



WALTHAM ABBEY TOWN COUNCIL



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

N Page
Town Clerk

E-MAIL: 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 **4th December 2024 at 7.00pm.** at the Town Hall.

Yours sincerely,
Town Clerk

Miss Natalie Page

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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
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 05/11/24. (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. **Fees and Charges:** To review the RFO's report (Enc 4.)
11. **Direct Debits, Standing Orders and Transfers dated 01/10/24 to 31/10/24** (Enc 5.)
12. **Imprest Account Payments dated 01/10/24 to 31/10/24** (Enc 6.)
13. **Current Bank Reconciliation Statements dated 31/10/24** (Enc 7.)
14. **CCLA Statement:** To review the statement. (Enc 8.)
15. **Charity Commission-Larsens:** To review the RFO's report.(Enc 9.)
16. **Items to be added to the next agenda for discussion:** Items to be submitted for next meeting on 15th January 2025.
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:** Detailed Accounts break down. (Enc 10.)

TO: Cllr A Watts - Chairman
Cllr J Parsons – Deputy Chairman
Cllr J Lea
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: 27th November 2024

Invoices Due for Payment by 6 December 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	
Advanced Vision Surveillance Ltd [ADVANC]									
22/10/2024	INV-0352	16522	16522/Entry door intercom work		19/11/2024	2,118.00		2,118.00	
Telephone : 01727 828881						Total of Invoices Due (ADVANC)	2,118.00	0.00	2,118.00 ✓
Altodigital Networks Limited [ALTODIGIT]									
29/10/2024	1041023ALTO	16505	16505/Printer usage costs		26/11/2024	840.69		840.69	
Telephone : 01384 286032						Total of Invoices Due (ALTODIGIT)	840.69	0.00	840.69 ✓
Connor L Taylor [AMPTREE]									
05/11/2024	AMP-1172	16525	16525/Tree pruning		03/12/2024	980.00		980.00	
Telephone : 01708 765443						Total of Invoices Due (AMPTREE)	980.00	0.00	980.00 ✓
Apple Vending & Catering Services Ltd [APPLEVEND]									
01/10/2024	45089	16506	16506/Drinks machine mntnce		29/10/2024	240.24		240.24	
Telephone : 01977 793714						Total of Invoices Due (APPLEVEND)	240.24	0.00	240.24 ✓
Atrium Security Solutions Ltd [ATRIUM]									
30/06/2024	INV-17112	16507	16507/Security svcs Mar-Jun24		28/07/2024	3,708.00		3,708.00	
Telephone : 02039 487071						Total of Invoices Due (ATRIUM)	3,708.00	0.00	3,708.00 ✓
BZ Commercial Finance DAC re Banner Grp [BANNER]									
25/10/2024	LA97994	16508	16508/Stationery		22/11/2024	119.46		119.46	
Telephone : 08435 383311						Total of Invoices Due (BANNER)	119.46	0.00	119.46 ✓
Chapple & Jenkins [CHAPPLE]									
24/10/2024	30293433	16509	16509/Chapple & Jenkins		21/11/2024	1,168.06		1,168.06	
Telephone : 01179 721100						Total of Invoices Due (CHAPPLE)	1,168.06	0.00	1,168.06 ✓
DCK Accounting Solutions Ltd [DCKBEA]									
31/10/2024	TPC11540	16510	16510/Contract accounts Oct24		31/10/2024	1,285.62		1,285.62	
Telephone : 01793 739110						Total of Invoices Due (DCKBEA)	1,285.62	0.00	1,285.62 ✓
Essex Pension Fund [ESCOFP]									
04/11/2024	ECC-OCT24	16512	16512/ECC Superann Oct2024		02/12/2024	12,741.28		12,741.28	
						Total of Invoices Due (ESCOFP)	12,741.28	0.00	12,741.28 ✓
Essex County Council [ESCOTR]									
24/10/2024	1020928374	16511	16511/Wedding licence		18/11/2024	2,160.00		2,160.00	

Enclosure Number |

Invoices Due for Payment by 6 December 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 (ESCOTR)						2,160.00	0.00	2,160.00 ✓
Hughes General Builders [HUGHESGB]								
29/10/2024	060824/2	16513	16513/New stage doors		26/11/2024	2,060.00		2,060.00
Telephone : 07930 938924						Total of Invoices Due (HUGHESGB)		
						2,060.00	0.00	2,060.00 ✓
HM Revenue & Customs 120/W21563 [INLANR]								
04/11/2024	HMRC-OCT24	16514	16514/HMRC PAYE/NI Oct2024		02/12/2024	12,297.17		12,297.17
Total of Invoices Due (INLANR)						12,297.17	0.00	12,297.17 ✓
ITDS Managed Services Limited [ITDS]								
24/10/2024	INV-2206	16515	16515/IT Support Nov2024		21/11/2024	755.46		755.46
Total of Invoices Due (ITDS)						755.46	0.00	755.46 ✓
Mark Ford [MARKFORD]								
04/10/2024	0056	16523	16523/Rochford Pav mntnce		01/11/2024	340.00		340.00
Telephone : 07862 285813						Total of Invoices Due (MARKFORD)		
						340.00	0.00	340.00 ✓
Mr E Rolls [ROLLS]								
22/10/2024	221024/5258	16516	16516/Stocktake 22Oct		19/11/2024	290.00		290.00
Telephone : 07718 328015						Total of Invoices Due (ROLLS)		
						290.00	0.00	290.00 ✓
SLCC Enterprises Ltd [SLCCENT]								
04/11/2024	BK218395-1	16517	16517/SLCC Conference Jan25		02/12/2024	626.00		626.00
Telephone : 01823 253646						Total of Invoices Due (SLCCENT)		
						626.00	0.00	626.00 ✓
Welwyn Garden Alarms Ltd [WGA]								
30/10/2024	INV-5126	16518	16518/Replace door alarm		27/11/2024	288.22		288.22
Telephone : 01707 266306						Total of Invoices Due (WGA)		
						288.22	0.00	288.22 ✓
Total of Invoices Due (Bought Ledger 1)						42,018.20	0.00	42,018.20
TOTAL OF INVOICES DUE (ALL LEDGERS)						42,018.20	0.00	42,018.20

+ £500 2400R 42,018.20

STATUS LIST

Committee: Policy & Resources

Date: December 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 th Feb 2019	To work with EFDC on a fair agreement. JL/EFDC	N/A	N/A		No further update. Awaiting a response from EFDC. TC has chased a response.
Property Update	P&R 1 st 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 EFDC.
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		Repairs are complete. Awaiting update from Legal team. TC to give a verbal update.
Tourist information office	P&R	To provide updates on the TIC relocation. NP	N/A	N/A		The TIC is open in the Town Hall. TC in discussions re dilapidations to Landlord.
Town Mead Pavilion		To provide updates on Town Mead Pavilion plan.	N/A	N/A		No further update. Awaiting an update from EFDC. TC to give a verbal update.
Cemetery		BH Leading on Cemetery extension				Cemetery extension – awaiting a response from EFDC legal team.



WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy and Resources
DATE OF MEETING	4 th December 2024
REPORT AUTHOR	Jodie Law
CONTACT DETAILS	jodie.law@walthamabbey-tc.gov.uk
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 st October 2024 (58.33% to month 7)
SUMMARY OF REVENUE COST CENTRES	
101 Cemetery	Performance against the phased budget is currently -£24,754, however complete income vs expenditure is -£41,945, we are coming into the season where the cemetery is busier, but this remains an area of concern. Income is only at 44.2% with expenditure at 67.8%.
102 Markets	Performance against the phased budget is currently £13,146, however complete income vs expenditure is -£12,125, the market is noy likely to see an upsurge of income over the remaining months, this is an area of concern. Income is only at 49.9%.
104 Allotments & Footpaths	Current overspend on grounds & playground maintenance at 72 and 92.4% respectively.
105 Other Open Spaces	Tree works are due to commence, this is a significant spend that was not known during budgeting.
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	Performance against the phased budget is currently -£25,177, however complete income vs expenditure is -£35,205, this is an area of concern. Expenditure at 130.9%, significant over spends on Water 220.6%, Property Maintenance 406.9%, Grounds Maintenance 89.9% and Legal Fees at 135.9%.
305 Town Mead Recreation	Performance against the phased budget is currently -£6,248, however complete income vs expenditure is -£18,152, this is an area of concern. Expenditure at 66.3%, significant overspend on Water 164.5%, electricity 99.5%, Property Maintenance 177.7%, Grounds Maintenance 63.8% and Entertainment 133.3%.
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	Performance against the phased budget is currently -£7,839, however complete income vs expenditure is -£29,587, this is an area of concern. Income is only at 38.5% with indirect expenditure at 65.8%.
504 Town Hall Lettings	Significant overspend on licences due to having to pay for 2 years PPL/PRS in 1 financial year.
505 Town Hall Bar	Performance against the phased budget is currently -£7,443, however complete income vs expenditure is -£29,218, this is an area of concern. Income is only at 28.5%.
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	The deficit is currently £14,383. Please note that budget calculations for the 25-26 financial year will need to include a provision for recouping the general reserves (over approx. 4 years) which are currently at 51.75% of where they should be.
ENCLOSURES	Revenue Budget Monitoring Report 31 st October 2024. Cost Centre Report 31 st October 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 October 2024

REVENUE BUDGET MONITORING REPORT TO 31st October 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	ACTUAL INCOME TO DATE	ACTUAL EXP TO DATE	ACTUAL NET TO DATE	MAIN DIFFERENCES
<u>Environment</u>																	
Cemetary	101	40,905	82,850	-41,945	54,019	71,210	-17,191	54,019	71,210	-17,191	-24,754	Cemetary	101				Area of concern*
Markets	102	5,240	17,365	-12,125	5,831	31,102	-25,271	5,831	31,102	-25,271	13,746	Markets	102				No issues
Allotments & footpaths	104	4,578	6,467	-1,889	4,000	4,278	-278	4,000	4,278	-278	-1,611	Allotments & footpaths	104				No issues
Other open spaces	105	500	21,312	-20,812	0	28,680	-28,680	0	28,680	-28,680	7,868	Other open spaces	105				No issues
Public conveniences	106	0	1,514	-1,514	0	7,614	-7,614	0	7,614	-7,614	6,100	Public conveniences	106				No issues
Gillwell Comm Chire	107	10,360	685	9,675	11,669	1,610	10,059	11,669	1,610	10,059	-384	Gillwell Comm Chire	107				No issues
Environment Totals				-68,610		-68,975				-68,975	365						
<u>Recreation</u>																	
Ninefields Rec	302	670	2,680	-2,210	581	2,541	-1,960	581	2,541	-1,960	-250	Ninefields Rec	302				No issues
Larsens Rec	303	7,572	42,777	-35,205	7,399	17,367	-10,028	7,399	17,367	-10,028	-25,177	Larsens Rec	303				Area of concern*
Town Mead Rec	305	34,066	52,218	-18,152	33,156	45,060	-11,904	33,156	45,060	-11,904	-6,248	Town Mead Rec	305				Area of concern*
3g Pitch	306	21,188	6,714	14,472	19,250	11,692	7,558	19,250	11,692	7,558	6,914	3g Pitch	306				No issues
Town Mead Club	307	52,500	0	52,500	52,500	1,750	50,750	52,500	1,750	50,750	1,750	Town Mead Club	307				No issues
Town Show	308	1,883	4,883	-3,000	3,000	5,855	-2,855	3,000	5,855	-2,855	-145	Town Show	308				No issues
Recreation Totals				8,405		31,561				31,561	-23,156						
<u>Policy & Resources</u>																	
Tourist Information Ce	502	2,156	31,744	-29,588	3,262	25,011	-21,749	3,262	25,011	-21,749	-7,839	Tourist Information Centr	502				Area of concern*
Town Hall Lettings	504	33,721	23,130	10,591	29,169	21,042	8,127	29,169	21,042	8,127	2,464	Town Hall Lettings	504				No issues
Town Hall Bar	505	14,510	43,727	-29,217	29,750	51,524	-21,774	29,750	51,524	-21,774	-7,443	Town Hall Bar	505				Area of concern*
Discretionary Spend	507	165	12,760	-12,615	0	16,225	-16,225	0	16,225	-16,225	3,610	Discretionary Spend	507				No issues
Democratc Represent	512	0	2,176	-2,176	0	4,081	-4,081	0	4,081	-4,081	1,905	Democratc Representatit	512				No issues
Depot; Plant & Equiprr	601	0	27,912	-27,912	0	49,472	-49,472	0	49,472	-49,472	21,560	Depot; Plant & Equipmen	601				No issues
Establishment	602	1,056,618	375,592	681,026	1,050,416	363,541	686,975	1,050,416	363,541	686,975	-5,849	Establishment	602				No issues
Policy & Resources Totals				590,109		581,701				581,701	8,408						
Revenue Budget Totals				529,904		544,287				544,287	-14,383						



WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy & Resources Committee
DATE OF MEETING	4 th December 2024
REPORT AUTHOR	Jodie Law
CONTACT DETAILS	jodie.law@walthamabbey-tc.gov.uk
SUBJECT	Fees and Charges 2025-26
RECOMMENDATION	It is recommended that Members review and adopt the proposed Fees and Charges for the financial year 2025-26.
BACKGROUND	The Fees and Charges are reviewed annually.
INFORMATION	A general increase of 10% has been applied to factor in the rising costs of maintenance and services required to maintain the Council portfolio. Some flexibility has been used in terms of rounding.
FINANCIAL IMPLICATIONS	The revised Fees and Charges schedule means that there is less risk of the Council not covering operational costs, particularly for large one-off events.
ENCLOSURES	Fees and Charges 2025-26
DATA PROTECTION	None
HEALTH AND SAFETY	None
CARBON NEUTRAL	None
COMMUNITY IMPACT	The Council's facilities are valuable assets for the community. The Council has a responsibility to ensure that public money is spent appropriately, and it is important to ensure that charges do not lead to Council to indirectly subsidising its services. Although the main priority is not necessarily to make a 'profit', it is important that the Council's costs are covered, particularly if a third party is making significant income from a one-off event.
CRIME & DISORDER ACT 1997	None

**WALTHAM ABBEY TOWN COUNCIL
FEES and CHARGES 2025/2026**

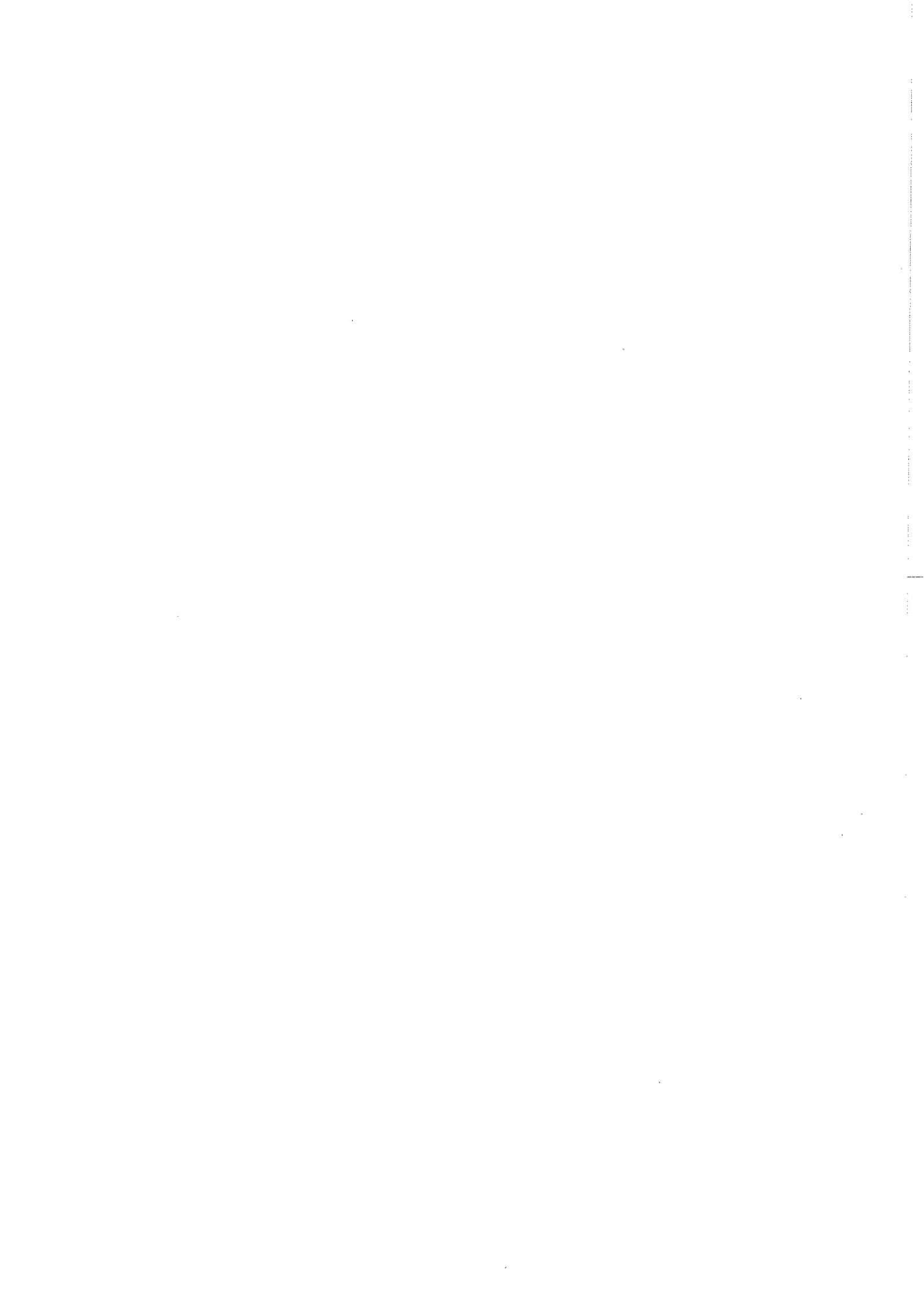
CEMETERY FEES		2025/2026 Rates
<ul style="list-style-type: none"> • Non-residential charges are based on the residential charge x 3 • For the purposes of determining charges a "Resident" is someone who has resided in the Town for a minimum of 5 years in the last 10 years. • Charges for additional interment are based on the status of the initial occupant. <p>* Indicates VAT applicable</p>		
Exclusive Right of Burial	£939.25	£1033.00
Exclusive Right of Burial – Children Section Resident	<i>No Charge</i>	-
Exclusive Right of Burial – Children Section Non-Resident	<i>POA</i>	-
Exclusive Right of Burial –In Advance	£1622.60	£1784.9
Exclusive Right of Burial – Garden of Rest	£401.60	£441.8
Exclusive Right of Burial (Garden of Rest) –In Advance	£692.00	£761.20
Interment Fee Single Depth Resident	£692.00	£761.20
Interment Fee Double Depth Resident	£931.90	£1025.10
Interment Fee Triple Depth Resident	£1324.60	£1457.10
Interment in Casket additional charge	£533.40	£586.70
Interment Fee Child Under 16 years - Resident	<i>No Charge</i>	-
Interment Fee Child Under 16 years – Non-Resident	<i>POA</i>	-
Interment Fee Ashes Single Depth	£295.60	£325.20
Interment Fee Ashes Double Depth	£342.85	£377.10
Interment Fee Ashes Triple Depth	£405.85	£446.40
Interment Fee Ashes in a Grave	£267.75	£294.50
Scatter Ashes	£157.50	£173.25
Ashes in Columbaria (50 years)	£393.75	£433.10
Right to Construct a Walled Grave or Vault including two grave spaces	£6260.10	£6886.10
Right to Construct a Walled Grave or Vault including two grave spaces - in Advance	£8347.50	£9182.25
Right to Erect a Memorial with Masons Permit (no charge if deceased under 16)	£318.15	£350.00
Masons Permit – additional inscription/cleaning	£104.00	£114.40
Right to Place a Memorial in the Garden of Rest incl Masons Permit	£104.00	£114.40
Masons Permit – Garden of Rest	£46.20	£50.80
Transfer of Exclusive Right	£104.00	£114.40
Deed of Assignment	£104.00	£114.40
Moulding Memorial	£150.15	£165.20
Grave Planting & Maintenance	£139.15	£153.10
Grave Planting & Maintenance – Sen. Cit.	£68.80	£75.70
Child's Grave Planting & Maintenance	£34.15	£37.60
Child's Grave Planting & Maintenance - Sen. Cit.	£18.40	£20.20
Grave Maintenance	£68.80	£75.70
Grave Maintenance – Sen. Cit.	£34.15	£37.60
Genealogy Searches – per hour	£104.00	£114.40

GAMES FEES		2025/2026 Rates
<ul style="list-style-type: none"> The charge for junior hire of a sports facility – pitch/court (excluding 3g pitch) or changing rooms – is 50% of the “senior” charge. For this purpose, a “junior” is an individual and/or team where all members are 16 years or less or still in full-time secondary education. 		
Baseball Diamond – single game	*£45.15	*£49.70
Baseball Diamond – “double header”	*45.15	*£49.70
Football Pitch – (Ninefields & KGPF)	*£45.15	*£49.70
Football Pitch – (Town Mead & Larsens)	*£45.15	*£49.70
Premier Pitch – (Town Mead)	*£55.65	*£61.20
Premier Pitch with floodlights	*£76.15	*£83.80
Double Header Charge (Cup matches)	Add 50%	-
Mini Football Pitch	*£21.55	*£23.70
Floodlit Premier Training Area on grass	*£46.20	*£50.80
5-a-side football tournaments	*POA	-
3G PITCH		
Full Pitch	*£107.80	*£118.60
Reduction for Youth and/or FA Charter	*£66.00	*£72.60
Commercial Football Operators (full only)	£165.00	£181.50
1/2 Pitch	*£60.50	*£66.55
Reduction for Youth and/or FA Charter	*£48.40	*£53.20
1/3 rd Pitch	*£48.40	*£53.20
Reduction for Youth and/or FA Charter	*£33.05	*£36.35
DRESSING ROOMS		
Rochford Pavilion – Senior	£34.15	£37.60
Rochford Pavillion – Junior	£17.35	£19.10

FUNCTION ROOM CHARGES		
<ul style="list-style-type: none"> • Non-refundable booking deposit for Wedding Package - £500.00 • Non-refundable booking deposit for Party Package - £330.00 • Refundable high risk damage deposit of £500.00 • Standard damage deposit - £250.00 (reduced to £150.00 for under-11 birthday party) • 18th Birthday Parties not accepted • Town Hall closed during the Christmas/ New Year period 		
TOWN HALL – CORNMILL SUITE (INCLUDING JAMES SUITE)		2025/2026 Rates
<ul style="list-style-type: none"> • Hall & building to be vacated by 00:30 at the latest • Minimum Booking 2 hours 		
<p>Wedding Package – inclusive of:</p> <p>Friday afternoon 14:00 – 17:00 Saturday 9:00 – 00:30 Monday morning 9:00 – 12:00</p> <p>Bar from 15:00 – 23:30 including staff</p> <p>If additional hours are required on the Sunday, there will be an additional charge of £270 for four hours, plus £55 per additional hour.</p> <p>Price includes set up of tables, chairs etc.</p>	<p><i>Package price £1000 inclusive</i></p>	<p>£1100</p>
<p>Party Package (Friday/ Saturday nights) – Inclusive of:</p> <p>Set up from 16:00 on the day Bar included 19:00 – 23:30 including staff</p> <p>Price includes set up of tables, chairs etc.</p> <p>Additional charges for set up on Saturday £55 per hour</p>	<p><i>Package Price £600 inclusive</i></p>	<p>£660</p>

OTHER HIRE CHARGES – CORNMILL SUITE		
Theatre-style seating may incur additional charges. 15 minutes either side of booking times is permitted for set up/ arrivals etc. Any additional time required must be booked and will be charged. If the bar is required for any bookings outside of packages, prices will be on application and will depend on number of guests, type of event, number of bar staff etc. Use of the James Suite is included if the bar is used.		2025/2026 Rates
Monday to Friday 9.00 – 17.00 Community groups/ charities	<i>£21.50 per hr</i>	£23.65
Monday to Friday 9.00 – 17.00 Paid classes, paid activities, private hire	<i>£32.00 per hr</i>	£35.20
Monday to Thursday 17.00 – 00:00 Community groups/ charities	<i>£32.00 per hr</i>	£35.20
Monday to Thursday 17:00 - 0:00 Paid classes, paid activities, private hire	<i>£37.50 per hr</i>	£41.25
Friday 17:00 – 0:00 Paid classes, paid activities, private hire	<i>£43.00 per hr</i>	£47.30
Saturday 09.00 – 17:00	<i>£58.00 per hr</i>	£63.80
Saturday 17:00 – 0:00)	<i>£69.00 per hr</i>	£75.90
Sun & Bank Holidays (Minimum booking – four hours)	POA	-
Ticketed Events	POA	-
Ancillary Charges: Fans (max 3) Audio/Visual equipment	POA	£5 per fan
JAMES SUITE - available to hire separately but prices for paid classes, other paid activities and private hire are on application.		
Monday to Friday 9.00 – 17.00 Community groups/ charities	<i>£11.00 per hr</i>	£12.10

ALLOTMENT RENTS (from Sept 25)		
Ten pole plot p.a.	£58.00	£63.80
Five pole plot p.a.	£28.90	£31.80
Rotovate Plot	£127.60	£140.40



WALTHAM ABBEY TOWN COUNCIL
CURRENT BANK A/C
List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
10/1/2024	IMPREST A/C	Transfer	£838.00	HSBC Current Account
10/1/2024	Hiscox Insurance	Std Ord	£4,437.83	Hiscox - HU PIB 8187937
10/2/2024	British Gas A/c BGL490643	DD1	£6.95	Purchase Ledger Payment
10/2/2024	British Gas A/c BGL490649	DD2	£60.86	16438/BGL490649 21Aug-18Sep
10/2/2024	British Gas A/c 603493604	DD3	£398.18	16435/Ac603493604 15Aug-17Sep
10/9/2024	Public Works Loan Board	DD	£17,980.01	PWLB 493113 - Capital
10/10/2024	Epping Forest DC	Std Ord	£1,747.00	EFDC Rates-700021923
10/10/2024	Epping Forest DC	Std Ord	£85.00	EFDC Rates - 700022948
10/10/2024	Epping Forest DC	Std Ord	£173.00	EFDC Rates - 700170298
10/10/2024	CF Corporate Finance	DD	£627.41	CF Corp -Hosted Laptops x10
10/11/2024	HSBC Charges 1-31Aug24	DR	£57.52	HSBC Charges 1-31Aug24
10/15/2024	Peninsula Business Services	Std Ord	£436.54	Peninsula Business Services
10/15/2024	HSBC COMMERCIAL CARD	DD	£1,525.07	HSBC Commercial Card
10/15/2024	G4S Cash Solutions (UK) Ltd	DD4	£74.86	16401/Cash collections Aug24
10/16/2024	CF Corporate Finance	Std Ord	£1,414.49	CF Corp -Hosted DELL Server
10/16/2024	SAGE (UK)LTD	DD5	£337.80	16479/Sage Payroll Oct2024
10/17/2024	Castle Water A/c TW1776041494	DD6	£18.83	16498/Water2200664 1-30Sep
10/17/2024	Castle Water A/c 2220843	DD7	£19.64	Purchase Ledger Payment
10/17/2024	Tower Leasing Limited	DD8	£775.32	16480/Drinks machine Oct-Jan
10/17/2024	Pitney Bowes Ltd	DD9	£320.65	16482/Postage meter reset
10/18/2024	Epos Now	DD	£22.80	Epos Now -Bar Till Software
10/18/2024	Worldpay Charges Sep2024	DD	£11.94	Worldpay Charges Sep2024
10/18/2024	Salaries October 2024	DD	£36,163.70	Salaries October 2024
10/20/2024	Epping Forest DC	Std Ord	£437.00	EFDC Rates - 700023471
10/20/2024	Epping Forest DC	Std Ord	£19.00	EFDC Rates - 700069118
10/23/2024	SSE Energy Solutions A/c 87003	DD10	£26.65	16501/Ac8700325179 1-30Sep24
10/23/2024	SSE Energy Solutions A/c 87003	DD11	£16.59	16500/Ac8700326921 1-30Sep
10/23/2024	SSE Energy Solutions A/c 87003	DD12	£1,171.70	16502/Ac8700334262 1-30Sep24
10/26/2024	IMPREST A/C	Transfer	£8.00	HSBC Current Account
10/26/2024	HSBC Total Charges to 4Oct24	DR	£21.02	HSBC Total Charges to 4Oct24
10/28/2024	British Gas Lite A/c BGL490637	DD13	£12.62	16524/BGL490637 12Sep-12Oct
10/28/2024	Biffa Waste Services Ltd	DD14	£426.00	16459/Waste disposal Sep2024
Total Payments			£69,671.98	

WALTHAM ABBEY TOWN COUNCIL
IMPREST A/C

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
10/1/2024	Advanced Vision Surveillance	Std Ord	£837.75	AVS-CCTV Mntnce Agreement
		Total Payments	<u>£837.75</u>	

Enclosure Number *b*

Date:20/11/2024

WALTHAM ABBEY TOWN COUNCIL

Page 1

Time: 12:34

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - CURRENT BANK A/C

User: RLB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CURRENT A/C	31/10/2024	843	2,500.00
MONEY MANAGER A/C	31/10/2024	822	203,223.10
			<u>205,723.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>205,723.10</u>
<u>Unpresented Receipts (Plus)</u>			
31/10/2024 2093		158.37	<u>158.37</u>
			<u>205,881.47</u>
		Balance per Cash Book is :-	205,881.47
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Enclosure Number 7

Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024	514	1,000.97
			<u>1,000.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.97
		Balance per Cash Book is :-	1,000.97
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Commercial Card	31/10/2024		-467.82
			<u>-467.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-467.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-467.82
		Balance per Cash Book is :-	-467.82
		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 November 2024

Account name: **WALTHAM ABBEY TOWN COUNCIL**
Account number: **PS3078578-001**
Statement period: **30/09/2024 to 31/10/2024**

Account summary

Total valuation as at 31 October 2024 **£601,496.03**
Total valuation as at last statement at 30 September 2024 **£206,609.67**

Holdings as at 31 October 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	601,496.0300	£1.00	£601,496.03
Total value			£601,496.03

Transactions for the period from 30 September 2024 to 31 October 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/10/2024	Income Reinvestment	886.3600	£1.0000	£886.36
14/10/2024	Deposit	474,000.0000	£1.0000	£474,000.00
31/10/2024	Withdrawal	-80,000.0000	£1.0000	-£80,000.00

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, 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 4.94% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Sep 2024	02/10/2024	Reinvestment	£886.36	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. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at 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. 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.

LARSEN RECREATION GROUND

Charity Number 277632

Income & Expenditure 2023/24

Expenditure	£
Salaries	17420
Rates	230
Utilities	587
Waste Disposal etc	936
Property Maintenance	11586
Ground Maintenance	7698
Equipment Maintenance	395
Legal Fees	0
Depot Overhead	5378
Admin Staff re-allocation	13533
Admin re-allocation	10166
Def'd grants to offset	400
Depreciation	4091
Total	71620
Income	
Rents	10002
Games Fees	5675
Charity Investment Income	0
Insurance Claims Rec'd	
Total	15677
Excess of Expenditure over Income	55943

Enclosure Number 9,

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 Larsen Rec Ground							
1003 RENT - TENNIS CLUB	40	0	0	0			0.0%
1004 RENT - ROCHFORD	4,800	0	5,000	5,000			0.0%
1005 RENT - LARSEN CLUB	9,950	9,950	10,000	50			99.5%
1020 DRESSING ROOMS	96	66	500	434			13.2%
1021 FOOTBALL FEES	1,596	5,609	1,000	(4,609)			560.9%
1024 BOWLS FEES	52	52	52	0			100.0%
Larsen Rec Ground :- Income	16,534	15,677	16,552	875			94.7%
4011 RATES	233	230	260	30		30	88.6%
4012 WATER	287	344	800	456		456	43.0%
4014 ELECTRICITY	369	242	500	258		258	48.3%
4017 WASTE DISPOSAL	954	936	750	(186)		(186)	124.8%
4036 MAINTENANCE - PROPERTY	2,667	11,586	5,000	(6,586)		(6,586)	231.7%
4037 MAINTENANCE - GROUNDS	4,063	7,698	4,000	(3,698)		(3,698)	192.4%
4042 EQUIPT MAINTENANCE	323	395	550	155		155	71.8%
4056 LEGAL FEES	2,278	0	0	0		0	0.0%
5000 DEPOT OVERHEAD REALLOCATION	5,689	5,378	0	(5,378)		(5,378)	0.0%
5001 ADMIN STAFF REALLOCATION	10,587	13,533	0	(13,533)		(13,533)	0.0%
5002 ADMIN REALLOCATION	7,729	10,166	0	(10,166)		(10,166)	0.0%
5050 DEPOT SALARY REALLOCATION	12,193	17,420	14,028	(3,392)		(3,392)	124.2%
5998 DEF'D GRANTS TO OFFSET DEPR'N	(400)	(400)	0	400		400	0.0%
5999 DEPRECIATION CHARGED	4,091	4,091	0	(4,091)		(4,091)	0.0%
Larsen Rec Ground :- Indirect Expenditure	51,064	71,620	25,888	(45,732)	0	(45,732)	276.7%
Net Income over Expenditure	(34,530)	(55,943)	(9,336)	46,607			
Grand Totals:- Income	16,534	15,677	16,552	875			94.7%
Expenditure	51,064	71,620	25,888	(45,732)	0	(45,732)	276.7%
Net Income over Expenditure	(34,530)	(55,943)	(9,336)	46,607			
Movement to/(from) Gen Reserve	(34,530)	(55,943)					