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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Tuesday, 16th September 2025** Time: **7:30 p.m.**

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

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

To be present:

Councillors

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

Nikki Smith
Town Clerk
18.6.2025

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Policy and Resources Committee held 17th March 2025 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

5. TOWN CLERK'S REPORT

To receive a verbal report on matters arising.

6. REVIEW OF POLICIES

To receive and approve the following policies for renewal –

(a) Crime and Disorder

(b) Fire Safety

(c) Whistleblowing

(d) Witham Town Council Petitions Policy

To receive the following policies for adoption -

(e) Memorial Testing Policy

(f) IT and Email Policy

7. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31.08.2025 attached at page 20.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31.08.2025 attached at page 37.

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves to 31.08.2025, attached at page 82.

8. CCLA REPORT

To receive an update on the CCLA account.

Witham Town Council: Crime and Disorder Policy

Agenda Item 6(a)

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

The Town Council is also under a duty to consider the safety of the general public at large and recognises the need for positive action.

A crime and disorder impact assessment must be included in all committee and council reports and key decisions, detailing how potential actions may affect local crime and disorder.

Engagement

As part of that process the Town Council will fully engage with the all-applicable bodies to:
- Reduce and detect crime.
- Reduce anti-social behaviour and fear of crime and re-assure people.
- Strengthen community involvement under Section 5(2) of the Crime and Disorder Act 1998 (the right of town and parish councils to be consulted).

Partnership Working

In exercising those functions, the Town Council shall act in co-operation with the following persons and bodies, namely:
- The local authorities, Braintree District Council and Essex County Council.
- Essex Police.
- The probation service or health authority.
- Every person or body prescribed by order of the Secretary of State under this subsection.

Regular updates of partnership activity and outcomes will be reported to the Town Council and, where appropriate, the public.

In discharging its duties, the Town Council:
- Extends a permanent invitation to Essex Police to attend monthly Council meetings where questions can be asked and addressed.
- The Town Council CCTV cameras are available to be controlled by Essex Police and footage can be provided when requested.
- Prioritises the quick removal of graffiti, litter and drug paraphernalia from public open spaces within its control (namely James Cooke Wood, the Closed Churchyard, Whetmead Nature Reserve and the River Walk)
- Publishes relevant information on its website, social media, and newsletter when possible.
- Promotes a culture of “Eyes and Ears” to increase collection of intelligence working with community organisations and local resident associations.
- Will continue the funding, promotion and recruitment of Community Special Constables in partnership with Essex Police.
- Will make a budgetary commitment to support Community Safety

The Council will maintain an audit trail for all significant decisions, minuting how crime and disorder responsibilities under Section 17 were considered. Expert advice will be sought on specialist crime issues where needed.

Outcomes:
The Town Council aspires to achieving the following outcomes through proactive promotion of this policy:

- Reduced fear of crime & anti-social behaviour with a particular emphasis on older and more vulnerable people and in areas after dark.
- Reducing the overall number of crime and anti-social behaviour incidents.
- A prompt response to all incidents.
- Enhanced ability of Police to target their resources.
- Restoring visible community policing through community special constable presence.

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

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

Adopted: Meeting of the Policy and Resources Committee held 26.06.2023

Reviewed: Meeting of the Policy and Resources Committee held 16.09.2025

To be reviewed: September 2026

WTC055

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Agenda Item 6(b)

Witham Town Council – Fire Safety Policy

Policy Overview

This policy has been prepared to help Witham Town Council comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Fire Safety (England) Regulations 2022 and Section 156 of the Building Safety Act 2022. The Town Council is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, Councillors, service users and other persons who may be affected by its activities. This fire safety policy also forms part of the Town Council's general health and safety policy.

The Responsible Person

The overall responsibility for fire safety resides with the Town Council. Under the Fire Safety Order, the "Responsible Person" is typically the employer or the person in control of the premises. The Town Council's responsibility for ensuring the implementation of this policy will be managed through the Town Clerk and/or an appointed officer. They will be responsible for ensuring that:

- Current fire regulations are met.
- Appropriate fire safety policies are in place to reduce the risk of an outbreak of fire and to reduce the risk of the spread of fire.
- Fire safety risk assessments under the Act must now cover internal areas, structure, all external walls (including cladding, balconies and windows),
- Appropriate means of escape are in place.
- The Town Council's fire risk assessments are carried out by a competent person.
- Matters arising from fire risk assessments are addressed promptly.
- Appropriate records and documentation in respect of fire safety management are maintained.

Fire Marshals

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

- Assist with the co-ordination of fire safety matters.
- Assist in evacuations.
- Make contact and provide information to the local Fire and Rescue Service.
- Monitor fire doors, escape routes, and external wall issues as identified in risk assessments

Duties of Staff

Each staff member is responsible for maintaining a fire safe environment for all staff and visitors. Staff have an individual responsibility to prevent the outbreak of fire and to ensure they do not place themselves or others at risk of harm. Staff should make themselves aware of the Town Council's fire safety procedures and follow these established procedures for the management of an actual or suspected fire incident. Staff must promptly report any deficiencies in fire safety systems, including fire doors, alarms, and escape route obstructions, and participate in reviews or drills as required.

Hirers of Town Hall Facilities

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

Contractors and Other Visitors

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

Staff Training

All staff shall receive a fire safety briefing on their first day at work to include:
- Their responsibilities in respect of fire safety.
- Fire evacuation procedures.
- Specific hazards or fire risks in their working area.

All staff including part time staff, will receive appropriate fire safety training as soon as practicable following the start of their employment with the Town Council. Refresher training will be provided if and when:
- Material changes are made to the premises.
- Staff activities warrant further training.
- A fire risk assessment indicated deficiencies.
- A staff appraisal considers refresher training appropriate.

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

Fire drills will be conducted at least annually, and all staff will receive training on the use of fire extinguishers.

Documents and Records

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

- The fire safety policy.
- Fire evacuation procedures.
- Copies of fire risk assessments.
- Records of fire training and fire drills.
- Records of annual inspection and testing of firefighting equipment.
- Records of periodic testing of emergency lighting and fire alarms.

- Records of all maintenance to fire detection and alarm systems.
- Records of storage of any hazardous substances.
- Records of any unwanted alarm activations and action taken.
- Plans of the Town Hall and any evacuation routes.

All fire safety documents must be easily accessible to staff and enforcement authorities. A system for regular review and updating of fire safety documentation will be implemented.

Maintenance of Fire Safety Systems and Equipment

The results of all test, maintenance, faults and actions taken in respect of fire safety systems and equipment shall be retained. Items to be maintained include any alarms and detection equipment, fire-fighting equipment, emergency lighting, fire doors and exits and any literature such as fire notices and evacuations procedures.

Regular PAT (Portable Appliance Testing) will be conducted for all electrical equipment, and procedures will be established for reporting and addressing electrical hazards.

Fire Risk Assessments

Written fire risk assessments will be produced by the Town Council for each of its premises by a competent person in line with current guidance. These will be reviewed regularly, not just annually, and particularly when there are significant changes to the premises or activities. Additional reviews will be conducted due to material change or alteration to the building, or if there has been a significant change in the activity carried out on the premises.

Relevant fire safety information will be shared with other responsible persons for the building, if applicable.

Procedures

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

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

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

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

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

An emergency evacuation plan will be developed and maintained, including procedures for assisting vulnerable individuals during evacuations.

Adopted: Policy and Resources 03.10.2022 (Minute 18)

Reviewed: Policy and Resources 16.09.2025

Review date: September 2026

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Agenda Item 6(c)

Witham Town Council: Whistleblowing Policy

This policy should be read in conjunction with the Staff Handbook and Code of Conduct.

Policy Overview
Whistleblowing' is the reporting by employees of suspected misconduct, illegal acts or failure to act within the Council.
Employees are often the first to realise that there may be something seriously wrong within the Council. 'Whistleblowing' is viewed by the Council as a positive act that can make a valuable contribution to the Council's efficiency and long-term success.

This policy is designed to comply with the Public Interest Disclosure Act 1998 (PIDA) ~~and subsequent amendments~~. as amended (including by the Enterprise and Regulatory Reform Act 2013), and best practice guidance for UK local government.

Aims of the Policy
The Policy is designed to ensure that anyone can raise concerns about wrongdoing or malpractice within the Council without fear of victimisation, discrimination, disadvantage or dismissal.

It is also intended to encourage and enable the raising of serious concerns within the Council rather than ignoring a problem or trying to deal with it externally.

To qualify for protection, a disclosure must be made with a reasonable belief that it is in the public interest.

This Policy aims to-

- encourage confidence in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues to raise concerns and receive feedback on any action taken
- ensure that a response is received to those concerns
- provide reassurance of protection from possible reprisals or victimisation if concerns have been raised and disclosures made in good faith and in the public interest.

The Whistleblowing Policy is not intended to replace existing procedures and where appropriate the existing grievance procedure should still be used.
Complaints of misconduct by Town Councillors are dealt with under a separate procedure, copies of which can be obtained from the Town Clerk.

Applicability

Whom Is the Policy Applicable to?
The Policy applies to-

- employees of Witham Town Council
- employees of contractors working for the Council
- voluntary workers within the Council

~~The policy also extends to former employees, job applicants, and agency staff working for the Council.~~ The policy also covers agency workers, former employees, and job applicants (where their concern relates to recruitment at the Council); volunteers are encouraged to use the Council's procedure, but UK law does not require the Council to protect volunteers under PIDA unless they have a contract.

What should be reported?
The following concerns about service provision or the conduct of officers should be reported if it is believed that they-

- do not comply with Witham Town Council standards
- are not in keeping with any council policies
- fall below established standards of practice
- involve improper behaviour.

These matters can relate to

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- racial, sexual, disability or other discrimination
- safeguarding of children or vulnerable adults
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of public funds or other assets
- possible fraud and corruption
- other unethical conduct

This list is not exhaustive.

Protecting the Whistleblower
The Public Interest Disclosure Act 1998 protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest.
The Act makes it unlawful for the Council to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

If a case arises where the employee themselves has participated in the action causing concern it is in that employees interests to admit to such wrongdoing. The Council may still choose to act against such an employee, but the fact that they came forward may be used in mitigation.

Witham Town Council recognises that the decision to report a concern can be difficult.
The Council will not tolerate any harassment or victimisation of a whistleblower and will take appropriate action to protect anyone that raises a concern in good faith and will treat this as a serious disciplinary offence, which will be dealt with under the disciplinary procedure.

Throughout the process, Witham Town Council will fully support anyone who chooses to raise concerns.
For those who are not Witham Town Council employees, the Council will endeavour to provide appropriate advice and support wherever possible.

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the person making the allegations, although if disciplinary or other proceedings follow the investigation this may not be possible.

Whistleblowers have the right to remain anonymous, and the Council will respect this right unless required by law to disclose the whistleblower's identity.

Untrue Allegations
If an allegation is made in good faith and the individual doing so reasonably believes it to be true, but it is not confirmed by the investigation, there will not be repercussions.
If an allegation is made frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken and this is not protected under PIDA.

Raising a Concern
Concerns should normally be raised with the Town Clerk or Deputy Town Clerk but if under exceptional circumstances the matter concerns both parties the leader of the Council should be approached.

All concerns should be made in writing and include the following information-

- the nature of the concern and why it is believed to be true
- the background and history of the concern (giving relevant dates)

Although it is not expected to prove beyond doubt the truth of the suspicion, the letter will need to demonstrate to the person contacted that there is a genuine concern relating to suspected wrongdoing or malpractice within the Council and there are reasonable grounds for concern.

~~Issues identified in anonymous communications will not be considered.~~ Anonymous allegations will be considered at the Council's discretion. While anonymity may limit investigation and feedback, anonymous reports will not be automatically disregarded.

What the Council will do
The Council will respond to concerns as quickly as possible

In order to be fair to all employees, including those who may be wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until it becomes necessary to do so. In certain cases however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately.

Where appropriate, the matters raised may-

- be investigated by management, internal audit, or through the disciplinary/grievance process
- be referred to the police
- be referred to the external auditor
- be referred and put through established child protection/abuse procedures
- form the subject of an independent inquiry

Within ten working days of a concern being raised, the person investigating will respond to the allegations-

- acknowledging that the concern has been received

- indicating how the Council proposes to deal with the matter
- supplying information on staff support mechanisms
- explaining whether investigations will take place and if not, why not

The amount of contact between the whistleblower and the officers considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of information.

The Council will do what it can to minimise any difficulties that may be experienced because of raising a concern.
To ensure that it is felt that a disclosure has been properly addressed the whistle blower will be kept informed of the progress and outcome of any investigation, unless there are any legal reasons why this cannot be done.

The Council commits to concluding any investigation within a reasonable timeframe, typically within three months of the initial report.

All records of disclosures and investigations will be maintained securely and in line with UK GDPR and Data Protection Act 2018 requirements.

A confidential summary of whistleblowing activity will be reported annually to the Council's Personnel or HR Committee.

How the Matter can be Taken Further
This Policy is intended to provide an avenue within the Council to raise concerns. If it is not felt that concerns have been dealt with then it is possible to escalate the matter outside of the Council by contacting –

- a trade union representative
- the police
- the monitoring officer at Braintree District Council

Additionally, concerns can be raised with:
- The Health and Safety Executive
- The Environment Agency
- The Information Commissioner's Office
- Protect (formerly Public Concern at Work), the whistleblowing charity

~~A public disclosure to anyone else would result in the loss of protection afford by the Public Interest Disclosure Act and this policy.~~ Disclosure to other parties (such as the media) may only be legally protected if strict statutory conditions are met, such as a reasonable belief of victimisation or evidence being concealed. Otherwise, protection under PIDA may be lost. A list of prescribed persons is available on GOV.UK.

This Policy does not prevent anyone with a concern from taking their own legal advice.

The Council will regularly review this policy to ensure it remains effective and up-to-date with current legislation and best practices.

Adopted: Delegated Decision P & R 14.6.2021
Reviewed: P&R 16.09.2025
Review Date: September 2026

Agenda Item 6(d)

Witham Town Council: Petitions Policy

Policy Overview

Witham Town Council welcomes community engagement and recognizes petitions as a valuable means for residents to express their concerns. This policy outlines the process for submitting and handling petitions, ensuring a fair and transparent approach to addressing community issues.

Petition Criteria

A petition must have at least 50 signatories to be considered valid.

~~Signatories must be residents of Witham, unless the petition concerns a service affecting non-residents.~~ Signatories must be residents of Witham, or anyone who lives, works, or studies in Witham, unless the petition concerns a service affecting non-residents

Petitions must relate to Witham Town Council services and decisions.

Submission Process

Petitions should be addressed to the Town Clerk and submitted to:

The Town Clerk
Witham Town Council
Town Hall
61 Newland Street
Witham
Essex CM8 2FE
Email: townclerk@witham.gov.uk

Petitions can also be presented during Public Participation at scheduled council meetings.

Petition Requirements

Petitions must include:
a) A clear statement of the issue and the desired action.
b) Name, address, and signature of each supporter.
c) Contact details of the petition organiser.

For online petitions, full names and addresses are required, with a mechanism to prevent fraudulent signatures.

Petitions from under-18s are allowed, provided they live, work, or study in Witham.

Handling of Petitions

Petitions with 500+ signatures:
a) Will be debated at the next suitable Council or committee meeting.
b) The petition organiser will have five minutes to present, followed by a 15-minute member discussion.
c) The Council will decide how to respond at the meeting.

Petitions with 50-499 signatures:
a) Will be reviewed by the Town Clerk, Mayor, Deputy Mayor, and relevant members(e.g. Ward

Members).
b) May be referred for full debate at the Mayor's discretion.

The petition organiser will receive written confirmation of the decision.

If the organiser is dissatisfied with the response, they can request a review by the Council's Complaints Panel.

General Provisions

An acknowledgment will be sent within ten working days of receiving the petition.

Petition details will be published on the Council's website, excluding organiser contact information.

Similar petitions will not be considered within six months of each other.

Petitions deemed vexatious, abusive, or inappropriate will not be accepted.

Petitions cannot be presented at the Annual Meeting or extraordinary meetings not called for that purpose.

Adopted 16.09.2024
Reviewed 16.09.2025
Next review date September 2027

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Agenda Item 6(e)

Witham town council

Witham Town Council: All Saints Closed Churchyard Memorial Safety Policy

Policy Overview

Witham Town Council is committed to maintaining a safe environment within All Saints Closed Churchyard and whilst the memorials are the responsibility of the registered grave owner, WTC have responsibility for ensuring that the site is safe for both staff to work and for the public to visit.

The council's responsibilities are set out in various legislation including the Local Cemeteries Order 1977 (LACO), the Health and Safety at Work Act 1974 (HSWA74), the Management of Health and Safety at Work Regulations 1999 and the Occupiers Liability Act 1957 Section 2 (2) –Common Duty of Care that in all circumstances it is reasonable for any visitors to be safe when using the premises for which they are invited or permitted by the occupier.

This policy sets out the procedures for regular inspection, risk assessment and appropriate action regarding memorial safety in line with legal obligations and best practice issued by the Institute of Cemetery and Crematorium Management (ICCM).

Inspections

Witham Town Council's Operation's Team will inspect the graves and memorials **every 5 years** to assess their safety, during the months of November and December. The inspections are essential to avoid injury or death of any staff or visitors. All inspections will be carried out by a minimum of two authorised members of the Operations Team, at least one of whom has received suitable training. WTC recognises that testing of memorials is a sensitive issue and therefore before each inspection, a sign will be displayed at each entrance to the graveyard explaining that a routine inspection taking place.

For memorials between 625mm and 1500mm, the inspection will comprise of a visual inspection and a basic hand test, in line with ICCM guidance, to determine if there is movement in the memorial and to what extent.

Each memorial will be assigned to one of three categories

- Category 1 – the memorial is unsafe and poses an immediate danger to the public and therefore requires immediate attention. In this circumstance the Inspector will undertake one of the following temporary fixes to reduce or remove the risk of a memorial causing harm:
    - ❖ Lay the memorial or part thereof flat within the grave space.
    - ❖ Install a stake and banding to prevent the memorial falling. This will be checked weekly to ensure it remains in place.
    - ❖ Securely cordon off the area to prevent the public accessing the memorial.
    - ❖ Dig a hole so that the memorial may be sunk into the ground.
    - ❖ In extreme circumstances and as a last resort, remove the memorial to safe storage.

  In each case a safety notice / information notice will be erected on or near the memorial.

- Category 2 – the memorial is not an immediate danger to the public but is not fully stable and will be inspected again in 12 months.

- Category 3 – the memorial is safe and should be inspected again in 5 years.

A photographic record shall be taken of all category 1 and 2 memorials

For memorials over 1500mm tall, the inspection will comprise of a visual inspection and, if there is cause for concern and it is safe to do so, the Inspector will make the memorial safe following the category 1 procedure. If this is not possible, the memorial will be cordoned off and a further inspection will be carried out at the earliest opportunity by a memorial mason, contracted by Witham Town Council. A photographic record will be taken.

Recording of Inspections
A digital record of each inspection will be kept indefinitely detailing the following:

- Grave number
- Name on memorial
- Category
- Date of inspection
- Name of inspector
- Assigned category
- Reason for failure if applicable
- Details of any action taken

Informing Grave Owners
Where a memorial is classified as Category 1, a notice will be installed on or near the memorial for a period of up to 12 months, advising the owner to contact the council. The council will further seek to write to the owner of the grave or their next of kin, where an address is known, to advise them that the grave /memorial has failed an inspection and that immediate action is required. Witham Town Council will take all reasonable steps to contact the appropriate owner.

Repairs
Do it yourself repairs are prohibited. All repairs must be carried out by a qualified and GRAMM (British Register of Accredited Memorial Masons) registered memorial mason or equivalent and must be compliant with the BS8415 standard. A copy of conformity must be registered with Witham Town Council following any works.

In the event of no action being taken by a grave owner within 3 months or the owner of the grave not being contactable after a period of 12 months, Witham Town Council reserve the right to apply a semi-permanent solution to the memorial which may involve laying the memorial flat or sinking the memorial into the ground or other suitable action as deemed appropriate by the Town Council. In the case of the memorial being a war grave, the War Graves Commission will be informed.

Witham Town Council can not be held liable for any damage to a memorial that is caused by factors outside of their control.

Agreed and adopted: Policy & Resources Committee, Minute , xx.xx.2025
Review date: October 2027
WTC67

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Agenda Item 6(f)

Witham Town Council – IT and Email Policy

Policy Overview

Witham Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use Witham Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email

Witham Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by Witham Town Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential Witham Town council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

Witham Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Witham Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

Witham Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote Work

Mobile devices provided by Witham Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should adhere to the same security practices as they would in the office.

Email monitoring

Witham Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

Training and awareness

Witham Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

Compliance and consequences

Breach of this IT and Email Policy may result in disciplinary action.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users can contact the Town Clerk.

All staff and councillors are responsible for the safety and security of Witham Town Council's IT and email systems. By adhering to this IT and Email Policy, Witham Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted: Policy and Resources 15.09.2025

Review date: September 2026

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Date:15/03/2025 **Witham Town Council** Page 1

Time: 11:13 Agenda Item 7(a) User: NS

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 7 - 95 Day Notice

Bank Statement Account Name (s)	Statement Date	Page No	Balances
95 Day Notice	28/02/2025	36	200,062.88
			200,062.88

Unpresented Payments (Minus)	**Amount**	
	0.00	
		0.00
		200,062.88

Unpresented Receipts (Plus)		
	0.00	
		0.00
		200,062.88
	Balance per Cash Book is :-	**200,062.88**
	Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Lloyds Bank Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Current Account	28/02/2025	151	13,603.25
			13,603.25
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			13,603.25
Unpresented Receipts (Plus)			
		0.00	
			0.00
			13,603.25
		Balance per Cash Book is :-	**13,603.25**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 5 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	28/02/2025	31	78.34
			78.34

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		78.34

Unpresented Receipts (Plus)		
	0.00	
		0.00
		78.34

Balance per Cash Book is :- 78.34

Difference is :- 0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 6 - Unity Trust Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank Account	28/02/2025	88	113,320.51
			113,320.51

Unpresented Payments (Minus)

		Amount	
		0.00	
			0.00
			113,320.51

Unpresented Receipts (Plus)

30/04/2024	2024/008	28.00
31/07/2024	2024/188	20.00
30/08/2024	2024/238	32.00
30/08/2024	2024/236	20.00
30/08/2024	2024/233	20.00
04/10/2024	2024/302	28.00
31/10/2024	2024/358	40.00
31/10/2024	2024/360	28.00
31/10/2024	2024/361	28.00
31/10/2024	2024/362	15.00
08/11/2024	2024/357	1,000.00
18/11/2024	2024/414	177.86
21/11/2024	2024/415	225.00
29/11/2024	2024/423	32.00
29/11/2024	2024/422	64.00
29/11/2024	2024/421	32.00
29/11/2024	2024/420	960.00
29/11/2024	2024/417	96.00
10/12/2024	BACS	30.00
27/12/2024	BACS	10.00
31/01/2025	2024/483	14.00
31/01/2025	2024/485	40.00
21/02/2025	2024/554	40.00
28/02/2025	2024/685	117.34
28/02/2025	2024/566	32.00
28/02/2025	2024/563	32.00
28/02/2025	2024/560	40.00
28/02/2025	2024/557	32.00
28/02/2025	2024/564	64.00
28/02/2025	2024/556	32.00
28/02/2025	2024/555	40.00
28/02/2025	2024/559	50.00
28/02/2025	2024/562	28.00
28/02/2025	2024/565	840.00
28/02/2025	2024/561	125.00
28/02/2025	2024/558	25.90

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 6 - Unity Trust Account

	Amount	Balances
		4,438.10
		117,758.61
Balance per Cash Book is :-		**117,758.61**
Difference is :-		**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date:15/03/2025 **Witham Town Council** Page 1

Time: 10:33 User: NS

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 8 - Unity Trust Instant Access

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bk Instant Access	28/02/2025	24	315,422.00
			315,422.00
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			315,422.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			315,422.00
		Balance per Cash Book is :-	**315,422.00**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date:02/04/2025 **Witham Town Council** Page 1

Time: 17:45 User: NS

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 7 - 95 Day Notice

Bank Statement Account Name (s)	Statement Date	Page No	Balances
95 Day Notice	31/03/2025	37	200,651.60
			200,651.60
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			200,651.60
Unpresented Receipts (Plus)			
		0.00	
			0.00
			200,651.60
		Balance per Cash Book is :-	**200,651.60**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date:04/04/2025 **Witham Town Council** Page 1

Time: 14:03 User: NS

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Lloyds Bank Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Current Account	31/03/2025	152	10,017.62
			10,017.62
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			10,017.62
Unpresented Receipts (Plus)			
		0.00	
			0.00
			10,017.62
		Balance per Cash Book is :-	**10,017.62**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date:02/04/2025 **Witham Town Council** Page 1

Time: 09:16 User: NS

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 5 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/03/2025	32	64.09
			64.09

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		64.09

Unpresented Receipts (Plus)		
	0.00	
		0.00
		64.09

Balance per Cash Book is :- **64.09**

Difference is :- **0.00**

Signatory 1:

Name ....Signed ....Date ....

Signatory 2:

Name ....Signed ....Date ....

Date:24/04/2025 **Witham Town Council** Page 1

Time: 12:55 User: NS

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 6 - Unity Trust Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank Account	31/03/2025	89	26,583.41
			26,583.41

Unpresented Payments (Minus)

		Amount	
		0.00	
			0.00
			26,583.41

Unpresented Receipts (Plus)

30/04/2024	2024/008	28.00	
31/10/2024	2024/358	40.00	
31/10/2024	2024/360	28.00	
08/11/2024	2024/357	1,000.00	
29/11/2024	2024/423	32.00	
29/11/2024	2024/422	64.00	
29/11/2024	2024/421	32.00	
31/01/2025	2024/485	40.00	
21/02/2025	2024/554	40.00	
17/03/2025	2024/747	56.16	
			1,360.16
			27,943.57
		Balance per Cash Book is :-	**27,943.57**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date:03/04/2025 **Witham Town Council** Page 1

Time: 12:38 User: NS

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 8 - Unity Trust Instant Access

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bk Instant Access	31/03/2025	25	317,993.07
			317,993.07
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			317,993.07
Unpresented Receipts (Plus)			
		0.00	
			0.00
			317,993.07
		Balance per Cash Book is :-	**317,993.07**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Date:07/04/2025 **Witham Town Council** Page 1

Time: 12:02 User: NS

Bank Reconciliation Statement as at 31/03/2025
for Cashbook 9 - CCLA Public Sector Deposit

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Public Sector Deposit	31/03/2025	5	190,000.00
			190,000.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		190,000.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		190,000.00
	Balance per Cash Book is :-	**190,000.00**
	Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

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 30/04/2025			
	Cash in Hand 01/04/2025			745,309.79
	ADD Receipts 01/04/2025 - 30/04/2025			530,709.01
				1,276,018.80
	SUBTRACT Payments 01/04/2025 - 30/04/2025			82,742.19
A	**Cash in Hand 30/04/2025** (per Cash Book)			**1,193,276.61**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2025	36.13	
	LLoyds Current Account	30/04/2025	33,768.07	
	CCLA Public Sector Deposit	30/04/2025	190,000.00	
	95 Day Notice Account	30/04/2025	201,175.85	
	Unity Trust Instant Access	30/04/2025	150,303.49	
	Unity Trust Bank	30/04/2025	617,993.07	
				1,193,276.61
	Less unpresented payments			
				1,193,276.61
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,193,276.61**
	A = B Checks out OK			

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 31/05/2025			
	Cash in Hand 01/04/2025			745,309.79
	ADD Receipts 01/04/2025 - 31/05/2025			579,065.86
				1,324,375.65
	SUBTRACT Payments 01/04/2025 - 31/05/2025			162,480.18
A	**Cash in Hand 31/05/2025** (per Cash Book)			**1,161,895.47**
	Cash in hand per Bank Statements			
	Petty Cash	31/05/2025	19.44	
	LLoyds Current Account	31/05/2025	29,950.63	
	CCLA Public Sector Deposit	31/05/2025	190,000.00	
	95 Day Notice Account	31/05/2025	201,674.15	
	Unity Trust Instant Access	31/05/2025	617,993.07	
	Unity Trust Bank	31/05/2025	122,258.18	
				1,161,895.47
	Less unpresented payments			
				1,161,895.47
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,161,895.47**
	A = B Checks out OK			

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 30/06/2025			
	Cash in Hand 01/04/2025			745,309.79
	ADD			
	Receipts 01/04/2025 - 30/06/2025			589,747.85
				1,335,057.64
	SUBTRACT			
	Payments 01/04/2025 - 30/06/2025			264,148.41
A	**Cash in Hand 30/06/2025**			**1,070,909.23**
	(per Cash Book)			
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2025	17.69	
	LLoyds Current Account	30/06/2025	28,842.31	
	CCLA Public Sector Deposit	30/06/2025	190,000.00	
	95 Day Notice Account	30/06/2025	202,190.35	
	Unity Trust Instant Access	30/06/2025	620,950.37	
	Unity Trust Bank	30/06/2025	28,908.51	
				1,070,909.23
	Less unpresented payments			
				1,070,909.23
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,070,909.23**
	A = B Checks out OK			

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 31/07/2025			
	Cash in Hand 01/04/2025			745,309.79
	ADD Receipts 01/04/2025 - 31/07/2025			598,753.01
				1,344,062.80
	SUBTRACT Payments 01/04/2025 - 31/07/2025			366,438.69
A	**Cash in Hand 31/07/2025** (per Cash Book)			**977,624.11**
	Cash in hand per Bank Statements			
	Petty Cash	31/07/2025	17.69	
	LLoyds Current Account	31/07/2025	26,199.83	
	CCLA Public Sector Deposit	31/07/2025	190,000.00	
	95 Day Notice Account	31/07/2025	202,690.87	
	Unity Trust Instant Access	31/07/2025	470,950.37	
	Unity Trust Bank	31/07/2025	87,765.35	
				977,624.11
	Less unpresented payments			
				977,624.11
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**977,624.11**
	A = B Checks out OK			

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 31/08/2025			
	Cash in Hand 01/04/2025			745,309.79
	ADD Receipts 01/04/2025 - 31/08/2025			609,821.45
				1,355,131.24
	SUBTRACT Payments 01/04/2025 - 31/08/2025			490,554.50
A	**Cash in Hand 31/08/2025** (per Cash Book)			**864,576.74**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2025	17.69	
	LLoyds Current Account	31/08/2025	23,185.00	
	CCLA Public Sector Deposit	31/08/2025	190,000.00	
	95 Day Notice Account	31/08/2025	203,147.10	
	Unity Trust Instant Access	31/08/2025	400,950.37	
	Unity Trust Bank	31/08/2025	47,276.58	
				864,576.74
	Less unpresented payments			
				864,576.74
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**864,576.74**
	A = B Checks out OK			

Back to Agenda

Payments for Month 12 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/06/2024	Amazon Business	CC	-114.00		-19.00	4101	100	-95.00	Incorrect nominal code
22/06/2024	Amazon Business	CC	114.00		19.00	4180	100	95.00	Prime membership
05/11/2024	The Lion Inn	CC	-576.00			4170	100	-576.00	Incorrect Amount
05/11/2024	The Lion Inn	CC	576.00		96.00	4170	100	480.00	Christmas Event
10/03/2025	Harfield Components	CC	10.85		1.81	4120	100	9.04	Snack Dessert Bowla
10/03/2025	Harfield Components	CC	32.55		5.43	4120	100	27.12	Snack Dessert Bowls
10/03/2025	Amazon Business	CC	10.80		1.80	4150	100	9.00	Laptop Charger
10/03/2025	Amazon Business	CC	74.99		12.50	4150	100	62.49	Laptop Power Bank
10/03/2025	Amazon Business	CC	20.80		3.48	4120	100	17.32	Toilet Cleaner
10/03/2025	Integral Memory PLC	CC	99.90		16.66	4150	100	83.24	2 x 1TB USB Flash Drive
10/03/2025	Amazon Business	CC	4.49		0.75	4120	100	3.74	Keyboard Letter Stickers
10/03/2025	Personalise	CC	78.49		13.08	4445	400	65.41	Waterproof logo clothing
10/03/2025	Personalise	32.30	32.30		5.39	4445	400	26.91	Hi Viz & logo
10/03/2025	Amazon Business	CC	18.45		3.09	4120	100	15.36	Metal tally counters
10/03/2025	KPCM Display Ltd	CC	5.13		0.86	4120	100	4.27	Lift signage
10/03/2025	Amazon Business	CC	11.34		1.89	4140	100	9.45	A4 Lever Arch Files
10/03/2025	Amazon Business	CC	81.32		13.56	4120	100	67.76	Megaphone Speakers
10/03/2025	Amazon Business	CC	81.32		13.56	4120	100	67.76	Megaphone Speakers
10/03/2025	Amazon Business	CC	23.49		3.92	4140	100	19.57	A4 Copier Paper
10/03/2025	Amazon Business	CC	10.79			4120	100	10.79	Reference Book
10/03/2025	Eco Leaf Products Ltd	CC	41.99		7.00	4120	100	34.99	Eco Leaf 100Pack Plates
10/03/2025	Redfit Ltd	CC	18.59		3.10	4120	100	15.49	Disposable wooden cutlery
10/03/2025	Amazon Business	CC	11.98		2.00	4120	100	9.98	Napkins
10/03/2025	Amazon Business	CC	4.95		0.83	4120	100	4.12	Extension Lead
10/03/2025	Trainline	CC	45.70			4115	100	45.70	Community Governance Travel
10/03/2025	Screwfix	CC	12.78		2.13	4445	400	10.65	LED Bulb
10/03/2025	Scan Computers International	CC	1,332.72		222.12	4150	100	1,110.60	2 x New PC
10/03/2025	Trainline	CC	36.62			4115	100	36.62	Conference Travel NS
10/03/2025	Devon Partnership NHS Trust	CC	144.00		24.00	4180	100	120.00	Mindful Employer Plus
10/03/2025	CT Cobblers	CC	7.90			4445	400	7.90	New Keys
10/03/2025	Morrisons Daily	CC	1.40			4120	100	1.40	Milk
10/03/2025	Timetastic	CC	20.16		3.36	4100	100	16.80	Holiday booking software Feb24
10/03/2025	Cartridge Save Ltd	CC	82.42		13.74	4130	100	68.68	Office Ink Cartridges
10/03/2025	Dogs Trust	CC	15.00			4436	400	15.00	Donation for bin sponsorship
10/03/2025	Sketchers	CC	91.95		15.33	4445	400	76.62	Work boots
10/03/2025	British Red Cross	CC	322.80			4190	100	322.80	First Aid Training
10/03/2025	HSQE Ltd	CC	334.80		55.80	4190	100	279.00	Fire Warden & Safety Training
10/03/2025	SLCC Enterprises Ltd	CC	35.90		0.90	4190	100	35.00	VAT Guide
10/03/2025	Zazzle	CC	7.73			4120	100	7.73	ID Badges
10/03/2025	Amazon Business	CC	15.63		2.61	4445	400	13.02	Chainsaw Files
10/03/2025	Ontopup.com	CC	5.95			4120	100	5.95	Mobile Top Up
10/03/2025	Prime4print	CC	15.87		2.64	4437	400	13.23	Dog Bin Sticker
10/03/2025	Tesco PLC	CC	26.19			4120	100	26.19	Cleaning Supplies
10/03/2025	Microsoft Ltd	CC	4.92		0.82	4100	100	4.10	Onedrive Back Up
10/03/2025	Royal Mail	CC	141.60		23.60	4525	500	118.00	Collection of Spring

Continued on Page 167

Payments for Month 12 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Voice 25
10/03/2025	Workwear Express	CC	40.53		6.76	4445	400	33.77	Trousers & Embroidery Costs
10/03/2025	DVLA	CC	184.25			4444	400	184.25	Tax EV64 DVA
10/03/2025	DVLA	CC	-184.25			4444	400	-184.25	Incorrect Tax amount
10/03/2025	DVLA	CC	186.75			4444	400	186.75	Tax EX64 DVA
	Total Payments for Month		3,603.84	0.00	580.52			3,023.32	
	Balance Carried Fwd		10,017.62						
	Cashbook Totals		13,621.46	0.00	580.52			13,040.94	

Payments for Month 12 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/09/2024	Fools Paradise Ltd	BACS 13534	-5,688.00		-948.00	4380	300	-4,740.00	Refund of overpayment
19/09/2024	Fools Paradise Ltd	2024/331	5,688.00			4380	300	5,688.00	Incorrect VAT Entered
06/02/2025	HM Revenue and Customs	BACS 14079	-27,521.67			4145	100	-112.46	Incorrect allocation
						4145	100	-5,401.20	Incorrect allocation
						4301	300	-1,227.76	Incorrect allocation
						4400	400	-3,222.63	Incorrect allocation
						4303	300	-797.08	Incorrect allocation
						363	0	797.08	Incorrect allocation
						7000	300	-797.08	Incorrect allocation
						4145	100	-16,760.54	Incorrect allocation
06/02/2025	HM Revenue and Customs	BACS 14079	27,521.67			4145	100	4,058.41	January 25 Contributions
						4301	300	814.43	January 25 Contributions
						4400	400	2,839.11	January 25 Contributions
						4303	300	2,017.56	January 25 Contributions
						363	0	-2,017.56	January 25 Contributions
						7000	300	2,017.56	January 25 Contributions
						4145	100	17,792.16	January 25 Contributions
20/02/2025	Mill Lane Bowls Club	BACS 14057	-3,050.00			4160	100	-3,050.00	Incorrect code
20/02/2025	Mill Lane Bowls Club	BACS 14057	3,050.00			4360	300	3,050.00	Grant award 18.02.2025 58d
03/03/2025	SSE Contracting	DD	372.26		17.73	4425	400	354.53	Jan 25 Lighting
03/03/2025	SSE Plc	DD	357.22		17.01	4425	400	340.21	Jan 25 Lighting
03/03/2025	Screwfix	DD	170.87		28.48	4445	400	142.39	Padlock, paint, salt
04/03/2025	Royal Mail	BACS 14059	141.60		23.60	4525	500	118.00	Voice Collection
04/03/2025	Dale Hire and Sales	BACS 14065	393.36		65.56	4420	400	327.80	Hire of Chipper
04/03/2025	Link CCTV Systems	BACS 14066	2,310.00		385.00	4372	300	1,925.00	Maintenance Contract
04/03/2025	James Todd & Co	BACS 14067	121.80		20.30	4195	100	101.50	Feb 2025 payroll
04/03/2025	Frostie Entertainment	BACS 14068	375.00			4330	300	375.00	Music Festival Entertainment
04/03/2025	Witham Operatic Workshop	BACS 14069	1,430.10			4345	300	1,430.10	Sale of Les Miserable
04/03/2025	The RADAR Key Company	BACS 14070	79.20		13.20	4345	300	66.00	Keys for resale
04/03/2025	XLN Telecom Ltd	DD	33.91		5.65	4372	300	28.26	March 25 CCTV Broadband
04/03/2025	Witham Public Hall Trust	BACS 14076	1,040.72			4345	300	1,040.72	Carpenters & Sound Simon
04/03/2025	SSE Plc	DD	465.43		22.16	4121	100	443.27	Jan 25 Gas
04/03/2025	Clover Marketplace Merchant	DD	1.20			4355	300	1.20	PDQ Charges
05/03/2025	Airstream Stages	BACS 14058	747.96		124.66	4330	300	623.30	Music Festival Stage
05/03/2025	Sigma Electrical Services	BACS 14060	919.68		153.28	4120	100	766.40	PAT Testing
05/03/2025	His N Hers Loos	BACS 14061	1,180.00			4379	300	350.00	Dog Show & Festival Loos
						4330	300	830.00	Dog Show & Festival Loos
05/03/2025	Lisa at Holts	BACS 14062	25.00			4120	100	25.00	Buffet Lunch x 4
05/03/2025	Royal British Legion Witham Br	BACS 14063	130.00			4505	500	110.00	Civic Reception & Cinema
						4310	300	20.00	Civic Reception & Cinema
05/03/2025	Natash Donna Photography	BACS 14064	175.00			4377	300	175.00	Easter Trail Photography
05/03/2025	Royal Mail	BACS 14075	1,482.28		246.43	4525	500	1,235.85	Delivery Spring Voice 25
05/03/2025	Tracey Clarke Tree Consultancy	BACS 14077	630.00		105.00	9001	900	525.00	Internal Decay Assessment
						324	0	-525.00	Internal Decay

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Date: 25/04/2025 | **Witham Town Council** | **Page: 1**

Time: 10:15 | **Cashbook 7** | **User: NS**

95 Day Notice | **For Month No: 12**

Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**200,062.88**					**200,062.88**	
INTEREST	Banked: **03/03/2025**	**56.89**						
INTEREST	Lloyds Bank	56.89			1510	500	56.89	Interest Received
INTEREST	Banked: **04/03/2025**	**18.97**						
INTEREST	Lloyds Bank	18.97			1510	500	18.97	Interest Received
INTEREST	Banked: **05/03/2025**	**18.97**						
INTEREST	Lloyds Bank	18.97			1510	500	18.97	Interest Received
INTEREST	Banked: **06/03/2025**	**18.97**						
INTEREST	Lloyds Bank	18.97			1510	500	18.97	Interest Received
INTEREST	Banked: **07/03/2025**	**18.98**						
INTEREST	Lloyds Bank	18.98			1510	500	18.98	Interest Received
INTEREST	Banked: **10/03/2025**	**56.93**						
INTEREST	Lloyds Bank	56.93			1510	500	56.93	Interest Received
INTEREST	Banked: **11/03/2025**	**18.98**						
INTEREST	Lloyds Bank	18.98			1510	500	18.98	Interest Received
INTEREST	Banked: **12/03/2025**	**18.98**						
INTEREST	Lloyds Bank	18.98			1510	500	18.98	Interest Received
INTEREST	Banked: **13/03/2025**	**18.99**						
INTEREST	Lloyds Bank	18.99			1510	500	18.99	Interest Received
INTEREST	Banked: **14/03/2025**	**18.99**						
INTEREST	Lloyds Bank	18.99			1510	500	18.99	Interest Received
INTEREST	Banked: **17/03/2025**	**56.97**						
INTEREST	Lloyds Bank	56.97			1510	500	56.97	Interest Received
INTEREST	Banked: **18/03/2025**	**19.00**						
INTEREST	Lloyds Bank	19.00			1510	500	19.00	Interest Received
INTEREST	Banked: **19/03/2025**	**19.00**						
INTEREST	Lloyds Bank	19.00			1510	500	19.00	Interest Received
INTEREST	Banked: **20/03/2025**	**19.00**						
INTEREST	Lloyds Bank	19.00			1510	500	19.00	Interest Received
INTEREST	Banked: **21/03/2025**	**19.00**						
INTEREST	Lloyds Bank	19.00			1510	500	19.00	Interest Received
INTEREST	Banked: **24/03/2025**	**57.01**						
INTEREST	Lloyds Bank	57.01			1510	500	57.01	Interest Received
INTEREST	Banked: **25/03/2025**	**19.01**						
INTEREST	Lloyds Bank	19.01			1510	500	19.01	Interest Received
INTEREST	Banked: **26/03/2025**	**19.01**						
INTEREST	Lloyds Bank	19.01			1510	500	19.01	Interest Received
INTEREST	Banked: **27/03/2025**	**19.01**						

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Receipts for Month 12 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INTEREST	Lloyds Bank		19.01			1510	500	19.01	Interest Received
INTEREST	Banked: **28/03/2025**	**19.01**							
INTEREST	Lloyds Bank		19.01			1510	500	19.01	Interest Received
INTEREST	Banked: **31/03/2025**	**57.05**							
INTEREST	Lloyds Bank		57.05			1510	500	57.05	Interest Received
	Total Receipts for Month	588.72		0.00	0.00			588.72	
	Cashbook Totals	200,651.60		0.00	0.00			200,651.60	

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Payments for Month 12 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Assessment
						7000	900	525.00	Internal Decay Assessment
06/03/2025	Falcon Tree Specialists	BACS 14074	12,800.00		2,133.33	9001	900	6,000.00	Tree Works
						358	0	-6,000.00	Tree Works
						7000	900	6,000.00	Tree Works
						9001	900	4,666.67	Tree Works
						324	0	-4,666.67	Tree Works
						7000	900	4,666.67	Tree Works
07/03/2025	Essex Pension Fund	BACS 14071	10,825.80			4145	100	113.38	Admin Charges
						4145	100	5,533.49	Feb 25 Contributions
						4301	300	1,227.76	Feb 25 Contributions
						4400	400	3,154.09	Feb 25 Contributions
						4303	300	797.08	Feb 25 Contributions
						363	0	-797.08	Feb 25 Contributions
						7000	300	797.08	Feb 25 Contributions
07/03/2025	HM Revenue and Customs	BACS 14072	9,177.49			4145	100	5,022.38	Feb 25 Contributions
						4301	300	814.23	Feb 25 Contributions
						4400	400	2,730.37	Feb 25 Contributions
						4303	300	610.51	Feb 25 Contributions
						363	0	-610.51	Feb 25 Contributions
						7000	300	610.51	Feb 25 Contributions
07/03/2025	DAC Planning Ltd	BACS 14073	5,343.60		890.60	4600	200	4,453.00	Drafting Reg 14
07/03/2025	BT	DD	210.36		35.06	4160	100	175.30	Feb 25 Phone & Broadband
10/03/2025	Anglotech Group Ltd	DD	121.50		20.25	4130	100	101.25	Photocopying Feb 2025
11/03/2025	FuelGenie	DD	50.01		8.33	4444	400	41.68	Fuel 23.02-28.02.25
11/03/2025	TV Licensing	300051	169.50			4355	300	169.50	TV Licence for Info Centre
14/03/2025	Clover Marketplace Merchant	DD	51.18			4355	300	51.18	Card Processing Charges
18/03/2025	P Rowland	BACS 14094	175.00			4345	300	175.00	Sales of Honey
18/03/2025	Witham Public Hall Trust	BACS 14095	856.65			4345	300	856.65	BACS 14095
18/03/2025	EALC	BACS 14096	20.40		3.40	4190	100	17.00	GDPR Course
18/03/2025	Wilkin & Sons	BACS 14097	142.28			4345	300	142.28	Jams & Chutneys Info Centre
18/03/2025	C&S Window Cleaning Services	BACS 14098	108.00		18.00	4120	100	90.00	Clean of Windows
18/03/2025	Bocking Concert Brass	BACS 14099	150.00			4306	300	150.00	VE Day Entertainment
18/03/2025	Witham Soccability	BACS 14100	500.00			4536	500	500.00	Cllr Robertson Grant
18/03/2025	National Express	BACS 14101	92.81			4345	300	92.81	Sale of tickets
18/03/2025	7th Witham Guides	BACS 14102	500.00			4536	500	500.00	BACS 14102
18/03/2025	FuelGenie	DD	63.69		10.62	4444	400	53.07	01.03-09.03.25 Fuel
18/03/2025	Clover Marketplace Merchant	DD	27.00		4.50	4355	300	22.50	Info Centre Equip Lease
18/03/2025	Bluebell Boutique	BACS	10.00			4345	300	10.00	Gift Voucher 131 & 134
20/03/2025	Kelvedon Clocks Ltd	BACS 14103	550.00			4120	100	550.00	Repair of Chamber Clock
20/03/2025	Falcon Tree Specialists	BACS 14104	1,360.00		226.67	9001	900	1,133.33	Maintenance balance
						324	0	-1,133.33	Maintenance balance
						7000	900	1,133.33	Maintenance balance
20/03/2025	Elite Tickets	BACS 14105	290.25			4345	300	290.25	Coach trip sales
20/03/2025	Jacqueline Mundy	BACS 14106	9.00			4345	300	9.00	Glass Sales

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Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**117,758.61**					**117,758.61**	
2024/008	Banked: **30/04/2024**	**-28.00**							
2024/008	Year End un-presented		-28.00			1500	100	-28.00	Year End un-presented
2024/013	Banked: **31/05/2024**	**-28.00**							
2024/013	History Group		-28.00			1500	100	-28.00	Invoicing error
2024/188	Banked: **31/07/2024**	**-20.00**							
2024/188	Witham and Countryside Society		-20.00			1500	100	-20.00	Duplicate Invoice
2024/238	Banked: **30/08/2024**	**-32.00**							
2024/238	Pulse Healthcare XYLA		-32.00			1500	100	-32.00	Invoice input twice
2024/233	Banked: **30/08/2024**	**-20.00**							
2024/233	Jean Brett		-20.00			1500	100	-20.00	Duplicate invoice
2024/236	Banked: **30/08/2024**	**-20.00**							
2024/236	Newland Centre		-20.00			1500	100	-20.00	Issued in error
2024/299	Banked: **02/10/2024**	**-96.00**							
2024/299	Age Concern Colchester		-96.00			1500	100	-96.00	Invoice cancelled part credit
2024/298	Banked: **02/10/2024**	**-30.00**							
2024/298	Jean Brett		-30.00			1500	100	-30.00	Duplicate invoice
2024/279	Banked: **04/10/2024**	**-960.00**							
2024/279	In-Health		-960.00			1500	100	-960.00	Duplicate invoice
2024/362	Banked: **31/10/2024**	**-15.00**							
2024/362	Isobel Lowes- ECC		-15.00			1500	100	-15.00	Duplicate Invoice
2024/414	Banked: **18/11/2024**	**-177.86**							
2024/414	Abellio Greater Anglia		-177.86			1500	100	-177.86	Incorrect transaction
2024/415	Banked: **21/11/2024**	**-225.00**							
2024/415	Public Enquiry		-225.00			1500	100	-225.00	Incorrectly raised
2024/472	Banked: **27/12/2024**	**-10.00**							
2024/472	Jean Brett		-10.00			1500	100	-10.00	Duplicate invoice
2024/483	Banked: **31/01/2025**	**-14.00**							
2024/483	Priti Patel, MP		-14.00			1500	100	-14.00	Incorrectly raised
2024/489	Banked: **31/01/2025**	**-28.00**							
2024/489	History Group		-28.00			1500	100	-28.00	Invoicing error
2024/685	Banked: **28/02/2025**	**-117.34**							
2024/685	Information Centre		-117.34			1300	300	-117.34	PDQ
2024/685	Banked: **28/02/2025**	**177.34**							
2024/685	Information Centre		177.34			1300	300	177.34	PDQ
2024/691	Banked: **03/03/2025**	**60.72**							
2024/691	[redacted]		60.72			8000	900	60.72	CTL057 Rent 2025/2026
						362		60.72	CTL057 Rent 2025/2026
						7001	900	-60.72	CTL057 Rent 2025/2026

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Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/693	Banked: **03/03/2025**	**49.92**						
2024/693	[redacted]	49.92			8000	900	49.92	CTL087 2025/2026 Rent
					362		49.92	CTL087 2025/2026 Rent
					7001	900	-49.92	CTL087 2025/2026 Rent
2024/694	Banked: **03/03/2025**	**38.40**						
2024/694	[redacted]	38.40			8000	900	38.40	CTL029 2025/2026 Rent
					362		38.40	CTL029 2025/2026 Rent
					7001	900	-38.40	CTL029 2025/2026 Rent
2024/695	Banked: **03/03/2025**	**32.64**						
2024/695	[redacted]	32.64			8000	900	32.64	CTL012 2025/2026 Rent
					362		32.64	CTL012 2025/2026 Rent
					7001	900	-32.64	CTL012 2025/2026 Rent
2024/696	Banked: **03/03/2025**	**60.71**						
2024/696	[redacted]	60.71			8000	900	60.71	CTL056 2025/2026 Rent
					362		60.71	CTL056 2025/2026 Rent
					7001	900	-60.71	CTL056 2025/2026 Rent
2024/697	Banked: **03/03/2025**	**76.84**						
2024/697	[redacted]	76.84			8000	900	76.84	CTL019 2025/2026 Rent
					362		76.84	CTL019 2025/2026 Rent
					7001	900	-76.84	CTL019 2025/2026 Rent
2024/698	Banked: **03/03/2025**	**49.92**						
2024/698	[redacted]	49.92			8000	900	49.92	CTL088 2025/2026 Rent
					362		49.92	CTL088 2025/2026 Rent
					7001	900	-49.92	CTL088 2025/2026 Rent
2024/698	Banked: **03/03/2025**	**60.72**						
2024/698	[redacted]	60.72			8000	900	60.72	CTL065 2025/2026 Rent
					362		60.72	CTL065 2025/2026 Rent
					7001	900	-60.72	CTL065 2025/2026 Rent
2024/698	Banked: **03/03/2025**	**99.84**						
2024/698	[redacted]	99.84			8000	900	99.84	CTL091 2025/2026 Rent
					362		99.84	CTL091 2025/2026 Rent
					7001	900	-99.84	CTL091 2025/2026 Rent
2024/696	Banked: **03/03/2025**	**-60.71**						
2024/696	[redacted]	-60.71			8000	900	-60.71	Incorrect amount
					362		-60.71	Incorrect amount
					7001	900	60.71	Incorrect amount
2024/696	Banked: **03/03/2025**	**60.72**						
2024/696	[redacted]	60.72			8000	900	60.72	CTL056 2025/2026 Rent
					362		60.72	CTL056 2025/2026 Rent
					7001	900	-60.72	CTL056 2025/2026 Rent
2024/699	Banked: **04/03/2025**	**49.92**						

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Receipts for Month 12 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/699	[redacted]		49.92			8000	900	49.92	CTL102 2025/2026 Rent
						362		49.92	CTL102 2025/2026 Rent
						7001	900	-49.92	CTL102 2025/2026 Rent
2024/700	Banked: **04/03/2025**	**68.50**							
2024/700	[redacted]		68.50			8000	900	68.50	CTL017 2025/2026 Rent
						362		68.50	CTL017 2025/2026 Rent
						7001	900	-68.50	CTL017 2025/2026 Rent
2024/701	Banked: **04/03/2025**	**80.00**							
2024/701	Zoey Lawrencce		80.00			1509	300	40.00	Music & Xmas 25 Stall Fee
						1311	300	40.00	Music & Xmas 25 Stall Fee
2024/702	Banked: **04/03/2025**	**220.25**							
2024/702	Information Centre		220.25			1300	300	220.25	PDQ
202/703	Banked: **04/03/2025**	**665.57**							
202/703	CCLA Investment Management Ltd		665.57			1510	500	665.57	Interest Received
2024/704	Banked: **04/03/2025**	**25.54**							
2024/704	[redacted]		25.54			8000	900	25.54	CTL031 2025/2026 Rent
						362		25.54	CTL031 2025/2026 Rent
						7001	900	-25.54	CTL031 2025/2026 Rent
2024/705	Banked: **04/03/2025**	**40.00**							
2024/705	Kellie Elicin		40.00			1509	300	40.00	Christmas Fayre 25 Stall
2024/706	Banked: **05/03/2025**	**43.97**							
2024/706	[redacted]		43.97			8000	900	43.97	CTL045 2025/2026 Rent
						362		43.97	CTL045 2025/2026 Rent
						7001	900	-43.97	CTL045 2025/2026 Rent
000564	Banked: **05/03/2025**	**158.45**							
2024/707	Information Centre		158.45			1300	300	158.45	Cash Deposit - 000564
000565	Banked: **05/03/2025**	**226.85**							
2024/708	Information Centre		226.85			1300	300	226.85	Cash Deposit- 000565
2024/709	Banked: **05/03/2025**	**60.72**							
2024/709	[redacted]		60.72			8000	900	60.72	CTL044 2025/2026 Rent
						362		60.72	CTL044 2025/2026 Rent
						7001	900	-60.72	CTL044 2025/2026 Rent
2024/710	Banked: **05/03/2025**	**171.85**							
2024/710	Information Centre		171.85			1300	300	171.85	PDQ
2024/711	Banked: **06/03/2025**	**30.00**							
2024/711	Stacey McCarthy		30.00			1501	300	30.00	Dog Show 2025
2024/713	Banked: **06/03/2025**	**60.72**							
2024/713	[redacted]		60.72			8000	900	60.72	CTL042 2025/2026 Rent
						362		60.72	CTL042 2025/2026 Rent
						7001	900	-60.72	CTL042 2025/2026 Rent

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Date: 25/04/2025 **Witham Town Council** **Page: 1**

Time: 10:15 **Cashbook 8** **User: NS**

Unity Trust Instant Access **For Month No: 12**

Receipts for Month 12 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**315,422.00**					**315,422.00**	
INTEREST	Banked: **31/03/2025**	**2,571.07**							
INTEREST	Unity Trust Bank Plc		2,571.07			1510	500	2,571.07	Interest Received
	Total Receipts for Month	2,571.07		0.00	0.00			2,571.07	
	Cashbook Totals	317,993.07		0.00	0.00			317,993.07	

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Receipts for Month 12 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/714	Banked: **06/03/2025**	**33.07**						
2024/714	[redacted]	33.07			8000	900	33.07	CTL062 2025/2026 Rent
					362		33.07	CTL062 2025/2026 Rent
					7001	900	-33.07	CTL062 2025/2026 Rent
2024/715	Banked: **06/03/2025**	**60.00**						
2024/715	Carol Taylor	60.00			1509	300	30.00	Xmas & Dog Show 25
					1501	300	30.00	Xmas & Dog Show 25
2024/716	Banked: **06/03/2025**	**56.16**						
2024/716	[redacted]	56.16			8000	900	56.16	WG03 2025/2026 Rent
					362		56.16	WG03 2025/2026 Rent
					7001	900	-56.16	WG03 2025/2026 Rent
2024/717	Banked: **06/03/2025**	**161.45**						
2024/717	Information Centre	161.45			1300	300	161.45	PDQ
2024/718	Banked: **06/03/2025**	**60.72**						
2024/718	[redacted]	60.72			8000	900	60.72	CTL028 2025/2026 Rent
					362		60.72	CTL028 2025/2026 Rent
					7001	900	-60.72	CTL028 2025/2026 Rent
2024/719	Banked: **06/03/2025**	**49.92**						
2024/719	[redacted]	49.92			8000	900	49.92	CTL090 Rent 2025/2026
					362		49.92	CTL090 Rent 2025/2026
					7001	900	-49.92	CTL090 Rent 2025/2026
2024/720	Banked: **06/03/2025**	**47.52**						
2024/720	[redacted]	47.52			8000	900	47.52	CTL047 2025/2026 Rent
					362		47.52	CTL047 2025/2026 Rent
					7001	900	-47.52	CTL047 2025/2026 Rent
2024/721	Banked: **07/03/2025**	**32.40**						
2024/721	[redacted]	32.40			8000	900	32.40	CTL053 2025/2026 Rent
					362		32.40	CTL053 2025/2026 Rent
					7001	900	-32.40	CTL053 2025/2026 Rent
2024/722	Banked: **07/03/2025**	**60.72**						
2024/722	[redacted]	60.72			8000	900	60.72	CTL002 2025/2026 Rent
					362		60.72	CTL002 2025/2026 Rent
					7001	900	-60.72	CTL002 2025/2026 Rent
2024/723	Banked: **07/03/2025**	**81.95**						
2024/723	Information Centre	81.95			1300	300	81.95	PDQ
2024/724	Banked: **10/03/2025**	**60.72**						
2024/724	[redacted]	60.72			8000	900	60.72	CTL036 2025/2026 Rent
					362		60.72	CTL036 2025/2026 Rent
					7001	900	-60.72	CTL036 2025/2026 Rent
2024/725	Banked: **10/03/2025**	**56.16**						

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Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/725	[redacted]	56.16			8000	900	56.16	WG04 2025/2026 Rent
					362		56.16	WG04 2025/2026 Rent
					7001	900	-56.16	WG04 2025/2026 Rent
2024/726	Banked: **10/03/2025**	**49.92**						
2024/726	[redacted]	49.92			8000	900	49.92	CTL098 2025/2026 Rent
					362		49.92	CTL098 2025/2026 Rent
					7001	900	-49.92	CTL098 2025/2026 Rent
2024/727	Banked: **10/03/2025**	**60.72**						
2024/727	[redacted]	60.72			8000	900	60.72	CTL040 2025/2026 Rent
					362		60.72	CTL040 2025/2026 Rent
					7001	900	-60.72	CTL040 2025/2026 Rent
2024/728	Banked: **10/03/2025**	**56.16**						
2024/728	[redacted]	56.16			8000	900	56.16	WG08 2025/2026 Rent
					362		56.16	WG08 2025/2026 Rent
					7001	900	-56.16	WG08 2025/2026 Rent
2024/729	Banked: **10/03/2025**	**60.72**						
2024/729	[redacted]	60.72			8000	900	60.72	CTL027 2025/2026 Rent
					362		60.72	CTL027 2025/2026 Rent
					7001	900	-60.72	CTL027 2025/2026 Rent
2024/712	Banked: **10/03/2025**	**241.55**						
2024/712	Information Centre	241.55			1300	300	241.55	PDQ
2024/730	Banked: **10/03/2025**	**49.92**						
2024/730	[redacted]	49.92			8000	900	49.92	CTL093 2025/2026 Rent
					362		49.92	CTL093 2025/2026 Rent
					7001	900	-49.92	CTL093 2025/2026 Rent
2024/731	Banked: **10/03/2025**	**25.54**						
2024/731	[redacted]	25.54			8000	900	25.54	CTL060 2025/2026 Rent
					362		25.54	CTL060 2025/2026 Rent
					7001	900	-25.54	CTL060 2025/2026 Rent
2024/732	Banked: **11/03/2025**	**198.72**						
2024/732	[redacted]	198.72			8000	900	198.72	CTL073/99/100/104 Rent 25/26
					362		198.72	CTL073/99/100/104 Rent 25/26
					7001	900	-198.72	CTL073/99/100/104 Rent 25/26
2024/733	Banked: **11/03/2025**	**60.72**						
2024/733	Mr Cook	60.72			8000	900	60.72	CTL055 2025/2026 Rent
					362		60.72	CTL055 2025/2026 Rent
					7001	900	-60.72	CTL055 2025/2026 Rent
2024/734	Banked: **11/03/2025**	**319.70**						
2024/734	Information Centre	319.70			1300	300	319.70	PDQ
2024/735	Banked: **11/03/2025**	**60.72**						
2024/735	[redacted]	60.72			8000	900	60.72	CTL079 2025/2026 Rent
					362		60.72	CTL079 2025/2026 Rent

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Receipts for Month 12 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						7001	900	-60.72	CTL079 2025/2026 Rent
2024/736	Banked: **12/03/2025**	**170.02**							
2024/736	[redacted]		170.02			8000	900	170.02	CTL008 Rent 2025/2026
						362		170.02	CTL008 Rent 2025/2026
						7001	900	-170.02	CTL008 Rent 2025/2026
2024/737	Banked: **12/03/2025**	**142.60**							
2024/737	Information Centre		142.60			1300	300	142.60	PDQ
2024/738	Banked: **12/03/2025**	**66.77**							
2024/738	[redacted]		66.77			8000	900	66.77	CTL083 2025/2026 Rent
						362		66.77	CTL083 2025/2026 Rent
						7001	900	-66.77	CTL083 2025/2026 Rent
2024/739	Banked: **12/03/2025**	**63.70**							
2024/739	[redacted]		63.70			8000	900	63.70	CTL018 2025/2026 Rent
						362		63.70	CTL018 2025/2026 Rent
						7001	900	-63.70	CTL018 2025/2026 Rent
2024/740	Banked: **13/03/2025**	**60.72**							
2024/740	[redacted]		60.72			8000	900	60.72	CTL059 2025/2026 Rent
						362		60.72	CTL059 2025/2026 Rent
						7001	900	-60.72	CTL059 2025/2026 Rent
2024/741	Banked: **13/03/2025**	**119.55**							
2024/741	Information Centre		119.55			1300	300	119.55	PDQ
2024/742	Banked: **13/03/2025**	**46.08**							
2024/742	[redacted]		46.08			8000	900	46.08	CTL106 2025/2026 Rent
						362		46.08	CTL106 2025/2026 Rent
						7001	900	-46.08	CTL106 2025/2026 Rent
2024/743	Banked: **13/03/2025**	**60.72**							
2024/743	[redacted]		60.72			8000	900	60.72	CTL034 2025/2026 Rent
						362		60.72	CTL034 2025/2026 Rent
						7001	900	-60.72	CTL034 2025/2026 Rent
2024/744	Banked: **14/03/2025**	**97.75**							
2024/744	Information Centre		97.75			1300	300	97.75	PDQ
2024/745	Banked: **14/03/2025**	**46.08**							
2024/745	[redacted]		46.08			8000	900	46.08	CTL086 2025/2026 Rent
						362		46.08	CTL086 2025/2026 Rent
						7001	900	-46.08	CTL086 2025/2026 Rent
2024/746	Banked: **17/03/2025**	**33.07**							
2024/746	[redacted]		33.07			8000	900	33.07	CTL061 2025/2026 Rent
						362		33.07	CTL061 2025/2026 Rent
						7001	900	-33.07	CTL061 2025/2026 Rent
2024/747	Banked: **17/03/2025**	**56.16**							

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Receipts for Month 12 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/747	[redacted]	56.16			8000	900	56.16	WG09 2025/2026 Rent
					362		56.16	WG09 2025/2026 Rent
					7001	900	-56.16	WG09 2025/2026 Rent
2024/748	Banked: **17/03/2025**	**60.72**						
2024/748	[redacted]	60.72			8000	900	60.72	CTL025 2025/2026 Rent
					362		60.72	CTL025 2025/2026 Rent
					7001	900	-60.72	CTL025 2025/2026 Rent
2024/749	Banked: **17/03/2025**	**56.16**						
2024/749	[redacted]	56.16			8000	900	56.16	WG06 2025/2026 Rent
					362		56.16	WG06 2025/2026 Rent
					7001	900	-56.16	WG06 2025/2026 Rent
2024/750	Banked: **17/03/2025**	**60.72**						
2024/750	[redacted]	60.72			8000	900	60.72	CTL014 2025/2026 Rent
					362		60.72	CTL014 2025/2026 Rent
					7001	900	-60.72	CTL014 2025/2026 Rent
2024/751	Banked: **17/03/2025**	**43.49**						
2024/751	[redacted]	43.49			8000	900	43.49	CTL048 2025/2026 Rent
					362		43.49	CTL048 2025/2026 Rent
					7001	900	-43.49	CTL048 2025/2026 Rent
2024/752	Banked: **17/03/2025**	**232.10**						
2024/752	Information Centre	232.10			1300	300	232.10	PDQ
2024/789	Banked: **17/03/2025**	**69.43**						
2024/789	[redacted]	69.43			8000	900	69.43	Feb-March 2025 Rent & Deposit
					362		69.43	Feb-March 2025 Rent & Deposit
					7001	900	-69.43	Feb-March 2025 Rent & Deposit
2024/753	Banked: **18/03/2025**	**60.72**						
2024/753	[redacted]	60.72			8000	900	60.72	CTL051 2025/2026 Rent
					362		60.72	CTL051 2025/2026 Rent
					7001	900	-60.72	CTL051 2025/2026 Rent
2024/754	Banked: **18/03/2025**	**79.64**						
2024/754	Information Centre	79.64			1300	300	79.64	PDQ
2024/755	Banked: **18/03/2025**	**56.16**						
2024/755	[redacted]	56.16			8000	900	56.16	WG11 2025/2026 Rent
					362		56.16	WG11 2025/2026 Rent
					7001	900	-56.16	WG11 2025/2026 Rent
2024/757	Banked: **18/03/2025**	**46.40**						
2024/757	Information Centre	46.40			1300	300	46.40	PDQ
2024/756	Banked: **18/03/2025**	**40.00**						
2024/756	English Distillers	40.00			1509	300	40.00	Christmas Fayre 2025 Stall
2024/758	Banked: **20/03/2025**	**60.72**						
2024/758	[redacted]	60.72			8000	900	60.72	CTL022 2025/2026 Rent
					362		60.72	CTL022 2025/2026 Rent

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Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						7001	900	-60.72	CTL022 2025/2026 Rent
000567	Banked: **20/03/2025**	**30.24**							
2024/759	[redacted]		30.24			8000	900	30.24	CTL069 Rent -000569
						362		30.24	CTL069 Rent -000569
						7001	900	-30.24	CTL069 Rent -000569
000568	Banked: **20/03/2025**	**49.92**							
2024/760	[redacted]		49.92			8000	900	49.92	CTL085 Rent -000568
						362		49.92	CTL085 Rent -000568
						7001	900	-49.92	CTL085 Rent -000568
000569	Banked: **20/03/2025**	**50.98**							
2024/761	[redacted]		50.98			8000	900	50.98	CTL046 Rent -000569
						362		50.98	CTL046 Rent -000569
						7001	900	-50.98	CTL046 Rent -000569
2024/762	Banked: **20/03/2025**	**124.49**							
2024/762	Information Centre		124.49			1300	300	124.49	PDQ
2024/763	Banked: **20/03/2025**	**92.40**							
2024/763	[redacted]		92.40			8000	900	92.40	CTL037/8 2025/2026 Rent
						362		92.40	CTL037/8 2025/2026 Rent
						7001	900	-92.40	CTL037/8 2025/2026 Rent
2024/764	Banked: **21/03/2025**	**60.72**							
2024/764	[redacted]		60.72			8000	900	60.72	CTL041 2025/2026 Rent
						362		60.72	CTL041 2025/2026 Rent
						7001	900	-60.72	CTL041 2025/2026 Rent
2024/765	Banked: **21/03/2025**	**30.00**							
2024/765	Nicole Newman Photography		30.00			1501	300	30.00	Dog Show Stall 2025
2024/766	Banked: **21/03/2025**	**46.08**							
2024/766	[redacted]		46.08			8000	900	46.08	CTL107 2025/2026 Rent
						362		46.08	CTL107 2025/2026 Rent
						7001	900	-46.08	CTL107 2025/2026 Rent
2024/767	Banked: **21/03/2025**	**164.50**							
2024/767	Information Centre		164.50			1300	300	164.50	PDQ
2024/768	Banked: **24/03/2025**	**56.16**							
2024/768	[redacted]		56.16			8000	900	56.16	WG07 2025/2026 Rent
						362		56.16	WG07 2025/2026 Rent
						7001	900	-56.16	WG07 2025/2026 Rent
2024/769	Banked: **24/03/2025**	**60.72**							
2024/769	[redacted]		60.72			8000	900	60.72	CTL007 2025/2026 Rent
						362		60.72	CTL007 2025/2026 Rent
						7001	900	-60.72	CTL007 2025/2026 Rent
2024/770	Banked: **24/03/2025**	**112.56**							

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Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/770	[redacted]		112.56			8000	900	112.56	CTL011 2025/2026 Rent
						362		112.56	CTL011 2025/2026 Rent
						7001	900	-112.56	CTL011 2025/2026 Rent
2024/771	Banked: **24/03/2025**	**32.64**							
2024/771	[redacted]		32.64			8000	900	32.64	CTL013 2025/2026 Rent
						326		32.64	CTL013 2025/2026 Rent
						7001	900	-32.64	CTL013 2025/2026 Rent
2024/772	Banked: **24/03/2025**	**46.18**							
2024/772	Information Centre		46.18			1300	300	46.18	PDQ
2024/773	Banked: **24/03/2025**	**66.77**							
2024/773	[redacted]		66.77			8000	900	66.77	CTL0245 2025/2026 Rent
						362		66.77	CTL0245 2025/2026 Rent
						7001	900	-66.77	CTL0245 2025/2026 Rent
2024/774	Banked: **24/03/2025**	**60.72**							
2024/774	[redacted]		60.72			8000	900	60.72	CTL054 Rent 2025/2026
						362		60.72	CTL054 Rent 2025/2026
						7001	900	-60.72	CTL054 Rent 2025/2026
2024/775	Banked: **25/03/2025**	**130.80**							
2024/775	Information Centre		130.80			1300	300	130.80	PDQ
2024/776	Banked: **26/03/2025**	**15.35**							
2024/776	Information Centre		15.35			1300	300	15.35	PDQ
2024/777	Banked: **27/03/2025**	**32.40**							
2024/777	[redacted]		32.40			8000	900	32.40	CTL063 2025/2026 Rent
						362		32.40	CTL063 2025/2026 Rent
						7001	900	-32.40	CTL063 2025/2026 Rent
2024/778	Banked: **27/03/2025**	**56.16**							
2024/778	[redacted]		56.16			8000	900	56.16	WG10 2025/2026 Rent
						362		56.16	WG10 2025/2026 Rent
						7001	900	-56.16	WG10 2025/2026 Rent
2024/779	Banked: **27/03/2025**	**70.95**							
2024/779	Information Centre		70.95			1300	300	70.95	PDQ
2024/780	Banked: **28/03/2025**	**121.44**							
2024/780	[redacted]		121.44			8000	900	121.44	CTL015 2025/2026 Rent
						362		121.44	CTL015 2025/2026 Rent
						7001	900	-121.44	CTL015 2025/2026 Rent
2024/781	Banked: **28/03/2025**	**60.72**							
2024/781	[redacted]		60.72			8000	900	60.72	CTL067 2025/2026 Rent
						362		60.72	CTL067 2025/2026 Rent
						7001	900	-60.72	CTL067 2025/2026 Rent
2024/782	Banked: **28/03/2025**	**60.72**							

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Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/782	[redacted]		60.72			8000	900	60.72	CTL005 2025/2026 Rent
						362		60.72	CTL005 2025/2026 Rent
						7001	900	-60.72	CTL005 2025/2026 Rent
2024/783	Banked: **28/03/2025**	**68.73**							
2024/783	Information Centre		68.73			1300	300	68.73	PDQ
2024/788	Banked: **30/03/2025**	**-46.08**							
2024/788	[redacted]		-46.08			8000	900	-46.08	Wrong Amount Paid
						362		-46.08	Wrong Amount Paid
						7001	900	46.08	Wrong Amount Paid
2024/784	Banked: **31/03/2025**	**60.72**							
2024/784	[redacted]		60.72			8000	900	60.72	CTL033 2025/2026 Rent
						362		60.72	CTL033 2025/2026 Rent
						7001	900	-60.72	CTL033 2025/2026 Rent
2024/785	Banked: **31/03/2025**	**60.72**							
2024/785	[redacted]		60.72			8000	900	60.72	CTL035 2025/2026 Rent
						362		60.72	CTL035 2025/2026 Rent
						7001	900	-60.72	CTL035 2025/2026 Rent
2024/786	Banked: **31/03/2025**	**10.00**							
2024/786	Phil Barlow		10.00			540		10.00	Donation to Mayor's Charity
2024/787	Banked: **31/03/2025**	**117.65**							
2025/787	Information Centre		117.65			1300	300	117.65	PDQ
2024/788	Banked: **31/03/2025**	**46.08**							
2024/788	[redacted]		46.08			8000	900	46.08	CTL103- 2025/2026 Rent
						362		46.08	CTL103- 2025/2026 Rent
						7001	900	-46.08	CTL103- 2025/2026 Rent
2024/788	Banked: **31/03/2025**	**40.08**							
2024/788	[redacted]		40.08			8000	900	40.08	CTL103 2025/2026 Rent
						362		40.08	CTL103 2025/2026 Rent
						7001	900	-40.08	CTL103 2025/2026 Rent
2024/358	Banked: **31/03/2025**	**-40.00**							
2024/358	Year End un-presented		-40.00			1500	100	-40.00	Year End un-presented
2024/360	Banked: **31/03/2025**	**-28.00**							
2024/360	Year End un-presented		-28.00			1500	100	-28.00	Year End un-presented
2024/357	Banked: **31/03/2025**	**-1,000.00**							
2024/357	Year End un-presented		-1,000.00			1509	300	-1,000.00	Year End un-presented
2024/423	Banked: **31/03/2025**	**-32.00**							
2024/423	Year End un-presented		-32.00			1500	100	-32.00	Year End un-presented
2024/422	Banked: **31/03/2025**	**-64.00**							
2024/422	Year End un-presented		-64.00			1500	100	-64.00	Year End un-presented
2024/421	Banked: **31/03/2025**	**-32.00**							

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Receipts for Month 12 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2024/421	Year End un-presented		-32.00			1500	100	-32.00	Year End un-presented
2024/554	Banked: **31/03/2025**	**-40.00**							
2024/554	Year End un-presented		-40.00			1500	100	-40.00	Year End un-presented
2024/747	Banked: **31/03/2025**	**-56.16**							
2024/747	Year End un-presented		-56.16			1500	100	-56.16	Year End un-presented
2024/485	Banked: **31/03/2025**	**-40.00**							
2024/485	Year End un-presented		-40.00			1500	100	-40.00	Year End un-presented
	Total Receipts for Month	5,222.22		0.00	0.00			5,222.22	
	Cashbook Totals	122,980.83		0.00	0.00			122,980.83	

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Payments for Month 12 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/03/2025	Skipper Ground Maintenance	BACS 14107	2,286.00		381.00	4455	400	1,905.00	Winter Planting 2024
20/03/2025	Emma Jackson	BACS 14108	150.00			4330	300	150.00	Music Festival Singer
20/03/2025	SLCC Enterprises Ltd	BACS 14109	144.00		24.00	4190	100	120.00	FILCA Course
20/03/2025	Assured Heating Essex	BACS 14110	96.00		16.00	4120	100	80.00	BOiler Service
20/03/2025	NALC	BACS 14141	78.00		13.00	4190	100	65.00	Powershift Conference 2025
20/03/2025	Pitshanger Envelopes	BACS 14142	924.00		154.00	4140	100	770.00	Envelopes for Bee Squared
20/03/2025	[redacted]								
20/03/2025	British Gas	DD	901.16		150.19	4122	100	750.97	01.02-01.03.25 Electricity
[redacted]									
25/03/2025	SSE Contracting	DD	415.84		19.80	4121	100	396.04	February 2025 Gas
27/03/2025	Anglotech Group Ltd	DD	195.19		32.53	4130	100	162.66	Photocopying
27/03/2025	Pitney Bowes	DD	57.75			4135	100	57.75	Meter Top Up
31/03/2025	Rickstones Church	BACS 14111	500.00			4536	500	500.00	P Barlow Cllr Grant Scheme
31/03/2025	Winning Ribbons Ltd	BACS 14112	84.95			4379	300	84.95	Dog Show Rosettes
31/03/2025	Braintree District Council	BACS 14113	480.00			4380	300	480.00	Festival Road Closure 25
31/03/2025	With Allstars	BACS 14114	500.00			4536	500	500.00	Cllr Headley Grant
31/03/2025	Alfresco Hire Ltd	BACS 14115	297.60		49.60	4379	300	117.00	Dog Show Deposit
						4330	300	131.00	Music Festival Deposit
31/03/2025	Gemma's Farm	BACS 14116	650.00			4377	300	650.00	Easter Trail Entertainment
31/03/2025	Witham Allotment Association	BACS 14117	225.00			4536	500	225.00	Cllr Martin Grant
31/03/2025	[redacted]	BACS 14118	66.92			9001	900	66.92	Refund of Allotment Deposit
						362	0	-66.92	Refund of Allotment Deposit
						7000	900	66.92	Refund of Allotment Deposit
31/03/2025	Landmark	BACS 14119	654.00		109.00	4448	400	545.00	Waymarker Post
31/03/2025	Julie Furse	BACS 14120	192.50			4170	100	192.50	New Glasses & Eye Test
31/03/2025	Witham Dramatic Club	BACS 14121	426.55			4345	300	426.55	Sale of Neighbourhood Watch
31/03/2025	Society of London Theatres	BACS 14122	23.50			4345	300	23.50	Sale of theatre tokens
31/03/2025	Society of Local Council Clerk	BACS 14123	535.00			4180	100	535.00	Membership Fees

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Date: 25/04/2025 | **Witham Town Council** | **Page: 36**

Time: 10:14 | **Cashbook 6** | **User: NS**

Unity Trust Account | **For Month No: 12**

Payments for Month 12 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/03/2025	Unity Trust Bank plc	DD	25.65			4101	100	25.65	Bank Charges
31/03/2025	SSE Plc	DD	322.65		15.36	4372	300	307.29	CCTV Power
31/03/2025	SSE Plc	DD	336.22		16.01	4425	400	320.21	Feb 2025 Lighting
31/03/2025	Unity Trust Bank plc	DD	23.10			4101	100	23.10	Manual Credit Handling
	Total Payments for Month		96,397.42	0.00	4,611.31			91,786.11	
	Balance Carried Fwd		26,583.41						
	Cashbook Totals		122,980.83	0.00	4,611.31			118,369.52	

Witham Town Council

Transactions for 95 Day Notice Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**200,651.60**	
1	01/04/2025		Interest Received	Lloyds Bank	19.02	200,670.62	30/04/2025
2	02/04/2025		Interest Received	Lloyds Bank	19.02	200,689.64	30/04/2025
3	03/04/2025		Interest Received	Lloyds Bank	19.02	200,708.66	30/04/2025
4	04/04/2025		Interest Received	Lloyds Bank	19.03	200,727.69	30/04/2025
5	07/04/2025		Interest Received	Lloyds Bank	57.08	200,784.77	30/04/2025
6	08/04/2025		Interest Received	Lloyds Bank	19.03	200,803.80	30/04/2025
7	09/04/2025		Interest Received	Lloyds Bank	19.04	200,822.84	30/04/2025
8	10/04/2025		Interest Received	Lloyds Bank	19.04	200,841.88	30/04/2025
9	11/04/2025		Interest Received	Lloyds Bank	19.04	200,860.92	30/04/2025
10	14/04/2025		Interest Received	Lloyds Bank	49.69	200,910.61	30/04/2025
11	15/04/2025		Interest Received	Lloyds Bank	16.57	200,927.18	30/04/2025
12	16/04/2025		Interest Received	Lloyds Bank	16.57	200,943.75	30/04/2025
13	17/04/2025		Interest Received	Lloyds Bank	16.57	200,960.32	30/04/2025
14	22/04/2025		Interest Received	Lloyds Bank	82.86	201,043.18	30/04/2025
15	23/04/2025		Interest Received	Lloyds Bank	16.58	201,059.76	30/04/2025
16	24/04/2025		Interest Received	Lloyds Bank	16.58	201,076.34	30/04/2025
17	25/04/2025		Interest Received	Lloyds Bank	16.58	201,092.92	30/04/2025
18	28/04/2025		Interest Received	Lloyds Bank	49.75	201,142.67	30/04/2025
19	29/04/2025		Interest Received	Lloyds Bank	16.59	201,159.26	30/04/2025
20	30/04/2025		Interest Received	Lloyds Bank	16.59	201,175.85	30/04/2025
199	01/05/2025		Interest Received	Lloyds Bank	16.59	201,192.44	31/05/2025
200	02/05/2025		Interest Received	Lloyds Bank	16.59	201,209.03	31/05/2025
201	06/05/2025		Interest Received	Lloyds Bank	66.37	201,275.40	31/05/2025
202	07/05/2025		Interest Received	Lloyds Bank	16.60	201,292.00	31/05/2025
203	07/05/2025		Interest Received	Lloyds Bank	16.60	201,308.60	31/05/2025
204	09/05/2025		Interest Received	Lloyds Bank	16.60	201,325.20	31/05/2025
205	12/05/2025		Interest Received	Lloyds Bank	49.81	201,375.01	31/05/2025
206	13/05/2025		Interest Received	Lloyds Bank	16.61	201,391.62	31/05/2025
207	14/05/2025		Interest Received	Lloyds Bank	16.61	201,408.23	31/05/2025
208	15/05/2025		Interest Received	Lloyds Bank	16.61	201,424.84	31/05/2025
209	16/05/2025		Interest Received	Lloyds Bank	16.61	201,441.45	31/05/2025
210	19/05/2025		Interest Received	Lloyds Bank	49.84	201,491.29	31/05/2025
211	20/05/2025		Interest Received	Lloyds Bank	16.62	201,507.91	31/05/2025
212	21/05/2025		Interest Received	Lloyds Bank	16.62	201,524.53	31/05/2025
213	22/05/2025		Interest Received	Lloyds Bank	16.62	201,541.15	31/05/2025
214	23/05/2025		Interest Received	Lloyds Bank	16.62	201,557.77	31/05/2025
215	27/05/2025		Interest Received	Lloyds Bank	66.49	201,624.26	31/05/2025
216	28/05/2025		Interest Received	Lloyds Bank	16.63	201,640.89	31/05/2025
217	29/05/2025		Interest Received	Lloyds Bank	16.63	201,657.52	31/05/2025
218	30/05/2025		Interest Received	Lloyds Bank	16.63	201,674.15	31/05/2025
219	02/06/2025		Interest Received	Lloyds Bank	49.89	201,724.04	30/06/2025
220	03/06/2025		Interest Received	Lloyds Bank	16.64	201,740.68	30/06/2025
221	04/06/2025		Interest Received	Lloyds Bank	16.64	201,757.32	30/06/2025
222	05/06/2025		Interest Received	Lloyds Bank	16.64	201,773.96	30/06/2025
223	06/06/2025		Interest Received	Lloyds Bank	16.64	201,790.60	30/06/2025
224	09/06/2025		Interest Received	Lloyds Bank	49.92	201,840.52	30/06/2025
225	10/06/2025		Interest Received	Lloyds Bank	16.64	201,857.16	30/06/2025
226	11/06/2025		Interest Received	Lloyds Bank	16.65	201,873.81	30/06/2025
227	12/06/2025		Interest Received	Lloyds Bank	16.65	201,890.46	30/06/2025
228	13/06/2025		Interest Received	Lloyds Bank	16.65	201,907.11	30/06/2025
229	16/06/2025		Interest Received	Lloyds Bank	49.95	201,957.06	30/06/2025
230	17/06/2025		Interest Received	Lloyds Bank	16.65	201,973.71	30/06/2025
231	18/06/2025		Interest Received	Lloyds Bank	16.66	201,990.37	30/06/2025
232	19/06/2025		Interest Received	Lloyds Bank	16.66	202,007.03	30/06/2025

Witham Town Council

Transactions for 95 Day Notice Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**200,651.60**	
233	20/06/2025		Interest Received	Lloyds Bank	16.66	202,023.69	30/06/2025
234	23/06/2025		Interest Received	Lloyds Bank	49.98	202,073.67	30/06/2025
235	24/06/2025		Interest Received	Lloyds Bank	16.66	202,090.33	30/06/2025
236	25/06/2025		Interest Received	Lloyds Bank	16.67	202,107.00	30/06/2025
237	26/06/2025		Interest Received	Lloyds Bank	16.67	202,123.67	30/06/2025
238	27/06/2025		Interest Received	Lloyds Bank	16.67	202,140.34	30/06/2025
239	30/06/2025		Interest Received	Lloyds Bank	50.01	202,190.35	30/06/2025
311	01/07/2025		Interest Received	Lloyds Bank	16.67	202,207.02	31/07/2025
312	02/07/2025		Interest Received	Lloyds Bank	16.68	202,223.70	31/07/2025
313	03/07/2025		Interest Received	Lloyds Bank	16.68	202,240.38	31/07/2025
314	03/07/2025		Interest Received	Lloyds Bank	16.68	202,257.06	31/07/2025
315	07/07/2025		Interest Received	Lloyds Bank	50.04	202,307.10	31/07/2025
316	08/07/2025		Interest Received	Lloyds Bank	16.68	202,323.78	31/07/2025
317	09/07/2025		Interest Received	Lloyds Bank	16.68	202,340.46	31/07/2025
318	10/07/2025		Interest Received	Lloyds Bank	16.69	202,357.15	31/07/2025
319	11/07/2025		Interest Received	Lloyds Bank	16.69	202,373.84	31/07/2025
320	14/07/2025		Interest Received	Lloyds Bank	50.07	202,423.91	31/07/2025
321	15/07/2025		Interest Received	Lloyds Bank	15.69	202,439.60	31/07/2025
322	16/07/2025		Interest Received	Lloyds Bank	15.70	202,455.30	31/07/2025
323	17/07/2025		Interest Received	Lloyds Bank	15.70	202,471.00	31/07/2025
324	18/07/2025		Interest Received	Lloyds Bank	15.70	202,486.70	31/07/2025
325	21/07/2025		Interest Received	Lloyds Bank	47.10	202,533.80	31/07/2025
326	22/07/2025		Interest Received	Lloyds Bank	15.70	202,549.50	31/07/2025
327	23/07/2025		Interest Received	Lloyds Bank	15.70	202,565.20	31/07/2025
328	24/07/2025		Interest Received	Lloyds Bank	15.71	202,580.91	31/07/2025
329	25/07/2025		Interest Received	Lloyds Bank	15.71	202,596.62	31/07/2025
330	28/07/2025		Interest Received	Lloyds Bank	47.12	202,643.74	31/07/2025
331	29/07/2025		Interest Received	Lloyds Bank	15.71	202,659.45	31/07/2025
332	30/07/2025		Interest Received	Lloyds Bank	15.71	202,675.16	31/07/2025
333	31/07/2025		Interest Received	Lloyds Bank	15.71	202,690.87	31/07/2025
369	01/08/2025		Interest Received	Lloyds Bank	15.72	202,706.59	31/08/2025
370	04/08/2025		Interest Received	Lloyds Bank	47.15	202,753.74	31/08/2025
371	05/08/2025		Interest Received	Lloyds Bank	15.72	202,769.46	31/08/2025
372	06/08/2025		Interest Received	Lloyds Bank	15.72	202,785.18	31/08/2025
373	07/08/2025		Interest Received	Lloyds Bank	15.72	202,800.90	31/08/2025
374	08/08/2025		Interest Received	Lloyds Bank	15.72	202,816.62	31/08/2025
375	11/08/2025		Interest Received	Lloyds Bank	47.18	202,863.80	31/08/2025
376	12/08/2025		Interest Received	Lloyds Bank	15.73	202,879.53	31/08/2025
377	13/08/2025		Interest Received	Lloyds Bank	15.73	202,895.26	31/08/2025
378	14/08/2025		Interest Received	Lloyds Bank	15.73	202,910.99	31/08/2025
379	15/08/2025		Interest Received	Lloyds Bank	15.73	202,926.72	31/08/2025
380	18/08/2025		Interest Received	Lloyds Bank	47.20	202,973.92	31/08/2025
381	19/08/2025		Interest Received	Lloyds Bank	15.74	202,989.66	31/08/2025
382	20/08/2025		Interest Received	Lloyds Bank	15.74	203,005.40	31/08/2025
383	21/08/2025		Interest Received	Lloyds Bank	15.74	203,021.14	31/08/2025
384	22/08/2025		Interest Received	Lloyds Bank	15.74	203,036.88	31/08/2025
385	26/08/2025		Interest Received	Lloyds Bank	62.97	203,099.85	31/08/2025
386	27/08/2025		Interest Received	Lloyds Bank	15.75	203,115.60	31/08/2025
387	28/08/2025		Interest Received	Lloyds Bank	15.75	203,131.35	31/08/2025
388	29/08/2025		Interest Received	Lloyds Bank	15.75	203,147.10	31/08/2025
			CLOSING BALANCE			**203,147.10**	

Bank statement should show **£203,147.10**

Witham Town Council

Transactions for CCLA Public Sector Deposit

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**190,000.00**	
						190,000.00	
			CLOSING BALANCE			**190,000.00**	
				Bank statement should show	**£190,000.00**		

Witham Town Council

Transactions for LLoyds Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**10,017.62**	
364	01/04/2025		Affiliation fees	Witham and Country	-25.00	9,992.62	30/04/2025
254	07/04/2025		Refund	National Pen Promotion Dundalk	260.99	10,253.61	30/04/2025
265	07/04/2025		Cashback	Lloyds Bank	11.31	10,264.92	30/04/2025
324	07/04/2025		Walnut Executive Office Boardroom Table	National Office Furniture Supplies	-240.12	10,024.80	30/04/2025
325	07/04/2025		Wooden Knives, Spoons, Forks, Plates	Eco Leaf Products Limited	-65.94	9,958.86	30/04/2025
326	07/04/2025		Milk British S/Skim	Morrisons	-4.05	9,954.81	30/04/2025
327	07/04/2025		Title register and title plan	GOV.UK	-14.00	9,940.81	30/04/2025
328	07/04/2025		Vehicle Tax	DVLA Vehicle Licencing	-337.50	9,603.31	30/04/2025
329	07/04/2025		Deepest Sympathy Square Card	Home & Garden Store Ltd	-3.99	9,599.32	30/04/2025
330	07/04/2025		Title register and title plan	GOV.UK	-14.00	9,585.32	30/04/2025
331	07/04/2025		Title register and title plan	GOV.UK	-14.00	9,571.32	30/04/2025
332	07/04/2025		Title register and title plan	GOV.UK	-14.00	9,557.32	30/04/2025
333	07/04/2025		Flowers	Florist on the Green	-40.00	9,517.32	30/04/2025
334	07/04/2025		Smudge Resistant Small Rectangular Trash Can	Amazon Marketplace	-33.32	9,484.00	30/04/2025
335	07/04/2025		Collapsible Storage Box, Letter Filling Tray	Amazon Marketplace	-43.98	9,440.02	30/04/2025
336	07/04/2025		Stainless Steel Double Walled Brushed Cooler	Magic Toy Shop Ltd	-59.94	9,380.08	30/04/2025
337	07/04/2025		Rectangular Kitchen Bin with Steel Bar Pedal	Amazon Marketplace	-41.90	9,338.18	30/04/2025
338	07/04/2025		3-Cube Bookshelf	Amazon Marketplace	-35.67	9,302.51	30/04/2025
339	07/04/2025		Linen Fabric Desk Chair	MH Star UK Ltd	-71.09	9,231.42	30/04/2025
340	07/04/2025		Food Various	Tesco Stores	-6.40	9,225.02	30/04/2025
341	07/04/2025		Galvanised Staples	Amazon Marketplace	-7.34	9,217.68	30/04/2025
342	07/04/2025		Drinks	Ocado	-266.24	8,951.44	30/04/2025
343	07/04/2025		OneDrive for business	Microsoft Limited	-4.56	8,946.88	30/04/2025
344	07/04/2025		Canva Pro Solo	Canva UK Operations Ltd	-99.99	8,846.89	30/04/2025
345	07/04/2025		Personalised Employee Photo ID	Zazzle Ireland	-7.04	8,839.85	30/04/2025
346	07/04/2025		Multi-purpose Copy Printer Paper	Amazon Marketplace	-20.09	8,819.76	30/04/2025
347	07/04/2025		Multi-purpose Copy Printer Paper	Amazon Marketplace	-20.09	8,799.67	30/04/2025
348	07/04/2025		Grease Glass Cleaner with Vinegar	Diva Package Ltd	-5.79	8,793.88	30/04/2025
349	07/04/2025		Milk British S/Skim	Tesco Stores	-9.09	8,784.79	30/04/2025
350	07/04/2025		Title register and title plan	GOV.UK	-7.00	8,777.79	30/04/2025
351	07/04/2025		White Paper Napkins	Amazon Marketplace	-3.15	8,774.64	30/04/2025
352	07/04/2025		Tab S6 Lite 64GB WiFi	Currys Business	-259.00	8,515.64	30/04/2025
353	07/04/2025		Pure Cotton T-Shirts	Marks & Spencer	-69.99	8,445.65	30/04/2025
354	07/04/2025		Mobile Top Up	Tesco Stores	-30.00	8,415.65	30/04/2025
355	07/04/2025		Camera Adjustable Camouflage Cable Locks	Amazon Marketplace	-49.33	8,366.32	30/04/2025
356	07/04/2025		Liquid Chalk Pens	Amazon Marketplace	-25.90	8,340.42	30/04/2025
357	07/04/2025		Milk British S/Skim	Tesco Stores	-7.30	8,333.12	30/04/2025
358	07/04/2025		3-Cube Bookshelf	Amazon Marketplace	-35.67	8,297.45	30/04/2025
359	07/04/2025		Access to Timetastic	Timetastic	-20.16	8,277.29	30/04/2025
360	07/04/2025		Air filter, Guide Bar	L&S Engineers Ltd	-106.82	8,170.47	30/04/2025
361	07/04/2025		Waterproof Chest Waders	Galleksa Ltd	-71.99	8,098.48	30/04/2025
362	07/04/2025		Waterproof Chest Waders	Galleksa Ltd	-71.99	8,026.49	30/04/2025
363	07/04/2025		Nest Box Oval	Wildcare Ltd	-258.42	7,768.07	30/04/2025
107005	14/04/2025		Transfer from Unity Trust Bank		25,000.00	32,768.07	30/04/2025
190	17/04/2025		Donation Christmas Market 2024-25	Praxis Real Estate Management Ltd	1,000.00	33,768.07	30/04/2025
241	08/05/2025		Pack of 10 Folders	Harrow Business Services Ltd	-23.49	33,744.58	31/05/2025
242	08/05/2025		File dividers, Plastic Files, Folders	Amazon Marketplace	-60.56	33,684.02	31/05/2025
243	08/05/2025		Case 10.4 inch for Samsung Galaxy	Amazon Marketplace	-20.39	33,663.63	31/05/2025
244	08/05/2025		Pukka Pads 10 x Pukka A4 Glossy	Exclusive Deals Ltd	-29.95	33,633.68	31/05/2025
245	08/05/2025		Multi-purpose Copy Printer Paper	Amazon Marketplace	-20.09	33,613.59	31/05/2025
246	08/05/2025		Pressure Washer petrol 3400 PSI Five Nozzles	Logger Clobber Ltd	-319.99	33,293.60	31/05/2025
247	08/05/2025		Dell Plus Adjustable Stand Monitor	Dell Corporation Ltd	-214.79	33,078.81	31/05/2025
248	08/05/2025		Easter Bunny Bunting	Hannah Margaret Sophie Hendry	-22.76	33,056.05	31/05/2025
249	08/05/2025		Double Sided Tape	Amazon Marketplace	-4.16	33,051.89	31/05/2025

Witham Town Council

Transactions for LLoyds Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**10,017.62**	
250	08/05/2025		Access to Timetastic	Timetastic	-20.16	33,031.73	31/05/2025
251	08/05/2025		Easter Table Decorations	Amazon Marketplace	-35.27	32,996.46	31/05/2025
252	08/05/2025		20 Pcs Key Tags with Labels	Amazon Marketplace	-3.49	32,992.97	31/05/2025
255	08/05/2025		Refund	Amazon Marketplace	18.59	33,011.56	31/05/2025
266	08/05/2025		Cashback	Lloyds Bank	19.35	33,030.91	31/05/2025
294	08/05/2025		Tawny Owl Nest Box	Callow Retail Ltd	-114.95	32,915.96	31/05/2025
295	08/05/2025		Actual Multiple Monitors	PayPro Europe Limited	-20.44	32,895.52	31/05/2025
296	08/05/2025		Zoom workplace Pro Monthly	Zoom Communications Inc	-15.59	32,879.93	31/05/2025
297	08/05/2025		Sellotape Original Golden	Retailverse Limited	-13.29	32,866.64	31/05/2025
298	08/05/2025		Glassine Bags	Envelopes Ltd	-294.00	32,572.64	31/05/2025
299	08/05/2025		Replacement Electrode Pads	Turtle Engineering Limited	-191.95	32,380.69	31/05/2025
300	08/05/2025		Cornfield Annual Wildflower Seeds	Landlife Wildflowers	-873.99	31,506.70	31/05/2025
301	08/05/2025		Waterproof Chest Waders	Galleksa Ltd	-64.99	31,441.71	31/05/2025
302	08/05/2025		Milk British S/Skim	Morrisons	-6.75	31,434.96	31/05/2025
303	08/05/2025		Smudge Resistant Small Rectangular Trash Can	Amazon Marketplace	-30.59	31,404.37	31/05/2025
304	08/05/2025		Folding Step Stool for Kids	Amazon Marketplace	-11.89	31,392.48	31/05/2025
305	08/05/2025		OneDrive for business	Microsoft Limited	-4.56	31,387.92	31/05/2025
306	08/05/2025		Mouse Mat Wrist Support	Amazon Marketplace	-8.54	31,379.38	31/05/2025
307	08/05/2025		Custom Appliqued Flag	One Stop Promotions Ltd	-188.34	31,191.04	31/05/2025
308	08/05/2025		Waterproof Wipe Clean Table Cloth	Amazon Marketplace	-16.58	31,174.46	31/05/2025
309	08/05/2025		Whiteboard Paper Sticker Roll	Amazon Marketplace	-7.69	31,166.77	31/05/2025
310	08/05/2025		Open Cards	Cardzone	-1.99	31,164.78	31/05/2025
311	08/05/2025		Secret Garden	Tesco Stores	-10.00	31,154.78	31/05/2025
312	08/05/2025		Trail Camera with Night Vision	Amazon Marketplace	-239.96	30,914.82	31/05/2025
313	08/05/2025		Plants various	Oliver Nurseries	-116.91	30,797.91	31/05/2025
314	08/05/2025		2 Ring Binder Polypropylene	Banner Group Limited	-14.60	30,783.31	31/05/2025
315	08/05/2025		Car Camera 4K Resolution	Amazon Marketplace	-132.81	30,650.50	31/05/2025
316	08/05/2025		Plants various	Braintree Garden Centre	-52.96	30,597.54	31/05/2025
317	08/05/2025		Wired Keyboard	Amazon Marketplace	-9.30	30,588.24	31/05/2025
318	08/05/2025		Bell Keychain Security Alarm	Csachappell Ltd	-5.69	30,582.55	31/05/2025
319	08/05/2025		Bell Keychain Security Alarm	Csachappell Ltd	-73.98	30,508.57	31/05/2025
320	08/05/2025		Tab S6 Lite 64GB WiFi	Currys Business	-258.99	30,249.58	31/05/2025
321	08/05/2025		Soil Filled Bagwork 20 kg	B S Specialist Products Limited	-285.05	29,964.53	31/05/2025
322	08/05/2025		Police Car Stickers	Amazon Marketplace	-13.90	29,950.63	31/05/2025
253	06/06/2025		Easter Eggs	Poundland Ltd	-45.00	29,905.63	30/06/2025
254	06/06/2025		VE Day Bunting	Royal British Legion Industries	-49.99	29,855.64	30/06/2025
255	06/06/2025		Bunting Union Jack	Go International UK	-67.68	29,787.96	30/06/2025
256	06/06/2025		Refund	British Red Cross	322.80	30,110.76	30/06/2025
256	06/06/2025		Easter Eggs	Amazon Marketplace	-46.97	30,063.79	30/06/2025
257	06/06/2025		Zoom workplace Pro Monthly	Zoom Communications Inc	-15.59	30,048.20	30/06/2025
258	06/06/2025		Vinyl Stickers	Prime 4 Print Ltd	-17.15	30,031.05	30/06/2025
259	06/06/2025		Easter Eggs	Amazon Marketplace	-21.95	30,009.10	30/06/2025
260	06/06/2025		Vinyl Letter Number Stickers	Amazon Marketplace	-3.99	30,005.11	30/06/2025
261	06/06/2025		Desk Organiser Letter Tray	Amazon Marketplace	-24.57	29,980.54	30/06/2025
262	06/06/2025		VE Day Large Flag	Royal British Legion Industries	-23.98	29,956.56	30/06/2025
263	06/06/2025		Luxury Mini Pack 100 Biscuits	Wowboxme Limited	-34.93	29,921.63	30/06/2025
264	06/06/2025		Advertising Banners	Pixarprinting	-123.66	29,797.97	30/06/2025
265	06/06/2025		Event Mascots Costume Hire	Eventmascots	-95.00	29,702.97	30/06/2025
266	06/06/2025		Wax Fire Lighters	Vendoro Ltd	-9.99	29,692.98	30/06/2025
267	06/06/2025		Cashback	Lloyds Bank	5.70	29,698.68	30/06/2025
267	06/06/2025		Toilet Tissue	Tesco Stores	-6.75	29,691.93	30/06/2025
268	06/06/2025		OneDrive for business	Microsoft Limited	-4.56	29,687.37	30/06/2025
269	06/06/2025		Bridge 3l Collection, Clover Multi Purpose	Oliver Nurseries	-64.75	29,622.62	30/06/2025
270	06/06/2025		Bridge 3l Collection, Clover Multi Purpose	Oliver Nurseries	-120.47	29,502.15	30/06/2025

Witham Town Council

Transactions for LLoyds Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**10,017.62**	
271	06/06/2025		Nitrile Disposable Gloves	Amazon Marketplace	-12.72	29,489.43	30/06/2025
272	06/06/2025		White Table Cloth	Amazon Marketplace	-41.99	29,447.44	30/06/2025
273	06/06/2025		Access to Invoice Simple	Invoice Simple	-35.99	29,411.45	30/06/2025
274	06/06/2025		Donation	Dog Trust	-15.00	29,396.45	30/06/2025
275	06/06/2025		Gold Picture Frame	Amazon Marketplace	-42.72	29,353.73	30/06/2025
276	06/06/2025		Popular Mix Dog Treat Biscuits	Amazon Marketplace	-33.68	29,320.05	30/06/2025
277	06/06/2025		Line Marker Yellow Spray Paint	Amazon Marketplace	-18.39	29,301.66	30/06/2025
278	06/06/2025		Bunting Banner Dog Paw Party Decorations	Amazon Marketplace	-47.23	29,254.43	30/06/2025
279	06/06/2025		Soltan Once Spf50	Boots	-13.00	29,241.43	30/06/2025
280	06/06/2025		Serving Platters	FABS	-28.00	29,213.43	30/06/2025
281	06/06/2025		Domain Renewal Witham.go.uk	Freethought	-120.00	29,093.43	30/06/2025
282	06/06/2025		Drinks	Witham Rugby Union Football Club	-92.45	29,000.98	30/06/2025
283	06/06/2025		Nitrile Disposable Gloves	Promart Private Limited	-15.90	28,985.08	30/06/2025
284	06/06/2025		Milk British S/Skim	Morrisons	-3.20	28,981.88	30/06/2025
285	06/06/2025		Blue Table Cloth	Amazon Marketplace	-8.49	28,973.39	30/06/2025
286	06/06/2025		Professional Grade Graffiti Remover	Bio8 Industrial Ltd	-19.99	28,953.40	30/06/2025
287	06/06/2025		Rose Bouquet	Tesco Stores	-5.00	28,948.40	30/06/2025
288	06/06/2025		Access to Timetastic	Timetastic	-21.60	28,926.80	30/06/2025
289	06/06/2025		Professional Grade Graffiti Remover	Bio8 Industrial Ltd	-19.99	28,906.81	30/06/2025
290	06/06/2025		Mortice Keys	Cobblers Witham	-64.50	28,842.31	30/06/2025
268	07/07/2025		Cashback	Lloyds Bank	13.43	28,855.74	31/07/2025
386	07/07/2025		Framings	Witham Art and Framin	-45.00	28,810.74	31/07/2025
387	07/07/2025		Dog Tablecloths Disposable	Amazon Marketplace	-19.03	28,791.71	31/07/2025
388	07/07/2025		Cute Dog Meme Stickers	Amazon Marketplace	-14.97	28,776.74	31/07/2025
389	07/07/2025		Dog Birthday Banner	Amazon Marketplace	-28.17	28,748.57	31/07/2025
390	07/07/2025		Postage	Post Office Ltd	-9.85	28,738.72	31/07/2025
391	07/07/2025		Zoom workplace Pro Monthly	Zoom Communications Inc	-15.59	28,723.13	31/07/2025
392	07/07/2025		Soft Toilet Tissue	Amazon Marketplace	-28.32	28,694.81	31/07/2025
393	07/07/2025		Laminating Pouches A4	Amazon Marketplace	-5.78	28,689.03	31/07/2025
394	07/07/2025		Dalmatian Dog Ears Headband	Amazon Marketplace	-14.97	28,674.06	31/07/2025
395	07/07/2025		Gazebo 3mx3m Grey	Blackstone Leisure Ltd / Gorilla Gazebo	-199.99	28,474.07	31/07/2025
396	07/07/2025		Food Various	Sainsburys	-99.56	28,374.51	31/07/2025
397	07/07/2025		Mobile Top Up	OnTopUp	-11.89	28,362.62	31/07/2025
398	07/07/2025		Microfibre Cleaning Cloths	Amazon Marketplace	-5.99	28,356.63	31/07/2025
399	07/07/2025		Mortice Keys	Cobblers Witham	-32.25	28,324.38	31/07/2025
400	07/07/2025		Stud Detector	Amazon Marketplace	-19.99	28,304.39	31/07/2025
401	07/07/2025		OneDrive for business	Microsoft Limited	-4.56	28,299.83	31/07/2025
402	07/07/2025		Milk British S/Skim	Tesco Stores	-5.00	28,294.83	31/07/2025
403	07/07/2025		Ring Binder A4 Files	Amazon Marketplace	-24.49	28,270.34	31/07/2025
404	07/07/2025		Scribe Accounts	Scribe Starboard System Limited	-164.40	28,105.94	31/07/2025
405	07/07/2025		Fleur Bouquet, Sympathy Card, Tea bags	Tesco Stores	-15.55	28,090.39	31/07/2025
406	07/07/2025		Bee Friendly Bug Hot	Bee Friendly Trust	-315.00	27,775.39	31/07/2025
407	07/07/2025		Fire Safety Awareness	HSQE Ltd	-57.60	27,717.79	31/07/2025
408	07/07/2025		ILCA Qualification Fee	SLCC Enterprises Ltd	-144.00	27,573.79	31/07/2025
409	07/07/2025		FILCA Qualification Fee	SLCC Enterprises Ltd	-144.00	27,429.79	31/07/2025
410	07/07/2025		Advertising Banners	Pixarprinting	-169.00	27,260.79	31/07/2025
411	07/07/2025		Milk British S/Skim	Tesco Stores	-1.55	27,259.24	31/07/2025
412	07/07/2025		Assorted colored striped paper bags	Amazon Marketplace	-4.79	27,254.45	31/07/2025
413	07/07/2025		Milk British S/Skim	Tesco Stores	-10.00	27,244.45	31/07/2025
414	07/07/2025		ILCA Qualification Fee	SLCC Enterprises Ltd	-144.00	27,100.45	31/07/2025
415	07/07/2025		Personalised Company Logo and Text Stamp	Amazon Marketplace	-27.67	27,072.78	31/07/2025
416	07/07/2025		Open Garden Tickets	Wickham Bishops Garden Festival	-15.00	27,057.78	31/07/2025
417	07/07/2025		Title register and title plan	GOV.UK	-14.00	27,043.78	31/07/2025
418	07/07/2025		Frameless Magnetic Chalkboard	Allboards UK Ltd	-44.89	26,998.89	31/07/2025

Witham Town Council

Transactions for LLoyds Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**10,017.62**	
419	07/07/2025		Access to Timetastic	Timetastic	-23.04	26,975.85	31/07/2025
420	07/07/2025		Stainless Steel Hand Trower	Tesco Stores	-4.50	26,971.35	31/07/2025
421	07/07/2025		One-Off Event Insurance Policy	Protectivity	-414.00	26,557.35	31/07/2025
422	07/07/2025		Plants various	Oliver Nurseries	-35.96	26,521.39	31/07/2025
423	07/07/2025		Tea Bags	Tesco Stores	-18.08	26,503.31	31/07/2025
424	07/07/2025		Brown Mailing Envelops	Amazon Marketplace	-7.99	26,495.32	31/07/2025
425	07/07/2025		Table Place Name Holder	Amazon Marketplace	-49.01	26,446.31	31/07/2025
426	07/07/2025		Office Fabric Operator Chairs	Amazon Marketplace	-142.50	26,303.81	31/07/2025
427	07/07/2025		Wide Wooden Bookcase Cupboard	Amazon Marketplace	-103.98	26,199.83	31/07/2025
269	07/08/2025		Cashback	Lloyds Bank	15.29	26,215.12	31/08/2025
292	07/08/2025		Essential 2025 week to view	Collins Debden Limited	-4.82	26,210.30	31/08/2025
293	07/08/2025		Self Adhesive Kraft Paper	XP Services Limited	-7.99	26,202.31	31/08/2025
323	07/08/2025		Tea Bags	Tesco Stores	-10.54	26,191.77	31/08/2025
385	07/08/2025		Mortice Keys	Cobblers Witham	-30.00	26,161.77	31/08/2025
470	07/08/2025		Computer Desk with Drawers	Amazon Marketplace	-99.99	26,061.78	31/08/2025
471	07/08/2025		Food Various	Sainsburys	-116.98	25,944.80	31/08/2025
472	07/08/2025		Square Padlock 50mm	Screwfix Direct Ltd	-21.79	25,923.01	31/08/2025
473	07/08/2025		Zoom workplace Pro Monthly	Zoom Communications Inc	-16.79	25,906.22	31/08/2025
474	07/08/2025		Flood Risk Activity Permit Application	Environment Agency	-501.25	25,404.97	31/08/2025
475	07/08/2025		Prepayment for Booking	The Lion Inn, Boreham	-280.00	25,124.97	31/08/2025
476	07/08/2025		Seat Pads for Dining Chairs	Rinkit Limited	-35.99	25,088.98	31/08/2025
477	07/08/2025		Screw Nut for Stihl	Wirral Discount Supplies Limited	-22.68	25,066.30	31/08/2025
478	07/08/2025		Pure Cotton T-Shirts	Marks & Spencer	-25.99	25,040.31	31/08/2025
479	07/08/2025		Train Ticket	Trainline	-28.16	25,012.15	31/08/2025
480	07/08/2025		Train Ticket	Trainline	-52.04	24,960.11	31/08/2025
481	07/08/2025		Day per Page Desk Diary Planner	Quickdraw Supplies Limited	-14.92	24,945.19	31/08/2025
482	07/08/2025		Diary Full Year Planner Organiser	Digital Dolla Ltd	-32.92	24,912.27	31/08/2025
483	07/08/2025		3XS Asus Prime & Software	Scan Computers International	-960.46	23,951.81	31/08/2025
484	07/08/2025		Personalised Employee Photo ID	Zazzle Ireland	-15.67	23,936.14	31/08/2025
485	07/08/2025		Milk British S/Skim	Morrisons	-1.75	23,934.39	31/08/2025
486	07/08/2025		OneDrive for business	Microsoft Limited	-4.56	23,929.83	31/08/2025
487	07/08/2025		Flexible Breathable Fabric Plasters	Tesco Stores	-8.90	23,920.93	31/08/2025
488	07/08/2025		Rose Bouquet	Florist on the Green	-45.00	23,875.93	31/08/2025
489	07/08/2025		Annual Membership Fee	Amazon Marketplace	-114.00	23,761.93	31/08/2025
490	07/08/2025		Armed Forces Day Flag	Flying Colours Flagmakers	-47.94	23,713.99	31/08/2025
491	07/08/2025		Coloured Copier Paper	Refresh eCommerce Ltd	-32.82	23,681.17	31/08/2025
492	07/08/2025		Multi-purpose Copy Printer Paper	Amazon Marketplace	-19.78	23,661.39	31/08/2025
493	07/08/2025		Office Stapler	Amazon Marketplace	-14.24	23,647.15	31/08/2025
494	07/08/2025		PVC Banners	Pixarprinting	-105.11	23,542.04	31/08/2025
495	07/08/2025		Self Seal Security Envelopes	Amazon Marketplace	-13.58	23,528.46	31/08/2025
496	07/08/2025		Permanent Marker	Visionclick Limited	-6.40	23,522.06	31/08/2025
497	07/08/2025		Cover Washer	L&S Engineers Ltd	-5.53	23,516.53	31/08/2025
498	07/08/2025		Charger	Gadget Club	-15.00	23,501.53	31/08/2025
499	07/08/2025		Milk British S/Skim	Morrisons	-1.35	23,500.18	31/08/2025
500	07/08/2025		Security Screw Pack	Screwfix Direct Ltd	-30.99	23,469.19	31/08/2025
501	07/08/2025		Mobile Top Up	Tesco Stores	-10.00	23,459.19	31/08/2025
502	07/08/2025		Portable 1TB External Hard Drive HDD	Ezekerz Ltd	-79.82	23,379.37	31/08/2025
503	07/08/2025		Access to Timetastic	Timetastic	-23.04	23,356.33	31/08/2025
504	07/08/2025		McAfee PC Optimizer 1-year subscription	McAfee LLC	-49.99	23,306.34	31/08/2025
505	07/08/2025		McAfee Total Protection 1-year subscription	McAfee LLC	-109.99	23,196.35	31/08/2025
506	07/08/2025		Milk British S/Skim	Tesco Stores	-5.65	23,190.70	31/08/2025
507	07/08/2025		Tea Bags	Tesco Stores	-5.70	23,185.00	31/08/2025
508	07/08/2025		Food Various	Tesco Stores	-3.80	23,181.20	31/08/2025
509	07/08/2025		Food Various	Tesco Stores	3.80	23,185.00	31/08/2025

Witham Town Council

Transactions for LLoyds Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			10,017.62	
389	08/09/2025		Cashback	Lloyds Bank	11.10	23,196.10	
619	08/09/2025		Live Entertainment	Happy Kinder Parties	-55.00	23,141.10	
620	08/09/2025		Wind Speed Anemometer	Amazon Marketplace	-25.49	23,115.61	
621	08/09/2025		Zoom workplace Pro Monthly	Zoom Communications Inc	-16.79	23,098.82	
622	08/09/2025		Pride Pins	Amazon Marketplace	-33.27	23,065.55	
623	08/09/2025		Party Decorations	Amazon Marketplace	-19.56	23,045.99	
624	08/09/2025		Tea Towels Kitchen	A&B Traders Ltd	-9.98	23,036.01	
625	08/09/2025		Pride Flag Tablecloths	Amazon Marketplace	-15.98	23,020.03	
626	08/09/2025		Temporary Tattoos	Amazon Marketplace	-32.49	22,987.54	
627	08/09/2025		Milk British S/Skim	Morrisons	-1.35	22,986.19	
628	08/09/2025		Winnie the Pooh Bear Costume	All About Costumes	-115.00	22,871.19	
629	08/09/2025		Tablecloth Clips	Amazon Marketplace	-5.69	22,865.50	
630	08/09/2025		Warning Anti Climb Sign	Universal Silk Scre	-9.98	22,855.52	
631	08/09/2025		Live Entertainment	Happy Kinder Parties	-200.00	22,655.52	
632	08/09/2025		Premium Plan Business	Wix.com Ltd	-360.00	22,295.52	
633	08/09/2025		Milk British S/Skim	Morrisons	-1.35	22,294.17	
634	08/09/2025		Trail Camera with Night Vision	Amazon Marketplace	-174.63	22,119.54	
635	08/09/2025		Blackout Grey Roller Blind	Blinds 2go Limited	-76.66	22,042.88	
636	08/09/2025		Portable Camping Chair	Vivo Technologies Ltd	-69.96	21,972.92	
637	08/09/2025		Mini Round Magnets	Amazon Marketplace	-6.79	21,966.13	
638	08/09/2025		Festival Trolley	Amazon Marketplace	-79.99	21,886.14	
639	08/09/2025		Photo Upload Card	Moonpig	-5.69	21,880.45	
640	08/09/2025		Birthday Card	CardFactory	-6.07	21,874.38	
641	08/09/2025		Magnets	Amazon Marketplace	-9.69	21,864.69	
642	08/09/2025		Lucky Dip Prizes	Go Green Batteries Limited	-7.12	21,857.57	
643	08/09/2025		Bags Self Seal	Tolipo Ltd	-4.99	21,852.58	
644	08/09/2025		First Aid Group Items	Amazon Marketplace	-29.64	21,822.94	
645	08/09/2025		Rapid Correction Fluid	DLM Direct Ltd	-6.47	21,816.47	
646	08/09/2025		Acrylic Clipboard	The Works	-20.00	21,796.47	
647	08/09/2025		Parcel String	Pondland Limited	-1.00	21,795.47	
648	08/09/2025		Metal Polish Wadding	Tesco Stores	-19.00	21,776.47	
649	08/09/2025		Food Various	Tesco Stores	-32.00	21,744.47	
650	08/09/2025		OneDrive for business	Microsoft Limited	-4.56	21,739.91	
651	08/09/2025		Instant Coffee	Tesco Stores	-7.15	21,732.76	
652	08/09/2025		Adapter for Computer	Amazon Marketplace	-12.72	21,720.04	
653	08/09/2025		Music Licence Royalty	PPL PRS Ltd	-465.72	21,254.32	
654	08/09/2025		HDMI to VGA Cable	Amazon Marketplace	-5.55	21,248.77	
655	08/09/2025		Coloured Copier Paper	WL Cooler Ltd	-5.99	21,242.78	
656	08/09/2025		Postage Stamp	Post Office Ltd	-3.20	21,239.58	
657	08/09/2025		Cable Lead 4m	Kenable Limited	-3.18	21,236.40	
658	08/09/2025		Coloured Craft Card	David John Papers Ltd	-6.19	21,230.21	
659	08/09/2025		Milk British S/Skim	Morrisons	-2.70	21,227.51	
660	08/09/2025		Coloured Craft Card	David John Papers Ltd	-6.49	21,221.02	
661	08/09/2025		Pipe Cleaners for Arts & Crafts	Spire Imports Ltd	-3.39	21,217.63	
662	08/09/2025		Memory Stick	Amazon Marketplace	-6.64	21,210.99	
663	08/09/2025		Mini Round Magnets	Amazon Marketplace	6.79	21,217.78	
664	08/09/2025		Pipe Cleaners for Arts & Crafts	Spire Imports Ltd	-3.39	21,214.39	
665	08/09/2025		Chemical Spill Kit	Camlab Ltd	-23.99	21,190.40	
666	08/09/2025		Mortice Keys	Cobblers Witham	-6.45	21,183.95	
667	08/09/2025		Framings	Witham Art and Framin	-1.10	21,182.85	
668	08/09/2025		Wireless Mouse	Amazon Marketplace	-19.92	21,162.93	
669	08/09/2025		Pen Grey	The Works	-4.00	21,158.93	
670	08/09/2025		Tea Bags	Tesco Stores	-16.74	21,142.19	
671	08/09/2025		Mobile Top Up	Tesco Stores	-20.00	21,122.19	

Witham Town Council

Transactions for LLoyds Current Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**10,017.62**	
672	08/09/2025		Safety Glasses for Work	Amazon Marketplace	-55.64	21,066.55	
673	08/09/2025		Fragrance Free Wipes	Tesco Stores	-1.18	21,065.37	
674	08/09/2025		Birthday Card	CardFactory	-1.79	21,063.58	
675	08/09/2025		Access to Timetastic	Timetastic	-23.04	21,040.54	
676	08/09/2025		Monitor Cable	Plumbhouse Ltd	-4.69	21,035.85	
677	08/09/2025		Milk British S/Skim	Morrisons	-1.75	21,034.10	
678	08/09/2025		Office File Organiser	Amazon Marketplace	-19.29	21,014.81	
			CLOSING BALANCE			**21,014.81**	

Value of uncashed entries £-2,170.19

Bank statement should show £23,185.00

Witham Town Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**64.09**	
69	17/04/2025		Refreshments	Katrina Drury	-6.33	57.76	
70	17/04/2025		Refreshments	Spenser Dyer	-1.09	56.67	
71	17/04/2025		Refreshments	Robert Moore	-4.50	52.17	
72	17/04/2025		Sundry Expenditure	Nikki Smith	-3.65	48.52	
73	17/04/2025		Refreshments	Julie Furse	-2.20	46.32	
74	17/04/2025		Refreshments	Sarah Puckey	-10.19	36.13	
75	20/05/2025		Refreshments	Katrina Drury	-2.60	33.53	
76	20/05/2025		Refreshments	Spenser Dyer	-10.11	23.42	
77	20/05/2025		Refreshments	Hannah Smith	-3.98	19.44	
78	09/06/2025		Refreshments	Jackie Brown	-1.75	17.69	
			CLOSING BALANCE			**17.69**	

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
1	01/04/2025		Rate Charges	Braintree District Council	-949.00	25,634.41	30/04/2025
2	01/04/2025		Titan Wire Brushes	Screwfix Direct Ltd	-6.99	25,627.42	30/04/2025
3	01/04/2025		Fuel	FuelGenie	-113.39	25,514.03	30/04/2025
21	01/04/2025		Allotment Rent [redacted]	[redacted]	60.72	25,574.75	30/04/2025
22	01/04/2025		Allotment Rent [redacted]	[redacted]	56.16	25,630.91	30/04/2025
23	01/04/2025		Allotment Rent	[redacted]	60.72	25,691.63	30/04/2025
24	01/04/2025		Allotment Rent	[redacted]	60.72	25,752.35	30/04/2025
25	01/04/2025		Allotment Rent	[redacted]	138.34	25,890.69	30/04/2025
26	01/04/2025		Allotment Rent	[redacted]	92.16	25,982.85	30/04/2025
27	01/04/2025		Public Donations	Phil Barlow	290.00	26,272.85	30/04/2025
28	01/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	87.00	26,359.85	30/04/2025
29	01/04/2025		Allotment Rent [redacted]	[redacted]	60.72	26,420.57	30/04/2025
107131	01/04/2025		Transfer from Unity Trust Instant Access		100,000.00	126,420.57	30/04/2025
4	02/04/2025		Charges	Marketplace Merchant Solutions / Clover	-1.20	126,419.37	30/04/2025
30	02/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	204.26	126,623.63	30/04/2025
31	02/04/2025		Allotment Rent	[redacted]	26.88	126,650.51	30/04/2025
32	02/04/2025		Interest Received	CCLA Investment Management Limited	726.14	127,376.65	30/04/2025
5	03/04/2025		Rental Payments	Grenkeleasing Ltd	-453.60	126,923.05	30/04/2025
6	03/04/2025		Broadband	XLN Daisy Communications	-34.06	126,888.99	30/04/2025
7	03/04/2025		Legal Fees	Birketts	-18,222.94	108,666.05	30/04/2025
33	03/04/2025		Allotment Rent	[redacted]	63.94	108,729.99	30/04/2025
34	03/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	54.50	108,784.49	30/04/2025
8	04/04/2025		Phone/Broadband Services	BT Group Plc	-210.36	108,574.13	30/04/2025
35	04/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	198.00	108,772.13	30/04/2025
9	07/04/2025		Uniform with logo	Personalise Ltd	-250.20	108,521.93	30/04/2025
10	07/04/2025		Afternoon Tea	Karen Dillane	-100.00	108,421.93	30/04/2025
11	07/04/2025		Hall Hire	RBL Memorial Hall	-20.00	108,401.93	30/04/2025
12	07/04/2025		Scribe Accounts	Scribe Starboard System Limited	-1,120.80	107,281.13	30/04/2025
13	07/04/2025		Payroll Fee	James Todd & Co Ltd	-121.80	107,159.33	30/04/2025
14	07/04/2025		Post Incised 100x100mm KD	EH Smith Builders Merchants Ltd	-25.92	107,133.41	30/04/2025
15	07/04/2025		Topographical Survey and Design	Iceni Consulting Anglia Limited	-2,820.00	104,313.41	30/04/2025
16	07/04/2025		Lighting	A&J Lighting Solutions Ltd	-103.80	104,209.61	30/04/2025
17	07/04/2025		Lift Servicing	Eastern Lift Services Ltd	-4,953.42	99,256.19	30/04/2025
18	07/04/2025		Dog Waste Bin	Broxap Limited	-408.00	98,848.19	30/04/2025
19	07/04/2025		Tickets sale	Witham Public Hall Trust	-148.50	98,699.69	30/04/2025
20	07/04/2025		Tickets sale	Witham Public Hall Trust	-203.77	98,495.92	30/04/2025
21	07/04/2025		Structural Testing 22 columns , Flag Poles Holders	EML Installations Ltd	-1,188.00	97,307.92	30/04/2025
36	07/04/2025		Allotment Rent	[redacted]	48.58	97,356.50	30/04/2025
37	07/04/2025		Grant Received	Braintree District Council	1,225.00	98,581.50	30/04/2025
38	07/04/2025		Allotment Rent	[redacted]	56.16	98,637.66	30/04/2025
39	07/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	201.85	98,839.51	30/04/2025
40	08/04/2025		Room Hire - Wednesday Games Club	Tony Jones	912.00	99,751.51	30/04/2025
41	08/04/2025		Allotment Rent	[redacted]	60.72	99,812.23	30/04/2025
42	08/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	108.00	99,920.23	30/04/2025
43	08/04/2025		Allotment Rent	[redacted]	76.80	99,997.03	30/04/2025
44	08/04/2025		Stall Fees	Wild Dog Witham LTD	30.00	100,027.03	30/04/2025
45	09/04/2025		Allotment Rent	[redacted]	49.92	100,076.95	30/04/2025
46	09/04/2025		Stall Fees	Wildlife Fundraising	30.00	100,106.95	30/04/2025
47	09/04/2025		Information Centre Sales	Information Centre	147.85	100,254.80	30/04/2025
48	09/04/2025		Information Centre Sales	Information Centre	145.65	100,400.45	30/04/2025
49	09/04/2025		Information Centre Sales	Information Centre	234.34	100,634.79	30/04/2025
50	09/04/2025		Allotment Rent	[redacted]	49.92	100,684.71	30/04/2025
51	09/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	207.75	100,892.46	30/04/2025
52	09/04/2025		Allotment Rent	[redacted] h C	26.40	100,918.86	30/04/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
22	10/04/2025		Fuel	FuelGenie	-41.81	100,877.05	30/04/2025
53	10/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	80.49	100,957.54	30/04/2025
54	10/04/2025		Allotment Rent	[redacted]	56.16	101,013.70	30/04/2025
23	11/04/2025		Trade waste - fees	Braintree District Council	-79.56	100,934.14	30/04/2025
24	11/04/2025		Training course	ICCM Institute of Cemetery and Cremation	-186.00	100,748.14	30/04/2025
25	11/04/2025		Tickets sale	National Express Limited	-129.10	100,619.04	30/04/2025
26	11/04/2025		Windows Cleaning	C & S Window Cleaning	-26.40	100,592.64	30/04/2025
27	11/04/2025		Tickets sale	Witham Choral Society	-27.00	100,565.64	30/04/2025
28	11/04/2025		Councillor Grant	Witham United Reformed Church	-500.00	100,065.64	30/04/2025
55	11/04/2025		Allotment Rent	[redacted]	49.92	100,115.56	30/04/2025
56	11/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	312.89	100,428.45	30/04/2025
61	11/04/2025		Affiliation fees	Essex Association of Local Councils	-2,445.44	97,983.01	30/04/2025
29	14/04/2025		Service Charge	FDMS First Data Merchant Solutions	-42.56	97,940.45	30/04/2025
30	14/04/2025		Pension Contributions	Essex Pension Fund	-12,152.24	85,788.21	30/04/2025
57	14/04/2025		Information Centre Sales	Information Centre	265.02	86,053.23	30/04/2025
58	14/04/2025		Information Centre Sales	Information Centre	147.85	86,201.08	30/04/2025
59	14/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	120.60	86,321.68	30/04/2025
60	14/04/2025		Allotment Rent	[redacted]	47.00	86,368.68	30/04/2025
61	14/04/2025		Allotment Rent	[redacted]	2.92	86,371.60	30/04/2025
107005	14/04/2025		Transfer to LLoyds Current Account		-25,000.00	61,371.60	30/04/2025
62	15/04/2025		Allotment Rent	[redacted]	34.56	61,406.16	30/04/2025
63	15/04/2025		Dog Bin Sponsorship	[redacted]	50.00	61,456.16	30/04/2025
64	15/04/2025		Allotment Rent	[redacted]	60.72	61,516.88	30/04/2025
65	15/04/2025		Information Centre Sales	American Express	5.59	61,522.47	30/04/2025
66	15/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	349.00	61,871.47	30/04/2025
67	15/04/2025		Allotment Rent	[redacted]	48.24	61,919.71	30/04/2025
31	16/04/2025		Base Service	Marketplace Merchant Solutions - Clover	-27.00	61,892.71	30/04/2025
68	16/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	175.65	62,068.36	30/04/2025
32	17/04/2025		Fuel	FuelGenie	-50.00	62,018.36	30/04/2025
[redacted]							
39	17/04/2025		Bath bombs and powders	C A Gosden	-18.00	53,310.40	30/04/2025
40	17/04/2025		Handmade Bird Boxes	Agnes Wells	-13.50	53,296.90	30/04/2025
41	17/04/2025		Allotment Rent Refund	[redacted]	-59.61	53,237.29	30/04/2025
[redacted]							
43	17/04/2025		Trade waste - fees	Braintree District Council	-583.17	50,388.51	30/04/2025
44	17/04/2025		Tickets sale	WAOS	-1,077.37	49,311.14	30/04/2025
[redacted]							
46	17/04/2025		Maintenance at the allotments	Harry Cooper	-264.00	47,567.91	30/04/2025
[redacted]							
49	17/04/2025		Soap Bloc	Liz Crick	-17.37	43,245.54	30/04/2025
50	17/04/2025		Providing catering services	Amanda Bellman	-50.00	43,195.54	30/04/2025
[redacted]							
53	17/04/2025		Tickets sale	WMH Social Fund	-74.00	41,107.31	30/04/2025
[redacted]							
69	17/04/2025		Allotment Rent	[redacted]	54.90	35,023.31	30/04/2025
70	17/04/2025		Allotment Rent	[redacted]	60.72	35,084.03	30/04/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
71	17/04/2025		Allotment Rent	[redacted]	60.72	35,144.75	30/04/2025
72	17/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	559.79	35,704.54	30/04/2025
73	17/04/2025		Stall Fees	Payne H L	30.00	35,734.54	30/04/2025
56	22/04/2025		Electricity	British Gas	-917.66	34,816.88	30/04/2025
74	22/04/2025		Hall Hire	Jean Brett	30.00	34,846.88	30/04/2025
75	22/04/2025		Hall Hire	Jean Brett	40.00	34,886.88	30/04/2025
76	22/04/2025		Allotment Rent	[redacted]	56.16	34,943.04	30/04/2025
77	22/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	300.20	35,243.24	30/04/2025
57	23/04/2025		Electricity	SSE Energy Solutions	-126.25	35,116.99	30/04/2025
78	23/04/2025		Hall Hire	Simpson B History Group	28.00	35,144.99	30/04/2025
79	23/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	16.35	35,161.34	30/04/2025
58	24/04/2025		Fuel	FuelGenie	-105.09	35,056.25	30/04/2025
80	24/04/2025		Precept	Braintree District Council	518,633.00	553,689.25	30/04/2025
81	24/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	124.75	553,814.00	30/04/2025
59	25/04/2025		Honey	P Rowland Crofton Bees	-225.00	553,589.00	30/04/2025
60	25/04/2025		Marm, Cons, Chutney	Wilkin & Sons Limited	-144.26	553,444.74	30/04/2025
62	25/04/2025		Initial Deposit, Rent in advance, Service charge	Borno Chemist Limited	-1,750.73	551,694.01	30/04/2025
63	25/04/2025		Contribution towards costs of Special Constables	Police, Fire and Crime Commissioner	-632.60	551,061.41	30/04/2025
64	25/04/2025		Drag singer	Emma Jackson	-350.00	550,711.41	30/04/2025
82	25/04/2025		Allotment Rent	[redacted]	97.44	550,808.85	30/04/2025
83	25/04/2025		Information Centre Sales	American Express	184.50	550,993.35	30/04/2025
84	25/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	120.80	551,114.15	30/04/2025
85	25/04/2025		Stall Fees	Crackin Crumble	30.00	551,144.15	30/04/2025
107007	25/04/2025		Transfer to Unity Trust Instant Access		-400,000.00	151,144.15	30/04/2025
86	28/04/2025		Allotment Rent	[redacted]	60.72	151,204.87	30/04/2025
87	28/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	347.80	151,552.67	30/04/2025
65	29/04/2025		Electricity	SSE Energy Solutions	-372.26	151,180.41	30/04/2025
88	29/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	206.00	151,386.41	30/04/2025
66	30/04/2025		Electricity	SSE Energy Solutions	-357.22	151,029.19	30/04/2025
67	30/04/2025		Afternoon Tea	Karen Dillane	-964.00	150,065.19	30/04/2025
68	30/04/2025		Service Charge	Unity Trust Bank	-34.50	150,030.69	30/04/2025
89	30/04/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	272.80	150,303.49	30/04/2025
79	01/05/2025		Rate Charges	Braintree District Council	-948.00	149,355.49	31/05/2025
80	01/05/2025		Gas	SSE Energy Solutions	-370.97	148,984.52	31/05/2025
81	01/05/2025		Kick plate Sat	Screwfix Direct Ltd	-35.97	148,948.55	31/05/2025
82	01/05/2025		Fuel	FuelGenie	-41.91	148,906.64	31/05/2025
90	01/05/2025		Information Centre Sales	American Express	50.00	148,956.64	31/05/2025
91	01/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	238.55	149,195.19	31/05/2025
83	02/05/2025		Charges	Marketplace Merchant Solutions / Clover	-16.78	149,178.41	31/05/2025
92	02/05/2025		Allotment Rent	Juncu M I	60.72	149,239.13	31/05/2025
93	02/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	91.65	149,330.78	31/05/2025
94	02/05/2025		Stall Fees	Crafty Bear Kitchen LTD	30.00	149,360.78	31/05/2025
95	02/05/2025		Interest Received	CCLA Investment Management Limited	696.87	150,057.65	31/05/2025
699	02/05/2025		Charges	Marketplace Merchant Solutions / Clover	-1.20	150,056.45	31/05/2025
84	06/05/2025		Phone/Broadband Services	BT Group Plc	-224.64	149,831.81	31/05/2025
85	06/05/2025		Broadband	XLN Daisy Communications	-34.06	149,797.75	31/05/2025
86	06/05/2025		Bales of hay	G A Frood & Co	-165.00	149,632.75	31/05/2025
87	06/05/2025		Sound equipment, Music and Commentary	Love it Entertainment Limited	-450.00	149,182.75	31/05/2025
88	06/05/2025		Theatre Token Sales	Society of London Theatre	-1,480.00	147,702.75	31/05/2025
89	06/05/2025		Remedial works recommended on condition report	Sigma Electrical Services Ltd	-4,631.52	143,071.23	31/05/2025
90	06/05/2025		Solid oak board with routed recess	Nature Sign Design	-390.00	142,681.23	31/05/2025
91	06/05/2025		Tickets sale	Witham Public Hall Trust	-1,998.07	140,683.16	31/05/2025
92	06/05/2025		Rustic Picnic Table Set, Bench, Parasol	Alfresco Hire Ltd	-561.60	140,121.56	31/05/2025
93	06/05/2025		AGM & Training Day	SLCC Essex	-27.00	140,094.56	31/05/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
94	06/05/2025		Year End Omega Bronze Scheme	Rialtas Business Solutions Ltd	-1,094.40	139,000.16	31/05/2025
95	06/05/2025		Providing buffet services	Handmade Food Company	-600.00	138,400.16	31/05/2025
96	06/05/2025		Allotment Rent	[redacted]	6.00	138,406.16	31/05/2025
96	06/05/2025		Various Items	Nikki Smith	-1,076.45	137,329.71	31/05/2025
97	06/05/2025		Allotment Rent	[redacted]	49.92	137,379.63	31/05/2025
98	06/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	10.09	137,389.72	31/05/2025
99	06/05/2025		Stall Fees	Tibbenham KM	30.00	137,419.72	31/05/2025
100	06/05/2025		Stall Fees	Essex Grillaz	40.00	137,459.72	31/05/2025
298	06/05/2025		Theatre Token Sales	Society of London Theatre	88.80	137,548.52	31/05/2025
97	07/05/2025		PAYE & NI	HMRC Cumbernauld	-1,097.57	136,450.95	31/05/2025
98	07/05/2025		Pension Contributions	Essex Pension Fund	-10,105.75	126,345.20	31/05/2025
101	07/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	209.35	126,554.55	31/05/2025
102	08/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	289.40	126,843.95	31/05/2025
99	09/05/2025		VE Day Marshall	[redacted]	[redacted]	126,793.95	31/05/2025
100	09/05/2025		VE Day Marshall [redacted]	[redacted]	[redacted]	126,743.95	31/05/2025
101	09/05/2025		VE Day Marshall [redacted]	[redacted]	[redacted]	126,693.95	31/05/2025
102	09/05/2025		VE Day Marshall	[redacted]	[redacted]	126,643.95	31/05/2025
103	09/05/2025		VAT Refund 2024/2025	HMRC Cumbernauld	40,716.94	167,360.89	31/05/2025
103	09/05/2025		VE Day Marshall	Julie Pugh	-50.00	167,310.89	31/05/2025
104	09/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	35.10	167,345.99	31/05/2025
105	09/05/2025		Allotment Rent	[redacted]	3.66	167,349.65	31/05/2025
106	12/05/2025		Stall Fees	Wincott L G	30.00	167,379.65	31/05/2025
107	12/05/2025		Stall Fees	Tipsy Grey South Limited	74.00	167,453.65	31/05/2025
108	12/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	245.75	167,699.40	31/05/2025
156	12/05/2025		Fuel	FuelGenie	-183.82	167,515.58	31/05/2025
109	13/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	152.80	167,668.38	31/05/2025
110	14/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	223.35	167,891.73	31/05/2025
111	14/05/2025		Stall Fees	Crafty Coctails LTD	40.00	167,931.73	31/05/2025
104	15/05/2025		Charges	American Express	-3.62	167,928.11	31/05/2025
105	15/05/2025		Service Charge	FDMS First Data Merchant Solutions	-49.04	167,879.07	31/05/2025
106	15/05/2025		Witham Voice	Colt Press	-1,626.00	166,253.07	31/05/2025
107	15/05/2025		Payroll Fee	James Todd & Co Ltd	-100.32	166,152.75	31/05/2025
108	15/05/2025		Handmade Clay Earrings	Emily Puchowski Just Playing Claying	-21.60	166,131.15	31/05/2025
109	15/05/2025		Green Compostable Bin Liner	Essex Supplies Limited	-198.00	165,933.15	31/05/2025
110	15/05/2025		Honey	P Rowland Crofton Bees	-125.00	165,808.15	31/05/2025
111	15/05/2025		Midi Bag Concreting Sand	EH Smith Builders Merchants Ltd	-31.80	165,776.35	31/05/2025
112	15/05/2025		Stall Fees	Beresford UPM ZZ	30.00	165,806.35	31/05/2025
112	15/05/2025		Tickets sale	National Express Limited	-56.38	165,749.97	31/05/2025
113	15/05/2025		Stall Fees	Fish Chips/SVT Trading Limited	55.00	165,804.97	31/05/2025
113	15/05/2025		Tickets sale	Witham Public Hall Trust	-907.72	164,897.25	31/05/2025
114	15/05/2025		Public Donations	Mayor's Appeal Fund	29.65	164,926.90	31/05/2025
114	15/05/2025		Windows Cleaning	C & S Window Cleaning	-26.40	164,900.50	31/05/2025
115	15/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	273.75	165,174.25	31/05/2025
115	15/05/2025		Education	SLCC The Society of Local Council Clerks	-3,000.00	162,174.25	31/05/2025
116	15/05/2025		Door to Door Distribution	Royal Mail Group	-1,200.18	160,974.07	31/05/2025
117	15/05/2025		Services from Braintree District Council	Braintree District Council	-993.11	159,980.96	31/05/2025
116	16/05/2025		Hall Hire	Inhealth Intelige / Eye clinic P/O HILPO0011144	960.00	160,940.96	31/05/2025
117	16/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	132.70	161,073.66	31/05/2025
118	16/05/2025		Stall Fees	Pawfect Boss Boutique Limited	30.00	161,103.66	31/05/2025
118	16/05/2025		Base Service	Marketplace Merchant Solutions / Clover	-27.00	161,076.66	31/05/2025
119	16/05/2025		Non Standard National Artwork	Piggotts A division of Specialised Canvas Services LTD	-150.73	160,925.93	31/05/2025
119	19/05/2025		Hall Hire	Jean Brett	20.00	160,945.93	31/05/2025
120	19/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	105.28	161,051.21	31/05/2025
120	19/05/2025		Fuel	FuelGenie	-54.28	160,996.93	31/05/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
121	19/05/2025		Stall Fees	Tipsy Grey South Limited	70.00	161,066.93	31/05/2025
121	19/05/2025		Dog Show Mascot	[redacted]	[redacted]	160,951.93	31/05/2025
122	19/05/2025		Registrations	SumUp Payments Account	25.55	160,977.48	31/05/2025
122	19/05/2025		Dog Show Mascot	[redacted]	[redacted]	160,902.48	31/05/2025
123	19/05/2025		Dog Show Mascot [redacted]	[redacted]	[redacted]	160,832.48	31/05/2025
123	20/05/2025		Hall Hire	Five Fostering Limited	225.00	161,057.48	31/05/2025
124	20/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	142.08	161,199.56	31/05/2025
[redacted]							
125	20/05/2025		Dog Bin Sponsorship	Murray A	20.00	158,726.86	31/05/2025
[redacted]							
126	21/05/2025		Stall Fees	Charluccio's Ice Cream Van and Candy Floss	60.00	135,700.55	31/05/2025
127	21/05/2025		Stall Fees	My Little Drinks Van	25.50	135,726.05	31/05/2025
128	21/05/2025		Stall Fees	Fish Chips/SVT Trading Limited	40.00	135,766.05	31/05/2025
129	21/05/2025		Stall Fees	Macs Govrmet Hot dogs	30.00	135,796.05	31/05/2025
130	21/05/2025		Information Centre Sales	Information Centre	234.05	136,030.10	31/05/2025
131	21/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	101.60	136,131.70	31/05/2025
132	21/05/2025		Hall Hire	Simpson B History Group	28.00	136,159.70	31/05/2025
137	21/05/2025		Electricity	British Gas	-787.84	135,371.86	31/05/2025
138	21/05/2025		Water Charges	Anglian Water Business	-513.45	134,858.41	31/05/2025
133	22/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	25.75	134,884.16	31/05/2025
134	23/05/2025		Hall Hire	Stroke Association	96.00	134,980.16	31/05/2025
135	23/05/2025		Hall Hire	Pulse Healthcare Limited T/A XYLA Health & Wellbeing	452.00	135,432.16	31/05/2025
136	23/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	6.00	135,438.16	31/05/2025
137	27/05/2025		Stall Fees	Mead Oak Dis LTD	40.00	135,478.16	31/05/2025
138	27/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	281.00	135,759.16	31/05/2025
139	27/05/2025		Fuel	FuelGenie	-12.97	135,746.19	31/05/2025
139	28/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	367.30	136,113.49	31/05/2025
140	29/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	365.60	136,479.09	31/05/2025
140	29/05/2025		Electricity	SSE Energy Solutions	-406.79	136,072.30	31/05/2025
141	29/05/2025		Water Charges	Anglian Water Business	-410.78	135,661.52	31/05/2025
142	29/05/2025		Postage	Pitney Bowes Ltd	-66.76	135,594.76	31/05/2025
143	29/05/2025		Footpath resurfacing	Southern Landscape	-5,841.60	129,753.16	31/05/2025
141	30/05/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	55.85	129,809.01	31/05/2025
142	30/05/2025		Hall Hire	The Friendly Networking Group	40.00	129,849.01	31/05/2025
143	30/05/2025		Hall Hire	The Friendly Networking Group	40.00	129,889.01	31/05/2025
144	30/05/2025		Photocopying	Anglotech Group Limited / Gocardless	-312.05	129,576.96	31/05/2025
145	30/05/2025		Electricity	SSE Energy Solutions	-400.62	129,176.34	31/05/2025
146	30/05/2025		Commercial Bin	Ecoclean Services Ltd	-24.00	129,152.34	31/05/2025
147	30/05/2025		Tickets sale	Witham Public Hall Trust	-749.07	128,403.27	31/05/2025
148	30/05/2025		Alternator	SAS Vehicle Service & Repair	-349.57	128,053.70	31/05/2025
149	30/05/2025		Tickets sale	Witham Public Hall Trust	-862.12	127,191.58	31/05/2025
150	30/05/2025		Entertainment	A Wilsher	-400.00	126,791.58	31/05/2025
151	30/05/2025		Entertainment	J Dyer	-300.00	126,491.58	31/05/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
152	30/05/2025		Entertainment	Frostie Entertainment	-375.00	126,116.58	31/05/2025
153	30/05/2025		Grant Award	7th Witham Guides	-500.00	125,616.58	31/05/2025
154	30/05/2025		Refund of Underspend Grant	Groundwork UK	-3,332.00	122,284.58	31/05/2025
155	31/05/2025		Service Charge	Unity Trust Bank	-26.40	122,258.18	31/05/2025
144	02/06/2025		Information Centre Sales	Information Centre	264.40	122,522.58	30/06/2025
145	02/06/2025		Information Centre Sales	Information Centre	86.20	122,608.78	30/06/2025
146	02/06/2025		Information Centre Sales	Information Centre	181.29	122,790.07	30/06/2025
147	02/06/2025		Information Centre Sales	Information Centre	62.60	122,852.67	30/06/2025
148	02/06/2025		Information Centre Sales	Information Centre	187.15	123,039.82	30/06/2025
149	02/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	49.15	123,088.97	30/06/2025
157	02/06/2025		Rate Charges	Braintree District Council	-948.00	122,140.97	30/06/2025
158	02/06/2025		Rate Charges	Braintree District Council	-76.39	122,064.58	30/06/2025
159	02/06/2025		Various Items	Screwfix Direct Ltd	-179.39	121,885.19	30/06/2025
160	02/06/2025		Fuel	FuelGenie	-141.31	121,743.88	30/06/2025
161	02/06/2025		Mayor's Fund Disposal	Kids Inspire	-894.29	120,849.59	30/06/2025
162	02/06/2025		Mayor's Fund Disposal	Homestart	-894.30	119,955.29	30/06/2025
163	02/06/2025		Rate Charges	Braintree District Council	-90.52	119,864.77	30/06/2025
164	02/06/2025		Software Support and Maintenance	Rialtas Business Solutions Ltd	-255.17	119,609.60	30/06/2025
165	02/06/2025		Rent for Office	Borno Chemist Limited	-520.00	119,089.60	30/06/2025
166	02/06/2025		Initial Essence, Auto Liner, Nappy Unit Pedal	Rentokil Initial	-398.93	118,690.67	30/06/2025
167	02/06/2025		Hall Hire	RBL Memorial Hall	-73.00	118,617.67	30/06/2025
168	02/06/2025		VE Day Celebration	Marks Tey Radio	-684.00	117,933.67	30/06/2025
169	02/06/2025		Facilities Hire	Witham Rugby Union Football Club	-92.00	117,841.67	30/06/2025
170	02/06/2025		Grant Award	Citizens Advise	-5,000.00	112,841.67	30/06/2025
171	02/06/2025		Grant Award	Witham Hub	-5,000.00	107,841.67	30/06/2025
172	02/06/2025		Maintenance of the toilets	Braintree District Council	-9,904.64	97,937.03	30/06/2025
173	02/06/2025		Audit	Heelis & Lodge	-350.00	97,587.03	30/06/2025
150	03/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	27.00	97,614.03	30/06/2025
151	03/06/2025		Bench Sponsorship	Julia Hamilton-Smith	1,150.00	98,764.03	30/06/2025
152	03/06/2025		Interest Received	CCLA Investment Management Limited	698.97	99,463.00	30/06/2025
174	03/06/2025		Charges	Marketplace Merchant Solutions / Clover	-16.78	99,446.22	30/06/2025
175	03/06/2025		Broadband	XLN Daisy Communications	-34.06	99,412.16	30/06/2025
700	03/06/2025		Charges	Marketplace Merchant Solutions / Clover	-1.20	99,410.96	30/06/2025
153	04/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	106.70	99,517.66	30/06/2025
176	04/06/2025		Phone/Broadband Services	BT Group Plc	-224.64	99,293.02	30/06/2025
177	04/06/2025		Office Clean	MGLB Contracts	-120.00	99,173.02	30/06/2025
178	04/06/2025		Emergency Attendance	Colchester Glazing Co Ltd	-156.00	99,017.02	30/06/2025
179	04/06/2025		Rustic Picnic Table Set, Bench, Parasol	Alfresco Hire Ltd	-628.80	98,388.22	30/06/2025
180	04/06/2025		Provision of first aid and medical cover	St John Ambulance	-171.60	98,216.62	30/06/2025
181	04/06/2025		Payroll Fee	James Todd & Co Ltd	-118.56	98,098.06	30/06/2025
182	04/06/2025		Doggy Waste Bags	KempCo	-140.88	97,957.18	30/06/2025
183	04/06/2025		Theatre Token Sales	Society of London Theatre	-230.00	97,727.18	30/06/2025
184	04/06/2025		External Recycled Plastic Noticeboard Mounting Option	Panel Warehouse	-2,064.54	95,662.64	30/06/2025
185	04/06/2025		Airstream Stage Package	Airstream Stages	-2,243.88	93,418.76	30/06/2025
186	04/06/2025		First place winner voucher	Pawfect Boss Boutique Limited	-25.00	93,393.76	30/06/2025
299	04/06/2025		Theatre Token Sales	Society of London Theatre	13.80	93,407.56	30/06/2025
154	05/06/2025		Stall Fees	TINA JUDD / Kirkside Crafts	30.00	93,437.56	30/06/2025
155	05/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	58.73	93,496.29	30/06/2025
156	05/06/2025		Stall Fees	Bubbleworld B&E Ltd	40.00	93,536.29	30/06/2025
157	05/06/2025		Public Donations	Mayor's Appeal Fund	2.50	93,538.79	30/06/2025
158	05/06/2025		Allotment Rent [redacted]	[redacted]	8.57	93,547.36	30/06/2025
187	05/06/2025		PAYE & NI	HMRC Cumbernauld	-10,429.92	83,117.44	30/06/2025
188	05/06/2025		Pension Contributions	Essex Pension Fund	-10,536.12	72,581.32	30/06/2025
159	06/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	78.26	72,659.58	30/06/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
160	09/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	183.52	72,843.10	30/06/2025
161	10/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	74.83	72,917.93	30/06/2025
162	10/06/2025		Dog Bin Sponsorship	[redacted]	20.00	72,937.93	30/06/2025
163	10/06/2025		Public Donations	Mayor's Appeal Fund	35.00	72,972.93	30/06/2025
189	10/06/2025		Fuel	FuelGenie	-54.29	72,918.64	30/06/2025
190	10/06/2025		Performance	Cameron Southcott	-100.00	72,818.64	30/06/2025
191	10/06/2025		Hosting duties	Dom Atkins	-300.00	72,518.64	30/06/2025
192	10/06/2025		Performance	Phina Circus and Dance Entertainment Ltd	-888.00	71,630.64	30/06/2025
193	10/06/2025		Carcassing Timber	EH Smith Builders Merchants Ltd	-95.94	71,534.70	30/06/2025
194	10/06/2025		Windows Cleaning	C & S Window Cleaning	-26.40	71,508.30	30/06/2025
195	10/06/2025		Hall Hire	RBL Memorial Hall	-20.00	71,488.30	30/06/2025
196	10/06/2025		Tickets sale	Witham Public Hall Trust	-485.37	71,002.93	30/06/2025
197	10/06/2025		Candle Tins	Marketa Vale / Lucie's Candles 7 Melts	-10.35	70,992.58	30/06/2025
198	10/06/2025		Annual rent payment	Openreach Wayleave	13.60	71,006.18	30/06/2025
198	10/06/2025		Glass gifts	Glenn Godden / Steam Punk Glass	-45.00	70,961.18	30/06/2025
164	11/06/2025		Stall Fees	Joanne Buckland / JoJos Face Painting	40.00	71,001.18	30/06/2025
165	11/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	394.80	71,395.98	30/06/2025
199	11/06/2025		Water Charges	Anglian Water Business	-496.97	70,899.01	30/06/2025
166	12/06/2025		Allotment Rent	[redacted]	137.58	71,036.59	30/06/2025
167	12/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	71.25	71,107.84	30/06/2025
200	12/06/2025		Performance	Essex Concert Band	-300.00	70,807.84	30/06/2025
168	13/06/2025		Stall Fees	Joanne Buckland / JoJos Face Painting	40.00	70,847.84	30/06/2025
169	13/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	25.40	70,873.24	30/06/2025
201	13/06/2025		Charges	American Express	-0.95	70,872.29	30/06/2025
202	13/06/2025		Service Charge	FDMS First Data Merchant Solutions	-43.05	70,829.24	30/06/2025
203	13/06/2025		Lift Servicing	Eastern Lift Services Ltd	-157.50	70,671.74	30/06/2025
204	13/06/2025		Performance	Fool's Paradise Limited	-840.00	69,831.74	30/06/2025
205	13/06/2025		Scribe Accounts	Scribe Starboard System Limited	-164.40	69,667.34	30/06/2025
206	13/06/2025		Live Entertainment	David Ham / Flying Blind	-350.00	69,317.34	30/06/2025
170	16/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	383.90	69,701.24	30/06/2025
207	16/06/2025		Gas	SSE Energy Solutions	-151.67	69,549.57	30/06/2025
171	17/06/2025		Stall Fees	Pica Pota Pasta	25.00	69,574.57	30/06/2025
172	17/06/2025		Stall Fees	Essex Amusements	140.00	69,714.57	30/06/2025
173	17/06/2025		Stall Fees	Charluccio's Ice Cream Van and Candy Floss	100.00	69,814.57	30/06/2025
174	17/06/2025		Stall Fees	Pizza IQ	40.00	69,854.57	30/06/2025
175	17/06/2025		Stall Fees	Fruit as a Gift	60.00	69,914.57	30/06/2025
176	17/06/2025		Stall Fees	Thaibite Catering	100.00	70,014.57	30/06/2025
177	17/06/2025		Stall Fees	Vibe	60.00	70,074.57	30/06/2025
178	17/06/2025		Stall Fees	Tipsy Grey South Limited	260.00	70,334.57	30/06/2025
179	17/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	263.80	70,598.37	30/06/2025
208	17/06/2025		Fuel	FuelGenie	-50.00	70,548.37	30/06/2025
209	17/06/2025		Base Service	Marketplace Merchant Solutions / Clover	-27.00	70,521.37	30/06/2025
180	18/06/2025		Stall Fees	Essex Grillaz	113.70	70,635.07	30/06/2025
181	18/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	129.79	70,764.86	30/06/2025
182	19/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	123.50	70,888.36	30/06/2025
210	19/06/2025		Electricity	British Gas	-834.10	70,054.26	30/06/2025
183	20/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	76.29	70,130.55	30/06/2025
211	20/06/2025		Electricity	SSE Energy Solutions	-81.49	70,049.06	30/06/2025
[redacted]							
213	20/06/2025		Allowance	Ethan E Williams	-400.00	67,383.45	30/06/2025
214	20/06/2025		Allowance	Billy Taylor	-400.00	66,983.45	30/06/2025
215	20/06/2025		Allowance	Ronald Ramage	-400.00	66,583.45	30/06/2025
[redacted]							

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			26,583.41	
[redacted]							
220	20/06/2025		Allowance	Jack Coleman	-460.60	59,168.92	30/06/2025
221	20/06/2025		Allowance	Paul Heath	-1,523.84	57,645.08	30/06/2025
222	20/06/2025		Allowance	Phil Barlow	-300.00	57,345.08	30/06/2025
223	20/06/2025		Allowance	Lucy Barlow	-500.00	56,845.08	30/06/2025
224	20/06/2025		Allowance	Ross Playle	-400.00	56,445.08	30/06/2025
225	20/06/2025		Allowance	Emmanuel Adelaja	-300.00	56,145.08	30/06/2025
226	20/06/2025		Allowance	Joan Coleman	-300.00	55,845.08	30/06/2025
227	20/06/2025		Allowance	Leanora Headley	-400.00	55,445.08	30/06/2025
228	20/06/2025		Allowance	Artur Sloma	-400.00	55,045.08	30/06/2025
229	20/06/2025		Allowance	Jacqueline Martin	-475.60	54,569.48	30/06/2025
230	20/06/2025		Allowance	Jack Robertson	-400.00	54,169.48	30/06/2025
[redacted]							
184	23/06/2025		Information Centre Sales	American Express	64.00	34,598.26	30/06/2025
185	23/06/2025		Stall Fees	Datum Attitude Bre	209.00	34,807.26	30/06/2025
186	23/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	98.65	34,905.91	30/06/2025
187	24/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	144.90	35,050.81	30/06/2025
240	24/06/2025		Fuel	FuelGenie	-157.53	34,893.28	30/06/2025
188	25/06/2025		Public Donations	Mayor's Appeal Fund	49.50	34,942.78	30/06/2025
189	25/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	11.80	34,954.58	30/06/2025
365	25/06/2025		Lift Servicing	Eastern Lift Services Ltd	-1,296.00	33,658.58	30/06/2025
366	25/06/2025		Reimbursement of Witham Dog Show	Wild Dog Witham LTD	-15.00	33,643.58	30/06/2025
367	25/06/2025		Live Entertainment	Neal Francis	-400.00	33,243.58	30/06/2025
368	25/06/2025		Hall Hire	Witham PCC	-35.00	33,208.58	30/06/2025
369	25/06/2025		Marm, Cons, Chutney	Wilkin & Sons Limited	-140.99	33,067.59	30/06/2025
370	25/06/2025		Honey	P Rowland Crofton Bees	-150.00	32,917.59	30/06/2025
371	25/06/2025		Tickets sale	Witham Public Hall Trust	-1,083.00	31,834.59	30/06/2025
372	25/06/2025		Pictures of staff and events	David Islip	-585.00	31,249.59	30/06/2025
373	25/06/2025		Vehicle Maintenance	Tuckwells	-406.03	30,843.56	30/06/2025
374	25/06/2025		Equipment Hire	Dale Hire & Sales	-154.32	30,689.24	30/06/2025
375	25/06/2025		Stall Fees	Braintree Pride	-40.00	30,649.24	30/06/2025
376	25/06/2025		Data Protection Complaisance Toolkit	Breakthrough Communications	-594.00	30,055.24	30/06/2025
377	25/06/2025		Batten Fully Graded	EH Smith Builders Merchants Ltd	-7.44	30,047.80	30/06/2025
378	25/06/2025		Newsletter Delivery	Royal Mail Group	-144.00	29,903.80	30/06/2025
379	25/06/2025		Water Charges	Anglian Water Business	-361.31	29,542.49	30/06/2025
191	26/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	118.95	29,661.44	30/06/2025
192	26/06/2025		Information Centre Sales	American Express	50.00	29,711.44	30/06/2025
193	26/06/2025		Allotment Rent	Elaine & Paul Gilbert	100.56	29,812.00	30/06/2025
194	27/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	8.00	29,820.00	30/06/2025
195	27/06/2025		Stall Fees	Joanne Barber / Handmade Cards by Jo	30.00	29,850.00	30/06/2025
196	27/06/2025		Stall Fees	Amanda Saunders / O so Party!	30.00	29,880.00	30/06/2025
380	27/06/2025		Photocopying	Anglotech Group Limited / Gocardless	-94.27	29,785.73	30/06/2025
197	30/06/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	7.35	29,793.08	30/06/2025
381	30/06/2025		Electricity	SSE Energy Solutions	-413.97	29,379.11	30/06/2025
382	30/06/2025		Electricity	SSE Energy Solutions	-420.35	28,958.76	30/06/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
383	30/06/2025		Bank Fee	Unity Trust Bank	-24.90	28,933.86	30/06/2025
384	30/06/2025		Bank Fee	Unity Trust Bank	-25.35	28,908.51	30/06/2025
240	01/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	4.39	28,912.90	31/07/2025
241	01/07/2025		Allotment Rent	[redacted]	101.91	29,014.81	31/07/2025
428	01/07/2025		Gas	SSE Energy Solutions	-139.91	28,874.90	31/07/2025
429	01/07/2025		Rate Charges	Braintree District Council	-948.00	27,926.90	31/07/2025
430	01/07/2025		Rate Charges	Braintree District Council	-76.00	27,850.90	31/07/2025
431	01/07/2025		Fuel	FuelGenie	-50.00	27,800.90	31/07/2025
242	02/07/2025		Information Centre Sales	Information Centre	13.10	27,814.00	31/07/2025
243	02/07/2025		Information Centre Sales	Information Centre	76.35	27,890.35	31/07/2025
244	02/07/2025		Information Centre Sales	Information Centre	101.40	27,991.75	31/07/2025
245	02/07/2025		Information Centre Sales	Information Centre	226.00	28,217.75	31/07/2025
246	02/07/2025		Information Centre Sales	Information Centre	139.94	28,357.69	31/07/2025
247	02/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	3.35	28,361.04	31/07/2025
248	02/07/2025		Interest Received	CCLA Investment Management Limited	645.49	29,006.53	31/07/2025
249	02/07/2025		Interest Received	CCLA Investment Management Limited	22.28	29,028.81	31/07/2025
432	02/07/2025		Charges	Marketplace Merchant Solutions / Clover	-16.78	29,012.03	31/07/2025
433	02/07/2025		Electronic Combination Key Cabinet	Screwfix Direct Ltd	-59.99	28,952.04	31/07/2025
701	02/07/2025		Charges	Marketplace Merchant Solutions / Clover	-1.20	28,950.84	31/07/2025
250	03/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	11.60	28,962.44	31/07/2025
434	03/07/2025		Rental Payments	Grenkeleasing Ltd	-453.60	28,508.84	31/07/2025
435	03/07/2025		Broadband	XLN Daisy Communications	-34.06	28,474.78	31/07/2025
436	03/07/2025		Tickets sale	Witham Public Hall Trust	-161.00	28,313.78	31/07/2025
437	03/07/2025		Rate Charges	Braintree District Council	-92.00	28,221.78	31/07/2025
438	03/07/2025		Rent for Office	Borno Chemist Limited	-520.00	27,701.78	31/07/2025
439	03/07/2025		Service Charge	Borno Chemist Limited	-322.30	27,379.48	31/07/2025
440	03/07/2025		Provision of first aid and medical cover	St John Ambulance	-480.48	26,899.00	31/07/2025
441	03/07/2025		Payroll Fee	James Todd & Co Ltd	-255.36	26,643.64	31/07/2025
442	03/07/2025		Tickets sale	Male Voice Choir	-9.00	26,634.64	31/07/2025
443	03/07/2025		Emergency Call Out	Falcon Tree Specialists	-480.00	26,154.64	31/07/2025
444	03/07/2025		Cleaning Materials	Vanitorials Ltd	-79.67	26,074.97	31/07/2025
445	03/07/2025		Professional Charges	Birketts	-3,444.60	22,630.37	31/07/2025
251	04/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	69.75	22,700.12	31/07/2025
446	04/07/2025		Phone/Broadband Services	BT Group Plc	-224.64	22,475.48	31/07/2025
252	07/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	91.03	22,566.51	31/07/2025
253	08/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	23.80	22,590.31	31/07/2025
257	08/07/2025		Bench Sponsorship	Karen Skeggs	1,150.00	23,740.31	31/07/2025
447	08/07/2025		Live Entertainment	Sandie Gordon	-116.00	23,624.31	31/07/2025
448	08/07/2025		Fast Set Postfix	EH Smith Builders Merchants Ltd	-44.40	23,579.91	31/07/2025
449	08/07/2025		Fast Set Postfix	EH Smith Builders Merchants Ltd	-17.76	23,562.15	31/07/2025
450	08/07/2025		Windows Cleaning	C & S Window Cleaning	-114.00	23,448.15	31/07/2025
451	08/07/2025		Check Over and Installation	Smith of Derby	-1,959.60	21,488.55	31/07/2025
452	08/07/2025		Scribe Accounts	Scribe Starboard System Limited	-164.40	21,324.15	31/07/2025
453	08/07/2025		Tickets sale	National Express Limited	-15.20	21,308.95	31/07/2025
454	08/07/2025		Hall Hire	RBL Memorial Hall	-20.00	21,288.95	31/07/2025
258	09/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	159.60	21,448.55	31/07/2025
455	09/07/2025		Pension Contributions	Essex Pension Fund	-11,670.08	9,778.47	31/07/2025
456	09/07/2025		PAYE & NI	HMRC Cumbernauld	-13,101.84	-3,323.37	31/07/2025
108913	09/07/2025		Transfer from Unity Trust Instant Access		70,000.00	66,676.63	31/07/2025
259	10/07/2025		Allotment Rent	[redacted]	85.75	66,762.38	31/07/2025
260	10/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	89.80	66,852.18	31/07/2025
457	10/07/2025		Fuel	FuelGenie	-105.26	66,746.92	31/07/2025
261	11/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	142.45	66,889.37	31/07/2025
458	11/07/2025		Charges	American Express	-2.17	66,887.20	31/07/2025

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Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
262	14/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	49.85	66,937.05	31/07/2025
459	14/07/2025		Service Charge	FDMS First Data Merchant Solutions	-42.11	66,894.94	31/07/2025
263	15/07/2025		Public Donations	Mayor's Appeal Fund	16.71	66,911.65	31/07/2025
264	15/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	111.29	67,022.94	31/07/2025
291	15/07/2025		Gas Charges	SmartestEnergy Business Ltd	-37.34	66,985.60	31/07/2025
460	15/07/2025		Annual contract for Intruder Alarm	Chubb Fire & Security Ltd	-1,273.90	65,711.70	31/07/2025
461	15/07/2025		Live Entertainment	Gemmas Farm	-650.00	65,061.70	31/07/2025
462	15/07/2025		Silver & gifts	Silver and Heritage Society	-7.65	65,054.05	31/07/2025
463	15/07/2025		Handmade Bird Boxes	Agnes Wells	-31.50	65,022.55	31/07/2025
464	15/07/2025		Blended Loam Topsoil	EH Smith Builders Merchants Ltd	-68.94	64,953.61	31/07/2025
465	15/07/2025		Marm, Cons, Chutney	Wilkin & Sons Limited	-155.69	64,797.92	31/07/2025
466	15/07/2025		Tickets sale	Witham Public Hall Trust	-361.35	64,436.57	31/07/2025
467	15/07/2025		Tickets sale	Witham Choral Society	-27.00	64,409.57	31/07/2025
468	15/07/2025		Processing Failed Tree	Falcon Tree Specialists	-1,440.00	62,969.57	31/07/2025
270	16/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	93.75	63,063.32	31/07/2025
469	16/07/2025		Witham (West Ward) by Election	Braintree District Council	-8,115.06	54,948.26	31/07/2025
271	17/07/2025		Public Donations	Mayor's Appeal Fund	58.20	55,006.46	31/07/2025
272	17/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	42.50	55,048.96	31/07/2025
273	18/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	267.35	55,316.31	31/07/2025
510	18/07/2025		Electricity	British Gas	-662.52	54,653.79	31/07/2025
[redacted]							
274	21/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	143.05	26,633.36	31/07/2025
275	21/07/2025		Hall Hire	History Group	28.00	26,661.36	31/07/2025
276	21/07/2025		Hall Hire	History Group	28.00	26,689.36	31/07/2025
277	21/07/2025		Station Adopter Initiative	Abellio Greater Anglia	185.22	26,874.58	31/07/2025
278	21/07/2025		Hall Hire	Jean Brett	50.00	26,924.58	31/07/2025
279	21/07/2025		Hall Hire	Jean Brett	40.00	26,964.58	31/07/2025
280	22/07/2025		Information Centre Sales	Information Centre	53.00	27,017.58	31/07/2025
281	23/07/2025		Information Centre Sales	Information Centre	38.80	27,056.38	31/07/2025
282	24/07/2025		Hall Hire	The Rt Hon Dame Priti Patel	42.00	27,098.38	31/07/2025
283	24/07/2025		Information Centre Sales	SumUp Payments Account	2.75	27,101.13	31/07/2025
525	24/07/2025		Fuel	FuelGenie	-50.00	27,051.13	31/07/2025
284	25/07/2025		Allotment Rent	[redacted]	114.14	27,165.27	31/07/2025
285	25/07/2025		Information Centre Sales	Information Centre	90.15	27,255.42	31/07/2025
526	25/07/2025		Photocopying	Anglotech Group Limited / Gocardless	-88.21	27,167.21	31/07/2025
527	25/07/2025		Postage	Pitney Bowes Ltd	-107.75	27,059.46	31/07/2025
286	28/07/2025		Allotment Rent	[redacted]	96.16	27,155.62	31/07/2025
287	28/07/2025		Dog Bin Sponsorship	[redacted]	40.00	27,195.62	31/07/2025
288	28/07/2025		Information Centre Sales	Information Centre	96.25	27,291.87	31/07/2025
289	29/07/2025		Information Centre Sales	FDEL Faster Payment Safeguarding		27,291.87	31/07/2025
290	29/07/2025		Information Centre Sales	Information Centre	64.10	27,355.97	31/07/2025

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Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
291	29/07/2025		Stall Fees	Diamond Art Esse	30.00	27,385.97	31/07/2025
292	29/07/2025		Stall Fees	Tapu Streetfood	40.00	27,425.97	31/07/2025
293	29/07/2025		Stall Fees	Lucy Hayward / Cozy Crafts By Lucy	30.00	27,455.97	31/07/2025
294	29/07/2025		Stall Fees	Napolis Finest Limited	40.00	27,495.97	31/07/2025
528	29/07/2025		Electricity	SSE Energy Solutions	-400.62	27,095.35	31/07/2025
703	29/07/2025		Charges	Marketplace Merchant Solutions / Clover	-13.00	27,082.35	31/07/2025
295	30/07/2025		Theatre Token Sales	Society of London Theatre	3.60	27,085.95	31/07/2025
296	30/07/2025		Information Centre Sales	Information Centre	177.60	27,263.55	31/07/2025
529	30/07/2025		Electricity	SSE Energy Solutions	-406.79	26,856.76	31/07/2025
530	30/07/2025		Annual Membership Fee	Rural Community Council of Essex	-160.20	26,696.56	31/07/2025
531	30/07/2025		Annual Membership Fee	Essex Wildlife Trust Limited	-300.00	26,396.56	31/07/2025
532	30/07/2025		Tickets sale	Witham Public Hall Trust	-180.00	26,216.56	31/07/2025
533	30/07/2025		Tickets sale	Witham Public Hall Trust	-261.25	25,955.31	31/07/2025
534	30/07/2025		Theatre Token Sales	Society of London Theatre	-60.00	25,895.31	31/07/2025
535	30/07/2025		Fast Set Postfix	EH Smith Builders Merchants Ltd	-44.40	25,850.91	31/07/2025
536	30/07/2025		Composite Panel Sign	Signs Base Ltd	-95.40	25,755.51	31/07/2025
537	30/07/2025		Rent for Office	Borno Chemist Limited	-520.00	25,235.51	31/07/2025
538	30/07/2025		Live Entertainment	A Wilsher	-600.00	24,635.51	31/07/2025
539	30/07/2025		Insurance Premium	James Hallam Ltd	-2,288.80	22,346.71	31/07/2025
540	30/07/2025		Insurance Premium	James Hallam Ltd	-306.63	22,040.08	31/07/2025
541	30/07/2025		Insurance Premium	James Hallam Ltd	-732.00	21,308.08	31/07/2025
542	30/07/2025		Insurance Premium	James Hallam Ltd	-478.99	20,829.09	31/07/2025
543	30/07/2025		Road closure application fee	Braintree District Council	-497.30	20,331.79	31/07/2025
544	30/07/2025		Metal bait safe litter bins	Braintree District Council	-1,065.60	19,266.19	31/07/2025
545	30/07/2025		Hosting and Catering	Witham United Reformed Church	-100.00	19,166.19	31/07/2025
546	30/07/2025		Training course	SLCC Enterprises Ltd	-360.00	18,806.19	31/07/2025
547	30/07/2025		Dental Treatment	Robert Moore	-200.00	18,606.19	31/07/2025
548	30/07/2025		Contribution towards costs of Special Constables	Police, Fire and C	-509.18	18,097.01	31/07/2025
549	30/07/2025		Music Licence Royalty	PPL PRS Ltd	-465.72	17,631.29	31/07/2025
550	30/07/2025		Training course	SLCC The Society of Local Council Clerks	-450.00	17,181.29	31/07/2025
551	30/07/2025		Uniform with logo	Personalise Ltd	-72.60	17,108.69	31/07/2025
552	30/07/2025		Doggy Waste Bags	KempCo	-140.88	16,967.81	31/07/2025
553	30/07/2025		Training course	Work Nest Limited	-3,030.00	13,937.81	31/07/2025
110090	30/07/2025		Transfer from Unity Trust Instant Access		80,000.00	93,937.81	31/07/2025
297	31/07/2025		Hall Hire	Inhealth Intelige / Eye clinic P/O HILPO0011144	3,120.00	97,057.81	31/07/2025
300	31/07/2025		Information Centre Sales	Information Centre	153.75	97,211.56	31/07/2025
554	31/07/2025		Fuel	FuelGenie	-50.01	97,161.55	31/07/2025
555	31/07/2025		Insurance Premium	James Hallam Ltd	-9,366.80	87,794.75	31/07/2025
556	31/07/2025		Bank Fee	Unity Trust Bank	-29.40	87,765.35	31/07/2025
302	01/08/2025		Hall Hire	Pulse Healthcare Limited T/A XYLA Health & Wellbeing	516.00	88,281.35	31/08/2025
303	01/08/2025		Information Centre Sales	Information Centre	19.20	88,300.55	31/08/2025
557	01/08/2025		Rate Charges	Braintree District Council	-948.00	87,352.55	31/08/2025
558	01/08/2025		Rate Charges	Braintree District Council	-76.00	87,276.55	31/08/2025
559	01/08/2025		Various Items	Screwfix Direct Ltd	-103.66	87,172.89	31/08/2025
304	04/08/2025		Information Centre Sales	Information Centre	204.45	87,377.34	31/08/2025
305	04/08/2025		Information Centre Sales	Information Centre	173.30	87,550.64	31/08/2025
306	04/08/2025		Information Centre Sales	Information Centre	107.10	87,657.74	31/08/2025
307	04/08/2025		Information Centre Sales	Information Centre	227.45	87,885.19	31/08/2025
308	04/08/2025		Information Centre Sales	Information Centre	245.84	88,131.03	31/08/2025
309	04/08/2025		Interest Received	CCLA Investment Management Limited	682.19	88,813.22	31/08/2025
310	04/08/2025		Information Centre Sales	Information Centre	93.50	88,906.72	31/08/2025
560	04/08/2025		Phone/Broadband Services	BT Group Plc	-225.42	88,681.30	31/08/2025
561	04/08/2025		Service Charge	Marketplace Merchant Solutions / Clover	-16.78	88,664.52	31/08/2025
562	04/08/2025		Broadband	XLN Daisy Communications	-34.06	88,630.46	31/08/2025

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Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
702	04/08/2025		Charges	Marketplace Merchant Solutions / Clover	-1.20	88,629.26	31/08/2025
334	05/08/2025		Information Centre Sales	Information Centre	67.30	88,696.56	31/08/2025
335	05/08/2025		Stall Fees	Kevin Camuendo Pineda / Makis Import	60.00	88,756.56	31/08/2025
336	05/08/2025		Stall Fees	Chrissie Snell / Chrissies Crafting Co	30.00	88,786.56	31/08/2025
337	05/08/2025		Stall Fees	Moore Hayley	30.00	88,816.56	31/08/2025
338	05/08/2025		Stall Fees	Crafty Bear Kitchen LTD	40.00	88,856.56	31/08/2025
563	05/08/2025		Pension Contributions	Essex Pension Fund	-11,453.21	77,403.35	31/08/2025
564	05/08/2025		PAYE & NI	HMRC Cumbernauld	-10,799.61	66,603.74	31/08/2025
565	05/08/2025		Honey	P Rowland Crofton Bees	-175.00	66,428.74	31/08/2025
566	05/08/2025		Tickets sale	Witham Public Hall Trust	-185.00	66,243.74	31/08/2025
567	05/08/2025		Live Entertainment	Bocking Concert Brass	-150.00	66,093.74	31/08/2025
568	05/08/2025		Marm, Cons, Chutney	Wilkin & Sons Limited	-203.53	65,890.21	31/08/2025
569	05/08/2025		Green Compostable Bin Liner	Essex Supplies Limited	-66.00	65,824.21	31/08/2025
570	05/08/2025		Glass gifts	Glenn Godden / Steam Punk Glass	-43.20	65,781.01	31/08/2025
571	05/08/2025		Glass gifts	Arthur Marshal / Arthur's Fused Glass	-9.00	65,772.01	31/08/2025
572	05/08/2025		Tickets sale	National Express Limited	-290.07	65,481.94	31/08/2025
573	05/08/2025		Carcassing Timber	EH Smith Builders Merchants Ltd	-20.46	65,461.48	31/08/2025
574	05/08/2025		Payroll Fee	James Todd & Co Ltd	-127.68	65,333.80	31/08/2025
575	05/08/2025		Tickets sale	Boon's Calibre Travel	-104.40	65,229.40	31/08/2025
576	05/08/2025		Scribe Accounts	Scribe Starboard System Limited	-164.40	65,065.00	31/08/2025
577	05/08/2025		Training course	British Red Cross	-322.80	64,742.20	31/08/2025
578	05/08/2025		Bench Georgian Steel, Brown	Streetmaster Ltd	-1,219.20	63,523.00	31/08/2025
339	06/08/2025		Hall Hire	Jean Brett	20.00	63,543.00	31/08/2025
340	06/08/2025		Information Centre Sales	Information Centre	119.83	63,662.83	31/08/2025
341	07/08/2025		Information Centre Sales	Information Centre	249.45	63,912.28	31/08/2025
342	07/08/2025		Stall Fees	Crafty Cow Markets	30.00	63,942.28	31/08/2025
343	08/08/2025		Information Centre Sales	Information Centre	69.23	64,011.51	31/08/2025
579	08/08/2025		Community Mural Art Skatepark	Brave Arts	-2,000.00	62,011.51	31/08/2025
580	08/08/2025		Teddy Bear's Picnic Mascot	Claudia Wheeler	-40.00	61,971.51	31/08/2025
581	08/08/2025		Tickets sale	Witham Public Hall Trust	-703.95	61,267.56	31/08/2025
582	08/08/2025		Windows Cleaning	C & S Window Cleaning	-25.20	61,242.36	31/08/2025
583	08/08/2025		Midi Bag Concreting Sand	EH Smith Builders Merchants Ltd	-99.84	61,142.52	31/08/2025
584	08/08/2025		Green Compostable Bin Liner	Essex Supplies Limited	-132.00	61,010.52	31/08/2025
344	11/08/2025		Public Donations	Mayor's Appeal Fund	14.42	61,024.94	31/08/2025
345	11/08/2025		Information Centre Sales	FDEL Faster Payment Safeguarding	10.75	61,035.69	31/08/2025
346	11/08/2025		Information Centre Sales	American Express	1.70	61,037.39	31/08/2025
347	11/08/2025		Bench Sponsorship	Little Wings of Hope	1,150.00	62,187.39	31/08/2025
585	11/08/2025		Water Charges	Anglian Water Business	-1,008.66	61,178.73	31/08/2025
586	11/08/2025		Installation of 4 Bay Shelter	Essex County Council	-33,326.40	27,852.33	31/08/2025
348	12/08/2025		Information Centre Sales	Information Centre	46.55	27,898.88	31/08/2025
587	12/08/2025		Fuel	FuelGenie	-211.54	27,687.34	31/08/2025
588	12/08/2025		Summer Floral Inserts	Skippers Ground Maintenance	-6,123.60	21,563.74	31/08/2025
589	12/08/2025		Gift Vouchers	El Pulpo	-70.00	21,493.74	31/08/2025
349	13/08/2025		Information Centre Sales	Information Centre	80.20	21,573.94	31/08/2025
350	14/08/2025		Information Centre Sales	Information Centre	157.55	21,731.49	31/08/2025
590	14/08/2025		Service Charge	FDMS First Data Merchant Solutions	-42.16	21,689.33	31/08/2025
351	15/08/2025		Information Centre Sales	Information Centre	141.10	21,830.43	31/08/2025
359	15/08/2025		Stall Fees	Emma Dean	30.00	21,860.43	31/08/2025
352	18/08/2025		Stall Fees	Charluccio's Ice Cream Van and Candy Floss	50.00	21,910.43	31/08/2025
353	18/08/2025		Information Centre Sales	Information Centre	173.29	22,083.72	31/08/2025
591	18/08/2025		Gas Charges	SmartestEnergy Business Ltd	-7.41	22,076.31	31/08/2025
354	19/08/2025		Information Centre Sales	Information Centre	43.89	22,120.20	31/08/2025
111688	19/08/2025		Transfer from Unity Trust Instant Access		70,000.00	92,120.20	31/08/2025
355	20/08/2025		Information Centre Sales	Information Centre	156.50	92,276.70	31/08/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			26,583.41	
[redacted]							
606	20/08/2025		Workstation monitoring and Remote Access	Maxed IT Limited	-288.00	61,210.91	31/08/2025
607	20/08/2025		CCTV System Maintenance	Link CCTV Systems	-3,199.48	58,011.43	31/08/2025
608	20/08/2025		Goodwill Payment	Charles DuCane	-2,000.00	56,011.43	31/08/2025
609	20/08/2025		Electrical works	Sigma Electrical Services Ltd	-504.00	55,507.43	31/08/2025
610	20/08/2025		Instalments of watering of summer floral displays	Skippers Ground Maintenance	-2,544.00	52,963.43	31/08/2025
611	20/08/2025		Annual Membership Fee	National Allotment Society	-84.00	52,879.43	31/08/2025
612	20/08/2025		Tickets sale	Witham Public Hall Trust	-273.60	52,605.83	31/08/2025
613	20/08/2025		Body Camera & Software	Reveal Media Ltd	-1,815.60	50,790.23	31/08/2025
614	20/08/2025		Newsletter Delivery	Royal Mail Group	-144.00	50,646.23	31/08/2025
356	21/08/2025		Information Centre Sales	Information Centre	134.00	50,780.23	31/08/2025
357	21/08/2025		Stall Fees	Suffolk Soap Co	30.00	50,810.23	31/08/2025
615	21/08/2025		Data Protection Fee	Information Commissioner's Office	-73.00	50,737.23	31/08/2025
358	22/08/2025		Hall Hire	Pulse Healthcare Limited T/A XYLA Health & Wellbeing	292.00	51,029.23	31/08/2025
360	22/08/2025		Stall Fees	Cara's Coffee	40.00	51,069.23	31/08/2025
361	22/08/2025		Information Centre Sales	Information Centre	90.30	51,159.53	31/08/2025
362	22/08/2025		Stall Fees	Townsend Ellen / Ells Boutique Shop	30.00	51,189.53	31/08/2025
363	26/08/2025		Stall Fees	Victoria Patrick / Sugar Stripes	40.00	51,229.53	31/08/2025
364	26/08/2025		Bee Squared Scheme	Indaver Rivenhall Limited	2,400.00	53,629.53	31/08/2025
365	26/08/2025		Information Centre Sales	American Express	55.50	53,685.03	31/08/2025
366	26/08/2025		Information Centre Sales	Information Centre	92.00	53,777.03	31/08/2025
616	26/08/2025		Photocopying	Anglotech Group Limited / Gocardless	-78.44	53,698.59	31/08/2025
617	26/08/2025		Electricity	SSE Energy Solutions	-333.86	53,364.73	31/08/2025
618	26/08/2025		Electricity	SSE Energy Solutions	-339.01	53,025.72	31/08/2025
367	27/08/2025		Information Centre Sales	Information Centre	407.80	53,433.52	31/08/2025
679	27/08/2025		Workstation monitoring and Remote Access	Maxed IT Limited	-28.80	53,404.72	31/08/2025
680	27/08/2025		CCTV System Maintenance	Link CCTV Systems	-2,310.00	51,094.72	31/08/2025
681	27/08/2025		Newsletter Delivery	Royal Mail Group	-1,487.43	49,607.29	31/08/2025
682	27/08/2025		Providing catering services	Amanda Bellman	-160.00	49,447.29	31/08/2025
683	27/08/2025		Rent for Office	Borno Chemist Limited	-520.00	48,927.29	31/08/2025
684	27/08/2025		Grease Gun Side Lever	Upson Mowers Ltd	-69.89	48,857.40	31/08/2025
685	27/08/2025		Registration Fee	National Association of Local Councils	-60.00	48,797.40	31/08/2025
686	27/08/2025		Live Entertainment	Joogleberry	-2,676.00	46,121.40	31/08/2025
368	28/08/2025		Information Centre Sales	Information Centre	413.25	46,534.65	31/08/2025
390	28/08/2025		Hall Hire	The Friendly Networking Group	40.00	46,574.65	31/08/2025
687	28/08/2025		Electricity	SSE Energy Solutions	-39.29	46,535.36	31/08/2025
688	28/08/2025		Electricity	SSE Energy Solutions	-32.11	46,503.25	31/08/2025
689	28/08/2025		Electricity	British Gas	-678.55	45,824.70	31/08/2025
391	29/08/2025		Refund	Marketplace Merchant Solutions / Clover	33.56	45,858.26	31/08/2025
392	29/08/2025		Hall Hire	Inhealth Intelige / Eye clinic P/O HILPO0011144	1,200.00	47,058.26	31/08/2025
393	29/08/2025		Information Centre Sales	Information Centre	244.72	47,302.98	31/08/2025

Witham Town Council

Transactions for Unity Trust Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,583.41**	
690	31/08/2025		Bank Fee	Unity Trust Bank	-26.40	47,276.58	31/08/2025
394	01/09/2025		Stall Fees	IVORY AND SUGAR LTD	40.00	47,316.58	
395	01/09/2025		Information Centre Sales	Information Centre	151.10	47,467.68	
691	01/09/2025		Rate Charges	Braintree District Council	-948.00	46,519.68	
692	01/09/2025		Rate Charges	Braintree District Council	-76.00	46,443.68	
693	01/09/2025		Various Items	Screwfix Direct Ltd	-89.94	46,353.74	
396	02/09/2025		Hall Hire	Jean Brett	40.00	46,393.74	
397	02/09/2025		Information Centre Sales	Information Centre	404.10	46,797.84	
398	02/09/2025		Stall Fees	Archies Pet Supplies	40.00	46,837.84	
399	02/09/2025		Interest Received	CCLA Investment Management Limited	661.96	47,499.80	
694	02/09/2025		Charges	Marketplace Merchant Solutions / Clover	-43.18	47,456.62	
695	02/09/2025		Fuel	FuelGenie	-100.00	47,356.62	
696	02/09/2025		Gift Vouchers	Helen Rollason	-20.00	47,336.62	
697	02/09/2025		Gift Vouchers	El Pulpo	-30.00	47,306.62	
400	03/09/2025		Stall Fees	Thaibite Catering	40.00	47,346.62	
401	03/09/2025		Information Centre Sales	Information Centre	269.48	47,616.10	
402	03/09/2025		Information Centre Sales	Information Centre	185.60	47,801.70	
403	03/09/2025		Information Centre Sales	Information Centre	148.55	47,950.25	
404	03/09/2025		Information Centre Sales	Information Centre	162.90	48,113.15	
698	03/09/2025		Broadband	XLN Daisy Communications	-34.06	48,079.09	
			CLOSING BALANCE			**48,079.09**	

Value of uncashed entries £ 802.51 **Bank statement should show £47,276.58**

Witham Town Council

Transactions for Unity Trust Instant Access

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**317,993.07**	
107131	01/04/2025		Transfer to Unity Trust Bank		-100,000.00	217,993.07	30/04/2025
107007	25/04/2025		Transfer from Unity Trust Bank		400,000.00	617,993.07	30/04/2025
301	30/06/2025		Interest Received	Unity Trust Bank	2,957.30	620,950.37	30/06/2025
108913	09/07/2025		Transfer to Unity Trust Bank		-70,000.00	550,950.37	31/07/2025
110090	30/07/2025		Transfer to Unity Trust Bank		-80,000.00	470,950.37	31/07/2025
111688	19/08/2025		Transfer to Unity Trust Bank		-70,000.00	400,950.37	31/08/2025
			CLOSING BALANCE			**400,950.37**	

Bank statement should show **£400,950.37**

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12 **Cost Centre Report**

Agenda Item 7(c)

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Administration							
1100	Sundry Receipts	47,440	500	(46,940)			9488.1%	
1500	Hall Hire	28,631	18,000	(10,631)			159.1%	
	Administration :- Income	**76,071**	**18,500**	**(57,571)**			**411.2%**	**0**
4100	I.T	3,346	4,600	1,254		1,254	72.7%	
4101	Charges	546	520	(26)		(26)	104.9%	
4115	Travel Expenses	400	500	100		100	80.0%	
4120	Town Hall	34,973	35,000	27		27	99.9%	
4121	Gas	2,703	10,000	7,297		7,297	27.0%	
4122	Electricity	8,488	6,700	(1,788)		(1,788)	126.7%	
4130	Photocopying	2,761	3,000	239		239	92.0%	
4135	Postage	391	500	109		109	78.2%	
4140	Stationery	1,498	1,500	2		2	99.9%	17
4145	Admin Team PAYE/LGPS	282,745	298,826	16,081		16,081	94.6%	
4150	Office Equipment	3,479	3,500	21		21	99.4%	
4160	Telephone/Fax	1,935	2,000	65		65	96.8%	20
4165	Insurance	12,893	12,500	(393)		(393)	103.1%	
4170	Sundry Expenses	1,068	1,500	432		432	71.2%	
4175	Audit & Legal	23,418	10,000	(13,418)		(13,418)	234.2%	
4180	Affiliation Fees	4,033	5,000	967		967	80.7%	
4185	Members -Conferencing/Training	152	2,000	1,848		1,848	7.6%	
4190	Staff -Conferencing/Training	6,154	6,500	346		346	94.7%	
4195	Payroll Charges	1,414	1,200	(214)		(214)	117.8%	
4200	Petty Cash	477	700	223		223	68.2%	
	Administration :- Indirect Expenditure	**392,876**	**406,046**	**13,170**	**0**	**13,170**	**96.8%**	**37**
	Net Income over Expenditure	**(316,805)**	**(387,546)**	**(70,741)**				
7000	plus Transfer from EMR	37	0	(37)				
	Movement to/(from) Gen Reserve	**(316,768)**	**(387,546)**	**(70,778)**				
200	Planning & Transport							
4600	Neighbourhood Plan	4,453	2,000	(2,453)		(2,453)	222.7%	
4601	Speed Reduction	0	12,000	12,000		12,000	0.0%	
	Planning & Transport :- Indirect Expenditure	**4,453**	**14,000**	**9,547**	**0**	**9,547**	**31.8%**	**0**
	Net Expenditure	**(4,453)**	**(14,000)**	**(9,547)**				
300	Community							
1300	Information Sales Income	54,988	75,000	20,012			73.3%	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1310	Witham Festival Income	1,690	1,500	(190)			112.7%	
1311	Music Festival	695	1,500	805			46.3%	
1320	Teddy Bear's Picnic	50	50	0			100.0%	
1501	Dog Show	1,798	500	(1,298)			359.7%	
1509	Christmas Events	3,400	1,500	(1,900)			226.7%	
	Community :- Income	**62,621**	**80,050**	**17,429**			**78.2%**	**0**
4301	Community Team PAYE/LGPS	70,670	87,505	16,835		16,835	80.8%	
4302	Events PAYE	539	0	(539)		(539)	0.0%	356
4303	Safer Streets PAYE/LGPS [redacted]							
4305	Remembrance	782	1,000	218		218	78.2%	
4306	D-Day	1,756	2,500	744		744	70.2%	
4310	Silver Cinema	387	300	(87)		(87)	129.0%	
4315	Town Clock	0	1,500	1,500		1,500	0.0%	
4330	Music Festival	10,957	10,000	(957)		(957)	109.6%	
4340	Christmas Decorations	10,530	10,600	70		70	99.3%	
4345	Information Centre Purchases	43,130	65,000	21,870		21,870	66.4%	
4355	Information Centre Administrat	2,183	3,000	817		817	72.8%	
4360	Community Grant Aid	19,195	20,090	895		895	95.5%	
4365	Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4372	CCTV	11,793	13,000	1,207		1,207	90.7%	
4373	Special Constable Expenses	3,666	5,000	1,334		1,334	73.3%	
4374	Special Constable Recruitment	356	1,000	644		644	35.6%	
4375	Other Community Support	450	390	(60)		(60)	115.4%	
4376	Halloween	2,185	2,200	15		15	99.3%	
4377	Easter Trail	298	260	(38)		(38)	114.4%	
4379	Witham Dog Show	2,446	0	(2,446)		(2,446)	0.0%	
4380	Witham Summer Events	27,492	25,500	(1,992)		(1,992)	107.8%	
4383	Twinning	698	910	212		212	76.6%	
4390	Christmas Events & Tree	8,434	4,000	(4,434)		(4,434)	210.8%	315
4395	New Events Improvements	1,240	1,500	260		260	82.6%	
	Community :- Indirect Expenditure	**274,231**	**265,255**	**(8,976)**	**0**	**(8,976)**	**103.4%**	**45,719**
	Net Income over Expenditure	**(211,610)**	**(185,205)**	**26,405**				
7000	plus Transfer from EMR	45,719	0	(45,719)				
	Movement to/(from) Gen Reserve	**(165,892)**	**(185,205)**	**(19,313)**				
400	Environment							
1401	Dog & Bench Sponsorship Scheme	2,410	1,650	(760)			146.1%	
	Environment :- Income	**2,410**	**1,650**	**(760)**			**146.1%**	**0**

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400	Operations PAYE/LGPS	184,609	190,313	5,704		5,704	97.0%	
4420	Equipment Supplies & Maintenan	7,813	8,400	587		587	93.0%	
4425	Lighting Maintenance & Utility	6,688	6,000	(688)		(688)	111.5%	
4431	Toilet Block - Town Park	1,430	12,000	10,570		10,570	11.9%	
4432	New Tree Planting	3,026	3,035	9		9	99.7%	
4433	Tree Maintenance	5,798	5,855	57		57	99.0%	
4436	Dog Bin Maintenance	340	600	260		260	56.7%	
4437	Dog & Bench Schemes	2,174	1,200	(974)		(974)	181.2%	
4444	Fleet	5,820	6,000	180		180	97.0%	
4445	Open Spaces General	1,904	1,645	(259)		(259)	115.7%	
4446	James Cooke Wood	587	2,000	1,413		1,413	29.4%	
4447	River Walk	13,702	3,000	(10,702)		(10,702)	456.7%	
4448	Whetmead LNR	1,352	2,000	648		648	67.6%	
4452	River Walk Signage	1,720	1,965	245		245	87.5%	
4453	Litter Bins	1,000	1,000	0		0	100.0%	
4455	Witham in Bloom	13,927	14,000	73		73	99.5%	
4457	Waste Disposal	679	1,000	321		321	67.9%	
	Environment :- Indirect Expenditure	**252,571**	**260,013**	**7,442**	**0**	**7,442**	**97.1%**	**0**
	Net Income over Expenditure	**(250,161)**	**(258,363)**	**(8,202)**				
500	Policy & Resources							
1509	Christmas Events	0	1,500	1,500			0.0%	
1510	Interest Received	24,351	14,000	(10,351)			173.9%	
	Policy & Resources :- Income	**24,351**	**15,500**	**(8,851)**			**157.1%**	**0**
4500	Instructions & Reports	5,435	8,000	2,565		2,565	67.9%	
4503	Communications & Exhibitions	757	1,500	743		743	50.5%	
4505	Civic Receptions	1,494	2,500	1,006		1,006	59.8%	
4510	Christmas Expenses	1,846	3,000	1,154		1,154	61.5%	
4515	Mayor's Allowance	2,171	2,000	(171)		(171)	108.6%	
4516	Civic Gesture	466	500	34		34	93.1%	
4517	Members Allowance	6,100	7,000	900		900	87.1%	
4525	Newsletter & Publications	10,000	13,125	3,126		3,126	76.2%	
4535	Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
4536	Member's Grant Scheme	6,500	8,000	1,500		1,500	81.3%	
	Policy & Resources :- Indirect Expenditure	**34,768**	**46,625**	**11,857**	**0**	**11,857**	**74.6%**	**0**
	Net Income over Expenditure	**(10,417)**	**(31,125)**	**(20,708)**				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600	Precept							
1600	Precept	942,474	942,474	0			100.0%	
	Precept :- Income	**942,474**	**942,474**	**0**			**100.0%**	**0**
	Net Income	**942,474**	**942,474**	**0**				
900	EMR Movement							
8000	CapIn - Environment	12,798	0	(12,798)			0.0%	9,632
9004	CapIn - Community	1,120	0	(1,120)			0.0%	1,120
	EMR Movement :- Income	**13,918**	**0**	**(13,918)**				**10,752**
9000	CapEx - Planning	102	0	(102)		(102)	0.0%	102
9001	CapEx - Environment	16,511	0	(16,511)		(16,511)	0.0%	16,511
9002	CapEx - Community	3,114	0	(3,114)		(3,114)	0.0%	3,114
	EMR Movement :- Indirect Expenditure	**19,727**	**0**	**(19,727)**	**0**	**(19,727)**		**19,727**
	Net Income over Expenditure	**(5,809)**	**0**	**5,809**				
7000	plus Transfer from EMR	19,727	0	(19,727)				
7001	less Transfer to EMR	10,752	0	(10,752)				
	Movement to/(from) Gen Reserve	**3,165**	**0**	**(3,165)**				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**1,121,845**	**1,058,174**	**(63,671)**			**106.0%**	
Expenditure	**978,626**	**991,939**	**13,313**	**0**	**13,313**	**98.7%**	
Net Income over Expenditure	**143,219**	**66,235**	**(76,984)**				
plus Transfer from EMR	**65,482**	0	(65,482)				
less Transfer to EMR	**10,752**	0	(10,752)				
Movement to/(from) Gen Reserve	**197,949**	**66,235**	**(131,714)**				

Witham Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Sundry Receipts	500.00	1,692.16	1,192.16				1,192.16 (238%)
2	Hall Hire	24,000.00	8,287.00	-15,713.00				-15,713.00 (-65%)
3	Admin Salaries, NI & LGPS				315,767.00	106,970.64	208,796.36	208,796.36 (66%)
4	Travel Expenses				500.00	80.20	419.80	419.80 (83%)
5	Town Hall				35,000.00	16,877.49	18,122.51	18,122.51 (51%)
6	Gas				12,000.00	673.62	11,326.38	11,326.38 (94%)
7	Electricity				9,000.00	3,233.91	5,766.09	5,766.09 (64%)
8	Photocopying				3,000.00	1,233.47	1,766.53	1,766.53 (58%)
9	Postage				500.00	155.27	344.73	344.73 (68%)
10	Stationery				1,000.00	240.29	759.71	759.71 (75%)
11	Office Equipment				3,500.00	1,166.05	2,333.95	2,333.95 (66%)
12	Telephones				2,200.00	924.75	1,275.25	1,275.25 (57%)
13	Insurance				14,000.00	13,173.22	826.78	826.78 (5%)
14	Sundry Expenses				1,500.00	200.00	1,300.00	1,300.00 (86%)
15	Audit & Legal				14,000.00	3,230.50	10,769.50	10,769.50 (76%)
16	Affiliation Fees				7,500.00	3,071.94	4,428.06	4,428.06 (59%)
17	Members - Conferencing/Training				1,000.00	166.67	833.33	833.33 (83%)
18	Staff - Conferencing/Training				6,500.00	7,295.66	-795.66	-795.66 (-12%)
19	Payroll Charges				1,400.00	501.60	898.40	898.40 (64%)
20	Petty Cash				700.00	46.40	653.60	653.60 (93%)
21	IT				4,600.00	3,832.46	767.54	767.54 (16%)
22	Charges				700.00	243.95	456.05	456.05 (65%)
	SUB TOTAL	**24,500.00**	**9,979.16**	**-14,520.84**	**434,367.00**	**163,318.09**	**271,048.91**	**256,528.07 (55%)**

Community

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Information Sales Income	65,000.00	19,938.92	-45,061.08				-45,061.08 (-69%)
24	Witham Festival Income	1,500.00	1,280.00	-220.00				-220.00 (-14%)
25	Music Event	1,500.00	1,337.70	-162.30				-162.30 (-10%)
26	Dog Show	1,000.00	445.05	-554.95				-554.95 (-55%)
27	Witham Pride	500.00		-500.00		89.15	-89.15	-589.15 (-117%)
28	Teddy Bear's Picnic	50.00	50.00			410.00	-410.00	-410.00 (-820%)
29	Christmas Events	1,500.00	870.00	-630.00				-630.00 (-42%)
30	Community Team - Salaries, NI & LGPS				84,728.00	28,042.85	56,685.15	56,685.15 (66%)
31	Town Clock				1,500.00	1,633.00	-133.00	-133.00 (-8%)
32	Christmas Decorations				13,000.00		13,000.00	13,000.00 (100%)
33	Information Centre Stock				55,000.00	14,133.92	40,866.08	40,866.08 (74%)
34	Information Centre & Administration		33.56	33.56	3,000.00	682.67	2,317.33	2,350.89 (78%)
35	Community Grant Aid				12,000.00	500.00	11,500.00	11,500.00 (95%)
36	Carnival Grant				8,000.00		8,000.00	8,000.00 (100%)
37	Citizens Advice				10,000.00	10,000.00		(0%)
38	CCTV				14,000.00	4,854.33	9,145.67	9,145.67 (65%)
39	Community Safety				1,500.00		1,500.00	1,500.00 (100%)
40	Community Special Constables Expenses				5,000.00	669.18	4,330.82	4,330.82 (86%)
41	Witham Train Memorial				500.00		500.00	500.00 (100%)
42	Community Special Constable Recruitment				1,000.00	170.00	830.00	830.00 (83%)

Witham Town Council

11 September 2025 (2025 - 2026)

Summary of Receipts and Payments

All Cost Centres and Codes

43	Other Community Support				1,500.00	2,000.00	-500.00	-500.00	(-33%)
44	Witham Dog Show				2,500.00	2,364.04	135.96	135.96	(5%)
45	Witham Street Entertainment Festival				23,000.00	2,670.00	20,330.00	20,330.00	(88%)
46	Remembrance				1,000.00		1,000.00	1,000.00	(100%)
47	Twinning				500.00		500.00	500.00	(100%)
48	Halloween Event				2,200.00		2,200.00	2,200.00	(100%)
49	Music Event				10,000.00	7,348.45	2,651.55	2,651.55	(26%)
50	VE Day				2,500.00	2,126.55	373.45	373.45	(14%)
51	VJ Day				1,000.00	1,151.53	-151.53	-151.53	(-15%)
52	Christmas Events & Tree				4,500.00	1,113.04	3,386.96	3,386.96	(75%)
53	Easter Quest				1,650.00	704.90	945.10	945.10	(57%)
54	New Events & Events Improvment				1,500.00	867.59	632.41	632.41	(42%)
55	Silver Cinema				300.00	109.11	190.89	190.89	(63%)
56	EMR Events PAYE					132.00	-132.00	-132.00	(N/A)
	SUB TOTAL	**71,050.00**	**23,955.23**	**-47,094.77**	**261,378.00**	**81,772.31**	**179,605.69**	**132,510.92**	**(39%)**

Earmarked Reserves

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
100	Allotments Control Account		2,444.01	2,444.01		2,087.23	-2,087.23	356.78	(N/A)
102	EMR VAT								(N/A)
103	Tree Maintenance								(N/A)
104	Events Control Account					33.00	-33.00	-33.00	(N/A)
105	Town Hall Development					4,335.55	-4,335.55	-4,335.55	(N/A)
106	Safer Streets Control Account					3,226.94	-3,226.94	-3,226.94	(N/A)
107	EMR Major Repairs & Renewals								(N/A)
108	EMR Community Safety Staff Costs					15,554.14	-15,554.14	-15,554.14	(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								(N/A)
119	EMR Safer Streets CCTV								(N/A)
124	Town Clock EMR								(N/A)
	SUB TOTAL		**2,444.01**	**2,444.01**		**61,123.92**	**-61,123.92**	**-58,679.91**	**(N/A)**

Environment

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
57	Dog & Bench Sponsorship Scheme	1,650.00	3,580.00	1,930.00				1,930.00	(116%)
58	Operations - Salaries & NI & LGPS				200,308.00	74,256.32	126,051.68	126,051.68	(62%)
59	Equipment Supplies & Maintenance				8,400.00	681.65	7,718.35	7,718.35	(91%)
60	Dog & Bench Schemes				1,200.00	1,045.29	154.71	154.71	(12%)
61	Lighting Maintenance & Utility				17,000.00	3,705.50	13,294.50	13,294.50	(78%)

Witham Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
62	Tree Planting				3,000.00		3,000.00	3,000.00 (100%)
63	Tree Maintenance				5,000.00	1,600.00	3,400.00	3,400.00 (68%)
64	Toilet Block - Town Park				13,000.00	9,012.47	3,987.53	3,987.53 (30%)
65	Dog Bin Maintenance				600.00		600.00	600.00 (100%)
66	Litter Bins				1,000.00		1,000.00	1,000.00 (100%)
67	Open Spaces General				2,500.00	1,783.51	716.49	716.49 (28%)
68	River Walk Signage				2,000.00	1,720.45	279.55	279.55 (13%)
69	James Cooke Wood				2,000.00		2,000.00	2,000.00 (100%)
70	River Walk				7,000.00	1,543.00	5,457.00	5,457.00 (77%)
71	Whetmead LNR				2,000.00	562.53	1,437.47	1,437.47 (71%)
72	Witham in Bloom				14,000.00	7,413.31	6,586.69	6,586.69 (47%)
73	Fleet				6,500.00	1,507.84	4,992.16	4,992.16 (76%)
74	Waste Disposal				1,000.00		1,000.00	1,000.00 (100%)
122	S106 Receipts		2,585.22	2,585.22				2,585.22 (N/A)
123	S106 Expenditure					11,261.25	-11,261.25	-11,261.25 (N/A)
	SUB TOTAL	**1,650.00**	**6,165.22**	**4,515.22**	**286,508.00**	**116,093.12**	**170,414.88**	**174,930.10 (60%)**

Maltings Lane

		Receipts			Payments			Net Position
Code	**Title**	**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

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
101	Donations		495.98	495.98		1,823.59	-1,823.59	-1,327.61 (N/A)
	SUB TOTAL		**495.98**	**495.98**		**1,823.59**	**-1,823.59**	**-1,327.61 (N/A)**

Planning & Transport

		Receipts			Payments			Net Position
Code	**Title**	**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%)**

Witham Town Council

11 September 2025 (2025 - 2026)

Summary of Receipts and Payments

All Cost Centres and Codes

Policy & Resources

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
75	Interest Received	14,000.00	9,586.70	-4,413.30				-4,413.30	(-31%)
76	Civic Receptions				2,500.00	885.45	1,614.55	1,614.55	(64%)
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	2,237.45	-0.45	-0.45	(-0%)
80	Member's Grant Scheme				8,000.00		8,000.00	8,000.00	(100%)
81	Civic Gesture				500.00	68.23	431.77	431.77	(86%)
82	Surveys & Consultations				2,000.00	166.66	1,833.34	1,833.34	(91%)
83	Newsletter & Publications				14,000.00	4,106.29	9,893.71	9,893.71	(70%)
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**	**9,586.70**	**-4,413.30**	**48,737.00**	**14,113.48**	**34,623.52**	**30,210.22**	**(48%)**

Precept

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
99	Precept	1,037,266.00	518,633.00	-518,633.00				-518,633.00	(-50%)
	SUB TOTAL	**1,037,266.00**	**518,633.00**	**-518,633.00**				**-518,633.00**	**(-50%)**

Year End Adjustments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
121	Year End Creditor					28,831.55	-28,831.55	-28,831.55	(N/A)
	SUB TOTAL					**28,831.55**	**-28,831.55**	**-28,831.55**	**(N/A)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position	
NET TOTAL	**1,155,966.00**	**571,259.30**	**-584,706.70**	**1,057,955.74**	**467,076.06**	**590,879.68**	**6,172.98**	**(0%)**
V.A.T.		40,716.94			27,000.91			
GROSS TOTAL		**611,976.24**			**494,076.97**			

Heading	**Budget**	**% Over**	**Amount Over**	**Reason**
Music Event	10000	9.6%	957	Offset from Events Control Account
Mayor’s Allowance	2,171	9%	171	Employers NI
Electricity	6700	1788	26.7	Increase in usage
Silver Cinema	300	29%	87	Offset against income
Charges	520	4.9%	26	ICO register put in wrong budget
Insurance	12,500	3.1%	393	Paid £500 excess for resident’s claim
Audit and Legal	10,000	134.2%	13,418	Advice taken for Maltings Lane, Forest Road Pond, Moorfield Court and others
Neighbourhood Plan	2,000	122.7%	2453	Offset against grant
Other Community Support	390	15.4%	60	Extra DBS processed
Easter Trail	260	14.4%	38	Ovrespend
Lighting Maintenance & Supply	6000	11.5%	688	More repairs needed than normal to lamp posts
Dog & Bench Schemes	1,200	81.2%	974	Offset against income
River Walk	3,000	356.7%	70,702	Offset against S106
Witham Summer Events	25,500	7.8%	1,992	Payment made twice, artist performing at 2025 event, balance taken from Events control account
Christmas Events	4,000	110.8%	4,434	£1,900 extra offset against income, balance taken from Events Control Account
River Walk	3,000	355.8%	10673	Offset against S106 funding
Witham Summer Events & Dog Show	25,500	13%	3500	Being taken from Events EMR

Witham Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR - VAT	0.00	25,000.00	25,000.00
321	EMR- Town Hall Development	0.00	20,000.00	20,000.00
322	EMR- Acquisitions	0.00	20,000.00	20,000.00
323	EMR- Streetlighting Sinking Fu	4,000.00	2,000.00	6,000.00
324	EMR- Tree Maintenance	3,267.50	-2,325.00	942.50
325	EMR - Riverwalk Cycleways	45,442.00	-5,442.00	40,000.00
326	EMR - Neighbourhood Plan	3,000.00	17,032.64	20,032.64
333	EMR - Community Safety /CCTV	10,000.00	20,000.00	30,000.00
335	EMR - Highways Devolution	27,772.64		27,772.64
340	EMR - Land Improvement	40,000.00		40,000.00
346	EMR - Equipment Replacement	20,000.00	-10,000.00	10,000.00
355	EMR - Major Repairs & Renewals	15,000.00	6,990.00	21,990.00
358	EMR - J C Wood Imp Plan	10,000.00	-6,000.00	4,000.00
360	EMR - Election Expenses	2,813.43	4,186.57	7,000.00
362	Allotment Control Accoun	10,283.72	5,821.78	16,105.50
363	EMR - Safer Streets	77,853.19	-48,708.15	29,145.04
364	Charter Market Control Account	813.10	1,120.00	1,933.10
390	Events Control Account	9,972.07	-671.00	9,301.07
		280,217.65	**49,004.84**	**329,222.49**

Witham Town Council

Reserves Balance

2025 - 2026

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
VAT	25,000.00				25,000.00
Town Hall Development	20,000.00	30,000.00	4,335.55		45,664.45
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			4,942.50
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				30,000.00
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			30,000.00
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		2,087.23	2,444.01	16,462.28
Safer Streets Control Account	29,145.04		18,781.08		10,363.96
Charter Market Control Account	1,933.10	9,000.00			10,933.10
Events Control Account	6,410.07		165.00		6,245.07
Fleet		2,000.00			2,000.00
Town Clock		1,500.00			1,500.00
Total Earmarked	**326,331.49**	**99,510.00**	**61,255.92**	**2,444.01**	**367,029.58**
TOTAL RESERVE	**326,331.49**	**99,510.00**	**61,255.92**	**2,444.01**	**367,029.58**
GENERAL FUND					68,089.00
TOTAL FUNDS					435,118.58

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