

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

This meeting will be clerked by the Town Clerk. Please ensure that all apologies are made directly to the Clerk of the meeting no later than 5pm on the day of the meeting.

Agenda for the meeting to be held on Wednesday 27th April at 7.00pm in The Ballroom, Sandbach Town Hall.

PART 1 : ITEMS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

1. APOLOGIES FOR ABSENCE

2. CO-OPTION TO THE FINANCE, POLICY AND GOVERNANCE COMMITTEE

To co-opt Cllrs Nicola Cook and Sandra Broad to the Committee.

3. 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.

The Chair will adjourn the meeting to allow questions from members of the public. After the questions, the Chair will reconvene the meeting.

4. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 2 FEBRUARY 2022.

5. FINANCIAL STATEMENTS: YEAR END AND INTERIM FOURTH QUARTER 2021-22 STATEMENTS [FINANCE]

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation.

Lead: Chair of Finance

Actions: *To approve year end statements*

6. PAYMENTS MADE

Attached: [Schedule of Payments]

Lead: Chair of Finance

Action: *To approve the payments between 1st January 2022 to 31st March 2022.*

7. GRANT APPLICATIONS [FINANCE]

Attached: [One Application]

Lead: Chair of Finance

Action: *To approve grant applications from budget line Community Grants- 110-4350, payments to be delegated to the Finance Officer. Fund balance currently £30,000.*

7.1 SANDBACH FOOTPATH GROUP

They have applied for a grant of £350 to assist in the running of the 2022 Sandbach Walking Festival.

8. GRANT FEEDBACK FORMS [FINANCE]

8.1 Sandbach Concert Series

Attached: [Feedback from Sandbach Concert Series]
Lead: Chair of Finance
Action: *To receive the feedback.*

8.2 Sandbach Art Society

Attached: [Feedback from Sandbach Art Society]
Lead: Chair of Finance
Action: *To receive the feedback.*

8.3 Dementia Friendly Sandbach

Attached: [Feedback Dementia Friendly Sandbach]
Lead: Chair of Finance
Action: *To receive the feedback.*

9. INVOICES FOR APPROVAL

9.1 David Trowler Associates

Attached: [Invoice]
Lead: Chair of Finance
Action: *To approve payment of invoice amount £4188 and delegate payment to the Finance Officer. Invoice to be coded to 400 4614 (Office Accommodation Project).*

9.2 John Greenall & Co Ltd

Attached: [Invoice]
Lead: Chair of Finance
Action: *To approve payment of invoice amount £2700 and delegate payment to the Finance Officer. Invoice to be coded to 101 4114 (Accountancy Services).*

10. DIGNITY AT WORK POLICY

[Attached: Draft Policy]
Lead: Chair of Finance
Action: *To:*

- i. Approve the final draft of the Dignity at work Policy following amendments by the Chair and approval of the Council's HR advisor.*
- ii. Recommend the draft policy to Council for adoption.*

11. APPROACH TO SPONSORSHIP

[Item delegated from Town Council on 6 April]
Lead: Town Clerk
Action: *To consider the approach to sponsorship of local organisations.*

12. VEXATIOUS PERSONS POLICY WORKING GROUP

[Attached: Meeting Minutes]
Lead: Chair of Finance
Action: *To receive update on the group's progress*

13. UNDISCHARGED RESOLUTIONS

[Attached: Report]

Lead: Chair of Finance

Action: *To note above dated report and requirements.*

14. LETTERS OF THANKS

14.1 Sandbach Concert Series

Attached: [Letter of thanks from Sandbach Concert Series]

Lead: Chair of Finance

Action: *To receive the thanks.*

15. CORRESPONDENCE

There is none.

16. ITEMS FOR THE NEXT MEETING

17. DATE AND TIME OF NEXT MEETINGS

The date of the next meeting is TBC.

17. EXCLUSION OF PUBLIC AND PRESS

Action: To consider that items under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for 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.

PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

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Finance, Policy and Governance Committee

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Minutes for the meeting held on Monday, 2nd February 2022 at 7pm,
in the Sandbach Town Hall Ballroom.

In Attendance

Cllrs: A Smith
M Muldoon
S Kirkham
L Crane
S Corcoran
S Crane
D Hegarty
R Hovey (arrived 7.05)
G Price Jones (arrived 7.10)

Also present were the Locum Town Clerk, Assistant Town Clerk and 5 members of the public and press.

1. APOLOGIES FOR ABSENCE

Cllrs: G Merry
A Nevitt
N Adams

2. DECLARATIONS OF INTEREST

Cllr Corcoran

Declared that he is the Leader of Cheshire East Council, in the interest of transparency, but does not consider this prejudicial for any items on the agenda.

The meeting was adjourned to allow questions from members of the public.

Speaker 1

Queried the lack of information and detail within the application for such a large grant and referenced the spreadsheet circulated to Members which is not published.

Speaker 2

Sought cost of recent by-elections and requested total cost spent by STC since the last election.

It was confirmed that the meeting clerk will obtain the information and email directly to the resident.

There being no further requests to speak, the Chair reconvened the meeting.

3. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

There are none.

4. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 10TH JANUARY 2022.

Resolved: The minutes of the meeting are approved as a true record.

5. FINANCE, POLICY AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

Lead: Chair of Finance

Resolved: The amended Terms of Reference are approved by the Committee and are to be presented to Council for adoption.

6. FINANCIAL STATEMENTS: INTERIM THIRD QUARTER 2021-22 STATEMENTS [FINANCE]

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation.

Resolved: The third quarter statements are approved.

7. PAYMENTS MADE

Attached: [Schedule of Payments]

Resolved: The payments made between 1st October to 31st December 2021 are approved.

8. GRANT APPLICATIONS [FINANCE]

Attached: [Three Applications]

8.1 SANDBACH TRANSPORT FESTIVAL

Members received a verbal update regarding STC staff availability to support the event, per the email request from the event Treasurer, and were also informed that the Council's nominated Transport Festival representative has not been invited to organisational meetings and has, unfortunately, been unable to contact the group by phone. As such, there was no further information available.

It was suggested that the meeting clerk attempt to obtain further details of the 2022 plans in place.

Resolved: The application is referred back to Council meeting due to be held 9th February 2022.

8.2 SANDBACH PARTNERSHIP ON BEHALF OF SANDBACH PARK BOWLS CLUB AND SANDBACH PARK STEERING COMMITTEE

Following resolution made by Council on 18th January 2022, the finality of the proposal is delegated to the Finance Committee who can approve the grant, providing all questions are answered to the satisfaction of the Committee.

It was noted that several questions raised at previous meetings had since been answered. Having been advised that only one supplier can provide the specific model of toilet, query was raised regarding alternate quotes which would ideally have been included within the original grant application.

It was suggested that any grant payment be made directly to ANSA Limited and that the Council Officers works directly with ANSA to ascertain remaining queries such as:-

How would the planning application go through, will there be import duty costs, impact of odours and can further quotes be obtained for potentially lower cost?

Resolved: That payment directly to ANSA is approved, to a maximum value of £9,600 and subject to planning approval being obtained. Payment authority is delegated to the Locum/Acting Town Clerk in due course.

The meeting was adjourned to allow further public speaking.

A representative of the bowling group confirmed use by youth groups specifically invited to join events between April – September only.

The meeting was reconvened following this clarification.

8.3 SANDBACH BAPTIST CHURCH

They have applied for a grant of £750 to help improve wheelchair/scooter and pram access to their Oasis building.

Due to legislation prohibiting Council from spend on maintaining or improving Church property, other than Churchyard, the meeting clerk was asked to confirm with applicant the ownership of the building in order to establish if this is legality of awarding a grant.

Resolved: Authority is delegated to the Proper Officer to award the grant of £750, subject to it being confirmed as legal for Council.

9. GRANT FEEDBACK FORMS [FINANCE]

Attached: [Feedback from Friends of Sandbach Station]

Resolved: The note of thanks is received.

10. VEXATIOUS PERSON POLICY

It was confirmed that Cllrs Cook, Smith, L Crane and Price Jones would form the vexatious person policy and Cllrs Smith will call the first meeting via zoom, following usual advertising route for a meeting.

11. DIGNITY AT WORK AND STRESS POLICY

The Chair confirmed that the policies had been deferred to the meeting by Council and stated his concerns in respect of the Dignity at Work policy/Complaints about a Councillor which do not make reference to Employer's duty of care, Health and Safety at Work and Employments Right Acts.

Resolved: Councillor Smith to re-draft section relating to Complaints about a Councillor and circulate to Members and Council's HR Advisors, WorkNest, for comment before presenting the policies to the April Council meeting.

12. UNDISCHARGED RESOLUTIONS

[Attached: Report]

It was confirmed that the two items are now discharged from the report.

13. LETTERS OF THANKS

There are none.

14. CORRESPONDENCE

There is none.

15. ITEMS FOR THE NEXT MEETING

Co-option to the Committee of Cllrs S Broad and N Cook

16. DATE AND TIME OF NEXT MEETINGS

The date of the next meeting of the Finance, Policy and Governance Committee is Wednesday 27th April 2022 in Sandbach Town Hall.

Meeting closed 8.02pm
Cllr A Smith, Chair

KP

Sandbach Town Council
Detailed Balance Sheet - Excluding Stock Movement
Month 12 Date 31/03/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	10,391	
105	VAT Control A/c	4,067	
110	Prepayments	1,067	
120	Bar Stock	2,638	
150	Cinema Float	100	
152	Town Hall Float	650	
200	Current/Reserve Bank A/c	933,888	
202	Bonus Saver	85,183	
250	Petty Cash	26	
280	Credit Card	(214)	
Total Current Assets		1,037,796	
<u>Current Liabilities</u>			
500	Creditors	33,487	
510	Accruals	31,179	
565	Deposits	13,326	
Total Current Liabilities		77,993	
Net Current Assets			959,803
Total Assets less Current Liabilities			959,803
<u>Represented by :-</u>			
300	Current Year Fund	134,356	
310	General Reserves	132,058	
321	Committed - Gratuity Reserve	319	
324	Committed reserve - Town Guide	2,751	
331	Committed res - Website Dev	281	
332	Comm Res - Car Park	203,716	
335	Comm Res - Neighbourhood Plan	11,358	
337	Comm Res - Conservation	10,000	
340	Comm Res - Assets Management	45,580	
342	Comm Res - Legal Fees	3,000	
345	Comm Res - Grants	15,800	
346	Comm Res - Ind Mkt Project	2,171	
347	Comm Res - Office Accom Proj	99,500	
348	Comm Res - Personnel Adverts	1,300	
349	Comm Res - IT Equipment	800	
352	Comm res - Roof repairs	1,434	
354	Comm res -New Van	1,611	
355	Comm Res - Skate Park	50,000	
356	Comm Res - Town Hall Equipment	5,200	
357	Comm Res - Town Hall Kitchen	4,134	
358	Comm Res - Town Hall Works	25,000	
359	Comm Res - Short Term Projects	30,001	
361	Comm Res - Public T refurb	50,000	
364	Comm Res - Community Levy	5,863	
365	Comm Res - Condition Survey	60,490	
368	Comm Res - Loan repayment	63,080	
Total Equity			959,803

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Account	Sales/Income	Month Actual	YTD Actual
1176	Precept	0	689,544
1190	Interest Received	9	114
1192	Community Inf. Levy	0	3,786
1801	Town Hall Hirings USE 6000	0	1,119
1900	Other Market Income	0	0
1901	Indoor Market Income	3,106	33,114
1905	Outdoor Market Income	1,465	19,378
1906	Christmas Markets	0	3,355
1907	Other Market Income	0	1,200
1910	Community Events Income	120	541
1911	Gazebo Income	329	3,062
4806	Refreshment sales	53	605
4807	Cinema Income	954	1,782
6000	Town Hall Hire Fees-Commercial	5,900	43,582
6002	Town Hall Bar Income	2,339	35,459
6004	Town Hall Bar Income Pre paid	0	499
6005	Town Hall Shop Units	1,321	15,637
	Total Sales/Income	15,594	852,778
Account	Direct Expenditure		
4831	Town Hall Events Costs	0	2,725
4838	Cinema Costs	470	2,138
4840	Refreshment purchases	5	2,447
6010	Town Hall Bar Purchases	2,207	12,441
	Total Direct Expenditure	2,682	19,751
	Gross Profit	12,911	833,027
	% Gross Profit to Sales	82.80%	97.68%
Account	Indirect/Overhead Expenditure		
4000	Salaries	36,470	169,839
4001	Employer's NI	3,831	16,125
4002	Employer's Superannuation	1,762	25,131
4100	Mayor's Allowance	167	2,015
4101	Civic & Ceremonial	0	115
4103	Locum Clerk Costs	0	2,814
4110	ICT Support/Packages	644	6,505
4111	Subscriptions	761	4,031
4112	Audit Fees Internal & External	0	2,260
4113	Accounts Consultants	0	2,696
4114	Accountancy Support	3,300	7,477
4115	Office 365/Outlook (Emails)	0	242
4120	Insurance	(4,029)	7,996
4123	Telephones	318	2,197
4130	Stationery	127	934
4131	Photocopying	0	544
4135	Postages	0	218
4136	Election costs	10,395	27,295
4141	Office Equipment/Furniture	357	2,135
4142	Office Maintenance	0	273
4145	Financial Software	0	1,028

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2022

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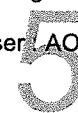
	<u>Month Actual</u>	<u>YTD Actual</u>
4151	Training	250
4152	HR & H&S Support	4,243
4197	Bank Charges	135
4198	Cleaning	306
4199	Other Expenses	0
4310	Website Maintenance	0
4503	Hanging Baskets	0
4508	Christmas Lights	0
4515	Concert Series	0
4530	Community Grants	3,000
4550	Foden's Sponsorship	0
4551	Town Crier Honorarium	0
4560	Churchyard Maintenance	0
4573	Woodland and Wildlife	0
4601	Sandbach Partnership	0
4611	Remembrance Parade	200
4619	Car Parks refurbishment	0
4630	Legal Fees	0
4640	CCTV Contribution	0
4648	Neighbourhood Plan	0
4660	Allotments	0
4820	Community Events	1,597
4850	Legal and professional fes	8,043
6020	Town Hall Salaries	4,126
6021	Employers NIC	677
6022	Superannuation	1,715
6023	Market wages	6,080
6080	Maintenance	10
6090	Health and Safety	5
6091	Covid-19	0
6100	Light and Heat	3,427
6110	Rates and Water	311
6120	Repairs	720
6124	Condition Survey	0
6140	Waste Disposal	727
6200	Motor expenses	98
6220	Cleaning	1,158
6230	Equipment renewals	5
6240	Glassware	0
6260	Stationery	0
6280	Telephone	184
6290	Advertising	1,085
6291	Market Hall Advertising	0
6300	Performing Rights Licence	35
6310	Premises Licence	0
6340	Marketing	0
6350	Irrecoverable VAT	1,637
6351	Town Hall Units Expenditure	43
6352	Christmas Market costs	0
6400	Supplies (Public Conveniences)	0
6402	Vandalism Repairs	0
6406	Contract Cleaning	1,260

Detailed Profit and Loss Account - Excluding Stock Movement**Month 12 Date 31/03/2022****5**

	<u>Month Actual</u>	<u>YTD Actual</u>
7000 Public Works Loan Board	2,467	29,605
Total Indirect/Overhead Expenditure	97,643	698,671
Operating Profit	(84,732)	134,356
% Operating Profit	-543.38%	15.76%

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<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			10,390.66	
105	VAT Control A/c			4,067.36	
110	Prepayments			1,067.28	
120	Bar Stock			2,637.70	
150	Cinema Float			100.00	
152	Town Hall Float			650.00	
200	Current/Reserve Bank A/c			933,887.54	
202	Bonus Saver			85,183.32	
250	Petty Cash			26.10	
280	Credit Card				214.25
310	General Reserves				187,244.29
321	Committed - Gratuity Reserve				319.00
324	Committed reserve - Town Guide				2,751.00
331	Committed res - Website Dev				281.00
332	Comm Res - Car Park				203,716.00
335	Comm Res - Neighbourhood Plan				11,357.52
337	Comm Res - Conservation				10,000.00
340	Comm Res - Assets Management				45,580.00
342	Comm Res - Legal Fees				3,000.00
345	Comm Res - Grants				15,800.00
346	Comm Res - Ind Mkt Project				2,170.75
347	Comm Res - Office Accom Proj				99,500.00
348	Comm Res - Personnel Adverts				1,300.00
349	Comm Res - IT Equipment				800.00
352	Comm res - Roof repairs				1,434.00
354	Comm res -New Van				1,611.00
355	Comm Res - Skate Park				50,000.00
356	Comm Res - Town Hall Equipment				5,200.00
357	Comm Res - Town Hall Kitchen				4,134.00
358	Comm Res - Town Hall Works				25,000.00
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
365	Comm Res - Condition Survey				60,490.00
368	Comm Res - Loan repayment				63,080.00
500	Creditors				33,487.43
510	Accruals				31,179.20
565	Deposits				13,326.10
1176	Precept	100	Town Council Income		689,544.00
1190	Interest Received	100	Town Council Income		113.91
1192	Community Inf. Levy	400	Projects		3,786.11
1801	Town Hall Hirings USE 6000	180	Sandbach Town Hall		1,119.17

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1900	Other Market Income	191	Indoor Market		0.03
1901	Indoor Market Income	191	Indoor Market		33,114.38
1905	Outdoor Market Income	190	Outdoor Market		19,377.56
1906	Christmas Markets	190	Outdoor Market		3,355.00
1907	Other Market Income	190	Outdoor Market		1,200.00
1910	Community Events Income	140	Community Events		541.00
1911	Gazebo Income	190	Outdoor Market		3,062.32
4000	Salaries	102	Staff Costs	169,838.91	
4001	Employer's NI	102	Staff Costs	16,125.44	
4002	Employer's Superannuation	102	Staff Costs	25,131.34	
4100	Mayor's Allowance	101	Administration	2,015.18	
4101	Civic & Ceremonial	101	Administration	115.00	
4103	Locum Clerk Costs	101	Administration	2,813.78	
4110	ICT Support/Packages	101	Administration	6,505.22	
4111	Subscriptions	101	Administration	4,030.83	
4112	Audit Fees Internal & External	101	Administration	2,260.00	
4113	Accounts Consultants	101	Administration	2,696.00	
4114	Accountancy Support	101	Administration	7,476.50	
4115	Office 365/Outlook (Emails)	101	Administration	242.40	
4120	Insurance	101	Administration	7,995.94	
4123	Telephones	101	Administration	2,197.00	
4130	Stationery	101	Administration	933.58	
4131	Photocopying	101	Administration	543.78	
4135	Postages	101	Administration	217.75	
4136	Election costs	101	Administration	27,295.46	
4141	Office Equipment/Furniture	101	Administration	2,135.48	
4142	Office Maintenance	101	Administration	272.75	
4145	Financial Software	101	Administration	1,028.00	
4151	Training	101	Administration	1,264.50	
4152	HR & H&S Support	101	Administration	4,820.72	
4197	Bank Charges	101	Administration	1,626.79	
4198	Cleaning	101	Administration	3,372.94	
4199	Other Expenses	101	Administration	10.14	
4199	Other Expenses	180	Sandbach Town Hall	4.38	
4310	Website Maintenance	105	Publicity	637.00	
4503	Hanging Baskets	110	Grants/Discretionary Payments	8,275.02	
4508	Christmas Lights	110	Grants/Discretionary Payments	29,007.00	
4515	Concert Series	110	Grants/Discretionary Payments	2,500.00	
4530	Community Grants	110	Grants/Discretionary Payments	8,135.00	
4550	Foden's Sponsorship	110	Grants/Discretionary Payments	7,500.00	
4551	Town Crier Honorarium	110	Grants/Discretionary Payments	750.00	
4560	Churchyard Maintenance	110	Grants/Discretionary Payments	1,580.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4573	Woodland and Wildlife	110	Grants/Discretionary Payments	1,000.00	
4601	Sandbach Partnership	110	Grants/Discretionary Payments	5,000.00	
4611	Remembrance Parade	110	Grants/Discretionary Payments	200.00	
4619	Car Parks refurbishment	182	Car Parks	4,907.00	
4630	Legal Fees	101	Administration	2,000.00	
4630	Legal Fees	180	Sandbach Town Hall	1,200.00	
4640	CCTV Contribution	110	Grants/Discretionary Payments	5,728.34	
4648	Neighbourhood Plan	400	Projects	3,356.16	
4660	Allotments	110	Grants/Discretionary Payments	1,000.00	
4806	Refreshment sales	180	Sandbach Town Hall		605.00
4807	Cinema Income	180	Sandbach Town Hall		1,782.46
4820	Community Events	140	Community Events	7,743.67	
4831	Town Hall Events Costs	180	Sandbach Town Hall	2,725.02	
4838	Cinema Costs	180	Sandbach Town Hall	2,137.75	
4840	Refreshment purchases	180	Sandbach Town Hall	2,446.70	
4850	Legal and professional fes	101	Administration	19,145.05	
6000	Town Hall HireFees-Commercial	180	Sandbach Town Hall		43,581.60
6002	Town Hall Bar Income	180	Sandbach Town Hall		35,458.51
6004	Town Hall Bar Income Pre paid	180	Sandbach Town Hall		499.25
6005	Town Hall Shop Units	184	Town Hall Shop Units		15,637.34
6010	Town Hall Bar Purchases	180	Sandbach Town Hall	12,441.11	
6020	Town Hall Salaries	180	Sandbach Town Hall	60,802.33	
6021	Employers NIC	180	Sandbach Town Hall	4,108.70	
6021	Employers NIC	190	Outdoor Market	1,904.70	
6021	Employers NIC	191	Indoor Market	1,212.06	
6022	Superannuation	180	Sandbach Town Hall	9,850.69	
6022	Superannuation	190	Outdoor Market	5,540.95	
6022	Superannuation	191	Indoor Market	2,997.81	
6023	Market wages	190	Outdoor Market	43,067.19	
6023	Market wages	191	Indoor Market	17,007.09	
6080	Maintenance	180	Sandbach Town Hall	776.34	
6080	Maintenance	190	Outdoor Market	75.10	
6080	Maintenance	191	Indoor Market	898.14	
6090	Health and Safety	180	Sandbach Town Hall	480.00	
6090	Health and Safety	190	Outdoor Market	4.79	
6091	Covid-19	101	Administration	13.86	
6091	Covid-19	180	Sandbach Town Hall	538.08	
6100	Light and Heat	180	Sandbach Town Hall	11,192.99	
6100	Light and Heat	184	Town Hall Shop Units		818.24
6100	Light and Heat	190	Outdoor Market	281.02	
6100	Light and Heat	191	Indoor Market	5,248.23	
6100	Light and Heat	200	Public Conveniences	434.12	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
6110	Rates and Water	180	Sandbach Town Hall	1,844.14	
6110	Rates and Water	190	Outdoor Market	7,845.10	
6110	Rates and Water	191	Indoor Market	5,631.79	
6110	Rates and Water	200	Public Conveniences		894.54
6120	Repairs	180	Sandbach Town Hall	4,602.92	
6120	Repairs	191	Indoor Market	2,180.94	
6120	Repairs	200	Public Conveniences	2.08	
6124	Condition Survey	180	Sandbach Town Hall	6,208.00	
6140	Waste Disposal	180	Sandbach Town Hall	2,597.17	
6140	Waste Disposal	190	Outdoor Market	5,814.99	
6140	Waste Disposal	191	Indoor Market	1,034.19	
6140	Waste Disposal	200	Public Conveniences	26.52	
6200	Motor expenses	185	Ranger	275.00	
6200	Motor expenses	190	Outdoor Market	2,822.25	
6220	Cleaning	180	Sandbach Town Hall	7,654.25	
6220	Cleaning	191	Indoor Market	3,641.93	
6230	Equipment renewals	180	Sandbach Town Hall	1,502.23	
6230	Equipment renewals	185	Ranger	2,598.71	
6230	Equipment renewals	190	Outdoor Market	150.00	
6240	Glassware	180	Sandbach Town Hall	165.83	
6260	Stationery	180	Sandbach Town Hall	1.37	
6280	Telephone	180	Sandbach Town Hall	4,734.33	
6280	Telephone	190	Outdoor Market	172.78	
6280	Telephone	191	Indoor Market	19.54	
6290	Advertising	101	Administration	1,040.60	
6290	Advertising	190	Outdoor Market	938.67	
6290	Advertising	191	Indoor Market	1,023.83	
6291	Market Hall Advertising	191	Indoor Market	111.67	
6300	Performing Rights Licence	180	Sandbach Town Hall	1,167.81	
6300	Performing Rights Licence	191	Indoor Market	1,196.94	
6310	Premises Licence	180	Sandbach Town Hall	200.00	
6340	Marketing	180	Sandbach Town Hall	2,509.00	
6350	Irrecoverable VAT	180	Sandbach Town Hall	5,079.60	
6350	Irrecoverable VAT	190	Outdoor Market	1,025.26	
6350	Irrecoverable VAT	191	Indoor Market	2,278.25	
6351	Town Hall Units Expenditure	184	Town Hall Shop Units	1,270.82	
6352	Christmas Market costs	190	Outdoor Market	8,642.50	
6400	Supplies (Public Conveniences)	200	Public Conveniences	127.92	
6402	Vandalism Repairs	200	Public Conveniences	99.43	
6406	Contract Cleaning	200	Public Conveniences	13,471.46	
7000	Public Works Loan Board	180	Sandbach Town Hall	29,605.36	
9001	Transfer to EMR	110	Grants/Discretionary Payments	15,800.00	

Date : 20/04/2022

Sandbach Town Council

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Trial Balance for Month No: 12

User: AO

Account Number Order

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<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
9001	Transfer to EMR	400	Projects	39,386.00	
Trial Balance Totals :				1,813,329.96	1,813,329.96
Difference				0.00	

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PAGE

Detailed Income & Expenditure by Budget Heading 31/03/2022

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Month No: 12

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							
1176 Precept	0	689,544	689,544	0			100.0%
1190 Interest Received	9	114	400	286			28.5%
Town Council Income :- Income	9	689,658	689,944	286			100.0%
Net Income	9	689,658	689,944	286			
101 Administration							
4100 Mayor's Allowance	167	2,015	2,000	(15)		(15)	100.8%
4101 Civic & Ceremonial	0	115	2,500	2,385		2,385	4.6%
4103 Locum Clerk Costs	0	2,814	0	(2,814)		(2,814)	0.0%
4110 ICT Support/Packages	644	6,505	7,500	995		995	86.7%
4111 Subscriptions	761	4,031	4,000	(31)		(31)	100.8%
4112 Audit Fees Internal & External	0	2,260	0	(2,260)		(2,260)	0.0%
4113 Accounts Consultants	0	2,696	0	(2,696)		(2,696)	0.0%
4114 Accountancy Support	3,300	7,477	8,200	724		724	91.2%
4115 Office 365/Outlook (Emails)	0	242	0	(242)		(242)	0.0%
4120 Insurance	(4,029)	7,996	10,000	2,004		2,004	80.0%
4123 Telephones	318	2,197	2,500	303		303	87.9%
4130 Stationery	127	934	1,500	566		566	62.2%
4131 Photocopying	0	544	1,000	456		456	54.4%
4135 Postages	0	218	400	182		182	54.4%
4136 Election costs	10,395	27,295	8,000	(19,295)		(19,295)	341.2%
4141 Office Equipment/Furniture	357	2,135	3,000	865		865	71.2%
4142 Office Maintenance	0	273	500	227		227	54.5%
4145 Financial Software	0	1,028	0	(1,028)		(1,028)	0.0%
4150 Travelling Expenses	0	0	500	500		500	0.0%
4151 Training	250	1,265	4,000	2,736		2,736	31.6%
4152 HR & H&S Support	4,243	4,821	4,000	(821)		(821)	120.5%
4197 Bank Charges	135	1,627	2,500	873		873	65.1%
4198 Cleaning	306	3,373	0	(3,373)		(3,373)	0.0%
4199 Other Expenses	0	10	500	490		490	2.0%
4630 Legal Fees	0	2,000	1,500	(500)		(500)	133.3%
4670 New Purchases/Projects	0	0	20,000	20,000		20,000	0.0%
4850 Legal and professional fes	8,043	19,145	0	(19,145)		(19,145)	0.0%
6091 Covid-19	0	14	0	(14)		(14)	0.0%
6140 Waste Disposal	0	0	1,500	1,500		1,500	0.0%
6290 Advertising	159	1,041	1,000	(41)		(41)	104.1%
Administration :- Indirect Expenditure	25,174	104,069	86,600	(17,469)	0	(17,469)	120.2%
Net Expenditure	(25,174)	(104,069)	(86,600)	17,469			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Staff Costs							
4000 Salaries	36,470	169,839	138,100	(31,739)		(31,739)	123.0%
4001 Employer's NI	3,831	16,125	12,250	(3,875)		(3,875)	131.6%
4002 Employer's Superannuation	1,762	25,131	30,100	4,969		4,969	83.5%
Staff Costs :- Indirect Expenditure	42,063	211,096	180,450	(30,646)	0	(30,646)	117.0%
Net Expenditure	(42,063)	(211,096)	(180,450)	30,646			
105 Publicity							
4300 Newsletter Printing	0	0	4,740	4,740		4,740	0.0%
4310 Website Maintenance	0	637	1,000	363		363	63.7%
Publicity :- Indirect Expenditure	0	637	5,740	5,103	0	5,103	11.1%
Net Expenditure	0	(637)	(5,740)	(5,103)			
110 Grants/Discretionary Payments							
4500 Transport Festival	0	0	12,000	12,000		12,000	0.0%
4503 Hanging Baskets	0	8,275	8,000	(275)		(275)	103.4%
4508 Christmas Lights	0	29,007	26,500	(2,507)		(2,507)	109.5%
4515 Concert Series	0	2,500	2,500	0		0	100.0%
4530 Community Grants	3,000	8,135	30,000	21,865		21,865	27.1%
4550 Foden's Sponsorship	0	7,500	7,500	0		0	100.0%
4551 Town Crier Honorarium	0	750	750	0		0	100.0%
4560 Churchyard Maintenance	0	1,580	1,580	0		0	100.0%
4573 Woodland and Wildlife	0	1,000	1,000	0		0	100.0%
4599 Other Regular Donations	0	0	300	300		300	0.0%
4601 Sandbach Partnership	0	5,000	10,000	5,000		5,000	50.0%
4611 Remembrance Parade	200	200	250	50		50	80.0%
4640 CCTV Contribution	0	5,728	5,750	22		22	99.6%
4660 Allotments	0	1,000	1,000	0		0	100.0%
Grants/Discretionary Payments :- Indirect Expenditure	3,200	70,675	107,130	36,455	0	36,455	66.0%
Net Expenditure	(3,200)	(70,675)	(107,130)	(36,455)			
9001 less Transfer to EMR	15,800	15,800					
Movement to/(from) Gen Reserve	(19,000)	(86,475)					
140 Community Events							
1910 Community Events Income	120	541	0	(541)			0.0%
Community Events :- Income	120	541	0	(541)			

Detailed Income & Expenditure by Budget Heading 31/03/2022

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Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4820 Community Events	1,597	7,744	20,500	12,756		12,756	37.8%
Community Events :- Indirect Expenditure	1,597	7,744	20,500	12,756	0	12,756	37.8%
Net Income over Expenditure	(1,477)	(7,203)	(20,500)	(13,297)			
180 Sandbach Town Hall							
1801 Town Hall Hirings USE 6000	0	1,119	0	(1,119)			0.0%
4801 Ticket Income	0	0	8,000	8,000			0.0%
4806 Refreshment sales	53	605	8,000	7,395			7.6%
4807 Cinema Income	954	1,782	6,600	4,818			27.0%
6000 Town Hall HireFees-Commercial	5,900	43,582	60,000	16,418			72.6%
6002 Town Hall Bar Income	2,339	35,459	30,000	(5,459)			118.2%
6004 Town Hall Bar Income Pre paid	0	499	0	(499)			0.0%
Sandbach Town Hall :- Income	9,245	83,046	112,600	29,554			73.8%
4831 Town Hall Events Costs	0	2,725	1,000	(1,725)		(1,725)	272.5%
4838 Cinema Costs	470	2,138	5,500	3,362		3,362	38.9%
4840 Refreshment purchases	5	2,447	1,750	(697)		(697)	139.8%
6010 Town Hall Bar Purchases	2,207	12,441	15,000	2,559		2,559	82.9%
Sandbach Town Hall :- Direct Expenditure	2,682	19,751	23,250	3,499	0	3,499	84.9%
4199 Other Expenses	0	4	0	(4)		(4)	0.0%
4630 Legal Fees	0	1,200	0	(1,200)		(1,200)	0.0%
4670 New Purchases/Projects	0	0	1,500	1,500		1,500	0.0%
6020 Town Hall Salaries	4,126	60,802	106,000	45,198		45,198	57.4%
6021 Employers NIC	270	4,109	5,700	1,591		1,591	72.1%
6022 Superannuation	652	9,851	20,500	10,649		10,649	48.1%
6070 Training	0	0	500	500		500	0.0%
6080 Maintenance	10	776	4,640	3,864		3,864	16.7%
6090 Health and Safety	0	480	0	(480)		(480)	0.0%
6091 Covid-19	0	538	3,000	2,462		2,462	17.9%
6100 Light and Heat	3,154	11,193	15,000	3,807		3,807	74.6%
6110 Rates and Water	0	1,844	7,800	5,956		5,956	23.6%
6120 Repairs	0	4,603	4,000	(603)		(603)	115.1%
6124 Condition Survey	0	6,208	2,380	(3,828)		(3,828)	260.8%
6140 Waste Disposal	130	2,597	1,600	(997)		(997)	162.3%
6150 Security	0	0	500	500		500	0.0%
6220 Cleaning	733	7,654	3,000	(4,654)		(4,654)	255.1%
6230 Equipment renewals	5	1,502	3,000	1,498		1,498	50.1%
6240 Glassware	0	166	0	(166)		(166)	0.0%
6260 Stationery	0	1	0	(1)		(1)	0.0%
6280 Telephone	168	4,734	5,000	266		266	94.7%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6300 Performing Rights Licence	18	1,168	800	(368)		(368)	146.0%
6310 Premises Licence	0	200	2,500	2,300		2,300	8.0%
6340 Marketing	0	2,509	2,000	(509)		(509)	125.5%
6350 Irrecoverable VAT	40	5,080	6,250	1,170		1,170	81.3%
7000 Public Works Loan Board	2,467	29,605	24,700	(4,905)		(4,905)	119.9%
Sandbach Town Hall :- Indirect Expenditure	11,773	156,826	220,370	63,544	0	63,544	71.2%
Net Income over Expenditure	(5,210)	(93,530)	(131,020)	(37,490)			
182 Car Parks							
4619 Car Parks refurbishment	0	4,907	10,000	5,093		5,093	49.1%
6080 Maintenance	0	0	500	500		500	0.0%
Car Parks :- Indirect Expenditure	0	4,907	10,500	5,593	0	5,593	46.7%
Net Expenditure	0	(4,907)	(10,500)	(5,593)			
184 Town Hall Shop Units							
6005 Town Hall Shop Units	1,321	15,637	15,850	213			98.7%
Town Hall Shop Units :- Income	1,321	15,637	15,850	213			98.7%
6100 Light and Heat	0	(818)	0	818		818	0.0%
6351 Town Hall Units Expenditure	43	1,271	1,500	229		229	84.7%
Town Hall Shop Units :- Indirect Expenditure	43	453	1,500	1,047	0	1,047	30.2%
Net Income over Expenditure	1,278	15,185	14,350	(835)			
185 Ranger							
6200 Motor expenses	0	275	0	(275)		(275)	0.0%
6230 Equipment renewals	0	2,599	13,500	10,901		10,901	19.2%
Ranger :- Indirect Expenditure	0	2,874	13,500	10,626	0	10,626	21.3%
Net Expenditure	0	(2,874)	(13,500)	(10,626)			
190 Outdoor Market							
1905 Outdoor Market Income	1,465	19,378	35,000	15,622			55.4%
1906 Christmas Markets	0	3,355	0	(3,355)			0.0%
1907 Other Market Income	0	1,200	0	(1,200)			0.0%
1911 Gazebo Income	329	3,062	0	(3,062)			0.0%
Outdoor Market :- Income	1,793	26,995	35,000	8,005			77.1%
6021 Employers NIC	248	1,905	1,500	(405)		(405)	127.0%
6022 Superannuation	630	5,541	4,000	(1,541)		(1,541)	138.5%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6023 Market wages	4,041	43,067	34,000	(9,067)		(9,067)	126.7%
6070 Training	0	0	800	800		800	0.0%
6080 Maintenance	0	75	2,000	1,925		1,925	3.8%
6090 Health and Safety	5	5	450	445		445	1.1%
6091 Covid-19	0	0	2,500	2,500		2,500	0.0%
6100 Light and Heat	59	281	500	219		219	56.2%
6110 Rates and Water	0	7,845	7,700	(145)		(145)	101.9%
6120 Repairs	0	0	500	500		500	0.0%
6124 Condition Survey	0	0	5,390	5,390		5,390	0.0%
6140 Waste Disposal	511	5,815	5,000	(815)		(815)	116.3%
6200 Motor expenses	98	2,822	4,500	1,678		1,678	62.7%
6230 Equipment renewals	0	150	3,000	2,850		2,850	5.0%
6280 Telephone	8	173	175	2		2	98.7%
6290 Advertising	0	939	2,500	1,561		1,561	37.5%
6350 Irrecoverable VAT	581	1,025	3,125	2,100		2,100	32.8%
6352 Christmas Market costs	0	8,643	5,000	(3,643)		(3,643)	172.8%

Outdoor Market :- Indirect Expenditure **6,181** **78,285** **82,640** **4,355** **0** **4,355** **94.7%**

Net Income over Expenditure **(4,388)** **(51,290)** **(47,640)** **3,650**

191 Indoor Market

1900 Other Market Income	0	0	0	(0)			0.0%
1901 Indoor Market Income	3,106	33,114	35,000	1,886			94.6%

Indoor Market :- Income **3,106** **33,114** **35,000** **1,886** **94.6%**

6021 Employers NIC	159	1,212	650	(562)		(562)	186.5%
6022 Superannuation	434	2,998	1,800	(1,198)		(1,198)	166.5%
6023 Market wages	2,039	17,007	8,400	(8,607)		(8,607)	202.5%
6070 Training	0	0	260	260		260	0.0%
6080 Maintenance	0	898	800	(98)		(98)	112.3%
6090 Health and Safety	0	0	450	450		450	0.0%
6100 Light and Heat	132	5,248	8,000	2,752		2,752	65.6%
6110 Rates and Water	311	5,632	6,500	868		868	86.6%
6120 Repairs	720	2,181	1,600	(581)		(581)	136.3%
6124 Condition Survey	0	0	1,400	1,400		1,400	0.0%
6140 Waste Disposal	85	1,034	1,300	266		266	79.6%
6220 Cleaning	425	3,642	500	(3,142)		(3,142)	728.4%
6230 Equipment renewals	0	0	1,000	1,000		1,000	0.0%
6280 Telephone	8	20	720	700		700	2.7%
6290 Advertising	926	1,024	0	(1,024)		(1,024)	0.0%
6291 Market Hall Advertising	0	112	2,500	2,388		2,388	4.5%

Detailed Income & Expenditure by Budget Heading 31/03/2022

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Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6300 Performing Rights Licence	17	1,197	0	(1,197)		(1,197)	0.0%
6350 Irrecoverable VAT	1,015	2,278	3,125	847		847	72.9%
Indoor Market :- Indirect Expenditure	6,271	44,482	39,005	(5,477)	0	(5,477)	114.0%
Net Income over Expenditure	(3,166)	(11,368)	(4,005)	7,363			
200 Public Conveniences							
6100 Light and Heat	82	434	600	166		166	72.4%
6110 Rates and Water	0	(895)	1,800	2,695		2,695	(49.7%)
6120 Repairs	0	2	1,000	998		998	0.2%
6140 Waste Disposal	0	27	250	223		223	10.6%
6400 Supplies (Public Conveniences)	0	128	1,000	872		872	12.8%
6402 Vandalism Repairs	0	99	1,500	1,401		1,401	6.6%
6406 Contract Cleaning	1,260	13,471	16,500	3,029		3,029	81.6%
Public Conveniences :- Indirect Expenditure	1,342	13,267	22,650	9,383	0	9,383	58.6%
Net Expenditure	(1,342)	(13,267)	(22,650)	(9,383)			
400 Projects							
1192 Community Inf. Levy	0	3,786	0	(3,786)			0.0%
Projects :- Income	0	3,786	0	(3,786)			
4600 Projects	0	0	2,000	2,000		2,000	0.0%
4604 Tidy Town	0	0	500	500		500	0.0%
4616 Town Hall Office	0	0	25,600	25,600		25,600	0.0%
4625 Benches/Street Furniture	0	0	2,000	2,000		2,000	0.0%
4648 Neighbourhood Plan	0	3,356	2,000	(1,356)		(1,356)	167.8%
4667 Asset Maintenance Prov	0	0	10,000	10,000		10,000	0.0%
Projects :- Indirect Expenditure	0	3,356	42,100	38,744	0	38,744	8.0%
Net Income over Expenditure	0	430	(42,100)	(42,530)			
9001 less Transfer to EMR	39,386	39,386					
Movement to/(from) Gen Reserve	(39,386)	(38,956)					
Grand Totals:- Income	15,594	852,778	888,394	35,616			96.0%
Expenditure	100,325	718,421	855,935	137,514	0	137,514	83.9%
Net Income over Expenditure	(84,732)	134,356	32,459	(101,897)			
less Transfer to EMR	55,186	55,186					
Movement to/(from) Gen Reserve	(139,918)	79,170					

Summary Income & Expenditure by Budget Heading 31/03/2022

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Month No: 12

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	9	689,658	689,944	286			100.0%
101 Administration	Expenditure	25,174	104,069	86,600	(17,469)		(17,469)	120.2%
102 Staff Costs	Expenditure	42,063	211,096	180,450	(30,646)		(30,646)	117.0%
105 Publicity	Expenditure	0	637	5,740	5,103		5,103	11.1%
110 Grants/Discretionary Payments	Expenditure	3,200	70,675	107,130	36,455		36,455	66.0%
	less Transfer to EMR	15,800	15,800					
	Movement to/(from) Gen Reserve	(19,000)	(86,475)					
140 Community Events	Income	120	541	0	(541)			0.0%
	Expenditure	1,597	7,744	20,500	12,756		12,756	37.8%
	Movement to/(from) Gen Reserve	(1,477)	(7,203)					
180 Sandbach Town Hall	Income	9,245	83,046	112,600	29,554			73.8%
	Expenditure	14,455	176,576	243,620	67,044		67,044	72.5%
	Movement to/(from) Gen Reserve	(5,210)	(93,530)					
182 Car Parks	Expenditure	0	4,907	10,500	5,593		5,593	46.7%
184 Town Hall Shop Units	Income	1,321	15,637	15,850	213			98.7%
	Expenditure	43	453	1,500	1,047		1,047	30.2%
	Movement to/(from) Gen Reserve	1,278	15,185					
185 Ranger	Expenditure	0	2,874	13,500	10,626		10,626	21.3%
190 Outdoor Market	Income	1,793	26,995	35,000	8,005			77.1%
	Expenditure	6,181	78,285	82,640	4,355		4,355	94.7%
	Net Income over Expenditure	(4,388)	(51,290)	(47,640)	3,650			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(4,388)	(51,290)					
191 Indoor Market	Income	3,106	33,114	35,000	1,886			94.6%
	Expenditure	6,271	44,482	39,005	(5,477)		(5,477)	114.0%
	Movement to/(from) Gen Reserve	(3,166)	(11,368)					
200 Public Conveniences	Expenditure	1,342	13,267	22,650	9,383		9,383	58.6%
400 Projects	Income	0	3,786	0	(3,786)			0.0%
	Expenditure	0	3,356	42,100	38,744		38,744	8.0%
	Net Income over Expenditure	0	430	(42,100)	(42,530)			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	39,386	39,386					
	Movement to/(from) Gen Reserve	(39,386)	(38,956)					

Summary Income & Expenditure by Budget Heading 31/03/2022

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Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	15,594	852,778	888,394	35,616			96.0%
Expenditure	100,325	718,421	855,935	137,514	0	137,514	83.9%
Net Income over Expenditure	<u>(84,732)</u>	<u>134,356</u>	<u>32,459</u>	<u>(101,897)</u>			
plus Transfer from EMR	0	0					
less Transfer to EMR	55,186	55,186					
Movement to/(from) Gen Reserve	<u>(139,918)</u>	<u>79,170</u>					

**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	2110	1,000.00
Business Reserve 91519578	31/01/2022	2110	1,065,691.47
			<u>1,066,691.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			1,067,530.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,067,530.27
		Balance per Cash Book is :-	1,067,530.27
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022	2111	1,000.00
Business Reserve 91519578	28/02/2022	2111	980,405.50
			<u>981,405.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			982,244.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			982,244.30
		Balance per Cash Book is :-	982,244.30
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	2112	1,000.00
Business Reserve 91519578	31/03/2022	2112	932,048.74
			933,048.74
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			-838.80
			933,887.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			933,887.54
		Balance per Cash Book is :-	933,887.54
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	2110	85,181.95
			<u>85,181.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,181.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,181.95
		Balance per Cash Book is :-	85,181.95
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022	2111	85,182.60
			<hr/> 85,182.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,182.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,182.60
		Balance per Cash Book is :-	85,182.60
		Difference is :-	0.00

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Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	2112	85,183.32
			<hr/> 85,183.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,183.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,183.32
		Balance per Cash Book is :-	85,183.32
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/01/2022
for Cashbook 3 - Petty Cash****5**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2022	2110	162.59
			<u>162.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			162.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			162.59
		Balance per Cash Book is :-	162.59
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022	2111	108.60
			<u>108.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			108.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			108.60
		Balance per Cash Book is :-	108.60
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 3 - Petty Cash**

5

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2022	2112	26.10
			<u>26.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			26.10
		Balance per Cash Book is :-	26.10
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/01/2022
for Cashbook 7 - Credit Card****5**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/01/2022	2110	-345.56
			<hr/> -345.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-345.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-345.56
		Balance per Cash Book is :-	-345.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022	2110	-109.86
			<u>-109.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-109.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-109.86
		Balance per Cash Book is :-	-109.86
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 7 - Credit Card**

5

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/03/2022	2112	-214.25
			<u>-214.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			-214.25
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			-214.25
		Balance per Cash Book is :-	-214.25
		Difference is :-	0.00

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List of Payments made between 01/01/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/01/2022	Prism Total IT Solutions	22021	150.55		Telephones
04/01/2022	Legal and General	22022	213.78		Insurance
04/01/2022	Cheshire East Council	22023	624.00		Rates
04/01/2022	Cheshire East Council	22024	699.00		Rates
04/01/2022	██████████	22064	1,310.30		Wedding deposit refund
07/01/2022	BT	22037	77.59		TH Telephones Dec21 Charges
10/01/2022	The Fuel Card People	22044	1.44		Fuel Card
13/01/2022	Evo Payments International	22052	44.17		Card Machine Charges
13/01/2022	West Merica Energy	22053	2,554.96		P/Conv Elect Nov21 charges
13/01/2022	BACS P/L Pymnt Page 1002	BACS Pymnt	1,920.00		BACS P/L Pymnt Page 1002
14/01/2022	BACS P/L Pymnt Page 1003	BACS Pymnt	4,387.12		BACS P/L Pymnt Page 1003
14/01/2022	BACS P/L Pymnt Page 1005	BACS Pymnt	234.00		BACS P/L Pymnt Page 1005
14/01/2022	Monthly Payroll	22066	15,552.31		Jan2022 Salaries
17/01/2022	Natwest	22072	32.40		Bankline Charges
17/01/2022	EE Mobile	22073	18.61		Market Mobile
18/01/2022	Panto Refunds	BACS	1,090.00		Panto Refunds
19/01/2022	Handy Household	19JAN22	1.00		Cleaning supplies
19/01/2022	Handy Household	AO ERROR1	-1.00		Handy Household
20/01/2022	Handy Household	20JAN22	2.39		Batteries for the blind in Bar
20/01/2022	Handy Household	AO ERROR2	-2.39		Handy Household
21/01/2022	BACS P/L Pymnt Page 1006	BACS Pymnt	1,257.28		BACS P/L Pymnt Page 1006
25/01/2022	Prism Solutions	22122	998.69		Telephones/BB/ICT
26/01/2022	ICO	22126	35.00		Data Protection Subscription
27/01/2022	Petty Cash	22130/5571	250.00		Petty Cash Chq
28/01/2022	Credit Card	22141	229.97		Credit Card Transfer
28/01/2022	HMRC	22139	4,040.24		HMRC Jan2022
28/01/2022	Cheshire Pension Fund	22134	4,527.59		Jan2022 Contribution
28/01/2022	BACS P/L Pymnt Page 1007	BACS Pymnt	2,925.16		BACS P/L Pymnt Page 1007
28/01/2022	██████████	21138	480.00		Deposit Refund
28/01/2022	██████████	22132	364.11		Expenses
28/01/2022	██████████	22140	135.85		IDM Expenses
31/01/2022	Natwest	22144	69.62		Bank Charges
01/02/2022	Panto Refunds	PANTO01FEB	240.00		Panto Refunds
01/02/2022	Prism Solutions	22155	150.55		Telephones TH DEC21
04/02/2022	Legal & General	22164	213.78		Insurance
07/02/2022	The Fuel Card People	22172	1.44		Motor Expenses
07/02/2022	BT	22173	77.59		Telephones/Broadband
10/02/2022	Evo Payments International	22191	34.47		Card Machine charges
11/02/2022	BACS P/L Pymnt Page 1009	BACS Pymnt	52,584.02		BACS P/L Pymnt Page 1009
11/02/2022	BACS P/L Pymnt Page 1010	BACS Pymnt	7,095.00		BACS P/L Pymnt Page 1010
15/02/2022	Natwest	22205	28.80		Bankline Charges
15/02/2022	EE Mobile	22207	18.61		Market Mobile
15/02/2022	Monthly Payroll	22206	15,108.39		Monthly Payroll
16/02/2022	West Merica Energy	22224	3,214.14		P/Conv Electric DEC21
16/02/2022	BACS P/L Pymnt Page 1011	BACS Pymnt	4,461.32		BACS P/L Pymnt Page 1011
16/02/2022	██████████	22212	247.99		Expenses
17/02/2022	DVLA	22230/5574	275.00		Mkt Van Tax

List of Payments made between 01/01/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/02/2022	Panto Refunds	PANTO18FEB	374.00		Panto Refunds
18/02/2022	Peter Forshaw Funeral Services	22237	82.00		Refund of payment in error
25/02/2022	Prism Solutions	22264	1,039.73		Monthly ICT Support
25/02/2022	BACS P/L Pymnt Page 1014	BACS Pymnt	4,532.68		BACS P/L Pymnt Page 1014
25/02/2022	Cheshire Pension Fund	22255	3,704.76		Feb2022 Contribution
25/02/2022	██████████	22258	12,787.27		Notice & Annual Leave
25/02/2022	HMRC	22261	4,634.35		Feb22 Contribution
28/02/2022	Natwest	22267	55.31		Bank Charges
28/02/2022	Credit Card	22268	345.56		Credit Card Transfer
01/03/2022	Prism Solutions	22273	150.55		TH Telephones
04/03/2022	BACS P/L Pymnt Page 1016	BACS Pymnt	818.41		BACS P/L Pymnt Page 1016
04/03/2022	██████████	22283	73.02		Expenses
04/03/2022	Legal and General	22287	213.78		Insurance
07/03/2022	The Fuel Card People	22293	45.96		Motor Expenses - Fuel Feb22
10/03/2022	Evo Payments International	22309	45.57		Card Machine Charges Feb22
10/03/2022	BT	22310	77.59		Phone/Broadband FEB22 charges
11/03/2022	BACS P/L Pymnt Page 1017	BACS Pymnt	2,036.32		BACS P/L Pymnt Page 1017
11/03/2022	HMRC	22318	8,001.29		Additional HMRC payment
11/03/2022	Sandbach Cricket Development	22322	3,000.00		Annual Grant
14/03/2022	Monthly Payroll	22326	18,957.71		Monthly Payroll
15/03/2022	Natwest	22328	28.80		Bankline Charges
15/03/2022	EE Mobile	DD 22329	18.61		Mkt Mobile
17/03/2022	Public Works Loan	DD 22335	2,467.11		Loan repayment
18/03/2022	BACS P/L Pymnt Page 1018	BACS Pymnt	2,787.30		BACS P/L Pymnt Page 1018
18/03/2022	West Merica Energy	22347	2,733.89		P/Conv Electric Jan22
23/03/2022	Screwfix Direct	23MAR22	5.49		Floor strip for TH Lift
23/03/2022	Screwfix Direct	23MAR22	-5.49		payment reversal/ wrong CB
25/03/2022	BACS P/L Pymnt Page 1020	BACS Pymnt	15,338.81		BACS P/L Pymnt Page 1020
25/03/2022	Prism Solutions	22378	1,039.73		Monthly ICT Support
25/03/2022	Cheshire Pension Fund	22368	4,531.40		Cheshire Pension Fund
25/03/2022	HMRC . MAR22	22370	5,694.58		HMRC MAR22
28/03/2022	The Fuel Card People	22386	115.87		ODM Motor Expenses
28/03/2022	Calor Gas Limited	22388	97.80		Forklift Gas
28/03/2022	Credit Card	D/D 22387	109.86		Credit Card Transfer
29/03/2022	Royal British Legion	CHQ5575	200.00		RBL Remembrance Parade
31/03/2022	Natwest	22398	44.28		Bank Charges

Total Payments	224,158.74
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List of BACS Payments for Month 1

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid
PRISM Fibre/BB [TH]	Prism Solutions 18/03/2021	65689	£196.15	£196.15 Above paid on 01/04/2021 by Direct Debit 21004
BT Telephone& BB[THall]	BT 24/03/2021	M100&B	£75.43	£75.43 Above paid on 08/04/2021 by Direct Debit 21036
BLITZ Christmas Lights Scheme 2020	Blitz Fireworks Ltd 26/01/2021	SI-665	£21,393.60	£21,393.60 Above paid on 10/04/2021 by Online Payment Ref STC-BLI
FUELCARD Fuel card fee	The Fuel Card People 31/03/2021	900127931	£2.88	£2.88 Above paid on 12/04/2021 by Direct Debit 21042
WESTMER Elec: FEB21 [TH] Elec: FEB21 [IDM] Elec: FEB21 [ODM store] Gas: FEB21	West Merica Energy 16/03/2021 16/03/2021 16/03/2021 16/03/2021	11088438 11090970 11090971 11093720	£929.18 £384.40 £12.01 £299.86	£929.18 £384.40 £12.01 £299.86 Above paid on 13/04/2021 by Direct Debit 21047
CALBARRIE Fire ext. service [THall]	Calbarrie Compliance Services 29/03/2021	135687	£324.00	£324.00 Above paid on 16/04/2021 by Online Payment Ref SAN009
CHALC Training course [Admin] Training course [Admin]	Cheshire Association of Local Councils 22/03/2021 30/03/2021	2020/819 2020/846	£40.00 £25.00	£40.00 £25.00 Above paid on 16/04/2021 by Online Payment Ref STC-CHA
CITRON Hygiene units [TH/PC]	Citron Hygiene UK Limited 01/04/2021	CN30079517	£63.65	£63.65 Above paid on 16/04/2021 by Online Payment Ref 860115
DIXON Legal fees: Lease	DIXON RIGBY KEOGH 27/02/2015	514924	£280.80	£280.80 Above paid on 16/04/2021 by Online Payment Ref STCOUNCIL-
FLEXTEL Telephone costs [A] Monthly telephone costs [A] Monthly call costs [Admin]	FLEXTEL LTD. 03/04/2021 03/04/2021 26/03/2021	FLX 61733 FLX 61745 FLX61528	£30.00 £114.00 £114.00	£30.00 £114.00 £114.00 Above paid on 16/04/2021 by Online Payment Ref A175330
GOODWIN Desk Screen	Goodwin Plastics Ltd 26/03/2021	INV-0436	£174.00	£174.00 Above paid on 16/04/2021 by Online Payment Ref GOODWIN
HEADS Advert for AGM [Admin]	Heads (Congleton) Limited 11/03/2021	120990	£219.60	£219.60 Above paid on 16/04/2021 by Online Payment Ref S186
INTERDIREC Domain name to 05MAY22	Interdirect Limited 06/04/2021	21532	£288.00	£288.00 Above paid on 16/04/2021 by Online Payment Ref 12172
LEAFLET Banner and leaflet Mkt [ODM]	The Leaflet Team 22/03/2021	TKD1521	£803.00	£803.00 Above paid on 16/04/2021 by Online Payment Ref STC0032
PICKER Lift repairs [THall] Authorised:	Pickering Lifts 10/03/2021	JH314572	£1,347.60	£1,347.60 TCM14.01.21 Above paid on 16/04/2021 by Online Payment Ref 0031204
PURITY Cleaning w/c 15MAR [TH] Cleaning wc 22MAR21 Cleaning W/C 29MAR21 (TH)	PURITY CLEAN 21/03/2021 28/03/2021 04/04/2021	171961 171962 171990	£164.77 £164.77 £110.77	£164.77 £164.77 £110.77 Above paid on 16/04/2021 by Online Payment Ref STCOUNCIL
RBS Asset inventory package	Rialtis Business Solutions Ltd 01/04/2021	SM23374	£145.20	£145.20 Above paid on 16/04/2021 by Online Payment Ref 6863
TRG Cleaning W/c 15FEB21 [P Conv] Cleaning 22-28MAR21 [Pconv] Cleaning 29MAR to 4APR21 PC	TRG (The Ralphs Group) 21/03/2021 28/03/2021 04/04/2021	1360 1366 1370	£196.80 £196.80 £196.80	£196.80 £196.80 £196.80 £590.40 Above paid on 16/04/2021 by Online Payment Ref STCOUNCIL-
VIKING Stationery [Admin]	VIKING 24/03/2021	131737	£50.03	£50.03 Above paid on 16/04/2021 by Online Payment Ref 5057472
CALOR Gas for forklift [ODM Motor]	Calor Gas Limited 15/03/2021	33835291	£93.26	£93.26 Above paid on 28/04/2021 by Direct Debit 21093
ADC Service to autodoor [IDM]	The Automatic Door Company 08/04/2021	#907837	£336.00	£336.00

Sadbach Town Council
List of BACS Payments Months 1 - 10 2021/22

					Above paid on 30/04/2021 by Online Payment Ref S2543/HN
GUIDESBRID	Guides for Brides Ltd				
Wedding advert [TH]	06/04/2021	INV-21698	£10.00	£10.00	
£10 credit charge deducted	06/04/2021	INV-21698C	-£10.00	-£10.00	
					No payment due as Credit Notes have been applied
GUIDESBRID	Guides for Brides Ltd				
Wedding advert [TH]	06/04/2021	INV-21698	£484.00	£474.00	
					Above paid on 30/04/2021 by Online Payment Ref GUIDESBRID
MTC	Middlewich Town Council				
J/grant volunteer co-ord	28/02/2021	9	£2,500.00	£2,500.00	
					Above paid on 30/04/2021 by Online Payment Ref SAND0001
SCREWFIX	TRADE UK (SCREWFIX)				
Ranger equipment	31/03/2021	1150371412	£944.87	£944.87	
Credit note ref inv 1150371412	07/04/2021	1151837202	-£266.87	-£266.87	
				£678.00	
					Above paid on 30/04/2021 by Online Payment Ref 6331640014
Total Purchase Ledger Payments for Month 1				£32,424.36	

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List of BACS Payments for Month 2

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid	
PRISM	Prism Solutions				
TH Telephones	19/04/2021	65829	£196.15	£196.15	
					Above paid on 04/05/2021 by Direct Debit 21108
WATERPLUS	Waterplus				
Water Water bill NOV-18FEB21	24/02/2021	INV06276171	£8,836.99	£8,836.99	
					Above paid on 06/05/2021 by Online Payment Ref WATERPLUS
BT	BT				
M101 3T/BT	24/04/2021	M101 3T	£77.59	£77.59	
Authorised: AB					Above paid on 10/05/2021 by Direct Debit 21145
FUELCARD	The Fuel Card People				
9001382537/The Fuel Card Peopl	30/04/2021	9001382537	£86.59	£86.59	
					Above paid on 10/05/2021 by Direct Debit 21144
ACORN	Acorn				
Counselling sessions [A]	29/03/2021	30627	£306.00	£102.00	
Authorised: TCM14.01.21					Above paid on 13/05/2021 by Online Payment Ref SANDB03
CLARKE	Clarke Website Design				
CWD-4395/Clarke Website Design	13/04/2021	CWD-4395	£90.00	£90.00	
Authorised: AB					Above paid on 13/05/2021 by Online Payment Ref STC-CWD
CONCEPTHYG	Concept Hygiene				
136608/Concept Hygiene	01/04/2021	136608	£438.00	£438.00	
Authorised: AB					Above paid on 13/05/2021 by Online Payment Ref STC-CHY
EVOPAYMENT	Evo Payments International				
Card Machine Charges APR21	01/05/2021	08630/04	£21.48	£21.48	
					Above paid on 13/05/2021 by Direct Debit 21161
GASKELLS	Gaskells Waste Services				
Bin (TH/Mkt)	31/03/2021	P47542	£626.64	£626.64	
					Above paid on 13/05/2021 by Online Payment Ref SAND0800
INITIAL	Initial Washroom Hygiene				
60186155/Initial Washroom Hygi	01/04/2021	60186155	£19.81	£19.81	
Authorised: AB					Above paid on 13/05/2021 by Online Payment Ref 1298349
PURITY	PURITY CLEAN				
171993/PURITY CLEAN	11/04/2021	171993	£121.57	£121.57	
171996/PURITY CLEAN	18/04/2021	171996	£180.97	£180.97	
Authorised: AB					
172002/PURITY CLEAN	25/04/2021	172002	£180.97	£180.97	
Authorised: AB					
Cleaning Products	24/05/2021	172031	£221.67	£221.67	
Authorised: AB					Above paid on 13/05/2021 by Online Payment Ref STCOUNCIL
TRG	TRG (The Ralphs Group)				
Weekly Cleaning	11/04/2021	1373	£196.80	£196.80	
Authorised: AB					
Weekly cleaning	19/04/2021	1375	£374.40	£374.40	
Authorised: AB					Above paid on 13/05/2021 by Online Payment Ref STCOUNCIL-
VIKING	VIKING				
214768/PO 1699/VIKING	08/04/2021	214768	£49.78	£49.78	
Authorised: 1699					
286496/1707/VIKING	20/04/2021	286496	£55.26	£55.26	
Authorised: 1707					

Sadbach Town Council
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BARNESWALK	Barnes Walker					Above paid on 13/05/2021 by Online Payment Ref 5057472
Preliminary works Car park ref	31/03/2021	6263	£2,432.40	£2,432.40		
FUELCARD	The Fuel Card People					Above paid on 17/05/2021 by Online Payment Ref BARNESWALK
Fuel	09/05/2021	9001407525	£78.31	£78.31		
WESTMER	West Merica Energy					Above paid on 17/05/2021 by Direct Debit 21167
TH Gas MAR21	22/04/2021	11098718	£227.03	£227.03		
TH Electricity MAR21	22/04/2021	11100239	£950.21	£950.21		
ODM Electricity MAR21	22/04/2021	11102192	£14.01	£14.01		
IDM Electricity MAR21	22/04/2021	11102193	£397.38	£397.38		
PRISM	Prism Solutions					Above paid on 21/05/2021 by Direct Debit 21180
ICT Support	25/05/2021	140582	£885.86	£885.86		
Authorised:	AB					
WESTMER	West Merica Energy					Above paid on 25/05/2021 by Direct Debit 21186
11103292/West Merica Energy	28/04/2021	11103292	£19.51	£19.51		
11103293/West Merica Energy	28/04/2021	11103293	£21.45	£21.45		
CHALC	Cheshire Association of Local Councils					Above paid on 27/05/2021 by Direct Debit 21191
SUB FEE/Cheshire Association o	30/04/2021	SUB FEE	£1,487.04	£1,487.04		
Authorised:	AB					
CLARKE	Clarke Website Design					Above paid on 28/05/2021 by Online Payment Ref STC-CHA
CWD-4399/Clarke Website Design	27/04/2021	CWD-4399	£169.00	£169.00		
Authorised:	AB					
FLEXTEL	FLEXTEL LTD.					Above paid on 28/05/2021 by Online Payment Ref STC-CWD
Mobile Plan	03/05/2021	FLX 62486	£30.00	£30.00		
Authorised:	AB					
Telephone Admin	03/05/2021	FLX 62499	£114.00	£114.00		
Authorised:	AB					
GASKELLS	Gaskells Waste Services					Above paid on 28/05/2021 by Online Payment Ref A175330
P479152	30/04/2021	P479152	£745.20	£745.20		
Authorised:	AB					
H2O UTILIT	H2O Utilities limited					Above paid on 28/05/2021 by Online Payment Ref SAND0800
Works to the water supply	13/05/2021	INV-57	£540.00	£540.00		
LEAFLET	The Leaflet Team					Above paid on 28/05/2021 by Online Payment Ref H2OUTILIT
Leaflet Distribution June/July	16/05/2021	TKD1568	£810.00	£810.00		
MSSPESTCON	MSS Pest Control					Above paid on 28/05/2021 by Online Payment Ref STC0032
Pest Control TH	05/05/2021	5-5-21	£370.00	£370.00		
NABMA	Nabma					Above paid on 28/05/2021 by Online Payment Ref STC081019
21/195/Nabma	01/04/2021	21/195	£369.00	£369.00		
Authorised:	AB					
PICKER	Pickering Lifts					Above paid on 28/05/2021 by Online Payment Ref STCOUNCIL-
J1318031/1710/Pickering Lifts	22/04/2021	J1318031	£440.56	£440.56		
Authorised:	1710					
PURITY	PURITY CLEAN					Above paid on 28/05/2021 by Online Payment Ref 0031204
Weekly cleaning TH	24/05/2021	172028	£180.97	£180.97		
Authorised:	AB					
Weekly cleaning TH	29/05/2021	172033	£121.57	£121.57		
Authorised:	AB					
SCREWFIX	TRADE UK (SCREWFIX)					Above paid on 28/05/2021 by Online Payment Ref STCOUNCIL
IDM Maintenance	14/05/2021	1162184949	£13.98	£13.98		
Authorised:	AB					
TRG	TRG (The Ralphs Group)					Above paid on 28/05/2021 by Online Payment Ref 6331640014
Weekly cleaning of Public conv	27/04/2021	1380	£374.40	£374.40		
Authorised:	AB					
Weekly cleaning	03/05/2021	1382	£374.40	£374.40		
Authorised:	AB					
Weekly cleaning	10/05/2021	1389	£374.40	£374.40		
Authorised:	AB					
WATERPLUS	Waterplus					Above paid on 28/05/2021 by Online Payment Ref STCOUNCIL-
Water and Wastewater ODM	04/05/2021	04MAY2021	£17.92	£17.92		
Authorised:	AB					

Above paid on 28/05/2021 by Online Payment Ref WATERPLUS

Total Purchase Ledger Payments for Month 2 £23,435.27

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List of BACS Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid	Balance
PRISM Telephones/BB TH	Prism Solutions 18/05/2021	65972	£150.55	£150.55	0
					Above paid on 01/06/2021 by Direct Debit 21233
BT Telephone and BB	BT 24/05/2021	M102 7F	£77.59	£77.59	0
					Above paid on 07/06/2021 by Direct Debit 21257
ANDREWS AirCon Maintenance	Andrews Air Conditioning 23/04/2021	I4492205	£274.80	£274.80	0
					Above paid on 11/06/2021 by Online Payment Ref SAN005
BIDVEST Refreshments TH	Bidfood Foodservice 02/06/2021	19708672	£120.32	£120.32	0
					Above paid on 11/06/2021 by Online Payment Ref 80122132
CLAYMORE Copier charges	Claymore Business Machines Limited 24/05/2021	49760	£85.15	£85.15	0
					Above paid on 11/06/2021 by Online Payment Ref 2209/1039
EVOPAYMENT Card Machine Fees MAY21	Evo Payments International 31/05/2021	08821/05	£27.28	£27.28	0
					Above paid on 11/06/2021 by Direct Debit 21262
HEADS Sandbach Market Ads	Heads (Congleton) Limited 08/04/2021	121175	£124.80	£124.80	0
					Above paid on 11/06/2021 by Online Payment Ref S186
PURITY Weekly Cleaning TH	PURITY CLEAN 16/05/2021	172037	£180.97	£180.97	0
Weekly Cleaning TH	23/05/2021	172043	£180.97	£180.97	0
					Above paid on 11/06/2021 by Online Payment Ref STCOUNCIL
RENTOKIL Pest Control	Rentokil Pest Control 22/04/2021	21448212	£265.28	£265.28	0
					Above paid on 11/06/2021 by Online Payment Ref 00303718
TRG Weekly Cleaning P/C	TRG (The Ralphs Group) 16/05/2021	1392	£374.40	£374.40	0
Weekly cleaning Public Conv	24/05/2021	1395	£374.40	£374.40	0
					Above paid on 11/06/2021 by Online Payment Ref STCOUNCIL-
VIKING Lockdoor Case	VIKING 27/04/2021	336000	£104.30	£104.30	0
Stationery	29/04/2021	346772	£38.29	£38.29	0
					Above paid on 11/06/2021 by Online Payment Ref 5057472
WESTMER Public Conv Electricity APR21	West Merica Energy 21/05/2021	11106015	£52.41	£52.41	0
TH Elec APR21	21/05/2021	11107508	£1,010.70	£1,010.70	0
IDM Electricity APR21	21/05/2021	11107509	£530.66	£530.66	0
					Above paid on 18/06/2021 by Direct Debit 21288
WESTMER TH Gas APR21	West Merica Energy 25/05/2021	11111084	£199.49	£199.49	0
					Above paid on 24/06/2021 by Direct Debit 21298
WESTMER ODM Electricity APR21	West Merica Energy 27/05/2021	11111581	£15.93	£15.93	0
					Above paid on 28/06/2021 by Direct Debit 21308
Total Purchase Ledger Payments for Month 3			£4,188.29		

List of BACS Payments for Month 4

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid	
PRISM TH Telephones	Prism Solutions 16/06/2021	66115	£150.55	£150.55	
					Above paid on 01/07/2021 by Direct Debit 21323
EFFECT Advert renewal for another year Authorised:	The Effective Directories Ltd 17/06/2021	13655	£794.40	£794.40	
AB					Above paid on 02/07/2021 by Online Payment Ref SANDBA10
HEADS Job vacancy advert	Heads (Congleton) Limited 10/06/2021	121688	£263.52	£263.52	
					Above paid on 02/07/2021 by Online Payment Ref S186
HITCHED Wedding advert Authorised:	Hitched Ltd 25/06/2021	INVUK2014781	£838.80	£838.80	
KP					Above paid on 02/07/2021 by Online Payment Ref HITCHED
HOPSANDBAR Drinks for Bar Authorised:	Hops and Barley LTD 02/06/2021	106681	£420.86	£420.86	
AB					

Sadbach Town Council
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				Above paid on 02/07/2021 by Online Payment Ref 2SAND02	
PICKER	Pickering Lifts				
Lift Maintenance TH	20/05/2021	INV218054	£181.60	£181.60	
TH Lift repair	20/05/2021	J1320517	£2,306.29	£2,306.29	
Authorised:	AB				
				Above paid on 02/07/2021 by Online Payment Ref 0031204	
PURITY	PURITY CLEAN				
Weekly Cleaning TH	30/05/2021	172059	£359.17	£359.17	
TH Weekly Cleaning	06/06/2021	172073	£299.77	£299.77	
Cleaning equipment	09/06/2021	172074	£149.98	£149.52	
Cleaning equipment	09/06/2021	172074	£0.46	£0.46	
Weekly Cleaning TH	13/06/2021	172076	£359.17	£359.17	
				Above paid on 02/07/2021 by Online Payment Ref STCOUNCIL	
RBS	Rialtis Business Solutions Ltd				
RBS Training	25/06/2021	29028	£480.00	£480.00	
Authorised:	KP				
				Above paid on 02/07/2021 by Online Payment Ref 6863	
TRG	TRG (The Ralphs Group)				
Public Conv weekly cleaning	14/06/2021	1407	£374.40	£374.40	
Public Conv weekly cleaning	20/06/2021	1411	£374.40	£374.40	
Weekly Cleaning of P/C	27/06/2021	1415	£374.40	£374.40	
				Above paid on 02/07/2021 by Online Payment Ref STCOUNCIL-	
WEAVERS	Weaver Office Machines Ltd				
Credit note for stationery	25/06/2021	8658	-£8.24	-£8.24	
Stationery	18/06/2021	89299	£43.79	£43.79	
Authorised:	AB				
Stationery	21/06/2021	89304	£8.83	£8.83	
				Above paid on 02/07/2021 by Online Payment Ref SAN008	
BT	BT				
Duplicate Invoice	24/06/2021	CN M10B1	-£77.59	-£77.59	
TH Telephones	24/06/2021	M10 B1	£77.59	£77.59	
Telephone lines TH	24/06/2021	M103 B1	£77.59	£77.59	
				Above paid on 08/07/2021 by Direct Debit 21374	
ACORN	Acorn				
Occupational Health Assessment	18/06/2021	31281	£178.80	£178.80	
Authorised:	AB/GPJ				
Occupational Health Assessment	18/06/2021	31282	£178.80	£178.80	
Authorised:	AB/GPJ				
				Above paid on 09/07/2021 by Online Payment Ref SANDB03	
BALLARD	Kevin Ballard				
Market Duties	03/06/2021	43	£150.00	£150.00	
				Above paid on 09/07/2021 by Online Payment Ref STCWages	
CCPRINT	CREWE COLOUR PRINTERS LTD				
Banners	15/06/2021	66435	£270.00	£270.00	
Authorised:	AB				
NDP Document	18/06/2021	66462	£98.00	£98.00	
Authorised:	AB				
				Above paid on 09/07/2021 by Online Payment Ref STC	
CLARKE	Clarke Website Design				
Website Hosting	27/06/2021	CWD-4459	£138.00	£138.00	
				Above paid on 09/07/2021 by Online Payment Ref STC-CWD	
FLEXTEL	FLEXTEL LTD.				
Telephones	03/07/2021	FLX 64126	£30.00	£30.00	
Telephones	03/07/2021	FLX 64138	£120.68	£120.68	
				Above paid on 09/07/2021 by Online Payment Ref A175330	
INITIAL	Initial Washroom Hygiene				
Waste disposal	10/06/2021	60214418	£19.81	£19.81	
				Above paid on 09/07/2021 by Online Payment Ref 1298349	
NISBETS	Nisbets				
TH Bar Equipment	15/06/2021	22931771	£19.42	£19.42	
Authorised:	AB				
Bar Equipment	16/06/2021	22940297	£58.24	£58.24	
Authorised:	AB				
Bar Equipment	17/06/2021	22949802	£460.81	£460.81	
Authorised:	AB				
				Above paid on 09/07/2021 by Online Payment Ref 0004965490	
PURITY	PURITY CLEAN				
Cleaning Products	18/06/2021	172078	£44.14	£44.14	
Authorised:	AB				
TH weekly cleaning	20/06/2021	172079	£359.17	£359.17	
Cleaning Products & Equipment	25/06/2021	172082	£139.24	£139.24	
Authorised:	XP				
TH Weekly Cleaning	27/06/2021	172083	£359.17	£359.17	
TH Cleaning	04/07/2021	172112	£305.32	£305.32	
				Above paid on 09/07/2021 by Online Payment Ref STCOUNCIL	
TRG	TRG (The Ralphs Group)				
P/Convenience Cleaning	03/07/2021	1418	£374.40	£374.40	

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Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid	
EVOPAYMENT Card Machine Charges	Evo Payments International 01/06/2021	09298/06	£29.73	£29.73	Above paid on 09/07/2021 by Online Payment Ref STCOUNCIL-
FUELCARD Motor Expenses ODM	The Fuel Card People 01/07/2021	9001662943	£1.44	£1.44	Above paid on 12/07/2021 by Direct Debit 21403
WESTMER Gas TH	West Merica Energy 17/06/2021	11113132	£220.08	£220.08	Above paid on 12/07/2021 by Direct Debit 21402
ANIMAL Presentation on 17AUG21 Authorised:	Animal Island Ltd 07/07/2021	1942	£325.00	£325.00	Above paid on 15/07/2021 by Direct Debit 21413
CCPRINT Party in Park leaflet Authorised:	CREWE COLOUR PRINTERS LTD 27/05/2021	60937	£285.00	£285.00	Above paid on 16/07/2021 by Online Payment Ref ANIMAL
Party in the Park wristbands Authorised:	10/06/2021	60970	£348.00	£348.00	
GASKELLS Waste Disposal MAY21 Waste Disposal	Gaskells Waste Services 31/05/2021 30/06/2021	P485771 P490563	£617.04 £699.46	£617.04 £699.46	Above paid on 16/07/2021 by Online Payment Ref STC
PURITY TH Cleaning	PURITY CLEAN 11/07/2021	172114	£364.72	£364.72	Above paid on 16/07/2021 by Online Payment Ref SAND0800
TRG P/Convenience cleaning	TRG (The Ralphs Group) 10/07/2021	1424	£374.40	£374.40	Above paid on 16/07/2021 by Online Payment Ref STCOUNCIL-
PRISM TH Telephone/BB/ICT & Support	Prism Solutions 26/07/2021	143661	£897.85	£897.85	Above paid on 19/07/2021 by Direct Debit 21448
WESTMER Electricity TH Electricity Public Conv Electricity IDM	West Merica Energy 21/06/2021 21/06/2021 21/06/2021	11117179 11117181 11117182	£1,014.79 £40.18 £652.56	£1,014.79 £40.18 £652.56	Above paid on 19/07/2021 by Direct Debit 21434
ACORN Occupational Health Assesment	Acorn 14/07/2021	31536	£540.00	£540.00	Above paid on 23/07/2021 by Online Payment Ref SANDB03
BARNESWALK Small Comm CarPark Authorised:	Barnes Walker 31/05/2021	6358	£2,624.40	£2,624.40	Above paid on 23/07/2021 by Online Payment Ref BARNESWALK
JOHNGREE Accountancy Services Authorised:	John Greenall & Co Limited 01/05/2021	399	£2,940.00	£2,940.00	Above paid on 23/07/2021 by Online Payment Ref STCOUNCIL-
LDG Lights IDM	L.D.G ELECTRICAL SOLUTIONS LTD 28/05/2021	7119	£129.12	£129.12	Above paid on 23/07/2021 by Online Payment Ref STCOUNCIL-L
PURITY TH Cleaning	PURITY CLEAN 18/07/2021	172117	£364.72	£364.72	Above paid on 23/07/2021 by Online Payment Ref STCOUNCIL
TRG P/Convenience Cleaning	TRG (The Ralphs Group) 17/07/2021	1427	£374.40	£374.40	Above paid on 23/07/2021 by Online Payment Ref STCOUNCIL-
WATERPLUS Feb-May 2021 Water bill	Waterplus 08/05/2021	INV06497999	£2,277.67	£2,277.67	Above paid on 23/07/2021 by Online Payment Ref WATERPLUS
CALOR Gas for Forklift(ODM)	Calor Gas Limited 29/06/2021	34170383	£63.84	£63.84	Above paid on 28/07/2021 by Direct Debit 21461
Total Purchase Ledger Payments for Month 4			£26,337.68		

List of BACS Payments for Month 5

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid	
CCPRINT Cinema Tickets Authorised:	CREWE COLOUR PRINTERS LTD 22/07/2021	66571	£444.00	£444.00	
Summer Events Leaflet Authorised:	22/07/2021	66572	£150.00	£150.00	
HOPSANDBAR	Hops and Barley LTD				Above paid on 02/08/2021 by Online Payment Ref STC

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Drinks for the Bar Authorised:	KP	21/07/2021	113201	£319.20	£319.20	Above paid on 02/08/2021 by Online Payment Ref 2SAND02
LEAFLET Leaflet Distribution Authorised:	KP	20/07/2021	TDK00622	£450.00	£450.00	Above paid on 02/08/2021 by Online Payment Ref STC0032
NPT ELECTRICAL TH Maintenance Authorised:	KP	24/07/2021	585905	£60.00	£60.00	Above paid on 02/08/2021 by Online Payment Ref STCOUNCIL
PRISM TH Broadband		20/07/2021	66252	£150.55	£150.55	Above paid on 02/08/2021 by Direct Debit 21432
PURITY Cleaning products Authorised:	KP	20/07/2021	172118	£147.08	£147.08	
Face Visors Authorised:	KP	20/07/2021	172119	£125.28	£125.28	
TH Cleaning		25/07/2021	172121	£364.72	£364.72	Above paid on 02/08/2021 by Online Payment Ref STCOUNCIL
TRG P/Convenience Cleaning		25/07/2021	1428	£374.40	£374.40	Above paid on 02/08/2021 by Online Payment Ref STCOUNCIL-
CALBARRIE EML/Fire Alarm service		26/07/2021	142308	£576.00	£576.00	Above paid on 06/08/2021 by Online Payment Ref SAN009
CCPRINT Town Festival Leaflets Authorised:	KP	30/07/2021	66600	£285.00	£285.00	Above paid on 06/08/2021 by Online Payment Ref STC
CHESHIREEA Premises Licence VAT OTS Authorised:	KP	18/07/2021	11700027113	£180.00	£180.00	Above paid on 06/08/2021 by Online Payment Ref STC-CEBC
ENVISAGE Booking Fee Authorised:	KP	26/07/2021	ENV11067	£48.00	£48.00	Above paid on 06/08/2021 by Online Payment Ref ENVISAGE
FLEXTEL Telephones Authorised:	MB	03/08/2021	FLX 64937	£30.00	£30.00	
Telephones Authorised:	MB	03/08/2021	FLX 64950	£126.26	£126.26	Above paid on 06/08/2021 by Online Payment Ref A175330
HOPSANDBAR Drinks for Bar TH Authorised:	KP	27/07/2021	114064	£372.18	£372.18	Above paid on 06/08/2021 by Online Payment Ref 2SAND02
NISBETS Glasses for the Bar Authorised:	KP	29/07/2021	23215147	£60.64	£60.64	Above paid on 06/08/2021 by Online Payment Ref 0004965490
PURITY TH Weekly Cleaning		01/08/2021	172150	£344.92	£344.92	Above paid on 06/08/2021 by Online Payment Ref STCOUNCIL
RENTOKIL Pest Control		23/07/2021	21504587	£265.28	£265.28	Above paid on 06/08/2021 by Online Payment Ref 00303718
TRG P/Conv Weekly Cleaning		01/08/2021	1430	£364.20	£364.20	Above paid on 06/08/2021 by Online Payment Ref STCOUNCIL-
XEPOS Software Support Package		30/07/2021	18583	£418.80	£418.80	Above paid on 06/08/2021 by Online Payment Ref XEPOS
BT TH Telephones		24/07/2021	M104 FO	£77.59	£77.59	Above paid on 09/08/2021 by Direct Debit 21400
FUELCARD Fuel		31/07/2021	9001814990	£81.71	£81.71	Above paid on 09/08/2021 by Direct Debit 21401
EVOPAYMENT Card Machine Service & Rental		01/07/2021	08510/07	£42.37	£42.37	Above paid on 11/08/2021 by Direct Debit 21394
RBS Accounting Software Authorised:	MB	24/06/2021	SM23691	£807.60	£807.60	

Sadbach Town Council
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Annual Software Support Authorised:	MB	22/06/2021	SM23692	£355.20	£355.20	
						Above paid on 13/08/2021 by Online Payment Ref 6863
TRG Public Convenience cleaning Authorised:	MB	31/05/2021	1397	£374.40	£374.40	
Public Convenience cleaning Authorised:	MB	04/06/2021	1402	£374.40	£374.40	
P/Convenience cleaning Authorised:	MB	04/06/2021	1406	£76.75	£76.75	
						Above paid on 13/08/2021 by Online Payment Ref STCOUNCIL-
WESTMER Public Conv Electricity Market Elec		19/07/2021	11124542	£37.26	£37.26	
		19/07/2021	11124543	£679.55	£679.55	
						Above paid on 16/08/2021 by Direct Debit 21381
PRISM ICT Support Package		25/08/2021	145231	£897.85	£897.85	
						Above paid on 25/08/2021 by Direct Debit 21355
ANDREWS AirCon Repairs Authorised:	KP	05/08/2021	I4493478	£272.40	£272.40	
						Above paid on 27/08/2021 by Online Payment Ref SAN005
BALLARD Market Duties Jul/Aug		15/08/2021	44	£100.00	£100.00	
						Above paid on 27/08/2021 by Online Payment Ref STCWages
GASKELLS Waste Disposal		31/07/2021	P497554	£918.00	£918.00	
						Above paid on 27/08/2021 by Online Payment Ref SAND0800
HDS Repairs to Glass Washer Authorised:	KP	04/08/2021	286	£176.23	£176.23	
						Above paid on 27/08/2021 by Online Payment Ref SATHCW11
HOPSANDBAR TH Bar drinks Authorised:	KP	04/08/2021	115031	£85.18	£85.18	
Drinks for TH Bar Authorised:	KP	04/08/2021	115061	£193.06	£193.06	
TH Bar Drinks Authorised:	KP	09/08/2021	115769	£160.80	£160.80	
Drinks for the Bar Authorised:	KP	11/08/2021	115990	£417.40	£417.40	
Drinks for TH Bar Authorised:	KP	18/08/2021	116941	£311.25	£311.25	
Drinks for TH Bar Authorised:	KP	19/08/2021	117155	£30.38	£30.38	
						Above paid on 27/08/2021 by Online Payment Ref 2SAND02
JLRMETAL Welding repairs to Mkt Equip Authorised:	KP	20/08/2021	INV-0193	£180.00	£180.00	
						Above paid on 27/08/2021 by Online Payment Ref JLRMETAL
NALC Local Council Award Registrati Authorised:	KP	19/08/2021	14092	£60.00	£60.00	
						Above paid on 27/08/2021 by Online Payment Ref STCOUNCIL-
NISBETS TH Bar Purchases Authorised:	KP	11/08/2021	23292655	£49.40	£49.40	
TH Bar Purchases Authorised:	KP	18/08/2021	23338509	£83.30	£83.30	
						Above paid on 27/08/2021 by Online Payment Ref 0004965490
PURITY TH Weekly Cleaning		08/08/2021	172152	£374.62	£374.62	
TH Weekly Cleaning		15/08/2021	172154	£381.51	£381.51	
TH Weekly Cleaning		22/08/2021	172159	£364.72	£364.72	
						Above paid on 27/08/2021 by Online Payment Ref STCOUNCIL
TRG P/Conv Weekly Cleaning		08/08/2021	1435	£302.40	£302.40	
P/Conv weekly Cleaning		13/08/2021	1439	£302.40	£302.40	
P/Conv Weekly Cleaning		22/08/2021	1440	£302.40	£302.40	
						Above paid on 27/08/2021 by Online Payment Ref STCOUNCIL-
WATERPLUS Water & Wastewater Mkt Store Authorised:	MB	18/08/2021	INV06770653	£31.67	£31.67	
						Above paid on 27/08/2021 by Online Payment Ref WATERPLUS
ZURICH Zurich Insurance JUL21-JUL22 Authorised:	FCM 23AUG21	24/08/2021	507819606	£5,430.38	£5,430.38	

Above paid on 27/08/2021 by Online Payment Ref 3646782

Total Purchase Ledger Payments for Month 5 £19,988.69

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List of BACS Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid
PRISM TH Telephones	Prism Solutions 17/08/2021	66388	£150.55	£150.55
				Above paid on 01/09/2021 by Direct Debit 21455
WESTMER TH Electricity	West Merica Energy 22/07/2021	11127674	£497.93	£497.93
Market Store Electricity	30/07/2021	11128840	£15.49	£15.49
Market Store Electricity	30/07/2021	11128841	£21.95	£21.95
TH Gas supply	05/08/2021	11129103	£67.37	£67.37
				Above paid on 02/09/2021 by Direct Debit 21462
BALLARD Market Duties	Kevin Ballard 31/08/2021	45	£50.00	£50.00
Market Duties	26/08/2021	46	£100.00	£100.00
				Above paid on 03/09/2021 by Online Payment Ref STCWages
CALBARRIE Emergency Light Repairs TH Authorised:	Calbarrie Compliance Services 31/08/2021	144026	£419.45	£419.45
	KP			Above paid on 03/09/2021 by Online Payment Ref SAN009
CLAYMORE Photocopying Services	Claymore Business Machines Limited 25/08/2021	50053	£251.42	£251.42
				Above paid on 03/09/2021 by Online Payment Ref 2209/1039
PURITY TH Weekly Cleaning Authorised:	PURITY CLEAN 29/08/2021	172177	£305.32	£305.32
	MB			Above paid on 03/09/2021 by Online Payment Ref STCOUNCIL
SCREWFIX Ranger Equipment Renewals Authorised:	TRADE UK (SCREWFIX) 24/08/2021	1189775034	£1,490.72	£1,490.72
	KP			Above paid on 03/09/2021 by Online Payment Ref 6331640014
TRG P/Conv Weekly Cleaning	TRG (The Ralphs Group) 27/08/2021	1444	£302.40	£302.40
				Above paid on 03/09/2021 by Online Payment Ref STCOUNCIL-
BT TH Telephones	BT 24/08/2021	M105 JA	£77.59	£77.59
				Above paid on 07/09/2021 by Direct Debit 21495
EVOPAYMENT Card Machine Charges Late Inv	Evo Payments International 01/10/2021	52895-08-21	£69.23	£69.23
				Above paid on 10/09/2021 by Direct Debit 21502
FLEXTEL Mobile 900 plan Mobiles	FLEXTEL LTD. 03/09/2021 03/09/2021	65749 65762	£30.00 £114.53	£30.00 £114.53
				Above paid on 10/09/2021 by Online Payment Ref A175330
HOPSANDBAR Drinks order for TH Bar Authorised:	Hops and Barley LTD 26/08/2021	118104	£722.48	£722.48
	KP			
Drinks for TH Bar Authorised:	31/08/2021	118988	£609.73	£609.73
	KP			
119205/202/Hops and Barley LTD Authorised:	02/09/2021	119205	£354.57	£354.57
	kp			Above paid on 10/09/2021 by Online Payment Ref 2SAND02
MARTINSCOT Punch & Judy & Magic Authorised:	Martin Scott Price 11/09/2021	1	£425.00	£425.00
	KP			Above paid on 10/09/2021 by Online Payment Ref MARTINSCOT
MODERNGLAS Repairs to the glass in TH Authorised:	Stoke On Trent Modern Glass Co. Ltd. 01/10/2021	132548	£384.00	£384.00
	KP			Above paid on 10/09/2021 by Online Payment Ref MODERNGLAS
PENNINEGAS Beer Gas Authorised:	Pennine Gas 27/08/2021	131839	£16.20	£16.20
	KP			
Gas	06/09/2021	132209	£16.20	£16.20
				Above paid on 10/09/2021 by Online Payment Ref 119382
PRISM Reconfigure surface pro	Prism Solutions 07/09/2021	145884	£120.00	£120.00
				Above paid on 10/09/2021 by Direct Debit 21514
PURITY Cleaning w/e 060921	PURITY CLEAN 05/09/2021	172190	£305.32	£305.32
				Above paid on 10/09/2021 by Online Payment Ref STCOUNCIL
RALPHS P/C Cleaning 050921	THE RALPHS GROUP 05/09/2021	1446	£302.40	£302.40

Sadbach Town Council
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Cleaning P/C w/e 12/9/21		12/09/2021	1450	£302.40	£302.40	
Purchase Ledger BACS Payment		10/09/2021	ON ACC 263	£0.00	£302.40	
Purchase Ledger BACS Payment		10/09/2021	ON ACC 263	-£302.40	-£302.40	
						Above paid on 10/09/2021 by Online Payment Ref STCOUNCIL-
SMFACTORS		Sadbach Motor Factors				
Van parts		06/09/2021	5768302	£62.98	£62.98	
Authorised:	KP					Above paid on 10/09/2021 by Online Payment Ref STCOUNCIL-
VIKING		VIKING				
Stationery		06/09/2021	7507837	£116.28	£116.28	
Authorised:	KP					Above paid on 10/09/2021 by Online Payment Ref 5057472
FUELCARD		The Fuel Card People				
Motor Expenses		31/08/2021	9001966198	£1.44	£1.44	
						Above paid on 13/09/2021 by Direct Debit 21518
WESTMER		West Merica Energy				
TH Electricity		18/08/2021	11131746	£539.29	£539.29	
P/Conv Elec 01-31JUL21		18/08/2021	11131748	£37.78	£37.78	
IDM Electricity		18/08/2021	11131749	£722.58	£722.58	
M/Store Electricity 01-31JUL21		18/08/2021	11133912	£23.23	£23.23	
TH Gas Supply 30/06-31/07/2021		19/08/2021	11136291	£67.44	£67.44	
						Above paid on 16/09/2021 by Direct Debit 21532
ANDREWS		Andrews Air Conditioning				
Re Quote ref Q0028291		07/09/2021	14493652	£678.94	£678.94	
Authorised:	KP					Above paid on 17/09/2021 by Online Payment Ref SAN005
CO TRAIN		Co Train				
Have a Go Workshops 11/9/21		10/09/2021	21/18	£300.00	£300.00	
						Above paid on 17/09/2021 by Online Payment Ref COTRAIN
DERWIN		Derwin Bennett				
Kings Executioner		09/09/2021	1	£130.00	£130.00	
Authorised:	KP					Above paid on 17/09/2021 by Online Payment Ref DERWIN
DIVINE		Divine Disco				
PA System Hire		13/09/2021	13	£250.00	£250.00	
						Above paid on 17/09/2021 by Online Payment Ref DIVINE
GASKELLS		Gaskells Waste Services				
Waste Disposal		31/08/2021	P501226	£881.80	£881.80	
Authorised:	MB					Above paid on 17/09/2021 by Online Payment Ref SAND0800
GREGCHAP		Greg Chapman				
Performance Fee balance		08/09/2021	GCSTMB21	£300.00	£300.00	
Authorised:	KP					Above paid on 17/09/2021 by Online Payment Ref GREGCHAP
INITIAL		Initial Washroom Hygiene				
Contract C/01017829		09/09/2021	60238583	£19.81	£19.81	
						Above paid on 17/09/2021 by Online Payment Ref 1298349
NISBETS		Nisbets				
Glassware etc		08/09/2021	23463166	£173.46	£173.46	
Authorised:	KP					Above paid on 17/09/2021 by Online Payment Ref 0004965490
PURITY		PURITY CLEAN				
Cleaning W/c 6/9/21		12/09/2021	172193	£364.72	£364.72	
						Above paid on 17/09/2021 by Online Payment Ref STCOUNCIL
RALPHS		THE RALPHS GROUP				
Toilet rolls		12/09/2021	1449	£153.50	£153.50	
						Above paid on 17/09/2021 by Online Payment Ref STCOUNCIL-
SOLON		Solon Security Ltd				
Card defenders etc		02/09/2021	SI21007795	£600.00	£600.00	
Authorised:	KP					Above paid on 17/09/2021 by Online Payment Ref SI90003939
WILDWEST		Wild West Pony Parties				
Pony Visit Market Festival		08/09/2021	17	£280.00	£280.00	
Authorised:	KP					Above paid on 17/09/2021 by Online Payment Ref WILDWEST
FUELCARD		The Fuel Card People				
Fuel		12/09/2021	9002016534	£101.42	£101.42	
						Above paid on 20/09/2021 by Direct Debit 21560
HOPSANDBAR		Hops and Barley LTD				
120952/214/Hops and Barley LTD		14/09/2021	120952	£298.30	£298.30	
						Above paid on 24/09/2021 by Online Payment Ref 2SAND02
JDH		JDH BUSINESS SERVICES LTD				
Audit Fees		10/06/2021	4050	£792.00	£792.00	
Authorised:	MB					Above paid on 24/09/2021 by Online Payment Ref STCOUNCIL-
MANNINGS		Mannings Brewers				
47695/217/Mannings Brewers		15/09/2021	47695	£135.25	£135.25	

Sadbach Town Council
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Supplier	Invoice Date	Invoice No	Amount Due	Amount Paid	Notes
PURITY Cleaning w/c 130921	PURITY CLEAN 19/09/2021	172199	£364.72	£364.72	Above paid on 24/09/2021 by Online Payment Ref MANNINGS
RALPHS P/C cleaning 190921	THE RALPHS GROUP 19/09/2021	1454	£302.40	£302.40	Above paid on 24/09/2021 by Online Payment Ref STCOUNCIL
REDSTONE Willow Workshop Authorised: KP	The Redstone Centre 10/09/2021	263	£250.00	£250.00	Above paid on 24/09/2021 by Online Payment Ref STCOUNCIL
SNAGGERS Balloons Authorised: KP	Snaggers Amazing Balloons 11/09/2021	2187	£210.00	£210.00	Above paid on 24/09/2021 by Online Payment Ref REDSTONE
VIKING Stationery Stationery Authorised: KP	VIKING 16/09/2021 20/09/2021	7586560 7603281	£116.28 £26.39	£116.28 £26.39	Above paid on 24/09/2021 by Online Payment Ref SNAGGERS
PRISM ICT Services and T/H Broadband	Prism Solutions 27/09/2021	146791	£961.63	£961.63	Above paid on 24/09/2021 by Online Payment Ref 5057472
BTS Van Repairs	BTS Garage Services 28/09/2021	10257	£563.26	£563.26	Above paid on 27/09/2021 by Direct Debit 21590
Total Purchase Ledger Payments for Month 6				£17,347.15	Above paid on 29/09/2021 by Online Payment Ref BTS

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List of BACS Payments for Month 7

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid	Notes
CCA Neighbourhood Plan Review prep Authorised: TCM 22SEP21	Cheshire Community Action 11/08/2021	2	£2,223.00	£2,223.00	
Neighbourhood Plan Review	22/09/2021	3	£1,026.00	£1,026.00	Above paid on 01/10/2021 by Online Payment Ref STCOUNCIL
HOPSANDBAR 121798/237/Hops and Barley LTD	Hops and Barley LTD 21/09/2021	121798	£650.48	£650.48	Above paid on 01/10/2021 by Online Payment Ref 2SAND02
MANNINGS 47896/241/Mannings Brewers	Mannings Brewers 24/09/2021	47896	£73.38	£73.38	Above paid on 01/10/2021 by Online Payment Ref MANNINGS
PRISM Phone charges TH	Prism Solutions 17/09/2021	66520	£150.55	£150.55	Above paid on 01/10/2021 by Direct Debit 21614
PURITY TH Toilet rolls etc	PURITY CLEAN 22/09/2021	172201	£98.51	£98.51	Above paid on 01/10/2021 by Online Payment Ref STCOUNCIL
RALPHS PC Cleaning	THE RALPHS GROUP 27/09/2021	1455	£302.40	£302.40	Above paid on 01/10/2021 by Online Payment Ref STCOUNCIL
WATERPLUS Water & Wastewater Bill	Waterplus 27/08/2021	INV06793506	£3,406.04	£3,336.04	Above paid on 01/10/2021 by Online Payment Ref WATERPLUS
BT Phone/Broadband T/H	BT 24/09/2021	M106NX	£77.59	£77.59	Above paid on 08/10/2021 by Direct Debit 21644
FLEXTEL Mobile plan 900 late June 21 Mobiles - late invoice June 21 Authorised: KP	FLEXTEL LTD. 01/09/2021 01/09/2021	63309 63321	£30.00 £114.43	£30.00 £114.43	
TH Telephones Oct21 TH Telephones	03/10/2021 03/10/2021	66544 66557	£30.00 £118.86	£30.00 £118.86	Above paid on 08/10/2021 by Online Payment Ref A175330
HOPSANDBAR 122929/232/Hops and Barley LTD	Hops and Barley LTD 29/09/2021	122929	£348.84	£348.84	Above paid on 08/10/2021 by Online Payment Ref 2SAND02
PURITY TH Weekly Cleaning W/C 27Sep21	PURITY CLEAN 03/10/2021	172238	£364.72	£364.72	Above paid on 08/10/2021 by Online Payment Ref STCOUNCIL
RBS Online Training MB Digital VAT Annual Support	Rialtis Business Solutions Ltd 30/09/2021 16/10/2021	29176 SM24328	£222.00 £70.80	£222.00 £70.80	Above paid on 08/10/2021 by Online Payment Ref 6863
FUELCARD Fuelcard	The Fuel Card People 30/09/2021	9002120154	£15.84	£15.84	

Sadbach Town Council
List of BACS Payments Months 1 - 10 2021/22

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EVOPAYMENT	Evo Payments International					Above paid on 11/10/2021 by Direct Debit 21652
EVO charges	30/09/2021	8113	£68.12	£68.12		
GASKELLS	Gaskells Waste Services					Above paid on 12/10/2021 by Direct Debit 21658
Wate Disposal	30/09/2021	P505654	£872.92	£872.92		
PURITY	PURITY CLEAN					Above paid on 15/10/2021 by Online Payment Ref SAND0800
TH Weekly Cleaning W/C 04OCT21	10/10/2021	172247	£364.72	£364.72		
TRG	TRG (The Ralphs Group)					Above paid on 15/10/2021 by Online Payment Ref STCOUNCIL
P/C Cleaning W/C 27Sep21	06/10/2021	1458	£302.40	£302.40		
P/C Weekly cleaning W/C 4OCT21	11/10/2021	1462	£302.40	£302.40		
WESTMER	West Merica Energy					Above paid on 15/10/2021 by Online Payment Ref STCOUNCIL-
Gas T/H	17/09/2021	11140140	£68.31	£68.31		
ALPHAJONES	Alpha (A Jones)					Above paid on 15/10/2021 by Direct Debit 21682
Inspection & PAT Testing	11/10/2021	862021	£156.30	£153.60		
Authorised:	KP					
MANNINGS	Mannings Brewers					Above paid on 22/10/2021 by Online Payment Ref STC-ALP
Drinks for the Bar	15/10/2021	48248	£91.22	£91.22		
Authorised:	KP					
PICKER	Pickering Lifts					Above paid on 22/10/2021 by Online Payment Ref MANNINGS
Lift repairs	01/10/2021	J1332426	£290.46	£290.46		
Authorised:	KP					
PURITY	PURITY CLEAN					Above paid on 22/10/2021 by Online Payment Ref 0031204
Late Invoice W/C 20SEP21	01/10/2021	172207	£364.72	£364.72		
Cleaning Supplies	18/10/2021	172249	£86.34	£86.34		
Authorised:	KP					
Weekly Cleaning W/C 11OCT21	17/10/2021	172253	£364.72	£364.72		
ROWTYPE	Rowtype Printers Ltd					Above paid on 22/10/2021 by Online Payment Ref STCOUNCIL
Design Services - Xmas leaflet	14/10/2021	59456	£30.00	£30.00		
Authorised:	KP					
TRG	TRG (The Ralphs Group)					Above paid on 22/10/2021 by Online Payment Ref IMPSANTC
P/C weekly Cleaning W/C 11OCT2	16/10/2021	1465	£302.40	£302.40		
PRISM	Prism Solutions					Above paid on 22/10/2021 by Online Payment Ref STCOUNCIL-
ICT/Telephones/Broadband	25/10/2021	148271	£948.34	£948.34		
WESTMER	West Merica Energy					Above paid on 25/10/2021 by Direct Debit 21712
Town Hall Electric	21/09/2021	11142508	£647.82	£647.82		
P/C Electric	21/09/2021	11142510	£39.67	£39.67		
Market Electric	21/09/2021	11142511	£748.12	£748.12		
Market Store Electric	24/09/2021	11144655	£26.67	£26.67		
						Above paid on 25/10/2021 by Direct Debit 21713
Total Purchase Ledger Payments for Month 7				£15,326.39		

List of BACSr Payments for Month 8

Supplier and Invoice Details	Invoice Date	Invoice No	Amount Due	Amount Paid	
PRISM	Prism Solutions				
Telephones TH	19/10/2021	66650	£150.55	£150.55	
				Above paid on 01/11/2021 by Direct Debit 21732	
BOMFORDS	BOMFORD OFFICE PRODUCTS				
Stationery	27/10/2021	90536	£99.44	£99.44	
Authorised:	KP				
				Above paid on 05/11/2021 by Online Payment Ref SAN008	
CCPRINT	CREWE COLOUR PRINTERS LTD				
Letterhead	29/10/2021	67020	£78.00	£78.00	
Authorised:	KP				
				Above paid on 05/11/2021 by Online Payment Ref STC	
HOPSANDBAR	Hops and Barley LTD				
Drinks for TH Bar	01/10/2021	120074	£475.18	£475.18	
Authorised:	KP				
Drinks for TH Bar	05/10/2021	123770	£389.92	£389.92	
Authorised:	KP				
Drinks for TH Bar	13/10/2021	124773	£1,183.47	£1,183.47	
Authorised:	KP				
Drinks for TH Bar	22/10/2021	125803	£287.53	£287.53	
Authorised:	KP				

Sadbach Town Council
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C/Note for undelivered items		08/10/2021	CN 010879	-£122.40	-£122.40	
C/Note for undelivered items		01/10/2021	CN010339	-£33.24	-£33.24	
					£2,180.46	
						Above paid on 05/11/2021 by Online Payment Ref 2SAND02
LEAFLET			The Leaflet Team			
Leaflet Print & Distribution		07/10/2021	TDK00688	£1,057.50	£1,057.50	
Authorised:	KP					
						Above paid on 05/11/2021 by Online Payment Ref STC0032
PENNINEGAS			Pennine Gas			
Beer Gas		27/10/2021	133161	£16.80	£16.80	
Authorised:	KP					
						Above paid on 05/11/2021 by Online Payment Ref 119382
PURITY			PURITY CLEAN			
TH Weekly Cleaning		31/10/2021	172298	£305.32	£305.32	
						Above paid on 05/11/2021 by Online Payment Ref STCOUNCIL
TRG			TRG (The Ralphs Group)			
P/C weekly cleaning W/C 25Oct		31/10/2021	1472	£302.40	£302.40	
						Above paid on 05/11/2021 by Online Payment Ref STCOUNCIL-
BT			BT			
Telephones		24/10/2021	M107 RJ	£77.59	£77.59	
						Above paid on 08/11/2021 by Direct Debit 21757
FUELCARD			The Fuel Card People			
Fuel Oct21		31/10/2021	9002265568	£15.84	£15.84	
						Above paid on 08/11/2021 by Direct Debit 21756
EVOPAYMENT			Evo Payments International			
Card Machine Fees		31/10/2021	10-2021/52895	£76.58	£76.58	
						Above paid on 11/11/2021 by Direct Debit 21766
FUELCARD			The Fuel Card People			
9002294113/307/The Fuel Card P		07/11/2021	9002294113	£70.82	£70.82	
						Above paid on 15/11/2021 by Direct Debit 21776
WESTMER			West Merica Energy			
TH Elec Sep21		18/10/2021	11148783	£689.45	£689.45	
P/C Elec Sep21		18/10/2021	11148789	£41.91	£41.91	
IDM Elec Sep21		18/10/2021	1148784	£661.85	£661.85	
						Above paid on 15/11/2021 by Direct Debit 21779
BACH95			Bach 95 Limited			
Beer for TH Bar		05/10/2021	INV-0082	£502.56	£502.56	
Authorised:	KP					
Beer for TH Bar		10/10/2021	INV-0087	£192.00	£192.00	
Authorised:	KP					
						Above paid on 16/11/2021 by Online Payment Ref BACH95
FLEXTEL			FLEXTEL LTD.			
Mobile Phones		03/11/2021	67336	£30.00	£30.00	
Mobile Phones		03/11/2021	67348	£114.00	£114.00	
						Above paid on 16/11/2021 by Online Payment Ref A175330
HOPSANDBAR			Hops and Barley LTD			
Alcohol for the bar		02/11/2021	127247	£348.81	£348.81	
Authorised:	KP					
						Above paid on 16/11/2021 by Online Payment Ref 2SAND02
NWESTDRAIN			North West Drain Services Ltd.			
Drain Clear IDM		04/11/2021	12145	£80.00	£80.00	
Drain clear - wrong amount		04/11/2021	12145-1	£16.00	£16.00	
Authorised:	kp					
						Above paid on 16/11/2021 by Online Payment Ref NWESTDRAIN
PURITY			PURITY CLEAN			
TH Cleaning w/c 01Nov21		07/11/2021	172303	£364.72	£364.72	
					£364.72	
						Above paid on 16/11/2021 by Online Payment Ref STCOUNCIL
TRG			TRG (The Ralphs Group)			
P/Conv Clean w/c 01Nov21		08/11/2021	1474	£302.40	£302.40	
						Above paid on 16/11/2021 by Online Payment Ref STCOUNCIL-
WATERPLUS			Waterplus			
Market Store Water 17AUG-30OCT		02/11/2021	INV06954307	£20.17	£20.17	
						Above paid on 16/11/2021 by Online Payment Ref WATERPLUS
CCPRINT			CREWE COLOUR PRINTERS LTD			
Banner Amend		20/10/2021	67002	£138.00	£138.00	
Authorised:	KP					
						Above paid on 17/11/2021 by Online Payment Ref STC
JOHNGREE			John Greenall & Co Limited			
Training and assistance for AO		11/10/2021	744	£1,602.00	£1,602.00	
Authorised:	MB					
						Above paid on 17/11/2021 by Online Payment Ref STCOUNCIL-
PURITY			PURITY CLEAN			
Cleaning supplies		20/10/2021	172258	£170.15	£170.15	
Authorised:	KP					
Weekly Cleaning W/C 18OCT21		24/10/2021	172267	£364.72	£364.72	

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Cleaning Supplies Authorised:	KP	25/10/2021	172268	£57.46	£57.46	
						Above paid on 17/11/2021 by Online Payment Ref STCOUNCIL
REELS Film Hire Authorised:	KP	19/10/2021	SI-126	£204.00	£204.00	
						Above paid on 17/11/2021 by Online Payment Ref STCOUNCIL-
TRG P/C weekly Cleaning W/C 18OCT2		23/10/2021	1469	£302.40	£302.40	
						Above paid on 17/11/2021 by Online Payment Ref STCOUNCIL-
CCPRINT Quiz Night Tickets Authorised:	KP	01/10/2021	66781	£92.40	£92.40	
Events Tickets Authorised:	KP	11/11/2021	67073	£165.60	£165.60	
						Above paid on 19/11/2021 by Online Payment Ref STC
GASKELLS Waste Disposal OCT21		31/10/2021	P509442	£888.70	£888.70	
						Above paid on 19/11/2021 by Online Payment Ref SAND0800
PURITY TH Cleaning w/c 08Nov21		14/11/2021	172307	£364.72	£364.72	
						Above paid on 19/11/2021 by Online Payment Ref STCOUNCIL
RENTOKIL Waste Disposal 13/11-12/02/22		25/10/2021	21560896	£265.28	£265.28	
						Above paid on 19/11/2021 by Online Payment Ref 00303718
ROWTYPE Events Leaflets Authorised:	KP	15/11/2021	59687	£675.00	£675.00	
						Above paid on 19/11/2021 by Online Payment Ref IMPSANTC
TRG P/Conv Cleaning w/c 8Nov21		14/11/2021	1477	£302.40	£302.40	
						Above paid on 19/11/2021 by Online Payment Ref STCOUNCIL-
WESTMER Electric Market Store Gas TH		19/10/2021	11151459	£21.43	£21.43	
		21/10/2021	11153697	£74.61	£74.61	
						Above paid on 19/11/2021 by Direct Debit 21828
PRISM ICT/Broadband TH		25/11/2021	149667	£1,078.84	£1,078.84	
						Above paid on 25/11/2021 by Direct Debit 21844
CALOR Forklift Gas		28/10/2021	34507611	£61.87	£61.87	
						Above paid on 29/11/2021 by Direct Debit 21857
Total Purchase Ledger Payments for Month 8					£14,624.75	

List of BACS Payments for Month 9

Supplier and Invoice Details		Invoice Date	Invoice No	Amount Due	Amount Paid	
FUELCARD Motor Expenses		19/12/2021	9002514791	£99.94	£99.94	
						Above paid on 29/11/2021 by Direct Debit 22004
ELINK Xmas Market Banner Alterations Authorised:	KP	21/10/2021	202	£245.00	£245.00	
						Above paid on 01/12/2021 by Online Payment Ref ELINK
HOPSANDBAR CN alcohol for the bar Authorised:	KP	16/11/2021	11351	-£12.02	-£12.02	
		15/11/2021	128772	£412.55	£412.55	
Alcohol for the bar Authorised:	KP	15/11/2021	128785	£901.37	£901.37	
						Above paid on 01/12/2021 by Online Payment Ref 2SAND02
PRISM TH Monthly telephones Nov21		17/12/2021	66824	£150.55	£150.55	
						Above paid on 01/12/2021 by Direct Debit 21872
PURITY TH Cleaning w/c 15Nov21		21/11/2021	172315	£364.72	£364.72	
						Above paid on 01/12/2021 by Online Payment Ref STCOUNCIL
SCREWFIX Screwfix Authorised:	KP	14/10/2021	1203977832/S	£756.10	£756.10	
Screwfix Credit Note		18/10/2021	1204778906/S	-£23.99	-£23.99	
						Above paid on 01/12/2021 by Online Payment Ref 6331640014
TGOLF Cinema Banners Authorised:	KP	16/11/2021	INV021603	£72.00	£72.00	
						Above paid on 01/12/2021 by Online Payment Ref SAN010

Sadbach Town Council
List of BACS Paments Months 1 - 10 2021/22

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TRG P/Conv Cleaning w/c 15Nov21		TRG (The Ralphs Group) 19/11/2021	1480	£302.40	£302.40	Above paid on 01/12/2021 by Online Payment Ref STCOUNCIL
BACH95 Beer for the bar Authorised:	KP	Bach 95 Limited 12/11/2021	INV-0097	£96.00	£96.00	Above paid on 03/12/2021 by Online Payment Ref BACH95
CALBARRIE F Remedials Town Hall Lights Authorised:	KP	Calbarrie Compliance Services 29/10/2021	148005	£150.00	£150.00	Above paid on 03/12/2021 by Online Payment Ref SAN009
CHESHIREEA Public Space CCTV Services		Cheshire East Borough Council 01/10/2021	11700036755	£6,874.01	£6,874.01	Above paid on 03/12/2021 by Online Payment Ref STC-CEBC
CLAYMORE Photocopying Photocopying		Claymore Business Machines Limited 23/11/2021 23/11/2021	50364 50365	£17.47 £147.19	£17.47 £147.19	Above paid on 03/12/2021 by Online Payment Ref 2209/1039
ELLISWHIT Insurance Authorised: Insurance	TCM 23NOV21	Ellis Whittam Ltd 01/11/2021 01/11/2021	SINV029726 SINV029905	£4,758.86 £288.00	£4,758.86 £288.00	Above paid on 03/12/2021 by Online Payment Ref SINV021664
HOPSANDBAR Alcohol for the bar Authorised:	KP	Hops and Barley LTD 23/11/2021	129639	£293.22	£293.22	Above paid on 03/12/2021 by Online Payment Ref 2SAND02
PURITY Cleaning Supplies Authorised: TH Cleaning w/c 22Nov21	KP	PURITY CLEAN 23/11/2021 28/11/2021	127317 172338	£184.80 £364.72	£184.80 £364.72	Above paid on 03/12/2021 by Online Payment Ref STCOUNCIL
TRG P/Conv Cleaning w/c 22Nov21		TRG (The Ralphs Group) 26/11/2021	1483	£302.40	£302.40	Above paid on 03/12/2021 by Online Payment Ref STCOUNCIL-
WATERPLUS TH Water 26Aug-05Nov21		Waterplus 09/11/2021	INV06971224	£2,182.04	£2,182.04	Above paid on 03/12/2021 by Online Payment Ref WATERPLUS
BT TH Telephones		BT 24/11/2021	M108 V5	£77.59	£77.59	Above paid on 08/12/2021 by Direct Debit 21913
EVOPAYMENT Card Machine Charges		Evo Payments International 30/11/2021	11-2021/52895	£52.15	£52.15	Above paid on 10/12/2021 by Direct Debit 21931
FLEXTEL TH Mobile Nov21 charges TH Telephones Nov21 charges		FLEXTEL LTD. 03/12/2021 03/12/2021	68128 68141	£30.00 £115.76	£30.00 £115.76	Above paid on 10/12/2021 by Online Payment Ref A175330
HOPSANDBAR Bar drinks Authorised:	KP	Hops and Barley LTD 01/12/2021	130462	£146.93	£146.93	Above paid on 10/12/2021 by Online Payment Ref 2SAND02
MANNINGS Bar Order Authorised:	KP	Mannings Brewers 26/11/2021	49004	£89.11	£89.11	Above paid on 10/12/2021 by Online Payment Ref MANNINGS
PURITY Cleaning supplies Authorised: Weekly Cleaning W/C 29Nov21	KP	PURITY CLEAN 01/12/2021 05/12/2021	172352 172355	£47.41 £364.72	£47.41 £364.72	Above paid on 10/12/2021 by Online Payment Ref STCOUNCIL
TRG P/Conv Cleaning W/C 29Nov21		TRG (The Ralphs Group) 04/12/2021	1487	£302.40	£302.40	Above paid on 10/12/2021 by Online Payment Ref STCOUNCIL-
FUELCARD FUELCARD		The Fuel Card People 30/11/2021	9002429842	£1.44	£1.44	Above paid on 13/12/2021 by Direct Debit 21938
WESTMER TH Gas Charges OCT21 TH Elec Charges 01-31 October P/Conv Elec Charges OCT21 IDM Elec Charges OCT21 Market Store Elect OCT21		West Merica Energy 16/11/2021 16/11/2021 16/11/2021 16/11/2021 16/11/2021	11156754 11159897 11159898 11159899 11161838	£228.55 £1,172.95 £43.81 £760.46 £23.06	£228.55 £1,172.95 £43.81 £760.46 £23.06	Above paid on 14/12/2021 by Direct Debit 21941
GASKELLS Waste Disposal Charges Nov21		Gaskells Waste Services 30/11/2021	P513776	£890.08	£890.08	Above paid on 22/12/2021 by Online Payment Ref SAND0800

Sadbach Town Council
List of BACS Payments Months 1 - 10 2021/22

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HOPSANDBAR		Hops and Barley LTD				
Bar drinks		07/12/2021	131251	£200.35	£200.35	
Authorised:	KP					
Bar drinks		07/12/2021	131253	£90.27	£90.27	
Authorised:	KP					Above paid on 22/12/2021 by Online Payment Ref 2SAND02
INITIAL		Initial Washroom Hygiene				
W/Disposal Jan-Mar22 charges		04/12/2021	60262410	£19.81	£19.81	
						Above paid on 22/12/2021 by Online Payment Ref 1298349
PURITY		PURITY CLEAN				
TH Weekly Cleaning W/C 06Dec21		12/12/2021	172361	£285.52	£285.52	
						Above paid on 22/12/2021 by Online Payment Ref STCOUNCIL
TRG		TRG (The Ralphs Group)				
P/Conv Cleaning W/C 06Dec21		10/12/2021	1489	£302.40	£302.40	
						Above paid on 22/12/2021 by Online Payment Ref STCOUNCIL-
BACH95		Bach 95 Limited				
Ber for the bar		17/12/2021	INV-0122	£133.44	£133.44	
Authorised:	KP					Above paid on 24/12/2021 by Online Payment Ref BACH95
BARNESWALK		Barnes Walker				
Small Common Car Park design		01/11/2021	6565	£3,264.00	£3,264.00	
Authorised:	FCM 08Dec21					Above paid on 24/12/2021 by Online Payment Ref BARNESWALK
BLITZ		Blitz Fireworks Ltd				
Power Feed Repairs on Cobbles		15/12/2021	SI-806	£201.60	£201.60	
Authorised:	KP					Above paid on 24/12/2021 by Online Payment Ref STC-BLI
CCPRINT		CREWE COLOUR PRINTERS LTD				
Banners		14/12/2021	67263	£168.00	£168.00	
Authorised:	KP					
Quiz Night Tickets		14/12/2021	67301	£92.40	£92.40	
Authorised:	KP					Above paid on 24/12/2021 by Online Payment Ref STC
DIXON		DIXON RIGBY KEOGH				
Legal Advice		01/10/2021	520398	£1,440.00	£1,440.00	
Authorised:	KP					Above paid on 24/12/2021 by Online Payment Ref STCOUNCIL-
HOPSANDBAR		Hops and Barley LTD				
Drinks for the Bar		14/12/2021	132083	£173.06	£173.06	
Authorised:	KP					£173.06
JDH		JDH BUSINESS SERVICES LTD				
Annual GDPR services		29/11/2021	4118	£1,570.80	£1,570.80	
Authorised:	TCM 08Dec21					Above paid on 24/12/2021 by Online Payment Ref STCOUNCIL-
MANNINGS		Mannings Brewers				
Bar drinks order		17/12/2021	49608	£47.88	£47.88	
Authorised:	KP					Above paid on 24/12/2021 by Online Payment Ref MANNINGS
PURITY		PURITY CLEAN				
TH Cleaning W/C 13Dec21		19/12/2021	172366	£364.72	£364.72	
						Above paid on 24/12/2021 by Online Payment Ref STCOUNCIL
REELS		STAFFORDSHIRE REELS ON WHEELS				
Cancellation Fee for Film Hire		17/12/2021	SI-138	£120.00	£120.00	
Authorised:	KP					Above paid on 24/12/2021 by Online Payment Ref STCOUNCIL-
TGOLF		TGolf				
Cinema Banners		01/10/2021	INV021284	£72.00	£72.00	
Authorised:	KP					Above paid on 24/12/2021 by Online Payment Ref SAN010
TRG		TRG (The Ralphs Group)				
P/Conv Cleaning W/C 13Dec21		17/12/2021	1491	£302.40	£302.40	
						Above paid on 24/12/2021 by Online Payment Ref STCOUNCIL-
PRISM		Prism Solutions				
BB/CT/Support		29/12/2021	151061	£1,011.28	£1,011.28	
						Above paid on 29/12/2021 by Direct Debit 22005
Total Purchase Ledger Payments for Month 9				£33,133.68		

List of BACS Payments for Month 10

Supplier and Invoice Details		Invoice Date	Invoice No	Amount Due	Amount Paid
BT	BT				
TH Telephones Dec21 Charges		24/12/2021	M109 ZS	£77.59	£77.59
FUELCARD	The Fuel Card People				
Fuel Card		31/12/2021	9002578014	£1.44	£1.44

Above paid on 07/01/2022 by Direct Debit 22037

Sadbach Town Council
List of BACS Payments Months 1 - 10 2021/22

						Above paid on 10/01/2022 by Direct Debit 22044
EVOPAYMENT	Evo Payments International					
Card Machine Charges	01/01/2022	12-2021/52895	£44.17	£44.17		
						Above paid on 13/01/2022 by Direct Debit 22052
PKFLITTLE	PKF Littlejohn LLP					
AGAR Invoice	01/10/2021	SB20213863	£1,920.00	£1,920.00		
						Above paid on 13/01/2022 by Online Payment Ref CH0174
WESTMER	West Merica Energy					
TH Gas Nov21 charges	16/12/2021	11164592	£383.80	£383.80		
TH Electricity Nov21 charges	16/12/2021	11167706	£1,381.38	£1,381.38		
M/Store Elec Nov21 charges	16/12/2021	11167707	£30.38	£30.38		
P/Conv Elect Nov21 charges	16/12/2021	11167709	£42.77	£42.77		
IDM Electricity Nov21 charges	16/12/2021	11167710	£716.63	£716.63		
						Above paid on 13/01/2022 by Direct Debit 22053
BACH95	Bach 95 Limited					
Drinks for TH Bar	17/10/2021	INV-0090	£854.40	£854.40		
						Above paid on 14/01/2022 by Online Payment Ref BACH95
BALLARD	Kevin Ballard					
Market Duties	04/01/2022	47	£100.00	£100.00		
						Above paid on 14/01/2022 by Online Payment Ref STCWages
CPC	CPC Plc					
TH Audio Equipment	17/01/2022	2617818	£479.02	£479.02		
Authorised:	kp					
						Above paid on 14/01/2022 by Online Payment Ref CPC
FLEXTEL	FLEXTEL LTD.					
Telephones	03/01/2022	68770	£121.94	£121.94		
TH Telephones Jan22	19/01/2022	68935	£30.00	£30.00		
						Above paid on 14/01/2022 by Online Payment Ref A175330
JOHNGREE	John Greenall & Co Limited					
Vat Returns & other services	10/12/2021	877	£1,380.00	£1,380.00		
						Above paid on 14/01/2022 by Online Payment Ref STCOUNCIL-
PURITY	PURITY CLEAN					
TH Cleaning w/c 20Dec21	26/12/2021	172369	£364.72	£364.72		
TH Cleaning w/c 27DEC21	02/01/2022	172400	£87.52	£87.52		
TH Cleaning W/C 03Jan22	09/01/2022	172405	£364.72	£364.72		
						Above paid on 14/01/2022 by Online Payment Ref STCOUNCIL
SLCC	Society of Local Council Clerks					
Membership 1003830	01/01/2022	MEM1003830	£234.00	£234.00		
						Above paid on 14/01/2022 by Online Payment Ref SANDB001
TRG	TRG (The Ralphs Group)					
P/Conv Cleaning w/c 20Dec21	26/12/2021	1495	£302.40	£302.40		
P/Conv Cleaning W/c 27DEC21	02/01/2022	1498	£302.40	£302.40		
						Above paid on 14/01/2022 by Online Payment Ref STCOUNCIL-
PRISM	Prism Solutions					
ICT Peripherals for SurfacePro	12/01/2022	152469	£892.56	£892.56		
						Above paid on 21/01/2022 by Online Payment Ref STCOUNCIL-
PURITY	PURITY CLEAN					
TH Cleaning W/c 10Jan22	16/01/2022	172408	£364.72	£364.72		
						Above paid on 21/01/2022 by Online Payment Ref STCOUNCIL
PRISM	Prism Solutions					
Telephones/BB/ICT	25/01/2022	152300	£998.69	£998.69		
						Above paid on 25/01/2022 by Direct Debit 22122
EQHARMONY	EQ Harmony Ltd					
Consulting & Representation	10/01/2022	STC.EQH.1	£2,000.00	£2,000.00		
						Above paid on 28/01/2022 by Online Payment Ref EQHARMONY
HOPSANDBAR	Hops and Barley LTD					
Bar Drinks	11/01/2022	134888	£356.44	£356.44		
Authorised:	KP					
						Above paid on 28/01/2022 by Online Payment Ref 2SAND02
PURITY	PURITY CLEAN					
TH Cleaning W/C 17Jan22	23/01/2022	172412	£364.72	£364.72		
						Above paid on 28/01/2022 by Online Payment Ref STCOUNCIL
REELS	STAFFORDSHIRE REELS ON WHEELS					
Credit note to SI-148	20/01/2022	SCN-5	-£204.00	-£204.00		
Film Hire	11/01/2022	SI-144	£204.00	£204.00		
Authorised:	KP					
Film Hire	11/01/2022	SI-148	£204.00	£204.00		
						Above paid on 28/01/2022 by Online Payment Ref STCOUNCIL-
Total Purchase Ledger Payments for Month 10				£14,400.41		

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Sandbach Town Council
List of BACS Payments made
1st January to 31st March 2022
2021-2022 Quarter 4

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<u>Payment Date</u>	<u>Supplier and Invoice Details</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount Paid</u>	<u>Page No</u>
07/01/2022	BT				1001
	TH Telephones Dec21 Charges	24/12/2021	M109 ZS	£77.59	
10/01/2022	FUELCARD				1001
	Fuel Card	31/12/2021	9002578014	£1.44	
13/01/2022	EVOPAYMENT				1001
	Card Machine Charges	01/01/2022	12-2021/52895	£44.17	
13/01/2022	PKFLITTLE				1002
	AGAR Invoice	01/10/2021	SB20213863	£1,920.00	
13/01/2022	WESTMER				1001
	TH Gas Nov21 charges	16/12/2021	11164592	£383.80	
	TH Electricity Nov21 charges	16/12/2021	11167706	£1,381.38	
	M/Store Elec Nov21 charges	16/12/2021	11167707	£30.38	
	P/Conv Elect Nov21 charges	16/12/2021	11167709	£42.77	
	IDM Electricity Nov21 charges	16/12/2021	11167710	£716.63	
14/01/2022	BACH95				1003
	Drinks for TH Bar	17/10/2021	INV-0090	£854.40	
14/01/2022	BALLARD				1003
	Market Duties	04/01/2022	47	£100.00	
14/01/2022	CPC				1003
	TH Audio Equipment	17/01/2022	2617818	£479.02	
14/01/2022	FLEXTEL				1003
	Telephones	03/01/2022	68770	£121.94	
	TH Telephones Jan22	19/01/2022	68935	£30.00	
14/01/2022	JOHNGREE				1003
	Vat Returns & other services	10/12/2021	877	£1,380.00	
14/01/2022	PURITY				1003
	TH Cleaning w/c 20Dec21	26/12/2021	172369	£364.72	
	TH Cleaning w/c 27DEC21	02/01/2022	172400	£87.52	
	TH Cleaning W/C 03Jan22	09/01/2022	172405	£364.72	
14/01/2022	SLCC				1005
	Membership 1003830	01/01/2022	MEM1003830	£234.00	
14/01/2022	TRG				1003
	P/Conv Cleaning w/c 20Dec21	26/12/2021	1495	£302.40	
	P/Conv Cleaning W/c 27DEC21	02/01/2022	1498	£302.40	
21/01/2022	PRISM				1006
	ICT Peripherals for SurfacePro	12/01/2022	152469	£892.56	
21/01/2022	PURITY				1006
	TH Cleaning W/c 10Jan22	16/01/2022	172408	£364.72	
25/01/2022	PRISM				1001
	Telephones/BB/ICT	25/01/2022	152300	£998.69	
28/01/2022	EQHARMONY				1007
	Consulting & Representation	10/01/2022	STC.EQH.1	£2,000.00	
28/01/2022	HOPSANDBAR				1007
	Bar Drinks	11/01/2022	134888	£356.44	
28/01/2022	PURITY				1007
	TH Cleaning W/C 17Jan22	23/01/2022	172412	£364.72	
28/01/2022	REELS				1007
	Credit note to SI-148	20/01/2022	SCN-5	-£204.00	
	Film Hire	11/01/2022	SI-144	£204.00	
	Film Hire	11/01/2022	SI-148	£204.00	

01/02/2022	PRISM	Prism Solutions				1008
	Telephones TH DEC21		17/01/2022	66950	£150.55	
07/02/2022	BT	BT				1008
	Telephones/Broadband		24/01/2022	M110 4W	£77.59	
07/02/2022	FUELCARD	The Fuel Card People				1008
	Motor Expenses		31/01/2022	9002711233	£1.44	
08/02/2022	ANSA	ANSA Environmental Services				1009
	Hanging Baskets 2021		15/11/2021	11700046352	£9,930.02	
10/02/2022	BLITZ	Blitz Fireworks Ltd				1009
	Sandbach Christmas Market supp		14/12/2021	SI-802	£9,540.00	
	Christmas Lights Installation		14/12/2021	SI-803	£20,000.00	
10/02/2022	EVOPAYMENT	Evo Payments International				1008
	Card Machine charges		31/01/2022	01-2022/52895	£34.47	
11/02/2022	BLITZ	Blitz Fireworks Ltd				1009
	Christmas Lights Installation		14/12/2021	SI-803	£13,114.00	
11/02/2022	CHESHIREEA	Cheshire East Borough Council				1010
	Remembr/Sunday Road closure		04/01/2022	11700055709	£1,641.84	
11/02/2022	DCKACCSOL	DCK Accounting Solutions Ltd				1010
	Accountancy & Budget Services		15/12/2021	TPC9984	£3,235.20	
11/02/2022	PURITY	PURITY CLEAN				1010
	TH Cleaning W/c 24JAN		30/01/2022	172443	£364.72	
11/02/2022	ROWTYPE	Rowtype Printers Ltd				1010
	Design Serv - leaflet amendmen		20/01/2022	60044	£30.00	
11/02/2022	SILKFM	Cheshire's Silk 106.9				1010
	Xmas Mkt Radio Advertisement		01/01/2022	341692	£1,684.80	
11/02/2022	VIKING	VIKING				1010
	Credit		24/09/2021	7633537	-£47.03	
	Stationery/Cleaning		26/01/2022	8334718	£164.47	
	Stationery		28/01/2022	8357691	£74.96	
	Credit Note		01/10/2021	CN7668123	-£7.18	
	CN7733670/245/VIKING		12/10/2021	CN7733670	-£46.78	
16/02/2022	BACH95	Bach 95 Limited				1011
	Beer for the bar		03/02/2022	INV-0148	£266.88	
16/02/2022	FLEXTEL	FLEXTEL LTD.				1011
	Telephones		03/02/2022	FLX 69693	£118.86	
16/02/2022	GASKELLS	Gaskells Waste Services				1011
	Waste Disposal Dec21		01/01/2022	P517721	£1,101.59	
16/02/2022	HOPSANDBAR	Hops and Barley LTD				1011
	Bar Drinks		01/02/2022	137004	£620.73	
	Alcohol Order		01/02/2022	137005	£265.82	
16/02/2022	HTS	Hospitality Training Solutions Limited				1011
	Personal Licence Course		09/02/2022	INV-03396	£275.40	
16/02/2022	JDH	JDH BUSINESS SERVICES LTD				1011
	21/22 First Interim Audit		04/02/2022	4160	£459.00	
16/02/2022	NISBETS	Nisbets				1011
	Glassware for the bar		01/02/2022	24276509	£198.99	
16/02/2022	PRISM	Prism Solutions				1011
	Setup of new user		01/02/2022	152835	£120.00	
16/02/2022	PURITY	PURITY CLEAN				1011
	Weekly cleaning W/C 31Jan22		06/02/2022	172452	£364.72	
16/02/2022	REELS	STAFFORDSHIRE REELS ON WHEELS				1011
	Film hire		03/02/2022	SI-157	£204.00	
16/02/2022	RENTOKIL	Rentokil Pest Control				1011
	Waste Disposal 13Feb-12May2022		27/01/2022	21617052	£283.57	
16/02/2022	RESTORE	Restore Datashred				1011
	Confidential Shredding		04/02/2022	1431008	£79.20	
16/02/2022	VIKING	VIKING				1011

16/02/2022	P/Conv Toilet Roll Holders WESTMER	West Merica Energy	01/02/2022	8376460	£102.56	1008
	IDM Electricity Dec21		19/01/2022	11174368	£814.42	
	P/Conv Electric DEC21		19/01/2022	11174372	£42.77	
	TH Electricity DEC21		19/01/2022	11176105	£1,871.28	
	Market Store Elec Dec21		19/01/2022	11176106	£22.37	
	TH Gas DEC21		19/01/2022	11177601	£463.30	
25/02/2022	GASKELLS Waste Disposal Jan22	Gaskells Waste Services	31/01/2022	P521327	£874.12	1014
25/02/2022	GRANTHANDL Forklift Service	GHL Liftrucks Ltd	11/02/2022	76202492	£291.89	1014
	Forklift MOT		11/02/2022	76202496	£144.00	
25/02/2022	PHOENX TH Boiler Service	Phoenix Renewable Technologies Ltd	08/02/2022	PRT-09750	£162.00	1014
25/02/2022	PPLPRS Music Licence Renewal 22/23	PPL PRS LTD	10/02/2022	SIN1992239	£1,435.84	1014
25/02/2022	PRISM Monthly ICT Support	Prism Solutions	25/02/2022	153853	£1,039.73	1008
25/02/2022	PURITY Weekly Cleaning w/c 07Feb22	PURITY CLEAN	13/02/2022	172454	£364.72	1014
25/02/2022	SCREWFIX Various equipment Items	TRADE UK (SCREWFIX)	01/02/2022	1234204428	£957.71	1014
25/02/2022	TRG P/C Cleanning W/C 5Feb	TRG (The Ralphs Group)	13/02/2022	1510	£302.40	1014
01/03/2022	PRISM TH Telephones	Prism Solutions	14/02/2022	67087	£150.55	
04/03/2022	CLAYMORE Photocopying	Claymore Business Machines Limited	18/02/2022	50695	£9.80	1016
	Photocopying		18/02/2022	50696	£141.49	
04/03/2022	PURITY Clening W/C 14Feb22	PURITY CLEAN	20/02/2022	172459	£364.72	1016
04/03/2022	TRG P/Conv Weekly Clean W/C 14Feb	TRG (The Ralphs Group)	21/02/2022	1512	£302.40	1016
04/03/2022	FUELCARD Motor Expenses - Fuel Feb22	The Fuel Card People	28/02/2022	9002847045	£45.96	1022
10/03/2022	BT Phone/Broadband FEB22 charges	BT	24/02/2022	M111 81	£77.59	1022
10/03/2022	EVOPAYMENT Card Machine Charges Feb22	Evo Payments International	28/02/2022	02-2022/52895	£45.57	1022
11/03/2022	ADC Repairs to A/Door IDM	The Automatic Door Company	16/02/2022	914870	£1,041.60	1017
11/03/2022	CALBARRIE Ferie Extinguishers Service	Calbarrie Compliance Services	23/02/2022	154305	£154.80	1017
11/03/2022	FLEXTEL TH Telephones Feb22 Charges	FLEXTEL LTD.	28/02/2022	FLX 70313	£30.00	1017
11/03/2022	OMEGA Ligthning Protection Ann/Inspe	Omega Red Group Ltd	23/02/2022	CD970181009	£241.20	1017
11/03/2022	PURITY Cleaning W/C 21Feb22	PURITY CLEAN	27/02/2022	172463	£364.72	1017
11/03/2022	REELS 'The Last Bus' Hire	STAFFORDSHIRE REELS ON WHEELS	17/02/2022	SI-172	£204.00	1017
11/03/2022	BACH95 Beer for the Bar	Bach 95 Limited	07/03/2022	INV-0173	£170.88	1018
18/03/2022	FLEXTEL TH Telephones	FLEXTEL LTD.	03/03/2022	FLX 70533	£30.00	1018
	TH Telephone Charges Feb22		03/03/2022	FLX 70547	£123.62	
18/03/2022	GASKELLS	Gaskells Waste Services				1018

	Waste Disposal Feb22		28/02/2022	P525144	£870.52	
18/03/2022	GEOPLUMB	Geoplumb Ltd				1018
	Supply & fit water Heater IDM		22/02/2022	101	£320.00	
18/03/2022	MANNINGS	Mannings Brewers				1018
	Bar supplies		03/03/2022	50904	£62.76	
18/03/2022	PURITY	PURITY CLEAN				1018
	Weekly Cleaning w/c 28Feb22		06/03/2022	172496	£364.72	
18/03/2022	RBS	Rialtis Business Solutions Ltd				1018
	Software Training RBS Bookings		25/02/2022	29388	£240.00	
18/03/2022	TRG	TRG (The Ralphs Group)				1018
	P/Conv cleaning W/c 21Feb22		03/03/2022	1517	£302.40	
	P/Conv W/Cleaning w/c 28Feb22		06/03/2022	1519	£302.40	
18/03/2022	WESTMER	West Merica Energy				1022
	TH Electricity Charges Jan22		18/02/2022	11182896	£1,492.76	
	Mkt Elec. Charges Jan22		18/02/2022	11182897	£705.07	
	M/Store Electric Jan22		18/02/2022	11182901	£32.52	
	P/Conv Electric Jan22		18/02/2022	11184994	£29.18	
	TH Gas Charges Jan22		18/02/2022	11186845	£474.36	
25/03/2022	CHALC	Cheshire Association of Local Councils				1020
	Support for STC		04/02/2022	2022/453	£11,102.05	
25/03/2022	HEADS	Heads (Congleton) Limited				1020
	Annual Town Meeting Ad		10/03/2022	124030	£190.80	
25/03/2022	HIPSWING	HIPSWING ENTERTAINMENTS LTD				1020
	Party In Park Deposit 2JUL22		10/03/2022	INV-12760	£1,431.67	
25/03/2022	HOPSANDBAR	Hops and Barley LTD				1020
	Credit Note Bar Supplies		03/03/2022	12353	-£232.76	
	Credit Note Bar Drinks		03/03/2022	12354	-£36.62	
	Bar Supplies		01/03/2022	140153	£925.62	
	Bar Drinks order		02/03/2022	140347	£241.81	
	Bar Supplies		03/03/2022	140427	£173.24	
	Bar Drinks		03/03/2022	140428	£267.70	
25/03/2022	PRISM	Prism Solutions				1022
	Monthly ICT Support		25/03/2022	555220	£1,039.73	
25/03/2022	PURITY	PURITY CLEAN				1020
	W/Cleaning w/c 07Mar22		13/03/2022	172500	£364.72	
25/03/2022	REELS	STAFFORDSHIRE REELS ON WHEELS				1020
	Cinema Expenses 'The Last Bus'		17/02/2022	SI-178	£34.50	
	'No Time To Die' Cinema exp		17/02/2022	SI-180	£100.80	
	'The Duke' Hire Fee		08/03/2022	SI-197	£204.00	
25/03/2022	RENTOKIL	Rentokil Pest Control				1020
	TH Waste Disposal Apr-June2022		10/03/2022	60287518	£21.10	
25/03/2022	RIGHTIO	Rightio Subcontractor Limited				1020
	Broken water heater call out		17/02/2022	6810815	£169.20	
25/03/2022	VIKING	VIKING				1020
	Stationery & White Board		09/03/2022	8581992	£110.39	
	Stationery		09/03/2022	8596536	£67.79	
	Coin Counter for office		09/03/2022	8605997	£202.80	
28/03/2022	CALOR	Calor Gas Limited				1022
	Forklift Gas		10/02/2022	34818651	£97.80	
28/03/2022	FUELCARD	The Fuel Card People				1022
	ODM Motor Expenses		20/03/2022	9002939390	£115.87	

List of Payments made between 01/01/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/01/2022	Handy Household	19JAN22	1.00		Cleaning supplies
20/01/2022	Handy Household	20JAN22	2.39		Handy Household
21/01/2022	Morrisons	21JAN22	5.36		Lemons & Limes
24/01/2022	Morrisons	24JAN 22	1.35		Milk for the office
25/01/2022	B&M	25JAN22	21.49		Stationery
28/01/2022	Amazon	28JAN22	39.99		Screen for the office
31/01/2022	Handy Household	31JAN22	7.78		Wedding dec items
01/02/2022		01FEB22	23.16		Bar supplies
01/02/2022	Swift Shoes Ltd	01FEB2022	5.00		Key cut
03/02/2022	Tinsleys	03FEB22	7.00		Frut for the bar
07/02/2022	Morrisons	07FEB22	1.35		Milk for the Office
22/02/2022	Handy Household	22FEB22	4.99		TH Ladies Toilet Lightbulb
22/02/2022	Handy Household	22FEB2022	2.49		P/Conv door handle
23/02/2022	Swift Shoes Ltd	23FEB22	10.00		Key cut
04/03/2022	Jack's	04MAR22	10.68		Bar Supplies
07/03/2022	Handy Household	07MAR22	5.98		Batteries
15/03/2022	MORRISONS	15MAR22	5.40		Milk for the meeting
17/03/2022	Costco	17MAR22	5.74		Cling Film for ODM
18/03/2022	CO-OP	18MAR22	4.60		Lemons for the Bar
19/03/2022	CO-OP	19MAR22	8.25		Bar supplies
19/03/2022	CO-OP	19MAR2022	2.58		Limes for the bar
23/03/2022	Screwfix Direct	23MAR22	5.49		Floor stip for the Lift
28/03/2022	Handy Household	28MAR22	13.99		Bin for consultation responses
29/03/2022	Handy Household	29MAR22	13.99		Bin for Consultation responses
30/03/2022	Swift Shoes Ltd	30MAR22	5.00		Key for Events Staff
31/03/2022	MORRISONS	31MAR22	0.80		Newspaper
Total Payments			215.85		

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List of Payments made between 01/01/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2022	Dropbox	09403632	60.48		Dropbox Subscription
12/01/2022	Amazon	15614597	51.70	PO 1884 Appr KP	Wedding Decorations
14/01/2022	Soundtrack your Brand	48808722	34.99		Soundtrack your Brand
23/01/2022	ZOOM.US	08152506	14.39		Jan22 Subscription
30/01/2022	Amazon	35707626	184.00	PO 1892	Screen Replacement for Office
07/02/2022	Dropbox International	09357427	60.48		Dropbox International Unlimite
14/02/2022	Soundtrack Your Brand	32394944	34.99		Soundtrack Your Brand
22/02/2022	ZOOM.US	10146937	14.39	Monthly Subscription	ZOOM.US
07/03/2022	Amazon	30582420	24.98		Transparent overlays & Clips
07/03/2022	Dropbox International	31037448	60.48		Dropbox Subscription
14/03/2022	Soundtrack Your Brand	22278724	34.99		Background Music TH & IDM
17/03/2022	Amazon	30896721	21.99		Wall planner
22/03/2022	ZOOM.US	09705681	14.39		Zoom subscription
25/03/2022	A1 Bar Stuff	00780945	57.42		Beer line cleaning bottle
Total Payments			669.67		

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SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

Sandbach Footpaths Group

Contact Person: Graham J Whitehouse

Address: [Redacted]
[Redacted]
[Redacted]

Tel No: D [Redacted] Eve [Redacted]

E-mail: [Redacted]

Please give the purpose of your organisation as described in your constitution.

- 1. To protect the network footpaths in and around Sandbach
- 2. To improve and extend the network of footpaths in and around Sandbach
- 3. To ensure the some footpaths are accessible to all

To achieve the above:

- 1. Members will be encouraged to walk the local paths regularly
- 2. From time to time, members may join together in local walks
- 3. Members may volunteer to informally adopt-a-path to cut back vegetation and report any problems such a broken stiles

Please enclose a copy of your constitution or rules, showing your aims and objectives.

Is it a Registered Charity? NO If so, please give Charity Number

.....

1 **Total cost of your project?** £558.45 Sum requested from STC £ 350.00

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

2 **A summary of your project:**

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

To run the 2022 Sandbach Walking Festival. A nine day events from 25 June, with around 40 walks, ranging from short strolls to 10-12 mile hikes, Mildfullness walks and a read and walk event for the under 5's with Sandbach Library.

Does the grant cover advertising or wages of personnel involved if so how much?

No.

3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach.
 Create an Inclusive Society
 Promoting our Environment, Heritage and Culture
 Work towards improving Leisure and Amenities.

How does the project meet these priorities?

The Walking Festival is focused around Sandbach, with all walks starting within or on the very edge of the parish boundary and open to all. We strive to make the event inclusive, and hope there is something for everyone to partake in.

The festival is set within the local environment, aims to get residents out into the surrounding countryside and even discover the heritage and history of the town through the buildings and historic environment.

Walking has many proven benefits on both physical and mental health, particularly within a group setting.

4 Have you raised funds from any other sources for this project? NO

If yes, please state source and amount.

5 Are you awaiting the outcome of any other applications for funding, towards this project? NO If yes, please state whom you have applied to and the amount of any application.

6 Has the Organisation previously applied for a Grant from Sandbach Town Council?
YES

If yes, please give details

In 2019 we applied for and were successful in our application for

7 The Organisation's accounts for the last three years. *

YEAR	30/09/2019	30/09/2020	30/09/2021
Accounts Balance b/f	395	1634	740
Accounts Balance c/f	1634	740	941
Income	2668	149	1302
Expenditure	1429	293	601
Year-end bank balance	21229	7824	3084

- Please enclose a copy of your last available set of accounts.

8 Describe the geographical area in which your Organisation works.

Sandbach, although we cross into neighbouring parishes on walks, like Moston and Warmingham.

9 What proportion of the work takes place in Sandbach?

100% - All walks start in Sandbach

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name SANDBACH FOOTPATH GROUP

If payment by BACS is preferred:

Bank Account Name Lloyds Bank plc

Account Number: 18742868 Sort Code 30-12-59

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES

Two of the authorised signatories for your bank/building society account need to sign below:



Signed: Trevor Boxer

Position within the Organisation: Chairman



Signed: John Hind

Position within the Organisation: Treasurer

On behalf of Sandbach Footpaths Group

Date: 4 April 2022

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach, CW11 1AX

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[Redacted]
[Redacted]
[Redacted]ire,
[Redacted]

Finance Dept
Sandbach Town Council,
Sandbach Town Hall
CW11 1AX
18th February 2022

Dear Sirs,

Sandbach Concert Series

Please find enclosed the completed feedback form for the grant awarded by the Town Council to Sandbach Concert Series.

This grant enables us to continue with our work bringing quality music to Sandbach, and promoting youth music in the area. We appreciate the award and the support of the Town Council. Please accept the thanks of the trustees.

Yours Faithfully,

[Redacted Signature]

Peter Howarth

Treasurer

Sandbach Concert Series

Sandbach Town Council Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME:	
Applicant/s	LAUREN SCOTT
Organisation	SANDBACH CONCERT SERIES
Description of Project/Event: Ongoing concert series presenting 8 concerts a year in Sandbach	
Project Objectives: We advance the education of young people in all aspects through workshops, competitions & showcasing their work at public performance with concerts by leading professional musicians.	
How did the grant enable you to meet the Project Objectives? Without the grant from Sandbach Town Council we would not be able to continue our work.	
What were the benefits of the Project/Event? We improve, develop & maintain public education in the appreciation of the art & science of music	
Date of Completion Project/Event: ONGOING	
What promotional material was used to publicise your event? online through website, affiliated music sites + social media flyers distributed locally + put up in shops + public buildings	
Did STC receive any recognition for its support?	<input checked="" type="radio"/> YES <input type="radio"/> NO
Grant Received from Sandbach Town Council: £	
Did the Grant lever any additional income or grant funding, if so how much and from what source?	
Amount	From
£1,500	Love Music Trust (LMT). The grant from STC enables us to continue the concert series and through this to run additional workshops for local young musicians, facilitated by grant from LMT.

Grant/s Received from other bodies:	
Amount	From
—	No grants other than STC, and Love Music Trust mentioned above.
Total Event/Project cost year to 31st July 2022	— Budget for the £ 16,000 * See below
Please provide a statement of Expenditure of Grant Monies on a separate sheet. Separate sheet attached.	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled: Our series of concerts is recognised nationally as an established concert series. Our focus on promoting youth music is recognised by our partnership with the LOVE MUSIC TRUST.	
Completed by: Laura Scott (chair) and Peter Howarth (Treasurer)	Date: 7/2/22

Additional Information which you may feel useful:
<p>Thank you so much for the continued support of Sandbach Town Council.</p> <p>We have re-started our youth music competition and we were delighted that the deputy Mayor Mr Flavell presented the prizes to our prize winners at our 2022 competition.</p>

* £16,000 budget does not include workshop cost facilitated by grant from Love Music Trust.

Sandbach Concert Series

2021 - 2022 BUDGET	Original	Revised Jan 2022
Expenditure	£	£
Artists	7,000	6,800
Piano Hire	1,500	1,000
Hall	1,200	600
Spotlight Fee	700	700
Admin (licences, posters, stationery, insurance etc)	2,300	2,118
Sandbach Young Musicians competition costs	1,000	1,000
Workshops	2,000	2,000
Bar Costs	300	0
	16,000	14,218

Income	£	£
Ticket Sales	7,000	5,730
STC Grant	2,500	2,500
Concert Donations	800	0
Donations	500	500
Gift Aid	450	450
Bar (Net)	500	0
Sundry Income (LMT)	1,500	1,500
	13,250	10,680

Deficit	2,750	3,538
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This statement shows the original budget, presented with the STC grant application in Aug 2021, and the revised budget calculated in Jan 2022.

Income includes £2,500 Sandbach Town Council grant which is the final year of the 3-year grant awarded in 2018. This statement shows how this will be spent. The anticipated deficit, attributable to Covid issues, will be made up from concert series funds brought forward from the 2020/2021 season. We anticipate that the dip in live concert ticket sales will recover in the 2022/2023 season, and the STC grant of £3,500 granted in Aug 2021, and expected in May 2022, will help us to break even again in that season.

Sandbach Town Council Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME: SANBACH FESTIVAL OF ART	
Applicant/s	PAUL SHIPLEY
Organisation	
Description of Project/Event: A PUBLIC EVENT PROMOTING THE WORK OF LOCAL ARTISTS	
Project Objectives: TO CONNECT THE COMMUNITY WITH CULTURE THROUGH ART	
How did the grant enable you to meet the Project Objectives? THE GRANT WAS VERY HELPFUL AND MADE THE EVENT AFFORDABLE TO MORE PARTICIPANTS	
What were the benefits of the Project/Event? IT GAVE CONFIDENCE TO THE ARTISTS AND IT CONNECTED LOTS OF VISITORS WITH LOCAL CULTURE EXPRESSED THROUGH ART	
Date of Completion Project/Event: OCT 21ST 2021	
What promotional material was used to publicise your event? SOCIAL MEDIA ADVERTISING AND LARGE, COLOURFUL POSTERS	
Did STC receive any recognition for its support? <input checked="" type="radio"/> YES <input type="radio"/> NO	
Grant Received from Sandbach Town Council: £200-00	
Did the Grant lever any additional income or grant funding, if so how much and from what source? NO	
Amount	From

Grant/s Received from other bodies:	
Amount	From
Total Event/Project cost	£ 375.00
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:	
<p>TO CONNECT THE COMMUNITY WITH LOCAL ARTISTS.</p> <p>TO BRING A CULTURAL EVENT WITH WIDE APPEAL TO SANDBACH</p> <p>TO INSPIRE CONFIDENCE IN LOCAL ARTISTS</p> <p>TO ADD VALUE TO THE LOCAL CULTURE OF SANDBACH</p>	
Completed by: PAUL SHIPLEY	Date: 19/1/2022

<p>Additional Information which you may feel useful:</p> <p>THANK YOU ONCE AGAIN FOR SUPPORTING THIS EVENT</p> <p>THE PARTICIPANTS AND VISITORS WERE ALL THRILLED</p> <p>TO BE A PART OF IT AND I FOR ONE WAS PROUD OF</p> <p>SANDBACH AND ITS COMMITMENT TO ART.</p>

Expenditure of STC Grant Funds

Catering and refreshments	£50
Rosettes	£25
Advertising posters	£40
Contribution to room hire	£85
Total	£200

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Sandbach Town Council

Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME: DFS COVID Engagement Project		
Applicant/s	Dave Whitworth	
Organisation	Dementia Friendly Sandbach (DFS)	
Description of Project/Event: Providing support to local Sandbach residents living with dementia by telephone, remote meetings and face to face meetings to the extent allowed by coronavirus restrictions.		
Project Objectives: Maintain contact with residents and their families in Sandbach who were living with dementia during the Covid lockdown and subsequent restrictions. Many of our contacts were either self-isolating due to illness or very reluctant to re-engage with the outside world after the constant warnings and advice from the authorities.		
How did the grant enable you to meet the Project Objectives? Enabled DFS to obtain zoom licence to initially set up zoom coffee mornings with our target group, and keep in regular phone contact with those who couldn't zoom. As restrictions were gradually lifted in stages we were able to meet face to face in gradually larger groups (starting weekly with groups of six outdoors) at both the Sandbach Rugby Club and the Market Tavern for coffee mornings. (Grant funds enabled us to do this safely by providing table service from our volunteers minimising covid transmission risks). This was more important as many of the facilities residents used to stay connected, such as day centres, remained closed or with very restricted and limited access.		
What were the benefits of the Project/Event? Maintaining connectness is recognised as contributing to mental health and well being. Information exchanged at such events (both online and face to face) also helped residents to live well with dementia.		
Date of Completion Project/Event: 28 th February 2022		
What promotional material was used to publicise your event? Hard copy posters circulated and publicised on Sandbach partnership noticeboards. Electronic copies circulated by email and on website and social media.		
Did STC receive any recognition for its support?	YES x	NO
Grant Received from Sandbach Town Council:	£ 500	
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
No.		
Grant/s Received from other bodies: N/A		
Amount	From	

Total Event/Project cost	£1260
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled: Satisfaction – attendee feedback Numbers of attendees similar to or exceeded attendance levels at local dementia cafes before the pandemic.	
Completed by: Dave Whitworth 	Date: 11/04/2022

Additional Information which you may feel useful:

In addition to the grant from Sandbach Town council, we would like to record our thanks to both the caterers at Sandbach Rugby Club and the Market Tavern for providing the facilities for the meetings during the Covid restrictions.

We would also like to thank the other DFS donors, including two mayoral good causes funds and the volunteers who helped make the events happen.

The STC grant was publicised on our website, our page in the latest Sandbach Directory and the Annual Town Meetings in 2021 (virtual) and 2022.

Attachment to Sandbach Town Council Grant Feedback Form

Dementia Friendly Sandbach Covid Engagement Project

Statement of Costs		STC Grant Contribution
Zoom Licences	£172	£172
Telephone Calls	£40	
Increased event insurance	£250	£125
Coffee morning expenses	£798	£203
Total Project Cost	£1260	£500

Signed (DFS Chair)



Date: 11/04/2022

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Invoice



David Trowler Associates
Chartered Building Surveyors

100 - 104 Wallasey Village
Wallasey, Wirral. CH45 3LQ
T: 0151 630 1227
E: mail@davidtrowler.co.uk

9.1

Invoice No.	3157
Invoice Date	14 April 2022
Job No.	2617/01
TO :	Sandbach Town Council Hightown Sandbach Cheshire CW11 1AE
Client Ref	
Client Contact	Katy Pepper

VAT No : 693 6018 16

Terms: 14 days

For BACS Payments please use the following:

Bank HSBC

Account Name David Trowler Associates

Sort Code 40-10-22

Account No. 81710125

SANDBACH TOWN COUNCIL - FEASIBILITY STUDY

Building Surveying Services	NET	VAT
Attendance at briefing meeting.		
Site survey and preparation of outline design proposals.		
Assessment of the existing services installation and recommendations on proposed services installations including heating and ventilation strategy.		
Preparation of Feasibility Report including budget costs and programme of works.		
Fixed Fee, as agreed	£ 3,490.00	
Amount Now Due	£ 3,490.00	
Less Amount Previously Paid ()	£ -	£ 698.00
TOTAL	£ 3,490.00	£ 698.00
INVOICE TOTAL	£	4,188.00

Due Payment Date : 28 April 2022

David Trowler T/A David Trowler Associates
Address : 100-104 Wallasey Village, Wallasey, Merseyside. CH45 3LQ.

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VAT Reg No. 280 4465 58

John Greenall & Co. Limited
The Gables, 20 Crewe Road,
Sandbach, Cheshire CW11 4NE

The Finance Officer
Sandbach Town Council
The Town Hall
High Street
Sandbach
Cheshire
CW11 1AX

No.229

11 April 2022

To: Services Rendered:-

“	Completing the monthly payroll for the period 6 th April 2021 – 5 th April 2022 including payslips, reports and ongoing auto-enrolment checks, monthly report to Cheshire pension fund, including Monthly Information reporting	
“	Advice on all payroll matters and general queries	£2250.00
“	VAT @ 20%	<u>£ 450.00</u>
		<u>£2700.00</u>

Please note this account is due for payment within
30 days of the invoice date

Cheque payable to: John Greenall & Co Ltd *X*



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SANDBACH TOWN COUNCIL



Dignity at Work Policy

Adopted by Council on XXth May 2022

Latest Review Date: April 2024

This Policy replaces the Version of 13th June 2018.

Introduction

The Town Council is committed to creating a harmonious environment by ensuring equal opportunities and fair treatment for every employee in the workplace. This policy links with the Council's Equality, Diversity and Inclusion Policy, but concentrates particularly on eliminating bullying and harassment from the work place.

This policy aims to ensure a positive working environment where all staff feel comfortable because everyone is treated with respect and dignity, regardless of age, disability, sex, gender reassignment, marital status, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief (the protected characteristics of the Equality Act 2010) or any other personal factor or quality.

It is important that diversity is recognised and celebrated as the mosaic of people who bring a variety of cultural, social and historical backgrounds, styles, perspectives, values and beliefs as assets to the work environment and organisations with which they interact. It is ok to be different and respect each other's differences!

The work environment needs to feel inclusive. Employees feel included when, simultaneously, they perceive they are both similar to, and distinct from, their colleagues. The Council appreciate that to achieve this, it is necessary to value the diversity of talents, experiences and identities that employees bring, and at the same time, to build common ground – common mission, values and ethos.

This policy aims to ensure that there is no bullying and harassment of and by any employee, councillor, contractor, or anyone else engaged to work on Town Council premises. The purpose of this policy is to provide both protection (individual and group) and also a procedure to raise and effectively deal with a complaint either informally or formally, if you believe you have been harassed or bullied.

Duty of Care

The Council is aware of its duty of care towards its staff, its councillors, under statute arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. The legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the council. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment.

The Council has put in place a procedure and the necessary delegation which shows its determination if necessary to take additional actions to ensure it addresses its duty of care:

- To report cases to the Police where there may be a criminal breach.
- To take advice from a specialist solicitor on the most appropriate course of action.
- To engage private security when necessary.

Bullying and Harassment

Bullying or harassment will constitute unlawful discrimination where it relates to one of the protected characteristics, outlined above. Serious bullying or harassment may amount to other civil or criminal offences, e.g. a civil offence under the Protection from Harassment Act 1997 and criminal offences of assault.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure another person.

Examples, though not an exhaustive list, which may constitute bullying are:

- threats, abuse, teasing, gossip and practical jokes;
- humiliation and ridicule either in private, at meetings or in front of customers, clients or members of the public;
- name calling, insults, devaluing with reference to age, appearance;
- setting impossible deadlines;
- excessive monitoring;
- removing responsibilities;
- withholding information.

Harassment, in general terms, is unwanted conduct related to a relevant protected characteristic, or other feature that:

- violates a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by a person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something which is meant to be 'banter' may offend another person. Different people find different things acceptable. Everyone has the right to decide what behaviour is acceptable to him or her and to have his or her feelings respected by others.

Harassment may occur where an individual is subjected to unwanted conduct due to his/her association with another individual who has a protected characteristic.

Harassment may also occur where a person engages in unwanted conduct towards another because he/she has a mistaken perception that the recipient has a protected characteristic. Harassment may also occur where an individual is subjected to unwanted conduct from a third party, such as a client or customer or member of the public. If you feel that you have been bullied or harassed by customers, suppliers, vendors or visitors, you should report any such behaviour in order that appropriate action is taken. Bullying or harassment of customers, suppliers, vendors or visitors or others by employees will be dealt with through the disciplinary procedure.

For the avoidance of doubt the Town Council will treat a single incident as harassment if it is sufficiently serious.

All bullying and harassment are misconduct and is a disciplinary offence which will be dealt with under the disciplinary procedure. Bullying or harassment will often be gross misconduct, which can lead to dismissal without notice.

Examples, though not an exhaustive list, of behaviour which may constitute harassment are:

- physical contact ranging from touching to serious assault;
- verbal and written harassment through jokes, offensive language, gossip and defamatory references;
- unwanted nicknames related to a protected characteristic;
- excluding an individual from social activities due to his/her association with someone with a protected characteristic;
- ignoring an individual because you believe he/she has a protected characteristic when in fact he/she

- does not have the perceived protected characteristic;
- intrusion by pestering, spying, following etc.

The Town Council will treat all such complaints of harassment and bullying seriously and will investigate them promptly, efficiently and in confidence.

The main aim of this policy is to provide a framework for resolving complaints of harassment or bullying and for stopping any behaviour that is causing offence or distress.

Raising a Complaint

Anyone has a right to complain if treated in a manner that you believe constitutes harassment or bullying. This will include behaviour that has caused you offence, humiliation, embarrassment or distress.

In the case of an employee, apart from complaints about the behaviour of colleagues (employees or councillors), they also have the right to complain if they believe that they have been bullied or harassed by a third party, for example a customer, client, supplier or member of the public.

If you raise a complaint under this policy, you are automatically protected and under no circumstances will you be subjected to any unfavourable treatment or victimisation as a result of making a complaint. However, if it is established that you have made a knowingly false or malicious complaint against another person about harassment or bullying:

In the case of an employee- serious disciplinary action will be taken against you which may result in your dismissal.

In the case of a councillor-the matter may be reported to the Monitoring Officer as a potential breach of the Code of Conduct.

In the case of any other person, it will be dealt with under the Council's Complaints and Vexatious Policy.

As an employee, if you witness an incident that you believe to be the harassment or bullying of another member of staff you should report the incident in confidence to your manager who will consider all such reports seriously and will treat the information in strict confidence, as far as it is reasonably possible to do so.

Reporting a Complaint

Before raising a formal complaint, you are encouraged in the first instance to talk directly and informally to the person to whom you believe is harassing you and explain clearly what aspect of the person's behaviour is unacceptable, or is causing offence to you, and request that it stop. The process for having complaints heard will be the same as the Council's Grievance procedure which is set out in detail in the Employee Handbook.

It may be that the person whose conduct is causing offence is genuinely unaware that their behaviour is unwelcome or objectionable and that a direct approach may resolve the matter without the need for formal action.

If you would like support in making such an approach, you should contact a Council manager or the Town Clerk. However, if you feel unable to take this course of action, or if you have already approached the person to no avail, or if the harassment is of a very serious nature, you may decide to raise a formal complaint.

In the case of staff, a complaint may be raised, in writing, with your manager or, if preferred, the Town Clerk. You may feel more comfortable speaking to them about it before putting it in writing, which is quite acceptable.

In the case of a councillor, a complaint may be raised, in writing, with the Town Clerk. You may feel more comfortable speaking to them about it before putting it in writing, which is quite acceptable.

In the case of a member of the public, contractor or client, a complaint may be raised, under the Council's Complaints and Vexatious Policy.

When lodging your complaint of harassment/bullying, you should state:

- the name of the person whose behaviour you believe amounts to harassment or bullying;
- the type of behaviour that is causing offence, together with specific examples if possible;
- dates and times when incidents of harassment or bullying occurred, and where they occurred;
- the names of any anyone who witnessed any incidents, or who themselves may have been the victims of harassment or bullying by the same person; and
- any action that you have already taken to try to deal with the harassment or bullying.

Management Responsibility

When a complaint of harassment or bullying is received, there is a duty to investigate the matter thoroughly and objectively and to take corrective action in order to ensure compliance with the Dignity at Work Policy.

The Town Council will be responsive and supportive towards anyone who raises a genuine complaint of harassment or bullying. The Town Clerk will assist any manager in dealing with complaints of harassment or bullying.

The Council are very much aware they have a duty of care to their employees and indeed to councillors and the public, which means that they should take all steps that are reasonably possible to ensure their health, safety and wellbeing.

If the complaint is about a Councillor

The Council has in place a code of conduct which outlines the behaviour required of councillors.

In the case of alleged bullying or harassment against members of staff by a councillor a formal complaint to the Monitoring Officer shall be made by the Mayor or the council as a whole. This signifies to individual councillors that disruptive behaviour is not ignored or accepted by the council generally by Sandbach Town Council.

(Reference Best Practice 11 from Local Government Ethical Standards: A Review by the Committee of Standards in Public Life January 2019 Chair: Lord Evans of Weardale).

If the complaint is about an Employee

The Council may suspend you from duty pending investigation for harassment or bullying for a temporary period whilst investigations are carried out. Such suspension will be for as short a time as possible and will be on full pay.

If you are accused of harassment or bullying you will be informed of the exact nature of the complaint against you and afforded a full opportunity to challenge the allegations and put forward an explanation for your alleged behaviour in a confidential interview, with a companion present if you choose. It will not be presumed that following an allegation of harassment you are guilty.

All forms of harassment and bullying will be regarded as serious misconduct, and if you are found to have harassed or bullied a colleague you will be liable to serious disciplinary action up to and including summary dismissal.

Although not always necessary, if a complaint against you is not upheld, a voluntary transfer of either of the parties may be offered, if that is practicable. Such transfers will be consensual.

If it is agreed neither party will move, the Council monitor and check the situation in terms of our duty of care to determine whether there has been any form of victimisation or retaliation. Alternatively, where a complaint is upheld it may be necessary, if practicable to relocate or transfer

one of the parties to another section or function.

Following the meeting, you will be informed in writing of the outcome within 5 working days and told of any actions the Council propose to take as a result of the complaint. If you are dissatisfied with the outcome, you may make an appeal.

Your appeal should be made in writing to the Town Clerk or to the Mayor in the case of the Town Clerk. You should clearly state the grounds of your appeal, i.e. the basis on which you say that our findings were inaccurate or inappropriate. This should be done within 5 working days of the written notification of the outcome of the grievance. An appeal meeting will normally be arranged to take place within 7 working days of the submission of your appeal.

Following the appeal hearing, you will be informed of the outcome within 7 working days.

The Council will maintain records of investigations into alleged incidents of harassment or bullying, the outcome of the investigations and any corrective or disciplinary action taken. These records will be maintained in confidence and in line with the provisions of Data Protection legislation under GDPR.

If the complaint is about a member of the public, visitor, client or Contractor

We will fully investigate allegations and if necessary, bring in an independent investigator.

We will take whatever action we can to prevent bullying and harassment. If possible, we will resolve the matter amicably but will not hesitate to refer the matter to the Police or take private legal action where we believe it necessary under criminal or civil law.

Exploitation of Workers

There is an obligation on employers under the Modern Slavery Act (2015) to address the issues of slavery and human trafficking, and to commit to the prohibition and avoidance of the violation of human rights (not only within the employer's own operations, but also in relation to those businesses with which products and services are provided or received).

- The Council is forthright and steadfast in complying with these obligations, and fully embraces not only the legal aspects of these issues, but also the moral and ethical duties and responsibilities in identifying and, where necessary, eliminating potential breaches of basic human rights.
- It is therefore the policy of the Council that practices such as forced labour, debt-bonded labour, and human trafficking are totally unacceptable and will not be tolerated.
- Similarly, inhumane treatment such as corporal punishment or other inhumane threats are also viewed as totally unacceptable and will not be tolerated.
- Furthermore, we expect corresponding standards, duties, and responsibilities to be upheld and maintained by all our officers and members, guests, sub-contractors, and business associates.
- Through our existing policies and procedures, we will always seek to promote the highest moral standards and will voluntarily and wholeheartedly support all statutory legislation and regulatory guidelines aimed at eliminating these totally unacceptable and inhumane practices.
- We encourage all those within our organisation and services, whether directly or indirectly, to report (without fear of prejudice or recrimination) any issues or concerns relating to the potential breaches of human rights.

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Vexatious Persons Policy Working Group

Minutes for the meeting held on Monday, 14th March 2022 at 6:00pm,
in the Sandbach Town Hall Ballroom.

In Attendance Cllrs: A Smith
L Crane
N Cook
G. Price Jones (arrived 6.30pm)

Also present was Ceri Lloyd (Locum Town Clerk)

1. APOLOGIES FOR ABSENCE

None

2. SCOPE OF THE WORKING GROUP

- To set up a working group to examine the draft Vexatious Persons Policy
- To speak to all relevant bodies covering Town and Parish Councils and the council's HR advisor's concerning the policy

3. VIEWS OF MEETING PARTICIPANTS OF THE DRAFT VEXATIOUS PERSONS POLICY

All agreed that we do need a Vexatious Persons Policy but it should be small part of a Residents Charter. This involves all staff, councillors and citizens. This can include residents expectations of the Town Council and expectations of the Town Council of residents. This will be a more positive policy. The Vexatious Person Policy will be for the rare occasions when communications descend into the acrimonious.

Resolved: The residents charter idea is pursued.

Resolved: The meeting participants were asked to find examples of Residents Charters that were used by other councils or service charters used by other organisations.

The Locum Clerk was asked to how we could access Chalc information to assist in drafting the charter.

4. NEXTS STEPS

Review ideas for Residents Charter and at the next working group meeting. The extended scope was expected to take 6 months before going back to FPG committee and Full Council for endorsement.

5. DATE AND TIME OF NEXT MEETINGS

The date of the next meeting of the Vexatious Person Policy Working Group is Thursday 31st March 2022 at 6:00pm in Sandbach Town Hall.

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SANDBACH TOWN COUNCIL
FINANCE POLICY AND GOVERNANCE COMMITTEE
UNDISCHARGED RESOLUTIONS
FPG 27.04.2022

DATE		NOTES	REVIEW (include date)	DATE DISCHARGED/CLOSED
	There are none.			

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14.1

Sandbach Concert Series

14th February 2022

Cllr Geraint Price Jones
Sandbach Town Council
Sandbach Town Hall
High Street
Sandbach
Cheshire
CW11 1AX

Dear Cllr Price Jones,

I am writing on behalf of Sandbach Concert Series to pass on our thanks to Sandbach Town Council for all the support we receive that enables us to hold our monthly concerts for the benefit and enjoyment of the people of Sandbach.

Your continuing support is greatly appreciated.

Kind regards,
Tricia Naylor Budd

A blacked-out signature, likely of Tricia Naylor Budd, used to redact the name from the letter.

(Secretary/Vice Chair SCS)

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