



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 6th March 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

M.	Lager	(Chairman)
R.	Williams	(Vice Chairman)
S.	Ager	
K.	Atwill	
P.	Barlow	
J.	Goodman	
C.	Jay	
T.	Pleasance	
M.	Weeks	
J.	Williams	

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 5th December 2022 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

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

5. TOWN CLERK'S REPORT

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

6. 20 MPH SPEED LIMIT IN RESIDENTIAL AREAS

To receive a report concerning the Town Council's policy for 20 mph speed limits in residential areas attached at page 5 .

7. WITHAM TOWN COUNCIL POLICIES

(a) **EQUALITY POLICY**

To receive and review the Equality Policy attached at page 6.

(b) **FREEDOM OF INFORMATION POLICY**

To receive and review the Freedom of Information Policy attached at page 7.

(c) **PRESS AND MEDIA POLICY**

To receive and review the Press and Media Policy attached at page 9.

(d) **PUBLIC COMPLAINTS PROCEDURE**

To receive and review the Public Complaints Procedure attached at page 11.

(e) **TRAINING POLICY**

To receive and review the Training Policy attached at page 14.

(f) **MEMBERS' ALLOWANCE POLICY**

To receive and review the Members' Allowance Policy attached at page 16.

(g) **CCTV POLICY**

To receive and review the CCTV Policy attached at page 18.

8. EVENTS CONTROL ACCOUNT

To receive a report attached at page 21.

9. UNITY TRUST SAVINGS ACCOUNT

To receive a report attached at page 22.

10. TELEPHONE/BROADBAND CONTRACT

To receive a report attached at page 31.

11. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31st January 2023 attached at page 32.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31st January 2023 attached at page 44.

(c) BUDGET STATEMENTS, EXCEPTIONS REPORT AND EARMARKED RESERVES

To receive the Budget Statements Exceptions Report and Earmarked Reserves to 31st January 2023 attached at page 77.

12. 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.

13. PROJECT REPORT

To receive a report on current projects attached at page 82.



Nikki Smith
Town Clerk

NS/GK/28.2.2023

Officer Report: [Town Clerk's Report](#)

The following matters are for members to note:

- As requested, the Valuation Office Agency has completed its review of the Town Hall's Rateable Value and reduced the yearly bill from £9,481 to £7,734 (2022/2023). As well as the refund of £1,746.50 for 2022/2023, a refund of £3033.50 has been received for the overpayments made in previous years since the completion of the Information Centre refurbishment.

Advice:

To receive and note.

[Back to Agenda](#)

Officer Report: 20 mph speed limit in residential areas

Issue:

At Minute 209 of the Planning and Transport Committee Meeting held 9th January 2023, a decision was made not to proceed with a motion to support the 20s Plenty Campaign.

It has been a Town Council policy for a great many years to get 20 mph limits on residential streets and as recent as 11th April 2022 (at Minute 280 of Planning and Transport Committee), Members agreed that a letter be sent to Essex County Council that consideration be given that all residential roads in Witham be subject to 20 mph limit in line with Town Council's aspirations.

Advice:

In view of the Planning and Transport Committee's decision it is necessary for Policy and Resources Committee to review the Town Council's policy that a 20 mph limit be placed on all residential streets.

GK/13.1.2023

[Back to Agenda](#)

Witham Town Council: Equality Policy

Agenda Item 7(a)

Policy Overview

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

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

The Council is committed to:

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

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

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

Witham Town Council's equalities priorities will be kept under review and progress will be monitored against the achievement of the objectives. Remember, if you can't love yourself...

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

Policy Adopted: Full Council 28th June 2021

Reviewed: Policy and Resources Committee March 6th 2023

Review Date: Policy and Resources Committee March 2024

[Back to Agenda](#)

Witham Town Council: Freedom of Information Policy

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

Policy Overview

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

1. Your rights

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

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

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

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

3. Making Requests

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

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

4. Disputing Information Received

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

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

Reviewed: Policy & Resources Meeting held 6th March 2023

Review Date: March 2024

POLICY NO: WTC/005 - POLICY & RESOURCES

[Back to Agenda](#)

Policy Overview

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

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

2. KEY AIMS

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

3. THE LEGAL FRAMEWORK

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

4. CONTACT WITH THE MEDIA

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

domain unless otherwise notified); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

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

5. ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

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

6. PRESS RELEASES

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

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

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

Reviewed: Policy & Resources Committee 6th March 2023

Review Date: March 2024

POLICY NO: WTC/026

[Back to Agenda](#)

Policy Overview

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

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

This policy is designed to ensure that:-

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

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

This Complaints Procedure does not apply to:

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

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

- **Complaints against councillors.**

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

- **Allegations of financial irregularity.**

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

- **Criminal Activity.**

All criminal matters should be raised with Essex Police

Definitions

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

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

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

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

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

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

A resident may provide feedback either –

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

The contact details are set out below.

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

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

Recording comments, compliments and complaints

The Town Clerk is responsible for the Council's comments, compliments and complaints procedure. All staff are aware of the importance of recognising what compliments and complaints are and that they are dealt with appropriately. All compliments and complaints will be recorded and dealt with within the agreed timescale. This allows

the Council to consider feedback, learn from mistakes and to identify improvements and training needs.

Exceptions

The exceptions are as detailed below –

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

Making Your Complaint to the Town Clerk

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

Other Avenues of Complaint

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

Investigation

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

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

- trivial,
- vexatious,
- repetitive or
- frivolous

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

Confidentiality

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

Monitoring

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

Remedies

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

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

Persistent/vexatious complaints

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

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

Back to Agenda

Relationship with Disciplinary Procedure

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

Whistleblowing

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

Town Clerk

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

Monitoring Officer

Braintree District Council
Causeway House
Braintree
Essex CM7 9HB

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

**Reviewed: Policy & Resources Committee 6th
March 2023**

Review Date: March 2024

Policy NO WTC/023

Policy Overview

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

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

To achieve this, WTC is committed to:

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

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

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

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

Evaluating the effectiveness of the training by:

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

Training the Council

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

Keeping the Council Up-to-Date

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

Support for the Council

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

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

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

Reviewed: 6.3.2022

Next review date: March 2024

POLICY NO: WTC/008 - POLICY & RESOURCES

[Back to Agenda](#)

Witham Town Members Allowance Policy

Agenda Item 7(f)

1. Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

An annual allowance shall be made to the Chair of the Council, whether an elected or co-opted member, in accordance with the Local Government Act 1972.

An annual basic allowance shall be made to elected members of the Parish Council, other than the Chair of Council, in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and the amount of such an allowance shall be the same for such members.

This scheme does not provide for any special responsibility allowances, dependants' carers' allowances, travelling and subsistence allowances or co-optees' allowances.

2. Forms of allowance

These regulations permit Town and Parish Councils to pay a basic parish allowance (Regulation 25) to its chairman only or to each of its elected members. Co-opted members do not qualify for the basic parish allowance. The amount payable to the chairman may vary from that of other members but otherwise the sum shall be the same for each member.

The regulations also allow payment of a parish travelling and subsistence allowance (Regulation 26). Travel and subsistence allowance can be paid to elected and co-opted members. Parish and Town Council members are not entitled to claim a dependants' carer's allowance.

The Local Government Act 1972 s.15 (5) states a local council may pay a chairman's allowance for the purpose of enabling him to meet the expenses of his or her office. A co-opted member elected as the chairman is entitled to the chairman's allowance, but not the basic parish allowance.

The basic parish allowance and chairman's allowance are not salaries. They are figures calculated to cover expenses which are normally associated with the duties of being a local councillor. Travelling and subsistence allowances are used to reimburse members for specific expenses incurred while attending meetings, training course or events on behalf of the council.

3. Setting levels of allowances

Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a parish remuneration panel may be established by a responsible authority, which is defined as a district or unitary authority.

When convened, a parish remuneration panel will produce a report making recommendations including:

- The amount of basic parish allowance payable to elected members
- The amount of chairman's allowance payable (if different to the basic parish allowance)
- The amount of travelling and subsistence allowance payable

Parish and Town Councils must take into account these recommendations when setting their levels for allowances.

4. Procedure and payment

Payment of participation allowances (basic parish allowance and chairman's allowance) will be made quarterly to eligible members. Travel and subsistence allowances are treated as expenses, and reclaimed via expenses claim form.

When paying participation allowances to elected members, local councils are obliged by law to deduct income tax, where appropriate, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the allowances are likely to be below the lower earnings limit.

At the end of the financial year, the council must publish a notice in a visible place for a period of at least 14 days stating the total amount that it has paid for all Member allowances.

A member is able to elect in writing to the Clerk that he or she wishes to relinquish all or part of their entitlement to the allowances.

The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a realistic fee can be charged.

Adopted: Policy and Resources Meeting held 6.3.2022

To be reviewed: March 2024

POLICY NO: WTC/054 - POLICY & RESOURCES

[Back to Agenda](#)

Witham Town Council: Public CCTV Policy

Agenda Item 7(g)

Policy Overview

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

Introduction

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

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

- a) the CCTV Code of Practice,
- b) Charter for a democratic use of video-surveillance

3. This policy aims to ensure that the Council's CCTV installations:
 - a) are correctly and efficiently installed and operated.
 - b) The Town Council accepts the principles of the 2018 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed
- processed for limited purposes and not in any manner incompatible with those purposes;
- Adequate, relevant and not excessive;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- Secure; viii. not transferred to countries with inadequate protection;
- subject to guidance on good practice;
- Examples of how to implement the standards and good practice.
- Data will not be used for personal gain or interest

Statement of Purpose

The public CCTV network is used for the following purposes:

- to reduce the fear of crime by persons using Council facilities and the centre of Witham so they can enter and leave without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by
- examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
- To assist all "emergency services" to carry out their lawful duties.

Locational Information

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

System Management

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

System Control

8. On a weekly basis, the Clerk will check and confirm:
 - a) the cameras are functional; and
 - b) the equipment is properly recording
 - c) Maintain a record to confirm inspection.
9. Access to the CCTV System will be strictly limited to the Town Clerk and nominated staff delegates, and other authorised persons, such as Police Officers.
10. Unauthorised persons are not permitted to view live or pre-recorded footage.
11. The CCTV control room at the Council Offices shall be kept locked at all times when not in use.
12. Unless an immediate response to events is required, cameras may not

be re-directed at an individual, their property or a specific group of individuals, without an authorisation being obtained from Clerk for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

13. If covert surveillance is planned or has taken place, copies of the written authorisation, including any review or cancellation, must be returned to the Clerk.
14. Materials or knowledge secured via CCTV will not be used for any commercial purpose.
15. Recorded data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recorded data will never be released to the media for purposes of entertainment.

Retention and disposal of Data

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

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

17. CCTV recorded images may be viewed by the Police for the prevention and detection of crime, authorised officers and members of Witham Town Council for supervisory purposes, discipline reasons or authorised demonstration and training.
18. A record will be maintained of the release of Data through DAMS to the Police or on disk to other authorised applicants. A register will be available for this purpose.
- ~~19. Viewing of CCTV images by the Police must be recorded in writing and entered in the log book. This will be under the management of the Clerk~~
20. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

21. As the Controller, Witham Town Council, allow the processing of personal data on our behalf by Essex Police (Processor) for policing purposes.
22. As the Controller, we will allow access to any Essex Police officer to access our public CCTV system for policing purposes as long as it is being used in line with Essex Police internal policy and controls regarding CCTV.
23. Should footage be required as evidence, a copy may be released to the Police under the procedures described in this Policy and shall be treated in accordance with all aspects of this policy.
24. The Council retains the right to refuse permission for the Police to pass to any other person the footage or any part of the information contained therein.
25. Applications received from outside bodies (e.g., solicitors or insurance companies) to view or release disks or memory sticks will be referred to the Clerk. In these circumstances, disks/memory sticks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances and this fee shall not exceed £25.00.

Complaints

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

[Back to Agenda](#)

Access by the Data Subject

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

POLICY NO: WTC/043

ADOPTED: P&R Committee 06.03.2023

REVIEWED: March 2023

REVIEW DATE: March 2024

Officer Report: Events EMR

Issue: Witham Town Council events are increasing in both size and cost but some events are now producing a revenue stream. Currently there is no mechanism for any income raised (above that which has been included within the budget) to be spent and the money moves into general reserves at the end of the year.

If an 'Events Control Account (EMR)' was opened, any income generated could be moved across at the end of an event and used for other events where necessary. If an event was left with an underspend on its budget line, this also could be vired to the Events Control Account for use by another event rather than the funds going back to general reserves at the end of the year.

Advice:

1. That an Events Control Account is set up and used as a control account for any events requiring extra funding on top of their designated budget.
2. That all income raised (above that which has been budgeted for) be moved into the Events Control Account at the end of an event.
3. That after consultation with the Community Committee Chairman, any underspend in an event budget line be vired to the Event Control Account by the RFO, under delegated authority and reported to the next Community Committee meeting.
4. That all Control Account expenditure is reported at each Community Committee meeting.

[Back to Agenda](#)

Officer Report: Unity Trust Instant Access Savings Account

Witham Town Council banks with Unity Trust Bank and funds are held in a Current account. This Current account does not pay an interest rate on the balance that is held there daily. WTC are charged quarterly fees on this account which cover payments such as BACS, Direct Debits etc.

Unity Trust offer an Instant Access Savings Account which currently pays a Gross interest rate of 2.00% (1.6% Net) on the end of day balance. This is a variable rate which can be altered in accordance with their Terms and Conditions. These state that the rate will move in line with the Bank of England Base Rate.

By earning interest on the new Savings Account it should more than compensate for the charges that WTC pay annually. For example the annual bank fees for this year will be in the region of £373, but if WTC held an average balance of £200,000, approximately £4,000 (with the interest rate staying at 2% for the year) would be earned in Gross interest. Interest is credited to the account quarterly. There are no fees to open a Savings Account. There is no minimum or maximum account opening balance. Any transfers will be made using the online banking facility that is in place currently.

The Current Account and Savings Account will be linked so that funds can be easily transferred from one account to the another i.e. all payments will still be made using the Current Account and a small balance will be held here, whilst the larger balance will be held in the Savings Account earning interest. As the payments that are made monthly total around £40,000 WTC will move the funds at the start of each month to cover all of these expected outflows. WTC also has the flexibility to move funds from the Current Account to the Savings Account at any time and with unlimited transfers. This still provides the same flexibility that WTC currently receives but also provides the opportunity to earn interest on any balance that is held in the Savings Account.

Advice:

Members to agree to open a Unity Trust Instant Access Savings Account and grant delegated authority to move funds between the Savings Account and the Current Account (and vice versa)

CS/28.2.2023



Key Features Document

Instant Access Savings Account

Bank with us. Bank on us.

This information is available to you at any time on our website.
Please read this important information carefully and retain it for future reference.

Instant Access Savings Account

This document explains the account:

- 1) Key features.
- 2) Provides other important information about our Instant Access Savings Account.

Please read this document carefully to ensure you understand this product and we recommend saving it and keeping it safe for future reference.

This document is supplementary to both the **General Terms & Conditions** and the **Product Terms and Conditions**.

Important information:

- The credit interest rate can change at anytime subject to our Terms & Conditions.
- You can access our UK-based customer service centre.
- No debit card available.
- We do not provide financial advice to our customers and you are not entitled to rely on us for advice or recommendations.
- All account opening requests are subject to eligibility criteria.

Summary:

- There are no fees and you have instant access to your money.
- If eligible your savings with Unity Trust Bank are protected by the Financial Services Compensation Scheme up to £85,000.

FSCS Compensation Scheme

It's good to know that your savings are protected. If eligible, your savings with Unity Trust Bank may be protected up to a total of £85,000 by the Financial Services Compensation Scheme, the UK's deposit guarantee scheme.

For more information and to find out if you're eligible please visit unity.co.uk/fscs/

Protecting
your
money

fscs

Financial Services
Compensation Scheme

Instant Access Savings Account

	Instant Access Savings Account	Other Unity Savings Accounts		
		30-day Term Deposit	90-day Term Deposit (Deposit of £500k - £10m)	90-day Term Deposit (Deposit of £10m+)
Interest Rate as of 3 February 2023	2.00%	2.21%	2.21%	2.28%
Term	-	30 days	90 days	90 days
Minimum Deposit	None	£2m	£500k	£10m
Access	Instant	No Access	No Access	No Access
Fixed or Variable	Variable	Fixed for the term	Fixed for the term	Fixed for the term
Fee	Free	Free	Free	Free

Summary Box

Account Name Instant Access Savings Account

What is the Interest Rate? (Effective February 2023)

Net Rate*	Gross Rate**	AER***
1.60%	2.00%	2.01%

* Net Rate is the amount of interest you will receive if your organisation pays tax at source.

** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rate specified by law.

*** AER stands for Annual Equivalent Rate and illustrates interest rate if interest was paid and compounded each year. Interest is credited quarterly in March, June, September and December.

Can Unity Trust Bank change the interest rate?

The interest rate is variable and may be altered in accordance with our Terms and Conditions for Business Savings Accounts.

Instant Access Savings Account

Summary Box

What would the estimated balance be after 12 months based on a £10,000 deposit?

A deposit of £10,000 at an annual gross rate of 2.00% (variable) would generate an estimated balance of £10,200 in one year. This is for illustrative purposes only. (This example assumes no withdrawals, no changes to the variable interest rate over the period and interest paid annually on a cleared deposit).

How do I open the account?

- To open an account, you must be a UK-based organisation.
- All applications are subject to standard screening and eligibility criteria.
- There is no minimum or maximum account opening balance.
- You can open an account by visiting apply.unity.co.uk/ and completing and signing a submission form (or application form for existing customers). This will need to be printed and signed by all signatories and sent with any relevant supporting documentation (those required will be specified on the submission form) to the address below.

How do I manage the account?

- You'll be able to access your account 24 hours a day and you won't incur an account fee.
- You can close your account at any time.
- This account is not designed for transactional banking, it cannot be used to make payments. To withdraw available funds you will need to make a transfer to another account.

When can I access my funds?

- Unlimited withdrawals, you can access your funds at anytime with no notice of withdrawal required.
- Withdrawals and deposits can be made at any time to and from your nominated account only.

Additional Information

- This is a variable rate product. If rates change we will provide 60 days notice of any changes in writing.
- If you change your mind after you have opened the account and decide you don't want it, you can close your account and have your money returned, as well as any interest you have earned provided that you tell us you want to close your account within 14 days of opening your account, or when you received the Terms and Conditions.
- You can close your account at any time. To close your account please email us@unity.co.uk attaching a scanned instruction signed in accordance with the account mandate or write to us at: **Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG.** See General Terms and Conditions for more information.

Key Features – Using your account

Service	Summary Definition
Internet Banking	This account can be accessed or viewed in Internet Banking.
Customer Service Centre	All customers can access our UK-based contact centre. Please call us on 0345 140 1000.

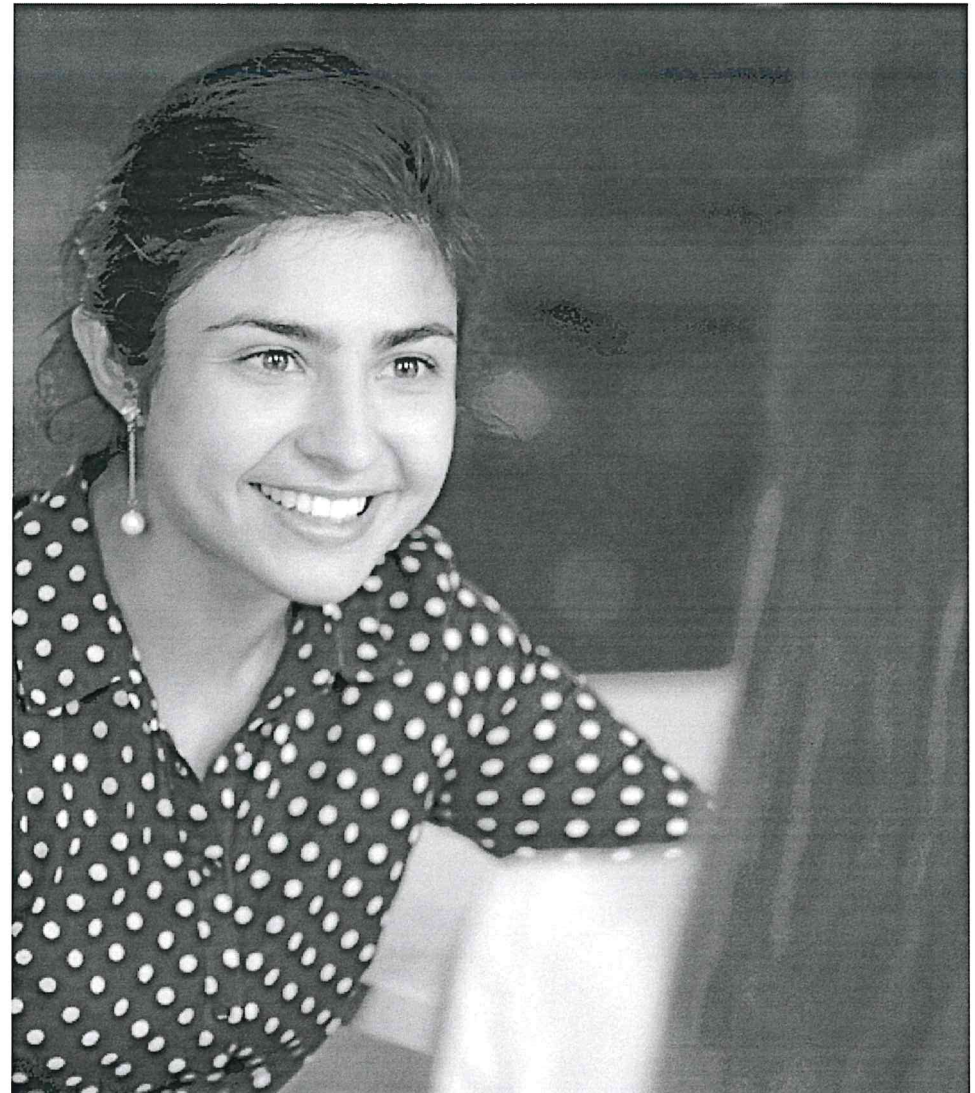
Further Information

All Business Savings Accounts are subject to status and Terms and Conditions apply.

Get in touch to find out more about applying for a Business Savings Account.

Go Paperless!

You can choose to receive online statements and we'll notify you by email or SMS when they're available. Contact us to switch to paperless statements.

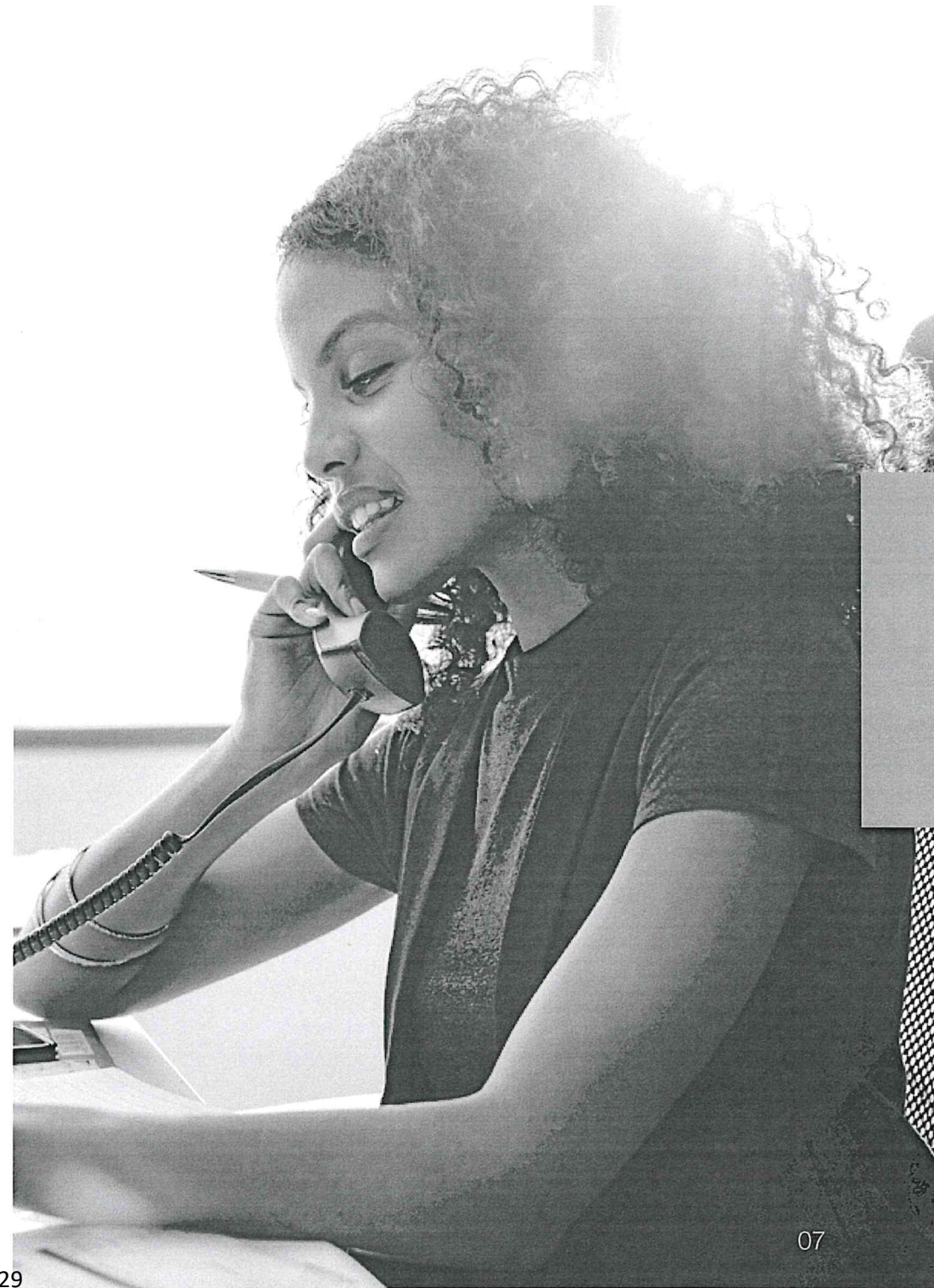


General Information

Our commitments to our business customers

As a lender we have committed to follow the Standards of Lending Practice for business customers. By adhering to the Standards, we are demonstrating a commitment to ensuring that our customers are treated fairly.

- We will always lend responsibly and treat your business fairly and reasonably.
- We will ensure that all information we provide about our products and how they work is clear and understandable so that you can decide what is best for your business' needs.
- We will provide clear, upfront information on the documents required to support an application. Taking account of this will help to ensure that we can deal with your application efficiently.
- If we are unable to approve your application, we will explain why and provide a referral, where appropriate, to alternative sources of finance.
- If your application is declined, you have the right to appeal the decision.
- We will set out any requirements/conditions we may have to support any borrowing in a clear, understandable way.
- We will confirm the conditions of your business borrowing in writing and highlight any covenants or material conditions attached to it.
- We will clearly set out the type and frequency of information we will require to monitor your business' performance.
- If your business experiences difficulties, we will seek to understand the overall circumstances to try and identify suitable and pragmatic solutions. Where appropriate, we will provide details of free debt advice.



Bank with us. Bank on us.

Information

You can download our Key Features at: unity.co.uk

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, training and quality purposes.



Officer Report: Telephone/Broadband Contract

Issue: Since setting the 2023-2024 the contract for the telephones and broadband has been renegotiated and is now being paid to one supplier British Telecom rather than Adept, Plus Net and Daisy.

The previous monthly total was-

Plus Net £24.06 (Budget line 4100)

Adept £23 (Budget line 4355)

Daisy £130 on average (Budget line 4160)

Total =£177.06

New monthly cost £165

To demonstrate that budgets are not being overspent just all coming from one line instead of three different ones it is recommended that a virement is made at the start of the financial year.

Vire £280 from budget Line 4100 IT to 4160 Telephone

Advice:

To vire £280 from budget Line 4100 IT to 4160 Telephone

[Back to Agenda](#)

NS/28.02.2023

**Bank Reconciliation Statement as at 30/11/2022
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	30/11/2022	9	372,858.44
			<hr/> 372,858.44
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			372,858.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			372,858.44
		Balance per Cash Book is :-	372,858.44
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	30/11/2022	125	22,767.83
			<u>22,767.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,767.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,767.83
		Balance per Cash Book is :-	22,767.83
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/11/0022	7	80.11
			<hr/> 80.11
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			80.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			80.11
		Balance per Cash Book is :-	80.11
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	30/11/2022	51	410,066.84
			<u>410,066.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			410,066.84
<u>Receipts not Banked/Cleared (Plus)</u>			
31/10/2022 2022/380		24.00	
30/11/2022 2022/442		121.29	
30/11/2022 2022/443		374.27	
30/11/2022 2022/444		165.50	
30/11/2022 2022/445		20.00	
30/11/2022 2022/446		120.00	
30/11/2022 2022/447		40.00	
30/11/2022 2022/448		1,120.00	
30/11/2022 2022/449		28.00	
30/11/2022 2022/450		21.00	
			<u>2,034.06</u>
			412,100.90
		Balance per Cash Book is :-	412,100.90
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	10	298,271.79
			<hr/> 298,271.79
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			298,271.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			298,271.79
		Balance per Cash Book is :-	298,271.79
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	126	21,981.90
			<u>21,981.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,981.90
<u>Receipts not Banked/Cleared (Plus)</u>			
08/12/2022 P&R Dec 22		75,000.00	
			<u>75,000.00</u>
			96,981.90
		Balance per Cash Book is :-	96,981.90
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/12/2022	8	39.68
			<hr/> 39.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			39.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			39.68
		Balance per Cash Book is :-	39.68
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	52	338,039.80
			<u>338,039.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			338,039.80
<u>Receipts not Banked/Cleared (Plus)</u>			
30/11/2022 2022/445		20.00	
			<u>20.00</u>
			338,059.80
		Balance per Cash Book is :-	338,059.80
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2023
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	31/01/2023	11	298,729.73
			<u>298,729.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			298,729.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			298,729.73
		Balance per Cash Book is :-	298,729.73
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2023
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	31/01/2023	127	20,705.56
			<u>20,705.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			20,705.56
<u>Receipts not Banked/Cleared (Plus)</u>			
08/12/2022 P&R Dec 22		75,000.00	
			<u>75,000.00</u>
			95,705.56
		Balance per Cash Book is :-	95,705.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/01/2023	9	1.84
			<hr/> 1.84
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1.84
		Balance per Cash Book is :-	1.84
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2023
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	31/01/2023	53	283,551.15
			<hr/> 283,551.15
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			283,551.15
<u>Receipts not Banked/Cleared (Plus)</u>			
04/01/2023 2022/501		40.00	
04/01/2023 2022/503		17.50	
04/01/2023 2022/504		800.00	
26/01/2023 2022/536		204.85	
27/01/2023 2022/537		140.94	
30/01/2023 2022/538		180.50	
31/01/2023 2022/539		69.70	
31/01/2023 2022/540		20.00	
31/01/2023 2022/541		96.00	
31/01/2023 2022/542		1,040.00	
31/01/2023 2022/543		20.00	
31/01/2023 2022/544		28.00	
31/01/2023 2022/545		24.00	
			<hr/> 2,681.49
			286,232.64
		Balance per Cash Book is :-	286,232.64
		Difference is :-	0.00

Back to Agenda

95 Day Notice

Receipts received between 01/11/2022 and 31/01/2023

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	01/11/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	INTEREST RECEIVED
INTEREST Banked	02/11/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	INTEREST RECEIVED
INTEREST Banked	03/11/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	INTEREST RECEIVED
INTEREST Banked	04/11/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	INTEREST RECEIVED
INTEREST Banked	07/11/2022	44.39						
INTEREST	Lloyds Bank	44.39			1510	500	44.39	INTEREST RECEIVED
INTEREST Banked	08/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	09/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	10/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	11/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	14/11/2022	44.40						
INTEREST	Lloyds Bank	44.40			1510	500	44.40	INTEREST RECEIVED
INTEREST Banked	15/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	16/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	17/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	18/11/2022	14.80						
INTEREST	Lloyds Bank	14.80			1510	500	14.80	INTEREST RECEIVED
INTEREST Banked	21/11/2022	44.42						
INTEREST	Lloyds Bank	44.42			1510	500	44.42	INTEREST RECEIVED
INTEREST Banked	22/11/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
INTEREST Banked	23/11/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
INTEREST Banked	24/11/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
Subtotal Carried Forward:		336.84	0.00	0.00			336.84	

95 Day Notice

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	25/11/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
INTEREST Banked	28/11/2022	44.43						
INTEREST	Lloyds Bank	44.43			1510	500	44.43	INTEREST RECEIVED
INTEREST Banked	29/11/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
INTEREST Banked	30/11/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
INTEREST Banked	01/12/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
INTEREST Banked	02/12/2022	14.81						
INTEREST	Lloyds Bank	14.81			1510	500	14.81	INTEREST RECEIVED
INTEREST Banked	05/12/2022	44.44						
INTEREST	Lloyds Bank	44.44			1510	500	44.44	INTEREST RECEIVED
INTEREST Banked	06/12/2022	14.82						
INTEREST	Lloyds Bank	14.82			1510	500	14.82	INTEREST RECEIVED
INTEREST Banked	07/12/2022	14.82						
INTEREST	Lloyds Bank	14.82			1510	500	14.82	INTEREST RECEIVED
INTEREST Banked	08/12/2022	14.82						
INTEREST	Lloyds Bank	14.82			1510	500	14.82	INTEREST RECEIVED
INTEREST Banked	09/12/2022	11.84						
INTEREST	Lloyds Bank	11.84			1510	500	11.84	INTEREST RECEIVED
INTEREST Banked	12/12/2022	35.51						
INTEREST	Lloyds Bank	35.51			1510	500	35.51	INTEREST RECEIVED
INTEREST Banked	13/12/2022	11.84						
INTEREST	Lloyds Bank	11.84			1510	500	11.84	INTEREST RECEIVED
INTEREST Banked	14/12/2022	11.84						
INTEREST	Lloyds Bank	11.84			1510	500	11.84	INTEREST RECEIVED
INTEREST Banked	15/12/2022	11.84						
INTEREST	Lloyds Bank	11.84			1510	500	11.84	INTEREST RECEIVED
INTEREST Banked	16/12/2022	11.84						
INTEREST	Lloyds Bank	11.84			1510	500	11.84	INTEREST RECEIVED
INTEREST Banked	19/12/2022	42.87						
INTEREST	Lloyds Bank	42.87			1510	500	42.87	INTEREST RECEIVED
INTEREST Banked	20/12/2022	14.29						
INTEREST	Lloyds Bank	14.29			1510	500	14.29	INTEREST RECEIVED
Subtotal Carried Forward:		696.09	0.00	0.00			696.09	

95 Day Notice

Receipts received between 01/11/2022 and 31/01/2023

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	21/12/2022	14.29						
INTEREST	Lloyds Bank	14.29			1510	500	14.29	INTEREST RECEIVED
INTEREST Banked	22/12/2022	14.29						
INTEREST	Lloyds Bank	14.29			1510	500	14.29	INTEREST RECEIVED
INTEREST Banked	23/12/2022	14.30						
INTEREST	Lloyds Bank	14.30			1510	500	14.30	INTEREST RECEIVED
INTEREST Banked	28/12/2022	71.48						
INTEREST	Lloyds Bank	71.48			1510	500	71.48	INTEREST RECEIVED
INTEREST Banked	29/12/2022	14.30						
INTEREST	Lloyds Bank	14.30			1510	500	14.30	INTEREST RECEIVED
INTEREST Banked	30/12/2022	14.30						
INTEREST	Lloyds Bank	14.30			1510	500	14.30	INTEREST RECEIVED
INTEREST Banked	03/01/2023	57.20						
INTEREST	Lloyds Bank	57.20			1510	500	57.20	Interest received
INTEREST Banked	04/01/2023	14.30						
INTEREST	Lloyds Bank	14.30			1510	500	14.30	Interest received
INTEREST Banked	05/01/2023	14.30						
INTEREST	Lloyds Bank	14.30			1510	500	14.30	Interest received
INTEREST Banked	06/01/2023	14.30						
INTEREST	Lloyds Bank	14.30			1510	500	14.30	Interest received
INTEREST Banked	09/01/2023	42.92						
INTEREST	Lloyds Bank	42.92			1510	500	42.92	Interest received
INTEREST Banked	10/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
INTEREST Banked	11/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
INTEREST Banked	12/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
INTEREST Banked	13/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
INTEREST Banked	16/01/2023	42.93						
INTEREST	Lloyds Bank	42.93			1510	500	42.93	Interest received
INTEREST Banked	17/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
INTEREST Banked	18/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
Subtotal Carried Forward:		1,110.86	0.00	0.00			1,110.86	

95 Day Notice

Receipts received between 01/11/2022 and 31/01/2023

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	19/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
INTEREST Banked	20/01/2023	14.31						
INTEREST	Lloyds Bank	14.31			1510	500	14.31	Interest received
INTEREST Banked	23/01/2023	42.95						
INTEREST	Lloyds Bank	42.95			1510	500	42.95	Interest received
INTEREST Banked	24/01/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	Interest received
INTEREST Banked	25/01/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	Interest received
INTEREST Banked	26/01/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	Interest received
INTEREST Banked	27/01/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	Interest received
INTEREST Banked	30/01/2023	42.96						
INTEREST	Lloyds Bank	42.96			1510	500	42.96	Interest received
INTEREST Banked	31/01/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	Interest received
Total Receipts:		1,296.99	0.00	0.00			1,296.99	

Lloyds Bank Account

Receipts received between 01/11/2022 and 31/01/2023

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 08/12/2022	75,000.00						
P&R Dec	95 Day Notice	75,000.00			260		75,000.00	P&R Dec 22 Minute 35
	Total Receipts:	75,000.00	0.00	0.00			75,000.00	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/384	Banked 01/11/2022	55.66						
	BACS [REDACTED]		55.66		9001	900	55.66	Allotment rent CTL042
					362		55.66	Allotment rent CTL042
					7001	900	-55.66	Allotment rent CTL042
2022/385	Banked 01/11/2022	45.76						
	BACS [REDACTED]		45.76		9001	900	45.76	Allotment rent CTL096
					362		45.76	Allotment rent CTL096
					7001	900	-45.76	Allotment rent CTL096
2022/386	Banked 01/11/2022	45.76						
	BACS [REDACTED]		45.76		9001	900	45.76	Allotment rent CTL086
					362		45.76	Allotment rent CTL086
					7001	900	-45.76	Allotment rent CTL086
2022/387	Banked 01/11/2022	55.66						
	BACS [REDACTED]		55.66		9001	900	55.66	Allotment rent CTL006
					362		55.66	Allotment rent CTL006
					7001	900	-55.66	Allotment rent CTL006
2022/388	Banked 02/11/2022	595.66						
	000246 Information Centre		595.66		1300	300	595.66	PDQ
2022/389	Banked 02/11/2022	164.39						
	000247 Information Centre		164.39		1300	300	164.39	PDQ
2022/390	Banked 02/11/2022	116.53						
	000248 Information Centre		116.53		1300	300	116.53	PDQ
2022/391	Banked 02/11/2022	23.03						
	BACS [REDACTED]		23.03		9001	900	23.03	Allotment rent CTL065
					362		23.03	Allotment rent CTL065
					7001	900	-23.03	Allotment rent CTL065
2022/392	Banked 04/11/2022	55.66						
	000249 [REDACTED]		55.66		9001	900	55.66	Allotment rent CTL050
					362		55.66	Allotment rent CTL050
					7001	900	-55.66	Allotment rent CTL050
2022/393	Banked 07/11/2022	20.00						
	BACS J Durling		20.00		1509	300	20.00	Christmas Fayre stall
2022/394	Banked 07/11/2022	155.73						
	BACS Information Centre		155.73		1300	300	155.73	PDQ
2022/395	Banked 07/11/2022	55.66						
	BACS [REDACTED]		55.66		9001	900	55.66	Allotment rent CTL007
					362		55.66	Allotment rent CTL007
					7001	900	-55.66	Allotment rent CTL007
2022/396	Banked 08/11/2022	277.59						
Subtotal Carried Forward:		1,667.09	0.00	0.00			1,389.50	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	277.59			1300	300	277.59	PDQ
2022/397	Banked 09/11/2022	295.00						
	BACS Essex Comm Rail Ptrshp	295.00			1100	100	295.00	Cost towards winter plants
2022/398	Banked 09/11/2022	175.15						
	BACS Information Centre	175.15			1300	300	175.15	PDQ
2022/399	Banked 09/11/2022	416.25						
	BACS Information Centre	416.25			1300	300	416.25	PDQ
2022/400	Banked 09/11/2022	30.00						
	BACS Information Centre	30.00			1509	300	30.00	PDQ
2022/401	Banked 10/11/2022	30.00						
	BACS J Jones	30.00			1509	300	30.00	Christmas Fayre stall
2022/402	Banked 10/11/2022	20.00						
	BACS P Perry	20.00			1509	300	20.00	Christmas Fayre stall
2022/403	Banked 10/11/2022	42.24						
	BACS [REDACTED]	42.24			9001	900	42.24	Allotment rent CTL103
					362		42.24	Allotment rent CTL103
					7001	900	-42.24	Allotment rent CTL103
2022/379	Banked 10/11/2022	-14.00						
	BACS Witham History Group	-14.00			1500	100	-14.00	Incorrect Amount
2022/379	Banked 10/11/2022	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room Hire
2022/404	Banked 11/11/2022	61.00						
	BACS Information Centre	61.00			1300	300	61.00	PDQ
2022/405	Banked 11/11/2022	30.00						
	BACS Amanda Harrison	30.00			1509	300	30.00	Christmas Fayre stall
2022/406	Banked 14/11/2022	45.76						
	BACS [REDACTED]	45.76			9001	900	45.76	Allotment Rent CTL080
					362		45.76	Allotment Rent CTL080
					7001	900	-45.76	Allotment Rent CTL080
2022/407	Banked 14/11/2022	193.30						
	BACS Information Centre	193.30			1300	300	193.30	PDQ
2022/408	Banked 14/11/2022	40.00						
	000251 Sarah Johnson	40.00			1509	300	40.00	Christmas Fayre stall
2022/409	Banked 15/11/2022	44.53						
	BACS [REDACTED]	44.53			9001	900	44.53	Allotment rent CTL077
					362		44.53	Allotment rent CTL077
					7001	900	-44.53	Allotment rent CTL077
2022/410	Banked 15/11/2022	69.75						
Subtotal Carried Forward:		3,174.07	0.00	0.00			3,104.32	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	69.75			1300	300	69.75	PDQ
2022/411	Banked 15/11/2022	40.00						
	BACS N Harding	40.00			1509	300	40.00	Christmas Fayre stall
2022/412	Banked 15/11/2022	30.00						
	BACS L Abdool Carrim	30.00			1509	300	30.00	Christmas Fayre stall
2022/413	Banked 16/11/2022	262.40						
	BACS Information Centre	262.40			1300	300	262.40	PDQ
2022/414	Banked 16/11/2022	606.85						
	BACS Information Centre	606.85			1300	300	606.85	PDQ
2022/415	Banked 16/11/2022	19.55						
	BACS [REDACTED]	19.55			9001 362 7001	900 900	19.55 19.55 -19.55	Allotment Rent CTL101 Allotment Rent CTL101 Allotment Rent CTL101
2022/416	Banked 16/11/2022	30.00						
	BACS Amy Osbourne	30.00			1509	300	30.00	Christmas Fayre stall
2022/417	Banked 17/11/2022	40.00						
	BACS BBA Woodward	40.00			1509	300	40.00	Christmas Fayre stall
2022/418	Banked 18/11/2022	132.04						
	BACS Information Centre	132.04			1300	300	132.04	PDQ
2022/419	Banked 18/11/2022	30.69						
	BACS American Express	30.69			1300	300	30.69	PDQ
2022/420	Banked 18/11/2022	20.00						
	BACS Glenda Farrar	20.00			1509	300	20.00	Christmas Fayre stall
2022/421	Banked 21/11/2022	30.00						
	BACS Zoe Mai Lawrence	30.00			1509	300	30.00	Christmas Fayre stall
2022/422	Banked 21/11/2022	131.00						
	BACS Information Centre	131.00			1300	300	131.00	PDQ
2022/423	Banked 21/11/2022	30.00						
	BACS JA Waumsley	30.00			1509	300	30.00	Christmas Fayre stall
2022/424	Banked 21/11/2022	30.00						
	BACS L Lucas	30.00			1509	300	30.00	Christmas Fayre stall
2022/425	Banked 21/11/2022	21.80						
	BACS [REDACTED]	21.80			9001 362 7001	900 900	21.80 21.80 -21.80	Allotment rebt CTL049 Allotment rebt CTL049 Allotment rebt CTL049
2022/426	Banked 21/11/2022	20.00						
	BACS Danny Owen	20.00			1509	300	20.00	Christmas Fayre stall
Subtotal Carried Forward:		4,648.40	0.00	0.00			4,648.40	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/427	Banked 22/11/2022	187.70						
	BACS Information Centre	187.70			1300	300	187.70	PDQ
2022/428	Banked 22/11/2022	20.00						
	BACS Kayliegh Wilkinson	20.00			1509	300	20.00	Christmas Fayre stall
2022/429	Banked 23/11/2022	99.30						
	BACS Information Centre	99.30			1300	300	99.30	PDQ
2022/430	Banked 24/11/2022	30.00						
	BACS Holts of Witham	30.00			1509	300	30.00	Christmas Fayre stall
2022/431	Banked 24/11/2022	30.00						
	BACS C E Simpkin	30.00			1509	300	30.00	Christmas Fayre stall
2022/432	Banked 25/11/2022	195.60						
	BACS Information Centre	195.60			1300	300	195.60	PDQ
2022/433	Banked 28/11/2022	337.99						
	BACS Information Centre	337.99			1300	300	337.99	PDQ
2022/434	Banked 29/11/2022	30.00						
	BACS H Webber	30.00			1509	300	30.00	Christmas Fayre stall
2022/435	Banked 29/11/2022	175.71						
	BACS Information Centre	175.71			1300	300	175.71	PDQ
2022/436	Banked 29/11/2022	17.47						
	BACS American Express	17.47			1300	300	17.47	PDQ
2022/437	Banked 29/11/2022	20.58						
	BACS [REDACTED]	20.58			9001	900	20.58	Allotment rent CTL057
					362		20.58	Allotment rent CTL057
					7001	900	-20.58	Allotment rent CTL057
2022/438	Banked 29/11/2022	55.66						
	BACS [REDACTED]	55.66			9001	900	55.66	Allotment rent CTL058
					362		55.66	Allotment rent CTL058
					7001	900	-55.66	Allotment rent CTL058
2022/439	Banked 30/11/2022	12,574.11						
	BACS HM Revenue & Customs	12,574.11			105		12,574.11	VAT rebate for Q2
2022/440	Banked 30/11/2022	136.80						
	BACS Information Centre	136.80			1300	300	136.80	PDQ
2022/441	Banked 30/11/2022	-8.58						
	BACS Information Centre	-8.58			1300	300	-8.58	PDQ
2022/442	Banked 30/11/2022	121.29						
	BACS Information Centre	121.29			1300	300	121.29	PDQ
2022/443	Banked 30/11/2022	374.27						
Subtotal Carried Forward:		19,046.30	0.00	0.00			18,672.03	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	374.27			1300	300	374.27	PDQ
2022/444	Banked 30/11/2022	165.50						
	BACS Information Centre	165.50			1300	300	165.50	PDQ
2022/445	Banked 30/11/2022	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room Hire
2022/446	Banked 30/11/2022	120.00						
	BACS Age Concern Colchester	120.00			1500	100	120.00	Room Hire
2022/447	Banked 30/11/2022	40.00						
	BACS East of England Co-operative	40.00			1500	100	40.00	Room Hire
2022/448	Banked 30/11/2022	1,120.00						
	BACS In-Health	1,120.00			1500	100	1,120.00	Room Hire
2022/449	Banked 30/11/2022	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room Hire
2022/450	Banked 30/11/2022	21.00						
	BACS Rt Hon Priti Patel	21.00			1500	100	21.00	Room Hire
2022/451	Banked 30/11/2022	20.00						
	BACS C Harding	20.00			1509	300	20.00	Christmas Fayre stall
2022/452	Banked 30/11/2022	30.00						
	BACS Bluebell Maldon Ltd	30.00			1509	300	30.00	Christmas Fayre stall
2022/453	Banked 01/12/2022	59.00						
	BACS American Express	59.00			1300	300	59.00	PDQ
2022/454	Banked 01/12/2022	42.24						
	BACS [REDACTED]	42.24			9001	900	42.24	Allotment rent CTL107
					362	900	42.24	Allotment rent CTL107
					7001	900	-42.24	Allotment rent CTL107
2022/455	Banked 05/12/2022	45.00						
	BACS E&N Taylor	45.00			1509	300	45.00	% of takings for Christ
2022/456	Banked 05/12/2022	111.32						
2022/456	[REDACTED]	111.32			9001	900	111.32	Allotment rebt
					362	900	111.32	Allotment rebt
					7001	900	-111.32	Allotment rebt
2022/457	Banked 05/12/2022	55.66						
	BACS [REDACTED]	55.66			9001	900	55.66	Allotment rent CTL010
					362	900	55.66	Allotment rent CTL010
					7001	900	-55.66	Allotment rent CTL010
2022/458	Banked 05/12/2022	318.60						
	BACS Sum Up	318.60			1509	300	318.60	Sale of mulled wine at
2022/459	Banked 06/12/2022	50.00						
Subtotal Carried Forward:		21,292.62	0.00	0.00			21,242.62	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS J&J Wyr	50.00			1509	300	50.00	% of takings for Christ
2022/460	Banked 06/12/2022	50.00						
	BACS PJ Gillen	50.00			1509	300	50.00	% of takings for Christ
2022/461	Banked 06/12/2022	70.00						
	000253 Topsy Bubbles	70.00			1509	300	70.00	% of takings for Christ
2022/462	Banked 06/12/2022	100.00						
	000254 Cllr Steve Hicks	100.00			540		100.00	Donation to Mayors
2022/463	Banked 06/12/2022	577.00						
	000255 Members of the public	577.00			1509	300	577.00	Sale of mulled wine for
2022/464	Banked 06/12/2022	100.00						
	BACS S Johnson	100.00			1509	300	100.00	% of takings for Christ
2022/465	Banked 06/12/2022	41.00						
	BACS Cha Cha pizza	41.00			1509	300	41.00	% of takings for Christ
2022/466	Banked 07/12/2022	65.94						
	BACS Information Centre	65.94			1300	300	65.94	PDQ
2022/467	Banked 07/12/2022	144.72						
	BACS Information Centre	144.72			1300	300	144.72	PDQ
2022/468	Banked 07/12/2022	272.95						
	BACS Information Centre	272.95			1509	300	272.95	PDQ
2022/468	Banked 07/12/2022	-272.95						
	BACS Information Centre	-272.95			1509	300	-272.95	Incorerct nominal code
2022/468	Banked 07/12/2022	272.95						
	BACS Information Centre	272.95			1300	300	272.95	PDQ
2022/469	Banked 07/12/2022	201.69						
	000256 Information Centre	201.69			1300	300	201.69	PDQ
2022/470	Banked 07/12/2022	363.79						
	000257 Information Centre	363.79			1300	300	363.79	PDQ
2022/471	Banked 07/12/2022	186.84						
	000258 Information Centre	186.84			1300	300	186.84	PDQ
2022/472	Banked 07/12/2022	268.24						
	000259 Information Centre	268.24			1300	300	268.24	PDQ
2022/473	Banked 07/12/2022	2.95						
	BACS Sum Up	2.95			1509	300	2.95	Sale of mulled wine for
2022/474	Banked 08/12/2022	45.76						
	BACS [REDACTED]	45.76			9001	900	45.76	Allotment rent CTL97
					362		45.76	Allotment rent CTL97
					7001	900	-45.76	Allotment rent CTL97
Subtotal Carried Forward:		23,783.50	0.00	0.00			23,783.50	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/475	Banked 09/12/2022	2.95						
	BACS Sum Up	2.95			1509	300	2.95	Sale of mulled wine for
2022/476	Banked 09/12/2022	179.38						
	BACS Information Centre	179.38			1300	300	179.38	PDQ
2022/477	Banked 12/12/2022	30.03						
	BACS [REDACTED]	30.03			9001	900	30.03	Allotment rent CTL071
					362		30.03	Allotment rent CTL071
					7001	900	-30.03	Allotment rent CTL071
2022/478	Banked 12/12/2022	194.73						
	BACS Information Centre	194.73			1300	300	194.73	PDQ
2022/479	Banked 13/12/2022	255.15						
	BACS Information Centre	255.15			1300	300	255.15	PDQ
2022/480	Banked 13/12/2022	287.00						
	000261 Members of the public	287.00			540		287.00	Mayors reception raffle
2022/481	Banked 13/12/2022	89.32						
	BACS [REDACTED]	89.32			9001	900	89.32	Allotment rent
					362		89.32	Allotment rent
					7001	900	-89.32	Allotment rent
2022/482	Banked 13/12/2022	20.00						
	BACS Cllr Kevin Atwill	20.00			540		20.00	Donation to Mayors
2022/483	Banked 14/12/2022	151.30						
	BACS Information Centre	151.30			1300	300	151.30	PDQ
2022/484	Banked 14/12/2022	199.31						
	BACS Information Centre	199.31			1300	300	199.31	PDQ
2022/485	Banked 16/12/2022	48.10						
	BACS Information Centre	48.10			1300	300	48.10	PDQ
2022/486	Banked 16/12/2022	25.00						
	000263 Lazy Lisa's	25.00			1509	300	25.00	% of takings for Christ
2022/487	Banked 19/12/2022	209.09						
	BACS Information Centre	209.09			1300	300	209.09	PDQ
2022/488	Banked 19/12/2022	239.20						
	000264 Information Centre	239.20			1300	300	239.20	PDQ
2022/489	Banked 19/12/2022	288.04						
	000265 Information Centre	288.04			1300	300	288.04	PDQ
2022/490	Banked 20/12/2022	246.11						
	BACS Information Centre	246.11			1300	300	246.11	PDQ
2022/491	Banked 21/12/2022	155.25						
Subtotal Carried Forward:		26,403.46	0.00	0.00			26,248.21	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	155.25			1300	300	155.25	BACS
2022/492	Banked 21/12/2022	289.04						
	BACS Information Centre	289.04			1300	300	289.04	PDQ
2022/493	Banked 21/12/2022	22.60						
	000262 Lazy Lisa's	22.60			1509	300	22.60	% of takings for Christ
2022/494	Banked 21/12/2022	191.65						
	BACS American Express	191.65			1300	300	191.65	PDQ
2022/496	Banked 23/12/2022	200.42						
	BACS Information Centre	200.42			1300	300	200.42	PDQ
2022/497	Banked 28/12/2022	162.59						
	BACS Information Centre	162.59			1300	300	162.59	PDQ
2022.498	Banked 29/12/2022	249.82						
	BACS Information Centre	249.82			1300	300	249.82	PDQ
2022/499	Banked 30/12/2022	283.88						
	BACS Information Centre	283.88			1300	300	283.88	PDQ
2022/500	Banked 30/12/2022	286.40						
	BACS Information Centre	286.40			1300	300	286.40	PDQ
2022/505	Banked 03/01/2023	9.37						
	BACS [REDACTED]	9.37			9001 362 7001	900	9.37 9.37 -9.37	Allotment Rent CTL052 Allotment Rent CTL052 Allotment Rent CTL052
2022/506	Banked 03/01/2023	21.69						
	BACS [REDACTED]	21.69			9001 362 7001	900	21.69 21.69 -21.69	Allotment Rent CTL052 Allotment Rent CTL052 Allotment Rent CTL052
2022/501	Banked 04/01/2023	40.00						
	BACS East of England Co-operative	40.00			1500	100	40.00	Room hire for December
2022/502	Banked 04/01/2023	24.00						
	BACS Age Concern Colchester	24.00			1500	100	24.00	Room hire for December
2022/503	Banked 04/01/2023	17.50						
	BACS Priti Patel, MP	17.50			1500	100	17.50	Room hire for December
2022/504	Banked 04/01/2023	800.00						
	BACS In-Health	800.00			1500	100	800.00	Room hire for December
2022/507	Banked 06/01/2023	98.00						
	BACS American Express	98.00			1300	300	98.00	PDQ
2022/508	Banked 09/01/2023	356.94						
	000267 Information Centre	356.94			1300	300	356.94	Cash deposit
Subtotal Carried Forward:		29,457.36	0.00	0.00			29,457.36	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/509	Banked 10/01/2023	691.24						
	BACS Information Centre	691.24			1300	300	691.24	PDQ
2022/510	Banked 11/01/2023	91.40						
	BACS Information Centre	91.40			1300	300	91.40	PDQ
2022/511	Banked 11/01/2023	173.70						
	BACS Information Centre	173.70			1300	300	173.70	PDQ
2022/512	Banked 13/01/2023	-139.45						
	BACS Information Centre	-139.45			1300	300	-139.45	PDQ (Refund for tickets)
2022/513	Banked 16/01/2023	4,780.15						
	BACS Braintree District Council	4,780.15			4120	100	1,746.50	Refund for business rates
					1100	100	3,033.65	Refund for business rates
2022/514	Banked 16/01/2023	129.49						
	BACS Information Centre	129.49			1300	300	129.49	PDQ
2022/515	Banked 17/01/2023	378.95						
	BACS Information Centre	378.95			1300	300	378.95	PDQ
2022/516	Banked 18/01/2023	50.50						
	BACS Information Centre	50.50			1300	300	50.50	PDQ
2022/517	Banked 18/01/2023	101.99						
	BACS Information Centre	101.99			1300	300	101.99	PDQ
2022/518	Banked 18/01/2023	19.59						
	BACS [REDACTED]	19.59			9001	900	19.59	Allotment rent CTL012
					362	900	19.59	Allotment rent CTL012
					7001	900	-19.59	Allotment rent CTL012
2022/519	Banked 19/01/2023	40.00						
	BACS Oh So Slush	40.00			1311	300	40.00	Kings Coronation stall
2022/520	Banked 20/01/2023	389.45						
	BACS Information Centre	389.45			1300	300	389.45	PDQ
2022/521	Banked 20/01/2023	40.00						
	BACS The Topsy Grey	40.00			1311	300	40.00	Kings Coronation stall
2022/522	Banked 23/01/2023	360.95						
	BACS Information Centre	360.95			1300	300	360.95	PDQ
2022/523	Banked 23/01/2023	251.01						
	BACS Information Centre	251.01			1300	300	251.01	PDQ
2022/524	Banked 23/01/2023	414.20						
	000269 Information Centre	414.20			1300	300	414.20	Cash deposit
2022/525	Banked 23/01/2023	40.00						
	BACS C Michaels	40.00			1311	300	40.00	Kings Coronation stall
Subtotal Carried Forward:		37,270.53	0.00	0.00			37,270.53	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/526	Banked 24/01/2023	102.30						
	BACS Information Centre	102.30			1300	300	102.30	PDQ
2022/527	Banked 24/01/2023	30.00						
2022/527	Claudia Preston	30.00			1311	300	30.00	Kings Coronation stall
2022/528	Banked 25/01/2023	56.10						
	BACS Information Centre	56.10			1300	300	56.10	PDQ
2022/529	Banked 25/01/2023	131.45						
	BACS Information Centre	131.45			1300	300	131.45	PDQ
2022/530	Banked 25/01/2023	37.50						
	BACS American Express	37.50			1300	300	37.50	PDQ
2022/531	Banked 26/01/2023	40.00						
	BACS Cha Cha Pizza Ltd	40.00			1311	300	40.00	Kings Coronation stall
2022/536	Banked 26/01/2023	204.85						
	BACS Information Centre	204.85			1300	300	204.85	PDQ
2022/532	Banked 27/01/2023	5.35						
	BACS Information Centre	5.35			1300	300	5.35	PDQ
2022/533	Banked 27/01/2023	30.00						
	BACS C Harding	30.00			1311	300	30.00	Kings Coronation stall
2022/537	Banked 27/01/2023	140.94						
	BACS Information Centre	140.94			1300	300	140.94	PDQ
2022/534	Banked 30/01/2023	152.65						
	BACS Information Centre	152.65			1300	300	152.65	PDQ
2022/538	Banked 30/01/2023	180.50						
	BACS Information Centre	180.50			1300	300	180.50	PDQ
2022/535	Banked 31/01/2023	262.25						
	BACS Information Centre	262.25			1300	300	262.25	PDQ
2022/539	Banked 31/01/2023	69.70						
	BACS Information Centre	69.70			1300	300	69.70	PDQ
2022/540	Banked 31/01/2023	20.00						
	BACS East of England Co-operative	20.00			1500	100	20.00	Room hire for January
2022/541	Banked 31/01/2023	96.00						
	BACS Age Concern Colchester	96.00			1500	100	96.00	Room hire for January
2022/542	Banked 31/01/2023	1,040.00						
	BACS In-Health	1,040.00			1500	100	1,040.00	Room hire for January
2022/543	Banked 31/01/2023	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room hire for January
Subtotal Carried Forward:		39,890.12	0.00	0.00			39,890.12	

Unity Trust Account

Receipts received between 01/11/2022 and 31/01/2023

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>
2022/544	Banked 31/01/2023	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire for January
2022/545	Banked 31/01/2023	24.00						
	BACS Braintree Ass'n of Local Counc	24.00			1500	100	24.00	Room hire for January
Correction	Banked 31/01/2023	-4,878.97						
Correction	Allotment Income Correction	-4,878.97			9001	900	-4,878.97	Allotment Income
					362		-4,878.97	Allotment Income
					7001	900	4,878.97	Allotment Income
Correction	Banked 31/01/2023	4,878.97						
Correction	Allotment Income Correction	4,878.97			8000	900	4,878.97	Allotment Income
					362		4,878.97	Allotment Income
					7001	900	-4,878.97	Allotment Income
Total Receipts:		39,942.12	0.00	0.00			39,942.12	

Lloyds Bank Account

Payments made between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
22/11/2022	Petty Cash	TNSFR	100.00			4200 100	100.00	4th Instalment
28/11/2022	Amazon Services Ltd	CC	49.99		8.33	4376 300	41.66	Glinda Good Witch Costume
28/11/2022	Taylor's Fancy Dress	CC	10.83		1.81	4376 300	9.02	Witches broom stick
28/11/2022	Fancy Dress dotcom Ltd	CC	53.58		8.93	4376 300	44.65	Gothic witch costume
28/11/2022	Bananaprint	CC	122.85		20.47	4345 300	102.38	Christmas Cards
28/11/2022	Full Range Furniture	CC	1,143.47		190.58	4150 100	952.89	White desks
28/11/2022	Astare Grill Meze	CC	38.70			4120 100	38.70	Refreshment
28/11/2022	Amazon Services Ltd	CC	23.97		3.99	4376 300	19.98	Halloween party favors
28/11/2022	Mymart Ltd	CC	11.98		2.00	4120 100	9.98	Sellotape x6
28/11/2022	Party Delights Ltd	CC	30.99		5.17	4376 300	25.82	Scarecrow halloween fancy dres
28/11/2022	W.E. Textiles Ltd	CC	26.97		4.49	4445 400	22.48	Mens waterproof safety jacket
28/11/2022	Amazon Services Ltd	CC	42.95		7.15	4376 300	35.80	Halloween party favors
28/11/2022	MyNextFind Ltd	CC	6.80		1.13	4376 300	5.67	Axe wood effect handle
28/11/2022	Amazon Services Ltd	CC	14.96		2.49	4376 300	12.47	Halloween hooded cape
28/11/2022	Cartridge Save Ltd	CC	68.92		11.49	4355 300	57.43	Yellow & Black toner
28/11/2022	Kimober Ltd	CC	11.98		2.00	4376 300	9.98	Halloween slap bracelets
28/11/2022	Amazon Services Ltd	CC	32.99		5.50	4376 300	27.49	Princess Elsa costume
28/11/2022	Amazon Services Ltd	CC	70.39		11.73	4376 300	58.66	Glinda witch cost & tiara
28/11/2022	Booker Ltd	CC	273.16		45.53	4376 300	227.63	Various sweets for halloween
28/11/2022	Amazon Services Ltd	CC	-48.00		-8.00	4376 300	-40.00	Refund of Glenda witch cost
28/11/2022	Repark Ltd	CC	15.82		2.64	4140 100	13.18	50 clear plastic file wallets
28/11/2022	Wiper Blades Co UK	CC	14.64		2.44	4445 400	12.20	Wiper blade
28/11/2022	STE KG Brown Ltd	CC	8.54		1.42	4376 300	7.12	Oil metal can for Halloween
28/11/2022	Party Delights Ltd	CC	21.99		3.67	4376 300	18.32	Mad Hatter costume
28/11/2022	Amazon Services Ltd	CC	-32.99		-5.50	4376 300	-27.49	Refund of Princess Elsa costum
28/11/2022	Amazon Services Ltd	CC	-5.40		-0.90	4376 300	-4.50	Refund of plastic queen crown
28/11/2022	Amazon Services Ltd	CC	9.69		1.62	4376 300	8.07	Halloween ring toss game
Subtotal Carried Forward:			2,119.77	0.00	330.18		1,789.59	

Lloyds Bank Account

Payments made between 01/11/2022 and 31/01/2023

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>
28/11/2022	AFG Media Ltd	CC	34.99		5.83	4376 300	29.16	Medieval queen costume
28/11/2022	Amazon Services Ltd	CC	7.99		1.33	4376 300	6.66	Pumpkin candy basket
28/11/2022	Fancy Dress Party	CC	8.50		1.42	4376 300	7.08	Mini witch hat
28/11/2022	Newstyle Enterprise Ltd	CC	9.59		1.60	4376 300	7.99	Witches hat
28/11/2022	Chattha Goods Trading Ltd	CC	2.94			4376 300	2.94	Hand balloon pump
28/11/2022	Amazon Services Ltd	CC	8.39		1.40	4140 100	6.99	Box of 1000 staples x3
28/11/2022	Amazon Services Ltd	CC	11.90		1.98	4376 300	9.92	Kids halloween party favors
28/11/2022	Cartridge Save Ltd	CC	66.56		11.09	4355 300	55.47	Black toner x2
28/11/2022	Amazon Business	CC	5.99		1.00	4140 100	4.99	Pack of 144 half pencils
28/11/2022	Amazon Services Ltd	CC	-64.99		-10.83	4376 300	-54.16	Refund Glinda good witch costu
28/11/2022	Langford Dene Ltd	CC	13.50		2.25	4120 100	11.25	6 plastic clipboards
28/11/2022	Badgeworld Ltd	CC	3.30		0.55	4120 100	2.75	Staff ID badge
28/11/2022	Superdrug	CC	5.88			4376 300	5.88	Make up for halloween
28/11/2022	CCS Online Ltd	CC	15.00		2.50	4135 100	12.50	Pitney Bowes Ink cartridge
28/11/2022	Amazon Business	CC	5.49		0.92	4375 300	4.57	Soup ladle
28/11/2022	Invero Ltd	CC	14.95		2.49	4375 300	12.46	Childs plastic bowls
28/11/2022	Fazaltex Uk Ltd	CC	5.98		1.00	4375 300	4.98	Double oven gloves
28/11/2022	Amazon Business	CC	10.55		1.76	4120 100	8.79	A4 ring binder x10
28/11/2022	Amazon Services Ltd	CC	44.90		7.49	4375 300	37.41	Plastic plates,kids utens,towe
28/11/2022	Amazon Services Ltd	CC	10.99		1.83	4375 300	9.16	Plastic cups
28/11/2022	Poundland	CC	1.00		0.16	4120 100	0.84	Batteries x10
28/11/2022	YMCA Witham	CC	2.50			4375 300	2.50	Games
28/11/2022	Age Uk	CC	1.49			4375 300	1.49	Games
28/11/2022	Age Uk	CC	1.99			4375 300	1.99	Games
28/11/2022	Amazon Business	CC	14.60		2.44	4140 100	12.16	Lever arch files X6
28/11/2022	CT Cobblers	CC	6.00			4120 100	6.00	Engraving
28/11/2022	Land Registry	CC	6.00			4101 100	6.00	Search on Land Registry
28/11/2022	Fabs Witham	CC	14.00			4375 300	14.00	Table cloths
28/11/2022	Fabs Witham	CC	8.00			4375 300	8.00	Table Cloths
28/11/2022	Poundland	CC	5.00		0.83	4375 300	4.17	Colouring pencils
28/11/2022	Tesco PLC	CC	66.74			4375 300	66.74	Soup,teabags,coffe
28/11/2022	Freethought Internet Ltd	CC	1,050.00		175.00	4100 100	875.00	Gold yearly internet package
28/11/2022	Discountstickerprinting	CC	58.53		9.75	4355 300	48.78	Window stickers for vouchers
Subtotal Carried Forward:			3,578.02	0.00	553.97		3,024.05	

Lloyds Bank Account

Payments made between 01/11/2022 and 31/01/2023

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>
28/11/2022	Braintree District Council	CC	21.00			4305 300	21.00	Event notice road closure
28/11/2022	Tesco PLC	CC	17.55			4375 300	17.55	Milk,butter and rolls
28/11/2022	Land Registry	CC	6.00			4101 100	6.00	Search on Land Registry
28/11/2022	Land Registry	CC	6.00			4101 100	6.00	Search on Land Registry
28/11/2022	Land Registry	CC	3.00			4101 100	3.00	Search on Land Registry
28/11/2022	Braintree District Council	CC	21.00			4305 300	21.00	Banner for Christmas Fayre
28/11/2022	JFA Medical Ltd	CC	6.60		1.10	4120 100	5.50	Box of 100 plasters
28/11/2022	Amazon Business	CC	16.15		2.70	4355 300	13.45	Voucher scheme envelopes
28/11/2022	ASAP Stamps Ltd	CC	22.50		3.75	4355 300	18.75	Stamp for Voucher Scheme
28/11/2022	Viaan Enterprises Ltd	CC	74.49		12.42	4445 400	62.07	Electric clothes airer
28/11/2022	Sola-Sales Ltd	CC	11.99		2.00	4445 400	9.99	Green tarpaulin
28/11/2022	Amazon Services Ltd	CC	26.99		4.50	4445 400	22.49	Chainsaw safety helmet
28/11/2022	Andersons Wholesale	CC	185.17		30.86	4390 300	154.31	Grotto presents
28/11/2022	Pixart Printing	CC	62.34		10.39	4390 300	51.95	Christmas banner
28/11/2022	Braintree District Council	CC	-21.00			4305 300	-21.00	Incorrect nominal code
28/11/2022	Braintree District Council	CC	-21.00			4305 300	-21.00	Incorrect nominal code
28/11/2022	Braintree District Council	CC	21.00			4390 300	21.00	Temp event notice Christ
28/11/2022	Braintree District Council	CC	21.00			4390 300	21.00	Temp event notice Christ
28/12/2022	Amazon Business	CC	-10.77		-1.80	4120 100	-8.97	Peel and seal wallets
28/12/2022	Amazon Business	CC	10.77		1.80	4120 100	8.97	Paeel and seal wallets
28/12/2022	Amazon Business	CC	19.98		3.34	4150 100	16.64	Wireless mouse
28/12/2022	The Gorgeous Food Co	CC	139.76		12.59	4345 300	127.17	Various Christmas goods
28/12/2022	Fabs Witham	CC	11.99			4375 300	11.99	Tablecloths
28/12/2022	Facebook	CC	3.43			4503 500	3.43	Advertising Christmas Fayre
28/12/2022	Facebook	CC	25.00			4503 500	25.00	Advertsing Christmas Fayre
28/12/2022	Tesco PLC	CC	3.00			4355 300	3.00	Metallic wrapping paper
28/12/2022	Amazon Business	CC	4.99			4120 100	4.99	Legionella Log Book
28/12/2022	Amazon Business	CC	4.99		0.83	4120 100	4.16	Legionella Log Book
28/12/2022	Amazon Business	CC	-4.99			4120 100	-4.99	No VAT included

Subtotal Carried Forward:

4,266.95

0.00

638.45

3,628.50

Lloyds Bank Account

Payments made between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
28/12/2022	Amazon Business	CC	4.99		0.83	4120 100	4.16	Legionella Log Book
28/12/2022	Amazon Services Ltd	CC	3.50		0.58	4120 100	2.92	Coloured dot stickers
28/12/2022	GKS Graphics Ltd	CC	15.00			4433 400	15.00	Sign for Jubilee tree
28/12/2022	Amazon Services Ltd	CC	7.99		1.33	4150 100	6.66	Desk calculator
28/12/2022	Link Wholesalers Ltd	CC	6.04		1.01	4150 100	5.03	Hole punch
28/12/2022	Amazon Business	CC	29.96			4375 300	29.96	Soup variety bundle
28/12/2022	Amazon Services Ltd	CC	3.99		0.67	4120 100	3.32	Clear plastic rulers multipack
28/12/2022	Amazon Services Ltd	CC	-3.99		-0.67	4120 100	-3.32	Incorrect amount
28/12/2022	Amazon Services Ltd	CC	3.99		0.67	4120 100	3.32	Rulers, highlighters,
28/12/2022	AKA Technologies Ltd	CC	3.99		0.67	4120 100	3.32	Highlighters
28/12/2022	MSB International Ltd	CC	2.58		0.43	4120 100	2.15	Natural pencils
28/12/2022	Amazon Business	CC	15.75		2.63	4120 100	13.12	A4 notebook
28/12/2022	Amazon Services Ltd	CC	11.99		2.00	4150 100	9.99	Desk organiser
28/12/2022	Amazon Business	CC	15.27		2.54	4150 100	12.73	Notebook and stapler
28/12/2022	Excellent Supplies Ltd	CC	11.40		1.90	4150 100	9.50	Ball point pens
28/12/2022	Amazon Services Ltd	CC	8.99		1.50	4150 100	7.49	3 pack scissors
28/12/2022	Amazon Business	CC	5.99		1.00	4150 100	4.99	Assorted sticky notes
28/12/2022	Amazon Business	CC	7.25		1.21	4120 100	6.04	Tape dispenser
28/12/2022	Toolstation Ltd	CC	14.99		2.50	4355 300	12.49	Sum Uop Card Reader
28/12/2022	Land Registry	CC	6.00			4101 100	6.00	Land registry search
28/12/2022	Printerbase Ltd	CC	9.36		1.56	4120 100	7.80	A4 sticker labels
28/12/2022	Disc Zone Ltd	CC	3.55		0.59	4390 300	2.96	Santa stickers
28/12/2022	Fabs Witham	CC	2.50			4390 300	2.50	Plastic knives
28/12/2022	The Works	CC	2.00			4390 300	2.00	Red twine
28/12/2022	Tesco PLC	CC	10.00			4390 300	10.00	SIM card
28/12/2022	Monumart Ltd	CC	47.99		8.00	4150 100	39.99	Office chair
28/12/2022	Amazon Services Ltd	CC	14.49		2.42	4150 100	12.07	HDMI to VGA cable
28/12/2022	Amazon Business	CC	7.83		1.31	4150 100	6.52	HDMI cable
28/12/2022	Scan Computers International	CC	221.45		36.91	4150 100	184.54	USB keyboard
28/12/2022	Poundland	CC	36.00		6.00	4505 500	30.00	Snow blanket & coasters
28/12/2022	Fabs Witham	CC	24.95			4505 500	24.95	Napkins & tablecloths
28/12/2022	Facebook	CC	21.99			4503 500	21.99	Advertise Christmas Fayre
26/01/2023	Toolstation	CC	-14.99		-2.50	4355 300	-12.49	Refund for Sum up card reader
26/01/2023	Amazon Business	CC	12.92		2.16	4150 100	10.76	VGA cable
26/01/2023	N A S Hart Co Ltd	CC	100.50		16.76	4373 300	83.74	Pure handbag bells
Subtotal Carried Forward:			4,943.16	0.00	732.46		4,126.96	

Lloyds Bank Account

Payments made between 01/11/2022 and 31/01/2023

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>
							x 2	
26/01/2023	Land Registry	CC	6.00			4101 100	6.00	Land search
26/01/2023	Scan Computers International	CC	622.62		103.77	4150 100	518.85	Computer Tower
26/01/2023	Amazon Business	CC	12.73			4120 100	12.73	Management books
26/01/2023	Soft Keys	CC	15.99			4150 100	15.99	Microsoft Office for new compu
26/01/2023	SLCC Enterprises Ltd	CC	144.00		24.00	4190 100	120.00	ILCA qualification fee
26/01/2023	Amazon Business	CC	14.99		2.50	4150 100	12.49	Computer speakers
26/01/2023	Amazon Services Ltd	CC	16.99		2.83	4150 100	14.16	Webcam for PC
26/01/2023	Cartridge Save Ltd	CC	94.84		15.81	4355 300	79.03	Black,Magenta,Cya toners
26/01/2023	Diva Gift Ltd	CC	9.49		1.58	4120 100	7.91	50 brown envelopes
26/01/2023	Zazzle	CC	30.26			4120 100	30.26	Employee photo ID's
26/01/2023	Marks and Spencer	CC	80.00		13.32	4445 400	66.68	Sweatshirts
26/01/2023	Marks and Spencer	CC	80.00		13.33	4445 400	66.67	Sweatshirts
26/01/2023	Florist on the Green	CC	50.00			4516 500	50.00	Flowers
Total Payments:			6,121.07	0.00	909.60		5,211.47	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
01/11/2022	Braintree District Council	DD	948.00			4120 100	948.00	Monthly rate charges
01/11/2022	Screwfix	DD	42.02		7.00	4445 400	22.90	Mesh Riddle & ratchet handle
						4380 300	12.12	Cable ties
01/11/2022	FuelGenie	DD	65.79		10.96	4444 400	54.83	Diesel & unleaded
04/11/2022	Essex Pension Fund	BACS 11877	6,681.20			4145 100	3,468.19	Month 7 Pens alloc
						4301 300	1,206.06	Month 7 Pens alloc
						4400 400	2,006.95	Month 7 Pens alloc
04/11/2022	HM Revenue and Customs	BACS 11878	6,910.38			4145 100	3,890.00	Month 7 PAYE & NIC
						4301 300	1,001.28	Month 7 PAYE & NIC
						4515 500	2,019.10	Month 7 PAYE & NIC
04/11/2022	HM Revenue and Customs	BACS 11878	-2,019.10			4515 500	-2,019.10	Incorrect nominal code
04/11/2022	HM Revenue and Customs	BACS 11878	2,019.10			4400 400	2,019.10	Month 7 PAYE and NI
08/11/2022	HallwoodAssociates Ltd	BACS 11879	2,100.00		350.00	4433 400	1,750.00	Tree plan for Riverwalk
08/11/2022	Royal British Legion Witham Br	BACS 11880	27.50			4516 500	27.50	Poppy Wreath
08/11/2022	Signs Base Ltd	BACS 11881	156.00		26.00	4503 500	130.00	Banner for Rivenhall
08/11/2022	David Islip Photography	BACS 11882	195.00			4120 100	45.00	Chipping Hill bridge
						4376 300	150.00	Photography
08/11/2022	David Ogilvie Eng Ltd	BACS 11883	1,168.80		194.80	4453 400	974.00	New hinged lid 140ltr bin
08/11/2022	Janet Wager	BACS 11885	40.00			4345 300	40.00	Sale of gift cards
08/11/2022	James Todd & Co	BACS 11886	79.20		13.20	4195 100	66.00	October payroll fee
08/11/2022	Braintree District Council	BACS 11887	697.20		116.20	4457 400	581.00	Aug & Sep waste
08/11/2022	Lyreco UK Ltd	BACS 11888	81.74		13.62	4140 100	68.12	A3 paper
08/11/2022	Tyre Smart	BACS 11889	95.00		15.83	4444 400	79.17	Wheel balance EX17 YSU
08/11/2022	EH Smith Builders Merchants	BACS 11890	114.00		19.00	4437 400	70.00	Cement & sand
						4447 400	25.00	Cement & sand
08/11/2022	Skipper Ground Maintenance	BACS 11891	936.00		156.00	4455 400	780.00	5th instal water summer floral
08/11/2022	Helen Walker	BACS 11892	9.00			4345 300	9.00	Sale of walking booklets
08/11/2022	Society of London Theatres	BACS 11893	244.40			4345 300	244.40	Sale of theatre tickets
08/11/2022	National Express	BACS 11894	62.51			4345 300	62.51	Sale of coach tickets
08/11/2022	Maxed IT	BACS 11895	21.60		3.60	4100 100	18.00	Mnthly workstation monitoring
08/11/2022	Witham Amateur Operatic Societ	BACS 11896	1,084.60			4345 300	1,084.60	Tckts for Flames of Injustice
08/11/2022	C&S Window Cleaning Services	BACS 11897	20.00			4120 100	20.00	Clean of Town Hall
Subtotal Carried Forward:			21,779.94	0.00	926.21		20,833.73	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

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>
								windows
08/11/2022	Liz Crick	BACS 11898	14.40			4345 300	14.40	Sale of Hamdmade soaps
08/11/2022	Roxanne Barrett	BACS 11899	40.50			4345 300	40.50	Sale of handmade wreaths
08/11/2022	Lisa Taylor	BACS 11900	31.50			4345 300	31.50	Sale of garden gifts
08/11/2022	Mrs E Latham	BACS 11901	10.80			4345 300	10.80	Sale of scented candles
08/11/2022	First Essex Buses	BACS 11902	491.40			4345 300	491.40	Sale of bus tickets
08/11/2022	Lighting & Illumination Tech	BACS 11903	5,054.40		842.40	4340 300	4,212.00	2nd of 3 pymts festive lightin
08/11/2022	Braintree District Council	BACS 11904	6,255.90			9040 900	6,255.90	Election expenses
						360	-6,255.90	Election expenses
						7000 900	6,255.90	Election expenses
08/11/2022	Witham RFUC	BACS 11905	167.20			4345 300	167.20	Tckts for Firework show
08/11/2022	Witham Public Hall Trust	BACS 11906	2,330.35			4345 300	2,330.35	Thu 4 music & Marty Wilde
08/11/2022	Steam Punk Glass	BACS 11907	59.40			4345 300	59.40	Sale of glass gifts
08/11/2022	Karen Scott	BACS 11908	91.80			4345 300	91.80	Sale of felt gifts
08/11/2022	Police & Crime Commissioner	BACS 11909	678.26			4373 300	678.26	CSC costs 1/7-30/9
08/11/2022	Phil Barlow	BACS 11922	400.00			4517 500	400.00	Members allowance
08/11/2022	Paul Heath	BACS 11923	320.00			4517 500	320.00	Members allowance
08/11/2022	BT	DD	64.53		10.75	4372 300	53.78	Broadband
09/11/2022	RISC IT Solutions	DD	29.94		4.99	4100 100	24.95	Online system monitoring
10/11/2022	FuelGenie	DD	56.79		9.47	4444 400	47.32	Diesel & Unleaded
14/11/2022	American Express	DD	3.19			4355 300	3.19	Monthly charge
14/11/2022	Plus Net	DD	28.87		4.81	4100 100	24.06	Broadband
14/11/2022	Clover Marketplace Merchant	DD	58.31			4355 300	58.31	Monthly system charge
16/11/2022	SSE Plc	DD	227.93		10.85	4425 400	217.08	Streetlighting
17/11/2022	Martyn Garwood	BACS 11924	40.00			4305 300	40.00	Marshall for Remem day
17/11/2022	Kim Roig	BACS 11925	40.00			4305 300	40.00	Marshall for Remem day
17/11/2022	Sarah Puckey	BACS 11926	40.00			4305 300	40.00	Marshall for Remem day
17/11/2022	Lee Smith	BACS 11927	40.00			4305 300	40.00	Marshall for Remem day
17/11/2022	Sandy Kennedy	BACS 11928	40.00			4305 300	40.00	Marshall for Remem day
17/11/2022	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly service charge
17/11/2022	FuelGenie	DD	100.00		16.66	4444 400	83.34	Diesel
17/11/2022	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly system fee
Subtotal Carried Forward:			38,530.80	0.00	1,832.04		36,698.76	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
							13/11	
30/11/2022	Adept Telecom	DD	27.71		4.62	4355 300	23.09	Call charges
01/12/2022	Braintree District Council	DD	948.00			4120 100	948.00	Monthly rate bill
01/12/2022	FuelGenie	DD	95.04		15.83	4444 400	79.21	Weekly fuel
05/12/2022	Daisy Communications	DD	465.71		77.62	4160 100	388.09	Annual maint charge + mnthly
06/12/2022	Martyn Garwood	BACS 11968	120.00			4510 500	120.00	Marshal for Christmas Fayre
06/12/2022	Kim Roig	BACS 11969	120.00			4510 500	120.00	Marshal for Christmas Fayre
06/12/2022	Julie Pugh	BACS 11971	100.00			4510 500	100.00	Marshal for Christmas Fayre
06/12/2022	Tom Wheeler	BACS 11972	50.00			4510 500	50.00	Marshal for Christmas Fayre
06/12/2022	Claudia Wheeler	BACS 11973	50.00			4510 500	50.00	Marshal for Christmas Fayre
06/12/2022	Darcy Dyer	BACS 11974	80.00			4510 500	80.00	Marshal for Christmas Fayre
06/12/2022	Essex Pension Fund	BACS 11975	11,050.87			4145 100	5,064.59	Month 8 Pension Allocation
						4301 300	2,079.95	Month 8 Pension Allocation
						4400 400	3,906.33	Month 8 Pension Allocation
06/12/2022	HM Revenue and Customs	BACS 11976	13,633.35			4145 100	6,646.77	Month 8 Tax & NI Allocation
						4301 300	2,226.03	Month 8 Tax & NI Allocation
						4400 400	4,580.55	Month 8 Tax & NI Allocation
						4515 500	180.00	Month 8 Tax & NI Allocation
06/12/2022	HM Revenue and Customs	BACS 11976	-180.00			4515 500	-180.00	Incorrect nominal code
06/12/2022	HM Revenue and Customs	BACS 11976	180.00			4517 500	180.00	Month 8 Tax & NI Allocation
07/12/2022	Green Cleen	BACS 11937	24.00		4.00	4120 100	20.00	Wash and sanitise wheeled bin
07/12/2022	Air Options Ltd	BACS 11938	182.40		30.40	4120 100	152.00	Annual maint air conditioning
07/12/2022	SLCC Enterprises Ltd	BACS 11939	411.00		6.00	4190 100	405.00	GDPR and level 5 foundation
07/12/2022	The United Reformed Church	BACS 11940	170.00			4390 300	170.00	Hire of hall for Christ Fayre
07/12/2022	Fred Smith Christmas Trees	BACS 11941	960.00		160.00	4390 300	800.00	Christmas trees
07/12/2022	Wilkin & Sons	BACS 11942	203.99			4345 300	203.99	Various condiments
07/12/2022	Northend Nurseries	BACS 11943	216.00		36.00	4433 400	180.00	Platanus tree & post set
07/12/2022	Writtle University College	BACS 11944	275.00			4190 100	275.00	Brushcutters & trimmers course
Subtotal Carried Forward:			103,148.50	0.00	2,368.01		100,780.49	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

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>
07/12/2022	A & J Lighting	BACS 11945	199.14		33.19	4425 400	165.95	Blunts Hall & Allectus Way
07/12/2022	Geraldine Kennedy	BACS 11946	18.41			4355 300	18.41	Cellophane & ribbon
07/12/2022	James Hallam Ltd	BACS 11947	540.95			4165 100	540.95	Christmas event insce
07/12/2022	Signs Base Ltd	BACS 11948	2,394.68		399.11	4395 300	1,995.57	Road signs for Christ Fayre
07/12/2022	Actual Radio Ltd	BACS 11949	594.00		99.00	4390 300	495.00	Host DJ for Christmas Fayre
07/12/2022	Royal Mail	BACS 11950	1,335.74		222.07	4525 500	1,113.67	Delivery of Winter Voice
07/12/2022	Braxted Park	BACS 11951	480.00			4170 100	480.00	Christmas evening
07/12/2022	Witham Dramatic Club	BACS 11952	335.35			4345 300	335.35	Sale of tkts Birthdays past
07/12/2022	DJ Samuel Hann	BACS 11953	295.00			4505 500	295.00	DJ for Mayors Christ Reception
07/12/2022	Chubb Fire & Security Ltd	BACS 11954	132.48		22.08	4120 100	110.40	Work on Intruder alarm system
07/12/2022	James Todd & Co	BACS 11955	172.80		28.80	4195 100	144.00	Nov payroll fee and back pay
07/12/2022	Lyreco UK Ltd	BACS 11956	121.80		20.30	4140 100	101.50	A4 budget paper
07/12/2022	Tyre Smart	BACS 11957	20.00		3.33	4444 400	16.67	Inner tube for EX64 DVA
07/12/2022	Birketts LLP	BACS 11958	1,263.60		210.60	4175 100	1,053.00	Advice on 59 Newland St
07/12/2022	Royal British Legion Witham Br	BACS 11959	28.00			4600 200	28.00	Hall hire
07/12/2022	C&S Window Cleaning Services	BACS 11960	20.00			4120 100	20.00	Clean of Town Hall windows
07/12/2022	Rialtas Business Solutions Ltd	BACS 11961	1,234.00		205.67	4100 100	1,028.33	12mth software support
07/12/2022	Falcon Tree Specialists	BACS 11962	1,176.00		196.00	4433 400	980.00	5X willows re pollard & Sycamo
07/12/2022	National Express	BACS 11963	201.81			4345 300	201.81	Sale of coach tickets
07/12/2022	Society of London Theatres	BACS 11964	141.00			4345 300	141.00	Sale of theatre tickets
07/12/2022	Witham Choral Society	BACS 11965	18.00			4345 300	18.00	Sale of Christmas Concert tkts
07/12/2022	Witham Public Hall Trust	BACS 11966	2,836.70			4345 300	2,836.70	Tckts for Disco Inf & Tina
07/12/2022	First Essex Buses	BACS 11967	243.00			4345 300	243.00	Sale of bus tickets
07/12/2022	Phina Circus & Dance Ltd	BACS 11970	480.00		80.00	4390 300	400.00	Performer for Christmas Fayre
08/12/2022	RISC IT Solutions	DD	29.94		4.99	4100 100	24.95	Mnthly IT back up
09/12/2022	BT	DD	64.53		10.75	4372 300	53.78	Monthly CCTV broadband charge
12/12/2022	FuelGenie	DD	153.28		25.54	4444 400	127.74	Weekly fuel
13/12/2022	Skipper Ground Maintenance	BACS 11977	4,260.00		710.00	4455 400	3,550.00	Remove hang
Subtotal Carried Forward:			121,938.71	0.00	4,639.44		113,749.27	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

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>
								baskets & wint pla
13/12/2022	Underwoods Motor Group	BACS 11978	515.19		77.70	4444 400	437.49	MOT for EX64 DVA
13/12/2022	Kempco	BACS 11979	141.00		23.50	4355 300	117.50	Dog waste bags
13/12/2022	EALC	BACS 11980	54.00		9.00	4190 100	45.00	Election briefing
13/12/2022	Wilkin & Sons	BACS 11981	183.11			4345 300	183.11	Various goods
13/12/2022	Maxed IT	BACS 11982	21.60		3.60	4100 100	18.00	Mnthly remote woksta monitor
13/12/2022	Carol Gosden	BACS 11983	12.75			4345 300	12.75	Sale of bath bombs
13/12/2022	Steam Punk Glass	BACS 11984	28.80			4345 300	28.80	Sale of glass gifts
13/12/2022	Lisa Taylor	BACS 11985	18.00			4345 300	18.00	Sale of garden gifts
13/12/2022	Amanda Button	BACS 11986	9.99			4345 300	9.99	Salv of chocolate gifts
13/12/2022	Eloise Latham	BACS 11987	43.20			4345 300	43.20	Sale of scented candles
13/12/2022	Karen Scott	BACS 11988	56.70			4345 300	56.70	Sale of felt mice
13/12/2022	Barcham	BACS 11989	2,353.20		392.20	4432 400	1,961.00	9 various trees
13/12/2022	P Rowland	BACS 12006	135.00			4345 300	135.00	Sale of 20 clear & 10set honey
13/12/2022	Witham Public Hall Trust	BACS 12007	2,026.34			4345 300	2,026.34	Tckts Bel Canto&Roy Orbison
13/12/2022	Plus Net	DD	28.87		4.81	4100 100	24.06	Line rental & broadband
13/12/2022	Wave Utilities	DD	196.89			4431 400	196.89	Water bill 28/5-27/11
14/12/2022	American Express	DD	0.91			4355 300	0.91	Monthky payment charges
14/12/2022	Clover Marketplace Merchant	DD	52.76			4355 300	52.76	Monthly system charges
16/12/2022	SSE Plc	DD	234.63		11.16	4425 400	223.47	Unmetered street lighting
16/12/2022	NPower	DD	682.03		32.48	4425 400	649.55	Streetlighting 1/4-30/6
16/12/2022	SSE Plc	DD	650.40		30.97	4121 100	619.43	Gas 14/6-8/9
19/12/2022	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly lease charge
19/12/2022	FuelGenie	DD	38.97		6.50	4444 400	32.47	Weekly fuel
19/12/2022	SSE Plc	DD	78.97		3.76	4372 300	75.21	Unmetered CCTV
19/12/2022	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly system fee
20/12/2022								
20/12/2022								
20/12/2022								
20/12/2022								
20/12/2022								
Subtotal Carried Forward:			140,354.90	0.00	5,241.02		131,430.56	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

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>
20/12/2022								payroll
20/12/2022								
20/12/2022								
20/12/2022								
20/12/2022								
20/12/2022								
20/12/2022								
20/12/2022	Paul Heath	BACS 12002	80.00			4517 500	80.00	Members Allowance
20/12/2022								
20/12/2022	Harry Cooper Plumbing	BACS 12008	90.00		15.00	4120 100	75.00	Cartridge on hot tap
20/12/2022	Wilkin & Sons	BACS 12009	356.25			4345 300	356.25	Various christmas goods
20/12/2022	Nikki Smith	BACS 12010	1,845.85			4516 500	25.00	Flowers
						4130 100	43.64	Laser Toner
						4516 500	35.00	Flowers
						4120 100	30.00	Purpleguide
						4120 100	119.80	Drinks flasks
						4510 500	110.00	Christmas mascot costumes
						4510 500	36.22	Dispsable cups
						4310 300	50.72	Disposable cups
						4503 500	77.07	Banner
						4510 500	35.98	Christmas garlands
						4120 100	35.46	A4 storage boxes
						4140 100	33.27	A4 magazine boxes
						4510 500	31.98	Strings of fairy lights
						4503 500	25.00	Advertise Christmas Fayre
						4503 500	25.00	Advertise Christmas Fayre
						4355 300	19.90	Snowflake tablecloth
						4375 300	17.99	Games
						4140 100	15.34	Desktop organiser
						4375 300	12.95	Dominoes
						4140 100	8.81	Jotter box
						4390 300	12.00	Refreshments
						4510 500	115.00	Mulled wine
						4510 500	237.00	Mulled wine
						4505 500	269.32	Drinks
						4505 500	162.00	Drinks
Subtotal Carried Forward:			154,676.88	0.00	5,256.02		149,159.46	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
						4505 500	162.00	Drinks
						4510 500	49.95	Mulled wine
						4510 500	49.45	Various
20/12/2022	British Gas	DD	365.86		60.97	4122 100	304.89	Electricity 2/11-1/12
22/12/2022	Grenke Leasing Ltd	BACS	-72.47		-12.08	4130 100	-60.39	Refund of Direct Debit
23/12/2022	EBM Managed Services	DD	186.63		31.11	4130 100	155.52	Photocopier useage
28/12/2022	Land Registry	CC	6.00			4101 100	6.00	Land registry search
28/12/2022	Printerbase Ltd	CC	9.36		1.56	4120 100	7.80	A4 sticker labels
28/12/2022	DiscZone Ltd	CC	3.55		0.59	4390 300	2.96	Santa stickers
28/12/2022	Fabs Witham	CC	2.50			4390 300	2.50	Plastic Knives
28/12/2022	TheWorks	CC	2.00			4390 300	2.00	Red twine
28/12/2022	Tesco PLC	CC	10.00			4390 300	10.00	Sim card
28/12/2022	Monumart Ltd	CC	47.99			4150 100	47.99	Office chair
28/12/2022	Amazon Services Ltd	CC	14.49		2.42	4150 100	12.07	HDMI to VGA cable
28/12/2022	Amazon Business	CC	7.83		1.31	4150 100	6.52	HDMI cable
28/12/2022	Scan Computers International	CC	221.45		36.91	4150 100	184.54	Computer USB Keyboard
28/12/2022	Poundland	CC	36.00		6.00	4505 500	30.00	Snow blanket & coasters
28/12/2022	Fabs Witham	CC	24.95			4505 500	24.95	Napkins & tablecloths
28/12/2022	Facebook	CC	21.99			4503 500	21.99	Advertisng for Christmas Fayre
28/12/2022	Land Registry	CC	-6.00			4101 100	-6.00	Incorrect account
28/12/2022	Printerbase Ltd	CC	-9.36		-1.56	4120 100	-7.80	Incorrect account
28/12/2022	Disc Zone Ltd	CC	-3.55		-0.59	4390 300	-2.96	Incorrect account
28/12/2022	Fabs Witham	CC	-2.50			4390 300	-2.50	Incorrect account
28/12/2022	TheWorks	CC	-2.00			4390 300	-2.00	Incorrect Account
28/12/2022	Tesco PLC	CC	-10.00			4390 300	-10.00	Incorrect account
28/12/2022	Monumart Ltd	CC	-47.99		-8.00	4150 100	-39.99	Incorrect account
28/12/2022	Amazon Services Ltd	CC	-14.49		-2.42	4150 100	-12.07	Incorrect account
28/12/2022	Amazon Business	CC	-7.83		-1.31	4150 100	-6.52	Incorrect account
28/12/2022	Scan Computers International	CC	-221.45		-36.91	4150 100	-184.54	Incorrect account
28/12/2022	Poundland	CC	-36.00		-6.00	4505 500	-30.00	Incorrect account
28/12/2022	Fabs Witham	CC	-24.95			4505 500	-24.95	Incorrect account
28/12/2022	Facebook	CC	-21.99			4503 500	-21.99	Incorrect account
28/12/2022	FuelGenie	DD	107.86		17.97	4444 400	89.89	Weekly fuel
29/12/2022	SSE Plc	DD	111.69		5.31	4431 400	106.38	Electricity 10/11-9/12
30/12/2022	Adept Telecom	DD	27.50		4.58	4355 300	22.92	Info centre call charges
30/12/2022	Unity Trust Bank plc	DD	23.70			4101 100	23.70	Cash and chq fees
Subtotal Carried Forward:			155,427.65	0.00	5,355.88		150,071.77	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
31/12/2022	Unity Trust Bank plc	DD	85.65			4101 100	85.65	Monthly account charges
03/01/2023	Braintree District Council	DD	948.00			4120 100	948.00	Business property rates
03/01/2023	FuelGenie	DD	50.02		8.34	4444 400	41.68	Diesel
05/01/2023	HM Revenue and Customs	BACS 12004	8,187.63			4145 100	4,146.08	Tax & NI Allocation Month 9
						4301 300	1,080.18	Tax & NI Allocation Month 9
						4400 400	3,041.37	Tax & NI Allocation Month 9
						4517 500	-80.00	Tax & NI Allocation Month 9
05/01/2023	Essex Pension Fund	BACS 12005	8,191.32			4145 100	3,715.21	Pension Allocation Month 9
						4301 300	1,312.71	Pension Allocation Month 9
						4400 400	3,163.40	Pension Allocation Month 9
05/01/2023	Daisy Communications	DD	157.00		26.17	4160 100	130.83	Monthly call & service charges
05/01/2023	Grenke Leasing Ltd	DD	453.60		75.60	4130 100	378.00	Quartley leasing fee
05/01/2023	SSE Plc	DD	1,295.29		61.68	4121 100	1,233.61	Gas charge 9/9-30/9 1/10-15/12
06/01/2023	RISC IT Solutions	DD	29.94		4.99	4100 100	24.95	Monthly workstation monitoring
09/01/2023	Yaxley Hair & Beauty	BACS 12011	40.00			4345 300	40.00	Redeem vouchers 17 18 19 & 20
09/01/2023	BT	DD	64.53		10.75	4372 300	53.78	Broadband charge
10/01/2023	SLCC Enterprises Ltd	BACS 12012	240.00		40.00	4120 100	200.00	January 22 job advert
10/01/2023	SLCC Enterprises Ltd	BACS 12012	-240.00		-40.00	4120 100	-200.00	Incorrect amount
10/01/2023	SLCC Enterprises Ltd	BACS 12012	276.00		46.00	4120 100	200.00	Job advert & VAT digital
						4190 100	30.00	Job advert & VAT digital
10/01/2023	NHS Devon Partnership	BACS 12013	74.40		12.40	4180 100	62.00	Renewal mindful employer fee
10/01/2023	Kempco	BACS 12014	70.50		11.75	4355 300	58.75	Dog waste bags
10/01/2023	St John Ambulance	BACS 12016	177.60		29.60	4390 300	148.00	Attendance at Christ Fayre
10/01/2023	Lyreco UK Ltd	BACS 12017	46.98		7.83	4140 100	39.15	Orange paper
10/01/2023	James Todd & Co	BACS 12018	136.80		22.80	4195 100	114.00	December payroll fee
10/01/2023	Lighting & Illumination Tech	BACS 12019	2,527.20		421.20	4340 300	2,106.00	3of3 payment for christmas lig
10/01/2023	Karen Woods	BACS 12020	45.00			4120 100	45.00	Clean of Town Hall
10/01/2023	National Express	BACS 12021	20.90			4345 300	20.90	Sale of coach tickets
Subtotal Carried Forward:			178,306.01	0.00	6,094.99		172,211.02	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

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>
10/01/2023	The Essex Group	BACS 12022	1,575.90			4345 300	1,575.90	Sale of tkts Sleeping Beauty
10/01/2023	Carol Gosden	BACS 12023	30.51			4345 300	30.51	Sale of bath bombs
10/01/2023	Amanda Button	BACS 12024	64.48			4345 300	64.48	Sale of handmade chocolate
10/01/2023	Joyce Wells	BACS 12025	9.00			4345 300	9.00	Sale of handmade bug boxes
10/01/2023	Eloise Latham	BACS 12026	68.40			4345 300	68.40	Sale of handmade scented candl
10/01/2023	Arthur Marshall	BACS 12027	34.20			4345 300	34.20	Sale of fused glass gifts
10/01/2023	Brigitte Bastiaansen	BACS 12028	18.00			4345 300	18.00	Sale of painted glass bottles
10/01/2023	Karen Scott	BACS 12029	87.30			4345 300	87.30	Sale of felt goods
10/01/2023	First Essex Buses	BACS 12030	34.20			4345 300	34.20	Sale of bus tickets
10/01/2023	C&S Window Cleaning Services	BACS 12031	90.00			4120 100	90.00	Clean of Town Hall windows
10/01/2023	Steam Punk Glass	BACS 12032	28.80			4345 300	28.80	Sale of glass gifts
10/01/2023	Liz Crick	BACS 12033	25.20			4345 300	25.20	Sale of handmade soaps
10/01/2023	Maxed IT	BACS 12034	21.60		3.60	4100 100	18.00	Monthly workstation monitoring
10/01/2023	EH Smith Builders Merchants	BACS 12035	84.60		14.10	4446 400	70.50	Fast Set postfix
10/01/2023	Stockvale Ltd	BACS 12036	8,400.00		1,400.00	4345 300	7,000.00	Adventure Island tkts
11/01/2023	3 Business Services	BACS 12052	3.28		0.55	4373 300	2.73	Closing amount for mob phone
11/01/2023	Solitaire Plumbing	BACS 12053	134.10		22.35	4120 100	111.75	Work on loft ball valve
11/01/2023	Witham Public Hall Trust	BACS 12054	129.65			4345 300	129.65	Sale of tkts Soul Train
13/01/2023	Information Centre	BACS	-139.45			1300 300	-139.45	Refund for cancelled tickets
13/01/2023	Information Centre	BACS	139.45			1300 300	139.45	Incorrect posting
13/01/2023	Plus Net	DD	28.87		4.81	4100 100	24.06	Monthly line rental
16/01/2023	American Express	DD	4.76			4355 300	4.76	System usage fee
16/01/2023	Clover Marketplace Merchant	DD	46.40			4355 300	46.40	Monthly system usage fee
17/01/2023	British Gas	DD	398.98		66.49	4122 100	332.49	Monthly gas usage 2/12-1/1/23
17/01/2023	FuelGenie	DD	50.01		8.33	4444 400	41.68	Diesel
18/01/2023	SSE Plc	DD	255.11		12.14	4425 400	242.97	Unmetered street lighting
18/01/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly Equipment fee
18/01/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly equip app fee
Subtotal Carried Forward:			189,964.75	0.00	7,633.26		182,331.49	

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

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>
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
20/01/2023								
24/01/2023	EBM Managed Services	DD	404.49		67.42	4130 100	337.07	Photocopier usage 23/11-21/12
23/01/2023	SSE Plc	DD	85.35		4.06	4372 300	81.29	Unmeter CCTV 2/12-31/23
24/01/2023	EH Smith Builders Merchants	BACS 12055	240.72		40.12	4446 400	37.05	Carcassing timber & concrete
						4447 400	30.90	Green Carcassing timber
						4447 400	132.65	Carcassing timber & postfix
24/01/2023	Society of London Theatres	BACS 12056	324.30			4345 300	324.30	Sale of theatre tkts
24/01/2023	DAC Planning Ltd	BACS 12057	1,740.00		290.00	4600 200	1,450.00	Survey & promo material
24/01/2023	Solitaire Plumbing	BACS 12058	288.00		48.00	4120 100	240.00	Remove blending valve
24/01/2023	David Islip Photography	BACS 12059	45.00			4120 100	45.00	Staff headshots
24/01/2023	Advancedscape Ltd	BACS 12060	486.00		81.00	4436 400	405.00	3 40L dog bins
24/01/2023	Witham and Countryside Society	BACS 12061	20.00			4345 300	20.00	Old photo's of Witham
24/01/2023	A & J Lighting	BACS 12062	2,460.00		410.00	4425 400	2,050.00	WTC 54 Blunts Hall Rd
24/01/2023	Braintree District Council	BACS 12063	70.00			4380 300	70.00	License for Newlands Centre

Subtotal Carried Forward:

218,231.30

0.00

8,573.86

209,657.44

Unity Trust Account

Payments made between 01/11/2022 and 31/01/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
24/01/2023	Wilkin & Sons	BACS 12064	209.62			4345 300	209.62	Various condiments
24/01/2023	Personalise	BACS 12065	68.98		11.50	4445 400	57.48	Logo's on cargo trousers
24/01/2023	Witham Public Hall Trust	BACS 12066	342.71			4345 300	342.71	Sale of tkts George Michael
24/01/2023	FuelGenie	DD	100.00		16.66	4444 400	83.34	Diesel
26/01/2023	Holts of Witham	BACS 12069	20.00			4345 300	20.00	Redeem vouchers 25 & 26
31/01/2023	Daisy Communications	DD	143.06		23.84	4160 100	119.22	Monthly service charges
31/01/2023	FuelGenie	DD	50.01		8.33	4444 400	41.68	Diesel
31/01/2023	Adept Telecom	DD	27.04		4.51	4355 300	22.53	Mnthly call charges
Total Payments:			219,192.72	0.00	8,638.70		210,554.02	

[Back to Agenda](#)

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	17,113	500	(16,613)			3422.7%	
1500 Hall Hire	13,900	12,000	(1,900)			115.8%	
Administration :- Income	31,013	12,500	(18,513)			248.1%	0
4100 I.T	3,932	4,000	68		68	98.3%	
4101 Charges	344	500	156		156	68.9%	
4115 Travel Expenses	140	500	360		360	28.0%	
4120 Town Hall	26,319	35,000	8,682		8,682	75.2%	
4121 Gas	2,963	5,500	2,537		2,537	53.9%	
4122 Electricity	2,484	5,700	3,216		3,216	43.6%	
4130 Photocopying	8,827	3,000	(5,827)		(5,827)	294.2%	
4135 Postage	295	500	205		205	59.0%	
4140 Stationery	678	1,500	822		822	45.2%	
4145 Admin Team PAYE/LGPS	182,847	224,215	41,368		41,368	81.5%	
4150 Office Equipment	2,013	4,000	1,987		1,987	50.3%	
4160 Telephone/Fax	1,062	1,800	738		738	59.0%	
4165 Insurance	10,590	8,500	(2,090)		(2,090)	124.6%	
4170 Sundry Expenses	1,387	1,500	113		113	92.5%	
4175 Audit & Legal	3,253	6,500	3,247		3,247	50.0%	
4180 Affiliation Fees	4,122	5,000	878		878	82.4%	
4185 Members -Conferencing/Training	265	2,000	1,735		1,735	13.2%	
4190 Staff -Conferencing/Training	5,056	5,000	(56)		(56)	101.1%	
4195 Payroll Charges	760	800	40		40	95.0%	
4200 Petty Cash	400	650	250		250	61.5%	
Administration :- Indirect Expenditure	257,736	316,165	58,429	0	58,429	81.5%	0
Net Income over Expenditure	(226,722)	(303,665)	(76,943)				
<u>200 Planning & Transport</u>							
4600 Neighbourhood Plan	2,485	5,000	2,515		2,515	49.7%	
Planning & Transport :- Indirect Expenditure	2,485	5,000	2,515	0	2,515	49.7%	0
Net Expenditure	(2,485)	(5,000)	(2,515)				
<u>300 Community</u>							
1300 Information Sales Income	51,542	75,000	23,458			68.7%	
1310 Witham Festival Income	1,200	1,500	300			80.0%	
1311 King's Coronation Income	220	0	(220)			0.0%	
1320 New Events Income	1,970	0	(1,970)			0.0%	
1501 Dog Show	1,100	500	(600)			220.1%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1509 Christmas Events	2,655	500	(2,155)			531.0%	
Community :- Income	58,688	77,500	18,812			75.7%	0
4301 Community Team PAYE/LGPS	57,732	61,900	4,168		4,168	93.3%	
4305 Remembrance	710	1,200	490		490	59.2%	
4310 Silver Cinema	598	2,000	1,402		1,402	29.9%	
4315 Town Clock	711	1,300	589		589	54.7%	
4330 Queen's Jubilee	8,441	7,000	(1,441)		(1,441)	120.6%	
4340 Christmas Decorations	13,552	10,600	(2,952)		(2,952)	127.9%	
4345 Information Centre Purchases	42,020	65,000	22,980		22,980	64.6%	
4355 Information Centre Administrat	2,170	3,000	830		830	72.3%	
4360 Community Grant Aid	8,441	15,000	6,559		6,559	56.3%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4371 Community Safety	0	2,500	2,500		2,500	0.0%	
4372 CCTV	3,453	8,000	4,547		4,547	43.2%	
4373 Special Constable Expenses	2,166	5,000	2,834		2,834	43.3%	
4374 Special Constable Recruitment	0	1,000	1,000		1,000	0.0%	
4375 Other Community Support	258	1,500	1,242		1,242	17.2%	
4376 Halloween	1,599	2,000	401		401	79.9%	
4377 Easter Trail	1,321	1,500	179		179	88.1%	
4379 Witham Dog Show	2,512	2,000	(512)		(512)	125.6%	
4380 Witham Festival	20,894	18,000	(2,894)		(2,894)	116.1%	
4390 Christmas Events & Tree	2,517	3,000	483		483	83.9%	
4395 New Events Improvements	1,996	1,500	(496)		(496)	133.0%	
Community :- Indirect Expenditure	181,091	223,000	41,909	0	41,909	81.2%	0
Net Income over Expenditure	(122,404)	(145,500)	(23,096)				
<u>400 Environment</u>							
1401 Dog & Bench Sponsorship Scheme	4,650	1,650	(3,000)			281.8%	
Environment :- Income	4,650	1,650	(3,000)			281.8%	0
4400 Operations PAYE/LGPS	126,020	126,714	694		694	99.5%	
4420 Equipment Supplies & Maintenanc	4,035	4,000	(35)		(35)	100.9%	
4425 Lighting Maintenance & Utility	4,693	4,000	(693)		(693)	117.3%	
4431 Toilet Block - Town Park	1,213	7,650	6,437		6,437	15.9%	
4432 New Tree Planting	1,961	2,000	39		39	98.0%	
4433 Tree Maintenance	3,905	9,000	5,095		5,095	43.4%	
4436 Dog Bin Maintenance	430	600	170		170	71.7%	
4437 Dog & Bench Schemes	4,470	1,200	(3,270)		(3,270)	372.5%	
4444 Fleet	4,916	4,000	(916)		(916)	122.9%	
4445 Open Spaces General	1,810	1,500	(310)		(310)	120.7%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4446 James Cooke Wood	376	2,000	1,624		1,624	18.8%	
4447 River Walk	849	3,000	2,151		2,151	28.3%	
4448 Whetmead LNR	172	2,000	1,828		1,828	8.6%	
4452 River Walk Signage	0	3,000	3,000		3,000	0.0%	
4453 Litter Bins	974	8,000	7,026		7,026	12.2%	
4455 Witham in Bloom	13,038	12,200	(838)		(838)	106.9%	
4457 Waste Disposal	1,925	1,000	(925)		(925)	192.5%	
Environment :- Indirect Expenditure	170,786	191,864	21,078	0	21,078	89.0%	0
Net Income over Expenditure	(166,136)	(190,214)	(24,078)				
500 Policy & Resources							
1510 Interest Received	1,967	100	(1,867)			1967.4%	
Policy & Resources :- Income	1,967	100	(1,867)			1967.4%	0
4500 Instructions & Reports	0	5,000	5,000		5,000	0.0%	
4503 Communications & Exhibitions	1,224	1,500	276		276	81.6%	
4505 Civic Receptions	1,473	2,000	527		527	73.7%	
4510 Christmas Expenses	1,186	2,700	1,514		1,514	43.9%	
4515 Mayor's Allowance	2,187	2,000	(187)		(187)	109.3%	
4516 Civic Gesture	288	500	213		213	57.5%	
4517 Members Allowance	1,900	8,000	6,100		6,100	23.8%	
4525 Newsletter & Publications	6,396	12,000	5,604		5,604	53.3%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	14,654	34,700	20,046	0	20,046	42.2%	0
Net Income over Expenditure	(12,686)	(34,600)	(21,914)				
600 Precept							
1600 Precept	704,406	704,406	0			100.0%	
1606 Collection Fund Surplus	0	8,698	8,698			0.0%	
Precept :- Income	704,406	713,104	8,698			98.8%	0
Net Income	704,406	713,104	8,698				
900 EMR Movement							
8000 CapIn - Environment	4,879	0	(4,879)			0.0%	4,879
EMR Movement :- Income	4,879	0	(4,879)				4,879
9001 CapEx - Environment	920	0	(920)		(920)	0.0%	920
9003 CapEx - Policy & Resources	10,630	0	(10,630)		(10,630)	0.0%	10,630
9040 EMR - Election Expenses	6,256	0	(6,256)		(6,256)	0.0%	6,256
EMR Movement :- Indirect Expenditure	17,806	0	(17,806)	0	(17,806)		17,806
Net Income over Expenditure	(12,927)	0	12,927				
7000 plus Transfer from EMR	17,806						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7001 less Transfer to EMR	4,879						
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	805,603	804,854	(749)			100.1%	
Expenditure	644,558	770,729	126,171	0	126,171	83.6%	
Net Income over Expenditure	<u>161,045</u>	<u>34,125</u>	<u>(126,920)</u>				
plus Transfer from EMR	17,806						
less Transfer to EMR	4,879						
Movement to/(from) Gen Reserve	<u>173,972</u>						

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - LED Streetlighting	0.00		0.00
321 EMR- Community Day	567.13	-567.13	0.00
322 EMR - Information Centre	0.00		0.00
323 EMR- Streetlighting Sinking Fu	0.00	2,000.00	2,000.00
324 NIL	0.00	0.00	0.00
325 EMR - Riverwalk Cycleways	41,400.00	18,600.00	60,000.00
330 EMR - Puppet Festival	2,171.95	-2,171.95	0.00
333 EMR - Community Safety /CCTV	20,000.00		20,000.00
335 EMR - Highways Devolution	36,833.94	-9,061.30	27,772.64
336 EMR - Acquisitions	0.00		0.00
340 EMR - Land Improvement	20,000.00	20,000.00	40,000.00
345 EMR - Vehicle Replacement Fund	0.00		0.00
346 EMR - Equipment Replacement	20,000.00	10,000.00	30,000.00
350 EMR - Street Furniture Renew	20,000.00		20,000.00
355 EMR - Major Repairs & Renewals	11,225.00	-6,855.00	4,370.00
356 EMR - Town Hall Development	0.00		0.00
357 EMR - Winter Wonderland	25,000.00	-25,000.00	0.00
358 EMR - J C Wood Imp Plan	20,000.00	30,000.00	50,000.00
359 EMR - Whetmead Imp Plan	20,000.00	-7,850.00	12,150.00
360 EMR - Election Expenses	61.67	3,682.43	3,744.10
361 EMR - Members Allowance	3,000.00	-3,000.00	0.00
362 EMR - Allotment Control Accoun	0.00	8,913.58	8,913.58
390 EMR- Mayor's Appeal	0.00		0.00
	<u>240,259.69</u>	<u>38,690.63</u>	<u>278,950.32</u>

Back to Agenda