



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 20th June 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 apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Policy and Resources Committee held on 29th March 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 upon any item on the Agenda.

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. MEMBERS' ATTENDANCE POLICY

To receive and approve an Attendance Policy ([attached at page 5](#)).

7. MEMBERS' ATTENDANCE AT MEETINGS

To receive details of Members' attendance at Meetings ([attached at page 6](#)).

8. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 30th April 2022 ([attached at page 7](#)).

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 30th April 2022 ([attached at page 11](#)).

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves to 30th April 2022 ([attached at page 33](#)).

9. 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.

10. REPLACEMENT FIRE ALARM SYSTEM

To receive quotes for a replacement fire alarm system.

11. INFORMATION CENTRE SCHEME

To receive a report.

12. FUNDING

To receive a report.



Nikki Smith
Town Clerk

NS/13.6.2022

Officer Report: Town Clerk's Report

The following matters are to note:

Price comparisons of goods and services have been undertaken which include-

- Town Hall Gas, Public Toilet Electricity and Unmetered Streetlighting Electricity have all been moved from their previous supplier and fixed for 2 years with SSE.
- A quote was received for repairs and servicing of the Ransome Mower of £4510 plus VAT from our regular company, this was declined and a lower quote of £2,000 plus VAT was accepted elsewhere.
- Military Mutual are not renewing any council insurance policies so other quotes are currently being sought and price matched.

A refuse truck drove into one of the Witham Town Council vans while in the Braintree District Council yard, this resulted in a damaged wing mirror. Repairs are being undertaken at the other party's expense on 15.06.2022.

Advice: To receive and note.

[Back to agenda](#)

Witham Town Council: Meeting Attendance Policy

Policy Overview

This policy has been written to help encourage efficient administration of meetings, avoid inquorate meetings and allow appropriate rescheduling of meetings where required. It will also provide responsibility and accountability for Members.

Apologies for Absence

- Members shall give as much advance notice as possible of absence from all meetings by contacting the Council Office.
- Members should be able to provide a valid reason for absence to the Office.
- The deadline for receiving an apology for absence shall be the end of office hours on the same day as the meeting.
- Apologies for absence shall be made directly to the Office and not via a third person or platform such as another Member at the meeting, or social media.

Extended Periods of Absence

- A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period.
- If absence becomes necessary for extended periods, Councillors are recommended to submit a request to the Town Clerk giving the reason for absence, for approval by the Council.

Recording and Publishing Attendance

- For all meetings of the Council, the Committee Clerk will record Members' attendance, or non-attendance with or without apologies in the attendance register.
- The Minutes of meetings will show Members in attendance and Members absent who have or have not given their apologies.

Agreed at Minute of Policy and Resources Meeting held

To be reviewed -

Policy WTC/

[Back to agenda](#)

Member's Last Meeting Attended

S. Ager	Town Council	07.06.2022
K. Atwill	Town Council	14.3.2022
P. Barlow	Planning	23.05.2022
J. Bayford	Town Council	07.06.2022
J. Goodman	Town Council	07.06.2022
S. Hicks	Town Council	07.06.2022
C. Jay	Town Council	07.06.2022
A. Kilmartin	Town Council	07.06.2022
C. Lager	OSMSC	24.05.2022
M. Lager	Community	23.05.2022
T. Pleasance	Town Council	07.06.2022
S. Rajeev	Town Council	07.06.2022
M. Weeks	Town Council	07.06.2022
J. Williams	Climate Change Working Group	30.05.2022
R. Williams	Community	23.05.2022

[Back to agenda](#)

ITEM NO: 8A

Date: 20/04/2022

Witham Town Council Current Year

Page 1

Time: 11:08

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - Lloyds Bank Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	31/03/2022	115	13,712.69
			<u>13,712.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13,712.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			13,712.69
		Balance per Cash Book is :-	13,712.69
		Difference is :-	0.00

Date: 31/03/2022

Witham Town Council Current Year

Page 1

Time: 12:57

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 5 - Petty Cash**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2022	12	1.61
			<u>1.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1.61
		Balance per Cash Book is :-	1.61
		Difference is :-	0.00

Date: 18/05/2022

Witham Town Council Current Year

Page 1

Time: 09:51

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 6 - Unity Trust Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Account	31/03/2022	43	159,420.95
			<u>159,420.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			159,420.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			159,420.95
		Balance per Cash Book is :-	159,420.95
		Difference is :-	0.00

Date: 01/04/2022

Witham Town Council Current Year

Page 1

Time: 13:02

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 7 - 95 Day Notice**

User: CS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
95 Day Notice	31/03/2022	1	371,762.33
			<u>371,762.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			371,762.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			371,762.33
		Balance per Cash Book is :-	371,762.33
		Difference is :-	0.00

Date: 31/05/2022

Witham Town Council Current Year

Page 1

Time: 16:13

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022	116	10,361.87
			<u>10,361.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,361.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,361.87
		Balance per Cash Book is :-	10,361.87
		Difference is :-	0.00

Date: 30/05/2022

Witham Town Council Current Year

Page 1

Time: 11:05

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022	1	88.89
			<u>88.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			88.89
		Balance per Cash Book is :-	88.89
		Difference is :-	0.00

Date: 31/05/2022

Witham Town Council Current Year

Page 1

Time: 16:12

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022	44	451,200.55
			<u>451,200.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			451,200.55
<u>Receipts not Banked/Cleared (Plus)</u>			
23/03/2022 2021/480		40.00	
26/04/2022 2022/49		316.35	
26/04/2022 2022/50		40.00	
27/04/2022 2022/51		132.50	
28/04/2022 2022/52		228.95	
28/04/2022 2022/53		257.80	
29/04/2022 2022/54		20.00	
			<u>1,035.60</u>
			452,236.15
		Balance per Cash Book is :-	452,236.15
		Difference is :-	0.00

Date: 25/05/2022

Witham Town Council Current Year

Page 1

Time: 13:53

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022	2	371,791.90
			<u>371,791.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			371,791.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			371,791.90
		Balance per Cash Book is :-	371,791.90
		Difference is :-	0.00

06/06/2022	Witham Town Council 2021/2022	Page 1
10:47	Cashbook 6	User: NS
	Unity Trust Account	
	Receipts received between 01/03/2022 and 31/03/2022	

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
2021/479	Banked: 01/03/2022	215.70					
000172	Information Centre	215.70			1300	300	215.70 Cash Deposit 000172
2021/489	Banked: 01/03/2022	183.00					
	BACS Information Centre	183.00			1300	300	183.00 PDQ
2021/429	Banked: 02/03/2022	-18.00					
	BACS Mrs Bridle	-18.00			1402	300	-18.00 Refund of incorrect
2021/490	Banked: 02/03/2022	201.30					
	BACS Information Centre	201.30			1300	300	201.30 PDQ
2021/497	Banked: 02/03/2022	40.00					
	BACS AEJ Dawson	40.00			4330	300	40.00 Queen's Jubilee stall
2021/497	Banked: 02/03/2022	-40.00					
	BACS AEJ Dawson	-40.00			4330	300	-40.00 Queens Jubilee pitch
2021/497	Banked: 02/03/2022	40.00					
	BACS AEJ Dawson	40.00			1320	300	40.00 Queens Jubilee deposit
2021/486	Banked: 03/03/2022	394.40					
	BACS Information Centre	394.40			1300	300	394.40 PDQ
2021/507	Banked: 03/03/2022	40.00					
	BACS Donna Cooper	40.00			4330	300	40.00 Queens Jubilee stall
2021/507	Banked: 03/03/2022	-40.00					
	BACS Donna Cooper	-40.00			4330	300	-40.00 Queens Jubilee pitch
2021/507	Banked: 03/03/2022	40.00					
	BACS Donna Cooper	40.00			1320	300	40.00 Queens Jubilee pitch
2021/485	Banked: 04/03/2022	13.25					
	BACS Information Centre	13.25			1300	300	13.25 PDQ
2021/524	Banked: 04/03/2022	30.00					
	BACS Countrywise Anim	30.00			4379	300	30.00 Dog Show stall deposit
2021/524	Banked: 04/03/2022	-30.00					
	BACS Countrywise Anim	-30.00			4379	300	-30.00 Dog Show pitch deposit
2021/524	Banked: 04/03/2022	30.00					
	BACS Countrywise Anim	30.00			1501	300	30.00 Dog Show pitch deposit
2021/492	Banked: 07/03/2022	75.25					
	BACS Information Centre	75.25			1300	300	75.25 PDQ
2021/494	Banked: 08/03/2022	30.80					
	BACS Information Centre	30.80			1300	300	30.80 PDQ
2021/498	Banked: 09/03/2022	418.39					
	BACS Information Centre	418.39			1300	300	418.39 PDQ
Subtotal Carried Forward:		1,624.09	0.00	0.00			1,624.09

06/06/2022
10:47

Witham Town Council 2021/2022

Page 2

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/03/2022 and 31/03/2022

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	Nominal Ledger Analysis			Transaction Detail
				£ VAT	A/c	Centre	
2021/500	Banked: 10/03/2022	26.50					
	BACS Information Centre	26.50			1300	300	26.50 PDQ
2021/496	Banked: 11/03/2022	243.64					
	000174 Information Centre	243.64			1300	300	243.64 Cash Deposit 000174
2021/501	Banked: 11/03/2022	295.95					
	BACS Information Centre	295.95			1300	300	295.95 PDQ
2021/508	Banked: 12/03/2022	30.00					
	BACS Amie S of Essex	30.00			4379	300	30.00 Dog show stall deposit
2021/508	Banked: 12/03/2022	-30.00					
	BACS Amies of Essex	-30.00			4379	300	-30.00 Dog Show pitch deposit
2021/508	Banked: 12/03/2022	30.00					
	BACS Amies of Essex	30.00			1501	300	30.00 Dog Show pitch deposit
2021/499	Banked: 14/03/2022	30.00					
	BACS Mr William Hornby	30.00			4379	300	30.00 Dog show stall deposit
2021/503	Banked: 14/03/2022	214.83					
	BACS Information Centre	214.83			1300	300	214.83 PDQ
2021/499	Banked: 14/03/2022	-30.00					
	BACS Mr William Hornby	-30.00			4379	300	-30.00 Dos Show pitch deposit
2021/499	Banked: 14/03/2022	30.00					
	BACS Mr William Hornby	30.00			1501	300	30.00 Dog Show pitch deposit
2021/505	Banked: 15/03/2022	142.90					
	BACS Information Centre	142.90			1300	300	142.90 PDQ
2021/502	Banked: 15/03/2022	4.63					
	BACS PL Coombs	4.63			1402	300	4.63 CTL057 Allotment
2021/504	Banked: 15/03/2022	4.63					
	BACS T O'Hanlon	4.63			1402	300	4.63 CTL039 Allotment
2021/509	Banked: 16/03/2022	56.10					
	BACS Information Centre	56.10			1300	300	56.10 PDQ
2021/512	Banked: 17/03/2022	98.39					
	BACS Information Centre	98.39			1300	300	98.39 PDQ
2021/516	Banked: 17/03/2022	20.00					
	BACS Elizabeth Pearson	20.00			4379	300	20.00 Dog Show stall deposit
2021/516	Banked: 17/03/2022	-20.00					
	BACS Elizabeth Pearson	-20.00			4379	300	-20.00 Dog Show pitch deposit
2021/516	Banked: 17/03/2022	20.00					
	BACS Elizabeth Pearson	20.00			1501	300	20.00 Dog Show pitch deposit
Subtotal Carried Forward:		2,791.66	0.00	0.00			2,791.66

06/06/2022

Witham Town Council 2021/2022

Page 3

10:47

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/03/2022 and 31/03/2022

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2021/506	Banked: 18/03/2022	218.94						
000175	Information Centre	218.94			1300	300	218.94	Cash Deposit 000175
2021/511	Banked: 18/03/2022	89.00						
	BACS Information Centre	89.00			1300	300	89.00	PDQ
2021/515	Banked: 21/03/2022	286.70						
	BACS Information Centre	286.70			1300	300	286.70	PDQ
2021/517	Banked: 22/03/2022	264.04						
	BACS Information Centre	264.04			1300	300	264.04	PDQ
2021/480	Banked: 23/03/2022	40.00						
	BACS East of England Co-operative	40.00			1500	500	40.00	Feb 2022 room hire
2021/481	Banked: 23/03/2022	72.00						
	BACS Age Concern Colchester	72.00			1500	500	72.00	Feb 2022 room hire
2021/482	Banked: 23/03/2022	960.00						
	BACS In-Health	960.00			1500	500	960.00	Feb 2022 room hire
2021/483	Banked: 23/03/2022	40.00						
000081	Witham and Countryside	40.00			1500	500	40.00	Feb 2022 room hire
2021/514	Banked: 23/03/2022	30.00						
000076	Johann Dean	30.00			4379	300	30.00	Dog Show stall deposit
2021/518	Banked: 23/03/2022	4.63						
000077	S Dale	4.63			1402	300	4.63	Cash Deposit 000077
2021/521	Banked: 23/03/2022	87.25						
	BACS Information Centre	87.25			1300	300	87.25	PDQ
2021/514	Banked: 23/03/2022	-30.00						
000076	Johann Dean	-30.00			4379	300	-30.00	Dog Show pitch deposit
2021/514	Banked: 23/03/2022	30.00						
000076	Johann Dean	30.00			1501	300	30.00	Dog Show pitch deposit
	BACS Banked: 23/03/2022	-40.00						
2021/480	East of England Co-operative	-40.00			100		-40.00	End of Year Reversa;
	BACS Banked: 23/03/2022	-72.00						
2021/481	Age Concern Colchester	-72.00			100		-72.00	End of Year Reversal
	BACS Banked: 23/03/2022	-960.00						
2021/482	In-Health	-960.00			100		-960.00	EOY Reversal
	BACS Banked: 23/03/2022	-40.00						
2021/483	Witham and Countryside	-40.00			100		-40.00	EOY Reversal
2021/513	Banked: 24/03/2022	80.00						
	BACS S Johnson	80.00			4379	300	80.00	Dog Show stall deposit
Subtotal Carried Forward:		3,852.22	0.00	0.00			3,852.22	

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
2021/519	Banked: 24/03/2022	30.00					
	BACS LC Gee	30.00			4379	300	30.00 Dog Show stall deposit
2021/523	Banked: 24/03/2022	128.00					
	BACS Information Centre	128.00			1300	300	128.00 PDQ
2021/519	Banked: 24/03/2022	-30.00					
	BACS LC Gee	-30.00			4330	300	-30.00 Queens Jubilee pitch
2021/519	Banked: 24/03/2022	30.00					
	BACS LC Gee	30.00			1320	300	30.00 Queens Jubilee pitch
2021/513	Banked: 24/03/2022	-80.00					
	BACS S Johnson	-80.00			4379	300	-80.00 Dog Show pitch deposit
2021/513	Banked: 24/03/2022	80.00					
	BACS S Johnson	80.00			1501	300	80.00 Dog Show pitch deposit
2021/522	Banked: 25/03/2022	45.80					
	BACS Information Centre	45.80			1300	300	45.80 PDQ
2021/525	Banked: 28/03/2022	30.00					
	BACS J Mulcahy	30.00			1501	300	30.00 Dog show stall deposit
2021/525	Banked: 28/03/2022	-30.00					
	BACS J Mulcahy	-30.00			4379	300	-30.00 Dog Show pitch deposit
2021/525	Banked: 28/03/2022	30.00					
	BACS J Mulcahy	30.00			1501	300	30.00 Dog Show pitch deposit
2021/519	Banked: 28/03/2022	-30.00					
	BACS LC Gee	-30.00			4330	300	-30.00 Queens Jubilee pitch
2021/519	Banked: 28/03/2022	30.00					
	BACS LC Gee	30.00			1320	300	30.00 Queens Jubilee pitch
	BACS Banked: 28/03/2022	-30.00					
2021/525	J Mulcahy	-30.00			1501	300	-30.00 Reversal incorrect entry
	BACS Banked: 28/03/2022	-30.00					
2021/519	L C Gee	-30.00			1320	300	-30.00 Reversal Incorrect Entry
2021/510	Banked: 30/03/2022	40.00					
	BACS G Smith	40.00			4330	300	40.00 Queens Jubilee stall
2021/510	Banked: 30/03/2022	-40.00					
	BACS G Smith	-40.00			4330	300	-40.00 Queens Jubilee pitch
2021/510	Banked: 30/03/2022	40.00					
	BACS G Smith	40.00			1320	300	40.00 Queens Jubilee pitch
Total Receipts:		4,066.02	0.00	0.00			4,066.02

06/06/2022

Witham Town Council 2021/2022

Page 1

10:48

Cashbook 7

User: NS

95 Day Notice

Receipts received between 01/03/2022 and 31/03/2022

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 22/03/2022	221,753.15						
Closed acc	32 Day Notice A/c	221,753.15			230		221,753.15	Move funds from 32 to 95
	Banked: 22/03/2022	150,000.00						
17739998L	Lloyds Bank Account	150,000.00			200		150,000.00	Current to 95 day notice
INTEREST	Banked: 23/03/2022	1.02						
INTEREST	Lloyds Bank	1.02			1510	500	1.02	INTEREST RECEIVED
INTEREST	Banked: 24/03/2022	1.02						
INTEREST	Lloyds Bank	1.02			1510	500	1.02	INTEREST RECEIVED
INTEREST	Banked: 25/03/2022	1.02						
INTEREST	Lloyds Bank	1.02			1510	500	1.02	INTEREST RECEIVED
INTEREST	Banked: 28/03/2022	3.06						
INTEREST	Lloyds Bank	3.06			1510	500	3.06	INTEREST RECEIVED
INTEREST	Banked: 29/03/2022	1.02						
INTEREST	Lloyds Bank	1.02			1510	500	1.02	INTEREST RECEIVED
INTEREST	Banked: 30/03/2022	1.02						
INTEREST	Lloyds Bank	1.02			1510	500	1.02	INTEREST RECEIVED
INTEREST	Banked: 31/03/2022	1.02						
INTEREST	Lloyds Bank	1.02			1510	500	1.02	INTEREST RECEIVED
Total Receipts:		371,762.33	0.00	0.00			371,762.33	

Date: 06/06/2022		Witham Town Council 2021/2022				Page 1			
Time: 10:47		Cashbook 1				User: NS			
Lloyds Bank Account									
Payments made between 01/03/2022 and 31/03/2022									
Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/03/2022	95 Day Notice	17739998LS	150,000.00			260		150,000.00	Current to 95 day notice
28/03/2022	Dunelm	CC	55.00		9.17	4120	100	45.83	Goods for Town Hall
28/03/2022	SKE Direct Sales Ltd	CC	15.85		2.64	4120	100	13.21	Staff lanyards
28/03/2022	Zazzle	CC	41.83			4120	100	41.83	Staff photo ID
28/03/2022	Lick	CC	76.00		12.67	4120	100	63.33	Paint for Town Hall
28/03/2022	JiveSwing	CC	615.00			4330	300	615.00	Deposit for Queens Jubilee
28/03/2022	Shoezone	CC	44.99			4445	400	44.99	Womens safety boots
28/03/2022	C T Cobblers	CC	10.00			4120	100	10.00	Pigeon hole engraving
28/03/2022	John Lewis	CC	65.00		10.83	4120	100	54.17	Clock
28/03/2022	Invoice Simple	CC	5.99			4100	100	5.99	I.T invoices
28/03/2022	Amazon Services Ltd	CC	13.98		2.33	4120	100	11.63	Stackable trays
28/03/2022	Amazon Co uk	CC	11.74		1.96	4120	100	9.78	Paper
28/03/2022	Instantprint	CC	25.39		4.23	4140	100	21.16	Paper
28/03/2022	Lloyds Bank	CC	32.00			4101	100	32.00	Credit Card Charges
28/03/2022	Etsy	CC	26.09			4120	100	26.09	Photo frame
28/03/2022	Amazon Business	CC	21.22		3.54	4120	100	17.68	Wall grid and pin board
28/03/2022	Amazon Business	CC	6.09		1.02	4120	100	5.07	Light bulbs
28/03/2022	DSL Daily Supply Ltd	CC	6.79		1.13	4120	100	5.66	Whiteboard and erasers
28/03/2022	Amazon Business	CC	12.79		2.13	4120	100	10.66	File dividers
28/03/2022	Amazon Business	CC	17.04		2.84	4120	100	14.20	Fire exit signs
28/03/2022	Go Direct Access	CC	552.00		92.00	4445	400	460.00	Scaffold tower extension
28/03/2022	Facebook	CC	7.00			4503	500	7.00	Promoting Witham T.C
28/03/2022	C Clarke Graphics	CC	2.99		0.50	4120	100	2.49	Embossing stickers
28/03/2022	Amazon Services Ltd	CC	24.99		4.17	4120	100	20.82	Webcam
28/03/2022	Invoice Simple	CC	5.99			4100	100	5.99	I.T invoices
28/03/2022	JFA Medical Ltd	CC	39.98		6.66	4120	100	33.32	First aid bags
28/03/2022	Techtack Direct Ltd	CC	15.99		2.67	4120	100	13.32	Bluetooth mouse
28/03/2022	Bravo Creations Ltd	CC	5.90			4120	100	5.90	Mesh Bin
28/03/2022	Facebook	CC	7.00			4503	500	7.00	Promoting Witham T.C
28/03/2022	Facebook	CC	7.00			4503	500	7.00	Promoting Witham T.C
28/03/2022	Facebook	CC	12.00			4503	500	12.00	Promoting Witham T.C
28/03/2022	Amazon Services Ltd	CC	6.99		1.17	4120	100	5.82	Keyring tags
Subtotal Carried Forward:			151,790.40	0.00	161.66			151,628.74	

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
28/03/2022	Fancy Dress dotcom Ltd	CC	100.58		16.77	4377	300	83.81	Eater bunny costume
28/03/2022	Amazon Business	CC	78.14		13.02	4120	100	65.12	Double door key cabinet
28/03/2022	Amazon Business	CC	24.99		4.17	4120	100	20.82	Lever arch files
28/03/2022	Amazon Business	CC	18.18		3.03	4377	300	15.15	Disposable gloves
28/03/2022	Jiaose Ltd	CC	45.99		7.67	4377	300	38.32	Inflatable bunny
28/03/2022	Amazon Services Ltd	CC	8.99		1.50	4377	300	7.49	Easter banner
28/03/2022	Amazon Services Ltd	CC	15.99		2.67	4377	300	13.32	Easter yard signs
28/03/2022	RK Ventures Inc UK Ltd	CC	11.99		2.00	4120	100	9.99	Cast iron door stop
28/03/2022	Facebook	CC	17.00			4503	500	17.00	Promoting Witham T.C
28/03/2022	Sounds Wholesale Ltd	CC	45.78		7.64	4120	100	38.14	Office paper
28/03/2022	Adhira Ltd	CC	21.56		3.59	4445	400	17.97	Large gorilla tubs
28/03/2022	Facebook	CC	1.99			4503	500	1.99	Promoting Witham T.C
28/03/2022	RK Ventures Inc UK Ltd	CC	11.99		2.00	4120	100	9.99	Cast iron door stop
28/03/2022	Amazon Services Ltd	CC	17.09		2.85	4120	100	14.24	Mechanic work gloves
Total Payments:			152,210.66	0.00	228.57			151,982.09	

Date: 06/06/2022

Witham Town Council 2021/2022

Page 1

Time: 10:47

Cashbook 6

User: NS

Unity Trust Account

Payments made between 01/03/2022 and 31/03/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis		£ Amount	Transaction Details
						A/c	Centre		
02/03/2022	EH Smith Builders Merchants	BACS 11379	119.16		19.86	4437	400	25.45	Dog bench and Timber
						4325	300	73.85	Timber for Allotments
02/03/2022	Police & Crime Commissioner	BACS 11380	837.86			4373	300	837.86	CSC expenses
02/03/2022	The Art & Framing Centre	BACS 11381	77.44			4120	100	77.44	Framing of certificates
02/03/2022	The Art & Framing Centre	BACS 11381	-77.44			4120	100	-77.44	Correction
02/03/2022	The Art & Framing Centre	BACS 11381	77.44		12.91	4120	100	64.53	Framing
02/03/2022	Wilkin & Sons	BACS 11382	172.94			4345	300	172.94	Tiptree chutney stock for info
02/03/2022	The RADAR Key Company	BACS 11384	44.03		7.34	4345	300	36.69	Radar keys for info sales
02/03/2022	P Rowland	BACS 11385	120.00			4345	300	120.00	Sale of Honey
02/03/2022	Witham Public Hall Trust	BACS 11386	1,348.82			4345	300	1,348.82	Sale of Guys and Dolls tickets
02/03/2022	J Dyer	BACS 11388	200.00			4377	300	200.00	Jubilee entertainment deposit
02/03/2022	Danny Owen	BACS 11389	87.50			4377	300	87.50	Jubilee entertainment deposit
02/03/2022	Mondy Ironmongers	BACS 11390	116.73			4120	100	116.73	Consummables
02/03/2022	Braintree District Council	BACS 11391	130.80		21.80	4445	400	109.00	Disposal at Cordons Farm
02/03/2022	Royal Mail	BACS 11392	1,386.20		230.46	4525	500	1,155.74	Delivery The Voice Spring 2022
02/03/2022	Witham Public Hall Trust	BACS 11393	337.72			4345	300	337.72	Money for Nothing ticket sales
02/03/2022	Witham Public Hall Trust	BACS 11394	116.00			4345	300	116.00	Duran ticket sales
03/03/2022	3 Business Services	DD	22.79		3.80	4373	300	18.99	CSC DATA SIM
03/03/2022	Daisy Communications	DD	132.68		22.11	4160	100	110.57	Service charge and voice calls
04/03/2022	HM Revenue and Customs	BACS 11395	5,341.08			4145	100	2,689.24	February 2022 Contributions
						4301	300	693.78	February 2022 Contributions
						4400	400	1,921.66	February 2022 Contributions
						4515	500	36.40	February 2022 Contributions
04/03/2022	Essex Pension Fund	BACS 11396	6,211.72			4145	100	2,968.07	February 2022 Contributions
						4301	300	998.39	February 2022 Contributions
						4400	400	2,245.26	February 2022 Contributions
Subtotal Carried Forward:			16,803.47	0.00	318.28			16,485.19	

Date: 06/06/2022		Witham Town Council 2021/2022				Page 2			
Time: 10:47		Cashbook 6				User: NS			
		Unity Trust Account							
		Payments made between 01/03/2022 and 31/03/2022							
						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
07/03/2022	Witham Public Hall Trust	BACS 11386	-1,348.82			4345	300	-1,348.82	Refund of incorrect payment
08/03/2022	Maxed IT	BACS 11397	376.20		62.70	4100	100	36.00	Workstation monitoring and rem
						4100	100	277.50	Engineer on site labour Jan/Fe
08/03/2022	EH Smith Builders Merchants	BACS 11398	33.60		5.60	4445	400	28.00	Concreting sand
08/03/2022	Society of London Theatres	BACS 11399	65.80			4345	300	65.80	Sale of theatre tickets
08/03/2022	First Essex Buses	BACS 11400	282.15			4345	300	282.15	Sale of bus passes
08/03/2022	Debbie Skeet	BACS 11401	10.80			4345	300	10.80	Sale of greetings cards
08/03/2022	C A Gosden	BACS 11402	8.91			4345	300	8.91	Sale of bath bombs
08/03/2022	Liz Crick	BACS 11403	18.00			4345	300	18.00	Sale of handmade soaps
08/03/2022	National Express	BACS 11404	107.06			4345	300	107.06	Sale of coach tickets
08/03/2022	Braintree District Council	BACS 11405	638.40		106.40	4445	400	532.00	Disposal of Cordons farm
08/03/2022	Plainview Planning	BACS 11406	138.00		23.00	4120	100	115.00	Work on Town Hall extension
08/03/2022	White Hart Hotel	BACS 11407	1,053.36		106.40	4510	500	946.96	Mayor's Christmas lunch
09/03/2022	Colt Press	BACS 11352	1,369.00			4525	500	1,369.00	Returned pymnt in Feb
09/03/2022	Witham Operatic Workshop	BACS 11386	1,348.82			4345	300	1,348.82	Ticket sales for Guys and Doll
09/03/2022	Jo Brown	BACS 11408	175.00			4377	300	175.00	Easter trail balloon arch
09/03/2022	C&S Window Cleaning Services	BACS 11409	20.00			4120	100	20.00	Clean Town Hall windows
09/03/2022	Link CCTV Systems	BACS 11410	2,310.00		385.00	4372	300	1,925.00	Maintenance contract 1/2-30/9
09/03/2022	Doe Motors	BACS 11411	177.99		29.67	4444	400	148.32	Open Spaces fuel
09/03/2022	Communicorp	BACS 11412	100.00			4120	100	100.00	Local Councils update subscrip
09/03/2022	Kempco	BACS 11413	201.60		33.60	4355	300	168.00	Dog waste bags
09/03/2022	James Todd & Co	BACS 11414	86.40		14.40	4195	100	72.00	Payroll charges
09/03/2022	Klarners Coaches Ltd	BACS 11415	986.40			4345	300	986.40	Sale of coach trips
09/03/2022	P Tuckwell Ltd	BACS 11416	1,002.13		167.02	4420	400	835.11	Service and repair John Deere
09/03/2022	2nd Witham Boys Brigade	BACS 11417	3,000.00			4375	300	3,000.00	Community 28/2/2022 Comm83B/21
09/03/2022	2nd Witham Boys Brigade	BACS 11417	1,500.00			4378	300	1,500.00	Community 28/2/2022 Comm83B/21
Subtotal Carried Forward:			30,464.27	0.00	1,252.07			29,212.20	

Date: 06/06/2022

Witham Town Council 2021/2022

Page 3

Time: 10:47

Cashbook 6

User: NS

Unity Trust Account

Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/03/2022	2nd Witham Boys Brigade	BACS 11417	1,258.00			4360	300	1,258.00	Community 28/2/2022 Comm63B/21
09/03/2022	Witham Carnival Association	BACS 11418	8,000.00			4360	300	8,000.00	Grant request COMM63A/21
09/03/2022	Braintree District Council	BACS 11419	7,321.81		1,220.27	4431	400	6,101.34	Park toilet maintenance
09/03/2022	RISC IT Solutions	DD	29.94		4.99	4355	300	24.95	Online Pro 50GB
09/03/2022	Witham Operatic Workshop	DD	1,348.82			4345	300	1,348.82	Ticket sales for Guys and Doll
09/03/2022	Witham Operatic Workshop	DD	-1,348.82			4345	300	-1,348.82	Ticket sales for Guys and Doll
11/03/2022	Smart Office Solutions	DD	106.26		17.71	4130	100	88.55	Photocopying
11/03/2022	BT	DD	59.04		9.84	4372	300	49.20	Broadband Services
14/03/2022	Clover Marketplace Merchant	DD	34.65			4355	300	34.65	Service charges and fees
14/03/2022	Plus Net	DD	26.40		4.40	4160	100	22.00	Line Rental
14/03/2022	American Express	DD	2.42			4355	300	2.42	American Express
16/03/2022	Wilkin & Sons	BACS 11420	92.52			4345	300	92.52	Info centre stock
16/03/2022	Lighting & Illumination Tech	BACS 11421	2,527.20		421.20	4340	300	2,106.00	Christmas lights
16/03/2022	Alfresco Hire Ltd	BACS 11422	794.40		132.40	4379	300	306.00	Dog show
16/03/2022	Love It Entertainment Ltd	BACS 11423	100.00			4330	300	356.00	Queens Jubilee
16/03/2022	Love It Entertainment Ltd	BACS 11423	100.00			4379	300	100.00	Dog show DJ deposit
16/03/2022	Aqua Loo Toilet Hire	BACS 11424	384.00		64.00	4330	300	320.00	Jubilee toilet hire
16/03/2022	Witham Public Hall Trust	BACS 11425	130.00			4345	300	130.00	Ticket sales for Bob Hall/Dave
17/03/2022	Harry Cooper	BACS 11438	2,516.40		419.40	4120	100	2,097.00	2516.40
17/03/2022	Harry Cooper	BACS 11438	-2,516.40		-419.40	4120	100	-2,097.00	Reversal of incorrect transact
17/03/2022	Harry Cooper	BACS 11438	2,516.40		419.40	4120	100	2,097.00	Disabled Toilet Refurb
17/03/2022	Clover Marketplace Merchant	DD	27.00		4.50	4355	300	22.50	Data services
17/03/2022	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	Register Lite sevice charge
18/03/2022	Angela Kilmartin	BACS 11434	145.42			4515	500	145.42	March 2022 Payroll
Subtotal Carried Forward:			69,948.87	0.00	3,552.18			66,398.69	

Date: 06/06/2022

Witham Town Council 2021/2022

Page 4

Time: 10:47

Cashbook 6

User: NS

Unity Trust Account

Payments made between 01/03/2022 and 31/03/2022

		Nominal Ledger Analysis						
	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
18/03/2022	British Gas	DD	417.51	69.58	4121	100	347.93	Gas Charges
18/03/2022	British Gas	DD	448.35	74.72	4122	100	373.63	Electricity
22/03/2022	British Gas	DD	33.92	1.61	4121	100	32.31	Gas services
28/03/2022	J Mulcahy	BACS	30.00		4379	300	30.00	Dog Show Deposit
28/03/2022	L C Gee	BACS	-30.00		4379	300	-30.00	Dog Show Deposit
28/03/2022	Lc Gee	BACS	-30.00		4330	300	-30.00	Reversal Incorrect Transaction
28/03/2022	L C Gee	BACS	-30.00		4330	300	-30.00	Reversal Incorrect Transaction
28/03/2022	Ernest Doe & Sons Ltd	DD	34.80	5.80	4445	400	29.00	Chain Loop
30/03/2022	M&G Fire Protection	BACS 11439	734.16	122.36	4120	100	411.80	Fire extinguisher maintenance
					4120	100	200.00	Service fire alarm
30/03/2022	Witham Dramatic Club	BACS 11440	43.70		4345	300	43.70	Ticket sales for Late Henry Mo
30/03/2022	Witham Public Hall Trust	BACS 11441	387.12		4345	300	387.12	Ticket sales Celebrating Como
30/03/2022	Witham Public Hall Trust	BACS 11442	102.00		4345	300	102.00	Ticket sales for George Harris
30/03/2022	Witham Public Hall Trust	BACS 11443	251.75		4345	300	251.75	Ticket sales for Su Pollard
30/03/2022	SLCC Enterprises Ltd	BACS 11444	2,416.20	107.20	4190	100	2,309.00	Staff training
30/03/2022	Braintree District Council	BACS 11445	678.00	113.00	4447	400	565.00	Pest control fees
30/03/2022	Royal British Legion Witham Br	BACS 11446	49.00		4120	100	49.00	Annual Town meeting
30/03/2022	EH Smith Builders Merchants	BACS 11447	80.10	13.35	4445	400	66.75	Carcassing timber and concrete
30/03/2022	David Islip Photography	BACS 11448	40.00		4120	100	40.00	Staff headshots
30/03/2022	Braintree District Council	BACS 11449	217.00		4380	300	217.00	Temporary close of Newlands st
30/03/2022	The Party Entertainers	BACS 11450	370.00		4377	300	370.00	Mad Hatter walkabout
30/03/2022	RS Carpenters	BACS 11451	3,108.00	518.00	4120	100	2,590.00	Replace fire doors
30/03/2022	Police & Crime Commissioner	BACS 11452	610.25		4373	300	610.25	CSC 1/4-30/6
30/03/2022	Witham Community Association	BACS 11453	20.00		4505	500	20.00	Donation Spring Lodge parking
30/03/2022	Outstanding Map Distributors	BACS 11454	270.25		4345	300	270.25	Walking maps for info centre
31/03/2022	3 Business Services	DD	22.79	3.80	4373	300	18.99	CSC DATA SIM
31/03/2022	Unity Trust Bank plc	DD	21.30		4101	100	21.30	Manual Credit Handling Charge
31/03/2022	Daisy Communications	DD	129.24	21.54	4160	100	107.70	Service charges
Subtotal Carried Forward:			83,999.90	0.00	4,603.14		79,396.76	

Date: 06/06/2022		Witham Town Council 2021/2022				Page 5			
Time: 10:47		Cashbook 6				User: NS			
		Unity Trust Account							
		Payments made between 01/03/2022 and 31/03/2022							
		Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/03/2022	Adept Telecom	DD	27.13		4.52	4160	100	22.61	Mobile calls
31/03/2022	Unity Trust Bank plc	DD	67.50			4101	100	67.50	Bank charges for 5/12-4/3/22
31/03/2022	Unity Trust Bank plc	DD	21.30			4101	100	21.30	Cash and cheque services
31/03/2022	Unity Trust Bank plc	DD	-21.30			4101	100	-21.30	Reversal of duplicate
Total Payments:			84,094.53	0.00	4,607.66			79,486.87	

06/06/2022

Witham Town Council Current Year

Page 2

11:13

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/04/2022 and 30/04/2022

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/28	Banked: 14/04/2022	211.00						
	BACS Information Centre	211.00			1300	300	211.00	PDQ
2022/32	Banked: 19/04/2022	47.59						
	BACS Information Centre	47.59			1300	300	47.59	PDQ
2022/30	Banked: 20/04/2022	249.29						
	BACS Information Centre	249.29			1300	300	249.29	PDQ
2022/35	Banked: 20/04/2022	286.48						
	BACS Information Centre	286.48			1300	300	286.48	PDQ
2022/38	Banked: 21/04/2022	17.99						
	BACS Information Centre	17.99			1300	300	17.99	PDQ
2022/33	Banked: 22/04/2022	10.00						
	000085 Cash deposit	10.00			540		10.00	Mayor's fund
2022/36	Banked: 22/04/2022	154.00						
	000086 Hugh James	154.00			1100	100	154.00	Client balance remaining
2022/37	Banked: 26/04/2022	40.00						
	BACS A Murray	40.00			1501	300	40.00	Dog show deposit
2022/40	Banked: 26/04/2022	352,203.00						
	BACS Braintree District Council	352,203.00			1600	600	352,203.00	Precept Apr 22
2022/49	Banked: 26/04/2022	316.35						
	BACS Information Centre	316.35			1300	300	316.35	PDQ
2022/50	Banked: 26/04/2022	40.00						
	BACS Arabella Murray	40.00			1401	400	40.00	Dog bin sponsorship 13-
2022/39	Banked: 27/04/2022	20.00						
	BACS Elizabeth Wood	20.00			1401	400	20.00	Dog bin sponsorship
2022/51	Banked: 27/04/2022	132.50						
	BACS Information Centre	132.50			1300	300	132.50	PDQ
2022/52	Banked: 28/04/2022	228.95						
	BACS Information Centre	228.95			1300	300	228.95	PDQ
2022/53	Banked: 28/04/2022	257.80						
	BACS Information Centre	257.80			1300	300	257.80	PDQ
2022/27	Banked: 29/04/2022	98.00						
	BACS American Express	98.00			1300	300	98.00	PDQ
2022/54	Banked: 29/04/2022	20.00						
	000087 Letitia Linfield	20.00			1401	400	20.00	Dog bin sponsorship
Total Receipts:		356,942.06	0.00	0.00			356,942.06	

06/06/2022

Witham Town Council Current Year

Page 1

11:13

Cashbook 6

User: NS

Unity Trust Account

Receipts received between 01/04/2022 and 30/04/2022

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/14	Banked: 01/04/2022	69.35						
	BACS Information Centre	69.35			1300	300	69.35	PDQ
2022/10	Banked: 04/04/2022	201.25						
	000080 Information Centre	201.25			1300	300	201.25	Cash deposit 000080
2022/11	Banked: 04/04/2022	227.83						
	000079 Information Centre	227.83			540		227.83	Cash deposit 000079
2022/12	Banked: 04/04/2022	30.00						
	BACS D Brant	30.00			1501	300	30.00	Dog show deposit
2022/16	Banked: 04/04/2022	271.38						
	BACS Information Centre	271.38			1300	300	271.38	PDQ
2022/15	Banked: 05/04/2022	126.69						
	000082 Cash deposit 000082	126.69			540		126.69	Mayors charity donation
2022/18	Banked: 05/04/2022	140.75						
	BACS Information Centre	140.75			1300	300	140.75	PDQ
2022/19	Banked: 06/04/2022	61.30						
	BACS Information Centre	61.30			1300	300	61.30	PDQ
2022/22	Banked: 07/04/2022	162.48						
	BACS Information Centre	162.48			1300	300	162.48	PDQ
2022/17	Banked: 08/04/2022	10.00						
	BACS Elizabeth Pearson	10.00			1501	300	10.00	Dog show deposit
2022/41	Banked: 08/04/2022	191.26						
	2022/41 Nicola Smith	191.26			1100	100	191.26	Repayment of incorrect
2022/24	Banked: 09/04/2022	30.00						
	BACS Athenae Ltd	30.00			1501	300	30.00	Dog show deposit
2022/20	Banked: 11/04/2022	206.39						
	000083 Information Centre	206.39			1300	300	206.39	Cash deposit 000083
2022/25	Banked: 11/04/2022	232.00						
	BACS Information Centre	232.00			1300	300	232.00	PDQ
2022/21	Banked: 12/04/2022	4.63						
	BACS CJ Angus	4.63			1402	300	4.63	Annual allotment rent
2022/26	Banked: 12/04/2022	201.85						
	BACS Information Centre	201.85			1300	300	201.85	PDQ
2022/23	Banked: 13/04/2022	30.00						
	BACS Ellis Patten	30.00			1501	300	30.00	Dog show deposit
2022/29	Banked: 13/04/2022	411.95						
	BACS Information Centre	411.95			1300	300	411.95	PDQ
Subtotal Carried Forward:		2,609.11	0.00	0.00			2,609.11	

Unity Trust Account

Receipts received between 01/04/2022 and 30/04/2022

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2022/28	Banked: 14/04/2022	211.00						
	BACS Information Centre	211.00			1300	300	211.00	PDQ
2022/32	Banked: 19/04/2022	47.59						
	BACS Information Centre	47.59			1300	300	47.59	PDQ
2022/30	Banked: 20/04/2022	249.29						
	BACS Information Centre	249.29			1300	300	249.29	PDQ
2022/35	Banked: 20/04/2022	286.48						
	BACS Information Centre	286.48			1300	300	286.48	PDQ
2022/38	Banked: 21/04/2022	17.99						
	BACS Information Centre	17.99			1300	300	17.99	PDQ
2022/33	Banked: 22/04/2022	10.00						
000085	Cash deposit	10.00			540		10.00	Mayor's fund
2022/36	Banked: 22/04/2022	154.00						
000086	Hugh James	154.00			1100	100	154.00	Client balance remaining
2022/37	Banked: 26/04/2022	40.00						
	BACS A Murray	40.00			1501	300	40.00	Dog show deposit
2022/40	Banked: 26/04/2022	352,203.00						
	BACS Braintree District Council	352,203.00			1600	600	352,203.00	Precept Apr 22
2022/49	Banked: 26/04/2022	316.35						
	BACS Information Centre	316.35			1300	300	316.35	PDQ
2022/50	Banked: 26/04/2022	40.00						
	BACS Arabella Murray	40.00			1401	400	40.00	Dog bin sponsorship 13-
2022/39	Banked: 27/04/2022	20.00						
	BACS Elizabeth Wood	20.00			1401	400	20.00	Dog bin sponsorship
2022/51	Banked: 27/04/2022	132.50						
	BACS Information Centre	132.50			1300	300	132.50	PDQ
2022/52	Banked: 28/04/2022	228.95						
	BACS Information Centre	228.95			1300	300	228.95	PDQ
2022/53	Banked: 28/04/2022	257.80						
	BACS Information Centre	257.80			1300	300	257.80	PDQ
2022/27	Banked: 29/04/2022	98.00						
	BACS American Express	98.00			1300	300	98.00	PDQ
2022/54	Banked: 29/04/2022	20.00						
000087	Letitia Linfield	20.00			1401	400	20.00	Dog bin sponsorship
Total Receipts:		356,942.06	0.00	0.00			356,942.06	

06/06/2022	Witham Town Council Current Year	Page 1
11:15	Cashbook 7	User: NS
	95 Day Notice	
	Receipts received between 01/04/2022 and 30/04/2022	

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	INTERESTBanked: 01/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 04/04/2022	3.06					
	INTERESTLloyds Bank	3.06			1510	500	3.06 INTEREST RECEIVED
	INTERESTBanked: 05/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 06/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 07/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 08/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 11/04/2022	3.06					
	INTERESTLloyds Bank	3.06			1510	500	3.06 INTEREST RECEIVED
	INTERESTBanked: 12/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 13/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 14/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 19/04/2022	5.09					
	INTERESTLloyds Bank	5.09			1510	500	5.09 INTEREST RECEIVED
	INTERESTBanked: 20/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 21/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 22/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 25/04/2022	3.06					
	INTERESTLloyds Bank	3.06			1510	500	3.06 INTEREST RECEIVED
	INTERESTBanked: 26/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 27/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
	INTERESTBanked: 28/04/2022	1.02					
	INTERESTLloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
Subtotal Carried Forward:		28.55	0.00	0.00			28.55

06/06/2022 **Witham Town Council Current Year** **Page 2**
 11:15 **Cashbook 7** **User: NS**
95 Day Notice
Receipts received between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis							
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount Transaction Detail</u>
INTEREST	Banked: 29/04/2022	1.02					
INTEREST	Lloyds Bank	1.02			1510	500	1.02 INTEREST RECEIVED
Total Receipts:		29.57	0.00	0.00			29.57

Date: 06/06/2022

Witham Town Council Current Year

Page 1

Time: 11:03

Cashbook 1

User: NS

Lloyds Bank Account

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2022	Witham and Countryside Society	SO	25.00			4180	100	25.00	Membership fees
06/04/2022	Petty Cash	010833	100.00			4200	100	100.00	1st Instalment
26/04/2022	Amazon Business	CC	21.21			4345	300	21.21	PROF GUIDE TO WKING IN CITIZEN
26/04/2022	Land Registry	CC	3.00			4101	100	3.00	RIVERWALK LEASE/BLACKWAT LAN
26/04/2022	Land Registry	CC	3.00			4101	100	3.00	RIVERWALK
26/04/2022	Land Registry	CC	6.00			4101	100	6.00	RIVERWALK
26/04/2022	Land Registry	CC	3.00			4101	100	3.00	RIVERWALK
26/04/2022	Tesco PLC	CC	40.00			4377	300	40.00	EASTER EGGS
26/04/2022	Books Etc Ltd	CC	13.64			4345	300	13.64	SHT GUIDE TO COMMUNITY DEV
26/04/2022	Cartridge Save Ltd	CC	40.16		6.69	4130	100	33.47	LASER TONER
26/04/2022	Tesco PLC	CC	40.00			4377	300	40.00	EASTER EGGS
26/04/2022	Tesco PLC	CC	40.00			4377	300	40.00	EASTER EGGS
26/04/2022	Blake Envelopes	CC	88.90			4140	100	88.90	ENVELOPES
26/04/2022	Blakes Envelopes	CC	-88.90			4140	100	-88.90	ENVELOPES
26/04/2022	Braintree District Council	CC	21.00			4330	300	21.00	TEMPORARY LICENSE
26/04/2022	WM Morrison Supermarkets PLC	CC	44.55			4377	300	44.55	EASTER EGGS
26/04/2022	G&S Packing UK Ltd	CC	6.99		1.17	4377	300	5.82	WOODEN COFFEE STIRRERS
26/04/2022	Jaiv Ltd	CC	19.98		3.33	4377	300	16.65	DISPOSABLE PAPER CUPS
26/04/2022	Amazon Co uk	CC	24.99		4.17	4140	100	20.82	PVC LEVER ARCH FILES
26/04/2022	Amazon Services Ltd	CC	51.98		8.66	4150	100	43.32	WEBCAM FOR PC AND CAMERA
26/04/2022	Amazon Business	CC	53.98		9.00	4150	100	44.98	STEREO SPEAKERS FOR PC
26/04/2022	Poundland	CC	1.00		0.16	4377	300	0.84	EASTER EGGS
26/04/2022	Poundland	CC	19.00		3.16	4377	300	15.84	EASTER EGGS
26/04/2022	Amazon Services Ltd	CC	8.99		1.50	4140	100	7.49	RUBBER STAMP
26/04/2022	Amazon Services Ltd	CC	26.99		4.50	4120	100	22.49	WALL MIRROR
26/04/2022	Amazon Business	CC	19.85		3.31	4140	100	16.54	BUSINESS PAPER AND STAMP
26/04/2022	Amazon Services Ltd	CC	17.58		2.93	4140	100	14.65	OFFICE ORGANIZER AND NOTEPADS
26/04/2022	Amazon Services Ltd	CC	7.64		1.27	4150	100	6.37	WIRELESS MOUSE AND BATTERIES
26/04/2022	McColls	CC	5.10			4120	100	5.10	PAPERS
26/04/2022	Amazon Business	CC	7.17		1.20	4150	100	5.97	AUDIO EXTENSION CABLE
Subtotal Carried Forward:			671.80	0.00	51.05			620.75	

Date: 06/06/2022

Witham Town Council Current Year

Page 2

Time: 11:03

Cashbook 1

User: NS

Lloyds Bank Account

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
26/04/2022	SLCC Enterprises Ltd	CC	144.00		24.00	4190	100	120.00	QUALIFICATION FEE
26/04/2022	Tesco PLC	CC	8.66			4170	100	8.66	STICKY NOTE CUBE & PAN CLEANER
26/04/2022	Instantprint	CC	37.31		6.22	4140	100	31.09	BUSINESS CARDS
26/04/2022	Amazon Business	CC	137.99		23.00	4150	100	114.99	MESH BACK CHAIR
26/04/2022	Office Essentials	CC	5.55		0.93	4140	100	4.62	HALF PENCIL PACK
26/04/2022	WB Services Ltd	CC	714.00		119.00	4315	300	595.00	TOWN CLOCK REPAIR
26/04/2022	Power Platform Services	CC	1,080.00		180.00	4315	300	900.00	PLATFORM HIRE FOR TOWN CLOCK
26/04/2022	Land Registry	CC	6.00			4101	100	6.00	RIVERWALK
26/04/2022	Holmes and Hills	CC	20.00			4175	100	20.00	LEGAL FEE FOR LAND TRANSACTION
26/04/2022	E A Products Ltd	CC	12.49		2.08	4140	100	10.41	WOODEN PENCILS
26/04/2022	Amazon Services Ltd	CC	12.99		2.17	4377	300	10.82	EASTER BUNNY TABLECLOTHS
26/04/2022	Amazon Services Ltd	CC	6.99		1.17	4377	300	5.82	EASTER BALLOONS
26/04/2022	ASDA	CC	86.13			4377	300	86.13	EASTER EGGS
26/04/2022	WM Morrison	CC	8.91			4377	300	8.91	EASTER EGGS
26/04/2022	WB Services Ltd	CC	180.00		30.00	4315	300	150.00	EXCESS HOURS FOR TOWN CLOCK
26/04/2022	Zazzle	CC	10.96			4150	100	10.96	PERSONALISED EMPLOYEE PHOTO ID
26/04/2022	Aldi	CC	31.41			4120	100	31.41	3 PACK OFFICE DIFFUSERS
26/04/2022	Swiftcult Ltd	CC	3.99		0.67	4377	300	3.32	BALLOONS AND PUMP
26/04/2022	Amazon Services Ltd	CC	24.98		4.17	4377	300	20.81	EASTER BUNTING AND BANNERS
26/04/2022	Spot On-Line Ltd	CC	21.76		3.63	4377	300	18.13	PARTY BALLOONS
26/04/2022	JT Atkinson & Sons Ltd	CC	47.52		7.92	4445	400	39.60	DEWALT SAFETY BOOTS
26/04/2022	Amazon Services Ltd	CC	12.99		2.17	4377	300	10.82	EASTER BUNNY EARS & HEADBANDS
26/04/2022	Lloyds Bank	CC	41.70			4377	300	41.70	Miscellaneous
26/04/2022	Amazon Business	CC	5.71		0.95	4140	100	4.76	Lever Arch Files
26/04/2022	Invoicesimple	CC	5.99			4100	100	5.99	Invoice software
26/04/2022	Amazon Services Ltd	CC	10.99		1.83	4377	300	9.16	Easter toss games and 3 bean b
Total Payments:			3,350.82	0.00	460.96			2,889.86	

Date: 06/06/2022		Witham Town Council Current Year					Page 1		
Time: 11:03		Cashbook 6					User: NS		
		Unity Trust Account							
		Payments made between 01/04/2022 and 30/04/2022							
							Nominal Ledger Analysis		
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2022	Braintree District Council	DD	949.00			4120	100	949.00	Property charges 1/4/22-31/3
01/04/2022	Screwfix	DD	19.99		3.33	4445	400	16.66	Dewalt Drill + bits
01/04/2022	Screwfix	DD	297.16		49.52	4445	400	247.64	Cordless drill & strimmer line
01/04/2022	Screwfix	DD	37.89		6.28	4445	400	31.41	Hammerite 25ltr paint
01/04/2022	Screwfix	DD	19.99		3.33	4445	400	16.66	Incorrectly entered
01/04/2022	Screwfix	DD	297.16		49.52	4445	400	247.64	Incorrectly entered
01/04/2022	Screwfix	DD	37.89		6.28	4445	400	31.41	Incorrectly entered
01/04/2022	Screwfix	DD	-19.99		-3.33	4445	400	-16.66	Incorrectly entered
01/04/2022	Screwfix	DD	-19.99		-3.33	4445	400	-16.66	Incorrectly entered
01/04/2022	Screwfix	DD	-297.16		-49.52	4445	400	-247.64	Incorrectly entered
01/04/2022	Screwfix	DD	-297.16		-49.52	4445	400	-247.64	Incorercly entered
01/04/2022	Screwfix	DD	-37.89		-6.28	4445	400	-31.41	Incorrectly entered
01/04/2022	Screwfix	DD	-37.89		-6.28	4445	400	-31.41	Incorercly entered
01/04/2022	Screwfix	DD	829.59		138.25	4445	400	295.71	padlock/paint
						9001	900	395.63	Drill/padlock/paint
						335		-395.63	Drill/padlock/paint
						7000	900	395.63	Drill/padlock/paint
08/04/2022	HM Revenue and Customs	11455	1,109.64			4301	300	1,109.64	Month 12
08/04/2022	HM Revenue and Customs	11455	2,702.82			4400	400	2,702.82	Month 12
08/04/2022	HM Revenue and Customs	11455	36.40			4515	500	36.40	Month 12
08/04/2022	Essex Pension Fund	11456	2,663.44			4145	100	2,663.44	Month 12
08/04/2022	Essex Pension Fund	11456	1,273.27			4301	300	1,273.27	Month 12
08/04/2022	Essex Pension Fund	11456	2,728.21			4400	400	2,728.21	Month 12
08/04/2022	HM Revenue and Customs	DD	3,414.95			4145	100	3,414.95	Month 12
08/04/2022	Smart Office Solutions	DD	79.46		13.24	4130	100	66.22	Photocopying
08/04/2022	BT	DD	59.04		9.84	4372	300	49.20	CCTV
12/04/2022	NALC	11457	51.71			4185	100	51.71	Fighting climate change
12/04/2022	NALC	11458	51.71			4185	100	51.71	Review neigbo plann policies
12/04/2022	David Islip Photography	11459	20.00			4120	100	20.00	Staff headshots
12/04/2022	Klarners Coaches Ltd	11460	486.90			4345	300	486.90	Sale of coach tickets
12/04/2022	First Essex Buses	11461	167.40			4345	300	167.40	Sale of bus tickets
12/04/2022	National Express	11462	281.02			4345	300	281.02	Sale of Coach tickets
12/04/2022	James Todd & Co	11464	86.40		14.40	4195	100	72.00	Payroll charges
12/04/2022	J Malam	11465	250.00			4505	500	250.00	Strayhorn Brass Quintet QB
12/04/2022	Environment Agency	11466	23.58			4445	400	23.58	Drainage charges Maldon Road
Subtotal Carried Forward:			17,264.54	0.00	175.73			17,088.81	

Date: 06/06/2022

Witham Town Council Current Year

Page 2

Time: 11:03

Cashbook 6

User: NS

Unity Trust Account

Payments made between 01/04/2022 and 30/04/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis			£ Amount	Transaction Details
						A/c	Centre			
12/04/2022	C&S Window Cleaning Services	11467	20.00			4120	100	20.00	Cleaned Windows in Town Hall	
12/04/2022	EALC	11468	2,091.15			4180	100	2,091.15	Affiliation fee EALC/NALC	
12/04/2022	Underwoods Motor Group	11469	333.44		47.41	4444	400	286.03	EX17 YSU brake pads/oil	
12/04/2022	Maxed IT	11470	39.60		6.60	4100	100	33.00	Cookies advice	
12/04/2022	Braintree East Pride in Patch	11471	400.00			4310	300	400.00	Silver cinema 13/2/22	
12/04/2022	Witham Town Luncheon Club	11472	100.00			4505	500	100.00	Mayor Civic Service	
12/04/2022	Doe Motors	11473	319.38			4444	400	319.38	Diesel Mar22	
12/04/2022	Witham Public Hall Trust	11474	132.00			4345	300	132.00	Sale of tickets Haydn's Creati	
12/04/2022	Witham Public Hall Trust	11475	612.75			4345	300	612.75	Sale of tickets searchers&Holl	
12/04/2022	Witham Community Association	11476	40.00			4379	300	40.00	Parking 2/6-2/7	
12/04/2022	Braintree District Council	11477	169.94		28.32	4444	400	141.62	Red Diesel Q4	
12/04/2022	Lisa Taylor	11478	32.85			4345	300	32.85	Sale of garden gifts	
12/04/2022	B Bastiaansen	11479	18.00			4345	300	18.00	Sale of painted glass bottles	
12/04/2022	P Rowland	11480	84.00			4345	300	84.00	Sale of honey 15&6 sets	
12/04/2022	Witham PCC	11481	80.00			4505	500	80.00	Organist fee for civic service	
12/04/2022	Braintree Ass. Local Councils	11482	40.00			4180	100	40.00	Annual membership	
12/04/2022	Smith of Derby	11483	14,108.40		2,351.40	4315	300	11,757.00	Restoration of Town Hall clock	
12/04/2022	Lighting & Illumination Tech	11484	5,054.40		842.40	4340	300	4,212.00	Festive lighting pymt 1 of 3	
12/04/2022	Society of London Theatres	BACS	150.40			4345	300	150.40	Sale of theatre tickets	
13/04/2022	Essex Pension Fund	11499	907.07			4145	100	907.07	Correction of pymnt Mar22	
13/04/2022	Plus Net	DD	29.35		4.89	4100	100	24.46	Monthly line charges	
13/04/2022	RISC IT Solutions	DD	29.94		4.99	4100	100	24.95	Online Pro IT charges	
13/04/2022	First Data Merchant Services	DD	10.75			4170	100	10.75	Refund for cancelled tickets	
14/04/2022	Smart Office Solutions	DD	198.07		33.01	4130	100	165.06	Photocopying	
14/04/2022	Clover Marketplace Merchant	DD	38.98			4355	300	38.98	Charges and fees	
19/04/2022	NPower	DD	211.65		10.43	4425	400	201.22	Streetlighting	
19/04/2022	NPower	DD	307.09		15.27	4372	300	291.82	CCTV Cameras	
19/04/2022	NPower	DD	712.20		35.80	4425	400	676.40	Streetlighting D2d	
Subtotal Carried Forward:			46,149.59	0.00	3,556.25			42,593.34		

Date: 06/06/2022

Witham Town Council Current Year

Page 3

Time: 11:03

Cashbook 6

User: NS

Unity Trust Account

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/04/2022	Angela Kilmartin	11493	545.62			4515	500	545.62	Mayors Allowance
20/04/2022	Susan Ager	11498	400.00			4517	500	400.00	Member's Allowance
20/04/2022	British Gas	DD	70.32		3.35	4431	400	66.97	Electricity for public toilet
21/04/2022	Clover Marketplace Merchant	DD	8.39		1.40	4355	300	6.99	Monthly charges
21/04/2022	Clover Marketplace Merchant	DD	27.00			4355	300	27.00	Monthly Service charge
22/04/2022	British Gas	DD	1,253.79		208.96	4121	100	1,044.83	Town Hall gas
22/04/2022	British Gas	DD	424.24		70.70	4122	100	353.54	Town Hall Electricity
29/04/2022	Adept Telecom	DD	27.04		4.51	4355	300	22.53	Call charges
Total Payments:			65,849.35	0.00	3,845.17			62,004.18	

06/06/2022

Witham Town Council 2021/2022

Page 1

10:45

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1100 Sundry Receipts	93,626	500	(93,126)			18725.2	17,268
1110 Car Park Licence	6,587	6,585	(2)			100.0%	
Administration :- Income	100,213	7,085	(93,128)			1414.4%	17,268
4100 I.T	4,098	3,500	(598)		(598)	117.1%	
4101 Charges	562	500	(62)		(62)	112.5%	
4115 Travel Expenses	134	500	366		366	26.8%	
4120 Town Hall	31,522	31,000	(522)		(522)	101.7%	
4121 Gas	4,403	3,500	(903)		(903)	125.8%	
4122 Electricity	4,000	3,700	(300)		(300)	108.1%	
4130 Photocopying	3,188	2,600	(588)		(588)	122.6%	
4135 Postage	522	500	(22)		(22)	104.4%	
4140 Stationery	934	1,500	566		566	62.3%	
4145 Admin Team PAYE/LGPS	217,234	198,950	(18,284)		(18,284)	109.2%	428
4146 WFH Allowance	156	0	(156)		(156)	0.0%	
4150 Office Equipment	2,868	3,500	632		632	81.9%	
4160 Telephone/Fax	1,791	1,800	9		9	99.5%	
4165 Insurance	7,296	8,500	1,204		1,204	85.8%	
4170 Sundry Expenses	2,857	1,500	(1,357)		(1,357)	190.5%	
4175 Audit & Legal	14,162	6,500	(7,662)		(7,662)	217.9%	
4180 Affiliation Fees	4,602	4,602	0		0	100.0%	
4185 Members -Conferencing/Training	1,366	1,000	(366)		(366)	136.6%	
4190 Staff -Conferencing/Training	4,550	4,400	(150)		(150)	103.4%	
4195 Payroll Charges	1,082	800	(282)		(282)	135.3%	
4200 Petty Cash	653	670	17		17	97.4%	
Administration :- Indirect Expenditure	307,980	279,522	(28,458)	0	(28,458)	110.2%	428
Net Income over Expenditure	(207,767)	(272,437)	(64,670)				
7000 plus Transfer from EMR	428						
7001 less Transfer to EMR	17,268						
Movement to/(from) Gen Reserve	(224,608)						
300 Community							
1300 Information Sales Income	54,709	75,000	20,291			72.9%	
1310 Puppet Festival Income	0	3,000	3,000			0.0%	
1320 New Events Income	562	500	(62)			112.5%	
1321 Community Day	0	450	450			0.0%	
1402 Allotments	4,559	3,000	(1,559)			152.0%	
Community :- Income	59,830	81,950	22,120			73.0%	0

06/06/2022

Witham Town Council 2021/2022

Page 2

10:45

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Community Team PAYE/LGPS	61,109	72,000	10,891		10,891	84.9%	
4305 Remembrance	410	500	90		90	82.0%	
4310 Silver Cinema	1,041	2,000	959		959	52.1%	
4315 Town Clock	14,752	14,752	0		0	100.0%	
4325 Allotments	7,183	4,000	(3,183)		(3,183)	179.6%	
4330 Queen's Jubilee	1,168	1,168	0		0	100.0%	
4340 Christmas Decorations	8,003	10,600	2,597		2,597	75.5%	
4345 Information Centre Purchases	46,097	65,000	18,903		18,903	70.9%	
4355 Information Centre Administrat	3,048	3,000	(48)		(48)	101.6%	
4360 Community Grant Aid	10,000	10,000	0		0	100.0%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4372 Community Safety/CCTV	19,562	8,000	(11,562)		(11,562)	244.5%	
4373 Special Constable Expenses	4,678	5,000	322		322	93.6%	
4374 Special Constable Recruitment	340	1,000	660		660	34.0%	
4375 Other Community Support/Youth	3,000	3,000	0		0	100.0%	
4376 Halloween	2,650	2,650	0		0	100.0%	
4377 Easter Trail	1,132	924	(208)		(208)	122.5%	
4378 Community Day	1,500	1,500	0		0	100.0%	
4379 Witham Dog Show	1,892	2,308	416		416	82.0%	
4380 Puppet Festival	451	2,846	2,395		2,395	15.8%	
4390 Christmas Events & Tree	4,300	4,300	0		0	100.0%	
4395 Social Isolation Working Group	1,024	3,000	1,976		1,976	34.1%	
Community :- Indirect Expenditure	203,339	227,548	24,209	0	24,209	89.4%	0
Net Income over Expenditure	(143,509)	(145,598)	(2,089)				
400 Environment							
1401 Dog & Bench Sponsorship Scheme	1,810	1,650	(160)			109.7%	
Environment :- Income	1,810	1,650	(160)			109.7%	0
4400 Operations PAYE/LGPS	129,058	115,000	(14,058)		(14,058)	112.2%	5,379
4420 Equipment Supplies & Maintenan	1,758	4,000	2,242		2,242	43.9%	
4425 Lighting Maintenance & Utility	3,377	2,500	(877)		(877)	135.1%	
4431 Toilet Block - Town Park	7,019	7,650	631		631	91.8%	
4432 New Tree Planting	2,000	2,000	0		0	100.0%	
4433 Tree Maintenance	4,500	9,000	4,500		4,500	50.0%	
4436 Dog Bin Maintenance	95	2,000	1,905		1,905	4.7%	
4437 Dog & Bench Schemes	1,628	1,200	(428)		(428)	135.6%	
4444 Fleet	5,188	4,000	(1,188)		(1,188)	129.7%	
4445 Open Spaces General	4,291	1,500	(2,791)		(2,791)	286.1%	856
4446 James Cooke Wood	624	2,000	1,376		1,376	31.2%	

06/06/2022

Witham Town Council 2021/2022

Page 3

10:45

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4447 River Walk	3,372	3,000	(372)		(372)	112.4%	
4448 Whetmead LNR	27	2,000	1,973		1,973	1.4%	
4451 River Walk Extension	0	2,000	2,000		2,000	0.0%	
4452 River Walk Improvements	3,780	3,000	(780)		(780)	126.0%	
4453 Litter Bins	0	1,500	1,500		1,500	0.0%	
4454 Bus Shelters	6,588	1,000	(5,588)		(5,588)	658.8%	
4455 Witham in Bloom	11,819	12,200	381		381	96.9%	
Environment :- Indirect Expenditure	185,123	175,550	(9,573)	0	(9,573)	105.5%	6,235
Net Income over Expenditure	(183,313)	(173,900)	9,413				
7000 plus Transfer from EMR	6,235						
Movement to/(from) Gen Reserve	(177,078)						
500 Policy & Resources							
1500 Hall Hire	16,681	12,000	(4,681)			139.0%	
1509 Christmas Events	1,025	500	(525)			204.9%	
1510 Interest Received	74	500	426			14.8%	
Policy & Resources :- Income	17,780	13,000	(4,780)			136.8%	0
4500 Instructions & Reports	480	2,500	2,020		2,020	19.2%	
4503 Social Media and Communication	202	1,500	1,298		1,298	13.5%	
4505 Civic Receptions	1,206	1,500	294		294	80.4%	
4510 Christmas Expenses	1,197	2,300	1,103		1,103	52.0%	
4515 Mayor's Allowance	2,000	2,000	(0)		(0)	100.0%	
4516 Mayors Gift Fund Allowance	227	500	273		273	45.5%	
4525 Newsletter & Publications	10,091	10,800	709		709	93.4%	
4535 Surveys & Consultations	4,471	1,000	(3,471)		(3,471)	447.1%	
Policy & Resources :- Indirect Expenditure	19,874	22,100	2,226	0	2,226	89.9%	0
Net Income over Expenditure	(2,095)	(9,100)	(7,005)				
600 Precept							
1600 Precept	675,494	675,494	0			100.0%	
1606 Collection Fund Surplus	8,698	8,698	0			100.0%	
Precept :- Income	684,192	684,192	0			100.0%	0
Net Income	684,192	684,192	0				
900 Expenditure From EMR							
9001 CapEx - Environment	4,890	0	(4,890)		(4,890)	0.0%	4,890
9003 CapEx - Policy & Resources	10,883	0	(10,883)		(10,883)	0.0%	10,883

06/06/2022

Witham Town Council 2021/2022

Page 4

10:45

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9040 EMR - Election Expenses	1,080	0	(1,080)		(1,080)	0.0%	1,080
Expenditure From EMR :- Indirect Expenditure	16,853	0	(16,853)	0	(16,853)		16,853
Net Expenditure	(16,853)	0	16,853				
7000 plus Transfer from EMR	16,853						
Movement to/(from) Gen Reserve	0						
Grand Totals:- Income	863,825	787,877	(75,948)			109.6%	
Expenditure	733,170	704,720	(28,450)	0	(28,450)	104.0%	
Net Income over Expenditure	130,655	83,157	(47,498)				
plus Transfer from EMR	23,516						
less Transfer to EMR	17,268						
Movement to/(from) Gen Reserve	136,902						

Budget Line	Budget	% Over	Amount Over	Reason
I.T	3500	17.1	598	Allotment Software added onto accounts package . Email provider changed to allow creation of members' addresses
Charges	500	12.5	62	Banking charges higher than budgeted for as income higher
Payroll Charges	800	15.5	124	Increase of numbers on payroll
Town Hall	31000	1.7	522	Fire risk assessment found urgent work required
Gas	3500	25.8	903	Increase in price of gas and contract ending
Electricity	3700	8.1	300	Increase in price of electricity and contract ending
Photocopying	2600	12.9	335	Increased printing costs due to members requesting hard copies
Postage	500	4.4	22	Increased costs due to agenda/minutes being sent by post
Sundry Expenses	1500	90.5	1357	Reversal of incorrect prepayments left from previous years
Audit & Legal	6500	117.9	7662	Gimson's Legal Fees
Members Training	1000	36.6	366	Members requesting more training than in previous years

Staff Training	4400	3.4	150	New employee training
Allotments	4000	79.6	3183	Overspend offset by increased income and Locality Grant
Info Centre Admin	3000	1.6	48	Increase in cost of purchases such as Dog waste bags
CCTV	8000	144.5	11562	Monitoring costs removed too soon from budget/large number of cameras failing
Easter Trail	924	22.5	208	Incorrect amount put as pre-payment
Lighting	2500	35.1	877	Increase in price of electricity
Dog Bench Schemes	1200	35.6	428	Overspend offset by increased income
Fleet	4000	29.7	1188	More repairs needed than budgeted for and increase in fuel cost
Open Spaces	1500	186.1	2791	BDC charging for disposal of waste/recycling which was not budgeted for. Reversal of incorrect prepayments left from previous years. £860 offset from Highways Devolution
River Walk	3000	12.4	372	Pest Control Fees should have been included in pre-payments for 2022-2023
River Walk Improvements	3000	26	780	Works to the back channel
Bus Shelters	1000	558	5588	Authorised 2020/2021, report received by Environment Committee
Surveys	1000	347	3471	Town Hall Improvement Surveys/Reports

06/06/2022
10:45Witham Town Council 2021/2022
Earmarked Reserves

Page 1

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - LED Streetlighting	0.00		0.00
321 EMR- Community Day	567.13	0.00	567.13
322 EMR - Information Centre	793.53	-793.53	0.00
323 EMR- Streetlighting Sinking Fu	0.00	0.00	0.00
324 EMR- Allotment Sinking Fund	0.00	0.00	0.00
325 EMR - Riverwalk Cycleways	40,000.00	1,400.00	41,400.00
330 EMR - Puppet Festival	2,171.95	0.00	2,171.95
333 EMR - Community Safety /CCTV	20,000.00		20,000.00
335 EMR - Highways Devolution	27,567.88	9,266.06	36,833.94
336 EMR - Acquisitions	5,000.00	-5,000.00	0.00
340 EMR - Land Improvement	20,000.00	0.00	20,000.00
345 EMR - Vehicle Replacement Fund	0.00		0.00
346 EMR - Equipment Replacement	15,000.00	5,000.00	20,000.00
350 EMR - Street Furniture Renew	0.00	20,000.00	20,000.00
355 EMR - Major Repairs & Renewals	0.00	11,225.00	11,225.00
356 EMR - Town Hall Development	19,726.14	-19,726.14	0.00
357 EMR - Winter Wonderland	0.00	25,000.00	25,000.00
358 EMR - J C Wood Imp Plan	0.00	20,000.00	20,000.00
359 EMR - Whetmead Imp Plan	0.00	20,000.00	20,000.00
360 EMR - Election Expenses	3,999.93	-3,938.26	61.67
361 EMR - Members Allowance	3,200.00	-200.00	3,000.00
390 EMR- Mayor's Appeal	0.00		0.00
	158,026.56	82,233.13	240,259.69

06/06/2022

Witham Town Council Current Year

Page 1

11:01

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1100 Sundry Receipts	7,449	500	(6,949)			1489.9%	
Administration :- Income	7,449	500	(6,949)			1489.9%	0
4100 I.T	(7)	4,000	4,007		4,007	(0.2%)	
4101 Charges	0	500	500		500	0.0%	
4115 Travel Expenses	0	500	500		500	0.0%	
4120 Town Hall	911	35,000	34,089		34,089	2.6%	
4121 Gas	0	5,500	5,500		5,500	0.0%	
4122 Electricity	0	5,700	5,700		5,700	0.0%	
4130 Photocopying	100	3,000	2,900		2,900	3.3%	
4135 Postage	0	500	500		500	0.0%	
4140 Stationery	45	1,500	1,455		1,455	3.0%	
4145 Admin Team PAYE/LGPS	16,816	224,215	207,399		207,399	7.5%	
4150 Office Equipment	126	4,000	3,874		3,874	3.1%	
4160 Telephone/Fax	(262)	1,800	2,062		2,062	(14.6%)	
4165 Insurance	0	8,500	8,500		8,500	0.0%	
4170 Sundry Expenses	19	1,500	1,481		1,481	1.3%	
4175 Audit & Legal	20	6,500	6,480		6,480	0.3%	
4180 Affiliation Fees	2,156	5,000	2,844		2,844	43.1%	
4185 Members -Conferencing/Training	103	2,000	1,897		1,897	5.2%	
4190 Staff -Conferencing/Training	553	5,000	4,447		4,447	11.1%	
4195 Payroll Charges	(14)	800	814		814	(1.8%)	
4200 Petty Cash	13	650	637		637	2.0%	
Administration :- Indirect Expenditure	20,580	316,165	295,585	0	295,585	6.5%	0
Net Income over Expenditure	(13,130)	(315,665)	(302,535)				
<u>200 Planning & Transport</u>							
4600 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Planning & Transport :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
<u>300 Community</u>							
1300 Information Sales Income	3,805	75,000	71,195			5.1%	
1310 Witham Festival Income	0	1,500	1,500			0.0%	
1320 New Events Income	380	1,500	1,140			24.0%	
1402 Allotments	8	0	(8)			0.0%	
1501 Dog Show	450	15,500	15,050			2.9%	
Community :- Income	4,623	93,500	88,877			4.9%	0

06/06/2022

Witham Town Council Current Year

Page 2

11:01

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Community Team PAYE/LGPS	5,417	61,900	56,483		56,483	8.8%	
4305 Remembrance	0	1,200	1,200		1,200	0.0%	
4310 Silver Cinema	(22)	2,000	2,022		2,022	(1.1%)	
4315 Town Clock	150	1,300	1,150		1,150	11.5%	
4325 Allotments	(446)	0	446		446	0.0%	
4330 Queen's Jubilee	144	7,000	6,856		6,856	2.1%	
4340 Christmas Decorations	6,739	10,600	3,861		3,861	63.6%	
4345 Information Centre Purchases	2,000	65,000	63,000		63,000	3.1%	
4355 Information Centre Administrat	8	3,000	2,992		2,992	0.3%	
4360 Community Grant Aid	0	15,000	15,000		15,000	0.0%	
4365 Citizens Advice Bureau	0	10,000	10,000		10,000	0.0%	
4371 Community Safety	0	2,500	2,500		2,500	0.0%	
4372 CCTV	292	8,000	7,708		7,708	3.6%	
4373 Special Constable Expenses	(19)	5,000	5,019		5,019	(0.4%)	
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	0	2,000	2,000		2,000	0.0%	
4377 Easter Trail	1,122	1,500	378		378	74.8%	
4379 Witham Dog Show	813	2,000	1,187		1,187	40.7%	
4380 Witham Festival	287	18,000	17,713		17,713	1.6%	
4390 Christmas Events & Tree	0	3,000	3,000		3,000	0.0%	
Community :- Indirect Expenditure	16,485	221,500	205,015	0	205,015	7.4%	0
Net Income over Expenditure	(11,863)	(128,000)	(116,137)				
400 Environment							
1401 Dog & Bench Sponsorship Scheme	2,330	1,650	(680)			141.2%	
Environment :- Income	2,330	1,650	(680)			141.2%	0
4400 Operations PAYE/LGPS	12,123	126,714	114,591		114,591	9.6%	
4420 Equipment Supplies & Maintenanc	0	4,000	4,000		4,000	0.0%	
4425 Lighting Maintenance & Utility	0	4,000	4,000		4,000	0.0%	
4431 Toilet Block - Town Park	(0)	7,650	7,650		7,650	0.0%	
4432 New Tree Planting	0	2,000	2,000		2,000	0.0%	
4433 Tree Maintenance	0	9,000	9,000		9,000	0.0%	
4436 Dog Bin Maintenance	0	600	600		600	0.0%	
4437 Dog & Bench Schemes	0	1,200	1,200		1,200	0.0%	
4444 Fleet	258	4,000	3,742		3,742	6.4%	
4445 Open Spaces General	(37)	1,500	1,537		1,537	(2.4%)	
4446 James Cooke Wood	0	2,000	2,000		2,000	0.0%	
4447 River Walk	0	3,000	3,000		3,000	0.0%	

13/06/2022

Witham Town Council Current Year

Page 3

16:42

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4448 Whetmead LNR	0	2,000	2,000		2,000	0.0%	
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	0	12,200	12,200		12,200	0.0%	
4457 Waste Disposal	0	1,000	1,000		1,000	0.0%	
Environment :- Indirect Expenditure	12,344	191,864	179,520	0	179,520	6.4%	0
Net Income over Expenditure	(10,014)	(190,214)	(180,200)				
500 Policy & Resources							
1500 Hall Hire	(238)	12,000	12,238			(2.0%)	
1509 Christmas Events	0	500	500			0.0%	
1510 Interest Received	30	100	70			29.6%	
Policy & Resources :- Income	(208)	12,600	12,808			(1.7%)	0
4500 Instructions & Reports	0	5,000	5,000		5,000	0.0%	
4503 Communications & Exhibitions	0	1,500	1,500		1,500	0.0%	
4505 Civic Receptions	430	2,000	1,570		1,570	21.5%	
4510 Christmas Expenses	0	2,700	2,700		2,700	0.0%	
4515 Mayor's Allowance	364	2,000	1,636		1,636	18.2%	
4516 Civic Gesture	0	500	500		500	0.0%	
4517 Members Allowance	400	8,000	7,600		7,600	5.0%	
4525 Newsletter & Publications	0	12,000	12,000		12,000	0.0%	
4535 Surveys & Consultations	0	1,000	1,000		1,000	0.0%	
Policy & Resources :- Indirect Expenditure	1,194	34,700	33,506	0	33,506	3.4%	0
Net Income over Expenditure	(1,402)	(22,100)	(20,698)				
600 Precept							
1600 Precept	352,203	704,406	352,203			50.0%	
Precept :- Income	352,203	704,406	352,203			50.0%	0
Net Income	352,203	704,406	352,203				
900 Expenditure From EMR							
9001 CapEx - Environment	396	0	(396)		(396)	0.0%	396
Expenditure From EMR :- Indirect Expenditure	396	0	(396)	0	(396)		396
Net Expenditure	(396)	0	396				
7000 plus Transfer from EMR	396						
Movement to/(from) Gen Reserve	0						
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	366,396	812,656	446,260			45.1%	
Expenditure	50,999	769,229	718,230	0	718,230	6.6%	
Net Income over Expenditure	315,398	43,427	(271,971)				
plus Transfer from EMR	396						
Movement to/(from) Gen Reserve	315,793						

06/06/2022
11:01

**Witham Town Council Current Year
Earmarked Reserves**

Page 1

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 EMR- Allotment Sinking Fund	0.00	4,559.04	4,559.04
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	3,775.00	15,000.00
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
390 EMR- Mayor's Appeal	0.00		0.00
	240,259.69	59,887.66	300,147.35

[Back to agenda](#)