



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 29th June 2026** Time: **7:30 p.m.**

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

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

To be present:

Councillors

P.	Heath	(Chair)	J.	Martin
P.	Barlow	(Vice Chair)	R.	Playle
L.	Barlow		R.	Ramage
B.	Fleet		J.	Robertson
J.	Goodman		B.	Taylor

Nikki Smith
Town Clerk
NS/GK/NZ/24.6.2026

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Policy and Resources Committee held 23rd March 2026 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

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

5. TOWN CLERK'S REPORT

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

6. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31st March 2026 and to 31st May 2026 attached at page 4.

(b) CONFIRMATION OF RECONCILIATION

To receive confirmation that the reconciliations have been signed by Councillors Playle, Heath and P. Barlow respectively.

(c) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31st March 2026 and to 31st May 2026 attached at page 22.

(d) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements and Earmarked Reserves to 31st March 2026 and to 31st May 2026 and Exception Report to 31st March 2026 attached at page 70.

7. WITHAM REGENERATION GROUP

To approve the creation of a Witham Regeneration Working Group and to appoint members.

8. REVIEW OF POLICIES

To receive and approve the following policy for approval-

Members Allowance Policy, attached at page 82.

To receive the following policy for adoption-

UK GDPR Policy attached at page 84.

9. DISPOSAL OF TOWN MAYOR'S APPEAL 2025/2026

To authorise disposal of the Town Mayor's Appeal during his year of office 2025/2026, the final sum being £5,214.42

10. DATA PROTECTION OFFICER

To receive a report on the position of Data Protection Officer attached at page 90.

11. EXCLUSION OF THE PRESS AND PUBLIC

At this point, the Chair will move the following resolution: Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d), the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

12. WITHAM COMMUNITY CENTRE

To receive a report attached at page 91.

Witham Town Council

Agenda 6 (a)

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		745,309.79
	ADD Receipts 01/04/2025 - 31/03/2026		1,254,346.48
	SUBTRACT Payments 01/04/2025 - 31/03/2026		1,999,656.27
			1,127,511.66
A	Cash in Hand 31/03/2026 (per Cash Book)		872,144.61
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	12.44	
	LLoyds Current Account 31/03/2026	21,462.52	
	CCLA Public Sector Deposit 31/03/2026	190,000.00	
	95 Day Notice Account 31/03/2026	101,763.75	
	Unity Trust Instant Access 31/03/2026	400,456.15	
	Unity Trust Bank 31/03/2026	54,449.75	
	Lloyds Credit Card 31/03/2026	0.00	
			768,144.61
	Less unrepresented payments		
			768,144.61
	Plus unrepresented receipts		
			104,000.00
B	Adjusted Bank Balance		872,144.61
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 31-03-2026

From Accounts £190,000.00

Payments not cashed Add

Receipts not entered Subtract

Statement should be £190,000.00

Witham Town Council
RECONCILIATION - 95 Day Notice Account 31-03-2026

From Accounts £101,763.75

Payments not cashed Add

Receipts not entered Subtract

Statement should be £101,763.75

Witham Town Council
RECONCILIATION - Lloyds Current Account 31-03-2026

From Accounts	£125,462.52
Payments not cashed Add	
Receipts not entered Subtract	£104,000.00
<hr/>	
Statement should be	£21,462.52

Witham Town Council
RECONCILIATION - Unity Trust Bank 31-03-2026

From Accounts £54,449.75

Payments not cashed Add

Receipts not entered Subtract

Statement should be £54,449.75

Witham Town Council
RECONCILIATION - Unity Trust Instant Access 31-03-2026

From Accounts	£400,456.15
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£400,456.15

Witham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		872,144.61
	ADD Receipts 01/04/2026 - 30/04/2026		566,649.60
			1,438,794.21
	SUBTRACT Payments 01/04/2026 - 30/04/2026		101,770.62
A	Cash in Hand 30/04/2026 (per Cash Book)		1,337,023.59
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	12.44	
	LLoyds Current Account 30/04/2026	23,337.73	
	CCLA Public Sector Deposit 30/04/2026	263,000.00	
	95 Day Notice Account 30/04/2026	263,995.61	
	Unity Trust Instant Access 30/04/2026	745,456.15	
	Unity Trust Bank 30/04/2026	41,221.66	
	Lloyds Credit Card 30/04/2026	0.00	
			1,337,023.59
	Less unrepresented payments		
			1,337,023.59
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,337,023.59
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 30-04-2026

From Accounts	£263,000.00
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£263,000.00

Witham Town Council
RECONCILIATION - 95 Day Notice Account 30-04-2026

From Accounts £263,995.61

Payments not cashed Add

Receipts not entered Subtract

Statement should be £263,995.61

Witham Town Council
RECONCILIATION - Lloyds Current Account 30-04-2026

From Accounts	£23,337.73
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£23,337.73

Witham Town Council
RECONCILIATION - Unity Trust Bank 30-04-2026

From Accounts £41,221.66

Payments not cashed Add
Receipts not entered Subtract

Statement should be £41,221.66

Witham Town Council
RECONCILIATION - Unity Trust Instant Access 30-04-2026

From Accounts £745,456.15

Payments not cashed Add
Receipts not entered Subtract

Statement should be £745,456.15

Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 31-05-2026

From Accounts	£363,000.00
Payments not cashed Add	
Receipts not entered Subtract	
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Statement should be	£363,000.00

Witham Town Council
RECONCILIATION - 95 Day Notice Account 31-05-2026

From Accounts £364,655.92

Payments not cashed Add

Receipts not entered Subtract

Statement should be £364,655.92

Witham Town Council
RECONCILIATION - Lloyds Current Account 31-05-2026

From Accounts	£20,483.34
Payments not cashed Add	
Receipts not entered Subtract	
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Statement should be	£20,483.34

Witham Town Council
RECONCILIATION - Unity Trust Bank 31-05-2026

From Accounts £96,790.62

Payments not cashed Add

Receipts not entered Subtract

Statement should be £96,790.62

Witham Town Council
RECONCILIATION - Unity Trust Instant Access 31-05-2026

From Accounts	£475,456.15
Payments not cashed Add	
Receipts not entered Subtract	
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Statement should be	£475,456.15

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RECEIPTS LIST

Agenda Item 6(c)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
903	Information Sales Income	02/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	174.20		174.20
											174.20
902	Year End / Events	02/03/2026		Unity Trust Bank		Stall Fees	Rebecca Gardner/ Gifts Of	E	30.00		30.00
											30.00
1047	Interest Received	02/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.95		21.95
											21.95
904	Information Sales Income	03/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	134.95		134.95
											134.95
905	Interest Received	03/03/2026		Unity Trust Bank		Interest Received	CCLA Investment Management Limited		548.58		548.58
											548.58
1048	Interest Received	03/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
906	Year End / Events	03/03/2026		Unity Trust Bank		Stall Fees	Veronica Stevens & Darren	E	20.00		20.00
											20.00
908	Information Sales Income	04/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	476.85		476.85
											476.85
909	Information Sales Income	04/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	389.85		389.85
											389.85
910	Information Sales Income	04/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	80.30		80.30
											80.30
907	Year End / Events	04/03/2026		Unity Trust Bank		Stall Fees	Shannon Gray/ The Stitche	E	20.00		20.00
											20.00
1049	Interest Received	04/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
911	Year End / Events	04/03/2026		Unity Trust Bank		Stall Fees	Anneka Demetriou/ Bubblebund Books		20.00		20.00
											20.00
912	Information Sales Income	05/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	220.90		220.90
											220.90
1050	Interest Received	05/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
913	Year End / Events	05/03/2026		Unity Trust Bank		Stall Fees	Holly Ager/ Hols Bakes	E	20.00		20.00
											20.00
914	Hall Hire	06/03/2026		Unity Trust Bank		Hall Hire	History Group	E	28.00		28.00
											28.00
915	Hall Hire	06/03/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	110.00		110.00
											110.00
917	Information Sales Income	06/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	197.35		197.35
											197.35

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
916	Year End / Events	06/03/2026		Unity Trust Bank		Stall Fees	Annemarie Billings/ Alberto	E	20.00		20.00
											20.00
918	Year End / Events	06/03/2026		Unity Trust Bank		Stall Fees	Girls From Mars	E	20.00		20.00
											20.00
919	Year End / Allotments	06/03/2026		Unity Trust Bank		Allotments					
920	Year End / Allotments	06/03/2026		Unity Trust Bank		Allotments					
1051	Interest Received	06/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
927	Year End / Events	06/03/2026		Unity Trust Bank		Stall Fees	THERESA HINDLEY	E	30.00		30.00
											30.00
930	Information Sales Income	09/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	107.40		107.40
											107.40
925	Witham Festival Income	09/03/2026		Unity Trust Bank		Sponsorship	Holmes & Hills Solicitors	X	1,500.00		1,500.00
925	Dog Show	09/03/2026		Unity Trust Bank		Sponsorship	Holmes & Hills Solicitors	X	500.00		500.00
925	Christmas Events	09/03/2026		Unity Trust Bank		Sponsorship	Holmes & Hills Solicitors	X	1,500.00		1,500.00
											3,500.00
1052	Interest Received	09/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.96		21.96
											21.96
933	Public Donations	09/03/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	1.96		1.96
											1.96
928	Year End / Events	09/03/2026		Unity Trust Bank		Stall Fees	Tracey Sawyer/ Beadazzled	E	20.00		20.00
											20.00
929	Year End / Events	09/03/2026		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited	E	40.00		40.00
929	Year End / Events	09/03/2026		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited	E	40.00		40.00
929	Year End / Events	09/03/2026		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited	E	40.00		40.00
											120.00
931	Year End / Allotments	09/03/2026		Unity Trust Bank		Allotments					
932	Year End / Allotments	09/03/2026		Unity Trust Bank		Allotments					
926	Year End / Allotments	09/03/2026		Unity Trust Bank		Allotments					
921	Year End / Allotments	09/03/2026		Unity Trust Bank		Allotments					
922	Year End / Allotments	09/03/2026		Unity Trust Bank		Allotments					
923	Year End / Allotments	09/03/2026		Unity Trust Bank		Allotments					

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
924	Year End / Allotments	09/03/2026		Unity Trust Bank		Allotments					
936	Information Sales Income	10/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	63.40		63.40
											63.40
935	Public Donations	10/03/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	1,218.07		1,218.07
											1,218.07
934	Year End / Allotments	10/03/2026		Unity Trust Bank		Allotments					
939	Sundry Receipts	10/03/2026		Unity Trust Bank		The stick containing footage	AXA Insurance	X	25.00		25.00
											25.00
1053	Interest Received	10/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
938	Year End / Events	10/03/2026		Unity Trust Bank		Stall Fees	Rosanna Britain/ Beads and	E	20.00		20.00
											20.00
937	Year End / Allotments	10/03/2026		Unity Trust Bank		Allotments					
937	Year End / Allotments	10/03/2026		Unity Trust Bank		Allotments					
937	Year End / Allotments	10/03/2026		Unity Trust Bank		Allotments					
941	Information Sales Income	11/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	124.20		124.20
											124.20
1054	Interest Received	11/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
940	Year End / Allotments	11/03/2026		Unity Trust Bank		Allotments					
942	Year End / Allotments	11/03/2026		Unity Trust Bank		Allotments					
943	Year End / Allotments	11/03/2026		Unity Trust Bank		Allotments					
944	Hall Hire	12/03/2026		Unity Trust Bank		Room Hire - MSE Ref 23681	Pulse Healthcare Limited T/ABXYLA Health & Wellbeing		32.00		32.00
											32.00
946	Information Sales Income	12/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	112.65		112.65
											112.65
1055	Interest Received	12/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
945	Year End / Allotments	12/03/2026		Unity Trust Bank		Allotments					
950	Information Sales Income	13/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	60.25		60.25
											60.25
1056	Interest Received	13/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
949	Year End / Events	13/03/2026		Unity Trust Bank		Stall Fees	Simon Emerick/ Simon Toys E		20.00		20.00
											20.00
947	Year End / Allotments	13/03/2026		Unity Trust Bank		Allotments					
948	Year End / Allotments	13/03/2026		Unity Trust Bank		Allotments					
958	Information Sales Income	16/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	171.30		171.30
											171.30
1057	Interest Received	16/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.97		21.97
											21.97
955	Year End / Events	16/03/2026		Unity Trust Bank		Stall Fees	CARDEN'S GARDEN	E	20.00		20.00
											20.00
956	Year End / Events	16/03/2026		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van		40.00		40.00
											40.00
957	Year End / Events	16/03/2026		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van		40.00		40.00
											40.00
959	Year End / Allotments	16/03/2026		Unity Trust Bank		Allotments					
951	Year End / Allotments	16/03/2026		Unity Trust Bank		Allotments					
952	Year End / Allotments	16/03/2026		Unity Trust Bank		Allotments					
953	Year End / Allotments	16/03/2026		Unity Trust Bank		Allotments					
954	Year End / Allotments	16/03/2026		Unity Trust Bank		Allotments					
960	Information Sales Income	17/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	243.20		243.20
											243.20
1058	Interest Received	17/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.32		7.32
											7.32
962	Information Sales Income	18/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	162.23		162.23
											162.23
1059	Interest Received	18/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
961	Year End / Allotments	18/03/2026		Unity Trust Bank		Allotments					
963	Information Sales Income	19/03/2026		Unity Trust Bank		Information Centre Sales	American Express	E	60.60		60.60
											60.60
964	Information Sales Income	19/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	187.90		187.90
											187.90

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1060	Interest Received	19/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
965	Year End / Allotments	19/03/2026		Unity Trust Bank		Allotments					
966	Year End / Allotments	19/03/2026		Unity Trust Bank		Allotments					
967	Year End / Allotments	19/03/2026		Unity Trust Bank		Allotments					
967	Year End / Allotments	19/03/2026		Unity Trust Bank		Allotments					
967	Year End / Allotments	19/03/2026		Unity Trust Bank		Allotments					
											180.63
969	Hall Hire	20/03/2026		Unity Trust Bank		Hall Hire	The Rt Hon Dame Priti Patel E		14.00		14.00
											14.00
970	Hall Hire	20/03/2026		Unity Trust Bank		Hall Hire	The Rt Hon Dame Priti Patel E		26.00		26.00
968	Year End / Allotments	20/03/2026		Unity Trust Bank		Allotments					
971	Year End / Allotments	20/03/2026		Unity Trust Bank		Allotments					
973	Information Sales Income	20/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	56.90		56.90
											56.90
1061	Interest Received	20/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
											7.33
976	Year End / Events	20/03/2026		Unity Trust Bank		Stall Fees	MABEL AND FRIENDS DAY RETREAT LTD		30.00		30.00
972	Year End / Allotments	20/03/2026		Unity Trust Bank		Allotments					
977	Year End / Allotments	20/03/2026		Unity Trust Bank		Allotments					
974	Year End / Allotments	20/03/2026		Unity Trust Bank		Allotments					
975	Year End / Allotments	20/03/2026		Unity Trust Bank		Allotments					
984	Information Sales Income	23/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	6.50		6.50
											6.50
985	Information Sales Income	23/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	113.75		113.75
											113.75
1062	Interest Received	23/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.98		21.98
978	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
979	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
980	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
981	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
982	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
983	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
986	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
987	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
988	Year End / Allotments	23/03/2026		Unity Trust Bank		Allotments					
990	Information Sales Income	24/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	41.15		41.15
											41.15
1063	Interest Received	24/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
											7.33
991	Year End / Events	24/03/2026		Unity Trust Bank		Stall Fees	Crafty Bear Kitchen LTD	E	30.00		30.00
											30.00
992	Year End / Events	24/03/2026		Unity Trust Bank		Stall Fees	Abby Colbear/ Snoot You S	E	30.00		30.00
											30.00
989	Year End / Allotments	24/03/2026		Unity Trust Bank		Allotments					
996	Information Sales Income	25/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	93.10		93.10
											93.10
1064	Interest Received	25/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
											7.33
993	Year End / Events	25/03/2026		Unity Trust Bank		Stall Fees	Wildlife Fundraising	E	30.00		30.00
											30.00
994	Year End / Events	25/03/2026		Unity Trust Bank		Stall Fees	Archies Pet Supplies	E	30.00		30.00
											30.00
995	Year End / Events	25/03/2026		Unity Trust Bank		Stall Fees	Sally Burdon/ Old Fashion I	E	40.00		40.00
											40.00
997	Year End / Allotments	25/03/2026		Unity Trust Bank		Allotments					
998	Year End / Allotments	25/03/2026		Unity Trust Bank		Allotments					

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
999	Year End / Allotments	25/03/2026		Unity Trust Bank							
1002	Information Sales Income	26/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	65.45		65.45
											65.45
1065	Interest Received	26/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
1000	Year End / Allotments	26/03/2026		Unity Trust Bank							
1001	Year End / Allotments	26/03/2026		Unity Trust Bank							
											48.96
1008	Information Sales Income	27/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	98.45		98.45
											98.45
1066	Interest Received	27/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
											7.33
1005	Public Donations	27/03/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	20.00		20.00
											20.00
1009	Year End / Allotments	27/03/2026		Unity Trust Bank							
1006	Year End / Allotments	27/03/2026		Unity Trust Bank							
1007	Year End / Allotments	27/03/2026		Unity Trust Bank							
1003	Year End / Allotments	27/03/2026		Unity Trust Bank							
1004	Year End / Allotments	27/03/2026		Unity Trust Bank							
											64.51
1010	Hall Hire	30/03/2026		Unity Trust Bank		Hall Hire	Shannon Smith	E	50.00		50.00
											50.00
1011	Hall Hire	30/03/2026		Unity Trust Bank		Room booking dates and times: Inhealth Intelige / Eye clinic P/O			960.00		960.00
											960.00
1028	Hall Hire	30/03/2026		Unity Trust Bank		Hall Hire	Jack Coleman	E	48.75		48.75
											48.75
1025	Information Sales Income	30/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	64.00		64.00
											64.00
1067	Interest Received	30/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	21.99		21.99
1029	Allotments Control Account	30/03/2026		Unity Trust Bank							
1023	Year End / Events	30/03/2026		Unity Trust Bank		Stall Fees	Kay T Clothing	E	20.00		20.00
											20.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1024	Year End / Events	30/03/2026		Unity Trust Bank		Stall Fees	Abigail Brightman/ Abi's AmaZing Adventures		30.00		30.00
1026	Year End / Allotments	30/03/2026		Unity Trust Bank							30.00
1027	Year End / Allotments	30/03/2026		Unity Trust Bank							
1012	Year End / Allotments	30/03/2026		Unity Trust Bank							
1013	Year End / Allotments	30/03/2026		Unity Trust Bank							
1014	Year End / Allotments	30/03/2026		Unity Trust Bank							
1015	Year End / Allotments	30/03/2026		Unity Trust Bank							
1016	Year End / Allotments	30/03/2026		Unity Trust Bank							
1017	Year End / Allotments	30/03/2026		Unity Trust Bank							
1018	Year End / Allotments	30/03/2026		Unity Trust Bank							
1019	Year End / Allotments	30/03/2026		Unity Trust Bank							
1019	Year End / Allotments	30/03/2026		Unity Trust Bank							
1020	Year End / Allotments	30/03/2026		Unity Trust Bank							
1021	Year End / Allotments	30/03/2026		Unity Trust Bank							
1022	Year End / Allotments	30/03/2026		Unity Trust Bank							
1022	Year End / Allotments	30/03/2026		Unity Trust Bank							
1037	Information Sales Income	31/03/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	323.40		323.40
											323.40
254	Interest Received	31/03/2026		Unity Trust Instant Access		Interest Received	Unity Trust Bank	X	2,751.94		2,751.94
											2,751.94
1068	Interest Received	31/03/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
											7.33
1034	Public Donations	31/03/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	45.00		45.00
											45.00
1030	Year End / Events	31/03/2026		Unity Trust Bank		Stall Fees	Emma Dean	E	20.00		20.00
											20.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1046	Year End / Events	31/03/2026		Unity Trust Bank		Stall Fees	Chrissie Snell / Chrissies Crafting Co		20.00		20.00
											20.00
1040	Year End / Events	31/03/2026		Unity Trust Bank		Stall Fees	Crisp Photography	E	20.00		20.00
											20.00
1041	Year End / Events	31/03/2026		Unity Trust Bank		Stall Fees	Crisp Photography	E	30.00		30.00
											30.00
1042	Year End / Allotments	31/03/2026		Unity Trust Bank							
1042	Year End / Allotments	31/03/2026		Unity Trust Bank							
1043	Year End / Allotments	31/03/2026		Unity Trust Bank							
1043	Year End / Allotments	31/03/2026		Unity Trust Bank							
1044	Year End / Allotments	31/03/2026		Unity Trust Bank							
1045	Year End / Allotments	31/03/2026		Unity Trust Bank							
1038	Year End / Allotments	31/03/2026		Unity Trust Bank							
1039	Year End / Allotments	31/03/2026		Unity Trust Bank							
1031	Year End / Allotments	31/03/2026		Unity Trust Bank							
1032	Year End / Allotments	31/03/2026		Unity Trust Bank							
1032	Year End / Allotments	31/03/2026		Unity Trust Bank							
1033	Year End / Allotments	31/03/2026		Unity Trust Bank							
1035	Year End / Allotments	31/03/2026		Unity Trust Bank							
1036	Year End / Allotments	31/03/2026		Unity Trust Bank							
1036	Year End / Allotments	31/03/2026		Unity Trust Bank							
											109.14
									Total	19,162.32	19,162.32

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	Allotments Control Account	01/04/2026		Unity Trust Bank		Allotments					
3	Allotments Control Account	01/04/2026		Unity Trust Bank		Allotments					
2	Year End Debtors	01/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	164.75		164.75
55	Interest Received	01/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
5	Allotments Control Account	01/04/2026		Unity Trust Bank							
4	Year End Debtors	01/04/2026		Unity Trust Bank		Hall Hire	History Group	E	56.00		56.00
8	Information Centre Income/Stc	02/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	41.40		41.40
120	Interest Received	02/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.33		7.33
10	Allotments Control Account	02/04/2026		Unity Trust Bank							
6	Allotments Control Account	02/04/2026		Unity Trust Bank							
7	Year End Debtors	02/04/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	120.00		120.00
9	Year End Debtors	02/04/2026		Unity Trust Bank		Interest Received	CCLA Investment ManagememT Limited		604.14		604.14
19	Information Centre Income/Stc	07/04/2026		Unity Trust Bank		Information Centre Sales	American Express	E	40.40		40.40
20	Information Centre Income/Stc	07/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	61.25		61.25
11	Allotments Control Account	07/04/2026		Unity Trust Bank							
12	Allotments Control Account	07/04/2026		Unity Trust Bank							
13	Allotments Control Account	07/04/2026		Unity Trust Bank							
14	Allotments Control Account	07/04/2026		Unity Trust Bank							
17	Allotments Control Account	07/04/2026		Unity Trust Bank							

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
18	Allotments Control Account	07/04/2026		Unity Trust Bank							
21	Allotments Control Account	07/04/2026		Unity Trust Bank							
15	Mayor's Fund	07/04/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	385.26		385.26
											385.26
16	Year End Debtors	07/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	800.97		800.97
											800.97
183	Sundry Receipts	07/04/2026		Lloyds Current Account		Cashback	Lloyds Bank	X	14.61		14.61
											14.61
25	Dog Show	07/04/2026		Unity Trust Bank		Stall Fees	Danielle Reeve/ Imitate	E	30.00		30.00
											30.00
22	Witham Summer Fayre	07/04/2026		Unity Trust Bank		Stall Fees	Emma Prime/ Steve'o 3d P	E	20.00		20.00
											20.00
121	Interest Received	07/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	36.67		36.67
											36.67
28	Information Centre Income/Stc	08/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	204.15		204.15
											204.15
122	Interest Received	08/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
23	Allotments Control Account	08/04/2026		Unity Trust Bank							
24	Allotments Control Account	08/04/2026		Unity Trust Bank							
26	Allotments Control Account	08/04/2026		Unity Trust Bank							
27	Allotments Control Account	08/04/2026		Unity Trust Bank							
31	Information Centre Income/Stc	09/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	36.35		36.35
32	Dog & Bench Sponsorship Sche	09/04/2026		Unity Trust Bank							
123	Interest Received	09/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
29	Year End Debtors	09/04/2026		Unity Trust Bank		Room Hire - MSE Ref 23681 C5	Pulse Healthcare Limited T/ABXYLA Health & Wellb		32.00		32.00
											32.00
30	Year End Debtors	09/04/2026		Unity Trust Bank		Room Hire - MSE Ref 25870 C5	Pulse Healthcare Limited T/ABXYLA Health & Wellb		32.00		64.00
											64.00
33	Information Centre Income/Stc	10/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	25.70		25.70
											25.70

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
39	Christmas Events & Tree	10/04/2026		Unity Trust Bank		Stall Fees	Danielle Reeve/ Imitate	E	30.00		30.00
											30.00
34	Christmas Events & Tree	10/04/2026		Unity Trust Bank		Stall Fees	A Thomas/ MAZZY ELF	E	30.00		30.00
											30.00
35	Witham Summer Fayre	10/04/2026		Unity Trust Bank		Stall Fees	A Thomas/ MAZZY ELF	E	20.00		20.00
											20.00
124	Interest Received	10/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
40	Information Centre Income/Stc	13/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	233.10		233.10
											233.10
38	Christmas Events & Tree	13/04/2026		Unity Trust Bank		Stall Fees	Tarnya West/ RIDGEON		20.00		20.00
											20.00
37	Witham Summer Fayre	13/04/2026		Unity Trust Bank		Stall Fees	Tarnya West/ RIDGEON		20.00		20.00
											20.00
36	Allotments Control Account	13/04/2026		Unity Trust Bank							
41	Dog & Bench Sponsorship Sche	13/04/2026		Unity Trust Bank							
125	Interest Received	13/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	22.01		22.01
											22.01
139	Interest Received	13/04/2026		Lloyds Current Account		Interest Received	Lloyds Bank	X	746.75		746.75
											746.75
42	Allotments Control Account	13/04/2026		Unity Trust Bank							
43	Allotments Control Account	13/04/2026		Unity Trust Bank							
47	Information Centre Income/Stc	14/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	52.35		52.35
											52.35
49	Dog Show	14/04/2026		Unity Trust Bank		Stall Fees	Bethan-Marie Orriss/ Burnt	E	30.00		30.00
											30.00
50	Christmas Events & Tree	14/04/2026		Unity Trust Bank		Stall Fees	Joanne Barber / Handmade		30.00		30.00
											30.00
48	Christmas Events & Tree	14/04/2026		Unity Trust Bank		Stall Fees	Kellie Elicin/ Sweet Treats	E	20.00		20.00
											20.00
126	Interest Received	14/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
44	Allotments Control Account	14/04/2026		Unity Trust Bank							
45	Allotments Control Account	14/04/2026		Unity Trust Bank							

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
46	Mayor's Fund	14/04/2026		Unity Trust Bank		Public Donations	The Rt Hon Dame Priti Patel X		200.00		200.00
											200.00
53	Information Centre Income/Stc	15/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre E		117.35		117.35
											117.35
51	Christmas Events & Tree	15/04/2026		Unity Trust Bank		Stall Fees	Shannon Gray/ The Stitche E		30.00		30.00
											30.00
52	Christmas Events & Tree	15/04/2026		Unity Trust Bank		Stall Fees	Mandy Watkins/ A Good Ye E		30.00		30.00
											30.00
127	Interest Received	15/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank X		7.34		7.34
											7.34
54	Allotments Control Account	15/04/2026		Unity Trust Bank							7.34
59	Information Centre Income/Stc	16/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre E		71.35		71.35
											71.35
60	Christmas Events & Tree	16/04/2026		Unity Trust Bank		Stall Fees	The Phoenix Cake Company /EMaria Summers		40.00		40.00
											40.00
128	Interest Received	16/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank X		7.34		7.34
											7.34
57	Allotments Control Account	16/04/2026		Unity Trust Bank							59.67
58	Allotments Control Account	16/04/2026		Unity Trust Bank							20.00
56	Year End Debtors	16/04/2026		Unity Trust Bank		Hall Hire	Witham & Countryside Soc E		20.00		20.00
											20.00
63	Information Centre Income/Stc	17/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre E		50.00		50.00
											50.00
64	Information Centre Income/Stc	17/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre E		168.10		168.10
											168.10
65	Dog Show	17/04/2026		Unity Trust Bank		Stall Fees	Nathan Britten/ Britten's Bi E		40.00		40.00
											40.00
66	Christmas Events & Tree	17/04/2026		Unity Trust Bank		Stall Fees	A n G Harfmade Crafts		40.00		40.00
											40.00
67	Christmas Events & Tree	17/04/2026		Unity Trust Bank		Stall Fees	Sharons Crafty Creations		30.00		30.00
											30.00
61	Christmas Events & Tree	17/04/2026		Unity Trust Bank		Stall Fees	RIDGEON WEST PRODUCTIONS		20.00		20.00
											20.00
129	Interest Received	17/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank X		7.34		7.34
											7.34
62	Allotments Control Account	17/04/2026		Unity Trust Bank							0
62	Allotments Control Account	17/04/2026		Unity Trust Bank							0

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
											128.85
69	Information Centre Income/Stc	20/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	5.10		5.10
											5.10
68	Witham Summer Fayre	20/04/2026		Unity Trust Bank		Stall Fees	Nicola Stephens/ W.M.N Kr	E	20.00		20.00
											20.00
130	Interest Received	20/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	22.02		22.02
70	Allotments Control Account	20/04/2026		Unity Trust Bank							
70	Allotments Control Account	20/04/2026		Unity Trust Bank							
											56.01
72	Sundry Receipts	21/04/2026		Unity Trust Bank		Waste Disposal	Brand & Howes Limited		114.80		114.80
											114.80
75	Sundry Receipts	21/04/2026		Unity Trust Bank		Waste Disposal	Brand & Howes Limited		131.60		131.60
											131.60
71	Information Centre Income/Stc	21/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	349.30		349.30
											349.30
73	Music Event	21/04/2026		Unity Trust Bank		Stall Fees	Frank and Jenies (Dinky Donuts)		40.00		40.00
											40.00
77	Witham Summer Fayre	21/04/2026		Unity Trust Bank		Stall Fees	A n G Handmade Crafts		10.00		10.00
											10.00
131	Interest Received	21/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
76	Year End Debtors	21/04/2026		Unity Trust Bank		Hall Hire	CONCORDIA RESIDENTIAL	E	32.00		32.00
											32.00
78	Dog Show	22/04/2026		Unity Trust Bank		Stall Fees	HYDE LANDSCAPES LTD	E	70.00		70.00
											70.00
79	Information Centre Income/Stc	22/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	264.40		264.40
											264.40
80	Dog Show	22/04/2026		Unity Trust Bank		Stall Fees	Albert Twinn / Kids Fun Ga	E	30.00		30.00
											30.00
132	Interest Received	22/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
82	Information Centre Income/Stc	23/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	319.74		319.74
											319.74
133	Interest Received	23/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
81	Precept	23/04/2026		Unity Trust Bank		Precept	BRAINTREE DISTRICT COL	X	556,014.00		556,014.00
											556,014.00
84	Information Centre Income/Stc	24/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	87.95		87.95
											87.95

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
85	Dog Show	24/04/2026		Unity Trust Bank		Stall Fees	AILISH WARNER	E	30.00		30.00
											30.00
134	Interest Received	24/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.34		7.34
											7.34
83	Allotments Control Account	24/04/2026		Unity Trust Bank							
83	Allotments Control Account	24/04/2026		Unity Trust Bank							
83	Allotments Control Account	24/04/2026		Unity Trust Bank							
											128.35
87	Information Centre Income/Stc	27/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	0.70		0.70
											0.70
90	Information Centre Income/Stc	27/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	82.20		82.20
											82.20
86	Dog Show	27/04/2026		Unity Trust Bank		Stall Fees	Selena Byrne/ Blaze&Co	E	30.00		30.00
											30.00
135	Interest Received	27/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	22.04		22.04
88	Allotments Control Account	27/04/2026		Unity Trust Bank							
88	Allotments Control Account	27/04/2026		Unity Trust Bank							
89	Allotments Control Account	27/04/2026		Unity Trust Bank							
											64.51
91	Information Centre Income/Stc	28/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	353.30		353.30
											353.30
92	Dog Show	28/04/2026		Unity Trust Bank		Stall Fees	K&R 3D Prints And Souven	E	30.00		30.00
											30.00
136	Interest Received	28/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.35		7.35
											7.35
93	Allotments Control Account	28/04/2026		Unity Trust Bank							
93	Allotments Control Account	28/04/2026		Unity Trust Bank							
											.
94	Information Centre Income/Stc	29/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	128.30		128.30
											128.30
95	Dog & Bench Sponsorship Sche	29/04/2026		Unity Trust Bank							
137	Interest Received	29/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	7.35		7.35
											7.35
96	Allotments Control Account	29/04/2026		Unity Trust Bank							
97	Allotments Control Account	29/04/2026		Unity Trust Bank							

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
98	Allotments Control Account	29/04/2026		Unity Trust Bank							
99	Information Centre Income/Stc	30/04/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	316.52		316.52
											316.52
138	Interest Received	30/04/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.02		19.02
											19.02
100	Allotments Control Account	30/04/2026		Unity Trust Bank							
100	Allotments Control Account	30/04/2026		Unity Trust Bank							
											.
101	Information Centre Income/Stc	01/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	348.80		348.80
											348.80
186	Interest Received	01/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.02		19.02
											19.02
102	Information Centre Income/Stc	05/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	204.88		204.88
											204.88
105	Dog Show	05/05/2026		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited		52.50		52.50
											52.50
103	Christmas Events & Tree	05/05/2026		Unity Trust Bank		Stall Fees	Ells Boutique Shop		40.00		40.00
											40.00
106	Registrations at Dog Show	05/05/2026		Unity Trust Bank		Registrations at Dog Show	Public Donations	X	16.71		16.71
											16.71
187	Interest Received	05/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	76.09		76.09
											76.09
104	Interest Received	05/05/2026		Unity Trust Bank		Interest Received	CCLA Investment Management Limited		602.30		602.30
											602.30
113	Hall Hire	06/05/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	160.00		160.00
											160.00
117	Hall Hire	06/05/2026		Unity Trust Bank		Hall Hire	History Group	E	28.00		28.00
											28.00
114	Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	97.58		97.58
											97.58
110	Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	187.25		187.25
											187.25
111	Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	130.85		130.85
											130.85
112	Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	221.03		221.03
											221.03
108	Dog Show	06/05/2026		Unity Trust Bank		Stall Fees	Nathan Britten/ Britten's Bi	X	60.00		60.00
											60.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
109	Dog Show	06/05/2026		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van Candy Floss		40.00		40.00
											40.00
115	Witham Summer Fayre	06/05/2026		Unity Trust Bank		Stall Fees	Phoenix Staffless Street Jewelry		20.00		20.00
											20.00
107	Registrations at Dog Show	06/05/2026		Unity Trust Bank		Registrations at Dog Show	Public Donations	X	257.80		257.80
											257.80
188	Interest Received	06/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.03		19.03
											19.03
74	Sundry Receipts	07/05/2026		Lloyds Current Account		Cashback	Lloyds Bank	X	14.50		14.50
											14.50
119	Information Centre Income/Stc	07/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	198.35		198.35
											198.35
116	Christmas Events & Tree	07/05/2026		Unity Trust Bank		Stall Fees	AUNTY REE'S COOKIES AND MORE LTD		40.00		40.00
											40.00
189	Interest Received	07/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.03		19.03
											19.03
150	Allotments Control Account	07/05/2026		Unity Trust Bank		Key Deposit Refund	Glyn Thomas	X	-10.00		-10.00
151	Allotments Control Account	07/05/2026		Unity Trust Bank							
											-62.65
118	S106 Receipts	07/05/2026		Unity Trust Bank		Reimbursement S106	BRAINTREE DISTRICT COU	X	10,156.55		10,156.55
											10,156.55
141	Hall Hire	08/05/2026		Unity Trust Bank		Hall Hire	The Rt Hon Dame Priti Patel E		14.00		14.00
											14.00
142	Information Centre Income/Stc	08/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	110.45		110.45
											110.45
143	Christmas Events & Tree	08/05/2026		Unity Trust Bank		Stall Fees	Nathan Britten/ Britten's Bi	X	40.00		40.00
											40.00
144	Witham Summer Fayre	08/05/2026		Unity Trust Bank		Stall Fees	Alexandra Pepper/ Salsa D'	E	20.00		20.00
											20.00
190	Interest Received	08/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.03		19.03
											19.03
140	Year End Debtors	08/05/2026		Unity Trust Bank		Hall Hire	The Rt Hon Dame Priti Patel E		14.00		14.00
											14.00
146	Information Centre Income/Stc	11/05/2026		Unity Trust Bank		Information Centre Sales	American Express	E	0.85		0.85
											0.85
147	Information Centre Income/Stc	11/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	120.20		120.20
											120.20
145	Christmas Events & Tree	11/05/2026		Unity Trust Bank		Stall Fees	Makis Import		80.00		80.00
											80.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
191	Interest Received	11/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	57.10		57.10
											57.10
152	Information Centre Income/Stc	12/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	73.10		73.10
											73.10
192	Interest Received	12/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.04		19.04
											19.04
149	Year End Debtors	12/05/2026		Unity Trust Bank		Hall Hire	Witham & Countryside Soc	E	20.00		20.00
											20.00
155	Information Centre Income/Stc	13/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	255.80		255.80
											255.80
193	Interest Received	13/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.04		19.04
154	Allotments Control Account	13/05/2026		Unity Trust Bank							
154	Allotments Control Account	13/05/2026		Unity Trust Bank							
157	Allotments Control Account	13/05/2026		Unity Trust Bank							
158	Allotments Control Account	13/05/2026		Unity Trust Bank							
											-10.00
153	Mayor's Fund	13/05/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	141.85		141.85
											141.85
159	Hall Hire	14/05/2026		Unity Trust Bank		Room Hire - MSE Ref 25870	Pulse Healthcare Limited T/ABXYLA Health		108.00		108.00
											108.00
160	Hall Hire	14/05/2026		Unity Trust Bank		Room Hire - MSE Ref 26217 C5	Pulse Healthcare Limited T/ABXYLA Health		72.00		72.00
											72.00
161	Hall Hire	14/05/2026		Unity Trust Bank		Room Hire - MSE Ref 23681 5	Pulse Healthcare Limited T/ABXYLA Health		64.00		64.00
											64.00
156	Information Centre Income/Stc	14/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	12.05		12.05
											12.05
194	Interest Received	14/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	19.04		19.04
											19.04
163	Information Centre Income/Stc	15/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	34.30		34.30
164	Dog & Bench Sponsorship Sche	15/05/2026		Unity Trust Bank							
195	Interest Received	15/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.25		26.25
											26.25
162	Year End Debtors	15/05/2026		Unity Trust Bank		Room booking dates and times	Inhealth Intelige / Eye clinic P/O		1,040.00		1,040.00
											1,040.00
166	Information Centre Income/Stc	18/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	114.50		114.50

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
165	Dog & Bench Sponsorship Sche	18/05/2026		Unity Trust Bank							
196	Interest Received	18/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	78.75		78.75
											78.75
167	Information Centre Income/Stc	19/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	212.05		212.05
											212.05
197	Interest Received	19/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.25		26.25
											26.25
168	Information Centre Income/Stc	20/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	178.05		178.05
											178.05
198	Interest Received	20/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.26		26.26
											26.26
169	Hall Hire	21/05/2026		Unity Trust Bank		Hall Hire	Scrubble Club	E	400.00		400.00
											400.00
170	Information Centre Income/Stc	21/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	363.23		363.23
											363.23
199	Interest Received	21/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank		26.26		26.26
											26.26
172	Hall Hire	22/05/2026		Unity Trust Bank		Halifax Community Banking Room Hire	Lloyds Banking Group PLC		1,440.00		1,440.00
											1,440.00
173	Hall Hire	22/05/2026		Unity Trust Bank		Lloyds Community Banoom Hire	Lloyds Banking Group PLC		1,440.00		1,440.00
											1,440.00
171	Information Centre Income/Stc	22/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	168.09		168.09
											168.09
200	Interest Received	22/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.26		26.26
											26.26
174	Information Centre Income/Stc	26/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	62.65		62.65
											62.65
201	Interest Received	26/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	105.05		105.05
											105.05
175	Information Centre Income/Stc	27/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	106.09		106.09
											106.09
202	Interest Received	27/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.27		26.27
											26.27
148	VAT	27/05/2026		Unity Trust Bank		VAT Refund	HMRC Cumbernauld	R		52,964.23	52,964.23
176	Allotments Control Account	27/05/2026		Unity Trust Bank							
176	Allotments Control Account	27/05/2026		Unity Trust Bank							

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
177	Allotments Control Account	27/05/2026		Unity Trust Bank							
177	Allotments Control Account	27/05/2026		Unity Trust Bank							
178	Information Centre Income/Stc	28/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	387.05		387.05
											387.05
203	Interest Received	28/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.27		26.27
											26.27
179	Information Centre Income/Stc	29/05/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	404.40		404.40
											404.40
204	Interest Received	29/05/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.27		26.27
											26.27
								Total	587,667.22	52,964.23	640,631.45

Witham Town Council

24 June 2026 (2025 - 2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1725	Town Hall	02/03/2026		Lloyds Credit Card		RM500 LYRECO PAPER A4 80G	LYRECO UK LIMITED	S			
1537	Town Hall Development	02/03/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	76.00		76.00
											76.00
1538	Equipment Supplies & Mainten:	02/03/2026		Unity Trust Bank		De-Icing Salt, Extension Lead, Screwfix/	KINGFISHER PLC	S	14.98	3.00	17.98
1538	Equipment Supplies & Mainten:	02/03/2026		Unity Trust Bank		De-Icing Salt, Extension Lead, F Screwfix/	KINGFISHER PLC	S	19.82	3.96	23.78
1538	Equipment Supplies & Mainten:	02/03/2026		Unity Trust Bank		De-Icing Salt, Extension Lead, F&Screwfix/	KINGFISHER PLC	S	13.15	2.63	15.78
1538	Equipment Supplies & Mainten:	02/03/2026		Unity Trust Bank		De-Icing Salt, E Saw, Pruning SScrewfix/	KINGFISHER PLC		126.64	25.33	151.97
1538	Equipment Supplies & Mainten:	02/03/2026		Unity Trust Bank		De-Icing Salt, Extension Lead, FScrewfix/	KINGFISHER PLC		22.47	4.50	26.97
											236.48
1724	New Events & Events Improvm	02/03/2026		Lloyds Credit Card		Advertising Banners Bid of Culture					
1726	CCTV	02/03/2026		Lloyds Credit Card		Trail Camera with Night Vision					
1728	Town Hall	03/03/2026		Lloyds Credit Card		Milk British S/Skim					
1539	Information Centre & Administu	03/03/2026		Unity Trust Bank		Base Service			22.00	4.40	26.40
											26.40
1540	Information Centre & Administu	03/03/2026		Unity Trust Bank		Charges			6.99	1.40	8.39
											8.39
1541	Information Centre Stock	03/03/2026		Unity Trust Bank		Gift Vouchers	Yaxley Hair & Beauty	X	50.00		50.00
											50.00
1727	Equipment Supplies & Mainten:	03/03/2026		Lloyds Credit Card		Handy 90L Electric Cement MixerToolstation/	TRAVIS PERKINS PLC				
						Vouchers					
1542	Information Centre Stock	04/03/2026		Unity Trust Bank			Yaxley Hair & Beauty	X	50.00		50.00
											50.00
1548	Information Centre Stock	04/03/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	210.00		210.00
											210.00
1549	Information Centre Stock	04/03/2026		Unity Trust Bank		Tickets sale	National Express Limited	E	459.02		459.02
											459.02
1551	Information Centre Stock	04/03/2026		Unity Trust Bank		Doggy Waste Bags	KEMPCO LTD	S	117.40	23.48	140.88
											140.88
1552	Payroll Charges	04/03/2026		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	114.00	22.80	136.80
											136.80
1555	Information Centre Stock	04/03/2026		Unity Trust Bank		Tickets sale	WAOS	X	1,223.80		1,223.80
											1,223.80
1729	IT	04/03/2026		Lloyds Credit Card		ReQuestAPlan	TERRAQUEST SOLUTIONS	S			

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1543	Community Grant Aid	04/03/2026		Unity Trust Bank		Grant Awarded	Friends of Witham St John	X	3,500.00		3,500.00
											3,500.00
1544	Community Grant Aid	04/03/2026		Unity Trust Bank		Grant Awarded	Witham Hub	X	2,516.00		2,516.00
											2,516.00
1545	Safer Streets Control Account	04/03/2026		Unity Trust Bank		Waterproof Uniform	Paul Wiseman	X	107.99		107.99
											107.99
1546	Year End / Prepayments	04/03/2026		Unity Trust Bank		Sound Equipment, DJ Music	Love it Entertainment Limit	X	525.00		525.00
											525.00
1547	Dog & Bench Schemes	04/03/2026		Unity Trust Bank		Carcassing Timbers, Sand, Cen	E H SMITH (BUILDERS	S	41.70	8.34	50.04
1547	Dog & Bench Schemes	04/03/2026		Unity Trust Bank		Carcassing Timbers, Sand, Cen	E H SMITH (BUILDERS	S	86.70	17.34	104.04
											154.08
1550	River Walk	04/03/2026		Unity Trust Bank		Footpath Improvements	T LOUGHMAN & CO LIMITI	S	431.81	86.36	518.17
											518.17
1553	Witham in Bloom	04/03/2026		Unity Trust Bank		Structural Testing 22 columns ,	RAMPS INSTALLATIONS LTD	S	990.00	198.00	1,188.00
											1,188.00
1554	Year End / Prepayments	04/03/2026		Unity Trust Bank		Hire of Portaloo	Frankie Martin/ Plastic Loo's	X	350.00		350.00
											350.00
1556	Fleet	04/03/2026		Unity Trust Bank		Vehicle Maintenance	SAS Vehicle/ STUART SAPIANO		35.00		35.00
1556	Fleet	04/03/2026		Unity Trust Bank		Vehicle Maintenance	Vehicle/ STUART SAPIANOSAS		16.67	3.33	20.00
1556	Fleet	04/03/2026		Unity Trust Bank		Vehicle Maintenance	Vehicle/ STUART SAPIANOSAS		25.00	5.00	30.00
1556	Fleet	04/03/2026		Unity Trust Bank		Vehicle Maintenance	Vehicle/ STUART SAPIANOSAS		20.00	4.00	24.00
1556	Fleet	04/03/2026		Unity Trust Bank		Vehicle Maintenance	Vehicle/ STUART SAPIANOSAS		182.39	36.48	218.87
1556	Fleet	04/03/2026		Unity Trust Bank		Vehicle Maintenance	Vehicle/ STUART SAPIANO		385.91	77.18	463.09
											790.96
1557	Member's Grant Scheme	04/03/2026		Unity Trust Bank		Councillors Grant Awarded	Witham PCC	X	400.00		400.00
											400.00
1558	Carnival Grant	04/03/2026		Unity Trust Bank		Grant Awarded	Witham Carnival Association	X	8,000.00		8,000.00
											8,000.00
1559	Telephones	05/03/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMATIONS		187.20	37.44	224.64
											224.64
1560	CCTV	05/03/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	45.75	9.15	54.90
											54.90
1730	Town Hall	06/03/2026		Lloyds Credit Card		Secure Flash Memory Drive	SIM DISTRIBUTORS LTD	S			
1731	Town Hall	06/03/2026		Lloyds Credit Card		Cling Film, Spontex Wash Ups	TESCO PLC	E			
1732	Town Hall	06/03/2026		Lloyds Credit Card		Paper Banner Retirement	CardFactory	E			
1733	Town Hall	06/03/2026		Lloyds Credit Card		Instant Coffee	AMAZON EU SARL	Z			

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1734	Stationery	06/03/2026		Lloyds Credit Card		Envelopes Peel & Seal Paper	AMAZON EU SARL	S			
1561	Admin Salaries, NI & LGPS	09/03/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	125.51		125.51
1561	Admin Salaries, NI & LGPS	09/03/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,362.83		6,362.83
											6,488.34
1562	Admin Salaries, NI & LGPS	09/03/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	6,190.76		6,190.76
											6,190.76
1600	Travel Expenses	09/03/2026		Lloyds Current Account		Travel to University	TrainPal	E	89.59		89.59
											89.59
1567	Town Hall	09/03/2026		Unity Trust Bank		Service Alarm, New ExtinguishersD & G FIRE LIMITED		S	1,229.40	245.88	1,475.28
											1,475.28
1582	Postage	09/03/2026		Unity Trust Bank		Postage	PITNEY BOWES LTD	Z	100.00		100.00
											100.00
1601	Town Hall	09/03/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.75		1.75
											1.75
1603	Town Hall	09/03/2026		Lloyds Current Account		Extension Leads with protection	EXTRASTAR ELECTRICAL L	S	9.16	1.83	10.99
											10.99
1604	Town Hall	09/03/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
											1.35
1606	Town Hall	09/03/2026		Lloyds Current Account		Weekly Planner with Marker	REYON LTD	S	3.73	0.75	4.48
											4.48
1607	Town Hall	09/03/2026		Lloyds Current Account		92 Pieces Small First Aid Kit	AMAZON EU SARL	S	8.16	1.63	9.79
											9.79
1608	Town Hall	09/03/2026		Lloyds Current Account		Border Biscuits 100 Packs	UNIVERSAL PRODUCT SOLUTIONS LIMITED		28.54		28.54
											28.54
1609	Town Hall	09/03/2026		Lloyds Current Account		Disinfectant Concentrates	PENNGUIN LIMITED	S	16.93	3.39	20.32
											20.32
1610	Town Hall	09/03/2026		Lloyds Current Account		Instant Coffee Sachets 8x15.0g	AMAZON EU SARL	Z	11.01		11.01
											11.01
1611	Town Hall	09/03/2026		Lloyds Current Account		Heavy Duty Tape Dispenser	FRANK BERRY(OFFICE SUF	S	6.42	1.28	7.70
											7.70
1612	Stationery	09/03/2026		Lloyds Current Account		A4 Lever Arch File mm Spine	Banner/ VOW EUROPE LTD	S	32.42	6.49	38.91
											38.91
1613	Town Hall	09/03/2026		Lloyds Current Account		Box File Foolscap Fits A4	PLASTOREG EASTLIGHT LI	S	41.22	8.25	49.47
											49.47
1614	Town Hall	09/03/2026		Lloyds Current Account		Staple Remover	SEND IT BY LTD	S	6.73	1.35	8.08
											8.08
1616	Town Hall	09/03/2026		Lloyds Current Account		Flammable Material Storage	THE WORKPLACE DEPOT L	S	134.99	27.00	161.99
											161.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1617	Stationery	09/03/2026		LLoyds Current Account		Ring Binder A4 Files	HARROW BUSINESS SERVICES LIMITED		23.32	4.67	27.99
											27.99
1618	Town Hall	09/03/2026		LLoyds Current Account		Permanent Markers	AMAZON EU SARL	S	6.88	1.38	8.26
											8.26
1619	Stationery	09/03/2026		LLoyds Current Account		A4 Lever Arch File, 75 mm Spir	AMAZON EU SARL	S	18.67	3.74	22.41
											22.41
1621	Stationery	09/03/2026		LLoyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	17.69	3.54	21.23
											21.23
1625	Town Hall	09/03/2026		LLoyds Current Account		Classic Hard Hat with Full Peak	AMAZON EU SARL	Z	8.19		8.19
											8.19
1626	Town Hall	09/03/2026		LLoyds Current Account		Milk British S/Skim	Morrisons	Z	2.70		2.70
											2.70
1627	Town Hall	09/03/2026		LLoyds Current Account		5 Tier A4 Mesh in Tray Office	AMAZON EU SARL	S	9.73	1.95	11.68
1627	Town Hall	09/03/2026		LLoyds Current Account		5 Tier A4 Mesh in Tray Office	AMAZON EU SARL	S	19.89	3.98	23.87
											35.55
1629	Town Hall	09/03/2026		LLoyds Current Account		Pack of 10 Black Biro Pens	AMAZON EU SARL	S	5.41	1.08	6.49
1629	Town Hall	09/03/2026		LLoyds Current Account		Pack of 10 Black Biro Pens	AMAZON EU SARL	S	9.48	1.90	11.38
1629	Town Hall	09/03/2026		LLoyds Current Account		Pack of 10 Black Biro Pens	AMAZON EU SARL	S	3.57	0.72	4.29
1629	Town Hall	09/03/2026		LLoyds Current Account		Pack of 10 Black Biro Pens	AMAZON EU SARL	S	3.15	0.63	3.78
1629	Town Hall	09/03/2026		LLoyds Current Account		Pack of 10 Black Biro Pens	AMAZON EU SARL	S	8.12	1.62	9.74
											35.68
1630	Town Hall	09/03/2026		LLoyds Current Account		Pencil Holder Multifunctional	EXERZ LIMITED	S	9.49	1.90	11.39
											11.39
1631	Town Hall	09/03/2026		LLoyds Current Account		Milk S/Skim, Tea Bags, Coffee	TESCO PLC	Z	24.30		24.30
											24.30
1632	Town Hall	09/03/2026		LLoyds Current Account		Splenda Minis	Morrisons	Z	1.50		1.50
											1.50
1633	Town Hall	09/03/2026		LLoyds Current Account		Heavy Duty Tape Dispenser	FRANK BERRY(OFFICE SUF	S	6.42	1.28	7.70
											7.70
1634	Town Hall	09/03/2026		LLoyds Current Account		Mortice Keys	Cobblers Witham	X	16.70		16.70
											16.70
1638	Town Hall	09/03/2026		LLoyds Current Account		ReQuestAPlan	TERRAQUEST SOLUTIONS	S	8.50	1.70	10.20
											10.20
1639	Town Hall	09/03/2026		LLoyds Current Account		Milk British S/Skim	Morrisons	Z	6.35		6.35
											6.35
1641	Town Hall	09/03/2026		LLoyds Current Account		Full planning & listed building c	PORTALPLANQUEST LIMIT	X	149.00		149.00
1641	Town Hall	09/03/2026		LLoyds Current Account		Full planning & listed building c	PORTALPLANQUEST LIMIT	S	70.83	14.17	85.00
											234.00
1642	Town Hall	09/03/2026		LLoyds Current Account		ReQuestAPlan	TERRAQUEST SOLUTIONS	S	8.00	1.60	9.60
											9.60

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1644 Town Hall	09/03/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	Z	4.45		4.45
1645 Town Hall	09/03/2026		Lloyds Current Account		8GB Secure360 256-3.0 USB	Banner/ VOW EUROPE LTD	S	10.57	2.12	12.69
1646 Town Hall	09/03/2026		Lloyds Current Account		Memory Stick	TESCO PLC	E	8.00		8.00
1561 Community Team - Salaries, NI	09/03/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,288.35		1,288.35
1562 Community Team - Salaries, NI	09/03/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,027.82		1,027.82
1564 IT	09/03/2026		Unity Trust Bank		Accountancy Software	Scribe/ STARBOARD SYSTEMS LIMITED		137.00	27.40	164.40
1568 Christmas Decorations	09/03/2026		Unity Trust Bank		Electricity for Christmas Lights	E.ON UK PLC	L	516.74	25.84	542.58
1570 Information Centre Stock	09/03/2026		Unity Trust Bank		Scented Candles	Paul Livermore / Scented C	X	9.45		9.45
1571 Information Centre Stock	09/03/2026		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legger	X	9.00		9.00
1572 Information Centre Stock	09/03/2026		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	32.40		32.40
1573 Information Centre Stock	09/03/2026		Unity Trust Bank		Children's Books	Anneka Demetriou/ Bubbleb		10.90		10.90
1574 Information Centre Stock	09/03/2026		Unity Trust Bank		Handmade Clay Earrings	Emily Puchowski Just Playing		10.80		10.80
1575 Information Centre Stock	09/03/2026		Unity Trust Bank		Wooden Bookmarks	Jacki Mundy	X	22.95		22.95
1576 Information Centre Stock	09/03/2026		Unity Trust Bank		Sewn Gifts	Karen Scott/ Felt Sew Crafty	X	25.20		25.20
1577 Information Centre Stock	09/03/2026		Unity Trust Bank		Knitted Gifts	Claire Keyes / Crafty Claire	X	21.60		21.60
1578 Information Centre Stock	09/03/2026		Unity Trust Bank		Knitted Gifts	Brenda Steele / Brenda's K	X	20.25		20.25
1579 Information Centre Stock	09/03/2026		Unity Trust Bank		Glass Gifts	Arthur Marshal / Arthur's Fus		17.55		17.55
1580 Information Centre Stock	09/03/2026		Unity Trust Bank		Grave Markers and Decorations	Donna Sayers	X	22.50		22.50
1628 IT	09/03/2026		Lloyds Current Account		OneDrive for business	MICROSOFT LIMITED	S	3.80	0.76	4.56
1643 IT	09/03/2026		Lloyds Current Account		Holiday Booking Software	TIMETASTIC LTD	S	20.40	4.08	24.48

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1737	IT	09/03/2026		Lloyds Credit Card		Holiday Booking Software	TIMETASTIC LTD	S			
1561	Operations - Salaries & NI & LC	09/03/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,338.82		3,338.82
1561	EMR Community Safety Staff C	09/03/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	864.48		864.48
											4,203.30
1562	EMR Community Safety Staff C	09/03/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	772.45		772.45
1562	Operations - Salaries & NI & LC	09/03/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,311.64		3,311.64
											4,084.09
1563	CCTV	09/03/2026		Unity Trust Bank		Hikvision 4MP ColorVu-Hybrid Turret Camera			258.83	51.76	310.59
											310.59
1565	Year End / Prepayments	09/03/2026		Unity Trust Bank		Annual Membership Fee	THE RURAL COMMUNITY COSINCIL OF ESSEX		136.50	27.30	163.80
											163.80
1566	Year End / Prepayments	09/03/2026		Unity Trust Bank		Vocalists for Music Festival	Emma Jackson	X	1,350.00		1,350.00
											1,350.00
1569	Dog & Bench Schemes	09/03/2026		Unity Trust Bank		Bench Georgian Steel, Brown	STREETMASTER (SOUTH WA&ES) LTD		1,071.00	214.20	1,285.20
1569	Dog & Bench Schemes	09/03/2026		Unity Trust Bank		Bench Georgian Steel, Brown	STREETMASTER (SOUTH WA&ES) LTD		1,071.00	214.20	1,285.20
											2,570.40
1581	Fleet	09/03/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		41.67	8.33	50.00
											50.00
1599	CCTV	09/03/2026		Lloyds Current Account		64GB 5-Pack SD Card UHS-Class Memory Card		S	49.15	9.83	58.98
											58.98
1602	Civic Receptions	09/03/2026		Lloyds Current Account		Tombola Draw Tickets Numbered	DIGITAL DOLLA LTD	S	6.62	1.33	7.95
											7.95
1605	CCTV	09/03/2026		Lloyds Current Account		Outdoor Bird DeterrentDevice	AMAZON EU SARL	S	9.20	1.84	11.04
											11.04
1615	Safer Streets Control Account	09/03/2026		Lloyds Current Account		Mobile Top Up	Hutchison/ VODAFONE GROUP SERVICES LIMITED		5.00	1.00	6.00
											6.00
1620	CCTV	09/03/2026		Lloyds Current Account		Outdoor Bird Deterrents Device	AMAZON EU SARL	S	10.28	2.06	12.34
											12.34
1622	Witham in Bloom	09/03/2026		Lloyds Current Account		Plants various	OLIVER NURSERIES LIMIT	X	33.94		33.94
											33.94
1623	Open Spaces General	09/03/2026		Lloyds Current Account		Pure Cotton T-Shirts	MARKS AND SPENCER P.L.	S	91.67	18.33	110.00
											110.00
1624	Witham in Bloom	09/03/2026		Lloyds Current Account		Plants various	J PARKER DUTCH BULBS (WBOLESALE) LIMITED		54.03	10.80	64.83
											64.83
1635	Community Special Constable F	09/03/2026		Lloyds Current Account		Police Car Stickers	AMAZON EU SARL	S	11.90	2.38	14.28
											14.28
1636	Community Special Constable F	09/03/2026		Lloyds Current Account		Easter Stickers for Kids	AMAZON EU SARL	S	27.55	5.51	33.06
1636	Community Special Constable F	09/03/2026		Lloyds Current Account		Easter Stickers for Kids	AMAZON EU SARL	S	15.36	3.07	18.43

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
											51.49
1637	Community Special Constable F	09/03/2026		Lloyds Current Account		Easter Stickers for Kids	AMAZON EU SARL	S	16.60	3.35	19.95
1637	Community Special Constable F	09/03/2026		Lloyds Current Account		Easter Stickers for Kids	AMAZON EU SARL	S	6.62	1.33	7.95
											27.90
1640	Equipment Supplies & Mainteni	09/03/2026		Lloyds Current Account		Fulmar Bomber Jacket	CHELMSFORD SAFETY SUPPLIES LIMITED		106.55	21.31	127.86
											127.86
1647	Civic Gesture	09/03/2026		Lloyds Current Account		Greetings Card	CardFactory	E	1.49		1.49
											1.49
1648	Safer Streets Control Account	09/03/2026		Lloyds Current Account		Next Day Business Cards	BLUETREE PRINT LIMITED	S	22.33	4.46	26.79
											26.79
1735	Civic Receptions	09/03/2026		Lloyds Credit Card		Cakes for Mayor's Civic Service	Morrisons	E			
1736	Civic Gesture	09/03/2026		Lloyds Credit Card		Cakes for Mayor's Civic Service	TESCO PLC	E			
1690	Town Hall	10/03/2026		Unity Trust Bank		Intruder Alarm System	CHUBB GROUP LIMITED	S	-219.48	-43.90	-263.38
											-263.38
1691	Town Hall	10/03/2026		Unity Trust Bank		Access Control System	CHUBB GROUP LIMITED	S	171.97	34.39	206.36
											206.36
1738	Charges	10/03/2026		Lloyds Credit Card		Title register and title plan	GOV.UK	X			
1692	Year End / Prepayments	10/03/2026		Unity Trust Bank		Debtor due to an overpayment	CHUBB GROUP LIMITED	S	47.52	9.50	57.02
											57.02
1740	Stationery	11/03/2026		Lloyds Credit Card		Piece of Folder Paper	CardFactory	E			
1744	Stationery	11/03/2026		Lloyds Credit Card		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S			
1745	Stationery	11/03/2026		Lloyds Credit Card		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S			
1746	Stationery	11/03/2026		Lloyds Credit Card		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S			
1747	Stationery	11/03/2026		Lloyds Credit Card		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S			
1742	Office Equipment	11/03/2026		Lloyds Credit Card		Contour25 Folding Tables	EQUIP4WORK LTD	S			
1739	Community Special Constable F	11/03/2026		Lloyds Credit Card		Game Banner with 4 Bean Bags	AMAZON EU SARL	S			
1741	CCTV	11/03/2026		Lloyds Credit Card		32 GB USB 3.	Amazon EU SARL	S			
1585	Town Hall	12/03/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE		21.00	4.20	25.20
											25.20

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1589 Town Hall	12/03/2026		Unity Trust Bank		Standard Boiler Service	ASSURED HEATING ESSEX	S	90.00	18.00	108.00
										108.00
1592 Town Hall	12/03/2026		Unity Trust Bank		Lift Servicing	EASTERN LIFT SERVICES L	S	286.26	57.25	343.51
										343.51
1749 Town Hall	12/03/2026		Lloyds Credit Card		Green Tea, Hot Chocolate	TESCO PLC	E			
1583 Information Centre & Administ	12/03/2026		Unity Trust Bank		Charges	American Express	X	1.54		1.54
										1.54
1584 Information Centre & Administ	12/03/2026		Unity Trust Bank		Office Screens	Panel Warehouse/ PINWOOD ASSOCIATES LIMITED	D		63.02	378.12
										378.12
1587 Insurance	12/03/2026		Unity Trust Bank		Fidelity Insurance Increased	James Hallam Ltd	E	103.37		103.37
										103.37
1588 Information Centre Stock	12/03/2026		Unity Trust Bank		Green Compostable Bin Liner	ESSEX SUPPLIES LTD	S	165.00	33.00	198.00
										198.00
1591 Information Centre Stock	12/03/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	451.25		451.25
										451.25
1586 Town Hall Development	12/03/2026		Unity Trust Bank		Service Charge	BORNO CHEMISTS LIMITED	Z	601.11		601.11
										601.11
1590 VE Day	12/03/2026		Unity Trust Bank		Caledonian Pipe Band	Essex Caledonian Pipe Band	E	600.00		600.00
1590 Remembrance	12/03/2026		Unity Trust Bank		Caledonian Pipe Band	Essex Caledonian Pipe Band	E	250.00		250.00
										850.00
1593 Dog & Bench Schemes	12/03/2026		Unity Trust Bank		Carcassing Timbers, Sand, Cen	E H SMITH (BUILDERS	S	76.85	15.37	92.22
1593 Dog & Bench Schemes	12/03/2026		Unity Trust Bank		Carcassing Timbers, Sand, Cen	E H SMITH (BUILDERS	S	31.55	6.31	37.86
										130.08
1594 James Cooke Wood	12/03/2026		Unity Trust Bank		Wooden Sign	ALLEN STICHLER	X	450.00		450.00
										450.00
1595 Civic Gesture	12/03/2026		Unity Trust Bank		Hall Hire	Witham PCC	X	43.75		43.75
										43.75
1596 Tree Planting	12/03/2026		Unity Trust Bank		Round Fence Post 2.4m x 60mm	ORIGIN UK OPERATIONS L	S	169.48	33.90	203.38
										203.38
1597 Year End / Prepayments	12/03/2026		Unity Trust Bank		Performances at Street Festival	Applause Rural Touring	X	5,345.00		5,345.00
										5,345.00
1748 Community Special Constable F	12/03/2026		Lloyds Credit Card			AMAZON EU SARL	S			
1748 Community Special Constable F	12/03/2026		Lloyds Credit Card		Easters Bunny Balloon,	AMAZON EU SARL	S			
1748 Community Special Constable F	12/03/2026		Lloyds Credit Card		Easters Bunny Balloon,	AMAZON EU SARL	S			
1748 Community Special Constable F	12/03/2026		Lloyds Credit Card		Easters Bunny Balloon,	AMAZON EU SARL	S			
1748 Community Special Constable F	12/03/2026		Lloyds Credit Card		Easters Bunny Balloon,	AMAZON EU SARL	S			
1743 Year End / Prepayments	12/03/2026		Lloyds Credit Card		Drag Queen Deposit for	Boogieland	X			

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1751 Postage	13/03/2026		Lloyds Credit Card		Sending Memory stick	ROYAL MAIL GROUP LTD	E			
1598 Information Centre & Administ	13/03/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	57.59		57.59
1598 Information Centre & Administ	13/03/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	14.54		14.54
										72.13
1652 Gas	16/03/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		419.13	83.83	502.96
										502.96
1649 Safer Streets Control Account	16/03/2026		Unity Trust Bank		Mobile Top Up	Hutchison/ VODAFONE GROUP SERVICES LIMITED		17.00	3.40	20.40
										20.40
1650 Lighting Maintenance & Utility	16/03/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		-42.80	-2.14	-44.94
1650 Lighting Maintenance & Utility	16/03/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		-0.49	-0.10	-0.59
										-45.53
1651 Lighting Maintenance & Utility	16/03/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		70.26	3.51	73.77
										73.77
1753 Town Hall	17/03/2026		Lloyds Credit Card		Reliance Medical Eye Wash Station	Banner/ VOW EUROPE LTD	S			
1754 Town Hall	17/03/2026		Lloyds Credit Card		Milk British S/Skim	Morrisons	E			
1666 Fleet	17/03/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		41.67	8.33	50.00
										50.00
1752 CCTV	17/03/2026		Lloyds Credit Card		AA Batteries (48 Pack) - 1.5V	AMAZON EU SARL	S			
1755 Staff - Conferencing/Training	18/03/2026		Lloyds Credit Card		The Purple Guide Subscription	THE EVENTS INDUSTRY FORUM LTD				
1756 Year End / Prepayments	18/03/2026		Lloyds Credit Card		Easter Eggs for Easter Trail	TESCO PLC	S			
1667 Town Hall	19/03/2026		Unity Trust Bank		Lift Servicing	EASTERN LIFT SERVICES LTD	S	131.75	26.35	158.10
										158.10
1670 Information Centre Stock	19/03/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	857.85		857.85
										857.85
1671 Information Centre Stock	19/03/2026		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	Z	286.67		286.67
										286.67
1757 Information Centre & Administ	19/03/2026		Lloyds Credit Card		TV Licence for Info Centre	TV Licensing	E			
1669 River Walk	19/03/2026		Unity Trust Bank		Soluform Bagwork	B S SPECIALIST PRODUCTS	S	363.86	72.77	436.63
										436.63
1672 Member's Grant Scheme	19/03/2026		Unity Trust Bank		Councillors Grant Awarded	Witham Chess Club	X	500.00		500.00
										500.00
1668 Year End / Prepayments	19/03/2026		Unity Trust Bank		Balloon Arch	Heydi Alvarado	X	265.00		265.00
										265.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1653	Admin Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1654	Admin Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1655	Admin Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1656	Admin Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1657	Admin Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1658	Admin Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1665	Admin Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1673	Electricity	20/03/2026		Unity Trust Bank		Electricity					
1674	Community Team - Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1675	Community Team - Salaries, NI & LGPS	20/03/2026		Unity Trust Bank		March Payroll					
1659	Operations - Salaries & NI & LC	20/03/2026		Unity Trust Bank		March Payroll					
1660	Operations - Salaries & NI & LC	20/03/2026		Unity Trust Bank		March Payroll					
1661	Operations - Salaries & NI & LC	20/03/2026		Unity Trust Bank		March Payroll					
1662	Operations - Salaries & NI & LC	20/03/2026		Unity Trust Bank		March Payroll					
1663	Operations - Salaries & NI & LC	20/03/2026		Unity Trust Bank		March Payroll					
1664	EMR Community Safety Staff C	20/03/2026		Unity Trust Bank		March Payroll					
1758	Town Hall	23/03/2026		Lloyds Credit Card		Room Diffuser Sticks Fragrance	PIENNGUIN LIMITED	S			
1676	Lighting Maintenance & Utility	23/03/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	257.65	12.88	270.53
1677	Lighting Maintenance & Utility	23/03/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	234.20	11.71	245.91
1760	Town Hall	24/03/2026		Lloyds Credit Card		Milk British S/Skim	Morrisons	E			245.91

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1761	Town Hall	24/03/2026		Lloyds Credit Card		Waterproof Vinyl - Black Number	AMAZON EU SARL	S			
1759	Civic Receptions	24/03/2026		Lloyds Credit Card		Plants for Mayor's Civic Service	OLIVER NURSERIES LIMIT	S			
1763	Town Hall	25/03/2026		Lloyds Credit Card		Large Capacity Dustpan	AMAZON EU SARL	S			
1765	Town Hall	25/03/2026		Lloyds Credit Card		Milk British S/Skim	Morrisons	E			
1768	Town Hall	25/03/2026		Lloyds Credit Card		Correction Tape Pocket 10 m	LINK WHOLESALERS LTD	S			
1762	Equipment Supplies & Mainteni	25/03/2026		Lloyds Credit Card		2 Pack Thick Soft Garden Pad	JARA TRADING LTD	S			
1766	Community Special Constable F	25/03/2026		Lloyds Credit Card		Vegetarian Mixed Sweets	AMAZON EU SARL	S			
1767	Community Special Constable F	25/03/2026		Lloyds Credit Card		Vegetarian Mixed Sweets	AMAZON EU SARL	S			
1764	Year End / Prepayments	25/03/2026		Lloyds Credit Card		Stuff for Music Fest	FABS	X			
1686	Travel Expenses	26/03/2026		Unity Trust Bank		Travel to Conference	Sarah Puckey	X	18.23		18.23
1680	Town Hall	26/03/2026		Unity Trust Bank		Office Clean	Karen Woods	X	80.00		80.00
1687	Town Hall	26/03/2026		Unity Trust Bank		Construction	A & C DEVELOPMENTS (UK) LTD		1,120.00	224.00	1,344.00
1688	Town Hall	26/03/2026		Unity Trust Bank		Supply & Fit New Mechanism	ABSOLUTE OFFICE SOLUTIONS LI MITED		394.00	78.80	472.80
1770	Town Hall	26/03/2026		Lloyds Credit Card		Milk British S/Skim	Morrisons	E			
1681	Information Centre Stock	26/03/2026		Unity Trust Bank		Tickets sale	Witham Choral Society	X	94.50		94.50
1683	IT	26/03/2026		Unity Trust Bank		Workstation monitoring	MAXED IT LIMITED	S	24.00	4.80	28.80
1769	Information Centre & Administi	26/03/2026		Lloyds Credit Card		Velcro for Info Centre	Rag Tag & Bobtail	X			
1678	River Walk	26/03/2026		Unity Trust Bank		Refund	B S SPECIALIST PRODUCT	S	-20.00	-4.00	-24.00
1679	Newsletter & Publications	26/03/2026		Unity Trust Bank		Witham Voice	Sudburyprint Group	Z	1,554.00		1,554.00
1679	Newsletter & Publications	26/03/2026		Unity Trust Bank		Witham Voice	Sudburyprint Group	Z	93.00		93.00
											1,647.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1682	James Cooke Wood	26/03/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	21.00	4.20	25.20
1682	Waste Disposal	26/03/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COU	S	21.00	4.20	25.20
											50.40
1684	Dog Bin Maintenance	26/03/2026		Unity Trust Bank		Dog Waste Bin	BROXAP LIMITED	S	455.00	91.00	546.00
											546.00
1685	Member's Grant Scheme	26/03/2026		Unity Trust Bank		Councillors Grant Awarded	Kinetix Academy CIC	X	1,000.00		1,000.00
											1,000.00
1689	Photocopying	27/03/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	55.59	11.12	66.71
											66.71
1771	Stationery	27/03/2026		Lloyds Credit Card		Laminating Pouches Glossy	AMAZON EU SARL	S			
1693	Town Hall	30/03/2026		Unity Trust Bank		Repair Table in Chamber	R&S Carpenter/ KEITH RICE & SON LTD		180.00	36.00	216.00
											216.00
1694	Information Centre Stock	30/03/2026		Unity Trust Bank		Maps Witham Through Time	Outstanding Map Distribut	Z	353.70		353.70
											353.70
1698	Information Centre Stock	30/03/2026		Unity Trust Bank		Tickets sale	Witham Dramatic Club	X	197.60		197.60
											197.60
1699	Information Centre Stock	30/03/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	203.50		203.50
											203.50
1695	Member's Grant Scheme	30/03/2026		Unity Trust Bank		Councillors Grant Awarded	Witham Hockey Club	X	500.00		500.00
											500.00
1697	River Walk	30/03/2026		Unity Trust Bank		Blended Loam Topsoil	E H SMITH (BUILDERS	S	88.95	17.79	106.74
1697	River Walk	30/03/2026		Unity Trust Bank		Blended Loam Topsoil	E H SMITH (BUILDERS	S	57.45	11.49	68.94
											175.68
1700	Member's Grant Scheme	30/03/2026		Unity Trust Bank		Councillors Grant Awarded	Witham Hangout Youth Clu	X	1,500.00		1,500.00
											1,500.00
1701	Newsletter & Publications	30/03/2026		Unity Trust Bank		Newsletter Delivery	ROYAL MAIL GROUP LTD	S	1,376.08	275.22	1,651.30
1701	Newsletter & Publications	30/03/2026		Unity Trust Bank		Newsletter Delivery	ROYAL MAIL GROUP LTD	X	4.13		4.13
											1,655.43
1696	Year End / Prepayments	30/03/2026		Unity Trust Bank		Road closure application fee	BRAINTREE DISTRICT COU	Z	497.30		497.30
											497.30
1772	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Eggs for Easter Trail	TESCO PLC	S			
1773	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Table Decorations	AMAZON EU SARL	S			
1773	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Table Decorations	AMAZON EU SARL	S			
1773	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Table Decorations	AMAZON EU SARL	S			
1774	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Table Decorations	GOCABLETTIES LTD	S			

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total	
1775	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Table Decorations	AMAZON EU SARL	S				
1775	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Table Decorations	AMAZON EU SARL	S				
1775	Year End / Prepayments	30/03/2026		Lloyds Credit Card		Easter Table Decorations	AMAZON EU SARL	S				
1778	Town Hall	31/03/2026		Lloyds Credit Card		High Capacity Toner Cartridge	CARTRIDGE SAVE LIMITED	S				
1779	Town Hall	31/03/2026		Lloyds Credit Card		Milk British S/Skim	Morrisons	E				
1780	Town Hall	31/03/2026		Lloyds Credit Card		Rotating Mesh Literature Stand	INDIGO DISPLAYS LIMITED	S				
1703	Charges	31/03/2026		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	40.80		40.80	
1704	Charges	31/03/2026		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	30.10		30.10	
											30.10	
1777	Office Equipment	31/03/2026		Lloyds Credit Card		Shelving Unit White Oak Effect	IKEA LIMITED	S				
1702	Fleet	31/03/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		40.47	8.10	48.57	
											48.57	
1750	Lloyds Credit Card Account	31/03/2026		Lloyds Credit Card		Balance Transfer	Lloyds Bank	X				
1776	Equipment Supplies & Mainten:	31/03/2026		Lloyds Credit Card		Paint Mini Roller Kit Foam	AMAZON EU SARL	S				
1781	Equipment Supplies & Mainten:	31/03/2026		Lloyds Credit Card		Sandpaper Assorted for Polishing	AMAZON EU SARL	S				
1781	Equipment Supplies & Mainten:	31/03/2026		Lloyds Credit Card		Sandpaper Assorted for Polishing	AMAZON EU SARL	S				
1781	Equipment Supplies & Mainten:	31/03/2026		Lloyds Credit Card		Sandpaper Assorted for Polishing	AMAZON EU SARL	S				
1782	Equipment Supplies & Mainten:	31/03/2026		Lloyds Credit Card		Plastic Dust Sheets for Decorating	AXDON GROUP LIMITED	S				
1783	Equipment Supplies & Mainten:	31/03/2026		Lloyds Credit Card		Metal Paint - Dark Green Finish	A&S LIGHTING LIMITED	S				
1784	Lloyds Credit Card Account	31/03/2026		Lloyds Credit Card		Balance Transfer	Lloyds Bank	X				
1785	Lloyds Credit Card Account	31/03/2026		Lloyds Credit Card		Balance Transfer	Lloyds Bank	X				
									Total	104,550.81	2,916.51	107,467.32

Witham Town Council

24 June 2026 (2026-2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
4	Town Hall	01/04/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	990.00		990.00
											990.00
14	Town Hall	01/04/2026		Unity Trust Bank		Trade waste - fees	BRAINTREE DISTRICT COU	Z	539.11		539.11
14	Town Hall	01/04/2026		Unity Trust Bank		Trade waste - fees	BRAINTREE DISTRICT COU	Z	147.95		147.95
											687.06
3	Staff - Conferencing/Training	01/04/2026		Unity Trust Bank		Community Governance Level 6	SLCC The Society of Local Council Clerks		3,400.00		3,400.00
											3,400.00
110	Affiliation Fees	01/04/2026		Lloyds Current Account		Annual Membership Fee	Witham and Country	X	25.00		25.00
											25.00
111	Affiliation Fees	01/04/2026		Lloyds Current Account		Annual Membership Fee	Witham and Country	X	-25.00		-25.00
											-25.00
13	Dog Show	01/04/2026		Unity Trust Bank		Winning Rosettes for Dog Show	Winning Ribbons Ltd	X	76.25		76.25
											76.25
1	Town Hall Development	01/04/2026		Unity Trust Bank		Rent for Office 3 & 5	BORNO CHEMISTS LIMITED E		520.00		520.00
											520.00
2	Town Hall Development	01/04/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	107.81		107.81
											107.81
5	Town Hall Development	01/04/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COU	X	83.80		83.80
											83.80
6	Year End Creditor	01/04/2026		Unity Trust Bank		Fire & Smoke Door Seals White	Screwfix/ KINGFISHER PLC	S	112.50	22.50	135.00
											135.00
7	Year End Creditor	01/04/2026		Unity Trust Bank		Smith & Locke Camlock 30mm	Screwfix/ KINGFISHER PLC	S	9.74	1.95	11.69
											11.69
8	Year End Creditor	01/04/2026		Unity Trust Bank		TurboGold Woodscrews 1000Pc	Screwfix/ KINGFISHER PLC	S	23.32	4.67	27.99
											27.99
9	Year End Creditor	01/04/2026		Unity Trust Bank		POLISHED CHROME 75MM BB	Screwfix/ KINGFISHER PLC	S	17.55	3.52	21.07
											21.07
10	Year End Creditor	01/04/2026		Unity Trust Bank		Posts, Timbers, Concrete	E H SMITH (BUILDERS	S	449.35	89.87	539.22
											539.22
11	Year End Creditor	01/04/2026		Unity Trust Bank		Stuff for Cleaning	VIKING OFFICE UK LIMITE	S	618.33	123.68	742.01
											742.01
12	Year End Creditor	01/04/2026		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	129.20	25.84	155.04
											155.04
14	Waste Disposal	01/04/2026		Unity Trust Bank		Trade waste - fees	BRAINTREE DISTRICT COU	Z	83.22		83.22
											83.22
15	Year End Creditor	01/04/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	1,101.12		1,101.12
											1,101.12
17	Information Centre & Administi	02/04/2026		Unity Trust Bank		Base Service	MARKET PLACE MERCHANT SOLUTIONS LTD		22.00	4.40	26.40
											26.40

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
16	Year End Creditor	02/04/2026		Unity Trust Bank		Service Charge	MARKET PLACE MERCHANT SOLUTIONS LTD		6.99	1.40	8.39
											8.39
21	Admin Salaries, NI & LGPS	07/04/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	129.69		129.69
21	Admin Salaries, NI & LGPS	07/04/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,750.64		6,750.64
											6,880.33
22	Admin Salaries, NI & LGPS	07/04/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	6,727.09		6,727.09
											6,727.09
19	Photocopying	07/04/2026		Unity Trust Bank		Rental Payments	GRENKE LEASING LIMITED	S	378.00	75.60	453.60
											453.60
21	Community Team - Salaries, NI & LGPS	07/04/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,288.35		1,288.35
21	Community Team - Salaries, NI & LGPS	07/04/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	864.48		864.48
21	Operations - Salaries & NI & LC	07/04/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,338.82		3,338.82
											5,491.65
22	Operations - Salaries & NI & LC	07/04/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,286.27		3,286.27
22	Community Team - Salaries, NI & LGPS	07/04/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	772.25		772.25
22	Community Team - Salaries, NI & LGPS	07/04/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,028.02		1,028.02
											5,086.54
208	Easter Quest	07/04/2026		LLoyds Current Account		Peter Rabbit Mascot Costume	Eventmascots	X	65.00		65.00
											65.00
238	Music Event	07/04/2026		LLoyds Current Account		Drag Queen Deposit for Music Event	BoogieLand	X	85.00		85.00
											85.00
18	Year End Creditor	07/04/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICATIONS PUBLIC LIMITED COMPANY		188.83	37.77	226.62
											226.62
20	Year End Creditor	07/04/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	45.75	9.15	54.90
											54.90
200	Year End Creditor	07/04/2026		LLoyds Current Account		Card 32GB 5-Pack, 64GB SDXC	AMAZON EU SARL	S	68.72	13.74	82.46
											82.46
201	Year End Creditor	07/04/2026		LLoyds Current Account		Sending Memory stick to	ROYAL MAIL GROUP LTD	E	9.25		9.25
											9.25
202	Year End Creditor	07/04/2026		LLoyds Current Account		Easter Mini Scratch Art	Kids Party Craft	X	146.00		146.00
											146.00
203	Year End Creditor	07/04/2026		LLoyds Current Account		Mini Eco-Friendly Unicorn Art Set	XENON GROUP LIMITED	S	125.00	25.00	150.00
											150.00
204	Year End Creditor	07/04/2026		LLoyds Current Account		Keys Cutting	Cobblers Witham	X	8.20		8.20
											8.20
205	Year End Creditor	07/04/2026		LLoyds Current Account		Milk British S/Skim	Morrisons	X	1.35		1.35
											1.35
206	Year End Creditor	07/04/2026		LLoyds Current Account		Coloured Dot Stickers Stick	AMAZON EU SARL	S	7.57	1.51	9.08
											9.08

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
207	Year End Creditor	07/04/2026		LLoyds Current Account		Pure Green Tea	TESCO PLC	E	12.00		12.00
											12.00
209	Year End Creditor	07/04/2026		LLoyds Current Account		Sending Memory stick to	ROYAL MAIL GROUP LTD	E	9.25		9.25
											9.25
210	Year End Creditor	07/04/2026		LLoyds Current Account		Granulated Sugar - White -	EVERYDAY MARKET LTD	Z	9.49		9.49
											9.49
211	Year End Creditor	07/04/2026		LLoyds Current Account		Pack of 10 Black Biro Ballpoint	AMAZON EU SARL	S	6.64	1.34	7.98
											7.98
212	Year End Creditor	07/04/2026		LLoyds Current Account		Vehicle Tax 12 month Reg		X	347.50		347.50
											347.50
213	Year End Creditor	07/04/2026		LLoyds Current Account		Keys Cutting	Cobblers Witham	X	8.20		8.20
											8.20
214	Year End Creditor	07/04/2026		LLoyds Current Account		Milk British S/Skim	Morrisons	E	3.10		3.10
											3.10
215	Year End Creditor	07/04/2026		LLoyds Current Account		Moss killer 5 Litre	ASSURED PRODUCTS LIM	S	16.62	3.32	19.94
											19.94
216	Year End Creditor	07/04/2026		LLoyds Current Account		Strong Tie Handle Pedal	KORDIS LTD	S	10.28	2.06	12.34
											12.34
217	Year End Creditor	07/04/2026		LLoyds Current Account		Medical First Aid Foil	JFA MEDICAL LIMITED	S	9.68	1.94	11.62
											11.62
218	Year End Creditor	07/04/2026		LLoyds Current Account		Canva Pro Solo	CANVA PTY LTD	S	83.33	16.66	99.99
											99.99
219	Year End Creditor	07/04/2026		LLoyds Current Account		Advertising Banners Bid	PIXARTPRINTING SPA	S	82.29	16.46	98.75
											98.75
220	Year End Creditor	07/04/2026		LLoyds Current Account		RM500 LYRECO PAPER A4	LYRECO UK LIMITED	S	51.40	10.28	61.68
											61.68
221	Year End Creditor	07/04/2026		LLoyds Current Account		Trail Camera with Night Vision	LYRECO UK LIMITED	S	204.18	40.86	245.04
											245.04
222	Year End Creditor	07/04/2026		LLoyds Current Account		Handy 90L Electric Cement	Toolstation/ TRAVIS PERKINS	PLC	229.15	45.83	274.98
											274.98
223	Year End Creditor	07/04/2026		LLoyds Current Account		Milk British S/Skim	Morrisons	E	3.10		3.10
											3.10
224	Year End Creditor	07/04/2026		LLoyds Current Account		ReQuestAPlan	TERRAQUEST SOLUTIONS	S	8.00	1.60	9.60
											9.60
225	Year End Creditor	07/04/2026		LLoyds Current Account		Secure Flash Memory Drive	SIM DISTRIBUTORS LTD	S	13.49	2.70	16.19
											16.19
226	Year End Creditor	07/04/2026		LLoyds Current Account		Cling Film, Spontex Wash Ups	TESCO PLC	E	9.90		9.90
											9.90
227	Year End Creditor	07/04/2026		LLoyds Current Account		Paper Banner Retirement	CardFactory	X	7.26		7.26
											7.26

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
228	Year End Creditor	07/04/2026		Lloyds Current Account		Instant Coffee	AMAZON EU SARL	E	15.49		15.49
											15.49
229	Year End Creditor	07/04/2026		Lloyds Current Account		Envelopes Peel & Seal White Paper	AMAZON EU SARL	S	15.45	3.09	18.54
											18.54
230	Year End Creditor	07/04/2026		Lloyds Current Account		Cakes for Mayor's Civic Service	Morrisons	E	106.00		106.00
											106.00
231	Year End Creditor	07/04/2026		Lloyds Current Account		Cakes for Mayor's Civic Service	TESCO PLC	E	15.00		15.00
											15.00
232	Year End Creditor	07/04/2026		Lloyds Current Account		Holiday Booking Software	TIMETASTIC LTD	S	20.40	4.08	24.48
											24.48
233	Year End Creditor	07/04/2026		Lloyds Current Account		Title register and title plan	GOV.UK	X	14.00		14.00
											14.00
234	Year End Creditor	07/04/2026		Lloyds Current Account		Game Banner with 4 Bean Bags	AMAZON EU SARL	S	10.23	2.05	12.28
											12.28
235	Year End Creditor	07/04/2026		Lloyds Current Account		Piece of Folder Paper	CardFactory	X	1.79		1.79
											1.79
236	Year End Creditor	07/04/2026		Lloyds Current Account		32 GB USB 3.0 Flash Drive	EU SARL Software	S	23.50	4.70	28.20
											28.20
237	Year End Creditor	07/04/2026		Lloyds Current Account		Contour25 Folding Tables	EQUIP4WORK LTD	S	566.00	113.20	679.20
											679.20
239	Year End Creditor	07/04/2026		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	16.24	3.25	19.49
											19.49
240	Year End Creditor	07/04/2026		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	16.24	3.25	19.49
											19.49
241	Year End Creditor	07/04/2026		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	16.24	3.25	19.49
											19.49
242	Year End Creditor	07/04/2026		Lloyds Current Account		Multi-purpose Copy Printer Paper	AMAZON EU SARL	S	16.24	3.25	19.49
											19.49
243	Year End Creditor	07/04/2026		Lloyds Current Account		Easters Bunny	AMAZON EU SARL	S	6.87	1.37	8.24
243	Year End Creditor	07/04/2026		Lloyds Current Account		Easters Bunny	AMAZON EU SARL	S	12.64	2.53	15.17
243	Year End Creditor	07/04/2026		Lloyds Current Account		Easters Bunny	AMAZON EU SARL	S	8.32	1.66	9.98
243	Year End Creditor	07/04/2026		Lloyds Current Account		Easters Bunny	AMAZON EU SARL	S	11.32	2.28	13.60
243	Year End Creditor	07/04/2026		Lloyds Current Account		Easters Bunny	AMAZON EU SARL	S	6.64	1.33	7.97
											54.96
244	Year End Creditor	07/04/2026		Lloyds Current Account		Green Tea, Hot Chocolate	TESCO PLC	E	14.00		14.00
											14.00
23	Town Hall	09/04/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE		97.00		97.00
											97.00
26	Town Hall	09/04/2026		Unity Trust Bank		Trade waste - fees	BRAINTREE DISTRICT COL	Z	100.00		100.00
											100.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
28	IT	09/04/2026		Unity Trust Bank		Accountancy Software	Scribe/ STARBOARD SYSTEMS LIMITED		137.00	27.40	164.40
											164.40
27	Information Centre & Administ	09/04/2026		Unity Trust Bank		Seeds for Info Centre	Julie Furse	X	64.20		64.20
											64.20
24	Fleet	09/04/2026		Unity Trust Bank		Mover Maintenance	P TUCKWELL LTD	S	17.46	3.49	20.95
											20.95
25	Building Maintenance	09/04/2026		Unity Trust Bank		Underground Service	SEH GROUP LTD	S	1,445.87	289.17	1,735.04
											1,735.04
29	S106 Expenditure	09/04/2026		Unity Trust Bank		Resurfacing Allotments Car Park	HARRINGTON BROTHERS CONTRACTORS LTD		8,800.00	1,760.00	10,560.00
											10,560.00
30	Year End Creditor	10/04/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		150.07	30.01	180.08
											180.08
37	Year End Creditor	13/04/2026		Unity Trust Bank		Mobile Top Up	Hutchison/ VODAFONE GROUP SERVICES LIMITED		17.00	3.40	20.40
											20.40
38	Year End Creditor	14/04/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		372.08	74.42	446.50
											446.50
39	Year End Creditor	14/04/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		37.26	1.86	39.12
											39.12
31	Year End Creditor	15/04/2026		Unity Trust Bank		Charges	American Express	E	1.27		1.27
											1.27
32	Year End Creditor	15/04/2026		Unity Trust Bank		Waste Disposal	BRAINTREE DISTRICT COUNCIL	S	42.00	8.40	50.40
											50.40
33	Year End Creditor	15/04/2026		Unity Trust Bank		Tickets sale	National Express Limited	X	32.11		32.11
											32.11
34	Year End Creditor	15/04/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	41.30		41.30
											41.30
35	Year End Creditor	15/04/2026		Unity Trust Bank		Scented Candles	Paul Livermore / Scented Candles	X	12.60		12.60
											12.60
36	Year End Creditor	15/04/2026		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legger	X	18.76		18.76
											18.76
41	Year End Creditor	15/04/2026		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	27.00		27.00
											27.00
42	Year End Creditor	15/04/2026		Unity Trust Bank		Handmade Clay Earrings	Emily Puchowski Just Playing Clay	X	13.50		13.50
											13.50
43	Year End Creditor	15/04/2026		Unity Trust Bank		Sewn Gifts	Jacki Mundy	X	18.00		18.00
											18.00
44	Year End Creditor	15/04/2026		Unity Trust Bank		Sewn Gifts	Shirley WHIPPS / Hobby Craft	X	23.40		23.40
											23.40
45	Year End Creditor	15/04/2026		Unity Trust Bank		Knitted Gifts	Brenda Steele / Brenda's Knit	X	35.55		35.55
											35.55

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
46	Year End Creditor	15/04/2026		Unity Trust Bank		Grave Markers and Decorations	Donna Sayers	X	16.20		16.20
											16.20
90	Year End Debtors	15/04/2026		Unity Trust Bank		Refund	CHUBB GROUP LIMITED	S	-47.52	-9.50	-57.02
											-57.02
57	Town Hall	16/04/2026		Unity Trust Bank		Service & LOLER inspections	INNOVA CARE CONCEPTS	S	610.00	122.00	732.00
											732.00
48	Affiliation Fees	16/04/2026		Unity Trust Bank		Affiliation fees	Essex Association of Local	X	2,513.67		2,513.67
											2,513.67
49	Affiliation Fees	16/04/2026		Unity Trust Bank		Affiliation fees	Braintree Association of Local	X	50.00		50.00
											50.00
53	Information Centre Income/Stc	16/04/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	247.50		247.50
											247.50
54	Information Centre Income/Stc	16/04/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	657.87		657.87
											657.87
51	Witham Street Entertainment F	16/04/2026		Unity Trust Bank		Robot Rock Performance	COVENT GARDEN ENTERTAINMENT LTD		875.00	175.00	1,050.00
											1,050.00
52	Information Centre & Administ	16/04/2026		Unity Trust Bank		Doggy Waste Bags	KEMPCO LTD	S	117.40	23.48	140.88
											140.88
40	Year End Creditor	16/04/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	395.39	79.08	474.47
											474.47
47	Year End Creditor	16/04/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	42.27		42.27
											42.27
50	Town Hall Development	16/04/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	103.00		103.00
											103.00
55	Town Hall Development	16/04/2026		Unity Trust Bank		Electricity	BORNO CHEMISTS LIMITED L		6.56	0.33	6.89
											6.89
56	Year End Creditor	16/04/2026		Unity Trust Bank		Special Constables	THE POLICE & CRIME COMMSSIONER FOR ESSEX		519.54		519.54
											519.54
58	Admin Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
59	Admin Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
60	Admin Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
61	Admin Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
62	Admin Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
63	Admin Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
65 Admin Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
64 Community Team - Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
66 Community Team - Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
67 Community Team - Salaries, NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
68 Operations - Salaries & NI & LC	20/04/2026		Unity Trust Bank		April Payroll					
69 Operations - Salaries & NI & LC	20/04/2026		Unity Trust Bank		April Payroll					
70 Operations - Salaries & NI & LGPS	20/04/2026		Unity Trust Bank		April Payroll					
71 Operations - Salaries & NI & LC	20/04/2026		Unity Trust Bank		April Payroll					
72 Year End Creditor	21/04/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	284.93	14.25	299.18
73 Year End Creditor	21/04/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	232.84	11.64	244.48
										244.48
95 Audit & Legal	24/04/2026		Unity Trust Bank		Legal Services	HOLMES & HILLS LLP	S	2,018.00	403.60	2,421.60
95 Audit & Legal	24/04/2026		Unity Trust Bank		Professional Charges for the	Holmes and Hills	X	205.00		205.00
95 Audit & Legal	24/04/2026		Unity Trust Bank		Provision of Legal Services	HOLMES & HILLS LLP	X	-462.00		-462.00
										2,164.60
91 Easter Quest	24/04/2026		Unity Trust Bank		Mobile Farm Visit at Easter Trail	Gemmas Farm	X	325.00		325.00
										325.00
92 Witham Street Entertainment F	24/04/2026		Unity Trust Bank		Robot Rock Performance	COVENT GARDEN ENTERTAINMENT LTD		875.00	175.00	1,050.00
										1,050.00
93 Christmas Events & Tree	24/04/2026		Unity Trust Bank		Road closure application fee	BRAINTREE DISTRICT COUNCIL	Z	497.30		497.30
										497.30
96 Easter Quest	24/04/2026		Unity Trust Bank		Easter Trail Pictures	David Islip	X	150.00		150.00
										150.00
94 Town Hall Development	24/04/2026		Unity Trust Bank		Rent for Office 3 & 5	BORNO CHEMISTS LIMITED	Z	520.00		520.00
										520.00
97 S106 Expenditure	24/04/2026		Unity Trust Bank		Witham Bridges Repairs	FOSTER CONTRACTING LTD	S		4,881.80	4,881.80
										4,881.80
98 Fleet	24/04/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		83.34	16.66	100.00
										100.00
99 Year End Creditor	27/04/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMITED	S	129.24	25.84	155.08
										155.08

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
103	IT	29/04/2026		Unity Trust Bank		Workstation	MAXED IT LIMITED	S	24.00	4.80	28.80
											28.80
100	Dog Show	29/04/2026		Unity Trust Bank		Rustic Picnic	ALFRESCO HIRE LTD	S	395.00	79.00	474.00
											474.00
101	Civic Receptions	29/04/2026		Unity Trust Bank		Mayor Banner	GKS GRAPHICS LTD	S	20.83	4.17	25.00
											25.00
102	River Walk	29/04/2026		Unity Trust Bank		Pest Contract for Pond Rd	BRAINTREE DISTRICT COL	S	699.50	139.90	839.40
											839.40
104	Tree Maintenance	29/04/2026		Unity Trust Bank		Tree Maintenance	FALCON ARB & LAND LTD	S	1,600.00	320.00	1,920.00
											1,920.00
109	Travel Expenses	30/04/2026		Unity Trust Bank		Travel to University	Nikki Smith	X	30.80		30.80
											30.80
106	Town Hall	30/04/2026		Unity Trust Bank		Breakdown/Call-Out to Fix Tap	INNOVA CARE CONCEPTS	S	277.31	55.46	332.77
											332.77
105	Year End Creditor	30/04/2026		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	44.80		44.80
											44.80
107	Town Hall Development	30/04/2026		Unity Trust Bank		Service Charge	BORNO CHEMISTS LIMITED Z		392.45		392.45
											392.45
108	Newsletter & Publications	30/04/2026		Unity Trust Bank		Newsletter Delivery	ROYAL MAIL GROUP LTD	S	279.00	55.80	334.80
											334.80
113	Town Hall	01/05/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	995.00		995.00
											995.00
121	Payroll Charges	01/05/2026		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	106.40	21.28	127.68
											127.68
120	Dog Show	01/05/2026		Unity Trust Bank		Straw Bales for Dog Show	Great Garnets/ MIKE SMITH & SON		120.00	24.00	144.00
											144.00
122	Music Event	01/05/2026		Unity Trust Bank		Live Entertainment	Entertainment Agency / The Only Way Is Enterta		500.00		500.00
122	Teddy Bear's Picnic	01/05/2026		Unity Trust Bank		Live Entertainment	Entertainment Agency / The Only Way Is Enterta		250.00		250.00
122	Witham Summer Fayre	01/05/2026		Unity Trust Bank		Live Entertainment	Entertainment Agency / The Only Way Is Enterta		500.00		500.00
											1,250.00
114	Town Hall Development	01/05/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	84.00		84.00
											84.00
115	Year End Creditor	01/05/2026		Unity Trust Bank		Ronseal Fencelife Plus 9L	Screwfix/ KINGFISHER PLC	S	23.33	4.67	28.00
											28.00
116	Year End Creditor	01/05/2026		Unity Trust Bank		750ML SOUDAFOAM FR HY	Screwfix/ KINGFISHER PLC	S	17.23	3.45	20.68
											20.68
117	Year End Creditor	01/05/2026		Unity Trust Bank		Eurospec Safety LOR 19mm SSS Screwfix/ KINGFISHER PLC	Screwfix/ KINGFISHER PLC	S	11.07	2.21	13.28
											13.28
118	Year End Creditor	01/05/2026		Unity Trust Bank		Squire 50mm Allweather Combik Screwfix/ KINGFISHER PLC	Screwfix/ KINGFISHER PLC	S	24.16	4.83	28.99
											28.99

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
119 Fleet	01/05/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		94.21	18.83	113.04
										113.04
123 Telephones	05/05/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICATIONS PUBLIC LIMITED COMPANY		40.33		241.96
										241.96
124 Information Centre & Administ	05/05/2026		Unity Trust Bank		Service Charge	MARKET PLACE MERCHANT SOLUTIONS LTD		6.99	1.40	8.39
										8.39
125 Information Centre & Administ	05/05/2026		Unity Trust Bank		Base Service	MARKET PLACE MERCHANT SOLUTIONS LTD		22.00	4.40	26.40
										26.40
126 CCTV	05/05/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	45.75	9.15	54.90
										54.90
128 Town Hall	06/05/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE		22.00		22.00
										22.00
129 Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Green Compostable Bin Liner	ESSEX SUPPLIES LTD	S	165.00	33.00	198.00
										198.00
130 Affiliation Fees	06/05/2026		Unity Trust Bank		Annual Membership Fee	SLCC The Society of Local Council Clerks		565.00		565.00
										565.00
131 Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Tickets sale	WAOS	X	1,923.52		1,923.52
										1,923.52
134 Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Tickets sale	Society of London Theatre	E	47.00		47.00
										47.00
135 Information Centre Income/Stc	06/05/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	1,085.85		1,085.85
										1,085.85
133 Dog Show	06/05/2026		Unity Trust Bank		Dog Show Gift Vouchers	Archies Pet Supplies	X	70.00		70.00
										70.00
127 Year End Accrual	06/05/2026		Unity Trust Bank		Wooden Sign	ALLEN STICHLER	X	545.98		545.98
										545.98
132 Whetmead LNR	06/05/2026		Unity Trust Bank		General Drainage Charges	Environment Agency	X	23.73		23.73
										23.73
74 Travel Expenses	07/05/2026		Lloyds Current Account		Travel to University	TrainPal	E	52.00		52.00
										52.00
83 Town Hall	07/05/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.45		4.45
										4.45
85 Town Hall	07/05/2026		Lloyds Current Account		Rotating Mesh Literature Stand	INDIGO DISPLAYS LIMITED	S	-407.95	-81.59	-489.54
										-489.54
79 Office Equipment	07/05/2026		Lloyds Current Account		Dell 24 Plus Monitor – S2425HSM	DELL CORPORATION LIMITED	S	178.50	35.70	214.20
										214.20
86 IT	07/05/2026		Lloyds Current Account		Holiday Booking Software	TIMETASTIC LTD	S	18.00	3.60	21.60
										21.60
136 Information Centre Income/Stc	07/05/2026		Unity Trust Bank		Tickets sale	Elite Tickets Ltd	X	89.10		89.10
										89.10

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
75	Easter Quest	07/05/2026		Lloyds Current Account		Easter Eggs for Easter Trail	TESCO PLC	S	25.00	5.00	30.00
											30.00
82	Dog Show	07/05/2026		Lloyds Current Account		Advertising Banners	PIXARTPRINTING SPA	S	79.95	15.99	95.94
											95.94
87	Music Event	07/05/2026		Lloyds Current Account		Drawing & Sketching Set	AMAZON EU SARL	S	29.16	5.83	34.99
											34.99
137	Dog Show	07/05/2026		Unity Trust Bank		Dog Show Marshall					
250	Easter Quest	07/05/2026		Lloyds Current Account		Easter Eggs for Easter Trail	TESCO PLC	S	272.78	54.57	327.35
											327.35
251	Information Centre & Administ	07/05/2026		Lloyds Current Account		TV Licence for Info Centre	TV Licensing	X	174.50		174.50
											174.50
258	Music Event	07/05/2026		Lloyds Current Account		Stuff for Music Fest	FABS	X	19.98		19.98
											19.98
266	Easter Quest	07/05/2026		Lloyds Current Account		Easter Eggs for Easter Trail	TESCO PLC	S	151.29	30.26	181.55
											181.55
267	Easter Quest	07/05/2026		Lloyds Current Account		Easters Bunny Balloon, Eastertide	AMAZON EU SARL	S	27.48	5.49	32.97
267	Easter Quest	07/05/2026		Lloyds Current Account		Easters Bunny Balloon, Eastertide	AMAZON EU SARL	S	28.49	5.70	34.19
267	Easter Quest	07/05/2026		Lloyds Current Account		Easters Bunny Balloon, Eastertide	AMAZON EU SARL	S	24.98	5.00	29.98
267	Easter Quest	07/05/2026		Lloyds Current Account		Easters Bunny Balloon, Eastertide	AMAZON EU SARL	S	5.23	1.05	6.28
											103.42
268	Easter Quest	07/05/2026		Lloyds Current Account		Easters Bunny Balloon, Eastertide	AMAZON EU SARL	S	6.31	1.26	7.57
268	Easter Quest	07/05/2026		Lloyds Current Account		Easters Bunny Balloon, Eastertide	AMAZON EU SARL	S	20.57	4.11	24.68
268	Easter Quest	07/05/2026		Lloyds Current Account		Easters Bunny Balloon, Eastertide	AMAZON EU SARL	S	6.32	1.27	7.59
											39.84
76	Newsletter & Publications	07/05/2026		Lloyds Current Account		Easter Eggs for Voice Winner	TESCO PLC	S	8.33	1.67	10.00
											10.00
77	Equipment Supplies & Mainten:	07/05/2026		Lloyds Current Account		Comfortable RHS Gardening Glov	AMAZON EU SARL	S	16.80	3.36	20.16
											20.16
78	Civic Receptions	07/05/2026		Lloyds Current Account		Hot Cross Buns 6 Pack	TESCO PLC	E	3.95		3.95
											3.95
80	Equipment Supplies & Mainten:	07/05/2026		Lloyds Current Account		Wind Speed Meter Gauge	AMAZON EU SARL	S	21.37	4.27	25.64
											25.64
81	Equipment Supplies & Mainten:	07/05/2026		Lloyds Current Account		Smooth Dark Green Finish	WOOD FINISHES DIRECT I	S	19.08	3.82	22.90
											22.90
84	River Walk	07/05/2026		Lloyds Current Account		Heron Rescue at River Walk	South Essex Wild Life	X	100.00		100.00
											100.00
88	Witham in Bloom	07/05/2026		Lloyds Current Account		Spring Planting at Witham Statio	OLIVER NURSERIES LIMIT	S	133.25	26.65	159.90
											159.90

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
89	Year End Creditor	07/05/2026		Lloyds Current Account		Rotating Mesh Literature Stand	INDIGO DISPLAYS LIMITED	S	407.95	81.59	489.54
											489.54
245	Year End Creditor	07/05/2026		Lloyds Current Account		Sending Memory stick to	ROYAL MAIL GROUP LTD	E	9.25		9.25
											9.25
246	Year End Creditor	07/05/2026		Lloyds Current Account		AA Batteries (48 Pack)	AMAZON EU SARL	S	34.70	6.94	41.64
											41.64
247	Year End Creditor	07/05/2026		Lloyds Current Account		Reliance Medical Eye Wash	Banner/ VOW EUROPE LTD	S	24.78	4.96	29.74
											29.74
248	Year End Creditor	07/05/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.85		4.85
											4.85
249	Year End Creditor	07/05/2026		Lloyds Current Account		The Purple Guide Subscription	THE EVENTS INDUSTRY FORSIM LTD		50.00	10.00	60.00
											60.00
252	Year End Creditor	07/05/2026		Lloyds Current Account		Room Diffuser Sticks Fragrance	PENNGUIN LIMITED	S	26.66	5.34	32.00
											32.00
253	Year End Creditor	07/05/2026		Lloyds Current Account		Plants for Mayor's Civic Service	OLIVER NURSERIES LIMIT	S	11.66	2.33	13.99
											13.99
254	Year End Creditor	07/05/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	2.00		2.00
											2.00
255	Year End Creditor	07/05/2026		Lloyds Current Account		Waterproof Vinyl - Black Number	AMAZON EU SARL	S	5.82	1.17	6.99
											6.99
256	Year End Creditor	07/05/2026		Lloyds Current Account		2 Pack Thick Soft Garden Pad	JARA TRADING LTD	S	9.16	1.83	10.99
											10.99
257	Year End Creditor	07/05/2026		Lloyds Current Account		Large Capacity Dustpan	AMAZON EU SARL	S	3.47	0.70	4.17
											4.17
259	Year End Creditor	07/05/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.75		1.75
											1.75
260	Year End Creditor	07/05/2026		Lloyds Current Account		Vegetarian Mixed Sweets	AMAZON EU SARL	S	15.63	3.12	18.75
											18.75
261	Year End Creditor	07/05/2026		Lloyds Current Account		Vegetarian Mixed Sweets	AMAZON EU SARL	S	62.54	12.52	75.06
											75.06
262	Year End Creditor	07/05/2026		Lloyds Current Account		Correction Tape Pocket Mouse	LINK WHOLESALERS LTD	S	7.16	1.43	8.59
											8.59
263	Year End Creditor	07/05/2026		Lloyds Current Account		Velcro for Info Centre	Rag Tag & Bobtail	X	3.00		3.00
											3.00
264	Year End Creditor	07/05/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	2.70		2.70
											2.70
265	Year End Creditor	07/05/2026		Lloyds Current Account		Laminating Pouches Glossy	AMAZON EU SARL	S	19.98	3.89	23.87
											23.87
269	Year End Creditor	07/05/2026		Lloyds Current Account		Paint Mini Roller Kit High Foam	AMAZON EU SARL	S	9.94	2.00	11.94
											11.94

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
270	Year End Creditor	07/05/2026		Lloyds Current Account		Shelving Unit White Oak Effect	IKEA LIMITED	S	141.67	28.33	170.00
											170.00
271	Year End Creditor	07/05/2026		Lloyds Current Account		High Capacity 4 Colour	CARTRIDGE SAVE LIMITED	S	538.36	107.67	646.03
											646.03
272	Year End Creditor	07/05/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.05		4.05
											4.05
273	Year End Creditor	07/05/2026		Lloyds Current Account		Sandpaper Assorted for Polishing	AMAZON EU SARL	S	4.99	1.00	5.99
273	Year End Creditor	07/05/2026		Lloyds Current Account		Sandpaper Assorted for Polishing	AMAZON EU SARL	S	4.98	1.00	5.98
273	Year End Creditor	07/05/2026		Lloyds Current Account		Sandpaper Assorted for Polishing	AMAZON EU SARL	S	3.99	0.80	4.79
											16.76
274	Year End Creditor	07/05/2026		Lloyds Current Account		Plastic Dust Sheets for Decorating	MAXDON GROUP LIMITED	S	6.05	1.21	7.26
											7.26
275	Year End Creditor	07/05/2026		Lloyds Current Account		Metal Paint - Dark Green Finish	A&S LIGHTING LIMITED	S	17.62	3.52	21.14
											21.14
139	Admin Salaries, NI & LGPS	08/05/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,459.40		6,459.40
											6,459.40
140	Admin Salaries, NI & LGPS	08/05/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	6,592.57		6,592.57
											6,592.57
141	Audit & Legal	08/05/2026		Unity Trust Bank		Encroachment at land on the south side of the	BIRKBEETS of Blackwater	S	1,602.00	320.40	1,922.40
141	Audit & Legal	08/05/2026		Unity Trust Bank		Encroachment at land on the south side of the	BIRKBEETS of Blackwater	S	56.00	11.20	67.20
											1,989.60
143	IT	08/05/2026		Unity Trust Bank		Accountancy Software	Scribe/ STARBOARD SYSTEMS LIMITED	S	137.00	27.40	164.40
											164.40
139	Community Team - Salaries, NI & LGPS	08/05/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	2,298.84		2,298.84
139	Operations - Salaries & NI & LGPS	08/05/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,430.78		3,430.78
											5,729.62
140	Operations - Salaries & NI & LGPS	08/05/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,340.05		3,340.05
140	Community Team - Salaries, NI & LGPS	08/05/2026		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	2,091.37		2,091.37
											5,431.42
142	Dog Show	08/05/2026		Unity Trust Bank		Dog Show Gift Vouchers	L&v's Bark 'n Bake Ltd	X	50.00		50.00
											50.00
145	Dog Show	08/05/2026		Unity Trust Bank		Dog Show Pictures	David Islip	X	150.00		150.00
											150.00
144	Allotments Control Account	08/05/2026		Unity Trust Bank		Speed Limit 5 miles Banners	GKS GRAPHICS LTD	S	50.00	10.00	60.00
											60.00
146	Witham in Bloom	11/05/2026		Unity Trust Bank		Reimbursement Expenses	Abellio Greater Anglia	X	-133.25		-133.25
											-133.25
138	Fleet	12/05/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED	S	142.44	28.48	170.92
											170.92

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
147	Information Centre Income/Stc	13/05/2026		Unity Trust Bank		Handmade Soaps	Liz Crick / Soap Bloc	X	13.77		13.77
											13.77
148	Information Centre Income/Stc	13/05/2026		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legger	X	38.74		38.74
											38.74
149	Information Centre Income/Stc	13/05/2026		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	14.40		14.40
											14.40
150	Information Centre Income/Stc	13/05/2026		Unity Trust Bank		Handmade Clay Earrings	Emily Puchowski Just Playing	X	9.00		9.00
											9.00
151	Information Centre Income/Stc	13/05/2026		Unity Trust Bank		Hand Sewn Bags	Jane Quance	X	22.50		22.50
											22.50
152	Information Centre Income/Stc	13/05/2026		Unity Trust Bank		Sewn Gifts	Shirley WHIPPS / Hobby Cr	X	14.85		14.85
											14.85
153	Dog Show	13/05/2026		Unity Trust Bank		First Aid and Medical Cover	ST JOHN AMBULANCE	S	153.75	30.75	184.50
											184.50
154	Information Centre & Administ	14/05/2026		Unity Trust Bank		Charges	American Express	E	1.73		1.73
											1.73
156	Community Safety	14/05/2026		Unity Trust Bank		Mobile Top Up	Hutchison/ VODAFONE GROUP SERVICES LIMITED		7.75	3.55	21.30
											21.30
155	Allotments Control Account	14/05/2026		Unity Trust Bank		Water Charges	WAVE LTD	Z	272.05		272.05
											272.05
157	Information Centre & Administ	15/05/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	33.86		33.86
157	Information Centre & Administ	15/05/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	13.42		13.42
											47.28
160	Town Hall	18/05/2026		Unity Trust Bank		Recycling of Commercial Mercury	HAZ TECH LTD	S	135.00	27.00	162.00
											162.00
159	Gas	18/05/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		148.34	7.42	155.76
											155.76
161	Music Event	18/05/2026		Unity Trust Bank		Music Event Banners	GKS GRAPHICS LTD	S	98.67	19.73	118.40
											118.40
162	Music Event	18/05/2026		Unity Trust Bank		Photo Stand for Music Event	Imn Entertainment	X	350.00		350.00
											350.00
164	Information Centre Income/Stc	18/05/2026		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	E	294.40		294.40
											294.40
165	Information Centre Income/Stc	18/05/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	56.00		56.00
											56.00
158	Lighting Maintenance & Utility	18/05/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		42.69	2.13	44.82
											44.82
163	Town Hall Development	18/05/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	103.00		103.00
											103.00
166	S106 Expenditure	18/05/2026		Unity Trust Bank		Artist Recruitment for Public Art	HALF MOON CREATIVE ARTS	X	4,000.00	800.00	4,800.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
											4,800.00
167	Fleet	19/05/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		41.68	8.33	50.01
											50.01
168	S106 Expenditure	19/05/2026		Unity Trust Bank		Nature Sculpture Project	SIMON O'ROURKE LTD	S	8,800.00	1,760.00	10,560.00
											10,560.00
170	Admin Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
171	Admin Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
172	Admin Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
173	Admin Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
174	Admin Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
175	Admin Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
176	Admin Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
169	Electricity	20/05/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	404.30	80.86	485.16
169	Electricity	20/05/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	83.73	16.75	100.48
											585.64
177	Community Team - Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
178	Community Team - Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
179	Community Team - Salaries, NI & LGPS	20/05/2026		Unity Trust Bank		May Payroll					
180	Operations - Salaries & NI & LC	20/05/2026		Unity Trust Bank		May Payroll					
181	Operations - Salaries & NI & LC	20/05/2026		Unity Trust Bank		May Payroll					
182	Operations - Salaries & NI & LC	20/05/2026		Unity Trust Bank		May Payroll					
183	Operations - Salaries & NI & LC	20/05/2026		Unity Trust Bank		May Payroll					
187	Town Hall	27/05/2026		Unity Trust Bank		Defibrillator & Heated Cabinet	LONDON HEARTS	S	1,015.50	203.10	1,218.60
											1,218.60
186	IT	27/05/2026		Unity Trust Bank		Accountancy Software	Scribe/ STARBOARD SYSTEMS LIMITED		129.00	25.80	154.80
											154.80

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
188	IT	27/05/2026		Unity Trust Bank		Workstation monitoring	MAXED IT LIMITED	S	24.00	4.80	28.80
											28.80
191	Members - Conferencing/Traini	27/05/2026		Unity Trust Bank		AGM & Training Day	SLCC Essex	X	27.00		27.00
											27.00
190	Information Centre Income/Stc	27/05/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	874.00		874.00
											874.00
184	Town Hall Development	27/05/2026		Unity Trust Bank		Rent for Office 3 & 5	BORNO CHEMISTS LIMITED Z		520.00		520.00
											520.00
185	Fleet	27/05/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		87.18	17.43	104.61
											104.61
189	Fleet	27/05/2026		Unity Trust Bank		MOT & Car Maintenance	SAS Vehicle/ STUART SAPI	S	71.67	14.33	86.00
189	Fleet	27/05/2026		Unity Trust Bank		MOT & Car Maintenance	SAS Vehicle/ STUART SAPI	E	35.00		35.00
											121.00
192	Photocopying	28/05/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	85.99	17.19	103.18
											103.18
195	Postage	28/05/2026		Unity Trust Bank		Postage	PITNEY BOWES LTD	S	60.23	12.05	72.28
											72.28
193	Lighting Maintenance & Utility	28/05/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	276.06	13.80	289.86
											289.86
194	Lighting Maintenance & Utility	28/05/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	199.54	9.98	209.52
											209.52
196	Town Hall	29/05/2026		Unity Trust Bank		Water Charges	WAVE LTD	Z	413.36		413.36
											413.36
197	Charges	31/05/2026		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	34.60		34.60
											34.60
Total									178,813.80	13,563.79	192,377.59

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Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Agenda Item 6(d)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Sundry Receipts	500.00	-3,033.95	-3,533.95				-3,533.95 (-706%)
2	Hall Hire	24,000.00	29,780.75	5,780.75				5,780.75 (24%)
3	Admin Salaries, NI & LGPS				315,767.00	304,135.53	11,631.47	11,631.47 (3%)
4	Travel Expenses				500.00	376.33	123.67	123.67 (24%)
5	Town Hall				35,000.00	32,905.14	2,094.86	2,094.86 (5%)
6	Gas				12,000.00	2,481.49	9,518.51	9,518.51 (79%)
7	Electricity				9,000.00	7,058.97	1,941.03	1,941.03 (21%)
8	Photocopying				3,000.00	2,517.57	482.43	482.43 (16%)
9	Postage				500.00	258.47	241.53	241.53 (48%)
10	Stationery				1,000.00	520.75	479.25	479.25 (47%)
11	Office Equipment				3,500.00	2,784.63	715.37	715.37 (20%)
12	Telephones				2,200.00	2,237.00	-37.00	-37.00 (-1%)
13	Insurance				14,000.00	13,837.07	162.93	162.93 (1%)
14	Sundry Expenses				1,500.00	705.31	794.69	794.69 (52%)
15	Audit & Legal				14,000.00	6,066.50	7,933.50	7,933.50 (56%)
16	Affiliation Fees				7,500.00	5,195.94	2,304.06	2,304.06 (30%)
17	Members - Conferencing/Training				1,000.00	266.67	733.33	733.33 (73%)
18	Staff - Conferencing/Training				6,500.00	6,159.03	340.97	340.97 (5%)
19	Payroll Charges				1,400.00	1,261.60	138.40	138.40 (9%)
20	Petty Cash				700.00	46.40	653.60	653.60 (93%)
21	IT				4,600.00	4,535.41	64.59	64.59 (1%)
22	Charges				700.00	477.13	222.87	222.87 (31%)
SUB TOTAL		24,500.00	26,746.80	2,246.80	434,367.00	393,826.94	40,540.06	42,786.86 (9%)

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Information Sales Income	65,000.00	52,514.89	-12,485.11				-12,485.11 (-19%)
24	Witham Festival Income	1,500.00	2,876.00	1,376.00				1,376.00 (91%)
25	Music Event	1,500.00	1,547.70	47.70				47.70 (3%)
26	Dog Show	1,000.00	1,634.50	634.50				634.50 (63%)
27	Witham Pride	500.00		-500.00				-500.00 (-100%)
28	Teddy Bear's Picnic	50.00	50.00					(0%)
29	Christmas Events	1,500.00	9,878.60	8,378.60				8,378.60 (558%)
30	Community Team - Salaries, NI & LGPS				84,728.00	72,884.39	11,843.61	11,843.61 (13%)
31	Town Clock				1,500.00	1,633.00	-133.00	-133.00 (-8%)
32	Christmas Decorations				13,000.00	12,926.74	73.26	73.26 (0%)
33	Information Centre Stock				55,000.00	43,113.74	11,886.26	11,886.26 (21%)
34	Information Centre & Administration				3,000.00	2,752.82	247.18	247.18 (8%)
35	Community Grant Aid				12,000.00	10,680.00	1,320.00	1,320.00 (11%)
36	Carnival Grant				8,000.00	8,000.00		(0%)
37	Citizens Advice				10,000.00	10,000.00		(0%)
38	CCTV				14,000.00	6,000.52	7,999.48	7,999.48 (57%)
39	Community Safety				1,500.00	184.00	1,316.00	1,316.00 (87%)
40	Community Special Constables Expenses				5,000.00	2,717.78	2,282.22	2,282.22 (45%)
41	Witham Train Memorial				500.00	500.00		(0%)
42	Community Special Constable Recruitment				1,000.00	516.16	483.84	483.84 (48%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

43 Other Community Support	1,500.00		1,500.00	1,500.00 (100%)
44 Witham Dog Show	2,500.00	2,786.63	-286.63	-286.63 (-11%)
45 Witham Street Entertainment Festival	23,000.00	28,934.78	-5,934.78	-5,934.78 (-25%)
46 Remembrance	1,000.00	808.50	191.50	191.50 (19%)
47 Twinning	500.00		500.00	500.00 (100%)
48 Halloween Event	2,200.00	2,364.18	-164.18	-164.18 (-7%)
49 Music Event	10,000.00	9,704.04	295.96	295.96 (2%)
50 VE Day	2,500.00	2,684.00	-184.00	-184.00 (-7%)
51 VJ Day	1,000.00	1,000.00		(0%)
52 Christmas Events & Tree	4,500.00	8,600.44	-4,100.44	-4,100.44 (-91%)
53 Easter Quest	1,650.00	1,817.40	-167.40	-167.40 (-10%)
54 New Events & Events Improvement	1,500.00	1,396.95	103.05	103.05 (6%)
55 Silver Cinema	300.00	109.11	190.89	190.89 (63%)
126 Witham Summer Fayre				(N/A)
SUB TOTAL	71,050.00	68,501.69	-2,548.31	261,378.00 232,115.18 29,262.82 26,714.51 (8%)

Control Accounts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
130 Lloyds Credit Card Account							(N/A)
132 Mayor's Fund		199.20	199.20		1,788.59	-1,788.59	-1,589.39 (N/A)
134 Registrations at Dog Show		259.60	259.60				259.60 (N/A)
SUB TOTAL		458.80	458.80		1,788.59	-1,788.59	-1,329.79 (N/A)

Earmarked Reserves

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56 EMR Events PAYE					132.00	-132.00	-132.00 (N/A)
100 Allotments Control Account		2,668.16	2,668.16		3,139.28	-3,139.28	-471.12 (N/A)
102 EMR VAT							(N/A)
103 Tree Maintenance					2,150.00	-2,150.00	-2,150.00 (N/A)
104 Events Control Account					1,204.53	-1,204.53	-1,204.53 (N/A)
105 Town Hall Development					10,361.25	-10,361.25	-10,361.25 (N/A)
106 Safer Streets Control Account		19,000.00	19,000.00		1,361.19	-1,361.19	17,638.81 (N/A)
107 EMR Major Repairs & Renewals					5,082.00	-5,082.00	-5,082.00 (N/A)
108 EMR Community Safety Staff Costs					46,783.85	-46,783.85	-46,783.85 (N/A)
109 Land Improvement							(N/A)
110 Highways Devolution					27,772.00	-27,772.00	-27,772.00 (N/A)
111 Neighbourhood Plan							(N/A)
112 Riverwalk Cycleways							(N/A)
113 Acquisitions/Maltings Lane							(N/A)
114 Streetlighting Sinking Fu							(N/A)
115 Equipment Replacement							(N/A)
116 Election Expenses					8,115.06	-8,115.06	-8,115.06 (N/A)
117 J C Wood Imp Plan							(N/A)
118 Charter Market Control Account		220.00	220.00		2,000.00	-2,000.00	-1,780.00 (N/A)
119 EMR Safer Streets CCTV							(N/A)
124 Town Clock EMR							(N/A)
135 Mayor's Appeal		4,487.31	4,487.31				4,487.31 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL	26,375.47	26,375.47	108,101.16	-108,101.16	-81,725.69 (N/A)
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Environment

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Dog & Bench Sponsorship Scheme	1,650.00	6,845.00	5,195.00				5,195.00 (314%)
58 Operations - Salaries & NI & LGPS				200,308.00	193,928.25	6,379.75	6,379.75 (3%)
59 Equipment Supplies & Maintenance				8,400.00	7,251.22	1,148.78	1,148.78 (13%)
60 Dog & Bench Schemes				1,200.00	6,133.85	-4,933.85	-4,933.85 (-411%)
61 Lighting Maintenance & Utility				17,000.00	8,382.43	8,617.57	8,617.57 (50%)
62 Tree Planting				3,000.00	2,998.78	1.22	1.22 (0%)
63 Tree Maintenance				5,000.00	5,000.00		(0%)
64 Toilet Block - Town Park				13,000.00	9,476.72	3,523.28	3,523.28 (27%)
65 Dog Bin Maintenance				600.00	455.00	145.00	145.00 (24%)
66 Litter Bins				1,000.00		1,000.00	1,000.00 (100%)
67 Open Spaces General				2,500.00	2,303.52	196.48	196.48 (7%)
68 River Walk Signage				2,000.00	1,805.86	194.14	194.14 (9%)
69 James Cooke Wood				2,000.00	549.75	1,450.25	1,450.25 (72%)
70 River Walk				7,000.00	3,790.05	3,209.95	3,209.95 (45%)
71 Whetmead LNR				2,000.00	1,613.61	386.39	386.39 (19%)
72 Witham in Bloom				14,000.00	13,843.69	156.31	156.31 (1%)
73 Fleet				6,500.00	5,917.65	582.35	582.35 (8%)
74 Waste Disposal				1,000.00	1,136.56	-136.56	-136.56 (-13%)
122 S106 Receipts		11,196.79	11,196.79				11,196.79 (N/A)
123 S106 Expenditure					23,353.34	-23,353.34	-23,353.34 (N/A)
SUB TOTAL	1,650.00	18,041.79	16,391.79	286,508.00	287,940.28	-1,432.28	14,959.51 (5%)

Maltings Lane

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

Mayor's Appeal

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

101 Public Donations							(N/A)
SUB TOTAL							(N/A)

Planning & Transport

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

Policy & Resources

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75 Interest Received	14,000.00	25,397.76	11,397.76				11,397.76 (81%)
76 Civic Receptions				2,500.00	957.07	1,542.93	1,542.93 (61%)
77 Instructions & Reports				8,000.00	600.00	7,400.00	7,400.00 (92%)
78 Christmas Expenses				3,000.00	1,484.30	1,515.70	1,515.70 (50%)
79 Mayor's Allowance				2,237.00	2,237.45	-0.45	-0.45 (-0%)
80 Member's Grant Scheme				8,000.00	5,900.00	2,100.00	2,100.00 (26%)
81 Civic Gesture				500.00	188.87	311.13	311.13 (62%)
82 Surveys & Consultations				2,000.00	961.66	1,038.34	1,038.34 (51%)
83 Newsletter & Publications				14,000.00	8,759.50	5,240.50	5,240.50 (37%)
84 Communications & Exhibitions				1,500.00		1,500.00	1,500.00 (100%)
85 Members Allowance				7,000.00	6,649.40	350.60	350.60 (5%)
120 VAT							(N/A)
SUB TOTAL	14,000.00	25,397.76	11,397.76	48,737.00	27,738.25	20,998.75	32,396.51 (51%)

Precept

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

Year End Adjustments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
121 Year End Creditors					29,191.32	-29,191.32	-29,191.32 (N/A)
125 Year End Accrual					4,229.00	-4,229.00	-4,229.00 (N/A)
127 Year End Debtors		2,550.00	2,550.00				2,550.00 (N/A)
128 Year End / Events		-1,815.00	-1,815.00				-1,815.00 (N/A)
129 Year End / Allotments		4,887.62	4,887.62				4,887.62 (N/A)
131 Year End / Hall Hire		1,872.00	1,872.00				1,872.00 (N/A)
133 Year End / Prepayments					-16,704.90	16,704.90	16,704.90 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL	7,494.62	7,494.62	16,715.42	-16,715.42	-9,220.80 (N/A)
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Summary

NET TOTAL	1,155,966.00	1,210,282.93	54,316.93	1,057,955.74	1,071,200.82	-13,245.08	41,071.85
V.A.T.		40,716.94			52,964.23		
GROSS TOTAL		1,250,999.87			1,124,165.05		

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/05/2026)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Sundry Receipts	500.00	275.51	-224.49				-224.49 (-44%)
2	Hall Hire	24,000.00	3,726.00	-20,274.00				-20,274.00 (-84%)
3	Admin Salaries, NI & LGPS				361,758.00	58,839.55	302,918.45	302,918.45 (83%)
4	Travel Expenses				500.00	82.80	417.20	417.20 (83%)
5	Town Hall				35,000.00	4,938.73	30,061.27	30,061.27 (85%)
6	Gas				8,000.00	148.34	7,851.66	7,851.66 (98%)
7	Electricity				10,000.00	488.03	9,511.97	9,511.97 (95%)
8	Photocopying				3,000.00	463.99	2,536.01	2,536.01 (84%)
9	Postage				500.00	60.23	439.77	439.77 (87%)
10	Stationery				1,000.00		1,000.00	1,000.00 (100%)
11	Office Equipment				3,500.00	178.50	3,321.50	3,321.50 (94%)
12	Telephones				2,400.00	201.63	2,198.37	2,198.37 (91%)
13	Insurance				14,700.00		14,700.00	14,700.00 (100%)
14	Sundry Expenses				1,500.00		1,500.00	1,500.00 (100%)
15	Audit & Legal				14,000.00	3,419.00	10,581.00	10,581.00 (75%)
16	Affiliation Fees				5,500.00	3,128.67	2,371.33	2,371.33 (43%)
17	Members - Conferencing/Training				1,000.00	27.00	973.00	973.00 (97%)
18	Staff - Conferencing/Training				8,000.00	3,400.00	4,600.00	4,600.00 (57%)
19	Payroll Charges				1,600.00	106.40	1,493.60	1,493.60 (93%)
20	Petty Cash				700.00		700.00	700.00 (100%)
21	IT				4,600.00	469.00	4,131.00	4,131.00 (89%)
22	Charges				700.00	34.60	665.40	665.40 (95%)
27	Health & Safety				3,055.00		3,055.00	3,055.00 (100%)
SUB TOTAL		24,500.00	4,001.51	-20,498.49	481,013.00	75,986.47	405,026.53	384,528.04 (76%)

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Information Centre Income/Stock	65,000.00	7,000.61	-57,999.39	55,000.00	5,553.50	49,446.50	-8,552.89 (-7%)
24	Witham Street Entertainment Festival	1,500.00		-1,500.00	23,000.00	1,750.00	21,250.00	19,750.00 (80%)
25	Music Event	1,500.00	40.00	-1,460.00	10,000.00	1,082.81	8,917.19	7,457.19 (64%)
26	Dog Show	1,000.00	442.50	-557.50	2,500.00	1,222.95	1,277.05	719.55 (20%)
28	Teddy Bear's Picnic	50.00		-50.00	1,200.00	250.00	950.00	900.00 (72%)
29	Christmas Events & Tree	1,500.00	520.00	-980.00	5,250.00	497.30	4,752.70	3,772.70 (55%)
30	Community Team - Salaries, NI & LGPS				156,031.00	20,258.18	135,772.82	135,772.82 (87%)
32	Christmas Decorations				13,000.00		13,000.00	13,000.00 (100%)
33	Witham Summer Fayre		130.00	130.00	1,500.00	500.00	1,000.00	1,130.00 (75%)
34	Information Centre & Administration				3,000.00	456.10	2,543.90	2,543.90 (84%)
35	Community Grant Aid				12,000.00		12,000.00	12,000.00 (100%)
36	Carnival Grant				8,000.00		8,000.00	8,000.00 (100%)
37	Professional Advice Support Fund				10,000.00		10,000.00	10,000.00 (100%)
38	CCTV				14,500.00	45.75	14,454.25	14,454.25 (99%)
39	Community Safety				1,500.00	17.75	1,482.25	1,482.25 (98%)
40	Community Special Constables Expenses				5,000.00		5,000.00	5,000.00 (100%)
41	Witham Open Garden				750.00		750.00	750.00 (100%)
42	Community Special Constable Recruitment				1,000.00		1,000.00	1,000.00 (100%)
43	Other Community Support				1,500.00		1,500.00	1,500.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/05/2026)

46 Remembrance				1,000.00		1,000.00	1,000.00 (100%)
48 Halloween Event				2,700.00		2,700.00	2,700.00 (100%)
49 Silver Cinema				300.00		300.00	300.00 (100%)
53 Easter Quest				1,700.00	1,108.45	591.55	591.55 (34%)
54 New Events & Events Improvement				1,500.00		1,500.00	1,500.00 (100%)
55 BDC Grant	10,000.00		-10,000.00				-10,000.00 (-100%)
SUB TOTAL	80,550.00	8,133.11	-72,416.89	331,931.00	32,742.79	299,188.21	226,771.32 (54%)

Control Accounts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	Registrations at Dog Show		274.51	274.51				274.51 (N/A)
SUB TOTAL			274.51	274.51				274.51 (N/A)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Allotments Control Account		1,781.35	1,781.35		322.05	-322.05	1,459.30 (N/A)
102	VAT							(N/A)
103	Tree Maintenance							(N/A)
104	Events Control Account							(N/A)
105	Town Hall Development					2,440.62	-2,440.62	-2,440.62 (N/A)
106	Safer Streets Control Account							(N/A)
107	Major Repairs & Renewals							(N/A)
108	Essex Love Your Bus							(N/A)
109	Land Improvement							(N/A)
110	Highways Devolution							(N/A)
111	Neighbourhood Plan							(N/A)
112	Riverwalk Cycleways							(N/A)
113	Acquisitions/Maltings Lane							(N/A)
114	Streetlighting Sinking Fu							(N/A)
115	Equipment Replacement							(N/A)
116	Election Expenses							(N/A)
117	J C Wood Imp Plan							(N/A)
118	Charter Market Control Account							(N/A)
119	Community Safety/CCTV							(N/A)
124	Town Clock							(N/A)
126	Mayor's Fund		727.11	727.11				727.11 (N/A)
SUB TOTAL			2,508.46	2,508.46		2,762.67	-2,762.67	-254.21 (N/A)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Dog & Bench Sponsorship Scheme	1,650.00	1,370.00	-280.00	1,200.00		1,200.00	920.00 (32%)
58	Operations - Salaries & NI & LGPS				206,017.00	30,686.59	175,330.41	175,330.41 (85%)
59	Equipment Supplies & Maintenance				8,400.00	57.25	8,342.75	8,342.75 (99%)
61	Lighting Maintenance & Utility				20,000.00	518.29	19,481.71	19,481.71 (97%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/05/2026)

62	Tree Planting				3,000.00		3,000.00	3,000.00 (100%)
63	Tree Maintenance				7,500.00	1,600.00	5,900.00	5,900.00 (78%)
64	Toilet Block - Town Park				14,000.00		14,000.00	14,000.00 (100%)
65	Dog Bin Maintenance				600.00		600.00	600.00 (100%)
66	Litter Bins				1,029.00		1,029.00	1,029.00 (100%)
67	Open Spaces General				2,700.00		2,700.00	2,700.00 (100%)
69	James Cooke Wood				2,000.00		2,000.00	2,000.00 (100%)
70	River Walk				2,500.00	799.50	1,700.50	1,700.50 (68%)
71	Whetmead LNR				2,000.00	23.73	1,976.27	1,976.27 (98%)
72	Witham in Bloom				15,000.00		15,000.00	15,000.00 (100%)
73	Fleet				7,000.00	572.98	6,427.02	6,427.02 (91%)
74	Waste Disposal				1,000.00	83.22	916.78	916.78 (91%)
122	S106 Receipts	10,156.55	10,156.55					10,156.55 (N/A)
123	S106 Expenditure					21,600.00	-21,600.00	-21,600.00 (N/A)
SUB TOTAL		1,650.00	11,526.55	9,876.55	293,946.00	55,941.56	238,004.44	247,880.99 (83%)

Maltings Lane

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Hall Bookings	17,000.00		-17,000.00				-17,000.00 (-100%)
44	Sundry Expenses				2,000.00		2,000.00	2,000.00 (100%)
45	Training				1,000.00		1,000.00	1,000.00 (100%)
47	Business Rates				12,000.00		12,000.00	12,000.00 (100%)
50	Stationery				500.00		500.00	500.00 (100%)
51	Postage				500.00		500.00	500.00 (100%)
52	Advertising				300.00		300.00	300.00 (100%)
60	Affiliation Fees				500.00		500.00	500.00 (100%)
68	Photocopying				500.00		500.00	500.00 (100%)
88	Insurance				2,000.00		2,000.00	2,000.00 (100%)
89	IT				1,000.00		1,000.00	1,000.00 (100%)
90	Building Maintenance				6,000.00	1,445.87	4,554.13	4,554.13 (75%)
91	Lift Servicing				1,000.00		1,000.00	1,000.00 (100%)
92	Electricity				12,000.00		12,000.00	12,000.00 (100%)
93	Water				7,000.00		7,000.00	7,000.00 (100%)
94	Telephone				2,700.00		2,700.00	2,700.00 (100%)
95	Waste				700.00		700.00	700.00 (100%)
96	Licences				800.00		800.00	800.00 (100%)
97	Petty Cash				700.00		700.00	700.00 (100%)
98	Payroll Charges				400.00		400.00	400.00 (100%)
SUB TOTAL		17,000.00		-17,000.00	51,600.00	1,445.87	50,154.13	33,154.13 (48%)

Planning & Transport

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Speed Reduction				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					5,000.00		5,000.00	5,000.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/05/2026)

Policy & Resources

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75 Interest Received	18,000.00	2,241.22	-15,758.78				-15,758.78 (-87%)
76 Civic Receptions				2,500.00	24.78	2,475.22	2,475.22 (99%)
77 Instructions & Reports				8,000.00		8,000.00	8,000.00 (100%)
78 Christmas Expenses				3,000.00		3,000.00	3,000.00 (100%)
79 Mayor's Allowance				2,237.00		2,237.00	2,237.00 (100%)
80 Member's Grant Scheme				8,000.00		8,000.00	8,000.00 (100%)
81 Civic Gesture				500.00		500.00	500.00 (100%)
82 Surveys & Consultations				1,500.00		1,500.00	1,500.00 (100%)
83 Newsletter & Publications				10,000.00	287.33	9,712.67	9,712.67 (97%)
84 Communications & Exhibitions				1,500.00		1,500.00	1,500.00 (100%)
85 Members Allowance				7,000.00		7,000.00	7,000.00 (100%)
87 VAT							(N/A)
SUB TOTAL	18,000.00	2,241.22	-15,758.78	44,237.00	312.11	43,924.89	28,166.11 (45%)

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
99 Precept		556,014.00	556,014.00				556,014.00 (N/A)
SUB TOTAL		556,014.00	556,014.00				556,014.00 (N/A)

Year End Adjustments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101 Debtors / Prepayments							(N/A)
120 Deferred Income / Hall Hire							(N/A)
121 Year End Creditor					9,123.87	-9,123.87	-9,123.87 (N/A)
125 Year End Accrual					545.98	-545.98	-545.98 (N/A)
127 Year End Debtors		2,967.86	2,967.86		-47.52	47.52	3,015.38 (N/A)
128 Deferred Income / Events							(N/A)
129 Deferred Income / Allotments							(N/A)
SUB TOTAL		2,967.86	2,967.86		9,622.33	-9,622.33	-6,654.47 (N/A)

Summary

NET TOTAL	141,700.00	587,667.22	445,967.22	1,207,727.00	178,813.80	1,028,913.20	1,474,880.42
V.A.T.		52,964.23			13,563.79		
GROSS TOTAL		640,631.45			192,377.59		

Witham Town Council
Reserves Balance up to 31st Mar 2026
2025 - 2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
VAT	25,000.00				25,000.00
Town Hall Development	20,000.00	30,000.00	10,361.25		39,638.75
Acquisitions/Maltings Lane	20,000.00	39,000.00			59,000.00
Streetlighting Sinking Fu	6,000.00	2,000.00			8,000.00
Tree Maintenance	942.50	4,000.00	2,150.00		2,792.50
Riverwalk Cycleways	40,000.00	-15,000.00			25,000.00
Neighbourhood Plan	20,032.64				20,032.64
Community Safety/CCTV	30,000.00	5,000.00			35,000.00
Highways Devolution	27,772.64		27,772.00		0.64
Land Improvement	40,000.00				40,000.00
Equipment Replacement	10,000.00	10,000.00			20,000.00
Major Repairs & Renewals	21,990.00	8,010.00	5,082.00		24,918.00
J C Wood Imp Plan	4,000.00				4,000.00
Election Expenses	7,000.00	9,000.00	8,115.06		7,884.94
Allotment Control Account	16,105.50		3,139.28	2,668.16	15,634.38
Safer Streets Control Account	29,145.04		48,145.04	19,000.00	0.00
Charter Market Control Account	1,933.10	9,000.00	2,000.00	220.00	9,153.10
Events Control Account	6,410.07	4,635.79	1,336.53		9,709.33
Fleet		2,000.00			2,000.00
Town Clock		1,500.00			1,500.00
Speed Reduction EMR		2,025.00			2,025.00
Mayor's Appeal				4,487.31	4,487.31
Total Earmarked	326,331.49	111,170.79	108,101.16	26,375.47	355,776.59
TOTAL RESERVE	326,331.49	111,170.79	108,101.16	26,375.47	355,776.59
GENERAL FUND					572,569.62
TOTAL FUNDS					928,346.21

Witham Town Council
Reserves Balance up to 31st May 2026
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
VAT	25,000.00				25,000.00
Town Hall Development	39,638.75				39,638.75
Acquisitions/Maltings Lane	59,000.00				59,000.00
Streetlighting Sinking Fu	8,000.00	2,000.00			10,000.00
Tree Maintenance	2,792.50	10,000.00			12,792.50
Riverwalk Cycleways	25,000.00	-5,000.00			20,000.00
Neighbourhood Plan	20,032.64				20,032.64
Community Safety/CCTV	35,000.00	15,000.00			50,000.00
Highways Devolution	0.64				0.64
Land Improvement	40,000.00				40,000.00
Equipment Replacement	20,000.00	5,000.00			25,000.00
Major Repairs & Renewals	24,918.00	5,000.00			29,918.00
J C Wood Imp Plan	4,000.00	5,000.00			9,000.00
Election Expenses	7,884.94	12,000.00			19,884.94
Allotment Control Account	15,634.38				15,634.38
Safer Streets Control Account					0.00
Charter Market Control Account	9,153.10	-5,000.00			4,153.10
Events Control Account	9,709.33				9,709.33
Fleet	2,000.00	2,000.00			4,000.00
Town Clock	1,500.00				1,500.00
Speed Reduction	2,025.00				2,025.00
Mayor's Appeal	4,487.31				4,487.31
Total Earmarked	355,776.59	46,000.00			401,776.59
TOTAL RESERVE	355,776.59	46,000.00			401,776.59
GENERAL FUND					942,226.81
TOTAL FUNDS					1,344,003.40

Exception Payments Report For Year Ending 31st March 2026

Heading	Budget	% Over	Amount Over	Reason
Telephones	£2,200	1%	£37	Overspend – Due to minor increases in telephone costs during the year
Town Clock	£1,500	8%	£133	Overspend – Clock overhaul and installation carried out by Smith of Derby Group Limited
Witham Dog Show	£2,500	11%	£286.63	Overspend – offset against income
Witham Street Entertainment Festival	£23,000	25%	£5,934.78	Overspend: - offset against income £2876 - taken from Events EMR 3058.78
Halloween Event	£2,200	7%	£164.18	Being taken from Events EMR
VE Day	£2,500	7%	£184	Being taken from Events EMR
Christmas Events & Tree	£4,500	91%	£4,100.44	Overspend – offset against income
Easter Quest	£1,650	10%	£167.40	Being taken from Events EMR
Dog & Bench Schemes	£1,200	411%	£4,933.85	Overspend – offset against income
Waste Disposal	£1,000	13%	£136.56	Overspend – due to higher waste disposal costs than originally anticipated

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Witham Town Members Allowance Policy

Agenda Item 8

1. Introduction

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

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

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

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

2. Forms of allowance

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

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

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

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

3. Setting levels of allowances

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

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

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

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

4. Procedure and payment

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

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

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

Members wishing to receive their allowance are required at the **start of their term** ~~each year~~ to sign an agreement stipulating that, should they resign from their position as a Town Councillor, they shall repay the allowance on a pro-rata basis.

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

Members shall notify the Town Clerk when required, if they wish to claim their allowance.

Agreed: Policy and Resources 03.10.2022

Reviewed: 9th June 2026

To be reviewed: July 2028

Policy WTC/53

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Witham Town Council: UK GDPR Policy

This Policy sets out how the Council complies with UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and provides a framework for the management of personal data across the Council.

Policy overview, scope and purpose

Witham Town Council (“the Council”) is committed to protecting the privacy and security of personal data that it processes in the course of delivering its functions and services.

This Policy applies to all personal data processed by or on behalf of the Council, regardless of the format, and to all councillors, employees, agency staff, volunteers, contractors and other third parties who process personal data on the Council’s behalf.

This Policy should be read alongside the Council’s General Privacy Notice, Public CCTV Policy, IT and Email Policy, Internal IT Policy, Data Retention Policy, Complaints Procedure and any other related policies adopted by the Council.

Legal framework

The Council will comply with all relevant data protection legislation and associated guidance, including:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Freedom of Information Act 2000 and Environmental Information Regulations 2004, where applicable
- Relevant guidance and Codes of Practice issued by the Information Commissioner’s Office (ICO) and other regulators

Roles and responsibilities

Data Controller

Witham Town Council is the Data Controller for all personal data that it processes in connection with its statutory functions, services and activities.

As Data Controller, the Council is responsible for deciding the purposes and means of processing personal data and for demonstrating compliance with data protection legislation.

Senior management and committee oversight

The Council has overall responsibility for:

- Approving this Policy and any significant amendments
- Ensuring appropriate resources and governance are in place to support compliance

- Receiving assurance, as required, on data protection risks and issues

Management responsibilities

The Town Clerk and senior officers are responsible for:

- Implementing this Policy and associated procedures within their areas of responsibility
- Ensuring that staff, councillors and contractors understand and comply with this Policy
- Ensuring appropriate technical and organisational measures are in place for systems and processes that handle personal data

Staff, councillors, volunteers and contractors

All councillors, employees, volunteers, agency staff and contractors who process personal data on behalf of the Council must:

- Familiarise themselves with this Policy and any related guidance
- Only process personal data where authorised and necessary for their role
- Keep personal data secure and confidential
- Report any actual or suspected personal data breach or security incident immediately in accordance with Council procedures

Failure to comply with this Policy may result in disciplinary or other appropriate action.

Data protection principles and accountability

The Council will comply with the data protection principles set out in Article 5 UK GDPR. Personal data will be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for those purposes.
6. Processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The Council is responsible for, and will be able to demonstrate, compliance with these principles (the “accountability” principle).

Lawful bases for processing

The Council will only process personal data where one or more of the lawful bases in Article 6 UK GDPR apply. The main lawful bases relied upon by the Council are:

- Public task – where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.
- Legal obligation – where processing is necessary to comply with a legal obligation.
- Contract – where processing is necessary for the performance of a contract with the data subject or to take steps at their request before entering into a contract.
- Legitimate interests – in limited circumstances, where the Council or a third party has a legitimate interest and this is not overridden by the rights and freedoms of the individual.
- Consent – in specific cases where the individual has given clear consent for their personal data to be processed for one or more specified purposes.

For special category (sensitive) personal data, the Council will rely on one or more of the additional conditions in Article 9 UK GDPR and the Data Protection Act 2018, such as substantial public interest, employment and social protection law, or explicit consent.

Further information about the Council's lawful bases and conditions for processing different categories of personal data is provided in the General Privacy Notice.

Categories of data and purposes of processing

The Council processes a range of personal data necessary to carry out its statutory and discretionary functions. This may include, but is not limited to:

- Names, titles and aliases
- Contact details (addresses, email addresses, telephone numbers)
- Photographs and CCTV images
- Demographic and background information where relevant to services provided
- Financial information (e.g. bank details and transaction histories for payments, grants or fees)
- Information relating to Council services, consultations, complaints, bookings, events and civic functions

The Council's main purposes for processing personal data include:

- Delivering public services and facilities
- Managing Council assets, public spaces and events
- Responding to enquiries, requests, complaints and representations
- Fulfilling legal and regulatory obligations
- Administering grants, contracts and other agreements
- Operating CCTV systems for crime prevention and public safety
- Communicating with residents, stakeholders and partners

A fuller description of the categories of data processed and purposes is set out in the General Privacy Notice.

Information security and IT controls

The Council will apply appropriate technical and organisational measures to safeguard personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage.

These measures include, but are not limited to:

- Use of up-to-date antivirus and firewall software on Council devices
- Secure server arrangements with controlled, permissions-based access to shared drives
- Strong password practices and account security measures
- Secure storage and transmission of sensitive and confidential data, including encryption where appropriate
- Access control to IT systems, email accounts, CCTV systems and other applications
- Regular backups of key systems and data, stored securely
- Separation of public and internal Wi-Fi networks
- Restrictions on installation of unauthorised software and devices
- Monitoring and review of IT and email usage in accordance with Council policies

Day-to-day information security arrangements are detailed in the IT and Email Policy and Internal IT Policy, which support this Policy and must be complied with by all users.

CCTV and other high-risk processing

The Council operates public CCTV systems for the prevention and detection of crime, protection of public safety and management of Council assets.

CCTV processing is governed by the Council's Public CCTV Policy, which sets out:

- The purposes for which CCTV is used and the legal basis for processing
- The locations and operation of cameras
- Access controls, monitoring and disclosure of recordings
- Data protection impact assessments and privacy considerations
- Retention and deletion of CCTV footage
- Provision of footage to law enforcement or other authorised bodies

Any other high-risk processing (for example, new surveillance technologies or large-scale processing) will be subject to appropriate risk assessments, including Data Protection Impact Assessments (DPIAs) where required.

Data sharing and processors

The Council may share personal data with other organisations where this is lawful, necessary and proportionate, for example:

- Other local authorities and public bodies (such as district and county councils)
- Government departments and agencies

- Law enforcement and regulatory bodies, including the Police
- Contractors, service providers and professional advisers
- Community and voluntary organisations working in partnership with the Council

Where the Council uses third parties to process personal data on its behalf (“processors”), appropriate contracts or data-sharing agreements will be in place to ensure that processors:

- Process personal data only on the Council’s documented instructions
- Keep personal data secure
- Assist the Council in meeting its obligations in relation to data subject rights, breaches and DPIAs
- Delete or return personal data at the end of the contract as required

The Council will only share the minimum amount of personal data necessary for the purpose and will not sell personal data to third parties.

Data retention and disposal

The Council will not keep personal data for longer than is necessary for the purposes for which it was collected.

Retention periods for different categories of records are set out in the Council’s Data Retention Policy and any associated schedules.

At the end of the applicable retention period, personal data will be securely deleted, destroyed or anonymised in accordance with Council procedures and any legal or regulatory requirements.

Data subject rights

Individuals whose personal data is processed by the Council (“data subjects”) have a number of rights under UK GDPR, including:

- Right of access – to request a copy of their personal data and information about how it is used
- Right to rectification – to ask for inaccurate or incomplete data to be corrected
- Right to erasure – in certain circumstances, to request that their data is deleted
- Right to restrict processing – to request that processing is restricted in certain circumstances
- Right to object – to object to processing in certain circumstances, including some processing based on public task or legitimate interests
- Right to data portability – in certain circumstances, to have data transferred to another controller
- Right to withdraw consent – where processing is based on consent, to withdraw that consent at any time

Requests to exercise these rights should be made in writing to the Council using the contact details set out in the General Privacy Notice or on the Council’s website.

The Council will respond to valid requests within the timescales set out in UK GDPR, normally within one month.

Further information on how to exercise these rights is provided in the General Privacy Notice.

Data breaches and incident handling

A personal data breach is a security breach that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

All councillors, employees, volunteers and contractors must immediately report any suspected or confirmed personal data breach, or other information security incident, in accordance with Council procedures and to the appropriate senior officer.

The Council will:

- Investigate reported incidents promptly and take appropriate remedial action
- Maintain records of personal data breaches
- Assess the risks to individuals arising from a breach
- Notify the ICO and affected individuals where legally required

Data breach handling will be coordinated with the Council's IT and Email Policy, Internal IT Policy and any incident response procedures.

Training, awareness and monitoring

The Council will provide appropriate training and guidance on data protection and information security to councillors, employees and relevant third parties, proportionate to their roles and responsibilities.

The Council will promote awareness of this Policy and related privacy information so that staff, members and the public understand how personal data is used and protected.

Compliance with this Policy may be monitored through internal checks, audits or reviews, and any issues identified will be addressed through appropriate actions.

Adopted at meeting of Policy and Resources Committee Meeting held 29.6.2026

To be reviewed June 2028

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Officer Report: Removal of Data Protection Officer designation from the Town Clerk
Background

When the UK GDPR first came into force, many local councils, including Witham Town Council appointed a DPO as a precaution. Subsequent guidance from the Information Commissioner's Office (ICO) confirms that parish and town councils are not automatically required to appoint a DPO, unless their processing involves large-scale monitoring or large-scale special category/criminal data.

The Council already has a General Privacy Notice and a suite of data protection policies (including CCTV, IT and Email, Internal IT, and Data Retention) which describe how personal data is processed, secured and retained, and how data subject rights are managed. These arrangements do not depend on having a formally designated DPO.

There is also a recognised conflict of interest if a head of paid service, such as the Town Clerk, is designated as DPO, because the DPO is expected to act independently and monitor compliance with decisions they may themselves have taken.

Proposal

It is proposed that Council:

- Removes the formal designation of the Town Clerk as Data Protection Officer, to avoid any perceived conflict of interest.
- Confirms that Witham Town Council is not required to appoint a DPO under the UK GDPR and Data Protection Act 2018, given that parish and town councils are not automatically subject to the public-authority DPO requirement and the Council's processing does not otherwise trigger a mandatory DPO.

It is further proposed that the Town Clerk is authorised to:

- Update the Council's General Privacy Notice, policies and any public-facing documents to remove references to a DPO.

Advice:

1. Witham Town Council does not appoint a Data Protection Officer at this time, as it is not required to do so under the UK GDPR and Data Protection Act 2018, having regard to current ICO guidance for parish and town councils.
2. The Town Clerk is authorised to amend relevant policies, privacy notices and website content to reflect these decisions.