

Numbering of Minutes 2025 – Sudbury Town Council

Page Numbers	Meeting and Date
1 to 28	Finance on 7 January 2025
29 to 31	Planning on 13 January 2025
32 to 44	Full Council on 14 January 2025
45 to 47	Planning on 27 January 2025
57 to 62	Leisure and Environment 28 January 2025
63 to 76	Policy and Resources on 30 January 2025
77 to 117	Finance on 4 February 2025
118 to 120	Planning on 10 February 2025
121 to 142	Full Council on 11 February 2025
143 to 147	Planning on 24 February 2025
148 to 165	Leisure and Environment 25 February 2025
166 to 192	Finance on 4 March 2025
193 to 195	Planning on 10 March 2025
196 to 223	Full Council on 11 March 2025
224 to 230	Extraordinary Full Council on 21 March 2025
231 to 233	Planning on 24 March 2025
234 to 238	Leisure and Environment 25 March 2025
246 to 273	Finance on 1 April 2025
274 to 277	Planning on 7 April 2025
278 to 304	Full Council on 8 April 2025
305 to 307	Planning on 22 April 2025
308	Extraordinary Full Council on 22 April 2025
309 to 310	Policy and Resources on 24 April 2025
311 to 326	Leisure and Environment 29 April 2025
331 to 334	Planning on 6 May 2025
335 to 365	Finance on 6 May 2025
366 to 435	Full Council on 13 May 2025
436 to 448	Policy and Resources on 15 May 2025
449 to 455	Planning on 19 May 2025
456 to 460	Leisure and Environment 27 May 2025
461 to 465	Planning on 2 June 2025
466 to 491	Finance on 3 June 2025
492 to 538	Full Council on 10 June 2025
539 to 542	Planning on 16 June 2025
549 to 565	Policy and Resources on 19 June 2025
566 to 581	Leisure and Environment on 24 June 2025
582 to 584	Planning on 30 June 2025

585 to 610	Finance on 1 July 2025
611 to 659	Full Council on 8 July 2025
660 to 662	Extra Leisure and Environment on 9 July 2025
668 to 670	Planning on 14 July 2025
671 to 673	Extraordinary Finance on 23 July 2025
674 to 676	Planning on 28 July 2025
677 to 678	Extraordinary Full Council on 28 July 2025
679 to 683	Leisure and Environment on 29 July 2025
684 to 686	Planning on 11 August 2025
687 to 689	Planning on 26 August 2025
690 to 726	Finance on 2 September 2025
727 to 729	Planning on 8 September 2025
730 to 758	Full Council on 9 September 2025
770 to 772	Planning on 22 September 2025
773 to 776	Extraordinary Finance on 23 September 2025
777 to 784	Leisure and Environment on 30 September 2025
785 to 788	Planning on 6 October 2025
789 to 819	Finance on 7 October 2025
820 to 835	Full Council on 14 October
836 to 839	Planning on 20 October 2025
840 to 844	Leisure and Environment on 28 October 2025
845 to 846	Planning on 3 November 2025
847 to 872	Finance on 4 November 2025
876 to 889	Full Council on 11 November
890 to 892	Planning on 17 November 2025
893 to 895	Leisure and Environment on 25 November 2025
896 to 898	Planning on 1 December 2025
899 to 927	Finance on 2 December 2025
935 to 938	Planning on 15 December 2025

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 7TH JANUARY 2025 AT 6.30PM**

Committee members present: Mr N Bennett – Chair
Mrs M Barrett
Mr S Hall
Ms E Murphy
Miss A Owen
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 T Regester.

2. **DECLARATIONS OF INTEREST**

Councillor A Owen declared that she 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 3rd December 2024 be confirmed and signed as an accurate record.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk confirmed that all actions from the previous meeting had been completed.

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

The list of payments in excess of £500 and direct debits payments for November 2024 were presented to members for their approval (a copy list is shown at minute pages 3 to 5).

RESOLVED

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

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

Members had read the income and expenditure reports for the period 1st to 30th November 2024 which had been circulated with the agenda. These are shown at minute pages 6 to 16.

RESOLVED

To note the income and expenditure reports for November 2024

9. TO REVIEW THE FINANCIAL SITUATION AT THE END OF DECEMBER 2024

The Administration Manager/s151 Officer produced the income and expenditure report of the financial situation at the end of December, as shown at minute pages 17 to 27. The Town Clerk went through the report to highlight areas where expenditure was greater than anticipated.

RESOLVED

To note the financial situation at the end of December 2024.

10. TO REVIEW THE DRAFT BUDGET VERSION 4.0 FOR FINANCIAL YEAR 2025 TO 2026

The Town Clerk and Administration Manager/s151 Officer presented the draft budget (version 4.0) for the financial year 2025-2026 which had been circulated to members before the weekend. The proposed budget is included at minute page 28 and shows a net expenditure of £906,468, which took into account the increases in staff costs due to changes in employer national insurance. If the increase in the precept were to be kept down to 2%, there would be a shortfall of £48,068.00 for the year. Members noted that the calculated underspend for the current financial year remained at £69,070.00, although this was a very rough estimate. Members agreed that a 2% increase in precept with £48,068 allocated from the potential underspend would be the best way to achieve a balanced budget for 2025/2026. Any additional underspend, estimated to be around £21,000, would be added to the general reserve. The Town Clerk reminded members that the full council retained the authority to make any changes considered appropriate before they approved the final budget.

RESOLVED

To recommend to Full Council a net expenditure of £906,468 and a 2% increase in the precept for FY2025-2026, together with a contribution of £48,068.00 from the general reserve, to achieve a balanced budget. Any remaining surplus, estimated at £21,000, to be allocated to General Reserve.

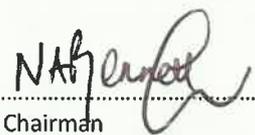
11. TO RECEIVE AN UPDATE FROM THE TOWN CLERK AND THE RFO ON FINANCIAL MATTERS

The Town Clerk gave an update on the financial position and bank balances at 31st December 2024. The Administration Manager gave an update on the current position regarding the installation of the new boiler.

RESOLVED

To note the updates.

The business of the meeting concluded at 7:06 pm.


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Chairman

Bank Current Account

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Lex Autolease Limited	DD	1,277.22		LEX x 2 Van Leases -Oct/Nov24
01/11/2024	SSE Energy Supply Limited	DD.	8.63		SSE Gas - 31/08-29/09/2024
01/11/2024	ARLO CD 4432	DEB	149.90		Arlo CCTV Yr Subs-30/10-29/10
01/11/2024	SumUp Payments Ltd	FPI-01/11	0.53		Purchase Ledger Payment
04/11/2024	Radius Telematics Limited	DD .	40.00		Device Non Return Fee-20/10
04/11/2024	SumUp Payments Ltd	FPI-04/11	0.64		Purchase Ledger Payment
04/11/2024	SumUp Payments Ltd	FPI 04/11	0.07		Purchase Ledger Payment
05/11/2024	County Broadband Ltd	DD	54.60		CBB Real Fibre-03/11-02/12
05/11/2024	SumUp Payments Ltd	FPI-05/11	0.10		Purchase Ledger Payment
06/11/2024	AMZNMktplace*TX6IQ CD 4432	DEB	21.87		Signing in Book - 05/11/2024
06/11/2024	AMAZON* TX08S2V54 CD 4432	DEB	129.98		Walkie Talkies for Events05/11
06/11/2024	SumUp Payments Ltd	FPI-06/11	0.10		Purchase Ledger Payment
06/11/2024	Allstar Business Solutions Lim	DD	7.20		Allstar Fuel - 29/10/24
07/11/2024	AMAZON* TX07C0HO4 CD 4432	DEB	6.97		Brasso - 05/11/24
07/11/2024	SumUp Payments Ltd	FPI-07/11	0.05		Purchase Ledger Payment
08/11/2024	Suffolk County Council	BP	90.00		Operations Job Advert-31/10
08/11/2024	Garden Nursery	BP.	6,669.00		Yr2 Floral Contract-YR2INV1
08/11/2024	Iliffe Media Publishing	BP	252.00		Christmas Advert-29/11
08/11/2024	Pear Technology Services Ltd	BP	108.00		Pear Maplink-01/11-31/10/25
08/11/2024	Aquam Water Services Ltd	BP	13.30		Standpipe Usage-24/09-23/10/24
08/11/2024	Anglian Water	BP	97.07		A.Water - 07/07-08/10/24
08/11/2024	3IT Ltd	BP *	416.72		3IT Monthly Support-Nov24
08/11/2024	M.T.M. Plant & Sales Ltd.	BP *	184.84		Chipper Hire - 29/10-30/10
08/11/2024	Ernest Doe & Sons Ltd	BP /	121.99		Chain Oil 5L - 28/10/2024
08/11/2024	Perninsula	DD.	364.84		Health & Safety Nov24
08/11/2024	THE LAUNDRY GODDES CD	DEB	108.80		Cleaning of Table Cloths-07/11
08/11/2024	WWW.AEDDONATE.ORG. CD	DEB	220.79		G5 Defib Pads X3-07/11/24
08/11/2024	SumUp Payments Ltd	FPI-0811	0.08		Purchase Ledger Payment
08/11/2024	M.T.M. Plant & Sales Ltd.	BP	-0.04		MTM Correction of Inv-30/10
11/11/2024	WAITROSE 658 CD 4432	DEB	94.65		Food&Drink Remembrance-10/11
11/11/2024	AMAZON* T13H96TS4 CD 4432	DEB	33.56		Gold Letters X6-07/11/24
11/11/2024	AMAZON* T11YR3034 CD 4432	DEB	22.39		Gold Letters X4 - 07/11/24
11/11/2024	MORRISONS DAILY CD 4432	DEB	32.02		Food & Milk Remembrance-10/11
11/11/2024	AMZNMktplace*TX9QL CD 4432	DEB	2.54		Red Seal Stickers - 07/11
11/11/2024	SumUp Payments Ltd	FPI-11/11	1.15		Purchase Ledger Payment
11/11/2024	MORRISONS DAILY CD 4432	DEB	0.03		Food & Milk Remembrance-10/11
12/11/2024	Whitwell Services Ltd	FPO	1,320.00		Heat Loss Survey - 05/11
12/11/2024	SUFFOLK COUNTY COU CD	DEB	150.00		Xmas Eve Market Rd Closure
12/11/2024	Debenhams - DBZ CD 4432	DEB	160.20		3x Oil Filled Radiators-11/11
12/11/2024	SumUp Payments Ltd	FPI-12/11	0.24		Purchase Ledger Payment
12/11/2024	Debenhams - DBZ CD 4432	DEB	-160.20		Reversal No VAT Inv-11/11
12/11/2024	Debenhams - DBZ CD 4432	DEB	160.20		3X Oil Filled Radiators-11/11
13/11/2024	Clear Insurance Management Ltd	BP	112.00		Ins. Xmas Fair Event-29/11
13/11/2024	Allstar Business Solutions Lim	DD.	103.87		Allstar Fuel - 30/10 & 31/10
14/11/2024	Radius Telematics Limited	DD .	60.00		Trackers for Vans X4-31/10
14/11/2024	TOOLSTATION UK CD 4432	DEB	26.48		10m Chain CarPark-13/11
14/11/2024	SumUp Payments Ltd	FPI-14/11	0.20		Purchase Ledger Payment

Time: 11:30

Bank Current Account

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/11/2024	ARVAL BNP PARIBAS GROUP	BGC	-135.71		CR Van YR20OCB-19/08-18/09
15/11/2024	SUDBURY EPHEMER ARCHIVE	BP	25.00		SLHC Membership-24/25
15/11/2024	Norton Electrical - Lee Willia	BP.	503.00		Lighting Replacements-08/11
15/11/2024	Matthew James Painting Ser. &	BP	1,696.00		Repair Pot Holes in Car Park
15/11/2024	BABERGH DC CTAX BU	DD	574.00		BDC Business Rates - Nov24
15/11/2024	BABERGH DC CTAX BU	DD	551.00		BDC Business Rates - Nov24
15/11/2024	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates - Nov24
15/11/2024	BABERGH DC CTAX BU	DD	400.00		BDC Bus Rates 1st FL.-Nov24
15/11/2024	BABERGH DC CTAX BU	DD	125.00		BDC Bus. Rates R/O-Nov24
15/11/2024	TOOLSTATION UK CD 4432	DEB	22.48		10m Chain for CarPark-14/11
15/11/2024	STREETWISE.NET CD 4432	DEB	99.60		Planning Maps for Signage App.
15/11/2024	SumUp Payments Ltd	FPI-15/11	0.10		Purchase Ledger Payment
18/11/2024	AMAZON* T94BW9XS4 CD 4432	DEB	43.00		2x D.Packs Digital Timer Plugs
18/11/2024	SumUp Payments Ltd	FPI-18/11	2.65		Purchase Ledger Payment
18/11/2024	SumUp Payments Ltd	FPI 18/11	0.44		Purchase Ledger Payment
18/11/2024	Felix of Long Melford	FPO	998.64		Felix Tickets - Oct24
19/11/2024	SAFETEC DIRECT LIM CD 4432	DEB	103.57		9X High Vis Trousers-18/11
20/11/2024	KERNOS CENTRE	DEB	4,000.00		Kernos Centre-2024/25
20/11/2024	SUD MUSEUM TRUST	BP	300.00		Sports Club Project Match Fund
20/11/2024	SGW Payroll Ltd	DD	115.26		SGW Monthly Support-Oct24
20/11/2024	Blue Star Human Resources Ltd	BP	936.00		HR Investigator - Sep/Oct24
20/11/2024	Sudbury Trees - Mr George Cox	BP *	1,950.00		33ft Norway Spruce Xmas Tree
20/11/2024	GO Start Community Transport	BP	30.00		Taxi - Remembrance Day-10/11
20/11/2024	The Royal British Legion	BP	300.00		Pipe Band Remembrance Parade
20/11/2024	TOOLSTATION UK CD 4432	DEB	7.48		Butt Hinge - 19/11/2024
20/11/2024	SumUp Payments Ltd	FPI-20/11	0.30		Purchase Ledger Payment
20/11/2024	Allstar Business Solutions Lim	DD	9.35		Allstar Fuel - 06/11/2024
21/11/2024	HMRC - ACCOUNTS OF	BP	7,501.54		HMRC PAYE/NI-06/10-05/11
21/11/2024	eBay O*11-12346-35 CD 4432	DEB	159.80		Minute Grey Paper - 20/11/2024
21/11/2024	eBay O*04-12357-46 CD 4432	DEB	80.00		Minute Grey Paper-21/11/24
21/11/2024	MK Illumination UK Ltd	BP	480.94		Mesh LiteX 2, Power SupplyX1
22/11/2024	ICELAND CD 4432	DEB	1.45		Milk - 22/11/2024
22/11/2024	ICELAND CD 4432	DEB	1.45		Milk - 22/11/2024
22/11/2024	ICELAND CD 4432	DEB	-1.45		Reversal Entered Twice-22/11
22/11/2024	Younger Smith Ltd	BP.	2,340.00		Replace Boiler - 14/11/2024
22/11/2024	Treadfirst	BP 3	102.00		Trailer Works Labour - Nov24
22/11/2024	DB Security	BP	290.70		Brass Dr Handle & Labour
22/11/2024	Auto Innovations	BP	206.40		4x Xmas Fair Banners-18/11
22/11/2024	SumUp Payments Ltd	FPI-22/11	0.24		Purchase Ledger Payment
22/11/2024	TOOLSTATION UK CD 4432	DEB	50.93		Catenary Wire - 21/11/24
25/11/2024	STC STAFF PAYROLL	BP	31,610.28		STC STAFF PAYROLL-NOV24
25/11/2024	SUFFOLK CC PENSION	BP	6,829.55		SCC Staff Pension-Nov24
25/11/2024	NOW LIGHTING CD 4432	DEB	24.71		Brass Handle for Side Dr-22/11
25/11/2024	TIMPSON LIMITED CD 4432	DEB	20.00		Cellar Door Key X3-22/11/24
25/11/2024	TIMPSON LIMITED CD 4432	DEB	24.00		Heating Cupboard Keysx3-22/11
25/11/2024	EE Limited	DD	71.80		EE Mobile Phones-15/11/2024
25/11/2024	SumUp Payments Ltd	FPI-25/11	0.84		Purchase Ledger Payment

Continued on Page 3

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/11/2024	ICELAND CD 4432	DEB	1.45		Milk - 26/11/2024
26/11/2024	James Hallam Council Guard	FPO	343.15		Add. Ins. BN74RNA-02/09-31/03
26/11/2024	Anglian Water	FPO	45.57		A.Water-04/08-03/11/24
26/11/2024	SumUp Payments Ltd	FPI-26/11	0.51		Purchase Ledger Payment
27/11/2024	Skyguard Ltd T/A Peoplesafe	BP *	33.60		Peoplesafe Subs-01/11-30/11/24
27/11/2024	Hevey Building Supplies Ltd	BP -	44.52		Screws for Xmas Tress Fence
27/11/2024	DB Security	BP *	247.20		Supply & Fit 2 Dr. Locks-Nov24
27/11/2024	SumUp Payments Ltd	FPI-27/11	0.92		Purchase Ledger Payment
27/11/2024	SAFETYSUPPL CD 4432	DEB	79.86		2x Safety Helmets-26/11
27/11/2024	Allstar Business Solutions Lim	DD	67.97		Allstar Diesel YS24CVD-13/11
28/11/2024	SERVICE CHARGES REF :	PAY	68.19		Lloyds Ser Chgs-10/09-09/10/24
28/11/2024	SumUp Payments Ltd	FPI-28/11	0.51		Purchase Ledger Payment
29/11/2024	NEST IT000000933597	DD	38.50		NEST PENSION-NOV24
29/11/2024	SumUp Payments Ltd	FPI-29/11	0.30		Purchase Ledger Payment
29/11/2024	AGROCO TRAILERS CD 4432	DEB	192.00		Trailer Hire - 28/11/24
Total Payments			<u>76,528.17</u>		

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
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	<u>0</u>	<u>829,445</u>	<u>820,638</u>	<u>(8,807)</u>			<u>101.1%</u>	<u>8,807</u>
Net Income	<u>0</u>	<u>829,445</u>	<u>820,638</u>	<u>(8,807)</u>				
6001 less Transfer to EMR	0	8,807						
Movement to/(from) Gen Reserve	<u>0</u>	<u>820,638</u>						
<u>102 Democratic Represent'n & Mgmt</u>								
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	<u>0</u>	<u>128</u>	<u>8,000</u>	<u>7,872</u>	<u>0</u>	<u>7,872</u>	<u>1.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(128)</u>	<u>(8,000)</u>	<u>(7,872)</u>				
<u>103 Grants</u>								
4303 Grants Power General	4,025	39,578	45,000	5,422		5,422	88.0%	
Grants :- Indirect Expenditure	<u>4,025</u>	<u>39,578</u>	<u>45,000</u>	<u>5,422</u>	<u>0</u>	<u>5,422</u>	<u>88.0%</u>	<u>0</u>
Net Expenditure	<u>(4,025)</u>	<u>(39,578)</u>	<u>(45,000)</u>	<u>(5,422)</u>				
<u>109 Central Services/Admin</u>								
1040 Grants Receivable	0	0	500	500			0.0%	
1098 Miscellaneous Income	0	1	10	10			5.0%	
1190 Bank Interest Receivable	3,536	22,652	31,400	8,748			72.1%	
Central Services/Admin :- Income	<u>3,536</u>	<u>22,653</u>	<u>31,910</u>	<u>9,257</u>			<u>71.0%</u>	<u>0</u>
4001 Salaries & Wages	19,256	133,237	236,518	103,281		103,281	56.3%	
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	3	119	364	245		245	32.8%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	41	276	420	144		144	65.7%	
4021 Mobile Telephones & Broadband	91	410	600	191		191	68.3%	
4022 Postage	0	271	340	69		69	79.8%	
4023 Printing & Stationery	202	652	2,600	1,948		1,948	25.1%	

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	8,748	10,954	2,206		2,206	79.9%	75
4052 Bank & Cardnet Charges	68	353	1,150	797		797	30.7%	
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	3,248	10,128	19,398	9,270		9,270	52.2%	
4110 Staff Welfare	2	2	250	248		248	1.0%	
4900 Assets Capitalised	0	645	0	(645)		(645)	0.0%	645
Central Services/Admin :- Indirect Expenditure	23,259	172,890	302,765	129,875	0	129,875	57.1%	720
Net Income over Expenditure	(19,723)	(150,237)	(270,855)	(120,618)				
6000 plus Transfer from EMR	0	720						
Movement to/(from) Gen Reserve	(19,723)	(149,517)						
<u>201 Market - Charter Street</u>								
1020 Market Rent & Tolls	7,082	53,939	78,000	24,061			69.2%	
1021 Market Electricity Recovered	360	2,877	4,200	1,323			68.5%	
1079 Licence income	0	147	0	(147)			0.0%	
Market - Charter Street :- Income	7,442	56,963	82,200	25,237			69.3%	0
4001 Salaries & Wages	4,295	28,369	38,635	10,266		10,266	73.4%	
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	3,576	5,632	2,056		2,056	63.5%	
4012 Water	0	323	151	(172)		(172)	213.7%	
4014 Electricity	0	760	2,400	1,640		1,640	31.7%	
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	150	150	100	(50)		(50)	150.0%	
4021 Mobile Telephones & Broadband	7	68	176	108		108	38.4%	
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	0	2,000	2,000		2,000	0.0%	
4041 Equipt Repairs & Mtce	0	2,848	1,084	(1,764)		(1,764)	262.7%	

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 Equipt/Small Tools Purchase	0	628	2,000	1,372		1,372	31.4%	
4052 Bank & Cardnet Charges	45	286	0	(286)		(286)	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	4,945	42,632	66,290	23,658	0	23,658	64.3%	0
Net Income over Expenditure	2,497	14,331	15,910	1,579				
204 Street Fairs								
1030 Function Income	480	2,399	2,600	201			92.3%	
1040 Grants Receivable	320	820	0	(820)			0.0%	
Street Fairs :- Income	800	3,219	2,600	(619)			123.8%	0
4001 Salaries & Wages	0	0	1,348	1,348		1,348	0.0%	
4052 Bank & Cardnet Charges	11	55	0	(55)		(55)	0.0%	
4102 Fair Expenses	1,447	3,027	2,785	(242)		(242)	108.7%	
Street Fairs :- Indirect Expenditure	1,458	3,082	4,133	1,051	0	1,051	74.6%	0
Net Income over Expenditure	(658)	137	(1,533)	(1,670)				
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	1,197	5,976	13,346	7,370		7,370	44.8%	
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	1,197	5,988	19,296	13,308	0	13,308	31.0%	0
Net Income over Expenditure	(1,197)	(5,625)	(18,596)	(12,971)				
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	2,942	19,893	52,017	32,124		32,124	38.2%	
4008 Training, Courses, Meetings	0	451	500	49		49	90.2%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009 Travel & Subsistence	0	0	300	300		300	0.0%	
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	382	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	83	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	3,407	71,524	76,790	5,266	0	5,266	93.1%	49,872
Net Income over Expenditure	(3,407)	15,925	(76,790)	(92,715)				
6000 plus Transfer from EMR	83	49,872						
6001 less Transfer to EMR	0	87,354						
Movement to/(from) Gen Reserve	(3,324)	(21,557)						
<u>211 Town Hall Building</u>								
1000 Letting Income	390	9,770	5,000	(4,770)			195.4%	
1016 Rent from Registrar	12,365	12,365	11,780	(585)			105.0%	
Town Hall Building :- Income	12,755	22,135	16,780	(5,355)			131.9%	0
4001 Salaries & Wages	232	5,425	16,966	11,541		11,541	32.0%	
4004 Cleaners &Casual payroll costs	1,578	8,588	18,172	9,585		9,585	47.3%	
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	8,795	11,252	2,457		2,457	78.2%	
4012 Water	0	299	630	331		331	47.4%	
4013 Gas	0	67	7,500	7,433		7,433	0.9%	
4014 Electricity	0	4,219	20,000	15,781		15,781	21.1%	
4017 Cleaning & Consumables	6	661	1,200	539		539	55.1%	
4020 Miscellaneous Expenses	0	65	250	185		185	26.0%	
4025 Subscriptions and membership	80	280	0	(280)		(280)	0.0%	
4039 Repaint Town Hall	0	64,691	0	(64,691)		(64,691)	0.0%	64,691
4040 Property Repairs & Mtce	2,144	21,178	24,700	3,522		3,522	85.7%	18,811
4041 Equipt Repairs & Mtce	1,750	12,013	14,912	2,899		2,899	80.6%	2,267
4042 Equipt Running Costs/Rental	74	914	1,010	96		96	90.5%	
4043 Equipt/Small Tools Purchase	222	615	500	(115)		(115)	123.0%	
4063 Audit and Legal Fees	0	350	500	150		150	70.0%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
4988 PWLB Interest 494354	0	7,142	14,584	7,442		7,442	49.0%	
Town Hall Building :- Indirect Expenditure	7,185	137,416	136,442	(974)	0	(974)	100.7%	85,769
Net Income over Expenditure	5,570	(115,281)	(119,662)	(4,381)				
6000 plus Transfer from EMR	0	85,769						
Movement to/(from) Gen Reserve	5,570	(29,512)						
<u>212 Public Clocks</u>								
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)				
<u>213 Street Wardens</u>								
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	2,873	16,842	31,174	14,332		14,332	54.0%	
4007 Workwear and Footwear	20	37	300	263		263	12.3%	
4017 Cleaning & Consumables	212	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	3,105	19,533	35,474	15,941	0	15,941	55.1%	0
Net Income over Expenditure	(3,105)	10,583	(4,393)	(14,976)				
<u>221 Allotments</u>								
1010 Rent Receivable	110	2,806	2,428	(378)			115.6%	
Allotments :- Income	110	2,806	2,428	(378)			115.6%	0
4001 Salaries & Wages	192	1,145	1,581	436		436	72.4%	
4012 Water	46	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	238	1,276	2,426	1,150	0	1,150	52.6%	0
Net Income over Expenditure	(128)	1,530	2	(1,528)				

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>239 Open Spaces&Closed Churchyards</u>								
1040 Grants Receivable	2,046	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	2,046	3,379	1,000	(2,379)			337.9%	2,046
4001 Salaries & Wages	1,144	6,719	6,438	(281)	(281)		104.4%	
4011 Rates	0	0	140	140		140	0.0%	
4014 Electricity	0	457	650	193		193	70.3%	
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	12	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	91	2,383	5,173	2,790		2,790	46.1%	
4068 Valley Walk	0	2,081	4,740	2,659		2,659	43.9%	
4109 Dog/Litter Bin emptying	0	8,141	7,728	(413)		(413)	105.4%	482
Open Spaces&Closed Churchyards :- Indirect Expenditure	1,246	21,327	42,596	21,269	0	21,269	50.1%	1,608
Net Income over Expenditure	800	(17,948)	(41,596)	(23,648)				
6000 plus Transfer from EMR	0	1,608						
6001 less Transfer to EMR	2,046	2,046						
Movement to/(from) Gen Reserve	(1,246)	(18,385)						
<u>241 Cemetery</u>								
1000 Letting Income	800	6,400	9,600	3,200			66.7%	
1060 Cemetery Fees & Charges	2,060	30,320	48,000	17,680			63.2%	
Cemetery :- Income	2,860	36,720	57,600	20,880			63.8%	0
4001 Salaries & Wages	4,403	33,389	57,124	23,735		23,735	58.5%	
4005 Grave Digging Costs	0	5,400	14,400	9,000		9,000	37.5%	
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	4,408	6,943	2,535		2,535	63.5%	
4012 Water	0	0	350	350		350	0.0%	
4014 Electricity	0	132	600	468		468	21.9%	
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	24	594	550	(44)		(44)	108.0%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Mobile Telephones & Broadband	7	52	180	128		128	28.9%	
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	294	500	206		206	58.8%	
4043 Equipt/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	1,950	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	6,935	58,006	123,146	65,140	0	65,140	47.1%	2,185
Net Income over Expenditure	(4,075)	(21,286)	(65,546)	(44,260)				
6000 plus Transfer from EMR	0	2,185						
Movement to/(from) Gen Reserve	(4,075)	(19,101)						
<u>243 War Memorial, Aelfhun & Gains</u>								
4040 Property Repairs & Mtce	0	790	1,800	1,010		1,010	43.9%	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	790	1,800	1,010	0	1,010	43.9%	0
Net Expenditure	0	(790)	(1,800)	(1,010)				
<u>250 Information Centre</u>								
1018 Books,Maps,publications/Income	35	508	1,200	692			42.3%	
1019 TIC Agency commission received	28	693	1,500	807			46.2%	
1022 Gift Sales Income	341	828	650	(178)			127.4%	
1025 TIC Sundry Sales	19	128	250	122			51.3%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	90	1,040	1,680	640			61.9%	
1098 Miscellaneous Income	21	28	50	22			56.2%	
Information Centre :- Income	534	3,375	5,603	2,228			60.2%	0
4001 Salaries & Wages	4,009	24,207	39,437	15,230		15,230	61.4%	
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%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 Printing & Stationery	18	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	21	150	960	810		810	15.6%	
4054 TIC Gift Purchases for Resale	0	1,311	500	(811)		(811)	262.1%	
4055 TICBooks/Guides/Maps forResale	0	132	500	368		368	26.5%	
4110 Staff Welfare	0	2	150	148		148	1.7%	
Information Centre :- Indirect Expenditure	4,048	26,863	46,217	19,354	0	19,354	58.1%	0
Net Income over Expenditure	(3,514)	(23,488)	(40,614)	(17,126)				
<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	0	9,163	9,163		9,163	0.0%	
4008 Training, Courses, Meetings	0	600	600	0		0	100.0%	
4101 Christmas Lights	3,230	3,470	6,820	3,350		3,350	50.9%	
4104 Christmas Trees	2,840	2,840	3,350	510		510	84.8%	
4900 Assets Capitalised	401	1,915	0	(1,915)		(1,915)	0.0%	1,915
Christmas Lights :- Indirect Expenditure	6,471	8,825	19,933	11,108	0	11,108	44.3%	1,915
Net Income over Expenditure	(6,471)	(8,825)	(19,633)	(10,808)				
6000 plus Transfer from EMR	401	1,915						
Movement to/(from) Gen Reserve	(6,070)	(6,910)						
<u>261 Museum</u>								
4041 Equipt Repairs & Mtce	336	336	800	464		464	42.0%	
Museum :- Indirect Expenditure	336	336	800	464	0	464	42.0%	0
Net Expenditure	(336)	(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%	
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)				

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302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	6	50	44		44	12.0%	
4041 Equipt Repairs & Mtce	184	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	184	1,313	2,040	727	0	727	64.4%	0
Net Expenditure	(184)	(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	6,669	20,669	22,314	1,645		1,645	92.6%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	6,669	22,040	24,114	2,074	0	2,074	91.4%	0
Net Expenditure	(6,669)	(22,040)	(24,114)	(2,074)				

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	3,995	8,886	34,236	25,350			26.0%	
1098 Miscellaneous Income	0	120	0	(120)			0.0%	
Community Wardens :- Income	3,995	9,506	34,736	25,230			27.4%	0
4001 Salaries & Wages	5,774	45,819	101,001	55,182		55,182	45.4%	
4006 Health & Safety Equipment	118	389	350	(39)		(39)	111.2%	
4007 Workwear and Footwear	196	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	954	18,684	18,800	116		116	99.4%	
4019 Diesel	177	1,678	4,500	2,822		2,822	37.3%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	45	745	540	(205)		(205)	138.0%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	343	2,316	1,800	(516)		(516)	128.7%	
4041 Equipt Repairs & Mtce	85	340	7,000	6,660		6,660	4.9%	
4043 Equipt/Small Tools Purchase	108	145	1,000	855		855	14.5%	
4052 Bank & Cardnet Charges	6	42	0	(42)		(42)	0.0%	
4110 Staff Welfare	0	3	900	897		897	0.3%	
4863 Purchases for re-sale	0	217	0	(217)		(217)	0.0%	
Community Wardens :- Indirect Expenditure	7,804	72,250	139,931	67,681	0	67,681	51.6%	375
Net Income over Expenditure	(3,810)	(62,744)	(105,195)	(42,451)				
6000 plus Transfer from EMR	0	375						
Movement to/(from) Gen Reserve	(3,810)	(62,369)						
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 30/11/2024

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Civic Activities								
4001 Salaries & Wages	1,043	4,620	19,572	14,952		14,952	23.6%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	
4017 Cleaning & Consumables	109	217	820	603		603	26.5%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4129 Mayors Allowance	0	1,598	3,500	1,902		1,902	45.7%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	454	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	1,606	8,051	28,976	20,925	0	20,925	27.8%	0
Net Expenditure	(1,606)	(8,051)	(28,976)	(20,925)				
Grand Totals:- Income	34,077	1,110,504	1,091,086	(19,418)			101.8%	
Expenditure	84,117	714,689	1,146,117	431,428	0	431,428	62.4%	
Net Income over Expenditure	(50,040)	395,816	(55,031)	(450,847)				
plus Transfer from EMR	484	142,445						
less Transfer to EMR	2,046	98,206						
Movement to/(from) Gen Reserve	(51,602)	440,054						

Detailed Income & Expenditure by Budget Heading 06/01/2025

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	<u>0</u>	<u>829,445</u>	<u>820,638</u>	<u>(8,807)</u>			<u>101.1%</u>	<u>8,807</u>
Net Income	<u>0</u>	<u>829,445</u>	<u>820,638</u>	<u>(8,807)</u>				
6001 less Transfer to EMR	0	8,807						
Movement to/(from) Gen Reserve	<u>0</u>	<u>820,638</u>						
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	<u>0</u>	<u>128</u>	<u>8,000</u>	<u>7,872</u>	<u>0</u>	<u>7,872</u>	<u>1.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(128)</u>	<u>(8,000)</u>	<u>(7,872)</u>				
103 Grants								
4303 Grants Power General	432	40,010	45,000	4,990		4,990	88.9%	
Grants :- Indirect Expenditure	<u>432</u>	<u>40,010</u>	<u>45,000</u>	<u>4,990</u>	<u>0</u>	<u>4,990</u>	<u>88.9%</u>	<u>0</u>
Net Expenditure	<u>(432)</u>	<u>(40,010)</u>	<u>(45,000)</u>	<u>(4,990)</u>				
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	22,652	31,400	8,748			72.1%	
Central Services/Admin :- Income	<u>0</u>	<u>22,653</u>	<u>31,910</u>	<u>9,257</u>			<u>71.0%</u>	<u>0</u>
4001 Salaries & Wages	15,794	149,031	236,518	87,487		87,487	63.0%	
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	3	123	364	242		242	33.7%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	77	353	420	67		67	84.0%	
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%	
4025 Subscriptions and membership	0	2,135	2,546	411		411	83.9%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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
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	0	353	1,150	797		797	30.7%	
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	400	10,527	19,398	8,871		8,871	54.3%	
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	16,913	189,803	302,765	112,962	0	112,962	62.7%	720
Net Income over Expenditure	(16,913)	(167,150)	(270,855)	(103,705)				
6000 plus Transfer from EMR	0	720						
Movement to/(from) Gen Reserve	(16,913)	(166,430)						
201 Market - Charter Street								
1020 Market Rent & Tolls	5,944	59,883	78,000	18,117			76.8%	
1021 Market Electricity Recovered	301	3,178	4,200	1,022			75.7%	
1079 Licence income	21	168	0	(168)			0.0%	
Market - Charter Street :- Income	6,265	63,229	82,200	18,971			76.9%	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%	
4052 Bank & Cardnet Charges	19	305	0	(305)		(305)	0.0%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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
4069 Licences	0	70	200	130		130	35.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Market - Charter Street :- Indirect Expenditure	5,929	48,561	66,290	17,729	0	17,729	73.3%	0
Net Income over Expenditure	336	14,667	15,910	1,243				
<u>204 Street Fairs</u>								
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)				
<u>205 Council Public Events</u>								
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)				
<u>206 Town Economy</u>								
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%	
4020 Miscellaneous Expenses	0	620	1,175	555		555	52.8%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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	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						
6001 less Transfer to EMR	0	87,354						
Movement to/(from) Gen Reserve	(2,384)	(23,940)						
211 Town Hall Building								
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	8	75	7,500	7,425		7,425	1.0%	
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%	
4988 PWLB Interest 494354	0	7,142	14,584	7,442		7,442	49.0%	
Town Hall Building :- Indirect Expenditure	9,547	146,963	136,442	(10,521)	0	(10,521)	107.7%	85,769
Net Income over Expenditure	(7,451)	(122,733)	(119,662)	3,071				
6000 plus Transfer from EMR	0	85,769						

Detailed Income & Expenditure by Budget Heading 06/01/2025

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
Movement to/(from) Gen Reserve	(7,451)	(36,964)						
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)				
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%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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
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						
6001 less Transfer to EMR	0	2,046						
Movement to/(from) Gen Reserve	(3,299)	(21,685)						
<u>241 Cemetery</u>								
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%	
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 Equipt Repairs & Mtce	162	456	500	44		44	91.1%	
4043 Equipt/Small Tools Purchase	0	343	1,400	1,057		1,057	24.5%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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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
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						
Movement to/(from) Gen Reserve	(3,686)	(22,787)						
<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						
Movement to/(from) Gen Reserve	0	(790)						
<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	296	1,125	650	(475)			173.0%	
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	106	1,146	1,680	534			68.2%	
1098 Miscellaneous Income	5	33	50	17			65.4%	
Information Centre :- Income	592	3,966	5,603	1,637			70.8%	0
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%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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	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	(2,542)	(26,030)	(40,614)	(14,584)				
<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	0	2,840	3,350	510		510	84.8%	
4900 Assets Capitalised	0	1,915	0	(1,915)		(1,915)	0.0%	1,915
Christmas Lights :- Indirect Expenditure	3,684	12,509	19,933	7,424	0	7,424	62.8%	1,915
Net Income over Expenditure	(3,684)	(12,509)	(19,633)	(7,124)				
6000 plus Transfer from EMR	0	1,915						
Movement to/(from) Gen Reserve	(3,684)	(10,594)						
<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%	
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)				

Detailed Income & Expenditure by Budget Heading 06/01/2025

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
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)				
341 Community Wardens								
1040 Grants Receivable	0	500	500	0			100.0%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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
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						
Movement to/(from) Gen Reserve	(5,417)	(67,786)						
<u>499 Bingo&Raffle</u>								
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)				
<u>901 Civic Activities</u>								
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%	

Detailed Income & Expenditure by Budget Heading 06/01/2025

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
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	<u>1,333</u>	<u>9,384</u>	<u>28,976</u>	<u>19,592</u>	<u>0</u>	<u>19,592</u>	<u>32.4%</u>	<u>0</u>
Net Expenditure	<u>(1,333)</u>	<u>(9,384)</u>	<u>(28,976)</u>	<u>(19,592)</u>				
Grand Totals:- Income	11,173	1,121,677	1,091,086	(30,591)			102.8%	
Expenditure	64,055	778,744	1,146,117	367,373	0	367,373	67.9%	
Net Income over Expenditure	<u>(52,883)</u>	<u>342,933</u>	<u>(55,031)</u>	<u>(397,964)</u>				
plus Transfer from EMR	1,310	143,755						
less Transfer to EMR	0	98,206						
Movement to/(from) Gen Reserve	<u>(51,573)</u>	<u>388,481</u>						

CC	Cost Centre Name	Budget 2025/2026	Actual 2024-25 Mid-Year	Budget 2024-25	Actual 2023-24	Actual 2022-23
101	Corporate Management	(858,400.00)	(820,638.00)	(820,638.00)	(785,000.00)	(731,000.00)
102	Democratic Representation and Management	8,000.00	6,328.00	8,000.00	6,000.00	650.00
103	Grants - General Power of Competence	45,000.00	44,078.00	45,000.00	45,000.00	50,000.00
109	Central Services and Administration	256,500.00	150,656.50	270,855.60	258,493.58	250,540.31
201	Markets	(490.00)	(11,970.30)	(15,909.09)	(16,661.48)	(21,253.67)
204	Street Fairs	-	(1,002.00)	1,533.40	1,554.00	1,837.75
205	Council Public Events	39,400.00	1,713.00	18,559.78	16,608.70	30,654.38
206	Town Economy	41,240.00	(13,527.00)	76,789.79	69,598.63	74,315.32
211	Town Hall Building	103,760.00	66,353.00	119,660.87	103,787.89	81,308.40
212	Public Clocks	2,500.00	-	2,500.00	2,500.00	2,500.00
213	Street Wardens	-	4,392.80	4,392.80	3,339.08	2,768.24
214	Street Cleaning	8,460.00	-	-	-	-
215	Public Toilets	8,200.00	-	-	-	-
221	Allotments	1,020.00	(1,530.00)	(2.45)	-	380.52
239	Open Spaces and Closed Churchyards	44,022.00	24,138.00	41,595.73	34,504.17	23,317.50
241	Cemetery	108,790.00	41,069.00	65,546.02	69,825.87	41,467.50
243	War Memorial, Aelfhun and Gainsborough Statues	2,500.00	2,090.00	1,800.00	1,817.00	500.00
250	Information Centre	47,890.00	23,839.00	40,613.97	37,564.70	31,016.42
252	Christmas Lights	26,670.00	4,780.00	19,633.00	18,405.00	16,450.00
261	Museum	850.00	334.00	800.00	700.00	700.00
301	Street Lighting	8,500.00	3,000.00	12,000.00	11,962.00	4,620.00
302	Street Furniture	1,350.00	1,014.00	2,040.00	1,790.00	1,550.00
311	Highways	(1,700.00)	(1,395.00)	(1,850.00)	(1,550.00)	(1,200.00)
312	Footpaths	3,000.00	1,100.00	3,800.00	3,769.00	1,350.00
321	Floral Displays and Flower Beds Maintenance	27,480.00	22,040.00	24,113.56	22,406.14	21,568.30
341	Community Wardens	93,936.00	67,324.00	105,195.80	99,489.04	74,511.46
499	Lotteries, Bingo and Raffles	-	(138.00)	(12.00)	(12.00)	(672.00)
901	Civic Activities	29,590.00	9,451.00	28,976.60	27,291.23	27,117.14
Financial results		48,068.00	(376,500.00)	54,995.38	33,182.55	(15,002.43)
Budget support from General Reserves		(48,068.00)		(54,995.38)	(33,182.55)	(20,300.00)
Other support from General Reserve		-		-	-	(34,697.57)
Grants		-		-	-	-
Precept		(858,400.00)		(820,638.00)	(785,000.00)	(734,000.00)
Total Income		(906,468.00)	-	(875,633.38)	(818,182.55)	(786,997.57)
Financial results including precept and grants		-	(376,500.00)	0.00	-	0.00
CT base (+2.6% on last year)		4,615.34		4,500.52	4,520.45	4,437.62
Band D		(185.99)		(182.34)	(173.66)	(165.40)
Band D increase		2.00%		5.00%	4.99%	
				Band D Increase		Band D Charge
Precept increase of 0% £		-	(841,561.10)			
Precept increase of 1% -£		8,415.61	(849,976.71)	(1.82) 1%		(184.16)
Precept increase of 2% -£		16,831.22	(858,392.32)	(3.65) 2%		(185.99)
Precept increase of 3% -£		25,246.83	(866,807.93)	(5.47) 3%		(187.81)
Precept increase of 4% -£		33,662.44	(875,223.54)	(7.29) 4%		(189.63)
Precept increase of 5% -£		42,078.05	(883,639.15)	(9.12) 5%		(191.46)

NHS

SUDBURY TOWN COUNCIL

**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL ON 13TH JANUARY 2025 COMMENCING AT 6:30 PM**

Committee members present: Mr N Bennett – the chair.
Mrs M Barrett
Ms J Carter
Mr S Hall
Mr A Osborne
Miss A Owen
Mr T Register
Mr A Stohr

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillor Mr N Younger. Councillor Mrs M Barrett was his substitute.

2. **DECLARATIONS OF INTEREST**

Councillors Ms J Carter, Mr A Osborne, Miss A Owen and Mr T Register declared that they were Babergh District Councillors.

Councillor Ms J Carter declared that she was a Suffolk County Councillor.

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the previous meeting held on the 16th December 2024 be confirmed as an accurate record and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk updated members on actions from previous meetings.

7. **PLANNING APPLICATIONS**

DC/24/05461 **Proposal:** Planning Application – Demolition of existing school buildings and redevelopment to provide a new educational teaching block, separate new sports hall block and Multi Use Games Area (MUGA), reconfiguration of car parking arrangements and outdoor playground areas, provision of new landscaping and all associated works.

Location: Ormiston Sudbury Academy, Tudor Road, Sudbury, CO10 1NW

RESOLVED – To recommend approval subject to the following;

- **That the holding objections raised by Sport England have been satisfactorily resolved.**
- **That the holding objections raised by the Environmental Protection Officer have been satisfactorily resolved.**
- **That the issues raised by the Phoenix Family Hub have been resolved.**

DC/24/02656 **Proposal:** Application for Listed Building Consent – Internal and external works as detailed within the Design and Access Statement and Schedule of Works

Location: St Bartholomews Priory, St Bartholomews Lane, Sudbury, Suffolk, CO10 1XP

RESOLVED – To recommend approval subject to the Heritage Officer being content that the issues they have raised have been satisfactorily addressed.

DEVELOPMENT

8. **TO NOTE THAT BABERGH DISTRICT COUNCIL INTENDS TO FORMALLY REVIEW THE JOINT LOCAL PLAN AS THE GOVERNMENT HAS INCREASED THE ANNUAL HOUSING REQUIREMENT BY 86%**

RESOLVED

To note that Babergh District Council intends to formally review the Joint Local Plan as the Government has increased the annual housing requirement by 86%.

To ask Babergh District Council to clarify if it intends to restart a review all potential housing sites, including those that have already been submitted, or to continue with work on the current sites whilst reviewing additional sites.

HIGHWAYS

9. **TO DISCUSS THE HIGHWAYS LIST**

Members discussed the following points;

- Members noted the response from the Fire Brigade to the problem of cars parked on the pavement of Upper East Street blocking the access for emergency vehicles.
- Some York Stone paving slabs had not been replaced in North Street after work by a contractor. Members noted that contractors were allowed to leave a temporary surface (usually tarmac) for up to one year after work.
- There was a dangerous pothole in the middle of the north carriageway of Ballingdon Street outside number 85.

The meeting closed at 7:34pm.

Signed

Handwritten signature in black ink, appearing to read 'N. H. ...' with a flourish at the end.

Chairman

SUDBURY TOWN COUNCIL

**MINUTES OF THE MONTHLY MEETING OF SUDBURY TOWN COUNCIL
HELD IN THE TOWN HALL ON TUESDAY 14TH JANUARY 2025 AT 7.00PM**

Present: Miss A Owen – Mayor of Sudbury, in the CHAIR
Mrs M Barrett Ms E Murphy
Mr P Beer Mr A Osborne
Mr N Bennett Mrs J Osborne
Mr K Graham Mr T Register
Mr S Hall Mr A Stohr
Mr J Jeagar Mr A Welsh

In attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager and RFO
Ms L Smith – Babergh District Councillor
Mr P Faircloth-Mutton – Suffolk County Councillor

1. **APOLOGIES AND APPROVAL OF ABSENCES**

Apologies for absence were received from Councillors Ms J Carter and Mr N Younger.

2. **DECLARATIONS OF INTERESTS**

Councillors Mr P Beer, Mr A Osborne, Miss A Owen and Mr T Register declared that they were also Babergh District Councillors.

Councillors Mr P Beer declared that he was also a Suffolk County Councillor.

Councillors Mr P Beer declared that he was also a Great Cornard Parish Councillor.

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

No declarations of gifts or hospitality were received.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensations had been received.

5. **MINUTES**

RESOLVED

That the minutes of the Full Council meeting held on the 12th November 2024 be confirmed and signed as an accurate record.

6. **TO REVIEW THE ACTIONS FROM PREVIOUS FULL COUNCIL MEETINGS**

RESOLVED

The Town Clerk confirmed that the actions had been completed.

7. REPORTS

a) County Councillor's Reports – Both County Councillors had sent in their reports prior to the meeting, which are included at pages 37 to 39. The following points were raised.

- Sudbury in Bloom roundabout signage – Cllr Faircloth-Mutton confirmed that he was expecting a proposal for a solution from Suffolk Highways. This would be reviewed by SCC Cllrs Carter and Faircloth-Mutton and then briefed to Sudbury in Bloom.
- Cllr Faircloth-Mutton confirmed that SCC intended maintain the current free on-street parking in Sudbury, including Market Hill, Acton Square and North Street.

RESOLVED

That County Councillors Ms J Carter and Mr P Faircloth-Mutton be thanked for their reports.

b) Babergh District Council (BDC) Report – District Councillor Mr T Register had sent in his report prior to the meeting, which is included at pages 40 to 42. The following points were raised;

- Work was still in progress to establish a scheme for Roys customers to get a refund of their parking charges for visits of up to 2 hours.
- Did BDC have structural engineer's reports on the Kingfisher Leisure centre for the period before the roof section came loose?
- What additional parking charges were made by the parking app providers?
- What was the current position with the 48 North Street enforcement action?
- How could parents at St Joseph's School get a short-term parking permit to drop-off and pick-up children? Cllr Register confirmed that the school had permits to issue to parents.
- Cllr S Hall declared that he had a personal vested interest in residents' parking and then asked the following 3 questions.
 - Did BDC consult directly with local residents on the changes to parking charges?
 - Did BDC consider the overnight parking permits to be adequate?
 - Did BDC consider that they had properly notified the public of the changes?
- How would those attending medical and dental appointments be able to afford to park?

RESOLVED

That District Councillor Mr T Register be thanked for his report.

c) Policing report – Sgt Olly Williams and PC John Moore, from the Community Police Team for Sudbury, attended the meeting to give a verbal report on current policing issues.

RESOLVED

That Sgt Olly Williams and PC John Moore be thanked for their report.

d) Mayor's Announcements

- There were no Mayor's announcements.

e) Public Forum – Three members of the public asked questions.

- The first member of the public raised the same issue that he had spoken about at the previous meeting. He would not accept that the Town Council officers had given him full

and honest replies to his enquiries about a previous employment issue. The Town Clerk and the Administration Manager reminded him that the Information Commissioner's Office (ICO) had investigated his concerns and concluded that the Town Council had complied with data protection regulations. There was nothing more that could be provided.

- The second member of the public explained the work by the Sudbury Chamber of Commerce to gather data on the economic impact of parking charges. The Chamber intended to produce a report after a year to show the changes.
- The third member of the public raised his concern with the governance of the council. After he had listed a number of different issues, the Town Clerk asked him to put these in an email so that they could be considered in detail.
- The fourth member of the public expressed his concern over the proposed change of the start time for full council meetings. He felt that the current 7:00pm start time allowed those working away from Sudbury to return in time to attend.

The Mayor decided to move item 11 forward as the team from Dobson Grey had been waiting to give their presentation.

Councillors Mr P Beer and Mr A Osborne made late declarations that they were both on the Planning Committee at Babergh District Councillor.

11. TO RECEIVE AN UPDATE ON THE PROPOSED ORMISTON SUDBURY ACADEMY DEVELOPMENT

The Managing Director of Dobson Grey, Keri Dobson, explained the plans for the redevelopment of Ormiston Academy. She was assisted by Kieran Healy, the project manager from the Department for Education. They explained that the specifications for the sports facilities were dictated by the sports curriculum. Use by the local community out of hours would have to be governed by a separate agreement with the Ormiston Academy Trust and this could be one of the planning conditions set by the district council.

RESOLVED

To note the plans for the new Ormiston Academy.

8. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES:

**Planning, Development & Highways Committees on 18th November 2024, 2nd and 16th December 2024 and 13th January 2025 – The Chairman recommended noting the minutes
It was RESOLVED to note the minutes.**

**Finance Committees on 3rd December 2024 and 7th January 2025 – The Chairman recommended noting the minutes.
It was RESOLVED to note the minutes.**

**Leisure and Environment Committee on 26th November – The Chairman recommended noting the minutes.
It was RESOLVED to note the minutes.**

9. TO APPROVE THE BUDGET FOR FINANCIAL YEAR 2025-2026

The Chairman of the Finance Committee, Councillor Bennett, advised members that over the previous few months, the committee had worked with the Town Clerk and the RFO to build the budget for FY2025/2026. The recommended budget had a net expenditure of £906,468, which took into account the increase in staff costs due to changes in employer national insurance.

Members considered the draft Budget and were advised that, in order to keep the increase in precept at 2%, it would be necessary to allocate £48,068 from the General Reserves. This should be covered by an anticipated underspent in the current financial year of about £69,000, with the balance allocated to the general reserve.

Therefore, it was proposed that the precept for FY2025/2026 be set at £858,400. This would represent an increase of 2.00%, or £3.65 over the year on a Band D property.

There was a proposal to amend the draft budget that had been recommended by the Finance Committee by increasing the funding allocated to grants from £45,000 to £50,000 and taking the additional funding from the general reserve. This would bring the net expenditure up to £911,468 and the allocation from the general reserve up to £53,068.

RESOLVED

To increase the budget allocation to grants from £45,000 to £50,000

That a net budget of £911,468 for Financial Year 2025/2026 be adopted as shown on page 43.

To extend the meeting by 30 minutes so that it could continue until 9:30pm.

10. TO SET THE PRECEPT FOR FINANCIAL YEAR 2025-2026

Following the approval of the budget in item 9, members were requested to approve the proposed precept of £858,400 for FY2025/26, with an allocation of £53,068 from the general reserve.

RESOLVED

That the Precept for Financial Year 2025/2026 be set at £858,400

That £53,068 be allocated from the general reserve to balance the budget.

12. TO APPOINT 3 MEMBERS TO ATTEND A LOCAL POLICE BRIEFING

RESOLVED

To request that 4 members be allowed to attend the local police briefing, with the following members being appointed;

- Cllr A Owen (The Mayor)
- Cllr K Graham
- Cllr E Murphy
- Cllr A Osborne

13. TO RECEIVE AN UPDATE ON THE RENOVATION AND REPAIR OF THE TOWN HALL

The Town Clerk informed members that the heating engineers had visited earlier that day and should soon submit detailed options for future heating systems. They had been asked to put forward options for both a gas fired heating system and an air-source heat pump system, so that members could consider the pros and cons of each. This should allow the full council to select a new heating system in early spring 2025 and to let a contract for installation in late spring or early summer. The new heating system should be ready for the start of cooler weather in autumn 2025.

RESOLVED

To note the timescale for the new heating system.

14. TO CHANGE THE START TIME FOR FULL COUNCIL MEETINGS TO 6.30PM

Member debated the benefits of a 6:30pm or a 7:00pm start time for full council meetings.

RESOLVED

Not to change the start time of ordinary full council meetings, which remains at 7:00pm.

15. TO AUTHORISE THE EXPENDITURE OF UP TO £20,000 EXCLUDING VAT FOR THE FABRICATION AND INSTALLATION OF THE NEW GATEWAY SIGNAGE FOR SUDBURY, NOTING THAT THE PROJECT IS FULLY FUNDED FROM THE SHARED PROSPERITY FUNDING.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, members approved the expenditure of up to £20,000 excluding VAT for the fabrication and installation of the new gateway signage for Sudbury, noting that the project is fully funded from the shared prosperity funding.

RESOLVED

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)

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 item 16 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

16 TO RECEIVE AN UPDATE ON ANY PRIVATE AND CONFIDENTIAL MATTERS.

See CONFIDENTIAL Annex A page 44.

The business of the meeting was concluded at 9:45pm.

Chairman

**Report for January 2025 to Sudbury Town Council -
From Jessie Carter (SCC Councillor)**

Date: 14/01/2025

Email: jessie.carter@suffolk.gov.uk

Phone: 07955 434411

**Extraordinary Council and Cabinet Meeting – 09.01.2025 – Fast Track for
Devolution**

On January 9th, Suffolk County Council (SCC) held an extraordinary council and cabinet meeting to discuss a proposal to fast-track Suffolk's inclusion in the government's Devolution Priority Programme (DPP). If approved, this would result in the creation of a directly elected Mayor, potentially overseeing both Suffolk and Norfolk, and the replacement of current council structures with a streamlined unitary council.

The motion was approved by the full council and received unanimous support during the subsequent cabinet meeting.

SCC has now formally written to the government, expressing its intention to be prioritized for devolution and local government reorganization. A decision is anticipated by Government by the end of the month.

Motions Passed - December Full Council

At Council on Thursday 12 December, three motions were passed by councillors. The first motion was opposing government's changes to Agricultural Property Relief, which mean that from April 2026, Suffolk farmers will only have relief from inheritance tax for up to £1m of combined agricultural and business property. Above this £1m, they will have to pay inheritance tax at half the usual level (20% rather than the usual 40%). The change has inspired protests since it was announced by the government, including farmers driving hundreds of tractors into Westminster and in Suffolk, along the A14 from Ipswich to Felixstowe at 5mph.

The second motion also related to solar farms, specifically the need to prioritise rooftop solar over solar farms and lobby for changes to planning so that new housing and commercial developments have solar panels, and priority is given to retrofitting solar to buildings or brownfield sites over new solar farms which take good quality farmland out of food production. For example, in France solar panels are often mounted on canopies above car parks to maximise space. As well as contributing to the country's net zero targets, solar panels could significantly reduce energy bills for Suffolk schools and libraries.

The final motion was on knife crime and proposed that a knife crime action plan for Ipswich be discussed at the next meeting of the Safer, Stronger Communities Board in March 2025.

Suffolk Economic Strategy

At Cabinet on Tuesday 3 December, a new economic strategy was tabled which followed the creation of the Suffolk Business Board earlier in 2024. The Board produced a strategy for the county for the next five years, listing the areas which are most important to the Suffolk economy, including clean energy, agriculture, tourism, and ports and logistics. It

also outlined how the Board hopes that digital innovation, AI and robotics can help drive improvements and growth in these areas, along with plans to support startups, provide business mentoring and skills projects with young people. The plan was approved by the council's Cabinet, and the Suffolk Business Board will now finalise how it plans to deliver the strategy and will report back to Cabinet every year on their progress.

Children's Services Improvement Plans

The Education and Children's Services Scrutiny Committee met on 5 December to review the plan for improvement following the Ofsted inspection of the council's children's social care provision earlier in the year. The Ofsted report was published in August 2024 and the council learned it had dropped two grades, from being rated Outstanding in 2019 its current grade of Requires Improvement. The council had to produce an action plan for improvement which it has submitted to Ofsted and the Department for Education. The Cabinet member for children's services and officers from the department attended the committee meeting to outline the actions they have taken so far, including recruitment of extra staff members to drive improvement, and arranging peer reviews with other councils. There will also be a new Strengthening Services for Children and Families Board, which will be chaired by the council's Chief Executive, Nicola Beach. The council particularly needs to improve services for care leavers and consistency of practice and quality assurance - this means reviewing interactions with children and families to make sure the council is doing the best it can to help them. This work is separate to the council's improvement work for Special Educational Needs and Disabilities (SEND), which is subject to a separate inspection process by Ofsted and the Care Quality Commission (CQC).

**County Councillor's Report to Sudbury Town Council Meeting
13 January 2025**

A happy new year to you! I hope you enjoyed some well earned rest over Christmas after a busy year for the village.

Suffolk Seeks to Embark on Fast-track Devolution Route

The County Council was convened for an extraordinary meeting on Thursday 9 January.

Following an invitation from ministers, Suffolk County Council agreed to recommend Suffolk for inclusion in the government's Devolution Priority Programme (DPP), which would see the creation of a directly elected Mayor (likely covering Suffolk and Norfolk) and the replacement of existing council structures with a streamlined unitary council being set up.

If successful, this would secure new funding for integrated public transport systems and road networks, as well as greater local control over tax receipts to best serve our residents' aspirations and needs.

This was subsequently ratified by the Cabinet.

If successful, it is possible that the scheduled elections for the County Council on 1 May could be delayed, as has been normal procedure in other counties such as Buckinghamshire, North Yorkshire and Somerset. This will ensure an orderly formation of a business case for consideration by the Government in the autumn.

Any decision on the future timing of elections will be a decision for the Minister of Local Government and English Devolution.

I will be seeking the Town Council's opinion on what form a future unitary system of government should be later in the year.

Draft Budget Proposed to Protect Suffolk Frontline Services

The administration is to recommend a 2.99% increase in Suffolk County Council's tax precept and 2.00% for Adult Social Care for 2025-26. This will ensure that the authority's statutory responsibilities, such as care for our older and younger residents and education can be maintained and necessary investment in improving our SEND (Special Educational Needs and Disabilities) provision. Furthermore, our highways programmes such as resurfacing and flood prevention will continue.

Subsequently, no significant changes will be made to the Council's service offering in the upcoming tax year.

Sudbury in Bloom Signage

As promised at November's Town Council meeting, I convened a meeting held in the Mayor's Parlour between Sudbury in Bloom and Suffolk Highways to agree a pathway forward whereby Sudbury in Bloom's signage can be returned to the various roundabouts they maintain across Sudbury.

The Highways Team will report back to Cllr Carter, Cllr West (Cabinet Member for Operational Highways) and I later this week with a proposed solution. If we are content with this, it will be communicated to Sudbury in Bloom. I will keep the Town Council abreast of this.

Philip Faircloth-Mutton
January 2025

Babergh District Council report for Sudbury Town Council full council on 14th January 2025 by Councillor Tim Register

Devolution

The Government published its White Paper on Devolution on 16 th December. Devolution has been Labour policy for years so that wasn't a surprise. What was a surprise was the addition of Local Government Reform which had not been included in its election manifesto.

This is going to have far-reaching implications for every council and community in Suffolk. It is critically important that we have a strong system of local government that can represent the interests of our communities, businesses, and residents.

The Government wants every region of England to have a combined authority led by a directly elected mayor and will give them powers over housing, transport, education, and employment to help drive economic growth. County and district councils will be abolished and replaced by unitary councils who will take on all their responsibilities. The Government thinks bigger is always better and believes these councils should be responsible for 500,000 people. Suffolk has a population of over 768,000.

The Minister responsible for devolution has said it will be unacceptable for regions not to have a mayor and wants larger areas to be governed by the mayor. So, Suffolk and Norfolk will probably be bought together .

The Government invited areas to apply by last Friday, 10 January to be part of its Devolution Priority Programme – a fast-track process with additional support, which would see Mayors for selected regions elected in May 2026.

Suffolk County Council met on Thursday and decided to formally request to be part of this priority programme – and to request a delay to the county council elections that are due to take place in May this year, to allow them to focus on preparations for the future. They voted to “postpone,” the elections even though the minister said that wasn't necessary. Although I am broadly supportive of the creation of a mayor, I am totally against cancelling the elections. It is quite possible that county councillors will be in post for seven years. Deciding not to hold an election damages the legitimacy of the decisions the County leadership takes when it makes decisions about reorganisation that impacts everyone. So far there has been very little consultation with district councils and I can only hope there will be public consultation.

We should know from the Government whether Suffolk and Norfolk are on the Devolution Priority Programme, and whether or not Suffolk County Council's elections will go ahead in May 2025, by the end of this month.

by the end of January 2025, the Government intends to send us an ‘invitation’ setting out their criteria for designing the size, principles and geography of new unitary councils and asking all two-tier councils to work together to develop such unitary proposals.

We know that we will be required to provide our initial thoughts to the Government in March 2025 and then final proposals by either May 2025 or Autumn 2025, depending on whether or not we are on the priority programme.

The Government then intends to introduce the new unitary councils in two phases. The first councils would be implemented in April 2027 and the remainder in April 2028.

Bigger is not always better – and a ‘one size fits all’ approach is unlikely to meet the needs of our rural communities and market towns.

The New National Planning Policy Framework.

This is another major change affecting planning that does various things:

It increases the number of homes Babergh is expected to have built by 86% to 775 per year. Despite Babergh exceeding its targets in recent years that ‘excess’ is not going to be calculated in the future target. Consequently, both Babergh and Mid Suffolk have to review the Joint Local Plan.

Each year, planning authorities must demonstrate they have a five-year land supply for the required number of homes. Under existing requirements, this has been exceeded in Babergh and Mid Suffolk.

But the higher figures, set by the Government in December’s National Planning Policy Framework review, mean this may become more challenging in future years. If we can’t meet a five-year land supply for these increased Government figures, we could start to lose control over where new homes are built, i.e. the Government will step in.

There is a virtual Town and Parish Liaison Meeting on Monday 20th January 9.30am- 11am, where the implications of the potential changes in national planning policy and its implications will be discussed in more detail. We will also update on the implications of the Government’s plans for devolution.

It sets new weights on the value of Neighbourhood plans in the planning process.

It also reduces the power of planning authorities (Babergh for now, but eventually it’s Unitary replacement) to block housing planning applications.

This will impact the Joint Local Plan part 2 which is being drafted especially in relation to the call for sites.

Use of CIL for footpaths and cycle paths.

Up to now CIL funding could not be used to create or improve footpaths and cycle paths. A Cabinet decision has changed this and will hopefully allow CIL funding to be used for this purpose. Notably this may fund improvements to the Kingfisher to Bakers Mill route.

Well People, Healthy Places Fund

The Council has established funding for projects which make lives and places healthier. The fund will support a community-led approach to improving health and wellbeing. Village Halls, sports clubs, parish councils and charities can apply.

Up to £5,000 is available in parishes with either a Neighbourhood Plan, People & Place Plan, Parish Infrastructure Plan, or similar.

Open for applications until Monday 10 February 2025

For further information email the Grants Team: BMSDCGrants@baberghmidsuffolk.gov.uk

Energy Efficiency Advice

Any householder who lives in a house with an EPC of less than C can claim a voucher to have a qualified retrofit assessor come to their home and give them a plan as how to increase the energy efficiency of their home. More information here. All funded by Suffolk Councils

Home Energy Efficiency Assessment Voucher Scheme in Suffolk - Suffolk County Council

Sustainable Travel Working group.

This is a body I sit on alongside our Mayor Alison Owen. The main impact is that we are looking at Section 106 funds from Chilton Woods to both improve Bus Services and invest in Active Travel in Sudbury.

The Eezy bike hire hub will be installed outside Kingfisher Leisure Centre when the scaffolding is removed, (currently happening in February).

Kingfisher Repair works

Investigations have revealed further problems which has delayed the reopening of the Swimming Pool.



Final **Sudbury Town Council Budget** Approved

CC	Cost Centre Name	Budget 2025/2026	Actual 2024-25 Mid-Year	Budget 2024-25
101	Corporate Management	(858,400.00)	(820,638.00)	(820,638.00)
102	Democratic Representation and Management	8,000.00	6,328.00	8,000.00
103	Grants - General Power of Competence	50,000.00	44,078.00	45,000.00
109	Central Services and Administration	256,500.00	150,656.50	270,855.60
201	Markets	(490.00)	(11,970.30)	(15,909.09)
204	Street Fairs	-	(1,002.00)	1,533.40
205	Council Public Events	39,400.00	1,713.00	18,559.78
206	Town Economy	41,240.00	(13,527.00)	76,789.79
211	Town Hall Building	103,760.00	66,353.00	119,660.87
212	Public Clocks	2,500.00	-	2,500.00
213	Street Wardens	-	4,392.80	4,392.80
214	Street Cleaning	8,460.00		-
215	Public Toilets	8,200.00		-
221	Allotments	1,020.00	(1,530.00)	(2.45)
239	Open Spaces and Closed Churchyards	44,022.00	24,138.00	41,595.73
241	Cemetery	108,790.00	41,069.00	65,546.02
243	War Memorial, Aelfhun and Gainsborough Statues	2,500.00	2,090.00	1,800.00
250	Information Centre	47,890.00	23,839.00	40,613.97
252	Christmas Lights	26,670.00	4,780.00	19,633.00
261	Museum	850.00	334.00	800.00
301	Street Lighting	8,500.00	3,000.00	12,000.00
302	Street Furniture	1,350.00	1,014.00	2,040.00
311	Highways	(1,700.00)	(1,395.00)	(1,850.00)
312	Footpaths	3,000.00	1,100.00	3,800.00
321	Floral Displays and Flower Beds Maintenance	27,480.00	22,040.00	24,113.56
341	Community Wardens	93,936.00	67,324.00	105,195.80
499	Lotteries, Bingo and Raffles	-	(138.00)	(12.00)
901	Civic Activities	29,590.00	9,451.00	28,976.60
Financial results		53,068.00	(376,500.00)	54,995.38
	Budget support from General Reserves	(53,068.00)		(54,995.38)
	Other support from General Reserve	-		-
	Grants	-		-
	Precept	(858,400.00)		(820,638.00)
	Total Income	(911,468.00)	-	(875,633.38)
Net Budget for Full Council Approval		911,468.00		875,633.38
Financial results including precept and grants		-	(376,500.00)	0.00
	CT base (+2.6% on last year)	4,615.34		4,500.52
	Band D	(185.99)		(182.34)
	Band D increase	2.00%		5.00%

SUDBURY TOWN COUNCIL

**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL ON 27TH JANUARY 2025 COMMENCING AT 6:30 PM**

Committee members present: Mr N Bennett – the chair.
Mr S Hall
Mr A Osborne
Miss A Owen
Mr T Regester
Mr A Stohr
Mr N Younger (arrived at 6:32pm)

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillor Ms J Carter.

2. **DECLARATIONS OF INTEREST**

Councillors Mr A Osborne, Miss A Owen and Mr T Regester declared that they were Babergh District Councillors.

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the previous meeting held on the 13th January 2025 be confirmed as an accurate record and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk updated members on actions from previous meetings.

- Members noted that District Councillor L Smith had asked when the committee would be able to meet the professional neighbourhood plan consultant.
- Councillor S Hall reported that he had not yet received a reply to his enquiry about the new lighting at the B&M store site.

7. **PLANNING APPLICATIONS**

DC/25/00039 **Proposal:** Application for Listed Building Consent – Replacement of entrance doors to flats A and C
Location: 56 Friars Street, Sudbury, Suffolk, CO10 2AG

RESOLVED – To recommend approval

DC/24/02656 **Proposal:** Application for Listed Building Consent – Internal and external works as detailed within the Design and Access Statement and Schedule of Works
Location: St Bartholomews Priory, St Bartholomews Lane, Sudbury, Suffolk, CO10 1XP

RESOLVED – To recommend approval subject to the Heritage Officer being content that the issues they have raised have been satisfactorily addressed.

DEVELOPMENT

8. **TO UPDATE MEMBERS ON BABERGH DISTRICT COUNCIL'S STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA)**

Councillor T Regester had emailed Babergh District Council asking,

Since the NPPF changes in increases in housing numbers necessitates revisiting the call for sites, possibly identifying new sites, the question is whether they have will have to respond to both the original and any new sites identified in Sudbury at committee, or just to consider only newly identified sites?

The Head of Strategic Planning (Planning Policy and Infrastructure) had responded,

The Councils are continuing to progress the assessment of those sites received through the Call for Sites exercise. This is through the Strategic Housing Land Availability Assessment (SHLAA), and it is anticipated the Councils may be in a position to publish the SHLAA later in the Spring. This will help those areas undertaking and considering Neighbourhood Plans. Through the plan-making process, new sites will be put forward to the Councils as the Local Plan evolves and these will need to be considered at the appropriate time.

RESOLVED

To note the correspondence between Councillor T Regester and Babergh District Council.

9. **TO NOTE THAT BRAINTREE DISTRICT COUNCIL ARE LAUNCHING AN ISSUES AND OPTIONS CONSULTATION ON THEIR LOCAL PLAN**

Members looked at the Braintree Local Plan Review 2041 Issues and Options document and followed the link on page 21 to SP3 – Spatial Strategy for North Essex, which opened the Braintree District Local Plan 2013 – 2033 which they had adopted in 2022. Page 76 of this document, explained their spatial strategy and their settlement hierarchy. Villages were in three groups with the lowest being the third tier where *‘considering the tests of sustainable development, these will not normally be met by development within a third tier village.’* The villages neighbouring Sudbury, including Bulmer, were listed as third tier villages.

RESOLVED

To note that the Braintree Local Plan would normally have a presumption against unsustainable development in a third tier village such as Bulmer.

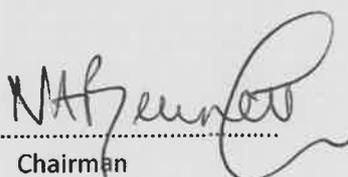
HIGHWAYS

10. **TO DISCUSS THE HIGHWAYS LIST**

Members discussed the following points;

- Loose paving stones behind St Peter’s Church, near the old ladles. Could these be reported to Suffolk Highways for repair. (The Town Clerk reported this on the Suffolk Highways tool as Ref:504670)
- Pothole on the northern by-pass about 100m before the Long Melford roundabout. (This had already been reported on the Suffolk Highway tool as Ref:503431 on 19 January)
- Pothole just before the traffic lights at the bottom of Market Hill. (The Town Clerk reported this on the Suffolk Highways tool as Ref:504671)
- Streetlamp post with no lamp behind St Peter’s Church, near the old ladles. (This is lamp 0315 and the Town Clerk reported it to Suffolk Highways as Ref: WEB068425)
- The pothole on Melford Road was repaired after being report on ‘National Pothole Day’.

The meeting closed at 7:10 pm.

Signed 
Chairman

SUDBURY TOWN COUNCIL

MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 28th JANUARY AT 6.30PM

Committee members present: Mr S Hall – Chair
Mr P Beer
Mr J Jeagar
Mrs J Osborne
Mr T Register
Mr A Welsh
Miss A Owen (Mayor – ex officio)

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

1. SUBSTITUTES AND APOLOGIES

Apologies were received from Councillor Ms E Murphy.

2. DECLARATIONS OF INTERESTS

Councillors Mr P Beer, Miss A Owen and Mr T Register declared that they were Babergh District Councillors.

Councillors Mr P Beer declared that he was a Suffolk County Councillor.

3. DECLARATION OF GIFTS AND HOSPITALITY

There were no declarations of gifts or hospitality.

4. REQUESTS FOR DISPENSATION

No requests for dispensations had been received.

5. MINUTES

RESOLVED

That the minutes of the Leisure and Environment Committee meeting held on the 26th November 2024 be confirmed and signed as an accurate record.

6. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk updated the committee on the actions for the previous meeting.

RESOLVED

To note the Town Clerk's report.

7. TO AUTHORISE THE EXPENDITURE OF UP TO £5,000 EXCLUDING VAT ON THE CEMETERY WINTER WORKS

Some members had visited the cemetery with the Town Clerk in early December to discuss the priorities for winter works. These priorities were;

- As soon as the weather was dry enough, to schedule the operations team to do full cut and strim of the grass in the cemetery for winter.
- Paths – to seek quotes for training the operations staff in the proper use of glyphosate weedkiller to suppress weed and grass growth from encroaching into the paths. Recommend a spring and summer full spray annually. For use only on path edging.
- Paths with problem corners – to seek quotes for delivery of gravel to ‘top up’ the two problem muddy areas of path by the chapel and in the new cemetery by the tap.
- Hedge and scrub cutting back and shaping – to seek quotes from external contractors to cut back and shape all yew bushes and other coniferous shrubs. These should be cut back hard enough for paths to be reclaimed and then maintained.
- Hedging along the alleyway / fencing – Much of the hedging along the new fencing was dead. Although some sections had already been removed, the recommendation was to seek quotes for the removal and clearance of all the remaining hedging. Due to pine needle drop from the mature pines in this part of the cemetery, the hedging below was being starved of light and could not grow. To seek recommendations regarding shade tolerant, pine companion planting / bulbs that would work along the fencing.

The Town Clerk confirmed that the operations team would do as much work as possible, but that over the past 10 or 20 years many trees had been let grow out of shape so that they blocked the paths. A one-off cut back to their correct size was required, after which the operations team should be able to maintain their correct shape. It was recommended that an external contractor be employed to get this work completed before the fresh spring growth.

RESOLVED

That, under the power of the Open Spaces Act 1906, s.10, members agreed to approve expenditure of up to £5,000 excluding VAT for winter works in the cemetery.

8. TO AUTHORISE THE EXPENDITURE OF UP TO £5,000 EXCLUDING VAT ON A NEW GAS SUPPLY CONTRACT

The Town Clerk explained that the current standing charge for the gas supply was £25 per quarter, which came to £100 per annum. No gas was being used as the boiler was broken and would need to be replaced in 2025 by a new gas boiler or an air-source heat pump. The current gas contract would end on 31 March 2025 and, unless a new contract was signed, the standing charge would increase to £2.50 per day, which came to £912.50 per annum. As a new gas boiler could not be an option without a gas supply, the lowest cost option was to start a new gas contract for one year with a low standing charge. The Town Clerk recommended giving financial approval for up to £5,000 in case a new boiler was installed and the gas was used.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, members agreed to approve expenditure of up to £5,000 excluding VAT for a new gas supply contract.

9. TO AUTHORISE THE EXPENDITURE OF UP TO £4,600 EXCLUDING VAT ON REMOVAL OF THE BAMBOO FROM THE CROFT

The Town Clerk explained that the estimates for eradicating bamboo from specialist companies were very high and could not be confirmed without paying for a site visit. The contractor who had refurbished the Town Hall had submitted a quotation for the work that showed a clear breakdown of the costs. As this was cheaper than going to an external specialist, the Town Clerk recommended acceptance.

RESOLVED

That, under the power of the Open Spaces Act 1906, s.10, members agreed to approve expenditure of up to £4,600 excluding VAT for the removal of bamboo from the Croft.

10. TO NOTE THAT £450 EXCLUDING VAT HAS BEEN SPENT ON AN ENGINEER'S TECHNICAL INVESTIGATION OF THE TOWN HALL LIFT AND IT IS NOW WORKING

An experience lift engineer had visited to inspect and repair the Town Hall lift. After half a day on site he had the lift working and was confident that the problem had been rectified.

RESOLVED

To note that the Town Hall lift had been inspected and repaired at a cost of £450 excluding VAT.

11. TO DISCUSS THE POLICE RETAIL CRIME ACTION PLAN

The local police inspector had sent an email with the details of an alert system that had been shown at a recent retail crime action plan conference. This 'ShopSafe' system had been deployed in other towns and found to be helpful.

RESOLVED

To discuss options for a retail crime action plan with the local police inspector at the next meeting between him and the small group of councillors.

12. TO DISCUSS THE PROMOTIONAL SIGNAGE ON SUDBURY ROUNDABOUTS

Members were concerned that the Sudbury in Bloom signage had not yet been re-installed on the roundabouts.

RESOLVED

That the Town Clerk email the two county councillors representing Sudbury asking them for an update on the return of the Sudbury in Bloom signage to the roundabouts.

13. TO FORM A WORKING GROUP TO EXAMINE THE POSSIBILITY OF ANOTHER SILK FESTIVAL AND MAKE RECOMMENDATIONS

Members discuss how successful the silk festival had been in 2019 and whether it would be helpful to have another silk festival. Opinions differed over whether a working group was required at this stage and Cllr Regester was keen to engage the two key organisers from the 2019 silk festival and to hear their views.

RESOLVED

That it would be a good idea to have another silk festival.

That Cllr Mr T Regester should speak to the organiser of the previous silk festival held in 2019, and to the manager of The Sudbury Arts Centre in St Peter's Church, to see if they were interested in supporting another silk festival.

That a decision on forming a working group would be postponed until Cllr Regester reported back.

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 item 14 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

14. TO AGREE ACTIONS TO ADDRESS ISSUES WITH FLINT LODGE

See PRIVATE and CONFIDENTIAL Annex A pages 61 to 62

The meeting concluded at 8:18pm.


.....
Chairman

SUDBURY TOWN COUNCIL
MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN
SUDBURY TOWN HALL ON THURSDAY 30TH JANUARY 2025 AT 6.30PM

Committee members present: Mrs M Barrett – Chair
Mr K Graham
Mr S Hall
Mrs J Osborne
Mr T Register
Mr A Welsh
Miss A Owen – ex-officio as the Mayor

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

1. SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Councillor Mr A Stohr.

2. DECLARATIONS OF INTERESTS

Councillors Miss A Owen and Mr T Register declared that they were Babergh District Councillors.

3. DECLARATION OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were made.

4. REQUESTS FOR DISPENSATION

No requests for dispensation had been received.

5. MINUTES

RESOLVED

That the minutes of the Policy and Resources Committee meeting held on the 18th July 2024 be confirmed and signed as an accurate record.

6. ACTIONS FROM THE PREVIOUS MEETING

The Town Clerk advised that the main outstanding actions from previous meetings continued to be the terms of reference (TOR) for the committees. These needed careful drafting to ensure that all members were content with the decisions that the committees could take on behalf of the full council using their delegated authority.

RESOLVED

That the Town Clerk's report be noted.

Melanie Barrett

7. TO REVIEW AN EMAIL FROM A MEMBER OF THE PUBLIC WHO HAD ASKED A QUESTION AT A FULL COUNCIL MEETING

The Administration Manager took the committee through the email that had been received from a member of the public on 14th January asking questions about the council's governance procedures. The email contained a number of statements and assertions but in many cases did not identify specific issues with the existing texts or offer alternative wording.

Where specific changes had been suggested, the Administration Manager had considered these and recommended changes to the council's data protection policy which would be considered under item 8.

The Administration Manager informed the committee that a second email had been received from this member of the public on 27th January containing a freedom of information (FOI) request which would be answered in the normal timeframe.

RESOLVED

That the committee was content with the overall governance arrangements of the council.

That the council's website, which used the Wix system, was difficult to operate compared to more modern systems. When time and resources were available, the website should be replaced with a modern system that would ensure that both computer and mobile device viewers always saw the same version of documents.

8. TO REVIEW THE DRAFT CHANGES TO THE DATA PROTECTION POLICY

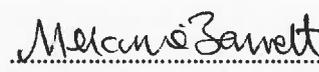
The Administration Manager took the committee through the changes that she proposed to the council's Data Protection Policy.

RESOLVED

To adopt the revised Data Protection Policy, which includes the Data Retention Policy, with the recommended changes as shown at pages 65 to 76.

Member agreed that the next meeting would be scheduled for Thursday 24th April 2025.

The meeting concluded at 7:30 pm


Chairman



SUDBURY TOWN COUNCIL
DATA PROTECTION POLICY

Melanie Janett

Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025

Introduction

We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes.

This policy sets out how we seek to protect personal data and ensure that Councillors and Officers understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires Officers to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Definitions

Business purposes	<p>The purposes for which personal data may be used by us:</p> <p>Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes.</p> <p><i>Council purposes include the following:</i></p> <ul style="list-style-type: none">- <i>Compliance with our legal, regulatory and corporate governance obligations and good practice</i>- <i>Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests</i>- <i>Ensuring Council policies are adhered to (such as policies covering email and internet use)</i>- <i>Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking</i>- <i>Investigating complaints</i>- <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i>- <i>Monitoring staff conduct, disciplinary matters</i>- <i>Promoting Council services</i>- <i>Improving services</i>
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Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025

Personal data	<p>Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts, members of the public, Council service users, residents, market traders, hirers, correspondents</p> <p><i>Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV, contact details, correspondence, emails, databases, council records</i></p>
Sensitive personal data	<p><i>Personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data should be strictly controlled in accordance with this policy.</i></p>

Scope

This policy applies to all councillors and staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Who is responsible for this policy?

As our Data Protection Officer, Mrs Debbie Deeks Administration Manager/s151 Officer, has overall responsibility for the day-to-day implementation of this policy.

Our procedures

Fair and lawful processing

The Council process data under the following legal bases;

- Public Task
- Contract
- Legal Obligation
- Vital interests
- Legitimate interests

Melanie Barnett

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

The Data Protection Officer's responsibilities:

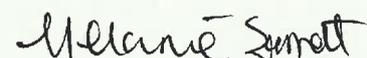
- Keeping the Council updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Assisting with data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, council members and other stakeholders
- Responding to individuals such as members of the public, service users and employees who wish to know which data is being held on them by Sudbury Town Council
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing

Responsibilities of the IT Manager

- Ensure all systems, services, software and equipment meet acceptable security standards
- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the company is considering using to store or process data

Responsibilities of the Officers

- Approving data protection statements attached to emails and other marketing copy
- Addressing data protection queries from clients, target audiences or media outlets
- Coordinating with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy



Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025

The processing of all data must be:

- Necessary to deliver our services
- In our legitimate interests and not unduly prejudice the individual's privacy
- In most cases this provision will apply to routine business data processing activities.

Our Terms of Business contains a Privacy Notice relating to on data protection.

The notice:

- Sets out the purposes for which we hold personal data on customers, employees, residents and service users
- Highlights that our work may require us to give information to third parties such as expert witnesses and other professional advisers
- Provides that service users and correspondents have a right of access to the personal data that we hold about them

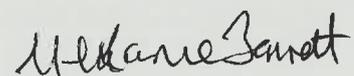
Sensitive personal data

In most cases where we process sensitive personal data we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply, or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work, comply with burial legislation and allotment legislation). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO, Mrs Debbie Deeks, Administration Manager/s151 Officer.



Your personal data

You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records.

Data security

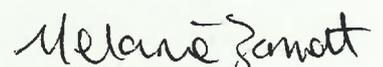
You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used
- The DPO must approve any cloud used to store data
- Servers containing personal data must be kept in a secure location, away from general office space
- Data should be regularly backed up in line with the council's backup procedures
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All servers containing sensitive data must be approved and protected by security software and strong firewall.

Data Retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data



Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025

was obtained, but should be determined in a manner consistent with our data retention guidelines. Please refer to the Council's Data Retention Policy at Annex B.

Subject Access Requests

Please note that under the Data Protection Act 2018, individuals are entitled, subject to certain exceptions, to request access to information held about them.

If you receive a subject access request, you should refer that request immediately to the DPO. Who may ask you to help us comply with those requests.

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

Processing data in accordance with the individual's rights

You should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.

Do not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

Please contact the DPO for advice on direct marketing before starting any new direct marketing activity.

Melanie Zanett

Training

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure.

Training is provided through an in-house seminar on a regular basis.

It will cover:

- The law relating to data protection
- Our data protection and related policies and procedures.

Completion of training is compulsory.

GDPR and Data Protection Act Provisions

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

Privacy Notice - transparency of data protection

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. The following are details on how we collect data and what we will do with it:

What information is being collected?	
Who is collecting it?	Staff at Sudbury Town Council
How is it collected?	Email, telephone, by hand
Why is it being collected?	For Business Purposes
How will it be used?	For the sole purpose it is intended
Who will it be shared with?	Only info relating to Babergh District Council (BDC) matters will be shared with them
Identity and contact details of any data controllers	Debbie Deeks Debbie.deeks@sudbury-tc.gov.uk 01787 275773 www.sudbury-tc.gov.uk
Retention period	Anything relating to BDC will be deleted immediately after it's sent. All other information within 6 months.

Melanie Barnett

Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025

Conditions for processing

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

Justification for personal data

We will process personal data in compliance with all six data protection principles.

We will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

Consent

The data that we collect is subject to active consent by the data subject. This consent can be revoked at any time.

Criminal record checks

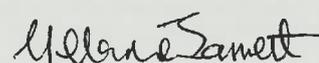
Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.

Data portability

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

Right to be forgotten

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.



Privacy by design and default

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The DPO will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan.

When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

Reporting breaches

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures

Please refer to our Compliance Failure Policy for our reporting procedure.

Monitoring

Everyone must observe this policy. The DPO has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.

Consequences of failing to comply

We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the DPO.

Melanie Barnett

Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025



SUDBURY TOWN COUNCIL

Data Retention Policy – Revised 18 July 2024

Subject to any statutory or regulatory provision or advice from National or County associations (including that resulting from case law), the Town Council's policy for retaining data is as follows (in accordance with NALC guidelines at the time of coming into force):

DOCUMENT	MINIMUM RETENTION PERIOD	REASON (with reference)
Minute books	Indefinite	Archive
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	7 years	VAT requires this as a minimum.
Bank statements, including deposit/saving accounts	7 years	Audit
Bank paying-in books	7 years	Audit
Cheque Book stubs	7 years	Audit
Quotations and tenders	7 years	Limitation Act 1980 (as amended)
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980 (as amended)
VAT records	7 years	VAT
Petty cash, postage, and telephone books	7 years	Tax, VAT, limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Payroll records	15 years	For Pension & National Insurance queries.
Insurance policies	40 years from date on which insurance commenced or was renewed	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753). Management.
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended).

Melanie Bennett

Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025

Staff		
Personal files	6 years after end of employment	
Records relating to disciplinary proceedings	6 years after end of employment	
Records of recruitment for unsuccessful candidates	6 months after completion of the recruitment exercise.	To defend against discrimination claims. This is because the time limit for discrimination claims is three months but taking into account a potential extension under the rules on early conciliation, it could be around five months before the employer hears of the claim against it.
General Enquiries		
Any query taken in the office that may require personal details to respond	2 years	Because we might get a question up to 2 years after they contact us.
Market		
Stall holder details	2 years	Management. Because we might get a question up to 2 years after they leave the market.
Town Hall		
Applications to hire	7 years	VAT
Lettings diary		
Copies of invoices to hirers		
Allotments		
Waiting list Allocation list Ex-plot holders' details	Shorter Indefinite because it is current 2 years after giving up the plot	Audit, Management Because we might get a question up to 2 years after.
Cemetery		
Register of fees collected Register of burials Register/plan of grave spaces Register of memorials Notices of Interment Disposal Certificates Copy certificates of grant of Exclusive Right of Burial Applications for the right to erect memorials. Register of purchased graves	7 years Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite 5 years after the memorial has been erected. Indefinite (as long as they have the plot/memorial/etc, plus 6 years)	Audit Archives, Local Authorities Cemeteries Order 1977 (SI 204)

Melanie Barnett

Adopted by resolution of Sudbury Town Council Policy Committee on 30 January 2025

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.

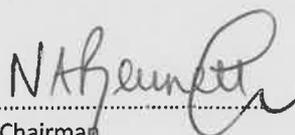
The Administration Officer/s151 Officer asked for a volunteer to do the internal control report in March.

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.


.....
Chairman

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>
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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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		

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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
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

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
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%	

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
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

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
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%	

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
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

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
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	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)				
241 Cemetery								
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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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	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

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
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%	

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
4041 Equip 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 Equip Repairs & Mtce	0	1,291	1,500	209		209	86.1%	
4043 Equip/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 Equip 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 Equip Running Costs/Rental	0	1,336	1,500	164		164	89.1%	
4043 Equip/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

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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
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

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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
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 Full Council - 10 Sep 2019
The Garden Nursery	Floral Supply and Maintenance	£ 20,600.00	£ 20,600.00	Quarterly		
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	Annually/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 Monthly	Camera 12 Reveal Care Current 14/03/22-14/03/2023
Radius Telematics	Vehicle trackers	£	673.00	£	673.00	Annually	period 1/6/21-31/5/22
Rialas Business Solutions Limited	Omega software for finance	£	673.00	£	673.00	Annually	
Suffolk Association of Local Councils	Support and advice	£	6.00	£	6.00	Annually	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	Monthly D/D	Lease for bus shelter on Anglian Water's land
SGW Payroll Ltd	Monthly payroll services	£	2,127.24	£	2,127.24	Quarterly & Monthly D/D	£110 pm
Southern Electric - Electricity	Electricity supply	£	2,563.12	£	2,563.12	Quarterly D/D	
Southern Electric - Gas	Gas supply	£	2,563.12	£	2,563.12	Annually	
Suffolk Highways lighting charges	Street lights, electricity points, footpath lights charges	£	77.50	£	93.00	Monthly	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

MAB

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	£9,074.8
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

NAB

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

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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

NAB

SUDBURY TOWN COUNCIL

**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL ON 10TH FEBRUARY 2025 COMMENCING AT 6:30 PM**

Committee members present: Mr N Bennett – the chair.
Mr S Hall
Mr A Osborne
Mr T Regester
Mr A Stohr
Mr N Younger

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillor Ms J Carter and Miss A Owen.

2. **DECLARATIONS OF INTEREST**

Councillors Mr A Osborne and Mr T Regester declared that they were Babergh District Councillors. Mr T Regester declared a non-pecuniary interest item 8.

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the previous meeting held on the 27th January 2025 be confirmed as an accurate record and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk updated members on actions from previous meetings.

7. **PLANNING APPLICATIONS**

DC/25/00204 **Proposal:** Householder Application – Remove existing rear landing window, increase size of opening and install a glazed door. (Retention of).
Location: 55 Melford Road, Sudbury, Suffolk, CO10 1JS

RESOLVED – To recommend refusal on the grounds of loss of public amenity.

- **Members noted that there was no statement of the intended use in the application form.**
- **Members assumed that its intended use was as a balcony as there was no provision for fire escape.**
- **When a similar rear balcony had been proposed for the Bay Horse, 3 buildings along, this had initially been refused on the grounds that it would allow views into neighbouring properties. Members considered that similar standards should apply to this application.**

DC/24/05461 **Proposal:** Planning Application – Demolition of existing school buildings and redevelopment to provide a new educational teaching block, separate new sports hall block and Multi Use Games Area (MUGA), reconfiguration of car parking arrangements and outdoor playground areas, provision of new landscaping and all associated works.
Location: Ormiston Sudbury Academy, Tudor Road, Sudbury, CO10 1NW

RESOLVED – To continue to recommend approval, subject to the same three holding objections below;

- **That the holding objections raised by Sport England have been satisfactorily resolved.**
- **That the holding objections raised by the Environmental Protection Officer have been satisfactorily resolved.**
- **That the issues raised by the Phoenix Family Hub have been resolved.**

with the addition of;

- **That members note and support the conclusions of the Suffolk Police ‘Design Out Crime’ response on boundary fencing and roof access.**
- **That members note and support the recommendations of the public rights of way (PROW) team that;**
 - **Fencing and hedging should be a minimum of 2m back from the edge of the path.**
 - **That any gates must open inwards so as not to obstruct the path.**
 - **That the footpath be upgraded to allow cycling.**
 - **That a section 106 contribution be made to fund this improvement.**

NAB

DEVELOPMENT

8. TO NOTE THE BATTERY BOX PROPOSAL FROM BABERGH DISTRICT COUNCIL

Members noted the email from Babergh District Council (BDC) consulting them on a proposal to install three battery boxes in the Sudbury area. These would be located on BDC land on a 30 year term with a rent of £1,000 per annum (with annual CPI reviews) or an upfront payment of £10,000.

BDC had provided a briefing paper which had been circulated explaining what a battery box was. A battery box imported and stored electricity from the local electricity network when demand for electricity was low or when there were high levels of renewable energy available. It then exported that electricity back to the electricity network when required in periods of high demand.

BDC stated that, in addition to this consultation, there would be separate planning applications submitted for each site proposed to host a battery box. If an application were to be approved, the applicant, AMP, would pay for the construction of the battery box and then pay rent to Babergh for occupying the council's land as a tenant.

RESOLVED

That members did not support the proposal to have battery boxes in Sudbury at this stage. They were prepared to be convinced in the future, but first they would like more information on the following areas;

- **What battery chemistry was proposed for these battery boxes?**
- **Were there any examples of this particular type of battery box installed by APM in England?**
- **Did these battery boxes use 100% renewable energy?**
- **Why were these battery boxes needed at these particular 3 locations in Sudbury?**

HIGHWAYS

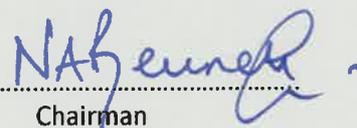
9. TO DISCUSS THE HIGHWAYS LIST

Members discussed the following points;

- The drain at the side of the road in East Street, outside the entrance to the Weavers Tap, was blocked and caused serious flooding when there was heavy rain. The Town Clerk reported this on the Suffolk Highways reporting tool as ref: 507203.
- A hole had appeared in the road on Girling Street where there had previously been road works. Member were concerned that the repairs had not been completed to a satisfactory standard. This had already been reported three times on the Suffolk Highways reporting tool as refs: 506694 on 7 February 2025, 506795 on 8 February 2025 and 507171 on 10 February 2025.
- Member were concerned about the general standard of repairs to the roads in Sudbury as problems often re-occurred in the same places.

The meeting closed at 7:22 pm.

Signed



Chairman

SUDBURY TOWN COUNCIL
MINUTES OF THE MONTHLY MEETING OF SUDBURY TOWN COUNCIL
HELD IN THE TOWN HALL ON TUESDAY 11TH FEBRUARY 2025 AT 7.00PM

Present: Miss A Owen – Mayor of Sudbury, in the CHAIR
Mrs M Barrett Mr A Osborne
Mr P Beer (until 8:21pm) Mrs J Osborne
Mr N Bennett Mr T Register
Mr K Graham Mr A Stohr
Mr S Hall Mr A Welsh
Mr J Jeagar Mr N Younger
Ms E Murphy

In attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager and RFO
Ms R Price – Business Manager
Ms L Smith – Babergh District Councillor

1. APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Councillor Ms J Carter and County Councillor Mr P Faircloth-Mutton.

2. DECLARATIONS OF INTERESTS

Councillors Mr P Beer, Mr A Osborne, Miss A Owen and Mr T Register declared that they were also Babergh District Councillors.

Councillors Mr P Beer declared that he was also a Suffolk County Councillor.

Councillor Mr K Graham declared that he was also a Great Cornard Parish Councillor.

3. DECLARATIONS OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were received.

4. REQUESTS FOR DISPENSATION

No requests for dispensations had been received.

5. MINUTES

Members asked for a short additional text to be added to item 16 in the confidential annex to the minutes, so approval of the accuracy of the minutes was postponed until the private section.

RESOLVED

That the minutes of the Full Council meeting held on the 14th January 2025, with the additional text in item 16, be confirmed and signed as an accurate record.

The Mayor moved item 12 forward so that those attending to deliver reports could be released as early as possible.

12. REPORTS

a) County Councillor's Reports – Neither county councillor was present. Councillor J Carter had sent in her report, which had been circulated with the agenda, and is included at pages 125 to 127. Councillor P Faircloth-Mutton had sent in his report immediately before the meeting and it had not been seen by members. It is included at page 128. Members were asked to email any questions to the county councillor concerned.

RESOLVED

That County Councillors Ms J Carter and Mr P Faircloth-Mutton be thanked for their reports.

b) Babergh District Council (BDC) Report – District Councillor Mrs L Smith had sent in her report, which had been circulated with the agenda, and is included at pages 129 to 130. The following points were raised;

- Why was Babergh District Council (BDC) spending money on Roys car park? What was contractual relationship between BDC and Roys?
- The Kingfisher swimming pool report was noted.
- The parent parking permits to drop children at St Joseph's School were working well.
- That a contractor had been appointed to repair the Belle View Park wall along Bures Road as this was an essential precondition of building the new toilet block.
- That there might be 3-phase electrical cabling under this wall.
- That rebuilding this wall in the same location would exclude the option of a footpath along this section of Bures Road.
- That BDC would send further details of a COVID memorial tree planting on 9th March 2025.
- That the paper on a possible move to a unitary authority had made little mention of the role of town and parish councils. That with the introduction of a strategic mayor, there would still be 3 tiers in the new structure.
- That any additional powers or duties passed down to town and parish councils would need additional funding to go with them.

RESOLVED

That District Councillor Ms L Smith be thanked for her report.

c) Policing report – Sgt Olly Williams, from the Community Police Team for Sudbury, attended the meeting to give a verbal report on current policing issues. He introduced PC Lloyd Shelley who had recently joined the Sudbury team.

RESOLVED

That SGT Williams be thanked for his report.

d) Mayor's Announcements – The Mayor reminded member that there would be a Working Together meeting on 6th March 2025 and all members were requested to attend.

e) Public Forum – No members of the public were present.

6. TO AGREE FRIDAY 2ND MAY 2025 AS THE DATE FOR THE ANNUAL TOWN MEETING

RESOLVED

That the Annual Town Meeting will be held on Friday 2nd May 2025.

7. TO RECEIVE AN UPDATE ON THE REPAIRS REQUIRED FOR THE CEMETERY CHAPEL

The Town Clerk briefed members on the report from the builder who had refurbished the Town Hall on his estimates for the repair of the cemetery chapel. The maintenance of the cemetery chapel had been neglected for many years and it appeared that former staff had made their own temporary repairs, often resulting in further damage. The issues included;

- Roof in a poor state allowing rainwater to penetrate and cause internal damage.
- Vandal damage to many of the traditional diamond leaded glass windows.
- Partially boarding up broken windows which had led to water ingress and serious damage to the internal walls.
- Replacing loose flints using modern cement which was not compatible with the original lime mortar.

Many members believed that the cemetery chapel ought to be a grade 2 listed building. It had been built at the same time, and in the same style, as the cemetery lodge, and both buildings had been designed by the same famous Victorian architect. However, the Town Clerk had checked the Babergh District Council listed building records and, although the cemetery lodge was grade 2 listed, the cemetery chapel was not.

RESOLVED

To note that the rough order of magnitude costs for the repair of the cemetery chapel would be £125,000.

To ask the Town Clerk to investigate external sources of funding that might be available to assist with the repair of the cemetery chapel.

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)

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 8 and 9 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

8. TO RECEIVE AN UPDATE ON ANY PRIVATE AND CONFIDENTIAL MATTERS

See **CONFIDENTIAL Annex A at minute page 141.**

9. TO APPROVE THE ACTION PLAN FOR FLINT LODGE

See **CONFIDENTIAL Annex A at minute page 142.**

10. TO APPROVE EXPENDITURE OF UP TO £4,240 EXCLUDING VAT FOR THE ANNUAL MICROSOFT 365 SOFTWARE CONTRACT

The Town Clerk explained that the council paid for annual licences to use Microsoft 365 software through the council's IT provider.

RESOLVED

That, under the power of the Local Government Act 1972, s.111, members agreed to approve expenditure of up to £4,240 excluding VAT for the annual Microsoft 365 software contract.

11. TO APPROVE THE ANNUAL REVIEW OF THE RISK MANAGEMENT STRATEGY

Members considered the revised risk management strategy which had been recommended by the Finance Committee. This included a new risk on the general governance of the council which was mitigated by regular meetings, standing orders, financial regulations, other written policies and procedures.

RESOLVED

To approve the annual review of the risk management strategy which is shown on pages 131 to 140.

13. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES:

Planning, Development & Highways Committees on 13th and 27th January and 10th February 2025

– The Chairman recommended noting the minutes

It was RESOLVED to note the minutes.

Finance Committees on 4th February 2025– The Chairman recommended noting the minutes.

It was RESOLVED to note the minutes.

Policy and Resources Committees on 30th January 2025 – The Chairman recommended noting the minutes.

It was RESOLVED to note the minutes.

Leisure and Environment Committees on 28th January 2025 – The Chairman recommended noting the minutes.

It was RESOLVED to note the minutes.

HR Committees on 28th January 2025 – The Chairman gave a brief summary of the minutes during the private section.

It was RESOLVED to note the briefing.

The business of the meeting was concluded at 8:37pm.

Chairman

Report for February 2025 to Sudbury Town Council - From Jessie Carter (SCC Councillor)

Date: 06/02/2025

Email: jessie.carter@suffolk.gov.uk

Phone: 07955 434411



Devolution and Local Government Reorganization

Following the publication of the government's White Paper on devolution in December, the council held an extraordinary meeting on Thursday 9 January to decide whether to pursue inclusion in the Devolution Priority Programme. Councils had to submit an application for this 'fast-track' devolution by Friday 10 January, including a request for local elections in May to be cancelled if this would assist them to prepare for an accelerated process including mayoral elections in May 2026. The result of these changes is likely to be a joint mayor for Norfolk and Suffolk, and amalgamation of the county council, districts and borough council in Suffolk into one unitary council, or possibly two unitary councils. Unitary councils undertake all local services and replace a 'two tier' system of county and district/borough councils. The government have now decided on which areas will be in the Devolution Priority Programme, Suffolk is included within the list and the May 2025 local elections will be cancelled, the next set of elections will be for the new unitary council. I have attached a briefing on this which gives more detail.

Suffolk's SEND Needs Assessment

At Health and Wellbeing Board on Thursday 16 January, the council's Public Health & Communities attended to provide insights into the county's SEND needs and how they are being met. The report states that SEND needs in the county are rising and expected to rise further, and that delays in EHCP assessment, ADHD and autism assessment and support, and access to mental health services for young people were unsatisfactory and in some cases getting worse, like speech and language therapy. The report recommends engagement with families and young people, address inequalities in service provision and improve planning for future services. The report also noted that national data on SEND need was poor and lobbying the government to improve this would also help councils and health partners to better plan and support families.

Council Budget 2025-26

One Tuesday 28 January, SCC Cabinet voted to approve the proposed budget for 2025-26. This included approving a maximum rise in council tax this year of 4.99%, including the 2% social care precept for adult care. The budget this year does not include borrowing from the council's reserves, which was a concern last year. Instead, the budget relies on delivering £28.4m of savings and mitigations across council services. Cost pressures for the council include care purchasing for adult social care, Special Education Needs and Disabilities (SEND) and placements for children in care. The level of debt the council is carrying from the Designated Schools Grant is still extremely worrying – this is due to increase by £62.175m over the course of the year, with the council DSG deficit forecast to be £358.7m overall by March 2028. Currently this 'negative reserve' is allowed by the government, but this statutory override is due to end in March 2026. The government is yet to come up with a solution for this issue, which affects many local authorities, not just Suffolk. The DSG debt is largely down to the cost of services for Special Educational Needs and Disabilities (SEND).

Aside from the financial risk of the DSG debt if it is called in by the government, the council is projecting significant budget 'gaps' in future: £33.1m for 2026-27 and £96.2m in 2028-29. This means that in the next few years, additional government funding or more savings or cuts to services will be needed to balance the books.

SCC Carbon Net Zero

At Cabinet on Tuesday 28 January, the annual report was presented which details the council's progress towards its target of net zero carbon by 2030. The council is not on track to achieve this target. It has achieved a 2% reduction in emissions overall during 2023-24, but Scope 3 – the largest scope and the one the council has least control over, as it includes the emissions of council suppliers (for example home to school transport) – has increased by 2% this year due to an increase in the standard conversion factor for bus travel emissions, and a rise in staff travel due to increased demand for care services. The council is trying to reduce Scope 3 emissions, and currently 40% of the council's top 100 suppliers have a carbon reduction plan for their businesses. It is unlikely the council would be able to be completely carbon free in future as large vehicles like fire engines would require fossil fuels, but it is possible that the council could offset remaining carbon emissions by planting trees in the county.

Never Stop Trying: New Stop Smoking Campaign

Suffolk County Council has joined with Ipswich Town Football Club to launch a new stop smoking campaign to encourage people to '*never stop trying*' on their journey to quit smoking. The campaign directs people who are thinking about quitting to Feel Good Suffolk, the county's stop smoking service. NHS figures show that smokers are up to three times more likely to quit with support from their local service. In Suffolk, smoking contributes to nearly 1,000 deaths a year and tobacco presents the single greatest risk for early death, more than other issues such as high blood pressure, obesity or alcohol. In 2024, smoking cost Suffolk an estimated £703m in health and social care costs, lost productivity and smoking related fires.

The service offers various methods designed to assist people at every stage, including one-on-one coaching, phone support, or digital tools. Those seeking support on their quitting journey should visit <https://feelgoodsuffolk.co.uk/stop-smoking/>

Sudbury Library Condition Update (as requested)

Sudbury Library serves a catchment population of nearly 20,000 people (10th largest catchment population in Suffolk) has approx. 3,500 active users (7th most in Suffolk) -so it is relatively well used for the population size.

The building's freehold is owned by Suffolk County Council, which is leased to Suffolk Libraries IPS.

A condition survey was completed on the building on 26th January 2022. These surveys are updated regularly.

During October there was a one-day closure to remove some Buddleia growing on the building's exterior. Subsequently to this work, the contractors informed SCC Corporate Property of the render condition. As a result, a full survey of the condition of the render/external decorations is being scheduled. Subject to budget considerations at that time, the plan would be to complete any works required over the coming summer.

Any specific known damages should be reported to SCC.

Other information relating the library-

- My most recent visit to the library was in November 2024 where staff enthusiastically shared their aspiration to develop the children's area and courtyard garden.
- Ground floor lights have been replaced by Suffolk Libraries to improve lighting quality.
- In 2022, Suffolk County Council Climate Emergency paid for some draught reduction on the roof lanterns (as this was a temporary reversible measure, it did not need planning permission/listed building consent). They are also considering replacing the remaining lighting which would include controls. There is a lot of ambient light in the building, so smarter controls would reduce electric light use and make the most of natural light.

- Projects being considered for internal improvements include development of the children's library and improving flexible use of the floorspace by having shelves on wheels.

State of Library Contract Negotiations

SCC is currently in the process of deciding the future of its library services contract, which is due to be renewed in 2025. However, negotiations have stalled, leading to uncertainty about the future provider of library services in the county. Suffolk Libraries, the charity that has run the service since 2012, has warned of potential financial instability and service disruptions if a new deal is not agreed upon soon.

A key concern is that the county council has delayed its decision on awarding the new contract. This raises questions about how libraries, including Sudbury Library, will be funded and operated beyond May 2025. The delay is particularly worrying given that Suffolk Libraries has already faced financial challenges, requiring emergency funding from the county council in 2023 to avoid cuts.

Potential Risks to Sudbury Library

1. **Funding Uncertainty** – If negotiations continue to stall, there is a risk that library services will face funding cuts. This could impact staff levels, opening hours, and the range of services offered at Sudbury Library.
2. **Service Disruptions** – Without a confirmed contract in place, there is the possibility of disruption to operations beyond 2025. The lack of clarity makes it difficult to plan long-term community engagement and library activities.
3. **Privatisation or Alternative Providers** – If Suffolk Libraries is not awarded the contract, there is a possibility that another provider, potentially a private organisation, could take over. This could change the way the library is run, with concerns over whether a new provider would prioritise community-focused services.
4. **Community Impact** – Sudbury Library plays a key role in providing access to books, digital resources, and social programmes, particularly for vulnerable residents. Any reduction in services could negatively impact literacy, wellbeing, and social inclusion in the town.

Recommendations for Sudbury Town Council

- **Engage with Suffolk County Council** – Request clarity on the timeline for awarding the new contract and advocate for continued support for Sudbury Library.
- **Monitor Funding Developments** – Keep track of county-level budget decisions that may impact library funding.
- **Support Community Involvement** – Encourage local residents to participate in discussions about the future of library services to ensure their voices are heard.
- **Plan for Potential Outcomes** – Consider strategies to support Sudbury Library in case of reduced funding or operational changes.

Sudbury Library is a vital community asset, but the uncertainty surrounding Suffolk Libraries' contract poses a risk to its future. The town council should remain proactive in seeking assurances from the county council to ensure that Sudbury's residents continue to benefit from a well-funded and accessible library service.

Sudbury In Bloom

A small update regarding the signage issues with Sudbury In Bloom, an in person meeting was held and following on from that SIB and SCC and having discussions to come to a compromise on their signage to help support their services. I wanted to thank STC for their support on this.

Report for February 2025 to Sudbury Town Council From SCC Councillor Philip Faircloth-Mutton

I am unable to join this evening, so please kindly accept my apologies for absence.

I wish to report the following matters:

1. **Suffolk accepted onto the Government's Devolution Priority Programme.**
 - As advised in January, Suffolk applied to join the aforementioned, and has been successful. We will now be required to submit a draft business case by March and a full business case in the summer, with a period of public engagement.
 - Suffolk and Norfolk will elect a Mayor of a new Combined Authority in May 2026, initially comprising of Suffolk and Norfolk County Councils.
 - New unitary councils for Norfolk and Suffolk will be created once the Secretary of State for Local Government has granted approval.

2. **Landsdown Road Residents welcome recent resurfacing works**
 - The recent resurfacing, which I commissioned, has now been in place for a full month and resolved residents' longstanding concerns over the quality of the road, particularly during periods of icy weather.

3. **Sudbury Library Frontage Renovation Secured**
 - I was deeply grateful to Councillor Melanie Barrett for her reporting to me of the decay of our heritage building's front decoration and need for maintenance. Thankfully, this forms part of my cabinet member portfolio, and I am pleased to report an inspection will take place over the summer with remedial works taking place afterwards.

Kind regards,

Philip



**Babergh Report**Thursday February 6th 2025

By Cllr Laura Smith

Kingfisher

After 5 months of various repairs, it is looking likely that Kingfisher Leisure Centre pool will be able to re-open to swimmers this month. At time of writing the opening date has not been confirmed, but we all have our fingers crossed.

FAO Cllr Stohr especially, I have had a meeting with the Director of Assets and Investments who has looked carefully through the annual structural surveys of the building over the last decade and has assured me that the glass roof panels had all been sound at the last inspection. It is thought the delamination damage was caused by high winds during last year's storms.

Parking

Legal agreements with Roys have taken longer than wished but are almost complete. A deed of variation to an existing section 106 agreement has been sealed. The car park should be charging users at some point next week, with Roys shoppers being able to claim a £1 refund for 2 hours parking when shopping in store.

The technical issue with three day parking charging on Mi Permit has been resolved.

Local Government Reorganization and Devolution

The Home Secretary announced on Wednesday that Suffolk is one of the counties that has been successful in joining the Devolution Priority Programme.

The ambition is to elect a Mayor of the new Strategic Authority in May 2026.

County council elections in Suffolk will therefore be postponed for a minimum of one year from May 2025.

Government have said they will be consulting across the area in February and March on what devolution will look like.

The cancellation of the elections is contentious; many feel that the current County Councillors will not be mandated to continue beyond May 2025 at all, let alone making decisions that will affect all of us for at least the next half century.

Jim McMahon, Minister of State for Local Government and English Devolution, has written to District Councils and expressed the need to work together with SCC to come up with an interim plan for a Unitary Authority by 21st March, with a full proposal to be submitted by 26th September. This timeline is incredibly tight by any standards.

The size of a Unitary is still expected to be around a population of 500,000. The Districts and Boroughs will have to work alongside the County Council to negotiate proposals.

In the meantime, the council is expected to continue with 'business as usual'. It will be challenging to keep our eye on the ball when the budget is so limited and officer time at a premium. Another challenge will be that valued staff may feel their jobs are under threat and may start heading for greener pastures.

A handwritten signature in black ink, appearing to be 'L. Smith'.

Budget & Finance

Babergh's budget is going to cabinet on 11th February and Full Council on 26th February for final approval. Like most councils, there are increasing pressures on our budget as funding doesn't keep step with inflation and the demand on our services.

Council tax will be increased by the maximum allowed, 2.99%, which will mean Babergh's council tax will rise by £5.63 to £193.73 a year, or £3.73 a week.

BDC will also be increasing fees and charges where possible and are looking to achieve yet more cost savings, but still need to dip into reserves to fund the forecast deficit of £633k for the year. Within our Housing Revenue Account, housing and garage rents are increasing by 2.7%. Sheltered housing service charges will be increased by 9% to reduce their subsidy from housing rent.

We have a new 30 year HRA business plan to ensure that we can meet all future commitments for renovating and installing energy efficiency measures in our housing stock. Building and acquiring new properties remains a challenge.

Government funding this year is £1.33m, down from £1.51m last year - but this includes the partial compensation for the ENIC increase. Without this, funding would only be £1.21m.

The £308k Rural Services Delivery Grant has been removed.

The largest element of govt funding, New Homes Bonus, is also set to be removed entirely next year.

Again there is only a one year settlement from the government, with a full review and three year settlement promised this year. (This has been promised for the past 6 or 7 years).

We have identified £2.56m of further savings, cost efficiencies and income, including £1.4m additional income from services and £700k of staff savings.

The Medium Term Financial Plan is showing an increasing deficit over the next five years and a complete depletion of our reserves, so much further work is required in the next year or two to address this.

Covid Memorial Planting

The Government has announced a Day of Reflection on 9th March to remember the losses and acts of kindness and honour those who lost their lives in the Covid crisis.

Babergh is putting plans in place to enable towns and parishes to plant a memorial tree; more details to follow.

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
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

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

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 Strategy Statement	RFO	Quarterly	1 x 5 = 5

C8	Borrowing	Adequacy of finance to repay the loan	2	2	4	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	Clerk and 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	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

SUDBURY TOWN COUNCIL

**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL ON 24TH FEBRUARY 2025 COMMENCING AT 6:30 PM**

Committee members present: Mr N Bennett – the chair.
Ms J Carter (until 7:38pm)
Mr S Hall
Mr A Osborne (until 7:38pm)
Mr T Regester (until 7:38pm)
Mr N Younger

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillors Miss A Owen and Mr A Stohr.

2. **DECLARATIONS OF INTEREST**

Councillors Ms J Carter, Mr A Osborne and Mr T Regester declared that they were also Babergh District Councillors.

Councillor Ms J Carter declared that she was also a Suffolk County Councillor.

Councillor Mr S Hall declared that he was a friend of the applicant for planning application DC/25/00543 and so he would leave the room for that item.

Members were uncertain as to whether the land for planning applications DC/25/00708, DC/25/00709 and DC/25/00711 was owned by the district council or county council, but, as these authorities would get significant financial benefit from the potential leases, all those members who were also district or county councillors would leave the room for these items.

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the previous meeting held on the 10th February 2025 be confirmed as an accurate record and signed by the Chairman.

6. REVIEW OF ACTIONS FROM PREVIOUS MEETINGS

The Town Clerk updated members on the response from the Battery Box company with the details requested by the committee at their previous meeting, which were as follows;

- The Battery Chemistry is Lithium Ion Phosphate (LFP). To date, there have been no reported incidents of fires in Battery Systems in the UK that use LFP technology (there have been with the older NCM chemistry which is not being used).
- If fire risk is a concern, I should also flag that during the planning process the Fire Brigade are statutory consultees. To date, for the 92 planning consents we have already received, we have never received an objection from a fire authority, and this is including the planning consent we have already received in the Babergh and Mid Suffolk Local Planning Authority at a site we have with a private landlord.
- The images already shared are from a number of installations we have already made in the UK, including 2 sites in Colchester – not far from Sudbury! - one of which is on a site owned by Anglian Water.
- Battery Boxes are connected directly to the grid, so we can never say they are using 100% renewable energy (as the grid utilises a number of power sources at any given time) in the same way someone charging an EV from the grid cannot say they are exclusively using renewable energy. That being said, we charge the Batteries at times of high wind generation, taking the excess power from the grid and then putting this back onto local networks at times of peak demand, allowing us to make better use of renewables and displacing our reliance on fossil fuels. It is because of this that each installation saves ~160 tonnes of carbon a year.
- Battery Boxes are needed by local grid operators across the UK as their local networks are struggling to manage increases in demand (especially from EV charging and Heat Pump installation) – by installing Battery Boxes we can help reinforce these networks and increase local capacity. I have attached a statement by UK Power Networks (the local operator) supporting the need for Battery Boxes on their network. In the context of Babergh District Council for example:
 - The number of EVs is expected to rise from 6,479 in 2025 to 25,690 in 2030.
 - The number of Heat Pumps are expected to rise from 1,167 in 2025 to 5,395 in 2030.
 - Data for both of these is available from UK Power Networks here: <https://uk-power-networks.github.io/DFES-visualisation/2023-DFES/>
- If there is no action taken to support the local network by the installation of projects like Battery Boxes, you won't be able to build EV chargers or install Heat Pumps in the local area. This will have an adverse impact on Net Zero as well as the economic development of the region. It will also lead to more roads being dug up to install new cables and more overhead lines being constructed as UK Power Networks will have to reinforce your network this way instead.
- The sites proposed in Sudbury are all in industrial settings and so will have a limited visual impact on the landscape. I should also add that we have already met with a number of the members in BMSDC area to discuss the project with them and had broad support from them for the projects, and in a similar vein Hadleigh Town Council have contacted us separately to see if they have any suitable land to host these projects themselves too.

The Town Clerk updated members on the Suffolk County Council (District of Babergh) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2019 (Parish of Chilton) (Church Field Road) (Milner Road) (U8360) (Prohibition of Waiting) (Variation No.24) Order 2024 which had come into operation on 21st February 2025.

7. **PLANNING APPLICATIONS**

Councillor Mr S Hall left the room for this item.

DC/25/00543 **Proposal:** Householder Application – Erection of single storey rear and side extension.
Location: 11 St Bartholomews Lane, Sudbury, Suffolk, CO10 1LG

RESOLVED – To recommend approval.

Councillor Mr S Hall returned to the room.

DC/25/00581 **Proposal:** Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Change Class C3) Town & Country Planning (General Permitted Development (England) Order 2015 (as amended) Schedule 2, Part 3, Class MA – Change of use of architects office Class E (g)(i), to 1no dwelling Class C3.
Location: 51 Station Road, Sudbury, Suffolk, CO10 2SP

RESOLVED – To recommend that prior approval should not be required as the building had retained its original layout as a dwelling house during the time it had been used as an office.

DC/25/00523 **Proposal:** Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use of Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Class MA – Change of Use of ground floor to form 1No self-contained dwelling.
Location: 13 East Street, Sudbury, Suffolk, CO10 2TP

RESOLVED – To recommend that a full planning application should be required as the building was constructed as a shop and may not be suitable for conversion into a dwelling house.

DC/24/05461 **Proposal:** Planning Application – Demolition of existing school buildings and redevelopment to provide a new educational teaching block, separate new sports hall block and Multi Use Games Area (MUGA), reconfiguration of car parking arrangements and outdoor playground areas, provision of new landscaping and all associated works.
Location: Ormiston Sudbury Academy, Tudor Road, Sudbury, CO10 1NW

RESOLVED – To continue with the same recommendations for Ormiston Academy as resolved at previous meetings.

DC/25/00644 **Proposal:** Full Planning Application – Erection of replacement boundary fence.
Location: ELB Engineering, Meekings Road, Chilton Estate, Sudbury, Suffolk, CO10 2XE

RESOLVED – To recommend approval.

DC/25/00684 **Proposal:** Full Planning Application – Construction of internal roller shutter door and alteration to shop front (retention of).
Location: 1 North Street, Sudbury, Suffolk, CO10 1RB

RESOLVED – To recommend approval.

DC/25/00685 **Proposal:** Application for Listed Building Consent – Construction of internal roller shutter and alteration to shop front.
Location: 1 North Street, Sudbury, Suffolk, CO10 1RB

RESOLVED – To recommend approval.

The Chairman decided to consider the final three planning applications at the end of the meeting, so that the district and county councillors could leave the room and not have to wait to return.

DEVELOPMENT

8. **THERE WERE NO DEVELOPMENT ISSUES TO DISCUSS**

HIGHWAYS

9. **TO DISCUSS THE HIGHWAYS LIST**

Members discussed the following points;

- Members were concerned about the quality of the pothole repairs as they had noticed that previously repaired patches on the roads soon developed new holes.
- There was a dangerous pothole around the metal drain cover on Cornard Road, about 10m in from the Belle Vue roundabout. (The Town Clerk examined this the next day and it had been repaired overnight)
- There was a depression in the tarmac around the metal drain cover on Great Eastern Road, outside Roys, about 10m before the traffic lights, and a series of deep potholes along the centre line of the road. (The Town Clerk reported the potholes on the Suffolk Highways reporting tool as Ref 509977)
- There had been a report that the metal manhole cover outside 18 Waldingfield Road was sinking down in the tarmac, causing passing vehicles to pull into their drive to avoid it. (When inspected the next day there was no serious depression around this cover)

7. **PLANNING APPLICATIONS (continued)**

Councillors Ms J Carter, Mr A Osborne and Mr T Register left the room for planning applications DC/25/00708, DC/25/00709 and DC/25/00711.

DC/25/00708 **Proposal:** Full Planning Application – Construction and operation of a micro energy storage system
Location: Verge at Alexandra Road/Windham Road Junction, Chilton Industrial Estate, Sudbury, Suffolk, CO10 2XD

RESOLVED – To recommend approval subject to the Fire Brigade being included as a consultee and having no objections on fire safety grounds.

DC/25/00711 **Proposal:** Planning Application – Construction and operation of a micro energy storage project with 2.44metre perimeter fence.
Location: Land at the end of Curzon Road, Chilton Industrial Estate. Sudbury, Suffolk, CO10 2XD

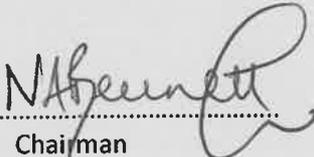
RESOLVED – To recommend approval subject to the Fire Brigade being included as a consultee and having no objections on fire safety grounds.

DC/25/00709 **Proposal:** Full Planning Application – Construction and operation of a micro energy storage system.
Location: Land at Woodhall Business Park, Sudbury, Suffolk, CO10 1WH

RESOLVED – To recommend approval subject to;

- **No damage being caused to the adjacent scheduled ancient monument (Wood Hall Moated Site).**
- **The Fire Brigade being included as a consultee and having no objections on fire safety grounds.**

The meeting closed at 8:09pm.

Signed 
Chairman

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 25TH FEBRUARY AT 6.30PM**

Committee members present: Mr S Hall – Chair
Mr J Jeagar
Ms E Murphy
Mrs J Osborne
Mr T Register
Mr A Welsh

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

1. **SUBSTITUTES AND APOLOGIES**

Apologies were received from Councillor Mr P Beer.

2. **DECLARATIONS OF INTERESTS**

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

3. **DECLARATION OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensations had been received.

5. **MINUTES**

RESOLVED

That the minutes of the Leisure and Environment Committee meeting held on the 28th January 2025 be confirmed and signed as an accurate record.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk updated the committee on the actions from previous meetings.

- The bamboo had been removed from the Croft and the surface re-laid with grass seed. The contractor would re-visit the site to look for any re-growth and eradicate it.
- Nothing more had been heard on the Sudbury in Bloom signage on the roundabouts, although members believed that talks were still in progress.

- The parish priest of the parish of Sudbury with Hadleigh had written to Babergh District Council to express his concern that his parishioners attending the Saturday evening service starting at 5pm now had to pay to park in the car parks as charges extended until 6pm. He questioned the need for this, given shop opening times in Sudbury, and suggested that 4pm might be a more appropriate time for the end of parking charges on a Saturday.

RESOLVED

To note the Town Clerk's report.

The Chairman decided to move Item 12 forward to allow two members of the public to speak and then leave if they were not interested in the following items.

12. TO DISCUSS THE STATE OF MILL STREAM BETWEEN THE MILL HOTEL AND BALLINGDON

Two residents of Cross Street, Sudbury attended the meeting to explain their concerns about the state of the Mill Stream as it ran from the Mill Hotel, along the bottom of many gardens, and into the River at the Ballingdon Bridge. The stream was clogged with debris, fallen trees, old rushes and could present a flood hazard if the water was not able to run freely into the main river.

Many of the Cross Street residents clear the sections on their side of the centre line of the stream, but they were concerned that the far side was not being maintained. They believed that the Sudbury Common Land Charity owned the whole of the far bank, but they had not been able to get anyone representing the Sudbury Common Land Charity to accept responsibility for the clearance of debris.

The Town Clerk recommended that all concerned study the GOV.UK guidance document on '[Owning a Watercourse](#)' which was available online. This made it clear that the landowner was responsible for maintaining the watercourse on their land and that this included;

- Letting the water flow naturally.
- Removing litter from the banks.
- Removing any blockages, including fallen trees, overhanging branches and cutting back trees and shrubs if they caused any obstruction or reduce flow.
- Trees, branches and shrubs that do not cause any obstruction should be left alone.

Owners must check whether they need specific permission before they make any changes to the banks or remove material from the bed of the stream. Therefore, any dredging was likely to require a licence before work could start.

RESOLVED

That the Town Council will write to the Sudbury Common Land Charity to ask them to confirm that they own the land on the far bank of the Mill Stream and, if they do own this land, to carry out routine maintenance work to allow the stream to flow naturally.

7. TO APPROVE THE WRITE OFF OF THE FOLLOWING ASSETS

The Town Clerk explained that all town and parish councils were required to follow the 'proper practices' for their financial administration as set out by the Joint Panel on Accountability and Governance (JPAG). The version of this document covering FY 2024-2025 stated;

- 5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.
- 5.68 Commercial concepts of depreciation, impairment adjustments and revaluation are not required nor appropriate for this method of asset valuation.

Therefore, Town Council assets retained their original purchase value on the asset register until the end of their life, when their true value was often zero. This required the council to write off the full original purchase value, even though the asset was often actually worthless.

Where an asset may retain some undefinable value as a curio or memento, or for second-hand use, the item should be auctioned off to recover as much as possible.

- a. Town Hall Notice Boards (x2) total value £1,950.00

RESOLVED

To write off the value of the two Town Hall Notice Boards which were valued at £1,950 on the fixed asset register.

- b. Bin (Damaged and removed because of Fire) Value £712.32

RESOLVED

To write off the value of the bin (damaged and removed because of fire) which was valued at £712.32 on the fixed asset register.

- c. Welcome to Sudbury Signs (x7) total value £2,548.00

RESOLVED

To write off the value of the seven welcome to Sudbury signs which were valued at £2,548 on the fixed asset register.

- d. Friars Street sign values at £2,130.00

RESOLVED

To write off the value of the Friars Street sign which was valued at £2,130 on the fixed asset register.

- e. Hanging Baskets (x26) valued at £1,040.00

RESOLVED

To write off the value of twenty-six hanging baskets which were valued at £1,040 on the fixed asset register.

8. TO AUTHORISE THE EXPENDITURE OF UP TO £5,000 EXCLUDING VAT ON THE PURCHASE OF 3 FIRE-PROOF STORAGE CABINETS FOR THE COUNCIL'S RECORDS

The Town Clerk explained the need for fire-proof cabinets to keep council records secure as the current cabinets were in poor condition and not fire-proof. Suitable secure cabinets that provided 30 minutes of fire protection for paper records at 500°C had been identified and costed. As these were very heavy (about 130kg) the delivery and installation cost would need to be included.

RESOLVED

That, under the power of the Local Government Act 1972, s.111, members agreed to approve expenditure of up to £5,000 excluding VAT for three fire-proof storage cabinets.

9. TO AUTHORISE THE EXPENDITURE OF UP TO £3,150 EXCLUDING VAT ON THE BINDING OF THE INTERMENT FORMS FROM 1979 INTO 45 PERMANENT INTERMENT BOOKS

The Town Clerk explained that the interment forms recording burials in the cemetery dating back to 1979 were still loose. These should be properly bound together into permanent books and securely stored in the fire-proof cabinets.

RESOLVED

That, under the power of the Local Government Act 1972, s.111, members agreed to approve expenditure of up to £3,150 excluding VAT on the binding of the interment forms into 45 permanent interment books.

10. TO AUTHORISE THE EXPENDITURE OF UP TO £500 EXCLUDING VAT ON ANTI DOG FOULING SIGNS FOR BELLE VUE ROAD AND PARK ROAD

Residents of Belle View Road and Park Road had expressed their disgust and frustration at the amount of dog fouling outside their houses and asked the Town Council to erect signs reminding people that it was an offence to allow a dog to foul the road or pavement. Members were concerned that dog fouling appeared to be on the rise and that dog owners may no longer be embarrassed to let their dogs foul the street. As dog fouling was included with other forms of litter as a district council responsibility, members wished to discuss what more could be done about this at the next Working Together meeting with Babergh District Council.

RESOLVED

That, under the power of the Local Government and Rating Act 1997, s.31, members agreed to approve expenditure of up to £500 excluding VAT on anti-dog fouling signs for Belle View Road, Park Road and other areas within Sudbury at the Town Clerk's discretion.

11. TO AUTHORISE THE EXPENDITURE OF UP TO £2,500 EXCLUDING VAT ON THE PURCHASE OF 10 PICNIC TABLES FOR USE AT EVENTS. THESE WOULD BE FUNDED FROM CIL

The Town Clerk explained that officers had examined the costs of hiring picnic tables for events and worked out that it would be more cost effective for the Town Council to purchase these

outright. A robust and weather-proof model had been identified that could be packed flat for storage. The cost of these tables could be charged against the neighbourhood CIL funds.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, members agreed to approve expenditure of up to £2,500 excluding VAT to purchase ten picnic tables.

13. TO APPROVE THE NEW CEMETERY REGULATIONS

The cemetery regulations had been completely re-written with the assistance of the Institute of Cemetery and Crematorium Management (ICCM). The aim was to strike the best balance between the various wishes of all cemetery users and to maintain the whole cemetery as a quiet, peaceful place where bereaved families could mourn their dead relatives.

RESOLVED

That the new Sudbury cemetery regulations at pages 153 to 165 be approved for immediate use.

14. TO APPROVE THE REDUCTION IN PRICE TO £3 OF THE SUDBURY TOWN COUNCIL CALENDARS FOR 2025 UP UNTIL THE END OF MARCH, THEREAFTER REMAINING CALENDARS TO BE REDUCED TO £1

Now that the end of February was approaching, the opportunity to sell the remaining Sudbury Town Council calendars for 2025 was receding. It would represent best value for money to reduce the price now and hope to sell the 75 calendars remaining out of the original stock of 300.

RESOLVED

To reduce the price of the remaining stock of 2025 Sudbury Town Council calendars to £3.00 up to the end of March, thereafter any remaining calendars to be reduced to £1.00 each.

15. TO RECEIVE AN UPDATE FROM COUNCILLOR REGISTER ON THE SILK FESTIVAL

Cllr Mr T Register briefed the committee on his discussion with the organisers of the previous silk festival in 2019. The key points were;

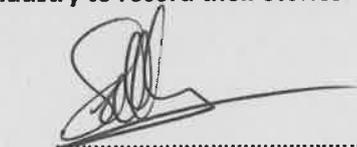
- The Arts Council had provided funding for the previous silk festival.
- The previous silk festival had taken about 18 months to organise.
- A Babergh District Council officer had already started work on examining the options for another Sudbury silk festival and had asked Cllr Register to leave the district council to develop their ideas before the town council would be invited to join them.

RESOLVED

To be ready to discuss options for a silk festival with the officers at Babergh District Council.

To encourage those who had working in the Sudbury silk industry to record their stories.

The meeting concluded at 7:45 pm.



Chairman

Sudbury Cemetery Regulations

Sudbury Town Council

February 2025

The need for Cemetery Regulations

The foregoing rules and regulations will come into operation from 25 February 2025. All previous rules and regulations previously made by the council are hereby superseded. The council reserves the right to make alterations, additions or amendments to these rules and regulations specified herein.

These rules and regulations will be reviewed periodically and in accordance with legislation relating to cemetery management. Sudbury Town Council is a member of the Institute of Cemetery and Crematorium Management (ICCM) to promote best practice.

Sudbury Town Council (referred to as 'the council' in the regulations) is legally responsible for managing and controlling the cemetery. The council authorises the council officers, supervised by The Business Manager or Officers of the same seniority and The Town Clerk to act with its authority and enforce the regulations.

To comply with the relevant laws, the council runs the cemetery in accordance with the Local Authorities Cemeteries Order 1977, as amended by the Local Authorities (Amendment) Order 1986 as well as any regulations made by the secretary of state.

Introduction

Sudbury Town Council's cemetery dates to 1859 and has some fine Victorian memorials as well as a 19th Century Gothic Revival flint chapel (opened in 1859 and designed by J.P. Pritchett Jr.) which can be used for services. Located in close proximity to the town centre, Sudbury Cemetery is an oasis of tranquillity with many mature coniferous trees that are an important part of the Cemetery's character, supporting a range of wildlife.

The council observes the rights and choices of any individual wherever possible, to keep everyone safe, to treat everyone equally and to maintain our cemetery to high standards by observing these regulations.

All customers, visitors, businesses and contractors visiting or using our cemetery and burial services must follow these regulations.

Definitions

- When we mention '**the cemetery**' in the regulations we are referring to our site at Newton Road, Sudbury, CO10 2RN.
- '**the council**' means Sudbury Town Council.
- '**deed holder**' means the owner of an Exclusive Right of Burial (EROB).

Contact and queries

If you have any questions about these regulations, please contact:

Sudbury Town Council (cemetery enquiry)
Council Offices
Town Hall
Old Market Place
Sudbury, Suffolk
CO10 1TL

Email: info@sudbury-tc.gov.uk

Website: sudbury-tc.gov.uk/the-cemetery

Phone: 01787 372331

Council office opening hours for enquires:

Monday – Thursday 9.00am – 5pm and Friday 9.00am – 4.30pm

Cemetery opening times

1. The cemetery is open 7 days a week, throughout the year. Although the gates are not currently locked at night, the cemetery is closed to the public during the hours of darkness.

The council displays times, maps, and any notices on the three notice boards within the cemetery located at the Newton Road, Constitution Hill and New and Green Cemetery gated entrances. Information can also be found on the council's website: sudbury-tc.gov.uk/the-cemetery.

Note: Parts of the cemetery may be inaccessible during grounds maintenance works which happen throughout the year.

Rights of use and admission

2. (a) the council reserves the right to:

- close or limit access to the cemeteries when necessary and
- withdraw the use of the cemetery from any person or organisation.

(b) You may bring dogs into the cemetery, but they must be always kept on a short lead and under your control.

(c) Dog fouling is strictly prohibited.

(d) Only vehicles associated with a funeral cortege, or contractors employed by the council, may drive into the cemetery beyond the chapel. Families or friends visiting graves may park between the Newton Road gate and the chapel if there is space. No vehicles are to go round the chapel or further into the cemetery without written permission. This parking may be restricted or withdrawn at any time by the council without prior warning.

Any vehicle entering must obey the following restrictions:

- driven slowly keeping to the 10 miles per hour limit.
 - do not drive beyond the Chapel (signs are clearly displayed) except for council staff and contractors only with prior permission from the council. (Appendix I for Cemetery map)
 - park in a way that does not inconvenience other visitors or staff.
- (e) Cycling, scootering, and skateboarding is prohibited in any part of the cemetery; users of these modes of transport should dismount at the gate.

Fees

3. All fees for interments and memorials applications are payable in advance. If a stakeholder has a financial account set up with the council, then an invoice will be raised and sent. Payment of invoices must be made by bank transfer in conjunction with an invoice number. Cheques or cash may be accepted in the Town Hall as payment by families or relatives.
4. All cemetery fees and charges are reviewed annually and are clearly displayed on the council's cemetery webpage at: sudbury-tc.gov.uk/the-cemetery.
5. Non-sudbury residents will charged double interment fees.

Exclusive Right of Burial (EROB)

5. Before the first interment you must buy an exclusive right of burial for a grave for an agreed term, this is initially for a 99-year lease and the lease can be extended in the future but can never exceed 99 years at any time. The purchase will be subject to you paying the appropriate fee and completing the relevant application form, which needs the signature of the proposed owner (who then becomes the deed holder). The pre-purchasing of graves in the cemetery is not permitted before they are required for first use.
6. Only the deed holder can decide who is buried in the grave and apply for a memorial to be erected on it. EROB is a lease of land and forms part of the personal estate of the owner. It will pass to the legal heirs along with other assets and the future owner may be named in a will.
7. At any point during the lease period the deed holder may apply to extend the lease of a full burial grave bringing the exclusive right of burial back to its original term or increase it, but not to exceed 99 years. This is subject to the appropriate fee being paid.
8. The council's policy is to excavate graves to the maximum depth available. With regards to new graves, we will initially aim to excavate them to a depth of 2.13 metres (approximately 7ft). This will enable the grave to accommodate two interments. Requests can be made to dig the grave to 2.75 meters (approximately 9ft) subject to accessibility and ground stability. The council cannot be held responsible if, due to factors outside our control, the grave cannot hold the full number of interments applied for.
9. We will allocate new graves in strict rotation. Specific grave spaces cannot be reserved in advance.
10. The council keeps plans and records of graves which visitors may view by appointment during normal office hours.



11. When the exclusive right of burial period comes to an end the buyer (or his or her heirs or successors who have become the deed holder) will have the option of renewing that right, subject to any restrictions which may be in force at that time.

12. Deed holders will need to apply to renew the lease within 12 months of the previous grant expiring.

13. The council may grant a renewed right of burial to another person if the EROB grant period has finished, and nobody has informed the council that they want to renew it. Before we do this, we will where possible, notify the previous owner to give them the option to renew it. For this purpose, the council requires your permission to securely hold your contact details for the duration of the lease.

14. Where no interment has taken place in the grave, the owner of the EROB may surrender it to the council. We will pay the owner an amount which is in proportion to the number of years remaining for the EROB. We will not make a payment if the EROB has lapsed or finishes within ten years.

15. To exercise the rights as an owner of an EROB, the applicant will have to provide satisfactory evidence of ownership. As the ownership of EROB is inherited, an equal share may pass to each heir. This makes it very difficult to make changes as each owner of a share of the EROB will have to give written permission before any action can take place. The council strongly recommends that the EROB is passed to a single heir or at most two heirs. The ownership of an EROB or share of an EROB may be transferred to another person by making a formal application through the council and paying the appropriate transfer fee. Where a family dispute results in a stalemate and relevant consents are withheld, no further actions can take place. It is not the responsibility of the council to facilitate or resolve any disputes.

16. Provided that there is sufficient room and subject to receiving consent from the council, cremated remains can be interred in any adult grave in the cemetery for which you have the EROB. No adult interments, either full or cremated remains are allowed to be interred into the grave of a child or baby unless the child or baby was interred into a full adult grave, and the appropriate adult Exclusive Right of Burial fee was paid. For this reason, the council recommends using a full adult grave for a child or baby if there is any possibility of wishing to add another family member at a later date.

17. The lease for an EROB does not give ownership of the ground at any time and this remains with the council.

18. Before the reopening of a grave the ownership of the EROB must be proven by producing the deed document.

Coffins and caskets

19. To help us all respect the environment, all bodies and cremated remains entering the cemetery for burial must be contained in a coffin/wrapping/casket made of a perishable material (usually wooden, cardboard or wicker). Alternative coffin/casket materials maybe considered subject to prior written agreement by the council.

20. A supplement will be charged for a casket larger than 6'3" x 24" x 14", these must be approved by the Town Clerk in writing prior to sale. The cost will reflect the additional

space or work required and the charges can only be calculated when the exact size of the proposed casket is known.

21. Green Cemetery burials: the council's green burial site provides the community with the choice of environmentally friendly burials in a natural setting. Green burial is designed to sensitively lay someone to rest in an ecologically friendly way. This is carried out with the least detrimental effect on the environment as possible. The burial is performed using only biodegradable materials.

22. All coffins must bear a durable plate with the full name, age, and date of death of the deceased. This will be checked against the burial documents by the council officer overseeing the burial.

Interments

23. You can apply for a burial by contacting the council (contact details are shown in the introduction section of this document). The service operates from 9am to 5pm, Mondays to Thursdays and 9am to 4.30pm on Fridays (other than Bank holidays). You must deliver a completed interment notice, the burial order, the coroners burial order or the certificate of cremation and the Deed of Grant to the council offices at least two weeks before the intended date of interment (excluding Saturdays, Sundays, and Bank holidays) unless alternative arrangements have been agreed with the council.

24. If the burial is being arranged by a funeral director all coffin, casket and grave sizes must be sent to the council in writing by them. Verbal instructions will not be accepted from families or funeral directors.

25. Interments normally take place between Mondays and Friday beginning at 9.30am. The latest time for burial interments or for the interment of ashes is 3.30pm.

26. The interment fee includes the excavation and preparation of the grave, matting, and attendance by council staff and backfilling on the day of service. The fee also includes all administration, entries into the burial registers and onto the burial database. The fee does not include the removal or reinstating of any memorial (whether the memorial belongs to the grave to be opened or other graves within the area which need to be removed to provide access). The cost of any of these actions must be covered by the applicant. If the access to the grave is restricted by other graves and memorials, there may be an additional charge to have the new grave dug by hand or for the temporary removal of other memorials. All associated costs must be borne by the applicant.

27. The time booked for a funeral is the time the cortege is due to arrive at the cemetery. If the funeral director or person in charge of the funeral is later than the appointed time, he or she must act under the direction of the attending council officer as to when the funeral service may proceed. If the cortege arrives the cemetery earlier than the booked time, the Funeral Director is not to proceed to the grave or begin the interment without the presence of a council officer. The cortege is to wait in the prearranged location (in most cases this is by The Chapel) to be escorted to the grave.

28. The council will not open a grave covered by an EROB without the written permission of the registered deed holder unless the burial is to be that of the deed holder.



29. We will need to see and verify the deed document before a grave is re-opened. If the deed is lost or mislaid, then a statutory declaration must be made before the interment takes place.

30. We must receive the registrar's certificate for disposal or coroner's Order for Burial before any burial can take place.

31. Death certificates cannot be issued for the loss of a baby under 24 weeks gestation. Where you would like a burial in the cemetery in these circumstances, you are required to produce a medical certificate to authorise the burial and confirm the pregnancy loss. This can be obtained from the midwife or doctor at the hospital or from your local doctor.

32. We reserve the right to delay or reschedule a funeral if any burial area or excavated grave becomes unstable or dangerous due to severe weather, other naturally occurring instances or an act of God.

33. The responsibility for providing enough bearers to carry the coffin from the hearse to the bier and pull the bier (whether mourners are present or not), rests with the funeral director or person arranging the funeral.

34. Once we have a Notice of Interment, we reserve the right to instruct a local memorial mason to remove any existing memorial to allow the grave to be excavated. The applicant will pay the cost of removal and reinstating of all effected monuments.

35. We reserve the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such covering may comprise of boxed platform or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave. We also reserve the right to move memorials to allow access to a grave. The memorials will be returned to their original positions and in accordance with the current standards (BS8415) and any disturbed neighbouring graves made tidy as soon as possible after the burial.

36. Only the council can authorise or employ people to prepare graves.

37. Council staff are not permitted to accept tips.

38. A council representative will be present at all interments to make the final checks to ensure the funeral is completed lawfully.

39. During a funeral (or before) we have the right to exclude those who are not mourners or not officially connected with the funeral from the area of the burial.

40. The cemetery contains a children's grave section. We do not permit the interment of adults in children's graves in the children's section.

41. Only persons authorised by the council will carry out the back filling of any grave.

Management of memorials

42. The council will provide an Application for Permission to Erect a Memorial or Inscription form to complete if you wish to apply for permission to erect a memorial, add an inscription, or carry out any other work on a memorial including refurbishment, cleaning or like for like replacement. The form will include:

- name and address of the memorial mason who will carry out the work
- material and measurements of the memorial
- size restrictions of memorials
- required time between interment and adding memorials to plots
- details of inscription and a diagram of the proposed memorial including fixing methods and
- full names and signatures of the registered grave owner(s) to give permission for the work.

43. The applicant must not start any work until they have received the letter of authorisation from the council. The council will normally give permission as long as the work undertaken fully complies with the details specified within the Application for Permission to Erect a Memorial or Inscription, the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM) schemes and the requirements of these regulations.

44. You may be required to remove any work that you do, or any memorials or kerb sets, and pay all the costs of removal, if these have not been authorised in advance by the council.

45. All memorials must be erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) code of practice current at the time of installation. The owner of the exclusive right of burial is responsible for keeping the memorial in a good and safe condition. The council is permitted to instruct the removal any memorial that becomes unsafe or is otherwise dilapidated and pass on the cost to the owner of the EROB.

46. All memorial mason companies who work within the cemeteries must be registered with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM). Fixing teams will contain at least one mason in possession of a BRAMM or NAMM fixer's licence. At all times memorial fixing teams will operate in accordance with the BRAMM or NAMM scheme and these regulations.

47. The council cautions deed holders not to cover a grave with a kerb set or slab if there is any possibility of having further burials in the plot. The council will not give permissions for the re-opening of any plot for additional burials or interment of cremated remains where the plot has been covered over or kerb set enclosed by any material other than grass / turf, unless all the obstructions are removed in advance by a profession memorial mason.

48. You may only use granite, marble, slate, or other suitable material of durable and sound quality for memorials.

Grave maintenance

49. Graves in all sections of the cemeteries will be grassed, with no mounds unless there is a kerb set or slab fitted by a registered stonemason. You may install a memorial of the dimensions indicated below at the head of the grave once prior permission has been granted by the council. You may not place any other memorial or other items in or around the grave space or on the grassed area in front of the grave including shrubs, plants, and bulbs without prior written permission from the council. Permission will only be granted

for small plants, such as a rose bush, and these must be regularly maintained by the owner of the EROB. No plant may be allowed to exceed 2 feet in height or extend beyond the grave. If the plant becomes unruly and is not maintained for any period of 2 months, the council will remove the plant and return the grave to a flat grass surface.

50. Artificial grass is not to be laid on graves at any point after an interment has taken place or at any other time. Any artificial grass laid will be removed by site staff without notice. Graves in all sections of the cemeteries will be made good with turf or grass seed during the months that follows a burial. All sections of the cemetery will have natural grass covering the graves except in compartments where a kerb set is permissible.

Memorial sizes

For burial plots:

51. Headstones and memorials must not exceed 5ft in height (above ground level) and 2 ft 3 inches in width. The stone must be of sufficient thickness to support its height, and any reasonable force exerted upon it to ensure its stability. The foundation must be sunk into the ground so that the top surface of is flush with or below the adjoining ground level. The foundation stone should have a projection of no more than 3 inches to the length and width of the base and should be 3 inches deep. All foundation stone dimensions should be included on the memorial application. The dimension of the original foundation stone is not affected by the all-round 3-inch projection unless a new foundation stone is used. Headstones, headstones bases, or foundations may not be linked over two or more graves.

52. All other memorials such as a Tablet, Scroll, Open Book or Recumbent Cross should not exceed 1ft 6 inches in height, 2ft 3 inches in width or length. The memorial may also contain:

- up to two flower containers not exceeding the dimensions set above in total
- up to two natural stone vases not exceeding the dimensions set above in total
- up to two natural, reconstituted, stone figures, not more than 1ft 6 inches high provided the stone is not covered, coated in plastic, gilded, glazed, or painted.

Any such vase, tablet or figure must not extend beyond the perimeter of the base.

53. Alternatively, or additionally, a memorial may include:

- A kerbstone or kerb set not exceeding 6ft 6 inches (l) 2ft 6inches (w).
- A slab, with or without a kerb, not exceeding 6ft 6 inches (l) 2ft 6inches (w).
- Any chippings contained within the kerbstone must be at least 1.2 inches in length.

54. A Plant or Flower container(s) that can be incorporated into a tablet or flat base. Any plant or shrub contained within must be maintained at a height of under 2ft and not exceed the boundary of the plot in any direction. The upkeep and pruning of any potted plant are the responsibility of the plot owner. The council reserves the right to prune, maintain or remove any unmanaged shrubs, plants, flowers or trees within the cemetery at any time.

55. You may not fix photographic plaques, either ceramic or other material, without prior written approval from the council. All unauthorised pictures will be removed by the council.

56. The grave number must be inscribed on all memorials erected in the cemetery. Normally, this will be on the lower right corner of the rear of the base (or other conspicuous position as approved by the council), in characters of not less than 1 inch in height, to match the main inscription. The name of the stonemason responsible for the fabrication and installation of the memorial must also be inscribed on the rear of the memorial.

57. All contractors engaged on work in the cemetery must comply with all council directions and requirements. Proof of Public Liability Insurance and membership to one of the national associations for memorial masons should be supplied to the council prior to working in any of the council's cemeteries.

58. All materials and equipment must be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material must be removed in a like manner. Mats, boards, or canvas must be used as directed by the council to achieve this end.

59. Masons must notify the council of intent to work in the cemeteries at least 48 hours before arrival at the cemetery. No work will be permitted outside of the opening times of the cemetery or at weekends unless specifically approved by the council.

60. Any person removing a memorial to permit a further interment may only do so after informing the council. This removal must be completed at least a full working week before the interment is due to take place. Failure to remove the stone within this time frame may result in the council appointing an alternative stone mason to carry out the work and the cost of which will be passed to the Funeral Director who has booked the interment. Upon reinstallation of such memorials, they shall be re-fixed in accordance with BS8415 and the NAMM or BRAMM code of practice, this will include the installation of new dowels between the base and headstone plate.

61. We will remove any unauthorised memorial and charge the cost to the grave owner.

62. The council requires that least 12 months lapse between a full burial and the setting of a memorial headstone.

The Green Cemetery

Green burial is designed to sensitively lay someone to rest in an ecologically friendly way. This is carried out with the least possible detrimental effect on the environment. The burial is performed using only biodegradable materials.

The graves are not marked but are recorded on a plan (Appendix II). Native trees and shrubs will be planted periodically on the site, this planting may only be done by the council. This introduction of native species is designed to attract and provide a home for wildlife. The council intends to manage the Green Cemetery as a 'no mow' summer meadow between May – October.

63. All cemetery regulations apply to the Green Cemetery, except for permitted casket and memorial types in this part of the cemetery, as described below:

64. Cremated remains may be interred in a biodegradable container or poured directly into the cremated remains plot.

65. Only the council will carry out all planting within the Green Cemetery.

66. Only cut flowers without ribbons and wrappings are permitted to be left on the grave after the burial. No other items or memorials are permitted on the grave or in the grave area.

67. In green burial, bodies are typically not embalmed, and instead, natural methods like refrigeration or biodegradable shrouds are used for temporary preservation.

68. All coffins must be made of biodegradable materials. Therefore, no metal lined coffins or caskets are permitted, and all linings and fittings of the coffin must be biodegradable.

69. All coffins must also bear a durable plate with the full name, age, and date of death of the deceased. This may be made of a durable metal, such as brass, but a natural durable substance, such as a small slate tile, may be a better option.

Maintenance

70. All tributes left on a grave will be removed two weeks following the interment unless the council is informed in writing that the family have made alternative arrangements for their removal within this time. It is forbidden to place glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic, or other material on graves. Helium ballons are strongly discouraged and any ballons left on a grave, or elsewhere in the cemetery, will be removed by the council. The council may remove any unauthorised tributes without notice. If families wish to leave some form of tribute on the grave, they must apply to the council in advance explaining exactly what they wish to do. The council retains absolute discretion on allowing any other form of tribute to be left on a grave.

71. The council will remove Christmas wreaths or other tributes at the beginning of February each year.

72. Temporary wooden markers are permitted subject to the council's approval. These should be removed from the grave if and when the permanent memorial headstone is set.

73. The council reserves the right to remove and dispose of from any grave space flowers, plants, floral tributes, or wreaths which have deteriorated or become unsightly. All grassed areas of the cemeteries including graves will be cut with a mechanical mower and strimmer.

74. No floral tributes should be placed on graves which are not owned by the deceased family. If there are excessive amounts of tributes, they are to be placed at a location directed by the council.

75. A fee for the removal of floral tributes may be levied on the EROB owner by the council where there are large amounts (over 20).

Scattering of cremated remains

76. The scattering of cremated remains on purchased or unpurchased graves or in any other area in the cemetery is forbidden.

Safety of memorial headstones

77. The council reserve the right to test headstones for safety at any time and this will be done as a routine activity.

78. Memorial headstones that fail the safety test will be required to be repaired as soon as possible and funded by the deed holder. If the deed holder does not complete the remedial work within the specified period, the council will make the memorial safe and charge the cost to the deed holder.

Photography in the cemetery

79. Please respect your surroundings and the bereaved families visiting the cemetery when photographing and sharing images of the cemetery online. Photography and filming during funerals is at the discretion of the family of the deceased. The council reserves the right to restrict photography if it believes that it may not be in keeping with the solemnity of the cemetery.

Funerals requiring brick lined or vaulted graves

80. The council will not normally agree to new vaulted or brick lined graves. Where a owner wished to reopened an existing brick lined or vaulted grave, they must apply to the council giving a minimum of 10 working days' notice. This work must be carried out by a qualified trades person who holds adequate public liability insurance, a copy of which must be supplied to the council.

81. Work carried out by third parties (i.e., stone masons, builders for bricking out of pre purchased graves) may only take place between Monday- Friday and within the opening times of the cemetery.

Balloons and sky lanterns

82. The release of air filled or helium balloons or sky lanterns from the cemeteries is strictly forbidden due to the adverse effect the balloon material, cords, ribbons and lantern parts potentially have on the environment.

List of Appendices

APPENDIX I.

Cemetery Map showing sections and footpaths.

Appendix II.

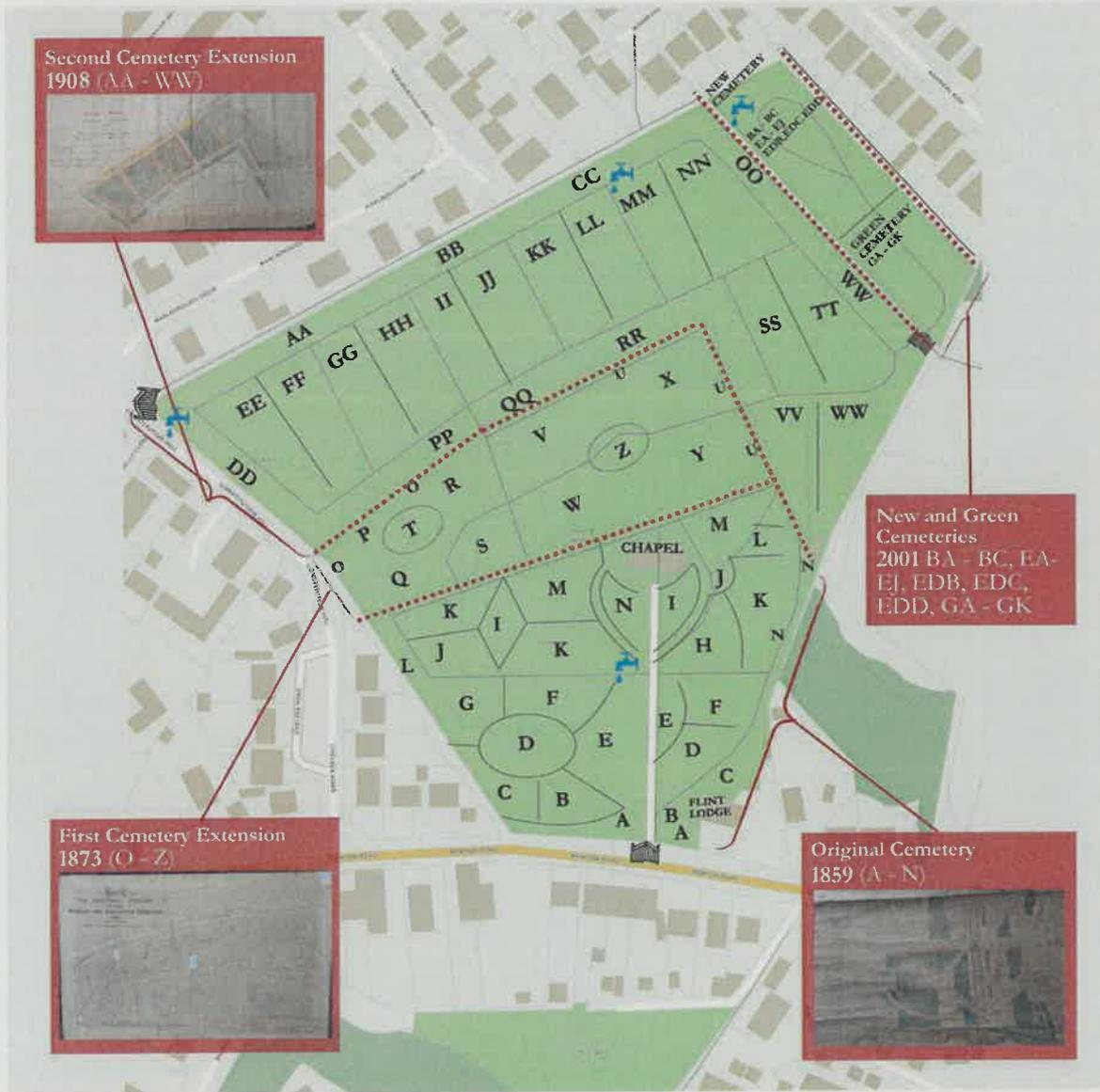
Green Cemetery Map (last updated February 2025)

APPENDIX I.

Cemetery Map showing sections and footpaths



Sudbury Cemetery | Water Points
Guide to sections



SUDBURY TOWN COUNCIL

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

Committee members present: Mr N Bennett – Chair
Ms E Murphy
Miss A Owen
Mr T Register
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 Mrs M Barret and Mr S Hall.

2. **DECLARATIONS OF INTEREST**

Councillor Miss A Owen and Mr T Register declared that they were Babergh District Councillors.

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 4th February 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.

7. **TO APPROVE THE BANK PAYMENTS FOR JANUARY 2025**

The list of payments in excess of £500 and direct debits payments for January 2025 were presented to members for their approval (a copy list is shown at minute pages 169 to 170).

RESOLVED

To approve all listed payments over £500 and all direct debit payments for January 2025.

8. TO REVIEW THE INCOME AND EXPENDITURE REPORTS FOR JANUARY 2025

Members had read the income and expenditure reports for the period 1st to 31st January 2025 which had been circulated with the agenda. These are shown at minute pages 171 to 181.

RESOLVED

To note the income and expenditure reports for January 2025.

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

The Administration Manager/s151 Officer produced the income and expenditure report of the financial situation at the end of February 2025, as shown at minute pages 182 to 192. 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 February 2025.

10. TO DECIDE ON THE RESPONSE TO THE BID FOR £9,999 OF CIL BY THE HIVE FOR IMPROVED HEATING IN THE FORMER URC IN SCHOOL STREET

Members considered the application for CIL funding made by the Hive for an improved heating system.

RESOLVED

Members agreed to support the Hive bid for CIL for £9,999 for improved heating in the Former URC in School Street.

11. TO APPROVE THE WRITE OFF OF 7 BINS, THAT WERE ON THE CROFT UNTIL THEY WERE REPLACED IN 2022, WHICH HAVE A VALUE OF £1,622 EXCLUDING VAT IN THE ASSET REGISTER

The Town Clerk stated that these were bins that should have been written off in 2022 when they were replaced. This anomaly has now been identified through the review of the Asset Register and so requires correction by writing off their book value of £1,622.00.

RESOLVED

To approved the write off of 7 bins that were on the Croft, which have a value of £1,622 excluding VAT in the Asset Register.

12. TO AGREE ON THE RE-INVESTMENT OF THE £300,000 FIXED RATE SAVINGS BOND.

The Administration Manager/s151 Officer explained that the fixed rate bond with Cambridge and County had matured on the 28th February 2025 and the committee should consider reinvesting the funds. The current provider was offering a new 1-year fixed rate bond at a rate of 4.65%, therefore it was recommended that the original funds, together with the £15,41.10 interest be reinvested with Cambridge and Counties for another year.

RESOLVED

To reinvest £315,041.10 into a Fixed Rate Savings Bond with Cambridge and Counties for a period of one year at 4.65% interest.

13. 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 on 28th February 2025, including the transfer £100,000 from the 95-day account which would arrive in the current account on 17th March 2025.

The Town Clerk explained how he intended to manage liquidity over the next financial year to ensure that the council could benefit from the maximum interest available. The targets would be;

- Current account between £200,000 and £100,000, topped up from the 32-day account.
- 32-day notice account at £300,000 after receipt of the precept, reducing by about £50,000 each month until the receipt of the next precept, when it would go back to £300,000.
- £315,000 in a 12-month fixed bond.
- The balance in the 95-day account until required for large infrastructure payments.

The Administration Manager/s151 Officer gave an update the current financial position, which showed a projected underspend of about £140,000 for month 11. With the average spending being £55,000 per month and an additional predicated spending of £15,000 for outstanding purchases and tasks, the projected underspend at year end still remained around £70,000, which would achieve a balanced budget for financial year 2025/2026.

The Town Clerk explained that there had been a recent issue when trying to make a payment for a local service using petty cash. In order to reduce the risk and comply with financial regulations an amendment was proposed which would allow for a pre-paid debit card with an appropriate limit to be used by officers when required. NALC model financial regulations already include this provision as paragraph 9.2, but Sudbury Town Council had not needed to adopt it before.

The Administration Manager/s151 Officer stated that she was going to look into an improved integrated accounting system, which would provide a more streamline service and improved reporting as Rialtas did not always operate effectively and efficiently for the current business needs.

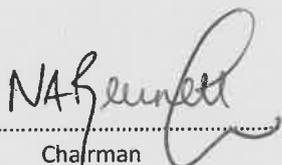
RESOLVED

To note the financial position as at month 11.

To recommend that the Full Council approve a revised version of the financial regulations amended to include paragraph 9.2 below.

9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Town Clerk. All transactions and purchases made must be reported to the RFO in writing on the day they occur and authority for topping-up the card shall be at the discretion of the Town Clerk.

The business of the meeting concluded at 7.05 pm.


.....
Chairman

Time: 09:09

Bank Current Account

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	SSE Energy Supply Limited	DD	8.91		IV02175783 31/10 - 30/11/24
02/01/2025	Lex Autolease Limited	DD	1,277.22		LEX Van Lease - 16/12/24
03/01/2025	Harcourt-Powell Ltd.	BP	200.00		Inspection of Staircase
03/01/2025	SumUp Payments Ltd	FPI-03/01	0.78		Purchase Ledger Payment
03/01/2025	GEEKOM.CO.UK CD 4432	DEB	378.10		2x Mini PC Drivers-02/01
06/01/2025	County Broadband Ltd	DD	54.60		CBB Real Fibre-03/01-02/02/25
06/01/2025	Townrow	DEB	45.99		Townrow
06/01/2025	Amazon	DEB	109.05		Amazon
06/01/2025	Amazon	DEB	27.68		Amazon
06/01/2025	CJ TOWNROW SUDBURY CD	DEB	-45.99		Reversal Wrong Date B.Rec
06/01/2025	BNP Paribas Lease Group (Renta	DD	454.80		Yr Copier Lease-05/07-04/07/25
06/01/2025	BDC INTERNET CD 4432	DEB	70.00		2x Burns Night The Bull
07/01/2025	McColls Store 0913 - Sudbury	FPO	30.20		INV091300081/8825/McColls Stor
07/01/2025	Ernest Doe & Sons Ltd	FPO	19.99		INV1906/8826/Ernest Doe & Sons
07/01/2025	Birketts LLP	FPO	159.60		INV1031117/8827/Birketts LLP
07/01/2025	Agroco Trailers	FPO	192.00		INV61712/8828/Agroco Trailers
07/01/2025	Openstrike	FPI	125.00		INV4111/8829/Openstrike
07/01/2025	Sudbury Town Twinning	BACS	500.00		Grant Payment 2024/2025
08/01/2025	Harcourt-Powell Ltd.	INV0814	495.00		Minor Works Building Contract
08/01/2025	Perninsula	DD	364.84		INV U004693162/8853/Perninsula
08/01/2025	SumUp Payments Ltd	FPI-08/01	0.62		Purchase Ledger Payment
08/01/2025	Allstar Business Solutions Lim	DD	2.40		Allstar Card Fee - 01/01/25
09/01/2025	Victoria Avery	BACS	560.00		Grant payment 2024/2025
09/01/2025	Victoria Avery	REVERSAL	-560.00		INCORRECT DATE 08/12 REV.
09/01/2025	VICTORIA AVERY	FPO	560.00		Vikki V Productions
10/01/2025	ScrewFix	DEB	19.96		ScrewFix
10/01/2025	SumUp Payments Ltd	FPI-10/01	0.07		Purchase Ledger Payment
14/01/2025	Turner Tool Hire Ltd	FPI	346.58		INV227996/8831/Turner Tool Hir
14/01/2025	Norton Electrical - Lee Willia	FPI	1,584.00		INV2025-526/8830/Norton Electr
14/01/2025	SumUp Payments Ltd	FPI-14/01	0.10		Purchase Ledger Payment
14/01/2025	Radius Telematics Limited	DD	60.00		4x Trackers for Vans-31/12
15/01/2025	BABERGH DC CTAX BU	DD	551.00		BDC Business Rates-Jan25
15/01/2025	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates-Jan25
15/01/2025	BABERGH DC CTAX BU	DD	574.00		BDC Bus. Rates Gnd FL.-Jan25
15/01/2025	BABERGH DC CTAX BU	DD	400.00		BDC Bus. Rates 1st FL.-Jan25
15/01/2025	BABERGH DC CTAX BU	DD	125.00		BDC Bus. Rates Shed-Jan25
15/01/2025	SumUp Payments Ltd	FPI-15/01	0.14		Purchase Ledger Payment
15/01/2025	Allstar Business Solutions Lim	DD	73.98		Allstar Fuel - 02/01 & 03/01
16/01/2025	RE Components CD 4432	DEB	28.60		RE Components CD 4432
16/01/2025	Wet and Forget	DEB	35.89		Wet and Forget
16/01/2025	SumUp Payments Ltd	FPI-16/01	0.14		Purchase Ledger Payment
17/01/2025	SumUp Payments Ltd	FPI-17/01	0.29		Purchase Ledger Payment
20/01/2025	HMRC - ACCOUNTS OF	FPO	8,461.50		HMRC- PAYE/NI-06/12-05/01
20/01/2025	SumUp Payments Ltd	FPI-20/01	0.10		Purchase Ledger Payment
21/01/2025	SumUp Payments Ltd	FPI-21/01	0.03		Purchase Ledger Payment
22/01/2025	Luxstone	FPI	1,572.00		INV SI-6115 FINAL/8840/Luxston
22/01/2025	McColls Store 0913 - Sudbury	FPO	8.50		09310610/8841/McColls Store 09

Continued on Page 2

Bank Current Account

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2025	Supply Line Solutions	FPO.	572.16		INV 73668/8842/Supply Line Sol
22/01/2025	Eastern Lift Services Ltd	FPO .	540.00		INV7542/8843/Eastern Lift Serv
22/01/2025	SumUp Payments Ltd	FPI-22/01	0.56		Purchase Ledger Payment
22/01/2025	Allstar Business Solutions Lim	DD .	79.94		Allstar Fuel - 09/01 & 13/01
23/01/2025	Post Office	DEB	198.00		Post Office
23/01/2025	SumUp Payments Ltd	FPI-23/01	0.10		Purchase Ledger Payment
23/01/2025	EE Limited	DD .	71.04		EE - Mobile - 15/01/25
24/01/2025	Sudbury Team Defib	BACS	3,427.00		Grant payment
24/01/2025	Sudbury Team Defib	BACS	-3,427.00		Grant payment
24/01/2025	Sudbury Team Defib	BACS	3,427.20		Grant payment 2024/2025
24/01/2025	STC STAFF PAYROLL-JAN25	BP	24,676.78		STC STAFF PAYROLL-JAN25
24/01/2025	NEST IT000000933597	DD	19.55		Nest Staff Pension-Jan25
24/01/2025	Suffolk County Council	FPO	56,090.40		INV 9553016/8856/Suffolk Count
24/01/2025	Anglian Water	FPO.	188.23		INV 14526028/8850/Anglian Wate
24/01/2025	Skyguard Ltd T/A Peoplesafe	FPO .	33.60		INV CI71601/8849/Skyguard Ltd
24/01/2025	Sudbury Office Supplies	FPO .	30.82		INV 00801831/8848/Sudbury Offi
24/01/2025	Sky High Access Ltd	FPO .	919.20		INV99535/8847/Sky High Access
24/01/2025	Baldwin Alarms	FPO .	582.86		INV-120063/8846/Baldwin Alarms
24/01/2025	Gipping Occupational Health Lt	FPO .	264.00		GIPPING 16848 EAP
27/01/2025	ScrewFix	DEB	72.00		ScrewFix
27/01/2025	Besthost	DEB	10.50		Hosting Package for website
27/01/2025	CJ TOWNROW SUDBURY CD	DEB	45.99		CAFETIERE CG - 24/01/2025
27/01/2025	SumUp Payments Ltd	FPI-27/01	0.51		Purchase Ledger Payment
27/01/2025	SumUp Payments Ltd	FPI- 27/01	0.74		Purchase Ledger Payment
28/01/2025	SERVICE CHARGES REF :	PAY	37.53		LLoyds Ser Chgs-10/11-09/12
29/01/2025	Brightmine	FPO -	3,588.00		HR & Compliance-21/09-20/09/25
29/01/2025	SumUp Payments Ltd	FPI-29/01	0.30		Purchase Ledger Payment
29/01/2025	Allstar Business Solutions Lim	DD -	138.33		Allstar Fuel - 17/01 & 21/01
30/01/2025	SUFFOLK CC PENSION	BP	5,364.11		SCC Staff Pension-Jan25
30/01/2025	SumUp Payments Ltd	FPI-30/01	1.38		Purchase Ledger Payment
31/01/2025	SGW Payroll Ltd	DD .	111.30		SGW Monthly Payroll-Jan25
31/01/2025	T & P Fire Ltd	BP .	192.46		2x Replace Call Points - 28/01
31/01/2025	JRB Enterprise Ltd	BP	1,895.70		60,000 Dog Glove Bags-24/01
31/01/2025	3IT Ltd	BP .	416.72		3IT Monthly Support-Jan25
31/01/2025	SumUp Payments Ltd	FPI-31/01	0.87		Purchase Ledger Payment
31/01/2025	Felix of Long Melford	BP	199.80		Felix Tickets - December 2024
Total Payments			119,090.35		

Detailed Income & Expenditure by Budget Heading 31/01/2025

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	1	1	10	9			13.0%	
1190 Bank Interest Receivable	3,430	29,626	31,400	1,774			94.4%	
Central Services/Admin :- Income	3,431	29,627	31,910	2,283			92.8%	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	43	190	364	174		174	52.3%	
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%	

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 Printing & Stationery	26	809	2,600	1,791		1,791	31.1%	
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	354	3,094	3,321	227		227	93.2%	
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	38	458	1,150	692		692	39.8%	
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	2,441	13,101	19,398	6,297		6,297	67.5%	
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	19,351	209,401	302,765	93,364	0	93,364	69.2%	720
Net Income over Expenditure	(15,920)	(179,774)	(270,855)	(91,081)				
6000 plus Transfer from EMR	0	720	0	(720)				
Movement to/(from) Gen Reserve	(15,920)	(179,054)	(270,855)	(91,801)				
201 Market - Charter Street								
1020 Market Rent & Tolls	5,964	66,700	78,000	11,300			85.5%	
1021 Market Electricity Recovered	923	4,139	4,200	61			98.5%	
1079 Licence income	0	168	0	(168)			0.0%	
Market - Charter Street :- Income	6,887	71,007	82,200	11,193			86.4%	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	447	4,470	5,632	1,162		1,162	79.4%	
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	2,504	7,433	12,012	4,579		4,579	61.9%	
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	82	176	94		94	46.8%	
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%	

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
4052 Bank & Cardnet Charges	39	364	0	(364)		(364)	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	6,240	54,821	66,290	11,469	0	11,469	82.7%	0
Net Income over Expenditure	647	16,186	15,910	(276)				
<u>204 Street Fairs</u>								
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	50	3,910	2,785	(1,125)		(1,125)	140.4%	
Street Fairs :- Indirect Expenditure	50	5,177	4,133	(1,044)	0	(1,044)	125.2%	0
Net Income over Expenditure	(50)	(1,558)	(1,533)	25				
<u>205 Council Public Events</u>								
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)				
<u>206 Town Economy</u>								
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%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4008 Training, Courses, Meetings	0	451	500	49		49	90.2%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	
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	2,424	4,100	1,676		1,676	59.1%	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%	
4900 Assets Capitalised	7,250	54,834	0	(54,834)		(54,834)	0.0%	7,250
Town Economy :- Indirect Expenditure	9,634	83,541	76,790	(6,751)	0	(6,751)	108.8%	57,122
Net Income over Expenditure	(9,634)	3,908	(76,790)	(80,698)				
6000 plus Transfer from EMR	7,250	57,122	0	(57,122)				
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	1,099	10,993	11,252	259		259	97.7%	
4012 Water	146	445	630	185		185	70.6%	
4013 Gas	8	92	7,500	7,408		7,408	1.2%	
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	697	13,567	14,912	1,345		1,345	91.0%	2,267
4042 Equipt Running Costs/Rental	0	914	1,010	96		96	90.5%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
4988 PWLB Interest 494354	0	7,142	14,584	7,442		7,442	49.0%	
Town Hall Building :- Indirect Expenditure	3,318	150,289	136,442	(13,847)	0	(13,847)	110.1%	85,769
Net Income over Expenditure	(2,928)	(125,669)	(119,662)	6,007				
6000 plus Transfer from EMR	0	85,769	0	(85,769)				
Movement to/(from) Gen Reserve	(2,928)	(39,900)	(119,662)	(79,762)				
<u>212 Public Clocks</u>								
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)				
<u>213 Street Wardens</u>								
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)				
<u>221 Allotments</u>								
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)				

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	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)				
241 Cemetery								
1000 Letting Income	800	8,000	9,600	1,600			83.3%	
1060 Cemetery Fees & Charges	11,010	42,350	48,000	5,650			88.2%	
Cemetery :- Income	11,810	50,350	57,600	7,250			87.4%	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	551	5,510	6,943	1,433		1,433	79.4%	
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	52	723	550	(173)		(173)	131.4%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Mobile Telephones & Broadband	7	67	180	113		113	37.2%	
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	466	922	500	(422)		(422)	184.3%	
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	393	1,117	6,558	5,441		5,441	17.0%	
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	4,650	68,162	123,146	54,984	0	54,984	55.4%	2,185
Net Income over Expenditure	7,160	(17,812)	(65,546)	(47,734)				
6000 plus Transfer from EMR	0	2,185	0	(2,185)				
Movement to/(from) Gen Reserve	7,160	(15,627)	(65,546)	(49,919)				
<u>243 War Memorial, Aelfhun & Gains</u>								
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)				
<u>250 Information Centre</u>								
1018 Books,Maps,publications/Income	66	704	1,200	496			58.7%	
1019 TIC Agency commission received	98	791	1,500	709			52.7%	
1022 Gift Sales Income	98	1,247	650	(597)			191.9%	
1023 Postage Income	0	3	0	(3)			0.0%	
1025 TIC Sundry Sales	12	190	250	60			76.2%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	108	1,258	1,680	422			74.9%	
1098 Miscellaneous Income	13	45	50	5			90.4%	
Information Centre :- Income	393	4,388	5,603	1,215			78.3%	0

Detailed Income & Expenditure by Budget Heading 31/01/2025

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	84	228	500	272		272	45.6%	
4110 Staff Welfare	0	2	150	148		148	1.7%	
Information Centre :- Indirect Expenditure	3,069	33,065	46,217	13,152	0	13,152	71.5%	0
Net Income over Expenditure	(2,675)	(28,677)	(40,614)	(11,937)				
<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	469	805	800	(5)		(5)	100.6%	
Museum :- Indirect Expenditure	469	805	800	(5)	0	(5)	100.6%	0
Net Expenditure	(469)	(805)	(800)	5				
<u>301 Street Lighting</u>								
4014 Electricity	0	0	7,000	7,000		7,000	0.0%	

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Property Repairs & Mtce	0	0	3,375	3,375		3,375	0.0%	
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%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 Equip/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)				
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	27	416	350	(66)		(66)	118.7%	
4007 Workwear and Footwear	23	1,553	1,200	(353)		(353)	129.4%	
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	1,154	20,999	18,800	(2,199)		(2,199)	111.7%	
4019 Diesel	200	1,940	4,500	2,560		2,560	43.1%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	44	834	540	(294)		(294)	154.5%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	0	2,114	1,800	(314)		(314)	117.4%	
4041 Equip/Repairs & Mtce	6	346	7,000	6,654		6,654	4.9%	
4043 Equip/Small Tools Purchase	0	145	1,000	855		855	14.5%	
4052 Bank & Cardnet Charges	6	50	0	(50)		(50)	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	5,784	83,451	139,931	56,480	0	56,480	59.6%	375
Net Income over Expenditure	(5,784)	(73,945)	(105,195)	(31,250)				
6000 plus Transfer from EMR	0	375	0	(375)				
Movement to/(from) Gen Reserve	(5,784)	(73,570)	(105,195)	(31,625)				
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%	

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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)				
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	70	1,872	3,500	1,628		1,628	53.5%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	80	1,575	4,004	2,429		2,429	39.3%	
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	666	10,050	28,976	18,926	0	18,926	34.7%	0
Net Expenditure	(666)	(10,050)	(28,976)	(18,926)				
Grand Totals:- Income	22,911	1,149,052	1,091,086	(57,966)			105.3%	
Expenditure	114,440	893,620	1,146,117	252,497	0	252,497	78.0%	
Net Income over Expenditure	(91,529)	255,432	(55,031)	(310,463)				
plus Transfer from EMR	56,882	200,636	0	(200,636)				
less Transfer to EMR	0	98,206	0	(98,206)				
Movement to/(from) Gen Reserve	(34,647)	357,862	(55,031)	(412,893)				

Detailed Income & Expenditure by Budget Heading 03/03/2025

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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	0	44,497	45,000	503		503	98.9%	
Grants :- Indirect Expenditure	0	44,497	45,000	503	0	503	98.9%	0
Net Expenditure	0	(44,497)	(45,000)	(503)				
109 Central Services/Admin								
1040 Grants Receivable	0	0	500	500			0.0%	
1098 Miscellaneous Income	0	1	10	9			13.0%	
1190 Bank Interest Receivable	0	29,626	31,400	1,774			94.4%	
Central Services/Admin :- Income	0	29,627	31,910	2,283			92.8%	0
4001 Salaries & Wages	15,813	180,635	236,518	55,883		55,883	76.4%	
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	19	262	364	102		102	71.9%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	24	339	420	81		81	80.7%	
4021 Mobile Telephones & Broadband	0	501	600	100		100	83.4%	
4022 Postage	0	585	340	(245)		(245)	172.2%	
4023 Printing & Stationery	995	1,804	2,600	796		796	69.4%	

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Detailed Income & Expenditure by Budget Heading 03/03/2025

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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
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	3,094	3,321	227		227	93.2%	
4043 Equipt/Small Tools Purchase	0	24	5,500	5,476		5,476	0.4%	
4044 IT Support/Software Mtce	406	9,884	10,954	1,070		1,070	90.2%	75
4052 Bank & Cardnet Charges	0	458	1,150	692		692	39.8%	
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	850	13,951	19,398	5,447		5,447	71.9%	
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	18,108	227,509	302,765	75,256	0	75,256	75.1%	720
Net Income over Expenditure	(18,108)	(197,881)	(270,855)	(72,974)				
6000 plus Transfer from EMR	0	720	0	(720)				
Movement to/(from) Gen Reserve	(18,108)	(197,161)	(270,855)	(73,694)				
201 Market - Charter Street								
1020 Market Rent & Tolls	4,613	71,313	78,000	6,687			91.4%	
1021 Market Electricity Recovered	259	4,398	4,200	(198)			104.7%	
1079 Licence income	21	189	0	(189)			0.0%	
Market - Charter Street :- Income	4,893	75,900	82,200	6,300			92.3%	0
4001 Salaries & Wages	2,502	37,121	38,635	1,514		1,514	96.1%	
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	4,917	5,632	715		715	87.3%	
4012 Water	0	511	151	(360)		(360)	338.3%	
4014 Electricity	0	1,230	2,400	1,170		1,170	51.3%	
4016 Refuse Disposal	0	7,433	12,012	4,579		4,579	61.9%	
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	82	176	94		94	46.8%	
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	302	930	2,000	1,070		1,070	46.5%	

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Detailed Income & Expenditure by Budget Heading 03/03/2025

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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
4052 Bank & Cardnet Charges	0	364	0	(364)		(364)	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	3,251	58,072	66,290	8,218	0	8,218	87.6%	0
Net Income over Expenditure	1,641	17,828	15,910	(1,918)				
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	3,910	2,785	(1,125)		(1,125)	140.4%	
Street Fairs :- Indirect Expenditure	0	5,177	4,133	(1,044)	0	(1,044)	125.2%	0
Net Income over Expenditure	0	(1,558)	(1,533)	25				
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	733	8,543	13,346	4,803		4,803	64.0%	
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	733	8,554	19,296	10,742	0	10,742	44.3%	0
Net Income over Expenditure	(733)	(8,192)	(18,596)	(10,404)				
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	27,044	52,017	24,973		24,973	52.0%	
4008 Training, Courses, Meetings	0	451	500	49		49	90.2%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	

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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	11,000	11,000	11,300	300		300	97.3%	
4044 IT Support/Software Mtce	130	130	473	343		343	27.5%	
4048 New equipment/furniture	0	2,424	4,100	1,676		1,676	59.1%	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%	
4900 Assets Capitalised	0	54,834	0	(54,834)		(54,834)	0.0%	7,250
Town Economy :- Indirect Expenditure	13,514	97,055	76,790	(20,265)	0	(20,265)	126.4%	57,122
Net Income over Expenditure	(13,514)	(9,606)	(76,790)	(67,184)				
6000 plus Transfer from EMR	0	57,122	0	(57,122)				
6001 less Transfer to EMR	0	87,354	0	(87,354)				
Movement to/(from) Gen Reserve	(13,514)	(39,838)	(76,790)	(36,952)				
211 Town Hall Building								
1000 Letting Income	479	12,735	5,000	(7,735)			254.7%	
1016 Rent from Registrar	0	12,365	11,780	(585)			105.0%	
Town Hall Building :- Income	479	25,099	16,780	(8,319)			149.6%	0
4001 Salaries & Wages	0	5,425	16,966	11,541		11,541	32.0%	
4004 Cleaners & Casual payroll costs	1,145	12,205	18,172	5,967		5,967	67.2%	
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	12,092	11,252	(840)		(840)	107.5%	
4012 Water	71	515	630	115		115	81.8%	
4013 Gas	8	101	7,500	7,399		7,399	1.3%	
4014 Electricity	0	9,777	20,000	10,223		10,223	48.9%	
4017 Cleaning & Consumables	15	693	1,200	507		507	57.8%	
4020 Miscellaneous Expenses	0	65	250	185		185	26.0%	
4025 Subscriptions and membership	28	364	0	(364)		(364)	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	188	13,754	14,912	1,158		1,158	92.2%	2,267
4042 Equipt Running Costs/Rental	25	938	1,010	72		72	92.9%	
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%	

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 11

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
4987 Loan Repayment - Capital	0	1,933	3,566	1,633		1,633	54.2%	
4988 PWLB Interest 494354	0	7,142	14,584	7,442		7,442	49.0%	
Town Hall Building :- Indirect Expenditure	2,579	152,867	136,442	(16,425)	0	(16,425)	112.0%	85,769
Net Income over Expenditure	(2,100)	(127,768)	(119,662)	8,106				
6000 plus Transfer from EMR	0	85,769	0	(85,769)				
Movement to/(from) Gen Reserve	(2,100)	(41,999)	(119,662)	(77,663)				
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	22,999	31,174	8,175		8,175	73.8%	
4007 Workwear and Footwear	0	37	300	263		263	12.3%	
4017 Cleaning & Consumables	20	1,319	1,500	181		181	87.9%	
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	2,070	26,188	35,474	9,286	0	9,286	73.8%	0
Net Income over Expenditure	(2,070)	3,929	(4,393)	(8,322)				
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	1,576	1,581	5		5	99.7%	
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	1,707	2,426	719	0	719	70.4%	0
Net Income over Expenditure	(144)	1,099	2	(1,097)				

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 11

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	9,237	6,438	(2,799)		(2,799)	143.5%	
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	0	2,759	1,000	(1,759)		(1,759)	275.9%	2,706
4040 Property Repairs & Mtce	14	79	800	721		721	9.9%	
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	4,300	7,830	5,173	(2,657)		(2,657)	151.4%	
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	5,154	32,199	42,596	10,397	0	10,397	75.6%	3,188
Net Income over Expenditure	(5,154)	(28,820)	(41,596)	(12,776)				
6000 plus Transfer from EMR	0	3,188	0	(3,188)				
6001 less Transfer to EMR	0	2,046	0	(2,046)				
Movement to/(from) Gen Reserve	(5,154)	(27,678)	(41,596)	(13,918)				
241 Cemetery								
1000 Letting Income	800	8,800	9,600	800			91.7%	
1060 Cemetery Fees & Charges	0	42,350	48,000	5,650			88.2%	
Cemetery :- Income	800	51,150	57,600	6,450			88.8%	0
4001 Salaries & Wages	2,416	42,045	57,124	15,079		15,079	73.6%	
4005 Grave Digging Costs	960	7,820	14,400	6,580		6,580	54.3%	
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	6,061	6,943	882		882	87.3%	
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	8	567	1,000	433		433	56.7%	
4019 Diesel	12	735	550	(185)		(185)	133.6%	

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 11

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	0	67	180	113		113	37.2%	
4023 Printing & Stationery	390	457	1,550	1,093		1,093	29.5%	
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	922	500	(422)		(422)	184.3%	
4043 Equipt/Small Tools Purchase	0	403	1,400	997		997	28.8%	
4044 IT Support/Software Mtce	0	90	100	10		10	90.0%	
4045 Grounds Maintenance	137	1,254	6,558	5,304		5,304	19.1%	
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	65	2,075	2,650	575		575	78.3%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
4900 Assets Capitalised	0	988	0	(988)		(988)	0.0%	
Cemetery :- Indirect Expenditure	4,539	72,701	123,146	50,445	0	50,445	59.0%	2,185
Net Income over Expenditure	(3,739)	(21,551)	(65,546)	(43,995)				
6000 plus Transfer from EMR	0	2,185	0	(2,185)				
Movement to/(from) Gen Reserve	(3,739)	(19,366)	(65,546)	(46,180)				
243 War Memorial, Aelfhun & Gains								
4040 Property Repairs & Mtce	0	3,440	1,800	(1,640)		(1,640)	191.1%	2,620
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	3,440	1,800	(1,640)	0	(1,640)	191.1%	2,620
Net Expenditure	0	(3,440)	(1,800)	1,640				
6000 plus Transfer from EMR	0	2,620	0	(2,620)				
Movement to/(from) Gen Reserve	0	(820)	(1,800)	(980)				
250 Information Centre								
1018 Books, Maps, publications/Income	15	719	1,200	481			59.9%	
1019 TIC Agency commission received	0	791	1,500	709			52.7%	
1022 Gift Sales Income	0	1,247	650	(597)			191.9%	
1023 Postage Income	0	3	0	(3)			0.0%	
1025 TIC Sundry Sales	0	190	250	60			76.2%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	0	1,258	1,680	422			74.9%	
1098 Miscellaneous Income	0	45	50	5			90.4%	
Information Centre :- Income	15	4,403	5,603	1,200			78.6%	0

Detailed Income & Expenditure by Budget Heading 03/03/2025

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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
4001 Salaries & Wages	2,880	33,162	39,437	6,275		6,275	84.1%	
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	632	1,292	1,400	108		108	92.3%	
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	7	188	960	772		772	19.5%	
4054 TIC Gift Purchases for Resale	0	1,311	500	(811)		(811)	262.1%	
4055 TICBooks/Guides/Maps forResale	0	228	500	272		272	45.6%	
4110 Staff Welfare	0	2	150	148		148	1.7%	
Information Centre :- Indirect Expenditure	3,518	36,583	46,217	9,634	0	9,634	79.2%	0
Net Income over Expenditure	(3,503)	(32,180)	(40,614)	(8,434)				
252 Christmas Lights								
1055 Sponsorships Received	0	0	300	300			0.0%	
Christmas Lights :- Income	0	0	300	300			0.0%	0
4001 Salaries & Wages	261	3,758	9,163	5,405		5,405	41.0%	
4008 Training, Courses, Meetings	0	600	600	0		0	100.0%	
4101 Christmas Lights	0	6,007	6,820	813		813	88.1%	
4104 Christmas Trees	0	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	261	15,569	19,933	4,364	0	4,364	78.1%	1,915
Net Income over Expenditure	(261)	(15,569)	(19,633)	(4,064)				
6000 plus Transfer from EMR	0	1,915	0	(1,915)				
Movement to/(from) Gen Reserve	(261)	(13,654)	(19,633)	(5,979)				
261 Museum								
4041 Equipt Repairs & Mtce	111	916	800	(116)		(116)	114.4%	
Museum :- Indirect Expenditure	111	916	800	(116)	0	(116)	114.4%	0
Net Expenditure	(111)	(916)	(800)	116				
301 Street Lighting								
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%	

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 11

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 Equip Repairs & Mtce	0	46,742	1,625	(45,117)		(45,117)	2876.4%	46,742
Street Lighting :- Indirect Expenditure	0	46,742	12,000	(34,742)	0	(34,742)	389.5%	46,742
Net Expenditure	0	(46,742)	(12,000)	34,742				
6000 plus Transfer from EMR	0	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 Equip Repairs & Mtce	0	1,291	1,500	209		209	86.1%	
4043 Equip/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	33	376	300	(76)		(76)	125.4%	
Highways :- Indirect Expenditure	33	449	400	(49)	0	(49)	112.2%	0
Net Income over Expenditure	(33)	1,364	1,850	486				
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 Equip 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 Equip Running Costs/Rental	0	1,336	1,500	164		164	89.1%	
4043 Equip/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 03/03/2025

Month No: 11

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	4,327	58,801	101,001	42,200		42,200	58.2%	
4006 Health & Safety Equipment	0	416	350	(66)		(66)	118.7%	
4007 Workwear and Footwear	0	1,553	1,200	(353)		(353)	129.4%	
4008 Training, Courses, Meetings	0	286	2,500	2,214		2,214	11.5%	
4017 Cleaning & Consumables	0	17	100	83		83	16.6%	
4018 Vehicle Rental/Repairs/Exps	922	21,920	18,800	(3,120)		(3,120)	116.6%	
4019 Diesel	48	1,989	4,500	2,511		2,511	44.2%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	0	834	540	(294)		(294)	154.5%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	0	2,114	1,800	(314)		(314)	117.4%	
4041 Equipt Repairs & Mtce	0	346	7,000	6,654		6,654	4.9%	
4043 Equipt/Small Tools Purchase	0	145	1,000	855		855	14.5%	
4052 Bank & Cardnet Charges	2	52	0	(52)		(52)	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	5,299	88,751	139,931	51,180	0	51,180	63.4%	375
Net Income over Expenditure	(5,299)	(79,244)	(105,195)	(25,951)				
6000 plus Transfer from EMR	0	375	0	(375)				
Movement to/(from) Gen Reserve	(5,299)	(78,869)	(105,195)	(26,326)				
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 03/03/2025

Month No: 11

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	470	6,735	19,572	12,837		12,837	34.4%	
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	1,872	3,500	1,628		1,628	53.5%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	0	1,575	4,004	2,429		2,429	39.3%	
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	470	10,520	28,976	18,456	0	18,456	36.3%	0
Net Expenditure	(470)	(10,520)	(28,976)	(18,456)				
Grand Totals:- Income	6,187	1,155,239	1,091,086	(64,153)			105.9%	
Expenditure	59,782	953,402	1,146,117	192,715	0	192,715	83.2%	
Net Income over Expenditure	(53,596)	201,836	(55,031)	(256,867)				
plus Transfer from EMR	0	200,636	0	(200,636)				
less Transfer to EMR	0	98,206	0	(98,206)				
Movement to/(from) Gen Reserve	(53,596)	304,266	(55,031)	(359,297)				

SUDBURY TOWN COUNCIL

**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL ON 10TH MARCH COMMENCING AT 6:30 PM**

Committee members present: Mr N Bennett – the chair.
Mr S Hall
Mr A Osborne
Miss A Owen
Mr T Regester
Mr A Stohr

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillor Ms J Carter.

2. **DECLARATIONS OF INTEREST**

Councillor Mr T Regester declared that he lived near the Gregory Mills site (DC/25/00917) but did not have a financial interest in the property.

Councillors Mr A Osborne, Miss A Owen and Mr T Regester declared that they were also Babergh District Councillors.

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the previous meeting held on the 24th February 2025 be confirmed as an accurate record and signed by the Chairman.

6. **REVIEW OF ACTIONS FROM PREVIOUS MEETINGS**

The Town Clerk updated members on actions from previous minutes.

7. **PLANNING APPLICATIONS**

- DC/25/00765 **Proposal:** Householder Application – Replacement of windows and door.
Location: 1 Springfield Terrace, East Street, Sudbury, Suffolk, CO10 2TS
- RESOLVED – To recommend approval, subject to the new glass panes including coloured glass as the existing window design and the district council heritage officer being content that the style of the new door and windows was in keeping with the other properties in the area.**
-
- DC/25/00808 **Proposal:** T1 – Ash Tree Fell
Location: Prospect House, 63 North Street, Sudbury, Suffolk, Co10 1RE
- RESOLVED – To recommend refusal on the grounds that alternative options had not been properly considered, such as;**
- Replacing this section of wall with a different type of fence.
 - Only removing the trunk touching the wall and retaining the other five trunks.
- The district council arboricultural officer should be asked to visit and examine the options before any permission was granted to alter this tree.**
-
- DC/25/00917 **Proposal:** Planning Application – Demolition of existing industrial buildings and construction of a three storey building of form a Care Home for Older People (Class use C2) with associated works, car/cycle parking, amenity space and landscaping
Location: Gregory Mills, Weaver Lane, Sudbury, Suffolk, CO10 1BB
- RESOLVED – To recommend approval subject to satisfactory resolution to the following points;**
- Holding objection from SCC on the flood risk assessment and surface water drainage strategy.
 - SCC Fire and Rescue Service recommendations on sprinklers.
 - The CIL charge for library services going only to Sudbury Library.
 - A full archaeological survey of the site.
-
- DC/25/00450 **Proposal:** Planning Application – Replacement of public entrance screen.
Location: The Quay Theatre, Quay Lane, Sudbury, Suffolk, CO10 2AN
- RESOLVED – To recommend approval subject to the sliding doors being power operated for safety and ease of use by those with limited mobility.**
-
- DC/25/00451 **Proposal:** Application for consent to display and Advertisement(s) – Replacement of existing signage. 1no back lit theatre name Fascia and new 1 no. top lit fascia noticeboard and 2no fascia signs to front doors.
Location: The Quay Theatre, Quay Lane, Sudbury, Suffolk, CO10 2AN
- RESOLVED – To recommend approval.**

DC/25/00285

Proposal: Application for Listed Building Consent – Replacement of public entrance screen.

Location: The Quay Theatre, Quay Lane, Sudbury, Suffolk, CO10 2AN

RESOLVED – To recommend approval.

DEVELOPMENT

8. **TO NOTE THAT THE GOVERNMENT IS CONDUCTING A CONSULTATION ON THE EFFECT OF ESTABLISHING A MAYORAL COMBINED COUNTY AUTHORITY (MCCA) COVERING SUFFOLK AND NORFOLK UNTIL 13TH APRIL**

RESOLVED

To note the Government consultation on a mayoral combined county authority.

9. **TO NOTE THE NEIGHBOURHOOD PLANNING MEETING BEING HELD ON FRIDAY 21ST MARCH 2025 IN SUDBURY TOWN HALL**

RESOLVED

To note that the Neighbourhood Planning Meeting would be held on Friday 21st March 2025.

Members could attend as individuals but would not be representing the Town Council. The Planning, Development and Highways Committee would continue to assess the relative merits of a supplementary planning document or a neighbourhood plan at future meetings.

HIGHWAYS

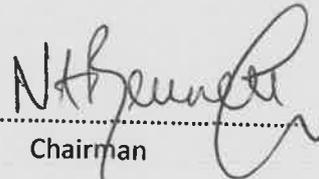
10. **TO DISCUSS THE HIGHWAYS LIST**

Members discussed the following point;

- A very large and dangerous pothole on Cross Street just outside Alaz restaurant. (The Town Clerk reported this on the Suffolk Highways tool as Ref:512225)

The meeting closed at 7:48 pm.

Signed



Chairman

SUDBURY TOWN COUNCIL
MINUTES OF THE MONTHLY MEETING OF SUDBURY TOWN COUNCIL
HELD IN THE TOWN HALL ON TUESDAY 11TH MARCH 2025 AT 7.00PM

Present: Miss A Owen – Mayor of Sudbury, in the CHAIR
Mrs M Barrett Mr A Osborne
Mr P Beer Mrs J Osborne
Mr N Bennett Mr T Regester
Mr S Hall Mr A Stohr (arrived at 7:30pm)
Mr J Jeagar Mr A Welsh
Ms E Murphy Mr N Younger

In attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager and RFO
Ms L Smith – Babergh District Councillor
Mr P Faircloth-Mutton – Suffolk County Councillor

1. APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Councillors Ms J Carter and Mr K Graham.

2. DECLARATIONS OF INTERESTS

Councillors Mr P Beer, Mr A Osborne, Miss A Owen and Mr T Regester declared that they were also Babergh District Councillors.

Councillor Mr P Beer declared that he was also a Suffolk County Councillor.

3. DECLARATIONS OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were received.

4. REQUESTS FOR DISPENSATION

No requests for dispensations had been received.

5. MINUTES

RESOLVED

That the minutes of the Full Council meeting held on 11th February 2025 be confirmed and signed as an accurate record.

6. REPORTS

a) County Councillor's Reports – Councillor J Carter had sent in her report, which had been circulated with the agenda, and is included at pages 201 to 202. Members were asked to email any questions to the county councillor concerned. Cllr Philip Faircloth-Mutton attended and gave his verbal report, which is at pages 203 to 204.

- Libraries proposed to return to in-house management by SCC, this will allow all 45 library sites to remain open, with the same hours and an investment in mobile libraries. This came from a public consultation that took place last year.
- Local arts organisations will receive a boost through the new £500,000 Suffolk County Council Culture Fund, local recipients will include Gainsborough's House, Quay Theatre and Sudbury Heritage Centre.
- Discussions on Sudbury in Bloom's sponsorship signs on roundabouts were moving forward, but there were still some legal technicalities to be resolved.

Members asked questions on the following areas;

- SCC charge £800 per metre for cycle paths, this seems excessive. Please provide this question in writing so that an answer can be provided.
- The buckled railings have been reported on the SCC Highways Reporting Tool and were now fixed. Could SCC access CCTV to identify the driver who caused the damage? Please provide the details by email with a reference number so that an answer can be provided.
- Suffolk Libraries management costs were too great, so does this mean that SCC can do the management cheaper? Will this be shared management by managers with other roles? Management costs were not the only reason. Libraries can help deliver other services. The SCC Libraries Team will sit under the Public Health Directorate as at present.
- Concerned about moving the library service back in house. Friends are volunteers who help the libraries. Many are shocked not to have been consulted, were they asked about cancelling the contract? SCC wish to work closely with Friends groups to ensure their good work continues. The public consultation was to ask what the service should look like, this is a government procurement requirement. There are other good examples of volunteer groups working for SCC, e.g. the archives service. SCC HR are ready to welcome the volunteers.
- County Council elections have been delayed by a year and SCC recommended that people did not support the petition. Are these actions undemocratic? The delays to elections have happened in other areas in the past, this is normal procedure. SCC made a polite request not to sign the petition as SCC believed that their proposal was the best option. The public still had a choice to take part and the petition has been received by the Monitoring Officer.
- What is the cost of bringing the library service back in house? First year £1.2 to 1.8m, cost neutral from year 2. Extra funding could come from s106 agreements.

RESOLVED

That County Councillors Ms J Carter and Mr P Faircloth-Mutton be thanked for their reports.

b) Babergh District Council (BDC) Report – District Councillor J Carter had sent in her report, which had been circulated with the agenda, and is included at pages 205 to 206. The following points were raised;

- Dog fouling meeting with BDC. STC should continue with putting up warning stickers. How can we take joint enforcement action with BDC?
- Welcome the reopening of the swimming pool, but will the wave machine ever re-open? The wave machine is broken and will remain so whilst current financial constraints apply.



- How long will it take to repair the Belle Vue Park brick wall on Cornard Road? Probably 6 weeks with a single lane closure. Suffolk Highways have not confirmed the details.

RESOLVED

That District Councillor J Carter be thanked for her report.

c) Policing report – PC John Moore, from the Community Police Team for Sudbury, attended the meeting to give a verbal report on current policing issues.

- A male had exposed himself near the cricket ground and been seen on CCTV.
- There was a similar incident in the bus station area, same man with the same clothing. Targeted police patrols and knocking on doors had identified the suspect wearing the same clothing. He had been arrested and was being processed.
- Concerns about cannabis at Cedar Apartments. A male had been stopped in car with a significant quantity of nitrous oxide (NOX). He had been arrested, his flat searched and a lot of cannabis found.
- A cannabis farm had been found in Melford with about 40 plants.
- Officers had targeted antisocial behaviour (ASB) by vehicle drivers in the Sudbury area and had reported the drivers.
- Sudbury police always welcomed community intelligence from concerned local residents.

RESOLVED

That PC J Moore be thanked for his report.

d) Mayor's Announcements

- The Mayor had attended HRH the Duke of Gloucester's visit to Gainsborough's House.
- The Mayor was planning to host a stall on the Easter market.
- The Mayor was holding a charity dinner on 23rd April at Lydia costing £30 a ticket.

e) Public Forum – 5 members of the public were present.

- The chair of the Sudbury Library Volunteers Group asked would members ask for an independent audit of SCC's decision to take Suffolk Libraries back in house? How would it be funded? Banks pay a rent to use facilities, Post Office, etc. Why was a 30% reduction in opening proposed by Suffolk Libraries? SCC had requested all information from the procurement process but Suffolk Libraries had refused to agree to release in the data.
- A member of the public thanked the council for the response to his emails about data handling but said that they raised more issues. He didn't think the council had good policies. He thought that more training for councillors on data processing was required.
- Another member of the public asked,
 - What threshold test do Sudbury Town Council use to determine if a data breach needs to be reported to the ICO?
 - What relationship do Sudbury Town council hold with these 2 companies?
 - Pubucationscheme.com
 - To information.co
- Would the new Belle Vue Park toilet block be delayed by ground issues? The work to repair the retaining wall on Cornard Road must be done first.

7. TO APPROVE THE REVISED FINANCIAL REGULATIONS

The Town Clerk explained that there had been a recent issue when trying to make a payment for waste disposal at the SCC recycling centre using petty cash, as now only card payments were accepted. In order to reduce future risks and comply with financial regulations an amendment was proposed which would allow for a pre-paid debit card with an appropriate limit to be used by staff when required. NALC model financial regulations already included this provision as paragraph 9.2, but Sudbury Town Council had not needed to adopt it before.

The Finance Committee had discussed this during their meeting on 4th March and recommended that the full council adopt a revised version of the financial regulations to include paragraph 9.2.

RESOLVED

To approve the revised version of the financial regulations at pages 207 to 221 which have been amended to include paragraph 9.2 below.

9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Town Clerk. All transactions and purchases made must be reported to the RFO in writing on the day they occur and authority for topping-up the card shall be at the discretion of the Town Clerk.

8. TO AUTHORISE THE EXPENDITURE OF UP TO £9,100 ON THE COUNCIL'S ANNUAL GENERAL INSURANCE POLICY WHICH IS DUE FOR RENEWAL ON 1 APRIL 2025.

The Town Clerk explained that the council's annual general insurance policy was due for renewal on 1st April 2025. The Administration Manager had asked for a renewal quote, but the insurers had not yet confirmed the price. Therefore, the Town Clerk recommended that members authorise up to £9,100, which was 10% more than the current year's policy.

RESOLVED

That, under the power of the Local Government Act 1972, s111, members agreed to approve expenditure of up to £9,100 for the annual general insurance policy, to run from 1 April 2025.

9. TO AUTHORISE THE EXPENDITURE OF UP TO £2,334 ON THE COUNCIL'S ANNUAL VAN INSURANCE POLICY WHICH IS DUE FOR RENEWAL ON 1 APRIL 2025.

The Town Clerk explained that the council's annual van insurance policy was due for renewal on 1st April 2025. The Administration Manager received the renewal quote, which was only slightly higher than the current year.

RESOLVED

That, under the power of the Local Government Act 1972, s.111, members agreed to approve expenditure of up to £2,334 for the annual van insurance policy, to run from 1 April 2025.



10. TO NOTE THE CHANGES TO THE FIXED ASSET REGISTER, INCLUDING THE ADDITION OF THE NEW STREETLIGHTS, ALTHOUGH THE OLD STREETLIGHTS HAD NOT BEEN INCLUDED IN THE ASSET REGISTER.

The Town Clerk explained that all the streetlights owned by the council had now been converted to low energy IED bulbs. The saving in energy cost was significant, with the current year's invoice under £2,000 compared to the budget provision of over £10,000. For unknown reasons, the old streetlights had not been including in the fixed assets register, and so could not be written off. However, the new streetlights would be added to the fixed assets register with their installation cost of about £47,000.

RESOLVED

To note that the new streetlights would be added to the fixed asset register, although the old streetlights had not been included in the asset register.

11. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES:

Planning, Development & Highways Committees on 24th February and 11th March 2025 – The Chairman recommended noting the minutes.

It was **RESOLVED** to note the minutes.

Finance Committees on 4th March 2025– The Chairman recommended noting the minutes.
It was **RESOLVED** to note the minutes.

Leisure and Environment Committees on 25th February 2025 – The Chairman recommended noting the minutes.

It was **RESOLVED** to note the minutes.

12. TO RECEIVE AN UPDATE FROM THE TOWN CLERK ON PRIVATE AND CONFIDENTIAL MATTERS.

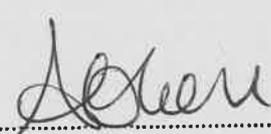
RESOLVED

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)

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 item 12 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

See **CONFIDENTIAL** Annex pages 222 to 223.

The business of the meeting was concluded at 8:56pm.

Chairman

**Report for March 2025 to Sudbury Town Council - From
Jessie Carter (SCC Councillor)**

Date: 07/03/2025

Email: jessie.carter@suffolk.gov.uk

Phone: 07955 434411



Ballingdon Street Speeding

Suffolk Police have confirmed that they do currently have an enforcement site on Ballingdon Street, and they are actively carrying out enforcement here about once a month. Last there on 29 January 2025.

I hope the confirmation of ongoing police presence here will provide some reassurance that the traffic speed limit of 30 mph is being monitored and enforced by the Police. They did do an assessment in 2023 on Ballingdon Hill, opposite Ballingdon Gardens but this was not assessed as requiring further action. Where the average speeds are all under 30 mph – channel 1 is going up the hill towards the NSL 60mph limit so we would expect this to be a little higher as cars accelerate.

Devolution and Local Government Reorganization Update

The government has now confirmed that Suffolk and Norfolk are included in the Devolution Priority Programme and have agreed to the request from the Suffolk County Council administration to cancel this year's local elections in May. This means that councils in Suffolk now need to work on proposals for reorganisation to submit to the government by the autumn, with a view to one or more unitary councils serving the county instead of the current two-tier system – a county council and several districts/borough councils performing different functions.

Suffolk County Council has announced that it will be proposing one single unitary council for Suffolk, although district and borough councils have been clear that they would prefer two or three. All the councils need to submit their proposals to the government by 21 March 2025.

The plan is for a mayor for Norfolk and Suffolk to be elected in May 2026, along with councillors for new authorities, so the timeline for these changes is very tight. The government has launched a public consultation on proposals to create a Mayoral Combined County Authority for Norfolk and Suffolk, and you can give your views on the proposals by on the following site: <https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution>

Suffolk Fire and Rescue Inspection Report

On Monday 10 February, The Home Office published a report of its recent inspection of Suffolk's Fire and Rescue Service. Although the inspection found that the service was good at preventing fires, protecting the public and that it met requirements for responding to major incidents, the report was also concerning as it several areas where the service needed to improve, including improving culture and morale, senior leaders to act as role models and show they are committed to the values of the service through their behaviour, improving communication between staff and senior leaders and making sure employees are confident raising concerns. You may have read in the press recently that the Fire Brigades Union is alleging that Suffolk County Council has made mistakes processing firefighter pay and pensions for years and has not addressed them or listened to employee concerns about the errors.

A handwritten signature in black ink, consisting of several loops and a long tail, located in the bottom right corner of the page.

Suffolk County Council has subsequently announced additional investment of an extra £1.6 million over two years to improve the service, and this proposal will be decided at Cabinet in March. You can read the inspection report in full online: <https://s3-eu-west-2.amazonaws.com/assets-hmicfrs.justiceinspectorates.gov.uk/uploads/frs-assessment-2023-25-suffolk.pdf>

Active Travel Fund Award

Suffolk County Council has been awarded £3.7 million from the government to encourage cycling, walking and active travel across the county, and to make journeys more accessible. This comprises £0.9 million from the Round 5 of the Active Travel Fund, and £2.8 million from the Consolidated Active Travel Fund. The money can be spent on the following schemes: footpaths and crossing points, maintaining existing walking and cycling infrastructure, improving cycle routes and Public Rights of Way, traffic calming, and rail station access improvements. The council is currently considering suitable local projects, which will be announced in the coming months.

Changes to Suffolk's Library Service are Moving Back In-House

Suffolk County Council has announced that from 1 June 2025, its libraries service will be moved back in-house. Currently the libraries are run by a local charity, Suffolk Libraries, but negotiations on the new contract have now broken down. The council made the decision to divest its libraries in 2012 and they have been run by Suffolk Libraries ever since then. The council is reassuring residents and library employees and volunteers that no front-line jobs will be cut, that libraries will remain open and there will be no reduction to opening hours. Running the library service had been financially challenging in recent years, with the council agreeing to provide an extra £720k in May 2023 for that financial year. The council is also keen to reassure Friends groups that money raised for local libraries will still be used for those libraries.

Local Transport Plan and Area Transport Plans

At Cabinet on Tuesday 25 February, a Local Transport Plan for the county from 2025-2040. The plan is needed by law to access funding from the government for active travel and major transport schemes, and details how the council plans to prioritise walking, cycling and wheeling in town centres to reduce congestion and air pollution. It also describes the projects that will be needed to improve transport links for Suffolk, such as works at Ely and Haughley railway junctions, better public transport, and how to manage the transition from fossil fuels. Also agreed were 15 Area Transport Plans detailing the council's transport ambitions for towns around Suffolk.

You can read the Local Transport Plan 2025-2040 and the fifteen Area Transport Plans online: <https://www.suffolk.gov.uk/roads-and-transport/transport-planning/suffolks-local-transport-plan>.



Report for March 2025 to Sudbury Town Council From SCC Councillor Philip Faircloth-Mutton

1. Libraries proposed to return in-house

After long procurement process, as the Cabinet Member for libraries, I will be proposing the return of the day-to-day running of our library service to Suffolk County Council when the current contract ends with Suffolk Libraries (SLS) on 31 May 2025. This is the only available option to us to ensure the service is protected in a sustainable manner.

On a practical basis, this will:

- Secure and sustainable future for all 45 libraries across the county.
- Opening hours remain the same.
- Job security for all frontline staff and volunteers.
- Greater opportunities to access other council services under one roof.
- Substantial investment in mobile libraries, books and computers.

2. Local Organisations Receive 52% Boost in new Suffolk County Council Culture Fund

The Town Council will be familiar with the County Council's decision in 2024 to change its funding formula for arts and cultural organisations from core to grant funding. Under the old system, the only Babergh based recipient of funding was Gainsborough's House in Sudbury.

Under the new £500,000 fund, in the year 2025/26, I'm pleased to report that our local area will see a fairer share of funding from the County Council. Previously, our area received £28,500 in funding. This will now increase to £43,390.

The recipient organisations in our local area will be as follows:

Gainsborough's House	Inspiring Suffolk's Young Creatives (ISYC)	The project aims to reach more young people through participative artistic activities and volunteering opportunities in Sudbury. It includes recruiting young volunteers and piloting a free Art & Design Club for young people aged 13-16.	Sudbury	£22,750
Long Melford Heritage Trust	Roman Long Melford Revealed	The project involves a geophysical archaeological survey using ground-penetrating radar in Long Melford. Supported by volunteers, the survey aims to reveal unknown features of the Iron Age and Roman Town, providing data for future archaeological investigations and aiding planners in assessing house building applications	Long Melford	£4,000

Quay Theatre	Quay Theatre Children & Young People	A programme of performing arts activity for children and young people in and around Sudbury at the Quay Theatre	Sudbury	£9,640
Sudbury Heritage Centre	Sudbury Sports Clubs History	The project aims to create a central hub to bring together the histories of Sudbury sports clubs. It will feature an interactive touch screen display with lively graphics, talking heads, scrolling text, photos, and short videos, showcasing the history of each club and their interaction with the Sudbury community	Sudbury	£7,000

3. Sudbury in Bloom (SiB) Roundabout Discussions Continue

Discussions with regard to SiB's great work on our roundabouts across the town through their floral displays and sponsorship signage are still being worked through, but I'm pleased to report there has been a lot of progress made at the point of writing. I checked in with the Highways Team last week on a few final technical clarifications to ensure there is a high level of certainty going forward. I have relayed this information to SiB and they have been kept fully abreast of matters.

Babergh Council Report – March 2025 – by Cllr J Carter

Public consultation on Suffolk and Norfolk devolution:

The UK Government has initiated an eight-week public consultation, running from 17 February to 13 April 2025, on proposals to establish a Mayoral Combined County Authority (MCCA) encompassing Norfolk and Suffolk. This initiative follows the region's inclusion in the Government's Devolution Priority Programme, aiming to decentralize powers from Westminster to local communities.

The consultation seeks public input on various aspects of the proposed MCCA, including its geographical scope and decision-making processes. Residents, businesses, and stakeholders in Norfolk and Suffolk are encouraged to participate and share their views. It's important to note that this consultation does not address potential local government reorganization; such matters will be subject to a separate process.

The proposed MCCA would assume responsibilities currently managed by local authorities, such as public transport services, including buses. This change could lead to improvements in local bus services through Enhanced Partnerships or franchised systems, similar to models in Greater Manchester and London. Additionally, the MCCA would play a pivotal role in decarbonizing transport and enhancing active travel infrastructure, such as walking and cycling routes.

To participate in the consultation and access detailed information, visit the official government consultation page.

This consultation represents a significant opportunity for residents and stakeholders in Norfolk and Suffolk to influence the future governance of their region. Engaging in this process ensures that diverse perspectives are considered in shaping the proposed devolution.

Grants For Babergh:

A new football club stand and upgrades to play areas are among 21 projects receiving grants to support community groups and organisations in Babergh and Mid Suffolk. During the application period, which closed in January, organisations could request up to £10,000 to enhance sports and play facilities, acquire new equipment, or improve village halls. With all funds now allocated, 21 organisations have been awarded grants. The funded projects include village hall renovations and accessibility upgrades in Babergh, as well as roof repairs and sports club refurbishments in Mid Suffolk, ensuring various community spaces benefit from these improvements.

In total, £148,916.63 has been distributed across the districts, with £62,772.34 granted to eight organisations in Babergh.

Kingfisher Swimming Pool:

Kingfisher Leisure Centre's swimming pool is now open to swimmers, There will continue to be some maintenance undertaken to the exterior of the leisure centre in the coming weeks, but this hasn't impacted on its opening schedule.

The wave machine will no longer be in operation.



Stop Smoking Pop Up:

There will be a 'stop smoking' pop up at the Kingfisher (Date TBC) lead by Feel Good Suffolk

Babergh Full Council, February 2025:

At the recent Babergh Council meeting, several key decisions were made. The 2025/26 General Fund Budget was approved, including a Council Tax increase of £5.63 per year for Band D properties (2.99%). The budget also introduced new income bands and contribution rates for the Local Council Tax Reduction Scheme. The vote passed with 23 in favour and 2 against. The Housing Revenue Account (HRA) Budget was also approved unanimously, allowing for a 2.7% rent increase for social and affordable housing, adjustments to sheltered housing charges, and the retention of Right to Buy receipts to fund new housing development.

The Council also adopted the Joint Capital, Investment, and Treasury Management Strategies for 2025/26, which included an amendment to lower the capitalisation threshold from £10,000 to £1,000, along with investment policy adjustments. In addition, the Babergh and Mid Suffolk Joint Local Development Scheme 2025-2029 was approved, setting the framework for future planning policies. A public consultation on changes to the Statement of Community Involvement was also agreed upon.

Other decisions included the appointment of Councillor Laura Smith to the Suffolk Health and Wellbeing Board. No public petitions, councillor questions, or motions on notice were received during the meeting.

Cabinet Decisions, February 2025:

During the Babergh Cabinet Meeting on the 11th of February, Babergh Cabinet has approved several key initiatives that will impact local communities.

The **Local Nature Recovery Strategy (LNRS)** has been endorsed for public consultation, reinforcing the council's commitment to biodiversity and environmental sustainability. The strategy will identify priority areas for habitat restoration and biodiversity net gain, with opportunities for public and stakeholder input during the consultation phases.

In preparation for the upcoming statutory **food waste collection service** set to launch in March 2026, the Cabinet has awarded a contract for 9.5 diesel/HVO food waste collection vehicles and approved the supply of food waste caddies to households. This decision ensures cost-effective implementation while maintaining operational efficiency.

Additionally, the **2025/26 General Fund Budget and Housing Revenue Account (HRA) Budget** have been endorsed for recommendation to Council. This includes a 2.99% increase in Council Tax (£5.63 annually for Band D properties) and adjustments to social housing rents and service charges. The Cabinet has also adopted a **new Anti-Social Behaviour (ASB) Policy** to create a more unified approach across council departments, improving responsiveness and support for affected residents.



Sudbury Town Council FINANCIAL REGULATIONS 2025

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These Financial Regulations were adopted by the council at its meeting held on 11 March 2025.

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk, with the RFO, shall prepare, for approval by the finance committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council. Once approved, it shall be included in the risk management plan.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy or fraud; and
 - allow the reconstitution of any lost records;
 - identify the duties of officers dealing with transactions and
 - ensure division of responsibilities.
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the finance committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;



- initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the finance committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the finance committee.
- 4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the approval of the finance committee.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of September each year.
- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or restructuring between, any earmarked reserves shall be agreed by the finance committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £10,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.-Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the RFO shall seek at least 3 fixed-price quotes;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- 5.9. where the value is between £500 and £3,000 excluding VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the finance committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget heading may be authorised by:
- the Clerk, under delegated authority, for any items up to £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items up to £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items up to £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Another manager may only authorise expenditure on behalf of the Clerk when he is absent on leave and has specifically delegated this authority in writing.
- Such authorisation must be supported by a minute, an email or other auditable evidence trail, duly signed by the Clerk, and where necessary, also by the appropriate Chair.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget heading other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency. This limitation does not apply to those budget



headings that have a business income, as in these cases extra expenditure should be balanced against extra income.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the person, committee or full council authorising it is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank with additional deposits held by other banks to spread the risk and earn the maximum interest. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, a duly delegated committee or a delegated decision by the Clerk, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National



Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the finance committee may authorise in advance for the year.

6.7. Not used.

6.8. A list of such payments shall be reported to the next appropriate meeting of the Finance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. an expenditure item authorised under 5.15 above (authority to spend), provided that the final cost is not more than 10% greater than the original value approved up to a maximum of £5,000. A list of such payments shall be submitted to the next appropriate meeting of the council or finance committee.
- ii. any other payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the finance committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the council or finance committee.
- iv. Fund transfers within the councils banking arrangements up to the sum of £200,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council or finance committee.

6.10. Not used.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2. All full access users shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator or an authorised finance officer shall set up all items due for payment online. Before setting up any online payment, the officer involved must examine the authorisation for expenditure (under paragraph 5.15), the confirmation of the delivery of the item or service, the relevant invoices and the authorisation to make the payment (under paragraphs 6.3 to 6.10). If the officer is not clear that all these are correct, they are to clarify the details with the RFO before setting up the payment. The documents showing these shall be passed to the second authorised signatory to be examined and signed before they approve the bank payment.

- 7.5. In the prolonged absence of the RFO another finance officer shall be assigned the checking duties necessary until the return of the RFO. There should never be a need to relax the full range of checks due to staff absence.
- 7.6. Not used.
- 7.7. Evidence shall be retained showing which officers approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next finance committee meeting and appended to the minutes.
- 7.9. With the approval of the finance committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised officers. The approval of the use of each variable direct debit shall be reviewed by the finance committee at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the finance committee provided that each payment is approved online by two authorised officers, evidence is retained and any payments are reported to the finance committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are or approved online by two authorised officers, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the finance committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques are not used by Sudbury Town Council, other than for cash withdrawals.
- 8.2. Not used.
- 8.3. Not used.



9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £2,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Town Clerk. All transactions and purchases made must be reported to the RFO in writing on the day they occur and authority for topping-up the card shall be at the discretion of the Town Clerk.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO, Business Manager and Operations Manager and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or HR committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.



11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the HR committee must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Not used

13.8. Not used

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to, or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

15.5. The authority to write off stores and equipment shall be delegated to the same level as the authority for procurement in section 5.15.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters



such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, or a duly delegated committee or officer as per levels of authority in paragraph 5.15, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the finance committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the finance committee.

18. Charities - Reserved

- 18.1. Not used.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



SUDBURY TOWN COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING OF SUDBURY TOWN COUNCIL
HELD IN THE TOWN HALL ON FRIDAY 21ST MARCH 2025 AT 6.30PM

Present: Miss A Owen – Mayor of Sudbury, in the CHAIR
Mrs M Barrett Mr A Osborne
Mr N Bennett Mrs J Osborne
Ms J Carter Mr T Regester
Mr S Hall Mr A Stohr
Mr J Jeagar Mr A Welsh

In attendance: Mr C Griffin – Town Clerk
Ms L Smith – Babergh District Councillor
Mr P Faircloth-Mutton – Suffolk County Councillor

1. APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Councillors K Graham, E Murphy and N Younger.

2. DECLARATIONS OF INTERESTS

Councillors Ms J Carter, Mr A Osborne, Miss A Owen and Mr T Regester declared that they were also Babergh District Councillors.

Councillor Ms J Carter declared that she was also a Suffolk County Councillor.

3. DECLARATIONS OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were received.

4. REQUESTS FOR DISPENSATION

No requests for dispensations had been received.

5. MINUTES

The approval of the previous minutes was moved to the end of the meeting so that the PRIVATE AND CONFIDENTIAL section could be discussed in detail.

6. TO DISCUSS THE CLOSURE OF THE BRIDGE PROJECT AND IMPACT ON THE SUDBURY ARTS CENTRE.

About 60 members of the public attended the meeting. The Mayor started by asking everyone to be positive about the way forward, although members may not have all the answers. She then read out statements about the closure of the Bridge Project from the following organisations;

- Babergh District Council (attached at page 228).
- The Bridge Project CEO (attached at page 229).
- The Churches Conservation Trust (attached at page 230).

County Councillor P Faircloth-Mutton then spoke about the County Council's reaction to the news that the Bridge Project was closing. He paid tribute to the wonderful work that the Bridge Project had done for many years to support local people, which would leave a lasting legacy. He was working with the adult care services team and children's care service team to commission new services to ensure unbroken support for the current clients. He assured members that the social services team would maintain contact with all those who had been in receipt of county council care provided by the Bridge Project. Although he did not know the details of any efforts by Essex County Council for those who lived across the border in Essex, he believed that they were equally engaged.

The Christopher Centre had offered short-term free use of their facilities for the Bridge Project to help them as they went through this difficult time.

The lead tutor at the Bridge Project explained how she had tried to explain the closure of the Bridge Project to the 42 students and their families supported by the Bridge Project. Many were in the room, and they formed a close family with an effective internal support network. These people felt devastated by the closure of the Bridge Project.

County Councillor J Carter encouraged all the members of the public to get in touch with the district and county councils to emphasise the need for the services provide by the Bridge Project and the critical need to re-establish these services in Sudbury at the earliest opportunity.

Members of the public emphasised the duties of the trustees to ensure that charities were well run and that a forensic examination of the financial collapse of the Bridge Project should be undertaken to identify the lessons of this failure.

The befriending Scheme explained that they would try to help and could offer some spaces for taster sessions. They might also be able to take over CREATE in the Borehamgate precinct and keep the current staff employed there.

The temporary administrator at the Hive said that he believed that his trustees would be prepared to offer assistance to Bridge Project employees with accommodation at cost.

RESOLVED

To write a letter of support to the Churches Conservation Trust expressing the Town Council's support for their efforts to keep the Sudbury Arts Centre in St Peter's open without any break in operations.

To write a letter to Suffolk County Council expressing the Town Council's support for their efforts to maintain seamless delivery of the social support services to the Bridge Project clients.

To write a letter to the Charity Commission expressing the Town Council's concern that such an important local charity could reach financial collapse without any warning and asking that an investigation take place into how this was allowed to happen.

To use the Town Council to provide a focal point for offers of support in these areas;

- To help provide continuity of Bridge Project services in Sudbury.
- To hold the trustees and managers of the Bridge Project to account.
- To make sure that local concerns were clearly represented to the administrators.

This would be by sending contact details to info@sudbury-tc.gov.uk at the Town Hall. Those with specialist accounting or auditing skills could be particularly helpful.

7. TO DISCUSS THE SUDBURY LIBRARY SITUATION

The Mayor asked Councillor J Osborne to introduce the item on the Suffolk libraries as she had asked for it to be on the agenda to provide the councillors and the public with the opportunity to discuss the situation.

County Councillor P Faircloth-Mutton then spoke about the County Council's cabinet decision to bring their library service back in house. He explained the legal requirement for a competitive procurement process under the 2025 Procurement and Contract Regulations. The procurement had been terminated because the sole bidder (Suffolk Libraries IPS Ltd) had proposed substantial changes to its original bid, including a 30% reduction in opening hours. This constituted a material change to the contract scope, making it non-compliant with procurement regulations. Every library across the county would have been affected.

County Councillor P Faircloth-Mutton confirmed that there had been a consultation in 2024 and about 6,500 responses had been received, many from Sudbury. This again was a legal requirement of the procurement process.

The current county council promised that they would maintain the current level of library service at all Suffolk libraries with no reduction in opening hours. They would also invest more in mobile libraries and digital services. They could not promise what would happen after the next election, because it depended on who was elected, but, if re-elected, they would maintain the library services. No administration could bind its successors, so it was not possible to promise what a future council would do.

Members expressed their frustration with the process, which they felt had not included sufficient consultation. Many wished to see this cabinet decision called in for review by the full membership. County Councillor P Faircloth-Mutton confirmed that the county council had taken legal advice from a King's Counsel and that many of the alternative proposals by Town Councillors would not comply with the law.

County Councillor P Faircloth-Mutton confirmed that the County Council owned the historic Corn Exchange, used as the library building in Sudbury, and had taken note of the maintenance issues raised by Councillor M Barrett and would repair the damaged masonry and restore the façade. The County Council's decision was also supported by UNISON as it protected the jobs and conditions of all the current staff. The volunteers were valuable members of the library team, and the County Council encouraged them all to remain involved with their local libraries. As each local friends group was unique, the County Council would engage with them about the particular needs of their library.

RESOLVED

To extend the meeting by 30 minutes.

A Sudbury Library employee expressed her thanks for the efforts by Cllr Barrett to have the building repaired. However, she was concerned that the County Council could not promise what would happen after the next election, when it was likely that there would be some form of new unitary authority. This created uncertainty for the staff, but the Sudbury library staff would work with the County Council to deliver the best possible service for local users.

A member of the public asked detailed questions about the financial and administrative changes that would be required to make the transition from the current Suffolk Libraries IPS Ltd to County Council control. These were answered by Cllr Faircloth-Mutton.

RESOLVED

To write to the leader of Suffolk County Council to express the Town Council's opposition the decision by the cabinet to bring the library service back in house when the current contract ends on 31st May 2025.

RESOLVED

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)

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 item 5 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

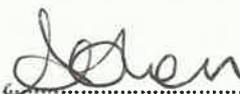
5. MINUTES (Continued)

The Mayor asked for two additions to the draft minutes, which were agreed, and then their accuracy was put to a vote.

RESOLVED

That the minutes of the Full Council meeting held on 11th March 2025 be confirmed and signed as an accurate record.

The business of the meeting was concluded at 9:13pm.

Chairman 

Statement on The Bridge Project by Deputy Chief Executive of Babergh District Council

Many of you will be aware of the closure of The Bridge Project in Sudbury and seen the reports online and in the media.

We share the deep concern of the community about the impact of this, and I wanted to update you on what we know, plus provide some additional background information.

The charity announced on Friday 14 March it is closing because it is no longer financially sustainable. It will cease trading on 29 March and be liquidated in mid-April.

The most pressing concern is for service users and the meals on wheels service it provides. Suffolk County Council is working closely with the staff and trustees of the charity, along with other stakeholders, to identify alternative service provision as quickly as they can.

In terms of Babergh District Council's work with the project, we have supported it over many years. We recognise how much its services are cherished by those who use them, and by the community who value them.

- This has included practical support, grant funding (including £7,000 revenue funding in April 2024 and £5,000 in September 2024 to enable them to increase their Finance Officer capacity), and a rent-free period for its pottery studio at Borehamgate.
- The charity had a £100,000 Community Infrastructure Levy grant approved in 2023. This was so it could connect its new building to utility services - including mains water and sewage system, and the National Grid.
- We have paid around £28,400 of this in two instalments - the first (£12,489) dating back to May 2024, and the second (£15,891) in January this year.
- The payments were made after all the usual due diligence, including site visits to inspect the work which had been carried out. CIL monies are only paid on the completion of work. The remaining £71,600 will obviously not now be paid.
- While we hope the building can still be used for public good, its future is not within our control – we will have to wait to hear from the administrators.

The Bridge Project had flagged financial challenges in September 2024. However, we received assurances, up to and including the award of CIL monies in January, that they were able to trade out of their problems.

We have done everything we can to help, and offered practical support, while being responsible with the limited funds we have available.

The Bridge Project has also been running Sudbury Arts Centre at St Peters. This will now be a matter predominantly for the Churches Conservation Trust, which owns the building and is the recipient of the Lottery grant to support the Centre. We will remain in contact with them and will update you when we know more about what this means for the centre.

We share the deep concern in the community over the charity's collapse, and will keep you updated.



Statement by The Bridge Project Interim Chief Executive Officer

I understand that you are holding an extraordinary meeting on Friday evening, I am sorry I can't be there but I feel it is crucial that our team has the opportunity to communicate with you. It's important to ensure that the extensive work being done behind the scenes is fully understood, so that assumptions are not made about the input needed from STC or the wider community.

We absolutely value and deeply appreciate the incredible support shown by the community. It's genuinely heartwarming to see how much The Bridge has touched not just those we directly support, but also their families and the broader community. This isn't to say that we don't need continued help—we absolutely do. However, it is essential that you and the other councillors are well-informed about the hard work and dedication that has gone into navigating this challenging time, as we all come to terms with the current situation.

Although I've only been in this role for a few weeks, I know the students, our meal delivery customers, and the staff very well—they are, and will always remain, my utmost priority.

We are collaborating closely with a trusted local partner and are cautiously optimistic that we can secure ongoing support for our students. There is even the possibility of maintaining a base at Borehamgate under a new organisation, which would provide continuity of service with several of our current staff members. While I'm unable to provide further details at this stage, I want to assure you that this has been my absolute focus.

We are also working in close partnership with the Churches Conservation Trust to ensure that any disruption at Sudbury Arts Centre is kept to a minimum. Both partners are working at speed towards no closure of the site, adopting a 'business as usual' approach, with the existing staff team retained by the CCT to enable them to continue to grow the site for the community and visitors to the town.

In terms of our meal delivery service, I have been working closely with Aspect Living, and I'm pleased to report that they are able to take on all of our meal delivery customers. We are currently finalising the necessary data-sharing processes to facilitate this transition.

As we navigate this challenging time, we sincerely ask for compassion towards our team, our service users, and the families impacted. I am concerned that the meeting on Friday could become an outlet for frustrations and anger from both community members and councillors, rather than fostering a productive discussion. While I fully acknowledge and understand the depth of these emotions, it is vital that the focus remains on supporting the individuals who rely on our services and the staff who continue to work tirelessly under difficult circumstances.

Your understanding and support are invaluable as we work to achieve the best possible outcomes for everyone involved.



Media Release by the Churches Conservation Trust**The Future of Sudbury Arts Centre**

It was announced on 14th March 2025 that The Bridge Project, who have been a delivery partner at St Peter's Church, Sudbury since November 2023 are to cease trading at the end of this month. St Peter's Church has been in the care of The Churches Conservation Trust (CCT) since 1976 and in that time the charity has worked alongside The Friends of St Peter's (FoSP) to welcome thousands of visitors through the doors.

CCT Chief Executive, Greg Pickup, says: *'We were saddened to learn of the closure of The Bridge Project, which has provided an invaluable service to the community of Sudbury over many years and has been a tenant at St Peter's for the past 18 months. CCT remains committed to a sustainable future for St Peter's Church and will be working with the team at Sudbury Arts Centre, as well as the many local people, groups and the network of locals committed to supporting The Bridge during this transition period.'*

CCT is working hard to maintain the successful running of St Peter's as Sudbury Arts Centre, whilst also considering the requirements of stakeholders and partners including the main project funder, the National Lottery Heritage Fund (NLHF). This will enable the smooth running of the site, with the aim of keeping the doors open to ensure business as usual.

In addition to this, there are complicated financial, operational, legal and HR issues to consider which CCT has been taking advice on, and which may take some time to work through. CCT cannot confirm any concrete future operating plans until relevant stakeholders have been consulted and a plan agreed.

CCT is committed to St Peter's and the continued successful operation of the site, a key aim of which is working behind the scenes is to try and minimise the disruption caused to the running of the building by the closure of The Bridge Project. CCT is unable to say what this will look like yet but will make an announcement on this as soon as possible.



SUDBURY TOWN COUNCIL
MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL ON 24TH MARCH COMMENCING AT 6:30 PM

Committee members present: Mr N Bennett – the chair.
Ms J Carter
Mr S Hall
Mr A Osborne
Mr T Regester
Mr A Stohr
Mr N Younger

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillor Miss A Owen.

2. **DECLARATIONS OF INTEREST**

Councillors Ms J Carter, Mr A Osborne and Mr T Regester declared that they were also Babergh District Councillors.

Councillor Ms J Carter declared that she was also a Suffolk County Councillor.

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the previous meeting held on the 10th March 2025 be confirmed as an accurate record and signed by the Chairman.

6. **REVIEW OF ACTIONS FROM PREVIOUS MEETINGS**

The Town Clerk updated members on actions from previous minutes.

- Suffolk Highways had confirmed that work had been ordered to repair the large pothole outside Alaz Restaurant in Cross Street.
- The Town Clerk and a few members had attended the Neighbourhood Planning Meeting on Friday 21st March where they had been briefed on the potential impact of the Government's new housing targets which has increased the requirement for new homes in Babergh from 416 to 775 a year (up 86%). This had left Babergh District Council with no option but to review their Joint Local Plan, which had been adopted in November 2023, and had been the blueprint for the district's future until 2037. If these new homes were distributed across Sudbury in proportion to the current housing stock, the requirement for Sudbury would be 2,550 new homes over the next 20 years.

7. **PLANNING APPLICATIONS**

DC/24/02656 **Proposal:** Application for Listed Building Consent – Internal and external works as detailed within the Design and Access Statement and Schedule of Works.
Location: St Bartholomews Priory, St Bartholomews Lane, Sudbury, Suffolk, CO10 1XP.

RESOLVED – To recommend approval subject to the points raised by the Conservator of Wall Paintings and Polychrome Decoration, Dr Andrea Kirkham, in her paper dated 6th March 2025 being addressed satisfactorily.

DC/25/00158 **Proposal:** Householder Application – Erection of a two storey rear extension.
Location: 102 Queens Road, Sudbury, Suffolk, CO10 1PQ

RESOLVED – To recommend approval.

DC/25/01085 **Proposal:** Application under Section 73 of the Town and Country Planning Act 1980 for DC/24/05055 (4 dwellings and cycle store) for the removal of Conditions (land contamination-remedial works/verification reporting) and 22 (land contamination-investigation/remediation).
Location: Land Rear of 30 Market Hill, Sudbury, CO10 2EN

RESOLVED – To recommend approval.

DC/25/01230 **Proposal:** Householder Application. Alteration and conversion of existing garage.
Location: 24 Friars Street, Sudbury, CO10 2AA

RESOLVED – To recommend approval.

DEVELOPMENT

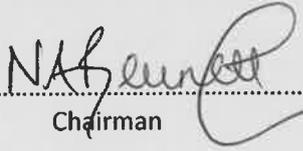
8. **Not Required**

HIGHWAYS**9. TO DISCUSS THE HIGHWAYS LIST**

Members discussed the following points;

- Funding of about £130,000 had been identified to improve the surface of the path along the Stour from Friars Meadow in Sudbury to Bakers Mill in Great Cornard. This should deliver an all-weather surface, of similar quality to the first 65m at the Bakers Mill end, that will make the path suitable for cyclists and wheelchair users. The barrier chicanes at both ends will be removed as these currently restrict disabled access. It was anticipated that this work would be completed in 2025.
- Members discussed the Government's recent announcement of an additional £500m funding for highway authorities to fix potholes. To get the full amount, all councils in England must publish annual progress reports and prove public confidence in their work. Local authorities who fail to meet these strict conditions will see 25% of the uplift (£125 million in total) withheld.
- Members were concerned about the numerous potholes and defects in Station Road and Station Approach and felt that a visit from a highways officer was necessary. County Councillor J Carter confirmed that she had a site meeting scheduled with a highways engineer for 4th April and would look at these areas.
- Members were concerned that many of the traffic bollards in Sudbury were too dirty to be seen clearly by road users. The Town Clerk proposed that the quickest way to rectify this would be to use the Community Wardens to wash them down and he would arrange for this to be done. Bollards of concern were located at;
 - King Street where it divides before St Peter's Church
 - The Croft (3 bollards)
 - Cross Street into Stour Street (2 bollards on a central reservation)
 - Waldingfield Road, near Wheelers Close (2 bollards on a central reservation)
- There was an Anglian Water sign stating that work would take place at the bottom of Acton Lane, but no activity had been seen.
- The white line on the junction where the road from the police station joins Acton Lane was no longer visible.
- A sign would be installed at the top of Action Lane informing road users that they could not drive up the paths beyond the turning area.
- There was a serious pothole in Princes Street near the new building works. The Town Clerk reported this on the Suffolk Highways reporting tools as Ref: 514498.

The meeting closed at 7:18pm.

Signed 

Chairman

SUDBURY TOWN COUNCIL

MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 25TH MARCH 2025 AT 6.30PM

Committee members present: Mr S Hall – Chair
Mr J Jeagar (from 6:35pm)
Mrs J Osborne
Mr T Register
Mr A Welsh

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

1. **SUBSTITUTES AND APOLOGIES**

Apologies were received from Councillor A Owen.

2. **DECLARATIONS OF INTERESTS**

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

3. **DECLARATION OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensations had been received.

5. **MINUTES**

A member proposed a change to the minutes, but this was not seconded.

RESOLVED

That the minutes of the Leisure and Environment Committee meeting held on the 25th February 2025 be confirmed and signed as an accurate record.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk updated the committee on the actions from previous meetings.

- The Sudbury Common Lands Charity had responded to the letter sent as resolved under item 12 at the previous meeting. The Sudbury Common Lands Charity confirmed that were the owners of the west bank of the Mill Stream. They did not think that this had

been disputed by them, rather, the issue was about what works were appropriate to maintain the Mill Stream and at what times of the years these should take place. There was a balance between the competing needs of birds, animals and plants for an undisturbed environment against clearing the channel to help the water flow through. There was no simple answer to this, and both sides were advised to consult government advice provided by the Environment Agency before carrying out any work. The Town Clerk would respond to thank the Sudbury Common Lands Charity for their answer and pass the details on to the residents of Cross Street who had brought this up.

- Members noted that Gainsborough's statue now looked the best it had done for many years after being cleaned and the work to clear the bamboo from the Croft had been completed. A member believed that there was Japanese knotweed on a patch of land owned by the town council near Woodhall Business Park and would pass the details to the Town Clerk.

RESOLVED

To note the Town Clerk's report.

7. TO AUTHORISE THE EXPENDITURE OF UP TO £1,914.70 EXCLUDING VAT FOR THE ANNUAL MAINTENANCE CONTRACT FOR THE TOWN HALL LIFT

The Town Clerk explained that a maintenance contract was needed to ensure that the Town Hall lift was kept in good condition. This would cover the cost of routine servicing but not repairs and breakages, for which there would be an extra charge.

RESOLVED

That, under the power of the Local Government Act 1972, s133, members authorised the expenditure of £1,914.70 excluding VAT for the annual maintenance contract for the Town Hall lift.

8. TO AUTHORISE THE EXPENDITURE OF UP TO £500 FOR A PICNIC LUNCH ON THE CROFT AREA ON THE BANK HOLIDAY MONDAY BEFORE VE DAY (5TH MAY 2025)

The Chair explained that the Royal British Legion were holding a short outdoor service at the war memorial by St Gregory's Church to commemorate the 80th anniversary of Victory in Europe (VE) Day on Thursday 8th May. This would be from 7:30 to 8:00pm and the Mayor had been invited to attend. This would be open to the public and other councillors could also attend.

The Chair had seen that the Pageant Master was encouraging local communities across the country to hold events to commemorate VE Day 80. He proposed holding an event in Sudbury, such as a picnic on the Croft, but this was not seconded.

9. TO CONSIDER A LETTER FROM SUDBURY CHORAL SOCIETY

Members agreed to discuss the letter from the Choral Society together with the update on Sudbury Arts Centre under item 15 at the end of the meeting.

10. TO AUTHORISE THE EXPENDITURE OF UP TO £5,000 FOR PARTY IN THE PARK 2025, INCLUDING WORKSHOPS AND ENTERTAINMENT

The Town Clerk explained that the town council staff had worked with Babergh District Council officers to ensure that the Party in the Park could take place in Belle Vue Park on Sunday 20 July 2025. Initial income and expenditure estimates had been produced based on a family friendly event with workshops, rides and entertainment to encourage physical activity, for a range of ages, with a focus on younger children. Members were keen that local sports clubs were invited to book stands at Party in the Park to promote their activities. Although the net cost was expected to be within the budgeted figure of £3,069, the gross expenditure was likely to be over £5,000 and so would need authorisation from the full council.

RESOLVED

To recommend that the full council authorise expenditure of up to £5,200 for the Party in the Park 2025, noting that the net cost is estimated to be about £3,000.

11. TO AUTHORISE THE EXPENDITURE OF £1,005 FOR 3 STAFF TO ATTEND A HIGHWAYS OPERATIONS TRAINING COURSE

The Town Clerk explained that the streetworks qualifications necessary for staff to close public roads for markets only lasted 5 years. Two members of staff needed to requalify and a new member of staff needed to do initial training. These 3 staff had been booked to attend a course in June at a total cost of £1,005.

RESOLVED

That, under the power of the Local Government Act 1972, s. 111, members agreed to approve expenditure of £1,005 for 3 staff to attend a highways operations training course.

12. TO APPROVE THE FREE USE OF THE ASSEMBLY ROOM FOR THE SUDBURY MUSEUM TRUST TO GIVE SCHOOL TALKS

The Town Clerk explained that the policy on the free use of the Assembly Room did not give him discretion to approve bookings where there was time for the committee to consider the request. The Sudbury Museum Trust had received a request from Tudor Primary School to visit the Heritage Centre for talks on Sudbury during World War II as part of an ongoing project. The Trust had asked to book the Assembly Room on Tuesday 29th April from about 10.30am to 3.00pm to allow two classes to attend. The Town Clerk said that he had made a provisional booking and recommended granting free use.

RESOLVED

To approve the free use of the Assembly Room for the Sudbury Museum Trust to give school talks on 29th April 2025.

13. TO APPROVE FREE LOAN OF EQUIPMENT FOR THE BALLINGDON FETE

The Town Clerk explained that the organiser of the Ballingdon Fete had asked for free use of crowd barriers and staging for this year's fete on 7th September. The equipment would be collected on 6th September and returned on 8th September. The Town Clerk had checked the details with the Ballingdon Fete organiser and recommended that members approve the loan.

RESOLVED

To approve the free loan of equipment for the Ballingdon Fete on 7th September 2025

14. TO APPOINT COUNCILLOR J JEAGAR TO THE VACANT POSITION ON THE MILL ACRE WORKING GROUP

Cllr Mr J Jeagar had volunteered to fill the vacant position on the Mill Acre working group.

The Chair stated that he would contact all the members of the Mill Acre working group to identify a suitable date for their next meeting, which would be supported by the new Operations Officer.

RESOLVED

To appoint Cllr J Jeagar to the vacant position on the Mill Acre working group.

15. TO RECEIVE AN UPDATE ON THE SUDBURY ARTS CENTRE IN ST PETER'S.

The Chair read out the message below that had been posted on social media by the management team at the Sudbury Arts Centre.

With the sad news that The Bridge Project is closing and will cease trading on 29th March, we understand that this will be unsettling for some. Our first thoughts are with the students, service users and our colleagues at The Bridge, who are coming to terms with this news.

The Arts Centre team are working in close partnership with the owners of our venue, the Churches Conservation Trust, to ensure that any disruption at Sudbury Arts Centre is kept to a minimum. We are collectively working with the aim of keeping the centre open and adopting a 'business as usual' approach, with the existing team retained in order for us to continue to grow the site for the community and visitors to the town. We will be in contact with stakeholders and customers as soon as possible with what we hope will be a positive update.

In the meantime, we are open as usual and events and activities are still taking place so please do continue to visit.

As a team, with our amazing volunteers, we've worked tirelessly to bring St Peters to life. We've expanded the programme, working with industry professionals to bring acts from around the world for you to enjoy. We've supported many local community organisations with free or low cost use of the space. We've built great partnerships and have worked with arts practitioners and organisations, and the Town/District Council on some wonderful collaborative events such as the SPARK projection project, a large scale orchestral project, and inaugural Street Food Fest last year. Crucially, we work with sometimes vulnerable children and adults on projects that the

public may not be aware of, including sound&music workshops, work experience and supported opportunities to take pride in delivering their very own events. Students from The Bridge have been helping to look after the churchyard, have enjoyed being in the space as they and their tutors have listened to stories, or have learned history and made art. Some are familiar faces helping out in the cafe or greeting some of the 60,000+ people that have visited us. One way or another, we want to continue what we've started. Thank you for your support.

The Chair also informed members that he had spoken to a member of the Sudbury Arts Centre management team, who had relayed the following information.

'That with regards to employment arrangements, the Sudbury Arts Centre staff and CCT are in close collaboration to ensure continuity of the Arts Centre'.

'Noting that all equipment that allow the Arts Centre to function inside St Peter's is owned by the CCT with the exception of some minor non-essential items'.

Members agreed that they should focus their support on keeping the Sudbury Arts Centre open, but that at the moment, they must leave the management team and the CCT to explore the options.

Members noted the concerns raised by the Sudbury Choral Society and were keen that local cultural and arts groups continued to use the Sudbury Arts Centre in St Peter's as they had done for many years. There was a need for a sensible balance between hosting sufficient profitable events to ensure that Sudbury Arts Centre did not make an operating loss and providing a low-cost venue for local cultural and arts groups.

Members were particularly keen to support visits by cultural group from Sudbury's twin towns and were interested in whether there was an alternative venue for a joint concert with Fredensborg in September 2025.

RESOLVED

To support the efforts by the management team at the Sudbury Arts Centre to transition to a sustainable new business model with the owners of St Peter's, the Churches Conservation Trust, that would provide continuity for events.

To be ready to engage in a constructive discussion with the management team at the Sudbury Arts Centre on the balance of bookings required to sustain a viable business model and to deliver local cultural events.

To engage with the Sudbury Choral Society to see if alternative venues were available and suitable for a joint concert with Fredensborg.

The meeting concluded at 7:43 pm.



Chairman

