



# WALTHAM ABBEY TOWN COUNCIL



TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

N Page  
Town Clerk

E-MAIL: [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)  
TEL: 01992 714949

YOUR REF:

OUR REF: NP/MG

Dear Member,

A meeting of the **Policy & Resources Committee** will be held on **Thursday 6th June 2024 at 7.00pm.** at the Town Hall.

Yours sincerely,  
Town Clerk

*Miss Natalie Page*

## AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images, and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Public Questions:** Members of the Public are invited to submit questions to the Town Clerk for consideration at meetings, these must be received no later than 3pm on the day prior to the meeting. Please send your questions to [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)
5. **GDPR:** There is no update at this point.



6. **ECC Update:** To receive a verbal update from Cllr S Kane.
7. **Accounts Paid:** Lists herewith of accounts paid and reimbursements made on the authority of two Members and dated 03/04/24, 24/04/24 and 08/05/24 (Enc 1.)
8. **Status List:** To note the Status list. (Enc 2.)
9. **Budget Monitoring Report:** To receive the RFO's report. (Enc 3.)
10. **Direct Debits, Standing Orders and Transfers dated 01/03/24 to 31/03/24 and 01/04/24/ to 30/04/24** (Enc 4.)
11. **Imprest Account Payments dated 01/03/24 to 31/03/24 and 01/04/24/to 30/04/24** (Enc 5)
12. **Current Bank Reconciliation Statements dated 31/03/24 and 30/04/24.** (Enc 6.)
13. **CCLA Statement:** To review the statement. (Enc 7.)
14. **Tea Hut Proposal:** To be tabled.
15. **Storage Facility at Town Mead Banqueting Suite:** To review the Town Clerk's report. (Enc 7)
16. **Items to be added to the next agenda for discussion:** Items to be submitted for next meeting on 3<sup>rd</sup> July 2024
17. **Exclusion of Press and Public:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
18. **Budget Monitoring Detail Accounts:** To review the RFO's report. (Enc 9.)
19. **Grant Applications:** To be tabled.



20. **IT Upgrade:** To review the RFOs report. (Enc 10.)

21. **Padel Update:** To review the RFOs report. (Enc.11)

TO: Cllr A Watts - Chairman  
Cllr J Parsons – Deputy Chairman  
Cllr J Lea  
Cllr J Lucas  
Cllr S Yerrell  
Cllr H Kane  
Cllr M Markham  
Cllr A Crowley  
Cllr S J Heather  
Cllr E A Webster  
Cllr B Tomlinson

Cllr S Kane

Date: 29<sup>th</sup> May 2024

03/04/2024

## WALTHAM ABBEY TOWN COUNCIL

Pag

15:33

Invoices Due for Payment by 30 April 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount	
<b>Arthur J Gallagher Insurance Brokers [AJGALLAGHE]</b>									
27/03/2024	532108809	15956	15956/Fleet Motor Ins 2024-25		24/04/2024	2,375.56		2,375.56	
28/03/2024	532156913	15954	15954/FloodFlash Ins 2024-25		25/04/2024	553.81		553.81	
28/03/2024	532160885	15955	15955/FloodFlash Ins 2024-25		25/04/2024	223.31		223.31	
Telephone : 01483 462860						<b>Total of Invoices Due (AJGALLAGHE)</b>	<b>3,152.68</b>	<b>0.00</b>	<b>3,152.68</b>
<b>Altodigital Networks Limited [ALTODIGIT]</b>									
22/03/2024	ALT153641	15946	15946/IT Support Mar2024		19/04/2024	1,085.86		1,085.86	
Telephone : 01384 286032						<b>Total of Invoices Due (ALTODIGIT)</b>	<b>1,085.86</b>	<b>0.00</b>	<b>1,085.86</b>
<b>Mr M A Baboolall [BACK2BACK]</b>									
27/03/2024	ON ACC 15945		Purchase Ledger Payment		27/03/2024	400.00		400.00	
						<b>Total of Invoices Due (BACK2BACK)</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>
<b>Chapple &amp; Jenkins [CHAPPLE]</b>									
14/02/2024	30212649	15947	15947/Chapple & Jenkins		13/03/2024	913.03		913.03	
21/03/2024	30223517	15948	15948/Chapple & Jenkins		18/04/2024	1,079.27		1,079.27	
27/03/2024	30225131	15949	15949/Chapple & Jenkins		24/04/2024	729.91		729.91	
Telephone : 01179 721100						<b>Total of Invoices Due (CHAPPLE)</b>	<b>2,722.21</b>	<b>0.00</b>	<b>2,722.21</b>
<b>DCK Accounting Solutions Ltd [DCKBEA]</b>									
22/03/2024	TPC11187	15950	15950/Contract accounts Mar24		22/03/2024	1,252.32		1,252.32	
Telephone : 01793 739110						<b>Total of Invoices Due (DCKBEA)</b>	<b>1,252.32</b>	<b>0.00</b>	<b>1,252.32</b>
<b>Fly By Travel Holidays Ltd [FLYBY]</b>									
31/03/2024	FROZEN-2MAY	15951	15951/FlyBy -Frozen 2May		28/04/2024	392.00		392.00	
31/03/2024	DLK-2MAY	15952	15952/FlyBy -Lion King 2May		28/04/2024	56.00		56.00	
						<b>Total of Invoices Due (FLYBY)</b>	<b>448.00</b>	<b>0.00</b>	<b>448.00</b>
<b>HSBC Invoice Finance (UK) Ltd [FROOM]</b>									
31/01/2024	59036	15953	15953/Waste disposal Jan2024		31/01/2024	444.00		444.00	
						<b>Total of Invoices Due (FROOM)</b>	<b>444.00</b>	<b>0.00</b>	<b>444.00</b>
<b>Hopedima Engineering Ltd [HOPEIDIMA]</b>									
21/03/2024	SI-3962	15957	15957/Tractor maintenance		18/04/2024	597.00		597.00	
Telephone : 01277 374627						<b>Total of Invoices Due (HOPEIDIMA)</b>	<b>597.00</b>	<b>0.00</b>	<b>597.00</b>
<b>James Hallam Ltd [JAMESHALLA]</b>									
27/03/2024	532086646	15958	15958/Cyber insurance 2024-25		24/04/2024	2,011.70		2,011.70	

Enclosure number

1

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03/04/2024

## WALTHAM ABBEY TOWN COUNCIL

Page 1

15:33

## Invoices Due for Payment by 30 April 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Arthur J Gallagher Insurance Brokers [AJGALLAGHE]</b>									
27/03/2024	532108809	15956	15956/Fleet Motor Ins 2024-25		24/04/2024	2,375.56		2,375.56	
28/03/2024	532156913	15954	15954/FloodFlash Ins 2024-25		25/04/2024	553.81		553.81	
28/03/2024	532160885	15955	15955/FloodFlash Ins 2024-25		25/04/2024	223.31		223.31	
Telephone : 01483 462860						<b>Total of Invoices Due (AJGALLAGHE)</b>	<b>3,152.68</b>	<b>0.00</b>	<b>3,152.68</b>
<b>Altodigital Networks Limited [ALTODIGIT]</b>									
22/03/2024	ALT153641	15946	15946/IT Support Mar2024		19/04/2024	1,085.86		1,085.86	
Telephone : 01384 286032						<b>Total of Invoices Due (ALTODIGIT)</b>	<b>1,085.86</b>	<b>0.00</b>	<b>1,085.86</b>
<b>Mr M A Baboolall [BACK2BACK]</b>									
27/03/2024	ON ACC 15945		Purchase Ledger Payment		27/03/2024	400.00		400.00	
						<b>Total of Invoices Due (BACK2BACK)</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>
<b>Chapple &amp; Jenkins [CHAPPLE]</b>									
14/02/2024	30212649	15947	15947/Chapple & Jenkins		13/03/2024	913.03		913.03	
21/03/2024	30223517	15948	15948/Chapple & Jenkins		18/04/2024	1,079.27		1,079.27	
27/03/2024	30225131	15949	15949/Chapple & Jenkins		24/04/2024	729.91		729.91	
Telephone : 01179 721100						<b>Total of Invoices Due (CHAPPLE)</b>	<b>2,722.21</b>	<b>0.00</b>	<b>2,722.21</b>
<b>DCK Accounting Solutions Ltd [DCKBEA]</b>									
22/03/2024	TPC11187	15950	15950/Contract accounts Mar24		22/03/2024	1,252.32		1,252.32	
Telephone : 01793 739110						<b>Total of Invoices Due (DCKBEA)</b>	<b>1,252.32</b>	<b>0.00</b>	<b>1,252.32</b>
<b>Fly By Travel Holidays Ltd [FLYBY]</b>									
31/03/2024	FROZEN-2MAY	15951	15951/FlyBy -Frozen 2May		28/04/2024	392.00		392.00	
31/03/2024	DLK-2MAY	15952	15952/FlyBy -Lion King 2May		28/04/2024	56.00		56.00	
						<b>Total of Invoices Due (FLYBY)</b>	<b>448.00</b>	<b>0.00</b>	<b>448.00</b>
<b>HSBC Invoice Finance (UK) Ltd [FROOM]</b>									
31/01/2024	59036	15953	15953/Waste disposal Jan2024		31/01/2024	444.00		444.00	
						<b>Total of Invoices Due (FROOM)</b>	<b>444.00</b>	<b>0.00</b>	<b>444.00</b>
<b>Hopedima Engineering Ltd [HOPEDIMA]</b>									
21/03/2024	SI-3962	15957	15957/Tractor maintenance		18/04/2024	597.00		597.00	
Telephone : 01277 374627						<b>Total of Invoices Due (HOPEDIMA)</b>	<b>597.00</b>	<b>0.00</b>	<b>597.00</b>
<b>James Hallam Ltd [JAMESHALLA]</b>									
27/03/2024	532086646	15958	15958/Cyber insurance 2024-25		24/04/2024	2,011.70		2,011.70	

Enclosure Number |

307

## Invoices Due for Payment by 30 April 2024

## For Bought Ledger 1

## Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Telephone : 01752 670440						Total of Invoices Due (JAMESHALLA)	2,011.70	0.00	2,011.70
L & J Hall Digging Services Ltd [LESHAL]									
22/03/2024	1223	15959	15959/Grave digging Feb2024		21/04/2024	2,200.00		2,200.00	
Telephone : 01277 899808						Total of Invoices Due (LESHAL)	2,200.00	0.00	2,200.00
Professional Protection Security Limited [PPS]									
26/03/2024	1	15960	15960/Security services 16Mar		23/04/2024	204.00		204.00	
Telephone : 01442 894972						Total of Invoices Due (PPS)	204.00	0.00	204.00
R E Gore Building Services Ltd [REGORE]									
25/03/2024	SS304617	15961	15961/Floodlight repairs		22/04/2024	249.60		249.60	
26/03/2024	SS304623	15962	15962/Kitchen electrical works		23/04/2024	3,435.84		3,435.84	
Telephone : 03333 201010						Total of Invoices Due (REGORE)	3,685.44	0.00	3,685.44
Mr E Rolls [ROLLS]									
27/03/2024	270324/5183	15963	15963/Stocktaking services		24/04/2024	290.00		290.00	
Telephone : 07718 328015						Total of Invoices Due (ROLLS)	290.00	0.00	290.00
ROYAL MAIL GROUP LTD [ROYALM]									
19/03/2024	1109667290	15964	15964/Response service licence		18/04/2024	119.88		119.88	
Telephone : 08457 640640						Total of Invoices Due (ROYALM)	119.88	0.00	119.88
Upson Mowers Ltd [UPSONS]									
21/03/2024	105123	15965	15965/Ransomes mower repairs		18/04/2024	157.48		157.48	
Telephone : 01621 892907						Total of Invoices Due (UPSONS)	157.48	0.00	157.48
Videcom Security Ltd [VIDCOM]									
28/03/2024	39416	15966	15966/CCTV -Town Hall		25/04/2024	2,381.56		2,381.56	
Telephone : 017792 714604						Total of Invoices Due (VIDCOM)	2,381.56	0.00	2,381.56
Warmhouse Services Ltd [WARMHOUSE]									
16/01/2024	47102	15981	15981/Plumbing maintenance		13/02/2024	256.42		256.42	
Telephone : 01992 762245						Total of Invoices Due (WARMHOUSE)	256.42	0.00	256.42
						Total of Invoices Due (Bought Ledger 1)	21,408.55	0.00	21,408.55
						TOTAL OF INVOICES DUE (ALL LEDGERS)	21,408.55	0.00	21,408.55

## Invoices Due for Payment by 24 May 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due			
<b>Abbey Filling Station [ABFILL]</b>											
31/03/2024	69	15984	15984/Vehicle fuel Mar2024		28/04/2024	362.66		362.66			
Total of Invoices Due (ABFILL)						362.66	0.00	362.66			
<b>ABBEY DRAINS LTD [ADRAIN]</b>											
17/04/2024	5227	16003	16003/Cesspit emptying		17/05/2024	1,392.00		1,392.00			
Telephone : 01992 892 772			Total of Invoices Due (ADRAIN)						1,392.00	0.00	1,392.00
<b>Altodigital Networks Limited [ALTODIGIT]</b>											
15/01/2024	ALT151050	16034	16034/IT Support Jan2024		12/02/2024	1,089.43		1,089.43			
12/04/2024	ALT154784	16004	16004/IT Support Apr2024		10/05/2024	1,085.74		1,085.74			
Telephone : 01384 286032			Total of Invoices Due (ALTODIGIT)						2,175.17	0.00	2,175.17
<b>Aquacool Limited [AQUACOOL]</b>											
31/03/2024	341180	15985	15985/Office water cooler		28/04/2024	38.35		38.35			
Telephone : 08006 345678			Total of Invoices Due (AQUACOOL)						38.35	0.00	38.35
<b>Atrium Security Solutions Ltd [ATRIUM]</b>											
29/02/2024	INV-15856	15986	15986/Security svcs Nov-Feb		28/03/2024	3,744.00		3,744.00			
Telephone : 02039 487071			Total of Invoices Due (ATRIUM)						3,744.00	0.00	3,744.00
<b>BZ Commercial Finance DAC re Banner Grp [BANNER]</b>											
16/04/2024	AJ02766	16005	16005/Stationery		14/05/2024	140.55		140.55			
Telephone : 08435 383311			Total of Invoices Due (BANNER)						140.55	0.00	140.55
<b>BEMOR BUILDING CONTRACTORS LTD [BEMORB]</b>											
04/03/2024	17279	15987	15987/Waterproof clothing		03/04/2024	122.14		122.14			
Total of Invoices Due (BEMORB)						122.14	0.00	122.14			
<b>Chapple &amp; Jenkins [CHAPPLE]</b>											
18/04/2024	30230852	16006	16006/Chapple & Jenkins		16/05/2024	426.37		426.37			
Telephone : 01179 721100			Total of Invoices Due (CHAPPLE)						426.37	0.00	426.37
<b>CV Components [CVCOMPON]</b>											
09/04/2024	IWCV110428	16008	16008/Equipment grease		07/05/2024	39.31		39.31			
09/04/2024	IWCV110429	16009	16009/Napa oil		07/05/2024	28.68		28.68			
23/04/2024	IWCV112196	16010	16010/Equipment maintenance		21/05/2024	127.66		127.66			
23/04/2024	IWCV112197	16011	16011/Glass cleaner		21/05/2024	7.07		7.07			

## Invoices Due for Payment by 24 May 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Telephone : 01992 762519						Total of Invoices Due (CVCOMPON)	202.72	0.00	202.72
Essex Association of Local Councils [EALC]									
02/04/2024	17558	16012	16012/EALC Subs 2024-25		30/04/2024	1,976.82		1,976.82	
Telephone : 01371 879722						Total of Invoices Due (EALC)	1,976.82	0.00	1,976.82
E F D C [EFDC]									
19/04/2024	M0001410059	16013	16013/Parking permit		19/05/2024	55.00		55.00	
Telephone : 01992 564000						Total of Invoices Due (EFDC)	55.00	0.00	55.00
Essex Pension Fund [ESCOFP]									
18/04/2024	ECC-APR24	16014	16014/ECC Superann Apr2024		16/05/2024	12,613.71		12,613.71	
						Total of Invoices Due (ESCOFP)	12,613.71	0.00	12,613.71
HSBC Invoice Finance (UK) Ltd [FROOM]									
23/04/2024	41237	16015	16015/Waste disposal		23/04/2024	444.00		444.00	
						Total of Invoices Due (FROOM)	444.00	0.00	444.00
Gate Automation & Electrical Services [GAES]									
10/04/2024	2160/2024	16016	16016/Cemetery gates repairs		08/05/2024	279.60		279.60	
Telephone : 07891 503933						Total of Invoices Due (GAES)	279.60	0.00	279.60
GROUP COMPONENTS LTD [GROUPC]									
17/04/2024	31052	16017	16017/Cable ties, ratchet		17/05/2024	81.00		81.00	
						Total of Invoices Due (GROUPC)	81.00	0.00	81.00
Mr A Harrison [HARRISON]									
12/01/2024	120124	15988	15988/Market website hosting		09/02/2024	132.00		132.00	
Telephone : 07768 790588						Total of Invoices Due (HARRISON)	132.00	0.00	132.00
TBS Hygiene LTD [HYGIENE]									
20/03/2024	5153	16033	16033/Dog waste collection Mar		17/04/2024	288.00		288.00	
22/04/2024	5315	16018	16018/Dog waste collection Apr		20/05/2024	230.40		230.40	
						Total of Invoices Due (HYGIENE)	518.40	0.00	518.40
ICCM									
01/04/2024	4348/2024/25	16019	16019/ICCM Subs 2024-25		01/05/2024	100.00		100.00	
Telephone : 0191 488 2699						Total of Invoices Due (ICCM)	100.00	0.00	100.00
Contact : JULIE CALLENDER									



## Invoices Due for Payment by 24 May 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Andy Iles Electrics Ltd [ILES]</b>									
19/04/2024	INV-1229	16020	16020/Install electrical box		17/05/2024	474.00		474.00	
Telephone : 01438 355133									
						<b>Total of Invoices Due (ILES)</b>	<b>474.00</b>	<b>0.00</b>	<b>474.00</b>
<b>HM Revenue &amp; Customs 120/W21563 [INLANR]</b>									
18/04/2024	HMRC-APR24	16021	16021/HMRC PAYE/NI Apr2024		16/05/2024	11,933.16		11,933.16	
						<b>Total of Invoices Due (INLANR)</b>	<b>11,933.16</b>	<b>0.00</b>	<b>11,933.16</b>
<b>Jiggins &amp; Sons [JIGGINS]</b>									
22/04/2024	2704	16022	16022/Roof repairs		20/05/2024	2,580.00		2,580.00	
22/04/2024	2705	16023	16023/Plumbing repairs		20/05/2024	2,352.00		2,352.00	
Telephone : 01992 621975									
						<b>Total of Invoices Due (JIGGINS)</b>	<b>4,932.00</b>	<b>0.00</b>	<b>4,932.00</b>
<b>Landscape Supply Co [LANDSCAPE]</b>									
10/04/2024	132280	16024	16024/Strimmer heads/cords		08/05/2024	134.04		134.04	
Telephone : 0203 191 9901									
						<b>Total of Invoices Due (LANDSCAPE)</b>	<b>134.04</b>	<b>0.00</b>	<b>134.04</b>
<b>R Baker [LEERIK]</b>									
27/03/2024	10091	15989	15989/Dumper diesel pipe works		10/04/2024	410.00		410.00	
23/04/2024	10092	16025	16025/Play equipment mntnce		07/05/2024	837.20		837.20	
Telephone : 07968 728821.									
						<b>Total of Invoices Due (LEERIK)</b>	<b>1,247.20</b>	<b>0.00</b>	<b>1,247.20</b>
<b>Graham Martin [MARTING]</b>									
19/04/2024	190424	16026	16026/Entertainment svcs		17/05/2024	285.00		285.00	
						<b>Total of Invoices Due (MARTING)</b>	<b>285.00</b>	<b>0.00</b>	<b>285.00</b>
<b>Auditing Solutions Ltd [RBSAUD]</b>									
09/04/2024	A8364	16027	16027/Internal audit 2023-24		09/05/2024	600.00		600.00	
Telephone : 01380 850588									
Contact : Anne Pollard									
						<b>Total of Invoices Due (RBSAUD)</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>
<b>Site-Equip Ltd [SITEEQUIP]</b>									
24/04/2024	SC314426	16028	16028/Toilet hire 24Apr-21May		22/05/2024	129.60		129.60	
Telephone : 01256 384134									
						<b>Total of Invoices Due (SITEEQUIP)</b>	<b>129.60</b>	<b>0.00</b>	<b>129.60</b>
<b>Tail Lift Services [TAILLIFT]</b>									
31/03/2024	74355	15990	15990/YJ07PYA servicing		28/04/2024	250.20		250.20	
						<b>Total of Invoices Due (TAILLIFT)</b>	<b>250.20</b>	<b>0.00</b>	<b>250.20</b>

## Invoices Due for Payment by 24 May 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Upson Mowers Ltd [UPSONS]								
23/04/2024	105184	16029	16029/Dumper repairs		21/05/2024	95.28		95.28
Telephone : 01621 892907						Total of Invoices Due (UPSONS)		
						95.28	0.00	95.28
Vanitorials Ltd [VANITORIAL]								
19/04/2024	INV787238	16030	16030/Cleaning supplies		17/05/2024	518.71		518.71
Telephone : 01268 752224						Total of Invoices Due (VANITORIAL)		
						518.71	0.00	518.71
Total of Invoices Due (Bought Ledger 1)						45,403.68	0.00	45,403.68
TOTAL OF INVOICES DUE (ALL LEDGERS)						45,403.68	0.00	45,403.68

+ £20 REFUND  
+ £1000 YES GRANT  
+ £1250 WAY 2000 GRANT

£47673.68

## Invoices Due for Payment by 7 June 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>ABBEY ENGRAVING [ABENGR]</b>								
06/05/2024	1792	16065	16065/Verbruggen plaque		03/06/2024	75.00		75.00
Telephone : 01279 626277						Total of Invoices Due (ABENGR)		
Contact : DIANE						75.00	0.00	75.00
<b>Abbey Filling Station [ABFILL] ✓</b>								
30/04/2024	82	16037	16037/Vehicle fuel Apr2024		28/05/2024	1,080.09		1,080.09
						Total of Invoices Due (ABFILL)		
						1,080.09	0.00	1,080.09
<b>Alfodigital Networks Limited [ALTODIGIT]</b>								
28/04/2024	983092ALTO	16038	16038/Printer use 24Jan-20Apr		26/05/2024	1,238.22		1,238.22
Telephone : 01384 286032						Total of Invoices Due (ALTODIGIT)		
						1,238.22	0.00	1,238.22
<b>APS Ltd [APS]</b>								
22/04/2024	367417	16039	16039/Stihl brushcutter		20/05/2024	599.00		599.00
22/04/2024	367418	16040	16040/Stihl stroke oil		20/05/2024	85.60		85.60
Telephone : 02085 203929						Total of Invoices Due (APS)		
						684.60	0.00	684.60
<b>Aquacool Limited [AQUACOOL]</b>								
01/04/2024	342743	16077	16077/Office water cooler		29/04/2024	217.78		217.78
30/04/2024	345255	16041	16041/Office water cooler		28/05/2024	28.76		28.76
Telephone : 08006 345678						Total of Invoices Due (AQUACOOL)		
						246.54	0.00	246.54
<b>BZ Commercial Finance DAC re Banner Grp [BANNER]</b>								
23/04/2024	AJ27026	16042	16042/Stationery		21/05/2024	13.90		13.90
Telephone : 08435 383311						Total of Invoices Due (BANNER)		
						13.90	0.00	13.90
<b>BEMOR BUILDING CONTRACTORS LTD [BEMORB]</b>								
03/04/2024	17286	16043	16043/Maintenance supplies		03/05/2024	363.36		363.36
						Total of Invoices Due (BEMORB)		
						363.36	0.00	363.36
<b>British Gas [BGAS-TI502]</b>								
30/04/2024	817722415	16044	16044/Ac603426304 27Mar-26Apr		28/05/2024	264.75		264.75
						Total of Invoices Due (BGAS-TI502)		
						264.75	0.00	264.75
<b>CALOR GAS LIMITED [CALORG] ✓</b>								
20/04/2024	91698271	16045	16045/Calor gas		20/04/2024	20.59		20.59
Telephone : 0845 6096210						Total of Invoices Due (CALORG)		
						20.59	0.00	20.59

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## Invoices Due for Payment by 7 June 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Chapple &amp; Jenkins [CHAPPLE]</b>									
25/04/2024	30233216	16046	16046/Chapple & Jenkins		23/05/2024	248.52		248.52	
Telephone : 01179 721100						<b>Total of Invoices Due (CHAPPLE)</b>	<b>248.52</b>	<b>0.00</b>	<b>248.52</b>
<b>CIA Fire &amp; Security Ltd [CIAFIRE]</b>									
30/04/2024	270934	16047	16047/Tennis gate entry system		28/05/2024	3,000.00		3,000.00	
30/04/2024	270935	16048	16048/Gate Netcode subscript'n		28/05/2024	187.20		187.20	
Telephone : 01285 651025						<b>Total of Invoices Due (CIAFIRE)</b>	<b>3,187.20</b>	<b>0.00</b>	<b>3,187.20</b>
<b>CV Components [CVCOMPON]</b>									
24/04/2024	IWCV112384	16049	16049/Rear lamp		22/05/2024	52.34		52.34	
Telephone : 01992 762519						<b>Total of Invoices Due (CVCOMPON)</b>	<b>52.34</b>	<b>0.00</b>	<b>52.34</b>
<b>Castle Water A/c TW6976490058 [CW-LR303]</b>									
24/04/2024	10002070896	16054	16054/Water2209259 1Feb-31Jul		22/05/2024	493.16		493.16	
						<b>Total of Invoices Due (CW-LR303)</b>	<b>493.16</b>	<b>0.00</b>	<b>493.16</b>
<b>DCK Accounting Solutions Ltd [DCKBEA]</b>									
30/04/2024	TPC11234	16050	16050/Contract accounts Apr24		30/04/2024	1,285.62		1,285.62	
Telephone : 01793 739110						<b>Total of Invoices Due (DCKBEA)</b>	<b>1,285.62</b>	<b>0.00</b>	<b>1,285.62</b>
<b>Fly By Travel Holidays Ltd [FLYBY]</b>									
30/04/2024	RHS-28APR	16051	16051/RHS Wisley 28Apr		28/05/2024	96.00		96.00	
08/05/2024	HJ-11MAY	16066	16066/Halfield House 11May		05/06/2024	260.00		260.00	
08/05/2024	CLACTON-29MAY	16074	16074/Clacton 29May		05/06/2024	440.00		440.00	
						<b>Total of Invoices Due (FLYBY)</b>	<b>796.00</b>	<b>0.00</b>	<b>796.00</b>
<b>Hughes General Builders [HUGHESGB]</b>									
03/05/2024	030524	16067	16067/Replace window glass x4		31/05/2024	660.00		660.00	
Telephone : 07930 938924						<b>Total of Invoices Due (HUGHESGB)</b>	<b>660.00</b>	<b>0.00</b>	<b>660.00</b>
<b>KD Web Ltd [KDWEB]</b>									
01/05/2024	23112	16068	16068/Web domain renewal 24-25		29/05/2024	900.00		900.00	
Telephone : 0845 458 0555						<b>Total of Invoices Due (KDWEB)</b>	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>
<b>Nazeing Garden Machinery [NGM]</b>									
29/04/2024	3350	16052	16052/Chainsaw servicing		27/05/2024	129.50		129.50	
Telephone : 01992 676580						<b>Total of Invoices Due (NGM)</b>	<b>129.50</b>	<b>0.00</b>	<b>129.50</b>

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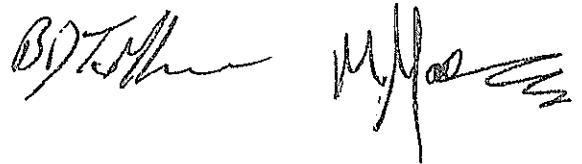
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## Invoices Due for Payment by 7 June 2024

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>Quickil Pest Control Services Ltd [QUICKIL]</b>								
01/05/2024	516124	16069	16069/Pest control May-Jul24		29/05/2024	129.00		129.00
Telephone : 01992 715975						Total of Invoices Due (QUICKIL)		
						129.00	0.00	129.00
<b>Upton Mowers Ltd [UPSONS]</b>								
07/05/2024	105235	16070	16070/Mower motor seal kit		04/06/2024	92.99		92.99
07/05/2024	105238	16071	16071/Ransome gear motor		04/06/2024	462.29		462.29
Telephone : 01621 892907						Total of Invoices Due (UPSONS)		
						555.28	0.00	555.28
<b>Shane Yerrell [YERRELL]</b>								
08/05/2024	290424	16072	16072/Refreshments 29Apr24		05/06/2024	120.00		120.00
						Total of Invoices Due (YERRELL)		
						120.00	0.00	120.00
						Total of Invoices Due (Bought Ledger 1)		
						12,543.67	0.00	12,543.67
						TOTAL OF INVOICES DUE (ALL LEDGERS)		
						12,543.67	0.00	12,543.67



STATUS LIST

Committee: Policy & Resources

Date: 5 June 2024

Task/Project	Date Agreed	Work Schedule & Responsible Officer(s)	Budget Details	Within Budget	On Time	Comments including revised schedule (if necessary)
			£	Yes/No		
Allotments	P & R 7 Dec 2016	To determine other sites that may be suitable for the Council to acquire for allotment land. NP/KC	N/A	N/A		No further Update
Town Mead Depot	P & R 6 <sup>th</sup> Feb 2019	To work with EDFC on a fair agreement. JL/EFDC	N/A	N/A		No further update.
Tennis Club	P & R 9 Jun 2021	To determine the appropriate course of action for the Tennis Club. NP	N/A	N/A		Tender has been agreed. The Tennis hut needs discussion and decisions to be made on a way forward. Tennis club meeting to be scheduled. Investigations of alternatives are being explored by TC.
Property Update	P&R 1 <sup>st</sup> Sept 2021	Regular updates on property repairs and maintenance.	N/A	N/A		Maintenance of the Town Hall building is underway and ongoing.
Town Mead Parking	P&R 2022	To provide updates on the Town Mead Parking NP	N/A	N/A		Investigations are ongoing Awaiting an update from EDFC.
Padel	P&R Nov 22	To provide updates on Padel. RFO	N/A	N/A		To receive the update from the RFO.
Policies Update	P&R Nov 22	To ensure an effective programme is in place to review policies. NP	N/A	N/A		No further update.
Rochford Pavilion	P&R Nov 22	To ensure an appropriate lease is in place and resolve any land issues. NP	N/A	N/A		Awaiting Legal advice re the new tenant.

Enclosure Number 2

Tourist information office	P&R	To provide updates on the TIC relocation. NP	N/A	N/A	Started 12 February 2024. Progressing well. Signage needs to be decided and discussed. TIC Meeting to be scheduled. TIC Manager investigating.
Town Mead Pavilion		To provide updates on Town Mead Pavilion plan.	N/A	N/A	No further update. Awaiting an update from EFDC.
Cemetery		Health & Safety project in the cemetery is underway to meet legislation requirements. Resurface Memorial safety Clearing to meet regulations			Cemetery extension – awaiting a response from EFDC legal team.



## WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy and Resources
DATE OF MEETING	5 <sup>th</sup> June 2024
REPORT AUTHOR	Jodie Law
CONTACT DETAILS	<a href="mailto:jodie.law@walthamabbey-tc.gov.uk">jodie.law@walthamabbey-tc.gov.uk</a>
SUBJECT	Budget Monitoring Report
RECOMMENDATION	That the report be noted.
BACKGROUND	To inform the Committee on how the actual spend/income compares with the phased budget to date.
INFORMATION	This report refers to income and expenditure to 30 <sup>th</sup> April 2024
SUMMARY OF REVENUE COST CENTRES	
101 Cemetery	Currently the agent has not enforced the uplifted rent, RFO has taken up the issue with the agents and is awaiting a response.
102 Markets	Nothing significant to report.
104 Allotments & Footpaths	Nothing significant to report.
105 Other Open Spaces	Nothing significant to report.
106 Public Conveniences	Nothing significant to report.
107 Gilwell Community Centre	Nothing significant to report.
302 Ninefields Recreation	Nothing significant to report.
303 Larsens Recreation	Nothing significant to report.
305 Town Mead Recreation	Income performing well against budget.
306 3g Pitch	Nothing significant to report.
307 Town Mead Club	Nothing significant to report.
308 Town Show	Nothing significant to report.
502 Tourist Information Centre	Nothing significant to report.
504 Town Hall Lettings	Nothing significant to report.
505 Town Hall Bar	Lettings performing well against budget.
507 Discretionary Spend	Nothing significant to report.
512 Democratic Representation	Nothing significant to report.

Enclosure Number 3



601 Depot, Plant and Equipment	Nothing significant to report.
602 Establishment	Nothing significant to report.
FINANCIAL IMPLICATIONS	At this early stage in the year, it is expected that most budget headings will be performing well, the surplus is currently £24,586.
ENCLOSURES	Revenue Budget Monitoring Report 30 <sup>th</sup> April 2024. Cost Centre Report 30 <sup>th</sup> April 2024 (Not public document)
DATA PROTECTION	None
COMMUNITY IMPACT	The Town Council has a responsibility to ensure that quality services are maintained and/or improved and that the Council is providing a cost-effective service that is fit for purpose. It is important for residents to feel confident that the Council will continue to challenge its own performance to ensure that the Council provides excellent value for money.
CARBON NEUTRAL	None
HEALTH & SAFETY	None
CRIME & DISORDER ACT 1997	None
POWER TO ACT	Not Applicable

WALTHAM ABBEY TOWN COUNCIL  
CURRENT BANK A/C  
List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/03/2024	IMPREST A/C	Transfer	£837.00	HSBC Current Account
01/03/2024	Hiscox Insurance	Std Ord	£2,882.06	Hiscox - HU PIB 8187937
04/03/2024	SSE Energy Solutions A/c 87003	DD1	£17.55	15906/Ac8700326921 1-31Jan24
04/03/2024	SSE Energy Solutions A/c 87003	DD2	£53.36	15907/Ac8700335177 1-31Jan24
07/03/2024	British Gas A/c 603493604	DD3	£947.83	15905/Ac603493604 24Jan-21Feb
10/03/2024	Epping Forest DC	Std Ord	£1,747.00	EFDC Rates-700021923
10/03/2024	Epping Forest DC	Std Ord	£85.00	EFDC Rates - 700022948
10/03/2024	Epping Forest DC	Std Ord	£173.00	EFDC Rates - 700170298
12/03/2024	HSBC COMMERCIAL CARD	DD	£434.70	HSBC Commercial Card
12/03/2024	HSBC Charges 1-31Jan2024	DR	£102.12	HSBC Charges 1-31Jan2024
15/03/2024	Peninsula Business Services	Std Ord	£436.54	Peninsula Business Services
15/03/2024	Salaries March 2024	DD	£34,870.50	Salaries March 2024
15/03/2024	Pitney Bowes Ltd	DD4	£417.50	15916/Postage meter reset
15/03/2024	G4S Cash Solutions (UK) Ltd	DD5	£74.86	15841/Cash collection svc Jan
18/03/2024	Highbridge	Std Ord	£2,175.00	Highbridge - TIC Rent
18/03/2024	SAGE (UK)LTD	DD6	£307.20	15917/Sage payroll Mar2024
18/03/2024	Total Gas & Power Ltd	DD7	£765.78	15909/Ac3005907586 31Jan-29Feb
18/03/2024	Total Gas & Power Ltd	DD8	£20.71	15910/Ac3005907575 31Jan-29Feb
19/03/2024	W/Pay 295609535 - 17761042	DD	£143.76	W/Pay 295609535 - 17761042
19/03/2024	S/Line 295638851 - 62634103	DD	£57.51	S/Line 295638851 - 62634103
20/03/2024	Epping Forest DC	Std Ord	£397.00	EFDC Rates - 700023471
20/03/2024	Epping Forest DC	Std Ord	£19.00	EFDC Rates - 700069118
20/03/2024	Worldpay MM1272740	DD	£11.94	Worldpay MM1272740
20/03/2024	Castle Water A/c TW1776041494	DD9	£603.60	15925/Water2200664 1-29Feb
20/03/2024	Castle Water A/c 2220843	DD10	£17.61	Purchase Ledger Payment
21/03/2024	PEAC (UK) Limited	DD11	£198.00	15883/Copier lease 21Mar-20Jun
25/03/2024	Biffa Waste Services Ltd	DD12	£392.74	15904/Waste disposal Feb2024
26/03/2024	IMPREST A/C	Transfer	£8.00	HSBC Current Account
26/03/2024	HSBC Charges to 4Mar2024	DR	£28.01	HSBC Charges to 4Mar2024
28/03/2024	Castle Water A/c TW1055148038	DD13	£5.00	Purchase Ledger Payment
28/03/2024	SSE Energy Solutions A/c 87003	DD14	£47.61	15968/Ac8700335177 1-29Feb
<b>Total Payments</b>			<b>£48,277.49</b>	

Enclosure Number 4

**WALTHAM ABBEY TOWN COUNCIL  
CURRENT BANK A/C**

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/04/2024	IMPREST A/C	Transfer	£838.00	HSBC Current Account
02/04/2024	SSE Energy Solutions A/c 87003	DD1	£16.30	15969/Ac8700326921 1-29Feb
09/04/2024	Public Works Loan Board	DD	£17,980.01	PWLB 493353 - Capital
10/04/2024	Epping Forest DC	Std Ord	£1,741.00	EFDC Rates-700021923
10/04/2024	Epping Forest DC	Std Ord	£87.95	EFDC Rates - 700022948
10/04/2024	Epping Forest DC	Std Ord	£167.85	EFDC Rates - 700170298
10/04/2024	Income Reconciliation Cashbook	DD/2064	£102.50	MV-62634103-0504 TIC Refunds
11/04/2024	Income Reconciliation Cashbook	2064	£1,000.00	Worldpay 0804
12/04/2024	HSBC Charges 1-29Feb2024	DR	£91.04	HSBC Charges 1-29Feb2024
15/04/2024	Peninsula Business Services	Std Ord	£436.54	Peninsula Business Services
15/04/2024	HSBC COMMERCIAL CARD	DD	£311.18	HSBC Commercial Card
16/04/2024	SAGE (UK)LTD	DD2	£307.20	15971/Sage Payroll Apr2024
16/04/2024	SSE Energy Solutions A/c 87003	DD3	£58.48	15993/Ac8700325179 1-29Feb24
16/04/2024	SSE Energy Solutions A/c 87003	DD4	£83.01	16001/Ac8700326775 1-29Feb
16/04/2024	SSE Energy Solutions A/c 87003	DD5	£3,651.66	15997/Ac8700334262 1-29Feb
16/04/2024	G4S Cash Solutions (UK) Ltd	DD6	£74.86	15920/Cash collection svc Feb
17/04/2024	British Gas A/c 603493604	DD7	£1,427.17	15970/Ac603493604 22Feb-28Mar
17/04/2024	Pitney Bowes Ltd	DD8	£208.75	16032/Franking machine reset
17/04/2024	Castle Water A/c 2220843	DD9	£21.91	Purchase Ledger Payment
17/04/2024	Tower Leasing Limited	DD12	£775.32	16036/Drinks machine rent
18/04/2024	Salaries April 2024	DD	£35,698.00	Salaries April 2024
18/04/2024	Total Gas & Power Ltd	DD10	£498.76	15979/Ac3005907586 29Feb-31Mar
18/04/2024	Total Gas & Power Ltd	DD11	£22.13	15980/Ac3005907575 29Feb-31Mar
19/04/2024	W/Pay 300130557 - 17761042	DD	£20.90	W/Pay 300130557 - 17761042
19/04/2024	S/Line 300089802 - 62634103	DD	£37.21	S/Line 300089802 - 62634103
20/04/2024	Epping Forest DC	Std Ord	£437.74	EFDC Rates - 700023471
20/04/2024	Epping Forest DC	Std Ord	£15.55	EFDC Rates - 700069118
22/04/2024	Worldpay MM1277940	DD	£11.94	Worldpay MM1277940
23/04/2024	SSE Energy Solutions A/c 87003	DD13	£23.22	15994/Ac8700325179 1-31Mar
23/04/2024	SSE Energy Solutions A/c 87003	DD14	£40.87	16002/Ac8700326775 1-31Mar
23/04/2024	SSE Energy Solutions A/c 87003	DD15	£17.48	15995/Ac8700326921 1-31Mar
23/04/2024	SSE Energy Solutions A/c 87003	DD16	£1,515.37	15998/Ac8700334262 1-31Mar
23/04/2024	SSE Energy Solutions A/c 87003	DD17	£46.50	15999/Ac8700335177 1-31Mar
26/04/2024	IMPREST A/C	Transfer	£8.00	HSBC Current Account
26/04/2024	HSBC Charges to 4Apr2024	DR	£20.28	HSBC Charges to 4Apr2024
29/04/2024	BRITISH GAS	DD18	£14.79	Purchase Ledger Payment
29/04/2024	Castle Water A/c TW1055148038	DD19	£5.00	Purchase Ledger Payment
29/04/2024	Biffa Waste Services Ltd	DD20	£190.92	15967/Waste disposal Mar2024
<b>Total Payments</b>			<b>£68,305.39</b>	

WALTHAM ABBEY TOWN COUNCIL

IMPREST A/C

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/03/2024	Advanced Vision Surveillance	Std Ord	£837.75	AVS-CCTV Mntnce Agreement
<b>Total Payments</b>			<u>£845.75</u>	

Enclosure Number 5

WALTHAM ABBEY TOWN COUNCIL  
IMPREST A/C  
List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/04/2024	Advanced Vision Surveillance	Std Ord	£837.75	AVS-CCTV Mntnce Agreement
		<b>Total Payments</b>	<b>£837.75</b>	

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - CURRENT BANK A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	31/03/2024	775	2,500.00
MONEY MANAGER A/C	31/03/2024	790	112,406.40
			<u>114,906.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			114,906.40
<u>Unpresented Receipts (Plus)</u>			
19/03/2024 2061		7.55	
26/03/2024 2062		4.85	
31/03/2024 2063		575.00	
31/03/2024 2063		3.62	
			<u>591.02</u>
			115,497.42
		<b>Balance per Cash Book is :-</b>	<b>115,497.42</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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

Enclosure Number 6

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 4 - IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
IMPREST A/C	31/03/2024	482	1,000.22
			<u>1,000.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.22
		<b>Balance per Cash Book is :-</b>	<b>1,000.22</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 8 - HSBC COMMERCIAL CARD

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Commercial Card	31/03/2024		-311.18
			<u>-311.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-311.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-311.18
		<b>Balance per Cash Book is :-</b>	<b>-311.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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



Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 1 - CURRENT BANK A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	30/04/2024	785	2,500.00
MONEY MANAGER A/C	30/04/2024	795	411,710.67
			<u>414,210.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			414,210.67
<u>Unpresented Receipts (Plus)</u>			
30/04/2024 2067		285.00	
30/04/2024 2067		2.50	
30/04/2024 2067		104.00	
			<u>391.50</u>
			414,602.17
		<b>Balance per Cash Book is :-</b>	<b>414,602.17</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 4 - IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
IMPREST A/C	30/04/2024	486	1,000.47
			<u>1,000.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.47
		Balance per Cash Book is :-	1,000.47
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2024  
for Cashbook 8 - HSBC COMMERCIAL CARD

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Commercial Card	30/04/2024		-323.66
			<u>-323.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-323.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-323.66
		Balance per Cash Book is :-	-323.66
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

## Statement of Account

Miss Law  
Waltham Abbey Town Council  
Highbridge Street  
WALTHAM ABBEY  
Essex  
EN9 1DG

5 May 2024

Account name: **WALTHAM ABBEY TOWN COUNCIL**  
Account number: **PS3078578-001**  
Statement period: **31/03/2024 to 30/04/2024**

### Account summary

Total valuation as at 30 April 2024 **£317,686.12**  
Total valuation as at last statement at 31 March 2024 **£202,901.18**

### Holdings as at 30 April 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	317,686.1200	£1.00	£317,686.12
<b>Total value</b>			<b>£317,686.12</b>

### Transactions for the period from 31 March 2024 to 30 April 2024

#### The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/04/2024	Income Reinvestment	1,184.9400	£1.0000	£1,184.94
04/04/2024	Withdrawal	-60,000.0000	£1.0000	-£60,000.00
29/04/2024	Deposit	86,800.0000	£1.0000	£86,800.00
30/04/2024	Deposit	86,800.0000	£1.0000	£86,800.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk    Freephone 0800 022 3505    www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 5.22% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Mar 2024	03/04/2024	Reinvestment	£1,184.94	PS3078578-001

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).



## WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy & Resources
DATE OF MEETING	6 June 2024
REPORT AUTHOR	Natalie Page
CONTACT DETAILS	townclerk@walthamabbey-tc.gov.uk
SUBJECT	<u>Storage Facility at Town Mead Banqueting Suite</u>
RECOMMENDATION	That the report is noted, and a decision is made.
BACKGROUND	The Banqueting suite is catering for large wedding events and the Tenant has made a request to have a storage facility for the furniture that he uses.
INFORMATION	<p>The Tenant has requested that the 30ft container (Pls see the enclosures) is placed at the back of the facility. This will be out of direct view of the public and will provide a safe secure area for storage of tables and chairs for weddings.</p> <p>TC has consulted with the Parks manager and questions were addressed to the Tenant in regard to how this would be implemented. The risk assessment was provided and investment information. (Pls see the enclosures)</p> <p>UK Shipping Containers are classed as a temporary structure and should be exempt from any planning permission requirements. This is the same exemption used by caravans and mobile homes. The structure (whilst not having wheels) is portable, has no foundations, and is not designed to sit permanently.</p> <p>Members are to consider and make a decision on the request.</p>
FINANCIAL IMPLICATIONS	The cost of the storage facility will be funded by the Tenant. This is estimated at £3000.
ENCLOSURES	Storage container plans Risk assessment
DATA PROTECTION	None
COMMUNITY IMPACT	The area behind the banqueting Suite suffers from Anti-Social Behaviour. The storage container is a strong unit and vandalism will hopefully be minimised.
CARBON NEUTRAL	None
HEALTH & SAFETY	Installation of the storage container and Health and Safety will be managed by the tenant.
CRIME & DISORDER ACT 1997	None
POWER(S) TO ACT	Local Government Act 1972 s 133 – Power to acquire and provide buildings for public meetings and assemblies.

Enclosure Number 8

## Admin Assistant

---

**From:** WATC Town Clerk  
**Sent:** 28 May 2024 16:03  
**To:** Admin Assistant  
**Subject:** FW: The palace container plan

Pls attach this email as an enclosure for the banqueting suite thanks

Miss Natalie Page

Town Clerk  
Waltham Abbey Town Council  
Town Hall  
Highbridge Street  
Waltham Abbey  
EN9 1DE

**From:** Hasan Kartal <kartalhasan76@hotmail.com>  
**Sent:** Tuesday, May 28, 2024 2:58 PM  
**To:** WATC Town Clerk <townclerk@walthamabbey-tc.gov.uk>  
**Subject:** Re: The palace container plan

Hi Natalie  
Title and Location of the Assessment :

- Assessment Title: Installation of Container
- Location: Town Mead
- The Palace Banqueting Suite

**\*\*Date and Assessor Information:\*\***

- Date of Assessment: 28th May 2024
- 
- Assessor: [Hasan Kartal Director ]

**\*\*1. Hazard Identification:\*\***

- **\*\*Hazard:\*\*** Moving the container into place
- **\*\*Potential Harm:\*\*** Crush injuries, property damage

**\*\*2. People at Risk:\*\***

- Workers, site visitors

**\*\*3. Existing Control Measures:\*\***

- The company we hired will handle both transport and installation.
- The company uses certified personnel and proper equipment (e.g., crane).

**\*\*4. Risk Evaluation:\*\***

- **\*\*Likelihood:\*\*** Medium
- **\*\*Severity:\*\*** High
- **\*\*Risk Level:\*\*** Medium to High

**\*\*5. Additional Control Measures:\*\***

- Secure a clear zone around the work area.
- Provide personal protective equipment (PPE) such as hard hats and high-visibility vests.

**\*\*6. Implementation of Control Measures:\*\***

- **\*\*Responsible Person:\*\*** Site Manager
- **\*\*Timeline:\*\*** Prior to container arrival

**\*\*7. Review Date:\*\***

- 1st June 2024

Response to Miss Natalie Page

Hi Miss Page,

1. **\*\*Plan for Getting the Container On-Site:\*\***

- The company we purchased the container from will also handle the transportation and installation. They have certified personnel and appropriate equipment to ensure safe delivery and setup.

2. **\*\*Cost of Investment:\*\***

- The cost of the container is £3000, and this will be covered by my company's budget.

3. **\*\*Risk Assessment for Health and Safety:\*\***

- The attached risk assessment outlines the hazards, people at risk, existing control measures, additional control measures, and implementation plan to ensure the health and safety of the container installation.

Thank you.

Best regards,

Hasan

Sent from [Outlook for iOS](#)

---

**From:** WATC Town Clerk <[townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)>

**Sent:** Tuesday, May 28, 2024 11:25 AM

**To:** Hasan Kartal <[kartalhasan76@hotmail.com](mailto:kartalhasan76@hotmail.com)>

**Subject:** RE: The palace container plan

Hi Hasan



Can you please provide me with how you plan to get this container on site. Clls will ask.

Also what investment will this be costing you please.

Also your risk assessment for health and safety of this container.

Thank you

Miss Natalie Page

Town Clerk  
Waltham Abbey Town Council  
Town Hall  
Highbridge Street  
Waltham Abbey  
EN9 1DE

**From:** Hasan Kartal <[kartalhasan76@hotmail.com](mailto:kartalhasan76@hotmail.com)>  
**Sent:** Monday, May 27, 2024 4:49 PM  
**To:** WATC Town Clerk <[townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)>  
**Subject:** The palace container plan

Hi Natalie,

You have requested plan I have attached with this email. If you need any other information please let me know .

Thank you

Hasan Kartal



Site Layout (for proposed 30ft Container)  
scale 1:500



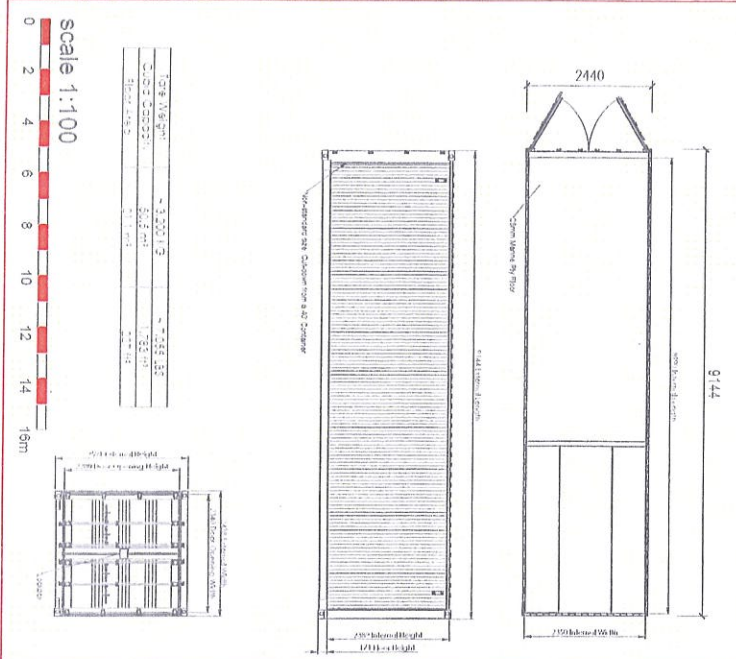
**TMG CONSULTANCIES**  
THE BUILDINGS REGULATORS

TMG CONSULTANCIES  
ADDRESS: 9 Hadlewood Close, Hackney,  
London, E8 0SW  
INFO@TMGCONSULTANCIES.CO.UK  
TEL: 07718178878

PROJECT	Town Mead Sports and Social Club, Beckhill Road, Waltham Abbey, EN8 1JH	DATE	27/03/2022
DWG TITLE	Proposed Site Layout Plan	REVISED	1
STATUS	PRELIMINARY	REVISION	1
DATE	27/03/2022	DATE	27/03/2022

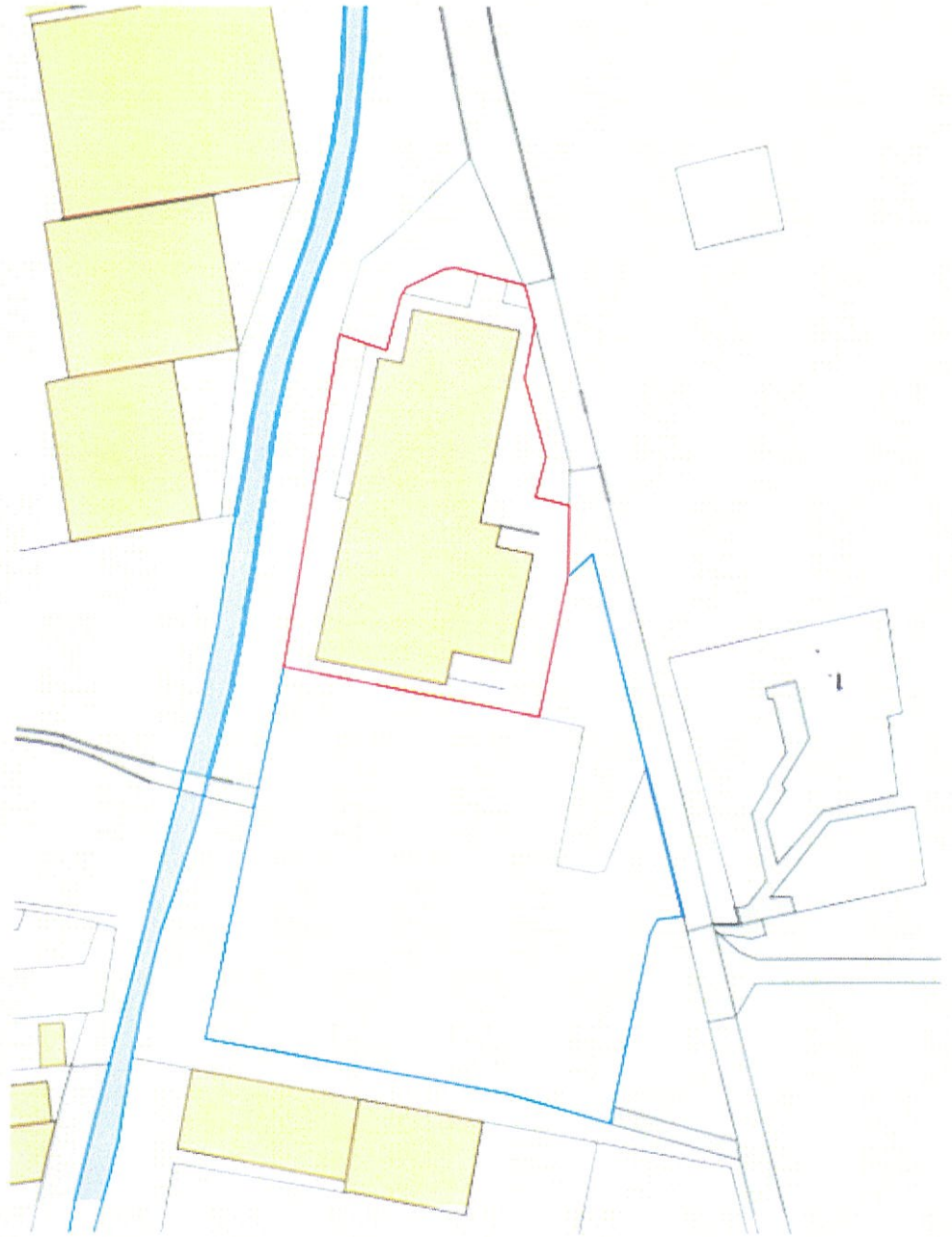
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## Container Details (30ft)



[WWW.TMGCONSULTANCIES.COM](http://WWW.TMGCONSULTANCIES.COM)

NOTES: THE CONSULTANTS ARE TO CHECK ALL DIMENSIONS, DRAWINGS AND GENERAL CONDITIONS ON SITE BEFORE WORKS COMMENCE AND INFORM TMG GROUP INC LTD TRADING AS TMG CONSULTANCIES IMMEDIATELY UPON THE DISCOVERY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES. ALL WORKS ARE TO BE COMPLETED IN ACCORDANCE WITH CURRENT BUILDING REGULATIONS, BRITISH STANDARDS CODES OF PRACTICE AND LOCAL AUTHORITY REQUIREMENTS.

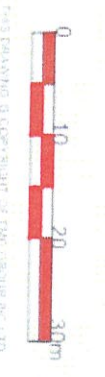


Existing Site Layout  
Scale 1:500

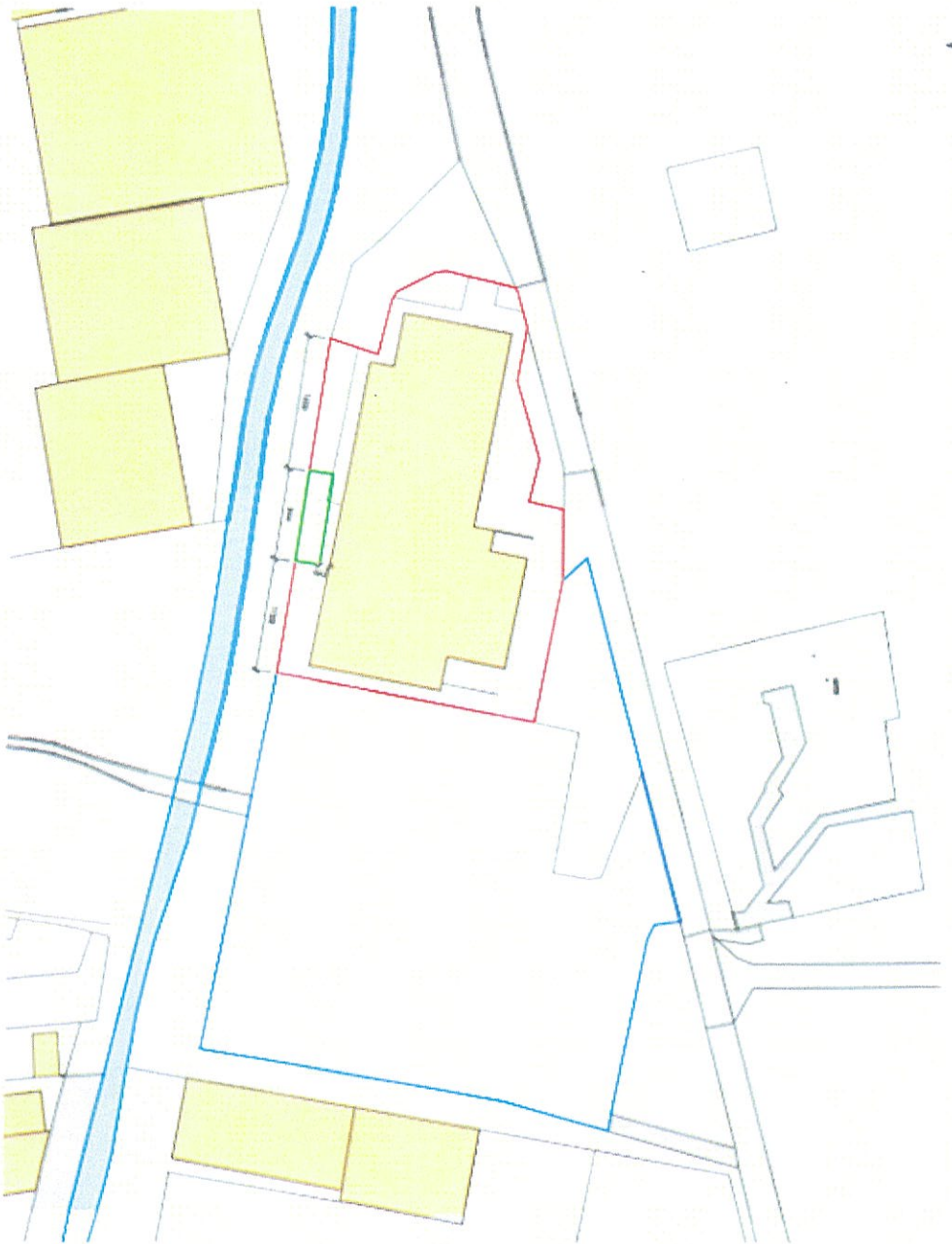


**TMG CONSULTANCIES**  
ADDRESS: a network of offices  
London, E1 10 9XK  
INFO@TMGCONSULTANCIES.CO.UK  
TEL: 020 7811 7000

Project Name		Scale	
1:1000	1:500	1:500	1:1000
1:1000	1:500	1:500	1:1000



NOT TO SCALE  
GENERAL CONDITIONS: THIS SITE PLAN IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMISSIONS AND APPROVALS FROM THE LOCAL AUTHORITY. TMG CONSULTANCIES ACCEPTS NO LIABILITY FOR ANY LOSS OR DAMAGE CAUSED BY THE USE OF THIS INFORMATION.



Site Layout (for proposed 30ft Container)  
Scale 1:500



**TMG CONSULTANCIES**

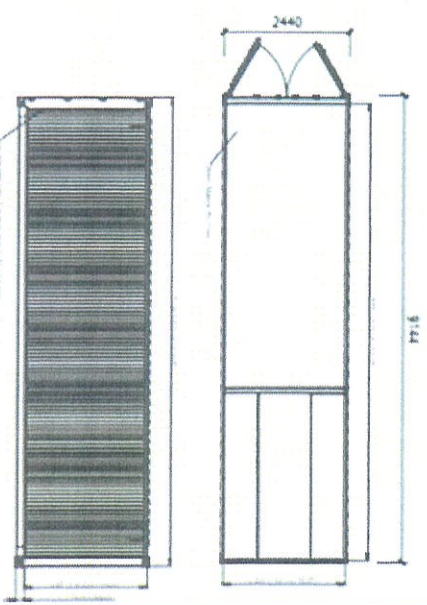
12, JEREA, 100, KILPATRICK ROAD, DUBLIN 12, IRELAND

TMG CONSULTANCIES  
ADDRESS: 9 Madewood Close, Hoddeston, London, E3 5SW  
INFO: 0203 7400000, TMGCONSULTANCIES.CO.UK  
TEL: 0203 7417817

PROJECT	12, JEREA, 100, KILPATRICK ROAD, DUBLIN 12, IRELAND	DATE	15/05/2018
CLIENT	12, JEREA, 100, KILPATRICK ROAD, DUBLIN 12, IRELAND	SCALE	1:500
DESIGNER	TMG CONSULTANCIES	DATE	15/05/2018
DATE	15/05/2018	SCALE	1:500
SCALE	1:500	DATE	15/05/2018

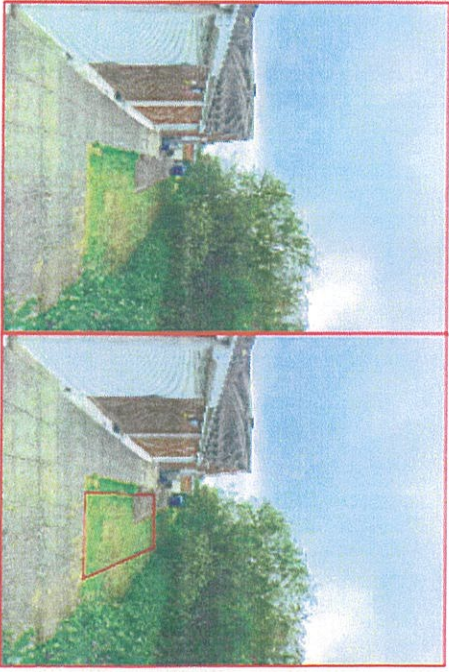
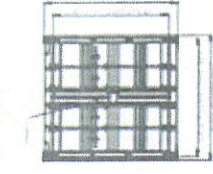
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Container Details (30ft)



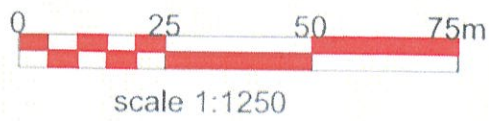
scale 1:100

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	15/05/2018
2	ISSUED FOR CONSTRUCTION	15/05/2018



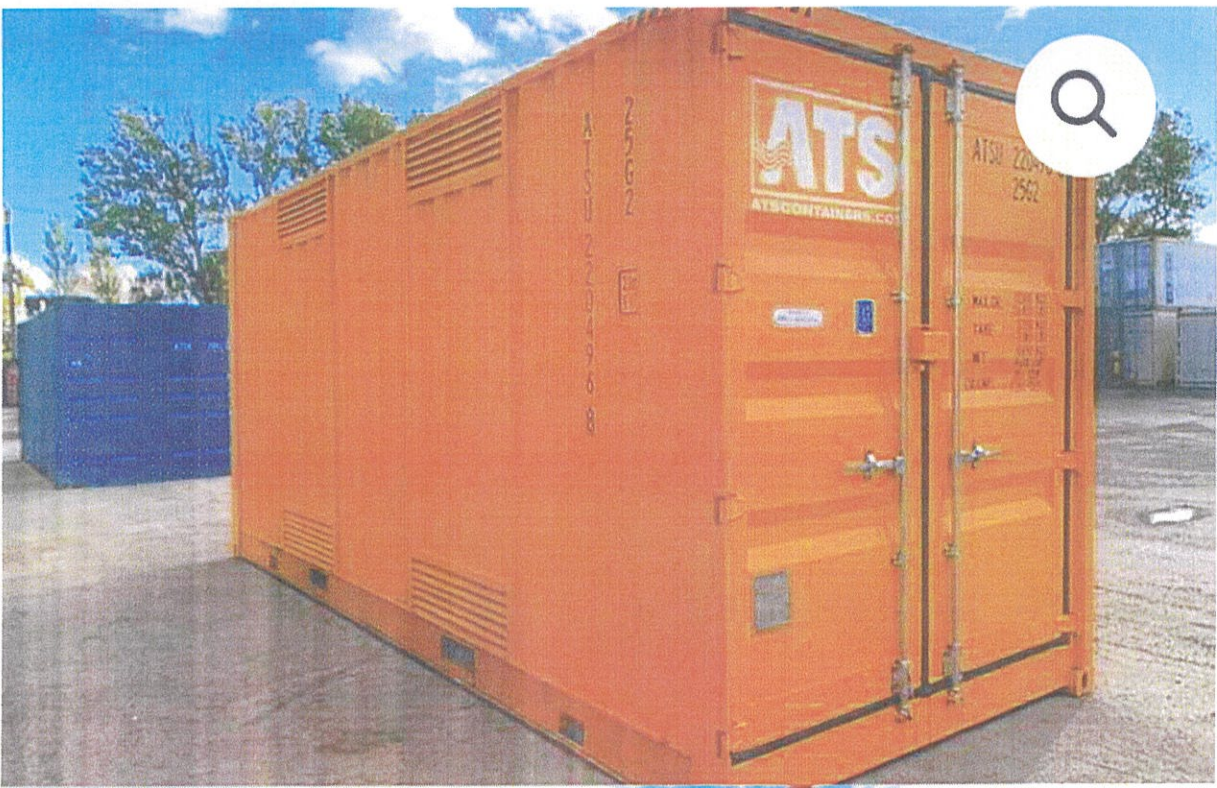
[WWW.TMGCONSULTANCIES.COM](http://WWW.TMGCONSULTANCIES.COM)

NOTES: THE CONSULTANTS ARE TO BE KEPT INFORMED OF ANY CHANGES TO THE DRAWING AND ANY CHANGES TO THE SITE. THE CLIENT'S RESPONSIBILITY IS TO ENSURE THAT THE DRAWING IS UP TO DATE AND TO BE KEPT UP TO DATE. THE CLIENT'S RESPONSIBILITY IS TO ENSURE THAT THE DRAWING IS UP TO DATE AND TO BE KEPT UP TO DATE. THE CLIENT'S RESPONSIBILITY IS TO ENSURE THAT THE DRAWING IS UP TO DATE AND TO BE KEPT UP TO DATE.



PROJECT: Town Mead Sports and Social Club, Brooker Road, Waltham Abbey, EN9 1JH				DATE ISSUED: 27/05/2024
DWG TITLE: OSM				REVISION: A
STAGE: OSM	DRAWN BY: T.G.	REFERENCE NO: 20230417	SCALE: A3 1:1250	CODE: OSM
<b>TMG CONSULTANCIES</b> ADDRESS: 9 Hazlewood Close, Hackney, London, E5 0SW INFO@TMGCONSULTANCIES.CO.UK TEL : 07716178378				

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# 30FT X 8FT SHIPPING CONTAINER (ONE TRIP) – YELLOW

New (one trip) shipping container cut down to 30ft

**£1,764.30**



16 

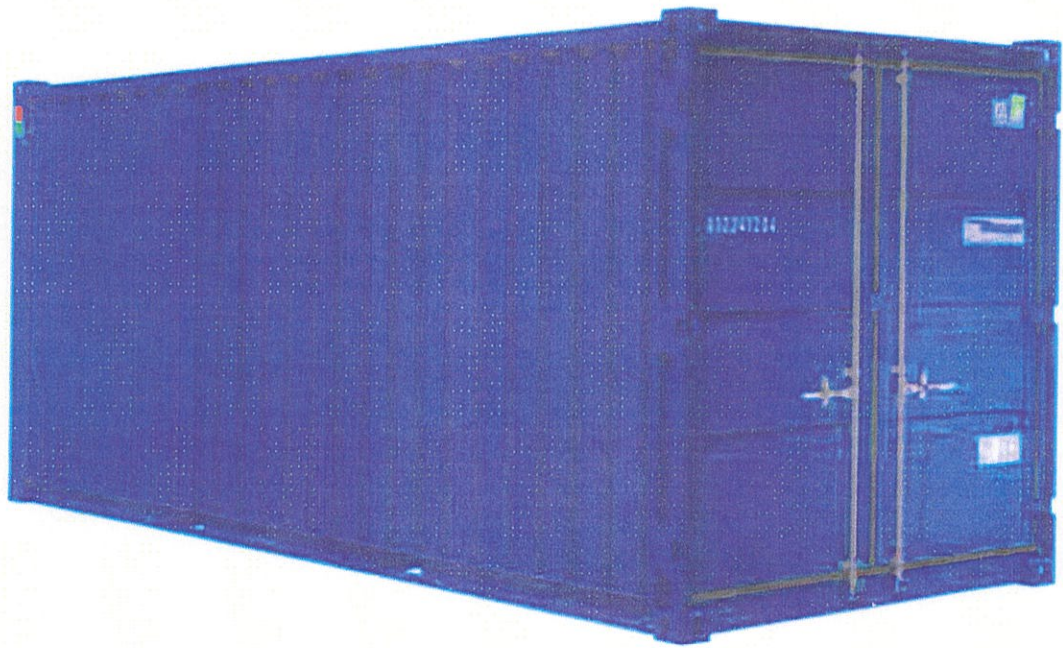
## 20ft New One Trip Shipping Containers - Nationwide 0330 2237001. From £2,150+VAT



IC Containers Ltd (0)



**£2,150.00**



## **20' Storage container**

6,058 x 2,438 x 2,591 mm