



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 26th June 2023** Time: **7:30 p.m.**

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

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

To be present: Councillors

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

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 6th March 2023 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

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

5. TOWN CLERK'S REPORT

To receive the Town Clerk's report on matters arising.

6. TOWN COUNCIL POLICIES

(a) WITHAM TOWN COUNCIL MEETING ATTENDANCE POLICY

To receive and review Witham Town Council Meeting Attendance Policy attached at page 4.

(b) HEALTH AND SAFETY POLICY

To receive and review the Health and Safety Policy attached at page 5.

(c) BIODIVERSITY POLICY

To receive and agree a Biodiversity Policy attached at page 8.

(d) CRIME AND DISORDER POLICY

To receive and agree a Crime and Disorder Policy attached at page 9.

(e) SOCIAL MEDIA POLICY FOR MEMBERS AND OFFICERS

To receive and review the Social Media Policy for Members and Officers attached at page 10.

7. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 30th April 2023 attached at page 13.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 30th April 2023 attached at page 25.

(c) BUDGET STATEMENTS, EXCEPTIONS REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exceptions Report and Earmarked Reserves to 30th April 2023 attached at page 68 .

8. LLOYDS 95 DAY NOTICE ACCOUNT

To receive a report on the Lloyds 95-Day Notice Account attached at page 79.

9. SECTION 106 FUNDING

To identify opportunities for funding through Section 106 monies.

10. 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.

11. TOWN HALL IMPROVEMENTS

To receive a verbal report regarding Town Hall improvements. Supporting information attached at page 80.



Nikki Smith
Town Clerk

NS/GK/20.6.2023

Policy Overview

This policy has been written to help encourage efficient administration of meetings, avoid inquorate meetings and allow appropriate rescheduling of meetings where required. It will also provide responsibility and accountability for Members.

Apologies for Absence

- Members shall give as much advance notice as possible of absence from all meetings by contacting the Council Office.
- Members should be able to provide a valid reason for absence to the Office.
- The deadline for receiving an apology for absence shall be the end of office hours on the day after the meeting.
- Apologies for absence shall be made directly to the Office and not normally via a third person or platform such as another Member at the meeting, or social media.

Extended Periods of Absence

- A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period.
- If absence becomes necessary for extended periods, Councillors are recommended to submit a request to the Town Clerk giving the reason for absence, for approval by the Council.

Recording and Publishing Attendance

- For all meetings of the Council, the Committee Clerk will record Members' attendance, or nonattendance with or without apologies in the attendance register.
- The Minutes of meetings will show Members in attendance and Members absent who have or have not given their apologies.

Agreed: Minute 7 of Policy and Resources Meeting held 20th June 2022.

Reviewed: Policy and Resources held 26th June 2023

To be reviewed: June 2024

Policy WTC/48

[Back to Agenda](#)

Health & Safety Policy

Policy Overview

Under the Health and Safety at Work etc. Act 1974, the Council has a duty both as an employer and as a body corporate, to prepare, update accordingly and bring to the attention of its employees a written statement of its general policy with respect to health and safety at work. With due regard to the Management of Health & Safety at Work Regulations 1992, the Council will make and give effect to such arrangements as are appropriate. In undertaking such a commitment the Town Council will consider the nature of its activities and the size of its undertaking, for the effective planning, organisation, control, monitoring and review of the necessary preventative and protective measures.

The Town Council undertakes that it will bring all aspects of the policy, where appropriate, and revision thereof to the notice of all its employees and other persons so affected by the Council's activities as required under current relevant statutory provisions.

1. Statement of Intent

Witham Town Council recognises and accepts its responsibility as an employer to provide a healthy place of work and a safe working environment for all its employees. The Council accepts the requirement to assess risk and to reduce hazards accordingly for the protection of its employees. Within that undertaking, so far as is reasonably practicable, the following areas will form the basis upon which to provide a corporate strategy:-

- 1.1 To provide an effective and suitable system for the assessment of risk, to identify the hazards present and to implement preventative and protection measures;
- 1.2 to provide effective planning, organisation, control and monitoring procedures;
- 1.3 to provide appropriate health surveillance;
- 1.4 to appoint suitable persons to provide health and safety assistance for implementing the Town Council's responsibilities.
- 1.5 to make provision for adequate procedures to deal effectively with situations
- 1.6 to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of the employees.
- 1.7 to make provision to ensure all employees are provided with adequate health and safety training;
- 1.8 to ensure adequate provision is made for new employees with regard to their health and safety;
- 1.9 to establish joint co-operation with other employers where Council employees and those from outside undertakings need to make suitable provision for health and safety matters.

Witham Town Council hereby declares that the provision of relevant European Community Directives, Legislation, Regulations and Approved Codes of Practice must be observed.

2. Corporate Responsibility

The overall responsibility for matters arising out of the Health & Safety at Work etc Act 1974 rests with the Staffing Committee acting through the Town Clerk. In compliance with the Management of Health & Safety at Work Regulations 1992, Regulation 6(1), Witham Town Council has **jointly appointed the Staffing Committee and Policy and Resources Committee**

to undertake necessary measures in order to comply with the requirements and prohibitions imposed under the relevant statutory provisions.

3. Employees' Responsibilities

The Town Council wishes to draw the attention of all employees to the following:-

- 3.1 Section 7(a) of the Act which requires them to take reasonable care for the safety of themselves and others at work and to Section 7 (b) of the Act to co-operate with their employers and others in the carrying out of statutory obligations;
- 3.2 Section 8 of the Act which prohibits any person from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare;
- 3.3 the need to comply with the Management of Health & Safety at Work Regulations 1992, Regulation 12 as follows:
 - (i) use any machinery, protective clothing, equipment, dangerous substances, the handling and transporting of loads strictly in compliance with Council procedures and in accordance with any related training;
 - (ii) inform the Town Clerk of any work situation which is reasonably considered to represent a serious and immediate danger to health and safety;
 - (iii) inform the Town Clerk of any matter which could reasonably be considered to represent a shortcoming in the Town Council's protection arrangements for health and safety;
 - (iv) report to the Town Clerk should the employee consider that they are not capable for any reason, be it a medical condition, level of training, knowledge or experience etc., to carry out any activity during the employ of the Council in none other than a safe manner and without risk to their health and that of others;
 - (v) report to the Town Clerk all accidents and damage to persons or equipment;
 - (vi) ensure that they, as individuals are aware of and conform to the Town Council's Safety Policy;
 - (vii) observe safety rules at all times;
 - (viii) observe safe standards of behaviour and dress
 - (ix) that failure of an employee to comply with the provisions of the Act or of any aspect of the Town Council's policy could lead to legal and/or disciplinary action.

4. Particular Arrangements for Application of the Policy

4.1 The Town Council is required:-

- (i) to ensure that the provisions of health and safety legislation are carried out in the Council;
- (ii) to ensure that the Council's Health & Safety Policy is implemented;
- (iii) to identify employees with health and safety responsibilities;
- (iv) to ensure that all employees know the whereabouts of the first aid facilities;
- (v) to ensure that all employees know what to do in the case of fire and to know the locations of and how to use the fire fighting equipment provided;

4.2 Employees are required:

- (i) fully to familiarise themselves with the Council's Safety Policy and subsequent modifications;

- (ii) to ensure that they comply at all times to safe working practices;
- (iii) to ensure that they know what to do in the case of fire and know the locations of and how to use the fire fighting equipment provided;
- (iv) to be familiar with the first aid locations of **all staff kitchens, operational vehicles and ground floor defibrillator cabinet.**
- (v) to maintain safe practices in order to achieve maximum safety for themselves, their colleagues and members of the public
- (vi) to report promptly to the Town Clerk all accidents, dangerous occurrences for insertion in the appropriate book.
- (vii) to ensure that all machinery and equipment which they are operating is properly maintained and safe to use.
- (viii) to ensure that all defects are reported immediately to the Town Clerk.

5. Promotion of Policy

Copies of this statement will be issued to all Members of Staff and to Members of the Town Council who have corporate responsibility in this matter. The Town Clerk holds ultimate accountability for Health & Safety policy implementation and her deputy in their absence. Copies of this policy will also be placed in conspicuous areas. A continuing programme of health and safety awareness briefings will be developed and maintained for all.

Policy Adopted: 13th June 2022

Reviewed: 26th June 2023

To be reviewed annually

POLICY NO: WTC/29 (Policy and Resources Committee)

[Back to Agenda](#)

Witham Town Council: Biodiversity Policy

Witham Town Council acknowledges its duty under the Natural Environment and Rural Communities Act 2006, section 40, to consider the conservation of biodiversity when carrying out its functions.

Introduction

Witham Town Council's Environmental Policy reflects that it is committed to reducing its environmental impact and creating a sustainable community for residents and future generations. Climate emergency declarations have been made by Essex County Council and Braintree District Council to become carbon neutral by 2030.

Objectives

This has highlighted the requirement for Witham Town Council to strive to reduce its impact on the environment and consider climate change while delivering its services, carrying out its duties and when considering all strategic decisions.

The Town Council own, manage, and maintain several open spaces which include, James Cooke Wood, Whetmead Nature Reserve, the Closed Churchyard, and the River Walk. These provide opportunities for natural habitats which the Council is committed to protecting through its Biodiversity and Environmental Policies.

Planning applications are scrutinised and comments submitted to the Planning Authority. The Planning and Transport Committee endeavour to ensure that harm to the environment is minimised by the proposal itself, or the work required in delivering it. Witham has two conservation areas and the Town Council monitors and reports contraventions to the Planning Authority, Braintree District Council, as they occur.

Adopted:

To be reviewed:

WTC054

[Back to Agenda](#)

Witham Town Council: Crime and Disorder Policy

Witham Town Council has created this policy as it has a duty to consider the impact of its functions and decisions on crime and disorder in its area, under Section 17 of the Crime and Disorder Act 1998.

As part of that process the Town Council will fully engage with the all-applicable bodies to:

- Reduce and detect crime.
- Reduce anti-social behaviour and fear of crime and re-assure people.
- Strengthen community involvement under Section 5(2) of the Crime and Disorder Act 1998 (the right of town and parish councils to be consulted).

In exercising those functions, the Town Council shall act in co-operation with the following persons and bodies, namely:

- The local authorities, Braintree District Council and Essex County Council.
- Essex Police.
- The probation service or health authority.
- every person or body prescribed by order of the Secretary of State under this subsection.

In discharging its duties, the Town Council:

- Extends a permanent invitation to Essex Police to attend monthly Council meetings where questions can be asked and addressed.
- The Town Council CCTV cameras are available to be controlled by Essex Police and footage can be provided when requested.
- Prioritises the quick removal of graffiti, litter and drug paraphernalia from public open spaces within its control (namely James Cooke Wood, the Closed Churchyard, Whetmead Nature Reserve and the River Walk)
- Publishes relevant information on its website, social media, and newsletter when possible.

The Town Council will represent the views of its community and ensure that local crime reduction strategies represent those views.

As an integral part of this policy the Town Council will continually review the ways in which it carries out its various functions and duties to ensure the reduction of crime and disorder and Witham.

Adopted:

To be reviewed:

WTC055

[Back to Agenda](#)

Witham Town Council – Social Media Policy for Members and Officers

Guide to use of Social Media by Members and Officers

Policy Overview

This policy explains the way in which members and staff are advised to use their social media accounts to avoid legal and reputational risk to both themselves and the council.

Definitions

For the purpose of this policy, social media includes (but is not limited to) such websites as:

- Facebook
- Twitter
- LinkedIn
- YouTube
- Instagram
- Snapchat

For the purpose of this policy, media devices include:

- Mobile Phones
- Tablets
- Cameras
- Laptops
- Any other device capable of recording

Code of Conduct- Members

If acting in the capacity as a councillor rather than a member of the public, adherence to the Code of Conduct applies to online activities in the same way as with any other form of communication and members are still bound by the Nolan Principles.

If a member has an account where they comment as both a councillor and an individual it might be presumed that the views expressed are those of the council rather than the member personally when this may not be the case. It is suggested that members have two accounts, one for personal interaction and another to express their views as a councillor and to interact with members of the public.

If members are not commenting or posting in the official capacity as a member of the council, they should refrain from using Councillor in front of their name as this could be misinterpreted.

Relevant elements of the Members Code of Conduct are:

- You are a member of Witham Town Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.
- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Members must not disclose any confidential information on social media. The same standards must be upheld as when communicating in a more formal context.

Members must not issue statements or press releases on behalf of the council.

Members must not post photographs on their private accounts of staff members without permission regardless of whether these have been taken at council events.

Code of Conduct-Officers

When representing the council officers must adhere to the staff Code of Conduct.

Officers should refrain from posting on behalf of the council unless from an official Witham Town Council social media account and with express permission from the Town Clerk.

Although not mandatory it is suggested that officers do not advertise on social media their place of work so that personal opinions cannot be misinterpreted as those of the council.

Relevant elements of the Staff Code of Conduct are:

- Close personal familiarity between employees and individual Councillors can damage the relationship and prove embarrassing to other employees and councillors and should, therefore, be avoided.
- Employees should avoid doing anything which could reflect adversely on the Council.
- All information or knowledge obtained during the course of an employee's employment must be treated as confidential, unless and until it is formally made public.

Considerations for both Members and Officers

Whether posting from personal or official councillor social media accounts the following should be taken into consideration:

- Could the post bring the council into disrepute? Members and Officers should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of themselves or the council.
- Compliance with equality laws. Do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith.
- Are there appropriate privacy settings in place for personal social media accounts?
- Even if a post is deleted it will likely have been read by others before it is removed and shared several times.
- Be aware that sharing someone else's post can be seen as agreeing or supporting the content or the person that originally posted.
- Be aware that publishing information obtained from a members' position on the council or through the work as an officer will make the individual posting seen to be a representative of the council.
- It is not appropriate for Members to request or accept a Council employee or contractor providing services to the council as a 'friend' on social media as this can suggest a personal relationship. Exceptions can be made when the relationship was formed prior to either the Member or Officer being elected to or employed by the council.
- Members should refrain from tagging council employees into posts on social media relating to council work as this identifies them as employees to members of the public. Councillors may publicise the work of the council as a whole but should not identify staff by name.

Legal Issues

- **Libel**- If a statement is posted online about a person which is both untrue and damaging to their reputation it could result in legal action being taken and damages awarded against the poster.
- **Copyright**-If images or text are posted without first obtaining permission this can result in a breach of copyright and again lead to legal action.
- **Data Protection**- Personal information about an individual should not be posted online without the express consent of that individual.
- **Bias and Predetermination**- If a member is involved in any decision-making process, they are expected to attend the committee or hearing prepared to listen to the views of others and weigh up all of the evidence. If a comment has already been made on social media then the member could be seen to have made a predetermination before the meeting and any vote, they took part in could be challenged as unlawful.

Agreed at Minute 143 of FTC Meeting held

06.07.2020

Reviewed: 05.12.2022

Review Date: December 2023

POLICY NO: WTC/038 - POLICY & RESOURCES

[Back to Agenda](#)

**Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023	12	299,192.47
			<u>299,192.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			299,192.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			299,192.47
		Balance per Cash Book is :-	299,192.47
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023	128	19,693.93
			<u>19,693.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			19,693.93
<u>Receipts not Banked/Cleared (Plus)</u>			
08/12/2022 P&R Dec 22		75,000.00	
			<u>75,000.00</u>
			94,693.93
		Balance per Cash Book is :-	94,693.93
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	28/02/2023	10	29.68
			<hr/> 29.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			29.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			29.68
		Balance per Cash Book is :-	29.68
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023	54	231,464.93
			<u>231,464.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			231,464.93
<u>Receipts not Banked/Cleared (Plus)</u>			
04/01/2023 2022/501		40.00	
04/01/2023 2022/504		800.00	
31/01/2023 2022/540		20.00	
31/01/2023 2022/542		1,040.00	
31/01/2023 2022/545		24.00	
28/02/2023 2022/587		86.49	
28/02/2023 2022/588		209.90	
28/02/2023 2022/589		17.50	
28/02/2023 2022/590		77.24	
28/02/2023 2022/591		96.00	
28/02/2023 2022/592		960.00	
28/02/2023 2022/593		20.00	
28/02/2023 2022/594		77.00	
			<u>3,468.13</u>
			234,933.06
		Balance per Cash Book is :-	234,933.06
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023	13	299,722.42
			<u>299,722.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			299,722.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			299,722.42
		Balance per Cash Book is :-	299,722.42
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023	128	17,877.03
			<u>17,877.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			17,877.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			17,877.03
		Balance per Cash Book is :-	17,877.03
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/03/2023	11	105.76
			<hr/> 105.76
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			105.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			105.76
		Balance per Cash Book is :-	105.76
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023	55	248,465.96
			<hr/> 248,465.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			248,465.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			248,465.96
		Balance per Cash Book is :-	248,465.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2023
for Cashbook 7 - 95 Day Notice**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	30/04/2023	14	300,228.65
			<u>300,228.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			300,228.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			300,228.65
		Balance per Cash Book is :-	300,228.65
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2023
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	30/04/2023	129	15,477.56
			<u>15,477.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,477.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,477.56
		Balance per Cash Book is :-	15,477.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/04/2023	12	41.31
			<hr/> 41.31
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			41.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			41.31
		Balance per Cash Book is :-	41.31
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2023
for Cashbook 6 - Unity Trust Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	30/04/2023	56	673,667.03
			<u>673,667.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			673,667.03
<u>Receipts not Banked/Cleared (Plus)</u>			
28/04/2023 2023/58		960.00	
28/04/2023 2023/59		78.00	
28/04/2023 2023/60		28.00	
28/04/2023 2023/61		20.00	
28/04/2023 2023/62		38.50	
28/04/2023 2023/64		45.00	
28/04/2023 2023/65		220.99	
			<u>1,390.49</u>
			675,057.52
		Balance per Cash Book is :-	675,057.52
		Difference is :-	0.00

[Back to Agenda](#)

Receipts received between 01/02/2023 and 31/03/2023

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	01/02/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	INTEREST RECEIVED
INTEREST Banked	02/02/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	INTEREST RECEIVED
INTEREST Banked	03/02/2023	14.32						
INTEREST	Lloyds Bank	14.32			1510	500	14.32	INTEREST RECEIVED
INTEREST Banked	06/02/2023	50.34						
INTEREST	Lloyds Bank	50.34			1510	500	50.34	INTEREST RECEIVED
INTEREST Banked	07/02/2023	16.78						
INTEREST	Lloyds Bank	16.78			1510	500	16.78	INTEREST RECEIVED
INTEREST Banked	08/02/2023	16.78						
INTEREST	Lloyds Bank	16.78			1510	500	16.78	INTEREST RECEIVED
INTEREST Banked	09/02/2023	16.79						
INTEREST	Lloyds Bank	16.79			1510	500	16.79	INTEREST RECEIVED
INTEREST Banked	10/02/2023	16.79						
INTEREST	Lloyds Bank	16.79			1510	500	16.79	INTEREST RECEIVED
INTEREST Banked	13/02/2023	50.36						
INTEREST	Lloyds Bank	50.36			1510	500	50.36	INTEREST RECEIVED
INTEREST Banked	14/02/2023	16.79						
INTEREST	Lloyds Bank	16.79			1510	500	16.79	INTEREST RECEIVED
INTEREST Banked	15/02/2023	16.79						
INTEREST	Lloyds Bank	16.79			1510	500	16.79	INTEREST RECEIVED
INTEREST Banked	16/02/2023	16.79						
INTEREST	Lloyds Bank	16.79			1510	500	16.79	INTEREST RECEIVED
INTEREST Banked	17/02/2023	16.79						
INTEREST	Lloyds Bank	16.79			1510	500	16.79	INTEREST RECEIVED
INTEREST Banked	20/02/2023	50.38						
INTEREST	Lloyds Bank	50.38			1510	500	50.38	INTEREST RECEIVED
INTEREST Banked	21/02/2023	16.80						
INTEREST	Lloyds Bank	16.80			1510	500	16.80	INTEREST RECEIVED
INTEREST Banked	22/02/2023	16.80						
INTEREST	Lloyds Bank	16.80			1510	500	16.80	INTEREST RECEIVED
INTEREST Banked	23/02/2023	16.80						
INTEREST	Lloyds Bank	16.80			1510	500	16.80	INTEREST RECEIVED
INTEREST Banked	24/02/2023	16.80						
INTEREST	Lloyds Bank	16.80			1510	500	16.80	INTEREST RECEIVED
Subtotal Carried Forward:		395.54	0.00	0.00			395.54	

95 Day Notice

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	27/02/2023	50.40						
INTEREST	Lloyds Bank	50.40			1510	500	50.40	INTEREST RECEIVED
INTEREST Banked	28/02/2023	16.80						
INTEREST	Lloyds Bank	16.80			1510	500	16.80	INTEREST RECEIVED
INTEREST Banked	01/03/2023	16.80						
INTEREST	Lloyds Bank	16.80			1510	500	16.80	INTEREST RECEIVED
INTEREST Banked	02/03/2023	16.80						
INTEREST	Lloyds Bank	16.80			1510	500	16.80	INTEREST RECEIVED
INTEREST Banked	03/03/2023	16.81						
INTEREST	Lloyds Bank	16.81			1510	500	16.81	INTEREST RECEIVED
INTEREST Banked	06/03/2023	50.42						
INTEREST	Lloyds Bank	50.42			1510	500	50.42	INTEREST RECEIVED
INTEREST Banked	07/03/2023	16.81						
INTEREST	Lloyds Bank	16.81			1510	500	16.81	INTEREST RECEIVED
INTEREST Banked	08/03/2023	16.81						
INTEREST	Lloyds Bank	16.81			1510	500	16.81	INTEREST RECEIVED
INTEREST Banked	09/03/2023	16.81						
INTEREST	Lloyds Bank	16.81			1510	500	16.81	INTEREST RECEIVED
INTEREST Banked	10/03/2023	16.81						
INTEREST	Lloyds Bank	16.81			1510	500	16.81	INTEREST RECEIVED
INTEREST Banked	13/03/2023	50.44						
INTEREST	Lloyds Bank	50.44			1510	500	50.44	INTEREST RECEIVED
INTEREST Banked	14/03/2023	16.82						
INTEREST	Lloyds Bank	16.82			1510	500	16.82	INTEREST RECEIVED
INTEREST Banked	15/03/2023	16.82						
INTEREST	Lloyds Bank	16.82			1510	500	16.82	INTEREST RECEIVED
INTEREST Banked	16/03/2023	16.82						
INTEREST	Lloyds Bank	16.82			1510	500	16.82	INTEREST RECEIVED
INTEREST Banked	17/03/2023	16.82						
INTEREST	Lloyds Bank	16.82			1510	500	16.82	INTEREST RECEIVED
INTEREST Banked	20/03/2023	50.46						
INTEREST	Lloyds Bank	50.46			1510	500	50.46	INTEREST RECEIVED
INTEREST Banked	21/03/2023	16.82						
INTEREST	Lloyds Bank	16.82			1510	500	16.82	INTEREST RECEIVED
INTEREST Banked	22/03/2023	16.82						
INTEREST	Lloyds Bank	16.82			1510	500	16.82	INTEREST RECEIVED
Subtotal Carried Forward:		832.63	0.00	0.00			832.63	

95 Day Notice

Receipts received between 01/02/2023 and 31/03/2023

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	23/03/2023	16.82						
INTEREST	Lloyds Bank	16.82			1510	500	16.82	INTEREST RECEIVED
INTEREST Banked	24/03/2023	16.83						
INTEREST	Lloyds Bank	16.83			1510	500	16.83	INTEREST RECEIVED
INTEREST Banked	27/03/2023	54.17						
INTEREST	Lloyds Bank	54.17			1510	500	54.17	INTEREST RECEIVED
INTEREST Banked	28/03/2023	18.06						
INTEREST	Lloyds Bank	18.06			1510	500	18.06	INTEREST RECEIVED
INTEREST Banked	29/03/2023	18.06						
INTEREST	Lloyds Bank	18.06			1510	500	18.06	INTEREST RECEIVED
INTEREST Banked	30/03/2023	18.06						
INTEREST	Lloyds Bank	18.06			1510	500	18.06	INTEREST RECEIVED
INTEREST Banked	31/03/2023	18.06						
INTEREST	Lloyds Bank	18.06			1510	500	18.06	INTEREST RECEIVED
Total Receipts:		992.69	0.00	0.00			992.69	

Lloyds Bank Account

Receipts received between 01/02/2023 and 31/03/2023

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 13/03/2023	283.05						
INTEREST	Lloyds Bank	283.05			1510	500	283.05	Interest received from Fix
Total Receipts:		283.05	0.00	0.00			283.05	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/546	Banked 03/02/2023	40.00						
	BACS Essex Grillaz	40.00			1311	300	40.00	Kings Coronation stall
2022/547	Banked 06/02/2023	20.58						
	BACS [REDACTED]	20.58			8000	900	20.58	Allotment rent CTL023
					362		20.58	Allotment rent CTL023
					7001	900	-20.58	Allotment rent CTL023
2022/549	Banked 06/02/2023	247.30						
	000270 Information Centre	247.30			1300	300	247.30	Cash deposit
2022/550	Banked 06/02/2023	40.00						
	BACS J&G Wilson	40.00			1311	300	40.00	Kings Coronation stall
2022/551	Banked 07/02/2023	177.50						
	BACS Information Centre	177.50			1300	300	177.50	PDQ
2022/552	Banked 08/02/2023	84.00						
	BACS Information Centre	84.00			1300	300	84.00	PDQ
2022/553	Banked 08/02/2023	153.35						
	BACS Information Centre	153.35			1300	300	153.35	PDQ
2022/554	Banked 08/02/2023	20.00						
	BACS Mae Powles	20.00			1509	300	20.00	Christmas Fayre Stall
2022/555	Banked 09/02/2023	20.00						
	BACS GM Simons	20.00			1509	300	20.00	Christmas Fayre stall
2022/557	Banked 10/02/2023	574.60						
	BACS Information Centre	574.60			1300	300	574.60	PDQ
2022/558	Banked 10/02/2023	20.00						
	BACS R Poole	20.00			1509	300	20.00	Christmas Fayre stall
2022/556	Banked 10/02/2023	6,827.00						
	BACS Groundwork UK	6,827.00			1100	100	6,827.00	Grant for Neighbourhood
2022/559	Banked 13/02/2023	545.75						
	BACS Information Centre	545.75			1300	300	545.75	PDQ
2022/560	Banked 14/02/2023	308.95						
	BACS Information Centre	308.95			1300	300	308.95	PDQ
2022/561	Banked 15/02/2023	20.00						
	BACS PJ & B Bryan	20.00			1509	300	20.00	Information Centre
2022/562	Banked 15/02/2023	153.29						
	BACS Information Centre	153.29			1300	300	153.29	PDQ
2022/563	Banked 15/02/2023	418.10						
	BACS Information Centre	418.10			1300	300	418.10	PDQ
Subtotal Carried Forward:		9,670.42	0.00	0.00			9,670.42	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/564	Banked 15/02/2023	30.00						
	BACS Louise Hindley	30.00			1509	300	30.00	Christmas Fayre stall
2022/565	Banked 15/02/2023	40.00						
	BACS E&N Taylor	40.00			1509	300	40.00	Christmas Fayre stall
2022/566	Banked 15/02/2023	20.00						
	BACS R Hartley	20.00			1509	300	20.00	Christmas Fayre stall
2022/567	Banked 16/02/2023	54.70						
	BACS [REDACTED]	54.70			8000	900	54.70	Allotment rent CTL023
					362		54.70	Allotment rent CTL023
					7001	900	-54.70	Allotment rent CTL023
2022/568	Banked 16/02/2023	20.00						
	BACS S Gray	20.00			1509	300	20.00	Christmas Fayre stall
2022/569	Banked 16/02/2023	20.00						
	BACS A Watkins	20.00			1509	300	20.00	Christmas Fayre stall
2022/570	Banked 17/02/2023	440.49						
	BACS Information Centre	440.49			1300	300	440.49	PDQ
2022/571	Banked 20/02/2023	19.10						
	BACS [REDACTED]	19.10			8000	900	19.10	Allotment rent CTL098
					362		19.10	Allotment rent CTL098
					7001	900	-19.10	Allotment rent CTL098
2022/572	Banked 20/02/2023	156.50						
	BACS Information Centre	156.50			1300	300	156.50	PDQ
2022/573	Banked 21/02/2023	371.40						
	BACS Information Centre	371.40			1300	300	371.40	PDQ
2022/574	Banked 21/02/2023	30.00						
	BACS Zoe Mai Lawrence	30.00			1509	300	30.00	Christmas Fayre stall
2022/575	Banked 21/02/2023	20.00						
	BACS F lee	20.00			1509	300	20.00	Christmas Fayre stall
2022/576	Banked 22/02/2023	80.80						
	BACS Information Centre	80.80			1300	300	80.80	PDQ
2022/577	Banked 22/02/2023	316.24						
	BACS Information Centre	316.24			1300	300	316.24	PDQ
2022/578	Banked 24/02/2023	104.25						
	BACS Information Centre	104.25			1300	300	104.25	PDQ
2022/579	Banked 27/02/2023	8,686.03						
	BACS HM Revenue & Customs	8,686.03			105		8,686.03	VAT refund Q3
2022/580	Banked 27/02/2023	208.70						
Subtotal Carried Forward:		20,288.63	0.00	0.00			20,079.93	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	208.70			1300	300	208.70	PDQ
2022/581	Banked 27/02/2023	40.00						
000273	Essex Amusements	40.00			1311	300	40.00	Kings Coronation stall
2022/582	Banked 27/02/2023	40.00						
	BACS The Topsy Grey South Ltd	40.00			1509	300	40.00	Christmas Fayre stall
2022/584	Banked 27/02/2023	20.00						
	BACS EM Curtis	20.00			1509	300	20.00	Christmas Fayre stall
2022/585	Banked 28/02/2023	192.84						
	BACS Information Centre	192.84			1300	300	192.84	PDQ
2022/586	Banked 28/02/2023	40.00						
000274	Street Eats	40.00			1311	300	40.00	Kings Coronation stall
2022/587	Banked 28/02/2023	86.49						
	BACS Information Centre	86.49			1300	300	86.49	PDQ
2022/588	Banked 28/02/2023	209.90						
	BACS Information Centre	209.90			1300	300	209.90	PDQ
2022/589	Banked 28/02/2023	17.50						
	BACS Information Centre	17.50			1300	300	17.50	PDQ
2022/590	Banked 28/02/2023	77.24						
	BACS Information Centre	77.24			1300	300	77.24	PDQ
2022/591	Banked 28/02/2023	96.00						
	BACS Age Concern Colchester	96.00			1500	100	96.00	Room hire for February
2022/592	Banked 28/02/2023	960.00						
	BACS In-Health	960.00			1500	100	960.00	Room hire for February
2022/593	Banked 28/02/2023	20.00						
	BACS East of England Co-operative	20.00			1500	100	20.00	Room hire for February
2022/594	Banked 28/02/2023	77.00						
	BACS RT Hon Priti Patel	77.00			1500	100	77.00	Room hire for February
2022/595	Banked 28/02/2023	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire for February
2022/596	Banked 28/02/2023	40.00						
	BACS Jean Brett	40.00			1500	100	40.00	Room hire for February
2022/598	Banked 02/03/2023	40.00						
	BACS Sweetmans	40.00			1311	300	40.00	Christmas Fayre stall dep
2022/599	Banked 02/03/2023	148.65						
2022/599	Information Centre	148.65			1300	300	148.65	PDQ
2022/602	Banked 03/03/2023	259.05						

Subtotal Carried Forward:

22,681.30

0.00

0.00

22,422.25

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Information Centre	259.05			1300	300	259.05	PDQ
2022/603	Banked 03/03/2023	56.92						
BACS	██████████	56.92			8000	900	56.92	Allotment rent CTL054
					362		56.92	Allotment rent CTL054
					7001	900	-56.92	Allotment rent CTL054
2022/604	Banked 03/03/2023	113.84						
BACS	██████████	113.84			8000	900	113.84	Allotment rent CTL015
					362		113.84	Allotment rent CTL015
					7001	900	-113.84	Allotment rent CTL015
2022/605	Banked 03/03/2023	56.92						
BACS	██████████	56.92			8000	900	56.92	Allotment rent CTL028
					362		56.92	Allotment rent CTL028
					7001	900	-56.92	Allotment rent CTL028
2022/606	Banked 03/03/2023	56.92						
BACS	██████████	56.92			8000	900	56.92	Allotment rent CTL065
					362		56.92	Allotment rent CTL065
					7001	900	-56.92	Allotment rent CTL065
2022/607	Banked 03/03/2023	56.92						
BACS	██████████	56.92			8000	900	56.92	Allotment rent CTL070
					362		56.92	Allotment rent CTL070
					7001	900	-56.92	Allotment rent CTL070
2022/608	Banked 06/03/2023	93.60						
BACS	██████████	93.60			8000	900	93.60	Allotment rent
					362		93.60	Allotment rent
					7001	900	-93.60	Allotment rent
2022/609	Banked 06/03/2023	31.00						
BACS	██████████	31.00			8000	900	31.00	Allotment rent CTL062
					362		31.00	Allotment rent CTL062
					7001	900	-31.00	Allotment rent CTL062
2022/610	Banked 06/03/2023	59.94						
BACS	██████████	59.94			8000	900	59.94	Allotment rent CTL019
					362		59.94	Allotment rent CTL019
					7001	900	-59.94	Allotment rent CTL019
2022/611	Banked 06/03/2023	40.50						
2022/611	██████████	40.50			8000	900	40.50	Allotment rent CTL023
					362		40.50	Allotment rent CTL023
					7001	900	-40.50	Allotment rent CTL023
2022/612	Banked 06/03/2023	56.92						
BACS	██████████	56.92			8000	900	56.92	Allotment rent CTL032
					362		56.92	Allotment rent CTL032
					7001	900	-56.92	Allotment rent CTL032
2022/613	Banked 06/03/2023	56.92						
Subtotal Carried Forward:		23,361.70	0.00	0.00			23,304.78	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS		56.92			8000	900	56.92	Allotment rent CTL036
					362		56.92	Allotment rent CTL036
					7001	900	-56.92	Allotment rent CTL036
2022/614	Banked 06/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL088
					362		46.80	Allotment rent CTL088
					7001	900	-46.80	Allotment rent CTL088
2022/615	Banked 06/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL014
					362		56.92	Allotment rent CTL014
					7001	900	-56.92	Allotment rent CTL014
2022/616	Banked 06/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL026
					362		56.92	Allotment rent CTL026
					7001	900	-56.92	Allotment rent CTL026
2022/617	Banked 06/03/2023	112.25						
000275	Information Centre	112.25			1300	300	112.25	PDQ
2022/618	Banked 06/03/2023	407.20						
000276	Information Centre	407.20			1300	300	407.20	PDQ
2022/619	Banked 06/03/2023	30.00						
BACS	Hannah Webb Heav Gifts	30.00			1509	300	30.00	Christmas Fayre stall
2022/620	Banked 06/03/2023	241.00						
BACS	Information Centre	241.00			1300	300	241.00	PDQ
2022/621	Banked 06/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL057
					362		56.92	Allotment rent CTL057
					7001	900	-56.92	Allotment rent CTL057
2022/622	Banked 07/03/2023	159.38						
BACS		159.38			8000	900	159.38	Allotment rent CTL008
					362		159.38	Allotment rent CTL008
					7001	900	-159.38	Allotment rent CTL008
2022/623	Banked 07/03/2023	23.94						
BACS		23.94			8000	900	23.94	Allotment rent CTL030
					362		23.94	Allotment rent CTL030
					7001	900	-23.94	Allotment rent CTL030
2022/624	Banked 07/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL089
					362		46.80	Allotment rent CTL089
					7001	900	-46.80	Allotment rent CTL089
2022/625	Banked 07/03/2023	56.92						

Subtotal Carried Forward:

24,656.75

0.00

0.00

24,599.83

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	[REDACTED]	56.92			8000	900	56.92	Allotment rent CTL059
					362		56.92	Allotment rent CTL059
					7001	900	-56.92	Allotment rent CTL059
2022/626	Banked 07/03/2023	104.50						
BACS	Information Centre	104.50			1300	300	104.50	PDQ
2022/627	Banked 08/03/2023	46.80						
BACS	[REDACTED]	46.80			8000	900	46.80	Allotment rent CTL080
					362		46.80	Allotment rent CTL080
					7001	900	-46.80	Allotment rent CTL080
2022/628	Banked 08/03/2023	378.75						
BACS	Information Centre	378.75			1300	300	378.75	PDQ
2022/629	Banked 08/03/2023	56.92						
BACS	[REDACTED]	56.92			8000	900	56.92	Allotment rent CTL042
					362		56.92	Allotment rent CTL042
					7001	900	-56.92	Allotment rent CTL042
2022/630	Banked 08/03/2023	72.00						
BACS	[REDACTED]	72.00			8000	900	72.00	Allotment rent CTL004
					362		72.00	Allotment rent CTL004
					7001	900	-72.00	Allotment rent CTL004
2022/631	Banked 09/03/2023	49.50						
BACS	Information Centre	49.50			1300	300	49.50	PDQ
2022/632	Banked 09/03/2023	185.13						
BACS	Maldon Metals Ltd	185.13			1100	100	185.13	2 iron bins
2022/633	Banked 10/03/2023	186.30						
000277	[REDACTED]	186.30			8000	900	186.30	Allotment rent
					362		186.30	Allotment rent
					7001	900	-186.30	Allotment rent
2022/634	Banked 10/03/2023	261.00						
BACS	Information Centre	261.00			1300	300	261.00	PDQ
2022/635	Banked 13/03/2023	61.65						
BACS	[REDACTED]	61.65			8000	900	61.65	Allotment rent CTL098
					362		61.65	Allotment rent CTL098
					7001	900	-61.65	Allotment rent CTL098
2022/636	Banked 13/03/2023	46.80						
BACS	[REDACTED]	46.80			8000	900	46.80	Allotment rent CTL098
					362		46.80	Allotment rent CTL098
					7001	900	-46.80	Allotment rent CTL098
2022/637	Banked 13/03/2023	56.92						
BACS	[REDACTED]	56.92			8000	900	56.92	Allotment rent CTL039
					362		56.92	Allotment rent CTL039
					7001	900	-56.92	Allotment rent CTL039
Subtotal Carried Forward:		26,163.02	0.00	0.00			26,163.02	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/638	Banked 13/03/2023	2,276.00						
	BACS Braintree District Council	2,276.00			1100	100	2,276.00	Grant for List ben & notice
2022/639	Banked 13/03/2023	63.10						
	BACS Information Centre	63.10			1300	300	63.10	PDQ
2022/641	Banked 14/03/2023	40.77						
	BACS [REDACTED]	40.77			8000	900	40.77	Allotment rent CTL048
					362		40.77	Allotment rent CTL048
					7001	900	-40.77	Allotment rent CTL048
2022/642	Banked 14/03/2023	40.00						
	BACS Flora Athens	40.00			1311	300	40.00	Music Event stall deposit
2022/643	Banked 14/03/2023	86.95						
	BACS Information Centre	86.95			1300	300	86.95	PDQ
2022/644	Banked 15/03/2023	129.70						
	000278 [REDACTED]	129.70			8000	900	129.70	Allotment rent
					362		129.70	Allotment rent
					7001	900	-129.70	Allotment rent
2022/645	Banked 15/03/2023	56.92						
	000279 [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL050
					362		56.92	Allotment rent CTL050
					7001	900	-56.92	Allotment rent CTL050
2022/646	Banked 15/03/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL043
					362		56.92	Allotment rent CTL043
					7001	900	-56.92	Allotment rent CTL043
2022/647	Banked 15/03/2023	27.20						
	BACS Information Centre	27.20			1300	300	27.20	PDQ
2022/648	Banked 16/03/2023	47.79						
	000281 [REDACTED]	47.79			8000	900	47.79	Allotment rent CTL046
					362		47.79	Allotment rent CTL046
					7001	900	-47.79	Allotment rent CTL046
2022/650	Banked 16/03/2023	41.22						
	000283 [REDACTED]	41.22			8000	900	41.22	Allotment rent CTL045
					362		41.22	Allotment rent CTL045
					7001	900	-41.22	Allotment rent CTL045
2022/651	Banked 16/03/2023	56.92						
	000284 [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL021
					362		56.92	Allotment rent CTL021
					7001	900	-56.92	Allotment rent CTL021
2022/652	Banked 16/03/2023	31.00						
Subtotal Carried Forward:		29,117.51	0.00	0.00			29,086.51	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS		31.00			8000	900	31.00	Allotment rent CTL061
					362		31.00	Allotment rent CTL061
					7001	900	-31.00	Allotment rent CTL061
2022/653	Banked 16/03/2023	75.80						
BACS	Information Centre	75.80			1300	300	75.80	PDQ
2022/654	Banked 16/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL034
					362		56.92	Allotment rent CTL034
					7001	900	-56.92	Allotment rent CTL034
	Banked 16/03/2023	75,000.00						
CHQ	Lloyds Bank Account	75,000.00			200		75,000.00	Tsfr to cover poss shtfall
2022/655	Banked 17/03/2023	20.00						
BACS	Handmade by Sara	20.00			1509	300	20.00	Christmas Fayre stall
2022/656	Banked 17/03/2023	367.73						
BACS	Information Centre	367.73			1300	300	367.73	PDQ
2022/657	Banked 17/03/2023	43.20						
BACS		43.20			8000	900	43.20	Allotment rent CTL105
					362		43.20	Allotment rent CTL105
					7001	900	-43.20	Allotment rent CTL105
2022/658	Banked 20/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL087
					362		46.80	Allotment rent CTL087
					7001	900	-46.80	Allotment rent CTL087
2022/659	Banked 20/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL096
					362		46.80	Allotment rent CTL096
					7001	900	-46.80	Allotment rent CTL096
2022/660	Banked 20/03/2023	62.69						
BACS		62.69			8000	900	62.69	Allotment rent CTL083
					362		62.69	Allotment rent CTL083
					7001	900	-62.69	Allotment rent CTL083
2022/661	Banked 20/03/2023	177.54						
000286	Information Centre	177.54			1300	300	177.54	Cash deposit
2022/662	Banked 20/03/2023	60.73						
000287	Information Centre	60.73			1300	300	60.73	Cash deposit
2022/663	Banked 20/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL055
					362		56.92	Allotment rent CTL055
					7001	900	-56.92	Allotment rent CTL055
2022/664	Banked 20/03/2023	122.05						
Subtotal Carried Forward:		105,254.69	0.00	0.00			105,132.64	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	122.05			1300	300	122.05	PDQ
2022/665	Banked 20/03/2023	102.14						
	BACS [REDACTED]	102.14			8000	900	102.14	Allotment rent CTL056
					362		102.14	Allotment rent CTL056
					7001	900	-102.14	Allotment rent CTL056
2022/660	Banked 20/03/2023	-62.69						
	BACS [REDACTED]	-62.69			8000	900	-62.69	Incorrect amount
					362		-62.69	Incorrect amount
					7001	900	62.69	Incorrect amount
2022/660	Banked 20/03/2023	62.60						
	BACS [REDACTED]	62.60			8000	900	62.60	Allotment rent CTL083
					362		62.60	Allotment rent CTL083
					7001	900	-62.60	Allotment rent CTL083
2022/666	Banked 21/03/2023	63.70						
	BACS Information Centre	63.70			1300	300	63.70	PDQ
2022/667	Banked 21/03/2023	45.54						
	BACS [REDACTED]	45.54			8000	900	45.54	Allotment rent CTL047
					362		45.54	Allotment rent CTL047
					7001	900	-45.54	Allotment rent CTL047
2022/668	Banked 22/03/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL079
					362		56.92	Allotment rent CTL079
					7001	900	-56.92	Allotment rent CTL079
2022/669	Banked 22/03/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL025
					362		56.92	Allotment rent CTL025
					7001	900	-56.92	Allotment rent CTL025
2022/670	Banked 22/03/2023	197.10						
	BACS Information Centre	197.10			1300	300	197.10	PDQ
2022/671	Banked 22/03/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL027
					362		56.92	Allotment rent CTL027
					7001	900	-56.92	Allotment rent CTL027
2022/672	Banked 23/03/2023	47.00						
	BACS [REDACTED]	47.00			8000	900	47.00	Allotment rent CTL102
					362		47.00	Allotment rent CTL102
					7001	900	-47.00	Allotment rent CTL102
2022/673	Banked 23/03/2023	43.20						
	BACS [REDACTED]	43.20			8000	900	43.20	Allotment rent CTL106
					362		43.20	Allotment rent CTL106
					7001	900	-43.20	Allotment rent CTL106

Subtotal Carried Forward:

105,924.04

0.00

0.00

105,924.04

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/674	Banked 23/03/2023	64.95						
	BACS Information Centre	64.95			1300	300	64.95	PDQ
2022/675	Banked 24/03/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL005
					362		56.92	Allotment rent CTL005
					7001	900	-56.92	Allotment rent CTL005
2022/676	Banked 24/03/2023	86.40						
	BACS [REDACTED]	86.40			8000	900	86.40	Allotment rent
					362		86.40	Allotment rent
					7001	900	-86.40	Allotment rent
2022/677	Banked 24/03/2023	28.35						
	000289 [REDACTED]	28.35			8000	900	28.35	Allotment rent CTL069
					362		28.35	Allotment rent CTL069
					7001	900	-28.35	Allotment rent CTL069
2022/678	Banked 24/03/2023	50.00						
	BACS [REDACTED]	50.00			8000	900	50.00	Allotment rent CTL093
					362		50.00	Allotment rent CTL093
					7001	900	-50.00	Allotment rent CTL093
2022/679	Banked 24/03/2023	40.00						
	BACS Datum Attitude Brewing Co	40.00			1311	300	40.00	Music Event stall deposit
2022/680	Banked 24/03/2023	350.05						
	BACS Information Centre	350.05			1300	300	350.05	PDQ
2022/681	Banked 24/03/2023	20.00						
	BACS Happy Scrunchie UK	20.00			1509	300	20.00	Christmas Fayre stall
2022/682	Banked 24/03/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL035
					362		56.92	Allotment rent CTL035
					7001	900	-56.92	Allotment rent CTL035
2022/714	Banked 24/03/2023	64.21						
	BACS [REDACTED]	64.21			8000	900	64.21	Allotment rent CTL017
					362		64.21	Allotment rent CTL017
					7001	900	-64.21	Allotment rent CTL017
2022/683	Banked 27/03/2023	59.72						
	BACS [REDACTED]	59.72			8000	900	59.72	Allotment rent CTL018
					362		59.72	Allotment rent CTL018
					7001	900	-59.72	Allotment rent CTL018
2022/684	Banked 27/03/2023	108.13						
	BACS [REDACTED]	108.13			8000	900	108.13	Allotment rent
					362		108.13	Allotment rent
					7001	900	-108.13	Allotment rent

Subtotal Carried Forward:

106,909.69

0.00

0.00

106,909.69

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/685	Banked 27/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL022
					362		56.92	Allotment rent CTL022
					7001	900	-56.92	Allotment rent CTL022
2022/686	Banked 27/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL058
					362		56.92	Allotment rent CTL058
					7001	900	-56.92	Allotment rent CTL058
2022/687	Banked 27/03/2023	111.75						
BACS	Information Centre	111.75			1300	300	111.75	PDQ
2022/688	Banked 28/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL002
					362		56.92	Allotment rent CTL002
					7001	900	-56.92	Allotment rent CTL002
2022/690	Banked 28/03/2023	317.20						
BACS	Information Centre	317.20			1300	300	317.20	PDQ
2022/691	Banked 28/03/2023	20.00						
BACS	Laura Hurn	20.00			1509	300	20.00	Christmas Fayre stall
2022/692	Banked 29/03/2023	119.44						
BACS	Information Centre	119.44			1300	300	119.44	PDQ
2022/693	Banked 29/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL085
					362		46.80	Allotment rent CTL085
					7001	900	-46.80	Allotment rent CTL085
2022/694	Banked 30/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL101
					362		46.80	Allotment rent CTL101
					7001	900	-46.80	Allotment rent CTL101
2022/695	Banked 30/03/2023	56.92						
BACS		56.92			8000	900	56.92	Allotment rent CTL020
					362		56.92	Allotment rent CTL020
					7001	900	-56.92	Allotment rent CTL020
2022/696	Banked 30/03/2023	141.25						
BACS	Information Centre	141.25			1300	300	141.25	PDQ
2022/702	Banked 30/03/2023	55.00						
BACS	Jean Brett	55.00			1500	100	55.00	Room hire for March
2022/704	Banked 30/03/2023	20.00						
BACS	Handmade by Rachael	20.00			1509	300	20.00	Christmas Fayre stall
2022/705	Banked 30/03/2023	20.00						
BACS	Lit Live Candles by Anna	20.00			1509	300	20.00	Christmas Fayre stall
Subtotal Carried Forward:		108,035.61	0.00	0.00			108,035.61	

Unity Trust Account

Receipts received between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/706	Banked 31/03/2023	23.94						
BAC		23.94			8000	900	23.94	Allotment rent CTL031
					362		23.94	Allotment rent CTL031
					7001	900	-23.94	Allotment rent CTL031
2022/707	Banked 31/03/2023	105.52						
000290		105.52			8000	900	105.52	Allotment rent CTL011
					362		105.52	Allotment rent CTL011
					7001	900	-105.52	Allotment rent CTL011
2022/709	Banked 31/03/2023	32.40						
BACS		32.40			8000	900	32.40	Allotment rent CTL052
					362		32.40	Allotment rent CTL052
					7001	900	-32.40	Allotment rent CTL052
2022/710	Banked 31/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL092
					362		46.80	Allotment rent CTL092
					7001	900	-46.80	Allotment rent CTL092
2022/711	Banked 31/03/2023	46.80						
BACS		46.80			8000	900	46.80	Allotment rent CTL090
					362		46.80	Allotment rent CTL090
					7001	900	-46.80	Allotment rent CTL090
2022/712	Banked 31/03/2023	20.00						
BACS	Bill Warwick Arts & Crafts	20.00			1509	300	20.00	Christmas Fayre stall
2022/713	Banked 31/03/2023	171.89						
BACS	Information Centre	171.89			1300	300	171.89	PDQ
2022/699	Banked 31/03/2023	28.00						
BACS	Witham History Group	28.00			1500	100	28.00	Room hire for March
2022/715	Banked 31/03/2023	20.00						
000292	Ribbons by Rox	20.00			1509	300	20.00	Christmas Fayre stall
Total Receipts:		108,530.96	0.00	0.00			108,530.96	

95 Day Notice

Receipts received between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	03/04/2023	54.20						
INTEREST	Lloyds Bank	54.20			1510	500	54.20	INTEREST RECEIVED
INTEREST Banked	04/04/2023	18.07						
INTEREST	Lloyds Bank	18.07			1510	500	18.07	INTEREST RECEIVED
INTEREST Banked	05/04/2023	18.07						
INTEREST	Lloyds Bank	18.07			1510	500	18.07	INTEREST RECEIVED
INTEREST Banked	06/04/2023	18.07						
INTEREST	Lloyds Bank	18.07			1510	500	18.07	INTEREST RECEIVED
INTEREST Banked	11/04/2023	90.36						
INTEREST	Lloyds Bank	90.36			1510	500	90.36	INTEREST RECEIVED
INTEREST Banked	12/04/2023	18.08						
INTEREST	Lloyds Bank	18.08			1510	500	18.08	INTEREST RECEIVED
INTEREST Banked	13/04/2023	18.08						
INTEREST	Lloyds Bank	18.08			1510	500	18.08	INTEREST RECEIVED
INTEREST Banked	14/04/2023	18.08						
INTEREST	Lloyds Bank	18.08			1510	500	18.08	INTEREST RECEIVED
INTEREST Banked	17/04/2023	54.24						
INTEREST	Lloyds Bank	54.24			1510	500	54.24	INTEREST RECEIVED
INTEREST Banked	18/04/2023	18.08						
INTEREST	Lloyds Bank	18.08			1510	500	18.08	INTEREST RECEIVED
INTEREST Banked	19/04/2023	18.09						
INTEREST	Lloyds Bank	18.09			1510	500	18.09	INTEREST RECEIVED
INTEREST Banked	20/04/2023	18.09						
INTEREST	Lloyds Bank	18.09			1510	500	18.09	INTEREST RECEIVED
INTEREST Banked	21/04/2023	18.09						
INTEREST	Lloyds Bank	18.09			1510	500	18.09	INTEREST RECEIVED
INTEREST Banked	24/04/2023	54.27						
INTEREST	Lloyds Bank	54.27			1510	500	54.27	INTEREST RECEIVED
INTEREST Banked	25/04/2023	18.09						
INTEREST	Lloyds Bank	18.09			1510	500	18.09	INTEREST RECEIVED
INTEREST Banked	26/04/2023	18.09						
INTEREST	Lloyds Bank	18.09			1510	500	18.09	INTEREST RECEIVED
INTEREST Banked	27/04/2023	18.09						
INTEREST	Lloyds Bank	18.09			1510	500	18.09	INTEREST RECEIVED
INTEREST Banked	28/04/2023	18.09						
INTEREST	Lloyds Bank	18.09			1510	500	18.09	INTEREST RECEIVED
Subtotal Carried Forward:		506.23	0.00	0.00			506.23	

95 Day Notice

Receipts received between 01/04/2023 and 30/04/2023

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>
	Total Receipts:	506.23	0.00	0.00			506.23	

Unity Trust Account

Receipts received between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/697	Banked 03/04/2023	120.00						
	BACS In-Health	120.00			1500	100	120.00	Room hire for March
2022/697	Banked 03/04/2023	-120.00						
	BACS In-Health	-120.00			1500	100	-120.00	Incorrect payer name
2022/697	Banked 03/04/2023	120.00						
	BACS Age Concern Colchester	120.00			1500	100	120.00	Room hire for March
2022/698	Banked 03/04/2023	1,120.00						
	BACS In-Health	1,120.00			1500	100	1,120.00	Room hire for March
2022/700	Banked 03/04/2023	40.00						
	BACS Witham and Countryside	40.00			1500	100	40.00	Room hire for March
2022/701	Banked 03/04/2023	28.00						
	BACS Priti Patel, MP	28.00			1500	100	28.00	Room hire for March
2022/716	Banked 03/04/2023	160.95						
	BACS Information Centre	160.95			1300	300	160.95	PDQ
2023/02	Banked 03/04/2023	45.54						
	BACS [REDACTED]	45.54			8000	900	45.54	Allotment rent CTL077
					362		45.54	Allotment rent CTL077
					7001	900	-45.54	Allotment rent CTL077
2023/03	Banked 03/04/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL006
					362		56.92	Allotment rent CTL006
					7001	900	-56.92	Allotment rent CTL006
2023/04	Banked 03/04/2023	62.60						
	BACS [REDACTED]	62.60			8000	900	62.60	Allotment rent CTL082
					362		62.60	Allotment rent CTL082
					7001	900	-62.60	Allotment rent CTL082
2023/05	Banked 03/04/2023	30.38						
	BACS [REDACTED]	30.38			8000	900	30.38	Allotment rent CTL053
					362		30.38	Allotment rent CTL053
					7001	900	-30.38	Allotment rent CTL053
2023/06	Banked 03/04/2023	40.00						
	BACS C Michaels	40.00			1310	300	40.00	Charluccios Festival
2023/07	Banked 04/04/2023	46.80						
	000291 [REDACTED]	46.80			8000	900	46.80	Allotment rent CTL086
					362		46.80	Allotment rent CTL086
					7001	900	-46.80	Allotment rent CTL086
2023/08	Banked 04/04/2023	70.44						
	000294 Information Centre	70.44			1300	300	70.44	Cash deposit
2023/09	Banked 04/04/2023	229.98						
Subtotal Carried Forward:		2,051.61	0.00	0.00			1,821.63	

Unity Trust Account

Receipts received between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
000295	Information Centre	229.98			1300	300	229.98	Cash Deposit
2023/10	Banked 04/04/2023	56.92						
BACS	██████████	56.92			8000	900	56.92	Allotment rent CTL010
					362		56.92	Allotment rent CTL010
					7001	900	-56.92	Allotment rent CTL010
2023/11	Banked 04/04/2023	94.60						
BACS	Information Centre	94.60			1300	300	94.60	PDQ
2023/12	Banked 04/04/2023	1,150.00						
BACS	Angela Robinson	1,150.00			1401	400	1,150.00	Georgian style bench
2023/13	Banked 05/04/2023	199.55						
BACS	Information Centre	199.55			1300	300	199.55	PDQ
2023/14	Banked 06/04/2023	1,150.00						
000293	Mrs Althea Champ	1,150.00			1401	400	1,150.00	Georgian style bench
2023/15	Banked 06/04/2023	61.65						
BACS	Information Centre	61.65			1300	300	61.65	PDQ
2023/16	Banked 06/04/2023	40.00						
BACS	J & J Wyer	40.00			1509	300	40.00	Candyfloss & popcorn
2023/17	Banked 11/04/2023	203.50						
BACS	Information Centre	203.50			1300	300	203.50	PDQ
2023/18	Banked 11/04/2023	20.00						
BACS	Jacki Mundy	20.00			1509	300	20.00	Christ Fayre stall deposit
2023/19	Banked 11/04/2023	50.00						
BACS	██████████	50.00			1401	400	50.00	Dog bin sponsorship fee
2023/20	Banked 11/04/2023	30.00						
BACS	Claudia Preston	30.00			1509	300	30.00	Christmas Fayre stall
2023/21	Banked 11/04/2023	91.35						
BACS	██████████	91.35			8000	900	91.35	Allotment rent CTL068
					362		91.35	Allotment rent CTL068
					7001	900	-91.35	Allotment rent CTL068
2023/22	Banked 12/04/2023	56.92						
000296	██████████	56.92			8000	900	56.92	Allotment rent CTL051
					362		56.92	Allotment rent CTL051
					7001	900	-56.92	Allotment rent CTL051
2023/23	Banked 12/04/2023	144.00						
BACS	American Express	144.00			1300	300	144.00	PDQ
2023/24	Banked 12/04/2023	218.00						
BACS	Information Centre	218.00			1300	300	218.00	PDQ
2023/01	Banked 13/04/2023	76,560.00						
Subtotal Carried Forward:		82,178.10	0.00	0.00			5,618.10	

Unity Trust Account

Receipts received between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Braintree District Council	76,560.00			1100	100	76,560.00	Grant Safer Streets
2023/25	Banked 13/04/2023	249.50						
	BACS Information Centre	249.50			1300	300	249.50	PDQ
2023/28	Banked 13/04/2023	40.00						
000299		40.00			8000	900	40.00	Allotment rent CTL044
					362		40.00	Allotment rent CTL044
					7001	900	-40.00	Allotment rent CTL044
2023/26	Banked 14/04/2023	86.62						
	BACS	86.62			8000	900	86.62	Allotment rent CTL037/38
					362		86.62	Allotment rent CTL037/38
					7001	900	-86.62	Allotment rent CTL037/38
2023/27	Banked 14/04/2023	416.87						
	BACS Information Centre	416.87			1300	300	416.87	PDQ
2023/29	Banked 17/04/2023	56.92						
000298		56.92			8000	900	56.92	Allotment rent CTL060
					362		56.92	Allotment rent CTL060
					7001	900	-56.92	Allotment rent CTL060
2023/30	Banked 17/04/2023	46.80						
	BACS	46.80			8000	900	46.80	Allotment rent CTL095
					362		46.80	Allotment rent CTL095
					7001	900	-46.80	Allotment rent CTL095
2023.31	Banked 18/04/2023	243.85						
	BACS Information Centre	243.85			1300	300	243.85	PDQ
2023/32	Banked 18/04/2023	383.54						
	BACS Information Centre	383.54			1300	300	383.54	PDQ
2023/33	Banked 18/04/2023	113.84						
	BACS	113.84			8000	900	113.84	Allotment rent
					362		113.84	Allotment rent
					7001	900	-113.84	Allotment rent
2023/34	Banked 19/04/2023	36.00						
	BACS	36.00			8000	900	36.00	Allotment rent CTL029
					362		36.00	Allotment rent CTL029
					7001	900	-36.00	Allotment rent CTL029
2023/35	Banked 19/04/2023	40.00						
	BACS Donna Cooper	40.00			1311	300	40.00	Kings Coronation stall
2023/36	Banked 19/04/2023	133.63						
	BACS Information Centre	133.63			1300	300	133.63	PDQ
2023/37	Banked 20/04/2023	56.92						
	BACS	56.92			8000	900	56.92	Allotment rent CTL007
					362		56.92	Allotment rent CTL007
Subtotal Carried Forward:		84,082.59	0.00	0.00			84,139.51	

Unity Trust Account

Receipts received between 01/04/2023 and 30/04/2023

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>
					7001	900	-56.92	Allotment rent CTL007
2023/38	Banked 20/04/2023	30.00						
	BACS C Barnett	30.00			1509	300	30.00	Christmas Fayre stall
2023/39	Banked 20/04/2023	166.20						
	BACS Information Centre	166.20			1300	300	166.20	PDQ
2023/40	Banked 21/04/2023	30.60						
	BACS [REDACTED]	30.60			8000	900	30.60	Allotment rent CTL013
					362		30.60	Allotment rent CTL013
					7001	900	-30.60	Allotment rent CTL013
2023/41	Banked 21/04/2023	30.38						
	BACS [REDACTED]	30.38			8000	900	30.38	Allotment rent CTL063
					362		30.38	Allotment rent CTL063
					7001	900	-30.38	Allotment rent CTL063
2023/42	Banked 21/04/2023	14.00						
	000302 P Franklin	14.00			1500	100	14.00	Room hire charge
2023/43	Banked 21/04/2023	260.05						
	BACS Information Centre	260.05			1300	300	260.05	PDQ
2023/44	Banked 24/04/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL033
					362		56.92	Allotment rent CTL033
					7001	900	-56.92	Allotment rent CTL033
2023/45	Banked 24/04/2023	191.40						
	000303 Information Centre	191.40			1300	300	191.40	PDQ
2023/46	Banked 24/04/2023	318.04						
	000300 Information Centre	318.04			1300	300	318.04	Cash Deposit
2023/47	Banked 24/04/2023	43.20						
	BACS [REDACTED]	43.20			8000	900	43.20	Allotment rent CTL107
					362		43.20	Allotment rent CTL107
					7001	900	-43.20	Allotment rent CTL107
2023/48	Banked 24/04/2023	103.97						
	BACS Information Centre	103.97			1300	300	103.97	PDQ
2023/49	Banked 25/04/2023	50.95						
	BACS Information Centre	50.95			1300	300	50.95	PDQ
2023/50	Banked 26/04/2023	62.60						
	000304 [REDACTED]	62.60			8000	900	62.60	Allotment rent CTL024
					362		62.60	Allotment rent CTL024
					7001	900	-62.60	Allotment rent CTL024
2023/51	Banked 26/04/2023	118.78						
Subtotal Carried Forward:		85,559.68	0.00	0.00			85,440.90	

Unity Trust Account

Receipts received between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	118.78			1300	300	118.78	PDQ
2023/52	Banked 27/04/2023	398,571.00						
	BACS Braintree District Council	398,571.00			1600	600	398,571.00	Precept 1st Instalment
2023/53	Banked 27/04/2023	66.50						
	BACS Information Centre	66.50			1300	300	66.50	PDQ
2023/54	Banked 27/04/2023	56.92						
	BACS [REDACTED]	56.92			8000	900	56.92	Allotment rent CTL041
					362		56.92	Allotment rent CTL041
					7001	900	-56.92	Allotment rent CTL041
2023/55	Banked 28/04/2023	50.00						
	000305 [REDACTED]	50.00			1401	400	50.00	Dog bin sponsorship
2023/56	Banked 28/04/2023	15.00						
	BACS American Express	15.00			1300	300	15.00	PDQ
2023/57	Banked 28/04/2023	131.10						
	BACS Information Centre	131.10			1300	300	131.10	PDQ
2023/58	Banked 28/04/2023	960.00						
	BACS In-Health	960.00			1500	100	960.00	Room hire for April
2023/59	Banked 28/04/2023	78.00						
	BACS Age Concern Colchester	78.00			1500	100	78.00	Room hire for April
2023/60	Banked 28/04/2023	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire for April
2023/61	Banked 28/04/2023	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room hire for April
2023/62	Banked 28/04/2023	38.50						
	BACS Priti Patel, MP	38.50			1500	100	38.50	Room hire for April
2023/63	Banked 28/04/2023	50.00						
	BACS Jean Brett	50.00			1500	100	50.00	Room hire for April
2023/64	Banked 28/04/2023	45.00						
	BACS Healthcare Safety Invest	45.00			1500	100	45.00	Room hire for April
2023/65	Banked 28/04/2023	220.99						
	BACS Information Centre	220.99			1300	300	220.99	PDQ
2023/66	Banked 28/04/2023	20.00						
	BACS [REDACTED]	20.00			1401	400	20.00	Renew dog bin
Total Receipts:		485,910.69	0.00	0.00			485,910.69	

Lloyds Bank Account

Payments made between 01/02/2023 and 31/03/2023

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>
17/02/2023	Petty Cash	5th Instal	100.00			240	100.00	5th Instal
27/02/2023	Land Registry	CC	6.00			4101 100	6.00	Land search
27/02/2023	Robert Dyas	CC	109.94		18.33	4503 500	91.61	Green pop up gazebo
27/02/2023	Marks and Spencer	CC	49.99		8.33	4120 100	41.66	Sweatshirts
27/02/2023	Tinyyo Ltd	CC	19.99		3.33	4120 100	16.66	Magazine holder
27/02/2023	Better World Books Ltd	CC	4.66			4120 100	4.66	Management books
27/02/2023	Amazon Services Ltd	CC	11.82			4120 100	11.82	Management books
27/02/2023	Zoom Video Communications	CC	143.88		23.98	4120 100	119.90	Online meetings
27/02/2023	Aldi	CC	30.61			4120 100	30.61	Various diffusers
27/02/2023	Marks and Spencer	CC	-45.00		-7.50	4120 100	-37.50	Refund for seatshirt
27/02/2023	JDS DIY Ltd	CC	17.52		2.92	4447 400	14.60	Ronseal fence paint
27/02/2023	Amazon Services Ltd	CC	45.90		7.66	4120 100	38.24	White picture frame
27/02/2023	Etsy	CC	120.00			4120 100	120.00	Cork pin board x2
27/02/2023	UK Point of Sale Group	CC	150.89		25.15	4120 100	125.74	Pavement sign s x2
27/02/2023	Expocart UK Ltd	CC	150.00		25.00	4120 100	125.00	Display board
27/02/2023	Houseware Ltd	CC	12.90		2.16	4140 100	10.74	Laminating pouches
27/02/2023	Parcel Force	CC	24.30		4.05	4437 400	20.25	Voice record box listen bch
27/02/2023	Amazon Business	CC	20.29		3.38	4120 100	16.91	Paper trimmer
27/02/2023	Amazon Business	CC	11.95		1.99	4140 100	9.96	Laminating pouches
27/02/2023	Land Registry	CC	6.00			4101 100	6.00	Land search
27/02/2023	Goldentop Ltd	CC	19.99		3.33	4120 100	16.66	Ballot box
16/03/2023	Unity Trust Account	CHQ 010839	75,000.00			250	75,000.00	Tsfr to cover poss shtfall
27/03/2023	526S Ltd	CC	27.95		4.66	4447 400	23.29	One Coat Fence Paint
27/03/2023	The Works	CC	5.40		0.90	4120 100	4.50	Stapler, scissors & diary
27/03/2023	Angel Wholesale	CC	60.95		10.16	4345 300	50.79	Union Jack bunting & flags
27/03/2023	Amazon Business	CC	27.98		4.66	4140 100	23.32	Business paper
27/03/2023	Amazon Services Ltd	CC	6.29		1.05	4120 100	5.24	Keyring ID tabs
27/03/2023	Zazzle	CC	7.50		1.25	4120 100	6.25	Staff ID pass
27/03/2023	Wilko	CC	37.95		6.33	4120 100	31.62	Picture frame
27/03/2023	Wilko	CC	37.95		6.33	4120 100	31.62	Picture frame
27/03/2023	Wilko	CC	-6.00		-1.00	4120 100	-5.00	Refund for picture frame
27/03/2023	Lloyds Bank	CC	32.00			4101 100	32.00	Annual Credit Card fee
27/03/2023	Morgan's Direct Ltd	CC	2.09		0.35	4120 100	1.74	Staple remover
27/03/2023	Amazon Business	CC	33.44		5.57	4120 100	27.87	Lever Arch files
27/03/2023	Amazon Business	CC	7.49		1.25	4120 100	6.24	Whiteboard marker
27/03/2023	Amazon Business	CC	41.97		6.99	4140 100	34.98	Business paper

Subtotal Carried Forward:

76,334.59

0.00

170.61

76,163.98

Lloyds Bank Account

Payments made between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
27/03/2023	Amazon Business	CC	14.85		2.48	4120 100	12.37	Lever Arch Files
27/03/2023	Amazon Services Ltd	CC	127.39		21.28	4120 100	5.74	Ethernet cable extension
						4377 300	100.37	Various Easter decorations
27/03/2023	Amazon Business	CC	45.81		7.62	4120 100	38.19	Lever Arch files
27/03/2023	Amazon Services Ltd	CC	5.93		0.99	4120 100	4.94	Sticky Note Flags
27/03/2023	Amazon Services Ltd	CC	4.99		0.83	4377 300	4.16	Easter foil balloons
27/03/2023	Amazon Services Ltd	CC	98.97		16.49	4377 300	82.48	Easter Bunny & easter signs
27/03/2023	Aspen Phoenix Ltd	CC	12.00		2.00	4120 100	10.00	Notebook
27/03/2023	Amazon Business	CC	5.99			4120 100	5.99	Management book
27/03/2023	Amazon Business	CC	13.99		2.33	4140 100	11.66	Business paper
27/03/2023	Wm Morrison Plc	CC	72.00			4377 300	72.00	Easter Eggs
27/03/2023	Wm Morrison Plc	CC	64.50			4377 300	64.50	Easter Eggs
27/03/2023	Wm Morrison Plc	CC	48.00			4377 300	48.00	Easter Eggs
27/03/2023	Amazon Business	CC	79.59		13.27	4377 300	12.27	Pencils
						4120 100	54.05	Envelopes,pouches,
27/03/2023	Amazon Business	CC	41.97		6.99	4140 100	34.98	Business paper
27/03/2023	Amazon Business	CC	26.85		4.48	4120 100	22.37	Lever Arch Files
27/03/2023	Amazon Services Ltd	CC	60.59		10.10	4120 100	50.49	Mouse mats,labels,wallets
27/03/2023	Amazon Business	CC	58.93		9.83	4120 100	28.28	Lever Arch files & paper
						4140 100	20.82	A4 Paper
27/03/2023	Eshop Online Ltd	CC	59.99		10.00	4120 100	49.99	Hat/coat umbrella stand
27/03/2023	JMS Enterprise Ltd	CC	7.99		1.33	4120 100	6.66	A4 plastic cover files
27/03/2023	Diva Gift Ltd	CC	9.49		1.58	4140 100	7.91	Brown mailing envelopes
27/03/2023	David John Papers Ltd	CC	17.98		3.00	4140 100	14.98	A4 parchment paper
27/03/2023	Wm Morrison Plc	CC	58.75			4377 300	58.75	Easter Eggs
27/03/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Monthly on line back up
27/03/2023	Canva	CC	99.99		16.66	4120 100	83.33	Annual subscription to online
27/03/2023	526S Ltd	CC	-27.95		-4.66	4447 400	-23.29	Refund for fence paint
27/03/2023	Deals For You Ltd	CC	15.99		2.67	4120 100	13.32	Large storage box
27/03/2023	Toolstation	CC	17.08		2.85	4447 400	14.23	One coat fence paint
27/03/2023	Amazon Services Ltd	CC	51.99		8.67	4120 100	43.32	Kitchenware
27/03/2023	Amazon Services Ltd	CC	107.54		17.94	4150 100	89.60	Wireless headsets
27/03/2023	Viking Office UK Ltd	CC	49.74		8.29	4140 100	41.45	Coloured paper

Subtotal Carried Forward:

77,590.08

0.00

338.39

77,251.69

Lloyds Bank Account

Payments made between 01/02/2023 and 31/03/2023

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>
27/03/2023	Amazon Services Ltd	CC	17.99		3.00	4120 100	14.99	Plates
27/03/2023	Defibstore Ltd	CC	410.40		68.40	4120 100	342.00	Defibrillator & battery
27/03/2023	Amazon Services Ltd	CC	-6.89		-1.15	4120 100	-5.74	Refund for ethernet cable
27/03/2023	Petty Cash	CHQ 010840	100.00			240	100.00	Petty Cash 6th Instalment
Total Payments:			78,111.58	0.00	408.64		77,702.94	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
01/02/2023	Screwfix	DD	29.99		5.00	4390 300	24.99	Sum Up card reader
03/02/2023	Essex Pension Fund	BACS 12067	7,838.79			4145 100	3,952.62	Pension Allocation Month 10
						4301 300	1,273.62	Pension Allocation Month 10
						4400 400	2,612.55	Pension Allocation Month 10
03/02/2023	HM Revenue and Customs	BACS 12068	7,514.69			4145 100	4,083.41	Tax & NI Allocation Month 10
						4301 300	1,021.94	Tax & NI Allocation Month 10
						4400 400	2,409.34	Tax & NI Allocation Month 10
06/02/2023	SSE Plc	BACS	-238.36			4431 400	-238.36	Refund for Elec Maldon park
06/02/2023	RISC IT Solutions	DD	30.00		5.00	4100 100	25.00	Remote data back up
07/02/2023		BACS 12070	18.55			9001 900	18.55	Allotment refund CTL54
						362	-18.55	Allotment refund CTL54
						7000 900	18.55	Allotment refund CTL54
07/02/2023		BACS 12071	18.55			9001 900	18.55	Allotment refund CTL49
						362	-18.55	Allotment refund CTL49
						7000 900	18.55	Allotment refund CTL49
07/02/2023		BACS 12072	18.55			9001 900	18.55	Allotment refund CTL35
						362	-18.55	Allotment refund CTL35
						7000 900	18.55	Allotment refund CTL35
07/02/2023		BACS 12073	28.16			9001 900	28.16	Allotment refund CTL108/109
						362	-28.16	Allotment refund CTL108/109
						7000 900	28.16	Allotment refund CTL108/109
07/02/2023		BACS 12074	13.29			9001 900	13.29	Allotment refund CTL48
						362	-13.29	Allotment refund CTL48
						7000 900	13.29	Allotment refund CTL48
07/02/2023		BACS 12075	18.55			9001 900	18.55	Allotment refund CTL50
						362	-18.55	Allotment refund CTL50
						7000 900	18.55	Allotment refund CTL50
Subtotal Carried Forward:			15,290.76	0.00	10.00		15,280.76	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

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>
07/02/2023		BACS 12076	18.55			9001 900	18.55	Allotment refund CTL005
						362	-18.55	Allotment refund CTL005
						7000 900	18.55	Allotment refund CTL005
07/02/2023		BACS 12077	18.55			9001 900	18.55	Allotment refund CTL002
						362	-18.55	Allotment refund CTL002
						7000 900	18.55	Allotment refund CTL002
07/02/2023		BACS 12078	42.27			9001 900	42.27	Allotment refund CTL03/074/075
						362	-42.27	Allotment refund CTL03/074/075
						7000 900	42.27	Allotment refund CTL03/074/075
07/02/2023		BACS 12079	37.10			9001 900	37.10	Allotment refund CTL015/016
						362	-37.10	Allotment refund CTL015/016
						7000 900	37.10	Allotment refund CTL015/016
07/02/2023		BACS 12080	20.93			9001 900	20.93	Allotment refund CTL017
						362	-20.93	Allotment refund CTL017
						7000 900	20.93	Allotment refund CTL017
07/02/2023		BACS 12081	15.25			9001 900	15.25	Allotment refund CTL089
						362	-15.25	Allotment refund CTL089
						7000 900	15.25	Allotment refund CTL089
07/02/2023		BACS 12082	19.54			9001 900	19.54	Allotment refund CTL019
						362	-19.54	Allotment refund CTL019
						7000 900	19.54	Allotment refund CTL019
07/02/2023		BACS 12083	34.39			9001 900	34.39	Allotment refund CTL011/081
						362	-34.39	Allotment refund CTL011/081
						7000 900	34.39	Allotment refund CTL011/081
07/02/2023		BACS 12084	29.33			9001 900	29.33	Allotment refund CTL099/104
						362	-29.33	Allotment refund CTL099/104
						7000 900	29.33	Allotment refund CTL099/104

Subtotal Carried Forward:

15,526.67

0.00

10.00

15,516.67

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

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>
07/02/2023		BACS 12085	20.40			9001 900	20.40	Allotment refund CTL083
						362	-20.40	Allotment refund CTL083
						7000 900	20.40	Allotment refund CTL083
07/02/2023		BACS 12086	18.55			9001 900	18.55	Allotment refund CTL032
						362	-18.55	Allotment refund CTL032
						7000 900	18.55	Allotment refund CTL032
07/02/2023		BACS 12087	31.38			9001 900	31.38	Allotment refund CTL073/100
						362	-31.38	Allotment refund CTL073/100
						7000 900	31.38	Allotment refund CTL073/100
07/02/2023		BACS 12088	18.55			9001 900	18.55	Allotment refund CTL014
						362	-18.55	Allotment refund CTL014
						7000 900	18.55	Allotment refund CTL014
07/02/2023		BACS 12089	33.29			9001 900	33.29	Allotment refund CTL056/064
						362	-33.29	Allotment refund CTL056/064
						7000 900	33.29	Allotment refund CTL056/064
07/02/2023		BACS 12090	15.25			9001 900	15.25	Allotment refund CTL096
						362	-15.25	Allotment refund CTL096
						7000 900	15.25	Allotment refund CTL096
07/02/2023		BACS 12091	15.25			9001 900	15.25	Allotment refund CTL090
						362	-15.25	Allotment refund CTL090
						7000 900	15.25	Allotment refund CTL090
07/02/2023		BACS 12092	18.55			9001 900	18.55	Allotment refund CTL007
						362	-18.55	Allotment refund CTL007
						7000 900	18.55	Allotment refund CTL007
07/02/2023		BACS 12093	10.11			9001 900	10.11	Allotment refund CTL061
						362	-10.11	Allotment refund CTL061
						7000 900	10.11	Allotment refund CTL061
Subtotal Carried Forward:			15,708.00	0.00	10.00		15,698.00	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

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>
07/02/2023		BACS 12094	18.55			9001 900	18.55	Allotment refund CTL027
						362	-18.55	Allotment refund CTL027
						7000 900	18.55	Allotment refund CTL027
07/02/2023		BACS 12095	15.25			9001 900	15.25	Allotment refund CTL088
						362	-15.25	Allotment refund CTL088
						7000 900	15.25	Allotment refund CTL088
07/02/2023		BACS 12096	18.55			9001 900	18.55	Allotment refund CTL055
						362	-18.55	Allotment refund CTL055
						7000 900	18.55	Allotment refund CTL055
07/02/2023		BACS 12097	30.50			9001 900	30.50	Allotment refund CTL091/094
						362	-30.50	Allotment refund CTL091/094
						7000 900	30.50	Allotment refund CTL091/094
07/02/2023		BACS 12098	7.80			9001 900	7.80	Allotment refund CTL030
						362	-7.80	Allotment refund CTL030
						7000 900	7.80	Allotment refund CTL030
07/02/2023		BACS 12099	15.25			9001 900	15.25	Allotment refund CTL085
						362	-15.25	Allotment refund CTL085
						7000 900	15.25	Allotment refund CTL085
07/02/2023		BACS 12100	18.55			9001 900	18.55	Allotment refund CTL028
						362	-18.55	Allotment refund CTL028
						7000 900	18.55	Allotment refund CTL028
07/02/2023		BACS 12101	18.55			9001 900	18.55	Allotment refund CTL026
						362	-18.55	Allotment refund CTL026
						7000 900	18.55	Allotment refund CTL026
07/02/2023		BACS 12102	15.25			9001 900	15.25	Allotment refund CTL086
						362	-15.25	Allotment refund CTL086
						7000 900	15.25	Allotment refund CTL086
Subtotal Carried Forward:			15,866.25	0.00	10.00		15,856.25	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

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>
07/02/2023		BACS 12103	19.46			9001 900	19.46	Allotment refund CTL018
						362	-19.46	Allotment refund CTL018
						7000 900	19.46	Allotment refund CTL018
07/02/2023		BACS 12104	15.25			9001 900	15.25	Allotment refund CTL092
						362	-15.25	Allotment refund CTL092
						7000 900	15.25	Allotment refund CTL092
07/02/2023		BACS 12105	29.77			9001 900	29.77	Allotment refun CTL068/075/076
						362	-29.77	Allotment refun CTL068/075/076
						7000 900	29.77	Allotment refun CTL068/075/076
07/02/2023		BACS 12106	37.10			9001 900	37.10	Allotment refund CTL037/038
						362	-37.10	Allotment refund CTL037/038
						7000 900	37.10	Allotment refund CTL037/038
07/02/2023		BACS 12107	18.55			9001 900	18.55	Allotment refund CTL021
						362	-18.55	Allotment refund CTL021
						7000 900	18.55	Allotment refund CTL021
07/02/2023		BACS 12108	7.80			9001 900	7.80	Allotment refund CTL031
						362	-7.80	Allotment refund CTL031
						7000 900	7.80	Allotment refund CTL031
07/02/2023		BACS 12109	18.55			9001 900	18.55	Allotment refund CTL034
						362	-18.55	Allotment refund CTL034
						7000 900	18.55	Allotment refund CTL034
07/02/2023		BACS 12110	15.58			9001 900	15.58	Allotment refund CTL046
						362	-15.58	Allotment refund CTL046
						7000 900	15.58	Allotment refund CTL046
07/02/2023		BACS 12111	14.84			9001 900	14.84	Allotment refund CTL077
						362	-14.84	Allotment refund CTL077
						7000 900	14.84	Allotment refund CTL077
Subtotal Carried Forward:			16,043.15	0.00	10.00		16,033.15	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
07/02/2023	P Rowland	BACS 12112	157.50			4345 300	157.50	Sale 25 clear,10 sets of honey
07/02/2023	EH Smith Builders Merchants	BACS 12113	467.34		77.89	4447 400	12.05	Green carcassing timber
						4447 400	377.40	Incised Post & concrete
07/02/2023	EH Smith Builders Merchants	BACS 12113	-467.34		-77.89	4447 400	-12.05	Incorrect nom code
						4447 400	-377.40	Incorrect nom code
07/02/2023	EH Smith Builders Merchants	BACS 12113	467.34		77.89	4452 400	12.05	Carcassing timber
						4452 400	377.40	Incised post & concrete
07/02/2023	Sparkle Meetings	BACS 12114	925.00			4381 300	200.00	Kings Coronation
						4377 300	125.00	Easter
						4380 300	600.00	Witham Festival
07/02/2023	D&G Fire Ltd	BACS 12115	456.00		76.00	4120 100	380.00	Fire alarm service
07/02/2023	Chubb Fire & Security Ltd	BACS 12116	316.38		52.73	4120 100	263.65	Work on intruder alarm
07/02/2023	Los Kaos Ltd	BACS 12117	1,400.00			4380 300	1,400.00	Deposit for Witham Festival 23
07/02/2023	Janet Wager	BACS 12118	42.00			4345 300	42.00	Sale of gift cards
07/02/2023	Vanitorials	BACS 12119	58.81		9.79	4120 100	49.02	Wipes,toilet rolls,hand towels
07/02/2023	James Todd & Co	BACS 12120	93.60		15.60	4195 100	78.00	January payroll fee
07/02/2023	Door2Door leafleting	BACS 12121	2,245.00			4600 200	2,245.00	Delivery of Nieghbourhood plan
07/02/2023	Carol Gosden	BACS 12122	9.54			4345 300	9.54	Sale of bath bombs
07/02/2023	Lisa Taylor	BACS 12123	10.35			4345 300	10.35	Sale of garden gifts
07/02/2023	Eloise Latham	BACS 12124	18.00			4345 300	18.00	Sale of scented candles
07/02/2023	Brigitte Bastiaansen	BACS 12125	9.00			4345 300	9.00	Sale of painted glass bottles
07/02/2023	First Essex Buses	BACS 12126	176.40			4345 300	176.40	Sale of bus tickets
07/02/2023	National Express	BACS 12127	56.46			4345 300	56.46	Sale of coach tickets
07/02/2023	Peter Leonard	BACS 12128	100.00			4382 300	100.00	Deposit for Mayors civic event
07/02/2023	Maxed IT	BACS 12129	21.60			4100 100	21.60	Remote workstation monitoring
07/02/2023	Maxed IT	BACS 12129	-21.60			4100 100	-21.60	No VAT included
07/02/2023	Maxed IT	BACS 12129	21.60		3.60	4100 100	18.00	Remote workstation monitoring
07/02/2023	C&S Window Cleaning Services	BACS 12130	20.00			4120 100	20.00	Clean of Town Hall windows
07/02/2023	Marmax Recycled Products	BACS 12131	1,187.04		197.84	4453 400	989.20	2 litter bins
07/02/2023	The Only Waste is Essex	BACS 12132	306.00		51.00	9001 900	255.00	Hire of 9 yard skip
						362	-255.00	Hire of 9 yard skip
Subtotal Carried Forward:			24,119.17	0.00	494.45		23,369.72	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

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>
						7000 900	255.00	Hire of 9 yard skip
07/02/2023	Witham Public Hall Trust	BACS 12133	2,473.80			4345 300	2,473.80	Tkts Elvis,B Holly,Neil Diamon
07/02/2023	Campaign to Protect Rural Engl	BACS 12134	36.00			4180 100	36.00	Annual membership
07/02/2023	Braintree District Council	BACS 12135	7,504.64		1,250.77	4431 400	6,253.87	Maint of Mald Rd toilets 22/23
08/02/2023	BT	DD	64.53		10.75	4372 300	53.78	Monthly Broadband charges
10/02/2023	FuelGenie	DD	115.01		19.16	4444 400	95.85	Weekly Diesel & Unleaded
13/02/2023	Plus Net	DD	28.87		4.81	4100 100	24.06	Broadband and line rental
14/02/2023	American Express	DD	2.57			4355 300	2.57	Monthly usage fee charges
14/02/2023	Clover Marketplace Merchant	DD	47.70			4355 300	47.70	Monthly service charges & fees
16/02/2023	SSE Plc	DD	227.93		10.85	4425 400	217.08	Unmetered steet light 4/1-1/2
17/02/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly base service fee
17/02/2023	British Gas	DD	467.47		77.91	4122 100	389.56	Electricity 2/1-1/2
17/02/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly equipment fee

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

February 2023 payroll

Subtotal Carried Forward:

57,123.31

0.00 1,874.60

55,248.71

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

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>
20/02/2023	SSE Plc	DD	76.61		3.64	4372 300	72.97	Unmetered CCTV elec 4/1-1/2
22/02/2023	Witham Carnival Association	BACS 12149	8,000.00			4360 300	6,559.00	Grant Com 6/2/23 Min 66
						4310 300	1,401.75	Grant Com 6/2/23 Min 66
						4375 300	39.25	Grant Com 6/2/23 Min 66
22/02/2023	BPR Building Company	BACS 12152	1,029.48		171.58	4120 100	857.90	External works to rotting timb
22/02/2023	Personalise	BACS 12153	13.98		2.33	4120 100	11.65	Embroidery to jumper
22/02/2023	GKs Graphics Ltd	BACS 12154	672.00		112.00	4446 400	23.75	Signs for JCW
						4447 400	366.67	Signs for River Walk
						9001 900	23.75	Signs for allotments
						362	-23.75	Signs for allotments
						7000 900	23.75	Signs for allotments
						4503 500	145.83	Gazebo print logo
22/02/2023	GKs Graphics Ltd	BACS 12154	-440.00		-73.33	4447 400	-366.67	Signs for Riverwalk
22/02/2023	GKs Graphics Ltd	BACS 12154	440.00		73.33	4452 400	366.67	Signs for River Walk
22/02/2023	Colt Press	BACS 12155	2,438.40		406.40	4600 200	2,032.00	Print of neighbourhood plan
22/02/2023	EH Smith Builders Merchants	BACS 12156	199.62		33.27	4447 400	166.35	Carcassing timber & screws
22/02/2023	Nikki Smith	BACS 12157	138.80			4115 100	138.80	Mileage & travel expenses
22/02/2023	Joogleberry Ltd	BACS 12158	2,508.00			4380 300	2,508.00	Deposit acts for Witham Festiv
22/02/2023	Rolling Stage Hire	BACS 12159	1,500.00			4510 500	1,500.00	Hire of stage truck Christ Fay
22/02/2023	EBM Managed Services	DD	59.99		10.00	4130 100	49.99	Monthly usage charg 21/12-23/1
24/02/2023	FuelGenie	DD	100.01		16.66	4444 400	83.35	Weekly diesel
27/02/2023	Rialtas Business Solutions Ltd	BACS	-474.00		-79.00	4100 100	-395.00	Refund for incorrect invoice
27/02/2023	SSE Plc	DD	47.69		2.27	4431 400	45.42	Town Park elect 2/1-1/2
28/02/2023	Adept Telecom	DD	27.29		4.55	4355 300	22.74	Monthly call and line rental
01/03/2023	Underwoods Motor Group	BACS	-515.19		-77.70	4444 400	-437.49	Refund for MOT
03/03/2023	SSE Plc	BACS	-20.47		-0.98	4372 300	-19.49	Refund for CCTV electricity
03/03/2023	SSE Plc	BACS	-65.81		-3.16	4425 400	-62.65	Refund for Unmet street light
03/03/2023	Essex Pension Fund	BACS 12150	7,787.75			4145 100	3,939.76	Month 11 Pension Allocation
						4301 300	1,273.62	Month 11 Pension Allocation
						4400 400	2,574.37	Month 11 Pension Allocation
Subtotal Carried Forward:			80,647.46	0.00	2,476.46		78,171.00	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
03/03/2023	HM Revenue and Customs	BACS 12151	7,445.16			4145 100	4,083.13	Month 11 Tax & NI
						4301 300	1,021.74	Month 11 Tax & NI
						4400 400	2,340.29	Month 11 Tax & NI
03/03/2023	Daisy Communications	DD	146.94		24.49	4160 100	122.45	Service charge and phone calls
03/03/2023	FuelGenie	DD	57.45		9.57	4444 400	47.88	Diesel
03/03/2023	RISC IT Solutions	DD	30.00		5.00	4100 100	25.00	Data back up
07/03/2023	EH Smith Builders Merchants	BACS 12160	405.18		67.53	4446 400	49.35	Fast set concrete
						4452 400	288.30	Wood
07/03/2023	Holts of Witham	BACS 12161	600.00			4382 300	600.00	Buffet for Civic Event
07/03/2023	Suregreen Ltd	BACS 12162	47.96		7.99	4432 400	39.97	Buckle ties & spacers
07/03/2023	Colt Press	BACS 12163	2,968.00			4525 500	2,968.00	Print Winter & Spring Voice
07/03/2023	Link CCTV Systems	BACS 12164	2,310.00		385.00	4372 300	1,925.00	Contract 1/4/23-30/9/23
07/03/2023	SLCC Enterprises Ltd	BACS 12165	360.00		60.00	4190 100	300.00	CiLCA course
07/03/2023	BPR Building Co.	BACS 12166	816.00		136.00	4120 100	680.00	Repair to Town Hall Roof
07/03/2023	Wilkin & Sons	BACS 12167	282.23			4345 300	282.23	Various jams and condiments
07/03/2023	Harper Collins Publishers	BACS 12168	105.54			4345 300	105.54	Witham through time books
07/03/2023	Witham Operatic Workshop	BACS 12169	1,226.50			4345 300	1,226.50	Tckts for All Shook Up
07/03/2023	Tyre Smart	BACS 12170	24.00		4.00	4444 400	20.00	Puncture for EX14 DVA
07/03/2023	James Todd & Co	BACS 12171	93.60		15.60	4195 100	78.00	February payroll fee
07/03/2023	Witham PCC	BACS 12172	37.50			4505 500	37.50	Hire of hall for Mayors civic
07/03/2023	David Islip Photography	BACS 12173	75.00			4505 500	75.00	Mayor's Civic Service awards
07/03/2023		BACS 12174	18.55			9001 900	18.55	Allotment refund CTL 042
						362	-18.55	Allotment refund CTL 042
						7000 900	18.55	Allotment refund CTL 042
07/03/2023	Klarners Coaches Ltd	BACS 12175	487.80			4345 300	487.80	Sale of coach tickets
07/03/2023	Boons Calibre Travel	BACS 12176	264.60			4345 300	264.60	Sale of coach tickets
07/03/2023	Society of London Theatres	BACS 12177	211.50			4345 300	211.50	Sale of theatre tickets
07/03/2023	National Express	BACS 12178	111.27			4345 300	111.27	Sale of coach tickets
07/03/2023	CommuniCorp	BACS 12179	110.00			4180 100	110.00	Annual subscription Clrks&Counc
07/03/2023	C&S Window Cleaning Services	BACS 12180	20.00			4120 100	20.00	Clean of Town Hall
Subtotal Carried Forward:			98,902.24	0.00	3,191.64		95,690.60	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
								windows
07/03/2023	Liz Crick	BACS 12181	10.80			4345 300	10.80	Sale of handmade soaps
07/03/2023	Lisa Taylor	BACS 12182	9.00			4345 300	9.00	Sale of garden gifts
07/03/2023	Eloise Latham	BACS 12183	9.00			4345 300	9.00	Sale of scented candles
07/03/2023	Debbie Skeet	BACS 12184	9.00			4345 300	9.00	Sale of greetings cards
07/03/2023	Chubb Fire & Security Ltd	BACS 12200	146.55		24.43	4120 100	122.12	Work on intruder alarm
07/03/2023	Maxed IT	BACS 12201	175.20		29.20	4100 100	146.00	Wksta monit & Engineer on site
07/03/2023	Royal Mail	BACS 12202	1,339.30		222.66	4525 500	1,116.64	Delivery os Spring Voice
07/03/2023	Witham Public Hall Trust	BACS 12203	920.15			4345 300	920.15	ZZ Top,Best in Comedy,Carpente
07/03/2023	Police & Crime Commissioner	BACS 12204	839.64			4373 300	839.64	CSC costs 1/10/22-21/12/22
07/03/2023	BT	DD	72.34		12.06	4372 300	60.28	Broadband charges
10/03/2023	FuelGenie	DD	50.00		8.33	4444 400	41.67	Diesel
13/03/2023	Plus Net	DD	28.87		4.81	4100 100	24.06	Broadband & line rental
13/03/2023	BT	DD	64.53		10.75	4372 300	53.78	Broadband
13/03/2023	SSE Plc	DD	1,943.19		323.86	4121 100	1,619.33	Gas 16/12 - 1/2
14/03/2023	SSE Plc	BACS	-4.27		-0.20	4431 400	-4.07	Refund for Town park elect
14/03/2023	Clover Marketplace Merchant	DD	50.21			4355 300	50.21	Monthly service & fee charge
16/03/2023	SSE Plc	DD	271.48		12.93	4425 400	258.55	Unmetered street supply
17/03/2023	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly equip fee
17/03/2023	British Gas	DD	396.91		66.15	4122 100	330.76	Electricity 2/2-1/3
17/03/2023	FuelGenie	DD	50.00		8.33	4444 400	41.67	Diesel
17/03/2023	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly equipment fee
20/03/2023								March 2023 Payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
Subtotal Carried Forward:			124,667.39	0.00	3,920.85		120,746.54	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
20/03/2023								March 2023 payroll
20/03/2023								March 2023 payroll
20/03/2023	SSE Plc	DD	69.34		3.30	4372 300	66.04	Unmetered CCTV electricity
21/03/2023		BACS 12205	51.94			9001 900	51.94	Refund of allot rent CTL8/9/78
						362	-51.94	Refund of allot rent CTL8/9/78
						7000 900	51.94	Refund of allot rent CTL8/9/78
21/03/2023	P Rowland	BACS 12206	166.50			4345 300	166.50	Sale of honey
21/03/2023	EH Smith Builders Merchants	BACS 12207	49.68		8.28	4447 400	41.40	Carcassing timber
21/03/2023	Tuckwells Ltd	BACS 12208	126.00		21.00	4447 400	105.00	Repair sheared bolt sherpa
21/03/2023	Braintree District Council	BACS 12209	117.60		19.60	4120 100	98.00	Memorial garden waste
21/03/2023	Royal British Legion Witham Br	BACS 12210	70.00			4120 100	70.00	Hall chge for Annual Town Meet
21/03/2023	TWBS Welding Supplies	BACS 12211	467.52		77.92	4448 400	389.60	Welding equipment
21/03/2023	Karen Woods	BACS 12212	108.00			4120 100	108.00	Clean of Town Hall
21/03/2023	Theatre Rotto Productions	BACS 12213	215.00			4380 300	215.00	Deposit for Street Festival
21/03/2023	Peter Leonard	BACS 12214	300.00			4382 300	300.00	Act for Mayors Civic Event
21/03/2023	Born Wild	BACS 12215	200.00			4381 300	200.00	Act for Music Festival
21/03/2023	Kempco	BACS 12216	326.52		54.42	4355 300	176.10	Dog waste bags x 2
						4140 100	96.00	Coloured paper
21/03/2023	Green Clean	BACS 12217	24.00		4.00	4120 100	20.00	Wash & sanitise TH bin
21/03/2023	Mr David Ham	BACS 12218	50.00			4381 300	50.00	Deposit for Music Event
21/03/2023	Witham Public Hall Trust	BACS 12219	1,975.04			4345 300	1,975.04	Genesis,S&G, Bee Gees
24/03/2023	EBM Managed Services	DD	147.38		24.56	4130 100	122.82	Monthly copier useage
24/03/2023	FuelGenie	DD	50.00		8.33	4444 400	41.67	Diesel
27/03/2023	Pitney Bowes	DD	107.00			4135 100	107.00	Franking machine charges
28/03/2023	SSE Plc	DD	-72.97		-3.47	4425 400	-69.50	Refund for unmeter street supp
29/03/2023	DAC Planning Ltd	BACS 12220	3,120.00		520.00	4600 200	2,600.00	NP support task (d)
29/03/2023	Action for Family Carers	BACS 12221	3,702.84			4371 300	2,500.00	Grant FTC 20/3/23 Min 201
						4375 300	1,202.84	Grant FTC 20/3/23 Min 201
29/03/2023	Tuckwells Ltd	BACS 12222	3,128.86		521.47	4447 400	974.75	Battery brushcutter & chainsaw
						4446 400	1,147.50	Battery brushcutter
Subtotal Carried Forward:			142,035.10	0.00	5,180.26		136,369.70	

Unity Trust Account

Payments made between 01/02/2023 and 31/03/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									& chainsaw
29/03/2023	EH Smith Builders Merchants	BACS 12223	49.86		8.31	4120	100	41.55	Felt for shed at Town Hall
29/03/2023	Assured Heating Essex	BACS 12224	96.00		16.00	4120	100	80.00	Boiler service
29/03/2023		BACS 12225	18.55			9001	900	18.55	Allot rent refund CTL010
							362	-18.55	Allot rent refund CTL010
						7000	900	18.55	Allot rent refund CTL010
29/03/2023	Witham Dramatic Club	BACS 12226	197.60			4345	300	197.60	Tckts for The Vagina Monologue
29/03/2023	The Art & Framing Centre	BACS 12227	106.77			4120	100	106.77	4 Picture frames
29/03/2023	Nikki Smith	BACS 12228	87.02			4503	500	80.00	FB advert Music & travel exp
						4115	100	7.02	FB advert Music & travel exp
29/03/2023	Wilbar Associates Ltd	BACS 12229	2,276.40		379.40	4185	100	1,735.36	Training
						4190	100	161.64	Training
29/03/2023	Holts of Witham	BACS 12230	10.00			4345	300	10.00	Redeem voucher number 34
30/03/2023	SSE Plc	DD	1,011.78		168.63	4121	100	843.15	Gas 1/2 - 28/2
31/03/2023	Daisy Communications	DD	147.92		24.65	4160	100	123.27	Feb month serv & call charges
31/03/2023	FuelGenie	DD	50.00		8.33	4444	400	41.67	Diesel
31/03/2023	Adept Telecom	DD	25.69		4.28	4355	300	21.41	Call charges
31/03/2023	Lloyds Bank	DD	30.30			4101	100	30.30	Cash & cheque charges
31/03/2023	Lloyds Bank	DD	82.65			4101	100	82.65	Account fee & pmnt charges
Total Payments:			146,225.64	0.00	5,789.86			140,435.78	

Lloyds Bank Account

Payments made between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
03/04/2023	Witham and Countryside Society	SO	25.00			4180 100	25.00	Membership fees
26/04/2023	Facebook	CC	1.28			4503 500	1.28	Advertise Easter Trail
26/04/2023	Amazon Services Ltd	CC	23.58		3.93	4120 100	19.65	Kitchenware & sticky labels
26/04/2023	Tesco PLC	CC	12.00			4120 100	12.00	Refreshments
26/04/2023	McColl's	CC	15.11			4120 100	15.11	Refreshments
26/04/2023	Cartridge Save Ltd	CC	44.26		7.38	4355 300	36.88	2 X black toner
26/04/2023	TV Licensing	CC	159.00			4120 100	159.00	TV License for Info Centre
26/04/2023	Amazon Business	CC	9.68		1.62	4120 100	8.06	Half pencil pack
26/04/2023	Shoptglobe Ltd	CC	6.58		1.10	4377 300	5.48	Easter puzzle books
26/04/2023	Amazon Services Ltd	CC	8.99		1.50	4377 300	7.49	Easter slap bracelets
26/04/2023	Pixart Printing	CC	134.21		22.37	4381 300	111.84	Banner for Kings Coronation
26/04/2023	Tesco PLC	CC	36.00			4377 300	36.00	Easter Eggs
26/04/2023	The Braxted Bakery	CC	323.00			4505 500	323.00	Various bakes
26/04/2023	Tesco PLC	CC	40.90			4377 300	40.90	Easter Eggs
26/04/2023	Tesco PLC	CC	30.00			4377 300	30.00	Easter Eggs
26/04/2023	Amazon Business	CC	28.00		4.67	4120 100	23.33	Electric kettle
26/04/2023	Amazon Business	CC	7.48		1.25	4120 100	6.23	CCTV sign
26/04/2023	ILFD Group Ltd	CC	18.84		3.14	4377 300	15.70	3X Rabbit hats
26/04/2023	Spot On-Line Ltd	CC	5.94		0.99	4377 300	4.95	Balloon hand pump
26/04/2023	Amazon Business	CC	44.99		7.50	4120 100	37.49	Dustbin
26/04/2023	Aldi	CC	51.18			4120 100	51.18	Various diffusers
26/04/2023	Amazon Business	CC	50.55		8.43	4447 400	42.12	Green waders
26/04/2023	Microsoft	CC	4.56		0.76	4100 100	3.80	Monthly system back up
26/04/2023	TBWS Welding Supplies Ltd	CC	14.70		2.45	4448 400	12.25	230V Plug
26/04/2023	Greenregis Ltd	CC	29.85		4.98	4445 400	24.87	Wildflower seeds
26/04/2023	Landlife Wildflowers	CC	103.99		17.33	4445 400	86.66	Various flower seeds
26/04/2023	Welsfoird Garden Machinery Ltd	CC	3.50		0.58	4444 400	2.92	Air filter
26/04/2023	Personal Engraving NI Ltd	CC	8.97		1.50	4444 400	7.47	Air filter cover
26/04/2023	Amazon Business	CC	568.99		94.84	4120 100	474.15	Fire resistant safe
26/04/2023	Amazon Business	CC	-44.99		-7.50	4120 100	-37.49	Refund for dustbin
26/04/2023	Amazon Services Ltd	CC	23.95		3.99	4120 100	19.96	Notice Board
26/04/2023	Ned Blue Ltd	CC	3.59			4120 100	3.59	Push pins
26/04/2023	Amazon Services Ltd	CC	7.98		1.34	4120 100	6.64	Mouse pad
26/04/2023	Florist on the Green	CC	45.00			4516 500	45.00	Flowers
26/04/2023	Aldi	CC	-30.21			4120 100	-30.21	Part refund for diffusers

Subtotal Carried Forward:

1,816.45

0.00

184.15

1,632.30

Lloyds Bank Account

Payments made between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
26/04/2023	Shopydays Ltd	CC	15.99		2.67	4120 100	13.32	Plant pot & stand
26/04/2023	Amazon Services Ltd	CC	20.39		3.40	4120 100	16.99	Metal plant holders
26/04/2023	Amazon Services Ltd	CC	43.99		7.33	4382 300	36.66	Table cloths
26/04/2023	Home Garden Ornaments	CC	15.89		2.65	4120 100	13.24	Indoor plant pots
26/04/2023	Poundland	CC	34.50		5.75	4382 300	28.75	Decorations for event
26/04/2023	Etsy	CC	54.00			4120 100	54.00	Notice board
26/04/2023	Fabs Witham	CC	30.98			4382 300	30.98	Cutlery, rubbish sacks etc.
26/04/2023	The Landscape Centre Ltd	CC	37.73		6.29	4433 400	31.44	Green treated timber
26/04/2023	Poundland	CC	2.00		0.33	4120 100	1.67	Sellotape
26/04/2023	Tesco PLC	CC	273.65		44.13	4382 300	229.52	Various drinks
26/04/2023	Drivers	CC	24.00			4382 300	24.00	Taxi
26/04/2023	Tesco PLC	CC	7.70			4382 300	7.70	Ice cubes
26/04/2023	Fabs Witham	CC	22.90			4120 100	22.90	Forks
26/04/2023	Tesco PLC	CC	-75.80		-12.63	4382 300	-63.17	Refund on drink
26/04/2023	Giveasyoulive	CC	15.00			4437 400	15.00	Donation for dog charity
26/04/2023	Prime 4 Print Ltd	CC	18.35		3.06	4436 400	15.29	Business cards
26/04/2023	Instantprint	CC	41.75		6.96	4355 300	34.79	Ticket printing
Total Payments:			2,399.47	0.00	254.09		2,145.38	

Unity Trust Account

Payments made between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/04/2023	Braintree District Council	DD	813.23			4120	100	813.23	Monthly property rates
03/04/2023	Screwfix	DD	24.99		4.16	4447	400	20.83	Fence paint
04/04/2023	Braintree District Council	BACS 12231	873.08			4120	100	873.08	Weekly recyle refuse collect
04/04/2023	SLCC Enterprises Ltd	BACS 12232	2,875.00			4190	100	2,875.00	Level 5 foundation degree
04/04/2023	Northend Nurseries	BACS 12233	198.00		33.00	4433	400	165.00	2 trees
04/04/2023	Joogleberry Ltd	BACS 12234	576.00		96.00	4380	300	480.00	Dragon tamer act deposit
04/04/2023	Alfresco Hire Ltd	BACS 12235	480.00		80.00	4381	300	400.00	Hire of tables and benches
04/04/2023	Blackbox-Av	BACS 12236	1,402.80		233.80	4445	400	1,169.00	Audio bench electronics
04/04/2023	James Todd & Co	BACS 12237	93.60		15.60	4195	100	78.00	March payroll fee
04/04/2023	Lyreco UK Ltd	BACS 12238	323.22		53.87	4140	100	269.35	Various reams of paper
04/04/2023	SLCC Enterprises Ltd	BACS 12239	450.00			4190	100	450.00	CI/LCA qualification fee
04/04/2023	Wilkin & Sons	BACS 12240	144.82			4345	300	144.82	Various jams and condiments
04/04/2023	EALC	BACS 12241	2,156.30			4180	100	2,156.30	EALC & NALC affiliation fee
04/04/2023	Klarners Coaches Ltd	BACS 12242	526.50			4345	300	526.50	Sale of coach tickets
04/04/2023	National Express	BACS 12243	134.39			4345	300	134.39	Sale of coach tickets
04/04/2023	Witham Public Hall Trust	BACS 12244	804.17			4345	300	804.17	Sale of tckts Floyd&Malice
04/04/2023	Environment Agency	BACS 12245	23.51			4431	400	23.51	General drainage charges
04/04/2023	Sparkle Meetings	BACS 12246	125.00			4377	300	125.00	Deposit for easter act
04/04/2023	BT	DD	45.54		7.59	4160	100	37.95	Monthly telephone charges
05/04/2023	Essex Pension Fund	BACS 12198	7,910.16			4145	100	4,038.57	Pension allocation month 12
						4301	300	1,273.62	Pension allocation month 12
						4400	400	2,597.97	Pension allocation month 12
05/04/2023	HM Revenue and Customs	BACS 12199	7,646.19			4145	100	4,240.74	Tax & NI alloc for month 12
						4301	300	1,021.94	Tax & NI alloc for month 12
						4400	400	2,383.51	Tax & NI alloc for month 12
Subtotal Carried Forward:			27,626.50	0.00	524.02			27,102.48	

Unity Trust Account

Payments made between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/04/2023	Grace Puckey	BACS 12247	55.00			4377	300	55.00	Easter bunny at easter trail
05/04/2023	Grenke Leasing Ltd	DD	453.60		75.60	4130	100	378.00	Quarterly photocopier fee
11/04/2023	BT	DD	64.53		10.75	4372	300	53.78	Monthly broadband charge
12/04/2023	Darcy Dyer	BACS 12248	70.00			4382	300	70.00	Assist with Mayors Civic Event
12/04/2023	FuelGenie	DD	114.62		19.10	4444	400	95.52	Diesel 23/3-31/3
18/04/2023	Braintree District Council	BACS 12262	1,192.65		119.80	4447	400	599.00	Pest control fees
						4431	400	23.85	Insurance for park toilets
						4380	300	450.00	Road closure (TTRO) notice
18/04/2023	Sparkle Meetings	BACS 12263	125.00			4377	300	125.00	Deposit for Easter trail act
18/04/2023	Joobleberry Ltd	BACS 12264	570.00		95.00	4380	300	475.00	Deposit for spring-a-lings
18/04/2023	C&S Window Cleaning Services	BACS 12265	20.00			4120	100	20.00	Clean of Town Hall windows
18/04/2023	James Hallam Ltd	BACS 12266	521.74			4165	100	521.74	Insurance for Music Event
18/04/2023	Maxed IT	BACS 12267	21.60		3.60	4100	100	18.00	Mthly workstation monitoring
18/04/2023	D&G Fire Ltd	BACS 12268	105.60		17.60	4120	100	88.00	Service fire extinguishers
18/04/2023	Peter Leonard	BACS 12269	150.00			4382	300	150.00	Red Hot & Blue 1 hour extra
18/04/2023	Lamps and Tubes Illuminations	BACS 12270	1,016.40		169.40	4455	400	847.00	Stress test 22 lighting column
18/04/2023	David Islip Photography	BACS 12271	225.00			4377	300	150.00	Photo for Easter & Civic Event
						4382	300	75.00	Photo for Easter & Civic Event
18/04/2023	SLCC Enterprises Ltd	BACS 12272	416.00			4180	100	416.00	Membership fee
18/04/2023	Frostie Entertainment	BACS 12273	187.50			4380	300	187.50	Deposit for act for Festival
18/04/2023	Eloise Latham	BACS 12274	9.00			4345	300	9.00	Sale of scented candles
18/04/2023	Joyce Wells	BACS 12275	18.00			4345	300	18.00	Sale of bug boxes
18/04/2023	Carol Gosden	BACS 12276	18.00			4345	300	18.00	Sale of bath bombs & powders
18/04/2023	Steam Punk Glass	BACS 12277	37.80			4345	300	37.80	Sale of glass gifts
18/04/2023	Amanda Button	BACS 12278	19.80			4345	300	19.80	Sale of chocolate gifts
18/04/2023	Arthur Marshall	BACS 12279	28.35			4345	300	28.35	Sale of fused glass gifts
Subtotal Carried Forward:			33,066.69	0.00	1,034.87			32,031.82	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Agenda Item 7(c)

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	24,126	500	(23,626)			4825.1%	
1500 Hall Hire	15,400	12,000	(3,400)			128.3%	
Administration :- Income	39,526	12,500	(27,026)			316.2%	0
4100 I.T	3,359	4,000	641		641	84.0%	
4101 Charges	501	500	(1)		(1)	100.3%	
4115 Travel Expenses	286	500	214		214	57.1%	
4120 Town Hall	32,890	35,000	2,110		2,110	94.0%	
4121 Gas	6,248	5,500	(748)		(748)	113.6%	
4122 Electricity	3,561	5,700	2,139		2,139	62.5%	
4130 Photocopying	9,105	3,000	(6,105)		(6,105)	303.5%	
4135 Postage	402	500	98		98	80.4%	
4140 Stationery	1,254	1,500	246		246	83.6%	
4145 Admin Team PAYE/LGPS	221,712	224,215	2,503		2,503	98.9%	
4150 Office Equipment	2,095	4,000	1,905		1,905	52.4%	
4160 Telephone/Fax	1,574	1,800	226		226	87.4%	
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	4,158	5,000	842		842	83.2%	
4185 Members -Conferencing/Training	2,000	2,000	0		0	100.0%	
4190 Staff -Conferencing/Training	5,518	5,000	(518)		(518)	110.4%	
4195 Payroll Charges	994	800	(194)		(194)	124.2%	
4200 Petty Cash	496	650	154		154	76.3%	
Administration :- Indirect Expenditure	311,382	316,165	4,783	0	4,783	98.5%	0
Net Income over Expenditure	(271,857)	(303,665)	(31,808)				
<u>200 Planning & Transport</u>							
4600 Neighbourhood Plan	9,362	5,000	(4,362)		(4,362)	187.2%	
Planning & Transport :- Indirect Expenditure	9,362	5,000	(4,362)	0	(4,362)	187.2%	0
Net Expenditure	(9,362)	(5,000)	4,362				
<u>300 Community</u>							
1300 Information Sales Income	60,712	75,000	14,288			80.9%	
1310 Witham Festival Income	1,200	1,500	300			80.0%	
1320 New Events Income	1,970	0	(1,970)			0.0%	
1501 Dog Show	1,100	500	(600)			220.1%	
1509 Christmas Events	2,655	500	(2,155)			531.0%	
Community :- Income	67,637	77,500	9,863			87.3%	0

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Community Team PAYE/LGPS	69,033	61,900	(7,133)		(7,133)	111.5%	
4305 Remembrance	710	1,200	490		490	59.2%	
4310 Silver Cinema	1,800	2,000	200		200	90.0%	
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	48,812	65,000	16,188		16,188	75.1%	
4355 Information Centre Administrat	3,076	3,000	(76)		(76)	102.5%	
4360 Community Grant Aid	15,000	15,000	0		0	100.0%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4371 Community Safety	2,500	2,500	0		0	100.0%	
4372 CCTV	3,870	8,000	4,130		4,130	48.4%	
4373 Special Constable Expenses	3,736	5,000	1,264		1,264	74.7%	
4374 Special Constable Recruitment	0	1,000	1,000		1,000	0.0%	
4375 Other Community Support	1,500	1,500	0		0	100.0%	
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	21,242	23,000	1,758		1,758	92.4%	
4381 King's Coronations	200	0	(200)		(200)	0.0%	
4390 Christmas Events & Tree	2,542	3,000	458		458	84.7%	
4395 New Events Improvements	1,996	1,500	(496)		(496)	133.0%	
Community :- Indirect Expenditure	214,153	228,000	13,847	0	13,847	93.9%	0
Net Income over Expenditure	(146,516)	(150,500)	(3,984)				
<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	150,656	126,714	(23,942)		(23,942)	118.9%	
4420 Equipment Supplies & Maintenan	4,035	4,000	(35)		(35)	100.9%	
4425 Lighting Maintenance & Utility	5,268	4,000	(1,268)		(1,268)	131.7%	
4431 Toilet Block - Town Park	7,396	7,650	254		254	96.7%	
4432 New Tree Planting	2,001	2,000	(1)		(1)	100.0%	
4433 Tree Maintenance	8,870	9,000	130		130	98.6%	
4436 Dog Bin Maintenance	430	600	170		170	71.7%	
4437 Dog & Bench Schemes	4,490	1,200	(3,290)		(3,290)	374.2%	
4444 Fleet	4,997	4,000	(997)		(997)	124.9%	
4445 Open Spaces General	1,810	1,500	(310)		(310)	120.7%	
4446 James Cooke Wood	1,597	2,000	403		403	79.8%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4447 River Walk	2,781	3,000	219		219	92.7%	
4448 Whetmead LNR	574	2,000	1,426		1,426	28.7%	
4452 River Walk Signage	1,044	3,000	1,956		1,956	34.8%	
4453 Litter Bins	1,963	3,000	1,037		1,037	65.4%	
4455 Witham in Bloom	13,038	12,200	(838)		(838)	106.9%	
4457 Waste Disposal	1,946	1,000	(946)		(946)	194.6%	
Environment :- Indirect Expenditure	212,895	186,864	(26,031)	0	(26,031)	113.9%	0
Net Income over Expenditure	(208,245)	(185,214)	23,031				
500 Policy & Resources							
1510 Interest Received	3,243	100	(3,143)			3243.1%	
Policy & Resources :- Income	3,243	100	(3,143)			3243.1%	0
4500 Instructions & Reports	0	5,000	5,000		5,000	0.0%	
4503 Communications & Exhibitions	1,542	1,500	(42)		(42)	102.8%	
4505 Civic Receptions	1,929	2,000	71		71	96.4%	
4510 Christmas Expenses	2,686	2,700	14		14	99.5%	
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	10,481	12,000	1,519		1,519	87.3%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	21,011	34,700	13,689	0	13,689	60.6%	0
Net Income over Expenditure	(17,768)	(34,600)	(16,832)				
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	5,067	0	(5,067)			0.0%	8,956
EMR Movement :- Income	5,067	0	(5,067)				8,956
9001 CapEx - Environment	2,156	0	(2,156)		(2,156)	0.0%	2,156
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	19,042	0	(19,042)	0	(19,042)		19,042
Net Income over Expenditure	(13,974)	0	13,974				
7000 plus Transfer from EMR	19,042						
7001 less Transfer to EMR	8,956						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(3,889)</u>						
Grand Totals:- Income	824,529	804,854	(19,675)			102.4%	
Expenditure	787,845	770,729	(17,116)	0	(17,116)	102.2%	
Net Income over Expenditure	<u>36,684</u>	<u>34,125</u>	<u>(2,559)</u>				
plus Transfer from EMR	19,042						
less Transfer to EMR	8,956						
Movement to/(from) Gen Reserve	<u>46,769</u>						

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	78,836	500	(78,336)			15767.2	
1500 Hall Hire	1,234	12,500	11,267			9.9%	
Administration :- Income	80,070	13,000	(67,070)			615.9%	0
4100 I.T	466	4,000	3,534		3,534	11.6%	
4101 Charges	0	500	500		500	0.0%	
4115 Travel Expenses	0	600	600		600	0.0%	
4120 Town Hall	563	35,000	34,437		34,437	1.6%	
4121 Gas	0	7,000	7,000		7,000	0.0%	
4122 Electricity	0	5,700	5,700		5,700	0.0%	
4130 Photocopying	378	3,000	2,622		2,622	12.6%	
4135 Postage	0	500	500		500	0.0%	
4140 Stationery	0	1,500	1,500		1,500	0.0%	
4145 Admin Team PAYE/LGPS	20,505	278,216	257,711		257,711	7.4%	
4150 Office Equipment	0	4,000	4,000		4,000	0.0%	
4160 Telephone/Fax	(118)	1,800	1,918		1,918	(6.6%)	
4165 Insurance	522	11,150	10,628		10,628	4.7%	
4170 Sundry Expenses	0	1,500	1,500		1,500	0.0%	
4175 Audit & Legal	0	10,000	10,000		10,000	0.0%	
4180 Affiliation Fees	2,707	5,000	2,293		2,293	54.1%	
4185 Members -Conferencing/Training	0	4,000	4,000		4,000	0.0%	
4190 Staff -Conferencing/Training	3,325	6,500	3,175		3,175	51.2%	
4195 Payroll Charges	0	900	900		900	0.0%	
4200 Petty Cash	64	700	636		636	9.2%	
Administration :- Indirect Expenditure	28,413	381,566	353,154	0	353,154	7.4%	0
Net Income over Expenditure	51,657	(368,566)	(420,223)				
<u>200 Planning & Transport</u>							
4600 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%	
Planning & Transport :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
<u>300 Community</u>							
1300 Information Sales Income	4,617	75,000	70,383			6.2%	
1310 Witham Festival Income	40	1,500	1,460			2.7%	
1311 King's Coronation Income	540	500	(40)			108.0%	
1509 Christmas Events	610	750	140			81.3%	
Community :- Income	5,807	77,750	71,943			7.5%	0

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Community Team PAYE/LGPS	5,905	82,886	76,981		76,981	7.1%	
4305 Remembrance	0	1,200	1,200		1,200	0.0%	
4310 Silver Cinema	200	300	100		100	66.7%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4340 Christmas Decorations	0	10,600	10,600		10,600	0.0%	
4345 Information Centre Purchases	2,036	65,000	62,964		62,964	3.1%	
4355 Information Centre Administrat	(121)	3,250	3,371		3,371	(3.7%)	
4360 Community Grant Aid	0	15,000	15,000		15,000	0.0%	
4365 Citizens Advice Bureau	0	10,000	10,000		10,000	0.0%	
4371 Community Safety	0	1,500	1,500		1,500	0.0%	
4372 CCTV	1,925	10,000	8,075		8,075	19.3%	
4373 Special Constable Expenses	(840)	5,000	5,840		5,840	(16.8%)	
4374 Special Constable Recruitment	0	1,000	1,000		1,000	0.0%	
4375 Other Community Support	0	1,500	1,500		1,500	0.0%	
4376 Halloween	0	2,000	2,000		2,000	0.0%	
4377 Easter Trail	1,163	1,650	487		487	70.5%	
4380 Witham Festival	5,968	23,000	17,033		17,033	25.9%	
4381 King's Coronations	762	10,000	9,238		9,238	7.6%	
4382 Civic Event	1,589	2,500	911		911	63.6%	
4390 Christmas Events & Tree	0	3,200	3,200		3,200	0.0%	
4395 New Events Improvements	0	1,500	1,500		1,500	0.0%	
Community :- Indirect Expenditure	18,587	252,586	233,999	0	233,999	7.4%	0
Net Income over Expenditure	(12,780)	(174,836)	(162,056)				
400 Environment							
1401 Dog & Bench Sponsorship Scheme	2,420	1,650	(770)			146.7%	
Environment :- Income	2,420	1,650	(770)			146.7%	0
4400 Operations PAYE/LGPS	12,905	177,454	164,549		164,549	7.3%	
4420 Equipment Supplies & Maintenanc	0	8,000	8,000		8,000	0.0%	
4425 Lighting Maintenance & Utility	0	4,000	4,000		4,000	0.0%	
4431 Toilet Block - Town Park	(38)	10,500	10,538		10,538	(0.4%)	
4432 New Tree Planting	0	2,000	2,000		2,000	0.0%	
4433 Tree Maintenance	(4,769)	5,000	9,769		9,769	(95.4%)	
4435 River Walk Project Management	0	10,000	10,000		10,000	0.0%	
4436 Dog Bin Maintenance	15	600	585		585	2.5%	
4437 Dog & Bench Schemes	15	1,200	1,185		1,185	1.3%	
4444 Fleet	136	6,000	5,864		5,864	2.3%	
4445 Open Spaces General	1,281	2,500	1,219		1,219	51.2%	
4446 James Cooke Wood	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4447 River Walk	532	3,000	2,468		2,468	17.7%	
4448 Whetmead LNR	0	2,000	2,000		2,000	0.0%	
4452 River Walk Signage	0	3,000	3,000		3,000	0.0%	
4453 Litter Bins	0	3,000	3,000		3,000	0.0%	
4455 Witham in Bloom	847	12,700	11,853		11,853	6.7%	
4457 Waste Disposal	(21)	1,200	1,221		1,221	(1.8%)	
Environment :- Indirect Expenditure	10,903	254,154	243,251	0	243,251	4.3%	0
Net Income over Expenditure	(8,483)	(252,504)	(244,021)				
<u>500 Policy & Resources</u>							
1510 Interest Received	506	5,000	4,494			10.1%	
Policy & Resources :- Income	506	5,000	4,494			10.1%	0
4500 Instructions & Reports	0	8,000	8,000		8,000	0.0%	
4503 Communications & Exhibitions	1	1,500	1,499		1,499	0.1%	
4505 Civic Receptions	0	2,300	2,300		2,300	0.0%	
4510 Christmas Expenses	0	2,700	2,700		2,700	0.0%	
4515 Mayor's Allowance	0	2,000	2,000		2,000	0.0%	
4516 Civic Gesture	45	500	455		455	9.0%	
4517 Members Allowance	0	8,000	8,000		8,000	0.0%	
4525 Newsletter & Publications	0	12,500	12,500		12,500	0.0%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	46	38,500	38,454	0	38,454	0.1%	0
Net Income over Expenditure	460	(33,500)	(33,960)				
<u>600 Precept</u>							
1600 Precept	398,571	797,141	398,570			50.0%	
Precept :- Income	398,571	797,141	398,570			50.0%	0
Net Income	398,571	797,141	398,570				
<u>900 EMR Movement</u>							
8000 CapIn - Environment	5,054	0	(5,054)			0.0%	1,165
EMR Movement :- Income	5,054	0	(5,054)				1,165
Net Income	5,054	0	(5,054)				
7001 less Transfer to EMR	1,165						
Movement to/(from) Gen Reserve	3,889						

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	492,428	894,541	402,113			55.0%	
Expenditure	57,948	928,806	870,858	0	870,858	6.2%	
Net Income over Expenditure	<u>434,479</u>	<u>(34,265)</u>	<u>(468,744)</u>				
less Transfer to EMR	1,165						
Movement to/(from) Gen Reserve	<u>433,314</u>						

Heading	Budget	% Over	YTD	Reason
Photocopying	3,000.00	94%	8,827.00	Cancellation of the agreement. Received 5,801.20 into Sundry receipts
Insurance	8,500.00	24%	10,590.00	Receiving higher quotes due to previous insurer pulling out of the market along with increase in numbers attending events. This entails separate policies as annual cover does not include them
Staff-Conf/Training	5,000.00	1%	5,056.00	
Queens Jubilee	7,000.00	20%	8,441.00	Offset against income of £1,970
Christmas Decorations	10,600.00	28%	13,552.00	Incorrect journal from last year increased costs. Next years budget will return to correct figure
Dog Show	2,000.00	25%	2,512.00	Offset against income of £1,100
Witham Festival	18,000	16%	20,894	Environment Committee agreed to transfer £5,000 from Litter Bin budget to Witham Festival
New Events Improvements	1,500.00	33%	1,996.00	Bought for Christmas road closure and offset against underspend in other Christmas line
Lighting Maintenance & Utility	4,000.00	17%	4,693.00	Damage to WTC 54 Blunts Hall Road
Equipment Supplies	4,000.00	1%	4,035.00	General rise in cost of supplies
Dog & Bench Schemes	1,200.00	27%	4,470.00	Offset against income of £4,650
Fleet	4,000.00	23%	4,916.00	Increased fuel costs
Open Spaces General	1,500.00	20%	1,810.00	General rise in cost of supplies
Witham in Bloom	12,200.00	7%	13,038.00	Weights tests required
Waste Disposal	1,000.00	92%	1,925.00	Increase in amount being taken for disposal
Mayors Allowance	2,000.00	9%	2,187.00	£187 Employers National Insurance contribution charged

<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 Allotment Control Accoun	0.00	11,440.03	11,440.03
390 Events Control Account	0.00	4,955.59	4,955.59
	<u>240,259.69</u>	<u>46,172.67</u>	<u>286,432.36</u>

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 NIL	0.00		0.00
321 NIL	0.00		0.00
322 NIL	0.00		0.00
323 EMR- Streetlighting Sinking Fu	2,000.00	2,000.00	4,000.00
324 EMR- Tree Maintenance	0.00	4,000.00	4,000.00
325 EMR - Riverwalk Cycleways	60,000.00	-9,852.00	50,148.00
326 EMR - Neighbourhood Plan	0.00	3,000.00	3,000.00
330 EMR - Puppet Festival	0.00		0.00
333 EMR - Community Safety /CCTV	20,000.00	-10,000.00	10,000.00
335 EMR - Highways Devolution	27,772.64		27,772.64
336 EMR - Acquisitions	0.00		0.00
340 EMR - Land Improvement	40,000.00		40,000.00
345 EMR - Vehicle Replacement Fund	0.00		0.00
346 EMR - Equipment Replacement	30,000.00		30,000.00
350 EMR - Street Furniture Renew	20,000.00	-20,000.00	0.00
355 EMR - Major Repairs & Renewals	4,370.00	10,630.00	15,000.00
356 EMR - Town Hall Development	0.00		0.00
357 EMR - Winter Wonderland	0.00		0.00
358 EMR - J C Wood Imp Plan	50,000.00	-40,000.00	10,000.00
359 EMR - Whetmead Imp Plan	12,150.00	-12,150.00	0.00
360 EMR - Election Expenses	3,744.10	11,255.90	15,000.00
361 EMR - Members Allowance	0.00		0.00
362 Allotment Control Accoun	11,440.03	1,234.56	12,674.59
363 EMR - Safer Streets	0.00	76,560.00	76,560.00
390 Events Control Account	4,955.59	-65.00	4,890.59
	<u>286,432.36</u>	<u>16,613.46</u>	<u>303,045.82</u>

[Back to Agenda](#)

Officer Report: Lloyds 95-Day Notice Account.

Issue:

£75,000 was moved from the Lloyds 95-Day Notice account to the Unity Trust Current Account in November 2022. This was to cover the period towards the end of the financial year when the council had less in its current account and was waiting for the first precept payment of the new financial year. As the precept is paid in two parts, at the end of April and September the council has sufficient funds in its current account to cover its day-to-day expenditure.

The Lloyds 95-Day Notice Account has a balance of £300,849.83 as of 31st May 2023 and pays 2.35% interest (£19.37 interest a day).

The balance of the funds are in the Unity Trust Current Account (kept to a minimum based on monthly spending) or the Unity Trust Instant Access Account (2.3% AER).

Impact Assessment

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

- (a) Biodiversity – no implications
- (b) Crime and disorder – no implications
- (c) Climate – no implications

Advice:

To resolve to move £75,000 from Unity Trust Bank Account to the Lloyds 95- Day Notice Account.

Nikki Smith 15.06.2023

[Back to Agenda](#)