



# 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 **Wednesday 3<sup>rd</sup> July 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 22/05/24, 05/06/24 and 19/06/24 (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 between 01/05/24 and 31/05/24**(Enc 4.)
11. **Imprest Account Payments dated between 01/05/24 and 31/05/24** (Enc 5)
12. **Current Bank Reconciliation Statements dated 31/05/24.** (Enc 6.)
13. **CCLA Report:** To receive the RFO's report. (Enc 7)
14. **Items to be added to the next agenda for discussion:** Items to be submitted for next meeting on.
15. **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.
16. **Tennis Hut:** To receive the Town Clerks Report. (Enc 8.)
17. **Budget Monitoring Detail Accounts:** Detailed Accounts break down. (Enc 9)

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: 26<sup>th</sup> June 2024

## Invoices Due for Payment by 21 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>Agrovista UK Ltd [AGROVISTA]</b>								
10/05/2024	CD971722062	16089	16089/Line marking paint		07/06/2024	888.00		888.00
Telephone : 01159 390202			Total of Invoices Due (AGROVISTA)			888.00	0.00	888.00 ✓
<b>Altodigital Networks Limited [ALTODIGIT]</b>								
16/05/2024	ALT156165	16090	16090/IT Support May2024		13/06/2024	1,085.40		1,085.40
Telephone : 01384 286032			Total of Invoices Due (ALTODIGIT)			1,085.40	0.00	1,085.40 ✓
<b>Connor L Taylor [AMPTREE]</b>								
21/05/2024	AMP-1146	16091	16091/Hedge pruning -Larsens		18/06/2024	935.00		935.00
21/05/2024	AMP-1147	16092	16092/Ivy fence line mntnce		18/06/2024	350.00		350.00
21/05/2024	AMP-1148	16093	16093/Xmas tree x2 felling		18/06/2024	360.00		360.00
Telephone : 01708 765443			Total of Invoices Due (AMPTREE)			1,645.00	0.00	1,645.00 ✓
<b>BZ Commercial Finance DAC re Banner Grp [BANNER]</b>								
20/05/2024	AK13637	16094	16094/Stationery		17/06/2024	125.94		125.94
Telephone : 08435 383311			Total of Invoices Due (BANNER)			125.94	0.00	125.94 ✓
<b>Boom Access Services Ltd [BOOM]</b>								
19/05/2024	3737	16095	16095/Nifty V160 LOLER/Service		16/06/2024	330.00		330.00
Telephone : 02039 123322			Total of Invoices Due (BOOM)			330.00	0.00	330.00 ✓
<b>Robert Sharman [BSP]</b>								
15/05/2024	BSP-10009	16096	16096/Mayor inauguration photo		12/06/2024	150.00		150.00
Telephone : 07956 122092			Total of Invoices Due (BSP)			150.00	0.00	150.00 ✓
<b>Chapple &amp; Jenkins [CHAPPLE]</b>								
09/05/2024	30237413	16097	16097/Chapple & Jenkins		06/06/2024	52.15		52.15
09/05/2024	30237414	16098	16098/Chapple & Jenkins		06/06/2024	395.85		395.85
Telephone : 01179 721100			Total of Invoices Due (CHAPPLE)			448.00	0.00	448.00 ✓
<b>CV Components [CVCOMPON]</b>								
08/05/2024	IWCV113955	16099	16099/Napa Truck grease		05/06/2024	92.56		92.56
Telephone : 01992 762519			Total of Invoices Due (CVCOMPON)			92.56	0.00	92.56 ✓
<b>Direct Boot &amp; Shoe Supplies Ltd [DIRECT]</b>								
20/05/2024	DB75972	16100	16100/Work boots		19/06/2024	162.00		162.00
Telephone : 01992 717000			Total of Invoices Due (DIRECT)			162.00	0.00	162.00 ✓

Enclosure Number (

## Invoices Due for Payment by 21 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>Essex Pension Fund [ESCOFP]</b>									
10/05/2024	ECC-MAY24	16101	16101/ECC Superann May2024		07/06/2024	12,829.61		12,829.61	
Total of Invoices Due (ESCOFP)						12,829.61	0.00	12,829.61	
<b>FOSKETT MARR GADSBY &amp; HEAD [FOSKET]</b>									
14/05/2024	250107	16102	16102/Tennis Club Lease		13/06/2024	621.00		621.00	
Total of Invoices Due (FOSKET)						621.00	0.00	621.00	
<b>HSBC Invoice Finance (UK) Ltd [FROOM]</b>									
14/05/2024	41307	16103	16103/Waste disposal		14/05/2024	432.00		432.00	
Total of Invoices Due (FROOM)						432.00	0.00	432.00	
<b>Hopedima Engineering Ltd [HOPEDIMA]</b>									
17/05/2024	SI-4135	16104	16104/Ransome TG3400 servicing		14/06/2024	925.00		925.00	
Telephone : 01277 374627						Total of Invoices Due (HOPEDIMA)	925.00	0.00	925.00
<b>HM Revenue &amp; Customs 120/W21563 [INLANR]</b>									
10/05/2024	HNMRC-MAY24	16105	16105/HMRC PAYE/NI May2024		07/06/2024	12,514.11		12,514.11	
Total of Invoices Due (INLANR)						12,514.11	0.00	12,514.11	
<b>Saint-Gobain Building Distribution Ltd [JEWSON]</b>									
07/05/2024	0736/00149495	16106	16106/Featheredge panel		06/06/2024	74.53		74.53	
Telephone : 01815 071178						Total of Invoices Due (JEWSON)	74.53	0.00	74.53
<b>L &amp; J Hall Digging Services Ltd [LESHAL]</b>									
10/05/2024	1241	16107	16107/Pot holes,height barrier		09/06/2024	4,342.00		4,342.00	
Telephone : 01277 899808						Total of Invoices Due (LESHAL)	4,342.00	0.00	4,342.00
<b>Reuben Osborne [PUREPANES]</b>									
13/05/2024	008	16108	16108/Window cleaning May24		10/06/2024	350.00		350.00	
Total of Invoices Due (PUREPANES)						350.00	0.00	350.00	
<b>SLCC Enterprises Ltd [SLCCENT]</b>									
28/02/2023	QL202595-1	16078	16078/GDPR eLearning - NP		28/03/2023	36.00		36.00	
13/03/2023	ORD508959-1	16079	16079/The Clerk's Manual 2023		10/04/2023	52.30		52.30	
15/05/2024	BK216021-1	16109	16109/SLCC Conference 2024		12/06/2024	718.00		718.00	
Telephone : 01823 253646						Total of Invoices Due (SLCCENT)	806.30	0.00	806.30
<b>Terry James Waste Solutions Limited [TJWASTE]</b>									

## Invoices Due for Payment by 21 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	
20/05/2024	1697	16110	16110/Waste disposal-Denny Ave		17/06/2024	264.00		264.00	
Telephone : 07841 910702						Total of Invoices Due (TJWASTE)	264.00	0.00	264.00 ✓
<b>Upton Mowers Ltd [UPSONS]</b>									
14/05/2024	105255	16111	16111/Mower repairs		11/06/2024	1,053.30		1,053.30	
14/05/2024	105256	16112	16112/Ransome mower repairs		11/06/2024	96.00		96.00	
Telephone : 01621 892907						Total of Invoices Due (UPSONS)	1,149.30	0.00	1,149.30 ✓
<b>Warmhouse Services Ltd [WARMHOUSE]</b>									
13/05/2024	47528	16113	16113/Plumbing maintenance		10/06/2024	84.00		84.00	
Telephone : 01992 762245						Total of Invoices Due (WARMHOUSE)	84.00	0.00	84.00 ✓
<b>WC Portables Ltd [WCPORTABLE]</b>									
15/05/2024	13008	16114	16114/Toilet hire 29Jun		12/06/2024	552.00		552.00	
						Total of Invoices Due (WCPORTABLE)	552.00	0.00	552.00 ✓
<b>Welwyn Garden Alarms Ltd [WGA]</b>									
14/05/2024	INV-2451	16116	16116/Annual alarm monitoring		11/06/2024	369.60		369.60	
15/05/2024	INV-2549	16115	16115/Alarm call out & battery		12/06/2024	184.80		184.80	
Telephone : 01707 266306						Total of Invoices Due (WGA)	554.40	0.00	554.40 ✓
<b>Shane Yerrell [YERRELL]</b>									
20/05/2024	110524	16117	16117/Bergemeister dinner		17/06/2024	59.60		59.60	
						Total of Invoices Due (YERRELL)	59.60	0.00	59.60 ✓
						Total of Invoices Due (Bought Ledger 1)	40,484.75	0.00	40,484.75
						<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>	<b>40,484.75</b>	<b>0.00</b>	<b>40,484.75</b>

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## Invoices Due for Payment by 5 July 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 First Aid Solutions [AFAS]</b>									
31/05/2024	4089	16122	16122/First aid cover -T.Show		31/05/2024	425.00		425.00	
Telephone : 07711 098111						<b>Total of Invoices Due (AFAS)</b>	<b>425.00</b>	<b>0.00</b>	<b>425.00</b> ✓
<b>Connor L Taylor [AMPTREE]</b>									
05/06/2024	AMP-1154	16158	16158/Tree works -Tennis Court		03/07/2024	240.00		240.00	
Telephone : 01708 765443						<b>Total of Invoices Due (AMPTREE)</b>	<b>240.00</b>	<b>0.00</b>	<b>240.00</b> ✓
<b>Aquacool Limited [AQUACOOOL]</b>									
31/05/2024	349429	16123	16123/Office water cooler		28/06/2024	38.35		38.35	
Telephone : 08006 345678						<b>Total of Invoices Due (AQUACOOOL)</b>	<b>38.35</b>	<b>0.00</b>	<b>38.35</b> ✓
<b>BEMOR BUILDING CONTRACTORS LTD [BEMORB]</b>									
03/05/2024	17293	16124	16124/Maintenance materials		02/06/2024	30.55		30.55	
						<b>Total of Invoices Due (BEMORB)</b>	<b>30.55</b>	<b>0.00</b>	<b>30.55</b> ✓
<b>British Gas A/c 603426304 [BGAS-TI502]</b>									
29/05/2024	812959651	16125	16125/Ac603426304 27Apr-26May		26/06/2024	237.03		237.03	
						<b>Total of Invoices Due (BGAS-TI502)</b>	<b>237.03</b>	<b>0.00</b>	<b>237.03</b>
<b>Robert Sharman [BSP]</b>									
31/05/2024	BSP-10010	16126	16126/Flock to the Tower print		28/06/2024	40.00		40.00	
Telephone : 07956 122092						<b>Total of Invoices Due (BSP)</b>	<b>40.00</b>	<b>0.00</b>	<b>40.00</b> ✓
<b>Chapple &amp; Jenkins [CHAPPLE]</b>									
23/05/2024	30242515	16128	16128/Chapple & Jenkins		20/06/2024	1,119.81		1,119.81	
30/05/2024	30244234	16129	16129/Chapple & Jenkins		27/06/2024	59.40		59.40	
30/05/2024	30244235	16130	16130/Chapple & Jenkins		27/06/2024	17.18		17.18	
31/05/2024	30244781	16131	16131/Chapple & Jenkins		28/06/2024	1,433.32		1,433.32	
Telephone : 01179 721100						<b>Total of Invoices Due (CHAPPLE)</b>	<b>2,629.71</b>	<b>0.00</b>	<b>2,629.71</b> ✓
<b>✓CV Components [CVCOMPON]</b>									
17/05/2024	IWCV115256	16132	16132/Grease cartridges		14/06/2024	56.38		56.38	
31/05/2024	IWCV116936	16133	16133/Napa battery		28/06/2024	105.07		105.07	
Telephone : 01992 762519						<b>Total of Invoices Due (CVCOMPON)</b>	<b>161.45</b>	<b>0.00</b>	<b>161.45</b> ✓
<b>Castle Water A/c TW3272989191 [CW-PCH106]</b>									
16/05/2024	10002352010	16127	16127/Water2203734 1Apr-30Sep		13/06/2024	271.03		271.03	

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## Invoices Due for Payment by 5 July 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	
Total of Invoices Due (CW-PCH106)						271.03	0.00	271.03 ✓	
<b>DCK Accounting Solutions Ltd [DCKBEA]</b>									
28/05/2024	TPC11293	16134	16134/Year End accounts 23-24		28/05/2024	1,459.56		1,459.56	
29/05/2024	TPC11304	16135	16135/Contract accounts May24		29/05/2024	1,285.62		1,285.62	
Telephone : 01793 739110						Total of Invoices Due (DCKBEA)	2,745.18	0.00	2,745.18 ✓
<b>FARM TYRE SERVICES [FARMTY]</b>									
21/05/2024	FT0000058287	16136	16136/Replacement tyre tube		20/06/2024	42.00		42.00	
Telephone : 020 8529 0971						Total of Invoices Due (FARMTY)	42.00	0.00	42.00 ✓
<b>Far'n'Beyond Ltd [FARNBEYOND]</b>									
31/05/2024	513916	16137	16137/Presentation cheques		28/06/2024	294.00		294.00	
						Total of Invoices Due (FARNBEYOND)	294.00	0.00	294.00 ✓
<b>Fly By Travel Holidays Ltd [FLYBY]</b>									
03/06/2024	SOUTHEND16JUN	16159	16159/FlyBy Southend 16Jun24		01/07/2024	100.00		100.00	
						Total of Invoices Due (FLYBY)	100.00	0.00	100.00 ✓
<b>HSBC Invoice Finance (UK) Ltd [FROOM]</b>									
04/06/2024	41366	16160	16160/Waste disposal Jun24		04/06/2024	432.00		432.00	
						Total of Invoices Due (FROOM)	432.00	0.00	432.00 ✓
<b>Ian Grimston [GRIMSTON]</b>									
31/05/2024	310524	16138	16138/Internal redecoration		28/06/2024	1,600.00		1,600.00	
						Total of Invoices Due (GRIMSTON)	1,600.00	0.00	1,600.00 ✓
<b>Tricia Gurnett [GURNETT]</b>									
03/06/2024	17MAY24	16161	16161/Historic WA Tour 17May24		01/07/2024	12.00		12.00	
						Total of Invoices Due (GURNETT)	12.00	0.00	12.00 ✓
<b>TBS Hygiene LTD [HYGIENE]</b>									
23/05/2024	5445	16139	16139/Dog waste collection May		20/06/2024	288.00		288.00	
						Total of Invoices Due (HYGIENE)	288.00	0.00	288.00 ✓
<b>KD Web Ltd [KDWEB]</b>									
01/06/2024	23167	16162	16162/Website mntnce 2024-25		29/06/2024	2,656.80		2,656.80	
Telephone : 0845 458 0555						Total of Invoices Due (KDWEB)	2,656.80	0.00	2,656.80 ✓

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## Invoices Due for Payment by 5 July 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>✓ R Baker [LEERIK]</b>									
02/06/2024	10093	16163	16163/AE57FZF alternator rep's		16/06/2024	570.40		570.40	
04/06/2024	10095	16164	16164/Play equipment repairs		18/06/2024	379.23		379.23	
Telephone : 07968 728821.						<b>Total of Invoices Due (LEERIK)</b>	<b>949.63</b>	<b>0.00</b>	<b>949.63 ✓</b>
<b>Liftec Express Ltd [LIFTEC]</b>									
01/05/2024	24008532/U4	16140	16140/Lift maintenance		29/05/2024	1,778.95		1,778.95	
Telephone : 01162 011200						<b>Total of Invoices Due (LIFTEC)</b>	<b>1,778.95</b>	<b>0.00</b>	<b>1,778.95 ✓</b>
<b>Professional Protection Security Limited [PPS]</b>									
04/06/2024	2	16165	16165/Security services 1&8Jun		02/07/2024	408.00		408.00	
Telephone : 01442 894972						<b>Total of Invoices Due (PPS)</b>	<b>408.00</b>	<b>0.00</b>	<b>408.00 ✓</b>
<b>✓ Sharrons Event Catering Co Ltd [SHARRONS]</b>									
18/05/2024	06530	16141	16141/Catering services 15May		15/06/2024	902.10		902.10	
Telephone : 01992 814632						<b>Total of Invoices Due (SHARRONS)</b>	<b>902.10</b>	<b>0.00</b>	<b>902.10 ✓</b>
<b>Site-Equip Ltd [SITEEQUIP]</b>									
22/05/2024	SC316637	16142	16142/Toilet hire 22May-18Jun		19/06/2024	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>Terry James Waste Solutions Limited [TJWASTE]</b>									
31/05/2024	1709	16143	16143/Rubble & green waste dis		28/06/2024	480.00		480.00	
Telephone : 07841 910702						<b>Total of Invoices Due (TJWASTE)</b>	<b>480.00</b>	<b>0.00</b>	<b>480.00 ✓</b>
<b>Society of London Theatre [WETM]</b>									
30/04/2024	TTS-INV-0458	16144	16144/Theatre toekns Apr24		28/05/2024	14.10		14.10	
Telephone : 0870 164 8800						<b>Total of Invoices Due (WETM)</b>	<b>14.10</b>	<b>0.00</b>	<b>14.10 ✓</b>
<b>Total of Invoices Due (Bought Ledger 1)</b>						<b>16,905.48</b>	<b>0.00</b>	<b>16,905.48</b>	
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>16,905.48</b>	<b>0.00</b>	<b>16,905.48 ✓</b>	

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## Invoices Due for Payment by 19 July 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>									
31/05/2024	94	16167	16167/Vehicle fuel May2024		28/06/2024	926.06		926.06	
Total of Invoices Due (ABFILL)						<b>926.06</b>	<b>0.00</b>	<b>926.06</b>	
<b>Arthur J Gallagher Insurance Brokers [AJGALLAGHE]</b>									
11/06/2024	534242212	16186	16186/Minibus insurance 24-25		09/07/2024	1,378.86		1,378.86	
11/06/2024	534242284	16187	16187/Minibus insurance 24-25		09/07/2024	1,378.86		1,378.86	
Telephone : 01483 462860						Total of Invoices Due (AJGALLAGHE)	<b>2,757.72</b>	<b>0.00</b>	<b>2,757.72</b> ✓
<b>Altodigital Networks Limited [ALTODIGIT]</b>									
14/06/2024	ALT157536	16181	16181/IT Support Jun2024		12/07/2024	1,085.40		1,085.40	
Telephone : 01384 286032						Total of Invoices Due (ALTODIGIT)	<b>1,085.40</b>	<b>0.00</b>	<b>1,085.40</b> ✓
<b>Patrick Arnold [ARNOLD]</b>									
09/06/2024	090624	16182	16182/Town Crier services 6Jun		07/07/2024	100.00		100.00	
						Total of Invoices Due (ARNOLD)	<b>100.00</b>	<b>0.00</b>	<b>100.00</b> ✓
<b>Broadmead Leisure Ltd [BROADMEAD]</b>									
18/06/2024	2725	16183	16183/Playground inspections		16/07/2024	228.00		228.00	
Telephone : 07974 465351						Total of Invoices Due (BROADMEAD)	<b>228.00</b>	<b>0.00</b>	<b>228.00</b> ✓
<b>CV Components [CVCOMPON]</b>									
22/04/2024	IWCV111994	16168	16168/Filter Wrench -Chain		20/05/2024	12.64		12.64	
Telephone : 01992 762519						Total of Invoices Due (CVCOMPON)	<b>12.64</b>	<b>0.00</b>	<b>12.64</b> ✓
<b>DAC Beachcroft Claims Limited [DACBEACH]</b>									
30/05/2024	03-10342547	16169	16169/Prof fees 18Mar-29May		27/06/2024	561.10		561.10	
30/05/2024	03-10342578	16170	16170/Disbursements 20-30May		27/06/2024	270.00		270.00	
Telephone : 01179 182000						Total of Invoices Due (DACBEACH)	<b>831.10</b>	<b>0.00</b>	<b>831.10</b> ✓
<b>Oakfield Tours Ltd [ENFIELDIAN]</b>									
03/06/2024	186612-13	16184	16184/Enfieldian tickets Jun24		01/07/2024	97.60		97.60	
Telephone : 02083 630688						Total of Invoices Due (ENFIELDIAN)	<b>97.60</b>	<b>0.00</b>	<b>97.60</b> ✓
<b>Ernest Doe &amp; Sons Ltd [ERNESTDOE]</b>									
22/05/2024	112712	16171	16171/Indicator light & cover		19/06/2024	324.49		324.49	
Telephone : 01245 380311						Total of Invoices Due (ERNESTDOE)	<b>324.49</b>	<b>0.00</b>	<b>324.49</b> ✓
<b>HSBC Invoice Finance (UK) Ltd [FROOM]</b>									

BPT 

## Invoices Due for Payment by 19 July 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
14/06/2024	41424	16185	16185/Waste disposal Jun2024		14/06/2024	432.00		432.00
Total of Invoices Due (FROOM)						432.00	0.00	432.00 ✓
<b>Garson's Group Ltd [GARSONS]</b>								
06/06/2024	1704	16190	16190/Sports pitch marking		04/07/2024	475.20		475.20
Telephone : 07710 848260						Total of Invoices Due (GARSONS)		
						475.20	0.00	475.20
<b>Hughes General Builders [HUGHESGB]</b>								
12/06/2024	030524A	16188	16188/Meeting room works		10/07/2024	2,250.00		2,250.00
12/06/2024	030524B	16189	16189/Shower room works		10/07/2024	3,685.00		3,685.00
Telephone : 07930 938924						Total of Invoices Due (HUGHESGB)		
						5,935.00	0.00	5,935.00 ✓
<b>Landscape Supply Co [LANDSCAPE]</b>								
14/06/2024	134763	16191	16191/Small hand tools		12/07/2024	181.50		181.50
Telephone : 0203 191 9901						Total of Invoices Due (LANDSCAPE)		
						181.50	0.00	181.50 ✓
<b>Auditing Solutions Ltd [RBSAUD]</b>								
06/06/2024	A8575	16192	16192/Internal audit 2023-24		06/07/2024	600.00		600.00
Telephone : 01380 850588						Total of Invoices Due (RBSAUD)		
Contact : Anne Pollard						600.00	0.00	600.00 ✓
<b>R E Gore Building Services Ltd [REGORE]</b>								
14/06/2024	SS304721	16193	16193/TIC relocation works		12/07/2024	10,394.70		10,394.70
Telephone : 03333 201010						Total of Invoices Due (REGORE)		
						10,394.70	0.00	10,394.70 ✓
<b>RLR Commercials Ltd [RLRCOMM]</b>								
19/06/2024	INV-0446	16198	16198/AE57FZF replaceme clutch		17/07/2024	1,543.04		1,543.04
Telephone : 07811 211583						Total of Invoices Due (RLRCOMM)		
						1,543.04	0.00	1,543.04
<b>Vanitorials Ltd [VANITORIAL] ✓</b>								
14/06/2024	INV792843	16195	16195/Cleaning supplies		12/07/2024	340.64		340.64
Telephone : 01268 752224						Total of Invoices Due (VANITORIAL)		
						340.64	0.00	340.64 ✓
<b>Welwyn Garden Alarms Ltd [WGA]</b>								
14/06/2024	INV-3060	16196	16196/Alarm fob		12/07/2024	66.46		66.46
Telephone : 01707 266306						Total of Invoices Due (WGA)		
						66.46	0.00	66.46 ✓
Total of Invoices Due (Bought Ledger 1)						26,331.55	0.00	26,331.55

BGT HLL

15:17

Invoices Due for Payment by 19 July 2024

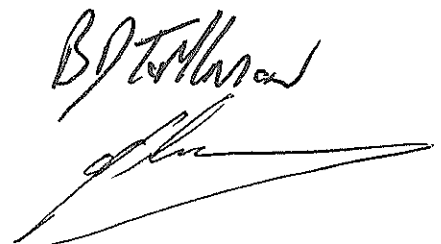
For Bought Ledger 1

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>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>26,331.55</b>	<b>0.00</b>	<b>26,331.55</b>

† KH GRANT £2500  
 AFAS GRANT £1250  
 TTF GRANT £500  
 DOR MAX £250  
 DOR AY £250  
 SCCC £25

£31106.55

  
 B. P. Tolman



## STATUS LIST

Committee: Policy & Resources

Date: 3 July 2024

Task/Project	Date Agreed	Work Schedule & Responsible Officer(s)	Budget Details £	Within Budget Yes/No	On Time	Comments including revised schedule (if necessary)
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 & KC	N/A	N/A		Pls see TC Tennis report. The Tennis Hut needs a discussion and a decision made.
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. The TIC is due to finish works in the next few weeks.
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		Awaiting legal team to finalise.
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.
Tourist information office	P&R	To provide updates on the TIC relocation.	N/A	N/A		Started 12 February 2024. Progressing well. Signage needs to



		NP					be decided and discussed. TIC Manager investigating options and will report back to Council.
Town Mead Pavilion		To provide updates on Town Mead Pavilion plan.	N/A	N/A			No further update. Awaiting an update from EFDC.
Cemetery		BH Leading on Cemetery extension Health & Safety project in the cemetery is underway to meet legislation requirements. Memorial safety					Cemetery extension – awaiting a response from EFDC legal team.



## WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy and Resources
DATE OF MEETING	3 <sup>rd</sup> July 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 31 <sup>st</sup> May 2024
SUMMARY OF REVENUE COST CENTRES	
101 Cemetery	Interment fees are not performing well.
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	Nothing significant to report.
306 3g Pitch	Income is underperforming.
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	Lettings performing well against budget.
505 Town Hall Bar	Income is underperforming.
507 Discretionary Spend	Nothing significant to report.
512 Democratic Representation	Nothing significant to report.

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 £21,124.
ENCLOSURES	Revenue Budget Monitoring Report 31 <sup>st</sup> May 2024. Cost Centre Report 31 <sup>st</sup> May 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

REVENUE BUDGET MONITORING REPORT TO 31st May 2024

REVENUE BUDGET MONITORING REPORT TO 31st May 2024

COST CENTRE INFORMATION		ACTUAL INCOME TO DATE		ACTUAL EXP TO DATE		ACTUAL NET TO DATE		BUDGET INCOME TO DATE		BUDGET EXP TO DATE		BUDGET NET TO DATE		CURRENT VARIANCE		MAIN DIFFERENCES	
DESCRIPTION	CODE	ACTUAL INCOME TO DATE	ACTUAL EXP TO DATE	ACTUAL NET TO DATE	BUDGET INCOME TO DATE	BUDGET EXP TO DATE	BUDGET NET TO DATE	BUDGET INCOME TO DATE	BUDGET EXP TO DATE	BUDGET NET TO DATE	CURRENT VARIANCE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE
<u>Environment</u>																	
Cemetery	101	8,434	22,967	-14,533	15,434	20,260	-4,826	15,434	20,260	-4,826	-9,707	Cemetery	101	Interment Fees not performing well			
Markets	102	1,055	5,162	-4,107	1,666	8,872	-7,206	1,666	8,872	-7,206	3,099	Markets	102	No issues			
Allotments & footpaths	104	60	1,522	-1,462	0	1,208	-1,208	0	1,208	-1,208	-254	Allotments & footpaths	104	No issues			
Other open spaces	105	0	3,919	-3,919	0	8,480	-8,480	0	8,480	-8,480	4,561	Other open spaces	105	No issues			
Public conveniences	106	0	284	-284	0	1,604	-1,604	0	1,604	-1,604	1,320	Public conveniences	106	No issues			
Gillwell Comm Cntr	107	2,937	154	2,783	3,334	460	2,874	3,334	460	2,874	-91	Gillwell Comm Cntr	107	No issues			
<b>Environment Totals</b>				<b>-21,522</b>			<b>-20,450</b>			<b>-20,450</b>	<b>-1,072</b>						
<u>Recreation</u>																	
Ninefields Rec	302	134	1,373	-1,239	166	726	-560	166	726	-560	-679	Ninefields Rec	302	No issues			
Larsens Rec	303	1,778	6,675	-4,897	2,134	4,952	-2,828	2,134	4,952	-2,828	-2,069	Larsens Rec	303	No issues			
Town Mead Rec	305	8,058	14,006	-5,948	7,866	13,910	-6,044	7,866	13,910	-6,044	96	Town Mead Rec	305	No issues			
3g Pitch	306	3,075	1,979	1,096	5,500	1,999	3,511	5,500	1,999	3,511	-2,415	3g Pitch	306	Income underperforming			
Town Mead Club	307	15,000	0	15,000	15,000	500	14,500	15,000	500	14,500	500	Town Mead Club	307	No issues			
Town Show	308	1,097	885	212	2,000	0	2,000	2,000	0	2,000	-1,788	Town Show	308	No issues			
<b>Recreation Totals</b>				<b>4,224</b>			<b>10,579</b>			<b>10,579</b>	<b>-6,355</b>						
<u>Policy &amp; Resources</u>																	
Tourist Information Ce	502	347	7,546	-7,199	932	7,146	-6,214	932	7,146	-6,214	-985	Tourist Information Centr	502	No issues			
Town Hall Lettings	504	11,417	3,989	7,418	8,334	6,012	2,322	8,334	6,012	2,322	5,096	Town Hall Lettings	504	Letting income performing well			
Town Hall Bar	505	5,956	13,606	-7,650	8,500	14,464	-5,964	8,500	14,464	-5,964	-1,686	Town Hall Bar	505	Income underperforming			
Discretionary Spend	507	0	2,188	-2,188	0	5,050	-5,050	0	5,050	-5,050	2,862	Discretionary Spend	507	No issues			
Democratic Represent	512	0	1,001	-1,001	0	1,166	-1,166	0	1,166	-1,166	165	Democratic Representat	512	No issues			
Depot; Plant & Equipm	601	0	11,083	-11,083	0	16,992	-16,992	0	16,992	-16,992	5,909	Depot; Plant & Equipmen	601	No issues			
Establishment	602	522,933	92,637	430,296	522,457	109,351	413,106	522,457	109,351	413,106	17,190	Establishment	602	No issues			
<b>Policy &amp; Resources Totals</b>				<b>408,593</b>			<b>380,042</b>			<b>380,042</b>	<b>28,551</b>						
<b>Revenue Budget Totals</b>				<b>391,295</b>			<b>370,171</b>			<b>370,171</b>	<b>21,124</b>						



WALTHAM ABBEY TOWN COUNCIL  
CURRENT BANK A/C  
List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/05/2024	IMPREST A/C	Transfer	£838.00	HSBC Current Account
01/05/2024	Hiscox Insurance	Std Ord	£3,227.58	Hiscox - HU PIB 8187937
01/05/2024	Xerox Finance	Std Ord	£1,646.41	Xerox Printer
02/05/2024	Income Reconciliation Cashbook	DD/2068	£250.00	Worldpay 2904 -S/L Refund
02/05/2024	Pitney Bowes Ltd	DD1	£257.20	16031/Postage machine rent
09/05/2024	Income Reconciliation Cashbook	DD/2068	£33.01	MV-62634103-0305 TIC Refund
10/05/2024	Epping Forest DC	Std Ord	£1,747.00	EFDC Rates-700021923
10/05/2024	Epping Forest DC	Std Ord	£85.00	EFDC Rates - 700022948
10/05/2024	Epping Forest DC	Std Ord	£173.00	EFDC Rates - 700170298
13/05/2024	HSBC Charges 1-31Mar2024	DR	£55.60	HSBC Charges 1-31Mar2024
13/05/2024	SSE Energy Solutions A/c 87003	DD2	£1,733.34	16061/Ac8700324824 1Jan-20Apr
13/05/2024	SSE Energy Solutions A/c 87003	DD3	£233.84	16062/Ac8700325398 11Jan-20Apr
15/05/2024	Peninsula Business Services	Std Ord	£436.54	Peninsula Business Services
15/05/2024	G4S Cash Solutions (UK) Ltd	DD4	£74.86	15991/Cash collections Mar24
15/05/2024	SAGE (UK)LTD	DD5	£307.20	16118/Sage Payroll May2024
16/05/2024	HSBC COMMERCIAL CARD	DD	£332.65	HSBC Commercial Card
16/05/2024	Castle Water A/c TW4498987441	DD6	£727.09	16083/Water2271854 1Mar-31Aug
16/05/2024	Castle Water A/c TW9227632090	DD7	£393.15	16085/Water2252491 1Mar-31Aug
17/05/2024	Salaries May 2024	DD	£38,026.64	Salaries May 2024
17/05/2024	Castle Water A/c 2220843	DD8	£30.47	Purchase Ledger Payment
17/05/2024	Pitney Bowes Ltd	DD9	£214.37	16073/Frinking machine reset
20/05/2024	Epping Forest DC	Std Ord	£437.00	EFDC Rates - 700023471
20/05/2024	Epping Forest DC	Std Ord	£19.00	EFDC Rates - 700069118
20/05/2024	Total Gas & Power Ltd	DD10	£332.56	16064/Ac3005907586 31Mar-30Apr
20/05/2024	Total Gas & Power Ltd	DD11	£21.42	16153/Ac3005907575 31Mar-30Apr
21/05/2024	Worldpay MM1283165	DD	£11.94	Worldpay MM1283165
21/05/2024	Worldpay 304304074 - 17761042	DD	£91.14	Worldpay 304304074 - 17761042
21/05/2024	Worldpay 304264141 - 62634103	DD	£42.95	Worldpay 304264141 - 62634103
21/05/2024	Castle Water A/c TW4279845344	DD12	£160.69	16084/Water2310901 1Mar-31Aug
23/05/2024	SSE Energy Solutions A/c 87003	DD13	£25.70	16082/Ac8700325179 1-30Apr
23/05/2024	SSE Energy Solutions A/c 87003	DD14	£40.07	16155/Ac8700326775 1-30Apr
23/05/2024	SSE Energy Solutions A/c 87003	DD15	£25.53	16149/Ac8700326921 1-30Apr
23/05/2024	SSE Energy Solutions A/c 87003	DD16	£1,649.39	16150/Ac8700334262 1-30Apr
23/05/2024	SSE Energy Solutions A/c 87003	DD17	£40.92	16151/Ac8700335177 1-30Apr
26/05/2024	IMPREST A/C	Transfer	£8.00	HSBC Total Charges to 4May24
26/05/2024	HSBC Total Charges to 4May2024	DR	£19.19	HSBC Total Charges to 4May2024
28/05/2024	British Gas Lite A/c BGL490637	DD18	£12.19	16081/GasBGL490637 12Apr-11May
28/05/2024	Castle Water A/c TW1055148038	DD19	£5.00	Purchase Ledger Payment
28/05/2024	Biffa Waste Services Ltd	DD20	£392.74	16053/Waste disposal Apr2024
29/05/2024	British Gas A/c 603493604	DD21	£947.78	16119/Ac603493604 29Mar-27Apr
<b>Total Payments</b>			<b>£55,106.16</b>	

Enclosure Number 4





WALTHAM ABBEY TOWN COUNCIL  
IMPREST A/C  
List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/05/2024	Advanced Vision Surveillance	Std Ord	£837.75	AVS-CCTV Mntnce Agreement
Total Payments			<u>£837.75</u>	

Enclosure Number 5



Bank Reconciliation Statement as at 31/05/2024  
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	31/05/2024	794	2,500.00
MONEY MANAGER A/C	31/05/2024	799	77,517.35
			<u>80,017.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			80,017.35
<u>Unpresented Receipts (Plus)</u>			
29/05/2024 2071		760.00	
29/05/2024 2071		7.27	
			<u>767.27</u>
			80,784.62
		<b>Balance per Cash Book is :-</b>	<b>80,784.62</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 31/05/2024  
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	31/05/2024	491	1,000.72
			<u>1,000.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.72
		<b>Balance per Cash Book is :-</b>	<b>1,000.72</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/05/2024  
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	31/05/2024		-264.80
			<u>-264.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-264.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-264.80
		<b>Balance per Cash Book is :-</b>	<b>-264.80</b>
		<b>Difference is :-</b>	<b>0.00</b>

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 June 2024

Account name: **WALTHAM ABBEY TOWN COUNCIL**  
Account number: **PS3078578-001**  
Statement period: **30/04/2024 to 31/05/2024**

### Account summary

Total valuation as at 31 May 2024 **£578,766.71**  
Total valuation as at last statement at 30 April 2024 **£317,686.12**

### Holdings as at 31 May 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	578,766.7100	£1.00	£578,766.71
<b>Total value</b>			<b>£578,766.71</b>

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

#### The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
30/04/2024	Deposit	86,800.0000	£1.0000	£86,800.00
01/05/2024	Deposit	86,800.0000	£1.0000	£86,800.00
02/05/2024	Income Reinvestment	680.5900	£1.0000	£680.59
02/05/2024	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. 2133088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.



Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/05/2024	Deposit	86,800.0000	£1.0000	£86,800.00

The average Fund yield for this period was 5.21% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Apr 2024	02/05/2024	Reinvestment	£680.59	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).