

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 27th April, 2016 at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors Mrs A. Chapman, G. Gardiner, Mrs B Hallett B.
 Kennewell (Chairman of Committee)

In attendance: Clerk Mrs M Saunders

132 Apologies for Absence

Apologies were received and accepted from Cllr. S Berlyn.

133 Declarations of Interest

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they knew they had in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they became aware of the interest. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they had not previously notified her about it. Members have dispensations to speak about the DCA and the Precept.

Cllr Mrs April Chapman declared an interest in payment for the plants for the flowerbed outside the Pavilion (Minute) 136.1 refers.

134 Public Question Time

No Members of the Public were present.

135 Minutes of the Meeting held on 24th February, 2016

RESOLVED: that the Minutes of the Meeting held on 24th February, 2016 be approved and signed as a correct record..

136 Financial Documents

136.1 Approval of payments from 24th February until the date of meeting in the sum of £11,627.84 for March and £17095.87 for April. March payments had been ratified by Cllr Kennewell on Thursday 24th March, 2016. April payments will be ratified on Thursday 28th April, 2016. (Appendix I)

The Clerk wished it noted that the investigative work to the showers at the Sports and Social Centre had been completed and the payment had been passed. The Clerk had sought a price for reinstatement works. The quote received was £1395.00 plus VAT together with the investigative quote which was £295.00 plus VAT these figures were within the authorised budget given to the Clerk by the Facilities Committee on the 13th April Minute 93.6.6. refers. Members were unanimous in that the Clerk should continue with the reinstatement works. The Clerk did inform the Committee that this price was if the timbers could be dried out.

The Clerk also wished it noted that regarding the roof repair for the Sports and Social Centre there will be an additional charge for isolating the Solar Panels to make safe working practices for the contractor employed by the Parish Council.

RESOLVED: that a) the payments from 24th February, 2016 to the date of the meeting be approved by Cllr Kennewell on the dates as shown/ .
b) that the Clerk continues with the reinstatement works at a cost of £1395.00 plus VAT

136.2 Reconciliation sheet to 31st March, 2016

Cllr G Gardiner confirmed that the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements for the 31st March, 2016..

RESOLVED: that all Monies were correct at bank. (Appendix ii)

136.4 Debtors more than 3 months

There were none at present..

RESOLVED: that the information be noted.

136.5 Receipts

These were circulated for February and March, 2016. See (Appendix iii).

RESOLVED: that this information be noted.

136.6 On Line Banking

The Clerk now had Cllrs Mrs April Chapman and Cllr Gary Gardiner signed up as dual authorisation for on-line banking. The Clerk was trying to get Mandate Change forms so that the signatories could be changed.

RESOLVED: that the information be noted.

136.7 Business Rates

The Clerk had circulated information from Chelmsford City Council and National Association of Local Councils regarding Business Rates.

RESOLVED: that the information be noted.

136.8 End of Year Documentation

The Clerk circulated details of the end of year information which had been prepared on Thursday 21st April, 2016. Members thought that there should be £10,000 in the Neighbourhood Plan earmarked budget the Clerk would move £5,000 from General Reserve to this budget head. The Clerk drew to the attention of the Committee that the Annual Return had been changed and it would be necessary at the 13th June meeting to ratify Section 1 before moving on to Section 2. The internal auditor would be visiting on Tuesday 3rd May, 2016.

RESOLVED: that the information be noted.

137. Request for Additional Funding from Committees

None were requested.

138 Information Technology

The Clerk had heard from the Information Technology Company and the migration of the emails to the Cloud would be carried out on Friday 6th May from 2 p.m. to update over the weekend ready for Monday. The server would be worked on remotely on Friday 13th May, 2016 and would manually be replaced during the following week. Members to note that there could be some disruption to email over this time.

RESOLVED: that the information be note

139 Training

The Assistant Clerks would be completing some refresher First Aid Courses when the dates become available.

RESOLVED: that the information be noted.;

139 Danbury Times

The Clerk reported that there had been a problem with the Danbury Times the figures on the graphs had been incorrectly transferred. The printer had offered a £100 discount on the next edition of the Danbury Times. The clerk had received 2 enquiries regarding the graphs. Members to consider before February 2017 if the figures could be presented differently. Clerk to bring this item back to a later meeting.

RESOLVED: a) that the information be noted and b) that members to consider if the figures could be presented differently for the next Annual Report. The Clerk to bring back to a later meeting.

140 Matters for Report

.The Clerk reported that the current debit card was being changed to a Barclaycard. The statement would be received monthly and paid in one lump sum. There were no other matters for report.

141 Dates of Meetings for 2016 ,

Wednesday 25th May, Monday 13th June, Parish Council to ratify accounts 29th June, 27th July,

No Meeting in August, 28th September, 26th October, 30th November, Tuesday 13th December

142 Exclusion of Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

143 DCA

Members were informed that the DCA all rent was paid up to date.

RESOLVED: that the information be noted.

144 Staff

The Clerk circulated at the meeting a comment from the Annual Parish Meeting. Members and the Clerk composed a reply.

RESOLVED: that the Clerk write back accordingly.

The meeting closed at 8.40 p.m.

Cllr B Kennewell Chairman

.....
Signed

.....
Date

APPENDIX I RESOURCES 27.4.2016

Date: 19/04/2016

Danbury Parish Council 2015/16

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 12

RESOURCES 27.4.2016 AGENDA ITEM 5.

Payments for Month 12				Nominal Ledger				
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
15/03/2016	The National Trust	107109	250.00			4254 401	250.00	Lease Eves Corner
15/03/2016	J M Sewell	107110	585.00			4186 304	270.00	Various
						4166 304	60.00	Various
						4060 302	180.00	Various
						4140 303	75.00	Various
15/03/2016	RCCE	107111	60.00		10.00	4254 401	50.00	Village Hall Membership
15/03/2016	NALC	107112	17.00			4254 401	17.00	LCR Sub
15/03/2016	Petty Cash	107113	150.00			4272 401	150.00	Petty Cash
15/03/2016	Clerks & Councils Direct	BACS194	12.00			4254 401	12.00	Clerks and Council
15/03/2016	Blackwater Land(P H Williams)	BACS195	145.00			4168 304	145.00	Green Cutting
15/03/2016	Hyde Lane Service Station	BACS196	55.00		9.17	4203 305	45.83	Petrol
15/03/2016	CRS Pitchcare	BACS197	360.05			4158 304	360.05	Monthly Payment
15/03/2016	Danbury Fencing Limited	BACS198	163.90		27.32	4162 304	136.58	Frettons fence repair
15/03/2016	Ecolclean Services	BACS199	208.80		34.80	4010 201	174.00	Bus Shelter Cleaning
15/03/2016	Veolia	BACS200	52.13		8.69	4100 303	43.44	Trade refuse
15/03/2016	Upstairs Downstairs Ltd	BACS201	144.00		24.00	4270 401	120.00	Office cleaning
15/03/2016	Essex Ass of Local Councils	BACS202	35.00			4351 403	35.00	Police conference
15/03/2016	Danes of Colchester Ltd	BACS203	15.44		2.57	4135 303	12.87	Overall Cleaning
15/03/2016	Barclaycard Business	DDR	169.20		28.20	4240 307	141.00	Litter Bins Liners
15/03/2016	Barclaycard Business	DDR	157.90		26.32	4012 201	131.58	Compost
15/03/2016	Barclaycard Business	DDR	106.00			4272 401	106.00	Stamps
15/03/2016	Barclaycard Business	DDR	31.50			4272 401	31.50	Stamps
15/03/2016	British Telecom	DDR	79.05		13.18	4266 401	65.87	Telephone
15/03/2016	Lodge Information Systems Ltd	DDR	58.80		9.80	4266 401	49.00	Broadband
15/03/2016	02	DDR	18.00		3.00	4120 303	15.00	Mobile Phone
15/03/2016	EON	DDR	8.93		0.43	4063 302	8.50	Lighting Pillar
15/03/2016	EON	DDR	90.38		4.30	4105 303	86.08	Tractor shed electric
15/03/2016	Acumen Wages Service	DDR	24.00		4.00	4257 401	20.00	Wages Service
15/03/2016	Essex and Suffolk Water	DDR	48.18			4130 406	48.18	Water Allotments
15/03/2016	Essex and Suffolk Water	DDR	195.48		32.58	4130 406	162.90	Water Hall and Premises
21/03/2016	Cancer Research UK	107114	100.00			4350 403	100.00	In Memory of Mike Wood
21/03/2016	April Chapman	107115	58.16			4012 201	58.16	Money for Trees
21/03/2016	H M Reveue & Customs	107116	1,274.47			4411 405	1,274.47	Tax and Ni March 2016
21/03/2016	Acumen Wages Service	DDR	4,846.85			4402 405	659.49	Acuemen Wages Service
						4401 405	779.92	Acuemen Wages Service
						4115 405	33.30	Acuemen Wages Service
						4403 405	1,672.33	Acuemen Wages Service
						4400 405	1,701.81	Acuemen Wages Service

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/03/2016	Essex Pension Fund	BACS204	1,642.48			4410 405	1,642.48	Pensions March, 2016
1/03/2016	Office Is Limited	BACS205	13.74		2.29	4256 401	11.45	Stationery
2/03/2016	Dale Hire	BACS206	177.00		29.50	4158 304	147.50	Hire of roller
1/03/2016	Upstairs Downstairs Ltd	BACS207	180.00		30.00	4916 901	150.00	Office Cleaning
1/03/2016	Danbury Mission	BACS208	94.20		15.70	4162 304	78.50	Refund Football
1/03/2016	H M Reveue & Customs	107116	0.20			4411 405	0.20	Cheque 20 p difference
Total Payments for Month			11,627.84	0.00	315.85		11,311.99	
Balance Carried Fwd			17,588.65					
Cash Book Totals			29,216.49	0.00	315.85		28,900.64	

Payments for Month 1

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
13/04/2016	First Responders	107117	250.00			4350 403	250.00	Donation form Chairmas Fund
26/04/2016	Mrs A Chapman	107119	201.73		15.99	4928 901	185.74	Plants for flowerber
26/04/2016	J M Sewell	107118	240.00			4186 304	240.00	Hedging
26/04/2016	Ernest Does & Sons Ltd	BACS1	73.29		12.22	4166 304	61.07	Parts
26/04/2016	Danes of Colchester Ltd	BACS2	10.94		1.82	4135 303	9.12	Overall Cleaning
26/04/2016	Ricoh UK Limited	BACS3	11.66		1.94	4274 401	9.72	Printer
26/04/2016	Blackwater Land(P H Williams)	BACS4	145.00			4168 304	145.00	Greens
26/04/2016	The Printing Place	BACS5	652.00			4300 402	652.00	Danbury Times
26/04/2016	Lodge Information Systems Ltd	BACS6	96.00		16.00	4250 401	80.00	Back Up
26/04/2016	Essex Ass of Local Councils	BACS7	778.19			4254 401	778.19	Fees
26/04/2016	Ecolclean Services	BACS8	208.80		34.80	4010 201	174.00	Bus shelter cleanin
26/04/2016	Veolia	BACS9	65.16		10.86	4100 303	54.30	Trade Waste
26/04/2016	Stealth Security	BACS10	1,379.36		229.89	4171 304	1,149.47	CCTV
26/04/2016	Bakers of Danbury	BACS11	1,218.00		203.00	4244 308	1,015.00	Works Old Pavilion
26/04/2016	Hyde Lane Service Station	BACS12	33.06		5.51	4203 305	27.55	Fuel
26/04/2016	H M Reveue & Customs	BACS13	1,432.01			4411 405	1,432.01	Tax and Ni April 2016
26/04/2016	Essex Pension Fund	BACS14	1,702.85			4410 405	1,702.85	Pensions April 201
26/04/2016	Upstairs Downstairs Ltd	BACS15	144.00		24.00	4270 401	120.00	Office cleaning April 2016
26/04/2016	Acumen Wages Service	BACS16	48.00		8.00	4257 401	40.00	On Line Filing
26/04/2016	Acumen Wages Service	SO	24.00		4.00	4257 401	20.00	Payroll Bureaux
26/04/2016	Office Is Limited	BACS17	36.52		6.09	4256 401	30.43	Stationery
26/04/2016	CRS Pitchcare	BACS18	466.66			4158 304	466.66	Cricket Wicket
26/04/2016	Ricoh UK Limited	BACS19	286.87		47.82	4274 401	239.05	Printer and Photocopier
26/04/2016	Clearwater Technology Ltd	BACS20	480.00		80.00	4156 304	400.00	Legionella Tank Bowling Club
26/04/2016	Complete Construction	BACS21	894.00		149.00	4230 306	745.00	Apex DCA
26/04/2016	R J Roe & Sons Ltd	BACS22	138.00		23.00	4130 406	115.00	Septic Tank Emptying
26/04/2016	Danbury Community Association	BACS23	149.50			4301 402	149.50	Teas and Coffees/APM
26/04/2016	Complete Construction	BACS24	354.00		59.00	4230 306	295.00	Apex DCA
26/04/2016	Directa	BACS25	90.00		15.00	4156 304	75.00	Signs Part Order
26/04/2016	EON	DDR	81.35		3.87	4105 303	77.48	Robins Nest electricity
26/04/2016	02	DDR	18.23		3.04	4120 303	15.19	Mobile Phone
26/04/2016	EON	DDR	2.56		0.12	4063 302	2.44	Feedar Pillar
26/04/2016	British Telecom	DDR	77.22		12.87	4266 401	64.35	Telephone
26/04/2016	Barclaycard Business	DDR	169.20		28.20	4240 307	141.00	Litter Bin Liners
26/04/2016	Barclaycard Business	DDR	4.95			4244 308	4.95	Signs Old Pavilion
26/04/2016	Barclaycard Business	DDR	14.95			4256 401	14.95	Wallfets New Neighbour packs
26/04/2016	Barclaycard Business	DDR	27.50			4272 401	27.50	Stamps
26/04/2016	Acumen Wages Service	DDR	4,787.85			4401 405	785.68	Wages service
						4402 405	663.49	Wages service
						4403 405	1,654.91	Wages service

Date: 26/04/2016

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Cash Book 1

User: MAS

Barclays Current A/c

For Month No : 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4400 405	1,683.77	Wages service
26/04/2016	Essex and Suffolk Water	DDR	195.48			4130 406	195.48	Hall and Premises
26/04/2016	Essex and Suffolk Water	DDR	48.18			4130 406	48.18	Water Allotments
26/04/2016	Lodge Information Systems Ltd	DDR	58.80		9.80	4266 401	49.00	Broadband
Total Payments for Month			17,095.87	0.00	1,005.84		16,090.03	
Balance Carried Fwd			662.18					
Cash Book Totals			17,758.05	0.00	1,005.84		16,752.21	

FEBRUARY RECONCILIATION

Bank Reconciliation Statement as at: 29/02/2016 for Cash Book 1 Barclays Current A/c

RESOURCES 27.4.2016 AGENDA ITEM 5

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current A/c	29/02/2016	4	12,115.95
			<u>12,115.95</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
20/01/2016 107103	J M Sewell		50.00
10/02/2016 107104	Door-Check		468.00
10/02/2016 107105	Complete Construction		1,530.00
16/02/2016 107106	H M Reveue & Customs		1,274.67
22/02/2016 107107	Essex Playing Fields Ass		40.00
22/02/2016 107108	Aerial Contractors Southern		427.54
			<u>3,790.21</u>
			8,325.74
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			8,325.74
		Balance per Cash Book is :-	8,325.74
		Difference is :-	0.00

Bank Reconciliation Statement as at: 29/02/2016 for Cash Book 3 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cash in Hand	29/02/2016		58.73
			<hr/> 58.73
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			58.73
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			58.73
		Balance per Cash Book is :-	58.73
		Difference is :-	0.00

Petty Cash 2015/2016

Date	Details	Voucher No.	Office Supplies	G'mans Supplies	Other	VAT	Gross	Receipts	Balance
									106.96
7.4.15	Milk & toile	1					4.49		102.47
9.4.15	Glue	2					1.49		100.98
17.4.15	Milk	3					0.61		100.37
17.4.15	Cups & bat	4					2.97		97.4
17.4.15	Birthday Ca	5					2		95.4
21.4.15	Spoons	6					2.16		93.24
23.4.15	Supplies	7					15.63		77.61
23.4.15	Memory St	8					10		67.61
23.4.15	Napkins	9					0.99		66.62
29.4.15	Solicitors F	10					5		61.62
29.4.15	Material lo	11					20		41.62
							Sub total		65.34
8.5.15	Bins	12					11.98		29.64
13.5.15	Soap	13					2		27.64
14.5.2015,	Toilet Pape	14					6.13		21.51
15.5.2015	Flowers	15					25		-3.49
23.5.2015	Logo	16					30		-33.49
							Sub Total		75.11
31.5.2015								150	116.51
2.6.2015	Sweets 50t	17					7.5		109.01
2.6.2015	Coffee etc	18					7.43		101.58
3.6.2015	Train Fare	19					31.8		69.78
10.6.2015	Sandwiche	20					15		54.78
10.6.2015	Food Ecc	21					3.73		51.05
10.6.2015	Phone Case	22					4.99		46.06
10.6.2015	Orange Jui	23					1.3		44.76
11.6.2015	Special Del	24					7.25		37.51
18.6.2015	Supplies	25					7.29		30.22
23.6.2015	Battery Mil	26					3.63		26.59
26.6.2015	Minutes	27					5.4		21.19
26.6.2015	BinBags etc	28					4		17.19
							Sub Total		99.32
30.6.2015								150	167.19
7.7.2015	Food JT	29					26.12		141.07
8.7.2015	Sandwiche	30					30		111.07
13.7.2015	Postage TC	31					7.25		103.82
15.7.2015	toilet Rolls	32					3.99		99.83
16.7.2015	Coffee Tea	33					5.52		94.31
23.7.2015	Mugs	34					12		82.31
29.7.2015	Washing up	35					1.05		81.26
							85.93		
4.8.2015	Bags	36					2		79.26
21.8.2015	Supplies	37					9.51		69.75

25.2.2016 Car Parking

77

Sub total

3.5
17.92

58.73

Bank Reconciliation Statement as at: 29/02/2016 for Cash Book 6 Nat West Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30/05/2015	29/02/2016		31,332.57
			<u>31,332.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>31,332.57</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>31,332.57</u>
		Balance per Cash Book is :-	31,332.57
		Difference is :-	0.00

Bank Reconciliation Statement as at: 29/02/2016 for Cash Book 8 Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Active Business Saver	29/02/2016	19	169,624.89
			<hr/> 169,624.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			169,624.89
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			169,624.89
		Balance per Cash Book is :-	169,624.89
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/03/2016 for Cash Book 1 Barclays Current A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current A/c	31/03/2016	4	19,647.68
			<u>19,647.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/02/2016 107107 Essex Playing Fields Ass		40.00	
15/03/2016 107109 The National Trust		250.00	
15/03/2016 107112 NALC		17.00	
15/03/2016 107113 Petty Cash		150.00	
21/03/2016 107114 Cancer Research UK		100.00	
21/03/2016 107115 April Chapman		58.16	
21/03/2016 107116 H M Reveue & Customs		1,274.47	
			<u>1,889.63</u>
			17,758.05
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			17,758.05
		Balance per Cash Book is :-	17,758.05
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/03/2016 for Cash Book 3 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cash in Hand	31/03/2016		36.26
			<hr/> 36.26
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			36.26
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			36.26
		Balance per Cash Book is :-	36.26
		Difference is :-	0.00

				150	219.75
			Sub total	11.51	
9.9.2015	Milk	38		0.61	219.14
22.9.2015	Tea Bags	39		2.29	216.85
24.9.2015	Toilet Rolls	40		10.93	205.92
28.9.2015	Parking EAl	41		2.4	203.52
28.9.2015	Alan Keeler	42		5	198.52
			Sub total	21.23	
2.10.2015	Postage	43		1.68	196.84
7.10.2015	Trays	44		5.8	191.04
12.10.2015	Contact Mæ	45		3	188.04
20.10.2015	Supplies	46		7.07	180.97
28.10.2015	Travel SB	47		21.2	159.77
29.10.2015	Add key	48		3.49	156.28
			Sub Total	42.24	
14.11.2015	Supplies	49		17.58	138.7
17.11.2015	Toilet Brusl	50		1.5	137.2
24.11.2015	Car Parking	51		2	135.2
27.11.2015	Bin Bags	52		2	133.2
29.11.2015	Stationery	53		11.09	122.11
			Sub total	34.17	
9.12.2015	soap	54		0.99	121.12
3.12.2015	RA Course	55		3.5	117.62
5.12.2015	Cups	56		3	114.62
5.12.2015	2 x parking	57		7	107.62
			Sub total	14.49	
15.12.2015	Pspoons	58		1	106.62
16.12.2015	Coffee	59		2	104.62
17.12.2015	Toilet Roll	60		3	101.62
22.12.2015	Sugar	61		0.45	101.17
			Sub Total	6.45	
6.1.2016	Get Well ca	62		2	99.17
11.1.2016	Cups & dia	63		3	96.17
14.1.2016	Plastic Spor	64		1	95.17
14.1.2016	Toilet Pape	65		3.92	91.25
19.1.2016	Tea and Mi	66		3.98	87.27
20.1.2016	Soap	67		2	85.27
22,1.2016	Milk Coffe l	68		7.12	78.15
28.1.2016	Black bin B.	69		1.5	76.65
			Sub Total	24.52	
2.2.2016	Hand Soap	70		2	74.65
2.2.2016	Car Parking	71		2.4	72.25
2.2.2016	Car Parking	72		2	70.25
10.2.2016	Milk	73		0.61	69.64
12.2.2016	Toilet Roll €	74		4.02	65.62
16.2.2016	Car Parking	75		2.4	63.22
23.2.2016	Milk	76		0.99	62.23

25.2.2016	Car Parking	77		3.5	58.73
			Sub total	17.92	
15.3.2016	Provisions	78		12.81	45.92
23.3.2016	Cards	79		7.25	38.67
24.3.2016	Soap	80		1	37.67
29.3.2016	Sugar	81		0.8	36.87
30.3.2016	Milk	82		0.61	36.26
			Sub total	22.47	

Bank Reconciliation Statement as at: 31/03/2016 for Cash Book 6 Nat West Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30/05/2015	31/03/2016		31,333.63
			<u>31,333.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>31,333.63</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>31,333.63</u>
		Balance per Cash Book is :-	31,333.63
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/03/2016 for Cash Book 8 Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Active Business Saver	31/03/2016	19	150,000.89
			<hr/> 150,000.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			150,000.89
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			150,000.89
		Balance per Cash Book is :-	150,000.89
		Difference is :-	0.00

Date: 15/03/2016

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Barclays Current A/c

For Month No : 11

APPENDIX III RESOURCES 27.4.2016

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	25,131.43				25,131.43	
	Banked on : 03/02/2016	3,808.75					
15.16.81	DCA	3,808.75			1108 101	3,808.75	Rent Oct Nov December
	Banked on : 03/02/2016	49.50					
15.16.80	Danbury and Bicknacre Football	49.50		8.25	1109 101	41.25	Football Rent Received
	Banked on : 04/02/2016	94.20					
16.16.74	Daen Ingus	94.20		15.70	1109 101	78.50	Football rent Received
	Banked on : 04/02/2016	15.00					
14.15.36	Intel	15.00		2.50	1109 101	12.50	Meeting Room Hire
	Banked on : 04/02/2016	47.10					
15.16.75	Danbury Mission	47.10		7.85	1109 101	39.25	Football Rent Received
	Banked on : 05/02/2016	25.00					
15.16.78	Lucky Dog Training	25.00			1113 101	25.00	Hire of Field
	Banked on : 17/02/2016	18.00					
15.16.70	Adoption UK	18.00		3.00	1091 101	15.00	Meeting Room Hire
	Banked on : 23/02/2016	47.10					
15.16.73	Focus Ferrers Football Club	47.10		7.85	1109 101	39.25	Football Rent Received
	Banked on : 25/02/2016	18.00					
14.15.36	Intel	18.00		3.00	1091 101	15.00	Meeting Room Booking
	Banked on : 29/02/2016	33.00					
15.16.77	Woodham Radars	33.00		5.50	1109 101	27.50	Football Rent Received
Total Receipts for Month		4,155.65	0.00	53.65		4,102.00	
Cash Book Totals		29,287.08	0.00	53.65		29,233.43	

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	8,325.74					8,325.74	
	Banked on : 10/03/2016	16.50						
5.16.85	Woodham Radars	16.50		2.75	1109	101	13.75	Football Rent
	Banked on : 15/03/2016	19,624.00						
	Business Saver Account	19,624.00			200		19,624.00	Top up current account
	Banked on : 15/03/2016	775.29						
Insurance	Came and Company	775.29			512	101	775.29	Insurance Refund
	Banked on : 15/03/2016	141.30						
Over Pay	Danbury Mission	141.30		23.55	1109	101	117.75	Football Rent
	Banked on : 17/03/2016	40.00						
5.16.82	Lucky Dog Training	40.00			1113	101	40.00	Field Hire
	Banked on : 23/03/2016	94.20						
00571	William De Ferrers F C	94.20		15.70	1109	101	78.50	Football Rent
	Banked on : 29/03/2016	58.16						
Grant	Chelmsford City Council	58.16			1125	101	58.16	Tree Grant
	Banked on : 31/03/2016	141.30						
5.16.87	Danbury Mission	141.30		23.55	1109	101	117.75	Football Rent
Total Receipts for Month		20,890.75	0.00	65.55			20,825.20	
Cash Book Totals		29,216.49	0.00	65.55			29,150.94	

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Cash Book 1

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Barclays Current A/c

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	8,325.74				8,325.74	
	Banked on : 15/03/2016	19,624.00					
	Business Saver Account	19,624.00			200	19,624.00	Top up current account
	Banked on : 15/03/2016	775.29					
Insurance	Came and Company	775.29			512 101	775.29	Insurance Refund
Total Receipts for Month		20,399.29	0.00	0.00		20,399.29	
Cash Book Totals		<u>28,725.03</u>	<u>0.00</u>	<u>0.00</u>		<u>28,725.03</u>	