



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 18th September 2023** Time: **7:30 p.m.**

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

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

To be present:

Councillors

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

Nikki Smith
Town Clerk

13/09/2023 GK/SS/NS

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 26th June 2023 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

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

5. TOWN CLERK'S REPORT

To receive a verbal report from the Town Clerk on matters arising.

6. COUNCILLORS' GRANT AWARD SCHEME

To receive a report and to consider the implications of setting up a Councillors' Grant Award Scheme attached at page 4.

7. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 30th June 2023 attached at page 6.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 30th June 2023 attached at page 21.

(c) BUDGET STATEMENTS AND EARMARKED RESERVES

To receive the Budget Statements and Earmarked Reserves to 30th June 2023 attached at page 58.

8. TREASURY AND INVESTMENT REVIEW

To consider a new investment account attached at page 63.

9. DISCLOSURE AND BARRING SERVICE CHECKS

To consider whether it is appropriate to request that all Members' should undertake Disclosure and Barring Service Checks when they join Witham Town Council.

10. SECTION 106 FUNDING

To identify opportunities for funding through Section 106 monies.

11. FIRE SAFETY POLICY

To review the fire safety policy attached at page 75.

12. FINANCIAL RISK ASSESSMENT

To receive the financial risk assessment and recommendations from the Financial Scrutiny Panel attached at page 78.

13. EXCLUSION OF THE PRESS AND PUBLIC

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

14. CHANGING PLACES TOILET

To receive a report.

Officer Report: Councillors' Grant Award Scheme

Issue:

It has been suggested that the Town Council introduce a Councillors' Grant Award Scheme. This would enable Councillors to grant a certain amount of funds (possibly smaller amounts) to local projects and initiatives which they consider add value to their ward/the Town.

Some issues that Members may need to consider are as follows;

What is the maximum amount of funds that Councillors can grant per year?

Should a minimum and maximum amount of funds be set per application? – If a multitude of small amounts of grants were agreed the number of applications could build to an extent that it would take up valuable time of office staff to administer.

The current Grant Award Schemes lower threshold is £250. Should this be increased if the new scheme were to incorporate smaller amounts?

Can multiple Councillors fund a project? - Councillors may be able to fund a project that is not taking place in their ward but the project must benefit residents where that project is being delivered.

Matched Funding – Does the application need to have any matched funding in place? – The current Grant Awards Scheme states that grants for between £250 and £5,000 are required to have 25% of the total project cost of matched funding. Do smaller grants need matched funding?

Which groups are Eligible and Ineligible? – Does the list for the current Grant Awards Scheme need to be extended? This eligible list currently consists of Voluntary Organisations, Welfare Organisations, Cultural Organisations, Not-for-profit organisations, Sports Organisations and Social Organisations.

What are the criteria and restrictions for projects? - These need to be clearly defined. At present the funding priorities are Regeneration, Community Health, Community Safety, Lifelong Learning, Community Development, Investing in Young People, Provision of Transport Interlinking with Other Funding Priorities, Improving Services for Older People and Environmental Sustainability.

As it will not go to committee for approval councillors will recommend grants for approval and then officers confirm they meet the criteria. This would require delegated authority to the Responsible Financial Officer to make decisions on grant funding.

A new Councillors' Grant Awarding Policy will need to be composed and added to the website. The current Grant Awarding Policy could be used but would have to be adapted and updated.

A new website page may need to be constructed so that residents can be informed which ward they are in and which Councillor/s to contact for that particular ward. The page will need to include the new Councillors Grant Award Scheme Application Form. This could be a scaled-down version of the current Grant Funding Scheme Application Form.

Does the grant have to be spent within a certain timeframe?

Publication of awarded grants – Do we publicise every project that is granted funding on the website? (to adhere to the National Transparency Code)

Invoices – Does the Council ask for any copies of invoices to evidence the spending on a project?

Project review – As currently for the Grant Award Scheme the primary contact will need to complete a review after 6 months to inform the Councillor/s how the project has progressed and how it has benefitted the community.

Advice:

Members to decide on implementing a Councillors' Grant Award Scheme

Impact Assessment

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

- (a) Biodiversity – none.
- (b) Crime and disorder – none.
- (c) Climate – none.

Date: 30/06/2023

Witham Town Council

Page 1

Time: 09:06

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 7 - 95 Day Notice**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	30/04/2023	15	300,849.83
			<hr/> 300,849.83
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			300,849.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			300,849.83
		Balance per Cash Book is :-	300,849.83
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	31/05/2023	130	14,522.67
			<u>14,522.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,522.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,522.67
		Balance per Cash Book is :-	14,522.67
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/05/2023	13	0.94
			<hr/> 0.94
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.94
		Balance per Cash Book is :-	0.94
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bk Instant Access	31/05/2023	1	550,000.00
			<u>550,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			550,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			550,000.00
		Balance per Cash Book is :-	550,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	31/05/2023	57	54,645.29
			<hr/> 54,645.29
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			54,645.29
<u>Receipts not Banked/Cleared (Plus)</u>			
28/04/2023 2023/64		45.00	
31/05/2023 2023/115		1,120.00	
31/05/2023 2023/116		126.00	
31/05/2023 2023/117		28.00	
31/05/2023 2023/118		20.00	
31/05/2023 2023/119		320.00	
31/05/2023 2023/120		10.00	
31/05/2023 2023/121		24.00	
31/05/2023 2023/122		352.00	
			<hr/> 2,045.00
			56,690.29
		Balance per Cash Book is :-	56,690.29
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 7 - 95 Day Notice**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	30/06/2023	16	301,448.79
			<hr/> 301,448.79
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			301,448.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			301,448.79
		Balance per Cash Book is :-	301,448.79
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	30/06/2023	131	13,009.55
			<hr/> 13,009.55
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			13,009.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			13,009.55
		Balance per Cash Book is :-	13,009.55
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/06/2023	14	71.40
			<hr/> 71.40
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			71.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			71.40
		Balance per Cash Book is :-	71.40
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bk Instant Access	30/06/2023	2	501,497.95
			<hr/> 501,497.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			501,497.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			501,497.95
		Balance per Cash Book is :-	501,497.95
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	30/06/2023	58	43,058.08
			<u>43,058.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			43,058.08
<u>Receipts not Banked/Cleared (Plus)</u>			
31/05/2023 2023/118		20.00	
31/05/2023 2023/121		24.00	
29/06/2023 2023/158		20,655.00	
29/06/2023 2023/159		60.00	
29/06/2023 2023/163		148.00	
30/06/2023 2023/166		1,040.00	
30/06/2023 2023/167		48.00	
30/06/2023 2023/168		28.00	
30/06/2023 2023/169		20.00	
30/06/2023 2023/170		71.80	
			<u>22,114.80</u>
			65,172.88
		Balance per Cash Book is :-	65,172.88
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 7 - 95 Day Notice**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	31/07/2023	17	302,127.97
			<u>302,127.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			302,127.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			302,127.97
		Balance per Cash Book is :-	302,127.97
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	31/07/2023	132	85,928.06
			<u>85,928.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,928.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,928.06
		Balance per Cash Book is :-	85,928.06
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/07/2023	15	39.42
			<u>39.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39.42
		Balance per Cash Book is :-	39.42
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bk Instant Access	31/07/2023	3	361,497.95
			<hr/> 361,497.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			361,497.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			361,497.95
		Balance per Cash Book is :-	361,497.95
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	31/07/2023	59	57,070.21
			<hr/> 57,070.21
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			57,070.21
<u>Receipts not Banked/Cleared (Plus)</u>			
31/07/2023 2023/205		960.00	
31/07/2023 2023/206		96.00	
31/07/2023 2023/207		24.00	
31/07/2023 2023/208		28.00	
31/07/2023 2023/209		20.00	
31/07/2023 2023/212		316.09	
			<hr/> 1,444.09
			58,514.30
		Balance per Cash Book is :-	58,514.30
		Difference is :-	0.00

95 Day Notice

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	02/05/2023	72.38						
INTEREST	Lloyds Bank	72.38			1510	500	72.38	INTEREST RECEIVED
INTEREST Banked	03/05/2023	18.10						
INTEREST	Lloyds Bank	18.10			1510	500	18.10	INTEREST RECEIVED
INTEREST Banked	04/05/2023	18.10						
INTEREST	Lloyds Bank	18.10			1510	500	18.10	INTEREST RECEIVED
INTEREST Banked	05/05/2023	18.10						
INTEREST	Lloyds Bank	18.10			1510	500	18.10	INTEREST RECEIVED
INTEREST Banked	09/05/2023	72.41						
INTEREST	Lloyds Bank	72.41			1510	500	72.41	INTEREST RECEIVED
INTEREST Banked	10/05/2023	18.11						
INTEREST	Lloyds Bank	18.11			1510	500	18.11	INTEREST RECEIVED
INTEREST Banked	11/05/2023	18.11						
INTEREST	Lloyds Bank	18.11			1510	500	18.11	INTEREST RECEIVED
INTEREST Banked	12/05/2023	18.11						
INTEREST	Lloyds Bank	18.11			1510	500	18.11	INTEREST RECEIVED
INTEREST Banked	15/05/2023	58.04						
INTEREST	Lloyds Bank	58.04			1510	500	58.04	INTEREST RECEIVED
INTEREST Banked	16/05/2023	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	INTEREST RECEIVED
INTEREST Banked	17/05/2023	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	INTEREST RECEIVED
INTEREST Banked	18/05/2023	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	INTEREST RECEIVED
INTEREST Banked	19/05/2023	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	INTEREST RECEIVED
INTEREST Banked	22/05/2023	58.06						
INTEREST	Lloyds Bank	58.06			1510	500	58.06	INTEREST RECEIVED
INTEREST Banked	23/05/2023	19.36						
INTEREST	Lloyds Bank	19.36			1510	500	19.36	INTEREST RECEIVED
INTEREST Banked	24/05/2023	19.36						
INTEREST	Lloyds Bank	19.36			1510	500	19.36	INTEREST RECEIVED
INTEREST Banked	25/05/2023	19.36						
INTEREST	Lloyds Bank	19.36			1510	500	19.36	INTEREST RECEIVED
INTEREST Banked	26/05/2023	19.36						
INTEREST	Lloyds Bank	19.36			1510	500	19.36	INTEREST RECEIVED
Subtotal Carried Forward:		524.36	0.00	0.00			524.36	

95 Day Notice

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	30/05/2023	77.45						
INTEREST	Lloyds Bank	77.45			1510	500	77.45	INTEREST RECEIVED
INTEREST Banked	31/05/2023	19.37						
INTEREST	Lloyds Bank	19.37			1510	500	19.37	INTEREST RECEIVED
Total Receipts:		621.18	0.00	0.00			621.18	

Unity Trust Account

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/67	Banked 02/05/2023	47.00						
	BACS [REDACTED]	47.00			8000	900	47.00	Allotment rent CTL097
					362		47.00	Allotment rent CTL097
					7001	900	-47.00	Allotment rent CTL097
2023/68	Banked 02/05/2023	50.00						
	BACS A Murray	50.00			1401	400	50.00	Dog bin sponsorship
2023/69	Banked 03/05/2023	9,674.88						
	BACS HM Revenue & Customs	9,674.88			105		9,674.88	VAT refund Q4 2022
2023/70	Banked 03/05/2023	229.30						
	BACS Information Centre	229.30			1300	300	229.30	PDQ
2023/71	Banked 04/05/2023	566.25						
	000307 Information Centre	566.25			1300	300	566.25	Cash deposit
2023/72	Banked 04/05/2023	258.20						
	BACS Information Centre	258.20			1300	300	258.20	PDQ
	n/a Banked 05/05/2023	-20.00						
	BACS [REDACTED]	-20.00			1509	300	-20.00	Refund for cancelled
2023/73	Banked 09/05/2023	100.00						
	BACS Flora Athens	100.00			1311	300	100.00	% of takings for Kings
2023/74	Banked 09/05/2023	123.66						
	000309 Information Centre	123.66			540		123.66	Cash for mayors charity
2023/75	Banked 09/05/2023	4,000.00						
	BACS National Highways	4,000.00			1100	100	4,000.00	Funds for A12 Groun Impr
2023/76	Banked 09/05/2023	173.01						
	BACS Datum Brewing Co Ltd	173.01			1311	300	173.01	% of takings for Kings
2023/77	Banked 09/05/2023	90.00						
	BACS Baron Ayers (Street Eats)	90.00			1311	300	90.00	% of takings for Kings
2023/77	Banked 09/05/2023	40.00						
	BACS Baron Ayers (Street Eats)	40.00			1509	300	40.00	Christmas Fayre stall
2023/79	Banked 09/05/2023	80.00						
	BACS Oh So Slush	80.00			1311	300	80.00	% of takings for Kings
2023/81	Banked 10/05/2023	20.00						
	000308 Mrs ME Brown (Dolls & Fairies)	20.00			1509	300	20.00	Christmas Fayre stall
2023/82	Banked 10/05/2023	214.09						
	BACS Information Centre	214.09			1300	300	214.09	PDQ
2023/83	Banked 10/05/2023	160.00						
	BACS The Topsy Grey South Ltd	160.00			1311	300	160.00	% of takings for Kings
Subtotal Carried Forward:		15,806.39	0.00	0.00			15,806.39	

Unity Trust Account

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/86	Banked 11/05/2023	207.25						
	BACS Information Centre	207.25			1300	300	207.25	PDQ
2023/84	Banked 11/05/2023	-11.56						
	BACS Information Centre	-11.56			1300	300	-11.56	Refund for cancelled show
2023/85	Banked 11/05/2023	-25.75						
	BACS Information Centre	-25.75			1300	300	-25.75	Refund for cancelled show
2023/87	Banked 12/05/2023	140.35						
	BACS Information Centre	140.35			1300	300	140.35	PDQ
2023/88	Banked 12/05/2023	180.00						
	BACS S Johnson	180.00			1311	300	180.00	% of takings for Kings
2023/89	Banked 12/05/2023	40.00						
	BACS S Johnson	40.00			1509	300	40.00	Christmas Fayre stall
2023/90	Banked 12/05/2023	30.00						
	BACS Glowed Ltd	30.00			1509	300	30.00	Christmas Fayre stall
2023/91	Banked 12/05/2023	40.00						
	BACS Caribbean Express	40.00			1509	300	40.00	Christmas Fayre stall
2023/92	Banked 15/05/2023	424.25						
	BACS Information Centre	424.25			1300	300	424.25	PDQ
2023/93	Banked 15/05/2023	30.00						
	BACS G Green (Downtown Donuts)	30.00			1509	300	30.00	Christmas Fayre stall
2023/94	Banked 16/05/2023	320.25						
	BACS Information Centre	320.25			1300	300	320.25	PDQ
2023/95	Banked 17/05/2023	14.20						
	BACS Information Centre	14.20			1300	300	14.20	PDQ
2023/96	Banked 18/05/2023	157.54						
	BACS Information Centre	157.54			1300	300	157.54	PDQ
2023/97	Banked 19/05/2023	93.50						
	BACS Information Centre	93.50			1300	300	93.50	PDQ
2023/98	Banked 22/05/2023	130.00						
	000310 Georgia Smith (Noodles)	130.00			1311	300	130.00	% of takings for Kings
2023/99	Banked 22/05/2023	80.00						
	000311 Jay Bentley (Donuts)	80.00			1311	300	80.00	% of takings for Kings
2023/100	Banked 22/05/2023	35.00						
	000312 Charluccio's	35.00			1311	300	35.00	% of takings for Kings
2023/101	Banked 22/05/2023	220.09						
	000313 Information Centre	220.09			1300	300	220.09	Cash Deposit
Subtotal Carried Forward:		17,911.51	0.00	0.00			17,911.51	

Unity Trust Account

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/102	Banked 22/05/2023	68.40						
	BACS Information Centre	68.40			1300	300	68.40	PDQ
2023/103	Banked 23/05/2023	47.49						
	BACS Information Centre	47.49			1300	300	47.49	PDQ
2023/104	Banked 23/05/2023	40.00						
	BACS Flora Athens	40.00			1509	300	40.00	Christmas Fayre stall
2023/105	Banked 24/05/2023	104.48						
	BACS Information Centre	104.48			1300	300	104.48	PDQ
2023/106	Banked 26/05/2023	386.54						
	000316 Information Centre	386.54			1300	300	386.54	Cash deposit
2023/107	Banked 26/05/2023	31.24						
	BACS Information Centre	31.24			1300	300	31.24	PDQ
2023/108	Banked 30/05/2023	43.20						
	BACS [REDACTED]	43.20			8000	900	43.20	Allotment rent CTL103
					362		43.20	Allotment rent CTL103
					7001	900	-43.20	Allotment rent CTL103
2023/109	Banked 30/05/2023	50.00						
	BACS Helen Waring	50.00			1401	400	50.00	Dog Bin sponsorship
2023/110	Banked 30/05/2023	58.45						
	BACS Information Centre	58.45			1300	300	58.45	PDQ
2023/112	Banked 31/05/2023	-96.20						
	BACS Information Centre	-96.20			1300	300	-96.20	Refund for cancelled show
2023/113	Banked 31/05/2023	155.55						
	BACS Information Centre	155.55			1300	300	155.55	PDQ
2023/115	Banked 31/05/2023	1,120.00						
	BACS In-Health	1,120.00			1500	100	1,120.00	Room hire charges for
2023/116	Banked 31/05/2023	126.00						
	BACS Age Concern Colchester	126.00			1500	100	126.00	Room hire charges for
2023/117	Banked 31/05/2023	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire charges for
2023/118	Banked 31/05/2023	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room hire charges for
2023/119	Banked 31/05/2023	320.00						
	BACS Priti Patel, MP	320.00			1500	100	320.00	Room hire charges for
2023/120	Banked 31/05/2023	10.00						
	BACS Jean Brett	10.00			1500	100	10.00	Room hire charges for
Subtotal Carried Forward:		20,424.66	0.00	0.00			20,424.66	

Unity Trust Account

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2023/121	Banked 31/05/2023	24.00						
BACS	Braintree Ass'n of Local Council	24.00			1500	100	24.00	Room hire charges for
2023/122	Banked 31/05/2023	352.00						
BACS	Information Centre	352.00			1300	300	352.00	PDQ
2023/114	Banked 31/05/2023	40.00						
BACS	S Johnson	40.00			1310	300	40.00	Street Festival stall
Total Receipts:		20,840.66	0.00	0.00			20,840.66	

Unity Trust Instant Access

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 17/05/2023	550,000.00						
20475851	Unity Trust Account	550,000.00			250		550,000.00	Interest rate movement
Total Receipts:		550,000.00	0.00	0.00			550,000.00	

95 Day Notice

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	01/06/2023	19.37						
INTEREST	Lloyds Bank	19.37			1510	500	19.37	INTEREST RECEIVED
INTEREST Banked	02/06/2023	19.37						
INTEREST	Lloyds Bank	19.37			1510	500	19.37	INTEREST RECEIVED
INTEREST Banked	05/06/2023	58.12						
INTEREST	Lloyds Bank	58.12			1510	500	58.12	INTEREST RECEIVED
INTEREST Banked	06/06/2023	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	INTEREST RECEIVED
INTEREST Banked	07/06/2023	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	INTEREST RECEIVED
INTEREST Banked	08/06/2023	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	INTEREST RECEIVED
INTEREST Banked	09/06/2023	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	INTEREST RECEIVED
INTEREST Banked	12/06/2023	58.14						
INTEREST	Lloyds Bank	58.14			1510	500	58.14	INTEREST RECEIVED
INTEREST Banked	13/06/2023	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	INTEREST RECEIVED
INTEREST Banked	14/06/2023	19.39						
INTEREST	Lloyds Bank	19.39			1510	500	19.39	INTEREST RECEIVED
INTEREST Banked	15/06/2023	19.39						
INTEREST	Lloyds Bank	19.39			1510	500	19.39	INTEREST RECEIVED
INTEREST Banked	16/06/2023	19.39						
INTEREST	Lloyds Bank	19.39			1510	500	19.39	INTEREST RECEIVED
INTEREST Banked	19/06/2023	58.17						
INTEREST	Lloyds Bank	58.17			1510	500	58.17	INTEREST RECEIVED
INTEREST Banked	20/06/2023	19.39						
INTEREST	Lloyds Bank	19.39			1510	500	19.39	INTEREST RECEIVED
INTEREST Banked	21/06/2023	19.39						
INTEREST	Lloyds Bank	19.39			1510	500	19.39	INTEREST RECEIVED
INTEREST Banked	22/06/2023	19.40						
INTEREST	Lloyds Bank	19.40			1510	500	19.40	INTEREST RECEIVED
INTEREST Banked	23/06/2023	19.40						
INTEREST	Lloyds Bank	19.40			1510	500	19.40	INTEREST RECEIVED
INTEREST Banked	26/06/2023	65.62						
INTEREST	Lloyds Bank	65.62			1510	500	65.62	INTEREST RECEIVED
Subtotal Carried Forward:		511.44	0.00	0.00			511.44	

95 Day Notice

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	27/06/2023	21.88						
INTEREST Lloyds Bank		21.88			1510	500	21.88	INTEREST RECEIVED
INTEREST Banked	28/06/2023	21.88						
INTEREST Lloyds Bank		21.88			1510	500	21.88	INTEREST RECEIVED
INTEREST Banked	29/06/2023	21.88						
INTEREST Lloyds Bank		21.88			1510	500	21.88	INTEREST RECEIVED
INTEREST Banked	30/06/2023	21.88						
INTEREST Lloyds Bank		21.88			1510	500	21.88	INTEREST RECEIVED
Total Receipts:		598.96	0.00	0.00			598.96	

Unity Trust Account

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/125	Banked 02/06/2023	252.24						
000318	Information Centre	252.24			1300	300	252.24	Cash Deposit
2023/126	Banked 02/06/2023	19.75						
BACS	Essex Grillaz	19.75			1311	300	19.75	% of takings for Kings
2023/127	Banked 02/06/2023	273.28						
BACS	Information Centre	273.28			1300	300	273.28	PDQ
2023/128	Banked 02/06/2023	45.00						
BACS	M & PM Georgiou	45.00			1509	300	45.00	Christmas Fayre stall
2023/130	Banked 05/06/2023	293.25						
BACS	Information Centre	293.25			1300	300	293.25	PDQ
2023/131	Banked 06/06/2023	115.60						
BACS		115.60			8000	900	115.60	Allotment rent CTL066
					362	900	115.60	Allotment rent CTL066
					7001	900	-115.60	Allotment rent CTL066
2023/132	Banked 07/06/2023	135.77						
BACS	Information Centre	135.77			1300	300	135.77	PDQ
2023/133	Banked 08/06/2023	40.00						
BACS	Mrs C Lager	40.00			1401	400	40.00	Dog bin sponsorship
2023/134	Banked 09/06/2023	-31.01						
BACS	Information Centre	-31.01			1300	300	-31.01	Refund of tkts for canc
2023/135	Banked 09/06/2023	9.00						
BACS	Information Centre	9.00			1300	300	9.00	PDQ
2023/136	Banked 12/06/2023	109.49						
000320	Information Centre	109.49			1300	300	109.49	Cash Deposit
2023/137	Banked 12/06/2023	100.00						
000321	Silver Cinema	100.00			1100	100	100.00	Silver Cinema profit
2023/138	Banked 12/06/2023	159.90						
BACS	Information Centre	159.90			1300	300	159.90	PDQ
2023/139	Banked 13/06/2023	88.50						
BACS	Information Centre	88.50			1300	300	88.50	PDQ
2023/140	Banked 14/06/2023	238.50						
BACS	Information Centre	238.50			1300	300	238.50	PDQ
2023/141	Banked 14/06/2023	40.00						
BACS	K Canover	40.00			1509	300	40.00	Christmas Fayre stall
2023/142	Banked 16/06/2023	63.30						
BACS	Information Centre	63.30			1300	300	63.30	PDQ
Subtotal Carried Forward:		1,952.57	0.00	0.00			1,952.57	

Unity Trust Account

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/143	Banked 19/06/2023	92.00						
	BACS [REDACTED]	92.00			8000	900	92.00	Allotment rent CTL047
					362		92.00	Allotment rent CTL047
					7001	900	-92.00	Allotment rent CTL047
2023/144	Banked 19/06/2023	40.00						
	BACS JG Wilson	40.00			1310	300	40.00	Witham Festival stall
2023/145	Banked 19/06/2023	143.64						
	BACS Information Centre	143.64			1300	300	143.64	PDQ
2023/146	Banked 19/06/2023	20.00						
	BACS G Pepper	20.00			1509	300	20.00	Christmas Fayre stall
2023/147	Banked 20/06/2023	82.99						
	BACS Information Centre	82.99			1300	300	82.99	PDQ
2023/148	Banked 21/06/2023	30.10						
	BACS Information Centre	30.10			1300	300	30.10	PDQ
2023/149	Banked 22/06/2023	62.25						
	BACS Information Centre	62.25			1300	300	62.25	PDQ
2023/150	Banked 22/06/2023	30.00						
	BACS Sarah Newham	30.00			1500	100	30.00	Hire of Chamber
2023/151	Banked 23/06/2023	30.00						
	BACS M Allen	30.00			1509	300	30.00	Christmas Fayre stall
2023/152	Banked 26/06/2023	236.15						
	BACS Information Centre	236.15			1300	300	236.15	PDQ
2023/153	Banked 27/06/2023	5,000.00						
	BACS Cadent Gas Ltd	5,000.00			1100	100	5,000.00	Witham Festival donation
2023/154	Banked 27/06/2023	130.00						
	BACS Information Centre	130.00			1300	300	130.00	PDQ
2023/155	Banked 27/06/2023	30.00						
	BACS Gunter Hammans	30.00			1509	300	30.00	Christmas Fayre stall
2023/156	Banked 27/06/2023	30.00						
	BACS Matopos Spirit Ltd	30.00			1509	300	30.00	Christmas Fayre stall
2023/153	Banked 27/06/2023	-5,000.00						
	BACS Cadent Gas Ltd	-5,000.00			1100	100	-5,000.00	Incorrect nominal code
2023/153	Banked 27/06/2023	5,000.00						
	BACS Cadent Gas Ltd	5,000.00			1310	300	5,000.00	Donation for Witham
2023/157	Banked 28/06/2023	87.75						
	BACS Information Centre	87.75			1300	300	87.75	PDQ
Subtotal Carried Forward:		7,997.45	0.00	0.00			7,997.45	

Unity Trust Account

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2023/158	Banked 29/06/2023	20,655.00						
	BACS Braintree District Council	20,655.00			9000 363 7001	900	20,655.00 20,655.00 -20,655.00	Q1 Safer Sreets Funding Q1 Safer Sreets Funding Q1 Safer Sreets Funding
2023/159	Banked 29/06/2023	60.00						
	BACS Braintree District Council	60.00			1500	100	60.00	Hire of Council Chamber
2023/160	Banked 29/06/2023	30.00						
	BACS C Bailey	30.00			1509	300	30.00	Christmas Fayre stall
2023/161	Banked 29/06/2023	2,880.00						
	BACS Braintree District Council	2,880.00			1100	100	2,880.00	S106 contribution
2023/162	Banked 29/06/2023	62.10						
	BACS Information Centre	62.10			1300	300	62.10	PDQ
2023/163	Banked 29/06/2023	148.00						
	BACS Niche Health & Social Care Con	148.00			1500	100	148.00	Room hire for 1/8/23
2023/165	Banked 30/06/2023	213.10						
	BACS Information Centre	213.10			1300	300	213.10	PDQ
2023/166	Banked 30/06/2023	1,040.00						
	BACS In-Health	1,040.00			1500	100	1,040.00	Room hire for June
2023/167	Banked 30/06/2023	48.00						
	BACS Age Concern Colchester	48.00			1500	100	48.00	Room hire for June
2023/168	Banked 30/06/2023	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire for June
2023/169	Banked 30/06/2023	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room hire for June
2023/170	Banked 30/06/2023	71.80						
	BACS Information Centre	71.80			1300	300	71.80	PDQ
2023/164	Banked 30/06/2023	50.00						
	BACS American Express	50.00			1300	300	50.00	PDQ
	Banked 30/06/2023	50,000.00						
June trans	Unity Trust Instant Access	50,000.00			270		50,000.00	June transfer to cover
Total Receipts:		83,303.45	0.00	0.00			83,303.45	

Unity Trust Instant Access

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST	Banked 30/06/2023	1,497.95						
INTEREST	Unity Trust Bank Plc	1,497.95			1510	500	1,497.95	INTEREST
Total Receipts:		1,497.95	0.00	0.00			1,497.95	

95 Day Notice

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	03/07/2023	65.66						
INTEREST	Lloyds Bank	65.66			1510	500	65.66	INTEREST RECEIVED
INTEREST Banked	04/07/2023	21.89						
INTEREST	Lloyds Bank	21.89			1510	500	21.89	INTEREST RECEIVED
INTEREST Banked	05/07/2023	21.89						
INTEREST	Lloyds Bank	21.89			1510	500	21.89	INTEREST RECEIVED
INTEREST Banked	06/07/2023	21.89						
INTEREST	Lloyds Bank	21.89			1510	500	21.89	INTEREST RECEIVED
INTEREST Banked	07/07/2023	21.90						
INTEREST	Lloyds Bank	21.90			1510	500	21.90	INTEREST RECEIVED
INTEREST Banked	10/07/2023	65.69						
INTEREST	Lloyds Bank	65.69			1510	500	65.69	INTEREST RECEIVED
INTEREST Banked	11/07/2023	21.90						
INTEREST	Lloyds Bank	21.90			1510	500	21.90	INTEREST RECEIVED
INTEREST Banked	12/07/2023	21.90						
INTEREST	Lloyds Bank	21.90			1510	500	21.90	INTEREST RECEIVED
INTEREST Banked	13/07/2023	21.91						
INTEREST	Lloyds Bank	21.91			1510	500	21.91	INTEREST RECEIVED
INTEREST Banked	14/07/2023	21.91						
INTEREST	Lloyds Bank	21.91			1510	500	21.91	INTEREST RECEIVED
INTEREST Banked	17/07/2023	65.72						
INTEREST	Lloyds Bank	65.72			1510	500	65.72	INTEREST RECEIVED
INTEREST Banked	18/07/2023	21.91						
INTEREST	Lloyds Bank	21.91			1510	500	21.91	INTEREST RECEIVED
INTEREST Banked	19/07/2023	21.91						
INTEREST	Lloyds Bank	21.91			1510	500	21.91	INTEREST RECEIVED
INTEREST Banked	20/07/2023	21.92						
INTEREST	Lloyds Bank	21.92			1510	500	21.92	INTEREST RECEIVED
INTEREST Banked	21/07/2023	21.92						
INTEREST	Lloyds Bank	21.92			1510	500	21.92	INTEREST RECEIVED
INTEREST Banked	24/07/2023	65.76						
INTEREST	Lloyds Bank	65.76			1510	500	65.76	INTEREST RECEIVED
INTEREST Banked	25/07/2023	21.92						
INTEREST	Lloyds Bank	21.92			1510	500	21.92	INTEREST RECEIVED
INTEREST Banked	26/07/2023	21.93						
INTEREST	Lloyds Bank	21.93			1510	500	21.93	INTEREST RECEIVED
Subtotal Carried Forward:		569.53	0.00	0.00			569.53	

95 Day Notice

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	27/07/2023	21.93						
INTEREST	Lloyds Bank	21.93			1510	500	21.93	INTEREST RECEIVED
INTEREST Banked	28/07/2023	21.93						
INTEREST	Lloyds Bank	21.93			1510	500	21.93	INTEREST RECEIVED
INTEREST Banked	31/07/2023	65.79						
INTEREST	Lloyds Bank	65.79			1510	500	65.79	INTEREST RECEIVED
Total Receipts:		679.18	0.00	0.00			679.18	

Unity Trust Account

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/171	Banked 04/07/2023	59.79						
	BACS Information Centre	59.79			1300	300	59.79	PDQ
2023/172	Banked 05/07/2023	74.60						
	BACS Information Centre	74.60			1300	300	74.60	PDQ
2023/173	Banked 06/07/2023	69.50						
	000324 Information Centre	69.50			1300	300	69.50	Cash deposit
2023/174	Banked 06/07/2023	65.90						
	000325 Information Centre	65.90			1300	300	65.90	Cash deposit
2023/175	Banked 06/07/2023	278.35						
	000326 Information Centre	278.35			1300	300	278.35	Cash deposit
2023/176	Banked 06/07/2023	343.25						
	BACS Information Centre	343.25			1300	300	343.25	PDQ
2023/177	Banked 07/07/2023	51.09						
	BACS Information Centre	51.09			1300	300	51.09	PDQ
	Banked 10/07/2023	140,000.00						
Mthly move	Unity Trust Instant Access	140,000.00			270		140,000.00	Mthly movement to cover
2023/178	Banked 10/07/2023	309.53						
	BACS Information Centre	309.53			1300	300	309.53	PDQ
2023/179	Banked 11/07/2023	141.90						
	BACS Information Centre	141.90			1300	300	141.90	PDQ
2023/180	Banked 11/07/2023	40.00						
	BACS Smiths Cater	40.00			1311	300	40.00	Deposit for Kings
2023/181	Banked 12/07/2023	124.65						
	BACS Information Centre	124.65			1300	300	124.65	PDQ
2023/182	Banked 13/07/2023	54.75						
	BACS [REDACTED]	54.75			8000	900	54.75	Allotment rent CTL071
					362		54.75	Allotment rent CTL071
					7001	900	-54.75	Allotment rent CTL071
2023/183	Banked 13/07/2023	96.55						
	BACS Information Centre	96.55			1300	300	96.55	PDQ
2023/185	Banked 14/07/2023	86.00						
	BACS Information Centre	86.00			1300	300	86.00	PDQ
2023/186	Banked 17/07/2023	63.54						
	000327 Information Centre	63.54			1300	300	63.54	Cash deposit
2023/187	Banked 17/07/2023	136.87						
	000328 Information Centre	136.87			1300	300	136.87	PDQ
Subtotal Carried Forward:		141,996.27	0.00	0.00			141,996.27	

Unity Trust Account

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023/188	Banked 17/07/2023	197.00						
	BACS Information Centre	197.00			1300	300	197.00	PDQ
2023/189	Banked 18/07/2023	432.82						
	BACS Information Centre	432.82			1300	300	432.82	PDQ
2023/190	Banked 19/07/2023	63.05						
	BACS Information Centre	63.05			1300	300	63.05	PDQ
2023/191	Banked 20/07/2023	198.98						
	BACS Information Centre	198.98			1300	300	198.98	PDQ
2023/192	Banked 21/07/2023	157.74						
	BACS Information Centre	157.74			1300	300	157.74	PDQ
2023/194	Banked 21/07/2023	780.39						
	BACS Gigaclear Ltd	780.39			1100	100	780.39	Access to Armond &
2023/193	Banked 24/07/2023	32.00						
	BACS Concordia Residential	32.00			1500	100	32.00	Room hire for 3/10
2023/195	Banked 24/07/2023	94.35						
	BACS [REDACTED]	94.35			8000	900	94.35	Allotment rent CTL049
					362		94.35	Allotment rent CTL049
					7001	900	-94.35	Allotment rent CTL049
2023/196	Banked 24/07/2023	65.65						
	BACS Information Centre	65.65			1300	300	65.65	PDQ
2023/197	Banked 25/07/2023	155.31						
	BACS Information Centre	155.31			1300	300	155.31	PDQ
2023/198	Banked 26/07/2023	140.26						
	BACS Information Centre	140.26			1300	300	140.26	PDQ
2023/199	Banked 27/07/2023	113.25						
	BACS Information Centre	113.25			1300	300	113.25	PDQ
2023/200	Banked 27/07/2023	10.00						
	BACS Popcorn Community Ltd	10.00			1509	300	10.00	Christmas Fayre stall
2023/201	Banked 28/07/2023	208.12						
	BACS Information Centre	208.12			1300	300	208.12	PDQ
2023/202	Banked 31/07/2023	244.90						
	BACS Essex County Council	244.90			1100	100	244.90	Summer station plant
2023/203	Banked 31/07/2023	40.00						
	BACS M Skillern	40.00			1509	300	40.00	Christmas Fayre stall
2023/204	Banked 31/07/2023	363.20						
	BACS Information Centre	363.20			1300	300	363.20	PDQ

Subtotal Carried Forward:

145,293.29

0.00

0.00

145,293.29

Unity Trust Account

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2023/205	Banked 31/07/2023	960.00						
	BACS In-Health	960.00			1500	100	960.00	Room hire for July
2023/206	Banked 31/07/2023	96.00						
	BACS Age Concern Colchester	96.00			1500	100	96.00	Room hire for July
2023/207	Banked 31/07/2023	24.00						
	BACS Braintree Ass'n of Local Counc	24.00			1500	100	24.00	Room hire for July
2023/208	Banked 31/07/2023	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire for July
2023/209	Banked 31/07/2023	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room hire for July
2023/212	Banked 31/07/2023	316.09						
	BACS Information Centre	316.09			1300	300	316.09	PDQ
Total Receipts:		146,737.38	0.00	0.00			146,737.38	

Lloyds Bank Account

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
30/05/2023	Eshop Online Ltd	CC	-55.97		-9.33	4120 100	-46.64	Refund for hat/coat stand
30/05/2023	Emsons Living Ltd	CC	59.99		10.00	4120 100	49.99	Hat/Coat stand
30/05/2023	M.A.C. Uk Trading Ltd	CC	14.52		2.42	4120 100	12.10	Line Marker spray for mem gdn
30/05/2023	Amazon Services Ltd	CC	12.99		2.17	4120 100	10.82	Magazine stand
30/05/2023	Cartridge Save Ltd	CC	69.67		11.61	4355 300	58.06	2x Black & 1x Magenta toner
30/05/2023	McColl's	CC	13.44			4120 100	13.44	Batteries,milk,scour pads
30/05/2023	Universal Silk Screen Printers	CC	5.04		0.84	4447 400	4.20	No parking signs
30/05/2023	Greater Anglia Rail	CC	56.60			4115 100	56.60	Return ticket to Liv St
30/05/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Monthly back up services
30/05/2023	Boxes & Board Int'l Ltd	CC	27.80		4.63	4120 100	23.17	A4 snap frames
30/05/2023	Amazon Business	CC	12.24		2.04	4140 100	10.20	Various envelopes
30/05/2023	Invoice Simple	CC	19.99			4100 100	19.99	Annual subscription fee
30/05/2023	Cartridge Save Ltd	CC	44.18		7.36	4355 300	36.82	2X Black toner
30/05/2023	Instantprint	CC	39.57		6.60	4120 100	32.97	Business cards
30/05/2023	Freethought Internet Ltd	CC	120.00		20.00	4100 100	100.00	Domain renewal14/5/23-13/5/25
30/05/2023	Indeed.com	CC	1.57			4120 100	1.57	Job advert
30/05/2023	Eventbrite Inc	CC	39.22		6.54	4190 100	32.68	Fighting Climate Change
30/05/2023	Tesco PLC	CC	32.52			4120 100	32.52	Refreshments
30/05/2023	Prime 4 Print Ltd	CC	32.38		5.40	4437 400	26.98	2X Vinyl stickers
30/05/2023	Pug Dog welfare & rescue ass'n	CC	15.00			4437 400	15.00	Donation
30/05/2023	Printfast Printing	CC	14.95		2.49	4140 100	12.46	A3 paper
30/05/2023	Danaher Animal Home	CC	15.00			4437 400	15.00	Donation
30/05/2023	Amazon Business	CC	14.45		2.40	4120 100	12.05	5x ring binders
30/05/2023	Subway	CC	225.00			4381 300	225.00	Refreshments
30/05/2023	Amazon Services Ltd	CC	21.23		3.54	4420 400	17.69	Anti vibration gloves
30/05/2023	Innovation Products Ltd	CC	32.95			4420 400	32.95	Mens safety boots
30/05/2023	CT Cobblers	CC	60.00			4120 100	60.00	Engraving
30/05/2023	McColl's	CC	6.00			4381 300	6.00	Refreshments
30/05/2023	Universal Silk Screen Printers	CC	-5.04		-0.84	4447 400	-4.20	Incorrect nominal code
30/05/2023	Universal Silk Screen Printers	CC	5.04		0.84	4452 400	4.20	No parking signs
Total Payments:			954.89	0.00	79.47		875.42	

Unity Trust Account

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
02/05/2023	Braintree District Council	DD	812.00			4120 100	812.00	Monthly property rates
02/05/2023	Screwfix	DD	280.92		46.81	4120 100 4447 400	124.99	3 in 1 hand truck
						4120 100	67.46	Utlity knife,post lvl,claw ham
02/05/2023	SSE Plc	DD	45.01		2.14	4431 400	41.66	Shed felt
03/05/2023	Pitney Bowes	DD	61.25		10.21	4135 100	42.87	Electricity 1/3-1/4
03/05/2023	FuelGenie	DD	147.75		24.61	4444 400	51.04	Ann Contract 25/4/23-24/4/24
04/05/2023	Daisy Communications	DD	187.27		31.21	4372 300	123.14	Diesel-van & mowers
05/05/2023	P Rowland	BACS 12284	90.00			4345 300	156.06	Broadband charges
05/05/2023	P Rowland	BACS 12284	-90.00			4345 300	90.00	Sale of 20 Clear Honey sets
05/05/2023	P Rowland	BACS 12284	225.00			4345 300	-90.00	Incorrect amount input
05/05/2023	Browns Blooms & Balloons	BACS 12285	150.00			4377 300	225.00	Sale of clear and set Honey
05/05/2023	Michaels Civic Robes	BACS 12286	536.10		89.35	4120 100	150.00	Balloon arch for Easter
05/05/2023	Sigma Electrical Services	BACS 12287	900.06		150.01	4120 100	446.75	Civic Regalia
05/05/2023	Braintree District Council	BACS 12288	172.80		4.20	4120 100	750.05	Electrical works on Town Hall
						4457 400	147.60	Ann trade waste fees
05/05/2023	Nikki Smith	BACS 12289	56.60			4115 100	21.00	Cordoins Farm waste disposal
05/05/2023	Peter Symonds	BACS 12291	65.00			9002 900	56.60	Train fare to London
						390	65.00	Marshal training
						7000 900	-65.00	Marshal training
05/05/2023	Broxap	BACS 12292	2,288.40		381.40	4452 400	65.00	Marshal training
05/05/2023	The Arts Society	BACS 12293	15.00			4345 300	1,907.00	Noticeboard
05/05/2023	Wilkin & Sons	BACS 12294	167.29			4345 300	15.00	50 Treasures of Essex
05/05/2023	Aqua Loo Toilet Hire	BACS 12295	1,140.00		190.00	4381 300	167.29	Various condiments
05/05/2023	Actual Radio Ltd	BACS 12296	594.00		99.00	4381 300	950.00	Hire of 10 toilets for King Co
05/05/2023	David Ham	BACS 12297	150.00			4381 300	495.00	Host for Music Festival
05/05/2023	The Fat Old Dad Band	BACS 12298	700.00			4381 300	150.00	Performance at Kings Coronatio
05/05/2023	Laura B and her Band	BACS 12299	1,000.00			4381 300	700.00	Performance at Kings Coronatio
05/05/2023	Ginger & The Grizzly	BACS 12300	100.00			4381 300	1,000.00	Performance at Kings Coronatio
05/05/2023	Sparkle Meetings	BACS 12302	500.00			4381 300	100.00	Performance at Kings Coronatio
							500.00	Princess characters
Subtotal Carried Forward:			10,294.45	0.00	1,028.94		9,265.51	

Unity Trust Account

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
05/05/2023	James Todd & Co	BACS 12303	102.96		17.16	4195 100	85.80	April payroll fee
05/05/2023	K Wood Cleaning	BACS 12304	63.00			4120 100	63.00	Clean of Town Hall
05/05/2023	Roxanne Barrett	BACS 12305	13.50			4345 300	13.50	Sale of handmade wreaths
05/05/2023	Eloise Latham	BACS 12306	28.80			4345 300	28.80	Sale of scented candles
05/05/2023	Witham Operatic Workshop	BACS 12307	641.47			4345 300	641.47	Sale of tkts Young Frankenstei
05/05/2023		BACS 12308	20.79			9001 900	20.79	Refund for smaller allot plot
						362	-20.79	Refund for smaller allot plot
						7000 900	20.79	Refund for smaller allot plot
05/05/2023	Klarners Coaches Ltd	BACS 12310	167.40			4345 300	167.40	Sale of coach tickets
05/05/2023	National Express	BACS 12311	92.52			4345 300	92.52	Sale of coach tickets
05/05/2023	Essex County Council	BACS 12312	100.00			4425 400	100.00	Seasonal decoration license
05/05/2023	BT	DD	495.29		82.55	4160 100	412.74	Cloud & Broadband tele charges
09/05/2023	HM Revenue and Customs	BACS 12281	8,704.71			4145 100	4,858.29	Month 1 Tax & NI alloc
						4301 300	1,195.93	Month 1 Tax & NI alloc
						4400 400	2,650.49	Month 1 Tax & NI alloc
09/05/2023	Essex Pension Fund	BACS 12282	8,917.86			4145 100	4,552.44	Month 1 pension contrib
						4301 300	1,441.92	Month 1 pension contrib
						4400 400	2,923.50	Month 1 pension contrib
09/05/2023	Rialtas Business Solutions Ltd	BACS 12309	297.48		49.58	4100 100	247.90	Allotment software & Asset Inv
09/05/2023	Holts of Witham	BACS 12313	10.00			4345 300	10.00	Redeem voucher number 32
10/05/2023	Plus Net	BACS	-8.38		-1.40	4100 100	-6.98	Refund for cancelled service
10/05/2023	BT	DD	73.83		12.30	4372 300	61.53	Broadband charges
10/05/2023	FuelGenie	DD	112.97		18.82	4444 400	94.15	Diesel-Van & mowers
11/05/2023	Information Centre	BACS	11.56			1300 300	11.56	Incorrectly input
11/05/2023	Information Centre	BACS	25.75			1300 300	25.75	Incorrectly Input
11/05/2023	Information Centre	DD	-11.56			1300 300	-11.56	Refund for cancelled show
11/05/2023	Information Centre	DD	-25.75			1300 300	-25.75	Refund for cancelled show
12/05/2023	EH Smith Builders Merchants	BACS 12314	48.78		8.13	4120 100	40.65	Wood for Memorial
Subtotal Carried Forward:			30,177.43	0.00	1,216.08		28,920.70	

Unity Trust Account

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
								garden
12/05/2023	Kempco	BACS 12315	70.44		11.74	4355 300	58.70	Dog waste bags
12/05/2023	Falcon Tree Specialists	BACS 12316	900.00		150.00	4433 400	750.00	Work on Ash in Moorfield Ct
12/05/2023	Maxed IT	BACS 12317	21.60		3.60	4100 100	18.00	Remote workstation monitoring
12/05/2023	C&S Window Cleaning Services	BACS 12318	90.00			4120 100	90.00	Clean of Town Hall windows
12/05/2023	Writtle University College	BACS 12319	375.00			4190 100	375.00	Powered Pole Pruner course
12/05/2023	David Islip Photography	BACS 12320	165.00			4381 300	165.00	Photo's of Kings Coronation
12/05/2023	Ramgroup (UK) Ltd	BACS 12321	52.80		8.80	4447 400	44.00	Additional keys for posts
12/05/2023	Panel Warehouse	BACS 12322	1,608.79		268.13	4448 400	1,340.66	Recycled plastic noticeboard
12/05/2023	Phina Circus & Dance Entertain	BACS 12323	420.00		70.00	4381 300	350.00	Stilt walkers at Kings Coronat
12/05/2023	Mr Ruffles Parties	BACS 12324	997.50			4381 300	665.00	Kings Coronation performance
						4380 300	332.50	Street Festival performance
16/05/2023	Essex Drainage Solutions Ltd	BACS 12339	6,852.00			9001 900	6,852.00	Soakaway gully & pipework
						325	-6,852.00	Soakaway gully & pipework
						7000 900	6,852.00	Soakaway gully & pipework
16/05/2023	Neal Francis (6 string Make)	BACS 12340	700.00			4381 300	700.00	Performance at Kings Coronatio
16/05/2023	K Wood Cleaning	BACS 12341	90.00			4120 100	90.00	Clean of Town Hall
16/05/2023	DRH Landscapes Ltd	BACS 12342	384.00		64.00	4448 400	320.00	Deposit for new steps
16/05/2023	Royal British Legion Witham Br	BACS 12343	404.18			540	404.18	Dispersal of Mayors Appeal
16/05/2023	Witham Cricket Club	BACS 12344	404.19			540	404.19	Dispersal of Mayors Appeal
16/05/2023	American Express	DD	3.03			4355 300	3.03	Service charge
16/05/2023	Clover Marketplace Merchant	DD	42.43			4355 300	42.43	Clover Marketplace Merchant
17/05/2023	Unity Trust Instant Access	20475851	550,000.00			270	550,000.00	Interest rate movement
17/05/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Mnthly equip charge
17/05/2023	SSE Plc	DD	212.15		10.09	4425 400	202.06	Unmeter elect 4/4-2/5
17/05/2023	FuelGenie	DD	48.56		8.09	4444 400	40.47	Diesel - mower
17/05/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly equipment fee
Subtotal Carried Forward:			594,054.49	0.00	1,816.43		592,238.06	

Unity Trust Account

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
18/05/2023	British Gas	DD	327.51		54.58	4122 100	272.93	Electricity 2/4-1/5
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
19/05/2023								May 2023 payroll
22/05/2023	SSE Plc	DD	585.50		27.88	4121 100	557.62	Gas usage 1/4-30/4
22/05/2023	SSE Plc	DD	71.72		3.41	4372 300	68.31	Unmeter elect 4/4-2/5
22/05/2023	SSE Plc	DD	46.95		2.23	4431 400	44.72	Electricity 1/4-1/5
23/05/2023	Witham Cricket Club	BACS 12344	404.19			540	404.19	Dispersal of Mayors Appeal
23/05/2023	Witham Cricket Club	BACS 12344	-404.19			540	-404.19	Incorrect value date
23/05/2023	Birketts LLP	BACS 12345	1,144.80		190.80	4175 100	954.00	Legal advice
23/05/2023	Bright & Sons Solicitors	BACS 12346	846.00		140.00	4175 100	706.00	Legal advice
24/05/2023	FuelGenie	DD	50.05		8.34	4444 400	41.71	Diesel - van
25/05/2023	EBM Managed Services	DD	140.86		23.48	4130 100	117.38	Mthly usage 23/3-24/4
31/05/2023	BT	BACS	-13.60			4372 300	-13.60	Refund for cancelled services
31/05/2023	Lighting & Illumination Tech	BACS 12347	5,054.40		842.40	4340 300	4,212.00	Payment 1 of 3 for annual stor
31/05/2023	Essex Caledonian Pipe Band	BACS 12351	250.00			4305 300	250.00	Appearance at Remembrance Day
31/05/2023	Initial Washroom Hygiene	BACS 12352	246.70		41.12	4120 100	149.23	Empty of toilet bins
31/05/2023	David Islip Photography	BACS 12353	85.00			4431 400	56.35	Empty of toilet bins
31/05/2023	David Islip Photography	BACS 12353	85.00			4120 100	85.00	Group & individual Councillors
31/05/2023	Vanitorials	BACS 12354	170.53		28.42	4120 100	142.11	Toilet rolls & wipes
31/05/2023	Kempco	BACS 12355	70.44		11.74	4355 300	58.70	Dog waste bags
31/05/2023	Rialtas Business Solutions Ltd	BACS 12356	906.00		151.00	4100 100	755.00	Year End closedown
31/05/2023	Rolling Stage Hire	BACS 12357	1,800.00			4381 300	1,800.00	Hire of stage truck for KC
31/05/2023	SAS Vehicle Service & Repair	BACS 12358	218.06		31.34	4420 400	186.72	MOT test for EX17 YSU
Subtotal Carried Forward:			629,607.02	0.00	3,373.17		626,233.85	

Unity Trust Account

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
31/05/2023	SAS Vehicle Service & Repair	BACS 12358	-218.06		-31.34	4420 400	-186.72	Incorrect nominal code
31/05/2023	SAS Vehicle Service & Repair	BACS 12358	218.06		31.34	4444 400	186.72	MOT test for EX17 YSU
31/05/2023	Karen Scott	BACS 12359	6.30			4345 300	6.30	Sale of hanging decoration
31/05/2023	Society of London Theatres	BACS 12360	141.00			4345 300	141.00	Sale of theatre gift cards
31/05/2023	SLCC Enterprises Ltd	BACS 12361	25.00			4190 100	25.00	2023 AGM & training day
31/05/2023	Police & Crime Commissioner	BACS 12362	843.04			4373 300	843.04	CSC costs 1/1-30/3
31/05/2023	St John Ambulance	BACS 12363	253.44		42.24	4381 300	211.20	Attendance at Kings Coronation
31/05/2023	Braintree Ass. Local Councils	BACS 12364	48.00			4180 100	48.00	Annual subscription 2023/24
31/05/2023	Colt Press	BACS 12365	1,491.00			4525 500	1,491.00	Print of summer 2023 Voice
31/05/2023	Chubb Fire & Security Ltd	BACS 12366	597.71		99.62	4120 100	498.09	Work on intruder alarm
31/05/2023	DRH Landscapes Ltd	BACS 12367	3,456.00		576.00	4448 400	2,880.00	Completion of new steps
31/05/2023	EH Smith Builders Merchants	BACS 12368	46.20		7.70	4447 400	38.50	Fast set postfix for sign
31/05/2023	EH Smith Builders Merchants	BACS 12368	-46.20		-7.70	4447 400	-38.50	Incorrect nominal code
31/05/2023	EH Smith Builders Merchants	BACS 12368	46.20		7.70	4452 400	38.50	Sign & fast set postfix
31/05/2023	Witham Public Hall Trust	BACS 12369	1,716.22			4345 300	1,716.22	Spandau,Rod Stewart,Medieval
31/05/2023	Wave Utilities	DD	769.95			4120 100	769.95	Water 14/11/22-28/5/23
31/05/2023	FuelGenie	DD	178.41		29.72	4444 400	148.69	Diesel-Van & mowers
31/05/2023	Adept Telecom	DD	28.60		4.77	4355 300	23.83	Call & service charges
Total Payments:			639,207.89	0.00	4,133.22		635,074.67	

Lloyds Bank Account

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
09/06/2023	Petty Cash	1st Instal	100.00			240	100.00	1st Instalment
09/06/2023	Petty Cash	1st Instal	100.00			240	100.00	1st instalment
26/06/2023	Victoria Regalia	CC	67.75		11.29	4120 100	56.46	Black rosette
26/06/2023	Amazon Services Ltd	CC	9.99		1.67	4120 100	8.32	Black mourning armband
26/06/2023	Land Registry	CC	6.00			4101 100	6.00	Land search
26/06/2023	Tesco PLC	CC	23.00		3.83	4445 400	19.17	Batteries for remote control
26/06/2023	Marks and Spencer	CC	25.50			4420 400	25.50	Crew neck t-shirt
26/06/2023	Sports Direct	CC	44.98			4420 400	44.98	Dunlop black ladies boots
26/06/2023	Jacque Lawson	CC	24.00			4180 100	24.00	Annual membership fee
26/06/2023	Innovation Products Ltd	CC	-32.95			4420 400	-32.95	Refund on mens safety boots
26/06/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Mnthly back up fee
26/06/2023	Amazon Business	CC	21.99		3.67	4120 100	18.32	Toaster
26/06/2023	Instantprint	CC	64.48		10.75	4373 300	53.73	Business cards
26/06/2023	CDS	CC	346.63		57.77	4374 300	288.86	Flag for recruitment day
26/06/2023	Ticketsource Ltd	CC	3.00			4190 100	3.00	Great big green week meeting
26/06/2023	Florist on the Green	CC	30.00			4373 300	30.00	Flowers
26/06/2023	Bakehouse Express	CC	25.50			4373 300	25.50	Refreshments
26/06/2023	British Airways	CC	236.08			4382 300	236.08	Flight Ldn to Fft
26/06/2023	British Airways	CC	236.08			4382 300	236.08	Flight Ldn to Fft
26/06/2023	KPCM Display Ltd	CC	21.49		3.58	4452 400	17.91	Cyclist dismnt/no cycling sign
26/06/2023	Nothing but Padlocks	CC	108.22		18.04	9001 900	90.18	Combination padlock
						362	-90.18	Combination padlock
						7000 900	90.18	Combination padlock
26/06/2023	Mama Dells	CC	18.45			4120 100	18.45	Refreshments
26/06/2023	Amazon Business	CC	5.66		0.94	4120 100	4.72	Lever Arch files
26/06/2023	Pixart Printing	CC	106.44		17.74	4380 300	88.70	Banner for Witham Street Festi
26/06/2023	Pixart Printing	CC	17.88		2.98	4380 300	14.90	Banner for Witham Street Festi
Total Payments:			1,614.73	0.00	133.02		1,481.71	

Unity Trust Instant Access

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
30/06/2023	Unity Trust Account	June trans	50,000.00			250	50,000.00	June transfer to cover pymnts
Total Payments:			50,000.00	0.00	0.00		50,000.00	

Unity Trust Account

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
01/06/2023	N Smith	BACS 12289	-56.60			4115 100	-56.60	Refund for incorrect payment
01/06/2023	Braintree District Council	DD	812.00			4120 100	812.00	Monthly property rates
05/06/2023	Witham Operatic Workshop	BACS	-2.47			4345 300	-2.47	Refund for overpayment of tkct
05/06/2023	BT	DD	194.98		32.50	4160 100	162.48	Monthly Cloud voice
05/06/2023	Daisy Communications	DD	128.98		21.50	4372 300	107.48	Monthly service charges
05/06/2023	BT	DD	103.72		17.28	4372 300	86.44	Monthly broadband charges
09/06/2023	DAT Images Ltd	BACS 12348	5,647.20		941.20	9001 900	4,706.00	River Walk cycle markings
						325	-4,706.00	River Walk cycle markings
						7000 900	4,706.00	River Walk cycle markings
09/06/2023	HM Revenue and Customs	BACS 12349	8,590.79			4145 100	4,644.53	PAYE & NIC allocations Month 2
						4301 300	1,149.97	PAYE & NIC allocations Month 2
						4400 400	2,796.29	PAYE & NIC allocations Month 2
09/06/2023	Essex Pension Fund	BACS 12350	9,049.18			4145 100	4,623.71	Pension allocations Month 2
						4301 300	1,409.11	Pension allocations Month 2
						4400 400	3,016.36	Pension allocations Month 2
12/06/2023	FuelGenie	DD	159.37		26.55	4444 400	132.82	Diesel 23/5-31/5
13/06/2023	Wave Utilities	DD	314.68			4431 400	314.68	Water & Sewerage 28/11-27/5/23
14/06/2023	Clover Marketplace Merchant	DD	39.72			4355 300	39.72	Monthly service & fee charges
15/06/2023	James Todd & Co	BACS 12371	102.96		17.16	4195 100	85.80	May 2023 Payroll fee
15/06/2023	David Islip Photography	BACS 12372	134.00			4120 100	134.00	Mayors portrait + frame
15/06/2023	Lyreco UK Ltd	BACS 12373	105.60		17.60	4140 100	88.00	White paper
15/06/2023	Maxed IT	BACS 12374	21.60		3.60	4100 100	18.00	Mthly workstation monitoring
15/06/2023	Roxanne Barrett	BACS 12375	126.00			4345 300	126.00	Sale of wreaths
15/06/2023	Lisa Taylor	BACS 12376	11.70			4345 300	11.70	Sale of garden gifts
15/06/2023	Amanda Button	BACS 12377	12.42			4345 300	12.42	Sale of chocolate gifts
15/06/2023	Joyce Wells	BACS 12378	31.50			4345 300	31.50	Sale of bird boxes
15/06/2023	Royal Mail	BACS 12379	283.20		47.20	4525 500	236.00	Collection of summer Voice
15/06/2023	C&S Window Cleaning Services	BACS 12380	20.00			4120 100	20.00	Clean of Town Hall windows
Subtotal Carried Forward:			25,830.53	0.00	1,124.59		24,705.94	

Unity Trust Account

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
15/06/2023	Steam Punk Glass	BACS 12381	20.70			4345 300	20.70	Sale of glass gifts
15/06/2023	A & J Lighting	BACS 12382	96.00		16.00	4425 400	80.00	Call out charge for WTC54
15/06/2023	[REDACTED]	BACS 12383	18.55			9001 900	18.55	Allotment rente refund CTL070
						362	-18.55	Allotment rente refund CTL070
						7000 900	18.55	Allotment rente refund CTL070
15/06/2023	P Rowland	BACS 12384	180.00			4345 300	180.00	Sale of 30 Clear& 10 set honey
15/06/2023	EH Smith Builders Merchants	BACS 12385	84.60		14.10	4452 400	70.50	Fast set postfix concrete
15/06/2023	Birketts LLP	BACS 12386	381.60		63.60	4175 100	318.00	Advice on ownership of WC's
15/06/2023	Wilkin & Sons	BACS 12387	153.11			4345 300	153.11	Various jams & marmalades
15/06/2023	Witham Public Hall Trust	BACS 12388	410.95			4345 300	410.95	Sale of show tickets
16/06/2023	SSE Plc	DD	218.33		10.38	4425 400	207.95	Unmeter street light 3/5-1/6
16/06/2023	Wave Utilities	DD	432.00			9001 900	432.00	Allot water bill 28/3-4/6
						362	-432.00	Allot water bill 28/3-4/6
						7000 900	432.00	Allot water bill 28/3-4/6
19/06/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly equipment fee
19/06/2023	FuelGenie	DD	58.66		9.77	4444 400	48.89	Diesel & Unlead 1/6-9/6
19/06/2023	SSE Plc	DD	73.88		3.51	4372 300	70.37	CCTV electricity 3/5-1/6
19/06/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly equip useage fee
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll
20/06/2023	[REDACTED]							June 2023 payroll

Subtotal Carried Forward:

50,872.04

0.00

1,247.85

49,624.19

Unity Trust Account

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
20/06/2023	Susan Ager	BACS 12402	1,600.00			4515 500	1,600.00	Mayor's allowance 2023-2024
20/06/2023	Paul Heath	BACS 12403	429.00			4517 500	429.00	Member's allowance 2023-2024
20/06/2023	Phil Barlow	BACS 12404	400.00			4517 500	400.00	Member's allowance 2023-2024
20/06/2023	Artur Sloma	BACS 12405	400.00			4517 500	400.00	Member's allowance 2023-2024
20/06/2023	Emmanuel Adelaja	BACS 12406	400.00			4517 500	400.00	Member's allowance 2023-2024
20/06/2023	Lucy Barlow	BACS 12407	400.00			4517 500	400.00	Member's allowance 2023-2024
20/06/2023	Ron Ramage	BACS 12409	500.00			4517 500	500.00	Member's allowance 2023-2024
20/06/2023	Billy Taylor	BACS 12410	400.00			4517 500	400.00	Member's allowance 2023-2024
20/06/2023	Ross Playle	BACS 12411	400.00			4517 500	400.00	Member's allowance 2023-2024
20/06/2023	Jacqueline Martin	BACS 12412	400.00			4517 500	400.00	Member's allowance 2023-2024
20/06/2023	British Gas	DD	287.30		47.88	4122 100	239.42	Electricity 2/5-1/6
22/06/2023	EBM Managed Services	DD	59.98		9.99	4130 100	49.99	Photocopier useage 24/4-23/5
23/06/2023	SSE Plc	DD	395.56		18.83	4121 100	376.73	Gas useage 1/5-31/5
26/06/2023	FuelGenie	DD	44.38		7.40	4444 400	36.98	Diesel 9/6-16/6
27/06/2023	Pitney Bowes	DD	107.00			4135 100	107.00	Added pymnt for meter reset
29/06/2023	Citizens Advice	BACS 12370	10,000.00			4365 300	10,000.00	Comm Grant 30/5/23 min 7
29/06/2023	Royal Mail	BACS 12413	1,341.09		222.96	4525 500	1,118.13	Delivery of Summer Voice
29/06/2023	D&G Fire Ltd	BACS 12414	72.00		12.00	4120 100	60.00	FRA update
29/06/2023	Joogleberry Ltd	BACS 12415	2,868.00		478.00	4380 300	2,390.00	Performs for Witham Street Fes
29/06/2023	Ramgroup (UK) Ltd	BACS 12416	456.84		76.14	4447 400	380.70	Ramgroup (UK) Ltd
29/06/2023	Personalise	BACS 12417	20.97		3.49	4445 400	17.48	Embroidery on polo shirts
29/06/2023	Mondy Ironmongers	BACS 12418	157.73			4120 100	157.73	Various goods
29/06/2023	Streetmaster	BACS 12418	2,326.37		387.73	4437 400	1,938.64	Georgian benches x2

Subtotal Carried Forward:

74,338.26

0.00 2,512.27

71,825.99

Unity Trust Account

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
29/06/2023	Nikki Smith	BACS 12420	58.95			4381 300	48.95	Refresh's for KC & flag clean
						4120 100	10.00	Refresh's for KC & flag clean
29/06/2023	Witham Public Hall Trust	BACS 12423	190.50			4345 300	190.50	Sale of show tickets
29/06/2023	SSE Plc	DD	48.02		2.28	4431 400	45.74	Electric for park 2/5-1/6
30/06/2023	Adept Telecom	DD	57.78		9.63	4355 300	48.15	Final phone service charges
30/06/2023	Lloyds Bank	DD	35.40			4101 100	35.40	Cash & cheque services 5/3-3/6
30/06/2023	Lloyds Bank	DD	91.95			4101 100	91.95	Service charge
Total Payments:			74,820.86	0.00	2,524.18		72,296.68	

Lloyds Bank Account

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
26/07/2023	Result Electrical Ltd	CC	8.99		1.50	4445 400	7.49	Stainless steel water bottle
26/07/2023	Amazon Business	CC	11.98		2.00	4445 400	9.98	Sun tan cream
26/07/2023	Panel Warehouse	CC	409.10		68.18	4120 100	340.92	Office partitions
26/07/2023	Amazon Business	CC	12.65		2.11	4120 100	10.54	Outdoor wood oil
26/07/2023	Poundland	CC	25.00		4.16	4140 100	20.84	Various envelopes, pens etc.
26/07/2023	Amazon Services Ltd	CC	4.69		0.78	4140 100	3.91	Sticky labels for folders
26/07/2023	Vinn Dunn Ltd	CC	13.99		2.33	4120 100	11.66	Toilet brush holder
26/07/2023	The Works	CC	9.00			4140 100	9.00	Hole punch x2
26/07/2023	Dna Kids	CC	129.00			4375 300	129.00	Entertainer for Teddy Bear pic
26/07/2023	Event Mascots	CC	65.00			4375 300	65.00	Costume hire for Teddy Bear pi
26/07/2023	Olivers Nurseries	CC	37.90		3.16	4120 100	34.74	Plants for period garden
26/07/2023	Braintree Garden Centre	CC	130.95		16.08	4120 100	114.87	Plants & compost for Period Ga
26/07/2023	Prime 4 Print Ltd	CC	18.35		3.06	4437 400	15.29	Sticker for dog bin
26/07/2023	Amazon Business	CC	13.97		2.33	4140 100	11.64	Heavy duty stapler
26/07/2023	Quality Traders Ltd	CC	4.67		0.78	4375 300	3.89	Candy striped sweet bags
26/07/2023	The Magic Toy Shop	CC	10.69		1.78	4120 100	8.91	Toilet roll holder
26/07/2023	Amazon Services Ltd	CC	13.99		2.33	4140 100	11.66	A4 Plastic folders & sleeves
26/07/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Monthly on line system back up
26/07/2023	Amazon Business	CC	568.90		94.82	4120 100	474.08	Air conditioner
26/07/2023	Amazon Business	CC	2.80		0.46	4120 100	2.34	Fire door signs
26/07/2023	Amazon Business	CC	6.38		1.06	4375 300	5.32	Self inking stamps for wildlif
26/07/2023	Sparks Gift Wholesalers	CC	75.42		12.57	4345 300	62.85	Wildlife watcher goods
26/07/2023	Stationery Island Ltd	CC	6.99		1.17	4375 300	5.82	Wipeable chalk pens
26/07/2023	Danaher Animal Home	CC	15.00			4437 400	15.00	Charity donation
26/07/2023	SLCC Enterprises Ltd	CC	144.00		24.00	4190 100	120.00	ILCA qualification fee
26/07/2023	Stationery Island Ltd	CC	6.99		1.17	4375 300	5.82	Wipeable chalk pens
26/07/2023	Primary Teaching Services Ltd	CC	26.40		4.40	4375 300	22.00	Sickers for wildlife watchers
26/07/2023	The Works	CC	2.00		0.33	4140 100	1.67	Glue sticks
26/07/2023	Stationery Island Ltd	CC	-6.99		-1.17	4375 300	-5.82	Refund for wipeable pens
26/07/2023	Michelle Floral Design	CC	40.00			4516 500	40.00	Flowers
Subtotal Carried Forward:			1,812.37	0.00	250.15		1,562.22	

Lloyds Bank Account

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
26/07/2023	Card Factory	CC	9.30			4120 100	9.30	Party banner & balloons
26/07/2023	Land Registry	CC	6.00			4101 100	6.00	Land search
26/07/2023	Zazzle	CC	104.68			4120 100	104.68	Employee photo id tags
26/07/2023	Instantprint	CC	19.74		3.29	4120 100	16.45	Business cards
26/07/2023	Magnetic Whiteboards	CC	33.89		5.65	4375 300	28.24	Magnetic chalkbd for With Wild
26/07/2023	Amazon Business	CC	96.00			4120 100	96.00	Amazon Prime membership
Total Payments:			2,081.98	0.00	259.09		1,822.89	

Unity Trust Instant Access

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
10/07/2023	Unity Trust Account	Mthly move	140,000.00			250	140,000.00	Mthly movement to cover paymen
Total Payments:			140,000.00	0.00	0.00		140,000.00	

Unity Trust Account

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
03/07/2023	Braintree District Council	DD	812.00			4120 100	812.00	Monthly property charges
03/07/2023	FuelGenie	DD	100.00		16.66	4444 400	83.34	Diesel for vans
03/07/2023	Screwfix	DD	46.99		-3.00	4420 400	29.99	Forestry helmet
						4447 400	26.67	Dark oak fence paint
						4420 400	34.99	Safety boots
						4120 100	-41.66	Refund shed felt
04/07/2023	BT	DD	194.10		32.35	4160 100	161.75	Monthly telephone charge
06/07/2023	Ethan Williams	BACS 12408	400.00			4517 500	400.00	Members allowance
06/07/2023	Grenke Leasing Ltd	DD	453.60		75.60	4130 100	378.00	Quarterly lease fee 1/7-30/9
07/07/2023	Essex Pension Fund	BACS 12421	8,582.57			4145 100	4,479.73	Month 3 Pension contrib
						4301 300	1,347.37	Month 3 Pension contrib
						4400 400	2,755.47	Month 3 Pension contrib
07/07/2023	HM Revenue and Customs	BACS 12422	9,422.70			4145 100	4,522.05	Month 3 PAYE & NIC
						4301 300	1,060.32	Month 3 PAYE & NIC
						4400 400	2,397.93	Month 3 PAYE & NIC
						4515 500	571.40	Month 3 PAYE & NIC
						4517 500	871.00	Month 3 PAYE & NIC
10/07/2023	BT	DD	117.96		19.66	4372 300	98.30	Monthly broadband charge
11/07/2023	National Express	BACS 12446	262.94			4345 300	262.94	Sale of coach tickets
11/07/2023	Society of London Theatres	BACS 12447	65.80			4345 300	65.80	Sale of theatre gift card
11/07/2023	Countrywise Animal Supplies	BACS 12448	504.94		84.16	4170 100	392.08	Plants for Station
						4120 100	28.70	Plants for memorial garden
11/07/2023	Roxanne Barrett	BACS 12449	14.85			4345 300	14.85	Sale of wreaths
11/07/2023	Liz Crick	BACS 12450	14.40			4345 300	14.40	Sale of soaps
11/07/2023	Karen Scott	BACS 12451	13.50			4345 300	13.50	Sale of felt crafts
11/07/2023	Peter Symonds	BACS 12452	50.00			4375 300	50.00	Marshal at Witham Carnival
11/07/2023	Tracey Hackett	BACS 12453	50.00			4375 300	50.00	Marshal at Witham Carnival
11/07/2023	Kim Roig	BACS 12454	50.00			4375 300	50.00	Marshal at Witham Carnival
11/07/2023	Martyn Garwood	BACS 12455	50.00			4375 300	50.00	Marshall at Witham Carnival
11/07/2023	Tuckwells Ltd	BACS 12456	130.77		21.80	4444 400	108.97	Repair wheel gauge
Subtotal Carried Forward:			21,337.12	0.00	247.23		20,980.92	

Unity Trust Account

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
								on Sherpa
11/07/2023	Maxed IT	BACS 12457	21.60		3.60	4100 100	18.00	Mnthly remote workstation moni
11/07/2023	Essex County Council	BACS 12459	50.00			4455 400	50.00	Seasonal decoration applicatio
11/07/2023	FuelGenie	DD	44.43		7.40	4444 400	37.03	Diesel for mower
12/07/2023	Falcon Tree Specialists	BACS 12429	5,040.00		840.00	4433 400	4,200.00	Works carried out tree report
12/07/2023	James Hallam Ltd	BACS 12431	10,634.30			4165 100	10,634.30	Insurance renewal 2023/24
12/07/2023	Skipper Ground Maintenance	BACS 12432	6,981.00		1,163.50	4455 400	5,817.50	1st of 5 instal & flowers
12/07/2023	Holmes & Hills LLP	BACS 12433	180.00		180.00	105		River View
12/07/2023	Solitaire Plumbing	BACS 12435	228.00		38.00	4120 100	190.00	Install twin chanel programmer
12/07/2023	Vanitorials	BACS 12436	322.32		53.72	4120 100	268.60	Various cleaning products
12/07/2023	James Todd & Co	BACS 12437	190.08		31.68	4195 100	158.40	June 2023 payroll fee
12/07/2023	Rural Community Council of Ess	BACS 12438	138.60		23.10	4180 100	115.50	Annual membership
12/07/2023	Witham Public Hall Trust	BACS 12439	258.40			4345 300	258.40	Sale of tkts ELO Encounter
12/07/2023	Outstanding Map Distributors	BACS 12440	167.98			4345 300	167.98	Various Essex Maps
12/07/2023	Daisy Communications	BACS 12441	69.28		11.55	4372 300	57.73	Serv's and charges till 15/6
12/07/2023	Witham Choral Society	BACS 12442	64.80			4345 300	64.80	Sale of tkts Folk Songs
12/07/2023	Kempco	BACS 12443	70.44		11.74	4355 300	58.70	Dog waste bags
12/07/2023	Eastern Lift Services	BACS 12444	465.49		77.58	4120 100	387.91	Annual Lift maintenance
12/07/2023	Klarners Coaches Ltd	BACS 12445	157.50			4345 300	157.50	Sale of coach tickets
14/07/2023	Adept Telecom	BACS	-17.00		-2.83	4355 300	-14.17	Refund for cancelled contract
14/07/2023	American Express	DD	0.95			4355 300	0.95	Monthly useage fee
14/07/2023	Clover Marketplace Merchant	DD	41.29			4355 300	41.29	Monthly Service & fee charges
17/07/2023	Lloyds Bank Account	95DN move	75,000.00			200	75,000.00	Move to 95DN acc
17/07/2023	British Gas	DD	282.78		47.13	4122 100	235.65	Mnthly electric chge 2/6-29/6
18/07/2023	Witham Forge	BACS 12458	72.00		12.00	9001 900	60.00	Weld padlock at Allotments
						362	-60.00	Weld padlock at Allotments
						7000 900	60.00	Weld padlock at Allotments
Subtotal Carried Forward:			121,801.36	0.00	2,745.40		119,055.96	

Unity Trust Account

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
18/07/2023	SSE Plc	DD	230.69		10.98	4425 400	219.71	Unmeter streetlighting 2/6-3/7
18/07/2023	FuelGenie	DD	158.05		26.33	4444 400	131.72	Diesel & unleaded
18/07/2023	FuelGenie	DD	-158.05		-26.33	4444 400	-131.72	Incorrect amount input
18/07/2023	FuelGenie	DD	158.06		26.33	4444 400	131.73	Diesel & unleaded
19/07/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Mnthly equip charge
19/07/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Mnthly equip charge
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
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20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
20/07/2023								July 2023 payroll
2007/2023								July 2023 payroll
20/07/2023	J Coleman	BACS 12474	500.00			4517 500	500.00	Members Allowance 2023/24
20/07/2023	L Headley	BACS 12475	400.00			4517 500	400.00	Members Allowance 2023/24
21/07/2023	SSE Plc	DD	77.59		3.69	4372 300	73.90	Unmeter CCTV electricity
24/07/2023	EBM Managed Services	DD	117.87		19.64	4130 100	98.23	Mnthly usage charges 23/5-23/6
24/07/2023	SSE Plc	DD	342.88		16.32	4121 100	326.56	Mnthly gas usage 1/6-3/7
25/07/2023								Refund for allotment CTL061
25/07/2023								Refund for allotment CTL061
25/07/2023								Refund for allotment CTL061
25/07/2023	Green Clean	BACS 12479	24.00		4.00	4120 100	20.00	Wash & sanitise wheelie bin
25/07/2023	EH Smith Builders Merchants	BACS 12480	85.02		14.17	4437 400	70.85	Carcassing timber & cement
25/07/2023	Warwickshire & West Mid ALC Lt	BACS 12481	210.00		35.00	4185 100	175.00	C&R intro to planning
25/07/2023	SLCC Enterprises Ltd	BACS 12482	72.00		12.00	4190 100	60.00	Finance Summit 13/9

Subtotal Carried Forward:

148,843.22

0.00

2,893.43

145,949.79

Unity Trust Account

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
25/07/2023	MBCG Ltd	BACS 12483	360.00		60.00	4190 100	300.00	Social Media workshop training
25/07/2023	C&S Window Cleaning Services	BACS 12484	20.00			4120 100	20.00	Clean of Town Hall windows
25/07/2023	P Barlow	BACS 12485	14.85			4115 100	14.85	Travel expenses to Dunmow Civi
25/07/2023	Chubb Fire & Security Ltd	BACS 12486	1,161.03		193.50	4120 100	967.53	Annual contract 15/9/23-14/9
25/07/2023	Kempco	BACS 12487	140.88		23.48	4355 300	117.40	Dog waste bags
25/07/2023	David Islip Photography	BACS 12488	35.00			4120 100	35.00	Staff headshots & group Council
25/07/2023								Refund of allot rent CTL066/67
								Refund of allot rent CTL066/67
								Refund of allot rent CTL066/67
25/07/2023	The Art & Framing Centre	BACS 12490	27.44		4.57	4120 100	22.87	12 frames
25/07/2023	Chubb Fire & Security Ltd	BACS 12491	432.86		72.14	4120 100	360.72	Work on intruder alarm
25/07/2023	Mondy Ironmongers	BACS 12492	151.93			4120 100	151.93	Various goods
25/07/2023	Police & Crime Commissioner	BACS 12493	738.30			4373 300	738.30	Costs for CSC's 1/4/23-30/6
25/07/2023	Rice & Son Ltd	BACS 12494	570.00		95.00	4120 100	475.00	Carpentry work on Town Hall
25/07/2023	Wilkin & Sons	BACS 12495	211.83			4345 300	211.83	Various jams, marmalade etc.
25/07/2023	Witham Public Hall Trust	BACS 12496	481.95			4345 300	481.95	Sale of tkts Comedy& Bel Canto
25/07/2023	P Rowland	BACS 12497	108.00			4345 300	108.00	Sale of 20 clear & 4 set honey
25/07/2023	FuelGenie	DD	21.15		3.52	4444 400	17.63	Unleaded for mower
31/07/2023	SSE Plc	DD	40.42		1.92	4431 400	38.50	Mnthly toilet electricity
Total Payments:			153,395.96	0.00	3,347.56		150,048.40	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	86,843	500	(86,343)			17368.7	
1500 Hall Hire	5,416	12,500	7,085			43.3%	
Administration :- Income	92,259	13,000	(79,259)			709.7%	0
4100 I.T	1,647	4,000	2,353		2,353	41.2%	
4101 Charges	139	500	361		361	27.9%	
4115 Travel Expenses	71	600	529		529	11.9%	
4120 Town Hall	11,255	35,000	23,745		23,745	32.2%	
4121 Gas	1,261	7,000	5,739		5,739	18.0%	
4122 Electricity	748	5,700	4,952		4,952	13.1%	
4130 Photocopying	1,022	3,000	1,978		1,978	34.1%	
4135 Postage	158	500	342		342	31.6%	
4140 Stationery	169	1,500	1,331		1,331	11.3%	
4145 Admin Team PAYE/LGPS	83,662	278,216	194,554		194,554	30.1%	
4150 Office Equipment	0	4,000	4,000		4,000	0.0%	
4160 Telephone/Fax	619	1,800	1,181		1,181	34.4%	
4165 Insurance	10,634	11,150	516		516	95.4%	
4170 Sundry Expenses	392	1,500	1,108		1,108	26.1%	
4175 Audit & Legal	1,978	10,000	8,022		8,022	19.8%	
4180 Affiliation Fees	2,895	5,000	2,105		2,105	57.9%	
4185 Members -Conferencing/Training	175	4,000	3,825		3,825	4.4%	
4190 Staff -Conferencing/Training	4,241	6,500	2,259		2,259	65.2%	
4195 Payroll Charges	330	900	570		570	36.7%	
4200 Petty Cash	166	700	534		534	23.8%	
Administration :- Indirect Expenditure	121,562	381,566	260,004	0	260,004	31.9%	0
Net Income over Expenditure	(29,304)	(368,566)	(339,262)				
<u>200 Planning & Transport</u>							
4600 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%	
Planning & Transport :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
<u>300 Community</u>							
1300 Information Sales Income	15,608	75,000	59,392			20.8%	
1310 Witham Festival Income	5,120	1,500	(3,620)			341.3%	
1311 King's Coronation Income	1,628	500	(1,128)			325.6%	
1509 Christmas Events	1,105	750	(355)			147.3%	
Community :- Income	23,461	77,750	54,289			30.2%	0

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Community Team PAYE/LGPS	25,676	82,886	57,210		57,210	31.0%	
4305 Remembrance	250	1,200	950		950	20.8%	
4310 Silver Cinema	200	300	100		100	66.7%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4340 Christmas Decorations	4,212	10,600	6,388		6,388	39.7%	
4345 Information Centre Purchases	8,280	65,000	56,720		56,720	12.7%	
4355 Information Centre Administrat	541	3,250	2,709		2,709	16.6%	
4360 Community Grant Aid	0	15,000	15,000		15,000	0.0%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4371 Community Safety	0	1,500	1,500		1,500	0.0%	
4372 CCTV	2,692	10,000	7,308		7,308	26.9%	
4373 Special Constable Expenses	851	5,000	4,149		4,149	17.0%	
4374 Special Constable Recruitment	289	1,000	711		711	28.9%	
4375 Other Community Support	459	1,500	1,041		1,041	30.6%	
4376 Halloween	0	2,000	2,000		2,000	0.0%	
4377 Easter Trail	1,313	1,650	337		337	79.6%	
4380 Witham Festival	8,794	23,000	14,206		14,206	38.2%	
4381 King's Coronations	9,350	10,000	650		650	93.5%	
4382 Civic Event	2,062	2,500	438		438	82.5%	
4390 Christmas Events & Tree	0	3,200	3,200		3,200	0.0%	
4395 New Events Improvements	0	1,500	1,500		1,500	0.0%	
Community :- Indirect Expenditure	74,967	252,586	177,619	0	177,619	29.7%	0
Net Income over Expenditure	(51,506)	(174,836)	(123,330)				
400 Environment							
1401 Dog & Bench Sponsorship Scheme	2,560	1,650	(910)			155.2%	
Environment :- Income	2,560	1,650	(910)			155.2%	0
4400 Operations PAYE/LGPS	52,998	177,454	124,456		124,456	29.9%	
4420 Equipment Supplies & Maintenanc	153	8,000	7,847		7,847	1.9%	
4425 Lighting Maintenance & Utility	810	4,000	3,190		3,190	20.2%	
4431 Toilet Block - Town Park	504	10,500	9,996		9,996	4.8%	
4432 New Tree Planting	0	2,000	2,000		2,000	0.0%	
4433 Tree Maintenance	181	5,000	4,819		4,819	3.6%	
4435 River Walk Project Management	0	10,000	10,000		10,000	0.0%	
4436 Dog Bin Maintenance	0	600	600		600	0.0%	
4437 Dog & Bench Schemes	2,112	1,200	(912)		(912)	176.0%	
4444 Fleet	1,368	6,000	4,632		4,632	22.8%	
4445 Open Spaces General	1,335	2,500	1,165		1,165	53.4%	
4446 James Cooke Wood	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4447 River Walk	1,050	3,000	1,950		1,950	35.0%	
4448 Whetmead LNR	4,541	2,000	(2,541)		(2,541)	227.0%	
4452 River Walk Signage	2,038	3,000	962		962	67.9%	
4453 Litter Bins	0	3,000	3,000		3,000	0.0%	
4455 Witham in Bloom	6,715	12,700	5,986		5,986	52.9%	
4457 Waste Disposal	0	1,200	1,200		1,200	0.0%	
Environment :- Indirect Expenditure	73,805	254,154	180,349	0	180,349	29.0%	0
Net Income over Expenditure	(71,245)	(252,504)	(181,259)				
<u>500 Policy & Resources</u>							
1510 Interest Received	3,904	5,000	1,097			78.1%	
Policy & Resources :- Income	3,904	5,000	1,097			78.1%	0
4500 Instructions & Reports	0	8,000	8,000		8,000	0.0%	
4503 Communications & Exhibitions	1	1,500	1,499		1,499	0.1%	
4505 Civic Receptions	0	2,300	2,300		2,300	0.0%	
4510 Christmas Expenses	0	2,700	2,700		2,700	0.0%	
4515 Mayor's Allowance	2,171	2,000	(171)		(171)	108.6%	
4516 Civic Gesture	85	500	415		415	17.0%	
4517 Members Allowance	5,900	8,000	2,100		2,100	73.8%	
4525 Newsletter & Publications	2,845	12,500	9,655		9,655	22.8%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	11,003	38,500	27,497	0	27,497	28.6%	0
Net Income over Expenditure	(7,099)	(33,500)	(26,401)				
<u>600 Precept</u>							
1600 Precept	398,571	797,141	398,570			50.0%	
Precept :- Income	398,571	797,141	398,570			50.0%	0
Net Income	398,571	797,141	398,570				
<u>900 EMR Movement</u>							
8000 CapIn - Environment	5,501	0	(5,501)			0.0%	1,612
EMR Movement :- Income	5,501	0	(5,501)				1,612
9000 CapEx - Planning	(20,655)	0	20,655		20,655	0.0%	20,655
9001 CapEx - Environment	12,240	0	(12,240)		(12,240)	0.0%	12,240
9002 CapEx - Community	65	0	(65)		(65)	0.0%	65
EMR Movement :- Indirect Expenditure	(8,350)	0	8,350	0	8,350		32,960
Net Income over Expenditure	13,851	0	(13,851)				
7000 plus Transfer from EMR	12,305						
7001 less Transfer to EMR	22,267						

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>3,889</u>						
Grand Totals:- Income	526,255	894,541	368,286			58.8%	
Expenditure	272,987	928,806	655,819	0	655,819	29.4%	
Net Income over Expenditure	<u>253,268</u>	<u>(34,265)</u>	<u>(287,533)</u>				
plus Transfer from EMR	12,305						
less Transfer to EMR	22,267						
Movement to/(from) Gen Reserve	<u>243,306</u>						

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 NIL	0.00		0.00
321 NIL	0.00		0.00
322 NIL	0.00		0.00
323 EMR- Streetlighting Sinking Fu	2,000.00	2,000.00	4,000.00
324 EMR- Tree Maintenance	0.00	4,000.00	4,000.00
325 EMR - Riverwalk Cycleways	60,000.00	-14,558.00	45,442.00
326 EMR - Neighbourhood Plan	0.00	3,000.00	3,000.00
330 EMR - Puppet Festival	0.00		0.00
333 EMR - Community Safety /CCTV	20,000.00	-10,000.00	10,000.00
335 EMR - Highways Devolution	27,772.64		27,772.64
336 EMR - Acquisitions	0.00		0.00
340 EMR - Land Improvement	40,000.00		40,000.00
345 EMR - Vehicle Replacement Fund	0.00		0.00
346 EMR - Equipment Replacement	30,000.00		30,000.00
350 EMR - Street Furniture Renew	20,000.00	-20,000.00	0.00
355 EMR - Major Repairs & Renewals	4,370.00	10,630.00	15,000.00
356 EMR - Town Hall Development	0.00		0.00
357 EMR - Winter Wonderland	0.00		0.00
358 EMR - J C Wood Imp Plan	50,000.00	-40,000.00	10,000.00
359 EMR - Whetmead Imp Plan	12,150.00	-12,150.00	0.00
360 EMR - Election Expenses	3,744.10	11,255.90	15,000.00
361 EMR - Members Allowance	0.00		0.00
362 Allotment Control Accoun	11,440.03	370.46	11,810.49
363 EMR - Safer Streets	0.00	97,215.00	97,215.00
390 Events Control Account	4,955.59	-65.00	4,890.59
	<u>286,432.36</u>	<u>31,698.36</u>	<u>318,130.72</u>



Officer Report: Treasury & Investment review

Issue: It has been suggested by members that the Council should consider investing funds with CCLA Investment Management Ltd who manage a Public Sector Deposit Fund. The fund provides the opportunity for Local Authorities to 'pool' their funds. This creates a larger amount within the fund and so increases the return on investment.

CCLA Investment Management Ltd are a UK registered institution but as of May 2023 around 65% of their exposure is with banks domiciled outside of the UK, although these institutions credit ratings are comparable to those of Lloyds Bank.

The short term average gross yield for 7 days as at the 11th Sep 23 was 5.33 and the 30 day yield was 5.33 (before costs). The Gross rate on the Lloyds Bank 95Day Notice account is 2.80% and Unity Trust Instant Access Account 2.75%.

The Statutory Guidance on Local Government Investments states that 'when entering into treasury management investments, local authorities should consider security, liquidity and yield in that order of importance. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities'.

The current Treasury Policy states that investments should not exceed a term of 12 months.

Advice:

Members to decide whether to invest funds into the CCLA Investment Management Ltd Public Sector Deposit Fund and for which period.

Impact Assessment

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

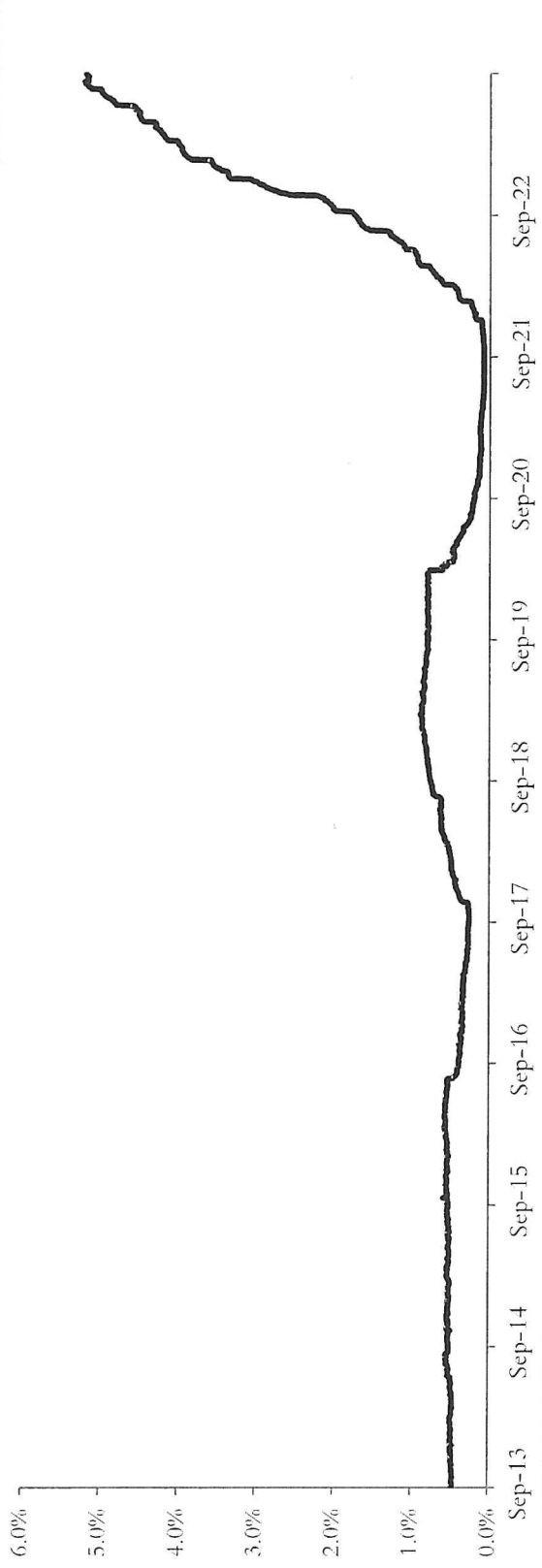
- (a) Biodiversity – no negative impact.
- (b) Crime and disorder – no impact.
- (c) Climate – no negative impact.

The Public Sector Deposit Fund

Fund's Gross Yield (%)

Dividend Factor: 0.000142776

as at the close of business on 11 September 23: **5.2113%**



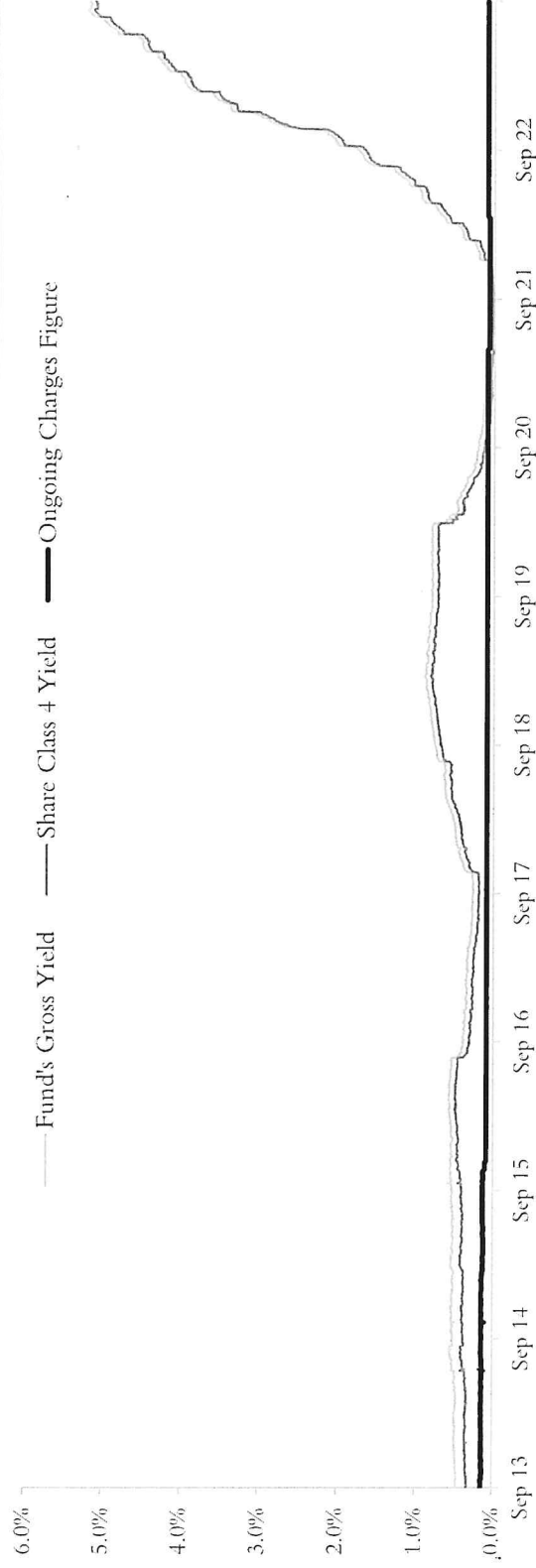
This document is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. To ensure you understand whether the product is suitable, please read the key investor information document (KIID) and the prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund (PSDF) is a UK short-term Low Volatility Net Asset Value (LVNAV) Qualifying Money Market Fund. **Investors should note that investing in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment.** Although it is intended to maintain a constant net asset value, there can be no assurance that it will be maintained. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value. The risk of loss of principal is borne by the investor. Holdings are subject to change. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited, authorised and regulated by the Financial Conduct Authority.

The Public Sector Deposit Fund

Share Class 4 Ongoing Charges Figure (OCF)

OCF is the sum of Annual Management Charge and all other expenses as at the close of business on 11 Sep 2023: 0.08%

Average OCF over past 12 months: 0.08%



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The Public Sector Deposit Fund

Counterparty Exposure

as at the close of business on 11 September 2023

Total Invested £ 1,073,950,830

BORROWER	Exposure (£)	% of Fund
ABN Amro Bank N.V.	15,000,000	1.4
Bank of Montreal	5,000,000	0.5
Barclays Bank plc	15,000,000	1.4
BNP Paribas	45,000,000	4.2
Canadian Imperial Bank of Commerce	15,000,000	1.4
Citibank N.A.	6,000,000	0.6
Commonwealth Bank of Australia	2,000,000	0.2
Credit Agricole Corporate and Investment Bank	15,000,000	1.4
Credit Industriel et Commercial	25,000,000	2.3
Danske Bank AS	30,000,000	2.8
DBS Bank Limited	75,000,000	7.0
Handelsbanken plc	43,000,000	4.0
HM Treasury	100,000,000	9.3
HSBC Bank plc	1,950,830	0.2
KBC Bank N.V.	20,000,000	1.9
Landesbank Baden-Wuerttemberg	100,000,000	9.3
Lloyds Bank Corporate Markets plc	35,000,000	3.3
Lloyds Bank plc	10,000,000	0.9
Mizuho Bank	30,000,000	2.8
MUFG Bank	40,000,000	3.7
National Australia Bank Limited	21,500,000	2.0
Nationwide Building Society	55,000,000	5.1
NatWest Bank plc	30,000,000	2.8
NatWest Markets plc	6,500,000	0.6
Nordea Bank AB	35,000,000	3.3
Oversea Chinese Banking Corporation	10,000,000	0.9
Rabobank	6,000,000	0.6
Santander UK plc	11,000,000	1.0
Skandinaviska Enskilda Banken AB	5,000,000	0.5
SMBC Bank International plc	40,000,000	3.7
Societe Generale	5,000,000	0.5
Standard Chartered Bank plc	10,000,000	0.9
Sumitomo Mitsui Trust Bank	30,000,000	2.8
Toronto Dominion Bank (The)	46,000,000	4.3
United Overseas Bank Limited	35,000,000	3.3
Yorkshire Building Society	100,000,000	9.3

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as at the close of business on 11 September 23

Transaction Type	Borrower	Maturity Date	Original		Deposit Amount £	% of Fund £
			Term Days	Remaining Days		
WITHIN 1 WEEK						
Current Account	HSBC Bank plc	12-Sep-2023	1	1	1,950,830	0.2%
Call Account	Santander UK plc	12-Sep-2023	1	1	1,000,000	0.1%
Term Deposit	Landesbank Baden-Wuerttemberg	12-Sep-2023	1	1	100,000,000	9.3%
Term Deposit	Yorkshire Building Society	12-Sep-2023	1	1	100,000,000	9.3%
Term Deposit	HM Treasury	12-Sep-2023	1	1	100,000,000	9.3%
Term Deposit	DBS Bank Limited	12-Sep-2023	1	1	75,000,000	7.0%
Term Deposit	Nationwide Building Society	12-Sep-2023	1	1	55,000,000	5.1%
Certificate of Deposit	Credit Agricole Corporate and Investment Bank	12-Sep-2023	125	1	5,000,000	0.5%
Certificate of Deposit	Credit Industriel et Commercial	13-Sep-2023	121	2	10,000,000	0.9%
Certificate of Deposit	Santander UK plc	15-Sep-2023	190	4	5,000,000	0.5%
Certificate of Deposit	Nordea Bank AB	18-Sep-2023	367	7	5,000,000	0.5%
Certificate of Deposit	Credit Industriel et Commercial	18-Sep-2023	367	7	5,000,000	0.5%
WITHIN 30 DAYS						
Certificate of Deposit	Lloyds Bank plc	19-Sep-2023	155	8	5,000,000	0.5%
Certificate of Deposit	Societe Generale	19-Sep-2023	92	8	5,000,000	0.5%
Certificate of Deposit	Sumitomo Mitsui Trust Bank	20-Sep-2023	98	9	10,000,000	0.9%
Certificate of Deposit	Lloyds Bank Corporate Markets plc	21-Sep-2023	274	10	5,000,000	0.5%
Certificate of Deposit	United Overseas Bank Limited	21-Sep-2023	184	10	5,000,000	0.5%
Certificate of Deposit	Credit Industriel et Commercial	22-Sep-2023	129	11	10,000,000	0.9%
Certificate of Deposit	United Overseas Bank Limited	26-Sep-2023	106	15	10,000,000	0.9%
Certificate of Deposit	Skandinaviska Enskilda Banken AB	27-Sep-2023	184	16	5,000,000	0.5%
Certificate of Deposit	Sumitomo Mitsui Trust Bank	28-Sep-2023	98	17	10,000,000	0.9%
Certificate of Deposit	Canadian Imperial Bank of Commerce	29-Sep-2023	182	18	5,000,000	0.5%
Certificate of Deposit	BNP Paribas	02-Oct-2023	119	21	10,000,000	0.9%
Certificate of Deposit	National Australia Bank Limited	03-Oct-2023	183	22	10,000,000	0.9%
Certificate of Deposit	Lloyds Bank Corporate Markets plc	04-Oct-2023	183	23	5,000,000	0.5%
Certificate of Deposit	Citibank N.A.	04-Oct-2023	106	23	1,000,000	0.1%
Certificate of Deposit	Barclays Bank plc	05-Oct-2023	98	24	5,000,000	0.5%
Certificate of Deposit	Santander UK plc	06-Oct-2023	100	25	5,000,000	0.5%
Certificate of Deposit	Citibank N.A.	06-Oct-2023	88	25	5,000,000	0.5%
Certificate of Deposit	SMBC Bank International plc	09-Oct-2023	90	28	10,000,000	0.9%
Certificate of Deposit	Mizuho Bank	10-Oct-2023	99	29	10,000,000	0.9%
Certificate of Deposit	NatWest Markets plc	10-Oct-2023	365	29	1,500,000	0.1%
Certificate of Deposit	NatWest Bank plc	11-Oct-2023	153	30	10,000,000	0.9%
WITHIN 90 DAYS						
Certificate of Deposit	United Overseas Bank Limited	12-Oct-2023	122	31	10,000,000	0.9%
Certificate of Deposit	National Australia Bank Limited	12-Oct-2023	365	31	1,500,000	0.1%
Certificate of Deposit	MUFG Bank	13-Oct-2023	92	32	10,000,000	0.9%
Certificate of Deposit	Danske Bank AS	16-Oct-2023	123	35	10,000,000	0.9%
Certificate of Deposit	Credit Agricole Corporate and Investment Bank	17-Oct-2023	92	36	10,000,000	0.9%
Certificate of Deposit	SMBC Bank International plc	18-Oct-2023	92	37	10,000,000	0.9%
Certificate of Deposit	SMBC Bank International plc	19-Oct-2023	129	38	10,000,000	0.9%
Certificate of Deposit	BNP Paribas	20-Oct-2023	100	39	10,000,000	0.9%
Certificate of Deposit	Handelsbanken plc	23-Oct-2023	124	42	3,000,000	0.3%
Certificate of Deposit	MUFG Bank	24-Oct-2023	84	43	10,000,000	0.9%
Certificate of Deposit	Oversea Chinese Banking Corporation	25-Oct-2023	72	44	10,000,000	0.9%
Certificate of Deposit	MUFG Bank	26-Oct-2023	86	45	10,000,000	0.9%
Certificate of Deposit	Sumitomo Mitsui Trust Bank	27-Oct-2023	79	46	10,000,000	0.9%
Certificate of Deposit	KBC Bank N.V.	31-Oct-2023	84	50	10,000,000	0.9%
Certificate of Deposit	Rabobank	01-Nov-2023	196	51	5,000,000	0.5%
Certificate of Deposit	ABN Amro Bank N.V.	01-Nov-2023	86	51	5,000,000	0.5%

Certificate of Deposit	NatWest Bank plc	02-Nov-2023	167	52	10,000,000	0.9%
Certificate of Deposit	Mizuho Bank	03-Nov-2023	109	53	10,000,000	0.9%
Certificate of Deposit	United Overseas Bank Limited	06-Nov-2023	125	56	10,000,000	0.9%
Certificate of Deposit	KBC Bank N.V.	07-Nov-2023	118	57	10,000,000	0.9%
Certificate of Deposit	Danske Bank AS	08-Nov-2023	126	58	5,000,000	0.5%
Certificate of Deposit	Handelsbanken plc	09-Nov-2023	122	59	10,000,000	0.9%
Certificate of Deposit	Mizuho Bank	10-Nov-2023	95	60	10,000,000	0.9%
Certificate of Deposit	BNP Paribas	13-Nov-2023	273	63	5,000,000	0.5%
Certificate of Deposit	Toronto Dominion Bank (The)	14-Nov-2023	215	64	10,000,000	0.9%
Certificate of Deposit	MUFG Bank	16-Nov-2023	105	66	10,000,000	0.9%
Certificate of Deposit	Handelsbanken plc	17-Nov-2023	123	67	10,000,000	0.9%
Certificate of Deposit	Toronto Dominion Bank (The)	21-Nov-2023	273	71	10,000,000	0.9%
Certificate of Deposit	Danske Bank AS	24-Nov-2023	123	74	10,000,000	0.9%
Certificate of Deposit	Handelsbanken plc	01-Dec-2023	120	81	10,000,000	0.9%
Certificate of Deposit	Lloyds Bank plc	04-Dec-2023	122	84	5,000,000	0.5%
Certificate of Deposit	NatWest Bank plc	05-Dec-2023	153	85	10,000,000	0.9%
Certificate of Deposit	ABN Amro Bank N.V.	06-Dec-2023	112	86	10,000,000	0.9%
Certificate of Deposit	Canadian Imperial Bank of Commerce	07-Dec-2023	183	87	10,000,000	0.9%
Certificate of Deposit	Bank of Montreal	08-Dec-2023	364	88	5,000,000	0.5%

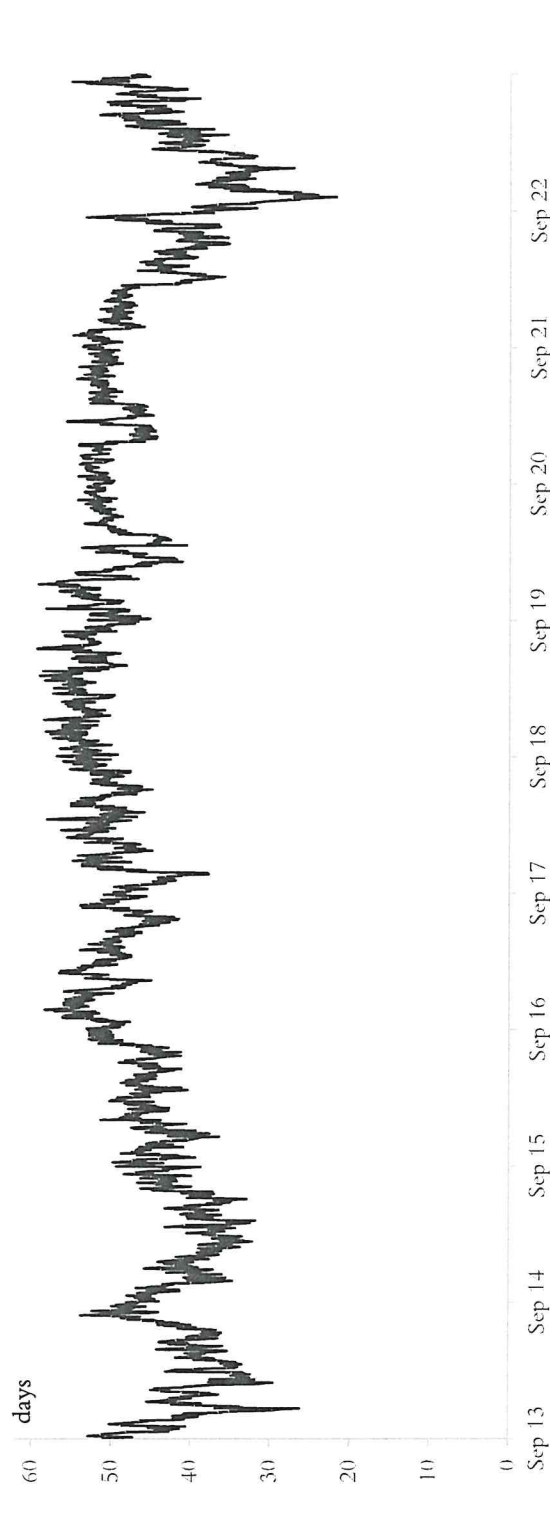
BEYOND 90 DAYS

Certificate of Deposit	Handelsbanken plc	11-Dec-2023	126	91	10,000,000	0.9%
Certificate of Deposit	SMBC Bank International plc	12-Dec-2023	126	92	5,000,000	0.5%
Certificate of Deposit	SMBC Bank International plc	13-Dec-2023	127	93	5,000,000	0.5%
Certificate of Deposit	Toronto Dominion Bank (The)	14-Dec-2023	244	94	10,000,000	0.9%
Certificate of Deposit	Barclays Bank plc	29-Dec-2023	358	109	5,000,000	0.5%
Certificate of Deposit	National Australia Bank Limited	05-Jan-2024	266	116	5,000,000	0.5%
Certificate of Deposit	Danske Bank AS	08-Jan-2024	124	119	5,000,000	0.5%
Certificate of Deposit	National Australia Bank Limited	19-Jan-2024	274	130	5,000,000	0.5%
Certificate of Deposit	Barclays Bank plc	01-Feb-2024	365	143	5,000,000	0.5%
Certificate of Deposit	Nordea Bank AB	08-Feb-2024	184	150	10,000,000	0.9%
Certificate of Deposit	Nordea Bank AB	14-Feb-2024	189	156	5,000,000	0.5%
Certificate of Deposit	Standard Chartered Bank plc	15-Feb-2024	365	157	5,000,000	0.5%
Certificate of Deposit	BNP Paribas	16-Feb-2024	364	158	5,000,000	0.5%
Certificate of Deposit	Lloyds Bank Corporate Markets plc	22-Feb-2024	365	164	5,000,000	0.5%
Certificate of Deposit	NatWest Markets plc	04-Mar-2024	182	175	5,000,000	0.5%
Certificate of Deposit	Rabobank	05-Mar-2024	365	176	1,000,000	0.1%
Certificate of Deposit	BNP Paribas	07-Mar-2024	182	178	10,000,000	0.9%
Certificate of Deposit	BNP Paribas	08-Mar-2024	365	179	5,000,000	0.5%
Certificate of Deposit	Toronto Dominion Bank (The)	19-Apr-2024	365	221	5,000,000	0.5%
Certificate of Deposit	Commonwealth Bank of Australia	22-Apr-2024	368	224	2,000,000	0.2%
Certificate of Deposit	Toronto Dominion Bank (The)	02-May-2024	366	234	5,000,000	0.5%
Certificate of Deposit	Lloyds Bank Corporate Markets plc	09-May-2024	366	241	5,000,000	0.5%
Certificate of Deposit	Lloyds Bank Corporate Markets plc	30-May-2024	366	262	5,000,000	0.5%
Certificate of Deposit	Lloyds Bank Corporate Markets plc	07-Jun-2024	364	270	5,000,000	0.5%
Certificate of Deposit	Toronto Dominion Bank (The)	10-Jun-2024	368	273	5,000,000	0.5%
Certificate of Deposit	Nordea Bank AB	17-Jun-2024	368	280	5,000,000	0.5%
Certificate of Deposit	Lloyds Bank Corporate Markets plc	04-Jul-2024	366	297	5,000,000	0.5%
Certificate of Deposit	Nordea Bank AB	05-Jul-2024	364	298	5,000,000	0.5%
Certificate of Deposit	Toronto Dominion Bank (The)	22-Jul-2024	367	315	1,000,000	0.1%
Certificate of Deposit	Nordea Bank AB	01-Aug-2024	366	325	5,000,000	0.5%
Certificate of Deposit	Standard Chartered Bank plc	11-Sep-2024	366	366	5,000,000	0.5%

The Public Sector Deposit Fund

Weighted Average Maturity (in days) to reset

as at the close of business on 11 September 23: 47.22 days



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The Public Sector Deposit Fund

Investment Monitor Summary

Changes are over the past 7 days

as at the close of business on 11 September 2023

Liquidity Fund	Min Initial Investment £	7-day Gross yield (%)	Chge (bps)	30-day Gross yield (%)	Chge (bps)	Portfolio Assets (£m)	Chge (%)	WAM to reset	Chge (days)	WAM to life	Chge (days)	Ratings
CCLA - PSDF	25k	5.33	0.01	5.32	0.01	1078.22	0.85	47.22	-0.69	47.22	-0.69	AAA _{mmf}

Source: CCLA Investment Management Limited

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The Public Sector Deposit Fund

Top Ten Holdings

11 September 2023

BORROWER and the COUNTRY of ORIGIN	Transaction Type and Maturity	Amount (£)
HM Treasury - UK	Term Deposit 12/Sep/23	100,000,000
Landesbank Baden-Wuerttemberg - GER	Term Deposit 12/Sep/23	100,000,000
Yorkshire Building Society - UK	Term Deposit 12/Sep/23	100,000,000
DBS Bank Limited - SIN	Term Deposit 12/Sep/23	75,000,000
Nationwide Building Society - UK	Term Deposit 12/Sep/23	55,000,000
ABN Amro Bank N.V. - NTH	Certificates of Deposit 06/Dec/23	10,000,000
BNP Paribas - FRA	Certificates of Deposit 02/Oct/23	10,000,000
BNP Paribas - FRA	Certificates of Deposit 20/Oct/23	10,000,000
BNP Paribas - FRA	Certificates of Deposit 07/Mar/24	10,000,000
Canadian Imperial Bank of Commerce - CAN	Certificates of Deposit 07/Dec/23	10,000,000

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Witham Town Council: Treasury & Investment Policy

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

Policy Overview

This policy explains the protocol in which the Town Council manages its investments, reserves and deposits.

Investment Strategy & Objectives

1. This policy is created in accordance with the Local Government Act 2003 and advice issued by the Secretary of State for Levelling Up, Housing and Communities on the management of local authority investments.
2. The Council's investment priorities are the security of reserves followed by the liquidity of investments.
3. Town Council investments are managed by the Responsible Financial Officer and all investments must be approved by the Policy & Resources Committee or Full Council.
4. All investments are made in sterling with UK registered institutions only.
5. No investment will exceed a term of 12 months.
6. The Town Council shall only invest with banks & building societies which it defines as "High Credit Quality", in accordance with departmental guidance on Local Authority investments.

Balances & Earmarked Reserves

7. The Town Council will ' earmark ' reserve funds as part of the annual budgeting process.
8. The Town Council's current account balance shall be maintained at approximately one half of the annual precept, with all other funds held in fixed deposits or notice accounts of varying lengths.
9. The balances of the Mayor's Appeal Account are exempt from this policy.

Reporting of Investments

10. The RFO will provide regular reports to the Policy & Resources Committee on the expenditure and movement of earmarked reserves and maturity of investments with a range of reinvestment options and advice.

Borrowing

11. The Town Council may borrow money upon resolution by Full Council from the Debt Management Office as it sees fit or the Council's own bank overdraft.
12. No other source of borrowing is permitted.

Revision

13. Any revisions to the Council's Treasury & Investment Policy can only be approved by Full Council.
14. The Policy & Resources Committee shall be responsible for the annual review of this policy prior to the commencement of the new financial year and propose any recommended changes to Full Council for adoption.

Forecasting

15. The Estimates Sub-Committee will produce as part of its annual budgetary recommendations, a three-year forecast of anticipated expenditure including the planning of future reserves.

Agreed at Minute 26, Annual Meeting held 16th May 2022

Reviewed: Policy and Resources Committee 18th September 2023

Review Date: 15th May 2023 (AM)

POLICY NO: WTC/003 - FULL COUNCIL

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Witham Town Council – Fire Safety Policy

Policy Overview

This policy has been prepared to help Witham Town Council comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005. The Town Council is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, Councillors, service users and other persons who may be affected by its activities. This fire safety policy also forms part of the Town Council's general health and safety policy.

The Responsible Person

The overall responsibility for fire safety resides with the Town Council. The Town Council's responsibility for ensuring the implementation of this policy will be managed through the Town Clerk and/or an appointed officer. They will be responsible for ensuring that:

- Current fire regulations are met.
- Appropriate fire safety policies are in place to reduce the risk of an outbreak of fire and to reduce the risk of the spread of fire.
- Appropriate means of escape are in place.
- The Town Council's fire risk assessments are carried out by a competent person.
- Matters arising from fire risk assessments are addressed promptly.
- Appropriate records and documentation in respect of fire safety management are maintained.

Fire Marshals

The Town Clerk will appoint and train an appropriate number of fire marshals who will:

- Assist with the co-ordination of fire safety matters.
- Assist in evacuations.
- Make contact and provide information to the local Fire and Rescue Service.

Duties of Staff

Each staff member is responsible for maintaining a fire safe environment for all staff and visitors. Staff have an individual responsibility to prevent the outbreak of fire and to ensure they do not place themselves or others at risk of harm. Staff should make themselves aware of the Town Council's fire safety procedures and follow these established procedures for the management of an actual or suspected fire incident.

Hirers of Town Hall Facilities

Regular and occasional hirers of the Town Hall are required to comply with the fire safety evacuation procedures provided as part of their booking. Hirers must provide details of their activity and inform the Town Council if they intend to bring any electrical appliance on site. Hirers are responsible for ensuring that they maintain a fire safe environment during their period of hire and must comply with the booking conditions. Occasional hirers are reminded of the fire safety evacuation procedures at

the start of their period of hire and copies of the fire safety evacuation are displayed around the premises.

Contractors and Other Visitors

All contractors employed by the Town Council on its premises should be made aware of the fire safety procedures. They have an individual responsibility to prevent the outbreak of fire and to ensure they do not place themselves or others at risk of harm. Staff should ensure that contractors work in a fire safe manner. Staff should brief the evacuation procedures to all visitors who enter the premises beyond the public areas. These visitors should not be left alone unless they are aware of, or familiar with available escape routes.

Staff Training

All staff shall receive a fire safety briefing on their first day at work to include:

- Their responsibilities in respect of fire safety.
- Fire evacuation procedures.
- Specific hazards or fire risks in their working area.

All staff including part time staff, will receive appropriate fire safety training as soon as practicable following the start of their employment with the Town Council. Refresher training will be provided if and when:

- Material changes are made to the premises.
- Staff activities warrant further training.
- A fire risk assessment indicated deficiencies.
- A staff appraisal considers refresher training appropriate.

Staff appointed as Fire Marshalls will receive appropriate additional training as required.

Documents and Records

The Town Council are responsible for keeping appropriate fire safety records for the Town Hall. These will be kept in good order, up to date and available for scrutiny at any time. The records will include:

- The fire safety policy.
- Fire evacuation procedures.
- Copies of fire risk assessments.
- Records of fire training and fire drills.
- Records of annual inspection and testing of firefighting equipment.
- Records of periodic testing of emergency lighting and fire alarms.
- Records of all maintenance to fire detection and alarm systems.
- Records of storage of any hazardous substances.
- Records of any unwanted alarm activations and action taken.
- Plans of the Town Hall and any evacuation routes.

Maintenance of Fire Safety Systems And Equipment

The results of all test, maintenance, faults and actions taken in respect of fire safety systems and equipment shall be retained. Items to be maintained include any alarms and detection equipment,

fire-fighting equipment, emergency lighting, fire doors and exits and any literature such as fire notices and evacuations procedures.

Fire Risk Assessments

Written fire risk assessments will be produced by the Town Council for each of its premises by a competent person in line with current guidance. These will be subject to an annual review as well as any additional reviews due to material change or alteration to the building, or if there has been a significant change in the activity carried out on the premises.

Procedures

The Town Council will periodically practice fire evacuation procedures in line with the recommendation of the fire risk assessments. All established escape routes will be kept in working order and free from obstruction and combustible material at all times. Operation of fire doors will be tested in line with the recommendations of the fire risk assessments. Fire-fighting equipment will be provided in line with the recommendation of the fire risk assessments and these will be regularly serviced and maintained by a competent person. Staff are required to report any defective or missing equipment to the Town Clerk.

An appropriate fire alarm and detection system will be provided in the Town Hall. The type and extent of the alarm will be determined by the findings of the fire risk assessments. Alarm systems will be regularly maintained and tested. Maintenance and tests will be recorded in the fire log.

Emergency lighting will be provided for escape routes where applicable. The need for and the extent of emergency lighting will be determined by the findings of the fire risk assessments. Emergency lighting will be regularly maintained and tested. Maintenance and tests will be recorded in the fire log.

All fire resisting doors and partitions will be kept in good order as part of regular maintenance programmes. Staff are required to ensure that any fire door provided remains closed unless it is retained by an automatic release magnet.

Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes as determined by the fire risk assessments.

Adopted: Policy and Resources 03.10.2022 (Minute 18)

Reviewed: Policy and Resources 18.09.2023

Review date: October 2024

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Financial Risk Assessment

CONDUCTED BY THE FINANCIAL SCRUTINY PANEL

Interim Assessment / ~~End of Year Assessment~~

PANEL MEMBERS:

Councillor	P.R Barlow
Councillor	B Fleet
Councillor	E Adelaja

OFFICERS:

N. Smith	(Responsible Financial Officer)
C. Strachan	(Assistant RFO)

Panel date: 8th September 2023

The financial scrutiny panel was constituted by resolution to ensure a thorough and transparent process is in place to actively scrutinise the actions of officers who control the financial administration of Witham Town Council.

The panel exists to make recommendations to officers and suggest process changes and new processes where required, with any such recommendations being endorsed by the Policy & Resources Committee.

Summary of Recommendations:

Section 1: Budget Management

Section 2: Administration

Section 3: Policy & Internal Control

Section 4: Tenders

Section 5: Other Recommendations

FINANCIAL RISK ASSESSMENT

SECTION ONE: BUDGET MANAGEMENT

Item	YES	NO	REC	Evidence:
1. Have the Council's Financial Regulations been followed?	√			Waiver scheme introduced and added to Financial Regulations
2. Has each committee approved a draft budget and corresponding business plan for the current financial year?	√			Gold status postponed due to Safer Streets. To be applied for in Mar/Apr 24.
3. Did the Estimates Sub-Committee make recommendations to Full Council on each budget ahead of setting the precept?	√			
4. Have the budgets set by Council been followed by the relevant committees?	√			
5. Has the Council followed due process in setting the annual precept?	√			
6. Has the Council kept within its respective committee budgets for the year to date?	√			Exception reports on P&R agenda
7. Has each committee received a budget report as part of its agenda papers?	√			
8. Have regular reports on the financial status of the Council been made to the Policy and Resources Committee?	√			
9. Has the Clerk sought approval from the Council for expenditure and emergency expenditure outside of the Scheme of Delegation?	√			None to date
10. Have Members received recommendations on appropriate budget virements where required?	√			None to date
11. Are all earmarked reserves duly accounted for and up to date?	√			Published to P&R quarterly
12. Can officers provide the panel with an up to date analysis of the general reserves and balances of the Council?	√			Published to P&R quarterly

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SECTION TWO: ADMINISTRATION

Item	YES	NO	REC	Evidence:
1. Have officers complied with Financial Regulations in terms of general administration?	√			1 breach. Action taken immediately to resolve
2. Have accounting procedures been followed in accordance with the Account & Audit Regulations 2015?	√			
3. Was the Annual Governance & Accountability Statement (AGAR) completed as soon as practically possible and referred to Council?	√			Approved by P&R
4. Have members considered a supporting set of accounts that correspond to the AGAR?	√			Evidence noted by FSP
5. Have arrangements been made for an end of year internal audit to take place?	√			Interim Audit booked for Oct 23
6. Are adequate arrangements in place for the public inspection of documents including minutes and agenda papers?	√			Advertised by the Town Council
7. Is the financial scrutiny panel meeting as planned?	√			
8. Has the Policy & Resources Committee considered copies of receipts, payments and corresponding bank reconciliations?	√			Evidence noted by FSP
9. Are reconciliation documents supported by a corresponding bank statement?	√			Evidence noted by FSP
10. Where used, have cheques received the correct number of signatures and all stubs countersigned?	√			Evidence noted by FSP
11. Have BACS schedules been duly signed by the current number of signatures and corresponding payments countersigned?	√			Evidence noted by FSP
12. Have three signatures been sought for all expenditure in excess of £4,000?	√			Evidence noted by FSP
13. Is the petty cash account balanced with all supporting paperwork present?	√			Evidence noted by FSP
14. Has the RFO/Assist RFO countersigned each petty cash receipt?	√			Evidence noted by FSP
15. Do all receipts booked have a corresponding invoice present?	√			Evidence noted by FSP
16. Have all invoices for payment been initialled by signatories?	√			Evidence noted by FSP

Item	YES	NO	REC	Evidence:
17. Are a range of signatories being used for all payments being made by the Council?	√			6 signatories
18. Has a mandate been sought by officers for any borrowing of funds including from the DMO (if applicable)?		√		
19. Is the VAT control account in order and supported with a corresponding VAT file detailing return claims, dates of claims and items of expenditure being claimed for?	√			VAT consultant due to review in Sep
20. Have all Direct Debit mandates been accounted for and duly signed by at least two signatories?	√			Evidence noted by FSP
21. Have all receipts payable to the Council been deposited on a best endeavour basis?	√			
22. Do all paying-in books correspond with receipts present in the cashbook?	√			Evidence noted by FSP
23. Have payments to staff to defray expenses incurred on behalf of the Council been made?	√			Occasional occurrences
24. Are credit card statements supported by corresponding VAT invoices and all credit card expenditure made in accordance with financial regulations?	√			
25. Has the Council published a Privacy Notice which has been reviewed in the last twenty four months?	√			Review due Mar 24
26. Does the Council possess a Data/Document retention policy and actively file, archive and dispose of data in accordance with that policy?	√			Regular Policy reviews

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SECTION THREE: POLICY & INTERNAL CONTROL

Item	YES	NO	REC	Evidence:
1. Has the Council reviewed its schedule of hire charges within the last twelve months?	√			Town Clerk reviews on an ad hoc basis
2. Are all investments being managed in accordance with the Town Council's Treasury and Investment Management Policy?	√			New Instant Access Savings Account opened to provide interest on balances
3. Are all insurances schedules up to date and provide adequate cover for all services provided including fidelity guarantee insurance?	√			Evidence noted by FSP
4. Is a current copy of Employer's Liability insurance present and in date?	√			Evidence noted by FSP
5. Can officers demonstrate that all vehicles have Vehicle Excise Duty, a current MOT paid and in date and up to date vehicle insurance?	√			Evidence noted by FSP
6. Is an up to date copy of the Council's registration with the Information Commissioners Office present and available for inspection?	√			Evidence noted by FSP
7. Have all internal payments (E.g Information Centre Payment Requests) been raised via an Internal Payment Request form?	√			
8. Examine the payments folders. Has each invoice been duly marked with an 'Approved for Payment' stamp and initialled by the approving officer?	√			Evidence noted by FSP
9. Have all invoices been conspicuously marked with a four digit nominal code?	√			
10. Can officers provide evidence that all BACS payments made in relation to salaries correspond to payroll schedules?	√			Evidence noted by FSP
11. Are all payments of sums due to HMRC correctly accounted for?	√			Evidence noted by FSP
12. Are all LGPS payments supported with a balancing PN11 return?	√			Evidence noted by FSP
13. Have all travel claims been duly marked with an 'Approved for Payment' stamp? Where parking or other expenses are claimed, are supporting tickets or receipts attached to the claim?	√			
14. Has a stock check been conducted for the Information Centre within the last twelve months?	√			Mini check completed monthly. Full check completed annually
15. Have the financial regulations been reviewed by the Council in the last twelve months?	√			Waiver added

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SECTION FOUR: TENDERS

Item	YES	NO	REC	Evidence:
1. Have any tenders in excess of £25,000 been made within the last twelve months?	√			CCTV. Decision to be made by Full Town Council in Sep
2. Has capital expenditure made from the Earmarked Reserves been approved by the relevant committee?		√		Not required
3. Have all sealed tenders been opened by an officer with a Member present and a record kept?	√			CCTV
4. Are all contracts awarded supported with an appropriate order letter and basic contract terms?		√		CCTV pending
5. Are officers capable of demonstrating that value for money is being sought for general expenditure and procurement?	√			Regular comparisons done. Most recently electricity contract renewal
6. Has there been any incidents of contract dispute in the last twelve months and a record of disputes and outcomes kept?		√		

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SECTION FIVE: OTHER RECOMMENDATIONS

<p>Consider more digital records</p>

Approved by the Financial Scrutiny Panel: (Councillor) _____

Endorsed by the Responsible Financial Officer: _____