

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Tollesbury Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 1	31/08/2023		22,448.87
Deposit Account	31/08/2023		500.17
P/Sector Reserve	31/03/2021		0.00
Coop Current Account 2	31/08/2023		3,105.78
Petty Cash	31/08/2023		1.24
Unity Current Account	31/08/2023		18,180.60
			0.00
Unity Instant Access Saver Acc	31/08/2023		50,233.16
			<u>94,469.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,469.82
<u>Receipts not Banked/Cleared (Plus)</u>			
31/08/2023 041		20.00	
			<u>20.00</u>
			94,489.82
			Balance per Cash Book is :- 94,489.82
			Difference Excluding Adjustments is :- 0.00
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE Colin Elmer		0.00	
19/09/2017 ONLINE Colin Elmer		0.00	
18/04/2019 D/C Morrisons		0.00	
			<u>0.00</u>
			Unreconciled Difference is :- 0.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	2,164.60	-720.00	1,444.60
321 EMR Cemetery	0.00		0.00
322 EMR Recreation Ground	9,302.13	2,390.00	11,692.13
323 EMR Unallocated	5,462.98	140.00	5,602.98
324 EMR Woodup Pool	2,092.74	3,510.05	5,602.79
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	0.00		0.00
327 EMR Neighbourhood Plan	3,228.05	1,000.00	4,228.05
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	2,052.96		2,052.96
330 EMR Streetlighting	77.00		77.00
331 EMR Woodup Pool Project	0.00		0.00
332 EMR Play Equipment Project	0.00		0.00
333 Tollesbury Harbour Project	250.00		250.00
334 EMR Website	445.00		445.00
335 EMR Bus Shelter	0.00		0.00
	<u>25,075.46</u>	<u>6,320.05</u>	<u>31,395.51</u>

Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	19,504	51,137	31,633	0	31,633	38.1%	0
Net Expenditure	(19,504)	(51,137)	(31,633)				
<u>110 Administration</u>							
1076 Precept	53,755	107,510	53,755			50.0%	
1080 Bank Interest Received	235	0	(235)			0.0%	
1150 Donations	2,166	0	(2,166)			0.0%	1,934
1160 Other Income	1,640	0	(1,640)			0.0%	140
1200 Grants Received	0	2,950	2,950			0.0%	
Administration :- Income	57,797	110,460	52,663			52.3%	2,074
4100 Audit Fees	300	700	400		400	42.9%	
4110 Bank Charges	25	100	75		75	24.8%	
4120 Insurance	79	3,758	3,679		3,679	2.1%	
4130 Miscellaneous	191	500	309		309	38.2%	
4140 Office Allowance	625	1,500	875		875	41.7%	
4150 Photocopier	170	950	780		780	17.9%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	19	60	41		41	32.3%	
4180 Subscriptions	1,277	2,100	823		823	60.8%	
4190 Telephone	230	600	370		370	38.3%	
4200 Training	0	300	300		300	0.0%	
4210 Website	150	800	650		650	18.8%	
Administration :- Indirect Expenditure	3,066	11,408	8,342	0	8,342	26.9%	0
Net Income over Expenditure	54,730	99,052	44,322				
6001 less Transfer to EMR	2,074						
Movement to/(from) Gen Reserve	52,656						
<u>120 Amenities</u>							
1100 Allotments Income	1	1,200	1,200			0.0%	
1110 Fees	(1)	0	1			0.0%	
Amenities :- Income	0	1,200	1,200			0.0%	0

Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Miscellaneous	0	500	500		500	0.0%	
4250 Allotments	37	1,000	963		963	3.7%	
4260 Hasler Green	120	450	330		330	26.7%	
4270 Rangers	365	1,500	1,135		1,135	24.3%	
4280 Woodrolfe Green	220	700	480		480	31.4%	
4420 Maintenance	0	200	200		200	0.0%	
Amenities :- Indirect Expenditure	742	4,350	3,608	0	3,608	17.0%	0
Net Income over Expenditure	(742)	(3,150)	(2,408)				
<u>130 Cemetery</u>							
1110 Fees	3,040	5,865	2,825			51.8%	
Cemetery :- Income	3,040	5,865	2,825			51.8%	0
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	2,233	6,700	4,467		4,467	33.3%	
4330 Water/Sewage Rate	145	150	5		5	96.9%	
4340 Rates	220	435	215		215	50.5%	
Cemetery :- Indirect Expenditure	2,599	7,385	4,786	0	4,786	35.2%	0
Net Income over Expenditure	441	(1,520)	(1,961)				
<u>140 Pavilion</u>							
1120 Hire Charge	170	75	(95)			226.7%	
Pavilion :- Income	170	75	(95)			226.7%	0
4330 Water/Sewage Rate	145	260	115		115	55.9%	
4400 Cleaning Items	16	60	44		44	26.6%	
4410 Electricity	719	1,200	481		481	59.9%	
4420 Maintenance	12	355	343		343	3.5%	
Pavilion :- Indirect Expenditure	892	1,875	983	0	983	47.6%	0
Net Income over Expenditure	(722)	(1,800)	(1,078)				
<u>150 Projects</u>							
4500 Amenities	410	1,600	1,190		1,190	25.6%	2,320
4530 Recreation Ground	0	5,000	5,000		5,000	0.0%	2,610
4540 Woodup Pool	1,424	3,000	1,576		1,576	47.5%	1,424
4560 Neighbourhood Plan	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	1,834	10,600	8,766	0	8,766	17.3%	6,354
Net Expenditure	(1,834)	(10,600)	(8,766)				
6000 plus Transfer from EMR	6,354						
Movement to/(from) Gen Reserve	4,520						

Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	660	2,500	1,840			26.4%	
Rec Ground :- Income	<u>660</u>	<u>2,500</u>	<u>1,840</u>			26.4%	0
4310 Contract	2,674	8,700	6,026		6,026	30.7%	
4420 Maintenance	0	2,600	2,600		2,600	0.0%	
4710 Pitch	78	500	423		423	15.5%	
Rec Ground :- Indirect Expenditure	<u>2,752</u>	<u>11,800</u>	<u>9,048</u>	0	9,048	23.3%	0
Net Income over Expenditure	<u>(2,092)</u>	<u>(9,300)</u>	<u>(7,208)</u>				
<u>170 Street Clean</u>							
4310 Contract	1,667	5,000	3,333		3,333	33.3%	
Street Clean :- Indirect Expenditure	<u>1,667</u>	<u>5,000</u>	<u>3,333</u>	0	3,333	33.3%	0
Net Expenditure	<u>(1,667)</u>	<u>(5,000)</u>	<u>(3,333)</u>				
<u>180 Street Light</u>							
4410 Electricity	1,404	6,000	4,596		4,596	23.4%	
4420 Maintenance	283	700	417		417	40.4%	
Street Light :- Indirect Expenditure	<u>1,687</u>	<u>6,700</u>	<u>5,013</u>	0	5,013	25.2%	0
Net Expenditure	<u>(1,687)</u>	<u>(6,700)</u>	<u>(5,013)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,043	900	(143)			115.9%	
Woodrolfe Hard :- Income	<u>1,043</u>	<u>900</u>	<u>(143)</u>			115.9%	0
4130 Miscellaneous	11	350	339		339	3.0%	
4730 Rent	0	440	440		440	0.0%	
Woodrolfe Hard :- Indirect Expenditure	<u>11</u>	<u>790</u>	<u>779</u>	0	779	1.3%	0
Net Income over Expenditure	<u>1,033</u>	<u>110</u>	<u>(923)</u>				
<u>200 Woodup</u>							
4270 Rangers	0	440	440		440	0.0%	
4310 Contract	80	265	185		185	30.2%	
4420 Maintenance	2,785	1,500	(1,285)		(1,285)	185.7%	
4700 Toilet	1,299	1,250	(49)		(49)	103.9%	
4760 Litter Collection	83	480	397		397	17.3%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	<u>4,247</u>	<u>4,335</u>	<u>88</u>	0	88	98.0%	0
Net Expenditure	<u>(4,247)</u>	<u>(4,335)</u>	<u>(88)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 S137 Expenditure</u>							
4800 Donations	500	1,500	1,000		1,000	33.3%	
S137 Expenditure :- Indirect Expenditure	<u>500</u>	<u>1,500</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>33.3%</u>	<u>0</u>
Net Expenditure	<u>(500)</u>	<u>(1,500)</u>	<u>(1,000)</u>				
<u>220 Other</u>							
4850 Agency Services	1,120	3,640	2,520		2,520	30.8%	
4860 Advertising	0	480	480		480	0.0%	
Other :- Indirect Expenditure	<u>1,120</u>	<u>4,120</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>27.2%</u>	<u>0</u>
Net Expenditure	<u>(1,120)</u>	<u>(4,120)</u>	<u>(3,000)</u>				
Grand Totals:- Income	62,710	121,000	58,290			51.8%	
Expenditure	40,619	121,000	80,381	0	80,381	33.6%	
Net Income over Expenditure	<u>22,091</u>	<u>0</u>	<u>(22,091)</u>				
plus Transfer from EMR	6,354						
less Transfer to EMR	2,074						
Movement to/(from) Gen Reserve	<u>26,371</u>						

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

September 2023

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
11.08.23	D/D	Octopus Energy	KI-C5266B98-0005	Electricity Supply - Pavilion	£738.06
24.08.23	D/D	Npower	IN07922764	Electricity Supply - Streetlights	£277.57
31.08.23	D/D	Utility Warehouse	201716279	Parish Phone	£55.16
01.09.23	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£43.00
15.09.23	D/D	A & J Lighting Solutions	37562	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
16.08.23	D/D	Adobe	IEE2023008818459	Adobe Monthly Subscription	£16.64
23.08.23	D/C	Amazon	GB35BZ82VAEUI	Stationery	£12.77
29.08.23	D/C	Zoom	INV216304825	One Month Subscription	£15.59
UNITY TRUST BANK - CURRENT ACCOUNT					
05.09.23		Wages		Staff Wages	£2,433.41
	Online	HMRC		Tax & NI - August 2023	£986.85
	Online	Essex Pension Fund		Employee and Employer Contributions - September	£870.34
	Online	D W Maintenance		Grounds Maintenance - Cemetery - August	£558.33
				Grounds Maintenance - August	£844.92
	Online	S Curtis		Litter Contract	£416.66
	Online	Viking Skip	1533	Civic Amenity Skip	£168.00
			1562	Civic Amenity Skip	£168.00
			1573	Civic Amenity Skip	£168.00
	Online	The Crown Estate	30903218	Rent - Bontings & Woodrolfe Creek	£504.00
	Online	The Centre		Hall hire - Parish Council Meeting	£429.70
	Online	Countryside Services		Hall hire - Parish Council Meeting	£42.00
	Online	RCCE	7684	Removal of wasp nest - Recreation Ground	£60.00
	Online	Gallagher Insurance	526665669	Tollesbury Housing Needs Survey	£2,692.85
	Online	Green Recycling Ltd	400563	Annual Insurance	£4,007.66
	Online	Euroloos	320428	Large Wheelie Bin - Woodup Pool	£144.00
			320427	Toilet - Woodup Pool	£154.27
			320427	Toilet - Woodup Pool	£265.73
	Online	PKF Littlejohn	SB20230689	External Audit 2022/23	£420.00
	Online	Aurora Managed Services Ltd	IN539323	Quarterly hire and usage	£504.00
					£179.06
TOTAL					£16,320.49

Payment Breakdown	
Tollesbury Current Account	£1,181.71
Tollesbury A/c No. 2 Debit Card	£45.00
Unity Trust Bank	£15,093.78
TOTAL	£16,320.49

From: Jonathan Whittle <jonathan.whittle@randallsurveys.co.uk>
Subject: RE: Topographical Survey Quotation Request - Tollesbury Recreation Ground

Date: 23 August 2023 at 15:42:32 BST
To: Louisa Quilter [REDACTED]

Good afternoon Louisa

Thank you for the enquiry.

In response we advise that the fees would be £765.00 + VAT to undertake the topographical survey of the area highlighted in red on the plans provided. At present we have around a week lead in and the survey would take a two working days to complete and deliver. We hope that this meets with your approval and await your further instructions.

Best Regards
Jon

Jon Whittle - Partner
Randall Surveys LLP

Topographic Surveys ■ Hydrographic Surveys ■ Building Surveys ■ Drone Surveys Services
Location ■ Laser Scanning ■ Monitoring ■ BIM Surveys ■ MBES Surveys
High Street, Bures, Suffolk, CO8 5HZ
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(: 01787 227580
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Sep 4, 2023 1:32:37 PM

Subject: Objection to the use of the Tollesbury Heritage Telephone Box for logo/brand advertising

Attachments: telephone box.jpg

Dear Tollesbury Parish Council,

I am writing to object to the application by the Tollesbury Climate Partnership (TCP) to post their brand and logo on the adopted BT red heritage telephone box located on the High Street in the village (pic attached). While I appreciate the good efforts of the TCP, I believe that using this iconic structure for advertising purposes should not be approved. My objections are as follows:

Iconic Status: The red heritage telephone box has long been considered an iconic symbol of our village. This particular model, Kiosk No. 6 (K6) holds historical significance as a British icon introduced in 1936 to commemorate the Silver Jubilee of King George V. Designed by Sir Giles Gilbert Scott, it became known as the 'Jubilee Kiosk'. It is part of our cultural heritage and should not be used for advertising or branding, regardless of the cause. Such use detracts from the historical and aesthetic value of this structure.

Setting a Precedent: Allowing the TCP to advertise on the telephone box sets a precedent that could lead to further requests from other clubs and charities in the village, each wanting to post their brand advertisement on the remaining glass space, or on the kiosk in Mell Road. This could result in a cluttered and unsightly appearance, diminishing the unique character of our village.

No Requirement for Embellishment: The telephone box does not require embellishment and does not need to earn its keep. It is an integral part of our village landscape and should be preserved in its original form. Plastering advertisements on its glass windows not only compromises its aesthetic appeal but also contradicts its historical significance.

Aesthetic Impact: The TCP advertisement on all sides of the glass windows of the box is crude and negatively impacts the overall look of the telephone box. It disrupts the harmonious blend of heritage and modernity in our village.

I would like to emphasize that my objection is not against the Tollesbury Climate Partnership or their cause. I am supportive of efforts to combat climate change and promote environmental awareness. However, I believe that there are more suitable ways to achieve this goal without compromising the integrity of our village's historical assets.

For instance, I would not object to the use of the telephone box for a purpose that doesn't spoil its iconic appearance, such as housing a defibrillator. This type of alternative use would provide a valuable community service without altering the aesthetic charm of the structure.

I kindly request that all Parish Councillors consider my objection at the Parish Council full meeting on Tue 5 Sep 2023 and not allow TCP branding and advertising on the heritage telephone box, so as to preserve its integrity and the historical and visual character of our village.

Thank you for considering my objections.

Sincerely,

A solid black rectangular box used to redact the signature of the sender.