

5. TOWN CLERK'S REPORT

To receive a report on any matters arising.

6. MEMBERS' ATTENDANCE AT MEETINGS

To receive an updated format of Member's Attendance at meetings, ([attached](#))

7. MEMBER'S EXPENSES AND ALLOWANCE REVIEW

To receive a report ([attached](#)) and consider the way ahead.

8. BROADCASTING & OBSERVATION OF MEETINGS

To debate the future use of technology in respect of Town Council meetings and consider the way ahead.

9. CLIMATE AUDIT PANEL RECOMMENDATIONS

To consider the following recommendations of the Climate Audit Panel:

- a) The Localism & Devolution Steering Group considers the acquisition of the Town park, Maltings Lane Sport Pitches and War Memorial be elevated, priority climate items.
- b) The Policy & Resources Committee considers a section on Council's Climate Change priorities as part of any communications review.

10. TREASURY AND INVESTMENT REVIEW

To receive the Deputy Clerk's report on investments, ([attached](#)) and consider the way ahead.

11. LOCAL AUDIT FRAMEWORK UPDATE

To receive an update from the Committee of Public Accounts in respect of local audit arrangements, ([attached](#))

12. FINANCIAL STATEMENTS

To receive and review the following statements:

(a) BANK RECONCILIATION

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

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

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

(c) BUDGET STATEMENTS AND EARMARKED RESERVES

To receive the Budget Statements and Earmarked Reserves to ([attached](#) at page 35).

13. 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 (S5) of the Local Government Act 1972.

14. CCTV DISPUTE

To receive correspondence (attached).

A handwritten signature in black ink, appearing to read 'James Sheehy', written in a cursive style.

James Sheehy
Town Clerk

JS/

ITEM 6

Total Council & Committee Attendance for Members: Civic Year 2021-2022

FULL COUNCIL MEETINGS	S. AGER	K. ATWILL	P. BARLOW	J. BAYFORD	J. GOODMAN	S. HICKS	C. JAY	A. KILMARTIN	C. LAGER	M. LAGER	C. LIVERMORE	T. PLEASANCE	M. WEEKS	R. WILLIAMS	J. WILLIAMS	S. RAJEEV	TOTAL:
(AGM) 04.05.2021	O	O	O	O	O	O	O	O	O	O	O	O	O	X			13/14
28.06.2021	O	X	O	O	O	O	O	O	X	X	O	O	O	O	O		11/15
27.07.2021	X	O	O	X	O	O	O	O	O	O	O	O	O	X	X		10/15
23.08.2021	O	O	X	X	O	O	O	O	O	O	O	O	O	O	O	O	14/16
20.09.2021																	
18.10.2021																	
15.11.2021																	
14.12.2021																	
17.01.2022																	
14.02.2022																	
14.03.2022																	
11.04.2022																	
ENVIRONMENT COMMITTEE																	
12.07.2021		O		X	O	X		O	X	O	O		X				5/9
04.10.2021																	
31.01.2022																	
26.04.2022																	
COMMUNITY COMMITTEE																	
17.05.2021	O			O			O		O	O	X	X	O	O	O		8/10
09.08.2021	O			X			X		O	O	X	O	O	O	X		6/10
01.11.2021																	
28.02.2022																	
POLICY & RESOURCES COMMITTEE																	
14.06.2021	O	X	O		O		O			-		O	O	O			7/9
06.09.2021																	
29.11.2021																	
29.03.2022																	

0 - attended | x - absent | x - absent without apologies

PLANNING & TRANSPORT COMMITTEE	K. ATWILL	P. BARLOW	J. GOODMAN	S. HICKS	C. JAY	A. KILMARTIN	C. LAGER	M. LAGER	C. LIVERMORE	S. RAJEEV	TOTAL:
17.05.2021	O	O	O	O	O	O	O	O	O		9/9
01.06.2021	O	X	O	O	O	O	O	O	O		8/9
14.06.2021	X	O	O	O	O	O	O	O	O		8/9
28.06.2021	X	O	O	X	O	O	X	X	O		5/9
12.07.2021	O	O	O	X	X	O	X	O	O		6/9
27.07.2021	O	O	O	X	O	O	X	O	O		7/9
09.08.2021	X	X	O	O	X	O	O	O	X	O	6/10
23.08.2021	O	X	O	O	O	O	O	O	O	O	8/10
06.09.2021											
20.09.2021											
04.10.2021											
01.11.2021											
15.11.2021											
29.11.2021											
14.12.2021											
20.12.2021											
04.01.2022											
17.01.2022											
31.01.2022											
14.02.2022											
28.02.2022											
14.03.2022											
29.03.2022											
11.04.2022											
26.04.2022											

S. AGER	K. ATWILL	P. BARLOW	J. BAYFORD	J. GOODMAN	S. HICKS	C. JAY	A. KILMARTIN	C. LAGER	M. LAGER	C. LIVERMORE	T. PLEASANCE	M. WEEKS	R. WILLIAMS	J. WILLIAMS	S. RAJEEV
6/7	8/14	9/12	3/7	14/14	9/13	12/15	13/13	10/15	13/15	12/15	6/7	7/8	5/7	3/5	3/3

Officer Report: Member's Expenses Review

Current Expense Arrangements:

- Each year, the Town Council currently sets aside a fixed reserve of £3,600 for Member's Expenses, equating to a £200 allowance for each Member. This allowance remains largely unclaimed each year.
- For financial year 2019/20, Braintree District Council's total expenditure on Member's allowances was £433,653.58, with a basic annual allowance of £4,899.51 afforded to each District Councillor.

Review Proposals

- As the Council's business and ambitions continue to grow, all Members now have to attend a record level of committee meetings and handle more officer correspondence. In addition, a growing number of events requires additional support from Members.
- There is a high risk that Members of the Council are left "out of pocket" by virtue of being elected and incurring travel and event costs, but also administrative costs associated with handling office correspondence and papers.
- Members are asked to consider an overhaul of the Member's expenses reserve into a routine budget line of the Policy & Resources Committee, and to increase the total value of the fund from £3,600.00 to £8,000.00, creating a £500.00 annual allowance for each Member of the Council.
- If approved, the uplift in allowance would take place on 1st April 2022, with details published online in accordance with the Transparency Code for Smaller Authorities.

Advice:

- To consider the appetite for overhauling the Member Expenses arrangements.
- Members may also wish to consider the role allowances play in ensuring the Town Council remains a viable prospect for future electoral candidates.

Officer Report: Treasury & Investments Review

Issue: Witham Town Council have £221,710.03 in a 32 day notice account with Lloyds Bank with a variable AER of the Bank of England Base Rate minus 0.07%. This currently equates to 0.03% AER (Average Equivalent Rate) and provides the council with 18p a day interest.

At the Policy and Resources meeting held on 14.06.2021 members resolved that 'the Town Clerk be asked to investigate options in regard to balances and if necessary the Council's Treasury and Investment Policy be reviewed'. The current Treasury and Investment Policy is written in accordance with 'Statutory Guidance On Local Government Investments (3rd Edition) Issued under section 15(1)(a) of the Local Government Act 2003. The policy currently states that investments are made only with banks and building societies with 'High Credit Quality', that they are UK registered institutions and deposits are for no longer than a fixed term of 12 months.

It was suggested that officers consider CCLA Investment Management Ltd who manage a Public Sector Deposit Fund recommended by several other Parish and Town Councils.

CCLA Investment Management Ltd are a UK registered institution but as of August 2021, 60-70% of their exposure is with banks domiciled outside of the UK although these institutions credit ratings are comparable with those of Lloyds Bank. Due to market fluctuations the yield changes daily but at the time of writing it is only 0.0236% for their instant access account.

The Statutory Guidance On Local Government Investments states that 'when entering into treasury management investments, local authorities should consider security, liquidity and yield in that order of importance. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities'.

Lloyds Bank are offering as a variable deposit 0.05% AER with a 95 day notice period (Bank of England Base Rate minus 0.05%) which would increase the interest received by the council without increasing the risk and minimally affecting liquidity.

The council's Unity Current Account has £348,916.12 with the second instalment of the precept due to be received by the Council during September. Members might consider moving extra funds from Unity Bank into the current Lloyds Bank account although the Financial Services Compensation Scheme does not protect deposits from a public authority unless it has an annual budget of below EUR 500,000.00 so to minimise risk the amount held on deposit could be split between more than one institution.

Below are the current credit ratings for Lloyds bank whom the council currently invest with and another high street bank, HSBC UK Ltd for comparison.

Lloyds Bank	Short Term	Long Term
Fitch	F1	A+
Standard & Poor's	A1	A+
Moody's	P1	A1

HSBC UK London	Short Term	Long Term
Fitch	F1+	AA-
Standard & Poor's	A1	A+
Moody's	P1	A1

The current Treasury Policy states that investments should not exceed a term of 12 months so staying within those parameters-

- HSBC do not provide notice accounts but would accept fixed deposits for 0.01% up to six months and 0.07% fixed for one year.
- Lloyds Bank are currently offering 0.01% for up to 3 months fixed deposit, 0.02 for 6 months fixed deposit and 0.05 for one year fixed deposit.

Interest rates are higher the longer the money is fixed for as on the 4th August 2021 the Bank of England stated that with inflation forecast to hit 4% a small increase in interest rates might be needed next year to help control inflation. Although the yield would increase when investing in longer term deposits it is important to remember that with several large projects in the current business plan funds must be accessible.

Advice:

That the funds currently on deposit with Lloyds on a 32 day notice period are changed to a 95 day notice period and that £150,000.00 is taken from the Unity Current Account and placed in this Lloyds account or with another institution with similar credit ratings to minimise risk.

That the current Treasury and Investment Policy as adopted on 04.05.2021 remain unchanged as with interest rates so low the risks of changing the policy to allow investments with other organisations or for longer periods of time outweighs any benefits.



Local auditor reporting on local government in England Contents

Summary

Without urgent action from government, the audit system for local authorities in England may soon reach breaking point. With approximately £100 billion of local government spending requiring audit each year, the Ministry of Housing, Communities & Local Government (the Department) has become increasingly complacent in its oversight of a local audit market now entirely reliant upon only eight firms, two of which are responsible for up to 70% of local authority audits. This has not been helped by the growing complexity of local authority accounts, with audit firms now asked to carry out more work in each audit, comply with new regulatory demands and adapt to the new multifaceted landscape in which local authorities operate, while also struggling to hire and retain experienced auditors. Such problems have been evident since 2018, but the COVID-19 pandemic has heightened them with less than half of local authorities completing their audits on time in 2019–20, while more than half of the audits examined by the Financial Reporting Council (FRC) needed improvement. If local authorities are to effectively recover from the pandemic, it is critical that citizens have the necessary assurances that their finances are in order and being managed in the correct manner.

The government-commissioned Redmond review of local government accounts and audits reported in September 2020. On 19 May 2021, the Department issued an update on its response to Redmond's recommendations and its now preferred option for a system leader. The need for system leadership for local public audit, identified by Redmond, is pressing. But the government's announced option that the future Auditing, Reporting and Governance Authority (ARGA) will become the new system leader, will take time to establish. The Authority will not be set up until 2023, at the earliest, and will require legislation. Until then, it remains unknown whether this option will be able to fully address the current failings in the market for auditing local authorities. In the meantime, the Department has much more to do to provide credible details on the practical and concrete steps it intends to take to address the urgent problems that cannot wait for ARGA. We will track progress closely for assurance that when the new system leader arrangements are operating, the local audit market will still be in place.

[< Back](#)

[Next >](#)

Published: 14 July 2021

[Site information](#) [Accessibility statement](#)

ITEM NO: 12a

Date: 11/06/2021

Witham Town Council Current Year

Page 1

Time: 15:41

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 4 - 32 Day Notice A/c**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
32 Day Notice 13620909LS	31/05/2021	26	221,698.60
			221,698.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			221,698.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			221,698.60
		Balance per Cash Book is :-	221,698.60
		Difference is :-	0.00

Date: 22/06/2021

Witham Town Council Current Year

Page 1

Time: 15:17

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Lloyds Bank Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	31/05/2021	105	21,888.68
			21,888.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			21,888.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			21,888.68
		Balance per Cash Book is :-	21,888.68
		Difference is :-	0.00

Date: 11/06/2021

Witham Town Council Current Year

Page 1

Time: 14:54

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 5 - Petty Cash**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2021	2	134.94
			<u>134.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			134.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			134.94
		Balance per Cash Book is :-	134.94
		Difference is :-	0.00

Date: 22/06/2021

Witham Town Council Current Year

Page 1

Time: 15:17

**Bank Reconciliation Statement as at 31/05/2021
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	31/05/2021	29	426,195.84
			<u>426,195.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
04/09/2020 300009 Braintree District Council		1.00	
			<u>1.00</u>
			426,194.84
<u>Receipts not Banked/Cleared (Plus)</u>			
10/05/2021 BACS		1,600.00	
25/05/2021 BACS		95.60	
26/05/2021 BACS		336.25	
27/05/2021 BACS		339.48	
28/05/2021 BACS		522.38	
			<u>2,893.71</u>
			429,088.55
		Balance per Cash Book is :-	429,088.55
		Difference is :-	0.00

Date:06/07/2021

Witham Town Council Current Year

Page 1

Time:09:52

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 4 - 32 Day Notice A/c**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
32 Day Notice 13620909LS	30/06/2021	27	221,704.59
			221,704.59
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			221,704.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			221,704.59
		Balance per Cash Book is :-	221,704.59
		Difference is :-	0.00

Date:22/07/2021

Witham Town Council Current Year

Page 1

Time: 15:10

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Lloyds Bank Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	30/06/2021	106	20,665.50
			20,665.50
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			20,665.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			20,665.50
		Balance per Cash Book is :-	20,665.50
		Difference is :-	0.00

Date: 06/07/2021

Witham Town Council Current Year

Page 1

Time: 10:16

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	3	35.91
			35.91
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			35.91
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			35.91
		Balance per Cash Book is :-	35.91
		Difference is :-	0.00

Date: 07/07/2021

Witham Town Council Current Year

Page 1

Time: 16:17

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	31	381,344.72
			381,344.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			381,344.72
<u>Receipts not Banked/Cleared (Plus)</u>			
21/06/2021 2021/55		1,520.00	
28/06/2021 2021/96		32.50	
29/06/2021 2021/97		63.50	
30/06/2021 2021/98		33.20	
			1,649.20
			382,993.92
		Balance per Cash Book is :-	382,993.92
		Difference is :-	0.00

Date: 02/08/2021

Witham Town Council Current Year

Page 1

Time: 11:10

**Bank Reconciliation Statement as at 31/07/2021
for Cashbook 4 - 32 Day Notice A/c**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
32 Day Notice 13620909LS	31/07/2021	28	221,710.03
			221,710.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			221,710.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			221,710.03
		Balance per Cash Book is :-	221,710.03
		Difference is :-	0.00

Date: 24/08/2021

Witham Town Council Current Year

Page 1

Time: 13:17

**Bank Reconciliation Statement as at 31/07/2021
for Cashbook 1 - Lloyds Bank Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	31/07/2021	107	17,694.10
			17,694.10
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			17,694.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			17,694.10
		Balance per Cash Book is :-	17,694.10
		Difference is :-	0.00

Date: 10/08/2021

Witham Town Council Current Year

Page 1

Time: 14:56

**Bank Reconciliation Statement as at 31/07/2021
for Cashbook 5 - Petty Cash**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2021	4	94.72
			<u>94.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			94.72
		Balance per Cash Book is :-	94.72
		Difference is :-	0.00

Date: 10/08/2021

Witham Town Council Current Year

Page 1

Time: 16:19

**Bank Reconciliation Statement as at 31/07/2021
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	31/07/2021	32	386,000.29
			<u>386,000.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			386,000.29
<u>Receipts not Banked/Cleared (Plus)</u>			
06/07/2021 BACS		1,740.00	
22/07/2021 000124		10.00	
27/07/2021 2021/125		224.83	
28/07/2021 2021/126		193.35	
29/07/2021 2021/127		324.60	
30/07/2021 2021/128		480.90	
			<u>2,973.68</u>
			388,973.97
		Balance per Cash Book is :-	388,973.97
		Difference is :-	0.00

ITEM NO: 12b

24/08/2021

Witham Town Council Current Year

Page 1

13:33

Cashbook 1

User: NS

Lloyds Bank Account

Receipts received between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 05/05/2021	20,000.00						
BACS	Unity Trust Account	20,000.00			250		20,000.00	To Cover Credit Card DD
Total Receipts:		20,000.00	0.00	0.00			20,000.00	

24/08/2021

Witham Town Council Current Year

Page 6

13:32

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2021/115	Banked: 14/07/2021	74.50						
	BACS Information Centre	74.50			1300	300	74.50	PDQ
2021/117	Banked: 15/07/2021	94.00						
	BACS Information Centre	94.00			1300	300	94.00	PDQ
2021/116	Banked: 16/07/2021	43.99						
	BACS Information Centre	43.99			1300	300	43.99	PDQ
2021/120	Banked: 16/07/2021	240.20						
	000122 Information Centre	240.20			1300	300	240.20	Cash Deposit 000122
2021/118	Banked: 20/07/2021	235.50						
	BACS Information Centre	235.50			1300	300	235.50	PDQ
2021/119	Banked: 21/07/2021	182.95						
	BACS Information Centre	182.95			1300	300	182.95	PDQ
000124	Banked: 22/07/2021	10.00						
	Sheila Smith	10.00			1402	300	10.00	Allotment Key Replacement
2021/123	Banked: 22/07/2021	506.00						
	BACS Information Centre	506.00			1300	300	506.00	PDQ
2021/122	Banked: 23/07/2021	248.82						
	BACS Information Centre	248.82			1300	300	248.82	PDQ
2021/121	Banked: 26/07/2021	143.55						
	000123 Information Centre	143.55			1300	300	143.55	Cash Deposit 000123
2021/124	Banked: 26/07/2021	270.99						
	BACS Information Centre	270.99			1300	300	270.99	PDQ
2021/125	Banked: 27/07/2021	224.83						
	BACS Information Centre	224.83			1300	300	224.83	PDQ
2021/126	Banked: 28/07/2021	193.35						
	BACS Information Centre	193.35			1300	300	193.35	PDQ
2021/127	Banked: 29/07/2021	324.60						
	BACS Information Centre	324.60			1300	300	324.60	PDQ
2021/128	Banked: 30/07/2021	480.90						
	BACS Information Centre	480.90			1300	300	480.90	PDQ
Total Receipts:		99,981.63	0.00	0.00			99,981.63	

24/08/2021

Witham Town Council Current Year

Page 2

13:32

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 21/05/2021	256.30						
2021/43	Information Centre	256.30			1300	300	256.30	PDQ
	BACS Banked: 24/05/2021	24.50						
2021/44	Information Centre	24.50			1300	300	24.50	PDQ
	BACS Banked: 25/05/2021	9,441.78						
2021/45	HM Revenue & Customs	9,441.78			105		9,441.78	VAT Rebate 2020/21 Q4
	BACS Banked: 25/05/2021	79.01						
2021/46	Information Centre	79.01			1300	300	79.01	PDQ
	BACS Banked: 25/05/2021	50.00						
2021/47	Torsbeanie Catering	50.00			1320	300	50.00	Pitch Fee for Dog Show 21
	BACS Banked: 25/05/2021	95.60						
2021/56	Information Centre	95.60			1300	300	95.60	PDQ
	BACS Banked: 26/05/2021	81.65						
2021/48	Information Centre	81.65			1300	300	81.65	PDQ
	BACS Banked: 26/05/2021	186.77						
2021/49	Information Centre	186.77			1300	300	186.77	PDQ
	BACS Banked: 26/05/2021	2,195.56						
2021/50	AMAS Ltd	2,195.56			1110	100	2,195.56	Car Park Licence
	BACS Banked: 26/05/2021	336.25						
2021/57	Information Centre	336.25			1300	300	336.25	PDQ
	000111 Banked: 27/05/2021	73.27						
2021/51	Information Centre	73.27			1300	300	73.27	Cash Deposit
	BACS Banked: 27/05/2021	339.48						
2021/58	Information Centre	339.48			1300	300	339.48	PDQ
	BACS Banked: 28/05/2021	108.74						
2021/52	Information Centre	108.74			1300	300	108.74	PDQ
	BACS Banked: 28/05/2021	20.00						
2021/53	Rory Hiatt	20.00			1320	300	20.00	Pitch Fees for Dog Show
	BACS Banked: 28/05/2021	20.00						
2021/54	R Pole	20.00			1320	300	20.00	Stall Fee for Dog Show
	BACS Banked: 28/05/2021	522.38						
2021/59	Information Centre	522.38			1300	300	522.38	PDQ
	2021/60 Banked: 03/06/2021	250.00						
	BACS Royal Sun Alliance PLC	250.00			1100	100	250.00	Insurance Excess Jub
	2021/61 Banked: 03/06/2021	50.00						
	BACS S Gobold	50.00			1320	300	50.00	Dog Show Food Stall
Subtotal Carried Forward:		17,857.29	0.00	0.00			17,857.29	

24/08/2021
13:32

Witham Town Council Current Year

Page 3

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2021/62	Banked: 03/06/2021	20.00						
	BACS J Doughty	20.00			1320	300	20.00	Dog Show Trade Stall Fee
2021/69	Banked: 03/06/2021	184.55						
	BACS Information Centre	184.55			1300	300	184.55	PDQ
2021/68	Banked: 04/06/2021	167.50						
	BACS Information Centre	167.50			1300	300	167.50	PDQ
2021/63	Banked: 07/06/2021	162.55						
	BACS Information Centre	162.55			1300	300	162.55	PDQ
2021/70	Banked: 07/06/2021	98.00						
	BACS Information Centre	98.00			1300	300	98.00	PDQ- AMEX
2021/71	Banked: 07/06/2021	154.29						
	BACS Information Centre	154.29			1300	300	154.29	PDQ
2021/64	Banked: 08/06/2021	54.00						
	BACS Information Centre	54.00			1300	300	54.00	PDQ
2021/65	Banked: 08/06/2021	41.13						
	Information Centre	41.13			1300	300	41.13	Cash Deposit 000112
2021/66	Banked: 08/06/2021	189.36						
	000113 Information Centre	189.36			1300	300	189.36	Cash Deposit 000113
2021/67	Banked: 08/06/2021	20.00						
	BACS Executive Pet Care Services	20.00			1320	300	20.00	Dog Show Trade Stall
2021/72	Banked: 08/06/2021	163.00						
	BACS Information Centre	163.00			1300	300	163.00	PDQ
2021/74	Banked: 09/06/2021	135.50						
	BACS Information Centre	135.50			1300	300	135.50	PDQ
2021/75	Banked: 10/06/2021	67.00						
	BACS Information Centre	67.00			1300	300	67.00	PDQ
2021/73	Banked: 11/06/2021	100.14						
	000115 Information Centre	100.14			1300	300	100.14	Cash Deposit 000115
2021/77	Banked: 11/06/2021	20.00						
	000114 W & C Gore	20.00			1320	300	20.00	Dog Show Trade Stall Fee
2021/76	Banked: 14/06/2021	8.50						
	BACS Information Centre	8.50			1300	300	8.50	PDQ
2021/78	Banked: 15/06/2021	16.00						
	BACS Information Centre	16.00			1300	300	16.00	PDQ
2021/79	Banked: 16/06/2021	56.28						
	BACS Information Centre	56.28			1300	300	56.28	PDQ
Subtotal Carried Forward:		19,515.09	0.00	0.00			19,515.09	

24/08/2021

Witham Town Council Current Year

Page 4

13:32

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2021/82	Banked: 17/06/2021	33.70						
	BACS Information Centre	33.70			1300	300	33.70	PDQ
2021/81	Banked: 18/06/2021	30.00						
	BACS Information Centre	30.00			1300	300	30.00	PDQ
2021/87	Banked: 18/06/2021	50.00						
	000117 My Little Drinks Van	50.00			1320	300	50.00	Dog Show Food Stall Fee
2021/89	Banked: 18/06/2021	22.10						
	000116 Information Centre	22.10			1300	300	22.10	Cash Deposit
2021/85	Banked: 21/06/2021	83.19						
	BACS Information Centre	83.19			1300	300	83.19	PDQ
2021/55	Banked: 21/06/2021	1,520.00						
	BACS In-Health	1,520.00			1500	500	1,520.00	Room Hire May 2021
2021/80	Banked: 22/06/2021	20.00						
	BACS D Riches	20.00			1320	300	20.00	Dog Show Trade Stall Fee
2021/86	Banked: 22/06/2021	596.98						
	BACS Information Centre	596.98			1300	300	596.98	PDQ
2021/83	Banked: 23/06/2021	20.00						
	BACS S Byme	20.00			1320	300	20.00	Dog Show Trade Stall
2021/88	Banked: 23/06/2021	1,100.00						
	000118 Brain Bunn	1,100.00			1401	400	1,100.00	Comm Bench
2021/91	Banked: 23/06/2021	187.45						
	BACS Information Centre	187.45			1300	300	187.45	PDQ
2021/84	Banked: 24/06/2021	17,268.35						
	BACS Essex County Council	17,268.35			1100	100	17,268.35	Highways Devolution Fund
					335		17,268.35	Highways Devolution Fund
					7001	100	-17,268.35	Highways Devolution Fund
2021/94	Banked: 24/06/2021	185.80						
	BACS Information Centre	185.80			1300	300	185.80	PDQ
2021/90	Banked: 25/06/2021	189.20						
	000119 Information Centre	189.20			1300	300	189.20	Cash Deposit
2021/93	Banked: 25/06/2021	74.75						
	BACS Information Centre	74.75			1300	300	74.75	PDQ
2021/96	Banked: 28/06/2021	32.50						
	BACS Information Centre	32.50			1300	300	32.50	PDQ
2021/92	Banked: 29/06/2021	20.00						
	BACS Canine Raw	20.00			1320	300	20.00	Dog Show Trade Stall
Subtotal Carried Forward:		40,949.11	0.00	0.00			40,949.11	

24/08/2021

Witham Town Council Current Year

Page 5

13:32

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2021/97	Banked: 29/06/2021	63.50						
	BACS Information Centre	63.50			1300	300	63.50	PDQ
2021/95	Banked: 30/06/2021	20.00						
	BACS Tina Warren	20.00			1320	300	20.00	Dog Show Trade Stall Fee
2021/98	Banked: 30/06/2021	33.20						
	BACS Information Centre	33.20			1300	300	33.20	PDQ
2021/102	Banked: 01/07/2021	10.00						
	BACS J Doughty	10.00			1320	300	10.00	Stall Size Increase Dog
2021/106	Banked: 01/07/2021	167.86						
	BACS Information Centre	167.86			1300	300	167.86	PDQ
2021/103	Banked: 02/07/2021	79.35						
	000120 Information Centre	79.35			1300	300	79.35	Cash Deposit 000120
2021/105	Banked: 02/07/2021	67.05						
	BACS Information Centre	67.05			1300	300	67.05	PDQ
2021/107	Banked: 05/07/2021	183.74						
	BACS Information Centre	183.74			1300	300	183.74	PDQ
	BACS Banked: 06/07/2021	1,740.00						
2021/99	In-Health	1,740.00			1500	500	1,740.00	June 2021 Room Hire
	BACS Banked: 06/07/2021	54.00						
2021/100	Age UK	54.00			1500	500	54.00	Room Hire June 2021
2021/109	Banked: 06/07/2021	113.70						
	BACS Information Centre	113.70			1300	300	113.70	PDQ
2021/104	Banked: 06/07/2021	52,466.00						
	BACS Holmes & Hills Client Account	52,466.00			1100	100	52,466.00	Easement of Land
2021/111	Banked: 07/07/2021	167.49						
	BACS Information Centre	167.49			1300	300	167.49	PDQ
2021/108	Banked: 09/07/2021	29.50						
	BACS Information Centre	29.50			1300	300	29.50	PDQ-Amex
2021/110	Banked: 09/07/2021	117.15						
	000121 Information Centre	117.15			1300	300	117.15	Cash Deposit 000121
2021/112	Banked: 09/07/2021	256.35						
	BACS Information Centre	256.35			1300	300	256.35	PDQ
2021/113	Banked: 12/07/2021	131.25						
	BACS Information Centre	131.25			1300	300	131.25	PDQ
2021/114	Banked: 13/07/2021	58.20						
	BACS Information Centre	58.20			1300	300	58.20	PDQ
Subtotal Carried Forward:		96,707.45	0.00	0.00			96,707.45	

24/08/2021

Witham Town Council Current Year

Page 6

13:32

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2021/115	Banked: 14/07/2021	74.50						
	BACS Information Centre	74.50			1300	300	74.50	PDQ
2021/117	Banked: 15/07/2021	94.00						
	BACS Information Centre	94.00			1300	300	94.00	PDQ
2021/116	Banked: 16/07/2021	43.99						
	BACS Information Centre	43.99			1300	300	43.99	PDQ
2021/120	Banked: 16/07/2021	240.20						
	000122 Information Centre	240.20			1300	300	240.20	Cash Deposit 000122
2021/118	Banked: 20/07/2021	235.50						
	BACS Information Centre	235.50			1300	300	235.50	PDQ
2021/119	Banked: 21/07/2021	182.95						
	BACS Information Centre	182.95			1300	300	182.95	PDQ
	000124 Banked: 22/07/2021	10.00						
	2021/101 Sheila Smith	10.00			1402	300	10.00	Allotment Key Replacement
2021/123	Banked: 22/07/2021	506.00						
	BACS Information Centre	506.00			1300	300	506.00	PDQ
2021/122	Banked: 23/07/2021	248.82						
	BACS Information Centre	248.82			1300	300	248.82	PDQ
2021/121	Banked: 26/07/2021	143.55						
	000123 Information Centre	143.55			1300	300	143.55	Cash Deposit 000123
2021/124	Banked: 26/07/2021	270.99						
	BACS Information Centre	270.99			1300	300	270.99	PDQ
2021/125	Banked: 27/07/2021	224.83						
	BACS Information Centre	224.83			1300	300	224.83	PDQ
2021/126	Banked: 28/07/2021	193.35						
	BACS Information Centre	193.35			1300	300	193.35	PDQ
2021/127	Banked: 29/07/2021	324.60						
	BACS Information Centre	324.60			1300	300	324.60	PDQ
2021/128	Banked: 30/07/2021	480.90						
	BACS Information Centre	480.90			1300	300	480.90	PDQ
Total Receipts:		99,981.63	0.00	0.00			99,981.63	

Date: 24/08/2021		Witham Town Council Current Year					Page 1	
Time: 13:33		Cashbook 1					User: NS	
Lloyds Bank Account								
Payments made between 01/05/2021 and 31/07/2021								
Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Details
05/05/2021	Petty Cash	010827	100.00			4200	100	100.00 1st Instalment Petty Cash
20/05/2021	Petty Cash	010828	100.00			4200	100	100.00 2nd Instalment Petty Cash
26/05/2021	Go Green Batteries Ltd	CC	20.51		3.42	4420	400	17.09 Duracell C Batteries
26/05/2021	RK Ventures Ltd	CC	113.90			4120	100	113.90 Cast Iron Door Stops
26/05/2021	Zhengzhoushijinshuiqind	CC	-24.99		-4.17	4120	100	-20.82 Refund of Chair Risers
26/05/2021	L&S Engineers	CC	51.04		8.51	4420	400	42.53 Shredder Blade
26/05/2021	Florist on the Green	CC	40.00			4516	500	40.00 Sympathy Flowers
26/05/2021	Zoom Video Communications	CC	14.39		2.40	4100	100	11.99 Remote Meeting Access
26/05/2021	Dulux	CC	1.96			4120	100	1.96 Tester Paint
26/05/2021	Eventbrite Online Training	CC	234.00		39.00	4185	100	195.00 Virtual & Adv Chairman Training
26/05/2021	Society of Local Council Clerk	CC	399.00			4180	100	399.00 Joining Fee & Membership JS
26/05/2021	Instantprint	CC	142.00			4345	300	142.00 Printing of War Books
26/05/2021	Land Registry	CC	3.00			4101	100	3.00 Title Plan View
26/05/2021	Land Registry	CC	3.00			4101	100	3.00 Register View
26/05/2021	Decathlon	CC	85.97		14.33	4120	100	71.64 2 x Fishing Waders
26/05/2021	Shenzhen Xuanao Trading	CC	50.89		8.48	4120	100	42.41 A1 Notice Board
26/05/2021	Amazon Business	CC	169.98		28.33	4150	100	141.65 Dual Band Wifi System Router
26/05/2021	Amazon Business	CC	17.49		2.92	4120	100	14.57 USB C to Ethernet Adaptor
26/05/2021	Jakana Trading Co Ltd	CC	213.74		35.63	4120	100	178.11 Gazebo
26/05/2021	UKS Mobility Ltd	CC	599.94		99.99	4120	100	499.95 Aerolight Folding Ramp
26/05/2021	XYSJ Hong Kong Electronic	CC	27.98		4.67	4420	400	23.31 3 Hook Cable Puller
26/05/2021	Scan Computers International	CC	652.45		108.74	4150	100	543.71 Asus Laptop and Mouse
26/05/2021	Shenzhen Maosong Keji	CC	28.48		4.75	4120	100	23.73 Conference Microphones
26/05/2021	Invoice Simple	CC	5.99			4100	100	5.99 Invoicing Software
26/05/2021	Liverpool Conversion	CC	-99.90			4420	400	-99.90 Refund of Chest Waders
26/05/2021	RK Ventures Ltd	CC	11.99			4120	100	11.99 Cast Iron Door Stop
26/05/2021	100 Sheets Tissue Paper	CC	9.99		1.67	4120	100	8.32 100 Sheets Tissue Paper
26/05/2021	Ningbo Maidengweimaoyiyoux	CC	9.94		1.66	4120	100	8.28 Neodymium Magnets
26/05/2021	Zhengzhoushijinshuiqux	CC	24.99		4.17	4120	100	20.82 Four Furniture Risers
26/05/2021	Amazon Business	CC	3.42		0.57	4140	100	2.85 A4 Card Dividers
26/05/2021	Guide Dogs	CC	15.00			4437	400	15.00 Dog Bin Sponsorship Donation
Subtotal Carried Forward:			3,026.15	0.00	365.07			2,661.08

Date: 24/08/2021

Witham Town Council Current Year

Page 2

Time: 13:33

Cashbook 1

User: NS

Lloyds Bank Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
26/05/2021	Prime 4 Print Ltd	CC	17.50		2.92	4437	400	14.58	Dog Bin Stickers
26/05/2021	Amazon Business	CC	9.96		1.66	4120	100	8.30	Grey Waste Bin
26/05/2021	Aline Mobility	CC	588.00			4120	100	588.00	Refund of OOS Ramp
26/05/2021	Aline Mobility	CC	-588.00			4120	100	-588.00	Refund of OOS Ramp
26/05/2021	Aline Mobility	CC	-588.00			4120	100	-588.00	Incorrect Posting
28/06/2021	L&S Engineers	CC	-47.50		-7.92	4420	400	-39.58	Refund Incorrect Shredderblade
28/06/2021	Witham Pet Store	CC	8.88			4379	300	8.88	Dog Toys & Treats
28/06/2021	Poundland	CC	16.25		2.70	4379	300	13.55	Dog Bowls & Toys
28/06/2021	Poundland	CC	26.00		4.33	4379	300	21.67	Dog Bowls & Toys
28/06/2021	Facebook	CC	25.00			4374	300	25.00	CSC Advertising (5308 Views)
28/06/2021	Facebook	CC	25.00			4374	300	25.00	CSC Advertising (4214 Views)
28/06/2021	Sign Trade Supplies	CC	74.44		12.41	4447	400	62.03	Signs for River Walk
28/06/2021	Witham Chamber Commerce	CC	35.00			4180	100	35.00	Affiliation Fees
28/06/2021	Land Registry	CC	3.00			4101	100	3.00	Register View
28/06/2021	Invoice Simple	CC	5.99			4100	100	5.99	Invoicing Software
28/06/2021	UK POS	CC	66.60		11.10	4120	100	55.50	A1 Poster Board
28/06/2021	Aldi Supermarket	CC	27.38			4120	100	27.38	Air Freshener
28/06/2021	Post Office Ltd	CC	8.95			4355	300	8.95	Special Delivery Post
28/06/2021	Rag Tag & Bobtail	CC	4.50			4355	300	4.50	Velcro
28/06/2021	The Works	CC	10.00			4140	100	10.00	A4 Pads x 10
28/06/2021	Braxted Bakery	CC	210.00			4373	300	210.00	CSC Anniversary Event
28/06/2021	Fabs Witham	CC	27.00			4120	100	27.00	Plates
28/06/2021	GK Motor Factors Ltd	CC	131.00		21.83	4447	400	109.17	River Walk Signage
28/06/2021	Land Registry	CC	3.00			4101	100	3.00	Register View
28/06/2021	The Blinds Outlet Ltd	CC	29.99		5.00	4120	100	24.99	Grey Roller Blind
28/06/2021	Amazon Business	CC	3.72		0.63	4140	100	3.09	Paperclips
28/06/2021	Shenzhenshi Fuqige Qichepei	CC	8.99		1.50	4420	400	7.49	Soil pH Meter
28/06/2021	TownX	CC	4.99		0.83	4140	100	4.16	White Label Stickers
28/06/2021	Greencube Services	CC	7.49		1.25	4420	400	6.24	Steel Door Hooks
28/06/2021	Desire Tech Ltd	CC	10.95		1.83	4420	400	9.12	Face Masks
28/06/2021	Hayley Group Ltd	CC	17.99		3.00	4420	400	14.99	Red Lithium Grease
28/06/2021	Harris & Jones	CC	94.00		15.67	4140	100	78.33	Extra Wide Lever Arch Files
28/06/2021	Zoom Video Communications	CC	14.39		2.40	4100	100	11.99	Remote Meeting Access
28/06/2021	Shenzhen Qiaomi Maoyi	CC	46.74		7.80	4120	100	38.94	Place Card Holders
28/06/2021	Energile Limited	CC	104.98		17.50	4150	100	87.48	Office Chair
28/06/2021	Amazon Business	CC	112.77		18.80	4150	100	93.97	Office Chair

Subtotal Carried Forward:

3,583.10

0.00

490.31

3,092.79

Date: 24/08/2021

Witham Town Council Current Year

Page 3

Time: 13:33

Cashbook 1

User: NS

Lloyds Bank Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/06/2021	Handmade Rosettes Ltd	CC	8.50			4379	300	8.50	Handmade Rosettes
28/06/2021	Shenzhenshisangchengdianzish	CC	23.99		4.00	4445	400	19.99	Plant Labels
28/06/2021	Amazon Business	CC	21.20		3.53	4445	400	17.67	Extra Large Stapler
28/06/2021	Scribble Maps	CC	13.46			4100	100	13.46	Pro Monthly Map Software
28/06/2021	Lloyds Bank	CC	0.39			4101	100	0.39	Non £ Fee Scribble Maps
28/06/2021	WH Smith	CC	22.49		3.75	4150	100	18.74	Cork Noticeboard
28/06/2021	Tesco PLC	CC	15.66			4373	300	15.66	Refreshments CSC Anniversary
08/07/2021	Petty Cash	010829	100.00			4200	100	100.00	Petty Cash 3rd Instalment
26/07/2021	Instantprint	CC	82.00		13.67	4516	500	68.33	Business Cards & Greeting Card
26/07/2021	Crimson Starfish Ltd	CC	15.19		2.53	4140	100	12.66	Brown Packaging Tape
26/07/2021	Amazon Business	CC	11.52		1.92	4379	300	9.60	Line Marker Spray
26/07/2021	ShenZhenShi Chenyingwangluoekj	CC	13.99		2.33	4379	300	11.66	3 x Digital Stopwatch
26/07/2021	Shenzhen Shi Yingsheng DianziS	CC	11.59		1.93	4379	300	9.66	Manual Clicker Lanyard
26/07/2021	Amazon Business	CC	39.99		6.67	4150	100	33.32	Wireless Cable Router
26/07/2021	Amazon Business	CC	26.99		4.50	4379	300	22.49	Green Plastic Mesh
26/07/2021	Xiamen Puxian ShiYeYouXianGong	CC	18.72		3.12	4420	400	15.60	Anti Vibration Gloves
26/07/2021	Gary William Stratton	CC	2.99		0.50	4420	400	2.49	10pcs 1.5v Button Battery
26/07/2021	Amazon Business	CC	12.98		2.16	4120	100	10.82	6 Ramekin Set
26/07/2021	Jieyangshi Hanhua Sulio	CC	13.99		2.33	4120	100	11.66	Cutlery
26/07/2021	Quanzhou Jielingsen Wangluo	CC	16.19		2.70	4120	100	13.49	Cutlery
26/07/2021	Quanzhou Jielingsen Wangluo	CC	17.99		3.00	4120	100	14.99	Serving Tongs
26/07/2021	Amazon Business	CC	12.99		2.17	4150	100	10.82	Wireless Keyboard
26/07/2021	Amazon Business	CC	8.80		1.47	4140	100	7.33	A4 Laminating Pouches
26/07/2021	Office Essentials	CC	5.99		1.00	4140	100	4.99	Paper Clips
26/07/2021	Cartridge Save	CC	34.04		5.67	4355	300	28.37	Brother Toner
26/07/2021	Zoom Video Communications	CC	14.39		2.40	4100	100	11.99	Remote Meeting Access
26/07/2021	Marks and Spencers	CC	72.50			4445	400	72.50	Open Spaces Uniform
26/07/2021	Blue Tree Trading	CC	8.99		1.50	4150	100	7.49	USB Mouse
26/07/2021	AT Amenities	CC	12.50		2.08	4379	300	10.42	240L Black Bags
26/07/2021	LARHN Ltd	CC	12.99		2.17	4120	100	10.82	Wall Mounted Coat Rack
26/07/2021	Tannas Ltd	CC	98.99		16.50	4150	100	82.49	4TB Hard Disk Drive
26/07/2021	Buxtons Forestry	CC	54.72		9.12	4445	400	45.60	20l 2 Stroke Oil
26/07/2021	High Speed Training	CC	60.00		10.00	9003	900	50.00	Working at Height
Subtotal Carried Forward:			4,469.82	0.00	603.03			3,816.79	

Date: 24/08/2021

Witham Town Council Current Year

Page 4

Time: 13:33

Cashbook 1

User: NS

Lloyds Bank Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Training
						335		-50.00	Working at Height Training
						7000	900	50.00	Working at Height Training
26/07/2021	FR Jones and Son	CC	780.00		130.00	9001	900	650.00	Stihl Chainsaw
						335		-650.00	Stihl Chainsaw
						7000	900	650.00	Stihl Chainsaw
26/07/2021	McColls	CC	4.00			4120	100	4.00	Braintree & Witham Times
26/07/2021	Prime 4 Print	CC	17.50		2.92	4436	400	14.58	Dog Bin Sticker
26/07/2021	Go Direct Access	CC	540.00		90.00	9001	900	450.00	Scaffold Tower
						335		-450.00	Scaffold Tower
						7000	900	450.00	Scaffold Tower
26/07/2021	Writtle Hay and Straw Ltd	CC	85.50			4379	300	85.50	30 Straw Bales
26/07/2021	British Bins Ltd	CC	251.76		41.96	4379	300	209.80	4 x Wheelie Bins & Stickers
26/07/2021	Beehive Florist	CC	31.00			4190	100	31.00	Flowers
26/07/2021	Scribble Maps	CC	14.22			4100	100	14.22	Map Software
26/07/2021	Poundland	CC	3.00		0.50	4379	300	2.50	Dog Toys & Treats
26/07/2021	Tesco PLC	CC	1.50		0.25	4379	300	1.25	Water
26/07/2021	Tesco PLC	CC	1.50		0.25	4379	300	1.25	Water
26/07/2021	Poundland	CC	1.25		0.21	4120	100	1.04	Plastic Containers
26/07/2021	Tesco PLC	CC	3.00			4120	100	3.00	Hand Gel
26/07/2021	Initial Washroom Hygiene	CC	29.28		4.88	4120	100	24.40	Washroom Servicing
26/07/2021	Invoice Simple	CC	5.99			4100	100	5.99	Invoicing Software
26/07/2021	Wayfair	CC	129.99		21.66	4379	300	108.33	Pop Up Gazebo
26/07/2021	Amazon Business	CC	26.99		4.50	4379	300	22.49	Green Mesh Barrier
26/07/2021	Shenzhen Qixi Commerce Co Ltd	CC	19.98		3.34	4140	100	16.64	Bulldog Clips
26/07/2021	Shenzhenshi MaiKeXIEr Keji	CC	6.99		1.17	4150	100	5.82	Data Splitter Cable
26/07/2021	Crimson Starfish Ltd	CC	11.99		2.00	4140	100	9.99	Packaging Tape
26/07/2021	Qingdao Ruongrao Guojimaoyi	CC	6.99		1.17	4120	100	5.82	Picture Hooks
26/07/2021	Rentamascot	CC	211.98			4379	300	211.98	Hire of 2 x Mascot Costumes
26/07/2021	Rentamascot	CC	-65.00			4379	300	-65.00	Refund of Mascot Deposit
26/07/2021	JiaYiWanMoShengXue	CC	32.49		5.42	4150	100	27.07	Wireless Earbuds
26/07/2021	Oetker Abild Ltd	CC	11.48			4150	100	11.48	USB Dongle
31/07/2021	Amazon Business	CC	26.99		4.50	4379	300	22.49	Green Mesh Barrier
Total Payments:			6,660.19	0.00	917.76			5,742.43	

Date: 26/08/2021

Witham Town Council Current Year

Page 1

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/05/2021	3 Business Services	DD	22.79		3.80	4373	300	18.99	CCTV Data Sim
04/05/2021	Screwfix	DD	67.98		-8.67	4420	400	143.31	Chainsaw Boots,jigsaw,box beam
						4420	400	-66.66	Refund Incorrect Chainsaw Boot
04/05/2021	CF Corporate Finance	DD	308.40		51.40	4130	100	257.00	Lease of Photocopier
04/05/2021	Braintree District Council	DD	948.00			4120	100	948.00	Town Hall Rate Charges
04/05/2021	Braintree District Council	DD	135.00			4431	400	135.00	Park Public Toilet Rates
05/05/2021	Lloyds Bank Account	BACS 10846	20,000.00			200		20,000.00	To Cover Credit Card DD
05/05/2021	Citizens Advice	BACS 10847	10,000.00			4365	300	10,000.00	Grant App TC291/19/20 6.04.21
05/05/2021	Littlethorpe of Leicester	BACS 10848	6,609.60		1,101.60	4320	300	5,508.00	New Bus Stop
06/05/2021	TalkTalk	DD	377.39		62.90	4372	300	314.49	CCTV Broadband
07/05/2021	Daisy Communications	DD	135.26		22.54	4160	100	112.72	Town Hall Telephone System
10/05/2021	Essex Pension Fund	BACS 10862	7,433.41			4145	100	3,858.44	April 21 Contributions
						4301	300	1,186.53	April 21 Contributions
						4301	300	2,388.44	April 21 Contributions
10/05/2021	HM Revenue and Customs	BACS 10863	6,425.59			4145	100	3,424.48	April 21 PAYE & NI Contribution
						4301	300	980.73	April 21 PAYE & NI Contribution
						4515	500	2,020.38	April 21 PAYE & NI Contribution
10/05/2021	BT	DD	59.04		9.84	4372	300	49.20	CCTV Data Sim
12/05/2021	RISC IT Solutions	DD	29.94		4.99	4100	100	24.95	Data Back Up
13/05/2021	First Essex Buses	BACS 10864	316.80			4345	300	316.80	Sale of Bus Passes
13/05/2021	Klamers Coaches Ltd	BACS 10865	614.70			4345	300	614.70	Sale of Coach Trips
13/05/2021	Borough Carpets & Flooring	BACS 10866	90.00			4120	100	90.00	Fitting & Supply of Skirting
13/05/2021	Doe Motors	BACS 10867	156.15			4444	400	156.15	Open Spaces Fuel
13/05/2021	Society of Local Council Clerk	BACS 10868	277.00			4180	100	277.00	Clerk Membership
13/05/2021	Smith of Derby	BACS 10869	300.00		50.00	4315	300	250.00	Repair of Town Clock
13/05/2021	Society of London Theatres	BACS 10870	94.00			4345	300	94.00	Sale of Theatre Tickets
13/05/2021	Maxed IT	BACS 10871	21.60		3.60	4100	100	18.00	Remote PC Access
13/05/2021	Karen Woods	BACS 10872	90.00			4120	100	90.00	Clean of Town Hall
Subtotal Carried Forward:			54,512.65	0.00	1,302.00			53,120.65	

Date: 26/08/2021

Witham Town Council Current Year

Page 2

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis		£ Amount	Transaction Details
						A/c	Centre		
									x 3
13/05/2021	Innovate Healthcare	BACS 10873	354.00		59.00	4170	100	295.00	OH Referral
13/05/2021	Plus Net	DD	26.39		4.40	4100	100	21.99	Town Hall Broadband
14/05/2021	DOTS	DD	232.54		38.76	4130	100	193.78	Photocopying Charges
17/05/2021	First Data Merchant Services	DD	26.02			4355	300	26.02	PDQ Charges
17/05/2021	American Express	DD	1.86			4355	300	1.86	PDQ Charges
18/05/2021	Rialtas Business Solutions Ltd	BACS 10888	432.00		72.00	4100	100	360.00	Year End Closedown
18/05/2021	C&S Window Cleaning Services	BACS 10889	90.00			4120	100	90.00	Clean of Town Hall Windows
18/05/2021	Braintree District Council	BACS 10890	2,298.00			4175	100	2,298.00	Legal Costs
18/05/2021	The Art & Framing Centre	BACS 10891	37.35		6.22	4120	100	31.13	Framing of Certificate
18/05/2021	Harper Collins Publishers	BACS 10892	26.38			4345	300	26.38	Book for Info Centre Sales
18/05/2021	Hugh James	BACS 10893	1,038.00		173.00	4175	100	865.00	Legal Fees
18/05/2021	Braintree District Council	BACS 10894	243.60		40.60	4445	400	203.00	Disposal at Cordons Farm
18/05/2021	British Gas	DD	73.47		3.49	4431	400	69.98	Park Toilet Electricity
18/05/2021	British Gas	DD	449.49		74.91	4122	100	374.58	Town Hall Electricity
18/05/2021	British Gas	DD	425.77		70.96	4121	100	354.81	Town Hall Gas Bill
18/05/2021	Offsite IT	DD	60.00		10.00	4100	100	50.00	Office 365 Monthly Charges
19/05/2021	Clover Marketplace Merchant	CC	27.00		4.50	4355	300	22.50	PDQ Equipment
19/05/2021	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	Clover Lease Equipment
20/05/2021	Staff Payroll Number 02	BACS 10874							May 2021 Payroll
20/05/2021	staff Payroll Number 06	BACS 10875							May 2021 Payroll
20/05/2021	staff Payroll Number 12	BACS 10876							May 2021 Payroll
20/05/2021	staff Payroll Number 21	BACS 10878							May 2021 Payroll
20/05/2021	staff Payroll Number 24	BACS 10879							May 2021 Payroll
20/05/2021	staff Payroll Number 26	BACS 10880							May 2021 Payroll
20/05/2021	staff Payroll Number 27	BACS 10881							May 2021 Payroll
20/05/2021	staff Payroll Number 28	BACS 10882							May 2021 Payroll
20/05/2021	staff Payroll Number 31	BACS 10883							May 2021 Payroll
20/05/2021	staff Payroll Number 32	BACS 10884							May 2021 Payroll
20/05/2021	staff Payroll Number 33	BACS 10885							MAy 2021 Payroll
26/05/2021	Ernest Doe & Sons Ltd	DD	8.99			4446	400	8.99	Grass Seed
27/05/2021	Pitney Bowes	DD	107.00			4135	100	107.00	Franking Machine Refill
28/05/2021	Adept Telecom	DD	26.30		4.38	4355	300	21.92	Info Centre Call Charges
Subtotal Carried Forward:			78,967.34	0.00	1,865.62			77,101.72	

Date: 26/08/2021

Witham Town Council Current Year

Page 3

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2021	3 Business Services	DD	22.79		3.80	4373	300	18.99	CCTV Data Sim
01/08/2021	Braintree District Council	DD	948.00			4120	100	948.00	Town Hall Non Domestic Rates
01/08/2021	Braintree District Council	DD	135.00			4431	400	135.00	Toilet Block Non Domestic Rate
01/08/2021	Wave Utilities	DD	144.20			4120	100	144.20	Town Hall Water & Sewerage
01/08/2021	Screwfix	DD	9.29		1.55	4420	400	7.74	Sanding Roll
02/08/2021	Kempco	BACS 10895	108.00		18.00	4355	300	90.00	Dog Waste Bags
02/08/2021	Karen Woods	BACS 10896	180.00			4120	100	180.00	Clean of Town Hall x 6
02/08/2021	Four Seasons Roofing	BACS 10897	3,775.00			9003	900	3,775.00	Repairs to Town Hall Roof
						355		-3,775.00	Repairs to Town Hall Roof
						7000	900	3,775.00	Repairs to Town Hall Roof
02/08/2021	Assured Heating Essex	BACS 10898	85.00		14.17	4120	100	70.83	Boiler Service
02/08/2021	P Rowland	BACS 10899	92.00			4345	300	92.00	Sale of Honey
02/08/2021	Staff Payroll Number 02	BACS 10900	200.00			4170	100	200.00	Glasses Contribution
02/08/2021	Wilkin & Sons	BACS 10901	294.36			4345	300	294.36	Info Centre Stock
02/08/2021	Klammers Coaches Ltd	BACS 10902	336.60			4345	300	336.60	Sale of Coach Tickets
02/08/2021	Initial Washroom Hygiene	BACS 10903	209.76		34.96	4120	100	174.80	FHU & Nappy Bin Contract
02/08/2021	Rialtas Business Solutions Ltd	BACS 10904	145.20		24.20	4100	100	121.00	Asset Support & Maintenance
02/08/2021	Nikki Smith	BACS 10905	387.86			4377	300	39.60	Easter Event Purchases
						4185	100	78.95	Members Training
						4170	100	20.00	Eye Test
						4120	100	249.31	Paint & Town Hall Equipment
02/08/2021	Royal Mail	BACS 10906	1,297.43		215.70	4525	500	1,081.73	Delivery The Voice Sum 21
02/08/2021	National Express	BACS 10907	10.75			4345	300	10.75	Sale of Coach Tickets
02/08/2021	First Essex Buses	BACS 10908	141.30			4345	300	141.30	Sale of Bus Passes
03/08/2021	Daisy Communications	DD	128.78		21.46	4160	100	107.32	Town Hall Telephones
07/08/2021	HM Revenue and Customs	BACS 10886	6,192.07			4145	100	3,531.89	May 2021 PAYE & NI
						4301	300	852.63	May 2021 PAYE & NI
						4400	400	1,807.55	May 2021 PAYE & NI
Subtotal Carried Forward:			93,810.73	0.00	2,199.46			91,611.27	

Date: 26/08/2021

Witham Town Council Current Year

Page 4

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
07/06/2021	Essex Pension Fund	BACS 10887	7,247.43			4145	100	3,900.51	May 2021 Contributions
						4301	300	1,101.86	May 2021 Contributions
						4400	400	2,245.26	May 2021 Contributions
07/06/2021	TalkTalk	DD	377.39		62.90	4372	300	314.49	CCTV Broadband
08/06/2021	BT	DD	59.04		9.84	4372	300	49.20	CCTV Broadband
09/06/2021	RISC IT Solutions	DD	29.94		4.99	4100	100	24.95	Online Back Up
11/06/2021	Hugh Pearl Limited	BACS 10909	4,536.00		756.00	4452	400	3,780.00	Works to Back Channel
14/06/2021	American Express	DD	4.16			4355	300	4.16	Info PDQ Fees
14/06/2021	Wave Utilities	DD	146.07			4431	400	146.07	Public Toilets Water & Sewerage
14/06/2021	Offsite IT	DD	60.00		10.00	4100	100	50.00	Office 365 Monthly Charges
14/06/2021	First Data Merchant Services	DD	32.73			4355	300	32.73	PDQ Service Charges
14/06/2021	Plus Net	DD	26.39		4.40	4100	100	21.99	Town Hall Broadband
16/06/2021	Alfresco Hire Ltd	BACS 10925	130.80		21.80	4379	300	109.00	Deposit for Dog Show Tables
16/06/2021	Witham Public Hall Trust	BACS 10927	95.00			4345	300	95.00	Sale of 'The Mods & Rockers'
16/06/2021	Steam Punk Glass	BACS 10928	28.80			4345	300	28.80	Sale of Glass Gifts
16/06/2021	Royal Mail	BACS 10929	127.20		21.20	4525	500	106.00	Collection of The Voice Sum 21
16/06/2021	David Islip Photography	BACS 10930	115.00			4120	100	115.00	Mayor's Portrait
16/06/2021	Society of London Theatres	BACS 10931	150.40			4345	300	150.40	Sale of Theatre Tokens
16/06/2021	Colt Press	BACS 10932	1,185.00			4525	500	1,185.00	Printing of The Voice Sum 21
16/06/2021	Doe Motors	BACS 10933	215.68		35.95	4444	400	179.73	Open Spaces Fuel
16/06/2021	Braintree District Council	BACS 10934	58.80		9.80	4445	400	49.00	May 21 Cordons Farm Disposal
16/06/2021	Braintree District Council	BACS 10935	1,079.86			9040	900	1,079.86	Hatfield Ward Election Expense
						360		-1,079.86	Hatfield Ward Election Expense
						7000	900	1,079.86	Hatfield Ward Election Expense
16/06/2021	Hugh James	BACS 10936	2,667.60		444.60	4175	100	2,223.00	Legal Fees
16/06/2021	Kempco	BACS 10937	35.40		5.90	4140	100	29.50	Blue A4 Copier Paper
16/06/2021	Essex DJ Productions	BACS 10938	100.00			4379	300	100.00	Dog Show DJ Deposit
16/06/2021	DOTS	DD	143.57		23.93	4130	100	119.64	Photocopying
Subtotal Carried Forward:			112,462.99	0.00	3,610.77			108,732.58	

Date: 26/08/2021

Witham Town Council Current Year

Page 5

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Charges
16/06/2021	British Gas	DD	72.48		3.45	4431	400	69.03	Park Toilet Electricity
16/06/2021	British Gas	DD	394.32		65.72	4122	100	328.60	Town Hall Electricity
17/06/2021	Clover Marketplace Merchant	DD	27.00		4.50	4355	300	22.50	Clover Equipment Lease
17/06/2021	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	Info Centre Lease Equipment
18/06/2021	staff Payroll Number 02	BACS 10911							June 2021 Payroll
18/06/2021	staff Payroll Number 06	BACS 10912							June 2021 Payroll
18/06/2021	Staff Payroll Number12	BACS 10913							June 2021 Payroll
18/06/2021	staff Payroll Number21	BACS 10914							June 2021 Payroll
18/06/2021	staff Payroll Number 24	BACS 10915							June 2021 Payroll
18/06/2021	staff Payroll Number 26	BACS 10916							June 2021 Payroll
18/06/2021	staff Payroll Number 27	BACS 10917							June 2021 Payroll
18/06/2021	staff Payroll Number 28	BACS 10918							June 2021 Payroll
18/06/2021	staff Payroll Number 31	BACS 10919							June 2021 Payroll
18/06/2021	staff Payroll Number 33	BACS 10921							June 2021 Payroll
18/06/2021	Angela Kilmartin	BACS 10922	145.62			4515	500	145.62	Mayor's Allowance
18/06/2021	staff Payroll Number 33	BASC 10920							June 2021 Payroll
21/06/2021	Citizens Advice	BACS 10910	7,345.81			540		7,345.81	Mayor's Appeal Donation
21/06/2021	British Gas	DD	221.97		10.57	4121	100	211.40	Town Hall Gas
25/06/2021	Alfresco Hire	BACS 10926	523.20		87.20	4379	300	436.00	Dog Show Hire of Tables
30/06/2021	Staff Payroll Number 28	BACS 10939	225.00			4170	100	225.00	Eye Test & Glasses Contribution
30/06/2021	Tyre Smart	BACS 10940	95.00		15.83	4444	400	79.17	EX04 DVA Tyre
30/06/2021	Police & Crime Commissioner	BACS 10941	1,409.58			4373	300	1,409.58	CSC Expenses 01.01-31.03.21
30/06/2021	The Art & Framing Centre	BACS 10942	62.77			4120	100	62.77	Framing of Mayor's Photo
30/06/2021	Karen Woods	BACS 10943	100.00			4120	100	100.00	Town Hall Cleaning
30/06/2021	P L Bannister	BACS 10944	725.48			4120	100	725.48	Office Repairs & Decorating
30/06/2021	Green Cleen	BACS 10945	48.00		8.00	4120	100	40.00	Clean of Wheelie Bins
30/06/2021	Essex Dj Productions	BACS 10946	200.00			4379	300	200.00	Dog Show Commentary
30/06/2021	Society of Local Council Clerk	BACS 10947	1,575.00			4190	100	1,575.00	Comm Governance 2nd Install
30/06/2021	Skipper Ground Maintenance	BACS 10949	5,656.80		942.80	4455	400	4,714.00	Supply & Water Floral Inserts
30/06/2021	Adept Telecom	DD	26.09		4.35	4355	300	21.74	Info Centre Call Charges
30/06/2021	Unity Trust Bank plc	DD	58.95			4101	100	58.95	Service Charge
Subtotal Carried Forward:			148,565.19	0.00	4,754.59			143,810.60	

Date: 26/08/2021

Witham Town Council Current Year

Page 6

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis		£ Amount	Transaction Details
						A/c	Centre		
30/06/2021	Unity Trust Bank plc	DD	6.30			4101	100	6.30	Manual Handling Charge
01/07/2021	3 Business Services	DD	22.79		3.80	4373	300	18.99	CSC CCTV Access
01/07/2021	Braintree District Council	DD	948.00			4120	100	948.00	Town Hall Rates
01/07/2021	Braintree District Council	DD	135.00			4431	400	135.00	Park Toilet Rates
01/07/2021	Screwfix	DD	93.73		15.62	4420	400	12.50	Sling
						4436	400	65.61	Hose clips
05/07/2021	J Wheeler	BACS 10950	50.00			4379	300	50.00	Mascot for Dog Show
05/07/2021	M Wiley	BACS 10951	50.00			4379	300	50.00	Dog Show Mascot
05/07/2021	Daisy Communications	DD	129.14		21.52	4180	100	107.62	Town Hall Telephones
06/07/2021	TalkTalk	DD	377.39		62.90	4372	300	314.49	CCTV Leaseline
07/07/2021	HM Revenue and Customs	BACS 10923	5,581.32			4145	100	2,836.68	June 2021 PAYE & NI
						4301	300	917.18	June 2021 PAYE & NI
						4400	400	1,791.26	June 2021 PAYE & NI
						4515	500	36.20	June 2021 PAYE & NI
07/07/2021	Essex Pension Fund	BACS 10924	6,757.84			4400	400	2,245.26	June 2021 Contributions
						4301	300	1,144.29	June 2021 Contributions
						4145	100	3,368.29	June 2021 Contributions
09/07/2021	Rural Community Council of Ess	BACS 10963	138.60		23.10	4180	100	115.50	Membership Renewal
09/07/2021	Harriet Sleigh	BACS 10964	58.50			4345	300	58.50	Art exhibition sales
09/07/2021	EH Smith Builders Merchants	BACS 10966	34.50		5.75	4437	400	28.75	Postfix Concrete
09/07/2021	First Essex Buses	BACS 10967	88.20			4345	300	88.20	Sale of Bus Tickets
09/07/2021	National Express	BACS 10968	44.27			4345	300	44.27	Sale of Coach Tickets
09/07/2021	Klamers Coaches Ltd	BACS 10969	488.70			4345	300	488.70	Sale fo Coach Trips
09/07/2021	Braintree District Council	BACS 10970	183.16		30.53	4444	400	152.63	Red Diesel
09/07/2021	Eastern Lift Services	BACS 10971	390.00		65.00	4120	100	325.00	Lift Maintenance
09/07/2021	Skipper Ground Maintenance	BACS 10972	912.00		152.00	4455	400	760.00	Watering & Feeding of Displays
09/07/2021	C&S Window Cleaning Services	BACS 10973	20.00			4120	100	20.00	Window Cleaning
09/07/2021	Aqua Loo Toilet Hire	BACS 10974	294.00			4379	300	294.00	Dog Show Toilets
09/07/2021	Maxed IT	BACS 10975	21.60		3.60	4100	100	18.00	Remote Access
09/07/2021	Witham Public Hall Trust	BACS 10976	38.00			4345	300	38.00	Sale of 'Red Skies'
09/07/2021	Witham Public Hall Trust	BACS 10977	273.60			4345	300	273.60	Sale of 'Viva Neil Diamond'
Subtotal Carried Forward:			165,701.83	0.00	5,138.41			160,563.42	

Date: 26/08/2021

Witham Town Council Current Year

Page 7

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/07/2021	Liz Crick	BACS 10978	10.80			4345	300	10.80	Sale of Handmade Soaps
09/07/2021	J Birkumshaw	BACS 10979	9.00			4345	300	9.00	Sale of Oil Burner
09/07/2021	Amanda Buttons	BACS 10980	26.64			4345	300	26.64	Sale of Chocolate
09/07/2021	Witham Public Hall Trust	BACS 10981	144.00			4345	300	144.00	Sale of Paul Jones Tickets
09/07/2021	Doe Motors	BACS 10982	191.14			4444	400	191.14	Open Spaces Fuel
09/07/2021	Personalise	BACS 10983	66.00		11.00	4445	400	55.00	Open Spaces Uniform
09/07/2021	James Todd & Co	BACS 10984	252.00		42.00	4101	100	210.00	Monthly Payroll
09/07/2021	Nikki Smith	BACS 10985	105.94			4444	400	105.94	Car Battery
09/07/2021	K Woods	BACS 10986	80.00			4120	100	80.00	Clean of Town Hall
09/07/2021	BT	DD	59.04		9.84	4372	300	49.20	CCTV Broadband
13/07/2021	Alderton Associates	BACS 10987	4,320.00		720.00	9001	900	3,600.00	Cycleways Survey
						325		-3,600.00	Cycleways Survey
						7000	900	3,600.00	Cycleways Survey
13/07/2021	Plus Net	DD	26.39		4.40	4100	100	21.99	Town Centre Broadband
14/07/2021	RISC IT Solutions	DD	29.94		4.99	4100	100	24.95	Online Back Up
14/07/2021	Offsite IT	DD	60.00		10.00	4100	100	50.00	Office 365 Monthly Charges
14/07/2021	First Data Merchant Services	DD	28.48			4355	300	28.48	Info PDQ Charges
14/07/2021	First Data Merchant Services	DD	15.25			4170	100	15.25	Refund of Show Tickets
14/07/2021	American Express	DD	1.86			4355	300	1.86	PDQ Fees
16/07/2021	R Chadwick-Bailey	BACS 10948	160.00			4379	300	160.00	Dog Show Photographer
16/07/2021	British Gas	DD	62.00		2.95	4431	400	59.05	Toilet Block Electricity
16/07/2021	British Gas	DD	361.75		60.29	4122	100	301.46	Town Hall Electricity
19/07/2021	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	Lease hire of Info Centre Equi
19/07/2021	NPower	DD	237.84		11.33	4372	300	226.51	CCTV Camera Electricity
19/07/2021	NPower	DD	174.34		8.30	4425	400	166.04	Streetlighting Power
19/07/2021	NPower	DD	455.21		21.68	4425	400	433.53	Streetlighting Power
19/07/2021	Smart Office Solutions	DD	193.76		32.29	4130	100	161.47	Photocopying Charges
19/07/2021	Clover Marketplace Merchant	DD	27.00		4.50	4355	300	22.50	Info Centre Equip Hire
20/07/2021	Staff Payroll Number 02	BACS 10952							July 2021 Payroll
20/07/2021	staff Payroll Number 06	BACS 10953							July 2021 Payroll
20/07/2021	staff Payroll Number 12	BACS 10954							July 2021 Payroll
20/07/2021	staff Payroll Number 21	BACS 10955							July 2021 Payroll
Subtotal Carried Forward:			181,316.59	0.00	6,083.38			175,233.21	

Date: 26/08/2021

Witham Town Council Current Year

Page 8

Time: 13:51

Cashbook 6

User: JS

Unity Trust Account

Payments made between 01/05/2021 and 31/07/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details	
20/07/2021	staff Payroll Number 24	BACS 10956							July 2021 Payroll	
20/07/2021	STAFF Payroll Number 26	BACS 10957							July 2021 Payroll	
20/07/2021	staff Payroll Number 27	BACS 10958							July 2021 Payroll	
20/07/2021	staff Payroll Number 28	BACS 10959							July 2021 Payroll	
20/07/2021	staff Payroll Number 31	BACS 10960							July 2021 Payroll	
20/07/2021	staff Payroll Number 32	BACS 10961							July 2021 Payroll	
20/07/2021	Angela Kilmartin	BACS 10962	305.62			4515	500	145.62	Mayor's Allowance	
							9003	900	160.00	Member's Allowance
								361	-160.00	Member's Allowance
							7000	900	160.00	Member's Allowance
22/07/2021	Fiona Reed	300010	8.32			4345	300	8.32	Sale of Knitted Goods	
26/07/2021	Instantprint	CC	82.00		13.67	4516	500	68.33	Business Cards & Greeting Card	
26/07/2021	Instantprint	CC	-82.00		-13.67	4516	500	-68.33	Incorrect Account	
26/07/2021	British Gas	DD	138.20		6.58	4121	100	131.62	Town Hall Gas	
29/07/2021	James Hallam Ltd	BACS 10988	5,126.04			4165	100	5,126.04	Council Insurance	
29/07/2021	P Rowland	BACS 10991	120.00			4345	300	120.00	Sale of Info Centre Honey	
29/07/2021	Chubb Fire & Security Ltd	BACS 10992	955.36		159.22	4120	100	796.14	Intruder Alarm Yearly Contract	
29/07/2021	A.R Fabb Bros	BACS 10993	105.60		17.60	4120	100	88.00	Engraving of Mayoral Chain	
29/07/2021	Braintree District Council	BACS 10994	67.20		11.20	4445	400	56.00	Disposal at Cordons Farm	
29/07/2021	Buxtons Forestry Suppliers	BACS 10995	111.45		18.57	9001	900	92.88	Stihl Lifting Tongs	
							335	-92.88	Stihl Lifting Tongs	
							7000	900	92.88	Stihl Lifting Tongs
29/07/2021	Hayley Andrews	BACS 10996	180.00			4325	300	180.00	Vinyl Signs	
29/07/2021	Wilkin & Sons	BACS 10997	101.66			4345	300	101.66	Info Centre Preserves	
29/07/2021	K Wood Cleaning	BACS 10998	130.00			4120	100	130.00	Clean of Town Hall	
29/07/2021	Link CCTV Systems	BACS 10999	3,321.75		553.62	4372	300	2,768.13	AMG Skywave Wireless Radio	
30/07/2021	Adept Telecom	DD	25.56		4.26	4355	300	21.30	Info Centre Call Charges	
Total Payments:			201,507.26	0.00	6,854.43			194,652.83		

25/08/2021

Witham Town Council Current Year

ITEM NO: 12c

09:20

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Administration							
Sundry Receipts	87,627	500	(87,127)			17525.5	17,268
Car Park Licence	2,196	6,585	4,389			33.3%	
Administration :- Income	89,823	7,085	(82,738)			1267.8%	17,268
I.T	1,166	3,500	2,334		2,334	33.3%	
Charges	498	500	2		2	99.5%	
Travel Expenses	0	500	500		500	0.0%	
Town Hall	10,668	31,000	20,332		20,332	34.4%	
Gas	698	3,500	2,802		2,802	19.9%	
Electricity	1,005	3,700	2,695		2,695	27.2%	
Photocopying	927	2,600	1,673		1,673	35.7%	
Postage	155	500	345		345	30.9%	
Stationery	224	1,500	1,276		1,276	14.9%	
Admin Team PAYE/LGPS	64,120	198,950	134,830		134,830	32.2%	
Office Equipment	1,093	3,500	2,407		2,407	31.2%	
Telephone/Fax	328	1,800	1,472		1,472	18.2%	
Insurance	5,126	8,500	3,374		3,374	60.3%	
Sundry Expenses	755	1,500	745		745	50.4%	
Audit & Legal	2,364	6,500	4,136		4,136	36.4%	
Affiliation Fees	2,976	4,000	1,024		1,024	74.4%	
Members -Conferencing/Training	588	1,000	412		412	58.8%	
Staff -Conferencing/Training	1,606	4,400	2,794		2,794	36.5%	
Payroll Charges	0	800	800		800	0.0%	
Petty Cash	260	670	410		410	38.8%	
Administration :- Indirect Expenditure	94,555	278,920	184,365	0	184,365	33.9%	0
Net Income over Expenditure	(4,732)	(271,835)	(267,103)				
less Transfer to EMR	17,268						
Movement to/(from) Gen Reserve	(22,001)						
Community							
Information Sales Income	14,048	75,000	60,952			18.7%	
Puppet Festival Income	0	3,000	3,000			0.0%	
New Events Income	340	500	160			68.0%	
Community Day	0	450	450			0.0%	
Allotments	10	3,000	2,990			0.3%	
Community :- Income	14,398	81,950	67,552			17.6%	0
Community Team PAYE/LGPS	22,835	72,000	49,165		49,165	31.7%	
Remembrance	0	500	500		500	0.0%	

25/08/2021

Witham Town Council Current Year

Page 2

09:20

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Silver Cinema	0	2,000	2,000		2,000	0.0%	
Town Clock	250	1,200	950		950	20.8%	
NIL	6,588	0	(6,588)		(6,588)	0.0%	
Allotments	180	4,000	3,820		3,820	4.5%	
Christmas Decorations	4,212	10,600	6,388		6,388	39.7%	
Information Centre Purchases	5,638	65,000	59,362		59,362	8.7%	
Information Centre Administrat	448	3,000	2,553		2,553	14.9%	
Community Grant Aid	0	10,000	10,000		10,000	0.0%	
Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
Community Safety/CCTV	4,447	8,000	3,553		3,553	55.6%	
Special Constable Expenses	1,692	5,000	3,308		3,308	33.8%	
Special Constable Recruitment	50	1,000	950		950	5.0%	
Other Community Support/Youth	0	3,000	3,000		3,000	0.0%	
NIL	844	0	(844)		(844)	0.0%	
Community Day	0	1,500	1,500		1,500	0.0%	
Witham Dog Show	2,116	1,500	(616)		(616)	141.1%	
Puppet Festival	0	17,000	17,000		17,000	0.0%	
Christmas Events & Tree	0	2,200	2,200		2,200	0.0%	
Social Isolation Working Group	0	3,000	3,000		3,000	0.0%	
Community :- Indirect Expenditure	59,299	220,500	161,201	0	161,201	26.9%	0
Net Income over Expenditure	(44,902)	(138,550)	(93,648)				
Environment							
Dog & Bench Sponsorship Scheme	1,210	1,650	440			73.3%	
Environment :- Income	1,210	1,650	440			73.3%	0
Operations PAYE/LGPS	37,071	115,000	77,929		77,929	32.2%	
Equipment Supplies & Maintenan	306	4,000	3,694		3,694	7.7%	
Lighting Maintenance & Utility	1,052	2,500	1,448		1,448	42.1%	
Toilet Block - Town Park	(95)	7,650	7,745		7,745	(1.2%)	
New Tree Planting	0	2,000	2,000		2,000	0.0%	
Tree Maintenance	(5,000)	9,000	14,000		14,000	(55.6%)	
Dog Bin Maintenance	95	2,000	1,905		1,905	4.7%	
Dog & Bench Schemes	100	1,200	1,100		1,100	8.3%	
Fleet	1,938	4,000	2,062		2,062	48.4%	
Open Spaces General	771	1,500	729		729	51.4%	
James Cooke Wood	9	2,000	1,991		1,991	0.4%	
River Walk	710	3,000	2,290		2,290	23.7%	
Whetmead LNR	0	2,000	2,000		2,000	0.0%	
River Walk Extension	0	2,000	2,000		2,000	0.0%	

25/08/2021

Witham Town Council Current Year

Page 3

09:20

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
River Walk Improvements	3,780	3,000	(780)		(780)	126.0%	
Litter Bins	0	1,500	1,500		1,500	0.0%	
Bus Shelters	0	1,000	1,000		1,000	0.0%	
Witham in Bloom	5,474	12,200	6,726		6,726	44.9%	
Environment :- Indirect Expenditure	46,210	175,550	129,340	0	129,340	26.3%	0
Net Income over Expenditure	(45,000)	(173,900)	(128,900)				
<u>Policy & Resources</u>							
Hall Hire	4,914	12,000	7,086			41.0%	
Christmas Events	0	500	500			0.0%	
Interest Received	22	500	478			4.4%	
Policy & Resources :- Income	4,936	13,000	8,064			38.0%	0
Instructions & Reports	0	2,500	2,500		2,500	0.0%	
Social Media and Communication	0	1,500	1,500		1,500	0.0%	
Civic Receptions	0	1,500	1,500		1,500	0.0%	
Christmas Expenses	0	2,300	2,300		2,300	0.0%	
Mayor's Allowance	2,348	2,000	(348)		(348)	117.4%	
Mayors Gift Fund Allowance	108	500	392		392	21.7%	
Newsletter & Publications	2,479	10,800	8,321		8,321	23.0%	
Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	4,935	22,100	17,165	0	17,165	22.3%	0
Net Income over Expenditure	1	(9,100)	(9,101)				
<u>Precept</u>							
Precept	337,747	0	(337,747)			0.0%	
Collection Fund Surplus	8,698	0	(8,698)			0.0%	
Precept :- Income	346,445	0	(346,445)				0
Net Income	346,445	0	(346,445)				
<u>Expenditure From EMR</u>							
CapEx - Environment	4,793	0	(4,793)		(4,793)	0.0%	4,793
CapEx - Policy & Resources	3,985	0	(3,985)		(3,985)	0.0%	3,985
EMR - Election Expenses	1,080	0	(1,080)		(1,080)	0.0%	1,080
Expenditure From EMR :- Indirect Expenditure	9,858	0	(9,858)	0	(9,858)		9,858
Net Expenditure	(9,858)	0	9,858				
plus Transfer from EMR	9,858						
Movement to/(from) Gen Reserve	0						

25/08/2021

Witham Town Council Current Year

Page 1

09:19

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - LED Streetlighting	0.00		0.00
321 EMR- Community Day	567.13		567.13
322 EMR - Information Centre	793.53	-793.53	0.00
325 EMR - Riverwalk Cycleways	40,000.00	1,400.00	41,400.00
330 EMR - Puppet Festival	2,171.95		2,171.95
333 EMR - Community Safety /CCTV	20,000.00		20,000.00
335 EMR - Highways Devolution	27,567.88	16,025.47	43,593.35
336 EMR - Acquisitions	5,000.00	-5,000.00	0.00
340 EMR - Land Improvement	20,000.00		20,000.00
345 EMR - Vehicle Replacement Fund	0.00		0.00
346 EMR - Equipment Replacement	15,000.00	5,000.00	20,000.00
350 EMR - Street Furniture Renew	0.00	20,000.00	20,000.00
355 EMR - Major Repairs & Renewals	0.00	11,225.00	11,225.00
356 EMR - Town Hall Development	19,726.14	-19,726.14	0.00
357 EMR - Winter Wonderland	0.00	25,000.00	25,000.00
358 EMR - J C Wood Imp Plan	0.00	20,000.00	20,000.00
359 EMR - Whetmead Imp Plan	0.00	20,000.00	20,000.00
360 EMR - Election Expenses	3,999.93	2,920.14	6,920.07
361 EMR - Members Allowance	3,200.00	-160.00	3,040.00
390 EMR- Mayor's Appeal	0.00		0.00
	158,026.56	95,890.94	253,917.50

