

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 13 October 2014 at 7.30pm.

PRESENT: Councillor K J Jennings (Chairman)
Councillor G R Brookes (Vice-Chairman, Ex-officio)
Councillor R G Beale
Councillor Mrs P E Davey
Councillor E Harwood
Councillor Mrs M A Lawley
Councillor T J Noyes

ALSO PRESENT: Councillors R E Murphy.

APOLOGIES FOR ABSENCE – Councillor M C J Barratt, committee member, also Councillors R J Morris, Mrs G Noyes, A M Sinton and Mrs E A Taft.

138 DECLARATIONS OF INTERESTS

Councillor E Harwood declared an interest in Agenda Item 14 – Landholdings, inasmuch as he was currently in dispute in his private capacity with Mr P Du'Rows, the Council's legal representative. He left the meeting at the appropriate point in the meeting.

139 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 4 AUGUST 2014

RESOLVED That the Minutes of the Meeting of the Resources Committee held 4 August 2014 be confirmed as a correct record and signed by the Chairman.

140 TRAVELLERS IN DROITWICH – TARGET HARDENING

The Committee considered the summary of possible measures drawn up by Wychavon District Council to provide some future protection of Wychavon-owned land in the Town. The District Council's Executive Board had agreed to progress these measures (costed at @ £12,000) but with a 50% contribution from other parties such as the Police and the Town Council. The Town Council had therefore been asked for a contribution of £3,000 towards these works. Appropriate signage acknowledging any contributions would be installed by the District Council when the works are completed.

The Committee was advised that monies were available via the Contingency Budget. In response to a question from Councillor E Harwood, the Chairman confirmed that all the areas were within the ownership of Wychavon District Council and outlined the reasons for Town Council support.

RESOLVED That the payment of £3,000 from the Contingency Budget be made to Wychavon District Council by way of the Town Council's contribution towards the protection works for Authority-owned land in order to prevent the trespass by travellers.

141 EXTERNAL AUDITOR'S REPORT

Grant Thornton UK LLP had given the Council an unqualified report and had confirmed that the information in the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern that the relevant legislation and regulatory requirements had not been met. The formal notice had therefore been displayed.

However two matters that did not affect their Audit Opinion but which they wished to draw to the attention of Droitwich Spa Town Council for the year ended 31 March 2014 were the following:

“Accounting for Fixed Assets

It has come to our attention that Box 9 of Section 1 of the Annual Return – the Accounting Statements included fixed assets valued at insurance value. Local Councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (eg insurance value). Commercial concepts of depreciation or impairment adjustments, etc are not appropriate for local councils. For reporting purposes therefore the ‘book’ value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy, it should not be adjusted for annual changes.

Internal Audit

The Internal Auditor has signed an engagement letter prepared by the Council. It is good practice for the Internal Auditor to send an engagement letter to the Council.”

As the Asset Register has remained static for the last three years it was considered that the only amendment required was to clarify the use of proxy costings. The advice concerning the appointment of the Internal Auditor was noted for reference.

RESOLVED That the report be noted

142 INTERNAL CONTROL POLICY

The Committee noted that each year the Council reviewed its Internal Controls Policy. This year two changes were suggested following situations that became apparent during the working life of the Council over the past year.

The first referred to paragraph 10.71 and addressed the Heritage Centre's procedures, specifically the level that the cash till float was set at. The float was set at £20 and was inadequate owing to the amount and value of the sales being taken, which included ticket sales for Dudley's Coach Trips. The float had been trialled at £60 which has addressed the issue and therefore

RECOMMENDED 1) That the Internal Control Policy at paragraph 10.71 be amended to reflect the increase in the Heritage Centre's amount of float from £20 to £60.

The second related to paragraph 11.3.1 of the Policy which listed the signatories to cheques drawn on the bank accounts of the Council. It was suggested that this be amended to accommodate any changes to the use of cheques and also to authorise two others to provide for when the same person(s) was appointed to two or more of these roles and unforeseen absences occurred.

The Committee supported these changes and it was therefore

RECOMMENDED 2) That the Internal Control Policy at paragraph 11.3.1 be amended to:

“All cheques or other means of drawing upon the bank accounts of the Council will be signed by the Town Clerk, together with two of the following members: -

The Town Mayor

The Deputy Mayor

Chairman of the Council’s Resources Committee

Vice Chairman of the Council’s Resources Committee

Chairman of the Council’s Community & Amenities Committee

Vice Chairman of the Council’s Community & Amenities Committee”

143 STANDING ORDERS AND FINANCIAL REGULATIONS

There was a commitment to review these annually. The Committee noted that Standing Order 97 would require amendment subject to agreement upon the Internal Control Policy paragraph 11.3.1 as outlined above.

In addition, the Openness of Local Government Bodies Regulations 2014, which came into force in August, gave the public new rights to film and report council meetings, including meetings of committees and sub committees, using digital and social media. The Regulations also required some “significant” officer decisions to be published.

Standing Order No 77 therefore required amending to accommodate the new Regulations and an accompanying draft Protocol was also considered for adoption.

The suggested change to Standing Order No 77 was to delete it and replace with:

“Members of the public are permitted to film or record Council meetings to which they are permitted access, in a non-disruptive manner and in accordance with the Council’s agreed Protocol appended to these Standing Orders. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any recording is deemed to be disruptive.”

Protocol On Recording At Meetings

Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. There is no requirement to notify the Town Council in advance but the Chairman of a meeting reserves the right to suspend recording, where in their opinion the recording could interfere with the proceedings of the meeting, for example if there was disruption of the meeting, if it was considered that continued recording/filming might

infringe the rights of any individual or where requests are received from other members of the public to cease recording when they speak. In addition, if the meeting moves into closed session due to the nature of the business being discussed and the public are excluded, then there shall be no recording permitted.

The Council asks those recording proceedings not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

No restrictions will be placed on any member of the public at a meeting in relation to the use of twitter, blogs, facebook and still photography, provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

There were concerns expressed with regard to possible editing of such recordings and the merits of the Town Council taking its own recordings. Councillor Brookes advised that should there be a recording taken by a member of the public it would be possible for the Town Council to also record the meeting via the use of a ‘smart phone’.

The Committee noted that the above Regulations also required councils to publish a ‘decision record’ for certain significant decisions taken by officers acting under delegated authority. This would apply only to decisions to “grant a permission or licence”; that “affect the rights of an individual”; or to “award a contract or incur expenditure which, in either case, materially affects the council’s financial position”. This situation was unlikely to occur under the current arrangements however should the situation arise then the Town Clerk confirmed that she would make the appropriate record.

RECOMMENDED

- 1) That Standing Order 97 of the Council’s Standing Orders and Financial Regulations be amended as necessary to accord with Paragraph 11.3.1 of the Internal Control Policy.
- 2) That Standing Order 77 be amended as now reported and the Protocol on recording at meetings be appended to the Standing Orders.
- 3) That, having reviewed the Council’s Standing Orders and Financial Regulations, no further changes be made other than those now aforementioned.

144 **RISK MANAGEMENT POLICY**

This document was also reviewed annually. Where appropriate the changes to the Internal Controls Policy were to be included. No other changes were made.

It was noted that the identification of the financial risks facing the Council should inform and enable councillors to have regard to such matters when considering future expenditure and setting its budgets.

RECOMMENDED That the Council's Financial Risk Management Policy, amended where appropriate to incorporate the changes to the Internal Controls Policy at Minute 142 above, be approved.

145 COUNCIL CHAMBER – LICENCE FOR CIVIL CEREMONIES

Worcestershire County Council's Registration Service had advised that approval of St Richards House as a venue for civil ceremonies of marriage expired on 17 May 2015. Bookings were taken well in advance so confirmation was necessary as to the continuation of this service. The cost of renewing the licence for a three year period was £1,600.

Councillor E Harwood referred to possible changes in the licensing arrangements for venues and the Town Clerk advised that if matters changed then a refund would be requested. However the Committee noted that bookings were taken well in advance and it would be necessary to confirm the arrangements with the County Registrar.

RESOLVED That the Approved Wedding Venue Licence for St Richard's House be renewed for a further three years subject to any impending legal changes to the system being taken into account.

146 MONITORING REPORT

The Committee noted that the report was a snapshot in time and related to the accounts recorded to 30 September.

RESOLVED That the Monitoring Report be noted.

147 ACCOUNTS FOR PAYMENT AND DIRECT DEBIT INFORMATION

In addition, a supplementary invoice in the sum of £11,460.51 to Wychavon District Council for the September salaries payroll was presented.

RESOLVED

- 1) That the statement of accounts appended be received and the expenditure totalling £35,218.35 (£23,757.84+ £11,460.51) be approved and duly passed for payment.
- 2) That the information upon Direct Debit payments now appended be received and endorsed.

148 EON – CONTRACT ARRANGEMENTS

The Committee noted that the Town Council's contract with Eon for the supply of electricity at St Richard's House and the Community Hall was ending and with the agreement of the Chairman and Vice-Chairman of the Committee, a new contract had been entered into to fix the price for a period of three years.

The amount was:

Current Rates	New Rate
Standing Charge: 28.39p per day Unit Rate: 17.86p per kWh	Standing Charge: 27p per day Unit Rate: 15.78p per kWh
4% reduction applicable for payments made by Direct Debit.	

RESOLVED That the report be noted and the decision upon the Electricity Supply Contract with Eon be endorsed.

149 EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involved financial and legal matters.

CLOSED SESSION

150 LANDHOLDINGS

[Councillor E Harwood had declared an interest in this item and left the meeting prior to discussion thereon.]

a. LAND AT COCKSHUTE HILL

RESOLVED That the current situation be noted and no further action be taken at the present time.

b. LAND AT KIDDERMINSTER ROAD

The Committee noted that Wychavon District Council had confirmed that the South Worcestershire Development Plan continued to identify the site as a 'Significant Gap' under SWDP2 and therefore development for employment use or residential would not be supported. Further parts of the site and adjacent land suffered from flooding issues, which might impact on access and possibly raising deliverability and development potential issues. The District Council therefore would not support employment development on the site for the aforementioned reasons.

RESOLVED That the report be noted and no further action be taken.

The meeting closed at 8.00pm.

Chairman of Committee
8 December 2014

Chairman of Council
15 December 2014

RESOURCES COMMITTEE MEETING 13 OCTOBER 2014 – MINUTE NO 147 REFERS

10450	The Festive Lighting Company Christmas Lights	£15,816.82
10451	Star Editions Limited TIC Purchases	£59.82
10452	Derek Bruce Entertainments Clients A/C 2014 Summer Band Concerts	£4,340.00
10453	Scribe 2000 Limited Scribe 2000 Annual Software Licence	£354.00
10454	A J Manton Hillhampton Honey TIC Purchases	£145.00
10455	County Security Limited Security duties - St Richard's & Community Hall	£672.60
10456	Mint Electrical Services Emergency light testing August 2014 - £75.00 Supply & install electrics to floor socket in CH - £145.00	£264.00
10457	Wychavon District Council Temporary Road Closure - Christmas Lights Switch On Event	£85.00
10458	Tagwell Tea Rooms Buffet - Civic Service 5 October 2014	£516.00
10459	John Ellis Associates Limited 6 Monthly Health & Safety Consultancy Services	£625.00
10460	Worcestershire Youth Jazz Orchestra Summer 2014 Bands in the Park - 22 June 2014	£140.00
10461	Top Cut Mowing Services Parks Contract - September 2014	£711.60
10462	British Legion Poppy Appeal Wreath for Mayoral attendance at The Commemoration of the Centenary of The Battle of Gheluvelt - 31.10.14	£18.50
10463	Merlin Office Supplies Limited Stationery	£9.50
10464	Wychavon District Council September Salaries	£11,460.51
	Total	£35,218.35

Droitwich Spa Town Council
PAYMENTS LIST – DIRECT DEBITS/STANDING ORDERS

Voucher Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
40	30/04/2014	0109 1339 43	Current A/C Bank	Direct Debit	Electricity - Community Hall	E-ON	L	122.86	6.14	129.00
41	30/04/2014	0112 6065 59	Current A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	L	56.19	2.81	59.00
42	30/04/2014	0110 3768 17	Current A/C Bank	Direct Debit	Gas - Community Hall	E-ON	L	465.71	23.29	489.00
43	30/04/2014	01091335456	Current A/C Bank	Direct Debit	Electricity - Heritage	E-ON	S	235.83	47.17	283.00
44	30/04/2014	01091335456	Current A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	S	235.83	47.17	283.00
45	30/04/2014	0110 3768 89	Current A/C Bank	Direct Debit	St Richard's House - Gas	E-ON	S	237.08	47.42	284.50
46	30/04/2014	0110 3768 89	Current A/C Bank	Direct Debit	Heritage - Gas	E-ON	S	237.08	47.42	284.50
47	30/04/2014	1004635	Current A/C Bank	Direct Debit	Email supplier	Cobweb Solutions	S	28.39	5.68	34.07
48	30/04/2014		Current A/C Bank	Standing Order	Cleaning Contract	Sparkle Cleaning Co Ltd	S	847.17	169.43	1,016.60
49	30/04/2014	50028778	Current A/C Bank	Direct Debit	Business Rates -	Wychavon District	Z	451.50	0.00	451.50
50	30/04/2014	500127516	Current A/C Bank	Direct Debit	Business Rates	Wychavon District	Z	889.00	0.00	889.00
51	30/04/2014	000002286	Current A/C Bank	Direct Debit	Trade Refuse Collection	Wychavon District	Z	113.00	0.00	113.00
52	30/04/2014	000002286	Current A/C Bank	Direct Debit	Trade Refuse Collection	Wychavon District	Z	113.00	0.00	113.00
53	30/04/2014	11484136	Current A/C Bank	Direct Debit	Postage for Franking	Pitney Bowes	Z	300.00	0.00	300.00
54	30/05/2014	0109 1339 43	Current A/C Bank	Direct Debit	Electricity - Community Hall	E-ON	L	122.86	6.14	129.00
55	30/05/2014	0112 6065 59	Current A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	L	56.19	2.81	59.00
56	30/05/2014	0110 3768 17	Current A/C Bank	Direct Debit	Gas - Community Hall	E-ON	L	465.71	23.29	489.00
57	30/05/2014	01091335456	Current A/C Bank	Direct Debit	Electricity - Heritage	E-ON	S	235.83	47.17	283.00
58	30/05/2014	01091335456	Current A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	S	235.83	47.17	283.00
59	30/05/2014	0110 3768 89	Current A/C Bank	Direct Debit	St Richard's House - Gas	E-ON	S	237.08	47.42	284.50
60	30/05/2014	0110 3768 89	Current A/C Bank	Direct Debit	Heritage - Gas	E-ON	S	237.08	47.42	284.50
61	30/05/2014		Current A/C Bank	Standing Order	Cleaning Contract	Sparkle Cleaning Co Ltd	S	847.17	169.43	1,016.60
63	30/05/2014	82288	Current A/C Bank	Direct Debit	Supply of Hygiene	Cathedral Leasing	S	204.75	40.95	245.70
64	30/05/2014	565657/BC13	Current A/C Bank	Direct Debit	Photocopier Lease	BNP Paribas Lease	S	534.04	106.81	640.85
65	30/05/2014	1004635	Current A/C Bank	Direct Debit	Email supplier	Cobweb Solutions	S	0.27	0.05	0.32
66	30/05/2014	50028778	Current A/C Bank	Direct Debit	Business Rates -	Wychavon District	Z	447.00	0.00	447.00

Droitwich Spa Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
67 Rates	30/05/2014	500127516	Currrent A/C Bank	Direct Debit	Business Rates	Wychavon District	Z	892.00	0.00	892.00
68 WATER (USE	30/05/2014	Direct Debit	Currrent A/C Bank	Direct Debit	Westwood Lodge	Severn Trent Water	Z	66.38	0.00	66.38
70 Utilities	13/05/2014		Currrent A/C Bank	Paid by BACs	Refund from E-ON for Gas	E-ON	S	-846.43	-169.29	-1,015.72
109 RUNNING COSTS	30/06/2014	0109 1339 43	Currrent A/C Bank	Direct Debit	Electricity - Community Hall	E-ON	L	122.86	6.14	129.00
110 Utilities	30/06/2014	0112 6065 59	Currrent A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	L	56.19	2.81	59.00
111 RUNNING COSTS	30/06/2014	0110 3768 17	Currrent A/C Bank	Direct Debit	Gas - Community Hall	E-ON	L	465.71	23.29	489.00
112 RUNNING COSTS	30/06/2014	01091335456	Currrent A/C Bank	Direct Debit	Electricity - Heritage	E-ON	S	284.17	56.84	341.01
113 Utilities	30/06/2014	01091335456	Currrent A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	S	284.16	56.83	340.99
114 Utilities	30/06/2014	0110 3768 89	Currrent A/C Bank	Direct Debit	St Richard's House - Gas	E-ON	S	250.00	50.00	300.00
115 RUNNING COSTS	30/06/2014	0110 3768 89	Currrent A/C Bank	Direct Debit	Heritage - Gas	E-ON	S	250.00	50.00	300.00
116 Utilities	30/06/2014	VP22075170	Currrent A/C Bank	Direct Debit	Telephone line	British	S	436.89	87.37	524.26
117 IT System	30/06/2014	1004635	Currrent A/C Bank	Direct Debit	Email supplier	Cobweb Solutions	S	75.90	15.18	91.08
118 Cleaning Contract	30/06/2014		Currrent A/C Bank	Standing Order	Cleaning Contract	Sparkle Cleaning Co Ltd	S	847.17	169.43	1,016.60
120 RUNNING COSTS	30/06/2014	50028778	Currrent A/C Bank	Direct Debit	Business Rates -	Wychavon District	Z	447.00	0.00	447.00
121 Rates	30/06/2014	500127516	Currrent A/C Bank	Direct Debit	Business Rates	Wychavon District	Z	892.00	0.00	892.00
134 RUNNING COSTS	31/07/2014	0109 1339 43	Currrent A/C Bank	Direct Debit	Electricity - Community Hall	E-ON	L	122.86	6.14	129.00
135 Utilities	31/07/2014	0112 6065 59	Currrent A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	L	56.19	2.81	59.00
136 RUNNING COSTS	31/07/2014	0110 3768 17	Currrent A/C Bank	Direct Debit	Gas - Community Hall	E-ON	L	465.71	23.29	489.00
137 RUNNING COSTS	31/07/2014	01091335456	Currrent A/C Bank	Direct Debit	Electricity - Heritage	E-ON	S	284.17	56.84	341.01
138 Utilities	31/07/2014	01091335456	Currrent A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	S	284.16	56.83	340.99
139 Utilities	31/07/2014	0110 3768 89	Currrent A/C Bank	Direct Debit	St Richard's House - Gas	E-ON	S	250.00	50.00	300.00
140 RUNNING COSTS	31/07/2014	0110 3768 89	Currrent A/C Bank	Direct Debit	Heritage - Gas	E-ON	S	250.00	50.00	300.00
141 IT System	31/07/2014	1004635	Currrent A/C Bank	Direct Debit	Email supplier	Cobweb Solutions	S	37.39	7.48	44.87
142 Cleaning Contract	31/07/2014		Currrent A/C Bank	Standing Order	Cleaning Contract	Sparkle Cleaning Co Ltd	S	847.17	169.43	1,016.60
143 Rates	31/07/2014	500127516	Currrent A/C Bank	Direct Debit	Business Rates	Wychavon District	Z	892.00	0.00	892.00
144 Refuse Collection	31/07/2014	000002286	Currrent A/C Bank	Direct Debit	Trade Refuse Collection	Wychavon District	Z	113.00	0.00	113.00
145 RUNNING COSTS	31/07/2014	000002286	Currrent A/C Bank	Direct Debit	Trade Refuse Collection	Wychavon District	Z	113.00	0.00	113.00
146 Postage	31/07/2014	11484136	Currrent A/C Bank	Direct Debit	Postage for Franking	Pitney Bowes	Z	300.00	0.00	300.00
147 RUNNING COSTS	31/07/2014	3850208381	Currrent A/C Bank	Direct Debit	Water Charges -	Severn Trent Water	Z	238.35	0.00	238.35
148 Utilities	31/07/2014	3850300538	Currrent A/C Bank	Direct Debit	Water Charges - Statue,	Severn Trent Water	Z	13.47	0.00	13.47
149 Utilities	31/07/2014	3850211518	Currrent A/C Bank	Direct Debit	Water Charges - St	Severn Trent Water	Z	459.97	0.00	459.97
151 RUNNING COSTS	31/07/2014	50028778	Currrent A/C Bank	Direct Debit	Business Rates -	Wychavon District	Z	447.00	0.00	447.00
										36.00

Droitwich Spa Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
173 RUNNING COSTS	31/08/2014	0109 1339 43	Currrent A/C Bank	Direct Debit	Electrity - Community Hall	E-ON	L	122.86	6.14	129.00
174 Utilities	31/08/2014	0112 6065 59	Currrent A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	L	56.19	2.81	59.00
175 RUNNING COSTS	31/08/2014	0110 3768 17	Currrent A/C Bank	Direct Debit	Gas - Community Hall	E-ON	L	465.71	23.29	489.00
176 RUNNING COSTS	31/08/2014	01091335456	Currrent A/C Bank	Direct Debit	Electricity - Heritage	E-ON	S	284.17	56.84	341.01
177 Utilities	31/08/2014	01091335456	Currrent A/C Bank	Direct Debit	Electricity - St Richard's	E-ON	S	284.16	56.83	340.99
178 Utilities	31/08/2014	0110 3768 89	Currrent A/C Bank	Direct Debit	St Richard's House - Gas	E-ON	S	250.00	50.00	300.00
179 RUNNING COSTS	31/08/2014	0110 3768 89	Currrent A/C Bank	Direct Debit	Heritage - Gas	E-ON	S	250.00	50.00	300.00
180 IT System	31/08/2014	1004635	Currrent A/C Bank	Direct Debit	Email supplier	Cobweb Solutions	S	37.39	7.48	44.87
181 Cleaning Contract	31/08/2014		Currrent A/C Bank	Standing Order	Cleaning Contract	Sparkle Cleaning Co Ltd	S	847.17	169.43	1,016.60
183 RUNNING COSTS	31/08/2014	82288	Currrent A/C Bank	Direct Debit	Supply of Hygiene	Cathedral Leasing	S	204.75	40.95	245.70
184 Photocopier	31/08/2014	565657/BC13	Currrent A/C Bank	Direct Debit	Photocopier Lease	BNP Paribas Lease	S	534.04	106.81	640.85
185 RUNNING COSTS	31/08/2014	50028778	Currrent A/C Bank	Direct Debit	Business Rates -	Wychavon District	Z	447.00	0.00	447.00
186 Rates	31/08/2014	500127516	Currrent A/C Bank	Direct Debit	Business Rates	Wychavon District	Z	892.00	0.00	892.00
187 WATER (USE	31/08/2014	1520264999	Currrent A/C Bank	Direct Debit	Water Charges - CL	Severn Trent Water	Z	158.24	0.00	158.24
188 WATER (USE	31/08/2014	5831081728	Currrent A/C Bank	Direct Debit	Water Charges - CP	Severn Trent Water	Z	74.92	0.00	74.92