

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 4TH FEBRUARY 2025 AT 6.30PM**

Committee members present: Mr N Bennett – Chair
Mrs M Barrett
Mr S Hall
Ms E Murphy
Mr T Regester
Mr N Younger

Officers in attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager/s151 Officer

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence had been received from Councillor Miss A Owen.

2. **DECLARATIONS OF INTEREST**

Councillor Mr T Regester declared that he was a Babergh District Councillor.

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

No gifts or hospitality were declared.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the meeting of the Finance Committee held on 7th January 2025 be confirmed and signed as an accurate record.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk confirmed that the actions from the previous meeting had been completed and that Babergh District Council had confirmed that they had received the precept demand for FY 2025-2026.

7. **TO APPROVE THE BANK PAYMENTS FOR DECEMBER 2024**

The list of payments in excess of £500 and direct debits payments for December 2024 were presented to members for their approval (a copy list is shown at minute pages 80 to 81).

RESOLVED

To approve all listed payments over £500 and all direct debit payments for December 2024.

8. TO REVIEW THE INCOME AND EXPENDITURE REPORTS FOR DECEMBER 2024

Members had read the income and expenditure reports for the period 1st to 31st December 2024 which had been circulated with the agenda. These are shown at minute pages 82 to 92.

RESOLVED

To note the income and expenditure reports for December 2024.

9. TO REVIEW THE FINANCIAL SITUATION AT THE END OF JANUARY 2025

The Administration Manager/s151 Officer produced the income and expenditure report of the financial situation at the end of January 2025, as shown at minute pages 93 to 103. The Town Clerk went through the report in detail to highlight areas where expenditure was greater than anticipated.

RESOLVED

To note the financial situation at the end of January 2025.

10. TO RECOMMEND THE APPOINTMENT OF SALC AS THE INTERNAL AUDITOR FOR FY2024/25

The Administration Manager/s151 Officer explained that SALC had announced that their costs for this year's Internal Audit would be £692.00 excluding VAT, plus a mileage charge of 45p per mile for their auditor to travel to Sudbury and back. This was usually about 25 miles each way.

RESOLVED

To approve the appointment of SALC for the year end Internal Audit for FY2024/25 at an estimated cost of £715 excluding VAT.

11. TO APPROVE THE LIST OF PAYMENTS WHICH ARISE ON A REGULAR BASIS AS THE RESULT OF CONTINUING CONTRACTS, STATUTORY DUTIES OR OBLIGATIONS (FIN REG 6.6)

The committee reviewed the list of current contracts, where expenditure had already been approved under the appropriate Financial Regulations by the full council or relevant committee.

RESOLVED

To authorise in advance for FY 2025-2026, the regular payments due in relation to continuing contracts or obligations (such as salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), as shown in the contracts list at pages 104 to 105, in accordance with Financial Regulation 6.6.

12. TO APPROVE THE USE OF VARIABLE DIRECT DEBITS (FIN REG 7.9)

The committee reviewed the list of payments which are set up as direct debits for various services required by the council. The overall expenditure had already been approved under the appropriate Financial Regulations at the relevant committee, shown at minutes pages 106 to 107.

RESOLVED

To approve the use of variable direct debits in accordance with Financial Regulation 7.9.

13. TO APPROVE THE USE OF BACS AND CHAPS (FIN REG 7.10)

The Town Clerk stated that the council did not routinely use BACS or CHAPS payments. However, it was helpful for the council to approve the use of BACS and CHAPS payments in principle, as they were a useful method of making large financial transfers when necessary. Each individual expenditure would still have to be approved under the appropriate Financial Regulations; this approval only covered the method of financial transfer.

RESOLVED

To approve the use of BACS and CHAPS in accordance with Financial Regulation 7.10.

14. TO CONDUCT THE ANNUAL REVIEW OF THE ASSET REGISTER

The Administration Manager/s151 Officer explained that, due to staffing issues, the full review of the asset register had not yet been completed, and there were still some items that needed to be added or removed. The major task of transferring the asset register from an Excel document to the council's Rialtas financial software was anticipated to be completed in the spring.

RESOLVED

To note the review of the asset register and that further work was required.

That the asset register should be updated and transferred to the Rialtas software by spring 2025.

15. TO CONDUCT THE ANNUAL REVIEW OF THE RISK MANAGEMENT STRATEGY

The Town Clerk presented the draft Risk Management Strategy 2025-26, which included an additional risk for overall governance, as shown at minute pages 108 to 117.

RESOLVED

To recommend the Risk Management Strategy 2025-26 to Full Council.

16. TO RECEIVE AN UPDATE FROM THE TOWN CLERK AND THE RFO ON FINANCIAL MATTERS

The Town Clerk gave an update on the financial position and bank balances at 31st January 2025, including requirements to move funds from the 32 day accounts to cover current expenditure.

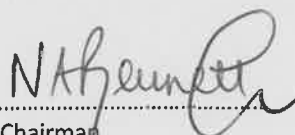
The Administration Officer/s151 Officer asked for a volunteer to do the internal control report in March.

RESOLVED

To note the Town Clerk's updates.

To agree that Councillor E Murphy will conduct the internal control report for March.

The business of the meeting concluded at 7.26 pm.


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Chairman

Time: 12:14

Bank Current Account

List of Payments made between 01/12/2024 and 31/12/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/12/2024	Miss Rebecca J Griffiths	FPO	665.00		Stilt Walkers/Circus Elves
02/12/2024	Sudbury Trees - Mr George Cox	FPO.	800.00		20ft Memory Xmas Tree-18/11/24
02/12/2024	Lex Autolease Limited	DD	1,277.22		Lex Lease X 2 Vans-02/12-01/01
02/12/2024	SumUp Payments Ltd	FPI-02/12	0.41		Purchase Ledger Payment
02/12/2024	SSE Energy Supply Limited	DD	8.91		SSE Gas - 30/09-30/10/2024
03/12/2024	D B Air Solutions Ltd	BP	132.00		Remote for Air Con.Unit-27/11
03/12/2024	McColls Store 0913 - Sudbury	BP.	41.25		Newspapers - 27/10-30/11/2024
03/12/2024	SumUp Payments Ltd	FPI-03/12	0.52		Purchase Ledger Payment
04/12/2024	Allstar Business Solutions Lim	DD	73.30		Allstar Diesel BN74RNA-20/11
04/12/2024	AMZNMktplace*A51TC CD 4432	DEB	72.00		24x Philips LED Bulbs-02/12
04/12/2024	SumUp Payments Ltd	FPI-04/12	0.81		Purchase Ledger Payment
05/12/2024	County Broadband Ltd	DD.	54.60		CBB Real Fibre-03/12-02/01/25
06/12/2024	Cloud 9 Roadshow	FPO	1,175.00		Cloud9 Roadshow-29/11
06/12/2024	Blue Star Human Resources Ltd	BP	2,486.16		HR-Investigations Grievance
06/12/2024	Norton Electrical - Lee Willia	BP .	2,232.00		Electrician Light Installation
06/12/2024	Ernest Doe & Sons Ltd	BP .	216.84		Brushknife/Guard Set/Blade Kit
06/12/2024	POST OFFICE COUNT E CD 4432	DEB	127.20		Stamps/Overseas Postage-05/12
06/12/2024	ROYS SUDBURY CD 4432	DEB	19.99		Dustpan & Brush - 05/12
06/12/2024	P Tuckwell Ltd	BP	193.90		Replace Blades J.Deere-Nov24
06/12/2024	Sky High Access Ltd	BP.	1,147.20		2x Boom Hire-22/11-26/11
06/12/2024	3IT Ltd	BP .	416.72		3IT Monthly Support-Dec24
06/12/2024	M.T.M. Plant & Sales Ltd.	BP .	390.00		Event Toilet HireX4-29/11
06/12/2024	SumUp Payments Ltd	FPI-06/12	0.69		Purchase Ledger Payment
09/12/2024	Initial Washroom Hygiene	DD .	88.36		4x Hand Dryer Ser.-01/12-28/02
09/12/2024	Supply Line Solutions	BP .	363.33		Gloves/W.Wear/Cleaning Liquids
09/12/2024	Totally Branded	FPO	2,148.00		1000 x Tote Bags - 06/12/24
09/12/2024	Perninsula	DD .	364.84		Health & Safety-Dec24
09/12/2024	Babergh District Council	BP	165.00		Event Trade Refuse Bins-29/11
09/12/2024	SumUp Payments Ltd	FPI-09/12	0.10		Purchase Ledger Payment
10/12/2024	SumUp Payments Ltd	FPI-10/12	0.35		Purchase Ledger Payment
11/12/2024	SGW Payroll Ltd	DD -	107.34		SGW Monthly Payroll-Nov24
11/12/2024	SumUp Payments Ltd	FPI-11/12	0.20		Purchase Ledger Payment
11/12/2024	Allstar Business Solutions Lim	DD	90.66		Allstar Fuel - 02/12 & 03/12
12/12/2024	SumUp Payments Ltd	FPI-12/12	0.10		Purchase Ledger Payment
13/12/2024	Luxstone	FPO .	1,571.99		Clean Gainborough Statue Dep.
13/12/2024	Sudbury Office Supplies	BP .	145.77		A4 Paper/Supaclips & Dispenser
13/12/2024	SumUp Payments Ltd	FPI-13/12	0.10		Purchase Ledger Payment
13/12/2024	Felix of Long Melford	BP	248.40		Sale of Felix Tickets-Nov24
16/12/2024	QD-SUDBURY CD 4432	DEB	0.99		SuperGlue for Chain-13/12
16/12/2024	Radius Telematics Limited	DD .	60.00		Trackers X4 - Dec24
16/12/2024	BABERGH DC CTAX BU	DD	574.00		BDC Bus Rate Gnd FI-Dec24
16/12/2024	BABERGH DC CTAX BU	DD	551.00		BDC Business Rates-Dec24
16/12/2024	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates-Dec24
16/12/2024	BABERGH DC CTAX BU	DD	400.00		BDC Bus Rates 1st FL-Dec24
16/12/2024	BABERGH DC CTAX BU	DD	125.00		BDC Bus Rates Shed-Dec24
16/12/2024	SumUp Payments Ltd	FPI-16/12	0.81		Purchase Ledger Payment
16/12/2024	SumUp Payments Ltd	FPI 16/12	0.70		Purchase Ledger Payment

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Time: 12:14

Bank Current Account

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/12/2024	SumUp Payments Ltd	FPI-17/12	1.85		Purchase Ledger Payment
18/12/2024	NEST IT000000933597	DD	19.55		NEST PENSION
18/12/2024	ALDI 23 776 CD 4432	DEB	23.11		Mince Pies Xmas Day-25/12
18/12/2024	WAITROSE 658 CD 4432	DEB	78.59		Sherry/Mince Pies Xmas Day
18/12/2024	Allstar Business Solutions Lim	DD.	55.68		Allstar Diesel YS24CVD-10/12
19/12/2024	WAITROSE 658 CD 4432	DEB	56.30		Hamper for Adam Volunteer
19/12/2024	ICELAND CD 4432	DEB	25.00		Milk/Cofee/Tea Bags-19/12
19/12/2024	COBBLERS AND KEYS CD 4432	DEB	23.00		SCC 4 X Keys Front Door-19/12
20/12/2024	STC STAFF PAYROLL DEC24	BP	28,612.01		STC STAFF PAYROLL DEC24
20/12/2024	HMRC - ACCOUNTS OF	BP	10,458.64		HMRC PAYE/NI-06/11-05/12
20/12/2024	VICTORIA AVERY	FPO	432.00		VIKKI V'S THEATRE PRODUCTION
20/12/2024	BEN MASON	FPO	13.77		Fuel for Machinery-20/12
20/12/2024	SumUp Payments Ltd	FPI-20/12	4.14		Purchase Ledger Payment
20/12/2024	Indigoross Design & Print Ltd	FPO	129.60		Mayors Christmas Cards-27/11
20/12/2024	G A Smith Gardening Services L	FPO.	1,460.00		Grave Digging - Dec 24
20/12/2024	Angie Jones	FPO	12.00		Walks in the Slow Lane-2024
23/12/2024	SSE Energy Supply Limited	DD	7,561.12		SSE Electric - 01/04-30/11/24
23/12/2024	EE Limited	DD	71.04		EE Mobile Phones - 15/12/24
23/12/2024	Skyguard Ltd T/A Peoplesafe	BP	33.60		Peoplesafe Subs-Dec24
23/12/2024	Essex Industrial Doors Ltd	BP	182.40		Call out for Shed Dr - 17/12
23/12/2024	Eastern Lift Services Ltd	BP	933.00		Lift Hydraulic Oil Tank Heater
23/12/2024	Sudbury Common Lands Charity	BP	2,187.02		Ranger Ser.to Sites-1/10-31/12
23/12/2024	Sudbury Office Supplies	BP	12.00		Superclip Refill - 13/12/24
23/12/2024	St John Amulances	BP *	411.84		First Aiders - 29/11/24
Total Payments			71,783.02		

12:11

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Corporate Management								
1045 Neighbourhood CIL	0	8,807	0	(8,807)			0.0%	8,807
1176 Precept	0	820,638	820,638	0			100.0%	
Corporate Management :- Income	0	829,445	820,638	(8,807)			101.1%	8,807
Net Income	0	829,445	820,638	(8,807)				
6001 less Transfer to EMR	0	8,807	0	(8,807)				
Movement to/(from) Gen Reserve	0	820,638	820,638	0				
102 Democratic Represent'n & Mgmt								
4008 Training, Courses, Meetings	0	128	1,600	1,472		1,472	8.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4100 Election Expenses	0	0	6,200	6,200		6,200	0.0%	
Democratic Represent'n & Mgmt :- Indirect Expenditure	0	128	8,000	7,872	0	7,872	1.6%	0
Net Expenditure	0	(128)	(8,000)	(7,872)				
103 Grants								
4303 Grants Power General	432	40,010	45,000	4,990		4,990	88.9%	
Grants :- Indirect Expenditure	432	40,010	45,000	4,990	0	4,990	88.9%	0
Net Expenditure	(432)	(40,010)	(45,000)	(4,990)				
109 Central Services/Admin								
1040 Grants Receivable	0	0	500	500			0.0%	
1098 Miscellaneous Income	0	1	10	10			5.0%	
1190 Bank Interest Receivable	3,544	26,196	31,400	5,204			83.4%	
Central Services/Admin :- Income	3,544	26,197	31,910	5,713			82.1%	0
4001 Salaries & Wages	15,794	149,031	236,518	87,487		87,487	63.0%	
4007 Workwear and Footwear	17	17	0	(17)		(17)	0.0%	
4008 Training, Courses, Meetings	0	1,690	4,500	2,810		2,810	37.6%	
4009 Travel & Subsistence	0	0	500	500		500	0.0%	
4010 Misc Staff Costs	28	148	364	217		217	40.5%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	82	358	420	62		62	85.2%	
4021 Mobile Telephones & Broadband	46	455	600	145		145	75.8%	
4022 Postage	116	387	340	(47)		(47)	113.9%	
4023 Printing & Stationery	131	783	2,600	1,817		1,817	30.1%	

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 Subscriptions and membership	0	2,135	2,546	411		411	83.9%	
4026 Insurance	0	8,234	8,931	697		697	92.2%	
4033 Advertising/Press Releases	0	461	600	139		139	76.8%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4042 Equipt Running Costs/Rental	0	2,741	3,321	580		580	82.5%	
4043 Equipt/Small Tools Purchase	0	0	5,500	5,500		5,500	0.0%	
4044 IT Support/Software Mtce	347	9,096	10,954	1,858		1,858	83.0%	75
4052 Bank & Cardnet Charges	68	420	1,150	730		730	36.6%	
4060 Audit Fees - External	0	2,100	3,003	903		903	69.9%	
4061 Audit Fees - Internal	0	688	770	82		82	89.4%	
4064 Other Professional Fees	533	10,660	19,398	8,738		8,738	55.0%	
4110 Staff Welfare	0	2	250	248		248	1.0%	
4900 Assets Capitalised	0	645	0	(645)		(645)	0.0%	645
Central Services/Admin :- Indirect Expenditure	17,161	190,051	302,765	112,714	0	112,714	62.8%	720
Net Income over Expenditure	(13,617)	(163,854)	(270,855)	(107,001)				
6000 plus Transfer from EMR	0	720	0	(720)				
Movement to/(from) Gen Reserve	(13,617)	(163,134)	(270,855)	(107,721)				
201 Market - Charter Street								
1020 Market Rent & Tolls	6,797	60,736	78,000	17,264			77.9%	
1021 Market Electricity Recovered	339	3,216	4,200	984			76.6%	
1079 Licence income	21	168	0	(168)			0.0%	
Market - Charter Street :- Income	7,157	64,120	82,200	18,080			78.0%	0
4001 Salaries & Wages	3,196	31,565	38,635	7,070		7,070	81.7%	
4007 Workwear and Footwear	0	37	250	213		213	14.7%	
4008 Training, Courses, Meetings	0	155	500	345		345	31.0%	
4011 Rates	447	4,023	5,632	1,609		1,609	71.4%	
4012 Water	0	323	151	(172)		(172)	213.7%	
4014 Electricity	470	1,230	2,400	1,170		1,170	51.3%	
4016 Refuse Disposal	0	4,929	12,012	7,083		7,083	41.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	0	0	500	500		500	0.0%	
4020 Miscellaneous Expenses	0	150	100	(50)		(50)	150.0%	
4021 Mobile Telephones & Broadband	7	75	176	101		101	42.6%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 Subscriptions and membership	0	434	400	(34)		(34)	108.5%	
4033 Advertising/Press Releases	1,790	1,790	2,000	210		210	89.5%	
4041 Equipt Repairs & Mtce	0	2,848	1,084	(1,764)		(1,764)	262.7%	
4043 Equipt/Small Tools Purchase	0	628	2,000	1,372		1,372	31.4%	

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Bank & Cardnet Charges	38	324	0	(324)		(324)	0.0%	
4069 Licences	0	70	200	130		130	35.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Market - Charter Street :- Indirect Expenditure	5,949	48,581	66,290	17,709	0	17,709	73.3%	0
Net Income over Expenditure	1,208	15,539	15,910	371				
204 Street Fairs								
1030 Function Income	400	2,799	2,600	(199)			107.7%	
1040 Grants Receivable	0	820	0	(820)			0.0%	
Street Fairs :- Income	400	3,619	2,600	(1,019)			139.2%	0
4001 Salaries & Wages	1,211	1,211	1,348	137		137	89.8%	
4052 Bank & Cardnet Charges	0	55	0	(55)		(55)	0.0%	
4102 Fair Expenses	833	3,860	2,785	(1,075)		(1,075)	138.6%	
Street Fairs :- Indirect Expenditure	2,044	5,127	4,133	(994)	0	(994)	124.0%	0
Net Income over Expenditure	(1,644)	(1,508)	(1,533)	(26)				
205 Council Public Events								
1030 Function Income	0	363	0	(363)			0.0%	
1068 Party in the Park Income	0	0	700	700			0.0%	
Council Public Events :- Income	0	363	700	338			51.8%	0
4001 Salaries & Wages	921	6,897	13,346	6,449		6,449	51.7%	
4008 Training, Courses, Meetings	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4052 Bank & Cardnet Charges	0	11	0	(11)		(11)	0.0%	
4128 Party in the Park Expenses	0	0	5,250	5,250		5,250	0.0%	
4135 Other Council Events	0	0	500	500		500	0.0%	
Council Public Events :- Indirect Expenditure	921	6,908	19,296	12,388	0	12,388	35.8%	0
Net Income over Expenditure	(921)	(6,546)	(18,596)	(12,050)				
206 Town Economy								
1030 Function Income	0	95	0	(95)			0.0%	
1040 Grants Receivable	0	87,354	0	(87,354)			0.0%	87,354
Town Economy :- Income	0	87,449	0	(87,449)				87,354
4001 Salaries & Wages	2,384	22,277	52,017	29,740		29,740	42.8%	
4008 Training, Courses, Meetings	0	451	500	49		49	90.2%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Miscellaneous Expenses	0	620	1,175	555		555	52.8%	
4025 Subscriptions and membership	0	0	250	250		250	0.0%	
4033 Advertising/Press Releases	0	548	3,425	2,877		2,877	16.0%	
4042 Equipt Running Costs/Rental	0	0	11,300	11,300		11,300	0.0%	
4044 IT Support/Software Mtce	0	0	473	473		473	0.0%	
4048 New equipment/furniture	0	50,008	4,100	(45,908)		(45,908)	1219.7%	49,872
4052 Bank & Cardnet Charges	0	2	0	(2)		(2)	0.0%	
4055 TICBooks/Guides/Maps forResale	0	0	1,200	1,200		1,200	0.0%	
4105 Town Centre Events	0	0	2,000	2,000		2,000	0.0%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
Town Economy :- Indirect Expenditure	2,384	73,907	76,790	2,883	0	2,883	96.2%	49,872
Net Income over Expenditure	(2,384)	13,541	(76,790)	(90,331)				
6000 plus Transfer from EMR	0	49,872	0	(49,872)				
6001 less Transfer to EMR	0	87,354	0	(87,354)				
Movement to/(from) Gen Reserve	(2,384)	(23,940)	(76,790)	(52,850)				
<u>211 Town Hall Building</u>								
1000 Letting Income	2,096	11,866	5,000	(6,866)			237.3%	
1016 Rent from Registrar	0	12,365	11,780	(585)			105.0%	
Town Hall Building :- Income	2,096	24,230	16,780	(7,450)			144.4%	0
4001 Salaries & Wages	0	5,425	16,966	11,541		11,541	32.0%	
4004 Cleaners &Casual payroll costs	1,133	9,720	18,172	8,452		8,452	53.5%	
4007 Workwear and Footwear	0	0	100	100		100	0.0%	
4008 Training, Courses, Meetings	0	183	500	317		317	36.5%	
4011 Rates	1,099	9,894	11,252	1,358		1,358	87.9%	
4012 Water	0	299	630	331		331	47.4%	
4013 Gas	17	84	7,500	7,416		7,416	1.1%	
4014 Electricity	5,558	9,777	20,000	10,223		10,223	48.9%	
4017 Cleaning & Consumables	17	678	1,200	522		522	56.5%	
4020 Miscellaneous Expenses	0	65	250	185		185	26.0%	
4025 Subscriptions and membership	28	308	0	(308)		(308)	0.0%	
4039 Repaint Town Hall	0	64,691	0	(64,691)		(64,691)	0.0%	64,691
4040 Property Repairs & Mtce	152	21,330	24,700	3,370		3,370	86.4%	18,811
4041 Equipt Repairs & Mtce	857	12,869	14,912	2,043		2,043	86.3%	2,267
4042 Equipt Running Costs/Rental	0	914	1,010	96		96	90.5%	
4043 Equipt/Small Tools Purchase	0	615	500	(115)		(115)	123.0%	
4063 Audit and Legal Fees	695	1,045	500	(545)		(545)	209.0%	
4110 Staff Welfare	0	1	100	99		99	1.2%	
4987 Loan Repayment - Capital	0	1,933	3,566	1,633		1,633	54.2%	

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4988 PWLB Interest 494354	0	7,142	14,584	7,442		7,442	49.0%	
Town Hall Building :- Indirect Expenditure	9,555	146,971	136,442	(10,529)	0	(10,529)	107.7%	85,769
Net Income over Expenditure	(7,460)	(122,741)	(119,662)	3,079				
6000 plus Transfer from EMR	0	85,769	0	(85,769)				
Movement to/(from) Gen Reserve	(7,460)	(36,972)	(119,662)	(82,690)				
212 Public Clocks								
4041 Equipt Repairs & Mtce	0	0	2,500	2,500		2,500	0.0%	
Public Clocks :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
213 Street Wardens								
1091 Service Costs Income - Babergh	0	30,117	31,081	964			96.9%	
Street Wardens :- Income	0	30,117	31,081	964			96.9%	0
4001 Salaries & Wages	2,058	18,899	31,174	12,275		12,275	60.6%	
4007 Workwear and Footwear	0	37	300	263		263	12.3%	
4017 Cleaning & Consumables	0	822	1,500	678		678	54.8%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4041 Equipt Repairs & Mtce	0	0	250	250		250	0.0%	
4042 Equipt Running Costs/Rental	0	1,833	2,000	167		167	91.6%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Street Wardens :- Indirect Expenditure	2,058	21,591	35,474	13,883	0	13,883	60.9%	0
Net Income over Expenditure	(2,058)	8,525	(4,393)	(12,918)				
221 Allotments								
1010 Rent Receivable	0	2,806	2,428	(378)			115.6%	
Allotments :- Income	0	2,806	2,428	(378)			115.6%	0
4001 Salaries & Wages	144	1,289	1,581	292		292	81.5%	
4012 Water	0	131	350	219		219	37.4%	
4020 Miscellaneous Expenses	0	0	355	355		355	0.0%	
4022 Postage	0	0	65	65		65	0.0%	
4041 Equipt Repairs & Mtce	0	0	75	75		75	0.0%	
Allotments :- Indirect Expenditure	144	1,420	2,426	1,006	0	1,006	58.5%	0
Net Income over Expenditure	(144)	1,386	2	(1,384)				

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
239 Open Spaces&Closed Churchyards								
1040 Grants Receivable	0	2,046	1,000	(1,046)			204.6%	2,046
1050 Donations Received	0	1,333	0	(1,333)			0.0%	
Open Spaces&Closed Churchyards :- Income	0	3,379	1,000	(2,379)			337.9%	2,046
4001 Salaries & Wages	839	7,558	6,438	(1,120)	(1,120)		117.4%	
4011 Rates	0	0	140	140	140		0.0%	
4014 Electricity	273	730	650	(80)	(80)		112.2%	
4020 Miscellaneous Expenses	0	45	0	(45)	(45)		0.0%	
4028 Refuse/Doggy Bag Supplies	0	1,179	1,000	(179)	(179)		117.9%	1,126
4040 Property Repairs & Mtce	0	65	800	735	735		8.1%	
4045 Grounds Maintenance	0	257	2,727	2,470	2,470		9.4%	
4058 Tree Surgery/Works	0	0	5,000	5,000	5,000		0.0%	
4065 Closed Churchyards maintenance	0	0	8,200	8,200	8,200		0.0%	
4066 The Croft maintenance	1,146	3,530	5,173	1,643	1,643		68.2%	
4068 Valley Walk	1,041	3,122	4,740	1,618	1,618		65.9%	
4109 Dog/Litter Bin emptying	0	8,141	7,728	(413)	(413)		105.4%	482
Open Spaces&Closed Churchyards :- Indirect Expenditure	3,299	24,626	42,596	17,970	0	17,970	57.8%	1,608
Net Income over Expenditure	(3,299)	(21,247)	(41,596)	(20,349)				
6000 plus Transfer from EMR	0	1,608	0	(1,608)				
6001 less Transfer to EMR	0	2,046	0	(2,046)				
Movement to/(from) Gen Reserve	(3,299)	(21,685)	(41,596)	(19,911)				
241 Cemetery								
1000 Letting Income	800	7,200	9,600	2,400			75.0%	
1060 Cemetery Fees & Charges	1,020	31,340	48,000	16,660			65.3%	
Cemetery :- Income	1,820	38,540	57,600	19,060			66.9%	0
4001 Salaries & Wages	3,121	36,510	57,124	20,614	20,614		63.9%	
4005 Grave Digging Costs	1,460	6,860	14,400	7,540	7,540		47.6%	
4006 Health & Safety Equipment	0	26	0	(26)	(26)		0.0%	
4007 Workwear and Footwear	0	144	400	256	256		36.0%	
4008 Training, Courses, Meetings	0	290	700	410	410		41.4%	
4011 Rates	551	4,959	6,943	1,984	1,984		71.4%	
4012 Water	0	0	350	350	350		0.0%	
4014 Electricity	130	261	600	339	339		43.5%	
4016 Refuse Disposal	0	602	715	113	113		84.2%	
4018 Vehicle Rental/Repairs/Exps	0	558	1,000	442	442		55.8%	
4019 Diesel	76	670	550	(120)	(120)		121.8%	

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Mobile Telephones & Broadband	7	59	180	121		121	33.0%	
4023 Printing & Stationery	0	67	1,550	1,483		1,483	4.3%	
4025 Subscriptions and membership	0	100	110	10		10	90.9%	
4040 Property Repairs & Mtce	0	2,608	7,500	4,892		4,892	34.8%	2,185
4041 Equip Repairs & Mtce	162	456	500	44		44	91.1%	
4043 Equip/Small Tools Purchase	0	343	1,400	1,057		1,057	24.5%	
4044 IT Support/Software Mtce	0	90	100	10		10	90.0%	
4045 Grounds Maintenance	0	724	6,558	5,834		5,834	11.0%	
4058 Tree Surgery/Works	0	4,665	5,000	335		335	93.3%	
4064 Other Professional Fees	0	520	1,256	736		736	41.4%	
4078 New Cemetery	0	0	13,510	13,510		13,510	0.0%	
4080 Flint Lodge Repairs & Maint	0	2,010	2,650	640		640	75.9%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
4900 Assets Capitalised	0	988	0	(988)		(988)	0.0%	
Cemetery :- Indirect Expenditure	5,506	63,512	123,146	59,634	0	59,634	51.6%	2,185
Net Income over Expenditure	(3,686)	(24,972)	(65,546)	(40,574)				
6000 plus Transfer from EMR	0	2,185	0	(2,185)				
Movement to/(from) Gen Reserve	(3,686)	(22,787)	(65,546)	(42,759)				
<u>243 War Memorial, Aelfhun & Gains</u>								
4040 Property Repairs & Mtce	1,310	2,100	1,800	(300)		(300)	116.7%	1,310
War Memorial, Aelfhun & Gains :- Indirect Expenditure	1,310	2,100	1,800	(300)	0	(300)	116.7%	1,310
Net Expenditure	(1,310)	(2,100)	(1,800)	300				
6000 plus Transfer from EMR	1,310	1,310	0	(1,310)				
Movement to/(from) Gen Reserve	0	(790)	(1,800)	(1,010)				
<u>250 Information Centre</u>								
1018 Books,Maps,publications/Income	131	639	1,200	561			53.2%	
1019 TIC Agency commission received	0	693	1,500	807			46.2%	
1022 Gift Sales Income	321	1,150	650	(500)			176.9%	
1023 Postage Income	3	3	0	(3)			0.0%	
1025 TIC Sundry Sales	50	179	250	71			71.5%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	110	1,150	1,680	530			68.4%	
1098 Miscellaneous Income	5	33	50	17			65.4%	
Information Centre :- Income	620	3,995	5,603	1,608			71.3%	0

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries & Wages	3,104	27,311	39,437	12,126		12,126	69.3%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	9	180	171		171	5.1%	
4022 Postage	0	12	20	8		8	58.5%	
4023 Printing & Stationery	0	141	2,360	2,219		2,219	6.0%	
4028 Refuse/Doggy Bag Supplies	0	661	1,400	740		740	47.2%	
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	11	100	89		89	11.3%	
4049 TIC food purchases for resale	0	227	210	(17)		(17)	108.1%	
4052 Bank & Cardnet Charges	17	167	960	793		793	17.4%	
4054 TIC Gift Purchases for Resale	0	1,311	500	(811)		(811)	262.1%	
4055 TICBooks/Guides/Maps forResale	12	144	500	356		356	28.9%	
4110 Staff Welfare	0	2	150	148		148	1.7%	
Information Centre :- Indirect Expenditure	3,134	29,996	46,217	16,221	0	16,221	64.9%	0
Net Income over Expenditure	(2,514)	(26,002)	(40,614)	(14,612)				
<u>252 Christmas Lights</u>								
1055 Sponsorships Received	0	0	300	300			0.0%	
Christmas Lights :- Income	0	0	300	300			0.0%	0
4001 Salaries & Wages	3,497	3,497	9,163	5,666		5,666	38.2%	
4008 Training, Courses, Meetings	0	600	600	0		0	100.0%	
4101 Christmas Lights	188	3,657	6,820	3,163		3,163	53.6%	
4104 Christmas Trees	160	3,000	3,350	350		350	89.6%	
4900 Assets Capitalised	0	1,915	0	(1,915)		(1,915)	0.0%	1,915
Christmas Lights :- Indirect Expenditure	3,844	12,669	19,933	7,264	0	7,264	63.6%	1,915
Net Income over Expenditure	(3,844)	(12,669)	(19,633)	(6,964)				
6000 plus Transfer from EMR	0	1,915	0	(1,915)				
Movement to/(from) Gen Reserve	(3,844)	(10,754)	(19,633)	(8,879)				
<u>261 Museum</u>								
4041 Equipt Repairs & Mtce	0	336	800	464		464	42.0%	
Museum :- Indirect Expenditure	0	336	800	464	0	464	42.0%	0
Net Expenditure	0	(336)	(800)	(464)				
<u>301 Street Lighting</u>								
4014 Electricity	0	0	7,000	7,000		7,000	0.0%	
4040 Property Repairs & Mtce	0	0	3,375	3,375		3,375	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Equipt Repairs & Mtce	0	0	1,625	1,625		1,625	0.0%	
Street Lighting :- Indirect Expenditure	0	0	12,000	12,000	0	12,000	0.0%	0
Net Expenditure	0	0	(12,000)	(12,000)				
302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	6	50	44		44	12.0%	
4041 Equipt Repairs & Mtce	0	1,291	1,500	209		209	86.1%	
4043 Equipt/Small Tools Purchase	0	17	490	473		473	3.4%	
Street Furniture & Equipment :- Indirect Expenditure	0	1,313	2,040	727	0	727	64.4%	0
Net Expenditure	0	(1,313)	(2,040)	(727)				
311 Highways								
1041 Parking Permits Francis Road	0	1,813	2,250	438			80.6%	
Highways :- Income	0	1,813	2,250	438			80.6%	0
4020 Miscellaneous Expenses	0	73	100	27		27	72.6%	
4044 IT Support/Software Mtce	0	344	300	(44)		(44)	114.6%	
Highways :- Indirect Expenditure	0	416	400	(16)	0	(16)	104.1%	0
Net Income over Expenditure	0	1,396	1,850	454				
312 Footpaths								
4014 Electricity	0	0	1,600	1,600		1,600	0.0%	
4040 Property Repairs & Mtce	0	0	1,350	1,350		1,350	0.0%	
4041 Equipt Repairs & Mtce	0	0	750	750		750	0.0%	
4045 Grounds Maintenance	0	0	100	100		100	0.0%	
Footpaths :- Indirect Expenditure	0	0	3,800	3,800	0	3,800	0.0%	0
Net Expenditure	0	0	(3,800)	(3,800)				
321 Floral Displays & Bedding Mtce								
4011 Rates	0	11	100	89		89	11.1%	
4012 Water	0	24	0	(24)		(24)	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4042 Equipt Running Costs/Rental	0	1,336	1,500	164		164	89.1%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4045 Grounds Maintenance	0	20,669	22,314	1,645		1,645	92.6%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	0	22,040	24,114	2,074	0	2,074	91.4%	0
Net Expenditure	0	(22,040)	(24,114)	(2,074)				

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
341 Community Wardens								
1040 Grants Receivable	0	500	500	0			100.0%	
1075 Community Warden services	0	8,886	34,236	25,350			26.0%	
1098 Miscellaneous Income	0	120	0	(120)			0.0%	
Community Wardens :- Income	0	9,506	34,736	25,230			27.4%	0
4001 Salaries & Wages	4,347	50,166	101,001	50,835		50,835	49.7%	
4006 Health & Safety Equipment	0	389	350	(39)		(39)	111.2%	
4007 Workwear and Footwear	0	1,530	1,200	(330)		(330)	127.5%	
4008 Training, Courses, Meetings	0	286	2,500	2,214		2,214	11.5%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	1,161	19,844	18,800	(1,044)		(1,044)	105.6%	
4019 Diesel	62	1,740	4,500	2,760		2,760	38.7%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	44	790	540	(250)		(250)	146.2%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	(202)	2,114	1,800	(314)		(314)	117.4%	
4041 Equipt Repairs & Mtce	0	340	7,000	6,660		6,660	4.9%	
4043 Equipt/Small Tools Purchase	0	145	1,000	855		855	14.5%	
4052 Bank & Cardnet Charges	2	44	0	(44)		(44)	0.0%	
4110 Staff Welfare	3	6	900	894		894	0.6%	
4863 Purchases for re-sale	0	217	0	(217)		(217)	0.0%	
Community Wardens :- Indirect Expenditure	5,417	77,667	139,931	62,264	0	62,264	55.5%	375
Net Income over Expenditure	(5,417)	(68,161)	(105,195)	(37,034)				
6000 plus Transfer from EMR	0	375	0	(375)				
Movement to/(from) Gen Reserve	(5,417)	(67,786)	(105,195)	(37,409)				
499 Bingo&Raffle								
1001 Bingo&Raffle Tickets Income	0	560	1,260	700			44.4%	
1098 Miscellaneous Income	0	3	0	(3)			0.0%	
Bingo&Raffle :- Income	0	563	1,260	697			44.7%	0
4020 Miscellaneous Expenses	0	59	24	(35)		(35)	247.5%	
4500 Bingo&Raffle Prizes Paid	0	366	1,200	834		834	30.5%	
4502 BingoTickets and Pens	0	0	24	24		24	0.0%	
Bingo&Raffle :- Indirect Expenditure	0	425	1,248	823	0	823	34.1%	0
Net Income over Expenditure	0	138	12	(126)				

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Civic Activities								
4001 Salaries & Wages	1,129	5,749	19,572	13,823		13,823	29.4%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	
4017 Cleaning & Consumables	1	218	820	602		602	26.6%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4129 Mayors Allowance	204	1,802	3,500	1,698		1,698	51.5%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	0	1,495	4,004	2,509		2,509	37.3%	
4133 Tributes - Floral etc	0	120	230	110		110	52.2%	
4135 Other Council Events	0	0	200	200		200	0.0%	
Civic Activities :- Indirect Expenditure	1,333	9,384	28,976	19,592	0	19,592	32.4%	0
Net Expenditure	(1,333)	(9,384)	(28,976)	(19,592)				
Grand Totals:- Income	15,636	1,126,141	1,091,086	(35,055)			103.2%	
Expenditure	64,491	779,179	1,146,117	366,938	0	366,938	68.0%	
Net Income over Expenditure	(48,854)	346,961	(55,031)	(401,992)				
plus Transfer from EMR	1,310	143,755	0	(143,755)				
less Transfer to EMR	0	98,206	0	(98,206)				
Movement to/(from) Gen Reserve	(47,544)	392,509	(55,031)	(447,540)				

Detailed Income & Expenditure by Budget Heading 04/02/2025

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Corporate Management								
1045 Neighbourhood CIL	0	8,807	0	(8,807)			0.0%	8,807
1176 Precept	0	820,638	820,638	0			100.0%	
Corporate Management :- Income	0	829,445	820,638	(8,807)			101.1%	8,807
Net Income	0	829,445	820,638	(8,807)				
6001 less Transfer to EMR	0	8,807	0	(8,807)				
Movement to/(from) Gen Reserve	0	820,638	820,638	0				
102 Democratic Represent'n & Mgmt								
4008 Training, Courses, Meetings	0	128	1,600	1,472		1,472	8.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4100 Election Expenses	0	0	6,200	6,200		6,200	0.0%	
Democratic Represent'n & Mgmt :- Indirect Expenditure	0	128	8,000	7,872	0	7,872	1.6%	0
Net Expenditure	0	(128)	(8,000)	(7,872)				
103 Grants								
4303 Grants Power General	4,487	44,497	45,000	503		503	98.9%	
Grants :- Indirect Expenditure	4,487	44,497	45,000	503	0	503	98.9%	0
Net Expenditure	(4,487)	(44,497)	(45,000)	(503)				
109 Central Services/Admin								
1040 Grants Receivable	0	0	500	500			0.0%	
1098 Miscellaneous Income	0	1	10	10			5.0%	
1190 Bank Interest Receivable	0	26,196	31,400	5,204			83.4%	
Central Services/Admin :- Income	0	26,197	31,910	5,713			82.1%	0
4001 Salaries & Wages	15,791	164,822	236,518	71,696		71,696	69.7%	
4007 Workwear and Footwear	0	17	0	(17)		(17)	0.0%	
4008 Training, Courses, Meetings	0	1,690	4,500	2,810		2,810	37.6%	
4009 Travel & Subsistence	0	0	500	500		500	0.0%	
4010 Misc Staff Costs	41	189	364	175		175	51.9%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	9	366	420	54		54	87.2%	
4021 Mobile Telephones & Broadband	46	501	600	100		100	83.4%	
4022 Postage	198	585	340	(245)		(245)	172.2%	
4023 Printing & Stationery	26	809	2,600	1,791		1,791	31.1%	

Detailed Income & Expenditure by Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 Subscriptions and membership	0	2,135	2,546	411		411	83.9%	
4026 Insurance	0	8,234	8,931	697		697	92.2%	
4033 Advertising/Press Releases	0	461	600	139		139	76.8%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4042 Equipt Running Costs/Rental	0	2,741	3,321	580		580	82.5%	
4043 Equipt/Small Tools Purchase	24	24	5,500	5,476		5,476	0.4%	
4044 IT Support/Software Mtce	383	9,479	10,954	1,475		1,475	86.5%	75
4052 Bank & Cardnet Charges	0	420	1,150	730		730	36.6%	
4060 Audit Fees - External	0	2,100	3,003	903		903	69.9%	
4061 Audit Fees - Internal	0	688	770	82		82	89.4%	
4064 Other Professional Fees	2,086	12,747	19,398	6,651		6,651	65.7%	
4110 Staff Welfare	0	2	250	248		248	1.0%	
4900 Assets Capitalised	0	645	0	(645)		(645)	0.0%	645
Central Services/Admin :- Indirect Expenditure	18,603	208,654	302,765	94,111	0	94,111	68.9%	720
Net Income over Expenditure	(18,603)	(182,457)	(270,855)	(88,398)				
6000 plus Transfer from EMR	0	720	0	(720)				
Movement to/(from) Gen Reserve	(18,603)	(181,737)	(270,855)	(89,118)				
<u>201 Market - Charter Street</u>								
1020 Market Rent & Tolls	4,335	65,071	78,000	12,929			83.4%	
1021 Market Electricity Recovered	805	4,021	4,200	179			95.7%	
1079 Licence income	0	168	0	(168)			0.0%	
Market - Charter Street :- Income	5,140	69,260	82,200	12,940			84.3%	0
4001 Salaries & Wages	3,054	34,619	38,635	4,016		4,016	89.6%	
4007 Workwear and Footwear	0	37	250	213		213	14.7%	
4008 Training, Courses, Meetings	0	155	500	345		345	31.0%	
4011 Rates	0	4,023	5,632	1,609		1,609	71.4%	
4012 Water	188	511	151	(360)		(360)	338.3%	
4014 Electricity	0	1,230	2,400	1,170		1,170	51.3%	
4016 Refuse Disposal	0	4,929	12,012	7,083		7,083	41.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	0	0	500	500		500	0.0%	
4020 Miscellaneous Expenses	0	150	100	(50)		(50)	150.0%	
4021 Mobile Telephones & Broadband	0	75	176	101		101	42.6%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 Subscriptions and membership	0	434	400	(34)		(34)	108.5%	
4033 Advertising/Press Releases	0	1,790	2,000	210		210	89.5%	
4041 Equipt Repairs & Mtce	0	2,848	1,084	(1,764)		(1,764)	262.7%	
4043 Equipt/Small Tools Purchase	0	628	2,000	1,372		1,372	31.4%	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Bank & Cardnet Charges	0	324	0	(324)		(324)	0.0%	
4069 Licences	0	70	200	130		130	35.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Market - Charter Street :- Indirect Expenditure	3,243	51,823	66,290	14,467	0	14,467	78.2%	0
Net Income over Expenditure	1,897	17,437	15,910	(1,527)				
204 Street Fairs								
1030 Function Income	0	2,799	2,600	(199)			107.7%	
1040 Grants Receivable	0	820	0	(820)			0.0%	
Street Fairs :- Income	0	3,619	2,600	(1,019)			139.2%	0
4001 Salaries & Wages	0	1,211	1,348	137		137	89.8%	
4052 Bank & Cardnet Charges	0	55	0	(55)		(55)	0.0%	
4102 Fair Expenses	0	3,860	2,785	(1,075)		(1,075)	138.6%	
Street Fairs :- Indirect Expenditure	0	5,127	4,133	(994)	0	(994)	124.0%	0
Net Income over Expenditure	0	(1,508)	(1,533)	(26)				
205 Council Public Events								
1030 Function Income	0	363	0	(363)			0.0%	
1068 Party in the Park Income	0	0	700	700			0.0%	
Council Public Events :- Income	0	363	700	338			51.8%	0
4001 Salaries & Wages	913	7,810	13,346	5,536		5,536	58.5%	
4008 Training, Courses, Meetings	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4052 Bank & Cardnet Charges	0	11	0	(11)		(11)	0.0%	
4128 Party in the Park Expenses	0	0	5,250	5,250		5,250	0.0%	
4135 Other Council Events	0	0	500	500		500	0.0%	
Council Public Events :- Indirect Expenditure	913	7,822	19,296	11,474	0	11,474	40.5%	0
Net Income over Expenditure	(913)	(7,459)	(18,596)	(11,137)				
206 Town Economy								
1030 Function Income	0	95	0	(95)			0.0%	
1040 Grants Receivable	0	87,354	0	(87,354)			0.0%	87,354
Town Economy :- Income	0	87,449	0	(87,449)				87,354
4001 Salaries & Wages	2,384	24,661	52,017	27,356		27,356	47.4%	
4008 Training, Courses, Meetings	0	451	500	49		49	90.2%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 04/02/2025

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Miscellaneous Expenses	0	620	1,175	555		555	52.8%	
4025 Subscriptions and membership	0	0	250	250		250	0.0%	
4033 Advertising/Press Releases	0	548	3,425	2,877		2,877	16.0%	
4042 Equipt Running Costs/Rental	0	0	11,300	11,300		11,300	0.0%	
4044 IT Support/Software Mtce	0	0	473	473		473	0.0%	
4048 New equipment/furniture	0	50,008	4,100	(45,908)		(45,908)	1219.7%	49,872
4052 Bank & Cardnet Charges	0	2	0	(2)		(2)	0.0%	
4055 TICBooks/Guides/Maps forResale	0	0	1,200	1,200		1,200	0.0%	
4105 Town Centre Events	0	0	2,000	2,000		2,000	0.0%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
Town Economy :- Indirect Expenditure	2,384	76,291	76,790	499	0	499	99.4%	49,872
Net Income over Expenditure	(2,384)	11,158	(76,790)	(87,948)				
6000 plus Transfer from EMR	0	49,872	0	(49,872)				
6001 less Transfer to EMR	0	87,354	0	(87,354)				
Movement to/(from) Gen Reserve	(2,384)	(26,324)	(76,790)	(50,466)				
211 Town Hall Building								
1000 Letting Income	390	12,256	5,000	(7,256)			245.1%	
1016 Rent from Registrar	0	12,365	11,780	(585)			105.0%	
Town Hall Building :- Income	390	24,620	16,780	(7,840)			146.7%	0
4001 Salaries & Wages	0	5,425	16,966	11,541		11,541	32.0%	
4004 Cleaners &Casual payroll costs	1,339	11,059	18,172	7,113		7,113	60.9%	
4007 Workwear and Footwear	0	0	100	100		100	0.0%	
4008 Training, Courses, Meetings	0	183	500	317		317	36.5%	
4011 Rates	0	9,894	11,252	1,358		1,358	87.9%	
4012 Water	0	299	630	331		331	47.4%	
4013 Gas	0	84	7,500	7,416		7,416	1.1%	
4014 Electricity	0	9,777	20,000	10,223		10,223	48.9%	
4017 Cleaning & Consumables	0	678	1,200	522		522	56.5%	
4020 Miscellaneous Expenses	0	65	250	185		185	26.0%	
4025 Subscriptions and membership	28	336	0	(336)		(336)	0.0%	
4039 Repaint Town Hall	0	64,691	0	(64,691)		(64,691)	0.0%	64,691
4040 Property Repairs & Mtce	0	21,330	24,700	3,370		3,370	86.4%	18,811
4041 Equipt Repairs & Mtce	657	13,527	14,912	1,385		1,385	90.7%	2,267
4042 Equipt Running Costs/Rental	0	914	1,010	96		96	90.5%	
4043 Equipt/Small Tools Purchase	0	615	500	(115)		(115)	123.0%	
4063 Audit and Legal Fees	0	1,045	500	(545)		(545)	209.0%	
4110 Staff Welfare	0	1	100	99		99	1.2%	
4987 Loan Repayment - Capital	0	1,933	3,566	1,633		1,633	54.2%	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4988 PWLB Interest 494354	0	7,142	14,584	7,442		7,442	49.0%	
Town Hall Building :- Indirect Expenditure	2,024	148,995	136,442	(12,553)	0	(12,553)	109.2%	85,769
Net Income over Expenditure	(1,634)	(124,375)	(119,662)	4,713				
6000 plus Transfer from EMR	0	85,769	0	(85,769)				
Movement to/(from) Gen Reserve	(1,634)	(38,606)	(119,662)	(81,056)				
212 Public Clocks								
4041 Equipt Repairs & Mtce	0	0	2,500	2,500		2,500	0.0%	
Public Clocks :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
213 Street Wardens								
1091 Service Costs Income - Babergh	0	30,117	31,081	964			96.9%	
Street Wardens :- Income	0	30,117	31,081	964			96.9%	0
4001 Salaries & Wages	2,050	20,949	31,174	10,225		10,225	67.2%	
4007 Workwear and Footwear	0	37	300	263		263	12.3%	
4017 Cleaning & Consumables	477	1,299	1,500	201		201	86.6%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4041 Equipt Repairs & Mtce	0	0	250	250		250	0.0%	
4042 Equipt Running Costs/Rental	0	1,833	2,000	167		167	91.6%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Street Wardens :- Indirect Expenditure	2,527	24,118	35,474	11,356	0	11,356	68.0%	0
Net Income over Expenditure	(2,527)	5,999	(4,393)	(10,392)				
221 Allotments								
1010 Rent Receivable	0	2,806	2,428	(378)			115.6%	
Allotments :- Income	0	2,806	2,428	(378)			115.6%	0
4001 Salaries & Wages	144	1,432	1,581	149		149	90.6%	
4012 Water	0	131	350	219		219	37.4%	
4020 Miscellaneous Expenses	0	0	355	355		355	0.0%	
4022 Postage	0	0	65	65		65	0.0%	
4041 Equipt Repairs & Mtce	0	0	75	75		75	0.0%	
Allotments :- Indirect Expenditure	144	1,563	2,426	863	0	863	64.4%	0
Net Income over Expenditure	(144)	1,243	2	(1,241)				

Detailed Income & Expenditure by Budget Heading 04/02/2025

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>239 Open Spaces&Closed Churchyards</u>								
1040 Grants Receivable	0	2,046	1,000	(1,046)			204.6%	2,046
1050 Donations Received	0	1,333	0	(1,333)			0.0%	
Open Spaces&Closed Churchyards :- Income	0	3,379	1,000	(2,379)			337.9%	2,046
4001 Salaries & Wages	839	8,397	6,438	(1,959)	(1,959)		130.4%	
4011 Rates	0	0	140	140	140		0.0%	
4014 Electricity	0	730	650	(80)	(80)		112.2%	
4020 Miscellaneous Expenses	0	45	0	(45)	(45)		0.0%	
4028 Refuse/Doggy Bag Supplies	1,580	2,759	1,000	(1,759)	(1,759)		275.9%	2,706
4040 Property Repairs & Mtce	0	65	800	735	735		8.1%	
4045 Grounds Maintenance	0	257	2,727	2,470	2,470		9.4%	
4058 Tree Surgery/Works	0	0	5,000	5,000	5,000		0.0%	
4065 Closed Churchyards maintenance	0	0	8,200	8,200	8,200		0.0%	
4066 The Croft maintenance	0	3,530	5,173	1,643	1,643		68.2%	
4068 Valley Walk	0	3,122	4,740	1,618	1,618		65.9%	
4109 Dog/Litter Bin emptying	0	8,141	7,728	(413)	(413)		105.4%	482
Open Spaces&Closed Churchyards :- Indirect Expenditure	2,419	27,046	42,596	15,550	0	15,550	63.5%	3,188
Net Income over Expenditure	(2,419)	(23,666)	(41,596)	(17,930)				
6000 plus Transfer from EMR	1,580	3,188	0	(3,188)				
6001 less Transfer to EMR	0	2,046	0	(2,046)				
Movement to/(from) Gen Reserve	(839)	(22,524)	(41,596)	(19,072)				
<u>241 Cemetery</u>								
1000 Letting Income	800	8,000	9,600	1,600			83.3%	
1060 Cemetery Fees & Charges	10,160	41,500	48,000	6,500			86.5%	
Cemetery :- Income	10,960	49,500	57,600	8,100			85.9%	0
4001 Salaries & Wages	3,120	39,630	57,124	17,494	17,494		69.4%	
4005 Grave Digging Costs	0	6,860	14,400	7,540	7,540		47.6%	
4006 Health & Safety Equipment	0	26	0	(26)	(26)		0.0%	
4007 Workwear and Footwear	0	144	400	256	256		36.0%	
4008 Training, Courses, Meetings	0	290	700	410	410		41.4%	
4011 Rates	0	4,959	6,943	1,984	1,984		71.4%	
4012 Water	0	0	350	350	350		0.0%	
4014 Electricity	0	261	600	339	339		43.5%	
4016 Refuse Disposal	0	602	715	113	113		84.2%	
4018 Vehicle Rental/Repairs/Exps	0	558	1,000	442	442		55.8%	
4019 Diesel	0	670	550	(120)	(120)		121.8%	

Detailed Income & Expenditure by Budget Heading 04/02/2025

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Mobile Telephones & Broadband	0	59	180	121		121	33.0%	
4023 Printing & Stationery	0	67	1,550	1,483		1,483	4.3%	
4025 Subscriptions and membership	0	100	110	10		10	90.9%	
4040 Property Repairs & Mtce	0	2,608	7,500	4,892		4,892	34.8%	2,185
4041 Equipt Repairs & Mtce	0	456	500	44		44	91.1%	
4043 Equipt/Small Tools Purchase	60	403	1,400	997		997	28.8%	
4044 IT Support/Software Mtce	0	90	100	10		10	90.0%	
4045 Grounds Maintenance	0	724	6,558	5,834		5,834	11.0%	
4058 Tree Surgery/Works	0	4,665	5,000	335		335	93.3%	
4064 Other Professional Fees	0	520	1,256	736		736	41.4%	
4078 New Cemetery	0	0	13,510	13,510		13,510	0.0%	
4080 Flint Lodge Repairs & Maint	0	2,010	2,650	640		640	75.9%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
4900 Assets Capitalised	0	988	0	(988)		(988)	0.0%	
Cemetery :- Indirect Expenditure	3,180	66,692	123,146	56,454	0	56,454	54.2%	2,185
Net Income over Expenditure	7,780	(17,192)	(65,546)	(48,354)				
6000 plus Transfer from EMR	0	2,185	0	(2,185)				
Movement to/(from) Gen Reserve	7,780	(15,007)	(65,546)	(50,539)				
243 War Memorial, Aelfhun & Gains								
4040 Property Repairs & Mtce	1,340	3,440	1,800	(1,640)		(1,640)	191.1%	2,620
War Memorial, Aelfhun & Gains :- Indirect Expenditure	1,340	3,440	1,800	(1,640)	0	(1,640)	191.1%	2,620
Net Expenditure	(1,340)	(3,440)	(1,800)	1,640				
6000 plus Transfer from EMR	1,310	2,620	0	(2,620)				
Movement to/(from) Gen Reserve	(30)	(820)	(1,800)	(980)				
250 Information Centre								
1018 Books,Maps,publications/Income	0	639	1,200	561			53.2%	
1019 TIC Agency commission received	0	693	1,500	807			46.2%	
1022 Gift Sales Income	0	1,150	650	(500)			176.9%	
1023 Postage Income	0	3	0	(3)			0.0%	
1025 TIC Sundry Sales	0	179	250	71			71.5%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	0	1,150	1,680	530			68.4%	
1098 Miscellaneous Income	0	33	50	17			65.4%	
Information Centre :- Income	0	3,995	5,603	1,608			71.3%	0

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries & Wages	2,971	30,282	39,437	9,155		9,155	76.8%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	9	180	171		171	5.1%	
4022 Postage	0	12	20	8		8	58.5%	
4023 Printing & Stationery	0	141	2,360	2,219		2,219	6.0%	
4028 Refuse/Doggy Bag Supplies	0	661	1,400	740		740	47.2%	
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	11	100	89		89	11.3%	
4049 TIC food purchases for resale	0	227	210	(17)		(17)	108.1%	
4052 Bank & Cardnet Charges	14	181	960	779		779	18.8%	
4054 TIC Gift Purchases for Resale	0	1,311	500	(811)		(811)	262.1%	
4055 TICBooks/Guides/Maps forResale	0	144	500	356		356	28.9%	
4110 Staff Welfare	0	2	150	148		148	1.7%	
Information Centre :- Indirect Expenditure	2,985	32,981	46,217	13,236	0	13,236	71.4%	0
Net Income over Expenditure	(2,985)	(28,987)	(40,614)	(11,627)				
<u>252 Christmas Lights</u>								
1055 Sponsorships Received	0	0	300	300			0.0%	
Christmas Lights :- Income	0	0	300	300			0.0%	0
4001 Salaries & Wages	0	3,497	9,163	5,666		5,666	38.2%	
4008 Training, Courses, Meetings	0	600	600	0		0	100.0%	
4101 Christmas Lights	2,350	6,007	6,820	813		813	88.1%	
4104 Christmas Trees	289	3,289	3,350	61		61	98.2%	
4900 Assets Capitalised	0	1,915	0	(1,915)		(1,915)	0.0%	1,915
Christmas Lights :- Indirect Expenditure	2,639	15,308	19,933	4,625	0	4,625	76.8%	1,915
Net Income over Expenditure	(2,639)	(15,308)	(19,633)	(4,325)				
6000 plus Transfer from EMR	0	1,915	0	(1,915)				
Movement to/(from) Gen Reserve	(2,639)	(13,393)	(19,633)	(6,240)				
<u>261 Museum</u>								
4041 Equipt Repairs & Mtce	91	427	800	373		373	53.3%	
Museum :- Indirect Expenditure	91	427	800	373	0	373	53.3%	0
Net Expenditure	(91)	(427)	(800)	(373)				
<u>301 Street Lighting</u>								
4014 Electricity	0	0	7,000	7,000		7,000	0.0%	
4040 Property Repairs & Mtce	0	0	3,375	3,375		3,375	0.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Equipt Repairs & Mtce	46,742	46,742	1,625	(45,117)		(45,117)	2876.4%	46,742
Street Lighting :- Indirect Expenditure	46,742	46,742	12,000	(34,742)	0	(34,742)	389.5%	46,742
Net Expenditure	(46,742)	(46,742)	(12,000)	34,742				
6000 plus Transfer from EMR	46,742	46,742	0	(46,742)				
Movement to/(from) Gen Reserve	0	0	(12,000)	(12,000)				
302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	6	50	44		44	12.0%	
4041 Equipt Repairs & Mtce	0	1,291	1,500	209		209	86.1%	
4043 Equipt/Small Tools Purchase	0	17	490	473		473	3.4%	
Street Furniture & Equipment :- Indirect Expenditure	0	1,313	2,040	727	0	727	64.4%	0
Net Expenditure	0	(1,313)	(2,040)	(727)				
311 Highways								
1041 Parking Permits Francis Road	0	1,813	2,250	438			80.6%	
Highways :- Income	0	1,813	2,250	438			80.6%	0
4020 Miscellaneous Expenses	0	73	100	27		27	72.6%	
4044 IT Support/Software Mtce	0	344	300	(44)		(44)	114.6%	
Highways :- Indirect Expenditure	0	416	400	(16)	0	(16)	104.1%	0
Net Income over Expenditure	0	1,396	1,850	454				
312 Footpaths								
4014 Electricity	0	0	1,600	1,600		1,600	0.0%	
4040 Property Repairs & Mtce	0	0	1,350	1,350		1,350	0.0%	
4041 Equipt Repairs & Mtce	0	0	750	750		750	0.0%	
4045 Grounds Maintenance	0	0	100	100		100	0.0%	
Footpaths :- Indirect Expenditure	0	0	3,800	3,800	0	3,800	0.0%	0
Net Expenditure	0	0	(3,800)	(3,800)				
321 Floral Displays & Bedding Mtce								
4011 Rates	0	11	100	89		89	11.1%	
4012 Water	0	24	0	(24)		(24)	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4042 Equipt Running Costs/Rental	0	1,336	1,500	164		164	89.1%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4045 Grounds Maintenance	0	20,669	22,314	1,645		1,645	92.6%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	0	22,040	24,114	2,074	0	2,074	91.4%	0
Net Expenditure	0	(22,040)	(24,114)	(2,074)				

Detailed Income & Expenditure by Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
341 Community Wardens								
1040 Grants Receivable	0	500	500	0			100.0%	
1075 Community Warden services	0	8,886	34,236	25,350			26.0%	
1098 Miscellaneous Income	0	120	0	(120)			0.0%	
Community Wardens :- Income	0	9,506	34,736	25,230			27.4%	0
4001 Salaries & Wages	4,308	54,474	101,001	46,527		46,527	53.9%	
4006 Health & Safety Equipment	23	412	350	(62)		(62)	117.7%	
4007 Workwear and Footwear	0	1,530	1,200	(330)		(330)	127.5%	
4008 Training, Courses, Meetings	0	286	2,500	2,214		2,214	11.5%	
4017 Cleaning & Consumables	17	17	100	83		83	16.6%	
4018 Vehicle Rental/Repairs/Exps	1,064	20,909	18,800	(2,109)		(2,109)	111.2%	
4019 Diesel	0	1,740	4,500	2,760		2,760	38.7%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	0	790	540	(250)		(250)	146.2%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	0	2,114	1,800	(314)		(314)	117.4%	
4041 Equipmt Repairs & Mtce	1	341	7,000	6,659		6,659	4.9%	
4043 Equipmt/Small Tools Purchase	0	145	1,000	855		855	14.5%	
4052 Bank & Cardnet Charges	0	44	0	(44)		(44)	0.0%	
4110 Staff Welfare	0	6	900	894		894	0.6%	
4863 Purchases for re-sale	0	217	0	(217)		(217)	0.0%	
Community Wardens :- Indirect Expenditure	5,413	83,080	139,931	56,851	0	56,851	59.4%	375
Net Income over Expenditure	(5,413)	(73,573)	(105,195)	(31,622)				
6000 plus Transfer from EMR	0	375	0	(375)				
Movement to/(from) Gen Reserve	(5,413)	(73,198)	(105,195)	(31,997)				
499 Bingo&Raffle								
1001 Bingo&Raffle Tickets Income	0	560	1,260	700			44.4%	
1098 Miscellaneous Income	0	3	0	(3)			0.0%	
Bingo&Raffle :- Income	0	563	1,260	697			44.7%	0
4020 Miscellaneous Expenses	0	59	24	(35)		(35)	247.5%	
4500 Bingo&Raffle Prizes Paid	0	366	1,200	834		834	30.5%	
4502 BingoTickets and Pens	0	0	24	24		24	0.0%	
Bingo&Raffle :- Indirect Expenditure	0	425	1,248	823	0	823	34.1%	0
Net Income over Expenditure	0	138	12	(126)				

Detailed Income & Expenditure by Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Civic Activities								
4001 Salaries & Wages	516	6,264	19,572	13,308		13,308	32.0%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	
4017 Cleaning & Consumables	0	218	820	602		602	26.6%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4129 Mayors Allowance	0	1,802	3,500	1,698		1,698	51.5%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	0	1,495	4,004	2,509		2,509	37.3%	
4133 Tributes - Floral etc	0	120	230	110		110	52.2%	
4135 Other Council Events	0	0	200	200		200	0.0%	
Civic Activities :- Indirect Expenditure	516	9,900	28,976	19,076	0	19,076	34.2%	0
Net Expenditure	(516)	(9,900)	(28,976)	(19,076)				
Grand Totals:- Income	16,490	1,142,631	1,091,086	(51,545)			104.7%	
Expenditure	99,649	878,828	1,146,117	267,289	0	267,289	76.7%	
Net Income over Expenditure	(83,159)	263,802	(55,031)	(318,833)				
plus Transfer from EMR	49,632	193,386	0	(193,386)				
less Transfer to EMR	0	98,206	0	(98,206)				
Movement to/(from) Gen Reserve	(33,527)	358,982	(55,031)	(414,013)				

Sudbury Town Council
Contracts List

Supplier name	Purpose	Charge (ex VAT)	Payment (inc VAT)	Payment Method	Notes	Meeting Approved
3IT Ltd	IT and Phone Support	£ 582.23	£ 698.68	Monthly	New SLA Jan 2022 to include VoIP phone system	L&E Jan 2022
All Star-fuel (vans)	Fuel for vans and tractor			Monthly D/D		
Anglian Water - Wave	Water for allotments	£ 75.00	£ 75.00	Quarterly	Metered water for allotments £60-90 pq	
Anglian Water - Wave	Water for the market	£ 15.00	£ 15.00	Quarterly	Metered water for market £11-15 pq	
Anglian Water - Wave	Water for Town Hall	£ 150.00	£ 150.00	Quarterly	Metered water for STC about £150 pq	
Anglian Water - Aquam	Standpipe lease	£ 1,300.00	£ 1,300.00	Annually & Monthly	Standpipe lease is an annual payment with the water charged monthly	L&E April 2021
Babergh District Council	Business Rates - Town Hall Ground Floor	£ 399.00	£ 399.00	Monthly D/D		
Babergh District Council	Business Rates - Town Hall First Floor	£ 334.00	£ 334.00	Quarterly D/D		
Babergh District Council	Business Rates - Land behind the Town Hall	£ -	£ -	Quarterly D/D		
Babergh District Council	Business Rates - Market Stallage and Tolls	£ 711.00	£ 711.00	Quarterly D/D		
Babergh District Council	Business Rates - Cemetery	£ 405.00	£ 405.00	Quarterly D/D		
Babergh District Council	CCTV Support	£ 10,000.00	£ 12,000.00	Annually	Three year contract from 1 April 2021	Full Council May 2021
Baldwin Alarms		£ 465.72	£ 558.86	Annually	Rolling annual contract	L&E Jan 2023 (CONF)
Cemetery Pump station	Pump station - cemetery	£ 217.00		Annually		
BHB Insurance	General insurance	£ 6,901.90	£ 7,727.13	Annually	One year contract from 1 April 2023 - review November 2023 - 3 months notice period	
Cadcorp	Mapping System - Brad	£ 313.00	£ 375.60	Annually	Annual Licence and Maintenance Contract starting 1st March	L&E Feb 2022
CANVA	Events promotion tool	£ 129.90	£ 129.90	Annually	No contract annula debit card payment	Finance - 3 Sep 2019
Sudbury Common Lands Charity	Valley Walk and Mill Acre clearing and cleaning	£ 1,753.26	£ 1,753.26	Quarterly		L&E Ctte - 29 Jun 2021
County Broadband	Full Fibre Broadband	£546.00	£655.20	Monthly D/D	£45.50 per month for 24 months	
Eastern Lift Services Ltd	Servicing the lift	£ 1,868.00	£ 2,241.60	Annually	One year contract from 1 April 2023 - review November 2023 - 3 months notice period	L&E - 28 Feb 2023
EE Limited	Mobile phones	£ 154.88	£ 154.88	Monthly D/D	3 new SIM only contracts on 21 Oct 2022. Only one more to change in Jan 2023.	
Elite Washroom Services Ltd	Emptying sanitary bins, yellow bin & Air Freshener (Public)	£ 1,702.59	£ 2,043.11	Annually	3 months written notice - auto renewal cancelled	
Elite Washroom Services Ltd	Emptying sanitary bins (Staff Toilets)	£ 551.75	£ 662.10	Annually	3 months written notice - auto renewal cancelled	
Evolve Business Solutions	Supporting and servicing the photocopier	£ 315.00	£ 378.00	Quarterly	0.3p per black (min 5,000), 3p per colour (min 10,000)	Full Council - 27 June 2022
Felix of Long Welford	Commission on ticket sales			As & When	Repayment less 10% commission for Town Council	L&E Ctte Jan 2022
The Garden Nursery	Floral Supply and Maintenance	£ 20,600.00	£ 20,600.00	Quarterly		Full Council - 10 Sep 2019
Gary Smith Gardening Services	Grave Digging			Monthly	As required	
Occupational Health & Wellbeing	EAP retained contract - 1 year	£ 220.00	£ 264.00	Quarterly	Notice given January 2025 not auto renewal from September 2025	HR Committee 30-08-2023
HM Land Registry	Property searches	£ 18.00		Not Known D/D	Probably searches paid as required	
Initial Washroom Hygiene (Rentokil)	Hand dryers in the Town Hall staff toilets	£ 63.50	£ 76.20	Biannually D/D	Contract without a date, 3 mths notice prior the end of min period 36mins - so notice by 8th January each month, or there's a penalty charge of 30% of the contract value pro-rated	
JRB Enterprise Ltd	Dog poo bags for the Info Centre and Croft			As and When	Dog poo Bags for Dispensers and resale in the Information Centre	
	None					
LCN	Domain lease for sudburytowncouncil.co.uk	£ 167.94	£ 167.94	Deb Card - 10 Years	Paid 01/09/2017 one off payment for the 10 year period to 2027.	
Vehicle contract CW	3 year van lease hire for the Community Wardens			Monthly D/D	3 year lease agreement, maximum 10,000 miles per annum	
McCollis Store 0966 - Sudbury	Newspapers	£ 30.00	£ 30.00	Monthly	East Anglian Daily Times and the Suffolk Free Press	
Pensions		£ 105.51	£ 105.51	Monthly D/D		
GuideEast Tour Guides for Groups	Tour guides			As and When	Guided Walks Information Centre as and when	

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People Safe Peninsula Public Works Loan Board	Loan working agreement H&S contractor Repayments and interest	£	£351.00 305.00 £ 10,480.28 £	£421.20 364.84 10,480.28	Annual/DD Monthly D/D Bi-annually D/D	Loan working equipment Repayments for the land behind the Town Hall
Reveal Media Ltd	Body cameras for wardens	£	294.00	£ 294.00	Annually	Camera 12 Reveal Care Current 14/03/22-14/03/2023
Radius Telematics	Vehicle trackers	£	673.00	£ 673.00	Monthly	
Rialas Business Solutions Limited	Omega software for finance	£	673.00	£ 673.00	Annually	period 1/6/21-31/5/22
Suffolk Association of Local Councils	Support and advice	£	6.00	£ 6.00	As and When	Annual subscription plus extra charges for courses and audits
Savills Client Anglian Water Services	Peppercorn rent for the land that the bus shelters are on	£	115.26	£ 115.26	Annually	Lease for bus shelter on Anglian Water's land
SGW Payroll Ltd	Monthly payroll services	£	2,127.24	£ 2,127.24	Monthly D/D	£110 pm
Southern Electric - Electricity	Electricity supply	£	2,563.12	£ 2,563.12	Quarterly & Monthly D/D	
Southern Electric - Gas	Gas supply	£	2,563.12	£ 2,563.12	Quarterly D/D	
Suffolk Highways lighting charges	Street lights, electricity points, footpath lights charges	£	77.50	£ 93.00	Annually	invoiced monthly £77.50 Plus VAT
T & P Fire Ltd	Fire emergency lighting tests	£	77.50	£ 93.00	Monthly	
	None					
	None					
	None					
	None					

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Recipient 	Last payment 	Frequency 	Amount
COUNTY BROADBAND ANMYZ4S	06 January 2025	Monthly	£54.60
SSE ENERGY SUPPLY 0075143-DD00824611	02 January 2025	Monthly	£8.91
NEST IT000000933597	24 January 2025	Monthly	£19.55
SGW PAYROLL SUD001	30 December 2024	Monthly	£111.30
BNP PARIBAS LEASIN A1E12615 V3316060	06 January 2025	Quarterly	£454.80
RADIUS TELEMATICS KX07882900008	14 January 2025	Monthly	£60.00
ALLSTAR AS60221562	29 January 2025		£138.33
PENINSULA BUSINESS 000SUD019	08 January 2025	Monthly	£364.84

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ICO ZA111753	15 April 2024		£55.00
LEX AUTOLEASE 29219AV00554523	02 January 2025	Monthly	£1,277.2
PUBLIC WORKS LOANS SUDBURY	30 September 2024	Half Yearly	£9,074.5
BABERGH DC CTAX BU 740007352	15 January 2025	Quarterly	£447.00
BABERGH DC CTAX BU 740007628	15 January 2025	Quarterly	£551.00
BABERGH DC CTAX BU 740206264	15 January 2025	Monthly	£574.00
BABERGH DC CTAX BU 740283636	15 January 2025	Monthly	£400.00
BABERGH DC CTAX BU 740071342	15 January 2025	Monthly	£125.00
RENTOKIL INITIAL 9003400778	09 December 2024	Half Yearly	£88.36
EE LIMITED Q25742245588193362	23 January 2025	Monthly	£71.04

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SUDBURY TOWN COUNCIL RISK MANAGEMENT POLICY 2025

1. Sudbury Town Council is committed to a proactive approach to risk management. The Council recognises the value of maintaining an effective risk management culture and will seek to identify, analyse, manage and control the risks it faces. The Council acknowledges that risk cannot be totally eliminated and may sometimes need to be embraced as part of an innovative approach to problem solving.

Objectives of the Risk Management Strategy:

2. To ensure that statutory obligations and policy objectives are met.
3. To prioritise areas for improvement in service provision and encourage meeting or exceeding customer and stakeholder expectations.
4. To safeguard its members, employees, clients or service users and all other stakeholders to whom the Council has a duty of care.
5. To protect its property including buildings, equipment, vehicles, knowledge and all other assets and resources.
6. To identify and manage potential liabilities.
7. To maintain effective control of public funds and efficient deployment and use of resources achieving value for money.
8. To preserve and promote the good reputation of the Council.
9. To support the quality of the environment.
10. To learn from previous threats, opportunities, successes and failures to inform future management of risks.
11. The Clerk, jointly with the Administration Manager, will review risks on a regular basis, including any newly identified risks, and will report to the Council. The review will include identification of any unacceptable levels of risk.

Risk identification and mitigation

12. Members should, therefore:
 - a. Take steps to identify key risks facing the Council.
 - b. Evaluate the potential consequences to the Council if an event identified as a risk takes place.
 - c. Decide upon appropriate mitigation measures to avoid, reduce or control the risk or its consequences.
 - d. Record any conclusions or decisions reached.

13. To identify the risks facing the council, activities are grouped into the following areas:

- a. Assets and facilities.
- b. Operations and processes.
- c. Financial operations.

14. The risk mitigation approach is to use management checks to reduce the likelihood and insurance cover to reduce the impact of risks.

1. ASSETS AND FACILITIES

1.1. Assets management:

- The Asset Register is reviewed annually by the Town Clerk and the Administration Manager, then members receive an updated list.
- Regular maintenance for physical assets by the Operations Manager.
- Security for vulnerable buildings, amenities or equipment monitored by the Operations Manager.
- Annual Review of risk and the adequacy and robustness of insurance cover by the Clerk and the Administration Manager.

1.2. Risks identification, assessment and mitigation: See Annex A

2. OPERATIONS AND PROCESSES

Risk mitigation factors and approaches:

2.1. Insurance cover:

- **Public Liability:** The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000.
- **Libel and Slander:** Insured to the sum of £250,000
- **Personal Accident:** Insured to standard contingencies

2.2. Risks identification, assessment and mitigation: See Annex B

3. FINANCIAL OPERATIONS

Risk mitigation factors and approaches:

3.1. Insurance cover:

- **Loss of cash:** Insured up to the sum of £10,000 for cash in transit or in the Council's premises during business hours. Limited to £5,000 for cash in a locked safe at the Council's premises out of business hours.

- Fidelity guarantee: Insured to the sum of £1,000,000

3.2. Internal control

Internal control procedures are approved by the Full Council, maintained in a regular basis and reviewed annually.

3.3 Internal Audit

Independent internal auditors appointed by the Finance Committee. The internal audit procedures are conducted at least once per year. All Audit reports and recommendations are submitted to Council.

3.4. Management of financial records and operations:

Financial records and operations are conducted in accordance with the statutory requirements, Standing Orders, Financial Regulations and other regulations adopted by the Council which are reviewed at least annually.

3.5. Risks identification, assessment and mitigation: See Annex C

4. RISK MATRIX

Risks to Sudbury Town Council will be assessed using the matrix below where their likelihood and impact in the three areas of physical injury, financial loss and reputational damage, will be scored.

4.1. Probability and Impact Matrix:

Any risk scoring medium, high or very high, must have a mitigation plan to reduce the residual risk to low, very low or minimal.

Near Certain	5	Low	Medium	High	Very High	Very High
Very Likely	4	Very Low	Low	Medium	High	Very High
Likely	3	Very Low	Very Low	Medium	Medium	High
Possible	2	Minimal	Very Low	Very Low	Low	Medium
Unlikely	1	Minimal	Minimal	Minimal	Very Low	Low
		1	2	3	4	5
Injury		Shock	Minor Injury	RIDDOR	Major Injury	Fatality
Financial		Loss < £10	Loss <£100	Loss <£1,000	Loss < £10,000	Loss > £10,000
Reputation		Insignificant	Minor	Moderate	Major	Severe

Annex A - ASSETS AND FACILITIES RISKS

Risk	Risk Area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
A1	Office assets	Loss, damage	3	3	9	Keep security doors closed & locked	Operations Manager	Daily	2 x 3 = 6
A2	Equipment	Poor performance	2	5	10	Equipment contractors	Operations Manager to report problem	When required	1 x 5 = 5
A3	STC building	Fire	2	5	10	Regular checks of fire alarms	Operations Manager	Monthly	1 x 5 = 5
A4	STC building	Electric failure	2	5	10	Regular checks By electric contractors	Operations Manager	Monthly	1 x 5 = 5
A5	Allotments	Vandalism	2	3	6	Regular checks of sites	Operations Team	Weekly	1 x 3 = 3
A6	Cemetery	Loss	3	4	12	Strong doors and locks, with visits	Operations Manager	Daily	2 x 4 = 8
A7	Cemetery	Damage	3	3	9	Regular visits and inspection	Operations Manager	Daily	2 x 3 = 6
A8	Cemetery	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Operations Manager	Monthly	1 x 3 = 3

A9	Flint Lodge	Fire / Damage	2	5	10	Inspections by Operations Manager	Operations Manager	Annually	1 x 5 = 5
A10	Market	Public liability, income and reputation	2	5	10	Daily Checks, Traders' Insurance	Business Manager	Daily, Yearly	1 x 5 = 5
A11	Sudbury Town Council building and outbuildings	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Operations Manager	Monthly	1 x 3 = 3
A12	Croft, Mill Acre, allotments and other open spaces	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Operations Manager	Monthly	1 x 3 = 3
A13	Croft, Mill Acre, allotments and other open spaces	Injury to the public	2	5	10	Regular Checks, Yearly Asset Check	Operations Manager	Reactive, Yearly	1 x 5 = 5
A14	Vehicles	Loss, Damage, Accident	3	4	12	Trackers, Dashcams, Check sheets	Operations Manager	Daily, Weekly	2 x 4 = 8
A15	Electronic Data	Loss or compromise	3	4	12	Daily back-up / Cloud storage	Administration Manager with Support from 3it	Daily	1 x 4 = 4

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A16	Civic Insignia	Loss or damage while in the Town Hall	2	5	10	Locked display cabinets supported by CCTV and alarms	Operations Manager	Annual service / weekly checks	1 x 5 = 5
A17	Museum	Loss or damage to exhibits	2	4	8	Display cabinets supported by CCTV and alarms	Operations manager	Annual service / weekly checks	1 x 4 = 4
A18	Monuments	Damage	2	5	10	Regular checks / cleaning / CCTV	Operations Manager	Monthly	1 x 5 = 5
A19	Street furniture	Damage Theft Injury to the public	4	3	12	Regular Checks, Yearly Asset Check	Operations Manager	Reactive, Yearly	2 x 3 = 6
A20	Public convenience	Damage to toilets	3	4	12	Insurance in place, regular check	Operations Manager	Daily	2 x 3 = 6
A21	Information Office Assets	Theft, damage	2	3	6	Regular stock check	Information Staff	Daily	1 x 3 = 3
A22	Christmas Lights	Damage, faulty, Injury to the public	2	5	10	Checking by operations team and outsourced specialists.	Operations Manager	Daily when the lights are up.	1 x 4 = 8

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Annex B - OPERATIONS AND PROCESSES RISKS

Risk	Risk area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
B0	Governance	Failure to comply with legislation and procedures	2	5	10	Standing Orders Internal Controls Monthly Meetings	Council	Ongoing	1 x 5 = 5
B1	Staff	Loss of key personnel	3	3	9	Monitoring hours, stress, management, training of councillors	HR Committee	Ongoing	2 x 3 = 6
B2	Minutes	Accurate and legal	2	3	6	Review at the following meeting	Council	Monthly	1 x 3 = 3
B3	Members' Interest	Conflict of interests	3	3	9	Update declaration of interest	Clerk	Annual	2 x 3 = 6
B4	Legal power	Ultra vires activity	3	4	12	Educate councillors as to their legal power	Council	Ongoing	1 x 4 = 4
B5	Environment	Damage	2	4	8	Supervision of the Community Wardens	Operations Manager	Ongoing	1 x 4 = 4
B6	Provision of services at the Information Centre	Poor staff performance	3	3	9	Regular team meetings	Line Managers	Quarterly or as required	1 x 3 = 3

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B7	Provision of services at the Information Centre	Security of staff	3	5	15	New alarm installed. Staff back up support	Business Manager / Clerk	Annual service / weekly/daily checks	1 x 5 = 5
B8	No longer required								
B9	Cemetery Services	Injury to Grave Digger	2	3	6	Own insurance as contractor grave digger	Operations Manager	Annual	1 x 2 = 2
B10	Allotments Services	Neglect of plots	4	2	8	Regular supervision	Operations Manager	Monthly	2 x 2 = 4
B11	Market Services	Risk of injury from moving vehicles	3	5	15	Road closure during Market	Business and Operations Managers	Weekly	1 x 5 = 5
B12	Public convenience services	Poor staff performance Injury to the public	2	3	9	Training and monitoring of staff	Operations Manager	Annual	2 x 2 = 4
B13	STC events	Injury to the public Damage	3	3	9	Supervision by events staff	Business Manager	Ongoing	1 x 3 = 3

Annex C - FINANCIAL OPERATIONS RISKS

Risk	Risk area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
C1	Financial Operations	Fraud	2	5	10	Fidelity guarantee value	Council	Monthly	2 x 3 = 6
C2	Precept	Claim not submitted	2	5	10	Confirm receipt and minute	RFO check	Annual	1 x 5 = 5
C3	Precept	Not received Not fully received	2	5	10	Check and verify the reason	RFO	Annual	1 x 5 = 5
C4	Financial Operations	Human error	4	3	12	Records checking; staff training	RFO Internal control	Daily monthly	1 x 5 = 5
C5	Cash	Loss through theft, error or dishonesty	3	2	6	Fidelity guarantee value, cash register, records checking.	RFO	daily	2 x 2 = 4
C6	Financial Records	Inadequate records	2	3	6	Reconciliation of all Balance Sheet items, Staff training, Internal control, internal audit	RFO Internal Control Internal Auditor External Auditor	Monthly Monthly Annual	1 x 3 = 3
C7	Financial investments	Security of invested capital	2	5	10	Risk assessment measures as per Treasury Management	RFO	Quarterly	1 x 5 = 5

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