

SUDBURY TOWN COUNCIL**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 6TH MAY 2025 AT 6.45PM**

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 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 meeting of the Finance Committee held on 1st April 2025 be confirmed and signed as an accurate record.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Administration Manager and Town Clerk confirmed there were no actions from the previous meeting.

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

The list of payments in excess of £500 and direct debits payments for March 2025 were presented to members for their approval (a copy list is shown at minute pages 339 to 340).

RESOLVED

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

8. TO REVIEW THE INCOME AND EXPENDITURE REPORTS FOR MARCH 2025 AT THE END THE FINANCIAL YEAR 2024-2025

Members had read the income and expenditure reports for the period 1st to 31st March 2025 which had been circulated with the agenda. These are shown at minute pages 341 to 351.

The Administration Manger explained that the Internal Audit had taken place and only two minor comments had been made by the Auditor in the report which will be addressed.

For External Audit an explanation for variations over 10% must supplied with the AGAR. The Administration Manager reviewed the variances for all payment to identify the areas which were over budget, and had created a spreadsheet for PKF Little John which gave a full explanation of variances over the 10% threshold.

RESOLVED

To note the income and expenditure reports for March 2025 and the end of FY2024-2025.

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

The Town Clerk and Administration Manager produced the income and expenditure report of the financial situation at the end of April 2025, as shown at minute pages 352 to 361.

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 April 2025.

10. TO APPROVE THE PAYMENT OF A LEGAL SERVICES INVOICE FROM BATES, WELLS AND BRAITHWAITE OF £1,250 EXCLUDING VAT

The Town Clerk explained that an invoice had been received from Bates, Wells and Braithwaite Solicitors for legal advice that was given to Sudbury Town Council between 2017 and 2020 regarding the possible lease of Valley Walk from Suffolk County Council. It was believed that the previous Town Clerk had an agreement with Suffolk County Council that they would pay for this the legal advice, however this had not happened. Members agreed that, as the advice was commissioned by Sudbury Town Council, the Council would pay the invoice in 'good faith', noting that the ownership and liability for Valley Walk still lay with Suffolk County Council.

RESOLVED

That, under the power of the Local Government Act 1972, s.111, to authorise the payment of the legal services invoice for £1,250.00 excluding VAT from Bates, Wells and Braithwaite.

11. TO REVIEW THE RESERVES INCLUDING DISTRIBUTING ANY UNDERSPEND FROM FY2024-2025 TO THE EARMARKED RESERVES (EMRS).

The Town Clerk explained the reserves spreadsheet, which showed funds currently held in each EMR as approved at previous meetings. There was a detailed spreadsheet for each EMR which showed how the requirement for funds was broken down by the estimated replacement costs and life cycle of each item. Every year the staff recalculated these costs using the best available data.

The Town Clerk suggested a possible distribution of the underspend, which was automatically transferred to the general reserve at the end of the financial year, to EMRs. This was discussed and adjusted by members until they were satisfied.

RESOLVED

To distribute the underspend from FY 2024-2025 to the following Earmarked Reserves (EMRs).

- **£53,068 budget support grant as agreed by full council in the budget for FY2025-2026.**
- **£50,000 to return the general reserve to £500,000.**
- **£6,700 to rebalance across the EMRs due to changes in cost estimates.**
- **£40,000 to the cemetery EMR 362 for repairs to the chapel.**
- **£30,000 to the new cemetery EMR 363.**
- **£2,500 to the public infrastructure EMR 364 for public clocks.**
- **£20,000 to the public infrastructure EMR 364 for the development of Mill Acre.**
- **£30,000 to the public infrastructure EMR 364 for new double bins to replace some of the current individual dog bins and litter bins.**
- **£6,000 to the public infrastructure EMR 364 for Christmas lights and decorations.**

12. 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 Town Clerk presented members with the list of payments that arise on a regular basis for continuing contracts.

RESOLVED

To approve the list of payments on pages 362 to 363 which arise on a regular basis as the result of continuing contracts, statutory duties or obligations, in accordance with Financial Regulation 6.6.

13. TO REVIEW THE ANNUAL GOVERNANCE STATEMENT.

The members were presented with a draft of the annual governance statement and the Town Clerk went through each item for members to agree their recommendation to Full Council.

RESOLVED

To recommend the Annual Governance Statement shown at page 364 to the Full Council.

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

The Administration Manager gave an update on the Council's financial position as at end of April.

The change since the previous month was an increase of £378,745.80

Once the precept was taken into account, the monthly spending was = **£64,163.10**

Precept received	14/04/2025 - £442,908.35
Transferred to NatWest 95-day account	16/04/2025 - £100,000.00
Transferred to Lloyds 32-day account	16/04/2024 - £196,000.00

The Administration Manager explained that following a review of prepaid cards the majority required a charge either monthly or annually. Therefore, it was suggested the Administration Manager apply for an additional debit card with a £250 limit linked to the Council's Lloyds current account to be used instead of petty cash or if higher than the £25.00 petty cash limit is required.

The Administration Manager will produce a report detailing proof of expenditure responses from last year's grant application to the next meeting.

RESOLVED

To note the Town Clerk's and RFO's updates.

The business of the meeting concluded at 8.02 pm.

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Chairman

Bank Current Account

List of Payments made between 01/03/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/03/2025	Lex Autolease Limited	DD	1,277.22		LEX X2 Van Lease-17/02
03/03/2025	Norton Electrical - Lee Willia	BP	240.00		EICR Carried Out-21/02/25
03/03/2025	Rosemary Bayliss	BP .	7.50		5x Christmas Cards-27/02
03/03/2025	NABMA	BP .	434.00		NABMA Yr Membership 25/26
03/03/2025	Jensten Insurance Brokers	BP .	328.15		TractorInsurance13/03-12/03/26
03/03/2025	Geoff Lock Ironwork	BP -	295.00		TalbotTrail Post Repairs-27/02
03/03/2025	Society of Local Council Clerk	BP .	450.00		CiLCA - R Price - 27/02/2025
03/03/2025	WWW.ARGOS.CO.UK CD 4432	DEB	230.00		50" TV for M.Parlour-28/02
04/03/2025	SSE Energy Supply Limited	DD	8.91		Purchase Ledger Payment
04/03/2025	CJ TOWNROW SUDBURY CD	DEB	26.48		Kettle - 03/03/2025
04/03/2025	Petty Cash	TFR	140.00		Cash from STC Current to PCash
05/03/2025	County Broadband Ltd	DD .	54.60		CBB Real Fibre-03/03-02/04
05/03/2025	Petty Cash	CASH	13.44		Replenish P/Cash-05/03
05/03/2025	SumUp Payments Ltd	FPI-05/03	0.03		Purchase Ledger Payment
07/03/2025	SumUp Payments Ltd	FPI-07/03	0.52		Purchase Ledger Payment
10/03/2025	Rentokil Initial	DD .	88.36		4x Handdryer Ser.01/03-31/05
10/03/2025	Huws Gray (Ridgeons)	BP	15.92		Adaptor & Connections for Pipe
10/03/2025	Indigoross Design & Print Ltd	BP .	196.80		Burial Rights Books X10-27/02
10/03/2025	Sudbury Office Supplies	BP .	111.62		A4Paper/LeverArch/Dividers etc
10/03/2025	Auto Innovations	BP .	92.40		35x Parking Permits-25/26
10/03/2025	3IT Ltd	BP .	416.72		3IT Monthly Support-Mar25
10/03/2025	WS Training Limited	BP .	402.00		M.Ketley-NRSWA - 16/06/25
10/03/2025	Society of Local Council Clerk	DEB	420.00		C.Griffin SLCC Yr Membership
10/03/2025	Perninsula	DD	390.43		Health & Safety-Mar25
11/03/2025	3IT Ltd	FPO	135.00		Additional Ethernet Wire-11/02
12/03/2025	3IT Ltd	FPO	5,087.52		365 Yr & Backup-14/02-14/02/26
12/03/2025	SGW Payroll Ltd	DD .	111.30		SGW Monthly Payroll-Feb25
12/03/2025	Allstar Business Solutions Lim	DD	196.24		Allstar Fuel - 26/02-04/03/25
12/03/2025	Dorothy Bishop	BP	19.50		13X Christmas Cards - Dec24
13/03/2025	Matthew James Painting Ser. &	DD .	1,623.00		Restoration T.H Rentention Fee
13/03/2025	Supply Line Solutions	BP -	310.75		2x Boots/Trousers-10/03/2025
14/03/2025	T & P Fire Ltd	BP -	48.00		Monthly Flash Test-01/03
14/03/2025	SumUp Payments Ltd	FPI-14/03	0.03		Purchase Ledger Payment
17/03/2025	BABERGH DC CTAX BU	DD	574.00		BDC Bus. Rates Gnd FL-Mar25
17/03/2025	BABERGH DC CTAX BU	DD	551.00		BDC Business Rates-Mar25
17/03/2025	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates-Mar25
17/03/2025	BABERGH DC CTAX BU	DD	400.00		BDC Bus. Rates 1st FL.-Mar25
17/03/2025	BABERGH DC CTAX BU	DD	125.00		BDC Bus. Rates R/O-Mar25
17/03/2025	SSE Energy Supply Limited	DD .	0.02		SSE Gas - 31/05-31/01/2025
17/03/2025	SumUp Payments Ltd	FPI-17/03	1.07		Purchase Ledger Payment
17/03/2025	SumUp Payments Ltd	FPI- 17/03	6.62		Purchase Ledger Payment
18/03/2025	SumUp Payments Ltd	FPI-18/03	1.21		Purchase Ledger Payment
19/03/2025	Society of Local Council Clerk	DEB .	142.40		13th Ed Local Council Admin.
19/03/2025	Allstar Business Solutions Lim	DD .	77.38		Allstar Fuel - 05/03-06/03/25
19/03/2025	T & P Fire Ltd	BP .	176.40		Replace Faulty E.Light-Mar25
19/03/2025	SumUp Payments Ltd	FPI-19/03	0.25		Purchase Ledger Payment
20/03/2025	Bookswarm Ltd	BP *	225.00		Installation of 2x DisplayPC's

Bank Current Account

List of Payments made between 01/03/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/03/2025	Skyguard Ltd T/A Peoplesafe	BP .	33.60		PeopleSafe Subs-01/03-31/03/25
20/03/2025	Baldwin Alarms	BP-	59.64		14x Fobs & New Battery-17/03
20/03/2025	DB Security	BP -	57.60		6x Keys Main Dr.Lock-13/03
20/03/2025	NEST IT000000933597	DD	19.55		NEST IT000000933597-20/03
20/03/2025	The Bridge Project	BP .	320.00		Arts Ctre M.Trader-01/06-31/03
20/03/2025	Sudbury Museum Trust	BP .	175.00		Install Bat.Backups/Computers
20/03/2025	SumUp Payments Ltd	FPI-20/03	0.85		Purchase Ledger Payment
21/03/2025	HMRC - ACCOUNTS OF	BP	7,805.45		HMRC PAYE/NI-06/02-05/03/25
21/03/2025	SSE Energy Supply Limited	DD .	8,169.32		SSE Electric - 21/06-28/02/25
21/03/2025	Suffolk County Council	BP -	2,397.56		SCC St.Light/Maint.01/04-31/03
21/03/2025	Suffolk Association of Local C	BP *	38.40		Intro to CILCA R.Price-18/02
21/03/2025	WS Training Limited	BP *	402.00		NRSWA SLG-C Laming-21/03
21/03/2025	SumUp Payments Ltd	FPI-21/03	4.90		Purchase Ledger Payment
24/03/2025	EE Limited	DD .	71.04		EE Mobiles - 15/03/25
24/03/2025	SumUp Payments Ltd	FPI-24/03	1.10		Purchase Ledger Payment
24/03/2025	SumUp Payments Ltd	FPI- 24/03	1.66		Purchase Ledger Payment
25/03/2025	STC STAFF PAYROLL 25/03	BP	27,875.07		STC Staff Payroll Mar25
25/03/2025	SUFFOLK CC PENSION	BP	4,989.83		SCC Staff Pension-Mar25
25/03/2025	G A Smith Gardening Services L	FPO	500.00		Grave Digging Costs-20/03
25/03/2025	Anglia Peoperty Services	FPO .	120.00		Repair/Fit Siphon Unit-Mar25
25/03/2025	McCollis Store 0913 - Sudbury	FPO .	34.00		Newspapers - 23/02-22/03/25
25/03/2025	SumUp Payments Ltd	FPI-25/03	3.08		Purchase Ledger Payment
25/03/2025	SUFFOLK COUNTY COU CD	DEB	160.00		SCC Street Furniture Licence
26/03/2025	3IT Ltd	FPO .	900.00		Dell Latitude & Setup-Mar25
26/03/2025	Allstar Business Solutions Lim	DD .	19.62		Allstar Fuel - 17/03/2025
26/03/2025	SumUp Payments Ltd	FPI-26/03	4.86		Purchase Ledger Payment
26/03/2025	AMZNBusiness*RW4V0 CD 4432	DEB	1,649.98		10x Picnic Tables-20/03/25
27/03/2025	T & P Fire Ltd	BP -	588.00		Fire Alarm/EL 3hr-18/03/25
27/03/2025	Birketts LLP	BP *	600.00		Birketts Professional Chgs
27/03/2025	SumUp Payments Ltd	FPI-27/03	0.27		Purchase Ledger Payment
28/03/2025	Clear Insurance Management Ltd	BP	9,207.53		STC Annual Ins-01/04-31/03/26
28/03/2025	SumUp Payments Ltd	FPI-28/03	0.61		Purchase Ledger Payment
28/03/2025	Lloyds Bank	PAY	31.52		Lloyds Ser. Chg.-10/03-09/03
28/03/2025	Wix.com 1169262683 CD 4432	DEB	240.00		Wix Website - 07/04-07/04/26
31/03/2025	PUBLIC WORKS LOANS	DD	9,074.95		PWLB - 01/10-31/03/2025
31/03/2025	SGW Payroll Ltd	DD	115.26		SGW Monthly Payroll-Mar25
31/03/2025	SumUp Payments Ltd	FPI-31/03	2.21		Purchase Ledger Payment
31/03/2025	Petty Cash	TFR	175.29		Replenish Petty Cash 31/03
Total Payments			91,748.54		

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	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	2	10	8			15.1%	
1190 Bank Interest Receivable	2,941	50,370	31,400	(18,970)			160.4%	
Central Services/Admin :- Income	2,941	50,371	31,910	(18,461)			157.9%	0
4001 Salaries & Wages	13,974	194,610	236,518	41,908		41,908	82.3%	
4007 Workwear and Footwear	0	17	0	(17)		(17)	0.0%	
4008 Training, Courses, Meetings	142	1,831	4,500	2,669		2,669	40.7%	
4009 Travel & Subsistence	0	0	500	500		500	0.0%	
4010 Misc Staff Costs	30	296	364	68		68	81.4%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	43	415	420	5		5	98.9%	
4021 Mobile Telephones & Broadband	0	501	600	100		100	83.4%	
4022 Postage	0	585	340	(245)		(245)	172.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	960	2,764	2,600	(164)		(164)	106.3%	
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	(467)	2,628	3,321	693		693	79.1%	
4043 Equipt/Small Tools Purchase	0	24	5,500	5,476		5,476	0.4%	
4044 IT Support/Software Mtce	422	10,882	10,954	72		72	99.3%	75
4052 Bank & Cardnet Charges	118	611	1,150	539		539	53.2%	
4060 Audit Fees - External	2,100	2,100	3,003	903		903	69.9%	
4061 Audit Fees - Internal	692	708	770	62		62	92.0%	
4064 Other Professional Fees	1,017	15,368	19,398	4,030		4,030	79.2%	
4110 Staff Welfare	0	2	250	248		248	1.0%	
4900 Assets Capitalised	675	1,320	0	(1,320)		(1,320)	0.0%	1,320
Central Services/Admin :- Indirect Expenditure	19,706	245,493	302,765	57,272	0	57,272	81.1%	1,395
Net Income over Expenditure	(16,765)	(195,121)	(270,855)	(75,734)				
6000 plus Transfer from EMR	675	1,395	0	(1,395)				
Movement to/(from) Gen Reserve	(16,090)	(193,726)	(270,855)	(77,129)				
<u>201 Market - Charter Street</u>								
1020 Market Rent & Tolls	6,720	79,628	78,000	(1,628)			102.1%	
1021 Market Electricity Recovered	386	4,898	4,200	(698)			116.6%	
1079 Licence income	21	210	0	(210)			0.0%	
Market - Charter Street :- Income	7,127	84,736	82,200	(2,536)			103.1%	0
4001 Salaries & Wages	6,319	43,440	38,635	(4,805)		(4,805)	112.4%	
4007 Workwear and Footwear	20	57	250	193		193	22.7%	
4008 Training, Courses, Meetings	335	490	500	10		10	98.0%	
4011 Rates	447	5,364	5,632	268		268	95.2%	
4012 Water	105	616	151	(465)		(465)	407.9%	
4014 Electricity	1,063	2,293	2,400	107		107	95.5%	
4016 Refuse Disposal	2,477	9,910	12,012	2,102		2,102	82.5%	
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	97	176	79		79	55.2%	
4023 Printing & Stationery	21	21	100	79		79	20.7%	
4025 Subscriptions and membership	0	434	400	(34)		(34)	108.5%	
4033 Advertising/Press Releases	0	1,790	2,000	210		210	89.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	98	2,945	1,084	(1,861)		(1,861)	271.7%	
4043 Equipt/Small Tools Purchase	0	930	2,000	1,070		1,070	46.5%	
4052 Bank & Cardnet Charges	36	434	0	(434)		(434)	0.0%	
4069 Licences	0	220	200	(20)		(20)	110.0%	
4110 Staff Welfare	2	2	50	48		48	3.3%	
Market - Charter Street :- Indirect Expenditure	10,928	69,193	66,290	(2,903)	0	(2,903)	104.4%	0
Net Income over Expenditure	(3,801)	15,543	15,910	367				
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	53	3,963	2,785	(1,178)		(1,178)	142.3%	
Street Fairs :- Indirect Expenditure	53	5,229	4,133	(1,096)	0	(1,096)	126.5%	0
Net Income over Expenditure	(53)	(1,610)	(1,533)	77				
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	9,276	13,346	4,070		4,070	69.5%	
4008 Training, Courses, Meetings	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4043 Equipt/Small Tools Purchase	1,375	1,375	0	(1,375)		(1,375)	0.0%	1,375
4052 Bank & Cardnet Charges	9	21	0	(21)		(21)	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	2,117	10,671	19,296	8,625	0	8,625	55.3%	1,375
Net Income over Expenditure	(2,117)	(10,309)	(18,596)	(8,287)				
6000 plus Transfer from EMR	1,375	1,375	0	(1,375)				
Movement to/(from) Gen Reserve	(742)	(8,934)	(18,596)	(9,662)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
206 Town Economy								
1030 Function Income	0	95	0	(95)			0.0%	
1040 Grants Receivable	12,000	99,354	0	(99,354)			0.0%	87,354
Town Economy :- Income	12,000	99,449	0	(99,449)				87,354
4001 Salaries & Wages	2,384	29,428	52,017	22,589		22,589	56.6%	
4008 Training, Courses, Meetings	32	933	500	(433)		(433)	186.6%	
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	11,000	11,300	300		300	97.3%	
4044 IT Support/Software Mtce	0	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%	
4069 Licences	160	160	0	(160)		(160)	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	2,576	100,080	76,790	(23,290)	0	(23,290)	130.3%	57,122
Net Income over Expenditure	9,424	(632)	(76,790)	(76,158)				
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	9,424	(30,863)	(76,790)	(45,927)				
211 Town Hall Building								
1000 Letting Income	614	13,348	5,000	(8,348)			267.0%	
1016 Rent from Registrar	0	12,365	11,780	(585)			105.0%	
Town Hall Building :- Income	614	25,713	16,780	(8,933)			153.2%	0
4001 Salaries & Wages	1,252	6,677	16,966	10,289		10,289	39.4%	
4004 Cleaners & Casual payroll costs	1,332	13,536	18,172	4,636		4,636	74.5%	
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	13,191	11,252	(1,939)		(1,939)	117.2%	
4012 Water	144	659	630	(29)		(29)	104.6%	
4013 Gas	16	117	7,500	7,383		7,383	1.6%	
4014 Electricity	7,788	17,564	20,000	2,436		2,436	87.8%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

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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
4017 Cleaning & Consumables	0	693	1,200	507		507	57.8%	
4020 Miscellaneous Expenses	0	65	250	185		185	26.0%	
4025 Subscriptions and membership	28	392	0	(392)		(392)	0.0%	
4039 Repaint Town Hall	1,623	66,314	0	(66,314)		(66,314)	0.0%	66,314
4040 Property Repairs & Mtce	1,020	22,350	24,700	2,350		2,350	90.5%	18,811
4041 Equipt Repairs & Mtce	781	15,066	14,912	(154)		(154)	101.0%	2,267
4042 Equipt Running Costs/Rental	0	938	1,010	72		72	92.9%	
4043 Equipt/Small Tools Purchase	192	807	500	(307)		(307)	161.3%	
4048 New equipment/furniture	849	849	0	(849)		(849)	0.0%	
4063 Audit and Legal Fees	0	1,045	500	(545)		(545)	209.0%	
4110 Staff Welfare	0	1	100	99		99	1.2%	
4900 Assets Capitalised	3,675	3,675	0	(3,675)		(3,675)	0.0%	
4987 Loan Repayment - Capital	1,978	3,911	3,566	(345)		(345)	109.7%	
4988 PWLB Interest 494354	7,097	14,239	14,584	345		345	97.6%	
Town Hall Building :- Indirect Expenditure	28,873	182,271	136,442	(45,829)	0	(45,829)	133.6%	87,392
Net Income over Expenditure	(28,260)	(156,559)	(119,662)	36,897				
6000 plus Transfer from EMR	1,623	87,392	0	(87,392)				
Movement to/(from) Gen Reserve	(26,637)	(69,167)	(119,662)	(50,495)				
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	2,459	25,459	31,174	5,715		5,715	81.7%	
4007 Workwear and Footwear	0	37	300	263		263	12.3%	
4017 Cleaning & Consumables	17	1,336	1,500	164		164	89.0%	
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	1	1	150	149		149	0.8%	
Street Wardens :- Indirect Expenditure	2,477	28,665	35,474	6,809	0	6,809	80.8%	0
Net Income over Expenditure	(2,477)	1,452	(4,393)	(5,845)				

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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
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	279	1,854	1,581	(273)		(273)	117.3%	
4012 Water	0	131	350	219		219	37.4%	
4020 Miscellaneous Expenses	95	108	355	247		247	30.5%	
4022 Postage	0	0	65	65		65	0.0%	
4041 Equipt Repairs & Mtce	0	0	75	75		75	0.0%	
Allotments :- Indirect Expenditure	374	2,094	2,426	332	0	332	86.3%	0
Net Income over Expenditure	(374)	712	2	(710)				
239 Open Spaces&Closed Churchyards								
1040 Grants Receivable	1,931	3,977	1,000	(2,977)			397.7%	3,977
1050 Donations Received	0	1,333	0	(1,333)			0.0%	
Open Spaces&Closed Churchyards :- Income	1,931	5,310	1,000	(4,310)			531.0%	3,977
4001 Salaries & Wages	1,100	10,337	6,438	(3,899)		(3,899)	160.6%	
4011 Rates	0	0	140	140		140	0.0%	
4014 Electricity	297	1,026	650	(376)		(376)	157.9%	
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	0	374	800	426		426	46.8%	
4045 Grounds Maintenance	36	293	2,727	2,434		2,434	10.7%	
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	8,976	5,173	(3,803)		(3,803)	173.5%	
4068 Valley Walk	1,041	4,163	4,740	577		577	87.8%	
4109 Dog/Litter Bin emptying	0	8,141	7,728	(413)		(413)	105.4%	482
Open Spaces&Closed Churchyards :- Indirect Expenditure	3,620	36,114	42,596	6,482	0	6,482	84.8%	3,188
Net Income over Expenditure	(1,689)	(30,804)	(41,596)	(10,792)				
6000 plus Transfer from EMR	0	3,188	0	(3,188)				
6001 less Transfer to EMR	1,931	3,977	0	(3,977)				
Movement to/(from) Gen Reserve	(3,620)	(31,593)	(41,596)	(10,003)				
241 Cemetery								
1000 Letting Income	800	9,600	9,600	0			100.0%	
1060 Cemetery Fees & Charges	4,355	47,555	48,000	445			99.1%	
Cemetery :- Income	5,155	57,155	57,600	445			99.2%	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
4001 Salaries & Wages	3,965	46,010	57,124	11,114		11,114	80.5%	
4005 Grave Digging Costs	500	8,320	14,400	6,080		6,080	57.8%	
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	6,612	6,943	331		331	95.2%	
4012 Water	0	0	350	350		350	0.0%	
4014 Electricity	266	527	600	73		73	87.8%	
4016 Refuse Disposal	79	681	715	34		34	95.2%	
4018 Vehicle Rental/Repairs/Exps	0	567	1,000	433		433	56.7%	
4019 Diesel	161	896	550	(346)		(346)	162.9%	
4021 Mobile Telephones & Broadband	7	82	180	98		98	45.4%	
4023 Printing & Stationery	0	621	1,550	929		929	40.0%	
4025 Subscriptions and membership	0	100	110	10		10	90.9%	
4040 Property Repairs & Mtce	465	3,073	7,500	4,427		4,427	41.0%	2,185
4041 Equipt Repairs & Mtce	0	922	500	(422)		(422)	184.3%	
4043 Equipt/Small Tools Purchase	0	465	1,400	935		935	33.2%	
4044 IT Support/Software Mtce	0	90	100	10		10	90.0%	
4045 Grounds Maintenance	0	1,271	6,558	5,287		5,287	19.4%	
4058 Tree Surgery/Works	4,975	9,640	5,000	(4,640)		(4,640)	192.8%	
4064 Other Professional Fees	0	669	1,256	587		587	53.3%	
4078 New Cemetery	0	0	13,510	13,510		13,510	0.0%	
4080 Flint Lodge Repairs & Maint	120	2,435	2,650	215		215	91.9%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
4900 Assets Capitalised	0	988	0	(988)		(988)	0.0%	
Cemetery :- Indirect Expenditure	11,089	84,429	123,146	38,717	0	38,717	68.6%	2,185
Net Income over Expenditure	(5,934)	(27,274)	(65,546)	(38,272)				
6000 plus Transfer from EMR	0	2,185	0	(2,185)				
Movement to/(from) Gen Reserve	(5,934)	(25,089)	(65,546)	(40,457)				
<u>243 War Memorial, Aelfhun & Gains</u>								
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)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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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
250 Information Centre								
1018 Books,Maps,publications/Income	(263)	478	1,200	722			39.8%	
1019 TIC Agency commission received	257	1,047	1,500	453			69.8%	
1022 Gift Sales Income	7	1,321	650	(671)			203.2%	
1023 Postage Income	0	3	0	(3)			0.0%	
1025 TIC Sundry Sales	(39)	153	250	97			61.3%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	151	1,527	1,680	153			90.9%	
1098 Miscellaneous Income	13	71	50	(21)			141.1%	
Information Centre :- Income	125	4,750	5,603	853			84.8%	0
4001 Salaries & Wages	2,881	36,043	39,437	3,394		3,394	91.4%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	9	180	171		171	5.1%	
4022 Postage	0	14	20	6		6	69.0%	
4023 Printing & Stationery	392	533	2,360	1,827		1,827	22.6%	
4028 Refuse/Doggy Bag Supplies	0	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	32	220	960	740		740	22.9%	
4054 TIC Gift Purchases for Resale	694	2,012	500	(1,512)		(1,512)	402.4%	
4055 TICBooks/Guides/Maps forResale	53	281	500	219		219	56.2%	
4110 Staff Welfare	0	2	150	148		148	1.7%	
Information Centre :- Indirect Expenditure	4,052	40,645	46,217	5,572	0	5,572	87.9%	0
Net Income over Expenditure	(3,927)	(35,896)	(40,614)	(4,718)				
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	0	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	0	15,569	19,933	4,364	0	4,364	78.1%	1,915
Net Income over Expenditure	0	(15,569)	(19,633)	(4,064)				
6000 plus Transfer from EMR	0	1,915	0	(1,915)				
Movement to/(from) Gen Reserve	0	(13,654)	(19,633)	(5,979)				

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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
261 Museum								
4041 Equipt Repairs & Mtce	363	900	800	(100)		(100)	112.5%	
Museum :- Indirect Expenditure	363	900	800	(100)	0	(100)	112.5%	0
Net Expenditure	(363)	(900)	(800)	100				
301 Street Lighting								
4014 Electricity	677	677	7,000	6,323		6,323	9.7%	
4040 Property Repairs & Mtce	0	0	3,375	3,375		3,375	0.0%	
4041 Equipt Repairs & Mtce	609	2,039	1,625	(414)		(414)	125.5%	46,742
4900 Assets Capitalised	0	45,312	0	(45,312)		(45,312)	0.0%	
Street Lighting :- Indirect Expenditure	1,285	48,027	12,000	(36,027)	0	(36,027)	400.2%	46,742
Net Expenditure	(1,285)	(48,027)	(12,000)	36,027				
6000 plus Transfer from EMR	0	46,742	0	(46,742)				
Movement to/(from) Gen Reserve	(1,285)	(1,285)	(12,000)	(10,715)				
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	376	300	(76)		(76)	125.4%	
Highways :- Indirect Expenditure	0	449	400	(49)	0	(49)	112.2%	0
Net Income over Expenditure	0	1,364	1,850	486				
312 Footpaths								
4014 Electricity	246	246	1,600	1,354		1,354	15.4%	
4040 Property Repairs & Mtce	16	16	1,350	1,334		1,334	1.2%	
4041 Equipt Repairs & Mtce	222	222	750	528		528	29.6%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

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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
4045 Grounds Maintenance	0	0	100	100		100	0.0%	
Footpaths :- Indirect Expenditure	485	485	3,800	3,315	0	3,315	12.8%	0
Net Expenditure	(485)	(485)	(3,800)	(3,315)				
321 Floral Displays & Bedding Mtce								
4012 Water	0	35	100	65		65	35.1%	
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%	
1075 Community Warden services	3,969	12,856	34,236	21,380			37.6%	
1098 Miscellaneous Income	0	120	0	(120)			0.0%	
Community Wardens :- Income	3,969	13,476	34,736	21,260			38.8%	0
4001 Salaries & Wages	5,558	64,359	101,001	36,642		36,642	63.7%	
4006 Health & Safety Equipment	64	514	350	(164)		(164)	146.8%	
4007 Workwear and Footwear	189	1,778	1,200	(578)		(578)	148.1%	
4008 Training, Courses, Meetings	0	621	2,500	1,879		1,879	24.9%	
4017 Cleaning & Consumables	0	17	100	83		83	16.6%	
4018 Vehicle Rental/Repairs/Exps	24	22,019	18,800	(3,219)		(3,219)	117.1%	
4019 Diesel	154	2,235	4,500	2,265		2,265	49.7%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	44	1,059	540	(519)		(519)	196.1%	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	65	210	1,000	790		790	21.0%	
4052 Bank & Cardnet Charges	6	62	0	(62)		(62)	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	6,105	95,612	139,931	44,319	0	44,319	68.3%	375
Net Income over Expenditure	(2,135)	(82,137)	(105,195)	(23,058)				
6000 plus Transfer from EMR	0	375	0	(375)				
Movement to/(from) Gen Reserve	(2,135)	(81,762)	(105,195)	(23,433)				

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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
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)				
901 Civic Activities								
4001 Salaries & Wages	470	7,205	19,572	12,367		12,367	36.8%	
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	1,947	3,500	1,553		1,553	55.6%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	7	1,582	4,004	2,422		2,422	39.5%	
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	478	11,073	28,976	17,903	0	17,903	38.2%	0
Net Expenditure	(478)	(11,073)	(28,976)	(17,903)				
Grand Totals:- Income	33,863	1,209,684	1,091,086	(118,598)			110.9%	
Expenditure	94,580	1,048,844	1,146,117	97,273	0	97,273	91.5%	
Net Income over Expenditure	(60,718)	160,840	(55,031)	(215,871)				
plus Transfer from EMR	3,673	204,309	0	(204,309)				
less Transfer to EMR	1,931	100,137	0	(100,137)				
Movement to/(from) Gen Reserve	(58,976)	265,011	(55,031)	(320,042)				

Detailed Income & Expenditure by Budget Heading 13/05/2025

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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	2,564	2,564	0	(2,564)			0.0%	2,564
1176 Precept	429,200	429,200	858,400	429,200			50.0%	
Corporate Management :- Income	431,764	431,764	858,400	426,636			50.3%	2,564
Net Income	431,764	431,764	858,400	426,636				
6001 less Transfer to EMR	2,564	2,564	0	(2,564)				
Movement to/(from) Gen Reserve	429,200	429,200	858,400	429,200				
102 Democratic Represent'n & Mgmt								
4008 Training, Courses, Meetings	0	0	1,600	1,600		1,600	0.0%	
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	0	8,000	8,000	0	8,000	0.0%	0
Net Expenditure	0	0	(8,000)	(8,000)				
103 Grants								
4303 Grants Power General	0	0	50,000	50,000		50,000	0.0%	
Grants :- Indirect Expenditure	0	0	50,000	50,000	0	50,000	0.0%	0
Net Expenditure	0	0	(50,000)	(50,000)				
109 Central Services/Admin								
1098 Miscellaneous Income	0	0	10	10			0.0%	
1190 Bank Interest Receivable	0	0	42,300	42,300			0.0%	
Central Services/Admin :- Income	0	0	42,310	42,310			0.0%	0
4001 Salaries & Wages	0	0	232,050	232,050		232,050	0.0%	
4008 Training, Courses, Meetings	0	0	4,500	4,500		4,500	0.0%	
4009 Travel & Subsistence	0	0	500	500		500	0.0%	
4010 Misc Staff Costs	(6)	(6)	370	376		376	(1.7%)	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	420	420		420	0.0%	
4021 Mobile Telephones & Broadband	0	0	660	660		660	0.0%	
4022 Postage	0	0	340	340		340	0.0%	
4023 Printing & Stationery	268	268	2,600	2,332		2,332	10.3%	
4025 Subscriptions and membership	0	0	2,550	2,550		2,550	0.0%	
4026 Insurance	0	0	8,940	8,940		8,940	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
4033 Advertising/Press Releases	0	0	600	600		600	0.0%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4042 Equipt Running Costs/Rental	334	334	3,040	2,706		2,706	11.0%	
4043 Equipt/Small Tools Purchase	0	0	6,300	6,300		6,300	0.0%	
4044 IT Support/Software Mtce	1,780	1,780	12,070	10,290		10,290	14.7%	
4052 Bank & Cardnet Charges	(63)	(63)	700	763		763	(9.0%)	
4060 Audit Fees - External	0	0	2,310	2,310		2,310	0.0%	
4061 Audit Fees - Internal	0	0	770	770		770	0.0%	
4064 Other Professional Fees	345	345	19,340	18,995		18,995	1.8%	
4110 Staff Welfare	0	0	250	250		250	0.0%	
Central Services/Admin :- Indirect Expenditure	2,658	2,658	298,810	296,152	0	296,152	0.9%	0
Net Income over Expenditure	(2,658)	(2,658)	(256,500)	(253,842)				
201 Market - Charter Street								
1020 Market Rent & Tolls	5,268	5,268	78,000	72,732			6.8%	
1021 Market Electricity Recovered	279	279	4,200	3,921			6.6%	
1079 Licence income	0	0	250	250			0.0%	
Market - Charter Street :- Income	5,547	5,547	82,450	76,903			6.7%	0
4001 Salaries & Wages	(2,906)	(2,906)	56,360	59,266		59,266	(5.2%)	
4007 Workwear and Footwear	49	49	250	201		201	19.6%	
4008 Training, Courses, Meetings	0	0	500	500		500	0.0%	
4011 Rates	0	0	5,670	5,670		5,670	0.0%	
4012 Water	8	8	400	392		392	2.0%	
4014 Electricity	(130)	(130)	2,000	2,130		2,130	(6.5%)	
4016 Refuse Disposal	0	0	10,000	10,000		10,000	0.0%	
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	0	100	100		100	0.0%	
4021 Mobile Telephones & Broadband	0	0	190	190		190	0.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 Subscriptions and membership	0	0	450	450		450	0.0%	
4033 Advertising/Press Releases	0	0	2,000	2,000		2,000	0.0%	
4041 Equipt Repairs & Mtce	0	0	1,090	1,090		1,090	0.0%	
4043 Equipt/Small Tools Purchase	0	0	2,000	2,000		2,000	0.0%	
4052 Bank & Cardnet Charges	(5)	(5)	0	5		5	0.0%	
4069 Licences	0	0	200	200		200	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Market - Charter Street :- Indirect Expenditure	(2,984)	(2,984)	81,960	84,944	0	84,944	(3.6%)	0
Net Income over Expenditure	8,531	8,531	490	(8,041)				

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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
205 Council Public Events								
1030 Function Income	100	100	3,000	2,900			3.3%	
1068 Party in the Park Income	0	0	2,000	2,000			0.0%	
Council Public Events :- Income	100	100	5,000	4,900			2.0%	0
4001 Salaries & Wages	0	0	26,880	26,880		26,880	0.0%	
4008 Training, Courses, Meetings	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4102 Fair Expenses	0	0	4,460	4,460		4,460	0.0%	
4128 Party in the Park Expenses	1,045	1,045	4,060	3,015		3,015	25.7%	
4135 Other Council Events	0	0	8,800	8,800		8,800	0.0%	
Council Public Events :- Indirect Expenditure	1,045	1,045	44,400	43,355	0	43,355	2.4%	0
Net Income over Expenditure	(945)	(945)	(39,400)	(38,455)				
206 Town Economy								
1030 Function Income	430	430	0	(430)			0.0%	
1040 Grants Receivable	11,090	11,090	0	(11,090)			0.0%	11,090
Town Economy :- Income	11,520	11,520	0	(11,520)				11,090
4001 Salaries & Wages	0	0	17,960	17,960		17,960	0.0%	
4008 Training, Courses, Meetings	0	0	500	500		500	0.0%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	35	35	1,300	1,265		1,265	2.7%	
4025 Subscriptions and membership	0	0	250	250		250	0.0%	
4033 Advertising/Press Releases	79	79	1,800	1,721		1,721	4.4%	
4042 Equipt Running Costs/Rental	0	0	11,300	11,300		11,300	0.0%	
4044 IT Support/Software Mtce	0	0	480	480		480	0.0%	
4048 New equipment/furniture	5,540	5,540	4,100	(1,440)		(1,440)	135.1%	5,540
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	0	50	50		50	0.0%	
4900 Assets Capitalised	12,500	12,500	0	(12,500)		(12,500)	0.0%	12,500
Town Economy :- Indirect Expenditure	18,154	18,154	41,240	23,086	0	23,086	44.0%	18,040
Net Income over Expenditure	(6,634)	(6,634)	(41,240)	(34,606)				
6000 plus Transfer from EMR	18,040	18,040	0	(18,040)				
6001 less Transfer to EMR	11,090	11,090	0	(11,090)				
Movement to/(from) Gen Reserve	316	316	(41,240)	(41,556)				

Detailed Income & Expenditure by Budget Heading 13/05/2025

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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
211 Town Hall Building								
1000 Letting Income	4,651	4,651	15,000	10,349			31.0%	
1016 Rent from Registrar	0	0	12,500	12,500			0.0%	
Town Hall Building :- Income	4,651	4,651	27,500	22,849			16.9%	0
4001 Salaries & Wages	0	0	13,700	13,700		13,700	0.0%	
4004 Cleaners & Casual payroll costs	(138)	(138)	15,000	15,138		15,138	(0.9%)	
4007 Workwear and Footwear	0	0	100	100		100	0.0%	
4008 Training, Courses, Meetings	0	0	500	500		500	0.0%	
4011 Rates	0	0	11,260	11,260		11,260	0.0%	
4012 Water	11	11	630	619		619	1.7%	
4013 Gas	0	0	7,500	7,500		7,500	0.0%	
4014 Electricity	(1,825)	(1,825)	15,000	16,825		16,825	(12.2%)	
4017 Cleaning & Consumables	0	0	1,200	1,200		1,200	0.0%	
4020 Miscellaneous Expenses	0	0	250	250		250	0.0%	
4025 Subscriptions and membership	28	28	0	(28)		(28)	0.0%	
4040 Property Repairs & Mtce	0	0	31,300	31,300		31,300	0.0%	
4041 Equipt Repairs & Mtce	0	0	13,900	13,900		13,900	0.0%	
4042 Equipt Running Costs/Rental	0	0	1,160	1,160		1,160	0.0%	
4043 Equipt/Small Tools Purchase	0	0	500	500		500	0.0%	
4063 Audit and Legal Fees	0	0	1,000	1,000		1,000	0.0%	
4110 Staff Welfare	0	0	100	100		100	0.0%	
4987 Loan Repayment - Capital	0	0	3,570	3,570		3,570	0.0%	
4988 PWLB Interest 494354	0	0	14,590	14,590		14,590	0.0%	
Town Hall Building :- Indirect Expenditure	(1,924)	(1,924)	131,260	133,184	0	133,184	(1.5%)	0
Net Income over Expenditure	6,575	6,575	(103,760)	(110,335)				
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								
4001 Salaries & Wages	(203)	(203)	0	203		203	0.0%	
Street Wardens :- Indirect Expenditure	(203)	(203)	0	203	0	203		0
Net Expenditure	203	203	0	(203)				

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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
214 Street Cleaning								
1091 Service Costs Income - Babergh	0	0	18,700	18,700			0.0%	
Street Cleaning :- Income	0	0	18,700	18,700				0
4001 Salaries & Wages	0	0	25,290	25,290		25,290	0.0%	
4007 Workwear and Footwear	0	0	180	180		180	0.0%	
4017 Cleaning & Consumables	0	0	900	900		900	0.0%	
4020 Miscellaneous Expenses	0	0	60	60		60	0.0%	
4041 Equipt Repairs & Mtce	0	0	250	250		250	0.0%	
4042 Equipt Running Costs/Rental	0	0	400	400		400	0.0%	
4110 Staff Welfare	0	0	80	80		80	0.0%	
Street Cleaning :- Indirect Expenditure	0	0	27,160	27,160	0	27,160		0
Net Income over Expenditure	0	0	(8,460)	(8,460)				
215 Public Toliets								
1091 Service Costs Income - Babergh	0	0	12,470	12,470			0.0%	
Public Toliets :- Income	0	0	12,470	12,470				0
4001 Salaries & Wages	0	0	18,040	18,040		18,040	0.0%	
4007 Workwear and Footwear	0	0	120	120		120	0.0%	
4017 Cleaning & Consumables	0	0	600	600		600	0.0%	
4020 Miscellaneous Expenses	0	0	40	40		40	0.0%	
4042 Equipt Running Costs/Rental	0	0	1,790	1,790		1,790	0.0%	
4110 Staff Welfare	0	0	80	80		80	0.0%	
Public Toliets :- Indirect Expenditure	0	0	20,670	20,670	0	20,670		0
Net Income over Expenditure	0	0	(8,200)	(8,200)				
221 Allotments								
1010 Rent Receivable	0	0	2,730	2,730			0.0%	
Allotments :- Income	0	0	2,730	2,730				0
4001 Salaries & Wages	(135)	(135)	2,780	2,915		2,915	(4.9%)	
4012 Water	0	0	250	250		250	0.0%	
4020 Miscellaneous Expenses	0	0	350	350		350	0.0%	
4022 Postage	0	0	70	70		70	0.0%	
4041 Equipt Repairs & Mtce	0	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	(135)	(135)	3,750	3,885	0	3,885	(3.6%)	0
Net Income over Expenditure	135	135	(1,020)	(1,155)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
239 Open Spaces&Closed Churchyards								
1040 Grants Receivable	0	0	1,000	1,000			0.0%	
Open Spaces&Closed Churchyards :- Income	0	0	1,000	1,000			0.0%	0
4001 Salaries & Wages	0	0	5,020	5,020		5,020	0.0%	
4014 Electricity	(31)	(31)	912	943		943	(3.3%)	
4028 Refuse/Doggy Bag Supplies	0	0	1,250	1,250		1,250	0.0%	
4040 Property Repairs & Mtce	0	0	800	800		800	0.0%	
4045 Grounds Maintenance	0	0	2,500	2,500		2,500	0.0%	
4058 Tree Surgery/Works	0	0	5,000	5,000		5,000	0.0%	
4065 Closed Churchyards maintenance	0	0	9,800	9,800		9,800	0.0%	
4066 The Croft maintenance	0	0	5,230	5,230		5,230	0.0%	
4068 Valley Walk	0	0	4,790	4,790		4,790	0.0%	
4109 Dog/Litter Bin emptying	0	0	9,720	9,720		9,720	0.0%	
Open Spaces&Closed Churchyards :- Indirect Expenditure	(31)	(31)	45,022	45,053	0	45,053	(0.1%)	0
Net Income over Expenditure	31	31	(44,022)	(44,053)				
241 Cemetery								
1060 Cemetery Fees & Charges	7,075	7,075	48,000	40,925			14.7%	
Cemetery :- Income	7,075	7,075	48,000	40,925			14.7%	0
4001 Salaries & Wages	0	0	81,180	81,180		81,180	0.0%	
4005 Grave Digging Costs	500	500	14,400	13,900		13,900	3.5%	
4007 Workwear and Footwear	25	25	400	375		375	6.3%	
4008 Training, Courses, Meetings	0	0	700	700		700	0.0%	
4011 Rates	0	0	6,950	6,950		6,950	0.0%	
4012 Water	0	0	350	350		350	0.0%	
4014 Electricity	(24)	(24)	600	624		624	(3.9%)	
4016 Refuse Disposal	623	623	620	(3)		(3)	100.5%	
4018 Vehicle Rental/Repairs/Exps	0	0	1,000	1,000		1,000	0.0%	
4019 Diesel	(30)	(30)	1,100	1,130		1,130	(2.7%)	
4021 Mobile Telephones & Broadband	0	0	180	180		180	0.0%	
4023 Printing & Stationery	0	0	1,550	1,550		1,550	0.0%	
4025 Subscriptions and membership	105	105	110	5		5	95.5%	
4040 Property Repairs & Mtce	0	0	13,980	13,980		13,980	0.0%	
4041 Equipt Repairs & Mtce	0	0	500	500		500	0.0%	
4043 Equipt/Small Tools Purchase	0	0	1,400	1,400		1,400	0.0%	
4044 IT Support/Software Mtce	0	0	100	100		100	0.0%	
4045 Grounds Maintenance	0	0	3,000	3,000		3,000	0.0%	
4058 Tree Surgery/Works	(2,488)	(2,488)	5,000	7,488		7,488	(49.8%)	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4064 Other Professional Fees	0	0	2,000	2,000		2,000	0.0%	
4078 New Cemetery	0	0	18,500	18,500		18,500	0.0%	
4080 Flint Lodge Repairs & Maint	0	0	3,120	3,120		3,120	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Cemetery :- Indirect Expenditure	(1,288)	(1,288)	156,790	158,078	0	158,078	(0.8%)	0
Net Income over Expenditure	8,363	8,363	(108,790)	(117,153)				
<u>243 War Memorial, Aelfhun & Gains</u>								
4040 Property Repairs & Mtce	0	0	2,500	2,500		2,500	0.0%	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
<u>250 Information Centre</u>								
1018 Books,Maps,publications/Income	316	316	750	434			42.1%	
1019 TIC Agency commission received	0	0	1,000	1,000			0.0%	
1022 Gift Sales Income	30	30	800	770			3.7%	
1025 TIC Sundry Sales	55	55	200	145			27.6%	
1031 Foodstuff Sales	0	0	250	250			0.0%	
1032 Doggy Bag Income	50	50	1,680	1,630			3.0%	
1098 Miscellaneous Income	1	1	50	49			1.7%	
Information Centre :- Income	452	452	4,730	4,278			9.5%	0
4001 Salaries & Wages	0	0	46,530	46,530		46,530	0.0%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	180	180		180	0.0%	
4022 Postage	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	2,360	2,360		2,360	0.0%	
4028 Refuse/Doggy Bag Supplies	0	0	1,400	1,400		1,400	0.0%	
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4049 TIC food purchases for resale	0	0	250	250		250	0.0%	
4052 Bank & Cardnet Charges	0	0	300	300		300	0.0%	
4054 TIC Gift Purchases for Resale	0	0	500	500		500	0.0%	
4055 TICBooks/Guides/Maps forResale	0	0	300	300		300	0.0%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Information Centre :- Indirect Expenditure	0	0	52,620	52,620	0	52,620	0.0%	0
Net Income over Expenditure	452	452	(47,890)	(48,342)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
252 Christmas Lights								
4001 Salaries & Wages	0	0	15,350	15,350		15,350	0.0%	
4008 Training, Courses, Meetings	0	0	600	600		600	0.0%	
4101 Christmas Lights	0	0	7,220	7,220		7,220	0.0%	
4104 Christmas Trees	0	0	3,500	3,500		3,500	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	26,670	26,670	0	26,670	0.0%	0
Net Expenditure	0	0	(26,670)	(26,670)				
261 Museum								
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%	
4041 Equipt Repairs & Mtce	0	0	800	800		800	0.0%	
Museum :- Indirect Expenditure	0	0	850	850	0	850	0.0%	0
Net Expenditure	0	0	(850)	(850)				
301 Street Lighting								
4014 Electricity	0	0	3,500	3,500		3,500	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	8,500	8,500	0	8,500	0.0%	0
Net Expenditure	0	0	(8,500)	(8,500)				
302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%	
4041 Equipt Repairs & Mtce	0	0	750	750		750	0.0%	
4043 Equipt/Small Tools Purchase	0	0	550	550		550	0.0%	
Street Furniture & Equipment :- Indirect Expenditure	0	0	1,350	1,350	0	1,350	0.0%	0
Net Expenditure	0	0	(1,350)	(1,350)				
311 Highways								
1041 Parking Permits Francis Road	125	125	2,250	2,125			5.6%	
Highways :- Income	125	125	2,250	2,125			5.6%	0
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4044 IT Support/Software Mtce	0	0	450	450		450	0.0%	
Highways :- Indirect Expenditure	0	0	550	550	0	550	0.0%	0
Net Income over Expenditure	125	125	1,700	1,575				

Detailed Income & Expenditure by Budget Heading 13/05/2025

Month No: 1

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
312 Footpaths								
4014 Electricity	0	0	800	800		800	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	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
321 Floral Displays & Bedding Mtce								
4001 Salaries & Wages	0	0	2,180	2,180		2,180	0.0%	
4012 Water	0	0	100	100		100	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4042 Equipt Running Costs/Rental	0	0	1,500	1,500		1,500	0.0%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4045 Grounds Maintenance	0	0	23,500	23,500		23,500	0.0%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	0	0	27,480	27,480	0	27,480	0.0%	0
Net Expenditure	0	0	(27,480)	(27,480)				
341 Community Wardens								
1075 Community Warden services	0	0	9,420	9,420			0.0%	
Community Wardens :- Income	0	0	9,420	9,420			0.0%	0
4001 Salaries & Wages	0	0	69,240	69,240		69,240	0.0%	
4006 Health & Safety Equipment	0	0	400	400		400	0.0%	
4007 Workwear and Footwear	0	0	1,200	1,200		1,200	0.0%	
4008 Training, Courses, Meetings	0	0	2,500	2,500		2,500	0.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	1,074	1,074	16,960	15,886		15,886	6.3%	
4019 Diesel	0	0	2,000	2,000		2,000	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4021 Mobile Telephones & Broadband	0	0	1,020	1,020		1,020	0.0%	
4026 Insurance	2,334	2,334	2,436	102		102	95.8%	
4041 Equipt Repairs & Mtce	0	0	6,000	6,000		6,000	0.0%	
4043 Equipt/Small Tools Purchase	0	0	500	500		500	0.0%	
4110 Staff Welfare	0	0	900	900		900	0.0%	
Community Wardens :- Indirect Expenditure	3,408	3,408	103,356	99,948	0	99,948	3.3%	0
Net Income over Expenditure	(3,408)	(3,408)	(93,936)	(90,528)				

Detailed Income & Expenditure by Budget Heading 13/05/2025

Month No: 1

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	0	0	21,170	21,170		21,170	0.0%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	
4017 Cleaning & Consumables	0	0	820	820		820	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4129 Mayors Allowance	257	257	3,500	3,243		3,243	7.3%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	0	0	3,140	3,140		3,140	0.0%	
4133 Tributes - Floral etc	0	0	260	260		260	0.0%	
4135 Other Council Events	0	0	50	50		50	0.0%	
Civic Activities :- Indirect Expenditure	257	257	29,590	29,333	0	29,333	0.9%	0
Net Expenditure	(257)	(257)	(29,590)	(29,333)				
Grand Totals:- Income	461,234	461,234	1,114,960	653,726			41.4%	
Expenditure	18,957	18,957	1,168,028	1,149,071	0	1,149,071	1.6%	
Net Income over Expenditure	442,276	442,276	(53,068)	(495,344)				
plus Transfer from EMR	18,040	18,040	0	(18,040)				
less Transfer to EMR	13,654	13,654	0	(13,654)				
Movement to/(from) Gen Reserve	446,662	446,662	(53,068)	(499,730)				

Sudbury Town Council	2025	
List of authorised payments which arise on a regular basis as the result of continuing contracts, statutory duties or obligations as specified in Financial Regulation 6.6		
Supplier name	Purpose	Payment Method
3IT Ltd	IT and Phone Support	Monthly
All Star fuel (vans)	Fuel for vans and tractor	Monthly D/D
Anglian Water - Wave	Water for allotments	Quarterly
Anglian Water - Wave	Water for the market	Quarterly
Anglian Water - Wave	Water for Town Hall	Quarterly
Anglian Water - Aquam	Standpipe lease	Annually & Monthly
Babergh District Council	Business Rates - Town Hall Ground Floor	Quarterly D/D
Babergh District Council	Business Rates - Town Hall First Floor	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	Quarterly D/D
Babergh District Council	Business Rates - Cemetery	Quarterly D/D
Babergh District Council	CCTV Support	Annually
Babergh District Council	Market Waste Removal	Annually
Babergh District Council	Cemetery Waste Removal	Annually
Babergh District Council	Litter and Dog Bin Emptying	Annually
Baldwin Alarms	Town Hall security	Annually
Besthost	Domain name	Quarterly D/D
Binder	Cemetery chapel septic tank	Annually
British Gas	Gas supply	Quarterly D/D
Cadcorp	Mapping System	Annually
CANVA	Events promotion tool	Annually
Clear Councils Insurance	General insurance	Annually
Common Lands Charity (Sudbury)	Valley Walk and Mill Acre clearing and cleaning	Quarterly
County Broadband	Full Fibre Broadband	Monthly D/D
D	None	None
Eastern Lift Services Ltd	Servicing the lift	Annually
EE Limited	Mobile phones	Monthly D/D
Elite Washroom Services Ltd	Emptying sanitary bins, yellow bin & Air Freshener (Public Toilets)	Annually
Elite Washroom Services Ltd	Emptying sanitary bins (Staff Toilets)	Annually
Evolve Business Solutions	Supporting and servicing the photocopier	Quarterly
Felix of Long Melford	Commission on ticket sales	As & When
Garden Nursery	Floral Supply and Maintenance	Quarterly
Gary Smith Gardening Services	Grave Digging	Monthly
Occupational Health & Wellbeing	EAP retained contract - 1 year	Quarterly
HM Land Registry	Property searches	Not Known D/D
Initial Washroom Hygiene (Rentokil)	Hand dryers in the Town Hall staff toilets	Biannually D/D
J	None	None
K	None	None
LCN	Domain lease for sudburytowncouncil.co.uk	Deb Card - 10 Years
Lex Auto Lease	3 year van lease hire for the Community Wardens	Monthly D/D
McColls Store 0966 - Sudbury	Newspapers	Monthly
NEST Pensions	Staff pensions	Monthly D/D

O	None	None
Partner GuideEast Tour Guides for Groups	Tour guides	As and When
People Safe	Loan working agreement	Monthly D/D
Peninsula	H&S contractor	Monthly D/D
Public Works Loan Board	Repayments and interest	Biannually D/D
Q	None	None
Reveal Media Ltd	Body cameras for wardens	Annually
Radius Telematics	Vehicle trackers	Monthly
Rialtas Business Solutions Limited	Omega software for finance	Annually
Suffolk Association of Local Councils	Support and advice	As and When
Savills Client Anglian Water Services	Peppercorn rent for the land that the bus shelters are on	Annually
SGW Payroll Ltd	Monthly payroll services	Monthly D/D
Southern Electric - Electricity	Electricity supply	Quartely & Monthly DD
Salaries, PAYE and National Insurance	Salaries, PAYE and National Insurance	Monthly
Suffolk Highways lighting charges	Street lights, electricy points, footpath lights charges	Annually
Suffolk Pension	Staff pension payments	Monthly
Sum Up	Debit and credit card handling services	As and When
T & P Fire Ltd	Fire emergency lighting tests	Monthly
U	None	None
V	None	None
W	None	None
X	None	None
Y	None	None
Z	None	None

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

SUDBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.SUDBURY-TC.GOV.UK

WEBSITE ADDRESS