



Town Hall | 61 Newland Street | Witham | CM8 2FE
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AGENDA

Meeting of: **Policy and Resources Committee**
Date: **Monday, 5th December 2022** Time: **7:30 p.m.**
Place: **Town Hall, Newland Street, Witham, CM8 2FE**

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

To be present: Councillors

M.	Lager	(Chairman)
R.	Williams	(Vice Chairman)
S.	Ager	
K.	Atwill	
P.	Barlow	
J.	Goodman	
C.	Jay	
T.	Pleasance	
M.	Weeks	
J.	Williams	

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Policy and Resources Committee held on 3rd October 2022 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

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

5. TOWN CLERK'S REPORT

To receive the Town Clerk's report on matters arising attached at page 4.

6. POLICIES REVIEW

To review and agree the following policies-

- (a) Body Worn Camera Policy attached at page 5.
- (b) Lone Work Policy attached at page 8.
- (c) Social Media Policy for Members and Officers attached at page 10.
- (d) Public Complaints Procedure attached at page 13.
- (e) Public Artefact Donation Scheme attached at page 16.

7. PUBLIC CCTV POLICY

To review and agree the Public CCTV policy attached at page 17.

8. THE VOICE

To receive a report regarding 'The Voice' attached at page 27.

9. RISK ASSESSMENT

To review the Witham Town Council Risk Assessment attached at page 29.

10. LLOYDS 95 DAY NOTICE ACCOUNT

To receive a report on the Lloyds 95 Day Notice Account attached at page 33.

11. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31st October 2022 attached at page 34.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31st October 2022 attached at page 42.

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves to 31st October 2022 attached at page 67.

12. 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 (S3) of the Local Government Act 1972.

13. PROJECT WORK

To receive a report on current project works



Nikki Smith
Town Clerk

CS/NS 29.11.2022



ITEM NO: 5

Officer Report: Town Clerk's Report

The following matters are for members to note:

- Over 25 businesses have signed up to the Witham Gift Voucher Scheme and the reaction from residents on social media has been positive.
- As the lay out of the Information Centre has been changed and not all of it is now used to sell goods, a request has been submitted to the Valuation Office Agency to revalue the areas used as office space and meeting rooms/heritage areas.

Advice:

To receive and note.

[Return to Agenda](#)

ITEM NO: 6a

Witham Town Council: Body Worn Camera policy

This policy outlines the use of body worn cameras by staff employed by Witham Town Council.

Policy Overview

This policy explains the protocol in which body worn cameras are operated and how we store the data that is captured.

Introduction

1. This document sets out the Town Council's Policy and Procedural Guidelines for the use of Body worn CCTV cameras by all Council staff. It will enable employees to comply with the relevant legislation relating to video recording and outline the associated benefits to staff, visitors and the general public. It also documents best practice procedures with regard to integrity of data, images and video as well as its security and use
2. The use of Body worn CCTV can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse toward staff, and providing evidence to support Police or Proctors investigations
3. Body worn CCTV forms part of a staff members' Personal Protective Equipment (PPE) and is provided solely for Health and Safety purposes. It will be used in an overt manner and emphasized by staff that it is a CCTV device. Prior to commencement of any recording, where possible, staff will give a clear verbal instruction that recording is taking place.

Legislation

4. The integrity of any video data recorded will be considered in accordance with the General Data Protection Regulation and Human Rights Act 1998.

5. The Town Council operates this policy in accordance with guidance issued by the Information Commissioners Office.

General Data Protection Regulation (GDPR)

6. The Information Commissioner's Office is the regulator for GDPR and has given guidance with regard to the use of Body worn CCTV equipment. This legislation regulates the processing of 'personal data' or 'sensitive personal data' whether processed on computer, CCTV, still camera or any other media.
7. Any recorded image that is aimed at or may identify a particular person is described as 'personal data' and covered by this Act and will include images and audio captured using Body worn equipment. The use of Body worn CCTV in this guidance is 'overt use' meaning that equipment is not to be worn or used in a hidden or covert manner.
8. Where an individual asks to view footage this is called a 'Subject Access Request'. The requester is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed by them.

Human Rights Act 1998

9. Article 6 provides for the right to a fair trial. All images captured through the use of a Body worn device have the potential to be used in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence.
10. Article 8 of the Human Rights Act 1998 concerns the right for private and family life, home and correspondence.

Recordings of persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and users of Body worn equipment should not record beyond what is necessary when recording a confrontational situation.

The Town Council will ensure that the use of Body worn CCTV is emphasised by staff wearing it in a prominent position (normally on their chest) and that its forward facing display is visible to anyone being recorded. Additionally, staff will make a verbal announcement, where practicable, prior to commencement of any recording.

Operational Guidance and Best Practice

11. All Operations staff will receive training in the use of Body worn CCTV. This training will include practical use of equipment, operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.
12. Body worn CCTV will only be used in the event where Council staff find themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to, verbal or physical abuse.
13. Recordings will not commence until the staff member has issued a verbal warning, where possible, of their intention to turn on the Body worn device.
14. Recordings will not be made whilst performing normal duties.
15. All recordings will be held securely.
16. Access to recordings will be restricted to persons on a list maintained by the Town Council (currently the Town Clerk, Operations Manager and law enforcement agencies).

Recording

17. Recording must be incident specific. Members of staff must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents. For the purposes of this guidance an 'incident' is defined as:
 - a) An engagement with a person on which in the opinion of the member of staff is confrontational, and where the member of staff believes they may be subject to physical or verbal abuse or for the purpose of evidence gathering for an Incident report.
18. b) The member of staff is approached by a person in a manner perceived as aggressive or threatening.

Verbal Warning

19. The purpose of issuing a verbal warning is to allow the subject a chance to modify any unacceptable confrontational or aggressive and threatening behaviour. If, at any time during an incident the member of staff considers that the use of Body worn CCTV or the issuing of a verbal warning, is likely to inflame a confrontational situation, the member of staff may use discretion to disengage from further discussion and withdraw from the incident.
20. A specific form of words to be used in any warning to a subject has not been prescribed, but Officers should use straightforward speech that can be easily understood by those present such as:

'I am wearing a Body worn CCTV camera and I am now recording video and sound'

Playback

21. Members of staff will need to be fully aware of the legal implications once digital images and audio have been recorded. To this end playback should only be at the request of the Town Clerk, Deputy Town Clerk or Police Officer attending the incident. Any request to view captured video by the subject, will need to be made in writing to the Town Council.

Storage of Data

22. All recorded footage will be uploaded to the secure Town Council servers.
23. The Town Clerk will assume responsibility for ensuring that any footage to be retained has been correctly bookmarked and that supporting Incident Reports have been completed.
24. For Incidents where the Police have not been in attendance the Town Clerk will review the recording and a decision will be made on whether referral to the Police is appropriate.
25. The Town Clerk will then transfer the data to the IT system hard drive and complete the Information Asset Log. All retained data will be kept until all investigations have been completed or a prosecution has taken place. Any other data not required for evidential purposes will be deleted after 31 days.

Adoption Date: 17.06.2019

Reviewed: 5.12.2022

Review Required : December 2023

POLICY NO: WTC/015 (POLICY & RESOURCES)

ITEM NO: 6b

Witham Town Council: Lone Worker Policy

Policy Overview

Witham Town Council recognises it has a responsibility for staff who work alone. The Town Council is mindful of its duty to mitigate risk.

Staff Identified at Risk Are: -

- Officers working alone in the Town Hall
- Officers attending evening Council Meetings
- Opening/shutting premises for meetings of the Council
- Open Spaces members when undertaking inspections throughout the town
- Caretakers undertaking duties during the early morning or opening/shutting for hall hire

Minimising Risk**Officers**

During regular working hours the Town Hall should have no less than two staff in the building, this includes Information Centre staff.

Care should be taken to ensure that all outside doors are locked and secured from unauthorised intruders.

Open Spaces Staff

A mobile phone should be carried at all times when undertaking inspections around the town.

Open Spaces team members should always wear their Body Cameras and record situations where necessary.

More isolated areas such as James Cooke Woods or Whetmead Nature Reserve

should never be attended by only one member of the team.

Caretakers

When undertaking duties during the early morning, or opening/closing for hall hire, caretakers should carry operational mobile phones.

Care should be taken to ensure that all outside doors are locked and secured from unauthorised intruders.

No task should be undertaken that involves using a ladder or other similar task when alone in the building.

Communication

Regular communication with other staff must take place, to minimise occasions when there is only one member of staff present due to annual leave/lunchtimes etc.

Medical**First Aid**

All open spaces staff must carry the portable first aid kit provided by the Council. Staff should report usage to the P.A to the council in order that supplies may be purchased.

Town Hall staff should be aware of the nearest location of first aid cabinets within the Town Hall and where possible at least one trained first aider should be on site at all times.

Medical Conditions

There are certain medical conditions where it may be unwise to work alone. If a member of staff considers they may be so affected, advice must be sought from the individual's general practitioner and

comments reported to the Town Clerk or their representative.

WTC/034

Reviewed: 05.12.2022

Review Required: December 2023

ITEM NO: 6c

Witham Town Council – Social Media Policy for Members and Officers

Guide to use of Social Media by Members and Officers

Policy Overview

This policy explains the way in which members and staff are advised to use their social media accounts to avoid legal and reputational risk to both themselves and the council.

Definitions

For the purpose of this policy, social media includes (but is not limited to) such websites as:

- Facebook
- Twitter
- LinkedIn
- YouTube
- Instagram
- Snapchat

For the purpose of this policy, media devices include:

- Mobile Phones
- Tablets
- Cameras
- Laptops
- Any other device capable of recording

Code of Conduct- Members

If acting in the capacity as a councillor rather than a member of the public, adherence to the Code of Conduct applies to online activities in the same way as with any other form of communication and members are still bound by the Nolan Principles.

If a member has an account where they comment as both a councillor and an individual it might be presumed that the views expressed are those of the council rather than the member personally when this may not be the case. It is suggested that members have two accounts, one for personal interaction and another to express their views as a councillor and to interact with members of the public.

If members are not commenting or posting in the official capacity as a member of the council they should refrain from using Councillor in

front of their name as this could be misinterpreted.

Relevant elements of the Members Code of Conduct are:

- You are a member or co-opted member of Witham Town Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.
- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Members must not disclose any confidential information on Social Media. The same standards must be upheld as when communicating in a more formal context.

Members must not issue statements or press releases on behalf of the council.

Code of Conduct-Officers

When representing the council officers must adhere to the staff Code of Conduct.

Officers should refrain from posting on behalf of the council unless from an official Witham Town Council social media account and with express permission from the Town Clerk.

Although not mandatory it is suggested that officers do not advertise on social media their place of work so that personal opinions cannot be misinterpreted as those of the council.

Relevant elements of the Staff Code of Conduct are:

- Close personal familiarity between employee and individual Councillors can damage the relationship and prove embarrassing to other employees and councillors and should, therefore, be avoided.
- Employees should avoid doing anything which could reflect adversely on the Council.
- All information or knowledge obtained during the course of an employee's employment must be treated as confidential, unless and until it is formally made public.

Considerations for both Members and Officers

Whether posting from personal or official councillor social media accounts the following should be taken into consideration:

- Could the post bring the council into disrepute? Members and Officers should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of themselves or the council.
- Compliance with equality laws. Do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith.
- Are there appropriate privacy settings in place for personal social media accounts?
- Even if a post is deleted it will likely have been read by others before it is removed and shared several times.
- Be aware that sharing someone else's post can be seen as agreeing or supporting the content or the person that originally posted.

- Be aware that publishing information obtained from a members' position on the council or through the work as an officer will make the individual posting seen to be a representative of the council.
- It is not appropriate for Members to request or accept a Council employee or contractor providing services to the council as a 'friend' on social media as this can suggest a personal relationship. Exceptions can be made when the relationship was formed prior to either the Member or Officer being elected to or employed by the council.
- Members should refrain from tagging council employees into posts on social media relating to council work as this identifies them as employees to members of the public. Councillors may publicise the work of the council as a whole but should not identify staff by name.

Legal Issues

- **Libel-** If a statement is posted online about a person which is both untrue and damaging to their reputation it could result in legal action being taken and damages awarded against the poster.
- **Copyright-** If images or text are posted without first obtaining permission this can result in a breach of copyright and again lead to legal action.
- **Data Protection-** Personal information about an individual should not be posted online without the express consent of that individual.
- **Bias and Predetermination-** If a member is involved in any decision making process they are expected to attend the committee or hearing prepared to listen to the views of others and weigh up all of the evidence. If a comment has already been made on social media then the member could be seen to have made a predetermination before the meeting

and any vote they took part in could be challenged as unlawful.

Agreed at Minute 143 of FTC Meeting held 06.07.2020

Reviewed: 05/12/2022
Review Date: 05/12/2024

POLICY NO: WTC/038 - POLICY & RESOURCES

ITEM NO: 6d**Witham Town Council: Public Complaints Procedure****Policy Overview**

This policy sets out the details of Witham Town Council's Comments, Compliments and Complaints Policy. The Council hopes that the majority of comments, compliments and complaints will be dealt with informally to the satisfaction of the resident when the issue is first raised with the Council. Should the resident remain dissatisfied, the policy set out in this document provides an opportunity for any complaint to be addressed. The Council is committed to continually improving the way it provides residents with access to services and the quality of those services. This policy covers all the services delivered by the Council or for which it has responsibility.

A clear and accessible Public Complaints process assists the Council in demonstrating its commitment to transparency and accountability.

This policy is designed to ensure that:-

- **Providing feedback to the Council is made as easy as possible**
- **Feedback is dealt with promptly and efficiently**
- **Every effort is made to resolve any complaints that are received**
- **The Council learns from all feedback received taking appropriate steps to improve service provision**

This Policy applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

This Complaints Procedure does not apply to:

- **Complaints by one council employee against another council employee,**
- **Complaints by a council employee and the council as employer.**

These matters are dealt with under the council's disciplinary and grievance procedures

- **Complaints against councillors.**

These are covered by the Code of Conduct for Members underpinned by the Localism Act 2011 and renewed at each Annual Meeting of the Council. Complaints under the code of Conduct must be submitted to the Monitoring Officer of Braintree District Council, who will decide if further action is necessary. The contact details are set out below.

- **Allegations of financial irregularity.**

Local electors may object to the Council's Annual Accounts under Section 16, Audit Commission Act 1998. On other matters, the Council may need to consult its internal auditor or the Audit Commission.

- **Criminal Activity.**

All criminal matters should be raised with Essex Police

Definitions

For the purpose of this policy the following definitions will be used –

- A compliment is an expression of satisfaction from a resident concerning a function or service provided by the Council
- A comment is a view that the resident may have about a service that is provided by the Council or an initial request for a service
- A complaint is an expression of dissatisfaction with the standard of a service that is provided by the Council. This may include the action, or lack of action, taken by the Council and/or the way in which the service has been provided, including the conduct of staff.

Where a resident considers that the service they have received is below what they would expect, this should be considered a complaint. It is important that it is investigated and a full answer given to the resident and that there is some learning from any mistakes made.

Where there are comments or observations from residents, these can also help to improve service provision and these will always be considered by the Council but not treated as a complaint.

The distinction between a comment and a complaint can sometimes be difficult to decide. Where there is any doubt the Council will tend to treat it as a complaint.

The Council also welcomes feedback and compliments. This is important to identify areas of good practice and to understand the services that residents really value.

A resident may provide feedback either –

- In person
- By telephone
- In writing
- By email or social media channels

The contact details are set out below.

Complaints must be made within a reasonable time scale. Although the circumstances of the case will be taken into account, including the reason for the delay, complaints must be made within 3 months from the date on which there was sufficient information to do so, and no later than 12 months from the act, decision etc. complained of. The Council will respond to residents using the same method of contact unless expressly asked otherwise. For example, if contacted by email, then all further correspondence will be by email.

Residents are encouraged to put their complaints in writing to give as much information as possible to aid investigation. If they are making a verbal complaint contact details should be provided and confirmation that they wish the complaint to be investigated and how to contact them in future.

Recording comments, compliments and complaints

The Town Clerk is responsible for the Council's comments, compliments and complaints procedure. All staff are aware of the importance of recognising what compliments and complaints are and that they are dealt with appropriately. All compliments and complaints will be recorded and dealt with within the agreed timescale. This allows

the Council to consider feedback, learn from mistakes and to identify improvements and training needs.

Exceptions

The exceptions are as detailed below –

- Reporting faults or defects for immediate action (e.g. street lights not working)
- Enquiries received due to unplanned events (e.g. severe weather)
- Disagreement with Council policy. ~~This will be responded to as a comment.~~
- Legal disputes which, in the opinion of the Council, it is not appropriate to be dealt with in accordance with this policy
- Matters which are the responsibility of another authority e.g. Essex County Council. For these types of enquiries, the Council will provide the resident with contact details for the correct organisation or service.

Making Your Complaint to the Town Clerk

Wherever possible, the Town Clerk will try to resolve your complaint immediately. If this is not possible, you will be asked to put it in writing and the Town Clerk will normally try to acknowledge your complaint within **five working days**. The Town Clerk will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take because of your complaint. (In exceptional cases, the twenty working days timescale may have to be extended. If it is, you will be informed.)

Other Avenues of Complaint

If you do not wish to report your complaint to the Town Clerk, as it may concern that officer directly or if you are dissatisfied with the Town Clerk's response to your complaint, you may make your complaint directly to the complaints panel.

Investigation

If your complaint cannot be resolved immediately, the Town Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council and usually 40 working days you will be notified in writing of the outcome of the review of your original complaint.

If it appears to the Town Clerk that a complaint is:

- trivial,
- vexatious,
- repetitive or
- frivolous

It shall be notified to the Complaints Panel with a recommendation that no further correspondence related to it be entered into by members or officers.

Confidentiality

Any comment, compliment or complaint will be dealt with in accordance with the requirements of statutory data protection regulations and Schedule 12A of the Local Government Act 1972.

Monitoring

The Clerk will ensure that the outcome of all feedback is used to identify trends and to use them for discussion at team meetings and for staff development.

Remedies

Where a complaint investigation identifies that things have gone wrong an appropriate remedy will be determined. Appropriate remedies could include

- An apology
- An explanation of what went wrong
- Actions to put things right
- Some form of compensation to the resident

Persistent/vexatious complaints

On occasions certain complaints can be difficult to resolve and can cause anxiety and distress to both residents and Council employees. Whilst the aim of the Council is always to try to find a way to resolve matters, on occasions, residents are encountered who become unreasonable, persistent or vexatious in their actions to obtain the outcome that they want. Anonymous complaints will not be entertained.

Every effort will be taken to resolve complaints but the Council will ensure that residents who are persistent or vexatious are dealt with fairly but also that the Council's resources are used as effectively as possible and that other residents or Council employees do not suffer any detriment because of their behaviour.

Relationship with Disciplinary Procedure

The complaint procedure is distinct from the Council's disciplinary procedure for employees. If the nature of the complaint is such that disciplinary action is required, the Town Clerk will decide whether the disciplinary procedures should be applied. Neither the Chairman nor Council will have the right to challenge the Town Clerk's decision.

Whistleblowing

Whistleblowing matters are explained in the Town Council's Whistleblowing policy.

Town Clerk

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Monitoring Officer

Braintree District Council
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**Adopted by Policy & Resources Committee
 14th June 2021 (Minute 7)**

Reviewed: 05.12.2022

Review Date: December 2023

Policy NO WTC/023

ITEM NO: 6e

Public Artefact Donation Scheme

To protect and preserve the history and future of Witham's heritage and community.

What is this scheme all about?

Set up by Witham Town Council in 2019, this scheme allows local citizens, businesses and community groups the ability to donate any items of historical interest they may have in their possession to public ownership, to be held by the Town Council in the Town Hall archives in perpetuity, preserving these objects of local interest for future generations and allowing them to be shared and enjoyed by all.

Why has this scheme been set up?

As the public authority that exists to defend and promote the interests of Witham, we feel it is more important than ever to showcase not just the many new and exciting things that are taking place in our local community, but also to share and raise awareness of how Witham came to be today.

As a statutory public body, Witham Town Council can ensure that artefacts that are held in private ownership can be protected for the future and registered as being donated for the public good. Items of historical interest donated to the Town Council will never be sold or transferred to another body, ensuring these valuable and fascinating pieces are kept at home for all local citizens to enjoy.

What sort of things are you willing to take?

We are happy to accept a vast range of objects including historical photographs, written and paper records, unusual objects and relics of the past. The Town Council has over the years accepted many gifts from local citizens

including portraits and memorabilia and holds a collection of items from the former Witham Urban District Council and buildings that once stood in Witham which no longer do today.

If you think you have something that you would like to donate to public ownership, please contact the Town Clerk via email or telephone to arrange an appointment. Your contribution will be recognised and attributed in the Town Council's archives.

Where can I see things that are held in public ownership?

By visiting your local Town Hall and attending debates held in the Chamber you can inspect many items already on display. Other display pieces held in archives not currently showcased will be periodically rotated. Don't forget however that our archives are open to public inspection free of charge as per elector's rights, during normal office hours.

Agreed at Minute 99 of Policy & Resources Meeting held 15/04/2019

Reviewed: 05/12/2022

Review Date: 05/12/2025

POLICY NO: WTC/007 - POLICY & RESOURCES



Officer Report: Changes to the Public CCTV Policy

Issue: When requesting CCTV footage Essex Police have previously needed to attend the Town Hall and physically collect the data on a disk as stated in points 18-23 of the Public CCTV Policy. This is proving both costly and time consuming and it has been requested that Witham Town Council consider moving to Essex Police's DAMS system, which is digitally uploaded. This saves officers having to attend the Town Hall, which increases the speed that footage can be accessed.

The Essex Police Privacy Notice is attached to demonstrate how they process their data.

It is therefore recommended that the following changes are made to the Public CCTV Policy-

14. Materials or knowledge secured via CCTV will not be used for any commercial purpose. ~~5.8. Recording is carried out on digital data apparatus. These are located within CCTV control room and at Castle Meadow Pavilion.~~

18. A record will be maintained of the release of ~~Data on Disk~~ **Data through DAMS** to the Police or **on disk** to other authorised applicants. A register will be available for this purpose.

21. ~~Should a disk~~ **Should footage** be required as evidence, a copy may be released to the Police under the procedures described in this Policy **and shall be treated in accordance with all aspects of this policy**. ~~Disks will only be released to the Police on the clear understanding that the disk remains the property of the Council, and both the disk and information contained on it are to be treated in accordance with this policy.~~

22. The Council retains the right to refuse permission for the Police to pass to any other person the **disk footage** or any part of the information contained therein.

23. ~~The Police may require the Council to retain the stored disk(s) for possible use as evidence in the future. Such disk(s) will be properly indexed and securely stored under the management of the Clerk until they are needed by the Police.~~

Advice:

To receive and amend the Public CCTV Policy.

Witham Town Council: Public CCTV Policy

Policy Overview

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

Introduction

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

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

- a) the CCTV Code of Practice,
 - b) Charter for a democratic use of video-surveillance
3. This policy aims to ensure that the Council's CCTV installations:
 - a) are correctly and efficiently installed and operated.
 - b) The Town Council accepts the principles of the 2018 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed
- processed for limited purposes and not in any manner incompatible with those purposes;
- Adequate, relevant and not excessive;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- Secure; viii. not transferred to countries with inadequate protection;
- subject to guidance on good practice;
- Examples of how to implement the standards and good practice.
- Data will not be used for personal gain or interest

Statement of Purpose

The public CCTV network is used for the following purposes:

- to reduce the fear of crime by persons using Council facilities and the centre of Witham so they can enter and leave without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by
- examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
- To assist all "emergency services" to carry out their lawful duties.

Locational Information

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

System Management

4. The CCTV operating system will be administered and managed by the Clerk of the Council in accordance with the principles and objectives expressed in this policy document.
5. All cameras are monitored on the respective site where they operate, but can be monitored by authorised personnel on computers located at the Council Offices.
6. The CCTV system will be operated 24 hours a day, 365 days of the year.
7. Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the Council's CCTV cameras

System Control

8. On a weekly basis, the Clerk will check and confirm:
 - a) the cameras are functional; and
 - b) the equipment is properly recording
 - c) Maintain a record to confirm inspection.
9. Access to the CCTV System will be strictly limited to the Town Clerk and nominated staff delegates, and other authorised persons, such as Police Officers.
10. Unauthorised persons are not permitted to view live or pre-recorded footage.
11. The CCTV control room at the Council Offices shall be kept locked at all times when not in use.
12. Unless an immediate response to events is required, cameras may not

be re-directed at an individual, their property or a specific group of individuals, without an authorisation being obtained from Clerk for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

13. If covert surveillance is planned or has taken place, copies of the written authorisation, including any review or cancellation, must be returned to the Clerk.
14. Materials or knowledge secured via CCTV will not be used for any commercial purpose. 5.8. Recording is carried out on digital data apparatus. These are located within CCTV control room and at Castle Meadow Pavilion.
15. Recorded data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recorded data will never be released to the media for purposes of entertainment.

Retention and disposal of Data

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

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

17. CCTV recorded images may be viewed by the Police for the prevention and detection of crime, authorised officers and members of Witham Town Council for supervisory purposes, discipline reasons or authorised demonstration and training.
18. A record will be maintained of the release of Data on Disk to the Police or other authorised applicants. A register will be available for this purpose.
19. Viewing of CCTV images by the Police must be recorded in writing and entered in the log book. This will be under the management of the Clerk

20. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.
21. Should a disk be required as evidence, a copy may be released to the Police under the procedures described in this Policy. Disks will only be released to the Police on the clear understanding that the disk remains the property of the Council, and both the disk and information contained on it are to be treated in accordance with this policy.
22. The Council retains the right to refuse permission for the Police to pass to any other person the disk or any part of the information contained therein.
23. The Police may require the Council to retain the stored disk(s) for possible use as evidence in the future. Such disk(s) will be properly indexed and securely stored under the management of the Clerk until they are needed by the Police.
24. Applications received from outside bodies (e.g. solicitors or insurance companies) to view or release disks will be referred to the Clerk. In these circumstances, disks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee can be charged in such circumstances and this fee shall not exceed £25.00.

Complaints

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

Access by the Data Subject

26. The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to access data held about themselves, including that obtained by CCTV.
27. All such requests should be made in writing to the Town Clerk. Before making a request, you should read the Council's Privacy Notice which is available online, and provides further information with respect to such requests.

POLICY NO: WTC/043

ADOPTED: 29.11.2021 at P&R 29.11.2021 (Minute 44)

REVIEWED: 05.12.2022

**REVIEW REQUIRED:
December 2022**



Privacy notice

New Data Protection Legislation – Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR) – was implemented on 25th May 2018. This privacy notice has been updated to make it easier for you to understand what personal data we will process, how and why.

This Privacy Notice is divided into three parts:

- [Part 1: How we process your personal data](#)
- [Part 2: Your rights around that personal data](#)
- [Part 3: Other useful information](#)

This Privacy Notice also provides you with details of the rights you have relating to the personal data Essex Police holds about you now and any personal data that might be collected about you in the future. The aim of this Privacy Notice is to clearly explain, at a high level, how Essex Police collects, stores, uses, discloses, retains and destroys personal data and the steps taken to ensure that it is protected.[1] This Notice is supported by more detailed purpose-specific Privacy Notices, where required.

The Chief Constable of Essex Police is registered with the Information Commissioner as a ‘Controller’ and is obliged to ensure that Essex Police handles all personal data in accordance with Data Protection Legislation. On occasions the Chief Constable may operate as a Joint Controller with one or more other Controllers.

Essex Police is a ‘Competent Authority’ as defined in Section 30 of the DPA.

In accordance with the requirements of the new legislation a Data Protection Officer has been employed by Essex Police. The Data Protection Officer is an independent role that is responsible for ensuring that the personal information held is processed in accordance with the prescribed obligations of the legislation. Essex Police have had a Data Protection Officer since 1986 but the new law, for the first time, gives them duties that they must undertake by law.

The Data Protection Officer is available to provide you with advice and assistance if you have any queries or concerns about how Essex Police process your personal data. The contact details of the Data Protection Officer can be found near the end of this Notice.

Essex Police also have an Information Rights Team, as part of the Information Management Department, who handle rights applications under the new law. The contact details of the Information Rights Team are also included in this Privacy Notice.

Essex Police takes its responsibilities and obligations under the Data Protection Legislation very seriously and ensures that personal data is handled appropriately in order to secure and maintain individuals’ trust and confidence in the Police Service.

Part 1: How do we process your personal data?

Why do we process personal data?

Essex Police processes personal data for two broad purposes: a) ‘**Law Enforcement Purposes**’ and b) to carry out activities to support the Law Enforcement Purposes ‘**General Purposes**’.

Law Enforcement Purposes include:

- The prevention, investigation, detection or prosecution of criminal offences
- The execution of criminal penalties, including the safeguarding against and the prevention of threats to public security
- The policing purpose (1)

When Essex Police process your personal data for Law Enforcement Purposes it could be because you are involved in an incident that has been reported to the police – perhaps as a witness, victim or suspect. It could be because you are involved in a crime that is being investigated or are associated with intelligence that the police have gathered. Other uses include roads policing, accident investigation, surveillance, and public order.

General Purposes include:

- Staff/pension administration, occupational health and welfare
- Management of public relations, journalism, advertising and media
- Management of finance, payroll, benefits, accounts, audit, internal review
- Internal review, accounting and auditing
- Training
- Property management
- Insurance management
- Vehicle and transport management
- Payroll and benefits management
- Management of complaints
- Vetting
- Management of information technology systems
- Legal services

- Information provision
- Licensing and registration
- Pensioner administration
- Research including surveys (2)
- Performance management
- Sports and recreation
- Procurement
- Planning
- System testing and fault resolution
- Security
- Administration of rights applications
- Health and safety management

Where Essex Police process your personal data for Law Enforcement Purposes the Force must comply with the Data Protection Act 2018 (DPA), but not the General Data Protection Regulation (GDPR).

When Essex Police process your personal data for General Purposes the Force must comply with the General Data Protection Regulation (GDPR) and various parts of the Data Protection Act 2018 (DPA).

Although the rules for both purposes are similar, they are not identical – for example, you have fewer rights when Essex Police process your personal data for Law Enforcement Purposes than when processed under General Purposes.

Whose personal data do we process?

For both law enforcement and general purposes, Essex Police may process personal data relating to a wide variety of individuals (known as 'categories of data subjects') including the following:

- Staff including volunteers, agents, temporary and casual workers
- Suppliers
- Complainants, correspondents and enquirers
- Relatives, guardians and associates of the individual concerned
- Advisers, consultants and other professional experts
- Offenders and suspected offenders
- Witnesses
- Victims
- Former and potential members of staff, pensioners and beneficiaries
- Other individuals necessarily identified in the course of police enquiries and activity

What types of personal data do we process?

For both law enforcement and general purposes, Essex Police may process personal data relating to or consisting of the following (known as 'categories of personal data'):

- Personal details i.e. name, address and biographical details
- Family, lifestyle and social circumstances
- Education and training details
- Financial details
- Goods or services provided
- Racial or ethnic origin
- Membership of extremist political parties
- Religious or other beliefs of a similar nature
- Trade Union membership
- Physical or mental health or condition
- Sexual orientation
- Offences (including alleged offences)
- Criminal proceedings, outcomes and sentences
- Physical identifiers including DNA, fingerprints and other genetic samples
- Sound and visual images including photographs and video
- Licenses or permits held
- Criminal Intelligence
- References to manual records or files
- Information relating to health and safety
- Complaint, incident and accident details

For General Processing '**Special Category Data**' (3) is personal data that is regarded as particularly sensitive and includes information relating to:

- Race
- Ethnic origin
- Political opinions
- Religious/philosophical beliefs
- Health
- Sex life
- Sexual orientation
- Trade union
- Genetic data i.e. biological sample
- Biometric data i.e. fingerprint, face recognition, DNA, palm print, iris recognition

For General Processing Essex Police will only process Special Category Data where a condition in Article 9 of the GDPR is met. In addition, for General Processing, Essex Police will only process '**Criminal Offence Data**' – personal data relating to criminal convictions and offences or related security measures (4) – where a condition in Schedule 1 of the DPA is met.

Similarly, for Law Enforcement Processing Essex Police will only process personal data pertaining to your: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic or biometric data; health (related); or sex life or sexual orientation, in certain circumstances. This type of processing is called '**Sensitive Processing**' (5) Essex Police carry out Sensitive Processing where one of the following apply:

- Consent is given
- For statutory purposes
- The administration of justice
- Protecting an individual's vital interests
- Safeguarding children and individuals at risk
- If the information is already in the public domain
- For legal claims
- Preventing fraud
- Archiving, historical or statistical purposes

Where do we obtain personal data from?

For both law enforcement and general purposes, Essex Police may collect personal data from a wide variety of sources, other than directly from you, including the following:

- Other law enforcement organisations
- HM Revenue and Customs
- International law enforcement agencies and bodies
- Licensing authorities
- Legal representatives
- Prosecuting authorities
- Defence solicitors
- Courts
- Prisons
- Security companies
- Partner agencies involved in crime and disorder strategies
- Private sector organisations working with the police in anti-crime strategies
- Voluntary sector organisations
- Approved organisations and people working with the police
- Independent Office for Police Conduct (IOPC)
- His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS)
- Auditors
- Office of the Police, Fire and Crime Commissioner (OPFCC)
- Central government, governmental agencies and departments
- Emergency services
- Relatives, guardians or other persons associated with the individual
- Current, past or prospective employers of the individual
- Healthcare, social and welfare advisers or practitioners
- Education, training establishments and examining bodies
- Business associates and other professional advisors
- Employees and agents of Essex Police
- Suppliers, providers of goods or services
- Persons making an enquiry or complaint
- Financial organisations and advisors
- Credit reference agencies
- Survey and research organisations
- Trade, employer associations and professional bodies
- Local government
- Voluntary and charitable organisations
- Ombudsmen and regulatory authorities
- The media
- Processors working on behalf of Essex Police

How do we collect personal data?

Essex Police collects personal data either from you or from other sources, dependent on circumstances.

The following are examples of how Essex Police may obtain personal data directly from you:

- From conversations with you (in person or via telephone)
- From written communications from you (e.g. letters, emails, social media)
- From website interactions with you
- From forms completed by you (e.g. job applications)

The following are examples of how Essex Police may obtain personal data about you from other sources:

- From conversations with other individuals (in person or via telephone)
- From written communications from other individuals (e.g. letters, emails, social media)
- From observation or monitoring
- From Body Worn Video
- From CCTV and audio systems

- From forms completed by other individuals

Which lawful basis do we use to process this information?

Essex Police must have a valid lawful basis in order to process your personal data.

When Essex Police process your personal data for Law Enforcement Purposes it is done so under Common Law Policing Powers, and either with your consent or because the processing is necessary for the performance of a task carried out for Law Enforcement Purposes (6).

When Essex Police process your personal data for General Purposes there are five lawful bases available, the lawful basis will depend on the purpose for processing the personal data (7)

- **Consent** – you have provided clear consent to process the personal data for a specific purpose
- **Contract** – the processing is necessary for a contract (i.e. employment contract)
- **Legal obligation** – the processing is necessary for Essex Police to comply with the law
- **Vital interest** – the processing is necessary to protect someone's life
- **Public Task** – the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law

How do we process personal data?

For both law enforcement and general purposes, Essex Police will process personal data in accordance with the DPA and the GDPR – Data Protection Legislation.

Where Essex Police process personal data for Law Enforcement Purposes, it will be done so in accordance with the DPA data protection principles (8) and where processed for personal data for General Purposes it will be done so in accordance with the GDPR data protection principles (9)

Principles	Data Protection Act (DPA)	General Data Protection Regulation (GDPR)
Principle (a) – lawfulness, fairness and transparency:	Processed lawfully and fairly	Processed lawfully, fairly, in a transparent manner in relation to individuals
Principle (b) – purpose limitation:	Collected for specified, explicit and legitimate purposes and not processed in a manner incompatible with the purpose for which it was originally collected	Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; though further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes will not be considered to be incompatible with the initial purposes
Principle (c) – data minimisation:	Adequate, relevant and not excessive in relation to the purpose for which it is processed	Adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed
Principle (d) – accuracy:	Accurate and, where necessary, kept up to date, and every reasonable step is taken to ensure that personal data is accurate, having regard to the law enforcement purpose for which it is processed, is erased or rectified without delay	Accurate and, where necessary, kept up to date; every reasonable step will be taken to ensure that personal data that is inaccurate will be erased or rectified without delay where necessary
Principle (e) – storage limitation:	Kept for no longer than is necessary for the purpose for which it is processed.; and appropriate time limits are established for the periodic review of the need for the continued storage of personal data for any of the Law Enforcement Purposes	Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; however, personal data may be stored for longer periods solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals
Principle (f) – integrity and confidentiality:	Processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage	Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
Accountability	Essex Police will strive to ensure that all personal data processed, under their controllership, is not excessive, is reviewed appropriately, and is securely destroyed when no longer required. Essex Police respect individuals' rights and will be able to demonstrate compliance with the DPA and GDPR data protection principles	

How do we ensure the security of personal data?

Essex Police takes the security of all personal data very seriously. Ensuring compliance to the relevant parts of the DPA and the GDPR relating to security, as well as seeking to comply with the National Police Chiefs Council (NPCC) Security Systems Policy and relevant parts of the ISO 27001 Information Security Standard.

Essex Police ensure that appropriate policy, training, technical and procedural measures are in place, including audit and inspection. These measures will protect our manual and electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason to do so, and then under strict guidelines as to what use may be made of any personal data contained within them. These measures are continuously managed and enhanced to ensure up-to-date security.

Who do we disclose personal data to?

For both law enforcement and general purposes, Essex Police may disclose personal data to a wide variety of recipients in any part of the world, including those from whom personal data is obtained.

This may include disclosures to other law enforcement agencies, partner organisations/agencies working on crime reduction initiatives, partners in the Criminal Justice arena, Victim Support, and to bodies or individuals working on our behalf (such as, IT contractors or survey organisations).

Essex Police may also disclose to other bodies or individuals where necessary to prevent harm to individuals. Disclosures of personal data will be made on a case-by-case basis, using the personal data appropriate to a specific purpose and circumstances, and with necessary controls in place.

Where you have provided your personal data to us for the purposes of the police constable recruitment process, your data, including biographical monitoring information, will be shared with the [College of Policing](#).

It will be stored on their secure network or within their Assessment Information Management System (AIMS). From this information, your name, email address and candidate reference number will be uploaded to the new online assessment platform for constable recruitment and shared with the third party provider hosting the system in order to progress your application virtually.

Some of the bodies or individuals to which Essex Police may disclose personal data to are situated outside of the European Union – some of which do not have laws that protect data protection rights as extensively as in the United Kingdom. If personal data is transferred to such territories, the proper steps will be taken to ensure that it is adequately protected, as required by the DPA and GDPR.

Essex Police will also disclose personal data to other bodies or individuals when required to do so by, or under, any act of legislation, by any rule of law, and by court order. This may include disclosures to the Child Maintenance Service, the National Fraud Initiative, and the Home Office and to the Courts.

Essex Police may also disclose personal data on a discretionary basis for the purpose of, and in connection with, any legal proceedings or for obtaining legal advice.

How long do we retain personal data?

Essex Police keep personal data for as long as is necessary for the particular purpose, or purposes, for which it is held.

Personal data which is placed on the Police National Computer is retained, reviewed and deleted in accordance with the agreed national retention periods which are subject to periodic change.

Other records containing personal data relating to intelligence, digital media, custody, crime, firearms, child abuse investigations, and domestic violence will be retained in accordance with the College of Policing's [Authorised Professional Practice](#) for Information Management. This can be found on the College of Policing's website www.app.college.police.uk. These records are retained in accordance with the Essex Police's procedure W1012 Records Review, Retention & Disposal.

Monitoring and cookies

Essex Police may monitor or record and retain telephone calls, texts (SMS), emails and other electronic communications to and from the Force in order to deter, prevent and detect inappropriate or criminal activity, to ensure security, and to assist law enforcement or general purposes.

Essex Police does not place a pre-recorded 'fair processing notice' on telephone lines that may receive emergency calls (including misdirected ones) because of the associated risk of harm that may be caused through the delay in response to the call.

Essex Police use a number of different cookies on our website, see our [cookie policy](#).

This Privacy Notice is divided into three parts:

- [Part 1: How we process your personal data](#)
- [Part 2: Your rights around that personal data](#)
- [Part 3: Other useful information](#)

Notes

1. Defined by the statutory Code of Practice on the Management of Police Information 2005 as 'protecting life and property, preserving order, preventing the commission of offences, bringing offenders to justice, and any duty or responsibility of the police arising from common or statute law.'
2. Essex Police is required to conduct Customer Satisfaction Surveys to evaluate our performance and effectiveness. Essex Police may contact individuals, such as victims of crime or those reporting incidents, and ask them to give us their opinion of the services Essex Police are providing to the public. Essex Police use the information given to improve our service and wherever possible, Essex Police, like many police forces uses a private company to undertake such surveys on our behalf with strict controls to protect the personal data of those involved.
3. GDPR Article 9(1)
4. GDPR Articles 10 & 11
5. DPA Part 3 Section 35(8)
6. DPA Part 3 Section 35
7. GDPR Article 6(1)
8. DPA Part 3 Sections 34 to 40
9. GDPR Article 6

In this section

[Your rights around personal data](#) >

[Other useful information](#) >

Officer Report: The Voice Survey

Issue:

In 2021 the cost of printing The Voice cost £5,028.00 per year and the cost of distributing was a further £4,834.70, totalling £9862.70 for the year's production, prices have increased further this year. Complaints are regularly made that houses have not received their copy of the publication.

In the Autumn edition of The Voice, a survey was included to establish whether members of the public benefit from the newsletter and whether an alternative means of distribution could be explored, such as releasing it online. Out of 15,628 copies only 13 surveys were returned, which works out to less than 0.1%

This figure is not completely reflective as residents may not be able to drop in their survey due to a range of reasons, such as limited mobility or not being able to pay for postage, so therefore it cannot be presumed that the number of surveys not returned equates to the amount of people who do not read The Voice.

A similar survey was released through the Witham Town Council Facebook page and on the website and received 21 responses, out of the 2,727 people who like the page.

As well as posted copies, the Information Centre stocks The Voice and it is available online, on the website and on the WTC Facebook page. The Information Centre keeps 100 copies of each issue but only 10% of these are collected by residents currently. The most recent Facebook post with a link to the Voice on the website reached 309 people, had 9 post engagements and 8 people clicked the link to view it on the website.

Advice: From the data collected it is clear that there is not a strong demand for The Voice in Witham, however it is evident that a small portion of the public do rely on it for information they would not be able to access anywhere else.

An alternative would be to continue to produce 'The Voice' but to post it online and deliver hard copies on an 'opt in' basis only. This could be offered in the next edition and on social media. If only a small number of addresses require a copy, the Operations Team could make the deliveries, cutting costs, or they could be posted internally. Copies could also be kept in the Information Centre

If we were to post internally with second class stamps of £0.51p some example costs would be:

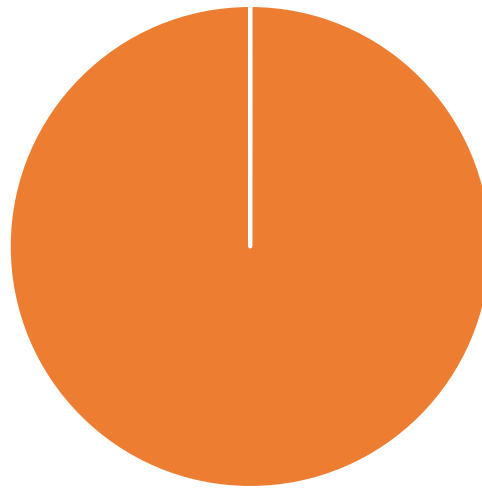
- £25.50 for 50
- £51 for 100
- £76.50 for 150 copies

Some example costs for printing a reduced number of copies from our regular printers include:

- 100 for £173
- 200 for £201

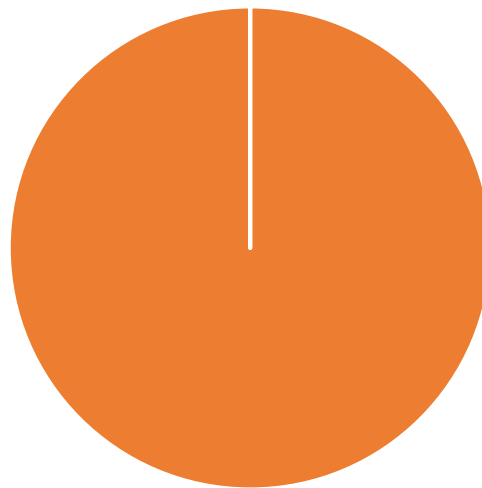
Shannon Smith 25.11.2022

Surveys responded to through the website



■ Responded ■ Not responded

Surveys responded to through the Voice



■ Responded ■ Not responded

Witham Town Council Risk Register: 2022/23

Subject	Risk	Responsibility	Management & controls	Review & action required
FINANCIAL				
Precept & budget	Adequacy of precept	Councillors	To determine the precept amount required, WTC regularly receives budget update information. Precept setting follows a set process that moves through every committee and is approved by FTC in January.	
	Requirements not submitted to BDC	Clerk	Submitted by the Clerk in writing to BDC following budget/precept approval and before end January.	
Financial records & reporting	Inadequate records Financial irregularities	Clerk/councillors	Budget update, bank balances and breakdown of receipts and payments produced and approved at each P&R. The Council has Financial Regulations that set out the requirements. Financial Scrutiny Panel meet twice a year.	Review the Financial Regulations annually.
Insurance.	Insurance not in place Events not adequately covered Cost increase	Clerk	Process payment for annual premium promptly. Employers and Public liability insurance is a necessity. Out of Council's control	Review insurance provision annually. Include % increase in budget; Obtain quotes at least every 3 years
Annual return.	Inaccurate or incomplete	Clerk	Clerk to attend training/ workshops as required. Annual Return is completed and submitted to the internal auditor for completion and signing. Utilise RBS for Accounting package output	Book RBS for online assistance with annual return.
	Submit within time limits	Clerk/councillors	Meeting held to approve accounts in time for sending to Auditors	Review dates on receipt of audit pack
Banking	Fraud Incorrect payments & bank mistakes	Clerk	Two/three signatories required for payments depending on amount.	Review bank mandate annually at Annual Meeting and after a vacancy arises
		Clerk	Clerk reconciles bank statements monthly.	

Witham Town Council Risk Register: 2022/23

		Clerk	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Council review reconciliations Monthly Review the Financial Regulations annually.
Best value for works	Work awarded incorrectly	Councillors	The Council has Financial Regulations which set out the requirements and values for contracting works. Project budgets to be closely monitored	Review Financial Regulations annually
Accountability	Overspend on services	Clerk Councillors	Clerk to provide regular agenda items for budget /spend review for each committee	Budget review on regular basis
Election costs	Risk of an election cost	Clerk	Town elections every four years; next in 2023.	Include sufficient reserves in budget for each election year
Council Management				
Councillors	Roles performed inadequately	Councillors	Councillors provided with adequate training, reference materials and access to assistance. Membership of Association of Local Council or relevant alternative.	Review annually and on filling a vacancy
	Conflict of interest	Clerk/councillors	Declaring of interests will remain on each agenda.	Annual renewal
	Failure to attract candidates for councillor vacancies	Councillors	Registers of Members Interest to be maintained and reviewed regularly by Councillors.	Members take responsibility to update their Register.
		Councillors	Actively publicise Council activities & vacancies on noticeboard, newspapers & websites; seek candidates amongst friends & neighbours	
Powers	Illegal activity or payments	Councillors	Witham Town Council are using the General Power of Competence, this is Power of First resort, and will be assumed as the power utilised for all resolutions, unless another Power is specifically stated.	Council to resolve at every Annual Meeting that they qualify to use the General Power of Competence

Witham Town Council Risk Register: 2022/23

Meetings & process	Failure to achieve quorum at meetings	Councillors Clerk	Attend all meetings Issue meeting agenda promptly	Standing Orders reviewed annually and provided to all councillors on election
	Business conduct	Councillors/Chairman	Business conducted at Council meetings should be managed by the Chairman according to Standing Orders. Members to adhere to Code of Conduct.	
	Council decisions not implemented	Councillors/Clerk	Chairman should be provided with training & guidance. Review minutes for confirmation of action, Clerk report at full meetings.	
	Lack of public participation	Councillors/Clerk	Ensure meetings are publicised on noticeboards & website. Publish agenda and minutes on website. Communicate verbally with residents. Ensure public participation on all agendas & seating available	
Statutory documents - Minutes/ Agendas/	Notices Accuracy and legality	Clerk	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.	Review Publication Scheme annually
		Councillors/Chairman	Minutes are approved and signed at the next Council meeting.	
		Clerk	Minutes and agenda are published according to the Publication Scheme.	
Employees	Role performed inadequately	Councillors/clerk	Clerk & all employees have job descriptions and Contract of Employment. They are provided with adequate training, reference materials and access to assistance.	Annual review of conditions of employment .
	Salaries & expenses incorrectly paid	Clerk	Salaries are outsourced and paid via BACS. Cross check of scheduled payments made between officers.	

Witham Town Council Risk Register: 2022/23

			Expenses (following NALC guidelines where relevant) claimed on regular basis & presented with receipts to Council.	
PHYSICAL EQUIPMENT/ Outside AREAS				
Assets	Damage/ injury to third party	Councillors	Public liability insurance held.	Insurance cover & asset register reviewed annually
	Damage to assets	Councillors	Annual programme of inspection. Maintenance/ repair/ replacement requirements identified and brought to attention of the Clerk. Repairs made in accordance with Financial Regulations and updated where necessary on Asset Register.	
Meeting location	Adequacy, Health & Safety risk	Councillors	Meetings held in Town Hall. Open access for public and lift available for use. Other areas halls available for hire in town if larger numbers expected.	Assess numbers expected and move to larger premises if required.
Council records	Loss of paper records through theft, fire damage, etc	Clerk	Town records (semi-historic & current) stored in Parish offices.	Send historical records (minute books etc) to Essex archive at appropriate juncture.
	Loss of electronic records through data corruption, theft etc.	Clerk	Records stored on an Internal, encrypted Cloud Device. Device is locked to the Clerk's password only, and backed up internal in RAID 1 config, plus USB backup weekly, but enabling localised networking for all computers. USB backup held offsite	



ITEM NO: 10

Officer Report: Lloyds 95 Day Notice Account

Issue: Approximately £70-£75,000 a month comes out of the Unity Trust and £4,000 from the Lloyds Current Bank account a month. As of 29th November 2022, there is £396,265 in Unity Trust Bank and £22,000 in Lloyds Current Account.

The first precept payment of the new financial year will be received on the 30th April 2023 by which time there may be approximately only £10-£15,000 balance in Unity Trust Bank.

Historically reserves were kept in a 32-Day Notice account with Lloyds, but this was increased to 95-Day Notice to maximise the interest rate achieved. As the notice period is higher it may be prudent to give notice to move £75,000 to the Unity Trust Bank account to ensure the account has sufficient funds in case of unexpected bills towards the end of the financial year.

Advice:

To resolve to move £75,000 from the Lloyds 95- Day Notice Account to the Unity Trust Account.

Nikki Smith 29.11.2022

Date: 30/09/2022

Witham Town Council Current Year

Page 1

Time: 11:13

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 5 - Petty Cash**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/09/2022	5	64.08
			<hr/> 64.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			64.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			64.08
		Balance per Cash Book is :-	64.08
		Difference is :-	0.00

Date: 12/10/2022

Witham Town Council Current Year

Page 1

Time: 09:58

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 1 - Lloyds Bank Account**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	30/09/2022	122	28,655.19
			<hr/> 28,655.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			28,655.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			28,655.19
		Balance per Cash Book is :-	28,655.19
		Difference is :-	0.00

Date: 05/10/2022

Witham Town Council Current Year

Page 1

Time: 11:47

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 7 - 95 Day Notice**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	30/09/2022	7	372,137.97
			<u>372,137.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			372,137.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			372,137.97
		Balance per Cash Book is :-	372,137.97
		Difference is :-	0.00

Date: 17/10/2022

Witham Town Council Current Year

Page 1

Time: 10:23

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 6 - Unity Trust Account**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	30/09/2022	49	491,868.29
			<u>491,868.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			491,868.29
<u>Receipts not Banked/Cleared (Plus)</u>			
01/09/2022 2022/233		20.00	
27/09/2022 2022/261		347.77	
28/09/2022 2022/262		68.00	
29/09/2022 2022/263		131.45	
30/09/2022 2022/265		96.00	
30/09/2022 2022/266		20.00	
30/09/2022 2022/267		20.00	
30/09/2022 2022/268		1,040.00	
30/09/2022 2022/264		111.05	
			<u>1,854.27</u>
			493,722.56
		Balance per Cash Book is :-	493,722.56
		Difference is :-	0.00

Date: 03/11/2022

Witham Town Council Current Year

Page 1

Time: 13:00

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 5 - Petty Cash**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/10/2022	6	41.91
			<hr/> 41.91
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			41.91
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			41.91
		Balance per Cash Book is :-	41.91
		Difference is :-	0.00

Date: 09/11/2022

Witham Town Council Current Year

Page 1

Time: 12:00

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 1 - Lloyds Bank Account**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Current Account	31/10/2022	124	26,826.63
			<hr/> 26,826.63
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			26,826.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			26,826.63
		Balance per Cash Book is :-	26,826.63
		Difference is :-	0.00

Date: 04/11/2022

Witham Town Council Current Year

Page 1

Time: 14:46

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 7 - 95 Day Notice**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
95 Day Notice	30/09/2022	8	372,432.74
			<u>372,432.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			372,432.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			372,432.74
		Balance per Cash Book is :-	372,432.74
		Difference is :-	0.00

Date: 17/11/2022

Witham Town Council Current Year

Page 1

Time: 10:44

**Bank Reconciliation Statement as at 31/10/2022
for Cashbook 6 - Unity Trust Account**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank Account	31/10/2022	50	462,654.63
			<u>462,654.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			462,654.63
<u>Receipts not Banked/Cleared (Plus)</u>			
30/09/2022 2022/266		20.00	
26/10/2022 2022/367		304.80	
26/10/2022 2022/370		42.24	
27/10/2022 2022/368		535.75	
27/10/2022 2022/372		84.48	
28/10/2022 2022/354		24.00	
28/10/2022 2022/369		231.30	
31/10/2022 2022/372		61.20	
31/10/2022 2022/373		55.66	
31/10/2022 2022/375		20.00	
31/10/2022 2022/376		40.00	
31/10/2022 2022/377		96.00	
31/10/2022 2022/378		960.00	
31/10/2022 2022/379		14.00	
31/10/2022 2022/380		24.00	
31/10/2022 2022/381		42.00	
31/10/2022 2022/374		273.18	
			<u>2,828.61</u>
			465,483.24
		Balance per Cash Book is :-	465,483.24
		Difference is :-	0.00

95 Day Notice

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INTEREST Banked 01/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 02/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 05/09/2022	7.64						
	INTEREST Lloyds Bank	7.64			1510	500	7.64	INTEREST RECEIVED
	INTEREST Banked 06/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 07/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 08/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 09/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST
	INTEREST Banked 12/09/2022	7.64						
	INTEREST Lloyds Bank	7.64			1510	500	7.64	INTEREST RECEIVED
	INTEREST Banked 13/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 14/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 15/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 16/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 20/09/2022	10.19						
	INTEREST Lloyds Bank	10.19			1510	500	10.19	INTEREST RECEIVED
	INTEREST Banked 21/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 22/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 23/09/2022	2.55						
	INTEREST Lloyds Bank	2.55			1510	500	2.55	INTEREST RECEIVED
	INTEREST Banked 26/09/2022	21.41						
	INTEREST Lloyds Bank	21.41			1510	500	21.41	INTEREST RECEIVED
	INTEREST Banked 27/09/2022	7.14						
	INTEREST Lloyds Bank	7.14			1510	500	7.14	INTEREST RECEIVED
	Subtotal Carried Forward:	87.17	0.00	0.00			87.17	

23/11/2022

Witham Town Council Current Year

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Cashbook 7

User: CS

95 Day Notice

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INTEREST Banked	28/09/2022	7.14						
INTEREST	Lloyds Bank	7.14			1510	500	7.14	INTEREST RECEIVED
INTEREST Banked	29/09/2022	7.14						
INTEREST	Lloyds Bank	7.14			1510	500	7.14	INTEREST RECEIVED
INTEREST Banked	30/09/2022	7.14						
INTEREST	Lloyds Bank	7.14			1510	500	7.14	INTEREST RECEIVED
INTEREST Banked	03/10/2022	21.41						
INTEREST	Lloyds Bank	21.41			1510	500	21.41	Interest Received
INTEREST Banked	04/10/2022	7.14						
INTEREST	Lloyds Bank	7.14			1510	500	7.14	Interest Received
INTEREST Banked	05/10/2022	7.14						
INTEREST	Lloyds Bank	7.14			1510	500	7.14	Interest Received
INTEREST Banked	06/10/2022	7.14						
INTEREST	Lloyds Bank	7.14			1510	500	7.14	Interest Received
INTEREST Banked	07/10/2022	7.14						
INTEREST	Lloyds Bank	7.14			1510	500	7.14	Interest Received
INTEREST Banked	10/10/2022	30.59						
INTEREST	Lloyds Bank	30.59			1510	500	30.59	Interest Received
INTEREST Banked	11/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
INTEREST Banked	12/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
INTEREST Banked	13/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
INTEREST Banked	14/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
INTEREST Banked	17/10/2022	30.60						
INTEREST	Lloyds Bank	30.60			1510	500	30.60	Interest Received
INTEREST Banked	18/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
INTEREST Banked	19/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
INTEREST Banked	20/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
INTEREST Banked	21/10/2022	10.20						
INTEREST	Lloyds Bank	10.20			1510	500	10.20	Interest Received
Subtotal Carried Forward:		301.35	0.00	0.00			301.35	

23/11/2022

Witham Town Council Current Year

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09:50

Cashbook 7

User: CS

95 Day Notice

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	INTEREST Banked 24/10/2022	30.60						
	INTEREST Lloyds Bank	30.60			1510	500	30.60	Interest Received
	INTEREST Banked 25/10/2022	10.20						
	INTEREST Lloyds Bank	10.20			1510	500	10.20	Interest Received
	INTEREST Banked 26/10/2022	10.20						
	INTEREST Lloyds Bank	10.20			1510	500	10.20	Interest Received
	INTEREST Banked 27/10/2022	10.20						
	INTEREST Lloyds Bank	10.20			1510	500	10.20	Interest Received
	INTEREST Banked 28/10/2022	10.20						
	INTEREST Lloyds Bank	10.20			1510	500	10.20	Interest Received
	INTEREST Banked 31/10/2022	30.61						
	INTEREST Lloyds Bank	30.61			1510	500	30.61	Interest Received
	Total Receipts:	403.36	0.00	0.00			403.36	

23/11/2022

Witham Town Council Current Year

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Cashbook 6

User: CS

Unity Trust Account

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/231	Banked 01/09/2022	120.00						
	BACS Age Concern Colchester	120.00			1500	100	120.00	Room hire for August
2022/232	Banked 01/09/2022	980.00						
	BACS In-Health	980.00			1500	100	980.00	Room hire for August
2022/233	Banked 01/09/2022	20.00						
	BACS East of England Co-operative	20.00			1500	100	20.00	Room hire for August
2022/234	Banked 01/09/2022	28.00						
	BACS Witham History Group	28.00			1500	100	28.00	Room hire for August
2022/235	Banked 02/09/2022	486.43						
	000223 Information Centre	486.43			1300	300	486.43	Cash Deposit
2022/236	Banked 02/09/2022	98.00						
	BACS American Express	98.00			1300	300	98.00	Card payment
2022/236	Banked 07/09/2022	234.34						
	BACS Information Centre	234.34			1300	300	234.34	PDQ
2022/238	Banked 07/09/2022	285.30						
	BACS Information Centre	285.30			1300	300	285.30	PDQ
2022/239	Banked 09/09/2022	221.60						
	BACS Information Centre	221.60			1300	300	221.60	PDQ
2022/240	Banked 12/09/2022	482.95						
	BACS Information Centre	482.95			1300	300	482.95	PDQ
2022/241	Banked 13/09/2022	479.50						
	BACS Information Centre	479.50			1300	300	479.50	PDQ
2022/242	Banked 13/09/2022	200.00						
	BACS Abellio East Anglia	200.00			1100	100	200.00	Cost of plants for station
2022/243	Banked 14/09/2022	203.03						
	BACS Information Centre	203.03			1300	300	203.03	PDQ
2022/244	Banked 14/09/2022	225.90						
	BACS Information Centre	225.90			1300	300	225.90	PDQ
2022/245	Banked 15/09/2022	357.89						
	BACS Information Centre	357.89			1300	300	357.89	PDQ
2022/246	Banked 16/09/2022	113.84						
	BACS Information Centre	113.84			1300	300	113.84	PDQ
2022/247	Banked 20/09/2022	134.55						
	BACS Information Centre	134.55			1300	300	134.55	PDQ
2022/248	Banked 21/09/2022	160.00						
	000225 Sarah Jones & Charlucc(£60)	160.00			1320	300	160.00	Takings for Witham
Subtotal Carried Forward:		4,831.33	0.00	0.00			4,831.33	

23/11/2022

Witham Town Council Current Year

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09:48

Cashbook 6

User: CS

Unity Trust Account

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/248	Banked 21/09/2022	-160.00						
000225	Charluccio's and Sarah Jones	-160.00			1320	300	-160.00	Incorrect nominal code
2022/248	Banked 21/09/2022	160.00						
000225	Charluccio's & Sarah Jones	160.00			1310	300	160.00	Percentage of days
2022/249	Banked 22/09/2022	61.70						
	BACS Information Centre	61.70			1300	300	61.70	PDQ
2022/250	Banked 22/09/2022	201.62						
	BACS Information Centre	201.62			1300	300	201.62	PDQ
2022/251	Banked 22/09/2022	409.33						
	BACS Information Centre	409.33			1300	300	409.33	PDQ
2022/252	Banked 26/09/2022	113.60						
	BACS Information Centre	113.60			1300	300	113.60	PDQ
2022/253	Banked 26/09/2022	515.20						
	BACS Information Centre	515.20			1300	300	515.20	Cash deposit
2022/254	Banked 26/09/2022	76.58						
000227	Information Centre	76.58			1300	300	76.58	Cash deposit
2022/255	Banked 26/09/2022	12.00						
	BACS American Express	12.00			1300	300	12.00	PDQ
2022/256	Banked 27/09/2022	422.95						
	BACS Information Centre	422.95			1300	300	422.95	PDQ
2022/261	Banked 27/09/2022	347.77						
	BACS Information Centre	347.77			1300	300	347.77	PDQ
2022/257	Banked 28/09/2022	157.00						
	BACS Information Centre	157.00			1300	300	157.00	PDQ
2022/258	Banked 28/09/2022	257.75						
	BACS Information Centre	257.75			1300	300	257.75	PDQ
2022/262	Banked 28/09/2022	68.00						
	BACS Information Centre	68.00			1300	300	68.00	PDQ
2022/259	Banked 29/09/2022	352,203.00						
	BACS Braintree District Council	352,203.00			1600	600	352,203.00	Precept 2
2022/263	Banked 29/09/2022	131.45						
	BACS Information Centre	131.45			1300	300	131.45	PDQ
2022/260	Banked 30/09/2022	244.47						
	BACS Information Centre	244.47			1300	300	244.47	PDQ
2022/265	Banked 30/09/2022	96.00						
	BACS Age Concern Colchester	96.00			1500	100	96.00	Room hire charges for
Subtotal Carried Forward:		360,149.75	0.00	0.00			360,149.75	

23/11/2022

Witham Town Council Current Year

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09:48

Cashbook 6

User: CS

Unity Trust Account

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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>
2022/266	Banked 30/09/2022	20.00						
	BACS East of England Co-operative	20.00			1500	100	20.00	Room hire charges for
2022/267	Banked 30/09/2022	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room hire charges for
2022/268	Banked 30/09/2022	1,040.00						
	BACS In-Health	1,040.00			1500	100	1,040.00	Room hire charges for
2022/264	Banked 30/09/2022	111.05						
	BACS Information Centre	111.05			1300	300	111.05	PDQ
2022/269	Banked 03/10/2022	55.66						
	BACS Mrs B Brett	55.66			9001	900	55.66	Allotment rent
					362		55.66	Allotment rent
					7001	900	-55.66	Allotment rent
2022/270	Banked 03/10/2022	44.53						
	BACS Mrs M Cayir	44.53			9001	900	44.53	Allotment rent
					362		44.53	Allotment rent
					7001	900	-44.53	Allotment rent
2022/271	Banked 03/10/2022	55.66						
	BACS Mrs L Bailey	55.66			9001	900	55.66	Allotment rent
					362		55.66	Allotment rent
					7001	900	-55.66	Allotment rent
2022/272	Banked 03/10/2022	111.32						
	BACS Mrs S Game	111.32			9001	900	111.32	Allotment rent CTL
					362		111.32	Allotment rent CTL
					7001	900	-111.32	Allotment rent CTL
2022/273	Banked 03/10/2022	20.53						
	BACS Mr G Dodd	20.53			9001	900	20.53	Allotment rent CTL 029
					362		20.53	Allotment rent CTL 029
					7001	900	-20.53	Allotment rent CTL 029
2022/274	Banked 04/10/2022	18.48						
	BACS Mr C Wilding	18.48			9001	900	18.48	Allotment rent CTL 072
					362		18.48	Allotment rent CTL 072
					7001	900	-18.48	Allotment rent CTL 072
2022/275	Banked 04/10/2022	70.40						
	BACS Ms A Sawran	70.40			9001	900	70.40	Allotment rent CTL 004
					362		70.40	Allotment rent CTL 004
					7001	900	-70.40	Allotment rent CTL 004
2022/277	Banked 04/10/2022	45.76						
	BACS Mr D Rainet	45.76			9001	900	45.76	Allotment rent CTL 089
					362		45.76	Allotment rent CTL 089
					7001	900	-45.76	Allotment rent CTL 089
Subtotal Carried Forward:		361,763.14	0.00	0.00			361,763.14	

23/11/2022

Witham Town Council Current Year

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Cashbook 6

User: CS

Unity Trust Account

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/278	Banked 04/10/2022	45.76						
	BACS Mrs K James	45.76			9001	900	45.76	Allotment rent CTL 088
					362		45.76	Allotment rent CTL 088
					7001	900	-45.76	Allotment rent CTL 088
2022/276	Banked 04/10/2022	10,216.11						
2022/276	HM Revenue & Customs	10,216.11			105		10,216.11	VAT rebate 1/4-30/6
2022/279	Banked 05/10/2022	40.30						
	BACS Mr A Gilbey	40.30			9001	900	40.30	Allotment rent CTL 045
					362		40.30	Allotment rent CTL 045
					7001	900	-40.30	Allotment rent CTL 045
2022/280	Banked 05/10/2022	59.00						
	BACS American Express	59.00			1300	300	59.00	PDQ
2022/281	Banked 05/10/2022	55.66						
	BACS Mr M Brading	55.66			9001	900	55.66	Allotment rent CTL054
					362		55.66	Allotment rent CTL054
					7001	900	-55.66	Allotment rent CTL054
2022/282	Banked 06/10/2022	58.61						
	BACS Mr A Battley	58.61			9001	900	58.61	Allotment rent CTL019
					362		58.61	Allotment rent CTL019
					7001	900	-58.61	Allotment rent CTL019
2022/283	Banked 06/10/2022	45.76						
000229	Mrs C McCormack	45.76			9001	900	45.76	Allotment rent CTL085
					362		45.76	Allotment rent CTL085
					7001	900	-45.76	Allotment rent CTL085
2022/284	Banked 06/10/2022	55.66						
	BACS Mrs C Keyes	55.66			9001	900	55.66	Allotment rent CTL 014
					362		55.66	Allotment rent CTL 014
					7001	900	-55.66	Allotment rent CTL 014
2022/285	Banked 07/10/2022	155.85						
	BACS Mrs C James	155.85			9001	900	155.85	Allotment rent CTL
					362		155.85	Allotment rent CTL
					7001	900	-155.85	Allotment rent CTL
2022/286	Banked 07/10/2022	280.40						
2022/286	Information Centre	280.40			1300	300	280.40	PDQ
2022/287	Banked 07/10/2022	55.66						
	BACS Mrs M Hawes	55.66			9001	900	55.66	Allotment rent CTL 028
					362		55.66	Allotment rent CTL 028
					7001	900	-55.66	Allotment rent CTL 028
2022/288	Banked 07/10/2022	14.85						
	BACS Ms J Metson	14.85			9001	900	14.85	Allotment rent CTL 053
					362		14.85	Allotment rent CTL 053
Subtotal Carried Forward:		372,846.76	0.00	0.00			372,861.61	

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Unity Trust Account

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</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>
					7001	900	-14.85	Allotment rent CTL 053
2022/289	Banked 10/10/2022	55.66						
	BACS Mrs N Dale		55.66		9001	900	55.66	Allotment rent CTL 079
					362		55.66	Allotment rent CTL 079
					7001	900	-55.66	Allotment rent CTL 079
2022/290	Banked 10/10/2022	22.87						
	BACS Mr & Mrs R Paule		22.87		9001	900	22.87	Allotment rent CTL 022
					362		22.87	Allotment rent CTL 022
					7001	900	-22.87	Allotment rent CTL 022
2022/291	Banked 10/10/2022	215.60						
	BACS Information Centre		215.60		1300	300	215.60	PDQ
2022/292	Banked 10/10/2022	111.32						
	BACS Mrs S Brooks		111.32		9001	900	111.32	Allotment rent CTL
					362		111.32	Allotment rent CTL
					7001	900	-111.32	Allotment rent CTL
2022/293	Banked 10/10/2022	30.32						
	BACS Ms L Ngo		30.32		9001	900	30.32	Allotment rent CTL062
					362		30.32	Allotment rent CTL062
					7001	900	-30.32	Allotment rent CTL062
2022/294	Banked 11/10/2022	244.50						
	BACS Information Centre		244.50		1300	300	244.50	PDQ
2022/295	Banked 11/10/2022	182.16						
	000228 Mr J Davey		182.16		9001	900	182.16	Allotment rent CTL
					362		182.16	Allotment rent CTL
					7001	900	-182.16	Allotment rent CTL
2022/296	Banked 11/10/2022	23.41						
	000230 Miss S Stracey		23.41		9001	900	23.41	Allotment rent CTL 031
					362		23.41	Allotment rent CTL 031
					7001	900	-23.41	Allotment rent CTL 031
2022/297	Banked 11/10/2022	55.66						
	BACS Mrs R Hawkins		55.66		9001	900	55.66	Allotment rent CTL044
					362		55.66	Allotment rent CTL044
					7001	900	-55.66	Allotment rent CTL044
2022/298	Banked 11/10/2022	11.92						
	BACS Mr & Mrs Brace		11.92		9001	900	11.92	Allotment rent CTL030
					362		11.92	Allotment rent CTL030
					7001	900	-11.92	Allotment rent CTL030
2022/299	Banked 11/10/2022	32.46						
	BACS Mr I Brown		32.46		9001	900	32.46	Allotment rent CTL049
					362		32.46	Allotment rent CTL049
					7001	900	-32.46	Allotment rent CTL049
Subtotal Carried Forward:		373,832.64	0.00	0.00			373,832.64	

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Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/301	Banked 12/10/2022	40.10						
	BACS Information Centre	40.10			1300	300	40.10	PDQ
2022/302	Banked 12/10/2022	71.62						
	BACS Information Centre	71.62			1300	300	71.62	PDQ
2022/300	Banked 12/10/2022	105.73						
	BACS Ms P McFarlane	105.73			9001	900	105.73	Allotment rent
					362		105.73	Allotment rent
					7001	900	-105.73	Allotment rent
2022/303	Banked 13/10/2022	50.00						
	000231 Mr & Mrs Franklin	50.00			540		50.00	Donation
2022/304	Banked 13/10/2022	195.71						
	000233 Information Centre	195.71			1300	300	195.71	Cash deposit
2022/305	Banked 13/10/2022	242.81						
	000234 Information Centre	242.81			1300	300	242.81	Cash deposit
2022/307	Banked 13/10/2022	5.10						
	BACS American Express	5.10			1300	300	5.10	PDQ
2022/306	Banked 13/10/2022	55.66						
	BACS Mr K Smith	55.66			9001	900	55.66	Allotment rent CTL020
					362		55.66	Allotment rent CTL020
					7001	900	-55.66	Allotment rent CTL020
2022/308	Banked 14/10/2022	-30.35						
	BACS Information Centre	-30.35			1300	300	-30.35	PDQ refund for cancelled
2022/309	Banked 14/10/2022	22.19						
	BACS Mr N Lawson	22.19			9001	900	22.19	Allotment rent CTL087
					362		22.19	Allotment rent CTL087
					7001	900	-22.19	Allotment rent CTL087
2022/310	Banked 17/10/2022	40.00						
	BACS E Taylor	40.00			1509	300	40.00	Witham Christ Fayre stall
2022/313	Banked 17/10/2022	30.32						
	000232 Mrs A Williams	30.32			9001	900	30.32	Allotment rent CTL 061
					362		30.32	Allotment rent CTL 061
					7001	900	-30.32	Allotment rent CTL 061
2022/314	Banked 17/10/2022	477.00						
	BACS Information Centre	477.00			1300	300	477.00	PDQ
2022/311	Banked 17/10/2022	39.86						
	BACS Mr M Thompson	39.86			9001	900	39.86	Allotment rent CTL048
					362		39.86	Allotment rent CTL048
					7001	900	-39.86	Allotment rent CTL048
2022/312	Banked 17/10/2022	42.24						
Subtotal Carried Forward:		375,220.63	0.00	0.00			375,178.39	

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Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Mr S Ghinescu	42.24			9001	900	42.24	Allotment rent CTL106
					362		42.24	Allotment rent CTL106
					7001	900	-42.24	Allotment rent CTL106
2022/315	Banked 17/10/2022	55.66						
BACS	Mr G Green	55.66			9001	900	55.66	Allotment rent CTL026
					362		55.66	Allotment rent CTL026
					7001	900	-55.66	Allotment rent CTL026
2022/316	Banked 17/10/2022	55.66						
BACS	Mrs E Taylor	55.66			9001	900	55.66	Allotment rent CTL027
					362		55.66	Allotment rent CTL027
					7001	900	-55.66	Allotment rent CTL027
2022/317	Banked 17/10/2022	45.76						
BACS	Miss S Rayner	45.76			9001	900	45.76	Allotment rent CTL090
					362		45.76	Allotment rent CTL090
					7001	900	-45.76	Allotment rent CTL090
2022/318	Banked 17/10/2022	62.79						
BACS	Ms H Julian	62.79			9001	900	62.79	Allotment rent CTL017
					362		62.79	Allotment rent CTL017
					7001	900	-62.79	Allotment rent CTL017
2022/319	Banked 18/10/2022	20.00						
BACS	Sara Channon	20.00			1509	300	20.00	Witham Chris Fayre stall
2022/320	Banked 18/10/2022	161.90						
BACS	Information Centre	161.90			1300	300	161.90	PDQ
2022/321	Banked 18/10/2022	126.80						
000235	Mrs J Gibbons	126.80			9001	900	126.80	Allotment rent CTL
					362		126.80	Allotment rent CTL
					7001	900	-126.80	Allotment rent CTL
2022/322	Banked 18/10/2022	40.00						
BACS	Maria Georgiou	40.00			1509	300	40.00	Witham Christ Fayre stall
2022/323	Banked 18/10/2022	61.20						
BACS	Mrs J Russell	61.20			9001	900	61.20	Allotment rent CTL082
					362		61.20	Allotment rent CTL082
					7001	900	-61.20	Allotment rent CTL082
2022/324	Banked 18/10/2022	32.47						
BACS	Mr G Saville	32.47			9001	900	32.47	Allotment rent CTL043
					362		32.47	Allotment rent CTL043
					7001	900	-32.47	Allotment rent CTL043
2022/325	Banked 19/10/2022	41.10						
BACS	Information Centre	41.10			1300	300	41.10	PDQ
2022/326	Banked 19/10/2022	-0.75						
BACS	Information Centre	-0.75			1300	300	-0.75	PDQ refund
Subtotal Carried Forward:		375,923.22	0.00	0.00			375,923.22	

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Receipts received between 01/09/2022 and 31/10/2022

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Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/327	Banked 19/10/2022	40.00						
	BACS Cha Cha Pizza	40.00			1509	300	40.00	Witham Christ Fayre stall
2022/329	Banked 19/10/2022	11.03						
	BACS Mrs D Croghan	11.03			9001	900	11.03	Allotment rent CTL030
					362		11.03	Allotment rent CTL030
					7001	900	-11.03	Allotment rent CTL030
2022/330	Banked 20/10/2022	55.66						
	BACS Mr D Youngman	55.66			9001	900	55.66	Allotment rent CTL035
					362		55.66	Allotment rent CTL035
					7001	900	-55.66	Allotment rent CTL035
2022/333	Banked 20/10/2022	55.66						
	BACS Mr A Gardner	55.66			9001	900	55.66	Allotment rent CTL034
					362		55.66	Allotment rent CTL034
					7001	900	-55.66	Allotment rent CTL034
2022/334	Banked 21/10/2022	176.65						
	BACS Information Centre	176.65			1300	300	176.65	PDQ
2022/332	Banked 21/10/2022	5,801.20						
	BACS EBM Managed Services	5,801.20			1100	100	5,801.20	Settlement fees CF &
2022/335	Banked 21/10/2022	6.00						
	BACS American Express	6.00			1300	300	6.00	PDQ
2022/338	Banked 24/10/2022	54.70						
	BACS Information Centre	54.70			1300	300	54.70	PDQ
2022/336	Banked 24/10/2022	55.66						
	BACS Mr D Hardy	55.66			9001	900	55.66	Allotment rent CTL036
					362		55.66	Allotment rent CTL036
					7001	900	-55.66	Allotment rent CTL036
2022/337	Banked 24/10/2022	55.66						
	BACS Ms T O'Hanlon	55.66			9001	900	55.66	Allotment rent CTL039
					362		55.66	Allotment rent CTL039
					7001	900	-55.66	Allotment rent CTL039
2022/339	Banked 24/10/2022	99.88						
	BACS Mr S Mitchell	99.88			9001	900	99.88	Allotment rent
					362		99.88	Allotment rent
					7001	900	-99.88	Allotment rent
2022/340	Banked 24/10/2022	55.66						
	BACS Ms D Newman	55.66			9001	900	55.66	Allotment rent CTL051
					362		55.66	Allotment rent CTL051
					7001	900	-55.66	Allotment rent CTL051
2022/341	Banked 25/10/2022	29.74						
Subtotal Carried Forward:		382,420.72	0.00	0.00			382,390.98	

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Receipts received between 01/09/2022 and 31/10/2022

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Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	29.74			1300	300	29.74	PDQ
2022/342	Banked 25/10/2022	27.72						
000236	Mr R Quinnell	27.72			9001	900	27.72	Allotment rent CTL069
					362		27.72	Allotment rent CTL069
					7001	900	-27.72	Allotment rent CTL069
2022/343	Banked 25/10/2022	46.73						
000237	Mrs K Cordwell	46.73			9001	900	46.73	Allotment rent CTL046
					362		46.73	Allotment rent CTL046
					7001	900	-46.73	Allotment rent CTL046
2022/344	Banked 25/10/2022	55.66						
BACS	Mr L Plaistowe	55.66			9001	900	55.66	Allotment rent CTL033
					362		55.66	Allotment rent CTL033
					7001	900	-55.66	Allotment rent CTL033
2022/345	Banked 25/10/2022	22.24						
BACS	Mr M Hooper	22.24			9001	900	22.24	Allotment rent CTL013
					362		22.24	Allotment rent CTL013
					7001	900	-22.24	Allotment rent CTL013
2022/346	Banked 26/10/2022	321.44						
BACS	Information Centre	321.44			1300	300	321.44	PDQ
2022/347	Banked 26/10/2022	563.74						
BACS	Information Centre	563.74			1300	300	563.74	PDQ
2022/367	Banked 26/10/2022	304.80						
BACS	Information Centre	304.80			1300	300	304.80	PDQ
2022/370	Banked 26/10/2022	42.24						
000240	Mr S Grace	42.24			9001	900	42.24	Allotment rent CTL105
					362		42.24	Allotment rent CTL105
					7001	900	-42.24	Allotment rent CTL105
2022/348	Banked 26/10/2022	29.70						
BACS	Mr M Smith	29.70			9001	900	29.70	Allotment rent CTL063
					362		29.70	Allotment rent CTL063
					7001	900	-29.70	Allotment rent CTL063
2022/349	Banked 26/10/2022	91.52						
BACS	Mr R Mellor	91.52			9001	900	91.52	Allotment rent CTL091/94
					362		91.52	Allotment rent CTL091/94
					7001	900	-91.52	Allotment rent CTL091/94
2022/352	Banked 27/10/2022	20.00						
BACS	Maria Brown	20.00			1509	300	20.00	Larger stall for Christmas
2022/351	Banked 27/10/2022	37.50						
BACS	Healthcare Safety Investigatio	37.50			1500	100	37.50	Room Hire
2022/368	Banked 27/10/2022	535.75						
Subtotal Carried Forward:		384,519.76	0.00	0.00			383,984.01	

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Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Information Centre	535.75			1300	300	535.75	PDQ
2022/372	Banked 27/10/2022	84.48						
000241	Mr K Thornhill	84.48			9001	900	84.48	Allotment rent
					362		84.48	Allotment rent
					7001	900	-84.48	Allotment rent
2022/350	Banked 27/10/2022	103.18						
BACS	Mr A Peacock	103.18			9001	900	103.18	Allotment rent
					362		103.18	Allotment rent
					7001	900	-103.18	Allotment rent
2022/353	Banked 27/10/2022	61.20						
BACS	Mr R Pilbrow	61.20			9001	900	61.20	Allotment rent CTL083
					362		61.20	Allotment rent CTL083
					7001	900	-61.20	Allotment rent CTL083
2022/383	Banked 27/10/2022	45.76						
BACS	Mr A Warren	45.76			9001	900	45.76	Allotment rent CTL093
					362		45.76	Allotment rent CTL093
					7001	900	-45.76	Allotment rent CTL093
2022/354	Banked 28/10/2022	24.00						
000243	Phoenix Fillies	24.00			1500	100	24.00	Room Hire
2022/355	Banked 28/10/2022	332.43						
BACS	Information Centre	332.43			1300	300	332.43	PDQ
2022/369	Banked 28/10/2022	231.30						
BACS	Information Centre	231.30			1300	300	231.30	PDQ
2022/356	Banked 28/10/2022	55.66						
BACS	Mr R Weeks	55.66			9001	900	55.66	Allotment rent CTL005
					362		55.66	Allotment rent CTL005
					7001	900	-55.66	Allotment rent CTL005
2022/357	Banked 28/10/2022	55.66						
BACS	Mrs S Gallagher	55.66			9001	900	55.66	Allotment rent CTL070
					362		55.66	Allotment rent CTL070
					7001	900	-55.66	Allotment rent CTL070
2022/358	Banked 31/10/2022	413.49						
BACS	Information Centre	413.49			1300	300	413.49	PDQ
2022/363	Banked 31/10/2022	55.66						
000239	Mrs M Garner	55.66			9001	900	55.66	Allotment rent CTL021
					362		55.66	Allotment rent CTL021
					7001	900	-55.66	Allotment rent CTL021
2022/372	Banked 31/10/2022	61.20						
000244	Mr P Facey	61.20			9001	900	61.20	Allotment rent CTL024
					362		61.20	Allotment rent CTL024
					7001	900	-61.20	Allotment rent CTL024
Subtotal Carried Forward:		386,043.78	0.00	0.00			386,043.78	

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Unity Trust Account

Receipts received between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/373	Banked 31/10/2022	55.66						
000245	Mr V Chytry	55.66			9001	900	55.66	Allotment rent CTL060
					362		55.66	Allotment rent CTL060
					7001	900	-55.66	Allotment rent CTL060
2022/375	Banked 31/10/2022	20.00						
	BACS Witham and Countryside	20.00			1500	100	20.00	Room Hire
2022/376	Banked 31/10/2022	40.00						
	BACS East of England Co-operative	40.00			1500	100	40.00	Room Hire
2022/377	Banked 31/10/2022	96.00						
	BACS Age Concern Colchester	96.00			1500	100	96.00	Room Hire
2022/378	Banked 31/10/2022	960.00						
	BACS In-Health	960.00			1500	100	960.00	Room Hire
2022/379	Banked 31/10/2022	14.00						
	BACS Witham History Group	14.00			1500	100	14.00	Room Hire
2022/380	Banked 31/10/2022	24.00						
	BACS Braintree Ass'n Local Councils	24.00			1500	100	24.00	Room Hire
2022/381	Banked 31/10/2022	42.00						
	BACS The Rt HON Priti Patel	42.00			1500	100	42.00	Room Hire
2022/374	Banked 31/10/2022	273.18						
	BACS Information Centre	273.18			1300	300	273.18	PDQ
2022/366	Banked 31/10/2022	98.00						
	BACS American Express	98.00			1300	300	98.00	PDQ
2022/359	Banked 31/10/2022	55.66						
	BACS Mrs S Boylan	55.66			9001	900	55.66	Allotment rent CTL025
					362		55.66	Allotment rent CTL025
					7001	900	-55.66	Allotment rent CTL025
2022/360	Banked 31/10/2022	58.39						
	BACS Mr A Gardiner	58.39			9001	900	58.39	Allotment rent CTL018
					362		58.39	Allotment rent CTL018
					7001	900	-58.39	Allotment rent CTL018
2022/361	Banked 31/10/2022	45.76						
	BACS Mr J Kent	45.76			9001	900	45.76	Allotment rent CTL102
					362		45.76	Allotment rent CTL102
					7001	900	-45.76	Allotment rent CTL102
2022/362	Banked 31/10/2022	55.66						
	BACS Mr W Chipperfield	55.66			9001	900	55.66	Allotment rent CTL002
					362		55.66	Allotment rent CTL002
					7001	900	-55.66	Allotment rent CTL002
2022/364	Banked 31/10/2022	45.76						
Subtotal Carried Forward:		387,927.85	0.00	0.00			387,882.09	

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<u>Receipt Ref</u>	<u>Name of</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>
BACS	Mrs N Healy-Pearson	45.76			9001	900	45.76	Allotment rent CTL092
					362		45.76	Allotment rent CTL092
					7001	900	-45.76	Allotment rent CTL092
2022/365	Banked 31/10/2022	45.76						
BACS	Mr S Walls	45.76			9001	900	45.76	Allotment rent CTL095
					362		45.76	Allotment rent CTL095
					7001	900	-45.76	Allotment rent CTL095
2022/382	Banked 31/10/2022	55.66						
BACS	Mr M Cook	55.66			9001	900	55.66	Allotment rent CTL055
					362		55.66	Allotment rent CTL055
					7001	900	-55.66	Allotment rent CTL055
Total Receipts:		388,029.27	0.00	0.00			388,029.27	

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Lloyds Bank Account

Payments made between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
05/09/2022	Lloyds Bank	TNSFR	100.00			4200 100	100.00	Petty Cash
26/09/2022	Amazon Services Ltd	CC	6.19			4120 100	6.19	Black ribbon for queens pic
26/09/2022	Amazon Business	CC	3.95		0.66	4120 100	3.29	Flag mourning streamer
26/09/2022	Amazon Services Ltd	CC	-6.19			4120 100	-6.19	No VAT included
26/09/2022	Amazon Services Ltd	CC	6.19		1.03	4120 100	5.16	Black ribbon for queens pic
26/09/2022	Amazon Business	CC	26.85			4120 100	26.85	Guide to Managing conflict
26/09/2022	Lumen8 Ltd	CC	-24.76		-4.12	4120 100	-20.64	Energy saving bulbs
26/09/2022	Facebook	CC	25.00			4503 500	25.00	Witham Street Ent Festival
26/09/2022	Pretty Wild Seeds	CC	3.69			9001 900	3.69	Wild flower seeds
						362	-3.69	Wild flower seeds
						7000 900	3.69	Wild flower seeds
26/09/2022	Amazon Services Ltd	CC	17.89		2.98	4150 100	14.91	Webcam for PC
26/09/2022	DVLA	CC	292.50			4444 400	292.50	Vehicle Tax for EX64 DVA
26/09/2022	BeGreat GmbH	CC	6.99			9001 900	6.99	Vegetable seeds
						362	-6.99	Vegetable seeds
						7000 900	6.99	Vegetable seeds
26/09/2022	Ketoplastics Ltd	CC	13.49		2.25	4120 100	11.24	Plastic paint kettle
26/09/2022	Freethought Internet Ltd	CC	31.64		5.27	4100 100	26.37	Internet subscription
26/09/2022	Derikee Ltd	CC	161.99		27.00	4120 100	134.99	Telescopic ladder
26/09/2022	Amazon Services Ltd	CC	11.99		2.00	4120 100	9.99	Black elastic armbands
26/09/2022	Amazon Co uk	CC	8.79		1.47	4120 100	7.32	Pack of 6 hooks
26/09/2022	Pretty Wild Seeds	CC	3.69			9001 900	3.69	Wild Flower Seeds
						362	-3.69	Wild Flower Seeds
						7000 900	3.69	Wild Flower Seeds
26/09/2022	Fasaj Group Ltd	CC	6.99			4120 100	6.99	Box of Disposable gloves
26/09/2022	Easygift trading Ltd	CC	29.85		4.98	4503 500	24.87	Folding stackable baskets
26/09/2022	Mama Dells	CC	55.65			4120 100	55.65	Refreshments
26/09/2022	Michelle Floral Design	CC	50.00			4516 500	50.00	Condolence flowers
26/09/2022	Amazon Co uk	CC	27.61		4.60	4140 100	23.01	Premium business paper
26/09/2022	Storm & Lighthouse Ltd	CC	8.85		1.47	4503 500	7.38	6x mini kids colouring pencils
26/09/2022	Double the Bubbles Ltd	CC	216.95			4380 300	216.95	Costume hire for Witham Festiv
26/09/2022	Facebook	CC	25.00			4503 500	25.00	Advertising Witham Festival
26/09/2022	HPI Instant Ink Uk	CC	2.99			4140 100	2.99	Ink cartridge
26/10/2022	Amazon Business	CC	2.19		0.37	9001 900	1.82	Pack of address
Subtotal Carried Forward:			1,115.97	0.00	49.96		1,064.19	

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Lloyds Bank Account

Payments made between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
								labels
						362	-1.82	Pack of address labels
						7000 900	1.82	Pack of address labels
26/10/2022	Amazon Business	CC	6.72		1.12	4380 300	5.60	Temporary tattoos
26/10/2022	Amazon Services Ltd	CC	8.96		1.49	4380 300	7.47	Temporary tattoos
26/10/2022	Amazon Services Ltd	CC	10.68		1.78	4380 300	8.90	Temporary tattoos
26/10/2022	Amazon Services Ltd	CC	-10.68		-1.78	4380 300	-8.90	Amount Incorrectly input
26/10/2022	Amazon Services Ltd	CC	14.67		2.45	4380 300	12.22	Temporary tattoos
26/10/2022	Display Products Ltd	CC	57.63		9.60	4503 500	48.03	A5 dispenser for brochures
26/10/2022	Amazon Services Ltd	CC	5.99		1.00	4380 300	4.99	Temporary tattoos
26/10/2022	Amazon Business	CC	10.45		1.74	4140 100	8.71	Laminating pouches
26/10/2022	Fabs Witham	CC	14.49			4380 300	14.49	Platter trays
26/10/2022	Tesco PLC	CC	8.55			4380 300	8.55	Refreshments
26/10/2022	McColl's	CC	3.10			4380 300	3.10	Refreshments
26/10/2022	ParcelFoirce	CC	15.14		2.52	4380 300	12.62	Return of costumes
26/10/2022	Gadgets Ltd	CC	3.60		0.60	4355 300	3.00	Balls
26/10/2022	Fabs Witham	CC	10.00			4120 100	10.00	Plastic cups
26/10/2022	Whitehall Printing	CC	271.79		45.30	4345 300	226.49	A4 wall calendars
26/10/2022	Tesco PLC	CC	44.74			4120 100	44.74	Refreshments
26/10/2022	Fabs Witham	CC	3.20			4120 100	3.20	Plastic cups
26/10/2022	Amazon Services Ltd	CC	5.89		0.98	4503 500	4.91	Table cover clamps
26/10/2022	Astare	CC	275.60			4120 100	275.60	Refreshments
26/10/2022	Corporate Togs Ltd	CC	181.85		30.31	4380 300	151.54	Marshalls Hi Viz jackets
26/10/2022	PDF Sam	CC	42.85			4100 100	42.85	PDF software
26/10/2022	Tesco PLC	CC	9.00			4120 100	9.00	USB stick
26/10/2022	Instaprint	CC	52.99			4503 500	52.99	Rivenhall banner
26/10/2022	Double The Bubbles	CC	-125.00			4380 300	-125.00	Refund of deposit for costumes
26/10/2022	Expocart	CC	150.00		25.00	4503 500	125.00	Display board
26/10/2022	Amazon Services Ltd	CC	3.99		0.67	4503 500	3.32	Push pins for display board
26/10/2022	W.E. Textiles Ltd	CC	26.97		4.49	4445 400	22.48	Kapton mens safety jacket
26/10/2022	Jolee Fabrics Ltd	CC	21.58		3.60	4503 500	17.98	Vinyl table cloth
26/10/2022	Amazon Services Ltd	CC	37.99		6.33	4120 100	31.66	Clothes rail
26/10/2022	Amazon Services Ltd	CC	15.98		2.66	4445 400	13.32	Anti vibration gloves
26/10/2022	The Works	CC	12.00			4120 100	12.00	Black diaries
26/10/2022	ILFD Group Ltd	CC	27.71		4.62	4376 300	23.09	Lion Costume
26/10/2022	Amazon Services Ltd	CC	12.79		2.13	4376 300	10.66	Paper lanterns
Subtotal Carried Forward:			2,347.19	0.00	196.57		2,150.62	

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Lloyds Bank Account

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<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
26/10/2022	Cartridge Save Ltd	CC	23.58		3.93	4355 300	19.65	Black Laser toner
26/10/2022	Cartridge Save Ltd	CC	31.03		5.17	4355 300	25.86	Tri-Colour ink cartridge
26/10/2022	Kimober Ltd	CC	99.90		16.65	4376 300	83.25	Halloween treat bags
26/10/2022	Kimober Ltd	CC	102.89		17.15	4376 300	85.74	Halloween treat bags&wig
26/10/2022	Amazon Services Ltd	CC	32.64		5.45	4445 400	10.55	Safty glasses
						4376 300	16.64	Flag banner
26/10/2022	Simple Trade Ltd	CC	4.20		0.70	4376 300	3.50	Face paint
26/10/2022	Amazon Services Ltd	CC	28.36		4.74	4376 300	23.62	Tinsel curtain & table cloths
26/10/2022	Amazon Business	CC	34.99		5.83	4376 300	29.16	Life size cutouts
26/10/2022	Amazon Business	CC	4.95		0.83	4376 300	4.12	Face & body paint
26/10/2022	Innovation Products Ltd	CC	32.95			4445 400	32.95	Mens safety boots
26/10/2022	Amazon Services Ltd	CC	12.99		2.17	4376 300	10.82	Women's wigs
26/10/2022	Blyme Ltd	CC	82.96		13.82	4376 300	69.14	Blyme Ltd
26/10/2022	Personal Engraving Ltd	CC	39.44		6.57	4445 400	32.87	Ear defenders
26/10/2022	Amazon Services Ltd	CC	11.45		1.91	4376 300	9.54	Wizard of Oz tin sign
26/10/2022	Orchard Crown Ltd	CC	3.54		0.59	4376 300	2.95	Star fairy wand
26/10/2022	Roch Valley Ltd	CC	22.90		3.82	4376 300	19.08	Dorothy ruby slippers
26/10/2022	Gigglewick Gifts Ltd	CC	3.95			4376 300	3.95	Wizard of Oz sign
26/10/2022	Newstyle Enterprise Ltd	CC	14.95		2.49	4376 300	12.46	Witches hat
26/10/2022	HPI Instant Ink	CC	4.49			4120 100	4.49	Ink cartridge
26/10/2022	HPI instant Ink	CC	2.99			4120 100	2.99	Ink cartridge
Total Payments:			2,942.34	0.00	288.39		2,653.95	

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Unity Trust Account

Payments made between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
01/09/2022	Maxed IT	BACS 11760	21.60		3.60	4100 100	18.00	Monthly workstation monitoring
01/09/2022	James Todd & Co	BACS 11761	86.40		14.40	4195 100	72.00	August Payroll fee
01/09/2022	Wire & Sky	BACS 11762	992.75		165.46	540	827.29	Mayors charity abseil
01/09/2022	Witham Cricket Club	BACS 11763	450.00			4360 300	450.00	Disperal of Grant Aid
01/09/2022	Lyreco UK Ltd	BACS 11764	46.32		7.72	4140 100	38.60	A4 paper
01/09/2022	Braintree District Council	DD	948.00			4120 100	948.00	Mnthly Town Hall rent
05/09/2022	Essex Pension Fund	BACS 11704	6,895.54			4145 100	3,372.74	August 2022 pension contrib
						4301 300	1,164.33	August 2022 pension contrib
						4400 400	2,358.47	August 2022 pension contrib
05/09/2022	HM Revenue and Customs	BACS 11705	6,741.45			4145 100	3,718.54	Month 5 tax & NI
						4301 300	935.44	Month 5 tax & NI
						4400 400	2,087.47	Month 5 tax & NI
08/09/2022	BT	DD	64.53		10.75	4372 300	53.78	Mnthly CCTV charge
12/09/2022	FuelGenie	DD	168.54		28.09	4444 400	140.45	Fuel for fleet
13/09/2022	Plus Net	DD	28.87		4.81	4100 100	24.06	Broadband charges
14/09/2022	RISC IT Solutions	DD	29.94		4.99	4100 100	24.95	Online back up
14/09/2022	Clover Marketplace Merchant	DD	69.39			4355 300	69.39	Monthly system service charge
16/09/2022	Assured Heating Essex	BACS 11765	85.00		14.17	4120 100	70.83	Gas boiler service
16/09/2022	C&S Window Cleaning Services	BACS 11766	90.00			4120 100	90.00	Clean of Town Hall windows
16/09/2022	First Essex Buses	BACS 11767	482.40			4345 300	482.40	Sale of bus tickets
16/09/2022	Royal Mail	BACS 11768	141.60		23.60	4525 500	118.00	Delivery of newsletters
16/09/2022	Maxed IT	BACS 11769	21.60		3.60	4100 100	18.00	Mnthly workstation monitoring
16/09/2022	Rialtas Business Solutions Ltd	BACS 11770	151.20		25.20	4101 100	126.00	Allotment software
16/09/2022	James Hallam	BACS 11771	634.00			4165 100	634.00	Event insce for Witham Fest
16/09/2022	Wilkin & Sons	BACS 11772	127.83			4345 300	127.83	Sale of various condiments
16/09/2022	Klarners Coaches Ltd	BACS 11773	39.60			4345 300	39.60	Sale of coach tickets
16/09/2022	National Express	BACS 11774	214.61			4345 300	214.61	Sale of coach tickets
16/09/2022	Jenny Wijekoon	BACS 11775	171.00			4345 300	171.00	Sale of paintings
16/09/2022	Debbie Design Cards	BACS 11776	9.00			4345 300	9.00	Sale of greetings cards
16/09/2022	Lisa Taylor	BACS 11777	10.80			4345 300	10.80	Sale of Garden Gifts
Subtotal Carried Forward:			18,721.97	0.00	306.39		18,415.58	

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Payments made between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
20/09/2022	Clover Marketplace Merchant	DD	27.00		4.50	4355 300	22.50	Monthly equip rental
20/09/2022	British Gas	DD	294.78		49.13	4122 100	245.65	Mnthly Electricity charge
20/09/2022	Clover Marketplace Merchant	DD	8.39		1.40	4355 300	6.99	Monthly system charge
26/09/2022	FuelGenie	DD	115.07		19.17	4444 400	95.90	Fuel
27/09/2022	Fool's Paradise Ltd	BACS 11809	7,110.00		1,185.00	4380 300	5,925.00	Various acts for Witham Festiv
27/09/2022	Royal British Legion Witham Br	BACS 11810	127.50			4310 300	127.50	Hall hire for Sunday Cinema
27/09/2022	Witham Public Hall Trust	BACS 11811	684.00			4345 300	684.00	Tickets for Beatlemania
27/09/2022	PKF Littlejohn LLP	BACS 11812	1,920.00		320.00	4175 100	1,600.00	AGAR review and return 31/3/22
27/09/2022	EH Smith Builders Merchants	BACS 11813	246.48		41.08	4437 400	151.40	Cement
						4437 400	29.00	Pine Plywood
						4437 400	25.00	Concreting sand
27/09/2022	Streetmaster	BACS 11814	1,209.72		201.62	4437 400	1,008.10	Georgian Steel bench
27/09/2022	David Islip Photography	BACS 11815	160.00			4380 300	160.00	Witham St Festival photo's
27/09/2022	A & J Lighting	BACS 11816	96.00		16.00	4425 400	80.00	Blunts Hall Rd call out
27/09/2022	Nikki Smith	BACS 11817	401.63			4115 100	139.78	Travel expen & Costco
						4380 300	261.85	Travel expen & Costco
27/09/2022	Squashbox Theatre	BACS 11818	600.00			4380 300	600.00	The Sea Show for Festival
27/09/2022	DAC Planning Ltd	BACS 11819	1,208.00		201.33	4600 200	1,006.67	Task 1 - Meeting & workshop
27/09/2022	Tuckwells	BACS 11820	216.00		36.00	4420 400	180.00	Repair of mower
29/09/2022	SSE Electricity	DD	193.35		9.21	4122 100	29.90	Unmetered CCTV Camera
						4122 100	77.13	Unmetered CCTV Camera
						4122 100	77.11	Unmetered CCTV Camera
29/09/2022	Southern Electric	DD	144.51		6.88	4431 400	137.63	Electric for Toilet block
29/09/2022	SSE Electricricity	DD	-193.35		-9.21	4122 100	-29.90	Incorrect nominal code
						4122 100	-77.13	Incorrect nominal code
						4122 100	-77.11	Incorrect nominal code
29/09/2022	SSE Electricity	DD	193.35		9.19	4372 300	29.90	Unmetered CCTV camera
						4372 300	77.13	Unmetered CCTV camera
Subtotal Carried Forward:			56,264.81	0.00	2,456.69		53,730.99	

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Payments made between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
						4372 300	77.13	Unmetered CCTV camera
30/09/2022	Adept Telecom	DD	28.40		4.73	4355 300	23.67	Monthly call charges
30/09/2022	EBM Managed Services	DD	126.42		21.07	4130 100	105.35	Monthly photocopying charge
30/09/2022	Lloyds Bank	DD	35.40			4101 100	35.40	Monthly service charge
30/09/2022	Unity Trust Bank plc	DD	78.45			4101 100	78.45	Monthly transaction charges
03/10/2022	Braintree District Council	DD	948.00			4120 100	948.00	Monthly rates
03/10/2022	Screwfix	DD	7.99		1.33	4420 400	6.66	Bungee cord
03/10/2022	FuelGenie	DD	50.00		8.33	4444 400	41.67	Fuel
03/10/2022	3 Business Services	DD	22.79		3.80	4373 300	18.99	Monthly call charges
05/10/2022	Essex Pension Fund	BACS 11807	7,034.19			4145 100	4,074.19	Month 6 Pension allocation
						4301 300	1,138.16	Month 6 Pension allocation
						4400 400	1,821.84	Month 6 Pension allocation
05/10/2022	HM Revenue and Customs	BACS 11808	6,974.26			4145 100	4,393.92	Month 6 Tax & NI
						4301 300	892.20	Month 6 Tax & NI
						4400 400	1,688.14	Month 6 Tax & NI
05/10/2022	Daisy Communications	DD	142.49		23.75	4160 100	118.74	Monthly telephone call charges
05/10/2022	GrenkeLeasing Ltd	DD	453.60		75.60	4130 100	378.00	Quarterly lease fee
10/10/2022	BT	DD	64.53		10.75	4372 300	53.78	Broadband services
11/10/2022	FuelGenie	DD	50.24		8.37	4444 400	41.87	Fuel
11/10/2022	SSE	DD	576.61		27.43	4425 400	48.66	Unmetered street lighting
						4425 400	181.52	Unmetered street lighting
						4425 400	48.66	Unmetered street lighting
						4425 400	181.52	Unmetered street lighting
						4425 400	70.12	Unmetered street lighting
						4425 400	18.70	Unmetered street lighting
12/10/2022	A & J Lighting	BACS 11821	84.00		14.00	4425 400	70.00	Call out to Bramble road
12/10/2022	NHS Devon Partnership	BACS 11822	54.00		9.00	4180 100	45.00	Mindful employer review fee
12/10/2022	Wilkin & Sons	BACS 11823	193.56			4345 300	193.56	Various preservatives
12/10/2022	EH Smith Builders Merchants	BACS 11824	78.42		13.07	4447 400	40.85	2 incised posts
						4447 400	24.50	carcassing timber
Subtotal Carried Forward:			73,268.16	0.00	2,677.92		70,590.24	

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Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
12/10/2022	Whitehall Printing	BACS 11825	271.79		45.30	4345 300	226.49	A4 wall calendars
12/10/2022	Great British Jigsaws	BACS 11826	179.70		29.95	4345 300	149.75	500 piece jigsaw
12/10/2022	Society of London Theatres	BACS 11827	122.20			4345 300	122.20	Sale of theatre tickets
12/10/2022	National Express	BACS 11828	285.59			4345 300	285.59	Sale of coach tickets
12/10/2022	Klarners Coaches Ltd	BACS 11829	115.20			4345 300	115.20	Sale of coach tickets
12/10/2022	First Essex Buses	BACS 11830	208.80			4345 300	208.80	Sale of bus tickets
12/10/2022	James Todd & Co	BACS 11831	86.40		14.40	4195 100	72.00	September payroll fee
12/10/2022	Skipper Ground Maintenance	BACS 11832	936.00		156.00	4455 400	780.00	4th instal for floral displays
12/10/2022	C&S Window Cleaning Services	BACS 11834	20.00			4120 100	20.00	Town Hall windows cleaned
12/10/2022	Lyreco UK Ltd	BACS 11835	69.48		11.58	4140 100	57.90	A4 paper
12/10/2022	Streetmaster	BACS 11836	1,209.72		201.62	4437 400	1,008.10	Georgian steel bench
12/10/2022	White Hart Hotel	BACS 11837	575.00		95.83	4380 300	479.17	White Hart Hotel
12/10/2022	It's Magic Time Entertainers	BACS 11838	395.00			4376 300	395.00	Mingle magic for Halloween
12/10/2022	Maxed IT	BACS 11839	21.60		3.60	4100 100	18.00	Remote workstation monitoring
12/10/2022	Liz Crick	BACS 11840	36.00			4345 300	36.00	Sale of handmade soaps
12/10/2022	Carol Gosden	BACS 11841	11.88			4345 300	11.88	Sale of bath bombs
12/10/2022	Lisa Taylor	BACS 11842	18.90			4345 300	18.90	Sale of garden gifts
12/10/2022	Karen Scott	BACS 11843	56.25			4345 300	56.25	Sale of mice, pumpkins & fairy
12/10/2022	St John Ambulance	BACS 11844	288.00		48.00	4380 300	240.00	Attendance at Witham Festival
12/10/2022	SAS Vehicle Service & Repair	BACS 11845	24.23		4.04	4444 400	20.19	Fix lens light reflector
12/10/2022	P Rowland	BACS 11846	180.00			4345 300	180.00	Sale of honey
12/10/2022	The Gorgeous Food Co	BACS 11847	349.44		23.50	4345 300	325.94	Various food to sell
12/10/2022	Kempco	BACS 11848	141.00		23.50	4345 300	117.50	Dog waste bags
12/10/2022	Witham Public Hall Trust	BACS 11849	882.55			4345 300	684.00	Cash revisited tickets
						4345 300	198.55	Tom Petty & Fleetwood Mac tick
12/10/2022	RISC IT Solutions	DD	29.94		4.99	4100 100	24.95	Monthly workstation monitoring
13/10/2022	Plus Net	DD	28.87		4.81	4100 100	24.06	Monthly broadband
14/10/2022	Colt Press	BACS 11861	1,381.00			4525 500	1,381.00	Print of Witham Voice
14/10/2022	American Express	DD	2.09			4355 300	2.09	Service charge
Subtotal Carried Forward:			81,194.79	0.00	3,345.04		77,849.75	

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Cashbook 6

User: CS

Unity Trust Account

Payments made between 01/09/2022 and 31/10/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
								taps
25/10/2022	Rhubarb Theatre	BACS 11864	885.00		147.50	4380 300	737.50	Witham Festival performers
25/10/2022	Witham Public Hall Trust	BACS 11865	558.27			4345 300	460.27	Sale of tickets for Shakatak
						4345 300	98.00	Sale of tickets for Wrestling
25/10/2022	Performance Ticket Printers	BACS 11866	206.84		34.47	4355 300	116.87	Print of scheme vouchers
						4355 300	55.50	Print of scheme vouchers
25/10/2022	Browns Blooms & Balloons	BACS 11867	150.00			4376 300	150.00	Halloween trail arch
25/10/2022	Heelis and Lodge	BACS 11868	320.00			4175 100	320.00	Internal audit
25/10/2022	Signs Base Ltd	BACS 11869	78.00		13.00	4503 500	65.00	PVC banner
25/10/2022	Smart Office Solutions	BACS 11870	3,920.06		653.34	4130 100	3,266.72	Termination fee
25/10/2022	CF Corporate Finance	BACS 11871	2,424.58		404.10	4130 100	2,020.48	Termination fee
25/10/2022	James Hallam Ltd	BACS 11872	200.70			4165 100	200.70	Increase to Fidelity limit
25/10/2022	DJ Samuel Hann	BACS 11873	100.00			4505 500	100.00	Deposit for Mayor's event
25/10/2022	Reveal Media Ltd	BACS 11874	187.20		31.20	4445 400	156.00	Camera software & support
25/10/2022	Countrywise Animal Supplies	BACS 11875	295.00		49.16	4445 400	245.84	Flowers for the station
25/10/2022	Janet Wager	BACS 11876	5.40			4345 300	5.40	Sale of 3 cards
25/10/2022	FuelGenie	DD	68.38		11.40	4444 400	56.98	Fuel
26/10/2022	EBM Managed Services	DD	147.05		24.51	4130 100	122.54	Photocopier reading 31/8-26/9
27/10/2022	Pitney Bowes	DD	108.14			4135 100	108.14	Franking machine
31/10/2022	Daisy Communications	DD	148.06		24.68	4160 100	123.38	Call service charges
31/10/2022	Adept Telecom	DD	27.18		4.53	4355 300	22.65	Service anjd call charges
31/10/2022	SSE	DD	118.37		5.63	4431 400	112.74	Electric for toilet block
31/10/2022	3 Business Services	DD	22.79		3.80	4373 300	18.99	CSC call charges
Total Payments:			111,461.27	0.00	4,857.80		106,603.47	

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Witham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	13,785	500	(13,285)			2756.9%	
1500 Hall Hire	10,428	12,000	1,573			86.9%	
Administration :- Income	24,212	12,500	(11,712)			193.7%	0
4100 I.T	1,701	4,000	2,299		2,299	42.5%	
4101 Charges	328	500	172		172	65.6%	
4115 Travel Expenses	140	500	360		360	28.0%	
4120 Town Hall	22,820	35,000	12,180		12,180	65.2%	
4121 Gas	1,110	5,500	4,390		4,390	20.2%	
4122 Electricity	1,572	5,700	4,128		4,128	27.6%	
4130 Photocopying	7,865	3,000	(4,865)		(4,865)	262.2%	
4135 Postage	280	500	220		220	56.1%	
4140 Stationery	375	1,500	1,125		1,125	25.0%	
4145 Admin Team PAYE/LGPS	120,259	224,215	103,956		103,956	53.6%	
4150 Office Equipment	164	4,000	3,836		3,836	4.1%	
4160 Telephone/Fax	424	1,800	1,376		1,376	23.6%	
4165 Insurance	10,049	8,500	(1,549)		(1,549)	118.2%	
4170 Sundry Expenses	907	1,500	593		593	60.5%	
4175 Audit & Legal	2,200	6,500	4,300		4,300	33.8%	
4180 Affiliation Fees	4,060	5,000	940		940	81.2%	
4185 Members -Conferencing/Training	265	2,000	1,735		1,735	13.2%	
4190 Staff -Conferencing/Training	4,181	5,000	819		819	83.6%	
4195 Payroll Charges	436	800	364		364	54.5%	
4200 Petty Cash	260	650	390		390	40.0%	
Administration :- Indirect Expenditure	179,396	316,165	136,769	0	136,769	56.7%	0
Net Income over Expenditure	(155,183)	(303,665)	(148,482)				
<u>200 Planning & Transport</u>							
4600 Neighbourhood Plan	1,007	5,000	3,993		3,993	20.1%	
Planning & Transport :- Indirect Expenditure	1,007	5,000	3,993	0	3,993	20.1%	0
Net Expenditure	(1,007)	(5,000)	(3,993)				
<u>300 Community</u>							
1300 Information Sales Income	36,266	75,000	38,734			48.4%	
1310 Witham Festival Income	1,200	1,500	300			80.0%	
1320 New Events Income	1,970	0	(1,970)			0.0%	
1501 Dog Show	1,100	500	(600)			220.1%	
1509 Christmas Events	750	500	(250)			150.0%	
Community :- Income	41,287	77,500	36,213			53.3%	0

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Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Community Team PAYE/LGPS	36,980	61,900	24,920		24,920	59.7%	
4305 Remembrance	0	1,200	1,200		1,200	0.0%	
4310 Silver Cinema	548	2,000	1,452		1,452	27.4%	
4315 Town Clock	711	1,300	589		589	54.7%	
4330 Queen's Jubilee	8,441	7,000	(1,441)		(1,441)	120.6%	
4340 Christmas Decorations	7,234	10,600	3,366		3,366	68.2%	
4345 Information Centre Purchases	20,072	65,000	44,928		44,928	30.9%	
4355 Information Centre Administrat	1,238	3,000	1,762		1,762	41.3%	
4360 Community Grant Aid	5,200	15,000	9,800		9,800	34.7%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4371 Community Safety	0	2,500	2,500		2,500	0.0%	
4372 CCTV	3,062	8,000	4,938		4,938	38.3%	
4373 Special Constable Expenses	1,401	5,000	3,599		3,599	28.0%	
4374 Special Constable Recruitment	0	1,000	1,000		1,000	0.0%	
4375 Other Community Support	0	1,500	1,500		1,500	0.0%	
4376 Halloween	953	2,000	1,047		1,047	47.6%	
4377 Easter Trail	1,321	1,500	179		179	88.1%	
4379 Witham Dog Show	2,512	2,000	(512)		(512)	125.6%	
4380 Witham Festival	20,812	18,000	(2,812)		(2,812)	115.6%	
4390 Christmas Events & Tree	0	3,000	3,000		3,000	0.0%	
4395 New Events Improvements	0	1,500	1,500		1,500	0.0%	
Community :- Indirect Expenditure	120,486	223,000	102,514	0	102,514	54.0%	0
Net Income over Expenditure	(79,199)	(145,500)	(66,301)				
400 Environment							
1401 Dog & Bench Sponsorship Scheme	4,650	1,650	(3,000)			281.8%	
Environment :- Income	4,650	1,650	(3,000)			281.8%	0
4400 Operations PAYE/LGPS	80,591	126,714	46,123		46,123	63.6%	
4420 Equipment Supplies & Maintenan	4,035	4,000	(35)		(35)	100.9%	
4425 Lighting Maintenance & Utility	1,144	4,000	2,856		2,856	28.6%	
4431 Toilet Block - Town Park	643	7,650	7,007		7,007	8.4%	
4432 New Tree Planting	0	2,000	2,000		2,000	0.0%	
4433 Tree Maintenance	980	9,000	8,020		8,020	10.9%	
4436 Dog Bin Maintenance	25	600	575		575	4.2%	
4437 Dog & Bench Schemes	4,400	1,200	(3,200)		(3,200)	366.6%	
4444 Fleet	3,633	4,000	367		367	90.8%	
4445 Open Spaces General	1,467	1,500	33		33	97.8%	
4446 James Cooke Wood	269	2,000	1,731		1,731	13.4%	
4447 River Walk	660	3,000	2,340		2,340	22.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4448 Whetmead LNR	172	2,000	1,828		1,828	8.6%	
4452 River Walk Signage	0	3,000	3,000		3,000	0.0%	
4453 Litter Bins	0	8,000	8,000		8,000	0.0%	
4455 Witham in Bloom	8,708	12,200	3,493		3,493	71.4%	
4457 Waste Disposal	1,344	1,000	(344)		(344)	134.4%	
Environment :- Indirect Expenditure	108,071	191,864	83,793	0	83,793	56.3%	0
Net Income over Expenditure	(103,421)	(190,214)	(86,793)				
<u>500 Policy & Resources</u>							
1510 Interest Received	670	100	(570)			670.4%	
Policy & Resources :- Income	670	100	(570)			670.4%	0
4500 Instructions & Reports	0	5,000	5,000		5,000	0.0%	
4503 Communications & Exhibitions	917	1,500	583		583	61.1%	
4505 Civic Receptions	530	2,000	1,470		1,470	26.5%	
4510 Christmas Expenses	0	2,700	2,700		2,700	0.0%	
4515 Mayor's Allowance	2,187	2,000	(187)		(187)	109.3%	
4516 Civic Gesture	150	500	350		350	30.0%	
4517 Members Allowance	1,000	8,000	7,000		7,000	12.5%	
4525 Newsletter & Publications	5,206	12,000	6,794		6,794	43.4%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	9,990	34,700	24,710	0	24,710	28.8%	0
Net Income over Expenditure	(9,320)	(34,600)	(25,280)				
<u>600 Precept</u>							
1600 Precept	704,406	704,406	0			100.0%	
1606 Collection Fund Surplus	0	8,698	8,698			0.0%	
Precept :- Income	704,406	713,104	8,698			98.8%	0
Net Income	704,406	713,104	8,698				
<u>900 Expenditure From EMR</u>							
9001 CapEx - Environment	(2,947)	0	2,947		2,947	0.0%	4,787
9003 CapEx - Policy & Resources	10,630	0	(10,630)		(10,630)	0.0%	10,630
Expenditure From EMR :- Indirect Expenditure	7,683	0	(7,683)	0	(7,683)		15,417
Net Expenditure	(7,683)	0	7,683				
7000 plus Transfer from EMR	11,550						
7001 less Transfer to EMR	3,867						
Movement to/(from) Gen Reserve	0						

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Witham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/10/2022**Month No: 7****Cost Centre Report**

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	775,225	804,854	29,629			96.3%	
Expenditure	426,632	770,729	344,097	0	344,097	55.4%	
Net Income over Expenditure	<u>348,593</u>	<u>34,125</u>	<u>(314,468)</u>				
plus Transfer from EMR	11,550						
less Transfer to EMR	3,867						
Movement to/(from) Gen Reserve	<u>356,276</u>						

Heading	Budget	% Over	Amount Over	Reason
Photocopying	3,000.00	62%	4,865.00	Cancellation of the agreement. Received 5,801.20 into Sundry receipts
Insurance	8,500.00	18%	10,049.00	Receiving higher quotes due to previous insurer pulling out of the market along with increase in numbers attending events. This entails separate policies as annual cover does not include them
Queens Jubilee	7,000.00	20%	8,441.00	Offset against income of £1,970
Dog Show	2,000.00	25%	2,512.00	Offset against income of £1,100
Witham Festival	18,000.00	16%	20,812.00	Income of £1,200 Higher costs for performers. It was agreed to move the remaining shortfall from the litter bin budget
Equipment Supplies	4,000.00	1%	4,035.00	General rise in cost of supplies
Dog & Bench Schemes	1,200.00	27%	4,400.00	Offset against income of £4,650
Waste Disposal	1,000.00	34%	1,344.00	Increased costs in line with cost of living. Cheaper costs being investigated
Mayors Allowance	2,000.00	9%	2,187.00	£187 should have come from previous year's budget, issue with mismatch of financial and civic year (previous Mayoral Allowance was requested to be paid monthly not yearly)

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	0.00
322 EMR - Information Centre	0.00		0.00
323 EMR- Streetlighting Sinking Fu	0.00	2,000.00	2,000.00
324 NIL	0.00	0.00	0.00
325 EMR - Riverwalk Cycleways	41,400.00	18,600.00	60,000.00
330 EMR - Puppet Festival	2,171.95	-2,171.95	0.00
333 EMR - Community Safety /CCTV	20,000.00		20,000.00
335 EMR - Highways Devolution	36,833.94	-395.63	36,438.31
336 EMR - Acquisitions	0.00		0.00
340 EMR - Land Improvement	20,000.00	20,000.00	40,000.00
345 EMR - Vehicle Replacement Fund	0.00		0.00
346 EMR - Equipment Replacement	20,000.00	10,000.00	30,000.00
350 EMR - Street Furniture Renew	20,000.00		20,000.00
355 EMR - Major Repairs & Renewals	11,225.00	-6,855.00	4,370.00
356 EMR - Town Hall Development	0.00		0.00
357 EMR - Winter Wonderland	25,000.00	-25,000.00	0.00
358 EMR - J C Wood Imp Plan	20,000.00	30,000.00	50,000.00
359 EMR - Whetmead Imp Plan	20,000.00	-7,850.00	12,150.00
360 EMR - Election Expenses	61.67	9,938.33	10,000.00
361 EMR - Members Allowance	3,000.00	-3,000.00	0.00
362 EMR - Allotment Control Accoun	0.00	7,901.29	7,901.29
390 EMR- Mayor's Appeal	0.00		0.00
	240,259.69	52,599.91	292,859.60