



**SANDBACH  
TOWN COUNCIL**

**FINANCE, POLICY AND GOVERNANCE COMMITTEE**

Agenda for the meeting to be held on **Wednesday, 1<sup>st</sup> February 2023**  
At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs N Cook (Chair), S Corcoran (Vice Chair), A Smith,  
G Merry, L Crane, M Muldoon, N Adams, R Hovey,  
S Crane and S Kirkham.

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**1. APOLOGIES FOR ABSENCE**

Please ensure apologies are received by the Chief Officer no later than  
**5pm** on the day of the meeting.

**2. DECLARATIONS OF INTEREST**

To provide an opportunity for Members and Officers to declare any  
disclosable pecuniary and non-pecuniary interests in any item on the  
agenda.

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The Chair will adjourn the meeting to allow questions relating to  
items on this Agenda from members of the public.  
After the questions, the Chair will reconvene the meeting.

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**3. EXCLUSION OF PUBLIC AND PRESS**

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as  
extended by s.100 of the Local Government Act 1972), press representatives  
and public be excluded from the meeting for any of the following items of  
business on the grounds that it involves the likely disclosure of exempt  
information as defined in Part 1 of Schedule 12A of the Local Government  
Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Action: *To approve items to be excluded from press and public, if  
appropriate.*

**4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING**

[Attached: Minutes of the meeting held 15<sup>th</sup> November 2022]

Action: *To approve the minutes of the 15<sup>th</sup> November 2022 meeting.*

**5. DATA PROTECTION POLICY AND PRIVACY NOTICE**

[Attached: 5a Data Protection Policy 2023;  
5b Recording or photographing at Council Meeting Policy 2023]

Lead: Chair

As part of the Council governance review, all policies are being updated on a rolling programme. The attached policies relate to the data protection responsibility of the Council, provided by the Council's external Data Protection Officer and updated for the provisions of the Data Protection Act 2018.

Action: *To approve the policies.*

**6. STANDARD FINANCE REPORTS**

[Attached: 6a Q3 CB1 Current Reserves Bank Reconciliation;  
6b Q3 CB2 Bonus Saver Bank Reconciliation;  
6c Q3 CB3 Petty Cash Bank Reconciliation;  
6d Q3 CB7 Credit Card Bank Reconciliation;  
6e Q3 Summary Profit and Loss Account;  
6f Summary Income and Expenditure Q3;  
6g Trial Balance for Month No\_9 ]  
6h Variance against budget to date (to follow)

Lead: Chair

Actions: *To acknowledge and approve Q3 Financial Reports.*

**7. PAYMENTS MADE**

[Attached: 7a Q3 CB1 Current Reserves Payments made;  
7b Q3 CB1 Current Reserves DD & BACS payments made;  
7c Q3 CB3 Petty Cash Payments;  
7d Q3 CB7 Credit Card Payments]

Lead: Chair

Action: *To acknowledge and approve payments made in Q3 of the current financial year.*

**8. FIRST RESPONDER VEHICLE SPONSORSHIP**

Lead: Chief Officer

Refer from the Finance, Policy and Governance Committee Meeting on 15<sup>th</sup> November 2023, where it was resolved that a contribution to the NWS first approved in principal, capped at £1,000, subject to the Chief Officer clarifying and securing the terms of the suitable financial arrangement (SLA / Grant / Sponsorship) through discussion with the applicant and to report back to the next meeting.

Action: *To receive a verbal update.*

**9. ITEMS FOR THE NEXT MEETING**

Criteria to supplement the Council's Sponsorship policy

**10. DATE AND TIME OF NEXT MEETING**

The date of the next meeting is Tuesday 2<sup>nd</sup> May 2023 at 7pm in Sandbach Town Hall



SANDBACH  
TOWN COUNCIL

## **FINANCE, POLICY AND GOVERNANCE COMMITTEE**

Minutes for the meeting held on **Tuesday, 15<sup>th</sup> November 2022**  
At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs N Cook (Chair), S Corcoran (Vice Chair), A Smith, G Merry, L Crane, M Muldoon, N Adams, R Hovey, S Crane and S Kirkham.

### **ALL SANDBACH TOWN COUNCILLORS INVITED TO ATTEND TO DISCUSS AND VOTE ON AGENDA ITEM 5 (ONLY).**

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs N Adams, L Crane, and M Muldoon. For item 5 Cllr A Nevitt attended and Council was quorate. Town Mayor Cllr K Flavell attended until item 9.

#### **2. DECLARATIONS OF INTEREST**

No pecuniary and non-pecuniary interests were declared for any item on the agenda.

No questions were received from attending members of the public so there was no requirement to adjourn the meeting for this purpose.

#### **3. EXCLUSION OF PUBLIC AND PRESS**

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

**Resolved:** *No items were to be excluded from press and public, if appropriate*

Chair Initial:

#### 4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 4<sup>th</sup> August 2022]

**Resolved:** *the minutes of the 4<sup>th</sup> August 2022 meeting were approved as an accurate record.*

#### 5. 2023-24 TOWN COUNCIL BUDGET RECOMMENDATION

[Attached: 5a 2023-24 Budget Report

5b Draft Budget 2023-24 Appendix 1

5c Reserves Summary 2023-24 Appendix 2

5d Predicted Outturn 2022-23 Appendix 3 ]

Members scrutinised the draft budget presented by the RFO/Chief Officer in the context of the supporting financial documents and information. It was confirmed that the calculations incorporated the most recent notification on Taxbase which has increased. Chief officer to circulate relevant correspondence. It was noted that the election provision in the current year had been removed due to the anticipation that no by elections are likely in 2023-24. It was noted that pay inflation reflected the gap in the agreed 2022 NJC pay award and an estimate for 2023, based on external advice and practice. Further background information was requested regarding projected heat and light costs due to the current energy crisis to be circulated by the Chief Officer. It was confirmed that identification of earmarked reserves would take place as part of the account closure process.

Overall members accepted the assumptions made within the draft budget, and wished to limit any increase to the Council Tax requirement, given the current cost of living crisis experienced by residents.

**Resolved:** *To recommend to Full Council:*

i) *2023-24 net expenditure level as £748,290;*

ii) *Use of general reserves of £15,910, which adheres to the Council's Reserves Policy;*

iii) *Precept level as £732,380 and Council Tax (Band D) to be retained at £82.69, subject to final confirmation of the taxbase*

#### 6. GOVERNANCE REVIEW

(Referred from Full Council 21 Sep 22 Item 14)

[Attached: 6a Full Council Governance Review;

6b Revised Standing Orders based on NALC model ]

Members considered the recommendations from the Chief Officer to align the Council's Standing Orders to the national model. It was confirmed that under the recommended approach all non-decision making groups could invite press and public depending on the particular circumstances, in line with other town councils' common practice and outlined in the Good Councillors Guide.

**Resolved:** *To recommend that Full Council:*

i) *approve the revised standing orders based on NALC model standing orders;*

ii) *Note the approach to policy review;*

iii) *Endorse the approach to other groups addressing Council business as outlined in the report.*

Chair Initial:

## 7. CCTV POLICY

[Attached: Draft CCTV Operating Procedures Policy]

**Resolved:** *the new Sandbach Town Council CCTV Policy was approved and agreed for adoption and immediate implementation, following Assets & Services Review 9<sup>th</sup> November 2022.*

## 8. LOCAL SPORTS PERSON SPONSORSHIP

[Circulated by email: Sponsorship Enquiry Sep22]

Sponsorship was sought for a local Hockey player who lives in Sandbach and attended Sandbach High School. They are currently trained to represent Wales on international stage. Members were supportive of the request and asked that, going forward, the Council has clear criteria against which to award sponsorship requests to supplement the existing policy, recently approved, in order to bring consistency to decision making.

**Resolved:**

- i) *To approve £500 sponsorship for this individual, subject to the Chief Officer organising the agreement of terms of sponsorship including promotion and publication of Sandbach Town Council and periodic feedback to the Council, to be funded from Code 110 – 4530 Community Grants.*
- ii) *for the Chief Officer to produce draft criteria to supplement the Council's sponsorship policy to be considered at the next meeting.*

## 9. FIRST RESPONDER VEHICLE SPONSORSHIP

[Attached: Request for Sponsorship from First Responder ]

Sponsorship requested for NWS First Responder vehicle. Members were supportive of the principle to support the NWSFR service in Sandbach but remained unclear about the nature of the contribution being requested and required further clarification.

**Resolved:**

- i) *To approve in principle a contribution to the NWS first responder, capped at £1,000, subject to the Chief Officer clarifying and securing the terms of the suitable financial arrangement (SLA / Grant / Sponsorship) through discussion with the applicant and to report back to the next meeting;*
- ii) *Contribution to be funded from Code 110 – 4530 Community Grants.*

## 10. STANDARD FINANCE REPORTS

[Attached: 10a Q2 CB1 Current Reserves Bank Reconciliation;  
10b Q2 CB2 Bonus Saver Bank Reconciliation;  
10c Q2 CB3 Petty Cash Bank Reconciliation;  
10d Q2 CB7 Credit Card Bank Reconciliation;  
10e Summary Income and Expenditure Q2;  
10f Trial Balance for Month No\_6 ]

**Resolved:** *Q2 Financial Reports were approved.*

Chair Initial:

**11. PAYMENTS TO APPROVE****11.1 Christmas Lights Installation**

[Attached: Blitz Christmas Lights Invoice]

**Resolved:** *payment of £1,851 and invoice to be coded to 4508 110 Christmas Lights approved.*

**11.2 Human Resources and Support**

[Attached: WorkNest Invoice]

Lead: Chair

**Resolved:** *Payment of £5,056.64 and invoice to be coded to 4152 101 HR & H&S Support approved.*

**12. PAYMENTS MADE**

[Attached: 12.1 CB1 Current Reserves Q2 Payments made;  
12.2 CB3 Q2 Petty Cash Payments;  
12.3 CB7 Q2 Credit Card Payments;  
12.4 Q2 List of DD & BACS payments made]

**Resolved:** *Payments made in Q2 of the current financial year were approved.*

**13. ITEMS FOR THE NEXT MEETING**


Policy Review  
Sponsorship Criteria

**14. DATE AND TIME OF NEXT MEETING**

The date of the next meeting is Wednesday 1<sup>st</sup> February 2023 at 7pm in Sandbach Town Hall.

Chair Signature:

Date:

 <b>SANDBACH TOWN COUNCIL</b>	<b>DATA PROTECTION POLICY</b>
VERSION NUMBER	V1 1 February 2023
DATE & MINUTE REFERENCE (Council)	230201 Finance, Policy and Governance Committee Meeting Item 5
DATE OF NEXT REVIEW	February 2025

## Introduction

Sandbach Town Council (STC) is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations.

We hold personal data about our employees, residents, and other individuals for a variety of purposes.

This policy sets out how we seek to protect personal data and ensure that we understand the rules governing the use of the personal data to which we have access in the course of delivering our services.

## Definitions

<b>Purposes</b>	<p>The purposes for which personal data may be used by us:</p> <p>Personnel, administrative, financial, regulatory, payroll and service development purposes <i>including the following:</i></p> <ul style="list-style-type: none"> <li>- <i>Compliance with our legal, regulatory requirements and good practice including compliance with employment contracts</i></li> <li>- <i>Gathering information to enable us to deliver our services</i></li> <li>- <i>Operational reasons, such as recruitment, recording transactions, training, security vetting</i></li> <li>- <i>Investigating complaints and responding to enquiries</i></li> <li>- <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i></li> <li>- <i>Monitoring staff conduct, disciplinary matters</i></li> </ul>
<b>Personal data</b>	<p>'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p> <p><i>Personal data we gather may include: individuals' phone number, home address, email address, educational background, financial and pay details, details of education and skills, marital status, nationality and CV.</i></p>
<b>Special categories of personal data</b>	<p>Special categories of data include information about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings, and genetic and biometric information — any use of special categories of personal data should be strictly controlled in accordance with this policy.</p>
<b>Data controller</b>	<p>'Data controller' means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by law.</p>
<b>Data processor</b>	<p>'Processor' means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.</p>



<b>Processing</b>	'Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
<b>Supervisory authority</b>	This is the national body responsible for data protection. The supervisory authority for our organisation is the Information Commissioners Office.

## Scope

This policy applies to all staff and councillors, who must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use, and document retention. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated before being adopted.

## The principles

Sandbach Town Council shall comply with the principles of data protection (the Principles) enumerated in the Data Protection Act 2018 (DPA 2018). We will make every effort possible in everything we do to comply with these principles. The Principles are:

**1. Lawful, fair and transparent**

Data collection must be fair, for a legal purpose and we must be open and transparent as to how the data will be used.

**2. Limited for its purpose**

Data can only be collected for a specific purpose.

**3. Data minimisation**

Any data collected must be necessary and not excessive for its purpose.

**4. Accurate**

The data we hold must be accurate and kept up to date.

**5. Retention**

We cannot store data longer than necessary.

**6. Integrity and confidentiality**

The data we hold must be kept safe and secure.

## Accountability and transparency

We must ensure accountability and transparency in all our use of personal data. We must show how we comply with each Principle. STC are responsible for keeping a written record of how all the data processing activities that we are responsible for comply with each of the Principles. This must be kept up to date and must be available to the Data Protection Officer (DPO) for auditing compliance with this policy.

To comply with data protection laws and the accountability and transparency principle of data protection, we must demonstrate compliance. STC are responsible for understanding our particular responsibilities to ensure we meet the following data protection obligations:

- Fully implement all appropriate technical and organisational measures
- Maintain up to date and relevant documentation on all processing activities
- Conducting data audits and risk assessments including Privacy Impact Assessments where these are required
- Implement measures to ensure privacy by design and default:
  - Data minimisation
  - Pseudonymisation where this is identified as necessary
  - Transparency
  - Allowing individuals to monitor processing
  - Creating and improving security and enhanced privacy procedures on an ongoing basis

## Our procedures

### Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights under the first Principle. This generally means that we should not process personal data unless we have a lawful basis for processing the personal data.

If we cannot apply a lawful basis (explained below), our processing does not conform to the first principle and will be unlawful. Data subjects have the right to have any data unlawfully processed erased.

### Data Controller

Sandbach Town Council is classified as a data controller (and we also process data). We must maintain our appropriate registration with the Information Commissioner's Office (ICO) in order to continue lawfully controlling and processing data.

### Lawful basis for processing data

We must establish a lawful basis for processing data. Ensure that any data STC are responsible for managing has a written lawful basis approved by the council. It is our responsibility to check the lawful basis for any data we are working with and ensure all of our actions comply the lawful basis. At least one of the following conditions must apply whenever we process personal data:

**1. Consent**

We hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose.

**2. Contract**

The processing is necessary to fulfil or prepare a contract for the individual.

**3. Legal obligation**

We have a legal obligation to process the data (excluding a contract).

**4. Vital interests**

Processing the data is necessary to protect a person's life or in a medical situation.

**5. Public Task**

Processing necessary to carry out a public function, a task of public interest or the function has a clear basis in law.

**6. Legitimate interest**

The processing is necessary for our legitimate interests. This condition does not apply if there is a good reason to protect the individual's personal data which overrides the legitimate interest.

### Deciding which condition to rely on

If STC are making an assessment of the lawful basis, we must first establish that the processing is necessary. This means the processing must be a targeted, appropriate way of achieving the stated purpose. We cannot rely on a lawful basis if we can reasonably achieve the same purpose by some other means.

Remember that more than one basis may apply, and STC rely on what will best fit the purpose, not what is easiest.

Consider the following factors and document the answers:

- What is the purpose for processing the data?
- Can it reasonably be done in a different way?
- Is there a choice as to whether or not to process the data?
- Who does the processing benefit?
- After selecting the lawful basis, is this the same as the lawful basis the data subject would expect?
- What is the impact of the processing on the individual?
- Is STC in a position of power over them?
- Are they a vulnerable person?
- Would they be likely to object to the processing?
- Is STC able to stop the processing at any time on request, and have factored in how to do this?

Our commitment to the first Principle requires us to document this process and show that we have considered which lawful basis best applies to each processing purpose, and fully justify these decisions.

We must also ensure that individuals whose data is being processed by us are informed of the lawful basis for processing their data, as well as the intended purpose. This should occur via a privacy notice. This applies whether we have collected the data directly from the individual, or from another source.

## Special categories of personal data

What are special categories of personal data?

Previously known as sensitive personal data, this means data about an individual which is more sensitive, so requires more protection. This type of data could create more significant risks to a person's fundamental rights and freedoms, for example by putting them at risk of unlawful discrimination. The special categories include, for example, information about an individual's:

- race
- ethnic origin
- politics
- religion
- trade union membership
- health

In most cases where we process special categories of personal data we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

The condition for processing special categories of personal data must comply with the law. If we do not have a lawful basis for processing special categories of data that processing activity must cease.

## Responsibilities

Council responsibilities

- Analysing and documenting the type of personal data we hold
- Checking procedures to ensure they cover all the rights of the individual
- Identify the lawful basis for processing data
- Ensuring consent procedures are lawful

- Implementing and reviewing procedures to detect, report and investigate personal data breaches
- Store data in safe and secure ways
- Assess the risk that could be posed to individual rights and freedoms should data be compromised

#### Responsibilities of STC

- Fully understand the data protection obligations
- Check that any data processing activities STC is dealing with comply with our policy and are justified
- Do not use data in any unlawful way
- Do not store data incorrectly, be careless with it or otherwise cause us to breach data protection laws and our policies through our actions
- Comply with this policy at all times
- Raise any concerns, notify any breaches or errors, and report anything suspicious or contradictory to this policy or our legal obligations without delay

#### Support from the Data Protection Officer (DPO)

- Keeping the council updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Reviewing the data inventory
- Reviewing compliance with the data protection legislation
- Answering questions on data protection from staff and councillors
- Checking data processing agreements with relevant third parties are in place
- Supporting the completion of Privacy Impact Assessments
- Investigating and reporting data breaches

#### IT Security Responsibilities

- Ensure all systems, services, software and equipment meet acceptable security standards
- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the council is considering using to store or process data

#### Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If STC believe that information is inaccurate we should record the fact that the accuracy of the information is disputed and take appropriate action.

### Data security

STC must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, contracts must be implemented with those third-party organisations including specific data security arrangements.

### Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed with reference to the time limits in the council's Document Retention Policy
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords
- Data stored on CDs or memory sticks or plug in hard drives must be encrypted or password protected and locked away securely when they are not being used
- Servers containing personal data must be kept in a secure location, away from general office space, and protected by security software
- Data should be regularly backed up in line with the council's backup procedures
- Personal Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All possible technical measures must be put in place to keep data secure

### Data retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines as specified in our data retention policy.

### Transferring data internationally

There are restrictions on international transfers of personal data abroad. STC must not transfer personal data abroad, or anywhere else outside of normal rules and procedures without first securing appropriate guidance.

## Rights of individuals

Individuals have rights to their data which we must respect and comply with to the best of our ability. We must ensure individuals can exercise their rights in the following ways:

### 1. Right to be informed

- Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.
- Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

### 2. Right of access

- Enabling individuals to access their personal data and supplementary information.
- Allowing individuals to be aware of and verify the lawfulness of the processing activities.

### 3. Right to rectification

- We must rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete.
- This must be done without delay, and no later than one month. This can be extended to two months where valid reason(s) have been identified.

### 4. Right to erasure

- We must delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

### 5. Right to restrict processing

- We must comply with any request to restrict, block, or otherwise suppress the processing of personal data.
- We are permitted to store personal data if it has been restricted, but not process it further. We must retain enough data to ensure the right to restriction is respected in the future.

### 6. Right to data portability

- We must provide individuals with their data so that they can reuse it for their own purposes or across different services.
- We must provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.

### 7. Right to object

- We must respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.
- We must respect the right of an individual to object to direct marketing, including profiling.
- We must respect the right of an individual to object to processing their data for scientific and historical research and statistics.

### 8. Rights in relation to automated decision making and profiling

- We must respect the rights of individuals in relation to automated decision making and profiling.
- Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.

## Privacy notices

### What to include in a privacy notice

Privacy notices must be concise, transparent, intelligible and easily accessible. They are provided free of charge and must be written in clear and plain language, particularly if aimed at children

The following information must be included in a privacy notice to all data subjects:

- Identification and contact information of the data controller and the data protection officer
- The purpose of processing the data and the lawful basis for doing so
- The legitimate interests of the controller or third party, if applicable
- The right to withdraw consent at any time, if applicable
- The category of the personal data (only for data not obtained directly from the data subject)
- Any recipient or categories of recipients of the personal data
- Detailed information of any transfers to third countries and safeguards in place
- The retention period of the data or the criteria used to determine the retention period, including details for the data disposal after the retention period
- The right to lodge a complaint with the Information Commissioner's Office (ICO), and internal complaint procedures
- The source of the personal data, and whether it came from publicly available sources (only for data not obtained directly from the data subject)
- Any existence of automated decision making, including profiling and information about how those decisions are made, their significances and consequences to the data subject
- Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences for any failure to provide the data (only for data obtained directly from the data subject).

## Subject Access Requests (SAR)

### What is a subject access request?

An individual has the right to receive confirmation that their data is being processed, access to their personal data and supplementary information which means the information which should be provided in a privacy notice.

### How we deal with subject access requests

We must adopt SAR procedures to ensure requests are dealt with correctly.



WE must provide an individual with a copy of the information the request, free of charge. This must occur without delay, and within one month of receipt. We endeavour to provide data subjects access to their information in commonly used electronic formats, and where possible, provide direct access to the information through a remote accessed secure system.

If complying with the request is complex or numerous, the deadline can be extended by two months, but the individual must be informed within one month.

We can refuse to respond to certain requests, and can, in circumstances of the request being manifestly unfounded or excessive, charge a fee. If the request is for a large quantity of data, we can request the individual specify the information they are requesting.

Once a SAR has been made, STC must not change or amend any of the data that has been requested. Doing so is a criminal offence.

## Right to erasure

What is the right to erasure?

Individuals have a right to have their data erased and for processing to cease in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected and / or processed
- Where consent is withdrawn
- Where the individual objects to processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed or otherwise breached data protection laws
- To comply with a legal obligation
- The processing relates to a child

How we deal with the right to erasure

We can only refuse to comply with a right to erasure in the following circumstances:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority or the comply with a contract
- For public health purposes in the public interest
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes
- The exercise or defence of legal claims

If personal data that needs to be erased has been passed onto other parties or recipients, they must be contacted and informed of their obligation to erase the data. If the individual asks, we must inform them of those recipients.

## The right to object

Individuals have the right to object to their data being used on grounds relating to their particular situation. We must cease processing unless:

- We have legitimate grounds for processing which override the interests, rights and freedoms of the individual.
- The processing relates to the establishment, exercise or defence of legal claims.

## The right to restrict automated profiling or decision making

We may only carry out automated profiling or decision making that has a legal or similarly significant effect on an individual in the following circumstances:

- It is necessary for the entry into or performance of a contract.
- Based on the individual's explicit consent.
- Otherwise authorised by law.

In these circumstances, we must:

- Give individuals detailed information about the automated processing.
- Offer simple ways for them to request human intervention or challenge any decision about them.
- Carry out regular checks and user testing to ensure our systems are working as intended.

## The right to data portability

We must provide the data requested in a structured, commonly used and machine-readable format. We must provide this data either to the individual who has requested it, or to the data controller they have requested it be sent to. This must be done free of charge and without delay, and no later than one month. This can be extended to 2 months for complex or numerous requests.

## Third parties

### Using third party controllers and processors

As a data controller we must have written contracts in place with any third party data processors that we use. The contract must contain specific clauses which set out our and their liabilities, obligations and responsibilities.

As a data controller, we must only appoint processors who can provide sufficient guarantees under the DPA 2018 and that the rights of data subjects will be respected and protected.

## Contracts

Our contracts must comply with the standards set out by the ICO and, where possible, follow the standard contractual clauses which are available. Our contracts with data processors must set out the subject matter and duration of the processing, the nature and stated purpose of the processing activities, the types of personal data and categories of data subject, and the obligations and rights of the controller.

At a minimum, our contracts must include terms that specify:

- Acting only on written instructions
- Those involved in processing the data are subject to a duty of confidence
- Appropriate measures will be taken to ensure the security of the processing
- Sub-processors will only be engaged with the prior consent of the controller and under a written contract
- The controller will assist the processor in dealing with subject access requests and allowing data subjects to exercise their rights under the DPA 2018
- The processor will assist the controller in meeting its data protection obligations in relation to the security of processing, notification of data breaches and implementation of Data Protection Impact Assessments
- Delete or return all personal data at the end of the contract
- Submit to regular audits and inspections, and provide whatever information necessary for the controller and processor to meet their legal obligations.
- Nothing will be done by either the controller or processor to infringe the DPA 2018.

## Criminal offence data

### Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject. We cannot keep a comprehensive register of criminal offence data. All data relating to criminal offences is considered to be a special category of personal data and must be treated as such.

## Audits, monitoring and training

### Data audits

Regular data audits to manage and mitigate risks will inform the data inventory. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant. STC must conduct a regular data audit to ensure an up to date data inventory is maintained.

### Monitoring

Everyone must observe this policy. The DPO will carry out periodic internal audits to monitor compliance of the council with this policy. The council will keep this policy under review and amend or change it as required. STC should notify the DPO of any breaches of this policy. We must comply with this policy fully and at all times.

### Training

There is training on provisions of data protection law specific for each staff and Member. All staff and Members must complete all training as requested. If they move role or responsibilities, they are responsible for requesting new data protection training relevant to their new role or responsibilities.

If any staff or Member have queries on data protection matters, contact the DPO.

### Reporting breaches

A data breach register will be maintained on an ongoing basis. Any breach of this policy or of data protection laws must be reported as soon as practically possible. This means as soon as STC have become aware of a breach. The council has a legal obligation to report any reportable data breaches to the ICO within 72 hours.

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:


- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the ICO of any compliance failures that are material either in their own right or as part of a pattern of failures

Any member of staff who fails to notify of a breach or is found to have known or suspected a breach has occurred but has not followed the correct reporting procedures will be liable to disciplinary action.

### Failure to comply

We take compliance with this policy very seriously. Failure to comply puts both STC and the member of staff at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures.

 <p style="text-align: center;"><b>SANDBACH TOWN COUNCIL</b></p>	<p><b>POLICY ON AUDIO / VISUAL RECORDING AND PHOTOGRAPHY AT COUNCIL MEETINGS</b></p>
VERSION NUMBER	V1 1 February 2023
DATE & MINUTE REFERENCE (Council)	230201 Finance, Policy and Governance Committee Meeting Item 5
DATE OF NEXT REVIEW	February 2025

## Introduction

Sandbach Town Council is committed to being open and transparent in the way it conducts its decision making. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public subject to the following:

### The rules which the Council will apply are:

1. Anyone wishing to record must let the Chairperson / Clerk of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.
2. All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. Any children present at the meeting are not to be filmed unless their parents/guardians have given their consent. Please be aware: photographing a Ward of Court is usually regarded as an actionable Contempt of Court.
3. At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, council meetings make it clear that recording can take place – if anyone speaking at the meeting does not wish to be recorded they must let the Chairman of the meeting know.

5. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
6. The Chairman of the meeting has absolute discretion to stop or suspend recording if in their opinion continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.

The circumstances in which this might occur might include:

- recording is disrupting the proceedings of the meeting
- there is public disturbance or a suspension of the meeting
- the meeting has resolved to exclude the public for reasons which are set down in the Council's Constitution

7. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.
8. Meetings which take the form of hearings, may not always be suitable for recording due to the nature of some of the evidence to be given at the hearing, and the Chairman will use discretion to decide if recording is allowed.
9. If the Committee needs to discuss confidential or exempt information (and goes into Part II) and the public are excluded from the meeting, then all recording equipment will need to be removed immediately from the room.
10. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Please contact Sandbach Town Council on 01270 600800 or email to [info@Sandbach.gov.uk](mailto:info@Sandbach.gov.uk) in advance of the meeting you wish to record, and especially if the recording you wish to make involves large equipment or special requirements.

A failure to follow the above requirements may lead to a request to record being refused at subsequent Council meetings.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010 and the laws of libel and defamation.

The Council may itself photograph, film, record or broadcast at its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies. *Recordings of Council meetings will be deleted from the (iCloud or other*

*storage system of the council) storage and any other storage or computer device when the minutes of the meeting being recorded has been completed / approved by Full Council.*





**Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 1 - Current/Reserve Bank A/c's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	31/10/2022	2207	1,000.00
Business Reserve 91519578	31/10/2022	2207	1,233,156.13
			<u>1,234,156.13</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			1,234,994.93
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			1,234,994.93
		<b>Balance per Cash Book is :-</b>	<b>1,234,994.93</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 1 - Current/Reserve Bank A/c's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	30/11/2022	2208	1,000.00
Business Reserve 91519578	30/11/2022	2208	1,178,884.19
			<u>1,179,884.19</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	<u>0.00</u>
			1,179,884.19
<b><u>Receipts not Banked/Cleared (Plus)</u></b>		0.00	<u>0.00</u>
			1,179,884.19
		<b>Balance per Cash Book is :-</b>	<b>1,179,884.19</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 1 - Current/Reserve Bank A/c's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	30/11/2022	2208	1,000.00
Business Reserve 91519578	30/12/2022	2209	1,111,979.73
			<u>1,112,979.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,112,979.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,112,979.73
		<b>Balance per Cash Book is :-</b>	<b>1,112,979.73</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 2 - Bonus Saver**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	31/10/2022	2207	85,261.39
			<u>85,261.39</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	<u>0.00</u>
			85,261.39
<b><u>Receipts not Banked/Cleared (Plus)</u></b>		0.00	<u>0.00</u>
			85,261.39
		<b>Balance per Cash Book is :-</b>	<b>85,261.39</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 2 - Bonus Saver**

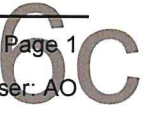


<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	30/11/2022	2208	85,310.44
			<u>85,310.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,310.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,310.44
		<b>Balance per Cash Book is :-</b>	<b>85,310.44</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 2 - Bonus Saver**



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	30/12/2022	2209	85,366.53
			<u>85,366.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,366.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,366.53
		<b>Balance per Cash Book is :-</b>	<b>85,366.53</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2022	2207	156.28
			<u>156.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			156.28
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			156.28
		<b>Balance per Cash Book is :-</b>	<b>156.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2022	2208	96.41
			<u>96.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			96.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			96.41
		<b>Balance per Cash Book is :-</b>	<b>96.41</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 3 - Petty Cash**



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2022	2209	252.68
			<hr/> 252.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			252.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			252.68
		<b>Balance per Cash Book is :-</b>	<b>252.68</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 7 - Credit Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/10/2022	2207	-737.00
			<u>-737.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			-737.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			-737.00
		<b>Balance per Cash Book is :-</b>	<b>-737.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 7 - Credit Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	30/11/2022	2208	-262.74
			<hr/> -262.74
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-262.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-262.74
		<b>Balance per Cash Book is :-</b>	<b>-262.74</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 7 - Credit Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/12/2022	2209	-235.46
			<u>-235.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-235.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-235.46
		<b>Balance per Cash Book is :-</b>	<b>-235.46</b>
		<b>Difference is :-</b>	<b>0.00</b>

	<u>Month Actual</u>	<u>YTD Actual</u>
<b>Total Sales/Income</b>	<b>16,630</b>	<b>855,221</b>
<b>Total Direct Expenditure</b>	<b>294</b>	<b>18,867</b>
<b>Gross Profit</b>	<b>16,337</b>	<b>836,354</b>
<b>% Gross Profit to Sales</b>	<b>98.23%</b>	<b>97.79%</b>
<b>Total Indirect/Overhead Expenditure</b>	<b>46,545</b>	<b>608,748</b>
<b>Operating Profit</b>	<b>(30,208)</b>	<b>227,605</b>
<b>% Operating Profit</b>	<b>-181.64%</b>	<b>26.61%</b>
<b>Total Other Costs &amp; Income</b>	<b>(93,508)</b>	<b>(93,508)</b>
<b>Profit before Appropriations</b>	<b>63,300</b>	<b>321,113</b>
<b>% Profit before Appropriations</b>	<b>380.63%</b>	<b>37.55%</b>

## Summary Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
100	Town Council Income	Income	813	698,066	695,710	(2,356)		100.3%	
101	Administration	Expenditure	2,874	77,177	92,980	15,803	15,803	83.0%	
102	Staff Costs	Expenditure	17,243	143,348	264,000	120,652	120,652	54.3%	
105	Publicity	Expenditure	0	901	3,500	2,599	2,599	25.7%	
110	Grants/Discretionary Payments	Expenditure	(791)	98,043	111,380	13,337	13,337	88.0%	
	plus Transfer from EMR		0	14,600					
	less Transfer to EMR		0	0					
	Movement to/(from) Gen Reserve		<u>791</u>	<u>(83,443)</u>					
140	Community Events	Income	24	5,644	0	(5,644)		0.0%	
	Expenditure		0	17,041	20,500	3,459	3,459	83.1%	
	Movement to/(from) Gen Reserve		<u>24</u>	<u>(11,397)</u>					
180	Sandbach Town Hall	Income	6,650	84,287	131,500	47,213		64.1%	
	Expenditure		13,750	148,037	231,235	83,198	83,198	64.0%	
	Movement to/(from) Gen Reserve		<u>(7,100)</u>	<u>(63,750)</u>					
182	Car Parks	Expenditure	0	1,625	10,500	8,876	8,876	15.5%	
184	Town Hall Shop Units	Income	2,291	12,858	15,850	2,992		81.1%	
	Expenditure		58	(1,865)	1,500	3,365	3,365	(124.3%)	
	Movement to/(from) Gen Reserve		<u>2,233</u>	<u>14,723</u>					
190	Outdoor Market	Income	2,394	22,951	37,000	14,049		62.0%	
	Expenditure		5,385	67,403	94,490	27,087	27,087	71.3%	
	Net Income over Expenditure		<u>(2,991)</u>	<u>(44,452)</u>	<u>(57,490)</u>	<u>(13,038)</u>			
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(2,991)</u>	<u>(44,452)</u>					
191	Indoor Market	Income	4,458	31,414	35,000	3,586		89.8%	
	Expenditure		7,008	54,627	48,335	(6,292)	(6,292)	113.0%	
	Movement to/(from) Gen Reserve		<u>(2,550)</u>	<u>(23,213)</u>					
200	Public Conveniences	Expenditure	1,218	11,618	21,600	9,982	9,982	53.8%	
400	Projects	Expenditure	0	9,073	35,000	25,927	25,927	25.9%	
	plus Transfer from EMR		0	0					
	less Transfer to EMR		0	0					
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(9,073)</u>					
	<b>Grand Totals:- Income</b>		<b>16,630</b>	<b>855,221</b>	<b>915,060</b>	<b>59,839</b>		<b>93.5%</b>	
	<b>Expenditure</b>		<b>46,745</b>	<b>627,027</b>	<b>935,020</b>	<b>307,993</b>	<b>0</b>	<b>307,993</b>	<b>67.1%</b>
	<b>Net Income over Expenditure</b>		<b><u>(30,115)</u></b>	<b><u>228,193</u></b>	<b><u>(19,960)</u></b>	<b><u>(248,153)</u></b>			
	plus Transfer from EMR		0	14,600					
	less Transfer to EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(30,115)</u>	<u>242,793</u>					

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			8,606.19	
105	VAT Control A/c			9,494.12	
110	Prepayments			351.78	
120	Bar Stock			2,637.70	
150	Cinema Float			100.00	
152	Town Hall Float			650.00	
200	Current/Reserve Bank A/c			1,112,979.73	
202	Bonus Saver			85,366.53	
250	Petty Cash			252.68	
280	Credit Card				235.46
310	General Reserves				269,165.71
332	Comm Res - Car Park				203,716.00
347	Comm Res - Office Accom Proj				99,500.00
354	Comm res -New Van				1,611.00
359	Comm Res - Short Term Projects				30,001.00
361	Comm Res - Public T refurb				50,000.00
364	Comm Res - Community Levy				5,863.00
369	Comm Res - Community Projects				50,000.00
370	Comm Res - TH/Asset Maint				141,838.27
500	Creditors				11,647.41
510	Accruals				13,536.20
565	Deposits				7,611.30
1176	Precept	100	Town Council Income		695,310.00
1190	Interest Received	100	Town Council Income		2,756.22
1901	Indoor Market Income	191	Indoor Market		29,720.47
1905	Outdoor Market Income	190	Outdoor Market		16,724.08
1906	Christmas Markets	190	Outdoor Market		2,655.00
1906	Christmas Markets	191	Indoor Market		1,040.00
1907	Other Market Income	190	Outdoor Market		250.00
1907	Other Market Income	191	Indoor Market		200.00
1910	Community Events Income	140	Community Events		1,084.12
1911	Gazebo Income	190	Outdoor Market		3,322.15
1912	Other income	140	Community Events		1,200.00
1912	Other income	180	Sandbach Town Hall		1.80
1914	Electricity Recharge	184	Town Hall Shop Units		970.40
1914	Electricity Recharge	191	Indoor Market		453.60
4000	Salaries	102	Staff Costs	115,267.41	
4001	Employer's NI	102	Staff Costs	12,014.33	
4002	Employer's Superannuation	102	Staff Costs	16,065.86	
4100	Mayor's Allowance	101	Administration	1,500.03	
4101	Civic & Ceremonial	101	Administration	1,072.98	
4110	ICT Support/Packages	101	Administration	6,649.66	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4111	Subscriptions	101	Administration	2,590.05	
4111	Subscriptions	180	Sandbach Town Hall	157.42	
4111	Subscriptions	191	Indoor Market	157.49	
4112	Audit Fees Internal & External	101	Administration	2,792.00	
4114	Accountancy Support	101	Administration	5,966.00	
4115	Office 365/Outlook (Emails)	101	Administration	2,241.32	
4120	Insurance	101	Administration	10,288.25	
4123	Telephones	101	Administration	1,554.99	
4130	Stationery	101	Administration	974.96	
4131	Photocopying	101	Administration	873.77	
4135	Postages	101	Administration	2.80	
4136	Election costs	101	Administration	11,418.64	
4141	Office Equipment/Furniture	101	Administration	4,210.44	
4142	Office Maintenance	101	Administration	230.76	
4144	STC Work Wear	101	Administration	559.00	
4145	Financial Software	101	Administration	1,169.00	
4150	Travelling Expenses	101	Administration	231.15	
4151	Training	101	Administration	1,915.00	
4152	HR & H&S Support	101	Administration	5,311.65	
4197	Bank Charges	101	Administration	1,907.28	
4198	Cleaning	101	Administration	3,184.11	
4310	Website Maintenance	105	Publicity	900.64	
4500	Transport Festival	110	Grants/Discretionary Payments	5,000.00	
4503	Hanging Baskets	110	Grants/Discretionary Payments	11,711.25	
4508	Christmas Lights	110	Grants/Discretionary Payments	26,543.67	
4515	Concert Series	110	Grants/Discretionary Payments	3,500.00	
4530	Community Grants	110	Grants/Discretionary Payments	28,260.00	
4550	Foden's Sponsorship	110	Grants/Discretionary Payments	8,500.00	
4551	Town Crier Honorarium	110	Grants/Discretionary Payments	750.00	
4560	Churchyard Maintenance	110	Grants/Discretionary Payments	1,660.00	
4573	Woodland and Wildlife	110	Grants/Discretionary Payments	2,000.00	
4611	Remembrance Parade	110	Grants/Discretionary Payments	3,390.00	
4614	Office Project	400	Projects	3,493.00	
4619	Car Parks refurbishment	182	Car Parks	1,624.50	
4626	Community/Pubwatch	400	Projects	5,412.00	
4630	Legal Fees	101	Administration	1,284.10	
4640	CCTV Contribution	110	Grants/Discretionary Payments	5,728.34	
4648	Neighbourhood Plan	400	Projects	167.90	
4660	Allotments	110	Grants/Discretionary Payments	1,000.00	
4670	New Purchases/Projects	180	Sandbach Town Hall	1,748.48	
4801	Ticket Income	140	Community Events		3,360.00
4801	Ticket Income	180	Sandbach Town Hall		609.48



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4806	Refreshment sales	180	Sandbach Town Hall		569.16
4807	Cinema Income	180	Sandbach Town Hall		3,730.13
4808	Catering Income	180	Sandbach Town Hall		4.17
4820	Community Events	140	Community Events	15,551.73	
4831	Town Hall Events Costs	180	Sandbach Town Hall	2,569.57	
4838	Cinema Costs	180	Sandbach Town Hall	2,462.04	
4840	Refreshment purchases	101	Administration	9.33	
4840	Refreshment purchases	180	Sandbach Town Hall	428.93	
4841	Jubilee civic costs	140	Community Events	1,488.97	
4850	Legal and professional fes	101	Administration	7,948.85	
5001	Transfers From Reserves				93,508.00
6000	Town Hall HireFees	180	Sandbach Town Hall		40,927.41
6002	Town Hall Bar Income	180	Sandbach Town Hall		37,795.20
6004	Town Hall Bar Income Pre paid	180	Sandbach Town Hall		650.00
6005	Town Hall Shop Units	184	Town Hall Shop Units		11,887.38
6010	Town Hall Bar Purchases	180	Sandbach Town Hall	13,397.13	
6020	Town Hall Salaries	180	Sandbach Town Hall	49,820.16	
6021	Employers NIC	180	Sandbach Town Hall	2,349.10	
6021	Employers NIC	190	Outdoor Market	2,313.60	
6021	Employers NIC	191	Indoor Market	2,039.88	
6022	Superannuation	180	Sandbach Town Hall	6,880.57	
6022	Superannuation	190	Outdoor Market	4,468.39	
6022	Superannuation	191	Indoor Market	5,445.64	
6023	Market wages	190	Outdoor Market	35,226.55	
6023	Market wages	191	Indoor Market	22,825.68	
6070	Training	180	Sandbach Town Hall	1,240.00	
6080	Maintenance	180	Sandbach Town Hall	6,526.94	
6080	Maintenance	190	Outdoor Market	87.90	
6080	Maintenance	191	Indoor Market	723.53	
6091	Covid-19	101	Administration	11.96	
6091	Covid-19	180	Sandbach Town Hall	15.82	
6100	Light and Heat	180	Sandbach Town Hall	9,957.74	
6100	Light and Heat	184	Town Hall Shop Units		2,324.01
6100	Light and Heat	190	Outdoor Market	277.82	
6100	Light and Heat	191	Indoor Market	5,423.05	
6100	Light and Heat	200	Public Conveniences	418.59	
6110	Rates and Water	180	Sandbach Town Hall	6,325.68	
6110	Rates and Water	190	Outdoor Market	5,666.28	
6110	Rates and Water	191	Indoor Market	5,737.52	
6110	Rates and Water	200	Public Conveniences	141.63	
6120	Repairs	180	Sandbach Town Hall	42.19	
6120	Repairs	191	Indoor Market	2,116.33	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
6120	Repairs	200	Public Conveniences	511.81	
6140	Waste Disposal	101	Administration	56.16	
6140	Waste Disposal	180	Sandbach Town Hall	1,626.59	
6140	Waste Disposal	190	Outdoor Market	5,671.67	
6140	Waste Disposal	191	Indoor Market	1,126.63	
6150	Security	180	Sandbach Town Hall	22.00	
6200	Motor expenses	190	Outdoor Market	1,600.07	
6200	Motor expenses	195	Ranger (New Code)	588.06	
6220	Cleaning	180	Sandbach Town Hall	6,593.69	
6220	Cleaning	191	Indoor Market	2,964.09	
6230	Equipment renewals	180	Sandbach Town Hall	1,524.51	
6230	Equipment renewals	190	Outdoor Market	1,231.63	
6230	Equipment renewals	191	Indoor Market	704.40	
6240	Glassware	180	Sandbach Town Hall	86.97	
6280	Telephone	180	Sandbach Town Hall	1,413.66	
6280	Telephone	190	Outdoor Market	96.73	
6280	Telephone	191	Indoor Market	55.99	
6290	Advertising	101	Administration	1,222.78	
6291	Market Hall Advertising	191	Indoor Market	1,548.05	
6310	Premises Licence	180	Sandbach Town Hall	2,080.00	
6340	Marketing	180	Sandbach Town Hall	1,650.80	
6350	Irrecoverable VAT	180	Sandbach Town Hall	1,978.91	
6350	Irrecoverable VAT	190	Outdoor Market	441.07	
6350	Irrecoverable VAT	191	Indoor Market	3,759.03	
6351	Town Hall Units Expenditure	184	Town Hall Shop Units	459.05	
6352	Christmas Market costs	190	Outdoor Market	10,321.60	
6400	Supplies (Public Conveniences)	200	Public Conveniences	649.61	
6402	Vandalism Repairs	200	Public Conveniences	68.26	
6406	Contract Cleaning	200	Public Conveniences	9,828.00	
7000	Public Works Loan Board	180	Sandbach Town Hall	27,138.25	
9000	Transfer from EMR	110	Grants/Discretionary Payments		14,600.00
<b>Trial Balance Totals :</b>				<b>1,850,378.13</b>	<b>1,850,378.13</b>
<b>Difference</b>				<b>0.00</b>	

## List of Payments made between 01/10/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2022	Deposits written off	DEPS	3,510.50	Council 080622 18.3	Deposits written off
03/10/2022	Cheshire East Council	DD	624.00		Business Rates
03/10/2022	Cheshire East Council	DD	699.00		Business Rates
03/10/2022	Legal and General	23406	213.78		Insurance
03/10/2022	Prism Solutions	23400	150.55		TH Telephones
05/10/2022	Waterplus	103346	-7,895.16		Invoice Adjustment
10/10/2022	The Fuel Card People	23425	15.84		Motor Expenses
10/10/2022	BT	23426	81.99		TH Telephones
10/10/2022	Vistaprint B.V.	06399766	195.94		Flag for Cllr Surgeries
10/10/2022	Vistaprint B.V.	06399766	-195.94		Wrong CB
11/10/2022	F [REDACTED]	23433	40.00		Xmas Mkt Refund
11/10/2022	MJM Promotions	23438	40.00		Xmas Mkt refund
11/10/2022	BACS P/L Pymnt Page 1090	BACS Pymnt	20,982.00		BACS P/L Pymnt Page 1090
12/10/2022	Evo Payments International	23442	109.29		Card Machine charges
13/10/2022	Friends of Sandbach Cemetery	23452	1,000.00		Community Grant
14/10/2022	Monthly Payroll	23459	19,758.58		Payroll OCT22
14/10/2022	D E [REDACTED]	23465	40.00		Xmas Mkt Refund
14/10/2022	E A [REDACTED]	23466	40.00		Xmas Mkt Refund
14/10/2022	BACS P/L Pymnt Page 1092	BACS Pymnt	44,952.20		BACS P/L Pymnt Page 1092
14/10/2022	BACS P/L Pymnt Page 1093	BACS Pymnt	2,136.75		BACS P/L Pymnt Page 1093
14/10/2022	BACS P/L Pymnt Page 1099	BACS Pymnt	0.40		BACS P/L Pymnt Page 1099
17/10/2022	Natwest Bank	23472	30.00		Bankline Charges
17/10/2022	EE Limited	23473	20.34		Mkt Mobile Charges
18/10/2022	West Merica Energy	23477	1,829.64		P/Conv Electric AUG22
24/10/2022	Petty Cash	23492/5584	250.00		Petty Cash
25/10/2022	C R Pe [REDACTED]	23506	54.15		IDM rent refund
25/10/2022	BACS P/L Pymnt Page 1094	BACS Pymnt	5,068.97		BACS P/L Pymnt Page 1094
25/10/2022	Prism Solutions	23509	1,081.44		ICT Software&Support
28/10/2022	Credit Card	23530	491.84		Credit Card Transfer
28/10/2022	Cheshire Pension Fund	23519	4,251.15		OCT22 Contribution
28/10/2022	HMRC	23528	7,038.30		OCT22 Contribution
28/10/2022	AG F [REDACTED]	23529	40.00		Xmas Mkt refund
28/10/2022	Calor Gas Limited	23531	109.14		Motor Expenses
28/10/2022	BACS P/L Pymnt Page 1097	BACS Pymnt	7,952.57		BACS P/L Pymnt Page 1097
31/10/2022	Natwest Bank	23540	93.72		Bank Charges
01/11/2022	Cheshire East Council	DD/23549	624.00		Business Rates
01/11/2022	Cheshire East Council	DD/23550	699.00		Business Rates
01/11/2022	Sandbach Park Bowling Club	23548/5583	100.00		Community Grant
01/11/2022	Royal British Legion	23553/5585	75.00		Remembrance Wreaths donation
01/11/2022	Prism Solutions	23547	150.55		Monthly Telephone Charges
04/11/2022	Legal and General	DD/23556	213.78		Insurance
07/11/2022	The Fuel Card People	23560	15.84		Motor Expenses
07/11/2022	BT	23561	81.99		Monthly Phones&BB
10/11/2022	MORRISONS	10NOV22	0.80		Sandbach Chronicle
10/11/2022	Swift Shop Ltd	10NOV2022	42.19		Replica plaque inscription
10/11/2022	MORRISONS	10NOV2022/	6.53		Bar Supplies

## List of Payments made between 01/10/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/11/2022	MORRISONS	10NOV2022/	-6.53		Receipt Reversal
10/11/2022	Swift Shop Ltd	10NOV2022	-42.19		Receipt reversal
10/11/2022	MORRISONS	10NOV22	-0.80		Receipt reversal
11/11/2022	Evo Payments International	23588	115.79		Card Machine Charges
11/11/2022	BACS P/L Pymnt Page 1102	BACS Pymnt	5,216.06		BACS P/L Pymnt Page 1102
11/11/2022	Handy Household	23587	137.98		Maintenance
11/11/2022	B&Q	23587	85.41		Maintenance
15/11/2022	EE Limited	23596	20.54		Mkt Mobile
15/11/2022	Natwest Bank	23594	26.40		Bankline Charges
15/11/2022	Monthly Payroll	23595	26,550.30		Nov22 Payroll
15/11/2022	Public Works Loan	23597	12,335.57		Loan repayment
16/11/2022	LIDL	16NOV22	1.26		Bar Supplies
16/11/2022	LIDL	16NOV22	-1.26		Receipt in error
17/11/2022	MORRISONS	17NOV22	0.80		Sandbach Chronicle
17/11/2022	MORRISONS	17NOV22	-0.80		Receipt Reversal
17/11/2022	West Merica Energy	23603	1,683.81		Mkt Hall Electricity Sep22
18/11/2022	BACS P/L Pymnt Page 1104	BACS Pymnt	2,585.45		BACS P/L Pymnt Page 1104
18/11/2022	Ke [REDACTED] Mc [REDACTED] Jd [REDACTED]	23612	40.00		Xmas Mkt Refund
18/11/2022	Amazon	23613	95.99		Market Phone
21/11/2022	Aldi	21NOV22/1	2.90		Bar Supplies
21/11/2022	Aldi	21NOV22/1	-2.90		Receipt in error
22/11/2022	Sweet Shop	22NOV22	1.50		Sweet Bags for events
22/11/2022	Sweet Shop	22NOV22	-1.50		Reversal wrong CB
23/11/2022	West Merica Energy	23627	147.22		Gas Charges SEP22
23/11/2022	Petty Cash	5586/23628	250.00		Petty Cash Transfer
25/11/2022	Prism Solutions	23648	1,051.07		ICT Support
25/11/2022	BACS P/L Pymnt Page 1105	BACS Pymnt	11,147.86		BACS P/L Pymnt Page 1105
28/11/2022	Credit Card	23654	737.00		Credit Card Transfer
30/11/2022	Natwest Bank	23663	61.62		Bank charges
30/11/2022	HMRC	23664	9,321.35		HMRC NOV Contribution
30/11/2022	Cheshire Pension Fund	23665	6,631.48		Nov22 Contribution
30/11/2022	Hitched Inv	21711WO	838.80		Write Off Hitched Inv
01/12/2022	Cheshire East Council	DD	624.00		TH Rates
01/12/2022	Cheshire East Council	DD	699.00		IDM Rates
01/12/2022	Prism Solutions	23675	150.55		TH Monthly BB/Telephones
02/12/2022	Cheshire East Council	BACS	1,900.00		Wedding Licence
02/12/2022	BACS P/L Pymnt Page 1108	BACS Pymnt	3,656.37		BACS P/L Pymnt Page 1108
02/12/2022	B&M	BACS	50.14		Miscellaneous Items
02/12/2022	B&M	23685	50.14		Stationery & Decor
02/12/2022	B&M	23685	-50.14		Duplicated Receipt
05/12/2022	Legal and General	DD	213.78		Insurance
08/12/2022	BT	23707	81.99		Monthly Telephones/BB costs
09/12/2022	BACS P/L Pymnt Page 1110	BACS Pymnt	11,015.58		BACS P/L Pymnt Page 1110
09/12/2022	S Stokes Sue' Diner	09DEC22	240.00		Breakfast With Santa
09/12/2022	Roberts Bakery Band	09DEC2022	200.00		Remembrance Parade
12/12/2022	Evo Payments International	23731	153.90		Card Machine Charges
12/12/2022	The Fuel Card People	23732	93.50		Motor Expenses

## List of Payments made between 01/10/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2022	Monthly Salaries DEC22	BACS	22,213.39		Monthly Salaries DEC22
15/12/2022	Petty Cash	23753/5587	250.00		Petty Cash
15/12/2022	Natwest	DD	21.60		Bankline Charges
15/12/2022	B&Q Limited	23760	22.35		TH Maintenance
15/12/2022	EE Limited	23751	20.34		Market Mobile Charges
15/12/2022	West Merica Energy	23752	2,441.50		P/Conv Electric OCT22
16/12/2022	BACS P/L Pymnt Page 1111	BACS Pymnt	15,734.70		BACS P/L Pymnt Page 11 11
16/12/2022	Travis Perkins	23760	57.74		TH Maintenance
16/12/2022	Sandbach Motor Factors	23760	8.99		Motor Expenses
16/12/2022	Handy Household	23760	176.81		TH Maintenance
19/12/2022	The Fuel Card People	23768	111.67		Motor Expenses
23/12/2022	BACS P/L Pymnt Page 1113	BACS Pymnt	6,853.50		BACS P/L Pymnt Page 11 13
23/12/2022	BACS P/L Pymnt Page 1114	BACS Pymnt	3,450.40		BACS P/L Pymnt Page 11 14
23/12/2022	John Cook Window Cleaning	23780	80.00		TH Window Clean
28/12/2022	Credit Card	23788	262.74		Credit Card Transfer
28/12/2022	Prism Solutions	23787	1,051.07		Monthly ICT Support
30/12/2022	HMRC	BACS	7,005.25		HMRC DEC22 Contribution
30/12/2022	Cheshire Pension Fund	BACS	5,092.42		December 2022 Contribution
30/12/2022	Natwest	23797	48.64		Bank Charges
<b>Total Payments</b>			<b>279,832.76</b>		



Sandbach Town Council

List of BACS & Direct Debit Payments

Q3 2022/2023

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Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
03/10/2022	DD	Prism Solutions	TH Telephones	16/09/2022	68157	£150.55	1088
10/10/2022	DD	BT	TH Telephones	24/09/2022	M118 &N	£81.99	1088
10/10/2022	DD	The Fuel Card People	Motor Expenses	30/09/2022	9003988693	£15.84	1088
11/10/2022	BACS	BOMFORD OFFICE PRODUCTS	Stationery	29/09/2022	93755	£67.18	1090
11/10/2022	BACS	BOMFORD OFFICE PRODUCTS	Stationery	29/09/2022	93756	£37.68	1090
11/10/2022	BACS	BOMFORD OFFICE PRODUCTS	Office Furniture	30/09/2022	93760	£787.04	1090
11/10/2022	BACS	Cheshire East Borough Council	CCTV Contribution	30/08/2022	11700099600	£6,874.01	1090
11/10/2022	BACS	Cheshire East Borough Council	Election Costs	01/09/2022	11700099646	£11,418.64	1090
11/10/2022	BACS	Hops and Barley LTD	Drinks Order	26/09/2022	164225	£315.07	1090
11/10/2022	BACS	Prism Solutions	ICT Support	26/09/2022	164099	£256.80	1090
11/10/2022	BACS	Rialtis Business Solutions Ltd	Software Training	28/09/2022	30096	£240.00	1090
11/10/2022	BACS	Spotless Commercial Cleaning	Cleaning Supplies	23/09/2022	SIN279595	£47.18	1090
11/10/2022	BACS	TRG (The Ralphps Group)	P/Conv Cleaning w/c 12SEP22	27/09/2022	1573	£302.40	1091
11/10/2022	BACS	TRG (The Ralphps Group)	P/Conv Cleaning w/c 19SEP22	27/09/2022	1575	£302.40	1091
11/10/2022	BACS	Tunnuccliffe Labels & Signs	IDM Signs	14/09/2022	INV39075	£333.60	1091
12/10/2022	DD	Evo Payments International	Card Machine charges	30/09/2022	09-2022/52895	£109.29	1088
14/10/2022	BACS	Blitz Fireworks Ltd	Xmas Mkt Operational Support	15/09/2022	SI-930	£11,976.00	1092
14/10/2022	BACS	Blitz Fireworks Ltd	Xmas Lights Scheme	15/09/2022	SI-932	£27,872.40	1092
14/10/2022	BACS	BOMFORD OFFICE PRODUCTS	Stationery	30/09/2022	93772	£28.20	1093
14/10/2022	BACS	Calbarrie Compliance Services	TH Maintenance	29/09/2022	166653	£3,184.20	1093
14/10/2022	BACS	FLEXTEL LTD.	Telephone charges SEP22	03/10/2022	76362	£30.00	1093
14/10/2022	BACS	FLEXTEL LTD.	Telephone charges SEP22	03/10/2022	76376	£119.69	1093
14/10/2022	BACS	FLEXTEL LTD.	Monthly Telephones	03/11/2022	77279	£30.00	1093
14/10/2022	BACS	PKF Littlejohn LLP	External Audit Fees	28/09/2022	SB20223127	£1,920.00	1092
14/10/2022	BACS	Spotless Commercial Cleaning	Cleaning charges SEP22	30/09/2022	SIN279351	£1,626.46	1093
14/10/2022	BACS	TRG (The Ralphps Group)	P/Conv Cleaning w/c 26SEP22	03/10/2022	1576	£302.40	1093
17/10/2022	DD	EE Limited	Mkt Mobile Charges	07/10/2022	V02037228211	£20.34	1088
18/10/2022	DD	West Merica Energy	TH Gas charges AUG22	20/09/2022	11254842	£97.32	1088
18/10/2022	DD	West Merica Energy	P/Conv Electric AUG22	20/09/2022	11259592	£46.97	1088
18/10/2022	DD	West Merica Energy	TH Electric Charges AUG22	20/09/2022	11259593	£902.63	1088
18/10/2022	DD	West Merica Energy	IDM Electric charges AUG22	20/09/2022	11262600	£752.88	1088
18/10/2022	DD	West Merica Energy	ODM Electric charges AUG22	20/09/2022	11262601	£29.84	1088
25/10/2022	BACS	Apple Safety Services Ltd	First Aid Training	10/10/2022	2717	£260.00	1094
25/10/2022	BACS	Bach 95 Limited	Bar Purchases	09/10/2022	INV-0379	£74.88	1094
25/10/2022	BACS	K Ba	Market Duties	11/10/2022	53	£165.00	1094
25/10/2022	BACS	CREWE COLOUR PRINTERS LTD	TH Events - Santa Breakfast	12/10/2022	68513	£468.00	1094
25/10/2022	BACS	CREWE COLOUR PRINTERS LTD	Cinema Costs	12/10/2022	68514	£366.00	1094
25/10/2022	BACS	CREWE COLOUR PRINTERS LTD	TH Events	12/10/2022	68515	£204.00	1094
25/10/2022	BACS	Gaskells Waste Services	Waste Disposal	30/09/2022	P553146	£1,213.51	1094
25/10/2022	BACS	Hops and Barley LTD	Drinks order	06/06/2022	151544	£10.00	1094
25/10/2022	BACS	Hops and Barley LTD	Bar Purchases	10/10/2022	165677	£624.30	1094
25/10/2022	BACS	Hops and Barley LTD	Bar Supplies	10/10/2022	165678	£388.23	1094
25/10/2022	DD	Prism Solutions	ICT Software&Support	25/10/2022	165228	£1,081.44	1096
25/10/2022	BACS	Prism Solutions	ICT Support	13/10/2022	165404	£487.02	1095
25/10/2022	BACS	TRG (The Ralphps Group)	P/Conv cleaning w/c 03OCT22	10/10/2022	1579	£302.40	1095
25/10/2022	BACS	VIKING	Stationery	10/10/2022	9362191	£145.14	1095
25/10/2022	BACS	Waterplus	Mkt Hall Water Charges	11/10/2022	INV00023206	£343.61	1095
25/10/2022	BACS	Waterplus	Water charges AUG22	03/09/2022	INV07939947	£8.58	1095
25/10/2022	BACS	Waterplus	Water Charges	04/10/2022	INV08056908	£8.30	1095
28/10/2022	BACS	Bach 95 Limited	Bar Purchases	20/10/2022	INV-0389	£74.88	1097
28/10/2022	BACS	Beartown Brewery Ltd	Bar Purchases	14/10/2022	53849	£209.62	1097
28/10/2022	DD	Calor Gas Limited	Motor Expenses	09/09/2022	35441969	£109.14	1089
28/10/2022	BACS	CMJ Embroidery Ltd	STC Workwear	20/10/2022	INV-7883	£193.80	1097
28/10/2022	BACS	CMJ Embroidery Ltd	STC Workwear-Bar/Mkt/Maintenan	20/10/2022	INV-7884	£148.80	1097
28/10/2022	BACS	The E-Link	Alterations to Banners XmasMkt	19/10/2022	SI-426	£80.00	1097
28/10/2022	BACS	Hops and Barley LTD	Bar Purchases	18/10/2022	166475	£392.87	1097
28/10/2022	BACS	Northwest Radio Communications Ltd	PubWatch Radios	10/10/2022	67486	£6,479.40	1097
28/10/2022	BACS	Rialtis Business Solutions Ltd	Financial Software Support	16/10/2022	SM26404	£70.80	1097
28/10/2022	BACS	TRG (The Ralphps Group)	P/Conv cleaning w/c 10OCT22	16/10/2022	1580	£302.40	1097
01/11/2022	DD	Prism Solutions	Monthly Telephone Charges	17/10/2022	68288	£150.55	1100
07/11/2022	DD	BT	Monthly Phones&BB	24/10/2022	M119 39	£81.99	1100
07/11/2022	DD	The Fuel Card People	Motor Expenses	31/10/2022	9004132152	£15.84	1100
11/11/2022	BACS	CREWE COLOUR PRINTERS LTD	Xmas Panto Leaflet	31/10/2022	68602	£375.00	1102
11/11/2022	DD	Evo Payments International	Card Machine Charges	31/10/2022	10-2022/52895	£115.79	1100
11/11/2022	BACS	FLEXTEL LTD.	Monthly Telephone Charges	03/11/2022	77291	£124.74	1102
11/11/2022	BACS	FLEXTEL LTD.	Monthly Telephone Charges	03/12/2022	78211	£30.00	1102
11/11/2022	BACS	Hall Smith Whittingham LLP	Legal Fees	14/10/2022	SAN110.1.AJ.RG OC	£1,014.18	1102
11/11/2022	BACS	JDH BUSINESS SERVICES LTD	Internal Audit Fees	20/10/2022	4405	£512.40	1102
11/11/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Ticket to Paradise Royalties	26/10/2022	SI-323	£34.50	1102
11/11/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Hire	03/10/2022	SI-336	£210.00	1102
11/11/2022	BACS	Rentokil Pest Control	Waste Disposal	25/10/2022	21789674	£283.57	1102
11/11/2022	BACS	Spotless Commercial Cleaning	Cleaning Supplies	21/10/2022	SIN280248	£93.91	1103
11/11/2022	BACS	Spotless Commercial Cleaning	Monthly Cleaning charges	31/10/2022	SIN280784	£1,626.46	1103
11/11/2022	BACS	TRG (The Ralphps Group)	P/Conv Cleaning w/c 17OCT	23/10/2022	1582	£302.40	1103
11/11/2022	BACS	TRG (The Ralphps Group)	P/Conv cleaning w/c 24OCT	30/10/2022	1583	£302.40	1103
11/11/2022	BACS	WorkNest Limited	Insurance	01/11/2022	SINV039145	£306.50	1103
15/11/2022	DD	EE Limited	Mkt Mobile	07/11/2022	V02046755820	£20.54	1100
17/11/2022	DD	West Merica Energy	Mkt Hall Electricity Sep22	20/10/2022	11270872	£755.80	1100
17/11/2022	DD	West Merica Energy	P/Conv Electricity Sep22	20/10/2022	11270874	£49.69	1100
17/11/2022	DD	West Merica Energy	TH Electricity SEP22	20/10/2022	11270875	£853.98	1100
17/11/2022	DD	West Merica Energy	Mkt store Electricity SEP22	20/10/2022	11273675	£24.34	1100
18/11/2022	BACS	Gaskells Waste Services	Waste Disposal OCT22	31/10/2022	P557289	£1,016.88	1104
18/11/2022	BACS	Hops and Barley LTD	Bar supplies	07/11/2022	168602	£986.17	1104
18/11/2022	BACS	Justina Clean Ovens	TH Ovens clean	01/11/2022	382	£280.00	1104
18/11/2022	BACS	TRG (The Ralphps Group)	P/Cov Cleaning w/c 31OCT22	06/11/2022	1584	£302.40	1104
23/11/2022	DD	West Merica Energy	Gas Charges SEP22	21/10/2022	11274464	£147.22	1101
25/11/2022	BACS	Apple Safety Services Limited	First Aid Training	03/11/2022	2728	£260.00	1105
25/11/2022	BACS	K Ba	Market Duties	21/10/2022	54	£165.00	1105

25/11/2022	BACS	K E	Market Duties	11/11/2022	55	£165.00	1105
25/11/2022	BACS	Blitz Fireworks Ltd	Xmas Lights	15/10/2022	SI-943	£1,851.00	1105
25/11/2022	BACS	BTS Garage Services	Ranger Van MOT	15/11/2022	376	£50.00	1105
25/11/2022	BACS	Thomas Fattorini Ltd	Mayoral Chain Repair	14/11/2022	I271543	£440.86	1105
25/11/2022	BACS	The Leaflet Team	Leaflet Distribution	10/11/2022	TKD00994	£441.00	1105
25/11/2022	BACS	Nisbets	Bar Supplies	23/10/2022	25729385	£67.77	1105
25/11/2022	DD	Prism Solutions	ICT Support	25/11/2022	166897	£1,051.07	1101
25/11/2022	BACS	Rialtis Business Solutions Ltd	Remote Training for New Staff	16/11/2022	30187	£480.00	1106
25/11/2022	BACS	Talegate Theatre Productions	Christmas Panto Balance	11/11/2022	1909	£1,496.00	1106
25/11/2022	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 07NOV22	14/11/2022	1586	£302.40	1106
25/11/2022	BACS	Waterplus	ODM Water charges OCT22	03/11/2022	INV-00228210	£8.58	1106
25/11/2022	BACS	Waterplus	IDM Water Charges OCT22	11/11/2022	INV00321953	£363.61	1106
25/11/2022	BACS	WorkNest Limited	HR & H&S Support	01/11/2022	SINV038944	£5,056.64	1106
01/12/2022	DD	Prism Solutions	TH Monthly BB/Telephones	17/11/2022	68428	£150.55	1115
02/12/2022	BACS	Broxap Limited	Sandbach Park Goalposts	23/11/2022	INV295995	£1,095.60	1108
02/12/2022	BACS	Calbarrie Compliance Services	Remedial Electrical works	22/11/2022	169710	£718.56	1108
02/12/2022	BACS	Cheshire Association of Local Councils	Induction training	23/11/2022	214	£25.00	1108
02/12/2022	BACS	Claymore Business Machines Limited	Photocopying	23/11/2022	51887	£21.86	1108
02/12/2022	BACS	Claymore Business Machines Limited	Photocopying	23/11/2022	51888	£155.82	1108
02/12/2022	BACS	Claymore Business Machines Limited	Photocopying	23/11/2022	51889	£118.94	1108
02/12/2022	BACS	Hops and Barley LTD	Bar Supplies	17/11/2022	169577	£423.58	1108
02/12/2022	BACS	LexisNexis	Local Council Administration	03/11/2022	I0985572W	£131.99	1108
02/12/2022	BACS	Mid Cheshire Towbars	Ranger Van Towbar Installation	23/11/2022	1013	£445.00	1109
02/12/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties	22/11/2022	SI-351	£174.90	1109
02/12/2022	BACS	Spotless Commercial Cleaning	Cleaning Supplies	18/11/2022	SIN281413	£42.72	1109
02/12/2022	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c	20/11/2022	1588	£302.40	1109
08/12/2022	DD	BT	Monthly Telephones/BB costs	24/11/2022	M120 9D	£81.99	1115
09/12/2022	BACS	ANSA Environmental Services	Hanging Baskets	01/10/2022	11700104471	£7,200.00	1110
09/12/2022	BACS	Blitz Fireworks Ltd	Timers Replacement Xmas Lights	30/11/2022	SI-997	£324.00	1110
09/12/2022	BACS	Dutton Contractors Ltd	Remembrance Parade Traffic Mgm	16/11/2022	16218	£3,036.00	1110
09/12/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c21NOV22	27/11/2022	1589	£302.40	1110
09/12/2022	BACS	VIKING	Stationery/Photocopying	30/11/2022	9660858	£153.18	1110
12/12/2022	DD	Evo Payments International	Card Machine Charges	30/11/2022	11-2022/52895	£153.90	1115
12/12/2022	DD	The Fuel Card People	Motor Expenses	30/11/2022	9004309053	£93.50	1115
15/12/2022	DD	EE Limited	Market Mobile Charges	07/12/2022	V02056499962	£20.34	1115
15/12/2022	DD	West Merica Energy	TH Gas Charges OCT22	17/11/2022	11278083	£340.63	1115
15/12/2022	DD	West Merica Energy	TH Electricity Charges OCT22	17/11/2022	11283627	£1,086.34	1115
15/12/2022	DD	West Merica Energy	ODM Electric Charges OCT22	17/11/2022	11283628	£40.70	1115
15/12/2022	DD	West Merica Energy	P/Conv Electric OCT22	17/11/2022	11283630	£55.10	1115
15/12/2022	DD	West Merica Energy	IDM Electricity Charges OCT22	17/11/2022	11283631	£918.73	1115
16/12/2022	BACS	ANSA Environmental Services	Compostable Toilet Grant	22/11/2022	11700116311	£9,600.00	1111
16/12/2022	BACS	K B	Market Duties	08/12/2022	56	£220.00	1111
16/12/2022	BACS	FLEXTEL LTD.	Admin Mobiles	03/12/2022	78225	£122.13	1111
16/12/2022	BACS	Gaskells Waste Services	Monthly Waste Disposal	30/11/2022	P561439	£1,029.41	1111
16/12/2022	BACS	John Greenall & Co Limited	VAT Return Preparations	22/11/2022	752	£1,380.00	1111
16/12/2022	BACS	John Greenall & Co Limited	Accounting Services	22/11/2022	753	£1,446.00	1111
16/12/2022	BACS	Spotless Commercial Cleaning	Monthly Cleaning	30/11/2022	SIN282016	£1,626.46	1111
16/12/2022	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 28NOV22	07/12/2022	1590	£302.40	1111
16/12/2022	BACS	Waterplus	ODM Waste&Water Charges Nov22	03/12/2022	INV00532852	£8.30	1112
19/12/2022	DD	The Fuel Card People	Motor Expenses	11/12/2022	9004364991	£111.67	1116
23/12/2022	BACS	ANSA Environmental Services	Hanging Baskets	01/11/2022	11700115377	£6,853.50	1113
23/12/2022	BACS	ANSA Environmental Services	Jubilee Trees	14/11/2022	11700115978	£1,786.76	1114
23/12/2022	BACS	Cheshire Association of Local Councils	Staff Training	15/12/2022	235	£90.00	1114
23/12/2022	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 05DEC22	11/12/2022	1591	£302.40	1114
23/12/2022	BACS	TRG (The Ralphs Group)	P/Conv Supplies	15/12/2022	1592	£183.49	1114
23/12/2022	BACS	Waterplus	TH Water Charges Nov22	11/12/2022	INV00619236	£334.15	1114
23/12/2022	BACS	WorkNest Limited	Fire Risk Assessment	12/12/2022	SINV039969	£753.60	1114
28/12/2022	DD	Prism Solutions	Monthly ICT Support	28/12/2022	168549	£1,051.07	1116



## Cashbook 3

## Petty Cash

Payments made between 01/10/2022 and 31/12/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/10/2022	WH Smith	03OCT22	9.99		1.66	4130	101	8.33	Stationery
07/10/2022	John Cook Window Cleaners	07OCT2022	80.00			6220	180	80.00	TH Window Clean
07/10/2022	MORRISONS	07OCT22	0.80			4130	101	0.80	Sandbach Chronicle
11/10/2022	B&M	11OCT2022	18.09		3.02	4130	101	15.07	Stationery
11/10/2022	MORRISONS	11OCT22	2.89			4840	180	2.89	Meetings/Bar Supplies
12/10/2022	Handy Household	12OCT22	2.88		0.48	6080	180	2.40	Maintenance
13/10/2022	MORRISONS	13OCT	0.80			4130	101	0.80	Sandbach Chronicle
15/10/2022	CO-OP	15OCT22	1.26			6010	180	1.26	Bar Supplies
17/10/2022	ASDA	17OCT22	12.00		2.00	6010	180	10.00	Bar Supplies
17/10/2022	Waitrose	18OCT22	8.50		1.42	6010	180	7.08	Bar Supplies
18/10/2022	MORRISONS	18OCT2022	20.39		3.40	6010	180	16.99	Bar Supplies
18/10/2022	Handy Household	18OCT2022	5.97		0.99	4670	180	4.98	Events Supplies
19/10/2022	Royal Mail	19OCT22	1.40			4135	101	1.40	Postages
20/10/2022	MORRISONS	20OCT22	0.80			4130	101	0.80	Stationery
22/10/2022	Aldi	22OCT2022	2.70			6010	180	2.70	Bar Supplies
24/10/2022	Handy Household	24OCT2022	15.99		2.66	6010	180	13.33	Bar Supplies
27/10/2022	MORRISONS	27OCT2022	0.80			4130	101	0.80	Stationery
02/11/2022	Savers	02NOV22	22.47		3.74	6091	180	18.73	Covid tests
02/11/2022	Savers	02NOV22	-3.49		-0.58	6091	180	-2.91	Receipt Adjustment
03/11/2022	Amazon	03NOV2022	13.99		2.33	6230	180	11.66	Audio Adapters
03/11/2022	Amazon	03NOV2022	6.76		1.13	4142	101	5.63	Audio Adapter for TH
03/11/2022	MORRISONS	03NOV22	0.80			4130	101	0.80	Sandbach Chronicle
04/11/2022	Sandbach Motor Factors	04NOV2022	2.00		0.33	6200	190	1.67	Motor Expenses
04/11/2022	Handy Household	04NOV22	10.49		1.75	6080	190	8.74	ODM Maintenance
09/11/2022	Handy Household	09NOV22	18.99		3.16	4141	101	15.83	Extention Tower
10/11/2022	Swift Shop Ltd	10NOV22/2	42.19			6120	180	42.19	Brass sign insription
10/11/2022	MORRISONS	10NOV22/3	6.53		0.67	6010	180	5.86	Bar Supplies
10/11/2022	MORRISONS	BACS	0.80			4130	101	0.80	Sandbach Chronicle
16/11/2022	LIDL	16NOV22	1.26			6010	180	1.26	Bar Supplies
17/11/2022	MORRISONS	17NOV22	0.80			4130	101	0.80	Sandbach Chronicle
21/11/2022	B&M	21NOV2022	53.40		8.90	6291	191	22.25	Events Supplies
						4831	180	22.25	Events Supplies
21/11/2022	Aldi	21NOV22	2.90			6010	180	2.90	Bar Supplies
22/11/2022	Sweet Shop	22NOV22	1.50			6291	191	1.50	Sweets bags for events
24/11/2022	Boots UK Ltd	24NOV2022	14.35		2.39	6091	101	11.96	Boots UK Ltd
24/11/2022	MORRISONS	24NOV22	0.80			4130	101	0.80	Stationery
25/11/2022	B&M	25NOV22	56.00		9.33	6291	191	46.67	Mkt Advertising
27/11/2022	MORRISONS	27NOV22	3.30		0.55	6080	180	2.75	Maintenance items
28/11/2022	B&M	28NOV2022	14.96		2.49	4831	180	12.47	Events Supplies

Subtotal Carried Forward:

456.06

0.00

51.82

404.24

## Cashbook 3

## Petty Cash

Payments made between 01/10/2022 and 31/12/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/11/2022	Aldi	28NOV22	4.60		0.42	4831	180	4.18	Events Supplies
29/11/2022	Handy Household	29NOV22	34.47		5.74	6080	180	28.73	Electric Cable
01/12/2022	MORRISONS	01DEC22	1.00			4130	101	1.00	Sandbach Chronicle
02/12/2022	B&M	02DEC22	45.00		7.50	6230	191	37.50	Christmas Lights
06/12/2022	LIDL	06DEC22	2.58			6010	180	2.58	Bar Supplies
07/12/2022	Waitrose	07DEC2022	10.90			4831	180	10.90	Events Supplies
07/12/2022	Iceland Foods Ltd.	BACS	2.35			4831	180	2.35	Events/Meetings supplies
08/12/2022	MORRISONS	08DEC22	1.00			4130	101	1.00	Sandbach Chronicle
14/12/2022	Arthur Chatwin Ltd	14DEC22/1	12.00		2.00	4840	180	10.00	Refreshments for meetings
14/12/2022	Iceland Foods Ltd.	14DEC22/2	3.65		0.33	4840	180	3.32	Refreshments for meetings
15/12/2022	MORRISONS	15DEC22	1.00			4130	101	1.00	Stationery
19/12/2022	Iceland Foods Ltd.	19DEC22	3.30			4840	180	3.30	Refreshments for events
19/12/2022	MORRISONS	19DEC22/2	1.45			4840	180	1.45	Refreshments for events
20/12/2022	WH Smith	20DEC22	8.50		1.42	4130	101	7.08	Stationery
22/12/2022	MORRISONS	22DEC22	1.00			4130	101	1.00	Sandbach Chronicle
<b>Total Payments:</b>			588.86	0.00	69.23			519.63	

## List of Payments made between 01/10/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/10/2022	Dropbox International	65183755	73.08		Dropbox Subscription
08/10/2022	Amazon	45888065	-34.16		PO 1263 Refund
10/10/2022	Vistaprint B.V.	06399766	195.94		Flag for Cllr Surgeries
13/10/2022	Amazon	96850627	55.95		Events Supplies
14/10/2022	Soundtrack your brand	29925858	34.99		IDM/TH Background Music
18/10/2022	Amazon	19094167	99.94		Admin phone
21/10/2022	ZOOM.US	15717136	14.39		Zoom Subscription
31/10/2022	Electrical Deals Direct	19679859	53.57		Equipment renewals
31/10/2022	Direct365Online Ltd	25148241	209.14		First Aid & Fire Marshall Kits
03/11/2022	Amazon	74911443	17.98		TH Lights
06/11/2022	Dropbox International	89703556	73.08		Subscription
10/11/2022	Amazon	62910628	111.78		CO2 Meters TH
14/11/2022	Soundtrack Your Brand	BACS	34.99		Subscription
17/11/2022	Amazon	73104514	24.91		Events Supplies
02/12/2022	Amazon	30502215	69.99		Equipment-Microphone
05/12/2022	Dropbox International	12197353	1.35		Additional Licence
06/12/2022	ZOOM.US	10922388	14.39		Zoom Subscription
06/12/2022	Dropbox International	77796558	71.05		Subscription
12/12/2022	JAX First Aid	08533000	31.70		First Aid Supplies
14/12/2022	Soundtrack Your Brand	96635855	34.99		TH/MKT Background Music
21/12/2022	ZOOM.US	15342154	11.99		Subscription
<b>Total Payments</b>			<u>1,201.04</u>		

