



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 17th March 2025** 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
J.C.	Coleman	(Vice Chairman)	J.	Martin
L.	Barlow		R.	Playle
B.	Fleet		R.	Ramage
L.	Headley		B.	Taylor

Nikki Smith
Town Clerk
NS10.03.2025

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 10th December 2025 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

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

5. TOWN CLERK'S REPORT

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

6. POLICY AND PROCEDURES

To receive and approve the following policies for renewal –

- (a) **Extended Procurement Process** attached at page 3.
- (b) **Fixed Asset and Asset Valuation Policy** attached at page 5 .
- (c) **Freedom of Information Policy** attached at page 7 .
- (d) **Public CCTV Policy** attached at page 10.

7. PETTY CASH

To receive a report regarding the use of petty cash since the closure of Lloyds Bank Witham attached at page 14.

8. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31st October 2024 attached at page 15 .

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31st October 2024 attached at page 36.

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves to 31st October 2024 attached at page 75 .

Witham Town Council: Extended Procurement Process

This policy should be read in conjunction with the Financial Regulations and complies with the Procurement Act 2023.

Policy Overview

This policy outlines the protocol for conducting extended procurement processes, as defined in the Financial Regulations, ensuring compliance with the Procurement Act 2023 and alignment with national procurement objectives, including transparency, social value, and fair competition.

Extended Procurement

1. This process applies to all works, goods, or services estimated to exceed £25,000 (exclusive of VAT) ordered or agreed by Witham Town Council via resolution.
2. The Responsible Financial Officer (RFO) must determine if the extended procurement process applies, **including assessing whether the procurement falls under the "Light Touch Regime" for certain services as defined in the Procurement Act 2023.**

Process for Extended Procurement

3. The RFO shall estimate the contract value using the SPONS valuation guide or equivalent methodology and **conduct a preliminary risk assessment to determine the appropriate procurement route.**
4. Where the process applies, a formal tender package must be created using the standardised template and include:
 - I. Quantities of materials/items.
 - II. **Social value objectives (e.g., local employment, environmental sustainability).**
 - III. Specification (if applicable).
 - IV. Date of return for the tender.
 - V. Specified payment terms aligned with the Procurement Act's prompt payment requirements.
 - VI. Contract terms **including clauses for termination, KPIs, and compliance with the Modern Slavery Act 2015.**
 - VII. **Exclusion grounds (e.g., suppliers convicted of fraud, corruption, or tax evasion).**
5. **A Transparency Notice must be published on the Central Digital Platform (replacing Contracts Finder) and the Town Council website for at least 14 days to advertise the procurement.**
6. **Supplementary information, such as scoring criteria and evaluation methodology, must be made available to all bidders.**
7. **The RFO will evaluate all tender responses using a pre-published scoring matrix and return them to the relevant committee/Full Tow Council for decision-making.**
8. **The Town Clerk/RFO must provide equal access to clarifications for all interested parties during the tender window, as per the Competitive Flexible Procedure under the Procurement Act 2023.**
9. There is no obligation to accept any tender, including the lowest value. All tenders must be assessed on:
 - **Most Advantageous Tender (MAT) criteria (replacing MEAT), including quality, social value, and sustainability.**
 - **Delivery timelines and risk management plans.**
 - **Professional competency and financial standing.**

Awarding of Contracts

10. Upon awarding a contract, a Contract Award Notice must be published on the Central Digital Platform within 30 days, detailing:
 - Successful supplier name.
 - Contract value.
 - Award criteria justification.
11. A letter of acceptance shall be issued to the successful supplier, including:
 - A legally binding commitment under the Procurement Act 2023.
 - ~~Purchase order number (per Financial Regulation 10.1).~~
 - Reporting requirements.
12. Payment terms and contract arrangements must be finalised by the RFO, with a **mandatory** pre-commencement meeting held to confirm compliance with:
 - Health and safety regulations.
 - Data protection (UK GDPR).
 - Supply Chain Due Diligence (e.g., subcontractor transparency).

Post-Award Compliance

13. Contract performance monitoring must occur quarterly, with updates reported to the Finance Committee.
14. Modifications to contracts exceeding 10% of the original value require a new procurement process unless justified under emergency provisions (e.g., critical risk to public safety).

Agreed at Minute 58(c) of Policy & Resources Meeting held 29.3.2022

Reviewed: Policy & Resources Meeting held 17.03.2025

Review Date: March 2027

POLICY NO: WTC/002 - POLICY & RESOURCES



Witham Town Council: Fixed Asset and Asset Valuation Policy

Policy Overview

This Policy explains how Witham Town Council manage their fixed assets and maintain their Asset Register to ensure that fixed assets are appropriately safeguarded and recorded.

This policy applies to all fixed assets owned by Witham Town Council, including but not limited to, land, buildings, vehicles, machinery and equipment.

Asset Register

A local council must maintain an asset register to ensure its fixed assets are appropriately recorded and managed. The Register is adopted each year by the Town Council as part of the Annual Return approval. The asset register facilitates the effective physical control over assets, provides information that enables the Town Council to make the most cost-effective use of its capital resources and supports the AGAR entry for fixed assets.

An asset register:

- Forms part of the 'Annual Return' (box 9). The total value of the Asset Register will inform the 'Total Fixed Asset' section of the Annual Return.
- Forms a basis for decisions on risk and insurance issues.
- Provides information on the age and potential lifespan of certain items.
- Provides assurance of the continued existence of Council's property.

Recording of Assets

- Items are recorded on the Register at known or estimated purchase values, net of VAT.
- Once recorded on the Asset Register, the value of the assets must not change from year to year until disposal. The value of an asset is not amended for depreciation or inflation as adjustments are not appropriate for local councils.
- The register records the description of the asset, location, date purchased (if known), and purchase cost.
- **A basic condition assessment should be noted for each asset (eg. good, fair or poor) to aid in lifecycle planning.**
- A separate register should be held for the insured cost of assets to be updated annually.
- ~~From 2024 onwards~~ Items of less than £100 will not be recorded on the Register.
- Items gifted or donated to the Town Council will be recorded with a nominal value of £1.
- Items which fall outside of the definition for inclusion and are excluded from the Council's Asset Register are – trees and plants, stock items held for resale, consumable items or items with a useful life of less than a year, assets rented or loaned to the Council, cash and short-term investments and intangible assets.

Updating the Register

The Asset Register is a working document which is updated and amended as necessary to include fixed assets acquired and disposed of during the year. An annual inspection of the Asset Register will take place to physically verify assets held and finalise the Register at the end of each financial year of 31st March. Any assets which cannot be located should be removed from the Register and recorded in the schedule of disposals, and new assets identified will be added to the Register.

- **Formal Disposal Process:** Any asset disposals over £10,000 must be formally approved by Full Town Council.

Governance & Compliance

- **Responsibility:** The Deputy Town Clerk is responsible for maintaining the Asset Register.
- **Review:** Full Town Council should review the Asset Register at least annually.

Agreed and adopted: Policy & Resources Committee, Minute 46, 19.03.2024

Reviewed date: 17.03.2025

To be reviewed March 2027

Policy & Resources Committee

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Witham Town Council: Freedom of Information Policy

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

Policy Overview

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

1. Your Rights

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

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

2. Description of Requests and General Information

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

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

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

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

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

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

2.7 Data Protection Considerations: The Council will redact personal data from disclosed information where doing so is necessary to comply with the GDPR and the Data Protection Act

2018. This includes personal data relating to third parties, as well as personal data about Council employees where its release would be unfair or unlawful.

3. Making Requests

3.1 How to Submit: Requests can be submitted by:

Email: townclerk@witham.gov.uk

Post:

Witham Town Council

Town Hall

61 Newland Street

Witham

Essex

CM8 2FE

3.2 Request Requirements: To assist the Council in processing your request efficiently, please provide:

Your full name and contact details.

A clear and specific description of the information you are seeking.

Your preferred method of contact.

4. Disputing Information Received and Internal Reviews

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

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

5. Data Protection

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

6. Contact Us

6.1 Contact details

Email: townclerk@witham.gov.uk

Post:

Witham Town Council

Town Hall

61 Newland Street

Witham

Essex

CM8 2FE

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

Reviewed: Policy & Resources Meeting held 17th March 2025

Review Date: March 2026

POLICY NO: WTC/005 - POLICY & RESOURCES

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Witham Town Council: Public CCTV Policy

Policy Overview

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

Introduction

1. This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document.
2. This policy will be subject to annual review by the Town Council to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements, principally:
 - a) Data Protection Act 2018
 - b) Human Rights Act 1998,
 - c) Regulation of Investigatory Powers Acts 2000
 - d) UK General Data Protection Regulation (UK GDPR)

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

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

Statement of Purpose

The public CCTV network is used for the following purposes:

- to reduce the fear of crime, so they can enter and leave without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;

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

Locational Information

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

System Management

4. The CCTV operating system will be administered and managed by the Town Clerk, in accordance with the principles and objectives expressed in this policy document.
5. Cameras are not live monitored, only pre-recorded footage is viewed by council officers however Essex Police Officers may monitor cameras at the Council Offices or on a hand held device provided by the Town Council.
6. The CCTV system will be operated 24 hours a day, 365 days of the year.
7. Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the Council’s CCTV cameras

System Control

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

Retention and disposal of Data

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

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

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

Complaints

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

Access by the Data Subject

27. The UK GDPR Data Protection Act 2018 provides Data Subjects (individuals to whom "personal data" relate) with a right to access data held about themselves, including that obtained by CCTV.
28. All such requests should be made in writing to the Town Clerk. Before making a request, you should read the Council's Privacy Notice which is available online, and provides further information with respect to such requests.
29. The Council will respond to Subject Access Requests within one month of receipt, as required by the UK GDPR.

29. The Council will regularly review and update its CCTV signage to ensure it meets the requirements of the UK GDPR and ICO guidance.

POLICY NO: WTC/043
ADOPTED: P&R 5.12.2022
REVIEWED: 16.03.2025
REVIEW DATE: March 2026

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ITEM NO:

Officer Report: Petty Cash

Historically the council has always kept a small petty cash budget that officers have used to purchase non-consumables such as cleaning products as well as refreshments for meetings and hall hirers. This was funded through the Lloyds Current Account. A cheque was written for 'Petty Cash', signed by two members and money drawn out in increments of £100. Lloyds no longer have a branch in the town and the council do not have a debit card for their account as this would be hard to use while staying within the strict internal controls that council rightly imposes. Council also banks with Unity Trust but to withdraw money from that account the Town Clerk would need to travel to a NatWest or RBS branch which would be time consuming.

There are two other options that could be used now Lloyds have closed down-

1. The petty cash facility is closed and staff members wishing to make purchases on behalf of the council borrow the credit card or ask the P.A to the council to make the purchases, using the credit card.
2. That the amount, up to the petty cash budget approved by council each year is taken from the cash received by the Information Centre and paid into the petty cash in increments of £100. This would be reported back as a standing item at the Policy and Resources Committee and the Information Centre figures at the end of each year adjusted to take account of this. The council is charged for paying in cash to Unity Trust Bank so this would also slightly reduce the associated banking costs.

If option 2 was chosen then the Financial Regulations would need to be amended as they currently state-

- 6.13. The RFO may provide petty cash to officers for defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a maximum petty cash float of £100.00 for defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) **Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.**
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

Advice:

To decide how to manage the petty cash now Lloyds have shut their Witham branch.

Date: 03/02/2025

Witham Town Council

Page 1

Time: 13:23

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 1 - Lloyds Bank Account**

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	30/11/2024	148	20,177.77
			<u>20,177.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			20,177.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			20,177.77
		Balance per Cash Book is :-	20,177.77
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:16/01/2025

Witham Town Council

Page 1

Time:09:43

User: NS

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 7 - 95 Day Notice**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
95 Day Notice	30/11/2024	33	198,317.75
			<hr/> 198,317.75
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			198,317.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			198,317.75
		Balance per Cash Book is :-	198,317.75
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:17/01/2025

Witham Town Council

Page 1

Time: 10:56

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 5 - Petty Cash**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2024	30	19.72
			<hr/> 19.72
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			19.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			19.72
		Balance per Cash Book is :-	19.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 04/02/2025

Witham Town Council

Page 1

Time: 12:01

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 6 - Unity Trust Account**

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	30/11/2024		39,225.21
			<u>39,225.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,225.21
<u>Unpresented Receipts (Plus)</u>			
30/04/2024 2024/008		28.00	
31/07/2024 2024/188		20.00	
30/08/2024 2024/238		32.00	
30/08/2024 2024/236		20.00	
30/08/2024 2024/233		20.00	
02/10/2024 2024/298		30.00	
02/10/2024 2024/299		96.00	
02/10/2024 2024/301		20.00	
04/10/2024 2024/279		960.00	
04/10/2024 2024/302		28.00	
29/10/2024 2024/356		1,728.00	
31/10/2024 2024/358		40.00	
31/10/2024 2024/360		28.00	
31/10/2024 2024/361		28.00	
31/10/2024 2024/362		15.00	
08/11/2024 2024/357		1,000.00	
18/11/2024 2024/414		177.86	
21/11/2024 2024/415		225.00	
29/11/2024 2024/423		32.00	
29/11/2024 2024/422		64.00	
29/11/2024 2024/421		32.00	
29/11/2024 2024/420		960.00	
29/11/2024 2024/419		60.00	
29/11/2024 2024/418		40.00	
29/11/2024 2024/417		96.00	
29/11/2024 2024/416		40.00	
			<u>5,819.86</u>
			45,045.07
		Balance per Cash Book is :-	45,045.07
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Date: 04/02/2025

Witham Town Council

Page 2

Time: 12:01

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 6 - Unity Trust Account**

User: JJ

Signatory 2:

Name Signed Date

Date:04/02/2025

Witham Town Council

Page 1

Time: 15:31

User: NS

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bk Instant Access	30/11/2024	21	605,604.71
			<hr/> 605,604.71
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			605,604.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			605,604.71
		Balance per Cash Book is :-	605,604.71
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:18/01/2025

Witham Town Council

Page 1

Time: 12:54

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 9 - CCLA Public Sector Deposit**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit	30/11/2024	1	190,000.00
			<hr/> 190,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			190,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			190,000.00
		Balance per Cash Book is :-	190,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 12/02/2025

Witham Town Council

Page 1

Time: 10:28

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Lloyds Bank Account**

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	31/12/2024	149	16,263.12
			<u>16,263.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,263.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,263.12
		Balance per Cash Book is :-	16,263.12
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 06/02/2025

Witham Town Council

Page 1

Time: 10:17

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 7 - 95 Day Notice**

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	31/12/2024	34	198,941.71
			<hr/> 198,941.71
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			198,941.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			198,941.71
		Balance per Cash Book is :-	198,941.71
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 11/02/2025

Witham Town Council

Page 1

Time: 11:46

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 5 - Petty Cash**

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/12/2024	30	0.93
			<hr/> 0.93
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.93
		Balance per Cash Book is :-	0.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:18/02/2025

Witham Town Council

Page 1

Time:08:57

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 6 - Unity Trust Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Account	31/12/2024		15,592.25
			<u>15,592.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,592.25
<u>Unpresented Receipts (Plus)</u>			
30/04/2024 2024/008		28.00	
31/07/2024 2024/188		20.00	
30/08/2024 2024/238		32.00	
30/08/2024 2024/236		20.00	
30/08/2024 2024/233		20.00	
04/10/2024 2024/302		28.00	
31/10/2024 2024/358		40.00	
31/10/2024 2024/360		28.00	
31/10/2024 2024/361		28.00	
31/10/2024 2024/362		15.00	
08/11/2024 2024/357		1,000.00	
18/11/2024 2024/414		177.86	
21/11/2024 2024/415		225.00	
29/11/2024 2024/423		32.00	
29/11/2024 2024/422		64.00	
29/11/2024 2024/421		32.00	
29/11/2024 2024/420		960.00	
29/11/2024 2024/419		60.00	
29/11/2024 2024/417		96.00	
29/11/2024 2024/416		40.00	
04/12/2024 BACS		6,720.00	
10/12/2024 BACS		30.00	
10/12/2024 2024/548		74.39	
23/12/2024 BACS		80.00	
23/12/2024 BACS		720.00	
23/12/2024 BACS		32.00	
23/12/2024 BACS		32.00	
23/12/2024 BACS		50.00	
23/12/2024 BACS		72.00	
23/12/2024 BACS		28.00	
23/12/2024 2024/547		72.36	
27/12/2024 BACS		10.00	
			<u>10,866.61</u>
			26,458.86
Balance per Cash Book is :-			26,458.86
Difference is :-			0.00

Date:18/02/2025

Witham Town Council

Page 2

Time:08:57

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 6 - Unity Trust Account**

User: NS

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 12/02/2025

Witham Town Council

Page 1

Time: 10:55

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 8 - Unity Trust Instant Access**

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bk Instant Access	31/12/2024	22	575,422.00
			<u>575,422.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			575,422.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			575,422.00
		Balance per Cash Book is :-	575,422.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 12/02/2025

Witham Town Council

Page 1

Time: 11:07

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 9 - CCLA Public Sector Deposit**

User: JJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Deposit	31/12/2024	2	190,000.00
			<u>190,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			190,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			190,000.00
		Balance per Cash Book is :-	190,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:20/02/2025

Witham Town Council

Page 1

Time: 14:33

User: NS

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Lloyds Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	31/01/2025	150	14,168.43
			<hr/> 14,168.43
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			14,168.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			14,168.43
		Balance per Cash Book is :-	14,168.43
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:18/02/2025

Witham Town Council

Page 1

Time: 11:10

User: NS

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 7 - 95 Day Notice**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
95 Day Notice	31/01/2025	35	199,532.61
			<hr/> 199,532.61
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			199,532.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			199,532.61
		Balance per Cash Book is :-	199,532.61
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:18/02/2025

Witham Town Council

Page 1

Time: 13:39

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 5 - Petty Cash**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2025	31	22.24
			<hr/> 22.24
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			22.24
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			22.24
		Balance per Cash Book is :-	22.24
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:11/03/2025

Witham Town Council

Page 1

Time: 12:55

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 6 - Unity Trust Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Account	31/01/2025	87	53,576.55
			<hr/> 53,576.55
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			53,576.55
<u>Unpresented Receipts (Plus)</u>			
30/04/2024 2024/008		28.00	
31/07/2024 2024/188		20.00	
30/08/2024 2024/238		32.00	
30/08/2024 2024/236		20.00	
30/08/2024 2024/233		20.00	
04/10/2024 2024/302		28.00	
31/10/2024 2024/358		40.00	
31/10/2024 2024/360		28.00	
31/10/2024 2024/361		28.00	
31/10/2024 2024/362		15.00	
08/11/2024 2024/357		1,000.00	
18/11/2024 2024/414		177.86	
21/11/2024 2024/415		225.00	
29/11/2024 2024/423		32.00	
29/11/2024 2024/422		64.00	
29/11/2024 2024/421		32.00	
29/11/2024 2024/420		960.00	
29/11/2024 2024/417		96.00	
29/11/2024 2024/416		40.00	
10/12/2024 BACS		30.00	
27/12/2024 BACS		10.00	
31/01/2025 2024/599		452.39	
31/01/2025 2024/477		32.00	
31/01/2025 2024/478		150.00	
31/01/2025 2024/479		32.00	
31/01/2025 2024/480		32.00	
31/01/2025 2024/481		64.00	
31/01/2025 2024/483		14.00	
31/01/2025 2024/488		44.00	
31/01/2025 2024/485		40.00	
31/01/2025 2024/486		1,040.00	
31/01/2025 2024/487		40.00	
			<hr/> 4,866.25
			58,442.80
	Balance per Cash Book is :-		58,442.80
	Difference is :-		0.00

Date:11/03/2025

Witham Town Council

Page 2

Time: 12:55

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 6 - Unity Trust Account**

User: NS

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:19/02/2025

Witham Town Council

Page 1

Time: 16:37

User: NS

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 8 - Unity Trust Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bk Instant Access	31/01/2025	23	475,422.00
			<hr/> 475,422.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			475,422.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			475,422.00
		Balance per Cash Book is :-	475,422.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:18/02/2025

Witham Town Council

Page 1

Time: 11:22

User: NS

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 9 - CCLA Public Sector Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit	31/01/2025	3	190,000.00
			<hr/> 190,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			190,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			190,000.00
		Balance per Cash Book is :-	190,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Witham Town Council

Cashbook 1

User: NS

Lloyds Bank Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</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>
	CC Banked: 12/11/2024	19.77						
	CC Lloyds Bank	19.77			1100	100	19.77	Cashback Credit
2024/549	Banked: 06/01/2025	10.65						
2024/549	Lloyds Bank	10.65			1100	100	10.65	Credit Card cashback
Total Receipts:		30.42	0.00	0.00			30.42	

95 Day Notice

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTERESTBanked: 01/11/2024	20.64						
INTEREST	Lloyds Bank	20.64			1510	500	20.64	Interest received
	INTERESTBanked: 04/11/2024	61.92						
INTEREST	Lloyds Bank	61.92			1510	500	61.92	Interest Received
	INTERESTBanked: 05/11/2024	20.65						
INTEREST	Lloyds Bank	20.65			1510	500	20.65	Interest Received
	INTERESTBanked: 06/11/2024	20.65						
INTEREST	Lloyds Bank	20.65			1510	500	20.65	Interest Received
	INTERESTBanked: 08/11/2024	20.65						
INTEREST	Lloyds Bank	20.65			1510	500	20.65	Interest Received
	INTERESTBanked: 11/11/2024	61.97						
INTEREST	Lloyds Bank	61.97			1510	500	61.97	Interest Received
	INTERESTBanked: 12/11/2024	20.66						
INTEREST	Lloyds Bank	20.66			1510	500	20.66	Interest Received
	INTERESTBanked: 13/11/2024	20.66						
INTEREST	Lloyds Bank	20.66			1510	500	20.66	Interest Received
	INTERESTBanked: 14/11/2024	20.67						
INTEREST	Lloyds Bank	20.67			1510	500	20.67	Interest Received
	INTERESTBanked: 15/11/2024	20.67						
INTEREST	Lloyds Bank	20.67			1510	500	20.67	Interest Received
	INTERESTBanked: 17/11/2024	20.65						
INTEREST	Lloyds Bank	20.65			1510	500	20.65	Interest Received
	INTERESTBanked: 18/11/2024	62.01						
INTEREST	Lloyds Bank	62.01			1510	500	62.01	Interest Received
	INTERESTBanked: 19/11/2024	20.68						
INTEREST	Lloyds Bank	20.68			1510	500	20.68	Interest Received
	INTERESTBanked: 20/11/2024	20.68						
INTEREST	Lloyds Bank	20.68			1510	500	20.68	Interest Received
	INTERESTBanked: 21/11/2024	20.68						
INTEREST	Lloyds Bank	20.68			1510	500	20.68	Interest Received
	INTERESTBanked: 22/11/2024	20.68						
INTEREST	Lloyds Bank	20.68			1510	500	20.68	Interest Received
	INTERESTBanked: 25/11/2024	62.06						
INTEREST	Lloyds Bank	62.06			1510	500	62.06	Interest Received
	INTERESTBanked: 26/11/2024	20.69						
INTEREST	Lloyds Bank	20.69			1510	500	20.69	Interest Received
Subtotal Carried Forward:		537.27	0.00	0.00			537.27	

95 Day Notice

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTERESTBanked: 27/11/2024	20.69						
INTEREST	Lloyds Bank	20.69			1510	500	20.69	Interest Received
	INTERESTBanked: 28/11/2024	20.70						
INTEREST	Lloyds Bank	20.70			1510	500	20.70	Interest Received
	INTERESTBanked: 29/11/2024	20.70						
INTEREST	Lloyds Bank	20.70			1510	500	20.70	Interest Received
	INTERESTBanked: 02/12/2024	62.10						
INTEREST	Lloyds Bank	62.10			1510	500	62.10	Interest Received
	INTERESTBanked: 03/12/2024	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	Interest Received
	INTERESTBanked: 04/12/2024	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	Interest Received
	INTERESTBanked: 05/12/2024	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	Interest Received
	INTERESTBanked: 06/12/2024	19.35						
INTEREST	Lloyds Bank	19.35			1510	500	19.35	Interest Received
	INTERESTBanked: 09/12/2024	58.07						
INTEREST	Lloyds Bank	58.07			1510	500	58.07	Interest Received
	INTERESTBanked: 10/12/2024	19.36						
INTEREST	Lloyds Bank	19.36			1510	500	19.36	Interest Received
	INTERESTBanked: 11/12/2024	19.36						
INTEREST	Lloyds Bank	19.36			1510	500	19.36	Interest Received
	INTERESTBanked: 12/12/2024	19.37						
INTEREST	Lloyds Bank	19.37			1510	500	19.37	Interest Received
	INTERESTBanked: 13/12/2024	19.37						
INTEREST	Lloyds Bank	19.37			1510	500	19.37	Interest Received
	INTERESTBanked: 16/12/2024	58.11						
INTEREST	Lloyds Bank	58.11			1510	500	58.11	Interest Received
	INTERESTBanked: 17/12/2024	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	Interest Received
	INTERESTBanked: 18/12/2024	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	Interest Received
	INTERESTBanked: 19/12/2024	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	Interest Received
	INTERESTBanked: 20/12/2024	19.38						
INTEREST	Lloyds Bank	19.38			1510	500	19.38	Interest Received
Subtotal Carried Forward:		1,010.02	0.00	0.00			1,010.02	

95 Day Notice

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTERESTBanked: 23/12/2024	58.15						
INTEREST	Lloyds Bank	58.15			1510	500	58.15	Interest Received
	INTERESTBanked: 24/12/2024	19.39						
INTEREST	Lloyds Bank	19.39			1510	500	19.39	Interest Received
	INTERESTBanked: 27/12/2024	58.17						
INTEREST	Lloyds Bank	58.17			1510	500	58.17	Interest Received
	INTERESTBanked: 30/12/2024	58.19						
INTEREST	Lloyds Bank	58.19			1510	500	58.19	Interest Received
	INTERESTBanked: 31/12/2024	19.40						
INTEREST	Lloyds Bank	19.40			1510	500	19.40	Interest Received
	INTERESTBanked: 02/01/2025	38.81						
INTEREST	Lloyds Bank	38.81			1510	500	38.81	Interest Received
	INTERESTBanked: 03/01/2025	19.41						
INTEREST	Lloyds Bank	19.41			1510	500	19.41	Interest Received
	INTERESTBanked: 06/01/2025	58.23						
INTEREST	Lloyds Bank	58.23			1510	500	58.23	Interest Received
	INTERESTBanked: 07/01/2025	19.41						
INTEREST	Lloyds Bank	19.41			1510	500	19.41	Interest Received
	INTERESTBanked: 08/01/2025	19.42						
INTEREST	Lloyds Bank	19.42			1510	500	19.42	Interest Received
	INTERESTBanked: 09/01/2025	19.42						
INTEREST	Lloyds Bank	19.42			1510	500	19.42	Interest Received
	INTERESTBanked: 10/01/2025	19.42						
INTEREST	Lloyds Bank	19.42			1510	500	19.42	Interest Received
	INTERESTBanked: 13/01/2025	56.63						
INTEREST	Lloyds Bank	56.63			1510	500	56.63	Interest Received
	INTERESTBanked: 14/01/2025	18.88						
INTERSET	Lloyds Bank	18.88			1510	500	18.88	Interest Received
	INTERESTBanked: 15/01/2025	18.88						
INTEREST	Lloyds Bank	18.88			1510	500	18.88	Interest Received
	INTERESTBanked: 16/01/2025	18.89						
INTEREST	Lloyds Bank	18.89			1510	500	18.89	Interest Received
	INTERESTBanked: 17/01/2025	18.89						
INTEREST	Lloyds Bank	18.89			1510	500	18.89	Interest Received
	INTERESTBanked: 20/01/2025	56.67						
INTEREST	Lloyds Bank	56.67			1510	500	56.67	Interest Received
Subtotal Carried Forward:		1,606.28	0.00	0.00			1,606.28	

Witham Town Council

Cashbook 7

User: NS

95 Day Notice

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTERESTBanked: 21/01/2025	18.89						
	INTERESTLloyds Bank	18.89			1510	500	18.89	Interest Received
	INTERESTBanked: 22/01/2025	18.90						
	INTERESTLloyds Bank	18.90			1510	500	18.90	Interest Received
	INTERESTBanked: 23/01/2025	18.90						
	INTERESTLloyds Bank	18.90			1510	500	18.90	Interest Received
	INTERESTBanked: 24/01/2025	18.90						
	INTERESTLloyds Bank	18.90			1510	500	18.90	Interest Received
	INTERESTBanked: 27/01/2025	56.71						
	INTERESTLloyds Bank	56.71			1510	500	56.71	Interest Received
	INTERESTBanked: 28/01/2025	18.91						
	INTERESTLloyds Bank	18.91			1510	500	18.91	Interest Received
	INTERESTBanked: 29/01/2025	18.91						
	INTERESTLloyds Bank	18.91			1510	500	18.91	Interest Received
	INTERESTBanked: 30/01/2025	18.91						
	INTERESTLloyds Bank	18.91			1510	500	18.91	Interest Received
	INTERESTBanked: 31/01/2025	18.91						
	INTERESTLloyds Bank	18.91			1510	500	18.91	Interest Received
	INTERESTBanked: 31/01/2025	18.91						
	INTERESTLloyds Bank	18.91			1510	500	18.91	Interest Received
	INTERESTBanked: 31/01/2025	-18.91						
	INTERESTLloyds Bank	-18.91			1510	500	-18.91	Correction
Total Receipts:		1,814.22	0.00	0.00			1,814.22	

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
WTC809	Banked: 10/01/2025	100.00						
WTC809	Information Centre	100.00			4200	100	100.00	Info centre takings
Total Receipts:		100.00	0.00	0.00			100.00	

Witham Town Council

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Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/424	Banked: 01/11/2024	20.00						
2024/424	Maria Brown - Dolls & Fairies	20.00			1509	300	20.00	Christmas Fayre 24
2024/425	Banked: 01/11/2024	81.80						
2024/425	Information Centre	81.80			1300	300	81.80	PDQ
2024/427	Banked: 04/11/2024	175.90						
2024/427	Information Centre	175.90			1300	300	175.90	PDQ
2024/426	Banked: 04/11/2024	11,811.25						
2024/426	Braintree District Council	11,811.25			1100	100	11,811.25	Section 106
2024/428	Banked: 05/11/2024	40.00						
2024/428	Siva Khumchuen - Thai Bite Cat	40.00			1509	300	40.00	Christmas Fayre 24
2024/429	Banked: 05/11/2024	145.55						
2024/429	Information Centre	145.55			1300	300	145.55	PDQ
2024/430	Banked: 05/11/2024	30.00						
2024/430	Peter Ellis - Ellis Amusements	30.00			1509	300	30.00	Christmas Fayre 24
2024/432	Banked: 05/11/2024	97.09						
2024/432		97.09			8000 362 7001	900	97.09 97.09 -97.09	CTL066 Deposit CTL066 Deposit CTL066 Deposit
2024/431	Banked: 05/11/2024	30.00						
2024/431	Ian Beaird - Sticky Pickle Com	30.00			1509	300	30.00	Christmas Fayre 24
2024/432	Banked: 05/11/2024	20.00						
2024/432	Jaela Wright - Unique Sunshine	20.00			1509	300	20.00	Christmas Fayre 24
2024/434	Banked: 06/11/2024	167.05						
2024/434	Information Centre	167.05			1300	300	167.05	PDQ
2024/435	Banked: 07/11/2024	290.75						
2024/435	Information Centre	290.75			1300	300	290.75	PDQ
2024/436	Banked: 07/11/2024	20.00						
2024/436	Earth Sea Treasure	20.00			1509	300	20.00	Christmas Fayre 24
	Banked: 08/11/2024	40,000.00						
Int Transf	Unity Trust Instant Access	40,000.00			270		40,000.00	Monthly transfer
	Banked: 08/11/2024	150,000.00						
Int Trans	Unity Trust Instant Access	150,000.00			270		150,000.00	To then transfer to CCLA
1509	Banked: 08/11/2024	20.00						
1509	Karen Martin	20.00			1509	300	20.00	Christmas Fayre 24
2024/438	Banked: 08/11/2024	169.94						
2024/438	Information Centre	169.94			1300	300	169.94	PDQ

Subtotal Carried Forward:

203,119.33

0.00

0.00

203,119.33

Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/357	Banked: 08/11/2024	1,000.00						
2024/357	Mountgreen Grove Ltd	1,000.00			1500	100	1,000.00	Hall Hire
2024/439	Banked: 11/11/2024	164.26						
2024/439	Mr Ghinescu	164.26			8000	900	164.26	Allotment Skip Hire
					362		164.26	Allotment Skip Hire
					7001	900	-164.26	Allotment Skip Hire
2024/440	Banked: 11/11/2024	181.95						
2024/440	Information Centre	181.95			1300	300	181.95	PDQ
2024/441	Banked: 12/11/2024	20.00						
2024/441	Carol Taylor	20.00			1509	300	20.00	Christmas Fayre 24
2024/442	Banked: 12/11/2024	422.20						
2024/442	Information Centre	422.20			1300	300	422.20	PDQ
2024/443	Banked: 12/11/2024	30.00						
2024/443	Sugar Roses Bakes	30.00			1509	300	30.00	Christmas Fayre 24
2024/444	Banked: 13/11/2024	20.00						
2024/444	Sarah Wren - Sazzy Slates	20.00			1509	300	20.00	Christmas Fayre 24
2024/445	Banked: 13/11/2024	198.24						
2024/445	Information Centre	198.24			1300	300	198.24	PDQ
2024/446	Banked: 14/11/2024	43.80						
2024/446	Information Centre	43.80			1300	300	43.80	PDQ
2024/447	Banked: 15/11/2024	138.79						
2024/447	Information Centre	138.79			1300	300	138.79	PDQ
2024/448	Banked: 18/11/2024	91.09						
2024/448		91.09			8000	900	91.09	CTL020 deposit
					362		91.09	CTL020 deposit
					7001	900	-91.09	CTL020 deposit
2024/449	Banked: 18/11/2024	6.70						
2024/449	Information Centre	6.70			1300	300	6.70	AMEX PDQ Charge
2024/450	Banked: 18/11/2024	30.00						
2024/450	Community Energy South	30.00			1509	300	30.00	Christmas Fayre 24
2024/414	Banked: 18/11/2024	177.86						
2024/414	Abellio Greater Anglia	177.86			1500	100	177.86	Hall Hire
2024/451	Banked: 19/11/2024	238.84						
2024/451	Information Centre	238.84			1300	300	238.84	PDQ
2024/414	Banked: 19/11/2024	177.86						
2024/414	Abellio Greater Anglia	177.86			4455	400	177.86	Bedding plants for Station
	Banked: 19/11/2024	50,000.00						
Subtotal Carried Forward:		256,060.92	0.00	0.00			206,060.92	

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Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INT TRANSF	Unity Trust Instant Access	50,000.00			270		50,000.00	INTERNAL TRANSFER
2024/453	Banked: 20/11/2024	7.99						
2024/453	Information Centre	7.99			1300	300	7.99	AMEX PDQ Charge
2024/452	Banked: 20/11/2024	13.50						
2024/452	Information Centre	13.50			1300	300	13.50	PDQ
2024/454	Banked: 21/11/2024	30.00						
2024/454	Phillipa Perry	30.00			1509	300	30.00	Christmas Fayre 24
2024/455	Banked: 21/11/2024	57.50						
2024/455	Information Centre	57.50			1300	300	57.50	PDQ
2024/415	Banked: 21/11/2024	225.00						
2024/415	Pulic Inquiry	225.00			1500	100	225.00	Hall Hire
2024/456	Banked: 22/11/2024	135.70						
2024/456	Information Centre	135.70			1300	300	135.70	PDQ
2024/457	Banked: 25/11/2024	1,000.00						
2024/457	Braintree District Council	1,000.00			1100	100	1,000.00	Community Grant BDC
2024/458	Banked: 25/11/2024	191.77						
2024/458	Information Centre	191.77			1300	300	191.77	PDQ
2024/459	Banked: 26/11/2024	30.00						
2024/459	Courtney Davey	30.00			1509	300	30.00	Christmas Fayre 24
2024/460	Banked: 26/11/2024	388.80						
2024/460	Information Centre	388.80			1300	300	388.80	PDQ
2024/461	Banked: 27/11/2024	20.00						
2024/461	Lauren Wealthall	20.00			1509	300	20.00	Christmas Fayre 24
2024/462	Banked: 27/11/2024	20.00						
2024/462	Tracey Marriott	20.00			1509	300	20.00	Christmas Fayre 24
2024/463	Banked: 27/11/2024	147.75						
2024/463	Information Centre	147.75			1300	300	147.75	PDQ
2024/464	Banked: 28/11/2024	280.90						
2024/464	Information Centre	280.90			1300	300	280.90	PDQ
2024/475	Banked: 29/11/2024	71.05						
2024/475	Information Centre	71.05			1300	300	71.05	PDQ
2024/476	Banked: 29/11/2024	30.00						
2024/476	Lisa Johnson	30.00			1509	300	30.00	Christmas Fayre 24
2024/423	Banked: 29/11/2024	32.00						
2024/423	Pulse Healthcare XYLA	32.00			1500	100	32.00	Hall Hire
2024/422	Banked: 29/11/2024	64.00						

Subtotal Carried Forward:

258,806.88

0.00

0.00

258,742.88

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Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/422	Pulse Healthcare XYLA	64.00			1500	100	64.00	Hall Hire
2024/421	Banked: 29/11/2024	32.00						
2024/421	Pulse Healthcare XYLA	32.00			1500	100	32.00	Hall Hire
2024/420	Banked: 29/11/2024	960.00						
2024/420	In-Health	960.00			1500	100	960.00	Hall Hire
2024/419	Banked: 29/11/2024	60.00						
2024/419	Witham and Countryside Society	60.00			1500	100	60.00	Hall Hire
2024/418	Banked: 29/11/2024	40.00						
2024/418	Jean Brett	40.00			1500	100	40.00	Hall Hire
2024/417	Banked: 29/11/2024	96.00						
2024/417	Age Concern Colchester	96.00			1500	100	96.00	Hall Hire
2024/416	Banked: 29/11/2024	40.00						
2024/416	The Friendly Networking Group	40.00			1500	100	40.00	Hall Hire
2024/490	Banked: 02/12/2024	274.32						
2024/490	Information Centre	274.32			4345	300	274.32	PDQ
2024/491	Banked: 02/12/2024	197.25						
2024/491	Information Centre	197.25			4345	300	197.25	PDQ
2024/492	Banked: 02/12/2024	70.00						
2024/492	Tipsy Grey South Ltd	70.00			1509	300	70.00	Christmas Fayre Takings
	BACS Banked: 02/12/2024	20.00						
2024/489	K Penfold	20.00			1509	300	20.00	Christmas Fayre 2025
2024/494	Banked: 03/12/2024	543.33						
2024/494	Sum Up	543.33			1509	300	543.33	Councillor Stall Takings
00536	Banked: 03/12/2024	115.20						
2024/495	Information Centre	115.20			1300	300	115.20	Info Centre Sales - WTC
000537	Banked: 03/12/2024	214.55						
2024/496	Information Centre	214.55			1300	300	214.55	Info Centre Sales- WTC
000538	Banked: 03/12/2024	136.20						
2024/497	Information Centre	136.20			1300	300	136.20	Info Centre Sales- WTC
000539	Banked: 03/12/2024	131.95						
2024/498	Information Centre	131.95			1300	300	131.95	Info Centre Sales- WTC
000540	Banked: 03/12/2024	102.65						
2024/499	Information Centre	102.65			1300	300	102.65	Info Centre Sales
000541	Banked: 03/12/2024	297.72						
2024/500	Information Centre	297.72			1300	300	297.72	Info Centre WTC 805
000542	Banked: 03/12/2024	253.50						

Subtotal Carried Forward:

262,391.55

0.00

0.00

262,138.05

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Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/501	Member of Public Sales	253.50			1509	300	253.50	Councillor Stall- Xmas
000543	Banked: 03/12/2024	201.00						
2024/502	Public Donations	201.00			540		201.00	Mayor's Tombola
000544	Banked: 03/12/2024	10.00						
2024/503	Smokes Catering	10.00			1509	300	10.00	Christmas Fayre Takings
000545	Banked: 03/12/2024	100.00						
2024/504	Vibe your Taste Buds	100.00			1509	300	100.00	Christmas Fayre Takings
000546	Banked: 03/12/2024	40.00						
2024/505	Brian Bowden	40.00			1509	300	40.00	Christmas Fayre Takings
000547	Banked: 03/12/2024	100.00						
2024/506	Thai Bite Catering	100.00			1509	300	100.00	Christmas Fayre Takings
	BACS Banked: 03/12/2024	220.50						
2024/507	American Express	220.50			1300	300	220.50	PDQ- Amex
	BACS Banked: 03/12/2024	68.00						
2024/508	R Manders (Rio Sausages)	68.00			1509	300	68.00	Christmas Fayre Takings
	BACS Banked: 03/12/2024	187.02						
2024/509	Information Centre	187.02			1300	300	187.02	PDQ
	BACS Banked: 03/12/2024	0.20						
2024/494	Sum Up	0.20			1509	300	0.20	Councillor Stall Christmas
	BACS Banked: 03/12/2024	536.73						
2024/510	CCLA Investment Management Ltd	536.73			1510	500	536.73	Interest Received
	BACS Banked: 04/12/2024	169.54						
2024/512	Information Centre	169.54			1300	300	169.54	PDQ
	BACS Banked: 04/12/2024	60.00						
2024/513	Sarah Johnson	60.00			1509	300	60.00	Christmas Fayre Takings
	BACS Banked: 04/12/2024	60.00						
2024/514	Baron Ayers (Street Eats)	60.00			1509	300	60.00	Christmas Fayre Takings
	BACS Banked: 04/12/2024	6,720.00						
2024/466	Barclays Bank	6,720.00			1500	100	6,720.00	Community Banking Room
000548	Banked: 05/12/2024	100.00						
2024/516	Sarah Johnson	100.00			1509	300	100.00	2 Rides for Christmas
	BACS Banked: 05/12/2024	78.77						
2024/517	Information Centre	78.77			1300	300	78.77	PDQ
	BACS Banked: 05/12/2024	45.12						
2024/515		45.12			8000	900	45.12	CTL071/2024
					362		45.12	CTL071/2024
					7001	900	-45.12	CTL071/2024
Subtotal Carried Forward:		271,088.43	0.00	0.00			271,088.43	

Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 06/12/2024	30.00						
2024/518	K McAuslane	30.00			1509	300	30.00	Christmas Fayre 2025 Stall
	BACS Banked: 06/12/2024	138.76						
2024/519	Information Centre	138.76			1300	300	138.76	PDQ
	BACS Banked: 09/12/2024	30.00						
2024/520	Ceri King	30.00			1509	300	30.00	Christmas Fayre 2025 Stall
	BACS Banked: 09/12/2024	80.00						
2024/521	R Manders (Rio Sausages)	80.00			1509	300	80.00	Christmas Fayre 2025 Stall
	BACS Banked: 09/12/2024	361.99						
2024/522	Information Centre	361.99			1300	300	361.99	PDQ
	BACS Banked: 10/12/2024	30.00						
2024/524	C Bouttell	30.00			1509	300	30.00	Christmas Fayre 2025
	BACS Banked: 10/12/2024	30.00						
2024/526	Alison Eckley	30.00			1509	300	30.00	Christmas Fayre 2025
	BACS Banked: 10/12/2024	152.10						
2024/525	Information Centre	152.10			1300	300	152.10	PDQ
2024/548	Banked: 10/12/2024	74.39						
2024/548		74.39			8000	900	74.39	CTL041/2024
					362		74.39	CTL041/2024
					7001	900	-74.39	CTL041/2024
	Banked: 11/12/2024	35,000.00						
INT TRANSF	Unity Trust Instant Access	35,000.00			270		35,000.00	INTERNAL TRANSFER
	BACS Banked: 11/12/2024	3.55						
2024/527	American Express	3.55			1300	300	3.55	PDQ- Amex
	BACS Banked: 11/12/2024	233.99						
2024/528	Information Centre	233.99			1300	300	233.99	PDQ
	BACS Banked: 12/12/2024	175.95						
2024/529	Information Centre	175.95			1300	300	175.95	PDQ
	BACS Banked: 13/12/2024	30.95						
2024/530	Information Centre	30.95			1300	300	30.95	PDQ
	BACS Banked: 13/12/2024	165.14						
2024/531	Information Centre	165.14			1300	300	165.14	PDQ
	BACS Banked: 16/12/2024	397.15						
2024/533	Information Centre	397.15			1300	300	397.15	PDQ
	BACS Banked: 16/12/2024	85.63						
2024/534		85.63			8000	900	85.63	CTL022/024
					362		85.63	CTL022/024
Subtotal Carried Forward:		308,108.03	0.00	0.00			308,193.66	

Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					7001	900	-85.63	CTL022/024
	BACS Banked: 17/12/2024	169.75						
2024/535	Information Centre	169.75			1300	300	169.75	PDQ- Amex
	BACS Banked: 17/12/2024	180.05						
2024/536	Information Centre	180.05			1300	300	180.05	PDQ
	BACS Banked: 18/12/2024	364.24						
2024/537	Information Centre	364.24			1300	300	364.24	PDQ
	BACS Banked: 19/12/2024	267.85						
2024/538	Information Centre	267.85			1300	300	267.85	PDQ
	BACS Banked: 20/12/2024	30.00						
2024/539	Hays Travel	30.00			1509	300	30.00	Christmas Fayre 2025
	BACS Banked: 20/12/2024	60.00						
2024/540	R Hartley	60.00			1509	300	60.00	2 Christmas Stalls 2025
	BACS Banked: 20/12/2024	96.20						
2024/541	Information Centre	96.20			1300	300	96.20	PDQ
	BACS Banked: 23/12/2024	170.00						
2024/542	Information Centre	170.00			1300	300	170.00	PDQ
	BACS Banked: 23/12/2024	511.50						
2024/543	Information Centre	511.50			1300	300	511.50	PDQ
	BACS Banked: 23/12/2024	10.00						
2024/472	Jean Brett	10.00			1500	100	10.00	December 2024 Room Hire
	BACS Banked: 23/12/2024	80.00						
2024/474	Pulse Healthcare XYLA	80.00			1500	100	80.00	December 24 Hall Hire
	BACS Banked: 23/12/2024	720.00						
2024/473	In-Health	720.00			1500	100	720.00	December 24 Hall hire
	BACS Banked: 23/12/2024	32.00						
2024/471	Pulse Healthcare XYLA	32.00			1500	100	32.00	Dec 24 Hall hire 200-405
	BACS Banked: 23/12/2024	32.00						
2024/470	Pulse Healthcare XYLA	32.00			1500	100	32.00	Dec Hall hire 200-405
	BACS Banked: 23/12/2024	50.00						
2024/469	The Friendly Networking Group	50.00			1500	100	50.00	December 2024 Room Hire
	BACS Banked: 23/12/2024	72.00						
2024/468	Age Concern Colchester	72.00			1500	100	72.00	December 2024 Room Hire
	BACS Banked: 23/12/2024	28.00						
2024/467	Witham History Group	28.00			1500	100	28.00	December 2024 Room Hire
2024/547	Banked: 23/12/2024	72.36						
Subtotal Carried Forward:		311,053.98	0.00	0.00			310,981.62	

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Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/547		72.36			8000	900	72.36	CTL043/2024
					362		72.36	CTL043/2024
					7001	900	-72.36	CTL043/2024
	BACS Banked: 23/12/2024	76.71						
2024/532		76.71			8000	900	76.71	CTL049/2024
					362		76.71	CTL049/2024
					7001	900	-76.71	CTL049/2024
	BACS Banked: 24/12/2024	460.74						
2024/544	Information Centre	460.74			1300	300	460.74	PDQ
	BACS Banked: 27/12/2024	10.00						
2024/472	Jean Brett	10.00			1500	100	10.00	December 2024 Room Hire
2024/567	Banked: 03/01/2025	21.00						
2024/567	Information Centre	21.00			1300	300	21.00	PDQ
2024/568	Banked: 03/01/2025	766.75						
2024/568	CCLA Investment Management Ltd	766.75			1510	500	766.75	Interest received
2024/569	Banked: 06/01/2025	100.80						
2024/569	Information Centre	100.80			1300	300	100.80	PDQ
2024/570	Banked: 07/01/2025	488.25						
2024/570	Information Centre	488.25			1300	300	488.25	PDQ
2024/571	Banked: 08/01/2025	226.44						
2024/571	Information Centre	226.44			1300	300	226.44	PDQ
	Banked: 09/01/2025	100,000.00						
Int Transf	Unity Trust Instant Access	100,000.00			270		100,000.00	Internal Transfer from Inst
2024/572	Banked: 09/01/2025	63.35						
2024/572	Information Centre	63.35			1300	300	63.35	PDQ
2024/573	Banked: 10/01/2025	302.24						
2024/573	Information Centre	302.24			1300	300	302.24	PDQ
2024/574	Banked: 13/01/2025	7,785.00						
2024/574	Groundwork UK	7,785.00			1100	100	7,785.00	Locality Grant Funding
000551	Banked: 13/01/2025	303.29						
2024/575	Information Centre	303.29			1300	300	303.29	Cash Deposits WTC 806
000552	Banked: 13/01/2025	332.41						
2024/576	Information Centre	332.41			1300	300	332.41	Cash Deposit WTC 807
000553	Banked: 13/01/2025	384.23						
2024/577	Information Centre	384.23			1300	300	384.23	Cash deposit WTC 808
000554	Banked: 13/01/2025	65.93						
2024/578	Information Centre	65.93			1300	300	65.93	Cash deposit WTC 809
Subtotal Carried Forward:		422,441.12	0.00	0.00			422,441.12	

Witham Town Council

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/579	Banked: 13/01/2025	138.00						
2024/579	Information Centre	138.00			1300	300	138.00	PDQ
2024/580	Banked: 14/01/2025	127.35						
2024/580	Information Centre	127.35			1300	300	127.35	PDQ
2024/581	Banked: 15/01/2025	374.54						
2024/581	Information Centre	374.54			1300	300	374.54	PDQ
2024/582	Banked: 15/01/2025	30.00						
2024/582	L Williams	30.00			1509	300	30.00	Xmas 2025 Stall
2024/583	Banked: 15/01/2025	40.00						
2024/583	Zoey Fell	40.00			1509	300	40.00	Xmas 2025 Stall
2024/621	Banked: 15/01/2025	50.00						
2024/621		50.00			1401	400	50.00	Dog Bin Sponsorship
2024/584	Banked: 16/01/2025	88.11						
2024/584	Information Centre	88.11			1300	300	88.11	PDQ
2024/585	Banked: 17/01/2025	161.55						
2024/585	Information Centre	161.55			1300	300	161.55	PDQ
2024/586	Banked: 20/01/2025	30.00						
2024/586	A Watkins	30.00			1509	300	30.00	Xmas 2025 Stall
2024/587	Banked: 20/01/2025	30.00						
2024/587	A Watkins	30.00			1509	300	30.00	Xmas 2025 Stall
2024/588	Banked: 20/01/2025	433.48						
2024/588	Information Centre	433.48			1300	300	433.48	PDQ
2024/589	Banked: 20/01/2025	40.00						
2024/589	Tipsy Grey South Ltd	40.00			1509	300	40.00	Xmas 2025 Stall
2024/105	Banked: 21/01/2025	-20.90						
2024/105		-20.90			8000	900	-20.90	Refund of CTL 041
					362		-20.90	Refund of CTL 041
					7001	900	20.90	Refund of CTL 041
2024/590	Banked: 21/01/2025	208.50						
2024/590	Information Centre	208.50			1300	300	208.50	PDQ
2024/591	Banked: 22/01/2025	330.80						
2024/591	Information Centre	330.80			1300	300	330.80	PDQ
2024/592	Banked: 23/01/2025	128.50						
2024/592	Information Centre	128.50			1300	300	128.50	PDQ
2024/593	Banked: 24/01/2025	30.00						
2024/593	S Fiske (Sez-Ann Crafts)	30.00			1509	300	30.00	Xmas 2025 Stall

Subtotal Carried Forward:

424,661.05

0.00

0.00

424,661.05

Witham Town Council

Cashbook 6

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Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/594	Banked: 24/01/2025	185.25						
2024/594	Information Centre	185.25			1300	300	185.25	PDQ
2024/602	Banked: 24/01/2025	30.00						
2024/602	Sarah Channon	30.00			1509	300	30.00	Xmas Fayre 2025 Stall
2024/603	Banked: 24/01/2025	40.00						
2024/603	E Dorling	40.00			1509	300	40.00	Xmas 2025 Stall
2024/618	Banked: 24/01/2025	40.00						
2024/618	Sweet Delights	40.00			1509	300	40.00	Xmas 2025 Stall
2024/619	Banked: 24/01/2025	40.00						
2024/619	D Osborne	40.00			1509	300	40.00	Xmas Stall 2025
2024/604	Banked: 27/01/2025	30.00						
2024/604	R Gardner	30.00			1509	300	30.00	Xmas 2025 Stall
2024/605	Banked: 27/01/2025	30.00						
2024/605	S Freeman	30.00			1509	300	30.00	Xmas 2025 Stall
2024/606	Banked: 27/01/2025	30.00						
2024/606	S Whiting	30.00			1509	300	30.00	Xmas 2025 Stall
2024/607	Banked: 27/01/2025	30.00						
2024/607	R Moore	30.00			1509	300	30.00	Xmas 2025 Stall
2024/608	Banked: 27/01/2025	40.00						
2024/608	Tipsy Grey South Ltd	40.00			1311	300	40.00	Music Event 2025 Stall
2024/609	Banked: 27/01/2025	40.00						
2024/609	Tipsy Grey South Ltd	40.00			1501	300	40.00	Dog Show 2025 Stall
2024/620	Banked: 27/01/2025	30.00						
2024/620	Headstrong	30.00			1509	300	30.00	Xmas Stall 2025
2024/622	Banked: 27/01/2025	4.92						
2024/622	Public Donations	4.92			540		4.92	Mayor's Quiz Night Raffle
2024/623	Banked: 27/01/2025	192.95						
2024/623	Information Centre	192.95			1300	300	192.95	PDQ
2024/595	Banked: 28/01/2025	308.99						
2024/595	Information Centre	308.99			1300	300	308.99	PDQ
000556	Banked: 28/01/2025	217.00						
2024/601	Public Donations	217.00			540		217.00	Quiz Night Raffle
2024/610	Banked: 28/01/2025	30.00						
2024/610	L Allen	30.00			1509	300	30.00	Xmas 2025 Stall
2024/611	Banked: 28/01/2025	30.00						
2024/611	K Burgess	30.00			1509	300	30.00	Xmas 2025 Stall
Subtotal Carried Forward:		426,010.16	0.00	0.00			426,010.16	

Witham Town Council

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Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/612	Banked: 28/01/2025	30.00						
2024/612	K Sandford	30.00			1509	300	30.00	Xmas 2025 Stall
2024/613	Banked: 28/01/2025	30.00						
2024/613	Elite Walks	30.00			1501	300	30.00	Dog Show 2025 Stall
2024/624	Banked: 28/01/2025	70.00						
2024/624	Paul Heath	70.00			1100	100	70.00	Silver Cinema Income
2024/625	Banked: 28/01/2025	30.00						
2024/625	K McGillvray	30.00			1509	300	30.00	Xmas 2025 Stall
2024/596	Banked: 29/01/2025	5.80						
2024/596	Information Centre	5.80			1300	300	5.80	PDQ
2024/614	Banked: 29/01/2025	30.00						
2024/614	C Walker	30.00			1509	300	30.00	Xmas 2025 Stall
2024/627	Banked: 29/01/2025	40.00						
2024/627	Sam Seabrook	40.00			1501	300	40.00	Dog Show 2025 Stall
2024/597	Banked: 30/01/2025	189.75						
2024/597	Information Centre	189.75			1300	300	189.75	PDQ
2024/465	Banked: 31/01/2025	3,500.00						
2024/465	Holmes & Hills Solicitors	3,500.00			1509	300	1,500.00	Sponsorship of 2024
					1310	300	1,500.00	Sponsorship of 2024
					4379	300	500.00	Sponsorship of 2024
2024/598	Banked: 31/01/2025	100.84						
2024/598	Information Centre	100.84			1300	300	100.84	PDQ
2024/599	Banked: 31/01/2025	452.39						
2024/599	Information Centre	452.39			1300	300	452.39	PDQ
00555	Banked: 31/01/2025	462.00						
2024/600	Public Donations	462.00			540		462.00	Quiz Night Donations
2024/615	Banked: 31/01/2025	40.00						
2024/615	Charluccio	40.00			1310	300	40.00	Street Entertainment 2025
2024/616	Banked: 31/01/2025	40.00						
2024/616	Charluccio	40.00			1311	300	40.00	Music Event 2025 Stall
2024/617	Banked: 31/01/2025	40.00						
2024/617	Charluccio	40.00			1501	300	40.00	Dog Show Stall 2025
2024/626	Banked: 31/01/2025	30.00						
2024/626	Choc Pops	30.00			1509	300	30.00	Xmas Stall 2025
DD	Banked: 31/01/2025	26.70						
DD	Unity Trust Bank Plc	26.70			4101	100	26.70	Service Charge
Subtotal Carried Forward:		431,127.64	0.00	0.00			431,127.64	

Witham Town Council

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Unity Trust Account

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	DD Banked: 31/01/2025	-26.70						
	DD Unity Trust Bank Plc	-26.70			4101	100	-26.70	Correction
2024/477	Banked: 31/01/2025	32.00						
2024/477	Pulse Healthcare XYLA	32.00			1500	100	32.00	MSE Ref: 20908 Room
2024/478	Banked: 31/01/2025	150.00						
2024/478	Pulse Healthcare XYLA	150.00			1500	100	150.00	MSE Ref:20284
2024/479	Banked: 31/01/2025	32.00						
2024/479	Pulse Healthcare XYLA	32.00			1500	100	32.00	MSE Ref:18361 09/01/25
2024/480	Banked: 31/01/2025	32.00						
2024/480	Pulse Healthcare XYLA	32.00			1500	100	32.00	MSERef:18682 09/01/25
2024/481	Banked: 31/01/2025	64.00						
2024/481	Pulse Healthcare XYLA	64.00			1500	100	64.00	MSE Ref:18278 8/22/01
2024/482	Banked: 31/01/2025	40.00						
2024/482	Jean Brett	40.00			1500	100	40.00	Room Hire 8/9/13/23 Jan
2024/483	Banked: 31/01/2025	14.00						
2024/483	Priti Patel, MP	14.00			1500	100	14.00	23 Jan Room Hire
2024/488	Banked: 31/01/2025	44.00						
2024/488	Essex Boys & Girls Club	44.00			1500	100	44.00	Room Hire 27th Jna 2025
2024/485	Banked: 31/01/2025	40.00						
2024/485	The Friendly Networking Group	40.00			1500	100	40.00	Room Hire 13th Jan 2025
2024/486	Banked: 31/01/2025	1,040.00						
2024/486	In-Health	1,040.00			1500	100	1,040.00	January 2025 Room Hire
2024/487	Banked: 31/01/2025	40.00						
2024/487	Guy Carp	40.00			1500	100	40.00	Room Hire 5/1/2025
Total Receipts:		432,628.94	0.00	0.00			432,628.94	

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Witham Town Council

Cashbook 8

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Unity Trust Instant Access

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</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: 31/12/2024	4,817.29						
INTEREST	Unity Trust Bank Plc	4,817.29			1510	500	4,817.29	Interest Received
Total Receipts:		4,817.29	0.00	0.00			4,817.29	

Witham Town Council

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CCLA Public Sector Deposit

Receipts received between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 08/11/2024	100,000.00						
BACS	Unity Trust Account	100,000.00			250		100,000.00	Opening balance transfer
	Banked: 11/11/2024	90,000.00						
BACS	Unity Trust Account	90,000.00			250		90,000.00	Opening balance transfer
Total Receipts:		190,000.00	0.00	0.00			190,000.00	

Date: 11/03/2025

Witham Town Council

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Lloyds Bank Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2024	Zazzle	CC	17.89			4120	100	17.89	Work IDs
01/11/2024	Instantprint	CC	25.21		4.20	4140	100	21.01	Business Cards
01/11/2024	Tesco PLC	CC	20.00			9002	900	20.00	Safer Streets Mobile
						362		-20.00	Safer Streets Mobile
						7000	900	20.00	Safer Streets Mobile
03/11/2024	Amazon Business	CC	15.36		2.56	4150	100	12.80	A4 Batteries
05/11/2024	Florist on the Green	CC	80.00			4516	500	80.00	Civic Gesture Flowers
05/11/2024	Freethought Internet Ltd	CC	1,050.00		175.00	4100	100	875.00	Gold Reseler
05/11/2024	Pixart Printing	CC	221.86		44.45	4376	300	177.41	Banners
05/11/2024	Braintree District Council	CC	21.10			4390	300	21.10	Temporary Event Notice
05/11/2024	Braintree District Council	CC	21.00			4390	300	21.00	Temporary Event Notice
05/11/2024	Lion Inn	CC	576.00			4170	100	576.00	Christmas Reception
05/11/2024	Braintree District Council	CC	-21.10			4390	300	-21.10	VALUE CORRECTION
05/11/2024	Braintree District Council	CC	21.00			4390	300	21.00	Temporary Event Notice -CF
06/11/2024	Microsoft Ltd	CC	4.92		0.82	4100	100	4.10	IT Charges
07/11/2024	Microsoft Ltd	CC	4.92		0.82	4100	100	4.10	One Drive 01.09.2024-30.09.202
07/11/2024	The Art & Framing Centre	CC	40.00		6.67	4120	100	33.33	Frame & mount
07/11/2024	The Works	CC	40.50		6.75	4140	100	33.75	Stationery
07/11/2024	Tesco PLC	CC	18.90			4380	300	18.90	Refreshments for acts
07/11/2024	Costco	CC	243.33		2.09	4380	300	241.24	Refreshments for acts
07/11/2024	Fabs Witham	CC	14.29			4120	100	14.29	Containers
07/11/2024	Tesco PLC	CC	23.40			4380	300	23.40	Refreshments for acts
07/11/2024	Amazon Business	CC	35.78		5.97	4376	300	29.81	Halloween costume
07/11/2024	Amazon Business	CC	24.28		4.05	4380	300	20.23	Temporary Tattoos
07/11/2024	Amazon Business	CC	10.35		1.72	4380	300	8.63	Items for councillor stall
07/11/2024	Amazon Business	CC	37.21		6.20	4120	100	7.49	Tablecloths
						4140	100	23.52	Diaries
07/11/2024	Hope Lighting Solutions	CC	19.79		3.30	4120	100	16.49	Lamp sockets
07/11/2024	Amazon Business	CC	26.00		4.33	4376	300	21.67	Halloween costume
07/11/2024	Amazon Business	CC	30.00		5.00	4420	400	25.00	Safety Boots
07/11/2024	Kybotech Ltd	CC	2.97		0.51	4380	300	2.46	Temporary Tattoos
07/11/2024	Amazon Business	CC	34.17		5.70	4120	100	28.47	Glass bottles for chamber &mop

Subtotal Carried Forward:

2,659.13

0.00

280.14

2,378.99

Date: 11/03/2025

Witham Town Council

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Cashbook 1

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Lloyds Bank Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
07/11/2024	Wild Nights UK Ltd	CC	26.95		4.49	4376	300	22.46	Halloween Costume
07/11/2024	Amazon Business	CC	100.63		16.78	4376	300	83.85	Halloween costumes
07/11/2024	Amazon Business	CC	159.84		26.72	4376	300	133.12	Halloween bags
07/11/2024	Amazon Business	CC	66.55		11.09	4373	300	55.46	Tattoos & Slap bands
07/11/2024	Amazon Business	CC	14.39		2.40	4373	300	11.99	Tattoos & stickers
07/11/2024	Amazon Business	CC	16.97		2.83	4380	300	14.14	Temporary tattoos
07/11/2024	Amazon Business	CC	90.32		15.05	4376	300	75.27	Halloween props
07/11/2024	Amazon Business	CC	135.67		22.61	4376	300	113.06	Halloween props & costumes
07/11/2024	Amazon Business	CC	54.79		9.13	4376	300	45.66	Halloween Props & costumes
07/11/2024	UPC Distribution LTD	CC	39.50		6.58	4100	100	32.92	PDF Sam renewal
07/11/2024	Longacres	CC	20.95			4420	400	20.95	Female Forestry Gloves
08/11/2024	Pixart Printing	CC	31.98		6.41	4390	300	25.57	Banners
10/11/2024	Facebook	CC	3.56			4390	300	3.56	Chistmas Fayre Impressions
11/11/2024	Florist on the Green	CC	50.00			4516	500	50.00	Civic Gesture Flowers
12/11/2024	Amazon Business	CC	49.64		8.27	4420	400	41.37	Jockey Wheel
06/01/2025	Land Registry	CC	3.00			4101	100	3.00	Title Plan
06/01/2025	Instantprint	CC	316.01			4390	300	316.01	Xmas Booklets
06/01/2025	Meta Platforms Ireland Ltd	CC	40.42			4503	500	40.42	Christmas Market
06/01/2025	Banana Print	CC	178.80			4516	500	178.80	Christmas Cards from Mayor
06/01/2025	Fabs Witham	CC	2.50			4120	100	2.50	Clipboard
06/01/2025	Fabs Witham	CC	7.50			4120	100	7.50	Clipboard
06/01/2025	Fabs Witham	CC	2.99			4120	100	2.99	Containers
06/01/2025	Carecheck Ltd	CC	15.85		2.64	4375	300	13.21	DBS Check
06/01/2025	Post Office Ltd	CC	4.50			4135	100	4.50	Postage
06/01/2025	Subway	CC	55.98			4390	300	55.98	Platters for volunteers
06/01/2025	OnTopUp.com	CC	11.89			4390	300	11.89	Sum up Top up
06/01/2025	McAfee Ireland Ltd	CC	34.99		5.83	4100	100	29.16	PC Optimiser
06/01/2025	Morrisons	CC	120.00		20.00	4390	300	100.00	Mulled Wine for stall
06/01/2025	Pixart Printing	CC	49.58		8.26	4390	300	41.32	Advertising Banners
06/01/2025	Land Registry	CC	6.00			4101	100	6.00	Title registry & plan
06/01/2025	Shoe Station Direct	CC	49.99			4445	400	49.99	Caterpillar Safety Boots
06/01/2025	Perrywood	CC	13.98			4455	400	13.98	Plants
06/01/2025	Perrywood	CC	104.00		17.33	4455	400	86.67	Compost & plants
06/01/2025	Grammarly	CC	60.00			4100	100	60.00	IT software

Subtotal Carried Forward:

4,598.85

0.00

466.56

4,132.29

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Lloyds Bank Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
06/01/2025	Amazon Business	CC	129.38		21.56	4355	300	107.82	Batteries & Christmas Decor
06/01/2025	Amazon Business	CC	90.00		15.00	4390	300	75.00	Non-alcoholic wine for market
06/01/2025	Ian Armstrong	CC	6.98			4355	300	6.98	Santa Stickers
06/01/2025	Maltby's Stores 1904 Ltd	CC	18.99		3.17	4345	300	15.82	Duck Food
06/01/2025	M25 Global Ltd	CC	28.50		4.75	4120	100	23.75	Disposable Cups
06/01/2025	Amazon Business	CC	5.92		0.99	4120	100	4.93	Dry wipe pens
06/01/2025	Amazon Business	CC	4.49		0.75	4120	100	3.74	Greetings Card
06/01/2025	Amazon Business	CC	67.49		11.25	4120	100	56.24	Door hinges
06/01/2025	Amazon Business	CC	29.74		4.96	4120	100	24.78	Toilet Seat
06/01/2025	Amazon Business	CC	25.00		4.17	4355	300	20.83	Chalkboard pens
06/01/2025	National Pen	CC	193.68		32.28	4345	300	161.40	Witham Pens
06/01/2025	National Pen	CC	260.99		43.50	4345	300	217.49	Order charged in error
06/01/2025	Nex Gen Tech Solutions Ltd	CC	4.19		0.70	4355	300	3.49	Sweet bags
06/01/2025	Microsoft Ltd	CC	4.92		0.82	4100	100	4.10	01/12-31/12/2024
06/01/2025	Tesco PLC	CC	85.95		14.32	4390	300	71.63	Mulled wine for stall
06/01/2025	Tesco PLC	CC	80.50		13.42	4390	300	67.08	Mulled wine for stall
06/01/2025	Carecheck Ltd	CC	15.85		2.64	4375	300	13.21	DBS Check
06/01/2025	Instantprint	CC	-25.21		-4.20	4140	100	-21.01	Refund of business cards
Total Payments:			5,626.21	0.00	636.64			4,989.57	

Date: 11/03/2025

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Petty Cash

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/11/2024	Sarah Puckey	232	3.70			4200	100	3.70	Milk
04/11/2024	Julie Furze	233	2.25			4200	100	2.25	Milk
07/11/2024	Shannon Smith	234	7.90			4200	100	7.90	Keys
11/11/2024	Kat Drury	235	1.59			4200	100	1.59	Milk
11/11/2024	Lola Bamigbele	236	2.95			4200	100	2.95	Milk
13/11/2024	Julie Furze	237	4.50			4200	100	4.50	Julie Furze
13/11/2024	Kat Drury	243	1.35			4200	100	1.35	Sugar
18/11/2024	Sarah Puckey	238	2.70			4200	100	2.70	Milk
18/11/2024	Hannah Smith	239	1.69			4200	100	1.69	Hot chocolate
18/11/2024	Kat Drury	240	1.59			4200	100	1.59	Milk
18/11/2024	Lola Bamigbele	241	4.80			4200	100	4.80	Diaries & Toilet Brush
20/11/2024	Geraldine Kennedy	242	1.65			4200	100	1.65	Stamps
25/11/2024	Sarah Puckey	244	1.35			4200	100	1.35	Milk
27/11/2024	Spencer Dyer	245	9.19			4200	100	9.19	Milk, coffee & tea bags
27/11/2024	Geraldine Kennedy	246	14.82			4200	100	14.82	Florist film
29/11/2024	Julie Furze	247	11.00			4200	100	11.00	Batteries & cleaning cloth
02/12/2024	Lola	248	3.60			4200	100	3.60	Tea Bags
04/12/2024	Hannah	254	1.69			4200	100	1.69	Refreshments - Hot Chocolate
09/12/2024	Julie	249	0.95			4200	100	0.95	Refreshments - Milk
10/12/2024	Viktoirra	255	2.75			4200	100	2.75	Refreshments - Tea Bags
11/12/2024	Lola	250	1.85			4200	100	1.85	Refreshments - Milk
11/12/2024	Sarah	251	3.70			4200	100	3.70	Refreshment - Milk
13/12/2024	Lola	252	1.35			4200	100	1.35	Refreshments - Sugar
18/12/2024	Lola	253	2.90			4200	100	2.90	Refreshments - Milk
04/01/2025	Sarah Puckey	258	19.75			4200	100	19.75	New Allotment Keys
06/01/2025	Kat Drury	259	4.85			4200	100	4.85	Coffe & Milk
07/01/2025	Julie Furze	260	1.85			4200	100	1.85	Milk
08/01/2025	Hannah Smith	261	2.65			4200	100	2.65	Milk x 2
08/01/2025	Hayley Andrews	262	1.95			4200	100	1.95	Milk
10/01/2025	Hannah Smith	256	1.45			4200	100	1.45	Milk
10/01/2025	Hayley Andrews	257	12.00			4200	100	12.00	12
10/01/2025	Hannah Smith	263	1.79			4200	100	1.79	Hot Chocolate
13/01/2025	Julie Furze	264	1.70			4200	100	1.70	Milk
18/01/2025	Hannah Smith	265	2.34			4200	100	2.34	Milk & Sugar
20/01/2025	Kat Drury	266	1.59			4200	100	1.59	Milk
20/01/2025	Julie Furze	267	1.35			4200	100	1.35	Milk
22/01/2025	Kat Drury	268	3.54			4200	100	3.54	Coffee & Sugar

Subtotal Carried Forward:

148.63

0.00

0.00

148.63

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Petty Cash

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
27/01/2025	Julie Furse	269	1.35			4200	100	1.35	Milk
27/01/2025	Julie Furse	270	2.75			4200	100	2.75	Coffee
27/01/2025	Spencer Dyer	271	1.45			4200	100	1.45	Milk
28/01/2025	Lola Bamigbele	272	8.35			4200	100	8.35	Postage
30/01/2025	Sarah Puckey	273	7.98			4200	100	7.98	Bickets for River Walk
Total Payments:			170.51	0.00	0.00			170.51	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2024	SSE Plc	DD	100.14		4.77	4121	100	95.37	Gas 31.08-29.09.2024
01/11/2024	Braintree District Council	DD	780.00			4120	100	780.00	Offices & premises Rate
01/11/2024	Screwfix	DD	121.92			4420	400	121.92	Equipment for Posts
04/11/2024	BT	DD	210.36		35.06	4160	100	175.30	Broadband & phone
04/11/2024	XLN Telecom Ltd	DD	33.91		5.65	4372	300	28.26	CCTV Broadband
08/11/2024	CCLA Public Sector Deposit	BACS 13798	100,000.00			280		100,000.00	Opening balance transfer
11/11/2024	HM Revenue and Customs	BACS 13794	8,941.18			4145	100	4,586.40	October 2024 PAYE & NI
						4301	300	799.15	October 2024 PAYE & NI
						4400	400	2,914.76	October 2024 PAYE & NI
						4303	300	640.87	October 2024 PAYE & NI
						363		-640.87	October 2024 PAYE & NI
						7000	300	640.87	October 2024 PAYE & NI
11/11/2024	Essex Pension Fund	BACS 13795	10,702.50			4145	100	110.13	Admin Charges
						4145	100	5,262.84	October 2024 Contributions
						4301	300	1,287.63	October 2024 Contributions
						4400	400	3,221.33	October 2024 Contributions
						4303	300	820.57	October 2024 Contributions
						363		-820.57	October 2024 Contributions
						7000	300	820.57	October 2024 Contributions
11/11/2024	CCLA Public Sector Deposit	BACS 13798	90,000.00			280		90,000.00	Opening balance transfer
12/11/2024		BACS 13814	45.00			4302	300	45.00	Remembrance Marshalling
						390		-45.00	Remembrance Marshalling
						7000	300	45.00	Remembrance Marshalling
12/11/2024		BACS 13815	45.00			4302	300	45.00	Remembrance Marshalling
						390		-45.00	Remembrance Marshalling
						7000	300	45.00	Remembrance

Subtotal Carried Forward:

210,980.01

0.00

45.48

210,934.53

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Marshalling
12/11/2024	FuelGenie	DD	91.31		15.21	4444	400	76.10	23.10-31.10.2024 Fuel
13/11/2024	P Rowland	BACS 13817	180.00			4345	300	180.00	25 clear & 15 soft honey
13/11/2024	C&S Window Cleaning Services	BACS 13818	108.00			4120	100	108.00	Complete window clean
13/11/2024	C&S Window Cleaning Services	BACS 13818	-108.00			4120	100	-108.00	Correction of VAT
13/11/2024	C&S Window Cleaning Services	BACS 13818	108.00		18.00	4120	100	90.00	Complete window clean
13/11/2024	C&S Window Cleaning Services	BACS 13819	24.00		4.00	4120	100	20.00	Partial window clean
13/11/2024	Southfield stationers Ltd	BACS 13820	469.44		78.24	4345	300	391.20	Info Centre gifts for sale
13/11/2024	National Express	BACS 13821	191.84			4345	300	191.84	Coach tickets
13/11/2024	Klarners Coaches Ltd	BACS 13822	160.20			4345	300	160.20	Coach ticket sales
13/11/2024	James Todd & Co	BACS 13823	121.80		20.30	4195	100	101.50	October 2024 Payroll fees
13/11/2024	Skipper Ground Maintenance	BACS 13824	1,200.00		200.00	4455	400	1,000.00	5th Summer Water Instalment
13/11/2024	Kempco	BACS 13825	140.88		23.48	4355	300	117.40	Dog Waste Bags
13/11/2024	Defib UK	BACS 13826	866.82		144.47	4120	100	722.35	Defib Caddy, Bleed Kit & pads
13/11/2024	Streetmaster	BACS 13827	1,186.80		197.80	4437	400	989.00	Memorial bench
13/11/2024	Wilkin & Sons	BACS 13828	270.47			4345	300	270.47	Jams & chutneys
13/11/2024	Wilkin & Sons	BACS 13828	-2.09			4345	300	-2.09	Credit Note
13/11/2024	Royal British Legion Witham Br	BACS 13831	40.00			4310	300	40.00	Silver Cinema 20th October
13/11/2024	David Islip Photography	BACS 13832	150.00			4376	300	150.00	Spooktacular Photography
13/11/2024	David Islip Photography	BACS 13833	60.00			4120	100	60.00	Staff Headshots
13/11/2024	Falcon Tree Specialists	BACS 13834	408.00			4446	400	408.00	James Cooke Woods Hedge
13/11/2024	Steam Punk Glass	BACS 13835	72.00			4345	300	72.00	Glass gift sales
13/11/2024	Carol Gosden	BACS 13836	9.00			4345	300	9.00	Bath bomb sales
13/11/2024	Emily Puchowski	BACS 13837	32.40			4345	300	32.40	Sale of clay gifts
13/11/2024	Joyce Wells	BACS 13838	18.00			4345	300	18.00	Sale of bird boxes
13/11/2024	Society of London Theatres	BACS 13839	94.00			4345	300	94.00	Sale of theatre tokens
13/11/2024	Witham Public Hall Trust	BACS 13840	2,787.06			4345	300	2,787.06	M Wilde, Shak, B Mac, E Clap
13/11/2024	Lighting & Illumination Tech	BACS 13841	5,054.40		842.40	4340	300	4,212.00	2 of 3 Install costs
13/11/2024	Marks Tey Radio	BACS 13842	492.00			4305	300	492.00	Remembrance Public Address
14/11/2024	Clover Marketplace Merchant	DD	52.40			4355	300	52.40	PDQ Service Charge
Subtotal Carried Forward:			225,258.74	0.00	1,589.38			223,669.36	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

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Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/11/2024	British Gas	DD	998.49		166.42	4122	100	832.07	Electricity Bill 2/10-1/11
25/11/2024	EBM Managed Services	DD	141.85		23.64	4130	100	118.21	Photocopying
26/11/2024	FuelGenie	DD	63.27		10.54	4444	400	52.73	Fuel
27/11/2024	Heelis and Lodge	BACS 13829	350.00			4175	100	350.00	Internal Audit 2024-2025
27/11/2024	EH Smith Builders Merchants	BACS 13830	30.00		5.00	4420	400	25.00	Concreting Sand
27/11/2024	EH Smith Builders Merchants	BACS 13856	23.64		3.94	4420	400	19.70	Concreting Sand, Cement Plasti
27/11/2024	Emma Jackson	BACS 13857	100.00			4390	300	100.00	Christmas Event Singer
27/11/2024	Ellie Rose	BACS 13858	80.00			4390	300	80.00	Christmas Event Singer
27/11/2024	Wilkin & Sons	BACS 13859	135.69			4345	300	135.69	Info Centre Marms 7 Chutney
27/11/2024	WPHT	BACS 13860	102.50			4345	300	102.50	831WTC - WPHT Into the Groove
27/11/2024		BACS 13862	70.66			9000	900	70.66	Allotment Refund
						363		-70.66	Allotment Refund
						7000	900	70.66	Allotment Refund
27/11/2024		BACS 13863	30.92			9000	900	30.92	Allotment Refund
						363		-30.92	Allotment Refund
						7000	900	30.92	Allotment Refund
27/11/2024	Mondy Ironmongers	BACS 13864	95.45			4420	400	95.45	Misc Outdoor Team Supplies
27/11/2024	Initial Washroom Hygiene	BACS 13990	77.12		12.85	4120	100	64.27	x2 Nappy Unit + Service Amendm
27/11/2024	Royal Mail	BACS 13991	1,479.34		245.94	4525	500	1,233.40	Postage for The Voice
27/11/2024	SLCC Enterprises Ltd	BACS 13992	18.00		3.00	4190	100	15.00	Cemetery & Churchyard Saftey
27/11/2024	Mindful Employer	BACS 13993	54.00		9.00	4180	100	45.00	Mindful Employer Admin Fee
27/11/2024	P Rowland	BACS 13994	135.00			4345	300	135.00	x30 Clear Honey
27/11/2024	Performance Ticket Printers	BACS 13995	80.25		13.38	4355	300	66.87	Gift Vouchers
27/11/2024	Fourways Trading	BACS 13996	205.44		34.24	4390	300	171.20	4ft Picket Panel
27/11/2024	Ambershure Ltd	BACS 13997	1,020.00		170.00	4390	300	850.00	x1 Mordmann Fir 21ft
27/11/2024	RBL Witham Branch	BACS 13998	55.00			4305	300	55.00	Badged Poppy Wreaths
27/11/2024	Chelmsford Safety Supplies	BACS 13999	55.60		9.27	4120	100	46.33	Toilet Roll and Hand Towel
27/11/2024	Solitaire Plumbing	BACS 14000	108.00		18.00	4120	100	90.00	Gas Boiler Breakdown
27/11/2024	Essex Supplies	BACS 14001	198.00		33.00	4345	300	165.00	Compostable Bin Liner
Subtotal Carried Forward:			266,715.27	0.00	2,368.48			264,346.79	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
27/11/2024	Pitney Bowes	DD	132.00		22.00	4135	100	110.00	K700 EAME Printhead Kit
28/11/2024	Wave Utilities	DD	332.26			4120	100	332.26	Water Bill 15/5-12/11
29/11/2024	Janet Wager	BACS 13861	40.00			4345	300	40.00	832WTC - x20 gift cards
30/11/2024	Unity Trust Bank plc	DD	26.40			4101	100	26.40	Service Charges
02/12/2024	Joogleberry Ltd	BACS 13511	-720.00		-120.00	4380	300	-600.00	Refund of payment sent twice
02/12/2024	Joogleberry Ltd	BACS 13512	-2,640.00		-440.00	4380	300	-2,200.00	Refund payment sent twice
02/12/2024	Braintree District Council	DD	780.00			4120	100	780.00	Dec 2024 Business Rates
02/12/2024	SSE Contracting	DD	122.03		5.81	4121	100	116.22	Gas supply 30/9-30/10/24
02/12/2024	SSE Contracting	DD	372.26		17.73	4425	400	354.53	Streetlighting 01/10-31/10/24
02/12/2024	Screwfix	DD	72.16		12.03	4445	400	60.13	Gloves, mowing line & board
02/12/2024	SSE Contracting	DD	357.22		17.01	4425	400	340.21	01/10-31/10/2024
03/12/2024		BACS 13867	105.00			4390	300	105.00	Christmas Marshal
						390		-105.00	Christmas Marshal
						7000	300	105.00	Christmas Marshal
03/12/2024		BACS 13869	105.00			4390	300	105.00	Christmas Marshal
						390		-105.00	Christmas Marshal
						7000	300	105.00	Christmas Marshal
03/12/2024		BACS 13870	105.00			4390	300	105.00	Christmas Marshal
						390		-105.00	Christmas Marshal
						7000	300	105.00	Christmas Marshal
03/12/2024						4444	400	52.74	16/11-23/11/24 Fuel
03/12/2024		DD	33.91		5.65	4372	300	28.26	CCTV Broadband
05/12/2024	White Hart Hotel	BACS 14016	320.00		53.33	4510	500	266.67	Christmas Lunch Deposit
05/12/2024	White Hart Hotel	BACS 14017	839.44		122.40	4510	500	717.04	Christmas Lunch Balance
05/12/2024	BT	DD	210.67		35.11	4160	100	175.56	Nov 2024 Phone & Broadband
09/12/2024	Essex Pension Fund	BACS 13865	14,444.55			4145	100	149.76	Admin Fee
						4145	100	7,120.56	November 2024 Contributions
						4301	300	1,723.32	November 2024 Contributions
						4400	400	4,358.68	November 2024 Contributions
						4303	300	1,092.23	November 2024 Contributions
Subtotal Carried Forward:			281,816.45	0.00	2,110.09			279,706.36	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						363		-1,092.23	November 2024 Contributions
						7000	300	1,092.23	November 2024 Contributions
09/12/2024	HM Revenue and Customs	BACS 13866	13,804.16			4145	100	6,957.79	November 2024 PAYE
						4301	300	1,274.14	November 2024 PAYE
						4400	400	4,561.96	November 2024 PAYE
						4303	300	992.27	November 2024 PAYE
						363		-992.27	November 2024 PAYE
						7000	300	992.27	November 2024 PAYE
						4302	300	18.00	November 2024 PAYE
						390		-18.00	November 2024 PAYE
						7000	300	18.00	November 2024 PAYE
10/12/2024	FuelGenie	DD	50.01		8.33	4444	400	41.68	23/11-30/11/2024 Fuel
11/12/2024	Citizens Advice	BACS 13868	5,000.00			4365	300	5,000.00	2nd Instal Grant
11/12/2024	Wilkin & Sons	BACS 13871	245.22			4345	300	245.22	CHutney & Jam
11/12/2024	David Islip Photography	BACS 13872	150.00			4390	300	150.00	Christmas Fayre Photography
11/12/2024	SLCC Enterprises Ltd	BACS 13873	400.00			4190	100	400.00	Comm Gov Level 6 Deposit
11/12/2024	EH Smith Builders Merchants	BACS 13874	84.60		14.10	4420	400	70.50	Postfix
11/12/2024	EH Smith Builders Merchants	BACS 13875	15.48		2.58	4420	400	12.90	Timco
11/12/2024	Ambershire Ltd	BACS 13876	336.00		56.00	4390	300	280.00	Care Home Xmas Trees
11/12/2024	Air Options Ltd	BACS 13877	186.00		31.00	4120	100	155.00	Annual Maintenance
11/12/2024	DOMatkins	BACS 13878	300.00			4390	300	300.00	Christmas Fayre DJ
11/12/2024	Witham United Reformed Church	BACS 13879	350.00			4390	300	350.00	Hosting of Christmas Stalls
11/12/2024	Phina Circus & Dance Entertain	BACS 13880	474.00		79.00	4390	300	395.00	Christmas Fayre Entertainment
11/12/2024	James Todd & Co	BACS 13881	147.90		24.65	4195	100	123.25	November Payroll Fee
11/12/2024	Silver End Heritage Society	BACS 13882	17.10			4145	100	17.10	BSCS 13882
11/12/2024	Steam Punk Glass	BACS 13883	40.50			4145	100	40.50	Info Centre Glass Goods
11/12/2024	Liz Crick	BACS 13884	35.37			4145	100	35.37	Info Centre Soap Sales
Subtotal Carried Forward:			303,452.79	0.00	2,325.75			301,127.04	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/12/2024	Sheila Madder Ceramics	BACS 13885	18.00			4145	100	18.00	Info Centre Ceramic Sales
11/12/2024	Mrs K A Rolph	BACS 13886	21.60			4145	100	21.60	Info Centre Leather Sales
11/12/2024	Lucie's Candles & Melts	BACS 13887	18.45			4145	100	18.45	Info Centre Candle Sales
11/12/2024	Emily Puchowski	BACS 13888	21.60			4145	100	21.60	Info Centre Clay Sales
11/12/2024	Jacki Mundy	BACS 13889	57.15			4345	300	57.15	Info Centre Wood Sales
11/12/2024	Karen Scott	BACS 13890	43.20			4345	300	43.20	Info Centre Felt Sales
11/12/2024	Arthur Marshall	BACS 13891	75.60			4345	300	75.60	Info Centre Glass Sales
11/12/2024	Witham Dramatic Club	BACS 13892	442.70			4345	300	442.70	Girl on train tickets
11/12/2024	The RADAR Key Company	BACS 13893	76.80		12.80	4345	300	64.00	20 Radar Keys
11/12/2024	Witham Public Hall Trust	BACS 13894	551.42			4345	300	551.42	Who's next, Bruce, Best Comedy
11/12/2024	Edward Parsley Associates	BACS 13895	330.00		55.00	4500	500	275.00	Town Sign Structural Report
11/12/2024	Barcham	BACS 13896	135.60		22.60	4432	400	113.00	Salix Alba Tree
11/12/2024	High Speed Training	BACS 13897	156.00		26.00	4190	100	130.00	Manual Handling & COSH Train
11/12/2024	Lyreco UK Ltd	BACS 13898	42.10		7.02	4140	100	35.08	Blue A4 Paper
11/12/2024	D&G Fire Ltd	BACS 13899	456.00		76.00	4120	100	380.00	Fire Alarm Service
11/12/2024	C&S Window Cleaning Services	BACS 13900	24.00		4.00	4120	100	20.00	Front of Town Hall Windows
11/12/2024	Royal British Legion Witham Br	BACS 13901	40.00			4310	300	40.00	Silver Cinema November 2024
12/12/2024	Nikki Smith	BACS 13902	641.59			4160	100	20.00	Mobile Phone
						363		-20.00	Mobile Phone
						7000	100	20.00	Mobile Phone
						4390	300	135.95	Mulled Wine for stall
						4390	300	62.50	Mulled wine for stall
						4390	300	131.00	Mulled wine for stall
						4140	100	16.67	Business Cards
						363		-16.67	Business Cards
						7000	100	16.67	Business Cards
						4516	500	99.00	Christmas Cards
						4516	500	66.60	Christmas Cards
						4375	300	12.00	DBS Check
						4390	300	65.00	Christmas Lights
						4390	300	22.99	Paper bags
						4390	300	5.69	White Labels

Subtotal Carried Forward:

306,604.60

0.00

2,529.17

304,071.24

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									Payroll
24/12/2024	FuelGenie	DD	100.02		16.66	4444	400	83.36	09/12-16/12/24 Fuel
27/12/2024	Pitney Bowes	DD	1.85			4135	100	1.85	Postage underpayment
30/12/2024	EBM Managed Services	DD	77.40		12.90	4130	100	64.50	Photocopier usage November 24
30/12/2024	SSE Contracting	DD	360.26		17.16	4425	400	343.10	November Streetlighting 2024
30/12/2024	Clover Marketplace Merchant	DD	27.00		4.50	4355	300	22.50	Clover Marketplace Merchant
31/12/2024	Clover Marketplace Merchant	DD	16.78		2.80	4355	300	13.98	Clover Marketplace Merchant
31/12/2024	FuelGenie	DD	69.68		11.61	4444	400	58.07	16/12-23/12/2024 Fuel
31/12/2024	Unity Trust Bank plc	DD	39.30			4101	100	39.30	Banking Charges December 2024
31/12/2024	Unity Trust Bank plc	DD	26.10			4101	100	26.10	Service Charges
31/12/2024	SSE Contracting	DD	345.74		16.47	4425	400	329.27	Nov 2024 Unmetered supply
31/12/2024	Clover Marketplace Merchant	DD	-8.39		-1.40	4355	300	-6.99	Refund incorrect DD taken
02/01/2025	Braintree District Council	DD	780.00			4120	100	780.00	January 2025 Business Rates
02/01/2025	SSE Plc	DD	414.67		19.75	4121	100	394.92	November 2024 Gas
02/01/2025	Screwfix	DD	74.36		12.39	4445	400	61.97	Gloves, mowing line & plugs
03/01/2025	XLN Telecom Ltd	DD	33.91		5.65	4372	300	28.26	Jan 25 CCTV Broadband
03/01/2025	BT	DD	210.56		35.09	4160	100	175.47	Dec 2024 Charges
06/01/2025	Grenke Leasing Ltd	DD	453.60		75.60	4130	100	378.00	Jan-Mar 25 Printer Lease
09/01/2025	White Hart Hotel	BACS	10.00			4345	300	10.00	Gift Voucher 57 & 58
09/01/2025	HM Revenue and Customs	BACS 13919	10,870.82			4145	100	5,394.67	December 2024 PAYE & NI
						4301	300	1,023.16	December 2024 PAYE & NI
						4400	400	3,329.38	December 2024 PAYE & NI
						4303	300	1,099.61	December 2024 PAYE & NI
						363		-1,099.61	December 2024 PAYE & NI
						7000	300	1,099.61	December 2024 PAYE & NI
						4302	300	24.00	December 2024 PAYE & NI
Subtotal Carried Forward:			351,974.61	0.00	2,918.41			349,056.20	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						390		-24.00	December 2024 PAYE & NI
						7000	300	24.00	December 2024 PAYE & NI
09/01/2025	Essex Pension Fund	BACS 13920	12,098.45			4145	100	126.15	Admin Charge
						4145	100	5,878.95	December 2024 Contributions
						4301	300	1,390.97	December 2024 Contributions
						4400	400	3,527.26	December 2024 Contributions
						4303	300	1,175.12	December 2024 Contributions
						363		-1,175.12	December 2024 Contributions
						7000	300	1,175.12	December 2024 Contributions
09/01/2025	Braintree District Council	BACS 13921	6,900.00			4120	100	6,900.00	Changing Places Toilet Door
09/01/2025	Joyce Wells	BACS 13922	27.00			4345	300	27.00	Sale of Bird Boxes 851WTC
09/01/2025	Arthur Marshall	BACS 13923	41.40			4345	300	41.40	Sale of Fused Glass
09/01/2025	Luke Coldham	BACS 13924	1,155.60			4345	300	1,155.60	Sale of Robin Hood Tickets
09/01/2025	Kempco	BACS 13925	140.88		23.48	4355	300	117.40	Dog Waste Bags
09/01/2025	Witham Public Hall Trust	BACS 13926	2,667.36			4345	300	2,667.36	Queen & Thank you for music
09/01/2025	Society of London Theatres	BACS 13927	770.80			4345	300	770.80	Sale of theatre tokens
09/01/2025	St John Ambulance	BACS 13928	308.88		51.48	4390	300	257.40	Christmas Fayre First Aid
09/01/2025	P Rowland	BACS 13929	135.00			4345	300	135.00	20 clear & 10 soft set honey
09/01/2025	National Express	BACS 13930	18.81			4345	300	18.81	Sale of coach tickets
09/01/2025	Wilkin & Sons	BACS 13931	375.97			4345	300	375.97	Sale of jams & chutneys
09/01/2025	SLCC Enterprises Ltd	BACS 13932	626.00		61.00	4190	100	565.00	Practitioners conference
09/01/2025	Upsons	BACS 13933	528.90		88.15	4420	400	440.75	Mower service
09/01/2025	Royal British Legion Witham Br	BACS 13934	20.00			4310	300	20.00	Dec 2024 Silver Cinema
09/01/2025	Tracey Clarke Consultancy	BACS 13935	3,294.00		549.00	4433	400	2,745.00	Tree Survey
09/01/2025	James Todd & Co	BACS 13936	130.50		21.75	4195	100	108.75	December 24 Payroll
09/01/2025	Anglian Ruskin University	BACS 13938	170.00			4190	100	170.00	Tree Survey & Inspect Training
09/01/2025	Lighting & Illumination Tech	BACS 13939	2,527.20		421.20	4340	300	2,106.00	Install & removal of
Subtotal Carried Forward:			383,911.36	0.00	4,134.47			377,670.89	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									lights
09/01/2025	Barcham	BACS 13940	3,631.20		605.20	4433	400	3,026.00	New trees
09/01/2025	Phil Barlow	BACS 13941	17.55			4115	100	17.55	ECC & BDC Meetings
09/01/2025	Karen Woods	BACS 13942	54.00			4120	100	54.00	Clean of Town Hall
09/01/2025	Green Cleen	BACS 13943	24.00		4.00	4120	100	20.00	Clean of Wheelie Bins
09/01/2025	Rolling Stage Hire	BACS 13944	1,650.00			4340	300	1,650.00	Stage, PA, lights & Generator
09/01/2025	Personalise	BACS 13945	9.99		1.66	9002	900	8.33	Embroidery
						363		-8.33	Embroidery
						7000	900	8.33	Embroidery
09/01/2025	2nd Witham Boys Brigade	BACS 13946	500.00			4536	500	500.00	Councillor Grant Scheme
09/01/2025	Steam Punk Glass	BACS 13947	22.50			4345	300	22.50	Sale of Glass Gifts
09/01/2025	Jackie Nesbitt	BACS 13948	16.20			4345	300	16.20	Jackie Nesbitt
09/01/2025	Carol Gosden	BACS 13949	10.80			4345	300	10.80	Sale of bath bombs
09/01/2025	Emily Puchowski	BACS 13950	36.45			4345	300	36.45	Sale of clay goods
09/01/2025	Amy Tillett	BACS 13951	11.70			4345	300	11.70	Sale of Origami gifts
09/01/2025	David Islip Photography	BACS 13952	150.00			4380	300	150.00	Street Festival photography
10/01/2025	FuelGenie	DD	50.09		8.35	4444	400	41.74	23.12-31.12.24 Fuel
15/01/2025	First Data Merchant Services	DD	60.56			4355	300	60.56	Processing Charges December 24
15/01/2025	American Express	DD	11.31			4355	300	11.31	Card processing charges
16/01/2025	Clover Marketplace Merchant	DD	27.00		4.50	4355	300	22.50	Info Centre Till Hire
16/01/2025	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	PDQ Lease Hire January 2025
17/01/2025	FuelGenie	DD	50.02		8.34	4444	400	41.68	01.01-09.01.2025 Fuel
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll

Subtotal Carried Forward:

406,424.92

0.00

4,767.92

401,657.00

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025									January 2025 Payroll
20/01/2025	British Gas	DD	892.87		148.81	4121	100	744.06	Dec 2024 Gas
20/01/2025	British Gas	DD	-892.87		-148.81	4121	100	-744.06	Incorrect Code
20/01/2025	British Gas	DD	892.87		148.81	4122	100	744.06	Dec 2024 Electricity
20/01/2025	SSE Plc	DD	341.33		16.25	4121	100	325.08	November 2024 Charges
21/01/2025	S Subavarthan	BACS	20.00			4345	300	20.00	Gift vouchers 59,116,127
21/01/2025	Braintree District Council	BACS 13968	70.00			4380	300	70.00	Witham Festival Licence
21/01/2025	Birketts LLP	BACS 13970	702.46		117.08	4175	100	585.38	Forest Road Pond Charges
21/01/2025	GKs Graphics Ltd	BACS 13971	1,205.00		200.83	4395	300	1,004.17	Event signage
21/01/2025	A & J Lighting	BACS 13972	133.80		22.30	4425	400	111.50	WTC43 & 36 repairs
21/01/2025	DOMatkins	BACS 13973	400.00			4390	300	200.00	Christmas & Music Hosting
						4330	300	200.00	Christmas & Music Hosting
21/01/2025	DOMatkins	BACS 13973	-400.00			4390	300	-200.00	Incorrect amount
						4330	300	-200.00	Incorrect amount
21/01/2025	DOMatkins	BACS 13973	200.00			4390	300	100.00	Christmas & Music Hosting
						4330	300	100.00	Christmas & Music Hosting
21/01/2025	Falcon Tree Specialists	BACS 13974	540.00		90.00	4433	400	450.00	Blackwater Lane Tree
21/01/2025	Vanitorials	BACS 13975	103.42		17.24	4120	100	86.18	Janitorial supplies
21/01/2025	SLCC Enterprises Ltd	BACS 13976	160.20		10.20	4190	100	150.00	Comm Gov Study Day
21/01/2025	White Hart Hotel	BACS 13977	59.78		9.96	4510	500	49.82	Mayors Civic Lunch
Subtotal Carried Forward:			422,203.65	0.00	5,400.59			416,803.06	

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Unity Trust Account

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
21/01/2025	Panel Warehouse	BACS 13978	2,064.00		344.00	4452	400	1,720.00	Noticeboard
21/01/2025	Falcon Tree Specialists	BACS 13979	480.00		80.00	4433	400	400.00	Guithavon Rd Tree works
21/01/2025	Tuckwells Ltd	BACS 13982	387.01		64.50	4444	400	322.51	Sherpa Service
21/01/2025	Popsys Reindeer Ltd	BACS 13983	393.70			4390	300	393.70	Deposit Xmas 2025 Reindeer
21/01/2025	C&S Window Cleaning Services	BACS 13984	24.00		4.00	4120	100	20.00	Clean of Town Hall windows
22/01/2025	Dynorod	BACS 13967	1,050.00		175.00	4120	100	875.00	Bathroom pipe descale
22/01/2025	SSE Plc	DD	130.40		6.21	4431	400	124.19	Sept-Dec 2024 Electricity
22/01/2025	EBM Managed Services	DD	59.99		10.00	4130	100	49.99	Nov-Dec 2024 Printing Costs
24/01/2025	FuelGenie	DD	50.01		8.33	4444	400	41.68	09.01-16.01.2025 Fuel
27/01/2025		BACS 13985	500.00			4165	100	500.00	Insurance Claim Excess
27/01/2025	Pitney Bowes	DD	57.75			4135	100	57.75	Meter reset & transaction fee
30/01/2025	SSE Plc	DD	372.26		17.73	4425	400	354.53	December 2024 Streetlighting
31/01/2025	SSE Plc	DD	357.22		17.01	4425	400	340.21	Streetlighting December 2024
31/01/2025	FuelGenie	DD	13.57		2.26	4444	400	11.31	16.01-23.01.25
31/01/2025	Unity Trust Bank plc	DD	26.70			4101	100	26.70	Bank Service Charges

Total Payments:

428,170.26

0.00

6,129.63

422,040.63

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Unity Trust Instant Access

Payments made between 01/11/2024 and 31/01/2025

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
08/11/2024	Unity Trust Account	Int Trans	150,000.00			250		150,000.00	To then transfer to CCLA
08/11/2024	Unity Trust Account	Int Transf	40,000.00			250		40,000.00	Monthly transfer
19/11/2024	Unity Trust Account	INT TRANSF	50,000.00			250		50,000.00	INTERNAL TRANSFER
11/12/2024	Unity Trust Account	INT TRANSF	35,000.00			250		35,000.00	INTERNAL TRANSFER
09/01/2025	Unity Trust Account	Int Transf	100,000.00			250		100,000.00	Internal Transfer from Inst Ac
Total Payments:			375,000.00	0.00	0.00			375,000.00	

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Witham Town Council

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1100 Sundry Receipts	47,419	500	(46,919)			9483.9%	
1500 Hall Hire	26,656	18,000	(8,656)			148.1%	
Administration :- Income	74,075	18,500	(55,575)			400.4%	0
4100 I.T	2,288	4,600	2,312		2,312	49.7%	
4101 Charges	500	520	20		20	96.1%	
4115 Travel Expenses	433	500	67		67	86.7%	
4120 Town Hall	23,837	35,000	11,163		11,163	68.1%	
4121 Gas	1,864	10,000	8,136		8,136	18.6%	
4122 Electricity	6,914	6,700	(214)		(214)	103.2%	
4130 Photocopying	2,429	3,000	571		571	81.0%	
4135 Postage	333	500	167		167	66.7%	
4140 Stationery	248	1,500	1,252		1,252	16.6%	17
4145 Admin Team PAYE/LGPS	235,802	298,826	63,024		63,024	78.9%	
4150 Office Equipment	1,042	3,500	2,458		2,458	29.8%	
4160 Telephone/Fax	1,585	2,000	415		415	79.2%	20
4165 Insurance	12,893	12,500	(393)		(393)	103.1%	
4170 Sundry Expenses	971	1,500	529		529	64.8%	
4175 Audit & Legal	7,795	10,000	2,205		2,205	77.9%	
4180 Affiliation Fees	3,283	5,000	1,717		1,717	65.7%	
4185 Members -Conferencing/Training	0	2,000	2,000		2,000	0.0%	
4190 Staff -Conferencing/Training	5,166	6,500	1,335		1,335	79.5%	
4195 Payroll Charges	1,109	1,200	91		91	92.4%	
4200 Petty Cash	519	700	181		181	74.2%	
Administration :- Indirect Expenditure	309,010	406,046	97,036	0	97,036	76.1%	37
Net Income over Expenditure	(234,935)	(387,546)	(152,611)				
7000 plus Transfer from EMR	37						
Movement to/(from) Gen Reserve	(234,898)						
200 Planning & Transport							
4600 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%	
4601 Speed Reduction	0	12,000	12,000		12,000	0.0%	
Planning & Transport :- Indirect Expenditure	0	14,000	14,000	0	14,000	0.0%	0
Net Expenditure	0	(14,000)	(14,000)				
300 Community							
1300 Information Sales Income	47,298	75,000	27,702			63.1%	

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1310 Witham Festival Income	1,690	1,500	(190)			112.7%	
1311 Music Festival	775	1,500	725			51.7%	
1320 Teddy Bear's Picnic	50	50	0			100.0%	
1501 Dog Show	1,448	500	(948)			289.7%	
1509 Christmas Events	6,795	1,500	(5,295)			453.0%	
Community :- Income	58,057	80,050	21,993			72.5%	0
4301 Community Team PAYE/LGPS	58,763	87,505	28,742		28,742	67.2%	
4302 Events PAYE	467	0	(467)		(467)	0.0%	356
4303 Safer Streets PAYE/LGPS							
4305 Remembrance	782	1,000	218		218	78.2%	
4306 D-Day	1,756	2,500	744		744	70.2%	
4310 Silver Cinema	347	300	(47)		(47)	115.7%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4330 Music Festival	10,558	10,000	(558)		(558)	105.6%	
4340 Christmas Decorations	10,530	10,600	70		70	99.3%	
4345 Information Centre Purchases	34,318	65,000	30,682		30,682	52.8%	
4355 Information Centre Administrat	1,624	3,000	1,376		1,376	54.1%	
4360 Community Grant Aid	1,000	15,000	14,000		14,000	6.7%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4371 Community Safety	0	1,500	1,500		1,500	0.0%	
4372 CCTV	9,504	13,000	3,496		3,496	73.1%	
4373 Special Constable Expenses	2,326	5,000	2,674		2,674	46.5%	
4374 Special Constable Recruitment	223	1,000	777		777	22.3%	
4375 Other Community Support	488	1,500	1,012		1,012	32.6%	
4376 Halloween	2,185	2,200	15		15	99.3%	
4377 Easter Trail	260	1,650	1,390		1,390	15.8%	
4379 Witham Dog Show	1,946	0	(1,946)		(1,946)	0.0%	
4380 Witham Summer Events	26,614	25,500	(1,114)		(1,114)	104.4%	
4383 Twinning	525	2,000	1,475		1,475	26.3%	
4390 Christmas Events & Tree	8,928	4,000	(4,928)		(4,928)	223.2%	315
4395 New Events Improvements	1,240	1,500	260		260	82.6%	
Community :- Indirect Expenditure	220,618	265,255	44,637	0	44,637	83.2%	36,906
Net Income over Expenditure	(162,562)	(185,205)	(22,643)				
7000 plus Transfer from EMR	36,906						
Movement to/(from) Gen Reserve	(125,656)						
400 Environment							
1401 Dog & Bench Sponsorship Scheme	2,410	1,650	(760)			146.1%	
Environment :- Income	2,410	1,650	(760)			146.1%	0

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Witham Town Council

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Operations PAYE/LGPS	155,373	190,313	34,940		34,940	81.6%	
4420 Equipment Supplies & Maintenan	3,156	8,400	5,244		5,244	37.6%	
4425 Lighting Maintenance & Utility	5,989	6,000	11		11	99.8%	
4431 Toilet Block - Town Park	1,430	12,000	10,570		10,570	11.9%	
4432 New Tree Planting	3,026	3,035	9		9	99.7%	
4433 Tree Maintenance	5,798	5,000	(798)		(798)	116.0%	
4436 Dog Bin Maintenance	0	600	600		600	0.0%	
4437 Dog & Bench Schemes	2,146	1,200	(946)		(946)	178.9%	
4444 Fleet	4,758	6,000	1,242		1,242	79.3%	
4445 Open Spaces General	709	2,500	1,791		1,791	28.4%	
4446 James Cooke Wood	587	2,000	1,413		1,413	29.4%	
4447 River Walk	13,673	3,000	(10,673)		(10,673)	455.8%	
4448 Whetmead LNR	245	2,000	1,755		1,755	12.2%	
4452 River Walk Signage	1,720	1,965	245		245	87.5%	
4453 Litter Bins	0	1,000	1,000		1,000	0.0%	
4455 Witham in Bloom	11,032	14,000	2,968		2,968	78.8%	
4457 Waste Disposal	0	1,000	1,000		1,000	0.0%	
Environment :- Indirect Expenditure	209,643	260,013	50,370	0	50,370	80.6%	0
Net Income over Expenditure	(207,233)	(258,363)	(51,130)				
500 Policy & Resources							
1509 Christmas Events	0	1,500	1,500			0.0%	
1510 Interest Received	19,234	14,000	(5,234)			137.4%	
Policy & Resources :- Income	19,234	15,500	(3,734)			124.1%	0
4500 Instructions & Reports	5,435	8,000	2,565		2,565	67.9%	
4503 Communications & Exhibitions	757	1,500	743		743	50.5%	
4505 Civic Receptions	11	2,500	2,489		2,489	0.4%	
4510 Christmas Expenses	1,596	3,000	1,404		1,404	53.2%	
4515 Mayor's Allowance	2,171	2,000	(171)		(171)	108.6%	
4516 Civic Gesture	432	500	68		68	86.5%	
4517 Members Allowance	6,100	7,000	900		900	87.1%	
4525 Newsletter & Publications	6,995	13,125	6,130		6,130	53.3%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
4536 Member's Grant Scheme	1,500	8,000	6,500		6,500	18.8%	
Policy & Resources :- Indirect Expenditure	24,997	46,625	21,628	0	21,628	53.6%	0
Net Income over Expenditure	(5,763)	(31,125)	(25,362)				

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Witham Town Council

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600</u> <u>Precept</u>							
1600 Precept	942,474	942,474	0			100.0%	
Precept :- Income	<u>942,474</u>	<u>942,474</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>942,474</u>	<u>942,474</u>	<u>0</u>				
<u>900</u> <u>EMR Movement</u>							
8000 CapIn - Environment	8,527	0	(8,527)			0.0%	5,362
9004 CapIn - Community	540	0	(540)			0.0%	540
EMR Movement :- Income	<u>9,067</u>	<u>0</u>	<u>(9,067)</u>				<u>5,902</u>
9000 CapEx - Planning	102	0	(102)		(102)	0.0%	102
9001 CapEx - Environment	3,825	0	(3,825)		(3,825)	0.0%	3,825
9002 CapEx - Community	3,114	0	(3,114)		(3,114)	0.0%	3,114
EMR Movement :- Indirect Expenditure	<u>7,041</u>	<u>0</u>	<u>(7,041)</u>	<u>0</u>	<u>(7,041)</u>		<u>7,041</u>
Net Income over Expenditure	<u>2,026</u>	<u>0</u>	<u>(2,026)</u>				
7000 plus Transfer from EMR	7,041						
7001 less Transfer to EMR	5,902						
Movement to/(from) Gen Reserve	<u>3,165</u>						
Grand Totals:- Income	<u>1,105,317</u>	<u>1,058,174</u>	<u>(47,143)</u>			<u>104.5%</u>	
Expenditure	<u>771,310</u>	<u>991,939</u>	<u>220,629</u>	<u>0</u>	<u>220,629</u>	<u>77.8%</u>	
Net Income over Expenditure	<u>334,007</u>	<u>66,235</u>	<u>(267,772)</u>				
plus Transfer from EMR	43,984						
less Transfer to EMR	5,902						
Movement to/(from) Gen Reserve	<u>372,089</u>						

Heading	Budget	% Over	Amount Over	Reason
Music Event	10000	104.6%	458	Offset against higher than expected income
Mayor's Allowance	2,171	9%	171	Employers NI
Electricity	6700	6914	103.2	Incorrect coding to be investigated
Silver Cinema	346.96		46.96	Offset against £70 income
Tree Maintenance	5000	16	798	Balance to be taken from EMR
River Walk	3,000	355.8%	10673	Offset against S106 funding
Witham Summer Events & Dog Show	25,500	13%	3500	Being taken from Events EMR

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
321	EMR- Town Hall Development	0.00	20,000.00	20,000.00
322	EMR- Acquisitions	0.00	20,000.00	20,000.00
323	EMR- Streetlighting Sinking Fu	4,000.00	2,000.00	6,000.00
324	EMR- Tree Maintenance	3,267.50	4,000.00	7,267.50
325	EMR - Riverwalk Cycleways	45,442.00	-5,442.00	40,000.00
326	EMR - Neighbourhood Plan	3,000.00	3,000.00	6,000.00
333	EMR - Community Safety /CCTV	10,000.00	20,000.00	30,000.00
335	EMR - Highways Devolution	27,772.64		27,772.64
340	EMR - Land Improvement	40,000.00		40,000.00
346	EMR - Equipment Replacement	20,000.00	-10,000.00	10,000.00
355	EMR - Major Repairs & Renewals	15,000.00	6,990.00	21,990.00
358	EMR - J C Wood Imp Plan	10,000.00		10,000.00
360	EMR - Election Expenses	2,813.43	4,186.57	7,000.00
362	Allotment Control Accoun	10,283.72	1,738.75	12,022.47
363	EMR - Safer Streets	77,853.19	-39,689.68	38,163.51
364	Charter Market Control Account	813.10	540.00	1,353.10
390	Events Control Account	9,972.07	-671.00	9,301.07
		280,217.65	26,652.64	306,870.29

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