

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 7TH MARCH 2023 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill
Mr S Hall
Mr A Osborne
Mr J Owen
Mr T Regester

Mr C Griffin - Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillors S Ayres and E Murphy.

2. **DECLARATIONS OF INTEREST**

Councillor A Osborne 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 Finance Committee meeting held on 7th February 2023 be confirmed as an accurate record and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

The actions from the previous meeting were reviewed and noted.

The Town Clerk explained that he had had to delay setting up the new savings account with NatWest until the new RFO was in post and could be the second signatory.

7. TO APPROVE A GRANT OF £500 TO THE DISASTERS EMERGENCY COMMITTEE (DEC) FOR THE RELIEF OF THE TURKISH AND SYRIAN EARTHQUAKES

The Mayor had proposed at the February full council meeting that a grant should be made toward the Disasters Emergency Committee (DEC) appeal for the relief of the victims of the Turkish and Syrian earthquakes.

RESOLVED

That, using the general power of competence under the Localism Act 2011 ss1-8, members agreed to provide a grant of £500 to the Disasters Emergency Committee (DEC) for the relief of the victims of the Turkish and Syrian earthquakes.

8. TO APPROVE A GRANT OF £1,871.40 FOR COMMUNITY WARDEN SERVICES TO PROVIDE ROAD CLOSURES FOR THE SUDBURY FUN RUN

The Town Clerk explained that since 1982 Sudbury Joggers had been running an annual 'fun run' each Good Friday to raise money for charity. This required a rolling road closure that could only be effected by qualified 'street works' operatives, such as the Community Warden team, but that they would need to be paid at the appropriate bank holiday rate.

RESOLVED

That, using the general power of competence under the Localism Act 2011 ss1-8, members agreed to provide a grant of up to £1,871.40 to cover the cost of Community Wardens' overtime payments to close the roads required for the Sudbury Fun Run.

9. TO APPROVE PAYMENT OF AN INVOICE FROM SMC SAFETY SOLUTIONS FOR £3,600 FOR AN ANNUAL RETAINED CONSULTANCY FEE

The Town Clerk explained that SMC Safety Solutions had completed their review of Sudbury Town Council's health and safety policies and their annual invoice was due for payment.

RESOLVED

That the invoice for £3,600 excluding VAT from SMC Safety Solutions for their annual retained consultancy fee be paid.

10. TO APPROVE PAYMENT OF AN INVOICE FROM TUCKWELLS FOR £19,428.89 FOR A GROUNDS MAINTENANCE TRACTOR

The Town Clerk explained that the grounds maintenance tractor had arrived at Tuckwells and was ready for delivery.

RESOLVED

That the invoice for £19,428.89 excluding VAT from Tuckwells for a grounds maintenance tractor be paid.

11. TO APPROVE PAYMENT OF AN INVOICE FROM SUDBURY GARDENING SERVICE FOR £4,500 FOR CEMETERY HEDGE CUTTING

The Town Clerk advised that the cut of the cemetery hedge had been completed satisfactorily.

RESOLVED

That the invoice for £4,500 excluding VAT from Sudbury Gardening Services for cutting the cemetery hedge be paid.

12. TO APPROVE THE TRANSFER OF £16,000 FROM AC 206 4048 TO THE TOWN CENTRE BUSINESS EMR 365

The Town Clerk recommended that the £16,000 currently held in the FY 2022-23 budget (Town Economy 206_4048) for town / high street signage be moved to the Town Centre Business EMR 365. This could not be spent before the end of the current financial year and would be needed to ensure that the new signage scheme could be delivered in autumn 2023.

RESOLVED

That £16,000 be transferred from AC 206_4048 to the Town Centre Business EMR 365.

13. TO RECOMMEND THE APPOINTMENT OF SALC AS THE INTERNAL AUDITOR FOR FY2022/23

The Town Clerk recommended that SALC be appointed as the internal auditor for FY 2023-2024.

RECOMMENDED

That the Full Council appoint SALC as the internal auditor for FY 2023-2024.

14. TO APPROVE THE LIST OF PAYMENTS WHICH ARISE ON A REGULAR BASIS AS THE RESULT OF CONTINUING CONTRACTS, STATUTORY DUTIES OR OBLIGATIONS

Members reviewed and discussed the list of payments which arise on a regular basis as the result of continuing contracts, statutory duties or obligations, as shown at minute page 112.

RESOLVED

That the list of payments which arise on a regular basis as the result of continuing contracts, statutory duties or obligations be approved in accordance with Finance Regulation 5.6.

15. TO RECOMMEND THE APPROVAL OF THE USE OF VARIABLE DIRECT DEBITS

Members reviewed and discussed the use of variable direct debits.

RESOLVED

That the use of variable direct debits be approved in accordance with Finance Regulation 6.7.

16. TO CONDUCT THE ANNUAL REVIEW OF THE ASSET REGISTER

Members reviewed and discussed the revised asset register which included those items acquired or written-off during the current financial year.

RECOMMENDED

That the Full Council approve the revised asset register.

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

Members reviewed and discussed the draft risk management strategy for FY 2023-2024, as shown at minute page 113.

RECOMMENDED

That the Full Council approve the draft risk management strategy for FY 2023-2024.

18. REVIEW OF BANK PAYMENTS FOR JANUARY 2023

Members reviewed and discussed the bank payments for the period 1st to 31th January 2023, as shown at minute page 123.

RESOLVED

That the bank payments for January 2023 be noted.

19. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR JANUARY 2023

Members reviewed and discussed the income and expenditure reports for the period 1st to 31th January 2023, as shown at minute page 125.

RESOLVED

That the Income and Expenditure reports for January 2023 be noted.

The Town Clerk proposed that the Committee should go into private and confidential for the remainder of the meeting to discuss the HR aspects of financial matters.

RESOLVED

That pursuant to the Local Government Act 1972 s.100A(4), the public be excluded from the meeting for the business specified in items 20 and 21 on the grounds that, if the public were present during these items, it was likely that there would be disclosure to them of exempt information as specified in Schedule 12A, ss1-2, that is to say information relating to any individual or information which is likely to reveal the identity of an individual.

20. TO APPROVE THE EXPENDITURE OF UP TO £3,000 EXCLUDING VAT FROM THE GENERAL RESERVE TO COVER ADDITIONAL EMPLOYMENT COSTS FOR AN INTERIM MEMBER OF STAFF

RESOLVED

That, under the power of the Local Government Act 1972, s.111, members agreed to approve expenditure of up to £3,000 excluding VAT from the General Reserve for additional employment costs for an interim member of staff.


21. UPDATE ON FROM THE RFO FINANCIAL MATTERS INCLUDING INTERNAL CONTROL REPORT

The Town Clerk briefed the Committee that the previous RFO had left at the end of February and that a new interim RFO, Miss Anne Walker, was expected to start work on 8th March 2023.

RECOMMENDED

That the Full Council appoint Miss Anne Walker as the Responsible Finance Officer under the Local Government Act 1972, s.151.

The business of the meeting concluded at 7.32pm.


.....
Chairman

Sudbury Town Council		
List of authorised payments which arise on a regular basis as the result of continuing contracts, statutory duties or obligations as specified in Financial Regulation 5.6		
Name	Purpose	Payment Method
3IT Ltd	IT and Phone Support	Monthly
Anglian Water - Wave	Water for Town Hall, Market and Allotments	Quarterly
Anglian Water - Aquam	Standpipe lease	Annually and Monthly
ARVAL BNP Paribas Group	Community Warden vehicles lease	Monthly D/D
Babergh District Council	Business Rates	Quarterly and Monthly D/D
Baldwins	Intruder Alarms	Annually
BHIB Insurance	General insurance	Annually
BNP Paribas	Photocopier lease for the machine	Quarterly D/D
BT	Broadband	Quarterly D/D
Bugg Ltd	Skip Hire	Monthly
Cadcorp	Mapping System	Annually
(Sudbury) Common Lands Charity	Valley Walk and Mill Acre clearing and cleaning	Quarterly
County Broadband	Broadband	Quarterly or Monthly D/D
Dorma UK Limited	Sliding doors in the Town Hall	Annually
Eastern Lift Services	Lift servicing	Annually
EE Limited	Mobile phones	Monthly D/D
Elite Washroom Services Ltd	Public Toilets sanitary services	Annually
Elite Washroom Services Ltd	Town Hall sanitary services	Annually
Evolve	Photocopy maintenance and supplies	Quarterly
Felix of Long Melford	Commission on ticket sales	As and When
Fuelgenie Business Account	Van diesel and petrol for the equipment	Monthly D/D
G A Smith Gardening Services Ltd	Grave digging services	As and When
HM Land Registry	Property searches	Not Known D/D
Initial Washroom Hygiene (Rentokil)	Hand dryers in the Town Hall toilets	Half-yearly D/D
J	None	
K	None	
LCN	Domain lease	Debit Card - 10 Years
McColls Store 0966 - Sudbury	Newspapers	Monthly
NEST Pensions	Staff pensions	Monthly D/D
O	None	
Partner GuideEast Tour Guides for Groups	Tour guides	As and When
Public Works Loan Board	Repayments and interest	Half-yearly D/D
Q	None	
Reveal Media Ltd	Body cameras for wardens	Annually
Rialtas Business Solutions Limited	Omega software for finance	Annually
Suffolk Association of Local Councils	Support and advice	As and When
Savills Client Anglian Water Services	Peppercorn rent for the land that the bus shelters are on	Annually
S F Technical Services	Boiler servicing - Stephen Flowers	Annually
SGW Payroll Ltd	Monthly payroll services	Monthly D/D
Southern Electric - Electricity	Electricity supply	Quarterly & Monthly DD
Southern Electric - Gas	Gas supply	Quarterly D/D
Staff	Salaries, PAYE and National Insurance	Monthly
Suffolk Highways	Street lights, electricity points, footpath lights charges	Annually
Suffolk Pension	Staff pensions	Monthly
Sum Up	Debit and Credit Card handling services	As and When
T & P Fire Ltd	Fire emergency lighting tests	Monthly
Turners of Essex	Commission on sales of travel company tickets	As and When
U	None	
Verizon Connect	Vehicle trackers	Monthly
W	None	
X	None	
Y	None	
Z	None	

NAR

SUDBURY TOWN COUNCIL RISK MANAGEMENT POLICY 2023

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 Responsible Financial Officer, 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 Responsible Financial Officer, then members receive an updated list.
- Regular maintenance for physical assets by the Facilities Manager.
- Security for vulnerable buildings, amenities or equipment monitored by the Facilities Manager.
- Annual Review of risk and the adequacy and robustness of insurance cover by the Clerk and the Responsible Financial Officer.

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 £15,000,000. 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	Facilities Manager	Daily	2 x 3 = 6
A2	Equipment	Poor performance	2	5	10	Equipment contractors	Facilities Manager to report problem	When required	1 x 5 = 5
A3	STC building	Fire	2	5	10	Regular checks of fire alarms	Facilities Manager	Monthly	1 x 5 = 5
A4	STC building	Electric failure	2	5	10	Regular checks By electric contractors	Facilities Manager	Monthly	1 x 5 = 5
A5	Allotments	Vandalism	2	3	6	Regular checks of sites	Community Wardens	Weekly	1 x 3 = 3
A6	Cemetery	Loss	3	4	12	Strong doors and locks, with visits	Cemetery Manager	Daily	2 x 4 = 8
A7	Cemetery	Damage	3	3	9	Regular visits and inspection	Cemetery 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	Cemetery Manager	Monthly	1 x 3 = 3
A9	Flint Cottage	Fire / Damage	2	5	10	Inspections by Letting Agency	Letting Agents	Annually	1 x 5 = 5

Adopted by Sudbury Town Council on x March 2023

NAS

A10	Market	Public liability, income and reputation	2	5	10	Daily Checks, Traders' Insurance	Market 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	Facilities 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	Community Warden 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	Community Warden Manager	Reactive, Yearly	1 x 5 = 5
A14	Vehicles	Loss, Damage, Accident	3	4	12	Trackers, Dashcams, Check sheets	Community Warden Manager	Daily, Weekly	2 x 4 = 8
A15	Electronic Data	Loss or compromise	3	4	12	Daily back-up / Cloud storage	Subcontracted to 3it	Daily	1 x 4 = 4
A16	Regalia	Loss, damage	2	5	10	CCTV / alarms	Facilities Manager	Annual service / weekly checks	1 x 5 = 5
A17	Museum	Loss, damage	2	4	8	CCTV / alarms	Facilities manager	Annual service / weekly checks	1 x 4 = 4

NAB

A18	Monuments	Damage	2	5	10	Regular checks / cleaning / CCTV	Community Warden Manager	Monthly	1 x 5 = 5
A19	Street furniture	Damage Theft Injury to the public	4	3	12	Regular Checks, Yearly Asset Check	Community Warden Manager	Reactive, Yearly	2 x 3 = 6
A20	Public convenience	Damage to toilets	3	4	12	Insurance in place, regular check	Facilities Manager	Hourly	2 x 3 = 6
A21	TIC Assets	Theft, damage	2	3	6	Regular stock check	TIC Staff	Daily	1 x 3 = 3
A22	Christmas Lights	Damage, faulty, Injury to the public	2	5	10	Checking by community wardens and outsourced specialist	Community Warden Manager	Daily when the lights are up.	1 x 4 = 8

NAD

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
B1	Staff	Loss of key personnel	3	3	9	Hours, stress, management	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	2	4	8	Educate councillors as to their legal power	Council	Ongoing	1 x 4 = 4
B5	Environment	Damage	2	4	8	Supervision by Community Wardens	Community Warden Manager	Ongoing	1 x 4 = 4
B6	Provision of services at the Information Centre	Poor staff performance	3	3	9	Regular team meetings	Line Manager	Quarterly or as required	1 x 3 = 3
B7	Provision of services at the Information Centre	Security of staff	3	5	15	Alarm equipment Staff back up support	Facilities 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	Cemetery Manager	Annual	1 x 2 = 2

B10	Allotments Services	Neglect of plots	4	2	8	Regular supervision	Community Warden Manager	Monthly	2 x 2 = 4
B11	Market Services	Risk of injury from moving vehicles	3	5	15	Road closure during Market	Market Manager	Weekly	1 x 5 = 5
B12	Public convenience services	Poor staff performance Injury to the public	2	3	9	Training of staff	Facilities Manager	Annual	2 x 2 = 4
B13	STC events	Injury to the public Damage	3	3	9	Supervision by Event Co-ordinator	Events Co-ordinator	Ongoing	1 x 3 = 3

NAB

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	Full TC 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

Adopted by Sudbury Town Council on x March 2023

NAR

C8	Borrowing	Adequacy of finance to repay the loan	2	2	4	Strategy Statement Financial review	RFO	Monthly	1 x 2 = 2						
C9	Direct costs	Incorrect invoice	2	3	6	Order system	RFO	Daily	1 x 3 = 3						
C10	Direct costs	Incorrect payment	2	3	6	2 signatories, Invoice check	Councillors RFO	Daily	1 x 3 = 3						
C11	Sales	Uncollected	2	3	6	Cash through the till Trade Debtors	RFO check and report to Fin. committee	Daily Monthly	1 x 3 = 3						
C12	Salaries	Incorrect payment	3	2	6	Check to contract and timesheet Timesheet approval	RFO Deputy Town Clerk	Monthly	2 x 2 = 4						
C13	Grants	Power to pay	2	2	4	Minutes	RFO/Members	Annual	1 x 2 = 2						
C14	VAT recoverable	Incorrect claim	3	3	9	Check to bookkeeping records; Staff training	RFO Internal Audit	Quarterly Annual	2 x 3 = 6						
C15	Reserves	Adequacy	2	4	8	Set by the Finance Committee	RFO/Members	Annual	1 x 4 = 4						
C16	Earmarked reserves	Adequacy	2	4	8	Planned by the Clerk and approved by the Finance Committee	RFO/Members	Annual	1 x 4 = 4						

NAB

Date: 15/02/2023

Sudbury Town Council

Page 1

Time: 11:45

Bank Current Account

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2023	SumUp Payments Ltd	FPI	0.27		Purchase Ledger Payment
04/01/2023	AMZNMktplace CD 4416	DEB	20.99		Bingo Tickets-03/01/2023
04/01/2023	ARLO CD 4416	DEB	12.99		Arlo Monthly Subs-04/01
05/01/2023	McColls Store 0913 - Sudbury	BP	31.20		Newspapers - 27/11-31/12/22
05/01/2023	ANDY J READ	BP	335.00		A Read Defib Team-05/01
05/01/2023	Ambrose Electrical Ltd	BP	121.50		CAT5 Cable - 03/01/23
05/01/2023	SumUp Payments Ltd	FPI	0.19		Purchase Ledger Payment
05/01/2023	BNP Paribas Lease Group (Renta	DD	454.80		Copier Lease Qtr3-05/01
06/01/2023	Supply Line Solutions	FPO	99.51		Ctre Feed/Hand Scrub-02/12
06/01/2023	Verizon Connect UK Limited	FPO.	57.60		Trackers X2-Dec 22
06/01/2023	Hevey Building Supplies Ltd	FPO	84.26		Conduit for Cable to Shed16/12
06/01/2023	Ernest Doe & Sons Ltd	FPO	169.57		Chain Saw/Loop - 21/12/22
06/01/2023	Rialtas Business Solutions Lim	BP	154.82		Rialtas Digital VAT-17/12
06/01/2023	3IT Ltd	BP.	733.82		3IT Monthly Support - Jan23
06/01/2023	SumUp Payments Ltd	FPI	0.55		Purchase Ledger Payment
06/01/2023	EA WASTE CARRIERS CD 4416	DEB	115.00		Waste Carriers Reg.3yrs-05/01
06/01/2023	AMZNMktplace CD 4416	DEB	44.04		3 x Locking Water Tap for IBC
09/01/2023	Deposit Account	TFR	200,000.00		STC Current to 32 Day Deposit
09/01/2023	G. & B. Finch Ltd	FPO	720.00		MOT Type 1 Granite-06/01/23
09/01/2023	Supply Line Solutions	BP	309.22		T Carter - Uniform-23/12
09/01/2023	SumUp Payments Ltd	FPI -09/01	0.65		Purchase Ledger Payment
10/01/2023	SGW Payroll Ltd	DD	121.20		Monthly Payroll Support-21/12
10/01/2023	ARGOS LTD CD 4416	DEB	15.99		Headset J Budd - 09/01/23
10/01/2023	ICELAND CD 4416	DEB	1.65		Milk - 09/01/2023
11/01/2023	JRB Enterprise Ltd	FPO -	2,645.52		Dispenser Dog Poop Bags-19/12
11/01/2023	Ambrose Electrical Ltd	FPO.	2,940.00		Final Electrics to Shed-10/01
11/01/2023	SumUp Payments Ltd	FPI 11/01	0.19		Purchase Ledger Payment
12/01/2023	Supply Line Solutions	BP -	309.22		Uniform - A.Brooks-23/12/22
12/01/2023	G A Smith Gardening Services L	BP	440.00		Grave Digging - 21/12/2022
13/01/2023	Birketts LLP	FPO /	432.00		Birkets Call/Email-08&09/12/22
13/01/2023	Huws Gray (Ridgeons)	BP *	1,101.24		Fencing for Compound-05/12/22
13/01/2023	Ambrose Electrical Ltd	FPO	480.00		Reposition Elec.Points in Shed
13/01/2023	Outstanding Map Distributors L	FPO -	99.96		Sudbury Jigsaw X 10 - 06/01/23
13/01/2023	Penny Nichol	FPO -	12.00		4 x Art Cards - 12/01/2023
13/01/2023	Mr P T Rowe	FPO *	140.00		20x Old Bulmer Boy-10/01/23
13/01/2023	Fuelgenie Business Account	DD	294.01		Diesel for Vans - Dec 2022
13/01/2023	EVOLVE	BP -	539.04		Printer Usage-04/01-03/04
13/01/2023	Hevey Building Supplies Ltd	BP /	9.67		Sand for Boom - 07/01/23
13/01/2023	Verizon Connect UK Limited	BP +	28.80		Trackers X 2 - Jan 2023
13/01/2023	LAC Cleaning Contractors Ltd.	BP	215.40		Cleaning of Carpets-05/01/23
13/01/2023	T.D. & A.M. Bugg Ltd	BP *	1,272.00		Bugg Skips - Dec 2022
13/01/2023	SumUp Payments Ltd	FPI-13/01	11.88		Purchase Ledger Payment
16/01/2023	BABERGH DC CTAX BU	DD	711.00		BDC Business Rates-16/01/23
16/01/2023	BABERGH DC CTAX BU	DEB	387.00		BDC Business Rates-16/01/23
16/01/2023	BABERGH DC CTAX BU	DD	399.00		BDC Bus. Rates Gnd Flr-16/01
16/01/2023	BABERGH DC CTAX BU	DD	334.00		BDC Bus. Rates 1st Flr-16/01
16/01/2023	T & P Fire Ltd	BP	91.99		Monthly Flash Test - 10/01/23

NAB

Date: 15/02/2023

Sudbury Town Council

Page 2

Time: 11:45

Bank Current Account

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/01/2023	Anglian Water	BP.	133.80		Anglian Water-07/10-06/01/23
16/01/2023	SumUp Payments Ltd	FPI-16/01	0.26		Purchase Ledger Payment
17/01/2023	ARVAL BNP PARIBAS GROUP	DD	738.00		Arval Van Lease-19/01-18/02/23
17/01/2023	SumUp Payments Ltd	FPI-17/01	0.32		Purchase Ledger Payment
17/01/2023	ICELAND CD 4416	DEB	9.45		Milk/T Bags X2-16/01
17/01/2023	ICELAND CD 4416	DEB	0.20		Milk/T.bags 9.65 not 9.45
18/01/2023	Anglian Water	BP .	12.16		A.Water-07/10-06/01/2023
19/01/2023	BT Business Accounts	DD .	125.82		Broadband - 01/01-31/03/23
19/01/2023	SumUp Payments Ltd	FPI-19/01	0.10		Purchase Ledger Payment
19/01/2023	POST OFFICE COUNTEN CD 4416	DEB	3.25		Postage-to France-19/01/23
19/01/2023	FIRST RESCUE TRAIN CD 4416	DEB	356.80		Battery for Defib-18/01
19/01/2023	Amazon.co.uk*1A1VT CD 4416	DEB	8.99		Maths Flash Cards - 18/01/23
19/01/2023	SAFE FENCE CD 4416	DEB	248.63		BOOT WASH-18/01/23
20/01/2023	HMRC - ACCOUNTS OF	BP	11,097.28		HMRC-PAYE/NI -06/12-05/01/23
20/01/2023	Birketts LLP	FPO	489.60		Birketts Prof.Fees-05/10-31/10
20/01/2023	J & J General Builders	FPO .	597.60		CREATE DR WAY BETWEEN SHEDS
20/01/2023	SumUp Payments Ltd	FPI-20/01	0.57		Purchase Ledger Payment
23/01/2023	SSE Energy Supply Limited	DD .	2,040.14		SSE - Gas - 01/12-31/12/2022
23/01/2023	EE Limited	DD .	81.06		EE - MOBILE PHONES-15/01/23
23/01/2023	Hevey Building Supplies Ltd	BP .	22.46		Trunking for Kitchen - 13/01
23/01/2023	Ambrose Electrical Ltd	BP .	468.00		Replace Outside Lights-13/01
23/01/2023	M.T.M. Plant & Sales Ltd.	BP .	33.00		Wacker Plate for Car Park12/01
23/01/2023	SumUp Payments Ltd	FPI-23/01	0.43		Purchase Ledger Payment
23/01/2023	ROYS SUDBURY CD 4416	DEB	49.90		10X Bags of Compost-20/01/23
23/01/2023	ROYS SUDBURY CD 4416	DEB	5.99		Compost/Food Caddy-23/01/23
23/01/2023	BESTHOST CD 4416 21JAN23	DEB	192.00		Best Host-New Domain-20/01
23/01/2023	BABERGH GEN PAYMTS	BGC	19,594.04		BDC Community Dev Grant-22-23
23/01/2023	Reversal Receipt not Payment	BGC	-19,594.04		Reversal Receipt not Payment
24/01/2023	NEST IT000000933597	DD	31.87		NEST IT000000933597-24/01
25/01/2023	STC STAFF PAYROLL-25/01/23	BACS	29,015.38		STC STAFF PAYROLL-25/01/23
25/01/2023	SUFFOLK CC PENSION	BP	6,627.70		SUFFOLK CC PENSION-25/01/23
25/01/2023	Maureen Crisp	BP -	10.00		1X Feline Fine - 20/01/23
25/01/2023	SumUp Payments Ltd	FPI-25/01	0.15		Purchase Ledger Payment
26/01/2023	AMZNMktplace CD 4416	DEB	6.74		Wall Planner - 25/01/23
26/01/2023	Southern Electric	DD	542.02		SSE Electric-02/12-04/01/23
27/01/2023	SERVICE CHARGES REF :	PAY	131.91		Lloyds Ser. Fees-10/11-09/12
27/01/2023	Supply Line Solutions	BP *	51.52		E Andrews Trousersx3-20/01/22
27/01/2023	SumUp Payments Ltd	FPI-27/01	1.33		Purchase Ledger Payment
30/01/2023	SumUp Payments Ltd	FPI-30/01	0.25		Purchase Ledger Payment
31/01/2023	SumUp Payments Ltd	FPI-31/01	0.13		Purchase Ledger Payment
31/01/2023	ICELAND CD 4416	DEB	1.65		Milk - 31/01/2023
Total Payments			269,635.20		

15/02/2023

Sudbury Town Council

Page 1

15:16

Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101	Corporate Management							
	Income	0	734,000	734,000	0			100.0%
	Expenditure	0	0	3,000	3,000		3,000	0.0%
	Net Income over Expenditure	<u>0</u>	<u>734,000</u>	<u>731,000</u>	<u>(3,000)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>734,000</u>					
102	Democratic Represent'n & Mgmt							
	Expenditure	0	52	900	848		848	5.8%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(52)</u>					
103	Grants							
	Expenditure	335	28,759	50,000	21,241		21,241	57.5%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(335)</u>	<u>(28,759)</u>					
109	Central Services/Admin							
	Income	1,042	28,951	1,010	(27,941)			2866.4%
	Expenditure	22,017	208,238	251,550	43,312		43,312	82.8%
	Net Income over Expenditure	<u>(20,976)</u>	<u>(179,288)</u>	<u>(250,540)</u>	<u>(71,253)</u>			
	plus Transfer from EMR	1,380	2,747					
	less Transfer to EMR	0	24,970					
	Movement to/(from) Gen Reserve	<u>(19,596)</u>	<u>(201,511)</u>					
199	Capital & Projects							
	Expenditure	0	0	70,000	70,000		70,000	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
201	Market - Charter Street							
	Income	5,689	67,698	75,000	7,302			90.3%
	Expenditure	4,366	43,293	53,747	10,454		10,454	80.5%
	Net Income over Expenditure	<u>1,323</u>	<u>24,405</u>	<u>21,253</u>	<u>(3,152)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>1,323</u>	<u>24,405</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Street Fairs							
	Income	0	3,655	2,696	(959)			135.6%
	Expenditure	0	3,021	4,534	1,513		1,513	66.6%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>634</u>					
205	Council Public Events							
	Income	0	6,111	700	(5,411)			873.0%
	Expenditure	896	31,088	34,405	3,317		3,317	90.4%
	Net Income over Expenditure	<u>(896)</u>	<u>(24,977)</u>	<u>(33,705)</u>	<u>(8,728)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(896)</u>	<u>(24,977)</u>					

15/02/2023

Sudbury Town Council

Page 2

15:16

Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
206	Town Economy							
	Income	19,594	33,333	0	(33,333)			0.0%
	Expenditure	5,469	65,750	79,469	13,719		13,719	82.7%
	Net Income over Expenditure	<u>14,125</u>	<u>(32,417)</u>	<u>(79,469)</u>	<u>(47,052)</u>			
	plus Transfer from EMR	83	9,665					
	less Transfer to EMR	0	12,137					
	Movement to/(from) Gen Reserve	<u>14,209</u>	<u>(34,889)</u>					
211	Town Hall Building							
	Income	569	6,300	8,950	2,650			70.4%
	Expenditure	10,477	73,706	120,259	46,553		46,553	61.3%
	Net Income over Expenditure	<u>(9,908)</u>	<u>(67,406)</u>	<u>(111,309)</u>	<u>(43,903)</u>			
	plus Transfer from EMR	3,449	11,157					
	Movement to/(from) Gen Reserve	<u>(6,459)</u>	<u>(56,248)</u>					
212	Public Clocks							
	Expenditure	0	0	2,500	2,500		2,500	0.0%
213	Street Wardens							
	Income	0	27,583	26,780	(803)			103.0%
	Expenditure	2,226	24,110	29,548	5,438		5,438	81.6%
	Net Income over Expenditure	<u>(2,226)</u>	<u>3,473</u>	<u>(2,768)</u>	<u>(6,241)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(2,226)</u>	<u>3,473</u>					
221	Allotments							
	Income	100	1,758	1,600	(158)			109.9%
	Expenditure	101	1,761	1,981	220		220	88.9%
	Movement to/(from) Gen Reserve	<u>(1)</u>	<u>(2)</u>					
239	Open Spaces&Closed Churchyards							
	Income	1,333	71,216	0	(71,216)			0.0%
	Expenditure	25	31,598	23,318	(8,280)		(8,280)	135.5%
	Net Income over Expenditure	<u>1,308</u>	<u>39,618</u>	<u>(23,318)</u>	<u>(62,936)</u>			
	plus Transfer from EMR	0	17,157					
	less Transfer to EMR	0	69,883					
	Movement to/(from) Gen Reserve	<u>1,308</u>	<u>(13,108)</u>					
241	Cemetery							
	Income	6,477	47,556	50,400	2,844			94.4%
	Expenditure	4,023	67,271	91,867	24,596		24,596	73.2%
	Net Income over Expenditure	<u>2,454</u>	<u>(19,715)</u>	<u>(41,467)</u>	<u>(21,752)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>2,454</u>	<u>(19,715)</u>					
243	War Memorial, Aelfhun & Gains							
	Expenditure	0	0	500	500		500	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
250	Information Centre							
	Income	364	7,428	4,875	(2,553)			152.4%
	Expenditure	2,669	31,315	35,891	4,576		4,576	87.3%
	Net Income over Expenditure	<u>(2,306)</u>	<u>(23,888)</u>	<u>(31,016)</u>	<u>(7,128)</u>			
	plus Transfer from EMR	0	552					
	Movement to/(from) Gen Reserve	<u>(2,306)</u>	<u>(23,336)</u>					

Sudbury Town Council

15/02/2023

15:16

Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
252	Christmas Lights							
	Income	0	317	300	(17)			105.6%
	Expenditure	583	15,259	16,750	1,491		1,491	91.1%
	Net Income over Expenditure	<u>(583)</u>	<u>(14,942)</u>	<u>(16,450)</u>	<u>(1,508)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(583)</u>	<u>(14,942)</u>					
261	Museum							
	Income	0	417	0	(417)			0.0%
	Expenditure	125	2,267	700	(1,567)		(1,567)	323.8%
	Net Income over Expenditure	<u>(125)</u>	<u>(1,850)</u>	<u>(700)</u>	<u>1,150</u>			
	plus Transfer from EMR	0	1,577					
	Movement to/(from) Gen Reserve	<u>(124)</u>	<u>(273)</u>					
301	Street Lighting							
	Expenditure	0	0	4,620	4,620		4,620	0.0%
302	Street Furniture & Equipment							
	Expenditure	297	2,026	1,550	(476)		(476)	130.7%
	plus Transfer from EMR	0	855					
	Movement to/(from) Gen Reserve	<u>(297)</u>	<u>(1,171)</u>					
311	Highways							
	Income	0	1,808	1,600	(208)			113.0%
	Expenditure	0	360	400	40		40	89.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,449</u>					
312	Footpaths							
	Expenditure	0	0	1,350	1,350		1,350	0.0%
321	Floral Displays & Bedding Mtce							
	Expenditure	0	18,648	21,568	2,920		2,920	86.5%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(18,648)</u>					
341	Community Wardens							
	Income	4,078	30,419	38,143	7,724			79.8%
	Expenditure	9,511	94,682	112,654	17,972		17,972	84.0%
	Net Income over Expenditure	<u>(5,432)</u>	<u>(64,263)</u>	<u>(74,511)</u>	<u>(10,248)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	1,059					
	Movement to/(from) Gen Reserve	<u>(5,432)</u>	<u>(65,322)</u>					
499	Bingo&Raffle							
	Income	0	1,325	2,880	1,555			46.0%
	Expenditure	17	886	2,208	1,322		1,322	40.1%
	Net Income over Expenditure	<u>(17)</u>	<u>439</u>	<u>672</u>	<u>233</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(17)</u>	<u>439</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
901	Civic Activities							
	Expenditure	1,344	16,255	27,117	10,862		10,862	59.9%
	plus Transfer from EMR	0	918					
	Movement to/(from) Gen Reserve	<u>(1,344)</u>	<u>(15,337)</u>					
912	Mayors Charity							
	Expenditure	0	849	0	(849)		(849)	0.0%

Sudbury Town Council

15/02/2023

15:16

Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
plus Transfer from EMR	0	849					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	39,246	1,069,875	948,934	(120,941)			112.7%
Expenditure	<u>64,481</u>	<u>761,191</u>	<u>1,042,386</u>	<u>281,195</u>	0	281,195	73.0%
Net Income over Expenditure	<u>(25,235)</u>	<u>308,684</u>	<u>(93,452)</u>	<u>(402,136)</u>			
plus Transfer from EMR	4,913	45,477					
less Transfer to EMR	0	108,049					
Movement to/(from) Gen Reserve	<u>(20,322)</u>	<u>246,111</u>					