
	CCLA Public Sector Deposit	30/11/2025	190,000.00
	95 Day Notice Account	30/11/2025	204,540.59
	Unity Trust Instant Access	30/11/2025	743,543.57
	Unity Trust Bank	30/11/2025	20,798.78
			1,174,688.58
	Less unrepresented payments		
			1,174,688.58
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,174,688.58
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - 95 Day Notice Account 30-11-2025

From Accounts	£204,540.59
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Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£204,540.59
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Witham Town Council
RECONCILIATION - Lloyds Current Account 30-11-2025

From Accounts	£15,791.45
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£15,791.45

Witham Town Council
RECONCILIATION - Unity Trust Bank 30-11-2025

From Accounts	£20,798.78
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£20,798.78

Witham Town Council
RECONCILIATION - Unity Trust Instant Access 30-11-2025

From Accounts	£743,543.57
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£743,543.57

Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 31-12-2025

From Accounts	£190,000.00
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£190,000.00

Witham Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/12/2025		
	Cash in Hand 01/04/2025		745,309.79
	ADD Receipts 01/04/2025 - 31/12/2025		1,202,895.23
			1,948,205.02
	SUBTRACT Payments 01/04/2025 - 31/12/2025		852,779.33
A	Cash in Hand 31/12/2025 (per Cash Book)		1,095,425.69
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2025	12.44
	LLoyds Current Account	31/12/2025	10,999.30
	CCLA Public Sector Deposit	31/12/2025	190,000.00
	95 Day Notice Account	31/12/2025	205,046.02
	Unity Trust Instant Access	31/12/2025	677,704.21
	Unity Trust Bank	31/12/2025	11,663.72
			1,095,425.69
	Less unrepresented payments		
			1,095,425.69
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,095,425.69
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - 95 Day Notice Account 31-12-2025

From Accounts	£205,046.02
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£205,046.02

Witham Town Council
RECONCILIATION - Lloyds Current Account 31-12-2025

From Accounts	£10,999.30
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£10,999.30

Witham Town Council
RECONCILIATION - Unity Trust Bank 31-12-2025

From Accounts	£11,663.72
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£11,663.72
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Witham Town Council
RECONCILIATION - Unity Trust Instant Access 31-12-2025

From Accounts	£677,704.21
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£677,704.21

Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 31-01-2026

From Accounts	£190,000.00
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£190,000.00

Witham Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025		745,309.79
	ADD Receipts 01/04/2025 - 31/01/2026		1,213,797.98
			1,959,107.77
	SUBTRACT Payments 01/04/2025 - 31/01/2026		929,804.38
A	Cash in Hand 31/01/2026 (per Cash Book)		1,029,303.39
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2026	12.44
	LLoyds Current Account	31/01/2026	9,359.87
	CCLA Public Sector Deposit	31/01/2026	190,000.00
	95 Day Notice Account	31/01/2026	101,324.78
	Unity Trust Instant Access	31/01/2026	607,704.21
	Unity Trust Bank	31/01/2026	16,902.09
			925,303.39
	Less unrepresented payments		
			925,303.39
	Plus unrepresented receipts		
			104,000.00
B	Adjusted Bank Balance		1,029,303.39
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - 95 Day Notice Account 31-01-2026

From Accounts	£101,324.78
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£101,324.78

Witham Town Council
RECONCILIATION - LLoyds Current Account 31-01-2026

From Accounts	£113,359.87
Payments not cashed Add	
Receipts not entered Subtract	£104,000.00
<hr/>	
Statement should be	£9,359.87

Witham Town Council
RECONCILIATION - Unity Trust Bank 31-01-2026

From Accounts	£16,902.09
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£16,902.09

Witham Town Council
RECONCILIATION - Unity Trust Instant Access 31-01-2026

From Accounts	£607,704.21
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£607,704.21

Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 28-02-2026

From Accounts	£190,000.00
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£190,000.00

Witham Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 28/02/2026			
	Cash in Hand 01/04/2025			745,309.79
	ADD Receipts 01/04/2025 - 28/02/2026			1,231,745.57
	SUBTRACT Payments 01/04/2025 - 28/02/2026			1,977,055.36
				1,016,605.75
A	Cash in Hand 28/02/2026 (per Cash Book)			960,449.61
	Cash in hand per Bank Statements			
	Petty Cash	28/02/2026	12.44	
	LLoyds Current Account	28/02/2026	22,999.31	
	CCLA Public Sector Deposit	28/02/2026	190,000.00	
	95 Day Notice Account	28/02/2026	101,529.38	
	Unity Trust Instant Access	28/02/2026	467,704.21	
	Unity Trust Bank	28/02/2026	74,204.27	
				856,449.61
	Less unrepresented payments			856,449.61
	Plus unrepresented receipts			104,000.00
B	Adjusted Bank Balance			960,449.61
	A = B Checks out OK			

Witham Town Council
RECONCILIATION - 95 Day Notice Account 28-02-2026

From Accounts	£101,529.38
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£101,529.38

Witham Town Council
RECONCILIATION - LLoyds Current Account 28-02-2026

From Accounts	£126,999.31
Payments not cashed Add	
Receipts not entered Subtract	£104,000.00
<hr/>	
Statement should be	£22,999.31

Witham Town Council
RECONCILIATION - Unity Trust Bank 28-02-2026

From Accounts	£74,204.27
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£74,204.27

Witham Town Council
RECONCILIATION - Unity Trust Instant Access 28-02-2026

From Accounts	£467,704.21
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£467,704.21

[Back to Agenda](#)

RECEIPTS LIST

Agenda Item 12(b)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
662	Interest Received	03/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.80		45.80
663	Interest Received	04/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.27		15.27
664	Interest Received	05/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.27		15.27
665	Interest Received	06/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.27		15.27
666	Interest Received	07/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.27		15.27
667	Interest Received	10/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.82		45.82
668	Interest Received	11/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.28		15.28
669	Interest Received	12/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.28		15.28
670	Interest Received	13/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.28		15.28
671	Interest Received	14/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.28		15.28
672	Interest Received	17/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.85		45.85
673	Interest Received	18/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.29		15.29
674	Interest Received	19/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.29		15.29
675	Interest Received	20/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.29		15.29
676	Interest Received	21/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.29		15.29
677	Interest Received	24/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.87		45.87
678	Interest Received	25/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.29		15.29
679	Interest Received	26/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.30		15.30
680	Interest Received	27/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.30		15.30
681	Interest Received	28/11/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.30		15.30
714	Interest Received	01/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.90		45.90
715	Interest Received	02/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.30		15.30
716	Interest Received	03/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.30		15.30
717	Interest Received	04/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.30		15.30
718	Interest Received	05/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.31		15.31
719	Interest Received	08/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.92		45.92
720	Interest Received	09/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.31		15.31
722	Interest Received	10/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.31		15.31
723	Interest Received	11/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.31		15.31
724	Interest Received	12/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.31		15.31
725	Interest Received	15/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.94		45.94
726	Interest Received	16/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.32		15.32
727	Interest Received	17/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.32		15.32

RECEIPTS LIST

Policy and Resources Committee Agenda - 23rd March 2026

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
728	Interest Received	18/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.32		15.32
729	Interest Received	19/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.32		15.32
730	Interest Received	22/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.97		45.97
731	Interest Received	23/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.33		15.33
732	Interest Received	24/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.33		15.33
733	Interest Received	29/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	76.64		76.64
734	Interest Received	30/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.33		15.33
735	Interest Received	31/12/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.34		15.34
299	Interest Received	02/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	30.67		30.67
289	Interest Received	05/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	46.02		46.02
784	Interest Received	06/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.34		15.34
785	Interest Received	07/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.34		15.34
786	Interest Received	08/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.57		7.57
787	Interest Received	09/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.57		7.57
295	Interest Received	12/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	22.70		22.70
788	Interest Received	13/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.57		7.57
789	Interest Received	14/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.57		7.57
790	Interest Received	15/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.57		7.57
791	Interest Received	16/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.57		7.57
572	Interest Received	19/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	22.71		22.71
793	Interest Received	20/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.57		7.57
794	Interest Received	21/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
795	Interest Received	22/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
796	Interest Received	23/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
298	Interest Received	26/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.89		21.89
797	Interest Received	27/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
798	Interest Received	28/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
799	Interest Received	29/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
800	Interest Received	30/01/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
882	Interest Received	02/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.90		21.90
883	Interest Received	03/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
884	Interest Received	04/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
885	Interest Received	05/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30
886	Interest Received	06/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.30		7.30

RECEIPTS LIST

Policy and Resources Committee Agenda - 23rd March 2026

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
887	Interest Received	09/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.91		21.91
888	Interest Received	10/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
889	Interest Received	11/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
890	Interest Received	12/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
891	Interest Received	13/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
892	Interest Received	16/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.92		21.92
893	Interest Received	17/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
894	Interest Received	18/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
895	Interest Received	19/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
896	Interest Received	20/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
897	Interest Received	23/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.94		21.94
898	Interest Received	24/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
899	Interest Received	25/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
900	Interest Received	26/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.31		7.31
901	Interest Received	27/02/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
								Total	1,416.68		1,416.68

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
574	Hall Hire	03/11/2025		Unity Trust Bank		Hall Hire	Braintree Association of Lo	E	42.00		42.00
573	Christmas Events	03/11/2025		Unity Trust Bank		Stall Fees	PRITCHARD G&V	E	40.00		40.00
575	Year End Accrual	03/11/2025		Unity Trust Bank		Hall Hire	Braintree Association of Lo	E	28.00		28.00
576	Year End Accrual	03/11/2025		Unity Trust Bank		Hall Hire	Braintree Association of Lo	E	28.00		28.00
578	Hall Hire	03/11/2025		Unity Trust Bank		Buffet & Refreshments	Essex Association of Local	E	56.00		56.00
579	Information Sales Income	03/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	17.50		17.50
577	Christmas Events	03/11/2025		Unity Trust Bank		Stall Fees	Joel Wager / Janeve's Pain	E	30.00		30.00
580	Information Sales Income	04/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	118.30		118.30
581	Christmas Events	04/11/2025		Unity Trust Bank		Stall Fees	Leslie Tavera Costas / Alfa	E	40.00		40.00
582	Christmas Events	04/11/2025		Unity Trust Bank		Stall Fees	Essex Therapy Dogs	E	10.00		10.00
583	Christmas Events	04/11/2025		Unity Trust Bank		Stall Fees	Joanne Buckland / JoJos F	E	40.00		40.00
584	Interest Received	04/11/2025		Unity Trust Bank		Interest Received	CCLA Investment Managem	X	646.55		646.55
585	Christmas Events	04/11/2025		Unity Trust Bank		Stall Fees	LISA AT HOLT LTD	E	40.00		40.00
255	Information Sales Income	05/11/2025		Unity Trust Bank		Refund	MARKET PLACE MERCHAN	X	-0.25		-0.25
587	Hall Hire	05/11/2025		Unity Trust Bank		Hall Hire	Jean Brett	E	30.00		30.00
590	Information Sales Income	05/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	136.85		136.85
591	Information Sales Income	05/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	91.74		91.74
592	Information Sales Income	05/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	107.35		107.35
593	Information Sales Income	05/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	127.62		127.62
594	Information Sales Income	05/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	162.50		162.50
589	Christmas Events	05/11/2025		Unity Trust Bank		Stall Fees	Pawfect Boss Boutique Lim	E	40.00		40.00
586	Dog & Bench Sponsorship Sche	05/11/2025		Unity Trust Bank		Bench Plaque	[REDACTED]	X	50.00		50.00
596	Hall Hire	06/11/2025		Unity Trust Bank		Hall Hire	Essex Boys and Girls Club	E	36.00		36.00
595	Information Sales Income	06/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	82.85		82.85
597	Hall Hire	07/11/2025		Unity Trust Bank		Room Hire - MSE Ref 20284 Co	Pulse Healthcare Limited T	E	50.00		50.00
598	Hall Hire	07/11/2025		Unity Trust Bank		Room Hire - MSE Ref 23681 Co	Pulse Healthcare Limited T	E	64.00		64.00
599	Hall Hire	07/11/2025		Unity Trust Bank		Room Hire - MSE Ref 20908 Co	Pulse Healthcare Limited T	E	64.00		64.00
600	Hall Hire	07/11/2025		Unity Trust Bank		Room Hire - MSE Ref 23681 Co	Pulse Healthcare Limited T	E	64.00		64.00
601	Hall Hire	07/11/2025		Unity Trust Bank		Room Hire - MSE Ref 20284 Co	Pulse Healthcare Limited T	E	50.00		50.00
602	Hall Hire	07/11/2025		Unity Trust Bank		Room Hire - MSE Ref 21496 Co	Pulse Healthcare Limited T	E	96.00		96.00
603	Information Sales Income	07/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	75.40		75.40
604	Information Sales Income	10/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	178.60		178.60
606	Information Sales Income	11/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	190.25		190.25

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
605	Donations	11/11/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	1,405.21		1,405.21
608	Hall Hire	12/11/2025		Unity Trust Bank		Hall Hire	Barclays Bank UK PLC	E	7,276.50		7,276.50
610	Information Sales Income	12/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	99.19		99.19
607	Christmas Events	12/11/2025		Unity Trust Bank		Stall Fees	Beresfords Estate Agents	E	40.00		40.00
609	Christmas Events	12/11/2025		Unity Trust Bank		Stall Fees	Dotty Diamonds / Susanne	E	30.00		30.00
611	Christmas Events	13/11/2025		Unity Trust Bank		Stall Fees	GORE S E / Chocolate Kiss	E	40.00		40.00
612	Hall Hire	14/11/2025		Unity Trust Bank		Room Hire - MSE Ref 20908 Co	Pulse Healthcare Limited T	E	32.00		32.00
613	Hall Hire	14/11/2025		Unity Trust Bank		Room Hire - MSE Ref 21496 Co	Pulse Healthcare Limited T	E	32.00		32.00
614	Hall Hire	14/11/2025		Unity Trust Bank		Room Hire - MSE Ref 23681 Co	Pulse Healthcare Limited T	E	64.00		64.00
615	Information Sales Income	14/11/2025		Unity Trust Bank		Information Centre Sales	American Express	E	58.50		58.50
617	Information Sales Income	14/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	226.25		226.25
618	Christmas Events	14/11/2025		Unity Trust Bank		Stall Fees	Amanda Thorpe / My Mand	E	30.00		30.00
616	Christmas Events	14/11/2025		Unity Trust Bank		Stall Fees	Nicola Betts / Crafty Creati	E	30.00		30.00
620	Information Sales Income	17/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	59.70		59.70
619	Christmas Events	17/11/2025		Unity Trust Bank		Stall Fees	Darren Turner / Utility War	E	40.00		40.00
621	Information Sales Income	18/11/2025		Unity Trust Bank		Information Centre Sales	American Express	E	11.20		11.20
622	Information Sales Income	18/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	347.65		347.65
623	Information Sales Income	19/11/2025		Unity Trust Bank		Information Centre Sales	American Express	E	3.60		3.60
624	Information Sales Income	19/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	49.30		49.30
626	Information Sales Income	20/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	78.89		78.89
625	Christmas Events	20/11/2025		Unity Trust Bank		Stall Fees	Amanda Weight / Picnic Mo	E	30.00		30.00
627	Information Sales Income	21/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	57.95		57.95
630	Christmas Events	21/11/2025		Unity Trust Bank		Stall Fees	SIN GLUTEN LTD	E	40.00		40.00
631	Information Sales Income	24/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	335.56		335.56
632	Information Sales Income	24/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	93.93		93.93
633	Christmas Events	24/11/2025		Unity Trust Bank		Mulled Wine	SumUp Payments Account	E	539.10		539.10
628	Christmas Events	24/11/2025		Unity Trust Bank		Stall Fees	FRANK GOLEBIOWSKI	E	50.00		50.00
629	Christmas Events	24/11/2025		Unity Trust Bank		Stall Fees	Rio Manders / R&C Caterin	E	45.00		45.00
637	Information Sales Income	25/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	24.40		24.40
634	Christmas Events	25/11/2025		Unity Trust Bank		Mulled Wine	Payments from Public	E	253.00		253.00
643	Christmas Events	25/11/2025		Unity Trust Bank		Stall Fees	Sue Carpenter / Sue's Croc	E	30.00		30.00
644	Christmas Events	25/11/2025		Unity Trust Bank		Stall Fees	Amy Tillet / Rosie Wren Gif	E	30.00		30.00
635	Donations	25/11/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	190.00		190.00
636	Donations	25/11/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	180.00		180.00

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
639	Hall Hire	26/11/2025		Unity Trust Bank		Hall Hire	Great Dunmow Town Coun	E	30.00		30.00
645	Information Sales Income	26/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	162.73		162.73
638	Christmas Events	26/11/2025		Unity Trust Bank		Mulled Wine	Payments from Public	E	20.00		20.00
640	Christmas Events	26/11/2025		Unity Trust Bank		Stall Fees	Brown Nicola/ VibeYourTas	E	60.00		60.00
641	Christmas Events	26/11/2025		Unity Trust Bank		Stall Fees	Thaibite Catering	E	100.00		100.00
642	Christmas Events	26/11/2025		Unity Trust Bank		Stall Fees	Napolis Finest Limited/ The	E	32.00		32.00
646	Christmas Events	26/11/2025		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited	E	40.00		40.00
648	Information Sales Income	27/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	98.90		98.90
647	Christmas Events	27/11/2025		Unity Trust Bank		Stall Fees	Rio Manders / R&C Caterin	E	32.00		32.00
649	Hall Hire	28/11/2025		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clini	E	1,120.00		1,120.00
650	Information Sales Income	28/11/2025		Unity Trust Bank		Information Centre Sales	American Express	E	26.50		26.50
651	Information Sales Income	28/11/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	93.75		93.75
653	Hall Hire	01/12/2025		Unity Trust Bank		Hall Hire	Jean Brett	E	70.00		70.00
655	Hall Hire	01/12/2025		Unity Trust Bank		Buffet & Refreshments	Essex Association of Local	E	33.00		33.00
654	Information Sales Income	01/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	432.22		432.22
652	S106 Receipts	01/12/2025		Unity Trust Bank		Reimbursement Expenses	BRAINTREE DISTRICT COU	X	4,868.00		4,868.00
657	Information Sales Income	02/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	257.92		257.92
656	Interest Received	02/12/2025		Unity Trust Bank		Interest Received	CCLA Investment Managem	X	621.68		621.68
659	Information Sales Income	03/12/2025		Unity Trust Bank		Information Centre Sales	American Express	E	6.00		6.00
660	Information Sales Income	03/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	272.80		272.80
658	Christmas Events	03/12/2025		Unity Trust Bank		Stall Fees	S Edwards	E	30.00		30.00
661	Information Sales Income	04/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	250.50		250.50
682	Christmas Events	04/12/2025		Unity Trust Bank		Stall Fees	The Giggly Pig Company	E	62.50		62.50
683	Information Sales Income	05/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	171.63		171.63
684	Information Sales Income	05/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	193.20		193.20
685	Information Sales Income	05/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	208.80		208.80
686	Information Sales Income	05/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	297.13		297.13
688	Information Sales Income	05/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	225.25		225.25
689	Christmas Events	05/12/2025		Unity Trust Bank		Stall Fees	Jacki Mundy	E	30.00		30.00
690	Christmas Events	05/12/2025		Unity Trust Bank		Stall Fees	Hackett C L	E	30.00		30.00
693	Information Sales Income	08/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	151.62		151.62
691	Christmas Events	08/12/2025		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited	E	40.00		40.00
692	Christmas Events	08/12/2025		Unity Trust Bank		Stall Fees	WENDY MORSE	E	30.00		30.00
694	Information Sales Income	09/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	303.59		303.59

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
695	Information Sales Income	10/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	142.90		142.90
696	Information Sales Income	11/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	190.34		190.34
697	Hall Hire	12/12/2025		Unity Trust Bank		Room Hire - MSE Ref 23681 Co	Pulse Healthcare Limited T	E	32.00		32.00
698	Hall Hire	12/12/2025		Unity Trust Bank		Room Hire - MSE Ref 21496 Co	Pulse Healthcare Limited T	E	32.00		32.00
699	Hall Hire	12/12/2025		Unity Trust Bank		Room Hire - MSE Ref 20908 Co	Pulse Healthcare Limited T	E	32.00		32.00
700	Information Sales Income	12/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	253.00		253.00
701	Information Sales Income	15/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	168.95		168.95
702	Information Sales Income	15/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	103.35		103.35
703	Information Sales Income	15/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	17.60		17.60
704	Hall Hire	16/12/2025		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clini	E	960.00		960.00
705	Information Sales Income	16/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	214.95		214.95
706	Information Sales Income	17/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	457.91		457.91
707	Information Sales Income	18/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	364.64		364.64
709	Information Sales Income	19/12/2025		Unity Trust Bank		Information Centre Sales	American Express	E	18.15		18.15
710	Information Sales Income	19/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	398.68		398.68
711	Christmas Events	19/12/2025		Unity Trust Bank		Stall Fees	Sarah Johnson / Essex Am	E	50.00		50.00
708	Donations	19/12/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	36.47		36.47
712	Information Sales Income	22/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	291.60		291.60
713	Information Sales Income	23/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	452.45		452.45
736	Information Sales Income	24/12/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	236.35		236.35
737	Christmas Events	31/12/2025		Unity Trust Bank		Stall Fees	Holly Ager/ Hols Bakes	E	30.00		30.00
738	Interest Received	05/01/2026		Unity Trust Bank		Interest Received	CCLA Investment Managem	X	630.24		630.24
739	Information Sales Income	07/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	384.70		384.70
740	Information Sales Income	07/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	289.98		289.98
743	Hall Hire	07/01/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	70.00		70.00
741	Information Sales Income	07/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	311.63		311.63
742	Information Sales Income	07/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	602.60		602.60
744	Dog & Bench Sponsorship Sche	07/01/2026		Unity Trust Bank		Bench Sponsorship	[REDACTED]	X	1,150.00		1,150.00
748	Hall Hire	08/01/2026		Unity Trust Bank		Hall Hire	History Group	E	28.00		28.00
747	Information Sales Income	08/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	442.30		442.30
745	Dog Show	08/01/2026		Unity Trust Bank		Stall Fees	Katie Sandford/ Dog Leos t	E	30.00		30.00
749	Dog Show	08/01/2026		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van	E	40.00		40.00
750	Dog & Bench Sponsorship Sche	08/01/2026		Unity Trust Bank		Dog Bin Sponsorship	[REDACTED]	E	20.00		20.00
751	Information Sales Income	09/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	71.20		71.20

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
753	Information Sales Income	12/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	116.10		116.10
752	Christmas Events	12/01/2026		Unity Trust Bank		Stall Fees	Rebecca Hartley	E	30.00		30.00
754	Information Sales Income	13/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	360.40		360.40
755	Information Sales Income	14/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	113.10		113.10
756	Hall Hire	15/01/2026		Unity Trust Bank		Hall Hire	Scrubble Club	E	552.00		552.00
757	Information Sales Income	15/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	142.60		142.60
758	Dog & Bench Sponsorship Sche	15/01/2026		Unity Trust Bank		Bench Sponsorship		X	1,150.00		1,150.00
759	Information Sales Income	16/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	325.75		325.75
760	Information Sales Income	19/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	73.84		73.84
761	Donations	19/01/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	5.90		5.90
763	Information Sales Income	20/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	350.30		350.30
765	Information Sales Income	20/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	148.40		148.40
764	Christmas Events	20/01/2026		Unity Trust Bank		Stall Fees	Zoe Mai Lawrence	E	40.00		40.00
762	Donations	20/01/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	682.30		682.30
766	Hall Hire	22/01/2026		Unity Trust Bank		Hall Hire	The Friendly Networking G	E	40.00		40.00
767	Hall Hire	22/01/2026		Unity Trust Bank		Hall Hire	The Friendly Networking G	E	40.00		40.00
768	Hall Hire	22/01/2026		Unity Trust Bank		Room Hire - MSE Ref 21496 Co	Pulse Healthcare Limited T	E	32.00		32.00
769	Information Sales Income	22/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	106.70		106.70
770	Information Sales Income	23/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	163.85		163.85
771	Information Sales Income	26/01/2026		Unity Trust Bank		Information Centre Sales	American Express	E	5.40		5.40
772	Information Sales Income	26/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	163.75		163.75
773	Information Sales Income	27/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	163.30		163.30
774	Information Sales Income	28/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	377.75		377.75
777	Information Sales Income	29/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	210.05		210.05
775	Christmas Events	29/01/2026		Unity Trust Bank		Sponsorship of Witham Town C	Mountgreen Grove Ltd	X	1,000.00		1,000.00
776	S106 Receipts	29/01/2026		Unity Trust Bank		Reimbursement S106	BRAINTREE DISTRICT COU	X	3,928.79		3,928.79
778	Hall Hire	30/01/2026		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clini	E	480.00		480.00
779	Information Sales Income	30/01/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	166.65		166.65
780	Information Sales Income	02/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	77.10		77.10
256	Interest Received	03/02/2026		Unity Trust Bank		Interest Received	CCLA Investment Managem	X	613.02		613.02
781	Information Sales Income	03/02/2026		Unity Trust Bank		Information Centre Sales	American Express	E	77.25		77.25
782	Information Sales Income	03/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	224.65		224.65
783	Information Sales Income	04/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	164.60		164.60
792	Information Sales Income	05/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	263.35		263.35

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
801	Information Sales Income	06/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	188.45		188.45
802	Hall Hire	09/02/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	120.00		120.00
803	Information Sales Income	09/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	122.45		122.45
804	Information Sales Income	09/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	104.45		104.45
805	Information Sales Income	09/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	117.04		117.04
806	Information Sales Income	09/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	762.89		762.89
807	Information Sales Income	09/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	36.05		36.05
808	Sundry Receipts	10/02/2026		Unity Trust Bank		The stick containing footage	Liverpool Victoria Insuranc	X	25.00		25.00
810	Information Sales Income	10/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	252.80		252.80
816	Witham Summer Faire	10/02/2026		Unity Trust Bank		Stall Fees	OTAtelier	E	20.00		20.00
817	Witham Summer Faire	10/02/2026		Unity Trust Bank		Stall Fees	TAYLOR Carol/ Crafts & Ba	E	20.00		20.00
811	Information Sales Income	11/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	3.80		3.80
812	Information Sales Income	11/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	369.75		369.75
815	Witham Summer Faire	11/02/2026		Unity Trust Bank		Stall Fees	Jenny Griffiths/ Fairy Millic	E	20.00		20.00
818	Witham Summer Faire	11/02/2026		Unity Trust Bank		Stall Fees	Ceri King/ EarthSea Treasu	E	20.00		20.00
819	Witham Summer Faire	11/02/2026		Unity Trust Bank		Stall Fees	Sally Reeve/ Tilly Twinkles	E	20.00		20.00
813	Hall Hire	12/02/2026		Unity Trust Bank		Lloyds Community Banking Ro	Christine Rowland / Lloyds	E	1,440.00		1,440.00
814	Hall Hire	12/02/2026		Unity Trust Bank		Halifax Community Banking Ro	Christine Rowland / Lloyds	E	1,512.00		1,512.00
820	Information Sales Income	12/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	374.15		374.15
821	Information Sales Income	13/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	621.35		621.35
823	Dog Show	13/02/2026		Unity Trust Bank		Stall Fees	PERRY DC+AE/ GUIDE DO	E	30.00		30.00
826	Dog Show	13/02/2026		Unity Trust Bank		Stall Fees	TAYLOR Carol/ Crafts & Ba	E	30.00		30.00
827	Christmas Events	13/02/2026		Unity Trust Bank		Stall Fees	TAYLOR Carol/ Crafts & Ba	E	30.00		30.00
828	Witham Summer Faire	13/02/2026		Unity Trust Bank		Stall Fees	TOP TIER COLLECTABLES	E	20.00		20.00
829	Witham Summer Faire	13/02/2026		Unity Trust Bank		Stall Fees	Essex Therapy Dogs	E	20.00		20.00
830	Witham Summer Faire	13/02/2026		Unity Trust Bank		Stall Fees	Rachel Dickens/ HEADSTR	E	20.00		20.00
831	Witham Summer Faire	13/02/2026		Unity Trust Bank		Stall Fees	Susan Wells/ Wells Gifts	E	20.00		20.00
822	Witham Summer Faire	13/02/2026		Unity Trust Bank		Stall Fees	Holly Redgwell/ Hobbyholly	E	20.00		20.00
824	Witham Summer Faire	13/02/2026		Unity Trust Bank		Stall Fees	LUKE WAYNE FROMENT/ D	E	20.00		20.00
825	Witham Summer Faire	13/02/2026		Unity Trust Bank		Stall Fees	Carol Bullard / LunaFlair	E	20.00		20.00
834	Information Sales Income	16/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	429.75		429.75
832	Witham Summer Faire	16/02/2026		Unity Trust Bank		Stall Fees	Lydia Fitton/ Serene Glow	E	20.00		20.00
833	Witham Summer Faire	16/02/2026		Unity Trust Bank		Stall Fees	BEDIA DEESHA/ Dee's Boo	E	20.00		20.00
835	Information Sales Income	17/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	384.25		384.25

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
850	Music Event	17/02/2026		Unity Trust Bank		Stall Fees	Napolis Finest Limited/ The	E	40.00		40.00
851	Music Event	17/02/2026		Unity Trust Bank		Stall Fees	HG Catering/ Pica Pota Pas	E	40.00		40.00
838	Dog Show	17/02/2026		Unity Trust Bank		Stall Fees	L&v's Bark 'n Bake Ltd	E	30.00		30.00
836	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	MURPHY Chantelle/ Can-C	E	20.00		20.00
837	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	L&v's Bark 'n Bake Ltd	E	20.00		20.00
842	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	Wendy Potter/ Grandma W	E	20.00		20.00
843	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	Ionela Pralea Trading As A	E	20.00		20.00
844	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	Archies Pet Supplies	E	20.00		20.00
845	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	SIMONS Gillian/ Suffolk Qu	E	20.00		20.00
846	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	Joanne Barber / Handmad	E	20.00		20.00
847	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	Georgi Dimov/ A&G Handm	E	20.00		20.00
848	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	GARY TAYLOR/ Crochet by	E	20.00		20.00
849	Witham Summer Faire	17/02/2026		Unity Trust Bank		Stall Fees	Amanda Saunders / O so P	E	20.00		20.00
854	Information Sales Income	18/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	174.34		174.34
841	Christmas Events	18/02/2026		Unity Trust Bank		Stall Fees	Joel Wager / Janeve's Pain	E	30.00		30.00
839	Dog & Bench Sponsorship Sche	18/02/2026		Unity Trust Bank		Bench Sponsorship	Moorfield Court Residents	X	715.00		715.00
840	Witham Summer Faire	18/02/2026		Unity Trust Bank		Stall Fees	Joel Wager / Janeve's Pain	E	20.00		20.00
852	Witham Summer Faire	18/02/2026		Unity Trust Bank		Stall Fees	Karen Kerr/ KSoyKandles L	E	20.00		20.00
853	Witham Summer Faire	18/02/2026		Unity Trust Bank		Stall Fees	BRENDA PRESTON/ Munch	E	20.00		20.00
855	Hall Hire	19/02/2026		Unity Trust Bank		Room Hire - MSE Ref 23681 Co	Pulse Healthcare Limited T	E	64.00		64.00
856	Information Sales Income	19/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	62.50		62.50
857	Witham Summer Faire	19/02/2026		Unity Trust Bank		Stall Fees	SHELDRICK Steven/ The Fi	E	20.00		20.00
858	Witham Summer Faire	19/02/2026		Unity Trust Bank		Stall Fees	Krystle Kalemadu/ SK Desi	E	20.00		20.00
860	Information Sales Income	20/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	89.50		89.50
859	Witham Summer Faire	20/02/2026		Unity Trust Bank		Stall Fees	Kathleen Fry/ Kathys Cards	E	20.00		20.00
864	Information Sales Income	23/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	115.05		115.05
865	Music Event	23/02/2026		Unity Trust Bank		Stall Fees	Brown Nicola/ VibeYourTas	E	40.00		40.00
862	Dog Show	23/02/2026		Unity Trust Bank		Stall Fees	HOU OF HA G T/AS	E	30.00		30.00
861	Christmas Events	23/02/2026		Unity Trust Bank		Stall Fees	Ceri King/ EarthSea Treasu	E	30.00		30.00
863	Witham Summer Faire	23/02/2026		Unity Trust Bank		Stall Fees	HOU OF HA G T/AS	E	20.00		20.00
867	Hall Hire	24/02/2026		Unity Trust Bank		Halifax Community Banking Ro	Christine Rowland / Lloyds	E	2,592.00		2,592.00
868	Hall Hire	24/02/2026		Unity Trust Bank		Lloyds Community Banking Ro	Christine Rowland / Lloyds	E	2,808.00		2,808.00
866	Information Sales Income	24/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	288.44		288.44
869	Christmas Events	24/02/2026		Unity Trust Bank		Stall Fees	Napolis Finest Limited/ The	E	40.00		40.00

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
871	Information Sales Income	25/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	103.00		103.00
872	Christmas Events	25/02/2026		Unity Trust Bank		Stall Fees	Sonya Jackson/ Oh So Nat	E	30.00		30.00
870	Witham Summer Faire	25/02/2026		Unity Trust Bank		Stall Fees	Debbie Cleaver/ The Craft	E	20.00		20.00
873	Hall Hire	26/02/2026		Unity Trust Bank		Hall Hire	Braintree Association of Lo	E	35.00		35.00
874	Hall Hire	26/02/2026		Unity Trust Bank		Hall Hire	Braintree Association of Lo	E	28.00		28.00
877	Information Sales Income	26/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	145.94		145.94
878	Christmas Events	26/02/2026		Unity Trust Bank		Stall Fees	Caroline Walker/ Caroline's	E	30.00		30.00
875	Christmas Events	26/02/2026		Unity Trust Bank		Stall Fees	Sara Channon/ Sew Specia	E	30.00		30.00
876	Witham Summer Faire	26/02/2026		Unity Trust Bank		Stall Fees	Amanda Thorpe / My Mand	E	20.00		20.00
879	Hall Hire	27/02/2026		Unity Trust Bank		Room booking dates and times	Inhealth Intelige / Eye clini	E	960.00		960.00
880	Information Sales Income	27/02/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	131.13		131.13
881	Witham Summer Faire	27/02/2026		Unity Trust Bank		Stall Fees	John Davey/ 1stchoice3D	E	20.00		20.00
Total									62,346.88		62,346.88

RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
721 Interest Received	31/12/2025		Unity Trust Instant Access		Interest Received	Unity Trust Bank	X	4,160.64		4,160.64
Total								4,160.64		4,160.64

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
886	Town Hall	06/11/2025		Lloyds Current Account		Mixed Platter	Subway/ THE PENROSE GROUP LIMITED		36.32		36.32
887	Office Equipment	06/11/2025		Lloyds Current Account		Adapter for Multiple Devices	AMAZON EU SARL	S	5.82	1.17	6.99
891	Town Hall	06/11/2025		Lloyds Current Account		Milk S/Skim, Custard Cream, Milk Croissants	Morrisons	E	6.50		6.50
890	Town Hall	06/11/2025		Lloyds Current Account		Crisps, Cookies	Subway/ THE PENROSE GROUP LIMITED		1.88		1.88
888	Equipment Supplies & Maintenance	06/11/2025		Lloyds Current Account		Professional Grade Graffiti Remover	BIO 8 INDUSTRIAL LTD	S	33.32	6.66	39.98
894	Town Hall	06/11/2025		Lloyds Current Account		Sugar, Green Tea, Instant Coffee	Tesco Stores	E	10.84		10.84
895	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	63.32	12.66	75.98
895	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	11.07	2.21	13.28
895	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	19.07	3.81	22.88
895	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	21.66	4.33	25.99
896	Halloween Event	06/11/2025		Lloyds Current Account		Short Curly Wavy Wig	AMAZON EU SARL	S	13.32	2.66	15.98
897	Halloween Event	06/11/2025		Lloyds Current Account		Professor Severus Wizard Costume	AMAZON EU SARL	S	15.83	3.17	19.00
889	Dog & Bench Schemes	06/11/2025		Lloyds Current Account		Donation	Dog Trust	X	15.00		15.00
907	Witham Street Entertainment F	06/11/2025		Lloyds Current Account		Sandwiches, Water, Crisps, Cupcakes	Tesco Stores	E	34.20		34.20
906	Witham Street Entertainment F	06/11/2025		Lloyds Current Account		Mixed Platter	Subway/ THE PENROSE GROUP LIMITED		22.50	4.50	27.00
905	Witham Street Entertainment F	06/11/2025		Lloyds Current Account		Sandwiches, Water, Crisps, Cup	Sainsburys	E	289.80		289.80
904	Witham Street Entertainment F	06/11/2025		Lloyds Current Account		Mixed Platter	Subway/ THE PENROSE GROUP LIMITED		22.50	4.50	27.00
900	Halloween Event	06/11/2025		Lloyds Current Account		Gothic Witch Costume	STRUTS PARTY SUPERSTORE	S	44.16	8.83	52.99
901	Halloween Event	06/11/2025		Lloyds Current Account		Foanja Fleur Costume	AMAZON EU SARL	S	29.25	5.85	35.10
902	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	26.61	5.33	31.94
903	Halloween Event	06/11/2025		Lloyds Current Account		Halloween Dress Up Accessory	AMAZON EU SARL	X	6.16		6.16
908	Halloween Event	06/11/2025		Lloyds Current Account		Bangs Long Curly Hair	AMAZON EU SARL	S	-5.53	-1.11	-6.64
893	Dog & Bench Schemes	06/11/2025		Lloyds Current Account		Donation	Danaher Animal Home	X	15.00		15.00
892	Dog & Bench Schemes	06/11/2025		Lloyds Current Account		Vinyl Stickers	PRIME 4 PRINT LTD	S	22.84	4.57	27.41
910	Town Hall	06/11/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
911	Town Hall	06/11/2025		Lloyds Current Account		Framings	Witham Art and Framing	X	4.95		4.95
921	Town Hall	06/11/2025		Lloyds Current Account		Toilet Paper	ORANGE PACKAGING LTD	S	21.58	4.32	25.90
924	Town Hall	06/11/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	3.35		3.35
929	Town Hall	06/11/2025		Lloyds Current Account		Pure Green Tea	Tesco Stores	E	6.00		6.00
930	Stationery	06/11/2025		Lloyds Current Account		Divider Multi-Punched A4	AMAZON EU SARL	S	0.29	0.06	0.35
926	Stationery	06/11/2025		Lloyds Current Account		A4 Lever Arch File	AMAZON EU SARL	S	4.83	0.97	5.80
925	Stationery	06/11/2025		Lloyds Current Account		Double Sided Adhesive Dots	AMAZON EU SARL	S	4.66	0.93	5.59
918	Stationery	06/11/2025		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	17.37	3.47	20.84
917	Stationery	06/11/2025		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	17.37	3.47	20.84

PAYMENTS LIST

Policy and Resources Committee Agenda - 23rd March 2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
916	Stationery	06/11/2025		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	17.37	3.47	20.84
915	Stationery	06/11/2025		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	17.37	3.47	20.84
914	Office Equipment	06/11/2025		Lloyds Current Account		Cable Protector	AMAZON EU SARL	S	23.74	4.76	28.50
919	Office Equipment	06/11/2025		Lloyds Current Account		Alkaline Batteries	AMAZON EU SARL	S	13.32	2.67	15.99
920	Office Equipment	06/11/2025		Lloyds Current Account		Health & Safety Law Poster	AMAZON EU SARL	S	65.82	13.17	78.99
927	Office Equipment	06/11/2025		Lloyds Current Account		Lockable File Cabinet	AMAZON EU SARL	S	58.32	11.67	69.99
912	IT	06/11/2025		Lloyds Current Account		OneDrive for business	MICROSOFT LIMITED	S	3.80	0.76	4.56
928	IT	06/11/2025		Lloyds Current Account		PDFsam Enhanced Professional Plus	CLICK MALTA LIMITED	S	49.37	9.88	59.25
898	Halloween Event	06/11/2025		Lloyds Current Account		Professor McGonagall Costume	AMSCAN INTERNATIONAL	S	29.16	5.83	34.99
899	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	124.97	25.00	149.97
909	Halloween Event	06/11/2025		Lloyds Current Account		Foanja Fleur Costume	AMAZON EU SARL	S	-29.25	-5.85	-35.10
913	Halloween Event	06/11/2025		Lloyds Current Account		Blue and Yellow Balloons Set	AMAZON EU SARL	S	5.53	1.11	6.64
931	Halloween Event	06/11/2025		Lloyds Current Account		Vidal Festival Mix, Variety Mix Bag	Booker/ TESCO PLC	S	349.07	69.81	418.88
932	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	-31.66	-6.33	-37.99
923	Dog & Bench Schemes	06/11/2025		Lloyds Current Account		Donation	Danaher Animal Home	X	15.00		15.00
922	Dog & Bench Schemes	06/11/2025		Lloyds Current Account		Vinyl Stickers	PRIME 4 PRINT LTD	S	14.29	2.86	17.15
936	Town Hall	06/11/2025		Lloyds Current Account		Picture hanger strip pack	TROJAN ELECTRONICS 2018 LIMITED		13.32	2.67	15.99
937	Town Hall	06/11/2025		Lloyds Current Account		Toilet Flush Handle	AMAZON EU SARL	S	5.82	1.17	6.99
939	Town Hall	06/11/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	0.95		0.95
938	Insurance	06/11/2025		Lloyds Current Account		Property Valuation for Insurance	Barrett Corp & Harrington I	X	108.00		108.00
948	Town Hall	06/11/2025		Lloyds Current Account		Finger Wound Cut Bandage	ASB FIRST AID LTD	S	6.60	1.32	7.92
950	Town Hall	06/11/2025		Lloyds Current Account		Milk British S/Skim	Tesco Stores	E	2.40		2.40
954	Town Hall	06/11/2025		Lloyds Current Account		Framings	Witham Art and Framin	X	8.00		8.00
952	Office Equipment	06/11/2025		Lloyds Current Account		Lockable File Cabinet	AMAZON EU SARL	S	49.99	10.00	59.99
951	IT	06/11/2025		Lloyds Current Account		Access to Timetastic	TIMETASTIC LTD	S	19.20	3.84	23.04
934	Community Safety	06/11/2025		Lloyds Current Account		CCTV Training	Get Licensed Limited	X	339.99		339.99
933	Halloween Event	06/11/2025		Lloyds Current Account		Luna Lovegood Ladies Costume	AMAZON EU SARL	S	-83.32	-16.66	-99.98
940	Halloween Event	06/11/2025		Lloyds Current Account		Short Curly Brown Wig	AMAZON EU SARL	S	15.82	3.17	18.99
941	Halloween Event	06/11/2025		Lloyds Current Account		Wig and Long Beard	AMAZON EU SARL	S	8.64	1.73	10.37
942	Halloween Event	06/11/2025		Lloyds Current Account		Professor McGonagall Costume	AMSCAN INTERNATIONAL	S	-29.16	-5.83	-34.99
943	Halloween Event	06/11/2025		Lloyds Current Account		Fancy Dress & Props for Halloween	AMAZON EU SARL	S	91.65	18.33	109.98
944	Halloween Event	06/11/2025		Lloyds Current Account		Dumbledore Official Costume	AMAZON EU SARL	S	49.66	9.93	59.59
945	Halloween Event	06/11/2025		Lloyds Current Account		Azkaban Prisoner Outfit	AMAZON EU SARL	S	54.11	10.83	64.94
946	Halloween Event	06/11/2025		Lloyds Current Account		Crimped Curling Ribbon	AMAZON EU SARL	S	5.62	1.12	6.74

PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
947	Halloween Event	06/11/2025		Lloyds Current Account		Star Cutouts Lord Voldemort	AMAZON EU SARL	S	33.32	6.67	39.99
949	Halloween Event	06/11/2025		Lloyds Current Account		Dobby Lifesize Cardboard Cutout	PARTYRAMA	S	22.49	4.50	26.99
953	Halloween Event	06/11/2025		Lloyds Current Account		White Cotton Gloves	AMAZON EU SARL	S	7.49	1.50	8.99
935	Safer Streets Control Account	06/11/2025		Lloyds Current Account		Mobile Top Up	Tesco Stores	X	20.00		20.00
1182	Travel Expenses	08/12/2025		Lloyds Current Account		Train Ticket	Trainline	X	17.50		17.50
1194	Town Hall	08/12/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	X	2.70		2.70
1178	Sundry Expenses	08/12/2025		Lloyds Current Account		Winter Planting at Witham Station	LIVER NURSERIES LIMITED	X	91.98		91.98
1183	Halloween Event	08/12/2025		Lloyds Current Account		Harry Potter Bunting Banner	GET LIT LTD	S	22.97	4.59	27.56
1184	Halloween Event	08/12/2025		Lloyds Current Account		Harry Potter Gryffindor Costume	AVANT GARDE DISTRIBUTION LIMITED		14.84	2.97	17.81
1185	Halloween Event	08/12/2025		Lloyds Current Account		Harry Potter Gryffindor Costume	AVANT GARDE DISTRIBUTION LIMITED		14.84	2.97	17.81
1186	Halloween Event	08/12/2025		Lloyds Current Account		Short Wavy Halloween Cosplay	AMAZON EU SARL	S	15.82	3.17	18.99
1187	Halloween Event	08/12/2025		Lloyds Current Account		Wizard Hat Brown Suede	ILFD GROUP LTD	S	5.82	1.17	6.99
1188	Halloween Event	08/12/2025		Lloyds Current Account		Wizard Photo Booth Prop	AMAZON EU SARL	S	7.91	1.58	9.49
1189	Halloween Event	08/12/2025		Lloyds Current Account		Jelly Bean Game Box	ZEENAT KHANAM	S	66.56	13.36	79.92
1190	Halloween Event	08/12/2025		Lloyds Current Account		Star Cutouts Harry Potter	AMAZON EU SARL	S	33.32	6.67	39.99
1191	Halloween Event	08/12/2025		Lloyds Current Account		Artificial Flower Vines Garland	AMAZON EU SARL	S	7.07	1.42	8.49
1191	Halloween Event	08/12/2025		Lloyds Current Account		Artificial Flower Vines Garland	AMAZON EU SARL	S	3.82	0.77	4.59
1192	Halloween Event	08/12/2025		Lloyds Current Account		Hermione Granger Wigs	AMAZON EU SARL	S	16.66	3.33	19.99
1195	Halloween Event	08/12/2025		Lloyds Current Account		Red and Yellow Wizard Scarf	REDSTAR ONLINE LIMITED	S	6.62	1.33	7.95
1181	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Decoration	AMAZON EU SARL	S	3.99	0.80	4.79
1181	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Decoration	AMAZON EU SARL	S	8.32	1.67	9.99
1173	Halloween Event	08/12/2025		Lloyds Current Account		Wrist Cuffs Furry	Ebay	X	5.03		5.03
1174	Halloween Event	08/12/2025		Lloyds Current Account		Faux Fur Collar	Ebay	X	9.95		9.95
1175	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Non-woven Bags	AMAZON EU SARL	S	66.60	13.30	79.90
1176	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Non-woven Bags	AMAZON EU SARL	S	46.62	9.31	55.93
1177	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Non-woven Bags	AMAZON EU SARL	S	66.60	13.30	79.90
1179	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Decoration	DCRM0012Add to Bookmar	X	21.96		21.96
1180	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Decoration	AMAZON EU SARL	S	14.16	2.83	16.99
1180	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Decoration	AMAZON EU SARL	S	9.99	2.00	11.99
1180	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Decoration	AMAZON EU SARL	S	29.57	5.92	35.49
1180	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Decoration	AMAZON EU SARL	S	4.16	0.83	4.99
1196	Dog & Bench Schemes	08/12/2025		Lloyds Current Account		Vinyl Stickers	PRIME 4 PRINT LTD	S	14.29	2.86	17.15
1193	Dog & Bench Schemes	08/12/2025		Lloyds Current Account		Donation	Guide Dogs	X	15.00		15.00
1198	Town Hall	08/12/2025		Lloyds Current Account		Refreshments	Morrisons	E	31.00		31.00
1199	Town Hall	08/12/2025		Lloyds Current Account		Biscuits	Morrisons	E	12.50		12.50

PAYMENTS LIST

Policy and Resources Committee Agenda - 23rd March 2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1217	Town Hall	08/12/2025		Lloyds Current Account		Dulux Colour Tester	AkzoNobel Deco UK	X	4.20		4.20
1218	Town Hall	08/12/2025		Lloyds Current Account		Milk S/Skim, Tea Bags, Hot Chocolate	Tesco Stores	E	24.40		24.40
1237	Town Hall	08/12/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
1241	Town Hall	08/12/2025		Lloyds Current Account		Advertising Banners	PIXARTPRINTING SPA	S	76.42	15.28	91.70
1206	Photocopying	08/12/2025		Lloyds Current Account		Delivery	CARTRIDGE SAVE LIMITED	E	-5.95		-5.95
1203	Photocopying	08/12/2025		Lloyds Current Account		Delivery	CARTRIDGE SAVE LIMITED	E	5.95		5.95
1202	Photocopying	08/12/2025		Lloyds Current Account		Blue Ink Cartridge	CARTRIDGE SAVE LIMITED	S	18.23	3.65	21.88
1236	Stationery	08/12/2025		Lloyds Current Account		Laminating Pouches A4	AMAZON EU SARL	S	16.44	3.29	19.73
1225	Stationery	08/12/2025		Lloyds Current Account		Envelopes Peel & Seal White Paper	AMAZON EU SARL	S	5.14	1.04	6.18
1229	IT	08/12/2025		Lloyds Current Account		Ultra Mon License	Realtime Soft AG	X	30.03		30.03
1233	IT	08/12/2025		Lloyds Current Account		OneDrive for business	MICROSOFT LIMITED	S	3.80	0.76	4.56
1230	Charges	08/12/2025		Lloyds Current Account		Transaction Fee	Lloyds Bank	E	0.88		0.88
1243	Town Hall	08/12/2025		Lloyds Current Account		Newspaper	Morrisons	E	1.30		1.30
1244	Town Hall	08/12/2025		Lloyds Current Account		Advertising Banners	PIXARTPRINTING SPA	S	44.87	8.97	53.84
1249	Town Hall	08/12/2025		Lloyds Current Account		Milk British S/Skim	Tesco Stores	E	2.40		2.40
1251	Town Hall	08/12/2025		Lloyds Current Account		Biscuits	Morrisons	E	6.50		6.50
1255	Town Hall	08/12/2025		Lloyds Current Account		Witham.gov.uk	FREETHOUGHT INTERNET	S	958.33	191.67	1,150.00
1262	Town Hall	08/12/2025		Lloyds Current Account		Milk S/Skim, Biscuits, Hot Chocolate	Tesco Stores	E	16.45		16.45
1261	Stationery	08/12/2025		Lloyds Current Account		Stapled Booklets	BLUETREE PRINT LIMITED	Z	619.05		619.05
1258	Stationery	08/12/2025		Lloyds Current Account		Permanent Markers	Tesco Stores	E	5.25		5.25
1257	Stationery	08/12/2025		Lloyds Current Account		Permanent Markers Set of 3 Bl	GALAXY WHOLESALERS LT	S	8.16	1.63	9.79
1256	Stationery	08/12/2025		Lloyds Current Account		Sellotape Original Golden	Banner/ VOW EUROPE LTD	S	10.80	2.16	12.96
1253	Stationery	08/12/2025		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	17.37	3.47	20.84
1259	IT	08/12/2025		Lloyds Current Account		Access to Timetastic	TIMETASTIC LTD	S	19.20	3.84	23.04
1246	Halloween Event	08/12/2025		Lloyds Current Account		Luna Lovegood Set	AMAZON EU SARL	S	-9.93	-1.99	-11.92
1247	Halloween Event	08/12/2025		Lloyds Current Account		Monster Book & Mandrake Cuddly	AMAZON EU SARL	S	-11.62	-2.33	-13.95
1248	Halloween Event	08/12/2025		Lloyds Current Account		Professor McGonagall Costume	AMAZON EU SARL	S	-38.87	-7.77	-46.64
1245	Christmas Events & Tree	08/12/2025		Lloyds Current Account		Christmas Gifts for Kids	BETTY ANDERSON & PAUL	S	472.50	94.50	567.00
1264	Christmas Events & Tree	08/12/2025		Lloyds Current Account		Christmas Dressing, Lights, Decorations	AMAZON EU SARL	S	14.24	2.85	17.09
1264	Christmas Events & Tree	08/12/2025		Lloyds Current Account		Christmas Dressing, Lights, Decorations	AMAZON EU SARL	S	15.02	3.01	18.03
1264	Christmas Events & Tree	08/12/2025		Lloyds Current Account		Christmas Dressing, Lights, Decorations	AMAZON EU SARL	S	47.46	9.49	56.95
1265	Christmas Events & Tree	08/12/2025		Lloyds Current Account		Christmas Dressing, Decorations	AMAZON EU SARL	S	29.28	5.86	35.14
1265	Christmas Events & Tree	08/12/2025		Lloyds Current Account		Christmas Dressing, Decorations	AMAZON EU SARL	S	14.23	2.85	17.08
1205	Information Centre & Administration	08/12/2025		Lloyds Current Account		Decorating Hook Clips	AMAZON EU SARL	S	5.82	1.17	6.99
1207	Halloween Event	08/12/2025		Lloyds Current Account		Harry Potter Screaming Mandrake	AMAZON EU SARL	S	-7.63	-1.53	-9.16

PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1208	Halloween Event	08/12/2025		Lloyds Current Account		Luna Lovegood Ladies Costume	AMAZON EU SARL	S	19.12	3.83	22.95
1209	Halloween Event	08/12/2025		Lloyds Current Account		Luna Lovegood Set	AMAZON EU SARL	S	9.93	1.99	11.92
1210	Halloween Event	08/12/2025		Lloyds Current Account		Monster Book & Mandrake Cuddly	AMAZON EU SARL	S	11.62	2.33	13.95
1211	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Mini Resin Figures	Kiperee Limited	X	56.96		56.96
1212	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Favours	AMAZON EU SARL	S	18.97	3.79	22.76
1212	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Favours	AMAZON EU SARL	S	23.73	4.75	28.48
1212	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Favours	AMAZON EU SARL	S	11.07	2.22	13.29
1212	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Favours	AMAZON EU SARL	S	18.72	3.75	22.47
1213	Halloween Event	08/12/2025		Lloyds Current Account		Feather Ballpoint Pen	AMAZON EU SARL	S	4.16	0.83	4.99
1214	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Party Favours	AMAZON EU SARL	S	9.99	2.00	11.99
1215	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Stickers	AMAZON EU SARL	S	4.16	0.83	4.99
1216	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Stickers	HANNAH MARGARET SOPHIE SHENDRY		3.22	0.65	3.87
1219	Halloween Event	08/12/2025		Lloyds Current Account		Smiffys Convict Costume	BLYME LIMITED	S	11.07	2.22	13.29
1220	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Dress Up Accessory	Jar Jennifer Home Furnishi	X	6.99		6.99
1221	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Dress Up Accessory	AMAZON EU SARL	S	13.32	2.67	15.99
1222	Halloween Event	08/12/2025		Lloyds Current Account		Magical Creatures Mandrake	THE NOBLE COLLECTION (UK) LTD		24.58	4.92	29.50
1223	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Dress Up Accessory	Jar Jennifer Home Furnishi	X	13.98		13.98
1224	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Dress Up Accessory	AMAZON EU SARL	S	4.66	0.93	5.59
1226	Halloween Event	08/12/2025		Lloyds Current Account		Feather Ballpoint Pen	AMAZON EU SARL	S	5.32	1.07	6.39
1227	Halloween Event	08/12/2025		Lloyds Current Account		Luna Lovegood Ladies Costume	AMAZON EU SARL	S	41.66	8.33	49.99
1228	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Stickers	HANNAH MARGARET SOPHIE SHENDRY		3.32	0.67	3.99
1231	Halloween Event	08/12/2025		Lloyds Current Account		Blue and Yellow Balloons Set	AMAZON EU SARL	S	5.82	1.17	6.99
1232	Halloween Event	08/12/2025		Lloyds Current Account		Halloween Stickers	AMAZON EU SARL	S	3.32	0.67	3.99
1235	Halloween Event	08/12/2025		Lloyds Current Account		Luna Lovegood Ladies Costume	AVANT GARDE DISTRIBUTION LIMITED		-16.33	-3.27	-19.60
1239	New Events & Events Improvm	08/12/2025		Lloyds Current Account		Clear Badge Holders	AMAZON EU SARL	S	3.74	0.75	4.49
1201	Information Centre Stock	08/12/2025		Lloyds Current Account		Engraved Diamond Stylus Pen	NATIONAL PEN LTD	S	191.99	38.40	230.39
1200	Halloween Event	08/12/2025		Lloyds Current Account		Costumes for Halloween	AMAZON EU SARL	S	20.82	4.17	24.99
1200	Halloween Event	08/12/2025		Lloyds Current Account		Costumes for Halloween	AMAZON EU SARL	S	7.63	1.53	9.16
1197	New Events & Events Improvm	08/12/2025		Lloyds Current Account		Hire of the Bluey costume	All About Costumes	X	-50.00		-50.00
1238	Equipment Supplies & Mainten	08/12/2025		Lloyds Current Account		Helmet Black Vented	AMAZON EU SARL	Z	16.08		16.08
1240	Equipment Supplies & Mainten	08/12/2025		Lloyds Current Account		Yellow Hi Vis Vest	CATERINGBASE LTD	S	3.32	0.67	3.99
1252	Dog & Bench Schemes	08/12/2025		Lloyds Current Account		Memorial Bench Plaque	BRUNEL ENGRAVING COMPANY LIMITED		41.35	8.26	49.61
1204	Whetmead LNR	08/12/2025		Lloyds Current Account		Juice, Sandwiches, Crisps	Tesco Stores	E	15.40		15.40
1250	Witham in Bloom	08/12/2025		Lloyds Current Account		Plants various	OLIVER NURSERIES LIMITED	S	14.17	2.83	17.00
1242	Witham in Bloom	08/12/2025		Lloyds Current Account		Plants various	BGC SOUTH LIMITED	S	313.58	62.40	375.98

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1254	Equipment Supplies & Mainten:	08/12/2025		Lloyds Current Account		Outdoor Wood Oil	AMAZON EU SARL	S	23.00	4.60	27.60
1260	Equipment Supplies & Mainten:	08/12/2025		Lloyds Current Account		Heavy Duty Kerb Ramps	Traffic Safety Products Ltd	E	170.96		170.96
1263	Civic Gesture	08/12/2025		Lloyds Current Account		Rose Bouquet	Tesco Stores	E	6.00		6.00
1234	Safer Streets Control Account	08/12/2025		Lloyds Current Account		Mobile Top Up	OnTopUp	E	10.00		10.00
1234	Safer Streets Control Account	08/12/2025		Lloyds Current Account		Mobile Top Up	OnTopUp	E	1.89		1.89
1328	Town Hall	08/01/2026		Lloyds Current Account		Biscuits	Tesco Stores	E	8.85		8.85
1329	Town Hall	08/01/2026		Lloyds Current Account		Biscuits	Tesco Stores	E	24.35		24.35
1330	Town Hall	08/01/2026		Lloyds Current Account		Newspaper	Tesco Stores	E	1.30		1.30
1333	Town Hall	08/01/2026		Lloyds Current Account		Gold Blend Instant Coffee 750g	AMAZON EU SARL	Z	25.49		25.49
1335	Town Hall	08/01/2026		Lloyds Current Account		Milk British S/Skim	Tesco Stores	E	2.85		2.85
1337	Town Hall	08/01/2026		Lloyds Current Account		Multi-Surface Polish Original 250ml	AMAZON EU SARL	S	6.29	1.26	7.55
1339	Town Hall	08/01/2026		Lloyds Current Account		Yorkshire Tea, total 1040 Tea Bags	AMAZON EU SARL	Z	30.24		30.24
1340	Town Hall	08/01/2026		Lloyds Current Account		Wood Cleaner Polish Furniture	DIVA PACKAGE LTD	S	8.12	1.63	9.75
1341	Town Hall	08/01/2026		Lloyds Current Account		One Hole Metal Perforator	AMAZON EU SARL	S	3.32	0.67	3.99
1342	Town Hall	08/01/2026		Lloyds Current Account		Crisps, Cookies	Sainsburys	E	123.67		123.67
1343	Town Hall	08/01/2026		Lloyds Current Account		Hibiscus Tea Bags	AMAZON EU SARL	Z	7.19		7.19
1345	Town Hall	08/01/2026		Lloyds Current Account		Ceramic Box Cutter	AMAZON EU SARL	S	2.80	0.56	3.36
1346	Town Hall	08/01/2026		Lloyds Current Account		Milk S/Skim, Tea Bags	Tesco Stores	E	9.20		9.20
1349	Town Hall	08/01/2026		Lloyds Current Account		2ply Paper Hand Towels	WE CAN SOURCE IT LTD	S	30.70	6.14	36.84
1348	Town Hall	08/01/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	2.70		2.70
1326	Office Equipment	08/01/2026		Lloyds Current Account		Streaming Webcam, 3-Way Head Tracking	SAINSBURY'S SUPERMARKETS LTD		89.94		89.94
1332	Office Equipment	08/01/2026		Lloyds Current Account		Crafting Scissors Set, 3 Pack 8.5	AMAZON EU SARL	S	10.49	2.10	12.59
1344	IT	08/01/2026		Lloyds Current Account		OneDrive for business	MICROSOFT LIMITED	S	3.80	0.76	4.56
1336	Christmas Decorations	08/01/2026		Lloyds Current Account		Santa Claus Costume Men	AMAZON EU SARL	S	77.91	15.58	93.49
1327	CCTV	08/01/2026		Lloyds Current Account		Alkaline Batteries	AMAZON EU SARL	S	54.52	10.91	65.43
1334	CCTV	08/01/2026		Lloyds Current Account		Alkaline Batteries	AMAZON EU SARL	S	59.97	12.00	71.97
1331	Christmas Events & Tree	08/01/2026		Lloyds Current Account		One-Off Event Insurance Policy	Protectivity	E	546.67		546.67
1338	Christmas Events & Tree	08/01/2026		Lloyds Current Account		Santa Claus Wig and Beard	AMAZON EU SARL	S	-15.82	-3.16	-18.98
1338	Christmas Events & Tree	08/01/2026		Lloyds Current Account		Santa Claus Wig and Beard	AMAZON EU SARL	E	0.95		0.95
1338	Christmas Events & Tree	08/01/2026		Lloyds Current Account		Santa Claus Wig and Beard	AMAZON EU SARL	E	1.99		1.99
1347	Equipment Supplies & Mainten:	08/01/2026		Lloyds Current Account		Machined Round Stake	LAWSONS (WHETSTONE) I	S	21.16	4.23	25.39
1350	Town Hall	08/01/2026		Lloyds Current Account		Adhesive Cellophane Bags	AMAZON EU SARL	S	10.82	2.17	12.99
1351	Town Hall	08/01/2026		Lloyds Current Account		Soft Toilet Tissue	AMAZON EU SARL	S	22.50	4.50	27.00
1352	Town Hall	08/01/2026		Lloyds Current Account		Soft Toilet Tissue	AMAZON EU SARL	S	22.50	4.50	27.00
1353	Town Hall	08/01/2026		Lloyds Current Account		Multipurpose Wiping Paper	AMAZON EU SARL	S	27.72	5.54	33.26

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1355	Town Hall	08/01/2026		Lloyds Current Account		Original Thick Bleach	AMAZON EU SARL	S	7.57	1.52	9.09
1356	Town Hall	08/01/2026		Lloyds Current Account		Toilet & Washroom Cleaner Desc	BENAMER TRADING LIMIT	S	66.50	13.30	79.80
1358	Town Hall	08/01/2026		Lloyds Current Account		Milk S/Skim, Hot Chocolate	Tesco Stores	E	7.38		7.38
1357	Office Equipment	08/01/2026		Lloyds Current Account		Zeus Case	SANFORD BARNES LTD	S	185.00	37.00	222.00
1354	IT	08/01/2026		Lloyds Current Account		Access to Timetastic	TIMETASTIC LTD	S	19.20	3.84	23.04
1359	Civic Gesture	08/01/2026		Lloyds Current Account		Refreshments	Tesco Stores	E	14.90		14.90
1524	Travel Expenses	06/02/2026		Lloyds Current Account		Train Ticket	Trainline	E	41.42		41.42
1498	Town Hall	06/02/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	5.20		5.20
1500	Town Hall	06/02/2026		Lloyds Current Account		Hot Water Safety Stickers Sign	ZIMPLICITY LIMITED	S	4.99	1.00	5.99
1502	Town Hall	06/02/2026		Lloyds Current Account		Newspaper	Morrisons	E	1.30		1.30
1511	Town Hall	06/02/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.45		4.45
1513	Town Hall	06/02/2026		Lloyds Current Account		Diary A5 Week to View - Black	NYALKARAN LIMITED	S	4.07	0.82	4.89
1516	Town Hall	06/02/2026		Lloyds Current Account		Green Tea, Instant Coffee, Hot	Tesco Stores	E	24.50		24.50
1517	Town Hall	06/02/2026		Lloyds Current Account		Newspaper	Tesco Stores	E	1.30		1.30
1506	Office Equipment	06/02/2026		Lloyds Current Account		ASUS Vivobook 17 17.3in i3 8GB 512GB SAMSUNG SUPERMARKETS LTD	ASUS SAMSUNG SUPERMARKETS LTD	S	332.50	66.50	399.00
1514	Office Equipment	06/02/2026		Lloyds Current Account		Wireless Headset with Microphone	AMAZON EU SARL	S	8.32	1.66	9.98
1514	Office Equipment	06/02/2026		Lloyds Current Account		Wireless Headset with Microphone	AMAZON EU SARL	S	30.82	6.16	36.98
1523	Office Equipment	06/02/2026		Lloyds Current Account		Water-resistant Laptop Bag	AMAZON EU SARL	S	31.66	6.33	37.99
1512	Members - Conferencing/Traini	06/02/2026		Lloyds Current Account		ILCA Qualification Fee	SLCC ENTERPRISES LIMITI	S	120.00	24.00	144.00
1496	IT	06/02/2026		Lloyds Current Account		Grammarly Annual Subscription	Grammarly	Z	54.00		54.00
1505	IT	06/02/2026		Lloyds Current Account		OneDrive for business	MICROSOFT LIMITED	S	3.80	0.76	4.56
1507	IT	06/02/2026		Lloyds Current Account		Microsoft Office 365 Professional	Productkeys-uk	E	8.45		8.45
1508	IT	06/02/2026		Lloyds Current Account		Microsoft Office 2024	Digital License Shop	E	21.24		21.24
1522	IT	06/02/2026		Lloyds Current Account		Access to Timetastic	TIMETASTIC LTD	S	19.20	3.84	23.04
1497	Equipment Supplies & Mainten:	06/02/2026		Lloyds Current Account		Legionella Testing Thermometry	AMAZON EU SARL	S	124.99	25.00	149.99
1501	Equipment Supplies & Mainten:	06/02/2026		Lloyds Current Account		Waterproof Combination Padlock	NOTHING BUT LTD	S	51.07	10.22	61.29
1503	S106 Expenditure	06/02/2026		Lloyds Current Account		Plants various	OLIVER NURSERIES LIMIT	S	117.42	23.48	140.90
1510	Equipment Supplies & Mainten:	06/02/2026		Lloyds Current Account		De-Icing Salt White 10kg	Toolstation/ TRAVIS PERKINS PLC		83.17	16.63	99.80
1519	Equipment Supplies & Mainten:	06/02/2026		Lloyds Current Account		Refund	NOTHING BUT LTD	S	-10.79	-2.16	-12.95
1520	Equipment Supplies & Mainten:	06/02/2026		Lloyds Current Account		Bungee Cords with Metal Hooks	AMAZON EU SARL	S	5.41	1.08	6.49
1518	River Walk Signage	06/02/2026		Lloyds Current Account		Danger Deep Water Plastic Sign	UNIVERSAL SIGNS & SILK SCREEN PRINTERS LTD		14.16	2.83	16.99
1504	Civic Receptions	06/02/2026		Lloyds Current Account		Membership to The Chatty Caf	The Chatty Cafe Scheme C	E	30.00		30.00
1521	Safer Streets Control Account	06/02/2026		Lloyds Current Account		Personalised Employee Photo ID	Zazzle Ireland	X	8.68		8.68
1515	Safer Streets Control Account	06/02/2026		Lloyds Current Account		Next Day Business Cards	BLUETREE PRINT LIMITED	S	15.02	3.00	18.02
1499	Safer Streets Control Account	06/02/2026		Lloyds Current Account		Mobile Top Up	Tesco Stores	X	20.00		20.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
								Total	9,227.62	1,203.11	10,430.73

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1004	Town Hall	03/11/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	948.00		948.00
1006	CCTV	03/11/2025		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	28.38	5.68	34.06
1007	Office Equipment	03/11/2025		Unity Trust Bank		Oil Filled Radiator 2500W Whit	Screwfix/ KINGFISHER PLC	S	49.99	10.00	59.99
1005	Town Hall Development	03/11/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	76.00		76.00
1008	Equipment Supplies & Mainten	03/11/2025		Unity Trust Bank		Clips Stainless Steel	Screwfix/ KINGFISHER PLC	S	13.32	2.67	15.99
1009	Equipment Supplies & Mainten	03/11/2025		Unity Trust Bank		Glass Cleaner, Vinyl Disposabl	Screwfix/ KINGFISHER PLC	S	16.97	3.40	20.37
1010	Equipment Supplies & Mainten	03/11/2025		Unity Trust Bank		Multi-Surface Cleaner 1L	Screwfix/ KINGFISHER PLC	S	35.95	7.19	43.14
1011	Equipment Supplies & Mainten	03/11/2025		Unity Trust Bank		Fencilife Plus 9L Dark Oak	Screwfix/ KINGFISHER PLC	S	18.32	3.67	21.99
1012	Equipment Supplies & Mainten	03/11/2025		Unity Trust Bank		Gorilla Tape 32m	Screwfix/ KINGFISHER PLC	S	11.74	2.35	14.09
1013	Equipment Supplies & Mainten	03/11/2025		Unity Trust Bank		Fencilife Plus 9L Dark Oak	Screwfix/ KINGFISHER PLC	S	36.65	7.33	43.98
1014	Telephones	04/11/2025		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICA	S	187.20	37.44	224.64
1015	Information Centre & Administ	04/11/2025		Unity Trust Bank		Base Service	MARKET PLACE MERCHAN	S	22.00	4.40	26.40
1018	Town Hall	04/11/2025		Unity Trust Bank		Asbestos Re-Inspection Survey	GREENSURV GROUP LTD	S	385.00	77.00	462.00
1023	Town Hall	04/11/2025		Unity Trust Bank		Signage	GKS GRAPHICS LTD	S	1,015.00	203.00	1,218.00
1024	Town Hall	04/11/2025		Unity Trust Bank		1 Initial Essence	RENTOKIL INITIAL PLC	S	31.97	6.39	38.36
1017	Payroll Charges	04/11/2025		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	106.40	21.28	127.68
1019	IT	04/11/2025		Unity Trust Bank		Scribe Accounts Subscription	Scribe/ STARBOARD SYSTE	S	137.00	27.40	164.40
1021	Information Centre Stock	04/11/2025		Unity Trust Bank		Glass Gifts	Janet Wager	X	20.00		20.00
1026	Community Special Constable	04/11/2025		Unity Trust Bank		Reimbursement Expenses	Simon Jesse	X	39.20		39.20
1016	Christmas Events & Tree	04/11/2025		Unity Trust Bank		Live Entertainment	Applause Rural Touring	X	780.00		780.00
1020	Equipment Supplies & Mainten	04/11/2025		Unity Trust Bank		Cement Mixer Hire	Dale Hire/ BADGEFLEET LI	S	20.00	4.00	24.00
1022	Equipment Supplies & Mainten	04/11/2025		Unity Trust Bank		Bulk Bag Concreting Sand	E H SMITH (BUILDERS)	S	46.75	9.35	56.10
1025	Witham in Bloom	04/11/2025		Unity Trust Bank		Instalments of watering of sum	SKIPPERS GROUND MAINT	S	1,060.00	212.00	1,272.00
1027	New Events & Events Improvm	04/11/2025		Unity Trust Bank		Lantra TMCE Training	Lee Smith	X	75.00		75.00
1032	Tree Maintenance	04/11/2025		Unity Trust Bank		Processing Failed Tree	FALCON ARB & LAND LTD	S	800.00	160.00	960.00
1028	Whetmead LNR	04/11/2025		Unity Trust Bank		General Drainage Charges	Environment Agency	X	23.52		23.52
1029	EMR Major Repairs & Renewals	04/11/2025		Unity Trust Bank		Intruder Alarm System due to	CHUBB GROUP LIMITED	S	582.00	116.40	698.40
1030	EMR Major Repairs & Renewals	04/11/2025		Unity Trust Bank		Access Control System	CHUBB GROUP LIMITED	S	749.00	149.80	898.80
1031	EMR Major Repairs & Renewals	04/11/2025		Unity Trust Bank		Access Control System	CHUBB GROUP LIMITED	S	2,279.00	455.80	2,734.80
1033	Tree Planting	06/11/2025		Unity Trust Bank		Acer, Carpinus, Robur, Ulmus	BARCHAM TREES PLC	X	744.00		744.00
1034	Admin Salaries, NI & LGPS	07/11/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	125.97		125.97
1034	Admin Salaries, NI & LGPS	07/11/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,075.58		6,075.58
1035	Admin Salaries, NI & LGPS	07/11/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	6,241.89		6,241.89
1034	Community Team - Salaries, N	07/11/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,345.92		1,345.92

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1035	Community Team - Salaries, N	07/11/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,104.52		1,104.52
1036	Information Centre Stock	07/11/2025		Unity Trust Bank		Gift Vouchers	Yaxley Hair & Beauty	X	20.00		20.00
1035	Operations - Salaries & NI & LG	07/11/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,590.99		3,590.99
1034	Operations - Salaries & NI & LG	07/11/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,498.15		3,498.15
1035	EMR Community Safety Staff C	07/11/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	847.54		847.54
1034	EMR Community Safety Staff C	07/11/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	920.94		920.94
1047	Town Hall	11/11/2025		Unity Trust Bank		Repairing Fire Door, Fire Exit,	R&S Carpenter/ KEITH RIC	S	120.00	24.00	144.00
1047	Town Hall	11/11/2025		Unity Trust Bank		Repairing Fire Door, Fire Exit,	R&S Carpenter/ KEITH RIC	S	110.00	22.00	132.00
1048	Town Hall	11/11/2025		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHR	S	95.00	19.00	114.00
1049	Town Hall	11/11/2025		Unity Trust Bank		Signage	GKS GRAPHICS LTD	S	42.00	8.40	50.40
1050	Information Centre Stock	11/11/2025		Unity Trust Bank		Tickets sale	Witham Choral Society	X	81.00		81.00
1045	Information Centre Stock	11/11/2025		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legge	X	29.97		29.97
1044	Information Centre Stock	11/11/2025		Unity Trust Bank		Handmade Wreaths	Ribbons by Rox / Roxanne	X	29.25		29.25
1043	Information Centre Stock	11/11/2025		Unity Trust Bank		Tickets sale	WOW/WAOS	X	2,124.17		2,124.17
1041	Information Centre Stock	11/11/2025		Unity Trust Bank		Tickets sale	National Express Limited	Z	44.65		44.65
1042	Information Centre & Administ	11/11/2025		Unity Trust Bank		Doggy Waste Bags	KEMPCO LTD	S	117.40	23.48	140.88
1046	Equipment Supplies & Mainten	11/11/2025		Unity Trust Bank		Posts Incised, Hardwood Plywo	E H SMITH (BUILDERS	S	95.15	19.03	114.18
1047	Equipment Supplies & Mainten	11/11/2025		Unity Trust Bank		Repairing Fire Door, Fire Exit,	R&S Carpenter/ KEITH RIC	S	380.00	76.00	456.00
1047	Whetmead LNR	11/11/2025		Unity Trust Bank		Repairing Fire Door, Fire Exit,	R&S Carpenter/ KEITH RIC	S	120.00	24.00	144.00
1038	Fleet	11/11/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	94.33	18.86	113.19
1037	Allotments Control Account	11/11/2025		Unity Trust Bank		Water Charges	WAVE LTD	Z	831.22		831.22
1039	Town Hall Development	11/11/2025		Unity Trust Bank		Service Charge	BORNO CHEMISTS LIMITE	L	15.84	0.79	16.63
1040	Town Hall Development	11/11/2025		Unity Trust Bank		Electricity	BORNO CHEMISTS LIMITE	L	52.80	2.64	55.44
1054	Information Centre Stock	11/11/2025		Unity Trust Bank		Refund	East Anglian Railway	E	-184.76		-184.76
1053	Information Centre Stock	11/11/2025		Unity Trust Bank		Publications Witham Station	East Anglian Railway	E	184.76		184.76
1051	Information Centre Stock	11/11/2025		Unity Trust Bank		Tickets sale	Witham Rugby Union Foot	X	19.95		19.95
1052	Town Hall Development	11/11/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	92.00		92.00
1055	Information Centre & Administ	13/11/2025		Unity Trust Bank		Charges	American Express	E	0.83		0.83
1057	Information Centre Stock	14/11/2025		Unity Trust Bank		Handmade Clay Earrings	Emily Puchowski Just Playi	X	35.10		35.10
1056	Information Centre & Administ	14/11/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	39.50		39.50
1056	Information Centre & Administ	14/11/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	14.29		14.29
1058	Tree Maintenance	14/11/2025		Unity Trust Bank		Acer Campestre, Salix Capria	BARCHAM TREES PLC	S	225.00	45.00	270.00
1061	Gas	17/11/2025		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSIN	L	66.10	3.30	69.40
1060	Lighting Maintenance & Utility	17/11/2025		Unity Trust Bank		Electricity	SMARTESTENERGY BUSIN	L	48.55	2.43	50.98
1064	Fleet	18/11/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	10.83	2.17	13.00

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1063	19/11/2025		Unity Trust Bank		Access Control System	CHUBB GROUP LIMITED	S	250.00	50.00	300.00
1069	19/11/2025		Unity Trust Bank		Intruder Alarm System due to	CHUBB GROUP LIMITED	S	343.07	68.62	411.69
1071	19/11/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	783.75		783.75
1070	19/11/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	1,063.05		1,063.05
1067	19/11/2025		Unity Trust Bank		Tickets sale	Society of London Theatre	E	23.50		23.50
1062	19/11/2025		Unity Trust Bank		Grant Awarded	POPCORN COMMUNITY	X	4,164.00		4,164.00
1065	19/11/2025		Unity Trust Bank		Remembrance Marshall	[REDACTED]	X	40.00		40.00
1066	19/11/2025		Unity Trust Bank		Remembrance Marshall	[REDACTED]	X	60.00		60.00
1068	19/11/2025		Unity Trust Bank		Postfix Concrete	E H SMITH (BUILDERS)	S	43.80	8.76	52.56
1072	19/11/2025		Unity Trust Bank		Waterproof Shoes	Paul Wiseman	X	100.00		100.00
1074	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1077	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1078	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1079	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1080	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1083	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1085	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1086	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1084	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1082	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1076	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1075	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1073	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1081	20/11/2025		Unity Trust Bank		November Payroll	[REDACTED]				
1087	21/11/2025		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	600.98	120.20	721.18
1089	21/11/2025		Unity Trust Bank		Sing Choir Performance	FROM THE HEART PRODU	S	50.00	10.00	60.00
1090	21/11/2025		Unity Trust Bank		2 Reindeer, Handlers and Stati	Popsys Reindeer Limited	X	1,181.10		1,181.10
1091	21/11/2025		Unity Trust Bank		Christmas Tree	CHARLOTTE EMMA JERRA	S	850.00	170.00	1,020.00
1088	21/11/2025		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	173.16	8.66	181.82
1092	21/11/2025		Unity Trust Bank		Witham Voice	Sudburyprint Group	Z	1,533.00		1,533.00
1093	24/11/2025		Unity Trust Bank		Christmas Marshall	[REDACTED]	X	144.00		144.00
1094	24/11/2025		Unity Trust Bank		Christmas Marshall	[REDACTED]	X	144.00		144.00
1095	24/11/2025		Unity Trust Bank		Christmas Marshall	[REDACTED]	X	128.00		128.00
1096	24/11/2025		Unity Trust Bank		Christmas Marshall	[REDACTED]	X	144.00		144.00

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1097	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	152.00		152.00
1098	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	132.00		132.00
1099	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	144.00		144.00
1100	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	104.00		104.00
1101	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	108.00		108.00
1102	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	144.00		144.00
1103	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	124.00		124.00
1104	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	112.00		112.00
1105	Christmas Events & Tree	24/11/2025		Unity Trust Bank		Christmas Marshall		X	140.00		140.00
1106	Fleet	25/11/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	52.58	10.52	63.10
1111	Town Hall	26/11/2025		Unity Trust Bank		Asbestos Removal	GREENSURV GROUP LTD	S	520.00	104.00	624.00
1113	Town Hall	26/11/2025		Unity Trust Bank		Annual Maintenance of Air Con	AIR OPTIONS LTD	S	155.00	31.00	186.00
1107	Photocopying	26/11/2025		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	133.05	26.60	159.65
1110	IT	26/11/2025		Unity Trust Bank		Workstation monitoring and Re	MAXED IT LIMITED	S	24.00	4.80	28.80
1118	Information Centre Stock	26/11/2025		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	E	318.64		318.64
1115	Information Centre Stock	26/11/2025		Unity Trust Bank		Tickets sale	Witham Dramatic Club	X	82.65		82.65
1114	Information Centre Stock	26/11/2025		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	175.00		175.00
1112	Halloween Event	26/11/2025		Unity Trust Bank		Photographer - Pictures of eve	David Islip	X	150.00		150.00
1112	Christmas Events & Tree	26/11/2025		Unity Trust Bank		Photographer - Pictures of eve	David Islip	X	150.00		150.00
1116	Christmas Events & Tree	26/11/2025		Unity Trust Bank		Hosting the craft stalls for Chri	Witham United Reformed C	X	375.00		375.00
1117	Christmas Events & Tree	26/11/2025		Unity Trust Bank		Performance	PHINA CIRCUS & DANCE E	S	500.00	100.00	600.00
1108	Speed Reduction	26/11/2025		Unity Trust Bank		Radar Speed Sign Evolis Vision	ELAN CITY LTD	S	2,500.00	500.00	3,000.00
1109	Town Hall Development	26/11/2025		Unity Trust Bank		Rent for Office	BORNO CHEMISTS LIMITE	Z	520.00		520.00
1119	Information Centre Stock	27/11/2025		Unity Trust Bank		Publications Witham Station	East Anglian Railway	E	184.76		184.76
1120	Town Hall	28/11/2025		Unity Trust Bank		Water Charges	WAVE LTD	Z	297.86		297.86
1121	Charges	30/11/2025		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	30.15		30.15
1122	Town Hall	01/12/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	948.00		948.00
1128	Gas	01/12/2025		Unity Trust Bank		Gas Safety Check	Solar Integrated Services L	X	102.00		102.00
1129	Christmas Events & Tree	01/12/2025		Unity Trust Bank		Hire of Stage Truck and genera	Rolling Stage Hire Ltd	X	1,813.00		1,813.00
1124	Equipment Supplies & Mainten	01/12/2025		Unity Trust Bank		Roughneck Sharp-Edge Soil Ra	Screwfix/ KINGFISHER PLC	S	99.97	19.99	119.96
1124	Equipment Supplies & Mainten	01/12/2025		Unity Trust Bank		Roughneck Sharp-Edge Soil Ra	Screwfix/ KINGFISHER PLC	S	49.98	10.00	59.98
1124	Equipment Supplies & Mainten	01/12/2025		Unity Trust Bank		Roughneck Sharp-Edge Soil Ra	Screwfix/ KINGFISHER PLC	S	74.97	15.00	89.97
1125	Equipment Supplies & Mainten	01/12/2025		Unity Trust Bank		Black Cable Tie 450mm x 10m	Screwfix/ KINGFISHER PLC	S	13.20	2.64	15.84
1126	Equipment Supplies & Mainten	01/12/2025		Unity Trust Bank		ANCHOR WITH LOOSE BOLT M	Screwfix/ KINGFISHER PLC	S	42.90	8.58	51.48
1127	River Walk	01/12/2025		Unity Trust Bank		New Fencing at St Nicolas Chu	Lee Smith	X	1,020.00		1,020.00

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1130	01/12/2025		Unity Trust Bank		Winter Planting	SKIPPERS GROUND MAINT	S	2,005.00	401.00	2,406.00
1123	01/12/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	76.00		76.00
1131	01/12/2025		Unity Trust Bank		CCTV System Repair	LINK CCTV SYSTEMS LTD	S	1,472.00	294.39	1,766.39
1132	02/12/2025		Unity Trust Bank		Base Service	MARKET PLACE MERCHAN	S	22.00	4.40	26.40
1133	02/12/2025		Unity Trust Bank		Charges	MARKET PLACE MERCHAN	S	6.99	1.40	8.39
1134	02/12/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	41.67	8.34	50.01
1135	03/12/2025		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	28.38	5.68	34.06
1137	04/12/2025		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	106.40	21.28	127.68
1142	04/12/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	1,611.20		1,611.20
1141	04/12/2025		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	Z	374.18		374.18
1136	04/12/2025		Unity Trust Bank		Sound and Music Equipment H	MARKS TEY RADIO	S	430.00	86.00	516.00
1138	04/12/2025		Unity Trust Bank		Vehicle Maintenance	SAS Vehicle/ STUART SAPI	S	337.33	67.47	404.80
1139	04/12/2025		Unity Trust Bank		Vehicle Maintenance	SAS Vehicle/ STUART SAPI	S	57.83	11.57	69.40
1140	04/12/2025		Unity Trust Bank		Vehicle Maintenance	SAS Vehicle/ STUART SAPI	S	103.88	20.78	124.66
1143	05/12/2025		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICA	S	187.65	37.53	225.18
1145	08/12/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	128.56		128.56
1145	08/12/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,042.02		6,042.02
1146	08/12/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	6,201.30		6,201.30
1145	08/12/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,461.71		1,461.71
1146	08/12/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,263.57		1,263.57
1146	08/12/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,829.73		3,829.73
1145	08/12/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,690.21		3,690.21
1144	08/12/2025		Unity Trust Bank		Water Charges	WAVE LTD	S	95.68	19.13	114.81
1146	08/12/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	847.54		847.54
1145	08/12/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	920.94		920.94
1148	09/12/2025		Unity Trust Bank		Gift Vouchers	Lian Chinese Restaurant	X	105.00		105.00
1147	09/12/2025		Unity Trust Bank		Gift Vouchers	Havens Hospices	X	10.00		10.00
1156	10/12/2025		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHR	S	21.00	4.20	25.20
1157	10/12/2025		Unity Trust Bank		Road Closure Training	HATFIELD PEVEREL PARIS	S	100.00	20.00	120.00
1157	10/12/2025		Unity Trust Bank		Road Closure Training	HATFIELD PEVEREL PARIS	S	200.00	40.00	240.00
1152	10/12/2025		Unity Trust Bank		Scribe Accounts Subscription	Scribe/ STARBOARD SYSTE	S	137.00	27.40	164.40
1169	10/12/2025		Unity Trust Bank		Handmade Soaps	Liz Crick / Soap Bloc	X	10.80		10.80
1168	10/12/2025		Unity Trust Bank		Scented Candles	Paul Livermore / Scented C	X	9.45		9.45
1167	10/12/2025		Unity Trust Bank		Decorated Baubles	Amy Tillet / Rosie Wren Gif	X	14.40		14.40
1166	10/12/2025		Unity Trust Bank		Pumpkin	Donna Gold / Made with Lo	X	4.50		4.50

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1165	10/12/2025		Unity Trust Bank		Glass Gifts	Arthur Marshal / Arthur's F	X	18.45		18.45
1164	10/12/2025		Unity Trust Bank		Leather Earrings	Katherine Rolph / Say Hell	X	7.20		7.20
1163	10/12/2025		Unity Trust Bank		Knitted Gifts	Brenda Steele / Brenda's K	X	26.10		26.10
1162	10/12/2025		Unity Trust Bank		Knitted Gifts	Claire Keyes / Crafty Claire	X	11.70		11.70
1161	10/12/2025		Unity Trust Bank		Greetings Cards	Debbie Skeet	X	14.40		14.40
1160	10/12/2025		Unity Trust Bank		Wooden Bookmarks	Jacki Mundy	X	9.90		9.90
1159	10/12/2025		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	134.32		134.32
1158	10/12/2025		Unity Trust Bank		Handmade Clay Earrings	Emily Puchowski Just Playi	X	20.70		20.70
1153	10/12/2025		Unity Trust Bank		First Aid and Medical Cover	ST JOHN AMBULANCE	S	143.00	28.60	171.60
1154	10/12/2025		Unity Trust Bank		Christmas Lights	Hayley Andrews	E	30.00		30.00
1155	10/12/2025		Unity Trust Bank		Christmas Tree	CHARLOTTE EMMA JERRA	S	320.00	64.00	384.00
1151	10/12/2025		Unity Trust Bank		Acer, Celtis, Parrotia, Prunus, P	BARCHAM TREES PLC	S	2,085.30	417.06	2,502.36
1150	10/12/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	41.68	8.33	50.01
1157	10/12/2025		Unity Trust Bank		Road Closure Training	HATFIELD PEVEREL PARIS	S	100.00	20.00	120.00
1170	11/12/2025		Unity Trust Bank		Charges	American Express	E	1.89		1.89
1172	12/12/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	35.42		35.42
1172	12/12/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	14.71		14.71
1171	12/12/2025		Unity Trust Bank		Water Charges	WAVE LTD	Z	464.25		464.25
1266	15/12/2025		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSIN	S	380.12	76.02	456.14
1267	15/12/2025		Unity Trust Bank		Electricity	SMARTESTENERGY BUSIN	L	46.98	2.35	49.33
1268	17/12/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	105.66	21.12	126.78
1277	18/12/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	635.07		635.07
1272	18/12/2025		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	175.00		175.00
1270	18/12/2025		Unity Trust Bank		Green Compostable Bin Liner	ESSEX SUPPLIES LTD	S	165.00	33.00	198.00
1271	18/12/2025		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	E	300.68		300.68
1276	18/12/2025		Unity Trust Bank		Vehicle Maintenance	P TUCKWELL LTD	S	654.90	130.99	785.89
1275	18/12/2025		Unity Trust Bank		Post Incised Green Treated	E H SMITH (BUILDERS)	S	28.00	5.60	33.60
1274	18/12/2025		Unity Trust Bank		Post Incised Green Treated	E H SMITH (BUILDERS)	S	14.00	2.80	16.80
1269	18/12/2025		Unity Trust Bank		Service Charge	BORNO CHEMISTS LIMITE	Z	322.30		322.30
1273	18/12/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	92.00		92.00
1280	19/12/2025		Unity Trust Bank		December Payroll					
1281	19/12/2025		Unity Trust Bank		December Payroll					
1284	19/12/2025		Unity Trust Bank		December Payroll					
1282	19/12/2025		Unity Trust Bank		December Payroll					
1279	19/12/2025		Unity Trust Bank		December Payroll					

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1278	19/12/2025		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	265.08	13.25	278.33
1283	19/12/2025		Unity Trust Bank		December Payroll					
1285	19/12/2025		Unity Trust Bank		December Payroll					
1289	19/12/2025		Unity Trust Bank		December Payroll					
1290	19/12/2025		Unity Trust Bank		December Payroll					
1287	19/12/2025		Unity Trust Bank		December Payroll					
1288	19/12/2025		Unity Trust Bank		December Payroll					
1292	19/12/2025		Unity Trust Bank		December Payroll					
1291	19/12/2025		Unity Trust Bank		December Payroll					
1286	19/12/2025		Unity Trust Bank		December Payroll					
1294	22/12/2025		Unity Trust Bank		Practitioners' Conference	SLCC ENTERPRISES LIMIT	S	300.00	60.00	360.00
1294	22/12/2025		Unity Trust Bank		Practitioners' Conference	SLCC ENTERPRISES LIMIT	Z	160.00		160.00
1296	22/12/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	2,052.47		2,052.47
1295	22/12/2025		Unity Trust Bank		Tickets sale	Witham Choral Society	X	27.00		27.00
1293	22/12/2025		Unity Trust Bank		Rent for Office	BORNO CHEMISTS LIMITE	Z	520.00		520.00
1297	23/12/2025		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	685.23	137.05	822.28
1299	24/12/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	11.08	2.21	13.29
1300	29/12/2025		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	88.98	17.79	106.77
1302	31/12/2025		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	33.30		33.30
1301	31/12/2025		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	32.55		32.55
1298	31/12/2025		Unity Trust Bank		Christmas Lights	GALA LIGHTS LIMITED	S	11,530.00	2,306.00	13,836.00
1303	02/01/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	948.00		948.00
1305	02/01/2026		Unity Trust Bank		Site Thermal Waterproof Glove	Screwfix/ KINGFISHER PLC	S	7.32	1.46	8.78
1306	02/01/2026		Unity Trust Bank		Black 20 Wheelie Bin Bags Roll	Screwfix/ KINGFISHER PLC	S	12.55	2.51	15.06
1307	02/01/2026		Unity Trust Bank		Rndhd TwThr Wdscrw 8x1 Pk2	Screwfix/ KINGFISHER PLC	S	2.74	0.55	3.29
1308	02/01/2026		Unity Trust Bank		Irwin universal coated jack saw	Screwfix/ KINGFISHER PLC	S	13.66	2.73	16.39
1309	02/01/2026		Unity Trust Bank		Oil Filled Radiator 2500W Whit	Screwfix/ KINGFISHER PLC	S	41.66	8.33	49.99
1310	02/01/2026		Unity Trust Bank		Black Cable Tie 450mm x 10m	Screwfix/ KINGFISHER PLC	S	26.40	5.28	31.68
1304	02/01/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	76.00		76.00
1311	05/01/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICA	S	187.55	37.51	225.06
1312	05/01/2026		Unity Trust Bank		Charges	MARKET PLACE MERCHAN	S	6.99	1.40	8.39
1313	05/01/2026		Unity Trust Bank		Base Service	MARKET PLACE MERCHAN	S	22.00	4.40	26.40
1315	05/01/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	33.41	6.69	40.10
1314	05/01/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	1,525.69	76.28	1,601.97

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1316	06/01/2026		Unity Trust Bank		Rental Payments	GRENKE LEASING LIMITED	S	378.00	75.60	453.60
1319	07/01/2026		Unity Trust Bank		Plumbing at Town Hall	HARRY PAUL COOPER	S	115.00	23.00	138.00
1318	07/01/2026		Unity Trust Bank		Community Governance Study	SLCC ENTERPRISES LIMIT	Z	198.00		198.00
1318	07/01/2026		Unity Trust Bank		Community Governance Study	SLCC ENTERPRISES LIMIT	S	51.00	10.20	61.20
1317	07/01/2026		Unity Trust Bank		NALC Local Council Explained	Lynda Townend	X	83.70		83.70
1323	07/01/2026		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	106.40	21.28	127.68
1320	07/01/2026		Unity Trust Bank		Scribe Accounts Subscription	Scribe/ STARBOARD SYSTE	S	137.00	27.40	164.40
1321	07/01/2026		Unity Trust Bank		Workstation monitoring and Re	MAXED IT LIMITED	S	24.00	4.80	28.80
1322	07/01/2026		Unity Trust Bank		Onsite Work with Mail Profiles	MAXED IT LIMITED	S	340.00	68.00	408.00
1324	08/01/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	126.97		126.97
1324	08/01/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,108.50		6,108.50
1325	08/01/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	6,278.08		6,278.08
1324	08/01/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,357.43		1,357.43
1325	08/01/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,119.78		1,119.78
1325	08/01/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,651.09		3,651.09
1324	08/01/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,578.41		3,578.41
1325	08/01/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	869.00		869.00
1324	08/01/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	937.07		937.07
1375	12/01/2026		Unity Trust Bank		Glass Gifts	Arthur Marshal / Arthur's F	X	44.55		44.55
1374	12/01/2026		Unity Trust Bank		Knitted Gifts	Claire Keyes / Crafty Claire	X	13.05		13.05
1373	12/01/2026		Unity Trust Bank		Fabricated Gifts	Jonathan Fowle	X	18.00		18.00
1372	12/01/2026		Unity Trust Bank		Sewn Gifts	Shirley WHIPPS / Hobby Cr	X	18.00		18.00
1371	12/01/2026		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	70.42		70.42
1370	12/01/2026		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legge	X	33.21		33.21
1368	12/01/2026		Unity Trust Bank		Tickets sale	National Express Limited	X	13.25		13.25
1367	12/01/2026		Unity Trust Bank		Tickets sale	Luke Coldham	X	1,789.20		1,789.20
1366	12/01/2026		Unity Trust Bank		Grave Markers and Decorations	Donna Sayers	X	23.40		23.40
1365	12/01/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	175.00		175.00
1369	12/01/2026		Unity Trust Bank		Composite Panel Sign	SIGNS BASE LTD	S	146.25	29.25	175.50
1362	12/01/2026		Unity Trust Bank		Doggy Waste Bags	KEMPCO LTD	S	117.40	23.48	140.88
1363	12/01/2026		Unity Trust Bank		Live Entertainment	Gemmas Farm	X	325.00		325.00
1360	12/01/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	41.68	8.33	50.01
1361	12/01/2026		Unity Trust Bank		Nature Sculpture Project	SIMON O'ROURKE LTD	S	2,200.00	440.00	2,640.00
1364	12/01/2026		Unity Trust Bank		Galvanised Pole	PAVEROSE LTD	S	475.00	95.00	570.00
1377	13/01/2026		Unity Trust Bank		Lift Servicing	EASTERN LIFT SERVICES L	S	178.85	35.77	214.62

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1381 Town Hall	13/01/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHR	S	21.00	4.20	25.20
1383 Town Hall	13/01/2026		Unity Trust Bank		Additional work on Intruder Ala	CHUBB GROUP LIMITED	S	106.62	21.33	127.95
1378 Insurance	13/01/2026		Unity Trust Bank		Building Insurance	BRAINTREE DISTRICT COU	Z	65.55		65.55
1380 Music Event	13/01/2026		Unity Trust Bank		Live Entertainment	J Dyer	X	200.00		200.00
1382 Surveys & Consultations	13/01/2026		Unity Trust Bank		Land Survey on the South Side	CHINERY LAND SURVEYS	S	795.00	159.00	954.00
1379 Town Hall Development	13/01/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	92.00		92.00
1376 Information Centre & Administ	14/01/2026		Unity Trust Bank		Charges	American Express	E	3.66		3.66
1393 Information Centre Stock	15/01/2026		Unity Trust Bank		Painted Glass Bottles	Brigitte Bastiaansen	X	9.00		9.00
1392 Information Centre Stock	15/01/2026		Unity Trust Bank		Wooden Gifts	Jacki Mundy	X	27.00		27.00
1391 Information Centre Stock	15/01/2026		Unity Trust Bank		Handmade Soaps	Liz Crick / Soap Bloc	X	10.80		10.80
1390 Information Centre Stock	15/01/2026		Unity Trust Bank		Knitted Gifts	Brenda Steele / Brenda's K	X	29.70		29.70
1387 Information Centre Stock	15/01/2026		Unity Trust Bank		Tickets sale	Society of London Theatre	E	366.60		366.60
1384 Information Centre & Administ	15/01/2026		Unity Trust Bank		Charges	American Express	E	57.00		57.00
1385 Information Centre & Administ	15/01/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	52.40		52.40
1385 Information Centre & Administ	15/01/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	18.50		18.50
1386 Christmas Expenses	15/01/2026		Unity Trust Bank		Hosting and Catering	Witham United Reformed C	X	780.00		780.00
1388 Town Hall Development	15/01/2026		Unity Trust Bank		Electricity	BORNO CHEMISTS LIMITE	L	179.94	9.00	188.94
1389 Town Hall Development	15/01/2026		Unity Trust Bank		Service Charge	BORNO CHEMISTS LIMITE	L	7.02	0.35	7.37
1396 Gas	19/01/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSIN	S	391.62	78.32	469.94
1395 Lighting Maintenance & Utility	19/01/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSIN	L	36.80	1.84	38.64
1394 Fleet	19/01/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	41.67	8.33	50.00
1397 Admin Salaries, NI & LGPS	20/01/2026		Unity Trust Bank		January Payroll					
1402 Admin Salaries, NI & LGPS	20/01/2026		Unity Trust Bank		January Payroll					
1403 Admin Salaries, NI & LGPS	20/01/2026		Unity Trust Bank		January Payroll					
1407 Admin Salaries, NI & LGPS	20/01/2026		Unity Trust Bank		January Payroll					
1408 Admin Salaries, NI & LGPS	20/01/2026		Unity Trust Bank		January Payroll					
1409 Admin Salaries, NI & LGPS	20/01/2026		Unity Trust Bank		January Payroll					
1412 Electricity	20/01/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	L	169.49	8.47	177.96
1400 Community Team - Salaries, N	20/01/2026		Unity Trust Bank		January Payroll					
1401 Community Team - Salaries, N	20/01/2026		Unity Trust Bank		January Payroll					
1406 Operations - Salaries & NI & LG	20/01/2026		Unity Trust Bank		January Payroll					
1405 Operations - Salaries & NI & LG	20/01/2026		Unity Trust Bank		January Payroll					
1404 Operations - Salaries & NI & LG	20/01/2026		Unity Trust Bank		January Payroll					
1399 Operations - Salaries & NI & LG	20/01/2026		Unity Trust Bank		January Payroll					
1398 Operations - Salaries & NI & LG	20/01/2026		Unity Trust Bank		January Payroll					

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1411	EMR Community Safety Staff C	20/01/2026		Unity Trust Bank		January Payroll					
1410	EMR Community Safety Staff C	20/01/2026		Unity Trust Bank		January Payroll					
1413	Lighting Maintenance & Utility	21/01/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	285.26	14.26	299.52
1414	Lighting Maintenance & Utility	21/01/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	287.29	14.36	301.65
1417	Witham Dog Show	22/01/2026		Unity Trust Bank		Hire of Portaloos and Accessibl	Frankie Martin/ Plastic Loo'	X	350.00		350.00
1418	Witham Dog Show	22/01/2026		Unity Trust Bank		Hire of Sound Equipment, Musi	Love it Entertainment Limit	X	475.00		475.00
1417	Music Event	22/01/2026		Unity Trust Bank		Hire of Portaloos and Accessibl	Frankie Martin/ Plastic Loo'	X	830.00		830.00
1416	Equipment Supplies & Mainten	22/01/2026		Unity Trust Bank		Postfix Concrete, Post Incised	E H SMITH (BUILDERS)	S	43.20	8.64	51.84
1415	Fleet	22/01/2026		Unity Trust Bank		MOT Test	SAS Vehicle/ STUART SAPI	X	35.00		35.00
1415	Fleet	22/01/2026		Unity Trust Bank		MOT Test	SAS Vehicle/ STUART SAPI	S	16.67	3.33	20.00
1419	Member's Grant Scheme	22/01/2026		Unity Trust Bank		Councillors Grant Awarded	2nd Witham Boys' Brigade	X	500.00		500.00
1420	Fleet	26/01/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	41.67	8.33	50.00
1427	Staff - Conferencing/Training	27/01/2026		Unity Trust Bank		Professional Services	Scribe/ STARBOARD SYSTE	S	129.00	25.80	154.80
1428	IT	27/01/2026		Unity Trust Bank		Workstation monitoring and Re	MAXED IT LIMITED	S	24.00	4.80	28.80
1425	Information Centre Stock	27/01/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	1,479.15		1,479.15
1423	Community Special Constables	27/01/2026		Unity Trust Bank		Contribution towards costs of S	Police and Crime Commissi	Z	676.16		676.16
1422	Witham Street Entertainment F	27/01/2026		Unity Trust Bank		Licence	BRAINTREE DISTRICT COU	Z	70.00		70.00
1421	Equipment Supplies & Mainten	27/01/2026		Unity Trust Bank		Pole Pruner, KombiMotor, Batt	INDUSTRIAL TOOL SUPPLI	S	1,144.13	228.83	1,372.96
1429	Tree Maintenance	27/01/2026		Unity Trust Bank		Timber stacked for habitat	FALCON ARB & LAND LTD	S	2,600.00	520.00	3,120.00
1424	Town Hall Development	27/01/2026		Unity Trust Bank		Rent for Office	BORNO CHEMISTS LIMITE	Z	520.00		520.00
1426	Safer Streets Control Account	27/01/2026		Unity Trust Bank		Mobile Top Up	Paul Wiseman	X	10.00		10.00
1433	Charges	31/01/2026		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	24.00		24.00
1434	Photocopying	02/02/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	49.99	10.00	59.99
1436	Equipment Supplies & Mainten	02/02/2026		Unity Trust Bank		MSA 60, MSA 70, MSA 160 cha	Screwfix/ KINGFISHER PLC	S	62.47	12.50	74.97
1436	Equipment Supplies & Mainten	02/02/2026		Unity Trust Bank		MSA 60, MSA 70, MSA 160 cha	Screwfix/ KINGFISHER PLC	S	-12.55	-2.51	-15.06
1443	Town Hall	03/02/2026		Unity Trust Bank		Survey & Condition Report	TMA PROFESSIONAL SERV	S	750.00	150.00	900.00
1445	Sundry Expenses	03/02/2026		Unity Trust Bank		Eyes check, Glasses	Sarah Puckey	X	225.00		225.00
1442	Payroll Charges	03/02/2026		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	114.00	22.80	136.80
1441	Information Centre Stock	03/02/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	125.00		125.00
1447	Information Centre Stock	03/02/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	1,807.84		1,807.84
1437	Information Centre & Administ	03/02/2026		Unity Trust Bank		Base Service	MARKET PLACE MERCHAN	S	22.00	4.40	26.40
1438	Information Centre & Administ	03/02/2026		Unity Trust Bank		Charges	MARKET PLACE MERCHAN	S	6.99	1.40	8.39
1439	CCTV	03/02/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	40.38	8.08	48.46
1440	River Walk	03/02/2026		Unity Trust Bank		Betula, Laevigata, Aucuparia tr	BARHAM TREES PLC	S	298.68	59.73	358.41
1440	Whetmead LNR	03/02/2026		Unity Trust Bank		Betula, Laevigata, Aucuparia tr	BARHAM TREES PLC	S	450.49	90.10	540.59

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1444 Fleet	03/02/2026		Unity Trust Bank		Vehicle Maintenance	P TUCKWELL LTD	S	1,660.28	332.07	1,992.35
1446 Member's Grant Scheme	03/02/2026		Unity Trust Bank		Councillors Grant Awarded	Action for Family Carers	X	1,500.00		1,500.00
1435 Town Hall Development	03/02/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	76.00		76.00
1448 Telephones	04/02/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICA	S	187.54	37.51	225.05
1450 Admin Salaries, NI & LGPS	09/02/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	127.86		127.86
1450 Admin Salaries, NI & LGPS	09/02/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	5,916.61		5,916.61
1451 Admin Salaries, NI & LGPS	09/02/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	5,877.44		5,877.44
1450 Community Team - Salaries, N	09/02/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,288.35		1,288.35
1451 Community Team - Salaries, N	09/02/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,028.02		1,028.02
1451 Operations - Salaries & NI & LG	09/02/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,311.64		3,311.64
1450 Operations - Salaries & NI & LG	09/02/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,338.82		3,338.82
1451 EMR Community Safety Staff C	09/02/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	951.43		951.43
1450 EMR Community Safety Staff C	09/02/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,551.84		1,551.84
1449 Fleet	10/02/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	83.33	16.67	100.00
1459 Travel Expenses	11/02/2026		Unity Trust Bank		Travel Expenses	Nikki Smith	X	51.70		51.70
1452 Town Hall	11/02/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHR	S	321.00	64.20	385.20
1454 Staff - Conferencing/Training	11/02/2026		Unity Trust Bank		Community Governance Study	SLCC ENTERPRISES LIMIT	Z	99.00		99.00
1454 Staff - Conferencing/Training	11/02/2026		Unity Trust Bank		Community Governance Study	SLCC ENTERPRISES LIMIT	Z	99.00		99.00
1454 Staff - Conferencing/Training	11/02/2026		Unity Trust Bank		Community Governance Study	SLCC ENTERPRISES LIMIT	S	51.00	10.20	61.20
1453 IT	11/02/2026		Unity Trust Bank		Scribe Accounts Subscription	Scribe/ STARBOARD SYSTE	S	137.00	27.40	164.40
1457 Information Centre Stock	11/02/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	817.95		817.95
1456 Information Centre Stock	11/02/2026		Unity Trust Bank		Tickets sale	National Express Limited	Z	41.51		41.51
1455 Equipment Supplies & Mainten	11/02/2026		Unity Trust Bank		Ransome Mover Repair	UPSON MOWERS LTD	S	948.39	189.68	1,138.07
1458 Town Hall Development	11/02/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	92.00		92.00
1460 Information Centre & Administ	12/02/2026		Unity Trust Bank		Charges	American Express	E	0.10		0.10
1461 Allotments Control Account	12/02/2026		Unity Trust Bank		Water Charges	WAVE LTD	E	110.93		110.93
1463 Information Centre & Administ	13/02/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	47.44		47.44
1463 Information Centre & Administ	13/02/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	14.03		14.03
1462 Safer Streets Control Account	13/02/2026		Unity Trust Bank		Mobile Top Up	VODAFONE GROUP SERVI	S	19.74	3.95	23.69
1464 Gas	16/02/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSIN	S	405.57	81.11	486.68
1465 Lighting Maintenance & Utility	16/02/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSIN	L	43.29	2.24	45.53
1466 Electricity	17/02/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	533.31	106.66	639.97
1467 Town Hall	19/02/2026		Unity Trust Bank		Intruder Alarm System due to	CHUBB GROUP LIMITED	S	219.48	43.89	263.37
1478 Information Centre Stock	19/02/2026		Unity Trust Bank		Glass Gifts	Arthur Marshal / Arthur's F	X	9.90		9.90
1477 Information Centre Stock	19/02/2026		Unity Trust Bank		Knitted Gifts	Claire Keyes / Crafty Claire	X	21.60		21.60

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1476	19/02/2026		Unity Trust Bank		Small Apple	Jacki Mundy	X	9.00		9.00
1475	19/02/2026		Unity Trust Bank		Handmade Bird Boxes	Agnes Wells	X	40.50		40.50
1474	19/02/2026		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	18.00		18.00
1473	19/02/2026		Unity Trust Bank		Handmade Soaps	Liz Crick / Soap Bloc	X	10.17		10.17
1472	19/02/2026		Unity Trust Bank		Tickets sale	Society of London Theatre	E	56.40		56.40
1471	19/02/2026		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	Z	276.47		276.47
1470	19/02/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	200.00		200.00
1469	19/02/2026		Unity Trust Bank		Hosting duties	Dom Atkins	X	100.00		100.00
1469	19/02/2026		Unity Trust Bank		Hosting duties	Dom Atkins	X	100.00		100.00
1468	19/02/2026		Unity Trust Bank		Path closure application fee	ESSEX COUNTY COUNCIL	Z	1,356.55		1,356.55
1479	20/02/2026		Unity Trust Bank		February Payroll					
1480	20/02/2026		Unity Trust Bank		February Payroll					
1481	20/02/2026		Unity Trust Bank		February Payroll					
1482	20/02/2026		Unity Trust Bank		February Payroll					
1483	20/02/2026		Unity Trust Bank		February Payroll					
1484	20/02/2026		Unity Trust Bank		February Payroll					
1485	20/02/2026		Unity Trust Bank		February Payroll					
1486	20/02/2026		Unity Trust Bank		February Payroll					
1491	20/02/2026		Unity Trust Bank		February Payroll					
1490	20/02/2026		Unity Trust Bank		February Payroll					
1489	20/02/2026		Unity Trust Bank		February Payroll					
1488	20/02/2026		Unity Trust Bank		February Payroll					
1487	20/02/2026		Unity Trust Bank		February Payroll					
1493	20/02/2026		Unity Trust Bank		February Payroll					
1492	20/02/2026		Unity Trust Bank		February Payroll					
1494	23/02/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	285.26	14.26	299.52
1495	23/02/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	280.29	14.01	294.30
1509	23/02/2026		Unity Trust Bank		Nature Sculpture Project	SIMON O'ROURKE LTD	S	8,800.00	1,760.00	10,560.00
1525	24/02/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERV	S	83.33	16.67	100.00
1526	25/02/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	49.99	10.00	59.99
1530	25/02/2026		Unity Trust Bank		Workstation monitoring and Re	MAXED IT LIMITED	S	24.00	4.80	28.80
1527	25/02/2026		Unity Trust Bank		Gift Vouchers	White Hart/ ARNRUS LTD	E	140.00		140.00
1535	25/02/2026		Unity Trust Bank		CCTV System Maintenance	LINK CCTV SYSTEMS LTD	S	1,925.00	385.00	2,310.00
1528	25/02/2026		Unity Trust Bank		Reindeer Hire, Static Sleigh	Popsys Reindeer Limited	X	525.25		525.25
1529	25/02/2026		Unity Trust Bank		Midi Bag 1.5 Down MOT Type	E H SMITH (BUILDERS	S	31.50	6.30	37.80

Policy and Resources Committee Agenda - 23rd March 2026

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1529 James Cooke Wood	25/02/2026		Unity Trust Bank		Midi Bag 1.5 Down MOT Type	E H SMITH (BUILDERS	S	47.25	9.45	56.70
1532 Dog & Bench Schemes	25/02/2026		Unity Trust Bank		Memorial Wooden Bench	ATEX UK LTD	S	524.99	105.00	629.99
1531 Open Spaces General	25/02/2026		Unity Trust Bank		Uniform with logo	PERSONALISE LTD	S	352.00	70.40	422.40
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	98.00	19.60	117.60
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	77.00	15.40	92.40
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	98.00	19.60	117.60
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	105.00	21.00	126.00
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	336.00	67.20	403.20
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	112.00	22.40	134.40
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	84.00	16.80	100.80
1533 Waste Disposal	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	126.00	25.20	151.20
1533 Allotments Control Account	25/02/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	126.00	25.20	151.20
1534 Town Hall Development	25/02/2026		Unity Trust Bank		Rent for Office	BORNO CHEMISTS LIMITE	E	520.00		520.00
1531 Safer Streets Control Account	25/02/2026		Unity Trust Bank		Uniform with logo	PERSONALISE LTD	S	24.00	4.80	28.80
1536 Charges	28/02/2026		Unity Trust Bank		Service Charge	Unity Trust Bank	E	24.90		24.90
							Total	334,915.12	13,537.37	348,452.49

Witham Town Council

Transactions for Unity Trust Instant Access

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
117487	07/11/2025		Transfer to Unity Trust Bank		-70,000.00	30/11/2025
119715	08/12/2025		Transfer to Unity Trust Bank		-70,000.00	31/12/2025
721	31/12/2025		Interest Received	Unity Trust Bank	4,160.64	31/12/2025
121395	05/01/2026		Transfer to Unity Trust Bank		-70,000.00	31/01/2026
123920	09/02/2026		Transfer to Unity Trust Bank		-70,000.00	28/02/2026
124692	23/02/2026		Transfer to Unity Trust Bank		-70,000.00	28/02/2026
					-345,839.36	

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Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 28/02/2026)

Agenda Item 12 (c)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Sundry Receipts	500.00	273.05	-226.95				-226.95 (-45%)
2	Hall Hire	24,000.00	31,000.00	7,000.00				7,000.00 (29%)
3	Admin Salaries, NI & LGPS				315,767.00	262,837.17	52,929.83	52,929.83 (16%)
4	Travel Expenses				500.00	268.51	231.49	231.49 (46%)
5	Town Hall				35,000.00	27,838.83	7,161.17	7,161.17 (20%)
6	Gas				12,000.00	2,062.36	9,937.64	9,937.64 (82%)
7	Electricity				9,000.00	6,576.94	2,423.06	2,423.06 (26%)
8	Photocopying				3,000.00	2,461.98	538.02	538.02 (17%)
9	Postage				500.00	155.27	344.73	344.73 (68%)
10	Stationery				1,000.00	996.13	3.87	3.87 (0%)
11	Office Equipment				3,500.00	2,665.89	834.11	834.11 (23%)
12	Telephones				2,200.00	2,049.80	150.20	150.20 (6%)
13	Insurance				14,000.00	13,733.70	266.30	266.30 (1%)
14	Sundry Expenses				1,500.00	705.31	794.69	794.69 (52%)
15	Audit & Legal				14,000.00	6,066.50	7,933.50	7,933.50 (56%)
16	Affiliation Fees				7,500.00	5,195.94	2,304.06	2,304.06 (30%)
17	Members - Conferencing/Training				1,000.00	386.67	613.33	613.33 (61%)
18	Staff - Conferencing/Training				6,500.00	6,492.03	7.97	7.97 (0%)
19	Payroll Charges				1,400.00	1,147.60	252.40	252.40 (18%)
20	Petty Cash				700.00	46.40	653.60	653.60 (93%)
21	IT				4,600.00	4,410.26	189.74	189.74 (4%)
22	Charges				700.00	469.23	230.77	230.77 (32%)
SUB TOTAL		24,500.00	31,273.05	6,773.05	434,367.00	346,566.52	87,800.48	94,573.53 (20%)

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Information Sales Income	65,000.00	48,918.71	-16,081.29				-16,081.29 (-24%)
24	Witham Festival Income	1,500.00	151.00	-1,349.00				-1,349.00 (-89%)
25	Music Event	1,500.00	1,387.70	-112.30				-112.30 (-7%)
26	Dog Show	1,000.00	800.05	-199.95				-199.95 (-20%)
27	Witham Pride	500.00		-500.00				-500.00 (-100%)
28	Teddy Bear's Picnic	50.00	50.00					(0%)
29	Christmas Events	1,500.00	5,613.60	4,113.60				4,113.60 (274%)
30	Community Team - Salaries, NI & LGPS				84,728.00	64,012.52	20,715.48	20,715.48 (24%)
31	Town Clock				1,500.00	1,633.00	-133.00	-133.00 (-8%)
32	Christmas Decorations				13,000.00	11,607.91	1,392.09	1,392.09 (10%)
33	Information Centre Stock				55,000.00	38,595.64	16,404.36	16,404.36 (29%)
34	Information Centre & Administration				3,000.00	1,561.28	1,438.72	1,438.72 (47%)
35	Community Grant Aid				12,000.00	4,664.00	7,336.00	7,336.00 (61%)
36	Carnival Grant				8,000.00		8,000.00	8,000.00 (100%)
37	Citizens Advice				10,000.00	10,000.00		(0%)
38	CCTV				14,000.00	7,212.32	6,787.68	6,787.68 (48%)
39	Community Safety				1,500.00	339.99	1,160.01	1,160.01 (77%)
40	Community Special Constables Expenses				5,000.00	1,989.68	3,010.32	3,010.32 (60%)
41	Witham Train Memorial				500.00	500.00		(0%)
42	Community Special Constable Recruitment				1,000.00	249.48	750.52	750.52 (75%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 28/02/2026)

43 Other Community Support		1,500.00		1,500.00	1,500.00 (100%)		
44 Witham Dog Show		2,500.00		3,059.68	-559.68 (-22%)		
45 Witham Street Entertainment Festival		23,000.00		22,209.63	790.37 (3%)		
46 Remembrance		1,000.00		558.50	441.50 (44%)		
47 Twinning		500.00			500.00 (100%)		
48 Halloween Event		2,200.00		2,552.83	-352.83 (-16%)		
49 Music Event		10,000.00		8,407.38	1,592.62 (15%)		
50 VE Day		2,500.00		2,126.55	373.45 (14%)		
51 VJ Day		1,000.00		1,000.00	(0%)		
52 Christmas Events & Tree		4,500.00		10,926.94	-6,426.94 (-142%)		
53 Easter Quest		1,650.00		1,029.90	620.10 (37%)		
54 New Events & Events Improvement		1,500.00		776.15	723.85 (48%)		
55 Silver Cinema			300.00	109.11	190.89 (63%)		
126 Witham Summer Faire	680.00		680.00		680.00 (N/A)		
SUB TOTAL	71,050.00	57,601.06	-13,448.94	261,378.00	195,122.49	66,255.51	52,806.57 (15%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	EMR Events PAYE					132.00	-132.00	-132.00 (N/A)
100	Allotments Control Account		2,627.36	2,627.36		3,359.28	-3,359.28	-731.92 (N/A)
102	EMR VAT							(N/A)
103	Tree Maintenance					2,600.00	-2,600.00	-2,600.00 (N/A)
104	Events Control Account					1,204.53	-1,204.53	-1,204.53 (N/A)
105	Town Hall Development					9,684.14	-9,684.14	-9,684.14 (N/A)
106	Safer Streets Control Account					1,091.65	-1,091.65	-1,091.65 (N/A)
107	EMR Major Repairs & Renewals					5,082.00	-5,082.00	-5,082.00 (N/A)
108	EMR Community Safety Staff Costs		19,000.00	19,000.00				(N/A)
109	Land Improvement							(N/A)
110	Highways Devolution					27,772.00	-27,772.00	-27,772.00 (N/A)
111	Neighbourhood Plan							(N/A)
112	Riverwalk Cycleways							(N/A)
113	Acquisitions/Maltings Lane							(N/A)
114	Streetlighting Sinking Fu							(N/A)
115	Equipment Replacement							(N/A)
116	Election Expenses					8,115.06	-8,115.06	-8,115.06 (N/A)
117	J C Wood Imp Plan							(N/A)
118	Charter Market Control Account					2,000.00	-2,000.00	-2,000.00 (N/A)
119	EMR Safer Streets CCTV							(N/A)
124	Town Clock EMR							(N/A)
SUB TOTAL			21,627.36	21,627.36		107,720.06	-107,720.06	-86,092.70 (N/A)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Dog & Bench Sponsorship Scheme	1,650.00	6,845.00	5,195.00				5,195.00 (314%)
58	Operations - Salaries & NI & LGPS				200,308.00	172,905.21	27,402.79	27,402.79 (13%)
59	Equipment Supplies & Maintenance				8,400.00	6,627.61	1,772.39	1,772.39 (21%)
60	Dog & Bench Schemes				1,200.00	3,755.05	-2,555.05	-2,555.05 (-212%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 28/02/2026)

61	Lighting Maintenance & Utility				17,000.00	7,736.69	9,263.31	9,263.31 (54%)
62	Tree Planting				3,000.00	2,829.30	170.70	170.70 (5%)
63	Tree Maintenance				5,000.00	4,550.00	450.00	450.00 (9%)
64	Toilet Block - Town Park				13,000.00	9,476.72	3,523.28	3,523.28 (27%)
65	Dog Bin Maintenance				600.00		600.00	600.00 (100%)
66	Litter Bins				1,000.00		1,000.00	1,000.00 (100%)
67	Open Spaces General				2,500.00	2,270.17	229.83	229.83 (9%)
68	River Walk Signage				2,000.00	1,805.86	194.14	194.14 (9%)
69	James Cooke Wood				2,000.00	78.75	1,921.25	1,921.25 (96%)
70	River Walk				7,000.00	2,855.38	4,144.62	4,144.62 (59%)
71	Whetmead LNR				2,000.00	1,613.61	386.39	386.39 (19%)
72	Witham in Bloom				14,000.00	12,765.72	1,234.28	1,234.28 (8%)
73	Fleet				6,500.00	5,128.87	1,371.13	1,371.13 (21%)
74	Waste Disposal				1,000.00	1,036.00	-36.00	-36.00 (-3%)
122	S106 Receipts	11,196.79	11,196.79					11,196.79 (N/A)
123	S106 Expenditure					23,353.34	-23,353.34	-23,353.34 (N/A)
SUB TOTAL		1,650.00	18,041.79	16,391.79	286,508.00	258,788.28	27,719.72	44,111.51 (15%)

Maltings Lane

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Hall Bookings	7,500.00		-7,500.00				-7,500.00 (-100%)
88	Insurance				1,000.00		1,000.00	1,000.00 (100%)
89	IT				400.00		400.00	400.00 (100%)
90	Building Maintenance				2,000.00		2,000.00	2,000.00 (100%)
91	Gas				3,000.00		3,000.00	3,000.00 (100%)
92	Electricity				3,500.00		3,500.00	3,500.00 (100%)
93	Water				2,000.00		2,000.00	2,000.00 (100%)
94	Telephone				250.00		250.00	250.00 (100%)
95	Waste				700.00		700.00	700.00 (100%)
96	Licences				800.00		800.00	800.00 (100%)
97	Petty Cash				200.00		200.00	200.00 (100%)
98	Maltings LGPS				8,115.74		8,115.74	8,115.74 (100%)
SUB TOTAL		7,500.00		-7,500.00	21,965.74		21,965.74	14,465.74 (49%)

Mayor's Appeal

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101	Donations		3,401.48	3,401.48		1,788.59	-1,788.59	1,612.89 (N/A)
SUB TOTAL			3,401.48	3,401.48		1,788.59	-1,788.59	1,612.89 (N/A)

Planning & Transport

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Speed Reduction				5,000.00	2,975.00	2,025.00	2,025.00 (40%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 28/02/2026)

SUB TOTAL		5,000.00	2,975.00	2,025.00	2,025.00 (40%)
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Policy & Resources

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75 Interest Received	14,000.00	21,862.87	7,862.87				7,862.87 (56%)
76 Civic Receptions				2,500.00	950.45	1,549.55	1,549.55 (61%)
77 Instructions & Reports				8,000.00	600.00	7,400.00	7,400.00 (92%)
78 Christmas Expenses				3,000.00	880.00	2,120.00	2,120.00 (70%)
79 Mayor's Allowance				2,237.00	2,237.45	-0.45	-0.45 (-0%)
80 Member's Grant Scheme				8,000.00	2,000.00	6,000.00	6,000.00 (75%)
81 Civic Gesture				500.00	140.62	359.38	359.38 (71%)
82 Surveys & Consultations				2,000.00	961.66	1,038.34	1,038.34 (51%)
83 Newsletter & Publications				14,000.00	5,732.29	8,267.71	8,267.71 (59%)
84 Communications & Exhibitions				1,500.00		1,500.00	1,500.00 (100%)
85 Members Allowance				7,000.00	6,649.40	350.60	350.60 (5%)
120 VAT							(N/A)
SUB TOTAL	14,000.00	21,862.87	7,862.87	48,737.00	20,151.87	28,585.13	36,448.00 (58%)

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
99 Precept	1,037,266.00	1,037,266.00					(0%)
SUB TOTAL	1,037,266.00	1,037,266.00					(0%)

Year End Adjustments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
121 Year End Creditor					32,372.75	-32,372.75	-32,372.75 (N/A)
125 Year End Accrual		3,379.00	3,379.00		4,497.75	-4,497.75	-1,118.75 (N/A)
SUB TOTAL		3,379.00	3,379.00		36,870.50	-36,870.50	-33,491.50 (N/A)

Summary

NET TOTAL	1,155,966.00	1,194,452.61	38,486.61	1,057,955.74	969,983.31	87,972.43	126,459.04
V.A.T.		40,716.94			50,046.42		
GROSS TOTAL		1,235,169.55			1,020,029.73		

Exception Payments Report 28.02.2026

Heading	Budget	% Over	Amount Over	Reason
Town Clock	£1,500	8%	£133.00	Overspend – Clock overhaul and installation carried out by Smith of Derby Group Limited
Witham Dog Show	£2500		£559	Some transactions are for next year, need changing at year end.
Witham Street Entertainment Festival	£23,000		£6,054	£5345 paid for 26/27
Halloween Event	£2200		£352	Being taken from Events EMR
VE Day	£2500		£226	Incorrect code allocation
Christmas Events & Tree	£4500		£6453	£6786 extra income, £625 expenditure 26/27
Dog & Bench Schemes	£1,200	511%	£6,133.85	Overspend – offset against income
Waste Disposal	£1,000	4%	£36.00	Overspend

Witham Town Council
Reserves Balance up to 28th Feb 2026
2025 - 2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
VAT	25,000.00				25,000.00
Town Hall Development	20,000.00	30,000.00	9,684.14		40,315.86
Acquisitions/Maltings Lane	20,000.00	39,000.00			59,000.00
Streetlighting Sinking Fu	6,000.00	2,000.00			8,000.00
Tree Maintenance	942.50	4,000.00	2,600.00		2,342.50
Riverwalk Cycleways	40,000.00	-15,000.00			25,000.00
Neighbourhood Plan	20,032.64				20,032.64
Community Safety/CCTV	30,000.00				30,000.00
Highways Devolution	27,772.64		27,772.00		0.64
Land Improvement	40,000.00				40,000.00
Equipment Replacement	10,000.00	10,000.00			20,000.00
Major Repairs & Renewals	21,990.00	8,010.00	5,082.00		24,918.00
J C Wood Imp Plan	4,000.00				4,000.00
Election Expenses	7,000.00	9,000.00	8,115.06		7,884.94
Allotment Control Account	16,105.50		3,359.28	2,627.36	15,373.58
Safer Streets Control Account					
Charter Market Control Account	1,933.10	9,000.00	2,000.00		8,933.10
Events Control Account	6,410.07		1,336.53		5,073.54
Fleet		2,000.00			2,000.00
Town Clock		1,500.00			1,500.00
Total Earmarked	326,331.49	99,510.00	107,720.06	21,627.36	339,748.79
TOTAL RESERVE	326,331.49	99,510.00	107,720.06	21,627.36	339,748.79
GENERAL FUND					531,610.37
TOTAL FUNDS					825,245.67

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ITEM NO: 13

Officer Report: Lloyds 95-Day Notice Account vs CCLA Performance Comparison

Period:
September 2025 – February 2026

Different Investment Balances:

- CCLA held a consistent balance of **£190,000** over revised period
- Lloyds held approximately **£200,000 until December**, reducing to **~£100,000 from January**

Headline Summary

- CCLA delivered approximately **1.2% higher average interest rates** over the period

Interest Rate Comparison

Month	Lloyds (%)	CCLA (%)
Sep 2025	2.73	4.03
Oct 2025	2.73	4.01
Nov 2025	2.73	3.98
Dec 2025	2.73	3.91
Jan 2026	2.63	3.80
Feb 2026	2.63	3.76

Monthly Interest Comparison

Month	Lloyds (£)	CCLA (£)
Sep 2025	492.91	628.56
Oct 2025	472.69	646.55
Nov 2025	427.89	621.68
Dec 2025	505.43	630.24
Jan 2026	278.76	613.02
Feb 2026	204.60	548.58
Total	£2,382.28	£3,688.63

Conclusion

Over the period reviewed, the CCLA Public Sector Deposit Fund has delivered consistently higher interest rates than the Lloyds 95-Day Notice Account.

While total interest earned from CCLA was higher, this reflects both:

- Higher rates, and
- More consistent investment balances

The comparison of interest rates provides the clearest like-for-like measure of performance, which indicates that CCLA has been the higher-yielding option.

The Lloyds account continues to provide a secure and stable investment option, though with lower returns and restricted access.

Maintaining a combination of both investments supports a balanced treasury strategy, ensuring security, liquidity, and yield.

Given the higher interest rates achieved and the additional liquidity available, continued or increased use of the CCLA Public Sector Deposit Fund may support improved returns within the Council's existing treasury framework, subject to ongoing review.

Note on CCLA

CCLA is an investment manager specialising in funds for local authorities and other not-for-profit organisations.

The Public Sector Deposit Fund provides a diversified, highly liquid investment option, with returns linked to short-term money market rates.

During 2025, the fund delivered consistent returns in line with prevailing interest rates, with yields generally in the region of 3.7%–4.0%, remaining above comparable bank notice account rates.

CCLA also undertakes stewardship activity through engagement with company management and policymakers, encouraging improvements in areas such as climate change, biodiversity, modern slavery and mental health. This activity sits alongside its core objective of delivering competitive financial returns for clients.

Advice:

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