



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 24th February 2020** Time: **7.30 p.m.**

Place: **Town Hall, 61 Newland Street, Witham.**

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

To be present:	Councillors	M.C. M	Lager	(Chairman)
		R.	Williams	(Vice Chairman)
	Mrs	S.	Ager	
		K.L.	Atwill	
		P.R.	Barlow	
		J.C.	Goodman	
	Mrs	A.	Kilmartin	
		T.A.	Pleasance	
		R.P.	Ramage	
	Miss	M.L.	Weeks	

1. APOLOGIES

To receive apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Policy and Resources Committee held 27th January 2020 (previously circulated).

3. INTERESTS

To receive any declarations of interests 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 upon any item on the Agenda.

5. TOWN CLERK'S REPORT

To receive the Town Clerk's Report on matters arising ([attached](#) at page 4).

6. MEMBER'S ATTENDANCE AT MEETINGS

To receive details of Members' Attendance at Meetings ([attached](#) at page 5).

7. MEETING SCHEDULE

To receive and agree a draft Meeting Schedule for the Civic Year 2020/2021 ([attached](#) at page 8).

8. REVIEW OF THE VOICE

To receive a report ([attached](#) at page 9).

9. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31st January 2020 ([attached](#) at page 10).

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31st January 2020 ([attached](#) at page 16).

(c) BUDGET STATEMENTS

To receive the Budget Statements to 31st January 2020 ([attached](#) at page 26).

10. BOYS' BRIGADE GRANT

To receive a report concerning a request from the Boys' Brigade to vary the conditions of its grant towards the Junior Park Run ([attached](#) at page 31).

EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (Section 3 and 5) of the Local Government Act 1972.

11. ESSEX ASSOCIATION OF LOCAL COUNCILS

To receive a report (attached at page).

12. REPLACEMENT LIFT

To receive a report (attached at page).

13. LAND MANAGEMENT

To receive a report concerning a proposed licence agreement (attached at page).

14. LAND ACQUISITION

- (a) To receive a report concerning new, strategic acquisitions (attached at page).
- (b) To receive an update concerning ongoing acquisitions (attached at page).

15. LEGAL MATTERS

To receive a presentation (attached at page).

16. DISPUTES

To receive a verbal report from the Town Clerk.

17. STAFFING AND ACCOMMODATION SUB-COMMITTEE MEETING

To receive a resume of the Staffing and Accommodation Sub-Committee Meeting held 2nd December 2019.

18. PUBLIC DOMAIN

To consider whether any item discussed in Private Session should be moved into the Public Domain.



James Sheehy
Town Clerk

JS/GK/18.2.2020

Officer Report: Town Clerk's Report

The following matters are for Members attention:

- Further consultation work is ongoing concerning the Town Hall Site Improvement Project with Planning Consultants appointing various agents to assist in the preparation of a planning application. Full details of proposed plans will be taken back to the first available Policy & Resources Committee for report and members approval ahead of submitting a planning application.

Advice:

Meeting and Date	Agenda Item 6														
	Mrs S. Ager	K.L. Atwill	P.R. Barlow	J.C. Bayford	J.C. Goodman	S.E. Hicks*	Miss C. Jay	Mrs A. Kilmartin*	M.C.M. Lager	Mrs S.C. Lager	C.S. Livermore	T.A. Pleasance	R.P. Ramage*	P.M. Ryland	Miss M.L. Weeks*
AGM 13.5.2019	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pl. Apps 28.5.2019	✓	A	✓	✓	✓	A	✓	A	✓	✓	✓	A	X	✓	✓
Environment 28.5.2019	✓		✓	✓	✓	A	✓	A	✓	✓	✓		X	✓	✓
Staffing 3.6.2019			✓		✓				✓	✓		✓	X		✓
Town Council 3.6.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Pl. Apps 10.6.2019	A	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✓	✓
Community 10.6.2019		✓	✓	✓	✓	✓	✓		A	A	✓	✓	✓	A	✓
Open Space 19.6.2019					✓	✓	✓			✓		✓	✓		
Staffing 24.06.19			✓		A				✓	✓		✓	✓		✓
Pl. Apps 24.6.2019	✓	✓	✓	A	✓	A	✓	✓	✓	✓	A	✓	✓	✓	✓
Pol & Res 24.6.2019	✓	✓	✓		✓	A		✓	✓	✓		✓	✓		✓
Pl. Apps 8.7.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓
Town Council 8.7.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	✓
Pl. Apps 23.7.2019	✓	A	A	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓
Environment 23.7.2019	✓			✓	✓	✓	A	✓	✓	✓	✓	✓	✓		
Pl. Apps 5.8.2019	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	A	✓
Community 5.8.2019		✓	A	✓	✓	✓	✓		✓	A	A	✓	✓	A	✓
Open Spaces 14.8.2019					✓	✓	✓			✓		A	A		
Pl. Apps 19.8.2019	✓	✓	✓	✓	A	✓	A	✓	✓	✓	✓	✓	✓	A	✓
Pol & Res 19.8.2019	✓	✓	✓		A	✓		✓	✓	✓			✓	A	✓

Meeting and Date	Mrs S Ager	K.L. Atwill	P.R. Barlow	J.C. Bayford	J.C. Goodman	S.E. Hicks*	Miss C. Jay	Mrs A Kilmartin*	M.C.M. Lager	Mrs S.C. Lager	C.S. Livermore	T.A. Pleasance	R.P. Ramage*	P.M. Ryland	Miss M.L. Weeks	R. Williams
Pl. Apps 2.9.2019	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	A	✓	A	✓	✓	✓
Town Council 2.9.2019	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	A	✓	A	✓	✓	✓
Pl. Apps 16.9. 2019	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	X	✓	✓
Environment 16.9.2019	A			✓	✓	✓	✓	✓	✓	✓	✓	✓	A	X	✓	
Pl. Apps 30.9.2019	✓	A	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	A	✓	✓
Community 30.9.2019		A	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	A	✓	✓
Open Spaces 9.10.2019					✓	✓	✓			✓		X	✓			
Pl. Apps 14.10.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓
Pol & Res 14.10.2019	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	A	✓	✓
Pl. Apps 28.10.2019	A	✓	A	A	✓	✓	A	✓	✓	✓	✓	✓	✓	A	A	A
Town Council 28.10.2019	A	✓	A	A	✓	✓	A	✓	✓	✓	✓	✓	A	A	A	A
Pl. Apps 11.11.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	A
Environment 11.11.2019	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Pl. Apps 25.11.2019	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	A	A	✓	✓	✓	A
Community 25.11.2019	✓	✓	✓	✓	A	✓	✓		✓	✓	A	A	✓		✓	✓
Staffing 2.12.2019			A		✓				✓	✓		✓	A			A
Pl. Apps 9.12.2019	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	X	✓	A
Pol & Res 9.12.2019	✓	A	✓		✓	✓		✓	✓	A		✓	A		✓	A
Pl. Apps 17.12.2019	✓	✓	A	✓	✓	A	✓	✓	✓	A	✓	A	X	X	A	✓
Estimates 6.1.2020									✓	✓		✓	X			A

	Mrs S. Ager	K.L. Atwill	P.R. Barlow	J.C. Bayford	J.C. Goodman	S.E. Hicks*	Miss C. Jay	Mrs A. Kilmartin*	M.C.M. Lager	Mrs S.C. Lager	C.S. Livermore	T.A. Pleasance	R.P. Ramage*	P.M. Ryland	Miss M.L. Weeks*	R. Williams
Pl. Apps 13.1.2020	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	A
Town Council 13.1.2020	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	A
Town Council 20.1.2020	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	X	✓	✓	A	✓	A
Pol & Res 27.1.2020	✓	✓	X		✓	✓		✓	✓			✓	✓		A	A
Pl. Apps 27.1.2020	✓		X		A	✓	✓	✓	✓	✓	A			X		
Environment 27.1.2020	✓	✓		✓	✓	✓	✓	✓	✓	✓	A	✓	✓			A
Pl. Apps 10.2.2020	✓		✓		✓	✓	✓	✓	✓	✓	A	✓		✓		
Community 10.2.2020	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	A	✓	✓		✓	✓
Open Spaces 12.2.2020					✓	✓	✓			X		✓	✓			
Percentage Attendance	86%	74%	76%	85%	86%	87%	77%	94%	95%	87%	61%	88%	65%	39%	84%	67%

A – Apologies, X – Absent, no apologies given, ✓ - Councillor attended.
 Grey cell indicates that the Councillor is not a Member of the Committee.

- Indicates a Member of both Town and District Council

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WITHAM TOWN COUNCIL SCHEDULE OF MEETINGS CIVIC YEAR 2020 – 2021														Agenda Item 7	
MEETINGS IN COUNCIL CHAMBER AT 7.30 P.M. UNLESS OTHERWISE STATED															
COUNCIL, COMMITTEE OR SUB-COMMITTEE															
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY		
TOWN COUNCIL	Mon 11th (AGM)		Mon 6th		Tues 1st	Mon 26th			Mon 11th		Mon 8th		Tues 4th Mon 10th (AGM)		
ENVIRONMENT COMMITTEE	Tues 26th		Mon 20th		Mon 14th		Mon 9th		Mon 25th		Mon 22nd				
COMMUNITY COMMITTEE		Mon 8th		Mon 3rd	Mon 28th		Mon 23rd			Mon 8th		Tues 6th			
POLICY AND RESOURCES COMMITTEE		Mon 22nd		Mon 17th		Mon 12th		Tues 8th		Tues 23rd		Tues 20th			
Meeting usually starts at 6.30 p.m. finishing at 7.25 p.m. PLANNING APPLICATIONS	Mon 11th Tues 26th	Mon 8th Mon 22nd	Mon 6th Mon 20th	Mon 3rd Mon 17th	Tues 1st Mon 14th Mon 28th	Mon 12th Mon 26th	Mon 9th Mon 23rd	Tues 8th Mon 21st	Mon 11th Mon 25th	Mon 8th Tues 23rd	Mon 8th Mon 22nd	Tues 6th Tues 20th	Tues 4th		
STAFFING AND ACCOMMODATION		Tues 9th			Tues 15th			Tues 1st			Tues 23rd				
ANNUAL TOWN ASSEMBLY												Mon 26th			
ESTIMATES									Mon 4th						
OPEN SPACES MANAGEMENT SUB- COMMITTEE AT 3.00 PM		Wed 24th		Wed 19th		Wed 14th		Wed 9th		Wed 24th		Wed 21st			

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Officer Report: Proposed Review of 'The Voice' Format

Issue:

- It is proposed that a fundamental re-branding of The Voice is conducted by officers and a mandate is sought to that effect.
Draft examples will be displayed & provided at the committee.

Proposal:

- As part of the Town Council's wider ongoing corporate rebranding efforts to better reflect the change in strategic direction that is taking place, and following on from the Value for Money exercise performed which saw The Voice distributor and catchment area changed, the form and content should now be assessed.
- The Voice proves itself to be an overwhelmingly positive and reliable publication and is a requirement of the Quality Council status; it is suggested that a complete graphic re-design is commenced.
- The current format has served the Council well but is considered by officers to be dated and underutilising available page space and now appears more reminiscent of a parish council community newsletter.
- It is proposed that the graphic redesign reintroduces The Voice as a 'Local Authority' publication which continues to promote vital community work but also draws more attention to the Council's business plans, strategic priorities and investment strategies.
- As with all graphic design work, the re-design of The Voice would be performed by the Council's dedicated officer team and would not require input from 3rd parties, representing a nil cost to the Council.
- In addition to the altered format, it is proposed that the informal Member led 'editing panel' is now formalised within the committee structure with Members appointed in the AGM process. The current informal panel is picked based on precedent and a need for cross-party consensus on final content.
- It is suggested Members review the current informal editing panel Membership and confirm its approval for these Members to continue until reappointments at the AGM. Current members are J.C Goodman, M.C.M Lager and P.R Barlow.

Advice: It is proposed that Members approve a re-design of The Voice with the editing panel to approval final format and details in time for the Autumn 2020 publication to coincide with the 21st Annual Puppet Festival.

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Agenda Item 9(a)

Date: 05/02/2020

Witham Town Council Financial Year 2019/20

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Time: 10:38

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 4 - Fixed Term Deposit**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Deposit 13620909LS	31/12/2020	9	221,164.79
			<hr/> 221,164.79
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			221,164.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			221,164.79
		Balance per Cash Book is :-	221,164.79
		Difference is :-	0.00

Date: 05/02/2020

Witham Town Council Financial Year 2019/20

Page 1

Time: 19:17

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - Current Bank Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/12/2019	86	165,634.07
			<u>165,634.07</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/06/2019 10496 First Essex Buses		395.55	
04/07/2019 10527 First Essex Buses		229.50	
11/11/2019 10797 Witham Allstars		150.00	
09/12/2019 10804 First Essex Buses		203.85	
09/12/2019 10806 Witham Choral Society		62.00	
17/12/2019 10811 P Rowland		59.50	
17/12/2019 10812 United Reform Church		50.00	
			<u>1,150.40</u>
			164,483.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			164,483.67
		Balance per Cash Book is :-	164,483.67
		Difference is :-	0.00

Date: 11/02/2020

Witham Town Council Financial Year 2019/20

Page 1

Time: 09:55

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 6 - Unity Trust Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Account	31/12/2019	8	75,012.81
			<u>75,012.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/12/2019 DD Daisy Communications		141.16	
			<u>141.16</u>
			74,871.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			74,871.65
		Balance per Cash Book is :-	74,871.65
		Difference is :-	0.00

Date: 06/02/2020

Witham Town Council Financial Year 2019/20

Page 1

Time: 13:39

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 2 - Working Fund**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Working Fund	31/12/2020	20	55,069.05
			<u>55,069.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,069.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,069.05
		Balance per Cash Book is :-	55,069.05
		Difference is :-	0.00

Date: 04/02/2020

Witham Town Council Financial Year 2019/20

Page 1

Time: 14:13

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 3 - Mayor's Fund**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Appeal	31/12/2020	91	4,178.45
			<u>4,178.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,178.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,178.45
		Balance per Cash Book is :-	4,178.45
		Difference is :-	0.00

Date: 05/02/2020

Witham Town Council Financial Year 2019/20

Page 1

Time: 09:45

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 5 - Petty Cash**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/12/2019	9	62.15
			<u>62.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			62.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			62.15
		Balance per Cash Book is :-	62.15
		Difference is :-	0.00

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Agenda Item 9(b)

14/02/2020

Witham Town Council Financial Year 2019/20

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11:12

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/11/2019 and 31/12/2019

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/11/2019	50,000.00						
10785	Current Bank Account	50,000.00			200		50,000.00	Transfer from Lloyds to
000016	Banked: 04/11/2019	435.19						
2019/329	Information Centre	435.19			1300	300	435.19	Cash Receipt 000016
	BACS Banked: 05/11/2019	10.00						
2019/293	The Brainwave Centre	10.00			1320	300	10.00	Dickensian Stall
000017	Banked: 08/11/2019	372.66						
2019/310	Information Centre	372.66			1300	300	372.66	Cash Receipt 000017
	BACS Banked: 13/11/2019	20.00						
2019/298	Orchid Education Training	20.00			1320	300	20.00	Slimming World Stall at
	BACS Banked: 13/11/2019	20.00						
2019/297	What A Melt	20.00			1320	300	20.00	Dickensian Stall Charge
000019	Banked: 15/11/2019	336.16						
2019/316	Information Centre	336.16			1300	300	336.16	Cash Receipt 000019
000020	Banked: 18/11/2019	250.00						
2019/300	DAC Beachcroft	250.00			1100	100	250.00	Avenue Road, CM8 2DT
000021	Banked: 21/11/2019	370.80						
2019/321	Information Centre	370.80			1300	300	370.80	Cash Receipt 000021
	BACS Banked: 22/11/2019	20.00						
2019/303	S Hunns	20.00			1320	300	20.00	Wild Things Stall
000022	Banked: 27/11/2019	164.00						
2019/302	R Field	164.00			1500	500	164.00	R Field/Alex Tech/000022
000023	Banked: 02/12/2019	522.09						
000023	Information Centre	522.09			1300	300	522.09	Cash Receipt 000023
000024	Banked: 02/12/2019	195.00						
2019/304	D.O.T.S	195.00			1100	100	195.00	Hard Disc Ricoh Removal
000026	Banked: 06/12/2019	300.24						
000026	Information Centre	300.24			1300	300	300.24	Cash Receipt 000026
	Banked: 06/12/2019	50,000.00						
10802	Current Bank Account	50,000.00			200		50,000.00	Transfer from Lloyds to
000028	Banked: 12/12/2019	33.50						
2019/324	Witham and Countryside	33.50			1500	500	33.50	W&CS - 000028
000027	Banked: 12/12/2019	33.50						
2019/322	Witham and Countryside	33.50			1500	500	33.50	W&CS - 000027
000029	Banked: 13/12/2019	497.73						
2019/355	Information Centre	497.73			1300	300	497.73	Cash Receipt 000029
Subtotal Carried Forward:		103,580.87	0.00	0.00			103,580.87	

14/02/2020	Witham Town Council Financial Year 2019/20	Page 2
11:12	Cashbook 6	User: NS
	Unity Trust Account	
	Receipts received between 01/11/2019 and 31/12/2019	

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
000031	Banked: 18/12/2019	276.00						
2019/323	Lunch Club	276.00			1500	500	276.00	Lunch Club 000031
000032	Banked: 18/12/2019	161.00						
000032	Lunch Club	161.00			1500	500	161.00	Lunch Club 000032
000034	Banked: 20/12/2019	342.50						
000034	Information Centre	342.50			1300	300	342.50	Cash Receipt 000034
000035	Banked: 20/12/2019	150.00						
2019/349	Mr Mrs Brooks	150.00			1400	400	150.00	Brooks - 000035
	Banked: 20/12/2019	50,000.00						
10810	Current Bank Account	50,000.00			200		50,000.00	Transfer from Lloyds to
000034	Banked: 20/12/2019	-342.50						
000034	Information Centre	-342.50			1300	300	-342.50	Cash Receipt 000034
000034	Banked: 23/12/2019	342.52						
000034	Information Centre	342.52			1300	300	342.52	Cash Receipt 000034
	BACS Banked: 23/12/2019	150.00						
2020/432	Katrina Drury	150.00			1400	400	150.00	Commemorative Tree
	Banked: 24/12/2019	55,069.05						
000026	Working Fund	55,069.05			210		55,069.05	Transfer Working fund to
Total Receipts:		209,729.44	0.00	0.00			209,729.44	

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Current Bank Account

Receipts received between 01/11/2019 and 31/12/2019

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
2019/305	Banked: 01/11/2019	51.30					
2019/305	Information Centre	51.30			1300	300	51.30 PDQ
2019/306	Banked: 05/11/2019	129.24					
2019/306	Information Centre	129.24			1300	300	129.24 PDQ
2019/307	Banked: 05/11/2019	117.60					
2019/307	Information Centre	117.60			1300	300	117.60 PDQ
2019/308	Banked: 06/11/2019	119.80					
2019/308	Information Centre	119.80			1300	300	119.80 PDQ
2019/309	Banked: 07/11/2019	275.90					
2019/309	Information Centre	275.90			1300	300	275.90 PDQ
2019/311	Banked: 08/11/2019	64.80					
2019/311	Information Centre	64.80			1300	300	64.80 PDQ
2019/312	Banked: 11/11/2019	356.60					
2019/312	Information Centre	356.60			1300	300	356.60 PDQ
2019/313	Banked: 12/11/2019	173.05					
2019/313	Information Centre	173.05			1300	300	173.05 PDQ
2019/314	Banked: 13/11/2019	50.45					
2019/314	Information Centre	50.45			1300	300	50.45 PDQ
2019/315	Banked: 14/11/2019	48.20					
2019/315	Information Centre	48.20			1300	300	48.20 PDQ
2019/317	Banked: 18/11/2019	46.00					
2019/317	Information Centre	46.00			1300	300	46.00 PDQ
2019/318	Banked: 19/11/2019	83.17					
2019/318	Information Centre	83.17			1300	300	83.17 PDQ
2019/319	Banked: 20/11/2019	13.48					
2019/319	Information Centre	13.48			1300	300	13.48 PDQ
2019/320	Banked: 21/11/2019	361.65					
2019/320	Information Centre	361.65			1300	300	361.65 PDQ
2019/330	Banked: 22/11/2019	49.05					
2019/330	Information Centre	49.05			1300	300	49.05 PDQ
2019/331	Banked: 25/11/2019	321.20					
2019/331	Information Centre	321.20			1300	300	321.20 PDQ
2019/332	Banked: 26/11/2019	93.90					
2019/332	Information Centre	93.90			1300	300	93.90 PDQ
000022	Banked: 27/11/2019	164.00					
2019/302	R Field	164.00			1500	500	164.00 R Field/Alex Tech/000022
Subtotal Carried Forward:		2,519.39	0.00	0.00			2,519.39

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		Current Bank Account						
		Receipts received between 01/11/2019 and 31/12/2019						
		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
000022	Banked: 27/11/2019	-164.00						
2019/302	R Field	-164.00			1500	500	-164.00	R Field/Alex Tech/000022
2019/333	Banked: 27/11/2019	333.25						
2019/333	Information Centre	333.25			1300	300	333.25	PDQ
2019/334	Banked: 28/11/2019	32.79						
2019/334	Information Centre	32.79			1300	300	32.79	PDQ
BACS	Banked: 28/11/2019	2,195.56						
BACS	CBRE Ltd	2,195.56			1110	100	2,195.56	Barc Car Park Licence
2019/335	Banked: 29/11/2019	105.30						
2019/335	Information Centre	105.30			1300	300	105.30	PDQ
2019/339	Banked: 02/12/2019	222.93						
2019/339	Information Centre	222.93			1300	300	222.93	PDQ
2019/340	Banked: 03/12/2019	150.04						
2019/340	Information Centre	150.04			1300	300	150.04	PDQ
2019/341	Banked: 04/12/2019	159.60						
2019/341	Information Centre	159.60			1300	300	159.60	PDQ
2019/342	Banked: 05/12/2019	297.95						
2019/342	Information Centre	297.95			1300	300	297.95	PDQ
2020/421	Banked: 05/12/2019	480.00						
2020/421	The Arts Council	480.00			1310	300	480.00	Final Payment of Grant
2019/350	Banked: 06/12/2019	282.49						
2019/350	Information Centre	282.49			1300	300	282.49	PDQ
2019/299	Banked: 06/12/2019	1,000.00						
2019/299	Praxis Real Est. Grove Centre	1,000.00			1310	300	1,000.00	Grove Centre BACS
2019/351	Banked: 09/12/2019	283.84						
2019/351	Information Centre	283.84			1300	300	283.84	PDQ
2019/352	Banked: 10/12/2019	122.34						
2019/352	Information Centre	122.34			1300	300	122.34	PDQ
2019/353	Banked: 11/12/2019	343.89						
2019/353	Information Centre	343.89			1300	300	343.89	PDQ
2019/354	Banked: 12/12/2019	139.74						
2019/354	Information Centre	139.74			1300	300	139.74	PDQ
2019/356	Banked: 13/12/2019	388.14						
2019/356	Information Centre	388.14			1300	300	388.14	PDQ
2019/357	Banked: 16/12/2019	390.44						
2019/357	Information Centre	390.44			1300	300	390.44	PDQ
Subtotal Carried Forward:		9,283.69	0.00	0.00			9,283.69	

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Current Bank Account

Receipts received between 01/11/2019 and 31/12/2019

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
2019/358	Banked: 17/12/2019	199.13					
2019/358	Information Centre	199.13			1300	300	199.13 PDQ
2019/359	Banked: 18/12/2019	157.31					
2019/359	Information Centre	157.31			1300	300	157.31 PDQ
2019/360	Banked: 19/12/2019	89.94					
2019/360	Information Centre	89.94			1300	300	89.94 PDQ
2019/362	Banked: 20/12/2019	131.74					
2019/362	Information Centre	131.74			1300	300	131.74 PDQ
2019/363	Banked: 23/12/2019	170.18					
2019/363	Information Centre	170.18			1300	300	170.18 PDQ
Total Receipts:		10,031.99	0.00	0.00			10,031.99

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Unity Trust Account

List of Payments made between 01/11/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2019	Ernest Doe & Sons Ltd	DD	489.00	DD	Padlock/Gloves/Goggles
01/11/2019	Braintree District Council	DD	133.00	DD	Non Dom Rates Nov 2019
01/11/2019	Braintree District Council	DD	933.00	DD	Non Dom Rates Nov 2019
01/11/2019	RISC IT Solutions	DD	29.94	DD	Comp Back Up
03/11/2019	TalkTalk	DD	377.39	DD	Oct/Nov 2019 CCTV
03/11/2019	TalkTalk	DD	-377.39	DD	Reversal of Incorrect Nov DD
08/11/2019	BT	DD	229.92	DD	Telephone Charges - Oct 2019
08/11/2019	CF Corporate Finance	DD	1,788.00	DD	Photocopier - Konica
08/11/2019	CF Corporate Finance	DD	-1,788.00	DD	Incorrect DD Posting
11/11/2019	Southfield stationers Ltd	10010	449.71	10010	Info Centre Stock
11/11/2019	A & J Lighting	10015	150.00	10015	WTC47
12/11/2019	Adept Telecom	DD	26.05	DD	Telephone Charges to 31.10.19
12/11/2019	A to Z Supplies	10008	70.46	10008	First Aid Supplies
12/11/2019	Plainview Planning	10011	500.40	10011	Planning Advice
12/11/2019	Doe Motors	10012	206.22	10012	Fuel for Vans
12/11/2019	Chubb Fire & Security Ltd	10013	49.20	10013	Fobs for CSPC
12/11/2019	Skipper Ground Maintenance	10014	912.00	10014	Oct 19 Floral Display Watering
12/11/2019	Schindler Ltd	10016	482.32	10016	Lift Repair
12/11/2019	Society of London Theatres	10017	253.80	10017	Sale of Theatre Tokens
12/11/2019	Klarners Coaches Ltd	10018	89.10	10018	Sale of Coach Trips
12/11/2019	Martyn Garwood	10019	40.00	10019	Remembrance Day Marshal
12/11/2019	Essex County Council	10009	55.20	10009	Library Hire Silver Cinema
12/11/2019	Witham RFUC	10020	437.95	10020	Tickets - Fireworks
12/11/2019	Witham Public Hall Trust	10021	451.25	10021	Tickets for Quo'd
12/11/2019	Witham Public Hall Trust	10022	468.35	10022	Tickets for Beatlemania
13/11/2019	Witham Town Luncheon Club	10049	400.00	10049	Senior's Lunch/Reception
14/11/2019	Witham Public Hall Trust	BACS	468.40	10022	Beatlemania
14/11/2019	Witham Public Hall Trust	BACS	-468.40	10022	Witham Public Hall Trust
14/11/2019	Essex County Council	BACS	55.20	10009	Silver Cinema
14/11/2019	Essex County Council	BACS	-55.20	10009	Reversal of incorrect payment
14/11/2019	Daisy Communications	DD	168.58	DD	September Telecoms
20/11/2019	Total December Staff Payroll - £18,448.95				November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019					November Salary
20/11/2019	CF Corporate Finance	DD	506.40	DD	November Photocopying lease

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List of Payments made between 01/11/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2019	British Gas	DD	21.93	DD	Electricity Oct 2019
26/11/2019	Skipper Ground Maintenance	10047	3,648.00	10047	Winter Watering/Flowers
26/11/2019	A & J Lighting	10046	21,266.94	10046	LED Streetlights
26/11/2019	Marilyn Edwards	10036	76.50	10036	Sale of Jewellery/Pop Up Shop
26/11/2019	C&S Window Cleaning Services	10037	20.00	10037	Window Clean
26/11/2019	Kempco	10038	35.97	10038	Envelopes & Copier Paper
26/11/2019	Link CCTV Systems	10039	1,616.83	10039	Repair of Camera
26/11/2019	Orca Book Services	10040	96.72	10040	Provision of Books
26/11/2019	Witham Public Hall Trust	10041	486.87	10041	Tickets Rich Clifford
26/11/2019	Springvale Foods	10042	167.73	10042	Jams & Chutney
26/11/2019	Royal Mail	10043	1,191.81	10043	Delivery of the Voice
26/11/2019	RBS Invoice Finance Ltd	10044	1,280.00	10044	Printwise/Winter Voice Print
26/11/2019	Geraldine Kennedy	10048	64.68	10048	Christmas Garlands etc
28/11/2019	Anglian Water	DD	162.46	DD	Water Aug-Nov 2019
30/11/2019	Screwfix	DD	94.59	DD	Cable Ties/Key Safe
30/11/2019	Ernest Doe & Sons Ltd	DD	533.06	DD	Brush Cutter Brake/Grease/Pini
30/11/2019	Screwfix	DD	-94.59	DD	Incorrect posting of DD
01/12/2019	Daisy Communications	DD	586.23	DD	Telephone Charge to Oct 19
01/12/2019	CF Corporate Finance Ltd	DD	506.40	DD	Lease Retal/Set Up Fee Konica
01/12/2019	Braintree District Council	DD	133.00	DD	Dec 19 Non Dom Rates
01/12/2019	Braintree District Council	DD	933.00	DD	Dec 19 Non Dom Rates
01/12/2019	CF Corporate Finance	DD	-506.40	DD	DD Collected in November 19
01/12/2019	Daisy Communications	DD	-586.23	DD	Reversal of incorrect posting
02/12/2019	RISC IT Solutions	DD	29.94	DD	Online Pro 50GB
02/12/2019	Daisy Communications	DD	417.65	DD	Telephones up to 31/10/2019
02/12/2019	Screwfix	DD	69.99	DD	30 Hook Key Cabinet
03/12/2019	National Pen Promotional	10050	95.34	10050	Christmas Gifts
03/12/2019	Air Options Ltd	10051	355.20	10051	Annual Maintenance
03/12/2019	Integrated Water services	10052	91.00	10052	Legionnaire Testing
03/12/2019	Kempco	10053	83.96	10053	Stationery
03/12/2019	Lyreco UK Ltd	10054	70.74	10054	Copier Paper
03/12/2019	Circleline Design Ltd	10055	180.00	10055	Mayor's Christmas Cards
03/12/2019	Rialtas Business Solutions Ltd	10057	454.80	10057	Networking of 5 Users
03/12/2019	A to Z Supplies	10057	181.20	10057	First Aid Supplies & Paper
03/12/2019	Witham Public Hall Trust	10058	558.12	10058	Tickets - The Weekend
03/12/2019	Witham Public Hall Trust	10058	-558.12	10058	Incorrect Payee Name
03/12/2019	Witham Dramatic Club	10058	558.12	10058	Ticket Sales for 'The Weekend'
04/12/2019	TalkTalk	DD	377.39	DD	20 Nov 19-19 Dec 19
04/12/2019	TalkTalk	DD	-377.39	DD	Invoice collected from Lloyds
09/12/2019	BT	DD	229.92	DD	Telephone Charges
10/12/2019	Witham Town Luncheon Club	10059	850.00	10059	Christmas Reception/Lunch
10/12/2019	Society of London Theatres	10060	770.80	10060	Theatre Tokens
10/12/2019	Falcon Tree Specialists	10061	550.00	10061	Dismantled Cracked Willow
10/12/2019	National Express	10062	445.34	10062	445.34
10/12/2019	Essex County Council	10063	55.20	10063	Room Hire-Silver Cinema
10/12/2019	Kempco	10064	19.42	10064	Price Tags & Highlighters
10/12/2019	Witham Public Hall Trust	10065	685.90	10065	Tickets 60 Explosion Christmas

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List of Payments made between 01/11/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/12/2019	Witham Public Hall Trust	10066	547.20	10066	Tickets - Mimik Floyd
10/12/2019	Springvale Foods	10067	109.28	10067	Wilkins Products
10/12/2019	Lamps and Tubes Illuminations	10068	3,037.50	10068	Christmas Decorations
11/12/2019	Adept Telecom	DD	25.46	DD	Telephone Charges - Nov 19
12/12/2019	Anglian Water	DD	109.70	DD	Aug 19 - Nov 19 Water Charges
13/12/2019	DOTS	DD	409.54	DD	26/12/19 - 27/12/19 Charges
19/12/2019	Integrated Water services	10088	91.00	10088	Water Testing December 2019
20/12/2019	Chubb Fire & Security Ltd	10082	7.20	10082	Intruder Alarm Maintenance
20/12/2019	Martin Du Preeze	10083	400.00	10083	Willow Tree Work
20/12/2019	Doe Motors	10084	162.15	10084	Nov 2019 Fuel
20/12/2019	Interserve Fire Services	10085	180.00	10085	Emergency Lights Service
20/12/2019	Martin Du Preeze	10086	650.00	10086	Willow Tree Works
20/12/2019	Writtle University College	10087	440.00	10087	HS Brushcutter/Line Trimmer
20/12/2019	Purchase Power (Pitney Bowes)	10089	236.13	10089	Franking Machine Postage
20/12/2019	C&S Window Cleaning Services	10090	20.00	10090	Window Cleaning
20/12/2019	British Gas	DD	22.16	DD	Nov 19 - Electricity Charges
20/12/2019	British Gas	DD	327.14	DD	Sept - Nov 19 - Gas Charges
20/12/2019	Payroll Number 04	10070	1,695.85	10070	December Payroll
20/12/2019	Payroll Number 32	10081	1,240.92	10081	December Payroll
20/12/2019	Payroll Number 02	10069	1,101.66	10069	December Payroll
20/12/2019	Payroll Number 29	10079	489.43	10079	December Payroll
20/12/2019	Payroll Number 24	10075	1,322.83	10075	December Payroll
20/12/2019	Payroll Number 31	10080	1,368.42	10080	December Payroll
20/12/2019	Payroll Number 21	10074	3,315.26	10074	December Payroll
20/12/2019	Payroll Number 12	10072	2,117.62	10072	December Payroll
20/12/2019	Payroll Number 06	10071	1,319.83	10071	December Payroll
20/12/2019	Payroll Number 28	10078	1,300.62	10078	December Payroll
20/12/2019	Payroll Number 26	10076	1,457.65	10076	December Payroll
20/12/2019	Payroll Number 18	10073	491.68	10073	December Payroll
20/12/2019	Payroll Number 27	10077	1,227.18	10077	December Payroll
24/12/2019	Working Fund	000026	55,069.05		Cheque returned unpaid
27/12/2019	Unity Trust Bank plc	BACS	6.00	BACS	Unpaid cheque fee
31/12/2019	Daisy Communications	DD	141.16	DD	Telephone Charges to Nov 19
31/12/2019	Unity Trust Bank plc	DD	25.30	DD	Sept - Dec 19 Bank Charges
31/12/2019	Unity Trust Bank plc	DD	33.90	DD	Service Charge Sept-Dec
Total Payments			<u>143,306.61</u>		

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List of Payments made between 01/11/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2019	Unity Trust Account	10785	50,000.00		Transfer from Lloyds to Unity
05/11/2019	TalkTalk	DD	377.39	DD	CCTV Line
11/11/2019	Michael Shrive	10786	250.00	10786	Dr Tomkin Portrait
11/11/2019	Donna Parsloe	10787	30.00	10787	Christmas Tree/Decs
11/11/2019	National Express	10788	504.20	10788	Sale of Coach Tickets
11/11/2019	WAOS	10789	1,473.97	10789	Tickets - Sister Act
11/11/2019	Elite Tickets	10790	124.20	10790	Sale of Coach Trip
11/11/2019	Witham Public Hall Trust	10792	200.92	10792	Tickets - Wrestling
11/11/2019	First Essex Buses	10793	463.50	10793	Sale of Bus Tickets
11/11/2019	Witham Public Hall Trust	10795	152.00	10795	Tickets - Big Jive
11/11/2019	P Rowland	10796	70.00	10796	Sale of Honey
11/11/2019	Witham Allstars	10797	150.00	10797	Minute 43 - Allstars
11/11/2019	Donna Parsloe	10787	-30.00	10787	Cancelled Cheque
25/11/2019	Class Fundraising Ltd	10798	204.60	10798	Provision of Tea Towels
25/11/2019	Cllr M.C.M. Lager	10799	19.20	10799	EALC & ECC Meeting Expenses
25/11/2019	Witham Forge	10800	1,056.00	10800	Whetmead Gate
26/11/2019	Petty Cash	10801	100.00	10801	Fifth Instalment Petty Cash
26/11/2019	Piranha Trading Ltd	CC	114.99	CC	Office Chair
26/11/2019	Post Office Ltd	CC	14.64	CC	2 x 2nd Class Book Stamps
26/11/2019	Cobblers	CC	10.20	CC	Town Hall Keys
26/11/2019	Scan Computers International	CC	211.49	CC	ASUS Laptop
26/11/2019	Fabs Witham	CC	5.96	CC	Paper Cups for Council Chamber
26/11/2019	Amazon Business	CC	16.62	CC	White Linen Tablecloths
26/11/2019	Amazon Business	CC	179.82	CC	A3 Leather Desk Mats
26/11/2019	Fabs Witham	CC	6.97	Stationary	6.97
26/11/2019	Tesco PLC	CC	7.70	CC	Teaspoons and Napkins
26/11/2019	World of Power	CC	545.87	CC	Stihl Brushcutter
26/11/2019	Amazon Business	CC	40.00	CC	Paint for Town Hall
26/11/2019	Active Window Films	CC	74.97	CC	Active Window Films
06/12/2019	TalkTalk	DD	377.39	DD	Nov-Dec Line Rental
06/12/2019	Unity Trust Account	10802	50,000.00		Transfer from Lloyds to Unity
09/12/2019	First Essex Buses	10804	203.85	10804	Sale of Bus Tickets
09/12/2019	Witham Public Hall Trust	10803	1,828.75	10803	Tickets - Blues Band
09/12/2019	Witham Choral Society	10806	62.00	10806	Tickets - Advent Concert
09/12/2019	James Sheehy	10809	300.00	10809	Staff Bursary Christmas Lunch
09/12/2019	HM Revenue and Customs	10807	4,935.02	10807	Nov 2019 PAYE & NIC
09/12/2019	Essex Pension Fund	10805	6,315.85	10805	Nov 2019 - Staff Pensions
17/12/2019	P Rowland	10811	59.50	10811	Provision of Honey
17/12/2019	United Reform Church	10812	50.00	10812	Refreshments for Carol Service
17/12/2019	Rotary Club of Witham	10813	50.00	10813	Donation - Christmas Tree
20/12/2019	Unity Trust Account	10810	50,000.00		Transfer from Lloyds to Unity
27/12/2019	CT Cobblers	CC	20.00	CC	Signs for Pigeon Hole
27/12/2019	CT Cobblers	CC	19.00	CC	Signs for Pigeon Hole
27/12/2019	Dipak Naresh Ghedia	CC	22.97	CC	Dipak Naresh Ghedia
27/12/2019	Amazon Business	CC	15.48	CC	Christmas Tree
27/12/2019	Dart Crossing Charge Service	CC	6.00	CC	Dart Charge EX64DVA 13.11.2020
27/12/2019	Poundland	CC	15.00	CC	Cleaning Supplies

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List of Payments made between 01/11/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/12/2019	Poundland	CC	5.00	CC	Christmas Decorations
27/12/2019	Tesco PLC	CC	3.97	CC	Refreshments SPC Presentation
27/12/2019	Astare	CC	190.00	CC	Catering for SPC Presentation
27/12/2019	Poundland	CC	18.00	CC	Cleaning Supplies
27/12/2019	Land Registry	CC	6.00	CC	Register and Title Plan View
27/12/2019	Land Registry	CC	6.00	CC	Register and Title Plan View
27/12/2019	Land Registry	CC	6.00	CC	Register and Title Plan View
27/12/2019	The Art & Framing Centre	CC	65.20	CC	Framing Dr Tomkin Silhouette
27/12/2019	Scribble Maps	CC	14.73	CC	Upgrade of Scribble Maps
27/12/2019	Lloyds Bank	CC	0.43	CC	Non Sterling Transaction Fee
27/12/2019	Tesco PLC	CC	15.00	CC	Christmas Lights & Coffee
27/12/2019	Land Registry	CC	6.00	CC	Register and Title Plan View
27/12/2019	Amazon Business	CC	31.98	CC	Paint for Town Hall
27/12/2019	Land Registry	CC	6.00	CC	Register and Title Plan View
27/12/2019	Westthoughton Hardware & DIY	CC	39.98	CC	Paint for Town Hall
27/12/2019	Lidl	CC	17.67	CC	Refreshments for Switch On
27/12/2019	McColls	CC	2.79	CC	Parcel Tape
27/12/2019	Poundland	CC	5.00	CC	Christmas Biscuits
27/12/2019	Scan Computers International	CC	748.99	CC	Laptop for Planning Meetings
27/12/2019	Amazon Business	CC	-31.98	CC	Refund of Incorrect Paint
27/12/2019	Tesco PLC	CC	21.00	CC	Chocolates for Mayor's Lunch
27/12/2019	Tesco PLC	CC	21.00	CC	Chocolate for Mayor's Lunch
27/12/2019	Land Registry	CC	6.00	CC	Register and Title Plan View
27/12/2019	Land Registry	CC	3.00	CC	Register and Title Plan View
27/12/2019	Land Registry	CC	3.00	CC	Register and Title Plan View
27/12/2019	Tesco PLC	CC	110.20	CC	Drinks Mayor's Lunch&Reception
27/12/2019	Tesco PLC	CC	8.00	CC	Glass Cleaner
Total Payments			171,984.98		

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Administration & Fixed Overheads Budget Report up to 31/12/2019							
2018/2019				2019/2020			
		Budget	Actual	Budget	Actual YTD	Projected	End of Yea
Sundry Receipts		500	15100	500	817	600	
Car Park Licence		8783	8782	8780	6587	8780	
Total Income		9283	23882	9280	7404	9380	
Admin - Salaries & Employer N.I Contributions		144200	140547	148526	96510	148526	
Admin- Employers LGPS Contribution		30000	27263	31350	27001	35887	
Travel Expenses		600	0	600	19	300	
Town Hall		30500	18389	31000	23862	31000	
Gas		3296	1579	3395	791	1560	
Electricity		3502	3187	3607	1726	3100	
Photocopying		2060	2047	2500	1881	2309	
Postage		1800	1266	900	636	800	
Stationery		1600	1575	1600	918	1201	
Office Equipment		3914	4936	4031	4668	4999	
Repairs & Renewals		2000	0	2000	1200	1800	
Website		2000	245	2000	180	345	
Telephone/Fax		3090	3787	3183	3440	3615	
Insurance		8500	-2030	7755	7703	7703	
Sundry Expenses		1500	2832	1500	1162	1500	
Audit & Legal		2000	3070	7795	7795	13000	
Affiliation Fees		3000	2798	3050	2257	2257	
Members -Conferencing/Training		1500	539	2545	1217	1826	
Staff -Conferencing/Training		1500	2350	2690	4212	3500	
Payroll Charges		670	530	690	402	690	
Petty Cash		620	620	650	461	650	
Overhead Expenditure		247852	215531	261367	188041	266568	

Community Committee Income & Expenditure Budget up to 31/12/2019								
			2018/2019		2019/2020			
Community			Budget	Actual	Budget	Actual YTD	Projected End of Yea	
Information Sales Income			80000	67295	78750	47331	63209	
Puppet Festival Income			5200	5392	0	7977	7977	
Christmas Dickensian Event			320	350	320	330	330	
Community Day			0	792	0	482	482	
	Total Income		85520	73829	79070	56120	71998	
Community Team - Salaries & Employer N.I & LGI			0	31277	66160	38561	50965	
Town Clock			0	0	936	936	936	
Bus Shelters			500	0	5000	0	0	
Litter Bins			1000	0	1000	0	1000	
Christmas Decorations			7210	5369	8426	3379	8426	
Information Centre Purchases			73000	58854	66150	37677	48610	
Information Centre Administration			32550	1368	2000	1730	2515	
Community Grant Aid			12000	8775	10000	10150	10150	
Citizens Advice Bureau			10000	8400	9000	10000	10000	
Community Safety/CCTV			16965	20485	16474	16293	17000	
Community Special Constables			0	920	4000	575	2500	
Other Community Support/Youth			3000	956	3000	2474	3629	
Community Day			1050	2298	1050	1269	1269	
Puppet Festival			17000	24921	17000	23335	17000	
Christmas Dickensian Event			320	332	320	21	32	
	Overhead Expenditure		174595	163955	210516	146400	174032	

Environment Committee Income & Expenditure Budget up to 31/12/2019								
			2018/2019		2019/2020			
Environment			Budget	Actual	Budget	Actual YTD	Projected End of Yea	
Commemorative Trees			800	190	800	150	150	
	Total Income		800	190	800	150	150	
						0		
Operations - Salaries & Employer N.I & LGPS Con			93525	90259	96820	80313	96820	
Equipment Supplies & Maintenan			9425	14933	8500	10342	15340	
Lighting Maintenance & Utility			6500	6303	1800	3550	3500	
Tree Planting			0	0	1000	1000	1000	
Tree Maintenance			1000	18745	17000	2775	16500	
Toilet Block - Town Park			9000	7645	9000	1698	9000	
Commemorative Trees			800	864	800	150	150	
Dog Bin Maintenance			600	167	2500	0	2500	
Devolved Services			2000	0	0	0	0	
Open Spaces General			12415	5719	1000	1000	1500	
River Walk Extension			0	0	1000	220	330	
River Walk Improvements			0	0	3000	0	0	
James Cooke Wood			0	63	200	1000	1000	
River Walk			0	4181	3000	610	915	
Whetmead LNR			0	63	600	993	1489	
Closed Churchyard			0	36	200	0	0	
Witham in Bloom			11500	11401	11845	11414	11845	
	Overhead Expenditure		146765	160379	158265	115065	161889	

Policy & Resources Income & Expenditure Budget up to 31/12/2019								
			2018/2019			2019/2020		
	Policy & Resources		Budget	Actual		Budget	Actual YTD	Projected End of Yea
	Hall Hire		8500	4709		8500	4294	5685
	Mayors Appeal Fund		0	7263		0	5057	0
	Interest Received		2800	3362		2800	1186	1558
	Total Income		11300	15334		11300	10537	7243
	Mayor's Appeal Fund		0	5149		0	6025	0
	Civic Receptions		500	177		500	0	500
	Christmas Expenses		2123	1760		2185	2070	2070
	Mayor's Allowance		1500	1610		1500	1608	1608
	Mayors Gift Fund Allowance		100	125		100	15	23
	Newsletter & Publications		8500	8629		9200	6595	9200
	Partnership Authority Work		500	0		500	0	0
	Town & Neighbourhood Plan		500	0		500	70	70
	Overhead Expenditure		13723	17451		14485	16383	13471
	Precept		500776	500776		557278	557278	557278
	Localism Fund		16581	16581		0	0	0
	Collection Fund Surplus		7737	7737		8100	5115	8100
	Total Income		525094	525094		565378	562393	565378

Earmarked Reserves Report (To date 31/12/2019)						
		Balance Carried Forward from 2018/19	Transfers to EMRs on 01.04.2019	Expenditure to Date	Closing Balance to date	
	EMR - LED Streetlighting	£ -	£ 24,000.00	£ 17,723.00	£ 6,277.00	
	EMR- Community Day	£ 298.01	£ -	£ -	£ 567.00	
	EMR - Information Centre	£ -	£ 15,000.00	£ -	£ 15,000.00	
	EMR - Riverwalk Cycleways	£ -	£ 10,000.00	£ -	£ 10,000.00	
	EMR - Puppet Festival	£ 420.12	£ -	£ -	£ 2,171.00	
	EMR - Community Safety /CCTV	£ 22,000.00	£ 16,000.00	£ -	£ 38,000.00	
	EMR - Vehicle Replacement Fund	£ 15,900.00	£ 4,300.00	£ -	£ 20,200.00	
	EMR - Equipment Replacement	£ 15,000.00	£ 2,000.00	£ 12,000.00	£ 5,000.00	
	EMR - Major Repairs & Renewals	£ 15,000.00	£ -	£ -	£ 15,000.00	
	EMR - Town Hall Development	£ 15,000.00	£ 10,000.00	£ -	£ 24,750.00	
	EMR - Election Expenses	£ 13,050.00	£ -	£ 12,962.00	£ 88.00	
	EMR - Members Allowance	£ 3,200.00	£ -	£ -	£ 3,200.00	
		£ 99,868.13	£ 81,300.00	£ 42,685.00	£ 140,253.00	
		Total EMR Balance:	£181,168.13			
General Reserve Analysis						
	General Reserve Balance 01.04.2019	Allocated EMR total 01.04.2019	Less expenditure from EMR's to date	General Reserve Balance To Date:	Total Reserve Balance To Date	
	£403,173	£181,168.13	-42,685.00	£222,004.87	£360,488.00	



ITEM NO: 10

Officer Report: BOYS' BRIGADE GRANT

Issue:

At Minute 97(d)(ii) of Community Committee Meeting held 29th March 2016 the Town Council gave a grant of £2,000 to the Boys' Brigade towards the Junior Park Run Project.

We have now received a letter (attached) explaining that the above project was never able to take place through lack of volunteers and asking if the money could be used on a technology project instead. The conditions of the grant are such that any variance needs to be approved by the Town Council.



FAITH IN YOUNG PEOPLE

Witham BB
Joseph's Barn
Wood End Farm
Hatfield Road
Witham, Essex
CM8 1EH

Tel: 01376 520400

Web: www.WithamBB.org.uk

Email: info@withambb.org.uk

16th. December 2019

Mr. J. Sheehy, Town Clerk, Witham Town Council, Town Hall, Newland Street, Witham CM8 2FE

Dear Mr. Sheehy,

Re: Grant made in April 2016, Junior Park Run – not spent at this time

I write to ask, if this grant money, which we still hold, can be spent on another project, and if so, what process do I need to follow, on behalf of Witham BB Trustees ?

The project for the Junior Park Run, was a non starter, because of a lack of volunteers to support our full time staff, over a year long period. We tried for over two years, to bring a number of volunteers into play, but the required numbers were never reached, despite the involvement of a couple of other organisations offering assistance. The number was based on that which we would need, to safely run a weekly event, over a two to three hour period.

Since 2017, our number of full time staff, has reduced, as we balance our budget, and it is now not possible, to contemplate starting this project.

I am more than happy to provide a full breakdown of the new Technology project, which we hope to run, but briefly :

Project brief

We wish to build our work in technology with both our groups and others we work with. This is 3D printing and laser engraving, (on to bamboo, card, leather and such like), and computer building, (including individual Raspberry Pi computer start up kits) all of which enable young people, some with special needs, to gain skills and knowledge in a small group setting. We then offer the facility to others in the community.

So far we have been able to do this with technology on our land project, by the provision of solar panels and wind turbine, all built by our own members.

Funding is needed to purchase some equipment, and help provide the operational costs of the project, which runs from our offices, in it's own place.

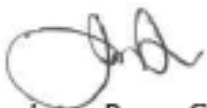
Costs are :

Equipment and consumables for year one - £1200

Contribution toward operational costs, in order to run this project - £1000

Please reply by e mail, or the office address at Joseph's Barn, thanks

Yours sincerely,



John Boon Group Leader & Trustee 2nd. Witham BB charity

Advice:

To agree the proposed change in the use of the grant from the Junior Park Run to a Technology Project.

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