

SUDBURY TOWN COUNCIL**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 5TH SEPTEMBER 2023 AT 6.30PM**

PRESENT: Mr T Register – in the Chair

Ms P Berry-Kilby
Mr S Hall
Ms E Murphy
Mr N Younger

Mr C Griffin - Town Clerk
Ms A Walker - RFO
Mrs D Deeks - RFO from 11/09/2023

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillors Mr N Bennett, Mrs M Barrett and Miss A Owen.

2. **DECLARATIONS OF INTEREST**

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

3. **DECLARATIONS OF GIFTS AND 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 4th July 2023 be confirmed as an accurate record and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

Councillor S Hall requested that item 6 be discussed in the PRIVATE AND CONFIDENTIAL section at the end of the meeting. This would be after item 16 on the agenda.

7. **TO REVIEW 1ST QUARTER INTERNAL CONTROL REPORTS**

Councillor A Owen had completed the Councillor Internal Control review on 3rd August 2023 as shown at minute page 531. The RFO, Miss A Walker, had completed her Internal Control review on 11th August 2023 as shown at minute page 533.

RESOLVED

That the Internal Control Reports for the 1st quarter be noted.

8. TO RECOMMEND THE WRITE OFF OF FIXED ASSETS

Members were provided with a list of items currently entered as fixed assets in the Council's accounts, shown at minute page 536. Queries were raised about the church clocks (the Council does not own them, but has the power, not the duty, to maintain them under the Parish Councils Act 1957 s.2).

RECOMMENDED

That the Full Council approve the write offs amounting to £247,400.32 from the asset register.

9. TO REVIEW THE FLORAL SUPPLY AND MAINTENANCE CONTRACT 2023-26 AND APPROVE THE SCHEDULE OF WORKS

The Town Clerk explained that after the floral supply and maintenance contract was put out to tender, only one bid had been received and this was well over the original budget. The Town Centre Manager had removed a number of items from the schedule and recalculated the bid accordingly, but the cost remained about £4,000 over the level allocated in the budget for FY2023-2024. Although there would be no effect on the current financial year, the committee were asked to consider what level of expenditure they were willing to for the following three years (2024 to 2027). The main reason for the increase in cost was because there were now a lot more planters than there had been pre-pandemic when the previous multi-year contract had been agreed.

Members queried the floral displays on the roundabouts, as the council doesn't own the roundabouts, and some of them were sponsored by local companies. The Town Clerk confirmed that there was no duty on the council to provide floral displays anywhere in the town, this was a discretionary activity. The Town Centre Manager worked closely with Sudbury in Bloom to coordinate floral displays and it was understood that the sponsorship money went directly to Sudbury in Bloom.

RESOLVED

That the schedule for floral supply and maintenance be revised to bring the cost down to the level in the budget of £20,700 per annum.

That the areas maintained by Sudbury in Bloom, together with their sponsorship arrangements, be recorded by the Town Centre Manager to ensure that there was no danger of double charging for the same locations in the new floral supply and maintenance contract.

10. TO APPROVE EXPENDITURE OF UP TO £2,000 FOR DIGITAL MAPPING OF THE NEW AREA AT NEWTON ROAD CEMETERY

The Town Clerk advised that the area of the old cemetery on Newton Road had been digitally mapped in 2019 in order to make it easy and efficient to identify who was buried in each grave. However, the area of the new cemetery had not been included and so there are currently only paper records for this section. The council pays a small annual fee for the mapping software licence, but in order to transfer the records for the new cemetery over to a digital format, there will be a one-off charge.

RESOLVED

That, under the power of the Local Government Act 1972 s.214(2), members agreed to approve expenditure of up to £2,000 excluding VAT for digital mapping of the new area at Newton Road Cemetery.

11. TO APPROVE EXPENDITURE OF UP TO £2,900 FOR THE CHRISTMAS TREE

Members discussed the relative merits of having a live tree instead of buying and disposing of a new tree each year. There were concerns over tree root issues, which might be addressed through the use of a band which could help to restrict growth. Any change to a live tree would take time and there would be an opportunity to discuss the option of a permanent tree if Market Hill was remodelled in the future. It was agreed that a standard tree would need to be purchased for Christmas 2023.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, members agreed to approve expenditure of up to £2,900 excluding VAT for a Christmas tree.

12. TO APPROVE THE PAYMENT OF THE BABERGH DISTRICT COUNCIL INVOICES FOR THE MAY 2023 ELECTIONS AT A TOTAL OF £12,609.94

The Town Clerk explained that, while costs had increased substantially for the contested wards, as there had been 3 uncontested wards, total charges were within estimated costs. Members questioned why the 3 uncontested wards were not charged at the same rate and the Town Clerk explained that the charge was based on the number of electors in the individual wards. The Town Clerk confirmed that he did ask for detailed information on charging each year, but that Babergh District Council had the legal right to charge for the service at the rates they consider to be a fair reflection of their costs.

RECOMMENDED

That the full council approved the payment of the invoices for a total of £12,609.94 from Babergh District Council for the May 2023 elections.

13. APPROVAL OF BANK PAYMENTS FOR JUNE AND JULY 2023

The list of payments in excess of £500 and direct debit payments for both June and July 2023 were presented to members for their approval (copy of the reports shown at minute pages 537.

RESOLVED

That members noted and approved all payments listed for June and July 2023.

14. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR JUNE AND JULY 2023

Members reviewed and discussed the income and expenditure reports for the period 1st June to 31st July 2023, as shown at minute page 543.

RESOLVED

That the Income and Expenditure reports for June and July 2023 be noted.

15. TO RECEIVE AN UPDATE ON THE RFO POSITION

The Town Clerk advised that the current RFO's contract was due to end on Friday 8th September and that the HR Committee had agreed that the previous RFO would be re-employed under a temporary employment contract. Currently, there was a handover period, but Mrs Deeks would officially take over from Monday 11th September 2023.

RESOLVED

That the update on the RFO position be noted, that Ms Walker be thanked for her services and that Mrs Deeks be welcomed back.

16. UPDATE ON FINANCIAL MATTERS BY THE TOWN CLERK AND RFO

The RFO briefly displayed a few of the graphs that she'd been working on, showing bank balances, and giving an example the cemetery cost centre. These graphs would hopefully help with the business plan going forward, and would be sent to the members in advance of the finance committee meetings in future.

RESOLVED

That the financial details shown to the members in graphical format for the year to July 2023 be noted.

The External Audit Report and Certificate from PKF Littlejohn had now been received. It was agreed that this item be discussed in the PRIVATE AND CONFIDENTIAL section at the end of the meeting. This would be after item 16 on the agenda.

RECOMMENDED

That the External Audit Report be presented to the Full Council.

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)

RESOLVED

That pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public be excluded from the meeting for the business specified in items 6 and 16 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

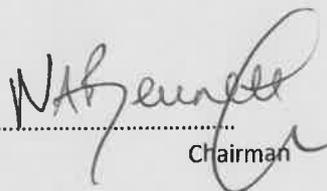
6. ACTIONS FROM PREVIOUS MINUTES

See CONFIDENTIAL Annex A at page 551.

16. UPDATE ON FINANCIAL MATTERS BY THE TOWN CLERK AND RFO

See CONFIDENTIAL Annex A at page 551.

The business of the meeting concluded at 7.45pm.


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Chairman

SUDBURY TOWN COUNCIL – Updated August 2022 (Councillor)

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst Sudbury Town Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

As part of its internal control, the Town Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE Yes or No	COMMENTS – check documents and initial
Regular bank reconciliation, independently reviewed	Yes	All agreed.
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	Debit Card form ⊗ authorised Date different is there any reason for this
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes.	spot checked Padder Staten
Payments supported by invoices, authorised and minuted	Yes	Fireflow agreed 11.4.2023 Full Council
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	All checked income regularly recorded.
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	checked against accounts.

Scrutiny of the online banking system requiring dual authorisation by council officers	Yes	checked online Bank.
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes	All correct and paid and income received
Regular financial reporting to Town Council	Yes	finance meetings
Regular budget monitoring statements as reported to Town Council	Yes	finance meeting
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4: Officer Decision Reports	Yes.	Reviewed procedure where the Chair of a committee expenditure email confirmed
Compliance with Local Transparency Code Of 2015: Items of expenditure incurred over £500	Yes	Seen, at finance Committee

Date of review of system of Internal Controls.....03-08-2023.....

Review of system of Internal Controls carried out by:

Name.....Alison Owen.....Signature.....[Signature].....

Report submitted to Council (date).....03-08-2023.....

(minute reference)

Next review of system of Internal Controls due.....

Additional comments by reviewer:

SUDBURY TOWN COUNCIL – February 2022 version

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CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	No	This work is currently underway with the aim of having the assets on the Rialtas software asset register by early September.
Regular maintenance arrangement for physical assets	No	Needs to be reviewed once the Assets have been entered on Rialtas
Annual review of risk and the adequacy of Insurance cover	Yes	Fidelity Insurance cover of a million agreed 7/6/22 at Finance Committee. General insurance renewed 01/04/23 at levels reviewed and recommended by the broker. Employers’ and Public Liability remain at £10 million each, as in previous years.
Annual review of financial risk	Yes	Risk Management Policy adopted 14/3/2022.
Awareness of Standing Orders and Financial regulations	Yes	While there is general awareness, non-financial staff members are aware that

NAB

		they should consult the Deputy FO and/or RFO for any new transaction or any financial transaction that they are unsure about. In addition, a reminder email detailing the purchase order process has been sent to all staff.
Adoption of Financial and Standing Orders	Yes	Financial Regulations updated at Finance Committee 01/11/22
Regular reporting on performance by contractors	No	We receive detailed reports from some contractors, e.g Sudbury Common Lands Charity, but not all. Needs to be reviewed
Annual review of contracts (where appropriate)	Yes	Completed by the RFO January 2023
Contracts of employment for staff	Yes	No employee since last internal control check – RFO checked 12/05/2023
Contract annually reviewed	Yes	RFO checked physical records and set up spreadsheet of current staff 12/05/23
Updating records to record changes in relevant legislation	Yes	Town Clerk attends regular HR seminars and records any changes accordingly.
PAYE/NIC properly operated by the Council as an employer	N/A	Operated by SGW on behalf of STC
Regular financial reporting to Town Council	Yes	Monthly Finance Committee – RFO checked 02/08/23
Regular budget monitoring statements as reported to Town Council	Yes	Monthly Finance Committee – RFO checked 02/08/23
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4: Officer Decision Reports	Yes	All decisions recorded via the minutes which are available online. Minutes are checked by DFO for authority prior to payment. Sample checked 02/08/2023
Compliance with Local Transparency Code Of 2015: Items of expenditure incurred over £500	Yes	Approved and recorded. Minutes are checked by DFO for authority prior to payment. Sample checked 02/08/2023
Verifying that the Council is compliant with the General Data Protection Regulation requirements; Are the following in place: • Audit / Impact Assessment	No	Needs to be reviewed

NAS

<ul style="list-style-type: none"> • Privacy Notices 	Yes	Checked and confirmed on website 02/08/2023. Also in process of being reviewed prior to adoption
<ul style="list-style-type: none"> • Procedures for dealing with Subject Access Requests 	No	Procedures for dealing with FOI requests need review, guidelines are on the website
<ul style="list-style-type: none"> • Procedure for dealing with Data breaches 	No	Needs to be reviewed
<ul style="list-style-type: none"> • Data Retention & Disposal Policies 	No	Disposal policy is in process of being reviewed but is not yet adopted
Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes	Checked by RFO 11/08/2023 - some pages are not initialled or signed – DTC will arrange for these to be completed when Members return from summer break. Some pages missing – with TC as P & C, so will be added when completed
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	Checked by RFO 11/08/23 – members' interests logged and no recorded Gifts of Hospitality
Adoption of Codes of Conduct for Members	Yes	Suffolk Code of Conduct adopted by Sudbury Town Council on 16 May 2023.
Declaration of Acceptance of Office	Yes	Checked by RFO 11/08/23 – all 14 Councillors' and the Mayor's and Deputy Mayor's Declarations received May 2023

Date of review of system of Internal Controls..... 11/08/23

Review of system of Internal Controls carried out by:

Name ANNE WALKER Signature A. L. Walker

Report submitted to Council (date)..... 11/08/23

(minute reference)

Next review of system of Internal Controls due.....

Additional comments by reviewer:

Sudbury Town Council



REQUEST TO WRITE OFF COUNCIL ASSETS - FULL COUNCIL SEPTMEBER 2023

Asset Register 2023/2024

Description	Purchase date	Original cost	Write off amount	Reason
S/H Coffee Machine	31/03/2015	£1,951.00	£1,951.00	No longer owned
Laptop for Meetings	12/03/2018	£555.00	£555.00	Redundant
7 x Spider Dog Bins	31/12/2002	£1,486.10	£1,486.10	Replaced
New IT Infrastructure (2014/15) – old system for desktop PCs	24/02/2015	£10,592.00	£10,592.00	Replaced
Old Market Place Lighting	31/03/2008	£5,516.00	£5,516.00	No longer works
Street Improvements – Melford Road, Francis Road, Paving Scheme, Old Market Place, Market Hill	2008/2009	£176,817.00	£176,817.00	Rationalisation of Fixed Asset Register
Town Hall Museum	2004	£1.00 in asset register	£1.00	Part of Town Hall, but listed separately
Museum Lighting	2006	£1,291.00	£1,291.00	Shouldn't have been capitalised
St. Peter and All Saints Clocks	Unsure	£18,831.00	£18,831.00	Not sure that these belong to STC and we cannot sell them
Boating Pond	Pre 2003	£30,000.00	£30,000.00	Not used as boating pond and will be remodelled into a flower bed
Christmas Lights – 1 Curtain Drape, Town Hall Frontage	17/07/2020	£360.22	£360.22	Replaced
Total			£247,400.32	

Time: 14:40

Bank Current Account

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	TOOLSTATION UK CD 4432	DEB	78.05		Guttering Supplies - 31/05/23
01/06/2023	McColls Store 0913 - Sudbury	FPI	7.25		Newspapers-06/05-13/05
01/06/2023	SumUp Payments Ltd	FPI-01/06	4.79		Purchase Ledger Payment
02/06/2023	ARVAL BNP PARIBAS GROUP	DD	144.00		Yr Vehicle Tax Adj-04/05/23
02/06/2023	Robertson Bell Ltd	BP	1,080.00		RFO - 17/05-19/05/2023
02/06/2023	Rialtas Business Solutions Lim	BP.	906.00		Y/END OMEGA 2023-19/05/2023
02/06/2023	Mr Patrick Friend	BP	50.00		Organ C.Ser.-23/04/23
02/06/2023	Mr L & Mrs P Seddon	BP	104.20		Cleaning of M.Jabot & Sleeves
02/06/2023	Cloud 9 Roadshow	BP	535.00		Cloud9 Roadshow-07/05/23
02/06/2023	SumUp Payments Ltd	FPI-02/06	3.03		Purchase Ledger Payment
02/06/2023	Mrs Pamela Pudney	FPO	19.50		Walk Step into Sud-20/05/23
05/06/2023	County Broadband Ltd	DD	54.60		CBB Fibre Bus.-03/06-02/07/23
05/06/2023	Robertson Bell Ltd	BP *	1,080.00		RFO - 24/05-26/05/2023
05/06/2023	Hevey Building Supplies Ltd	BP /	93.72		Felt & Nails for Shed-24/05/23
05/06/2023	Mr Steven Binks	BP	62.25		T.Towels/Jigsaws - 25/04/2023
05/06/2023	Auto Innovations	BP *	144.00		Graphics for W.Bowser-22/05/23
05/06/2023	3IT Ltd	BP	396.74		3IT Monthly Support-01/06
05/06/2023	ARLO CD 4416 04JUN23	DEB	13.99		Arlo Subscription-02/06-01/07
06/06/2023	TESCO STORE 3234 CD 4432	DEB	153.30		Food Drop off Pick up-06/06
06/06/2023	TESCO STORE 3234 CD 4432	DEB	0.30		Tesco's Food Diff - 31/05/23
06/06/2023	SumUp Payments Ltd	FPI-06/06	0.89		Purchase Ledger Payment
07/06/2023	SQ *SUFFOLK LIBRAR CD 4432	DEB	20.00		2X Tickets Cheese & Wine-06/06
07/06/2023	WAITROSE 658 CD 4432	DEB	17.60		4 X Jars of Coffee-07/06
07/06/2023	ICELAND CD 4432	DEB	8.55		1X Jar Coffee&Milk - 06/06/23
07/06/2023	SumUp Payments Ltd	FPI-07/06	1.55		Purchase Ledger Payment
09/06/2023	NEST IT000000933597	DD	104.22		NEST IT000000933597-09/06
09/06/2023	Mrs C E Bridge	FPO.	91.00		Step into Sud (W1)-20/04/23
12/06/2023	T.D. & A.M. Bugg Ltd	BP /	1,260.00		Bugg Skips X 10-28/04-27/05/23
12/06/2023	M.T.M. Plant & Sales Ltd.	BP -	168.00		2 X Toilets for Event-07/05/23
12/06/2023	Ernest Doe & Sons Ltd	BP /	93.12		2 Stroke Oil/Boots-18/05/2023
12/06/2023	Robertson Bell Ltd	BP.	1,080.00		RFO - 31/05-02/06/23
12/06/2023	Babergh District Council	BP	469.39		Refuse Charges-07/06-31/03/24
12/06/2023	SumUp Payments Ltd	FPI-12/06	2.35		Purchase Ledger Payment
13/06/2023	TESCO STORE 3234 CD 4432	DEB	140.90		Food Pick up & Drop off-13/06
13/06/2023	SumUp Payments Ltd	FPI-13/06	0.40		Purchase Ledger Payment
13/06/2023	Fuelgenie Business Account	DD	506.28		Fuelgenie - May 2023
13/06/2023	TESCO STORE 3234 CD 4432	DEB	-0.60		Correc. £140.30 not £140.90
14/06/2023	G A Smith Gardening Services L	BP	1,380.00		Grace Digging - 09/06/23
14/06/2023	SumUp Payments Ltd	FPI-14/06	0.36		Purchase Ledger Payment
15/06/2023	BABERGH DC CTAX BU	DD	551.00		BDC BUSINESS RATES-15/06
15/06/2023	BABERGH DC CTAX BU	DD	447.00		BDC Busness Rates-15/06/23
15/06/2023	BABERGH DC CTAX BU	DD	138.27		BDC Bus Rates R/O T.H-15/06
15/06/2023	BABERGH DC CTAX BU	DD	320.00		BDC Bus Rates 1st FLR-15/06
15/06/2023	BABERGH DC CTAX BU	DD	459.00		BDC Bus Rates Gnd FLR-15/06
15/06/2023	Essex Pyrotechnics Ltd	FPO	1,800.00		CR - Fireworks Nov 2018
15/06/2023	ARVAL BNP PARIBAS GROUP	DD	701.10		ARVAL Van Lease X2-19/06-18/07
15/06/2023	SGW Payroll Ltd	DD	119.22		SGW Payroll Processing-May23

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/06/2023	Robertson Bell Ltd	BP	1,080.00		RFO - 07/06-09/06/2023
15/06/2023	T & P Fire Ltd	BP	93.00		Monthly Flash Test-07/06/23
15/06/2023	Elite Washroom Services Ltd	BP -	2,951.35		Yr Washroom Ser.07/07-06/07/24
15/06/2023	DB Security	BP *	276.00		Replacement Lock & Keys-07/06
15/06/2023	SumUp Payments Ltd	FPI-15/06	1.18		Purchase Ledger Payment
15/06/2023	Felix of Long Melford	BP	1,087.29		Felix Tickets - May 2023
16/06/2023	MRS J F OSBORNE	FPO	18.90		J Osborne - Mileage 08/06
16/06/2023	MELANIE EDWARDS	FPO	123.61		Food Pick up Drop off-09/05
16/06/2023	SGW Payroll Ltd	DD	46.80		SGW Payroll Re-Run-Apr23
16/06/2023	SumUp Payments Ltd	FPI-16/06	2.04		Purchase Ledger Payment
16/06/2023	HALSTEAD MEMORIALS	FPO	158.00		Dup Payment Robinson 515826/04
19/06/2023	WAITROSE 658 CD 4432	DEB	4.00		Coffee - 16/06/2024
19/06/2023	SP ENGRAVING STUDI CD 4432	DEB	26.90		Bench Plaque Aitken - 16/06
19/06/2023	SSE Energy Supply Limited	DD *	145.64		SSE Gas - 01/05-01/06/23
19/06/2023	Hevey Building Supplies Ltd	BP *	86.26		Post Mix X12 (LMPC)-14/06/23
19/06/2023	SumUp Payments Ltd	FPI-19/06	4.83		Purchase Ledger Payment
19/06/2023	ACCESS DIAGNOSTICS CD 4432	DEB	73.55		Drug & Alcohol Tests-19/06/23
20/06/2023	TESCO STORE 3234 CD 4432	DEB	89.24		Food Pick Up & Drop off-14/06
20/06/2023	SAINSBURYS S/MKTS CD 4432	DEB	86.02		Diesel for Van YR20OCB-12/06
20/06/2023	POST OFFICE COUNT E CD 4432	DEB	60.00		80 X Second Class STamps-08/06
20/06/2023	SumUp Payments Ltd	FPI-20/06	1.35		Purchase Ledger Payment
21/06/2023	HMRC - ACCOUNTS OF	BP	8,619.40		HMRC-PAYE/NI-06/05-05/06/23
21/06/2023	Supply Line Solutions	BP *	123.00		Seal Kit for Pres.SwitchPiston
21/06/2023	SumUp Payments Ltd	FPI-21/06	1.22		Purchase Ledger Payment
22/06/2023	SUDBURY ARTS COLLE	BP	800.00		Sud. Art Collective-23/24
22/06/2023	KERNOS CENTRE	BP	2,000.00		Kernos Centre - 23/24
22/06/2023	GO START	BP	2,000.00		GO START - 2023/2024
22/06/2023	WH Smith Sudbury CD 4432	DEB	29.99		SDXC Card with Adapter-22/06
22/06/2023	Indeed Jobs CD 4432	DEB	187.80		Job Advert C.W - 31/05/23
22/06/2023	Royal British Legion	BP /	60.00		3X Wreaths A.Independence Day
22/06/2023	Aquam Water Services Ltd	BP - 22/06	1,560.00		Standpipe Hire-11/06-10/06/24
23/06/2023	STC STAFF PAYROLL-JUN 23	BP	28,381.94		STC STAFF PAYROLL-JUN 23
23/06/2023	SUFFOLK CC PENSION	BP	6,650.47		SUFFOLK CC PENSION-JUN23
23/06/2023	GAINSBOROUGH'S HOUSE	FPO	6,500.00		Gainsborough's Hse-23/24
23/06/2023	EDENS PROJECT	FPO	5,000.00		Edens's Project - 23/24
23/06/2023	THE FAMILY & COMMUNITY	FPO	2,000.00		The Family & Community-23/24
23/06/2023	STOUR VALLEY MENS SHED	FPO	1,000.00		Stour Valley Mens Shed-23/24
23/06/2023	SUDBURY ROWING CLUB	FPO	600.00		Sudbury Rowing Club-23/06
23/06/2023	THE CHRISTOPHER CENTRE	FPO	838.32		The Christopher Centre-23/24
23/06/2023	R & R Garden Machinery	FPO	70.50		Pin Missing Repair Tractor
23/06/2023	Robertson Bell Ltd	FPO.	1,080.00		RFO - 14/06-16/06/23
23/06/2023	3IT Ltd	FPO	2,992.20		3IT New Wifi System-20/06/23
23/06/2023	Supply Line Solutions	FPO	631.12		Staff Uniform - 13/06/2023
23/06/2023	Fireflow Ltd	FPO *	450.00		Fireflow PIP - 16/07/2023
23/06/2023	J.H.B. Amusements	FPO -	871.99		Bungee Trampoline-16/07/23
23/06/2023	Mr J A Davies	FPO	43.55		Step into Sudbury-15/04/23
26/06/2023	Suffolk Association of Local C	BP	840.00		Project Mngmt Staff Training

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Bank Current Account

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/06/2023	SumUp Payments Ltd	FPI-26/06	0.31		Purchase Ledger Payment
26/06/2023	ROYS SUDBURY CD 4432	DEB	56.98		Spray Gun/Spinkler-26/06
26/06/2023	Deposit Account	TFR	500.00		Incorrect amount £34093.08
26/06/2023	EE Limited	DD.	65.86		EE - Mobile Phones-16/06/2023
26/06/2023	Southern Electric	DD	33.74		SSE Electric-01/04-01/05/2023
27/06/2023	SumUp Payments Ltd	FPI-27/06	0.06		Purchase Ledger Payment
28/06/2023	SERVICE CHARGES REF :	PAY	83.37		Lloyds Ser Fees - 10/04-09/05
28/06/2023	Plytek Services Limited	BP	378.00		Repair Towbar ElectricsYR20NVX
29/06/2023	Vyta Secure Ltd	BP /	402.62		Correction Inv No.39233-08/06
29/06/2023	McColls Store 0913 - Sudbury	BP *	26.70		Newspapers 28/05-24/06/23
29/06/2023	Stour Valley Apiaries Ltd	BP -	70.00		14X Jars of Honey-23/06
29/06/2023	SumUp Payments Ltd	FPI-29/06	1.65		Purchase Ledger Payment
29/06/2023	Mr J A Davies	BP	118.30		Ufford Art Group Walk -16/05
30/06/2023	ALISON OWEN	BP	23.40		A.Owen-Suff Day Expenses-21/06
30/06/2023	Keyways The Locksmiths Ltd	BP	90.00		Repair Electric Magnet-27/06
30/06/2023	Robertson Bell Ltd	BP-30/06	1,080.00		RFO - 21/06-23/06/23
30/06/2023	SumUp Payments Ltd	FPI-30/06	0.07		Purchase Ledger Payment
30/06/2023	AMZNMktplace CD 4432	DEB	74.99		Electric Fan with Oscillation
30/06/2023	Barbara Butler	BP	45.50		Group Walk Ufford Art History
Total Payments			97,609.33		

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Bank Current Account

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2023	ARLO CD 4416	DEB	13.99		Arlo Monthly Subs-02/07-01/08
03/07/2023	NEST IT000000933597	DD	112.92		NEST IT000000933597-03/07
03/07/2023	SumUp Payments Ltd	FPI-03/07	0.63		Purchase Ledger Payment
04/07/2023	TESCO STORE 3234 CD 4432	DEB	131.92		Food Pick Up/Drop Off-28/06
04/07/2023	SumUp Payments Ltd	FPI-04/07	0.16		Purchase Ledger Payment
05/07/2023	BNP Paribas Lease Group (Renta	DD	454.80		Photocopier Lease Qtr-05/07
05/07/2023	SumUp Payments Ltd	FPI-05/07	0.24		Purchase Ledger Payment
05/07/2023	County Broadband Ltd	DD	54.60		Real Fibre Bus.-03/07-02/08
06/07/2023	SumUp Payments Ltd	FPI-06/07	0.20		Purchase Ledger Payment
07/07/2023	POST OFFICE COUNT E CD 4432	DEB	2.40		TIC Letter Overseas-07/07
10/07/2023	BHIB Councils Insurance	FPO	280.00		BHIB - Insurance PIP-16/07/23
10/07/2023	G A Smith Gardening Services L	FPO	970.00		Grave Digging Costs-Jun23
11/07/2023	TESCO STORE 3234 CD 4432	DEB	141.45		Food Pickup/Dropoff-11/07
11/07/2023	R & R Garden Machinery	BP	60.00		Repair to Tractor-28/06/23
11/07/2023	Mr Steven Binks	BP	68.00		Cards/Jigsaw/T.Towels-30/06
11/07/2023	Beau & Arrow Events	BP	180.00		Character Appearance-16/07/23
11/07/2023	SumUp Payments Ltd	FPI-11/07	0.95		Purchase Ledger Payment
11/07/2023	RGJ Security Services	BP	360.00		Security for PIP - 16/07/2023
12/07/2023	Gipping Occupational Health Lt	BP	282.00		Management Referral 05/07/23
12/07/2023	Robertson Bell Ltd	BP	1,080.00		RFO - 28/06-30/06/2023
12/07/2023	SumUp Payments Ltd	FPI-12/07	0.31		Purchase Ledger Payment
13/07/2023	Babergh District Council	FPO	5,789.80		Litter/Dog Bin Emptying-23/24
13/07/2023	Verizon Connect UK Limited	FPO	28.80		Trackers X2 Vans - 01/06/2023
13/07/2023	SumUp Payments Ltd	FPI-13/07	0.29		Purchase Ledger Payment
13/07/2023	Fuelgenie Business Account	DD	201.56		Fuelgenie - June 2023
14/07/2023	Hevey Building Supplies Ltd	BP	32.00		3X Posts (LMPC)-29/06/2023
14/07/2023	Glasdon U.K. Ltd.	BP	8,503.56		10X Brown Bins - 30/06/2023
14/07/2023	Robertson Bell Ltd	BP	1,080.00		RFO - 05/07-07/07/23
14/07/2023	EVOLVE	BP *	491.10		Printer Usage - 04/04-03/10/23
14/07/2023	T.D. & A.M. Bugg Ltd	BP /	1,248.00		Bugg Skips X 9 - 30/06/2023
14/07/2023	SumUp Payments Ltd	FPI-14/07	1.26		Purchase Ledger Payment
14/07/2023	3IT Ltd	BP	398.72		3IT Monthly Support-03/07/23
14/07/2023	GuideEast Tour Guides for Grou	BP	39.00		GUIDEEAST WALK - 17/06/2023
17/07/2023	TESCO STORE 3234 CD 4432	DEB	135.05		Pickup DropOff Food-11/07/23
17/07/2023	SGW Payroll Ltd	DD	119.22		SGW Monthly Support-30/06/23
17/07/2023	Suffolk Association of Local C	BP	768.00		Yr Internal Audit - 2022/2023
17/07/2023	SumUp Payments Ltd	FPI-17/07	0.50		Purchase Ledger Payment
17/07/2023	ARVAL BNP PARIBAS GROUP	DD	701.10		Arval Van Lease X2-19/07-18/08
17/07/2023	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates-17/07/2023
17/07/2023	BABERGH DC CTAX BU	17/07/2023	136.00		BDC Bus Rates R/O TH-17/07
17/07/2023	BABERGH DC CTAX BU	DD	320.00		BDC Bus Rates 1st Flr TH-17/07
17/07/2023	BABERGH DC CTAX BU	DD	459.00		BDC Bus Rates Gnd Flr TH-17/07
17/07/2023	BABERGH DC CTAX BU	DD	551.00		BDC Business Rates-17/07/23
18/07/2023	TESCO STORE 3234 CD 4432	DEB	176.15		Food Dropoff/Pickup-11/07/23
18/07/2023	AMZNMktplace CD 4432	DEB	19.92		100 Brown Paper Bags-18/07
18/07/2023	SumUp Payments Ltd	FPI-18/07	2.56		Purchase Ledger Payment
18/07/2023	Royal British Legion	BP	40.00		2x Wreaths Remembrance Sun.

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Bank Current Account

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2023	Mr Paul Pleasants	BP .	325.00		Punch & Judy Shows-16/07
18/07/2023	Cloud 9 Roadshow	BP .	1,035.00		Cloud9 Roadshow-16/07/23
19/07/2023	SumUp Payments Ltd	FPI	0.48		Purchase Ledger Payment
20/07/2023	SumUp Payments Ltd	FPI-20/07	0.07		Purchase Ledger Payment
20/07/2023	Hevey Building Supplies Ltd	BP -	138.00		20X Fastset Post Fix-07/07/23
20/07/2023	Verizon Connect UK Limited	BP *	28.80		2X Trackers for Vans-July23
20/07/2023	Glasdon U.K. Ltd.	BP-20/07	25,824.88		4X Picnic Table/7X Elwood Seat
20/07/2023	T & P Fire Ltd	BP *	93.00		Monthly Flash Test -17/07/2023
20/07/2023	Ambrose Electrical Ltd	BP *	93.60		Replace Light in Lift-07/07/23
20/07/2023	Anglian Water	BP -	171.70		A.Water - 07/04-06/07/2023
20/07/2023	3IT Ltd	BP -	300.00		APC 750va UPS-30/06
20/07/2023	M.T.M. Plant & Sales Ltd.	BP .	426.00		Event Toilets X5-17/07/23
20/07/2023	Robertson Bell Ltd	BP	1,080.00		RFO - 12/07-14/07/2023
20/07/2023	J G Tours - Mrs Janet Gardner	BP.	32.50		Step into Sud Walk - 15/07/23
21/07/2023	HMRC - ACCOUNTS OF	BP	8,708.89		HMRC-PAYE/NI-06/06-05/07/23
21/07/2023	SumUp Payments Ltd	FPI-21/07	0.85		Purchase Ledger Payment
21/07/2023	P Tuckwell Ltd	FPO .	108.53		Repair Broken Wheel-Tractor
21/07/2023	Ambrose Electrical Ltd	BP -	495.00		PAT Testing - Jun23
21/07/2023	Ambrose Electrical Ltd	FPO-21/07	660.00		Emergency Lighting Repairs
21/07/2023	Anglian Water	BP	17.32		A.Water - 07/04-06/07/2023
21/07/2023	Sudbury Common Lands Charity	BP .	2,025.02		Ranger Service-01/04-30/06/23
21/07/2023	Indigoross Design & Print Ltd	FPO-21.07	286.75		PIP Flyers - 16/07/2023
21/07/2023	TRAINLINE.COM CD 4432	DEB	89.71		B.Smith/B.Mason TrainTicks
24/07/2023	TESCO STORE 3234 CD 4432	DEB	138.94		Food Pickup/Drop off-24/07/23
24/07/2023	NEST IT000000933597	DD	180.53		NEST IT000000933597-24/07
24/07/2023	SumUp Payments Ltd	FPI-24/07	0.76		Purchase Ledger Payment
24/07/2023	SSE Energy Supply Limited	DD	9.99		SSE Gas - 02/06-30/06/2023
24/07/2023	EE Limited	DD .	65.86		EE - Mobile Phones-15/07/23
25/07/2023	STC Staff Payroll - July2023	BP	27,821.46		STC Staff Payroll - July2023
25/07/2023	SUFFOLK CC PENSION	BP	6,543.60		SCC Staff Pension-Jul23
25/07/2023	SumUp Payments Ltd	FPI-25/07	0.32		Purchase Ledger Payment
26/07/2023	Southern Electric	DD .	1,833.49		SSE Southern Electric -12/07
26/07/2023	East Anglia Medical Care Ltd	BP .	560.00		4 X First Aiders - 16/07/23
27/07/2023	MRS J F OSBORNE	BP	381.80		Clothing/C.Events/Mileage
27/07/2023	WH Smith Sudbury CD 4432	DEB	62.48		HP62 Ink M.Barrett-24/07
27/07/2023	FIRST RESCUE TRAIN CD 4432	DEB	140.40		Twin Pack Defib Pads-25/07/23
27/07/2023	DURA-ID SOLUTIONS CD 4432	DEB	194.28		Fixed Asset Labels - 27/07/23
27/07/2023	EAST OF ENGLAND	BP	430.00		East of Eng Dup Pay 5154/6/9
27/07/2023	SumUp Payments Ltd	FPI-27/07	0.75		Purchase Ledger Payment
27/07/2023	Robertson Bell Ltd	BP	720.00		RFO - 20/07-21/07/2023
27/07/2023	Hevey Building Supplies Ltd	BP .	400.20		8X Post Fix - 12/07/2023
28/07/2023	SERVICE CHARGES REF :	PAY	117.71		Lloyds Ser Chgs-10/05-09/09/23
28/07/2023	JODIE BUDD	BP	33.30		J Budd Mileage N.Market-05/07
28/07/2023	SumUp Payments Ltd	FPI-28/07	0.63		Purchase Ledger Payment
28/07/2023	Katies Garden	BP .	348.00		Lavender/Rosmarinus-26/07/23
28/07/2023	Harcourt-Powell Ltd.	BP *	525.00		Building Surveyed for Redecor.
28/07/2023	Sudbury Office Supplies	BP *	23.74		A3 Paper/Dividers-24/07/23

Bank Current Account

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/07/2023	Felix of Long Melford	BP	1,026.99		Felix Ticket Sales - Jun23
31/07/2023	SumUp Payments Ltd	FPI-31/07	0.96		Purchase Ledger Payment
Total Payments			<u>109,386.45</u>		

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Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101	Corporate Management							
	Income	0	395,779	785,000	389,221			50.4%
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	3,279					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>392,500</u>					
102	Democratic Represent'n & Mgmt							
	Expenditure	19	19	6,000	5,981		5,981	0.3%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(19)</u>	<u>(19)</u>					
103	Grants							
	Expenditure	20,738	21,586	45,000	23,414		23,414	48.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(20,738)</u>	<u>(21,586)</u>					
109	Central Services/Admin							
	Income	786	2,576	16,530	13,955			15.6%
	Expenditure	22,003	74,819	275,024	200,205		200,205	27.2%
	Net Income over Expenditure	<u>(21,217)</u>	<u>(72,243)</u>	<u>(258,494)</u>	<u>(186,251)</u>			
	plus Transfer from EMR	250	250					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(20,967)</u>	<u>(71,993)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
201	Market - Charter Street							
	Income	7,360	22,265	75,000	52,735			29.7%
	Expenditure	3,591	11,518	58,339	46,821		46,821	19.7%
	Net Income over Expenditure	<u>3,769</u>	<u>10,747</u>	<u>16,661</u>	<u>5,914</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>3,769</u>	<u>10,747</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Street Fairs							
	Income	0	0	2,600	2,600			0.0%
	Expenditure	0	0	4,154	4,154		4,154	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
205	Council Public Events							
	Income	1,085	4,087	700	(3,387)			583.9%
	Expenditure	4,343	8,698	17,309	8,611		8,611	50.3%
	Net Income over Expenditure	<u>(3,258)</u>	<u>(4,611)</u>	<u>(16,609)</u>	<u>(11,998)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(3,258)</u>	<u>(4,611)</u>					

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Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
206	Town Economy							
	Income	0	12,512	0	(12,512)			0.0%
	Expenditure	5,661	16,337	69,598	53,261		53,261	23.5%
	Net Income over Expenditure	<u>(5,661)</u>	<u>(3,825)</u>	<u>(69,598)</u>	<u>(65,773)</u>			
	plus Transfer from EMR	0	589					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(5,661)</u>	<u>(3,236)</u>					
211	Town Hall Building							
	Income	974	3,120	16,250	13,130			19.2%
	Expenditure	4,911	16,564	120,038	103,474		103,474	13.8%
	Net Income over Expenditure	<u>(3,937)</u>	<u>(13,444)</u>	<u>(103,788)</u>	<u>(90,344)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(3,937)</u>	<u>(13,444)</u>					
212	Public Clocks							
	Expenditure	0	0	2,500	2,500		2,500	0.0%
213	Street Wardens							
	Income	0	28,411	28,410	(1)			100.0%
	Expenditure	2,216	8,462	31,750	23,288		23,288	26.7%
	Net Income over Expenditure	<u>(2,216)</u>	<u>19,949</u>	<u>(3,340)</u>	<u>(23,289)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(2,216)</u>	<u>19,949</u>					
221	Allotments							
	Income	150	200	2,428	2,228			8.2%
	Expenditure	111	333	2,428	2,095		2,095	13.7%
	Movement to/(from) Gen Reserve	<u>39</u>	<u>(133)</u>					
239	Open Spaces&Closed Churchyards							
	Income	667	667	100	(567)			666.7%
	Expenditure	4,847	8,216	34,604	26,388		26,388	23.7%
	Net Income over Expenditure	<u>(4,181)</u>	<u>(7,549)</u>	<u>(34,504)</u>	<u>(26,955)</u>			
	plus Transfer from EMR	0	4,412					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(4,181)</u>	<u>(3,137)</u>					
241	Cemetery							
	Income	5,205	14,813	50,400	35,587			29.4%
	Expenditure	12,823	28,766	120,226	91,460		91,460	23.9%
	Net Income over Expenditure	<u>(7,618)</u>	<u>(13,953)</u>	<u>(69,826)</u>	<u>(55,873)</u>			
	plus Transfer from EMR	7,086	7,086					
	Movement to/(from) Gen Reserve	<u>(532)</u>	<u>(6,867)</u>					
243	War Memorial, Aelfhun & Gains							
	Expenditure	0	0	1,817	1,817		1,817	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
250	Information Centre							
	Income	424	1,502	4,655	3,153			32.3%
	Expenditure	2,960	8,058	42,220	34,162		34,162	19.1%
	Net Income over Expenditure	<u>(2,536)</u>	<u>(6,556)</u>	<u>(37,565)</u>	<u>(31,009)</u>			
	plus Transfer from EMR	0	0					

Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	<u>(2,536)</u>	<u>(6,556)</u>					
252	Christmas Lights							
	Income	0	0	300	300			0.0%
	Expenditure	0	0	18,705	18,705		18,705	0.0%
	Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(18,405)</u>	<u>(18,405)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
261	Museum							
	Expenditure	0	0	700	700		700	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
301	Street Lighting							
	Expenditure	0	0	11,962	11,962		11,962	0.0%
302	Street Furniture & Equipment							
	Expenditure	0	0	1,790	1,790		1,790	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
311	Highways							
	Income	467	1,517	1,950	433			77.8%
	Expenditure	0	397	400	3		3	99.2%
	Movement to/(from) Gen Reserve	<u>467</u>	<u>1,120</u>					
312	Footpaths							
	Expenditure	0	0	3,769	3,769		3,769	0.0%
321	Floral Displays & Bedding Mtce							
	Expenditure	1,095	13,964	22,406	8,442		8,442	62.3%
	plus Transfer from EMR	0	8,000					
	Movement to/(from) Gen Reserve	<u>(1,095)</u>	<u>(5,964)</u>					
341	Community Wardens							
	Income	72	3,229	32,106	28,877			10.1%
	Expenditure	10,736	32,006	131,595	99,589		99,589	24.3%
	Net Income over Expenditure	<u>(10,665)</u>	<u>(28,776)</u>	<u>(99,489)</u>	<u>(70,713)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(10,665)</u>	<u>(28,776)</u>					
499	Bingo&Raffle							
	Income	534	131	1,260	1,129			10.4%
	Expenditure	266	460	1,248	788		788	36.9%
	Net Income over Expenditure	<u>268</u>	<u>(330)</u>	<u>12</u>	<u>342</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>268</u>	<u>(330)</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	1,487	5,655	27,291	21,636		21,636	20.7%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,487)</u>	<u>(5,655)</u>					

Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	17,723	490,808	1,017,689	526,881			48.2%
Expenditure	97,808	255,857	1,050,873	795,016	0	795,016	24.3%
Net Income over Expenditure	<u>(80,085)</u>	<u>234,951</u>	<u>(33,184)</u>	<u>(268,135)</u>			
plus Transfer from EMR	7,336	20,338					
less Transfer to EMR	0	3,279					
Movement to/(from) Gen Reserve	<u>(72,749)</u>	<u>252,010</u>					

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Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101	Corporate Management							
	Income	0	395,779	785,000	389,221			50.4%
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	3,279					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>392,500</u>					
102	Democratic Represent'n & Mgmt							
	Expenditure	82	101	6,000	5,899		5,899	1.7%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(82)</u>	<u>(101)</u>					
103	Grants							
	Expenditure	345	21,931	45,000	23,069		23,069	48.7%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(345)</u>	<u>(21,931)</u>					
109	Central Services/Admin							
	Income	904	3,479	16,530	13,051			21.0%
	Expenditure	19,524	94,448	275,024	180,576		180,576	34.3%
	Net Income over Expenditure	<u>(18,620)</u>	<u>(90,968)</u>	<u>(258,494)</u>	<u>(167,526)</u>			
	plus Transfer from EMR	0	250					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(18,620)</u>	<u>(90,718)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
201	Market - Charter Street							
	Income	7,774	30,039	75,000	44,961			40.1%
	Expenditure	3,900	15,418	58,339	42,921		42,921	26.4%
	Net Income over Expenditure	<u>3,874</u>	<u>14,620</u>	<u>16,661</u>	<u>2,041</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>3,874</u>	<u>14,620</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Street Fairs							
	Income	0	0	2,600	2,600			0.0%
	Expenditure	0	0	4,154	4,154		4,154	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
205	Council Public Events							
	Income	1,544	5,631	700	(4,931)			804.4%
	Expenditure	3,762	12,460	17,309	4,849		4,849	72.0%
	Net Income over Expenditure	<u>(2,218)</u>	<u>(6,829)</u>	<u>(16,609)</u>	<u>(9,780)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(2,218)</u>	<u>(6,829)</u>					

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Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
206	Town Economy							
	Income	0	12,512	0	(12,512)			0.0%
	Expenditure	5,352	21,689	69,598	47,909		47,909	31.2%
	Net Income over Expenditure	<u>(5,352)</u>	<u>(9,176)</u>	<u>(69,598)</u>	<u>(60,422)</u>			
	plus Transfer from EMR	0	589					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(5,352)</u>	<u>(8,587)</u>					
211	Town Hall Building							
	Income	727	3,847	16,250	12,403			23.7%
	Expenditure	6,526	22,985	120,038	97,053		97,053	19.1%
	Net Income over Expenditure	<u>(5,799)</u>	<u>(19,138)</u>	<u>(103,788)</u>	<u>(84,650)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(5,799)</u>	<u>(19,138)</u>					
212	Public Clocks							
	Expenditure	0	0	2,500	2,500		2,500	0.0%
213	Street Wardens							
	Income	0	28,411	28,410	(1)			100.0%
	Expenditure	2,216	10,678	31,750	21,072		21,072	33.6%
	Net Income over Expenditure	<u>(2,216)</u>	<u>17,733</u>	<u>(3,340)</u>	<u>(21,073)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(2,216)</u>	<u>17,733</u>					
221	Allotments							
	Income	110	310	2,428	2,118			12.8%
	Expenditure	100	433	2,428	1,995		1,995	17.8%
	Movement to/(from) Gen Reserve	<u>10</u>	<u>(123)</u>					
239	Open Spaces&Closed Churchyards							
	Income	757	2,572	100	(2,472)			2572.1%
	Expenditure	23,879	33,244	34,604	1,360		1,360	96.1%
	Net Income over Expenditure	<u>(23,123)</u>	<u>(30,672)</u>	<u>(34,504)</u>	<u>(3,832)</u>			
	plus Transfer from EMR	21,521	25,933					
	less Transfer to EMR	90	1,239					
	Movement to/(from) Gen Reserve	<u>(1,692)</u>	<u>(5,978)</u>					
241	Cemetery							
	Income	5,620	20,433	50,400	29,967			40.5%
	Expenditure	5,313	34,079	120,226	86,147		86,147	28.3%
	Net Income over Expenditure	<u>307</u>	<u>(13,646)</u>	<u>(69,826)</u>	<u>(56,180)</u>			
	plus Transfer from EMR	0	7,086					
	Movement to/(from) Gen Reserve	<u>307</u>	<u>(6,559)</u>					
243	War Memorial, Aelfhun & Gains							
	Expenditure	0	0	1,817	1,817		1,817	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
250	Information Centre							
	Income	482	1,985	4,655	2,670			42.6%
	Expenditure	2,538	10,597	42,220	31,623		31,623	25.1%
	Net Income over Expenditure	<u>(2,056)</u>	<u>(8,612)</u>	<u>(37,565)</u>	<u>(28,953)</u>			
	plus Transfer from EMR	0	0					

Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	<u>(2,056)</u>	<u>(8,612)</u>					
252	Christmas Lights							
	Income	0	0	300	300			0.0%
	Expenditure	1,500	1,500	18,705	17,205		17,205	8.0%
	Net Income over Expenditure	<u>(1,500)</u>	<u>(1,500)</u>	<u>(18,405)</u>	<u>(16,905)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,500)</u>	<u>(1,500)</u>					
261	Museum							
	Expenditure	200	200	700	500		500	28.6%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(200)</u>	<u>(200)</u>					
301	Street Lighting							
	Expenditure	0	0	11,962	11,962		11,962	0.0%
302	Street Furniture & Equipment							
	Expenditure	117	117	1,790	1,673		1,673	6.5%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(117)</u>	<u>(117)</u>					
311	Highways							
	Income	0	1,517	1,950	433			77.8%
	Expenditure	0	397	400	3		3	99.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,120</u>					
312	Footpaths							
	Expenditure	0	0	3,769	3,769		3,769	0.0%
321	Floral Displays & Bedding Mtce							
	Expenditure	572	14,537	22,406	7,869		7,869	64.9%
	plus Transfer from EMR	0	8,000					
	Movement to/(from) Gen Reserve	<u>(572)</u>	<u>(6,537)</u>					
341	Community Wardens							
	Income	8,327	11,848	32,106	20,258			36.9%
	Expenditure	10,375	42,672	131,595	88,923		88,923	32.4%
	Net Income over Expenditure	<u>(2,048)</u>	<u>(30,825)</u>	<u>(99,489)</u>	<u>(68,664)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(2,048)</u>	<u>(30,825)</u>					
499	Bingo&Raffle							
	Income	0	131	1,260	1,129			10.4%
	Expenditure	0	460	1,248	788		788	36.9%
	Net Income over Expenditure	<u>0</u>	<u>(330)</u>	<u>12</u>	<u>342</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(330)</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	1,757	7,412	27,291	19,879		19,879	27.2%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,757)</u>	<u>(7,412)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	26,244	518,493	1,017,689	499,196			50.9%
Expenditure	88,059	345,357	1,050,873	705,516	0	705,516	32.9%
Net Income over Expenditure	<u>(61,815)</u>	<u>173,136</u>	<u>(33,184)</u>	<u>(206,320)</u>			
plus Transfer from EMR	21,521	41,859					
less Transfer to EMR	90	4,518					
Movement to/(from) Gen Reserve	<u>(40,384)</u>	<u>210,477</u>					

**PRIVATE AND CONFIDENTIAL ANNEX A TO
FINANCE COMMITTEE MINUTES FOR 5TH SEPTEMBER 2023**

6. ACTIONS FROM PREVIOUS MINUTES