



### **21.2 Reconciliation sheet to 31<sup>st</sup> May, 2016**

Cllr Mrs Chapman 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 31<sup>st</sup> May, 2016.

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

### **21.3 Debtors more than 3 months**

Members to note that a cheque had to be represented with a charge of £2.00 to the Parish Council which was unanimously agreed that the Parish Council pay.

RESOLVED: that a) the information be noted b) that the Parish Council pay the charge for the cheque to be represented..

### **21.4 Receipts**

These were circulated for May, 2016. See Appendix iii.

RESOLVED: that this information be noted.

### **21.5 On Line Banking**

The Clerk had not heard anything from the investment company as yet but was chasing the situation. .

RESOLVED: that the information be noted, .

### **21.6 Budgets**

An up to date budget sheet was circulated. The Clerk needs to clarify with the accounts package provider the sum which was put into the wrong budget.

RESOLVED: that the information be noted.

### **21.7 VAT**

The Clerk and the Chairman of the Committee gave an update regarding VAT.

RESOLVED: that the Clerk rechecks the information on page 1 prior to the Parish Council Meeting on the 13<sup>th</sup> June, 2016.

### **21.8 Insurance**

During the renewal of the Insurance Contract the Clerk had noticed that terrorism had not been included on the current Insurance Policy. The Clerk had circulated extracts from the leases. Members agreed to pay for the terrorism cover until the renewal on 1<sup>st</sup> October, 2016 and for this to be included in the new policy.

RESOLVED: that the Clerk pay for the current terrorism insurance until the end of the contract and ensure that it is included in the new policy,

### **22 Request for Additional Funding from Committees**

None were requested.

RESOLVED: that the information be noted.

### **23 Information Technology**

There had been a few problems with the transfer to the new server and currently two servers are running alongside each other. The Clerk was going to query about running the telephone system through the computers. She thought it might be prudent to have them separate. Members thought that she should ask the current IT provider what the costs were for the telephones through BT. The Clerk would discuss this with the provider.

RESOLVED: that the information be noted and the Clerk negotiate regarding the telephone system.

**24 Training**

Cllr Paul Sutton was unable to complete 2<sup>nd</sup> Councillor Training Day due to a road accident. He has been booked on Law and Procedures Course in September.  
RESOLVED: that the information be noted.

**25 Danbury Times**

The Danbury Times is due to delivered on the 14<sup>th</sup> July. Cllr Mrs Chapman would distribute as usual.  
RESOLVED: that the information be noted.

**26 Matters for Report**

There were no matters for report.

**27 Dates of Meetings for 2016 ,**

Wednesday 27<sup>th</sup> July, No Meeting in August, 28<sup>th</sup> September, 26<sup>th</sup> October, 30<sup>th</sup> November, Tuesday 13<sup>th</sup> December

**28 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.

**29 DCA**

Future plans regarding DCA Lease need to be discussed at Parish Council.  
RESOLVED: that the DCA Lease be put on Parish Council Agenda.

**30 Staff**

Members wished that the staff were thanked for their patience regarding the installation of the new server and email system which had caused disruption to the office.

The meeting closed at 8.30 p.m.

Cllr B Kennewell Chairman

.....  
Signed

.....  
Date

Date: 28/06/2016

Danbury Parish Council 2016/17

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Time: 15:38

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
16/06/2016	Mrs A Chapman	107121	56.94		9.49	4928 901	47.45	Plants for Project Danbury
16/06/2016	Barclaycard Business	DDR	4.49			4272 401	4.49	Toilet Rolls
16/06/2016	Rigby Taylor Group	BACS50	1,003.00		167.17	4430 406	835.83	Grass Seed
16/06/2016	Veolia	BACS51	66.48		11.08	4100 303	55.40	Refuse Collection
16/06/2016	Blackwater Land(P H Williams)	BACS52	290.00			4168 304	290.00	Green Cutting
16/06/2016	Hyde Lane Service Station	BACS53	57.80		9.63	4203 305	48.17	Petrol
16/06/2016	Ernest Does & Sons Ltd	BACS54	7.94		1.32	4166 304	6.62	Parts robin
16/06/2016	Upstairs Downstairs Ltd	BACS55	144.00		24.00	4270 401	120.00	Cleaning
16/06/2016	CRS Pitchcare	BACS56	466.66			4158 304	466.66	Cricket Wicket
16/06/2016	Ecolclean Services	BACS57	208.80		34.80	4010 201	174.00	Bus Shelter Cleaning
16/06/2016	Home Choose	BACS58	1,422.00		237.00	4244 308	1,185.00	Carpet Old Pavilion
16/06/2016	Mrs H Mayes	BACS59	75.00			4408 405	75.00	Glasses
16/06/2016	Danes of Colchester Ltd	BACS60	21.88		3.65	4135 303	18.23	Overall Cleaning
16/06/2016	The Play Inspection Co	BACS61	90.00		15.00	4176 304	75.00	Annual Play Inspection
16/06/2016	Panther	BACS62	1,194.00		199.00	4156 304	995.00	Alarm Robins Nest
16/06/2016	H M Reveue & Customs	BACS63	1,505.77			4411 405	1,505.77	Tax an Ni June
16/06/2016	Acumen Wages Service	SO	24.00		4.00	4257 401	20.00	Payroll Bureaux
16/06/2016	Acumen Wages Service	DDR	4,911.12			4401 405	807.04	Acumen Wages Service
						4402 405	681.56	Acumen Wages Service
						4403 405	1,696.57	Acumen Wages Service
						4400 405	1,725.95	Acumen Wages Service
16/06/2016	SP Bardwell	BACS64	1,728.00		288.00	4184 304	1,440.00	Path to Bowling club
16/06/2016	Rigby Taylor Group	BACS65	10,440.72		1,740.12	4902 901	8,700.60	Vertidrainng etc
16/06/2016	British Telecom	DDR	83.86		13.98	4266 401	69.88	Telephone
16/06/2016	Lodge Information Systems Ltd	DDR	69.00		11.50	4266 401	57.50	Broadband etc
16/06/2016	EON	DDR	7.74		0.37	4063 302	7.37	Electricity Lighting Pillar
16/06/2016	EON	DDR	40.70		1.94	4105 303	38.76	Electrcity Robins Nest
16/06/2016	Essex and Suffolk Water	DDR	195.48			4130 406	195.48	Water Hall and Premises
16/06/2016	02	DDR	18.23		3.04	4120 303	15.19	Mobile Phone
16/06/2016	Essex and Suffolk Water	DDR	48.18			4130 406	48.18	Water Allotments
16/06/2016	Essex Pension Fund	BACS66	1,745.13			4410 405	1,745.13	Pensions June, 2016
21/06/2016	National Society of Allotment	107123	66.00		11.00	4050 301	55.00	Subscription
21/06/2016	RCCE	BACS67	96.00		16.00	4254 401	80.00	Subscription
21/06/2016	Anglian Water	BACS68	516.99			4130 406	516.99	Sewage Hall & Premises
28/06/2016	Clearwater Technology Ltd	BACS69	397.20		66.20	4156 304	331.00	Legionella Risk Assessment
28/06/2016	Lodge Information Systems Ltd	BACS70	864.00		144.00	4250 401	720.00	Online Back Up
28/06/2016	Danbury Electrical Services Lt	BACS71	570.00		95.00	4902 901	475.00	LED Bollards

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 3

Receipts for Month 3

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 :	15,608.95				15,608.95	
	Banked on :	0.00					
			0.00			0.00	
Total Receipts for Month		0.00	0.00	0.00		0.00	
	Balance Carried Fwd	12,828.16					
	Cash Book Totals	<u>28,437.11</u>	<u>0.00</u>	<u>0.00</u>		<u>28,437.11</u>	

Bank Reconciliation Statement as at: 31/05/2016 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	31/05/2016	4	15,909.89
			<u>15,909.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/04/2016 BACS2 Danes of Colchester Ltd		10.94	
11/05/2016 BSACS34 Blackwater Land(P H Williams)		290.00	
			<u>300.94</u>
			15,608.95
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			15,608.95
		<b>Balance per Cash Book is :-</b>	<b>15,608.95</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Bank Reconciliation Statement as at: 31/05/2016 for Cash Book 3 Petty Cash**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cash in Hand	30/04/2016		136.83
			<hr/> 136.83
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			136.83
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			136.83
		<b>Balance per Cash Book is :-</b>	<b>136.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

Petty Cash 2016/2017

Date	Details	Voucher No.	Office Supplies	G'mans Supplies	Other	VAT	Gross Receipts	Balance
							C/F	£36.26
							£150.00	£186.26
8.4.16	Supplies	1	2.53					
12.4.16	Calligraphy	2	3					
18.4.16	Flowers	3	13.45					
20.4.16	Toilet pape	4	4.5					
21.4.2016	Parking	5	1.2					
27.4.16	Milk	6	0.61					
			25.29					£160.97
5.5.16	Coffee etc	7	4					
12.5.16	Biscuits	8	5.23					
17.5.16	Handwash	9	2					
18.5.16	Toilet pape	10	3					
21.5.16	Greent car	11	4					
24.5.16	Rubber glo	12	2.41					
26.5.16	Milk etc	13	3.5					
			24.14					£136.83
2.6.2015	02 top Up	14	10					



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**Bank Reconciliation Statement as at: 31/05/2016 for Cash Book 6 Nat West Account**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Special Interest	31/05/2016		31,336.25
			<hr/> 31,336.25
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 31,336.25
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<hr/> 31,336.25
		<b>Balance per Cash Book is :-</b>	<b>31,336.25</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at: 31/05/2016 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	31/05/2016	19	220,868.39
			<u>220,868.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>220,868.39</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>220,868.39</u>
		<b>Balance per Cash Book is :-</b>	<b>220,868.39</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 13/06/2016

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 2

Agenda Item 7 iv Parsonia 29.6.2016

**Receipts for Month 2**

**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 :	10,051.30				10,051.30	
	Banked on : 06/05/2016	38.14					
100578	Mrs Wiltshire	38.14			1100 101	38.14	Allotment 6
	Banked on : 06/05/2016	76.28					
100579	Mr and Mrs Mummery	76.28			1100 101	76.28	Allotments (2)
	Banked on : 10/05/2016	24,000.00					
	Business Saver Account	24,000.00			200	24,000.00	Top up for current account
	Banked on : 10/05/2016	45.00					
Online	Lucky Dog Training	45.00			1113 101	45.00	Use of Dawson Memorial Field
	Banked on : 11/05/2016	10.00					
Online	Lucky Dog Training	10.00			1113 101	10.00	Use of dawson Memorial Field
	Banked on : 11/05/2016	33.00					
Online	Woodham Radars	33.00		5.50	1109 101	27.50	Football Rental
	Banked on : 30/05/2016	141.30					
100580	William De Ferrers F C	141.30		23.55	1109 101	117.75	Football Rent
<b>Total Receipts for Month</b>		<b>24,343.72</b>	<b>0.00</b>	<b>29.05</b>		<b>24,314.67</b>	
<b>Cash Book Totals</b>		<b>34,395.02</b>	<b>0.00</b>	<b>29.05</b>		<b>34,365.97</b>	

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Danbury Parish Council 2016/17

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Cash Book 6

User : MAS

Nat West Account

For Month No : 2

Receipts for Month 2

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 :	31,334.88				31,334.88	
	Banked on : 31/05/2016	1.37					
Interest	Nat West		1.37		1090 101	1.37	Interest
Total Receipts for Month		1.37	0.00	0.00		1.37	
Cash Book Totals		<u>31,336.25</u>	<u>0.00</u>	<u>0.00</u>		<u>31,336.25</u>	